

## AVIATION FACILITIES FUND

### DESCRIPTION

The Aviation Facilities Fund is a special revenue fund designed to account for and manage the Suffolk Executive Airport. The fund is supported by revenue generated by airport operations including fuel sales, hangar leases, tie downs, and other services provided to users of the airport as well as State and Federal grant funding. The Department of Economic Development's Division of Aviation Facilities administers and manages the Suffolk Executive Airport including the operation of runways, taxiways, hangar facilities, apron and tie down facilities, fueling facilities, required navigational equipment, and the airport cafe.

### FY 2014 ACCOMPLISHMENTS

- Completed pavement sealing for main runway, ramps and taxiways.
- Executed new lease for box Hangar #6.
- Upgraded the Automated Weather Observation System.



### FY 2015 OBJECTIVES

- Maintain a citizen and business friendly attitude towards all Suffolk Executive Airport operations while supporting educational and promotional opportunities to collaborate with the public to safely introduce them to aviation. **(Goal 6: Promote citizen engagement)**
- Host two day Virginia festival of flight event, and wounded warriors "Jumping for a Purpose" event. **(Goal 3: Promote a safe, healthy, and diverse community in which to live, work, and play)**
- Implement a lease hangar payment collection process. **(Goal 1: Promote strong financial management and fiscal accountability)**

STATISTICS/PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
Number of airplanes taking off/flying into the airport	13,633	14,300	15,000
Number of businesses located at the airport	6	7	7
Percent of aviation hangar space leased	100%	90%	92%
Gallons of fuel sold	125,065	163,000	171,500

**AVIATION FACILITIES FUND**

<b>Revenue</b>								
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>%</b>		<b>2014-2015</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Requested</b>	<b>Chng</b>		<b>Adopted</b>	<b>Chng</b>
Rent of Facilities	\$ 219,089	\$ 220,961	\$ 216,792	\$ 249,948	15%	\$	249,948	15%
Sale of Fuel	957,775	650,431	611,000	656,590	7%		656,590	7%
Miscellaneous	12,689	8,691	15,700	12,000	-24%		12,000	-24%
State Aviation Maintenance Grants	5,563	44,019	-	-	-		-	-
Airport Promotion and Advertising	12,081	6,850	-	-	-		-	-
Transfer from General Fund	-	132,803	227,266	184,989	-19%		135,276	-40%
<b>Total Revenue</b>	<b>\$ 1,207,195</b>	<b>\$ 1,063,754</b>	<b>\$ 1,070,758</b>	<b>\$ 1,103,527</b>	<b>3%</b>	<b>\$</b>	<b>1,053,814</b>	<b>-2%</b>
<b>Expenditure Summary</b>								
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>%</b>		<b>2014-2015</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Requested</b>	<b>Chng</b>		<b>Adopted</b>	<b>Chng</b>
Aviation Services	\$ 970,256	\$ 1,063,885	\$ 1,070,758	\$ 1,103,527	3%	\$	1,053,814	-2%
<b>Total Expenditures</b>	<b>\$ 970,256</b>	<b>\$ 1,063,885</b>	<b>\$ 1,070,758</b>	<b>\$ 1,103,527</b>	<b>3%</b>	<b>\$</b>	<b>1,053,814</b>	<b>-2%</b>

**AVIATION FACILITIES FUND (Department of Economic Development)**

**Budget Detail**

Account Number: 220-150000	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 129,995	\$ 135,193	\$ 137,938	\$ 137,938	0%	\$ 139,782	1%
51100.04 Salaries and Wages - Overtime	11,995	10,413	-	17,455	-	-	-
51100.06 Salaries and Wages - Part-time	13,913	11,630	34,910	17,455	-50%	34,910	0%
52100 FICA	11,608	11,530	13,223	13,223	0%	13,364	1%
52210 VRS Retirement	20,890	23,107	22,843	22,843	0%	20,744	-9%
52400 Group Life	364	1,607	1,641	1,641	0%	1,845	12%
53000.16 Purchased Service - Refuse Collection	-	-	-	-	-	909	-
53300 Repair and Maintenance	53,664	30,635	40,000	30,000	-25%	30,000	-25%
53300.110 Repair and Maintenance - State	-	46,172	-	-	-	-	-
53600 Advertising	14,231	14,729	7,500	7,500	0%	10,000	33%
54100 Information Technology	5,266	24,865	20,080	20,080	0%	20,361	1%
54200 Fleet	53,132	40,920	53,353	53,353	0%	55,166	3%
54500 Risk Management	48,767	47,989	47,422	47,422	0%	61,342	29%
55100 Utilities	25,440	23,823	19,600	19,600	0%	19,600	0%
55210 Postal Services	76	139	500	500	0%	500	0%
55230 Telecommunications	2,198	1,086	3,441	3,441	0%	3,757	9%
55410 Lease/Rent of Equipment	15,600	40,020	44,031	40,600	-8%	40,600	-8%
55500 Travel and Training	1,692	1,295	1,200	1,200	0%	1,200	0%
55810 Dues and Association Memberships	100	100	100	100	0%	100	0%
56001 Office Supplies	990	601	1,000	1,000	0%	1,000	0%
56011 Uniforms & Wearing Apparel	1,350	1,165	1,500	1,500	0%	1,500	0%
56014 Other Operating Supplies	1,753	4,139	5,000	5,000	0%	5,000	0%
56015 Merchandise for Resale	1,509	748	2,500	1,700	-32%	1,700	-32%
56017 Copier	-	-	-	-	-	3,123	-
56022 Fuel Inventory	539,842	475,012	470,000	517,000	10%	517,000	10%
58200 Capital Outlay	33,691	12,883	-	-	-	-	-
91400-59905 Local Cash Match	-	-	20,000	20,000	-	30,000	-
93000-50000.165 Transfer to GF-Indirect Cost	(17,810)	104,083	122,976	122,976	0%	40,311	-67%
<b>Total Operating Expenditures</b>	<b>\$ 970,256</b>	<b>\$ 1,063,885</b>	<b>\$ 1,070,758</b>	<b>1,103,527</b>	<b>-</b>	<b>\$ 1,053,814</b>	<b>-2%</b>

55410 - Lease of Equipment: Generator and refueler.

**Personnel Summary**

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
29	Airport Manager	1	1	1	1	1
13	Airport Technician	2	2	2	2	2
<b>Number of Full-Time Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## **DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND**

### **DESCRIPTION**

The Downtown Business Overlay Taxing District (DBOD) is a special fund created to foster economic development in downtown Suffolk. A specific additional real estate tax levy is assessed on properties in the DBOD. Revenues provide funding for enhanced beautification, refuse, sidewalk, and street maintenance services. The FY 2014-2015 real estate tax rate in the DBOD is \$.105.

**DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND**

**Budget Detail**

<b>Account Number: 4-209-</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2014-2015 Requested</b>	<b>% Chng</b>	<b>2014-2015 Adopted</b>	<b>% Chng</b>
41310-53100 Professional Services (Beautification)	\$ 79,439	\$ 81,404	\$ 70,000	\$ 103,000	47%	\$ 73,000	4%
41310-55100 Utilities	-	97	-	-	-	-	-
41310-53000.02 Purchased Service - Road Maint. (Maintenance)	80,671	27,242	90,000	57,000	-37%	57,000	-37%
42300-53000.16 Purchased Service - Refuse Fund	35,000	37,118	40,000	40,000	0%	40,000	0%
<b>Total Operating Expenditures</b>	<b>\$ 195,110</b>	<b>\$ 145,860</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>0%</b>	<b>\$ 170,000</b>	<b>-15%</b>

**Note:** 3100 Professional Services provides for beautification and landscape services.

**DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND**

<b>Revenue</b>												
	<b>2011-2012 Actual</b>		<b>2012-2013 Actual</b>		<b>2013-2014 Budget</b>		<b>2014-2015 Requested</b>		<b>% Chng</b>	<b>2014-2015 Adopted</b>		<b>% Chng</b>
Real Property Taxes	\$	211,426	\$	97,809	\$	200,000	\$	200,000	0%	\$	170,000	-15%
Penalties and Interest		1,098		2,351		-		-	-		-	-
<b>Total Revenue</b>	<b>\$</b>	<b>212,524</b>	<b>\$</b>	<b>100,160</b>	<b>\$</b>	<b>200,000</b>	<b>\$</b>	<b>200,000</b>	<b>0%</b>	<b>\$</b>	<b>170,000</b>	<b>-15%</b>
<b>Expenditure Summary</b>												
	<b>2011-2012 Actual</b>		<b>2012-2013 Actual</b>		<b>2013-2014 Budget</b>		<b>2014-2015 Requested</b>		<b>% Chng</b>	<b>2014-2015 Adopted</b>		<b>% Chng</b>
Services	\$	195,110	\$	145,860	\$	200,000	\$	200,000	0%	\$	170,000	-15%
<b>Total Expenditures</b>	<b>\$</b>	<b>195,110</b>	<b>\$</b>	<b>145,860</b>	<b>\$</b>	<b>200,000</b>	<b>\$</b>	<b>200,000</b>	<b>0%</b>	<b>\$</b>	<b>170,000</b>	<b>-15%</b>

## ROAD MAINTENANCE FUND

### DESCRIPTION

The Road Maintenance Fund provides for the maintenance of primary and secondary roadways throughout the City of Suffolk including drainage ditches, sidewalks, grass mowing, and litter control. The Division also evaluates, repairs, and upgrades traffic regulatory markings, signage, and traffic signal operations; directs and manages capital and special projects; assists in the review of all site development plans; analyzes impacts relating to current and future transportation issues; administers the City's street lighting program; and assists in supporting the Roadway Advisory Commission.

### FY 2014 ACCOMPLISHMENTS

- Repaired two wood deck bridge structures in the south end of the City.
- Inspected 100% of bridge structure to meet State and Federal standards and guidelines.
- Continue to maintain all roadway surfaces to a pavement condition index (PCI) rating of 50 or above.
- Continue to repair all potholes reported to operations within 72 hours.



### FY 2015 OBJECTIVES

- Continue capital street improvements as identified through the neighborhood street initiative program. **(Goal 3: Promote a safe, healthy, and diverse community to live, work and play)**
- Continue quality maintenance services of the city roadway network and supported assets. **(Goal 5: Provide safe and quality transportation options)**

### STATISTICS/PERFORMANCE MEASURES

	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
<b>Roadway:</b>			
Lane Miles maintained	1,599	1,611	1,611
Lane Miles resurfaced	28	30	35
Cost per Lane Mile resurfaced	\$106,000	\$106,000	\$106,000
Potholes repaired	500	600	600
Average pothole repair time	72 hours	72 hours	72 hours
Linear feet of open conveyance systems re-graded	75,000	110,000	150,000
<b>Traffic:</b>			
Traffic Signals maintained	98	100	100
Traffic Signals receiving preventative maintenance	98	100	100
Priority 1 Traffic Signal requests repaired within 4 hours	100%	100%	100%

**ROAD MAINTENANCE FUND**

<b>Revenue</b>									
		2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%	
		Actual	Actual	Budget	Requested	Chng	Adopted	Chng	
Sale of Permits	A	\$ 39,589	\$ 10,505	\$ 20,000	\$ 20,000	0%	\$ 20,000	0%	
Height/Weight Permit Fees	B	206,553	211,600	150,000	215,000	43%	215,000	43%	
Fines & Forfeitures	C	120,555	215,040	150,000	200,000	33%	200,000	33%	
Operations of Street Lights	D	51,198	195,524	60,000	150,000	150%	150,000	150%	
Developer Street Sign Contributions	E	1,650	3,850	6,000	6,000	0%	6,000	0%	
Developer Traffic Signal Contributions	F	-	-	200,000	200,000	0%	200,000	0%	
Sale of Service - Stormwater (Mosquito)	G	60,000	59,868	60,000	60,000	0%	60,000	0%	
Sale of Service - Capital Projects	H	249,238	378,214	500,000	350,000	-30%	350,000	-30%	
Sale of Service - Stormwater (Engineering)	I	275,000	275,000	275,000	300,000	9%	300,000	9%	
Sale of Service - DBOD	J	80,671	27,242	90,000	57,000	-37%	57,000	-37%	
Sale of Service - General Fund (PW Admin.)	K	30,000	30,000	30,000	30,000	0%	30,000	0%	
Sale of Service - Animal Control	L	1,040	5,000	5,000	8,000	60%	5,000	0%	
Sale of Service - Public Utilities	M	-	73,050	120,000	25,000	-79%	20,000	-83%	
Sale of Service - Developer Plan Review	N	8,190	9,230	10,000	15,000	50%	15,000	50%	
Sale of Service - P&R Grounds Maint (Cemetery)	O	23,211	37,376	35,000	35,000	0%	35,000	0%	
Sale of Service - Refuse Salary Allocation	P	-	-	-	55,000	-	55,000	-	
Sale of Service - PW Salary Allocation	Q	-	-	-	45,000	-	45,000	-	
Sale of Service - PW Streetlight Installation	R	-	-	-	20,000	-	20,000	-	
Sale of Service - Impact Analysis	S	-	-	-	15,000	-	15,000	-	
Sale of Service - P&R Banners	T	-	-	-	45,000	-	5,000	-	
Sale of Salvage/Surplus	U	11,323	-	10,000	7,000	-30%	7,000	-30%	
Miscellaneous Revenue	V	41,153	25,808	5,000	7,500	50%	7,500	50%	
Virginia Logo Program	W	9,950	-	15,000	15,000	0%	15,000	0%	
Urban Maintenance Funds	X	19,618,254	20,105,759	20,547,941	21,171,275	3%	21,171,275	3%	
Insurance Recovery	Y	3,809	1,146	4,000	2,000	-50%	2,000	-50%	
Interest Proceeds		32,732	36,008	-	-	-	-	-	
Transfer from Fund Balance		-	-	-	2,000,000	-	2,000,000	-	
<b>Total Revenue</b>		<b>\$ 20,864,115</b>	<b>\$ 21,700,219</b>	<b>\$ 22,292,941</b>	<b>\$ 25,053,775</b>	<b>12%</b>	<b>\$ 25,005,775</b>	<b>12%</b>	
<b>Expenditure Summary</b>									
		2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%	
		Actual	Actual	Budget	Requested	Chng	Adopted	Chng	
Road Maintenance		\$ 15,025,312	\$ 15,480,832	\$ 17,541,907	\$ 20,149,935	15%	\$ 20,174,838	15%	
Traffic Engineering		4,152,880	4,304,772	4,751,033	4,903,841	3%	4,830,936	2%	
<b>Total Expenditures</b>		<b>\$ 19,178,192</b>	<b>\$ 19,785,604</b>	<b>\$ 22,292,941</b>	<b>\$ 25,053,775</b>	<b>12%</b>	<b>\$ 25,005,775</b>	<b>12%</b>	
<b>A - Land use and commercial drive permits issued to public</b> <b>B - Height &amp; Weight Permit Fees (200 permits @ \$300 &amp; 350 @ \$75)</b> <b>C - Wide load and overweight citations allocated towards Road Maintenance</b> <b>D - 7 yr. adv st. lght pymts(Dev.) for st. lght maint csts for new dev. Pro Rtd Bases</b> <b>E - Charges fr developers for new st. signs related to new developments</b> <b>F - Chrgs to developers for inspectn by Traf. Engin. of traf. sgnl constructn</b> <b>G - Ditch cleaning services to Stormwater - mosquito control.</b> <b>H - Services provided to Capital Projects Fund for roadwork.</b> <b>I - BMP residential maintenance and enhanced street sweeping services provided to SW Fund</b> <b>J - Enhanced street sweeping, roadside beautification, and clean up services provided to DBOD</b> <b>K - Non-VDOT funded activities - Misc Services (ex. Dirt roads)</b> <b>L - Incinerator usage fee for euthanized animals</b>					<b>M - Services provided to Public Utilities</b> <b>N - Charges to developers for plans review by Engineering.</b> <b>O - Services provided to Grounds Maintenance division for cemetery work</b> <b>P - Services provided to Refuse for salary allocation</b> <b>Q - Services provided to PW for salary allocation</b> <b>R - Cost to install street lights</b> <b>S - Preliminary plan and traffic impact analysis review</b> <b>T - Services provided to P&amp;R for banner placement</b> <b>U - Salvage of damaged guardrail and other miscellaneous metal</b> <b>V - Misc srves to depts (signs, pavement markers, research &amp; engineering)</b> <b>W - Payment for Virginia Logo System Rights on City Right of Way</b> <b>X - State revenue estimate based on 1215.33 lane miles x \$10,661 secondary &amp; 397.45 x \$</b> <b>Y - Insurance recovery for public property accident damage</b>				

**DIVISION: ROADWAY - TRAFFIC ENGINEERING (Department of Public Works)**

**Budget Detail**

Account Number: 210-41400-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 893,926	\$ 865,856	\$ 922,673	\$ 922,673	0%	\$ 922,527	0%
51100.04 Salaries and Wages - Overtime	-	56,985	75,566	75,566	0%	75,566	0%
52100 FICA	63,933	64,876	76,365	76,365	0%	76,354	0%
52210 VRS Retirement	138,619	135,825	150,237	152,795	2%	133,721	-11%
52400 Group Life	2,416	10,314	10,980	10,980	0%	12,177	11%
53100 Professional Services	175,469	94,527	100,000	150,000	50%	150,000	50%
53100.26 Professional Services - Traffic Signal Inspc	14,201	-	200,000	200,000	0%	200,000	0%
53300 Repair and Maintenance	11,941	8,695	12,000	12,000	0%	12,000	0%
54100 Information Technology	84,189	139,346	244,572	244,572	0%	255,354	4%
54200 Fleet	239,444	217,047	237,000	237,000	0%	179,000	-24%
54500 Risk Management	245,120	251,341	264,772	264,772	0%	256,169	-3%
55100 Utilities (Street Lights)	1,291,376	1,311,104	1,190,000	1,250,000	5%	1,250,000	5%
55210 Postage	467	439	500	1,000	100%	1,000	100%
55230 Telecommunications	10,615	10,065	8,531	8,531	0%	9,480	11%
55500 Travel and Training	2,246	8,250	10,000	15,000	50%	15,000	50%
55810 Dues and Association Memberships	3,420	3,212	3,500	3,500	0%	3,500	0%
56001 Office Supplies	9,009	10,896	6,000	4,000	-33%	4,000	-33%
56011 Uniforms & Wearing Apparel	5,668	6,290	6,900	12,000	74%	12,000	74%
56012 Books & Subscriptions	1,953	1,948	1,500	1,500	0%	1,500	0%
56014 Other Operating Supplies	622,117	640,305	878,214	687,864	-22%	687,864	-22%
56017 Copier Costs	2,723	3,067	2,723	2,723	0%	2,724	0%
58200 Capital Outlay	123,658	363,721	100,000	100,000	0%	100,000	0%
58210 New Street Light Installation	28,358	29,009	30,000	20,000	-33%	20,000	-33%
58215 Improvements (signals/signs)	182,014	71,653	150,000	200,000	33%	200,000	33%
91400-59902 Contingency	-	-	-	-	-	-	-
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	-	-	69,000	251,000	-	251,000	-
<b>Total Operating Expenditures</b>	<b>\$ 4,152,880</b>	<b>\$ 4,304,772</b>	<b>\$ 4,751,033</b>	<b>\$ 4,903,841</b>	<b>3%</b>	<b>\$ 4,830,936</b>	<b>2%</b>

**Personnel Summary**

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
31	Traffic Engineer	1	1	1	1	1
25	Assistant Traffic Engineer	1	1	1	1	1
21	Sign & Paint Manager	1	1	1	1	1
21	Traffic Signals System Superintendent	1	1	1	1	1
21	Engineering Analyst	1	1	1	1	1
18	Engineering Technician	1	1	1	1	1
18	Traffic Signal Technician II	2	2	2	2	2
16	Traffic Signal Technician I	3	3	3	3	3
16	Sign Maintenance Manager	1	1	1	1	1
16	Paint Supervisor	1	1	1	1	1
15	Senior Sign Mechanic	1	1	1	1	1
13	Accounting Technician	1	1	1	1	1
13	Sign Mechanic	2	2	2	2	2
12	Highway Paint Equipment Operator	1	1	1	1	1
12	Secretary I	1	1	1	1	1
10	Paint Technician	2	2	2	2	2
10	Sign Technician	2	2	2	2	2
<b>Number of Full-Time Positions</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

**DIVISION: ROADWAY - MAINTENANCE (Department of Public Works)**

**Budget Detail**

Account Number: 210-41200	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 2,831,066	\$ 3,049,523	\$ 3,543,157	\$ 3,366,521	-5%	\$ 3,488,759	-2%
51100.04 Salaries and Wages - Overtime	135,392	253,749	186,900	360,000	93%	186,900	0%
52100 FICA	216,733	231,786	285,349	285,079	0%	281,188	-1%
52210 VRS Retirement	450,179	480,543	568,221	557,496	-2%	501,225	-12%
52400 Group Life	7,851	35,546	42,164	40,062	-5%	46,052	9%
53000.06 Purchase Services - Stormwater Fund	-	-	-	170,000	-	170,000	-
53000.10 Purchase Services - General Fund (landscap	28,000	25,893	28,000	28,000	-	28,000	-
53000.12 Purchase Services - General Fund (Police V	173,827	134,383	175,000	150,000	-14%	150,000	-14%
53000.16 Purchase Services - Refuse Fund	-	20,316	20,000	20,000	0%	20,000	0%
53100 Professional Services	30,185	24,820	40,000	70,000	75%	70,000	75%
53100.22 Medical Services	696	840	3,500	3,500	0%	3,500	0%
53140 Architectural & Engineering	-	-	-	-	-	-	-
53200 Temporary Help Service Fees	-	21,752	-	-	-	-	-
53300 Repair and Maintenance	71,477	124,223	100,000	150,000	50%	150,000	50%
53310 Repairs - Bridges	519,240	813,081	721,312	1,000,000	39%	1,300,000	80%
53500 Printing and Binding	408	146	3,000	1,500	-50%	1,500	-50%
53850 Construction Contracts	-	-	-	-	-	-	-
54100 Information Technology	123,774	152,941	239,741	239,741	0%	306,444	28%
54200 Fleet	2,403,730	2,432,495	2,630,228	2,630,228	0%	2,325,623	-12%
54500 Risk Management	1,296,992	1,228,663	1,132,944	1,132,944	0%	1,106,848	-2%
55210 Postage	354	326	600	300	-50%	300	-50%
55230 Telecommunications	7,953	4,147	9,795	9,795	0%	10,933	12%
55420 Lease/Rent of Buildings	157,524	157,524	160,000	160,000	0%	160,000	0%
55500 Travel and Training	16,602	32,521	40,000	40,000	0%	40,000	0%
55810 Dues and Association Memberships	2,371	2,545	4,000	4,000	0%	4,000	0%
56001 Office Supplies	14,963	15,395	18,500	15,000	-19%	15,000	-19%
56011 Uniforms & Wearing Apparel	28,103	28,401	30,688	60,000	96%	60,000	96%
56012 Books and Subscriptions	318	-	3,000	1,000	-67%	1,000	-67%
56014 Other Operating Supplies	468,239	334,542	500,000	669,610	34%	669,610	34%
56017 Copier Costs	4,159	4,159	4,159	4,159	0%	10,404	150%
56024 Street Improvements	4,150,629	3,382,239	3,445,952	6,045,952	75%	6,132,544	78%
58200 Capital Outlay	233,607	211,927	-	100,000	-	100,000	-
93000-50000.165 Indirect Costs	548,942	589,407	631,697	440,000	-30%	705,009	12%
93000-50000.310 Transfer to Capital Projects	128,000	100,000	600,000	-	-100%	-	-100%
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	974,000	1,587,000	2,374,000	2,396,000	1%	2,130,000	-10%
<b>Total Operating Expenditures</b>	<b>\$ 15,025,312</b>	<b>\$ 15,480,832</b>	<b>\$ 17,541,907</b>	<b>\$ 20,149,935</b>	<b>15%</b>	<b>\$ 20,174,838</b>	<b>15%</b>

**Personnel Summary**

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
	36 Assistant Director of PW-Operations	1	1	1	1	1
	31 Public Works General Manager	-	-	-	1	1
	30 Operations Manager	1	1	1	1	1
25/29/30	Civil Engineer I/II/III	-	1	1	1	1
25/27	Operations Superintendent I/II	-	-	7	7	7
25/27	Street Superintendent I/II	6	6	-	-	-
	23 Operations Office Manager	1	1	1	1	1
	19 Technical Asset Manager	1	1	1	-	-
	18 Construction Inspector	-	-	1	2	2
	17 Street Foreman	14	14	14	14	14
	17 Maintenance Mechanic	3	3	3	3	3
	15 Labor Supervisor	1	1	1	1	1
	15 Asset Management Data Technician	1	1	1	-	-
	15 Permit Technician-Weights/Measures	1	1	1	-	-
13/15	Heavy Equipment Operator I / II	31	31	31	31	31
	13 Secretary II	1	1	1	1	1
	13 Accounting Technician	1	1	1	1	1
	12 Litter Control Coordinator	1	1	1	-	-
9/11	Street Maintenance Worker I / II	28	28	28	28	28
	11 Street Sweeper Operator	3	3	3	3	3
	11 Skilled Laborer	1	1	1	1	1
	11 Time Keeper	1	1	1	1	1
	10 Office Assistant II	1	1	1	1	1
<b>Number of Full-Time Positions</b>		<b>98</b>	<b>99</b>	<b>101</b>	<b>99</b>	<b>99</b>

## GRANTS FUND

### DESCRIPTION

The Grants Fund is a special revenue fund that provides required local matching contributions to State, Federal, and private grant funding secured by City departments for various activities, programs, and services for the citizens of Suffolk.

**GRANTS FUND**

<b>Revenue</b>								
	2011-2012	2012-2013	2013-2014	2014-2015	%		2014-2015	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Transfer from General Fund	\$ 383,056	\$ 272,550	\$ 350,000	\$ 350,000	0%	\$	350,000	0%
CDBG Annual Allocation	468,907	411,677	333,980	324,215	-3%		324,215	-3%
HOME Annual Allocation	385,944	463,523	-	-	-		-	-
Revenue from the Commonwealth	560,164	361,456	-	-	-		-	-
Revenue from the Federal Government	2,164,216	3,429,693	-	-	-		-	-
Miscellaneous	412,680	264,007	-	-	-		-	-
<b>Total Revenue</b>	<b>\$ 4,374,967</b>	<b>\$ 5,202,906</b>	<b>\$ 683,980</b>	<b>\$ 674,215</b>	<b>-1%</b>	<b>\$</b>	<b>674,215</b>	<b>-1%</b>
<b>Expenditure Summary</b>								
	2011-2012	2012-2013	2013-2014	2014-2015	%		2014-2015	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Grants Operating Expenditures	\$ 4,312,478	\$ 5,393,120	\$ 683,980	\$ 674,215	-1%	\$	674,215	-1%
<b>Total Expenditures</b>	<b>\$ 4,312,478</b>	<b>\$ 5,393,120</b>	<b>\$ 683,980</b>	<b>\$ 674,215</b>	<b>-1%</b>	<b>\$</b>	<b>674,215</b>	<b>-1%</b>

**GRANTS FUND**

**Budget Detail**

Account Number: 211-91400		2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
59905	Local Cash Match Requirements	\$ -	\$ -	\$ 350,000	\$ 350,000	0%	\$ 350,000	0%
	CDBG Funding Allocation:							
	CDBG Administration	-	41,323	-	-	-	-	-
	Other Program Activities	-	-	-	-	-	-	-
	Geneive Shelter	20,000	-	-	-	-	-	-
	ForKids Homeless Shelter	20,000	-	-	-	-	-	-
	American Red Cross	-	-	-	-	-	-	-
	Habitat for Humanity-SHR	-	5,687	-	-	-	-	-
	Western Tidewater Free Clinic	20,000	-	-	-	-	-	-
	SRHA Emergency Repair Program	-	-	-	-	-	-	-
	Ches. Bay Presvtn-Septic Pump Out Prg	-	1,375	-	-	-	-	-
	Suffolk - Neighborhood Stabilization Pr	-	164,771	-	-	-	-	-
	HOME Grant Allocation:							
	Lead Agency Admin-Suffolk	28,727	20,010	-	-	-	-	-
	CHDO-Admin.	-	271,777	-	-	-	-	-
	Isle of Wight	-	67,473	-	-	-	-	-
	Southampton	-	45,385	-	-	-	-	-
	Franklin	-	-	-	-	-	-	-
	Other Funding Allocation:							
	Judicial	654,806	673,763	-	-	-	-	-
	Public Safety	918,437	3,055,662	-	-	-	-	-
	Public Works	725,045	39,061	-	-	-	-	-
	Health and Welfare	239,873	271,221	-	-	-	-	-
	Education	149,330	-	-	-	-	-	-
	Parks, Recreation and Cultural	183,192	132,188	-	-	-	-	-
	Community Development	999,663	259,717	-	-	-	-	-
93000-50000.401	Transfer to Debt Fund (CDBG 108 loan)	353,405	343,707	333,980	324,215	-3%	324,215	-3%
<b>Total Operating Expenses</b>		\$ 4,312,478	\$ 5,393,120	\$ 683,980	\$ 674,215	-1%	\$ 674,215	-1%

## TRANSIT SYSTEM FUND

### DESCRIPTION

The Transit System Fund was established to manage transportation services provided to the citizens of Suffolk. This special revenue fund is supported by fare box revenue, State and Federal grants, and a transfer from the General Fund. The City is contracted with Virginia Regional Transit (VRT) for the operation of the City's transit service which includes four bus routes and ADA service.

### FY 2014 ACCOMPLISHMENTS

- Addition of Yellow line to provide part day service along the Holland Road corridor and Downtown Business District.
- Constructed a restroom facility/shelter for transit riders at the Prentis Street Transfer Station.
- Replaced contracted Virginia Regional Transit buses with, City-owned and contractor-operated, buses.
- Worked with the Virginia Department of Rail and Public Transportation to complete a Transit Development Plan for the City, which was adopted by City Council.



### FY 2015 OBJECTIVES

- Continue to work with special needs transit riders to find ways to accommodate their needs with fixed route buses, thereby increasing their mobility and reducing hours of service for the more costly paratransit service. **(Goal 2: Provide effective and efficient programs and services that are accountable and customer focused)**
- Respond to citizen requests for transit service by adding an independent transit route serving North Suffolk. **(Goal 5: Provide safe and quality transportation options)**
- Facilitate citizen involvement in the transit service decisions by participating in the Land Use, Housing and Transportation Standing Committee. **(Goal 6: Promote citizen engagement)**
- Respond to citizen requests for additional transit service by adding a part-day connection route to link the core downtown service district with North Suffolk and provide connection to eastern communities, via a stop at Hampton Roads Transit transfer point at Chesapeake Square. **(Goal 5: Provide safe and quality transportation options)**

STATISTICS/PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
<b>Ridership:</b>			
Green Line (Main Street/Godwin Blvd)	28,485	27,000	27,500
Orange Line (Lake Kennedy/East Washington)	24,874	28,500	29,000
Red Line (Magnolia/East Constance/Main Street)	4,455	6,750	7,000
Yellow Line (Holland Road/Saratoga)	N/A	5,500	7,500
Blue Line (North Suffolk)	N/A	N/A	11,000
Gold Line (Downtown/North Suffolk/HRT Connector)	N/A	N/A	5,000
ADA Ridership	1,198	1,150	1,150
ADA Hours of Service	693	620	625

**TRANSIT SYSTEM FUND**

<b>Revenue</b>								
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2014-2015 Requested</b>	<b>% Chng</b>		<b>2014-2015 Adopted</b>	<b>% Chng</b>
Fare Collections	\$ -	\$ 47,971	\$ 45,500	\$ 55,050	21%	\$	55,050	21%
Miscellaneous	-	68,516	-	5,000	-		5,000	-
Interest Earned	-	1,754	-	-	-		-	-
VRPT Operating Revenue	-	116,122	111,529	199,996	79%		199,996	79%
VRPT Capital Revenue	-	159,005	110,000	115,640	5%		115,640	5%
Transfer from General Fund	-	599,479	598,779	677,935	13%		677,935	13%
<b>Total Revenue</b>	<b>\$ 0</b>	<b>\$ 992,847</b>	<b>\$ 865,808</b>	<b>\$ 1,053,621</b>	<b>-</b>	<b>\$</b>	<b>1,053,621</b>	<b>22%</b>
<b>Expenditure Summary</b>								
	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2014-2015 Requested</b>	<b>% Chng</b>		<b>2014-2015 Adopted</b>	<b>% Chng</b>
Transit System	\$ -	\$ 888,337	\$ 865,808	\$ 1,053,621	22%	\$	1,053,621	22%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 888,337</b>	<b>\$ 865,808</b>	<b>\$ 1,053,621</b>	<b>-</b>	<b>\$</b>	<b>1,053,621</b>	<b>22%</b>

**DIVISION: TRANSIT SYSTEM (Department of Public Works)**

**Budget Detail**

Account Number: 212-88000-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
53100 Professional Services -Pymt to VRT	\$ -	\$ 549,113	\$ 637,308	\$ 902,041	42%	\$ 902,041	42%
53300 Repair and Maintenance	-	5,129	8,000	5,000	-38%	5,000	-38%
53600 Advertising	-	-	500	500	0%	500	0%
55500 Travel and Training	-	643	-	850	-	850	-
55810 Dues & Association Memberships	-	339	-	680	-	680	-
58200 Capital Outlay	-	333,113	220,000	144,550	-34%	144,550	-34%
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 888,337</b>	<b>\$ 865,808</b>	<b>\$ 1,053,621</b>	<b>-</b>	<b>\$ 1,053,621</b>	<b>22%</b>

## LAW LIBRARY FUND

### DESCRIPTION

The Law Library Fund was established to provide the general public and legal community access to current legal and consumer protection information at no cost. A special fee of **\$4.00** is levied on civil court cases in the General District and Circuit courts. This fee is held in a separate fund for the purpose of providing the public and Officers of the Court with a reliable network of legal information and educational support. This fund also supports community outreach efforts, legal publications, the salaries of support staff, and operating costs.

### FY 2014 ACCOMPLISHMENTS

- Provide general public, attorneys, and other professionals with free legal resources.



### FY 2015 OBJECTIVES

- To coordinate with city departments and agencies to enhance awareness and maximize the number of individuals assisted by law library resources. (**Goal 2: Provide effective and efficient programs and services that are accountable and customer focused**)

STATISTICS/PERFORMANCE MEASURES	CY 2012 Actual	CY 2013 Actual	CY 2014 Estimate
Public Utilization	1,900	1,700	1,700
Attorney Utilization	2,688	2,600	2,600

**LAW LIBRARY FUND**

<b>Revenue</b>								
	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng		2014-2015 Adopted	% Chng
Law Library Fees	\$ 44,143	\$ 41,487	\$ 38,960	\$ 41,460	6%	\$	41,460	6%
Interest Earned	748	748	-	-	-		-	-
Miscellaneous Fees	126	91	-	-	-		-	-
<b>Total Revenue</b>	<b>\$ 45,017</b>	<b>\$ 42,326</b>	<b>\$ 38,960</b>	<b>\$ 41,460</b>	<b>6%</b>	<b>\$</b>	<b>41,460</b>	<b>6%</b>
<b>Expenditure Summary</b>								
	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng		2014-2015 Adopted	% Chng
Circuit Court - Law Library	\$ 37,814	\$ 39,104	\$ 38,960	\$ 41,460	6%	\$	41,460	6%
<b>Total Expenditures</b>	<b>\$ 37,814</b>	<b>\$ 39,104</b>	<b>\$ 38,960</b>	<b>\$ 41,460</b>	<b>6%</b>	<b>\$</b>	<b>41,460</b>	<b>6%</b>

**LAW LIBRARY FUND**

**Budget Detail**

<b>Account Number: 213-21900-</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2014-2015 Requested</b>	<b>% Chng</b>	<b>2014-2015 Adopted</b>	<b>% Chng</b>
51100.06 Salaries and Wages - Part-time	\$ 17,223	\$ 17,591	\$ 20,000	\$ 20,000	0%	\$ 20,000	0%
52100 FICA	1,318	1,346	1,530	1,530	0%	1,530	0%
54100 Information Technology	1,620	1,959	88	88	0%	88	0%
55230 Telecommunications	337	443	534	534	0%	724	36%
55500 Travel & Training	-	-	200	200	0%	200	0%
55810 Dues and Association Memberships	-	-	20	20	0%	20	0%
56001 Office Supplies	782	656	1,000	1,000	0%	1,000	0%
56012 Books and Subscriptions	12,853	16,012	14,500	17,000	17%	16,810	16%
56017 Copier Costs	1,136	1,097	1,088	1,088	0%	1,088	0%
58200 Capital Outlay	2,545	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 37,814</b>	<b>\$ 39,104</b>	<b>\$ 38,960</b>	<b>\$ 41,460</b>	<b>6%</b>	<b>\$ 41,460</b>	<b>6%</b>

## ROUTE 17 SPECIAL TAXING DISTRICT FUND

### DESCRIPTION

The Route 17 Special Taxing District is a special fund created to foster economic development in a specific geographic region of northern Suffolk. A specific additional real estate tax levy is assessed on properties in the Route 17 Special Taxing District. The FY2014-2015 budget decreases the real estate tax by **\$.01** to **\$.24** to neutralize the increase in property value due to reassessment and to promote economic development and business attraction in the taxing district. The debt service for enhanced road improvements in the taxing district is repaid by the additional real estate tax.

**ROUTE 17 SPECIAL TAXING DISTRICT FUND**

<b>Revenue</b>								
	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng		2014-2015 Adopted	% Chng
Real Property Taxes	\$ 1,394,406	\$ 1,433,922	\$ 1,200,000	\$ 1,300,000	8%	\$	1,300,000	8%
Transfer from Fund Balance	-	-	1,282,441	-	-100%		-	-100%
Penalties and Interest	11,871	7,511	-	-	-		-	-
<b>Total Revenue</b>	<b>\$ 1,406,277</b>	<b>\$ 1,441,433</b>	<b>\$ 2,482,441</b>	<b>\$ 1,300,000</b>	<b>-48%</b>	<b>\$</b>	<b>1,300,000</b>	<b>-48%</b>
<b>Expenditure Summary</b>								
	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng		2014-2015 Adopted	% Chng
Route 17 Special Taxing District	\$ 750,533	\$ 1,947,196	\$ 2,482,441	\$ 1,300,000	-48%	\$	1,300,000	-48%
<b>Total Expenditures</b>	<b>\$ 750,533</b>	<b>\$ 1,947,196</b>	<b>\$ 2,482,441</b>	<b>\$ 1,300,000</b>	<b>-48%</b>	<b>\$</b>	<b>1,300,000</b>	<b>-48%</b>

**ROUTE 17 SPECIAL TAXING DISTRICT FUND**

<b>Budget Detail</b>							
<b>Account Number: 216-81500-</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Actual</b>	<b>2013-2014 Budget</b>	<b>2014-2015 Requested</b>	<b>% Chng</b>	<b>2014-2015 Adopted</b>	<b>% Chng</b>
93000-50000.310 Transfer to Capital Projects	-	1,000,000	850,000	250,000	-71%	250,000	-71%
93000-50000.401 Transfer to Debt Service Fund	750,533	747,196	732,441	721,791	-1%	721,791	-1%
93000-50000.501 Transfer to Capital Projects - Public Utilitie Reserve for Capital/Debt	-	200,000	900,000	-	-100%	-	-100%
	-	-	-	328,209		328,209	-
<b>Total Operating Expenses</b>	\$ 750,533	\$ 1,947,196	\$ 2,482,441	\$ 1,300,000	-48%	\$ 1,300,000	-48%