

## 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**

<b>Revenue</b>							
	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Budget</b>	<b>2013-2014 Requested</b>	<b>% Chng</b>	<b>2013-2014 Adopted</b>	<b>% Chng</b>
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%
<b>Total Revenue</b>	<b>\$ 34,095,012</b>	<b>\$ 34,991,476</b>	<b>\$ 42,958,759</b>	<b>\$ 44,274,613</b>	<b>3%</b>	<b>\$ 45,274,613</b>	<b>5%</b>
<b>Expenditure Summary</b>							
	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Budget</b>	<b>2013-2014 Requested</b>	<b>% Chng</b>	<b>2013-2014 Adopted</b>	<b>% Chng</b>
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%
<b>Total Expenditures</b>	<b>\$ 34,697,849</b>	<b>\$ 36,450,407</b>	<b>\$ 42,958,759</b>	<b>\$ 44,274,613</b>	<b>3%</b>	<b>\$ 45,274,613</b>	<b>5%</b>



**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	-
<b>Total Operating Expenses</b>	<b>\$ 985,177</b>	<b>\$ 997,951</b>	<b>\$ 1,160,380</b>	<b>\$ 1,260,933</b>	<b>9%</b>	<b>\$ 1,221,842</b>	<b>5%</b>

**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
<b>Number of Full-Time Positions</b>		<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>