

PUBLIC UTILITIES FUND

DESCRIPTION

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City's water and wastewater collection systems. The Department is comprised of the Divisions of Administration, Customer Service, Line Maintenance, Maintenance, Engineering and Water Production/Quality which manage and operate the G. Robert House Water Treatment Plant, 140 sanitary sewer pump stations, 316 miles of sewer mains, and 453 miles of water mains. An increase in the water and sewer collection rates has been approved in the adopted FY 2013-2014 budget. The water rate will increase to **\$7.84 per 100 cubic feet** from the established FY 2012-2013 rate of \$7.13 per cubic feet. The sewer collection rate will increase to **\$5.82 per 100 cubic feet** from the established FY 2012-2013 rate of \$5.35 per 100 cubic feet.

FY 2013 ACCOMPLISHMENTS

- Experienced a reduction in sanitary sewer overflow issues, and enhanced gravity sewer system preventative cleaning efforts to address Regional Special Order by Consent with the Virginia Department of Environmental Quality.
- Completed the design of Pump Station No. 23 to allow for construction of new pump station to serve the Barrett Acres area in FY14.
- Completed design for Phase 2 of the Norfolk Water Supply Project.



FY 2014 OBJECTIVES

- To continue to address items identified in the Special Order by Consent with the Virginia Department of Environmental Quality. **(Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play)**
- To meet all drinking water quality standards/regulations and adhere to the Holland Village Consent Order. **(Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play)**
- To continue to strengthen the Utility Fund balances to meet the City's Utility Financial Policies. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**

STATISTICS/PERFORMANCE MEASURES

	FY 2012 Actual	FY 2013 Projected	FY 2014 Estimate
Water customers	24,729	24,930	25,130
Sewer customers	20,921	21,120	21,320
Average Daily Consumption (mgd)	6.51	6.63	6.73
Treatment Capacity (mgd)	17.45	17.45	17.45
Number of Sanitary Sewer Overflows	47	40	
MISS Utility requests	12,252	13,300	13,500
Percent compliance with 72 hour MISS Utility marking response time per State law	92%	94%	95%
Number of plan/plan amendments/plat reviews	126	120	130
Percent of plan reviews completed within 30 days of receipt	100%	100%	100%
Debt Service Ratio	1.47	1.40	1.33

UTILITY FUND

Revenue							
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Water Availability Charges	\$ 1,317,785	\$ 1,823,425	\$ 1,518,000	\$ 1,794,000	18%	\$ 1,794,000	18%
Bulk Water Sales	2,918,225	2,790,637	3,056,862	2,946,541	-4%	2,946,541	-4%
Water Service Charges	14,378,713	15,018,396	17,702,207	18,995,562	7%	18,995,562	7%
Water Connection Charges	59,165	42,535	40,000	40,000	0%	40,000	0%
Meter Service Charges	760,066	777,899	800,742	1,747,485	118%	1,747,485	118%
Hydrant Rental	142,764	122,197	140,000	140,000	0%	140,000	0%
Sewer Service Charges	9,272,697	10,166,935	12,332,144	12,614,651	2%	12,614,651	2%
Sewer Connection Charges	35,930	48,265	40,000	40,000	0%	40,000	0%
Special Fees	254,195	253,225	200,000	250,000	25%	250,000	25%
Sewer Availability Charges	1,248,405	1,900,585	1,644,000	1,950,000	19%	1,950,000	19%
Recovery of Bad Debt	7,888	0	0	0	-	0	-
Sale of Service - Engineering	88,709	110,344	75,000	125,000	67%	125,000	67%
Miscellaneous	28,275	145,724	30,000	30,000	0%	30,000	0%
Interest Earned	85,117	178,360	0	80,000	-	80,000	-
Capitalized Interest Reserve	0	0	2,930,244	1,367,925	-53%	2,367,925	-19%
2009 Build American Bonds Rebate	267,284	534,569	534,560	528,449	-1%	528,449	-1%
Capital Contributions from Development	3,229,792	1,078,380	1,915,000	1,625,000	-15%	1,625,000	-15%
Total Revenue	\$ 34,095,012	\$ 34,991,476	\$ 42,958,759	\$ 44,274,613	3%	\$ 45,274,613	5%
Expenditure Summary							
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Administration	\$ 985,177	\$ 997,951	\$ 1,160,380	\$ 1,260,933	9%	\$ 1,221,842	5%
Customer Service	1,138,776	1,141,476	1,322,648	1,378,909	4%	1,314,225	-1%
Line Maintenance	2,157,975	2,448,336	2,735,099	2,869,792	5%	2,863,443	5%
Maintenance	2,150,597	2,511,258	3,485,557	3,740,668	7%	3,726,368	7%
Water Production	6,789,069	7,415,406	8,216,125	8,626,016	5%	8,551,108	4%
Engineering	1,287,790	1,292,233	1,421,193	1,471,461	4%	1,524,567	7%
Non-Departmental	20,188,465	20,643,748	24,617,757	24,926,834	1%	26,073,060	6%
Total Expenditures	\$ 34,697,849	\$ 36,450,407	\$ 42,958,759	\$ 44,274,613	3%	\$ 45,274,613	5%

DEPARTMENT: PUBLIC UTILITIES - ADMINISTRATION

Budget Detail

Account Number: 501-89510-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 470,614	463,604	\$ 527,107	\$ 550,878	5%	\$ 504,780	-4%
51100.04 Salaries and Wages - Overtime	10,905	3,169	3,060	3,060	0%	3,060	0%
52100 FICA	34,878	33,657	40,558	42,376	4%	38,850	-4%
52210 VRS Retirement	85,004	74,501	92,560	96,734	5%	83,592	-10%
52400 Group Life	1,481	1,369	6,958	7,272	5%	6,007	-14%
53100 Professional Services	161,696	187,893	240,760	300,760	25%	300,760	25%
53300 Repairs and Maintenance	1,144	1,194	500	500	0%	500	0%
53500 Printing and Binding	204	0	500	500	0%	500	0%
53600 Advertising	83	120	250	250	0%	250	0%
54100 Information Technology	30,721	30,640	45,721	45,721	0%	65,096	42%
54200 Fleet	12,825	12,152	9,876	14,085	43%	14,085	43%
54500 Risk Management	60,252	76,831	86,509	86,509	0%	87,323	1%
55100 Utilities	11,387	11,426	11,845	11,845	0%	11,845	0%
55210 Postal Services	2,084	230	500	500	0%	500	0%
55230 Telecommunications	8,195	8,421	8,443	8,443	0%	8,415	0%
55420 Lease/Rent of Building	81,003	74,858	66,735	73,000	9%	76,003	14%
55500 Travel and Training	860	5,913	3,000	3,000	0%	3,000	0%
55810 Dues and Association Memberships	6,266	6,415	5,000	5,000	0%	5,000	0%
56001 Office Supplies	2,044	2,367	5,000	5,000	0%	5,000	0%
56011 Uniforms & Wearing Apparel	0	19	1,500	1,500	0%	1,500	0%
56012 Books and Subscriptions	0	100	1,000	1,000	0%	1,000	0%
56017 Copier Costs	3,532	3,073	2,999	3,000	0%	4,777	59%
58200 Capital Outlay	0	0	0	0	-	0	-
Total Operating Expenses	\$ 985,177	\$ 997,951	\$ 1,160,380	\$ 1,260,933	9%	\$ 1,221,842	5%

53100 - Professional Services: Consulting services.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
44	Director of Public Utilities	1	1	1	1	1
36	Assistant Director of Public Utilities	1	1	1	1	1
31	Utility Operations Manager	1	1	1	1	1
23	Data Quality Control Technician	1	1	1	1	1
20	FOG Program Manager	1	1	1	1	1
16	Water Distribution Operator	1	2	2	2	1
14	Executive Secretary	1	1	1	1	1
13	Accounting Technician	1	1	1	1	1
Number of Full-Time Positions		8	9	9	9	8

DEPARTMENT: PUBLIC UTILITIES - CUSTOMER SERVICE

Budget Detail

Account Number: 501-89520-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 487,723	\$ 470,262	\$ 521,663	\$ 556,934	7%	\$ 548,085	5%
51100.04 Salaries and Wages - Overtime	29,834	16,662	25,500	25,500	0%	25,500	0%
52100 FICA	37,094	34,458	41,858	44,556	6%	43,879	5%
52210 VRS Retirement	77,212	75,693	91,604	97,798	7%	90,763	-1%
52400 Group Life	1,378	1,331	6,886	7,352	7%	6,522	-5%
53100 Professional Services	141,179	143,951	150,000	150,000	0%	150,000	0%
53300 Repairs and Maintenance	15,361	14,517	15,000	15,000	0%	15,000	0%
53500 Printing and Binding	3,106	463	4,000	4,000	0%	4,000	0%
54100 Information Technology	51,299	30,770	103,348	103,348	0%	47,947	-54%
54200 Fleet	69,435	66,852	80,535	92,166	14%	92,166	14%
54500 Risk Management	120,505	171,615	165,889	165,889	0%	172,127	4%
55210 Postal Service	383	153	500	500	0%	500	0%
55230 Telecommunications	6,262	3,928	7,516	7,516	0%	7,609	1%
55420 Lease of Buildings	0	0	0	0	-	0	-
55500 Travel and Training	545	933	1,500	1,500	0%	1,500	0%
55810 Dues and Association Memberships	220	470	500	500	0%	500	0%
56001 Office Supplies	2,221	2,629	2,500	2,500	0%	2,500	0%
56011 Uniform & Wearing Apparel	4,989	5,743	6,750	6,750	0%	6,750	0%
56012 Books and Subscriptions	0	10	100	100	0%	100	0%
56014 Other Operating Supplies	11,712	12,709	14,000	14,000	0%	14,000	0%
56017 Copier Costs	3,152	3,073	2,999	3,000	0%	4,777	59%
58200 Capital Outlay	75,166	85,255	80,000	80,000	0%	80,000	0%
Total Operating Expenses	\$ 1,138,776	\$ 1,141,476	\$ 1,322,648	\$ 1,378,909	4%	\$ 1,314,225	-1%

53100 - Professional Service: Contracted meter reading service.

56014 - Other Operating Supplies: Hand tools and protective equipment for meter service staff.

58100 - Capital Outlay Replacements: Water meter replacements.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
20	Customer Service Manager	1	1	1	1	1
17	Meter Services Supervisor	1	1	1	1	1
13	Accounting Technician	2	2	2	2	2
10	Customer Service Representative	6	6	6	6	6
9	Water Meter Service Worker	8	8	8	8	8
Number of Full-Time Positions		18	18	18	18	18

DEPARTMENT: PUBLIC UTILITIES - LINE MAINTENANCE

Budget Detail

Account Number: 501-89530-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 761,345	\$ 763,061	\$ 844,615	\$ 862,158	2%	\$ 846,970	0%
51100.04 Salaries and Wages - Part time/Overtim	124,619	101,184	153,000	153,000	0%	153,000	0%
52100 FICA	64,843	62,943	76,318	77,660	2%	76,498	0%
52210 VRS Retirement	120,027	122,925	148,314	151,395	2%	138,824	-6%
52400 Group Life	1,992	2,157	11,149	11,380	2%	10,079	-10%
53000.02 Purchased Services - Road Maintenance	0	0	120,000	120,000	0%	120,000	0%
53100 Professional Services	14,925	15,573	46,800	26,800	-43%	26,800	-43%
53300 Repairs and Maintenance	169,191	288,033	155,000	230,000	48%	230,000	48%
54100 Information Technology	44,521	74,485	70,955	70,955	0%	60,032	-15%
54200 Fleet	321,772	322,763	363,204	420,689	16%	439,676	21%
54500 Risk Management	187,485	277,290	290,699	290,699	0%	299,660	3%
55100 Utilities	7,119	8,177	10,000	10,000	0%	10,000	0%
55230 Telecommunications	8,747	8,740	14,956	14,956	0%	19,461	30%
55410 Lease/Rent of Equipment	10,175	1,591	10,000	10,000	0%	10,000	0%
55420 Lease/Rent of Building	24,000	24,000	25,000	25,000	0%	26,400	6%
55500 Travel and Training	431	716	4,000	4,000	0%	4,000	0%
55852 HRSD Interceptors Interest Payment	65,580	197,623	125,000	125,000	0%	125,000	0%
56001 Office Supplies	1,855	1,593	1,500	1,500	0%	1,500	0%
56011 Uniforms & Wearing Apparel	15,786	18,415	21,500	21,500	0%	21,500	0%
56014 Other Operating Supplies	185,080	127,765	215,000	215,000	0%	215,000	0%
56017 Copier Costs	1,242	1,163	1,089	1,100	1%	2,043	88%
56024 Paving & Construction Supplies	23,833	28,139	27,000	27,000	0%	27,000	0%
58200 Capital Outlay	3,405	0	0	0	-	0	-
Total Operating Expenses	\$ 2,157,975	\$ 2,448,336	\$ 2,735,099	\$ 2,869,792	5%	\$ 2,863,443	5%

53100 - Professional Services: Miss Utility costs, immunizations, sewer cleaning.
53300 - Repairs & Maintenance: Equipment maintenance, paving, manhole repairs.
55410 - Lease of Equipment: Rental of outside repair equipment.
55420 - Lease of Buildings: Headquarters - Dill Rd.
56014 - Other Operating Supplies: Line equipment supplies, protective equipment.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
23	Line Maintenance Manager	1	1	1	1	1
18	Assistant Line Maintenance Manager	1	1	1	1	1
15	Labor Supervisor	3	3	3	3	3
12	Line Maintenance Technician	3	3	3	3	3
11	Skilled Laborer	11	11	11	11	11
9	Utility System Worker	8	8	8	8	7
Number of Full-Time Positions		27	27	27	27	26

DEPARTMENT: PUBLIC UTILITIES - MAINTENANCE

Budget Detail

Account Number: 501-89540-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 607,193	\$ 672,825	\$ 822,666	\$ 948,916	15%	\$ 863,667	5%
51100.04 Salaries and Wages - Overtime	90,484	125,685	142,800	142,800	0%	142,800	0%
52100 FICA	50,620	57,844	73,858	83,516	13%	76,995	4%
52210 VRS Retirement	99,556	108,247	144,460	166,630	15%	139,390	-4%
52400 Group Life	1,881	1,897	10,859	12,526	15%	10,278	-5%
53100 Professional Services	8,046	20,992	23,000	23,000	0%	23,000	0%
53300 Repairs and Maintenance	192,500	230,182	275,000	275,000	0%	275,000	0%
54100 Information Technology	56,764	53,430	62,972	62,972	0%	47,252	-25%
54200 Fleet	221,970	223,751	241,145	269,500	12%	365,283	51%
54500 Risk Management	145,439	204,841	220,696	220,696	0%	245,590	11%
55100 Utilities	219,581	270,077	250,000	250,000	0%	250,000	0%
55230 Telecommunications	21,614	20,355	13,412	13,412	0%	15,671	17%
55410 Lease/Rent of Equipment	168,505	313,635	915,000	1,012,000	11%	1,012,000	11%
55420 Lease/Rent of Building	37,500	37,800	39,000	39,000	0%	37,800	-3%
55500 Travel and Training	276	961	4,000	4,000	0%	4,000	0%
55810 Dues and Association Memberships	3,745	6,553	6,800	6,800	0%	6,800	0%
56001 Office Supplies	1,430	1,374	2,300	2,300	0%	2,300	0%
56011 Uniforms & Wearing Apparel	11,046	13,314	16,500	16,500	0%	16,500	0%
56014 Other Operating Supplies	207,800	146,332	220,000	190,000	-14%	190,000	-14%
56017 Copier Costs	1,242	1,163	1,089	1,100	1%	2,043	88%
58200 Capital Outlay	3,405	0	0	0	-	0	-
Total Operating Expenses	\$ 2,150,597	\$ 2,511,258	\$ 3,485,557	\$ 3,740,668	7%	\$ 3,726,368	7%

- 53100 - Professional Services:** Immunizations, Air Vac evaluations.
- 53300 - Repair & Maintenance:** Pump station repairs and vacuum services.
- 55410 - Lease of Equipment:** Lease of portable pumps and generators.
- 55420 - Lease of Buildings:** Maintenance facility - Benton Rd.
- 56014 - Other Operating Supplies:** Supplies and protective gear.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
	23 Maintenance Manager	1	1	1	1	1
	18 Assistant Maintenance Manager	1	1	1	1	1
	16/18 Electronics Technician I - II	2	2	2	2	2
	15 Labor Supervisor	2	2	2	2	2
	12 Pump Station Mechanic	8	9	9	9	9
	11 Skilled Laborer	0	1	2	2	2
	9 Utility System Worker	6	7	8	8	9
Number of Full-Time Positions		20	23	25	25	26

DEPARTMENT: PUBLIC UTILITIES - WATER PRODUCTION

Budget Detail

Account Number: 501-89550-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 1,069,864	\$ 1,104,035	\$ 1,171,992	\$ 1,256,613	7%	\$ 1,242,830	6%
51100.04 Salaries and Wages - Overtime	128,712	149,768	153,000	153,000	0%	153,000	0%
51100.06 Salaries and Wages - Part-time	21,240	21,109	0	0	-	0	-
52100 FICA	89,552	92,380	101,362	107,835	6%	106,781	5%
52210 VRS Retirement	173,490	180,817	205,802	220,661	7%	202,843	-1%
52400 Group Life	2,926	3,086	15,470	16,587	7%	14,790	-4%
53100 Professional Services	150,402	121,124	200,000	200,000	0%	200,000	0%
53300 Repairs and Maintenance	100,632	70,524	86,500	86,500	0%	86,500	0%
53500 Printing and Binding	5,121	7,727	8,750	8,750	0%	8,750	0%
53600 Advertising	732	0	2,000	2,000	0%	2,000	0%
54100 Information Technology	93,400	105,082	100,639	100,639	0%	63,018	-37%
54200 Fleet	66,600	57,403	58,982	63,000	7%	63,000	7%
54500 Risk Management	248,891	382,249	339,988	339,988	0%	335,574	-1%
55100 Utilities	645,059	718,852	700,000	700,000	0%	700,000	0%
55210 Postal Service	6,187	5,583	7,725	7,725	0%	7,725	0%
55230 Telecommunications	16,507	16,148	17,621	17,621	0%	18,455	5%
55311 Well Mitigation Claims	0	0	3,000	3,000	0%	3,000	0%
55410 Lease/Rent of Equipment	292	0	346,000	468,000	35%	468,000	35%
55500 Travel and Training	4,560	5,012	6,000	6,000	0%	6,000	0%
55810 Dues and Association Memberships	74,068	83,356	81,400	104,502	28%	104,502	28%
55853 Bulk Water Purchase	3,574,025	3,932,707	4,075,000	4,238,000	4%	4,238,000	4%
56001 Office Supplies	2,598	4,536	4,000	4,000	0%	4,000	0%
56011 Uniforms & Wearing Apparel	14,331	14,194	17,000	17,000	0%	17,000	0%
56012 Books & Subscriptions	0	241	0	0	-	0	-
56014 Other Operating Supplies	293,091	334,881	500,000	500,000	0%	500,000	0%
56017 Copier Costs	5,332	4,593	4,593	4,595	0%	5,340	16%
58200 Capital Outlay	1,456	0	9,300	0	-100%	0	-100%
Total Operating Expenses	\$ 6,789,069	\$ 7,415,406	\$ 8,216,125	\$ 8,626,016	5%	\$ 8,551,108	4%

53100 - Professional Services: Lab testing services, toxicity and alkaline tests.
53300 - Repairs & Maintenance: Lab equipment maintenance and services contracts; grass cutting, etc.
55853 - Bulk Water Purchase: Portsmouth water purchase.
56014 - Other Operating Supplies: Lab chemicals and supplies.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
31	Water Production Manager	1	1	1	1	1
29	Quality Control Supervisor	1	1	1	1	1
24	Operations Supervisor	1	1	1	1	1
19	Water Maintenance Supervisor	1	1	1	1	1
19	Senior Water Treatment Plant Operator	6	6	6	6	6
17	Quality Control Technician	4	4	4	4	4
14/16	Water Treatment Plant Operator I - II	5	5	5	5	5
16	Water Distribution Operator	2	1	1	1	2
16	Water Maintenance Mechanic	3	3	3	3	3
9	Utility System Worker	4	4	4	4	4
8	Custodial Worker	0	0	0	1	1
8	Office Assistant I	1	1	1	1	1
Number of Full-Time Positions		29	28	28	29	30

DEPARTMENT: PUBLIC UTILITIES - ENGINEERING

Budget Detail

Account Number: 501-89560-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 750,274	\$ 734,753	\$ 813,977	\$ 844,428	4%	\$ 850,287	4%
51100.04 Salaries and Wages - Overtime	17,956	6,348	10,200	10,200	0%	10,200	0%
52100 FICA	56,677	55,425	63,050	65,379	4%	65,827	4%
52210 VRS Retirement	120,569	118,110	142,934	148,282	4%	140,807	-1%
52400 Group Life	2,101	2,058	10,744	11,146	4%	10,118	-6%
53100 Professional Services	0	0	0	0	-	0	-
53300 Repairs and Maintenance	1,329	4,225	6,000	6,000	0%	6,000	0%
53500 Printing and Binding	386	315	500	500	0%	500	0%
54100 Information Technology	43,224	89,424	80,365	80,365	0%	138,197	72%
54200 Fleet	29,104	39,109	50,062	55,300	10%	55,300	10%
54500 Risk Management	113,810	165,987	147,128	147,128	0%	147,938	1%
55100 Utilities	6,369	6,773	9,000	9,000	0%	9,000	0%
55210 Postal Service	313	90	600	600	0%	600	0%
55230 Telecommunications	13,074	12,782	14,371	14,371	0%	14,925	4%
55420 Lease/Rent of Building	40,502	38,273	43,800	50,300	15%	50,668	16%
55500 Travel and Training	1,332	5,460	7,500	7,500	0%	7,500	0%
55714 Purchased Services - Stormwater	78,930	0	0	0	-	0	-
55810 Dues and Association Memberships	823	1,544	1,500	1,500	0%	1,500	0%
56001 Office Supplies	4,227	3,487	5,200	5,200	0%	5,200	0%
56011 Uniforms & Wearing Apparel	2,281	3,329	4,500	4,500	0%	4,500	0%
56012 Books and Subscriptions	0	0	500	500	0%	500	0%
56014 Other Operating Supplies	248	477	5,000	5,000	0%	5,000	0%
56017 Copier Costs	4,262	4,262	4,262	4,262	0%	0	-100%
58200 Capital Outlay	0	0	0	0	-	0	-
Total Operating Expenses	\$ 1,287,790	\$ 1,292,233	\$ 1,421,193	\$ 1,471,461	4%	\$ 1,524,567	7%

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
34	Utility Engineering Manager	1	1	1	1	1
25/29/30	Civil Engineer I, II, III	5	5	5	5	5
23	Construction Manager	1	1	1	1	1
18/20	Constr. Insp. & Sr Construction Inspectr	6	5	5	5	5
18/19	Engineering Tech. & Sr Engineering Te	3	2	2	2	2
13	Engineering Aide	1	1	1	1	1
Number of Full-Time Positions		17	15	15	15	15

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL

Budget Detail

Account Number: 501-91400-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.27 Leave Compensation	\$ 31,375	\$ 47,363	\$ 37,000	\$ 37,000	0%	\$ 37,000	0%
52100 Leave Compensation - FICA	0	1,288	3,000	2,831	-6%	2,831	-6%
52000 Pro Rata Reimbursements	0	48,402	40,000	40,000	0%	40,000	0%
52001 Western Tidewater Water Authority	75,000	75,000	75,000	75,000	0%	75,000	0%
52600 Unemployment Expense	4,297	9,738	5,000	5,000	0%	5,000	0%
54500 Risk Management Expense	195,749	296,740	334,440	334,440	0%	281,869	-16%
55424 Contribution to Reserve	0	0	0	1,174,264	-	1,174,264	-
55615 WTWA Donation (Well Migration Progr)	1,421,927	889,573	1,000,000	50,000	-95%	50,000	-95%
55890 Bad Debt Expense	523,104	337,129	520,000	420,000	-19%	420,000	-19%
58211 Depreciation	8,075,590	7,020,058	8,519,853	7,600,000	-11%	7,600,000	-11%
59902 Contingency	356	(10)	486,591	350,000	-28%	577,583	19%
59906 Environmental Incentive Reimbursemer	100,750	53,625	125,000	100,000	-20%	100,000	-20%
95100-59110 Bond Principal	0	0	0	0	-	0	-
95100-59120 Bond Interest	8,884,226	11,069,894	12,906,872	14,088,193	9%	15,088,193	17%
95100-59130 Bond Coupon & Handling	0	108,601	25,000	25,000	0%	25,000	0%
93000-50000.165 Transfer to GF-Indirect Cost	876,092	686,346	540,001	625,106	16%	596,320	10%
93000-50000.310 Transfer to Capital Projects	0	0	0	0	-	0	-
Total Operating Expenses	\$ 20,188,465	\$ 20,643,748	\$ 24,617,757	\$ 24,926,834	1%	\$ 26,073,060	6%

REFUSE FUND

DESCRIPTION

The Refuse Fund is a self-sustaining enterprise fund created to account for and manage the City’s refuse collection services. The fund generates revenue through a \$17.50 per month fee for weekly residential refuse collection, curbside recycling, the sale of trash cans, and bulk collection services. The Department of Public Works oversees the City’s refuse collection services.

FY 2013 ACCOMPLISHMENTS

- Removed 60,000 special/bulk collections for Suffolk residents and generated more than \$3,000 revenue in paid special collections.
- Provided timely trash pickup to over 29,000 residences on a weekly basis using existing resources of equipment and personnel while adding routes to accommodate new communities.
- Continued expansion of curbside recycling service to all residents receiving City trash collection services by rerouting nearly 6,000 tons of recyclable materials from the regional landfill.
- Coordinated events with other City departments in preparation of special events, litter control and disaster clean-up.



FY 2014 OBJECTIVES

- To protect the health and safety of the public by providing exceptional and cost effective collection and disposal of solid waste. **(Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play)**
- To continue to promote and expand the City’s curbside recycling program. **(Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play)**
- To continue exploration and begin implementation of tracking system trucks to assist in efficient utilization of equipment and staff. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**

STATISTICS/PERFORMANCE MEASURES

	FY 2012 Actual	FY 2013 Projected	FY 2014 Estimate
Tons of refuse collected	41,582	43,866	46,059
Tons of recycling collected (curbside and convenience centers)	4,593	5,799	6,100
Recycling Participation Rate	57.9%	59.6%	61.0%

REFUSE FUND

Revenue								
	2010-2011	2011-2012	2012-2013	2013-2014	%		2013-2014	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Refuse Services Fee	\$ 0	\$ 5,721,448	\$ 5,725,650	\$ 5,725,650	0%	\$	5,725,650	0%
Refuse Charges Fee	0	29,050	75,000	250,000	233%		250,000	233%
Sale of Service - DBOD Fund	0	35,000	60,000	40,000	-33%		40,000	-33%
Sale of Service - Road Maintenance Fund	0	0	45,000	20,000	-56%		20,000	-56%
Bulk Refuse Fees	0	18,198	0	0	-		0	-
Sale of Service - Grounds Maintenance Gfund	0	0	6,700	6,700	0%		6,700	0%
Miscellaneous Revenue	0	8,693	0	0	-		0	-
Dumpster Service	0	94,556	0	0	-		0	-
Transfer from General Fund	0	616,420	0	0	-		0	-
Interest	0	14,838	0	0	-		0	-
Total Revenue	\$ 0	\$ 6,538,202	\$ 5,912,350	\$ 6,042,350	2%	\$	6,042,350	2%
Expenditure Summary								
	2010-2011	2011-2012	2012-2013	2013-2014	%		2013-2014	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Refuse Services	\$ 0	\$ 5,834,904	\$ 5,912,350	\$ 6,042,350	2%	\$	6,042,350	2%
Total Expenditures	\$ 0	\$ 5,834,904	\$ 5,912,350	\$ 6,042,350	2%	\$	6,042,350	2%

REFUSE FUND

Budget Detail

Account Number: 520-42320	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	0	1,198,168	1,239,925	1,246,514	1%	1,245,549	0%
51100.04 Salaries and Wages - Overtime	0	55,664	30,600	50,600	65%	30,600	0%
52100 FICA	0	88,428	97,195	99,229	2%	97,625	0%
52210 VRS Retirement	0	182,091	217,731	218,888	1%	200,198	-8%
52400 Group Life	0	3,185	16,367	16,454	1%	14,822	-9%
53000 Purchased Services - Recycling	0	1,235,113	1,485,822	1,484,000	0%	1,484,000	0%
53000.06 Purchased Services - Stormwater	0	0	25,000	25,000	0%	25,000	0%
53100 Professional Services	0	3,306	-	10,000	-	-	-
53100.22 Medical Services	0	0	3,500	3,500	0%	3,500	0%
53130 Landfill Closure Monitoring	0	0	85,000	0	-100%	-	-100%
53300 Repair and Maintenance	0	18,423	20,000	20,000	0%	20,000	0%
53500 Printing and Binding	0	198	1,000	1,000	0%	1,000	0%
54100 Information Technology	0	49,248	56,093	56,093	0%	61,008	9%
54200 Fleet	0	1,797,790	1,847,107	1,847,107	0%	1,875,163	2%
54500 Risk Management	0	493,381	473,398	473,398	0%	413,362	-13%
55100 Utilities	0	0	13,300	13,300	0%	22,300	68%
55210 Postal Services	0	8,761	-	1,000	-	1,000	-
55230 Telecommunications (refuse hotline)	0	5,036	4,378	4,378	0%	5,506	26%
55500 Travel and Training	0	424	500	500	0%	500	0%
55810 Dues and Association Memberships	0	481	11,210	11,210	0%	11,210	0%
56001 Office Supplies	0	9,880	10,000	10,000	0%	10,000	0%
56011 Uniforms & Wearing Apparel	0	14,386	12,000	14,924	24%	14,924	24%
56014 Other Operating Supplies	0	548,083	65,836	188,169	186%	188,169	186%
58200 Capital Outlay	0	61,864	0	5,000	-	5,000	-
91400-59902 Contingency	0	0	0	107,076	-	155,635	-
93000-50000.165 Indirect Costs	0	60,994	173,389	135,010	-22%	156,279	-10%
93000-50000.601 Transfer to Fleet (Capital Outlay)	0	0	23,000	0	-100%	0	-100%
Total Operating Expenses	\$ 0	\$ 5,834,904	\$ 5,912,350	\$ 6,042,350	2%	\$ 6,042,350	2%

53000 - Purchased Services - recycling: Convenience center recycling; Hazardous waste program; TFC recycling
53100 - Professional Services: Work order software package; hepatitis immunizations;
53300 - Repair & Maintenance: Front end dumpster loader repairs; sanitization and repairs of containers
55810 - Dues & Memberships: HRPDC dues for HR Clean Community & Debris management.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
30	General Services Manager	0	0	0	1	0
27	General Services Supt.	0	1	1	0	1
17	Sanitation Field Supervisor	0	1	1	1	1
15	Sanitation Foreman	0	0	0	1	0
13	Sanitation Inspector	0	3	3	2	3
11	Sanitation Equipment Operator	0	28	26	26	26
9	Sanitation Dispatcher	0	2	2	2	2
8	Sanitation Worker	0	8	8	8	8
Number of Full-Time Positions		0	43	41	41	41

STORMWATER MANAGEMENT FUND

DESCRIPTION

The Stormwater Management Fund provides citywide construction inspection services to ensure compliance with Federal, State, and local erosion and sedimentation control laws. The Fund is comprised of the divisions of Stormwater and Mosquito Control which are responsible for site and construction plan review of stormwater related facilities and the operation of the City’s Mosquito Control Program. The approved stormwater utility rate for FY 2013-2014 is **\$5.24 per month** which represents no change from the previous fiscal year.

FY 2013 ACCOMPLISHMENTS

- Completed various projects including the Chenago Court and the Nansemond Parkway Phase I project.
- Completed the Pughsville Drainage Study.
- Received the Virginia Department of Conservation and Recreation Locality Program Development grant and completed the program development study.



FY 2014 OBJECTIVES

- To continue to perform efficient plan review that meets or exceeds plan review deadlines. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**
- To implement prudent financial practices in the management of the Stormwater Utility ensuring accurate billing and reducing the number of abatements granted annually. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**
- To meet or exceed State erosion and sedimentation control and stormwater regulations. **(Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play)**

STATISTICS/PERFORMANCE MEASURES

	FY 2012 Actual	FY 2013 Projected	FY 2014 Estimate
Stormwater Engineering:			
Number of stormwater management facilities inspected	175	195	215
Educational outreach events	20	20	20
Compliance with State Erosion & Sedimentation Program	✓	✓	✓
Stormwater Outfall inspections	NA	70	80
Municipal Stormwater Facility inspections	NA	10	10
Right of Way:			
Research/review requests fulfilled	NA	50	75
Easements/Parcels acquired	NA	39	100
Mosquito Control:			
Acres treated with adulticide	75,318	115,285	80,000
Acres treated with larvacide	267	28	100
Citizen calls for mosquito services	118	116	100
Percent of citizens calls responded to within 8 hours	100%	100%	100%

STORMWATER UTILITY FUND

Revenue								
		2010-2011	2011-2012	2012-2013	2013-2014	%	2013-2014	%
		Actual	Actual	Budget	Requested	Chng	Adopted	Chng
Stormwater Utility Fee	A	\$ 3,176,371	\$ 3,205,890	\$ 3,140,000	\$ 3,900,798	24%	\$ 3,140,000	0%
Penalties and Interest		26,128	28,748	0	0	-	0	-
Interest Earnings		11,282	8,615	0	0	-	0	-
Sale of Services - Capital Projects	B	171,798	462,934	450,000	450,000	0%	450,000	0%
Sale of Services - General Fund (PW Admin.)	C	311,180	270,304	340,000	340,000	0%	340,000	0%
Sale of Services - Public Utilities		78,930	0	0	0	-	0	-
Sale of Services - Road Maintenance		3,021	0	0	0	-	0	-
Permit and Inspection Fees	D	120,377	188,788	200,000	200,000	0%	200,000	0%
Sale of Services - Refuse	E	0	0	25,000	25,000	0%	25,000	0%
Miscellaneous Revenue		8,426	48,196	0	0	-	0	-
Transfer from Fund Balance	F	0	0	1,150,000	425,000	-63%	425,000	-63%
Total Revenue		\$ 3,907,512	\$ 4,213,475	\$ 5,305,000	\$ 5,340,798	1%	\$ 4,580,000	-14%
Expenditure Summary								
		2010-2011	2011-2012	2012-2013	2013-2014	%	2013-2014	%
		Actual	Actual	Budget	Requested	Chng	Adopted	Chng
Engineering		\$ 2,546,508	\$ 4,382,816	\$ 4,478,786	\$ 4,533,501	1%	\$ 3,788,580	-15%
Mosquito Control		511,712	482,124	826,214	807,297	-2%	791,420	-4%
Total Expenditures		\$ 3,058,220	\$ 4,864,941	\$ 5,305,000	\$ 5,340,798	1%	\$ 4,580,000	-14%
<p>A - Represents estimated 50,000 ERU's @ \$5.24 p/month fee (based on 1% uncollectable rate).</p> <p>B - Service revenue for management of Capital Projects by Engineering included right of way acquisition.</p> <p>C - Revenue for general engineering services provided to Public Works .</p> <p>D - Developer fees based on flat rate fees for plan review and inspections.</p> <p>E - Services by Eng'g staff to the Refuse Fund.</p> <p>F - Revenue provided per capital program for Sadler Pond Project.</p>								

DIVISION: STORMWATER UTILITY - ENGINEERING (Department of Public Works)

Budget Detail

Account Number: 514-82220	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$ 1,184,880	\$ 1,215,877	\$ 1,334,944	\$ 1,484,653	11%	\$ 1,512,599	13%
51100.04 Salaries and Wages - Overtime	30,365	26,264	21,482	21,482	0%	21,482	0%
52100 FICA	88,820	90,221	103,767	115,219	11%	117,357	13%
52210 VRS Retirement	187,431	190,545	234,416	260,705	11%	241,511	3%
52400 Group Life	4,205	3,361	17,621	19,597	11%	18,000	2%
53000.04 Purchased Services - Road Maint. Fund	275,000	275,000	275,000	275,000	0%	275,000	0%
53100 Professional Services	5,670	1,560	50,000	50,000	0%	50,000	0%
53100.18 HRPDC Stormwater Management Fees	41,812	36,240	58,813	58,813	0%	58,813	0%
53130.xx Stormwater Monitoring @ Landfill	0	0	85,000	0	-100%	0	-100%
53300 Repairs and Maintenance	0	0	0	0	-	0	-
53500 Printing and Binding	218	436	3,000	3,270	9%	3,270	9%
54100 Information Technology	140,347	155,520	161,813	176,375	9%	243,925	51%
54200 Fleet	85,710	83,530	96,282	104,946	9%	111,000	15%
54500 Risk Management	221,030	334,844	263,630	287,357	9%	269,324	2%
55210 Postal Services	675	902	1,036	1,129	9%	1,129	9%
55230 Telecommunications	13,649	14,740	16,178	17,633	9%	15,392	-5%
55420 Lease/Rent of Building	60,402	60,402	60,402	65,838	9%	60,402	0%
55500 Travel and Training	10,664	14,069	12,000	13,080	9%	13,080	9%
55810 Dues and Association Memberships	4,061	3,626	4,000	4,360	9%	4,360	9%
56001 Office Supplies	7,068	9,067	12,000	13,080	9%	13,080	9%
56012 Books and Subscriptions	171	423	1,036	1,129	9%	1,129	9%
56014 Other Operating Supplies	5,009	4,107	6,000	10,900	82%	10,900	82%
56017 Copier Costs	7,030	6,849	3,994	4,354	9%	6,616	66%
58200 Capital Outlay - Additions	3,605	1,131	0	0	-	0	-
91400-59902 Contingency	0	0	199,033	877,452	341%	141,685	-29%
91400-59907 Reserve for Stormwater Capital	65,792	0	0	0	-	0	-
93000-50000.165 Indirect Costs	102,894	242,603	231,339	242,129	5%	173,526	-25%
93000-50000.310 Transfer to Capital Project	0	1,523,500	1,150,000	425,000	-63%	425,000	-63%
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	0	88,000	76,000	0	-100%	0	-100%
Total Operating Expenditures	\$ 2,546,508	\$ 4,382,816	\$ 4,478,786	\$ 4,533,501	1%	\$ 3,788,580	-15%

53000.04 - Purchased Services - Road Maintenance Fund: Residential BMP maintenance and enhanced street sweeping.
55810 - Dues & Memberships: HRPDC dues for Regional Stormwater Phase II.

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
	36 Public Works Engineering Manager	1	1	1	1		1	
	31 Managing Engineer Special	0	0	0	1		0	
	25/29/30 Civil Engineers I, II, III	7	7	7	7		8	
	27 Enterprise Programs Manager	0	0	0	1		1	
	23 Stormwater Utility Manager	1	1	1	0		0	
	23 Construction Manager	1	1	1	1		1	
	23 Right of Way Agent	1	1	1	1		1	
	23 Environmental Specialist	1	1	1	1		1	
	20 Assistant Right of Way Agent	1	1	1	2		2	
	20 Senior Construction Inspector	1	1	1	1		1	
	19 Senior Engineering Technician	0	0	0	1		0	
	18 Construction Inspector	8	8	8	7		7	
	18 Engineering Technician	2	2	2	3		4	
	13 Engineering Aide	2	2	2	2		2	
	13 Accounting Technician	1	1	1	1		1	
	10 Customer Service Rep	1	1	1	1		1	
Number of Full-Time Positions		28	28	28	31		31	

DIVISION: STORMWATER UTILITY - MOSQUITO CONTROL (Department of Public Works)

Budget Detail

Account Number: 514-51310-		2010-2011	2011-2012	2012-2013	2013-2014	%	2013-2014	%
		Actual	Actual	Budget	Requested	Chng	Adopted	Chng
51100.02	Salaries and Wages	\$ 186,147	\$ 186,674	\$ 227,117	\$ 227,117	0%	\$ 239,036	5%
51100.04	Salaries and Wages - Overtime	3,181	2,655	0	0	-	0	-
51100.06	Salaries and Wages - Part-time	16,198	30,760	42,840	42,840	0%	42,840	0%
52100	FICA	15,399	16,444	20,652	20,652	0%	21,564	-4%
52210	VRS Retirement	29,917	30,053	39,882	39,882	0%	38,934	-2%
52400	Group Life	527	524	2,998	2,998	0%	2,845	-5%
53000.02	Purchased Services - Road Maint. Fund	60,000	60,000	60,000	60,000	0%	60,000	0%
53100	Professional Services	0	0	54,423	54,423	0%	54,423	0%
53300	Repair and Maintenance	14,171	11,144	5,000	5,000	0%	5,000	0%
53500	Printing and Binding	0	925	1,000	800	-20%	800	-20%
54100	Information Technology	0	0	55,057	55,057	0%	42,806	-22%
54200	Fleet	32,587	42,365	49,795	49,795	0%	62,500	26%
54500	Risk Management	0	0	73,984	73,984	0%	74,265	0%
55100	Utilities	1,296	0	500	500	0%	500	0%
55210	Postage	61	272	450	1,450	222%	1,450	222%
55230	Telecommunications	923	661	655	655	0%	2,313	253%
55420	Lease/Rent of Building	3,075	0	0	0	-	0	-
55500	Travel & Training	1,197	3,938	4,000	4,000	0%	4,000	0%
55810	Dues and Memberships	145	692	700	500	-29%	500	-29%
56001	Office Supplies	746	944	1,000	1,000	0%	1,000	0%
56011	Uniforms & Wearing Apparel	1,101	1,501	2,500	2,500	0%	2,500	0%
56012	Books and Subscriptions	0	0	250	250	0%	250	0%
56014	Other Operating Supplies	125,581	160,104	104,517	85,000	-19%	85,000	-19%
56017	Copier Costs	894	894	894	894	0%	894	0%
58200	Capital Outlay	18,568	(68,427)	0	30,000	-	0	-
93000-50000.601	Transfer to Fleet	0	0	78,000	48,000	-38%	48,000	-38%
Total Operating Expenses		\$ 511,712	\$ 482,124	\$ 826,214	\$ 807,297	-2%	\$ 791,420	-4%

Personnel Summary

Range	Class	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014
		Actual	Actual	Budget	Requested	Adopted
25	Mosquito Control Superintendent	1	1	1	1	1
17	Mosquito Control Biologist	2	2	2	2	2
8	Mosquito Control Technician	4	4	4	4	4
Number of Full-Time Positions		7	7	7	7	7