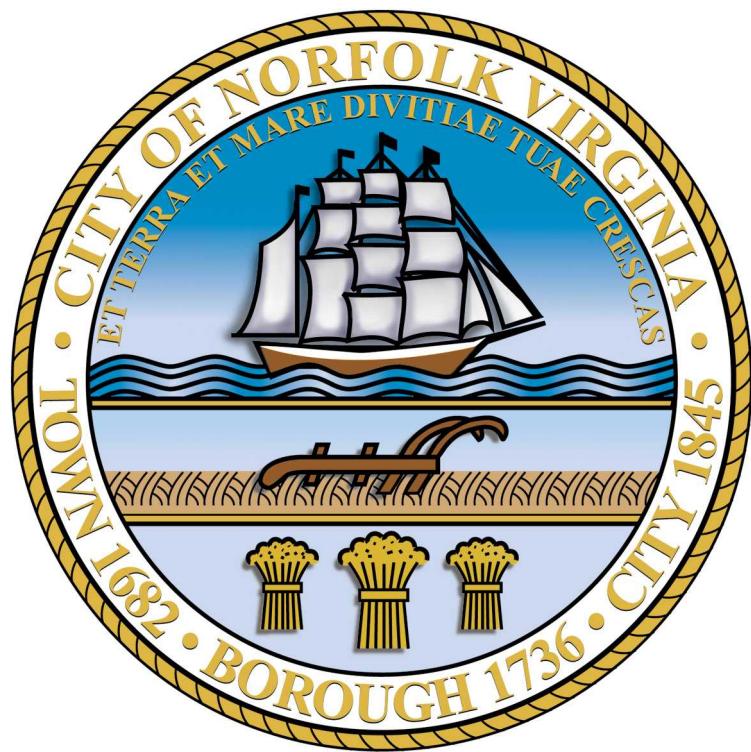


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# Enterprise Funds

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# ENTERPRISE FUND SUMMARY

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
<b>Revenues</b>			
Permits and Fees	951,810	625,324	664,500
Fines and Forfeitures	1,987,770	2,106,842	1,750,000
Federal Aid	-124	0	0
Use of Money and Property	543,878	329,087	630,000
Charges for Services	129,210,814	134,778,854	139,050,195
Miscellaneous Revenue	239,674	187,180	186,900
Recovered Costs	1,132,496	1,341,600	1,341,600
Other Sources and Transfers In	12,194	2,752,877	2,037,683
<b>Totals</b>	<b>134,078,512</b>	<b>142,121,764</b>	<b>145,660,878</b>

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
<b>Expenditures</b>			
Personnel Services	26,022,063	28,754,722	29,240,087
Materials, Supplies and Repairs	18,275,472	15,708,125	15,935,591
Contractual Services	16,479,103	15,541,714	18,298,961
Equipment	762,452	775,291	763,074
Department Specific Appropriation	8,861,763	16,270,551	15,735,067
Debt Service/Transfers to CIP	24,615,729	65,071,361	65,688,098
<b>Total</b>	<b>95,016,582</b>	<b>142,121,764</b>	<b>145,660,878</b>

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# UTILITIES

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## MISSION STATEMENT

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The mission of the Department of Utilities is to enhance quality of life by providing excellent and sustainable water and wastewater services at the best possible value to residents and customers.

## DEPARTMENT OVERVIEW

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The Department of Utilities is responsible for the operation of two enterprise funds, the Water Fund and the Wastewater Fund. The department, which is comprised of seven divisions in addition to the Director's Office, is organized as follows:

**Water Production:** Responsible for the operation and maintenance of the water treatment plants and finished water storage facilities; maintains raw and finished water pump stations and raw water transmission mains; and manages city-owned reservoirs and adjacent watershed properties.

**Water Quality:** Ensures the provision of high quality, safe, clean drinking water through compliance monitoring, testing, analysis, and backflow prevention.

**Wastewater:** Maintains and operates the sanitary sewer system that takes wastewater away from Norfolk homes, businesses, and facilities, and conveys it to treatment plants that are operated by the Hampton Roads Sanitation District (HRSD).

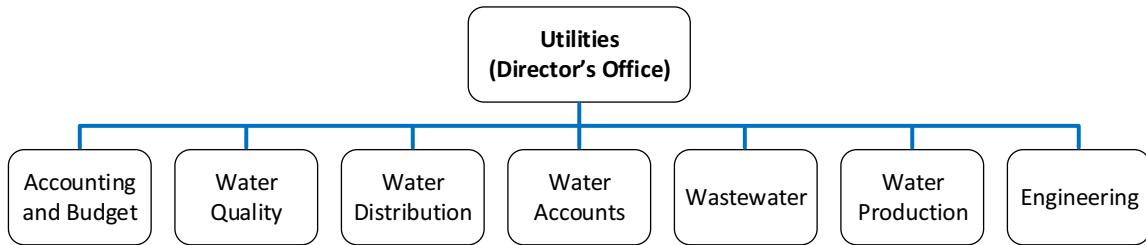
**Water Distribution:** Responsible for the maintenance and operation of over 800 miles of water mains. Repairs, replaces, and installs fire hydrants, meters, and valves; and detects and repairs leaks in the distribution system. Provides routine flushing of water mains and the installation of service main extensions.

**Water Accounts:** Provides billing, collections, and response to users of Norfolk's utility system.

**Engineering:** Plans, designs, and manages water and sewer system improvements and expansions. Responsible for overall construction oversight and project management. Prevents damage to water and sewer infrastructure by marking underground utilities. Manages the department's Capital Improvement Program and documentation for the maintenance and construction of the city's water and wastewater infrastructure.

**Accounting and Budget:** Responsible for the administration of the department's finance and accounting operations including the budget, accounts payable, payroll, financial reporting, contract compliance, bond issuance, capital project financing and rate setting.

**Director's Office:** Provides administrative, leadership, and management services to the department. Provides support services such as: human resources; public relations; communications; performance tracking; grants administration; and legislative review.



## PERFORMANCE MEASURES

### Goal

Diversify and strengthen Norfolk's economic base

### Objective

Expand, attract, and retain businesses within Norfolk

Measure	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Change
Linear feet of wastewater system cleaned per year	604,896	854,304	1,200,000	900,000	-300,000

### Goal

Create a culture that promotes health, engages in prevention, and supports the economic and social well-being of individuals and families by providing an array of programs and services

### Objective

Ensure a sufficient supply of safe drinking water that meets customer needs, provides fire protection, and promotes economic growth

Measure	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Change
Average daily drinking water for all retail and wholesale customer needs, in millions of gallons per day (MGD)	58	60	62	61	-1

### Goal

Enhance the vitality of Norfolk's neighborhoods

### Objective

Maintain the integrity of the water distribution system by staying under the national median rate of 37.8 water main breaks per 100 miles of water distribution system piping

Measure	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Change
Number of water main breaks per 100 miles of water distribution system piping	12	18	29	29	0

## REVENUE SUMMARY

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Permits and Fees	\$614,051	\$779,302	\$553,700	\$583,100
Use of Money and Property	\$323,120	\$422,772	\$268,000	\$500,000
Charges for Services	\$81,033,844	\$81,138,839	\$84,668,062	\$86,531,465
Miscellaneous Revenue	\$367,561	\$232,222	\$186,900	\$186,900
Recovered Costs	\$1,565,694	\$981,486	\$1,338,000	\$1,338,000
Other Sources and Transfers In	\$20,156	\$3,308	\$17,995	\$5,400
<b>Total</b>	<b>\$83,924,426</b>	<b>\$83,557,929</b>	<b>\$87,032,657</b>	<b>\$89,144,865</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Personnel Services	\$17,034,194	\$17,252,540	\$19,008,363	\$19,352,337
Materials, Supplies and Repairs	\$10,974,012	\$11,841,512	\$10,914,747	\$11,211,976
Contractual Services	\$9,422,336	\$9,414,036	\$8,899,294	\$11,285,050
Equipment	\$202,385	\$335,148	\$298,970	\$294,754
Department Specific Appropriation	\$7,305,593	\$7,361,763	\$13,256,253	\$11,372,942
Debt Service/Transfers to CIP	\$12,659,825	\$12,377,926	\$34,655,030	\$35,627,806
<b>Total</b>	<b>\$57,598,345</b>	<b>\$58,582,925</b>	<b>\$87,032,657</b>	<b>\$89,144,865</b>

## ADOPTED FY 2019 BUDGET ACTIONS

### • **Provide funds for citywide compensation increase** **FY 2019 \$122,880 FTE: 0**

Provide funds for a compensation increase for city employees. FY 2019 compensation actions include: a two percent salary increase for general and constitutional officer employees; a step increase for sworn Police and Fire-Rescue employees; an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions. All actions will be effective January 2019.

### • **Replace asset management and work order system** **FY 2019 \$46,500 FTE: 0**

Provide funds to replace the software used to manage work orders and requests throughout various departments, schedule preventative maintenance for assets, control inventory of assets, plan and budget resources, and report on these systems. This system allows departments to track work needed throughout the city from the time a complaint is reported until the project is complete. The new system will be funded by the General Fund, the Water Utility Fund, the Waste Water Utility Fund, and the Storm Water Fund based on utilization for a total cost of \$496,800 in FY 2019.

<b>• Provide funds for existing pipeline easements</b>	<b>FY 2019 \$1,500,000</b>	<b>FTE: 0</b>
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Technical adjustment for rental of railroad right of way easements. Norfolk Southern historically has allowed the city to rent easements in the railroad right of way for a nominal fee but has increased the rate to market value for FY 2019.

<b>• Adjust debt service payment</b>	<b>FY 2019 \$491,032</b>	<b>FTE: 0</b>
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Technical adjustment to adjust debt expenditures based on anticipated principal and interest obligations for outstanding debt.

<b>• Adjust costs for storehouse rent</b>	<b>FY 2019 \$1,604</b>	<b>FTE: 0</b>
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Technical adjustment for rent cost of the city's Hollister Storehouse Facility. In FY 2014, the Storehouse operations were decentralized to improve efficiency and provide departments greater autonomy in managing resources. The Storehouse rent will increase by three percent, or \$1,604, from \$53,457 to \$55,061.

<b>• Adjust operational expenses</b>	<b>FY 2019 (\$99,813)</b>	<b>FTE: 0</b>
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Technical Adjustment for operational expenses which occurs annually. These expenses include indirect costs, payment in lieu of taxes, and materials and supplies for essential operations.

<b>• Restructure organizational staffing</b>	<b>FY 2019 (\$179,295)</b>	<b>FTE: -2</b>
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Restructure staffing as a result of the automation of the Western Branch Pump Station, which has created operational efficiencies that have reduced the need for personnel. This action eliminates one General Utilities Maintenance Supervisor position and one Assistant Superintendent of Utility Division position. No impact to service is anticipated.

<b>• Adjust costs for Fleet expenditures</b>	<b>FY 2019 \$27,475</b>	<b>FTE: 0</b>
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Technical adjustment to update the funding needed to support Fleet expenditures based on an annual cost revision calculation. Fleet provides maintenance, fuel, and the management of vehicles for essential operations of the department. This is a routine adjustment which occurs each budget cycle.

<b>• Annualize Phase IV of ARMD Compensation Strategy</b>	<b>FY 2019 \$132,167</b>	<b>FTE: 0</b>
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Technical adjustment to annualize ARMD Phase IV compensation actions that occurred in January 2018. The Adopted FY 2018 Budget included funds for: a two percent salary increase for general and constitutional officer employees; a step increase for sworn employees, an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions.

<b>• Adjust required contribution to the city's retirement system</b>	<b>FY 2019 \$54,443</b>	<b>FTE: 0</b>
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Adjust the annual required contribution to the Norfolk Employee's Retirement System (NERS). Retirement contributions are based on a formula that calculates the funds needed to meet present and future retirement payments. The contribution amount for the city will increase from 18.53 percent to 18.98 percent in FY 2019. Costs are distributed to departments based on each department's NERS eligible payroll.

- **Update personnel expenditures**

**FY 2019 \$15,215      FTE: 0**

Technical adjustment to update department costs for personnel services. Changes include updates to staffing due to administrative actions and the funds needed in FY 2019 for such actions. In addition, FTE changes may reflect adjustments for unfunded positions. In FY 2019 the city will transition to position-based budgeting. The adjustment also reflects updated healthcare costs for an overall employer premium increase of one percent based on enrollment. These are routine actions that occur at the beginning of the budget cycle.

**Water**

**Total: \$2,112,208      FTE: -2**

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2018 Adopted</b>	<b>FTE Change</b>	<b>FY 2019 Adopted</b>
Account Representative	1 7	\$29,391	\$47,962	16.5	-4	12.5
Accountant I	1 11	\$40,805	\$66,586	3	0	3
Accountant II	1 12	\$44,339	\$72,308	1	0	1
Accountant III	1 13	\$47,823	\$77,978	1	0	1
Accountant IV	1 14	\$52,020	\$86,041	1	0	1
Accounting Manager	1 17	\$64,260	\$104,872	1	0	1
Accounting Technician II	1 7	\$29,391	\$47,962	0	4	4
Administrative Assistant I	1 9	\$34,445	\$56,161	3	0	3
Administrative Assistant II	1 10	\$37,337	\$60,884	3	0	3
Administrative Technician	1 7	\$29,391	\$47,962	1	1	2
Applications Development Team Supervisor	1 17	\$64,260	\$104,872	1	0	1
Assistant City Engineer	1 19	\$72,930	\$118,606	1	0	1
Assistant Director	1 21	\$80,963	\$134,732	2	0	2
Assistant Superintendent of Utility Division	1 17	\$64,260	\$104,872	4	-1	3
Automotive Mechanic	1 10	\$37,337	\$60,884	1	0	1
Business Manager	1 13	\$47,823	\$77,978	1	0	1
Chief of Construction Operations	1 16	\$60,149	\$98,068	1	0	1
Chief Waterworks Operator	1 13	\$47,823	\$77,978	8	0	8
Civil Engineer I	1 13	\$47,823	\$77,978	4	0	4
Civil Engineer II	1 14	\$52,020	\$86,041	3	0	3
Civil Engineer III	1 15	\$56,314	\$92,075	3	0	3
Civil Engineer IV	1 16	\$60,149	\$98,068	2	0	2
Civil Engineer V	1 17	\$64,260	\$104,872	1	0	1
Collection Coordinator	1 11	\$40,805	\$66,586	2	0	2
Construction Inspector I	1 9	\$34,445	\$56,161	3	0	3
Construction Inspector II	1 11	\$40,805	\$66,586	7	-1	6
Construction Inspector III	1 12	\$44,339	\$72,308	2	0	2
Contract Monitoring Specialist	1 11	\$40,805	\$66,586	1	0	1
Crew Leader I	1 9	\$34,445	\$56,161	11	0	11
Cross-Connection Specialist	1 8	\$31,804	\$51,864	2	-1	1
Cross-Connection Specialist, Senior	1 10	\$37,337	\$60,884	0	1	1

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2018 Adopted</b>	<b>FTE Change</b>	<b>FY 2019 Adopted</b>
Customer Service Manager	1 18	\$68,697	\$112,020	1	0	1
Director of Utilities	1 24	\$94,656	\$162,302	1	0	1
Electrician III	1 10	\$37,337	\$60,884	3	-1	2
Electronics Technician II	1 10	\$37,337	\$60,884	4	0	4
Engineering Aide	1 4	\$23,333	\$38,047	1	0	1
Engineering Manager	1 20	\$77,520	\$126,409	1	0	1
Engineering Technician I	1 10	\$37,337	\$60,884	6	0	6
Engineering Technician II	1 11	\$40,805	\$66,586	4	-1	3
Engineering Technician III	1 12	\$44,339	\$72,308	1	2	3
Engineering Technician IV	1 13	\$47,823	\$77,978	1	0	1
Enterprise Controller	1 16	\$60,149	\$98,068	1	0	1
Equipment Operator II	1 7	\$29,391	\$47,962	11	-1	10
Equipment Operator III	1 8	\$31,804	\$51,864	11	-1	10
Financial Operations Manager	1 15	\$56,314	\$92,075	1	0	1
General Utility Maintenance Supervisor	1 14	\$52,020	\$86,041	6	-1	5
Geographic Information Systems Technician II	1 11	\$40,805	\$66,586	1	0	1
Maintenance Supervisor II	1 12	\$44,339	\$72,308	1	0	1
Maintenance Worker I	1 3	\$21,646	\$35,301	6	-2	4
Maintenance Worker II	1 6	\$27,438	\$44,737	27	2	29
Management Analyst I	1 11	\$40,805	\$66,586	1	0	1
Management Analyst II	1 13	\$47,823	\$77,978	0	1	1
Management Services Administrator	1 18	\$68,697	\$112,020	1	0	1
Manager of Budget & Accounting	1 18	\$68,697	\$112,020	1	0	1
Messenger/Driver	1 2	\$20,099	\$32,778	1	0	1
Personnel Specialist	1 11	\$40,805	\$66,586	1	0	1
Programmer/Analyst III	1 13	\$47,823	\$77,978	1	0	1
Programmer/Analyst IV	1 15	\$56,314	\$92,075	2	0	2
Programmer/Analyst V	1 16	\$60,149	\$98,068	1	0	1
Programs Manager	1 15	\$56,314	\$92,075	1	0	1
Public Information Specialist II	1 11	\$40,805	\$66,586	1	0	1
Reservoir Manager	1 12	\$44,339	\$72,308	1	0	1
Safety Specialist	1 11	\$40,805	\$66,586	1	0	1
Staff Technician II	1 9	\$34,445	\$56,161	4	0	4
Storekeeper I	1 5	\$25,179	\$41,096	1	0	1
Storekeeper II	1 6	\$27,438	\$44,737	2	0	2
Storekeeper III	1 8	\$31,804	\$51,864	2	0	2
Support Technician	1 5	\$25,179	\$41,096	4	0	4
Utility Construction Inspector	1 10	\$37,337	\$60,884	1	0	1
Utility Maintenance Mechanic I	1 7	\$29,391	\$47,962	27	0	27

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2018 Adopted</b>	<b>FTE Change</b>	<b>FY 2019 Adopted</b>
Utility Maintenance Mechanic II	1 9	\$34,445	\$56,161	3	0	3
Utility Maintenance Mechanic III	1 10	\$37,337	\$60,884	0	1	1
Utility Maintenance Supervisor	1 11	\$40,805	\$66,586	9	0	9
Utility Maintenance Supervisor, Senior	1 13	\$47,823	\$77,978	9	-1	8
Utility Operations Manager	1 19	\$72,930	\$118,606	1	0	1
Water Chemist	1 11	\$40,805	\$66,586	3	0	3
Water Chemist, Senior	1 12	\$44,339	\$72,308	3	0	3
Water Production Manager	1 19	\$72,930	\$118,606	1	0	1
Water Quality Manager	1 18	\$68,697	\$112,020	2	0	2
Water Treatment Plant Mechanic	1 8	\$31,804	\$51,864	12	0	12
Water Treatment Supervisor	1 15	\$56,314	\$92,075	2	0	2
Waterworks Operator I	1 8	\$31,804	\$51,864	3	1	4
Waterworks Operator II	1 9	\$34,445	\$56,161	1	-1	0
Waterworks Operator III	1 10	\$37,337	\$60,884	1	0	1
Waterworks Operator IV	1 11	\$40,805	\$66,586	10	1	11
<b>Total</b>				<b>292.5</b>	<b>-2</b>	<b>290.5</b>

# WASTEWATER

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## REVENUE SUMMARY

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	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Permits and Fees	\$181,208	\$144,525	\$50,000	\$50,000
Use of Money and Property	\$15,584	\$68,338	\$30,000	\$100,000
Charges for Services	\$28,242,988	\$29,331,716	\$31,292,792	\$32,340,330
Recovered Costs	\$149,574	\$151,010	\$3,600	\$3,600
Other Sources and Transfers In	\$0	\$8,886	\$2,000	\$2,000
Federal Aid	\$21,295	(\$124)	\$0	\$0
<b>Total</b>	<b>\$28,610,649</b>	<b>\$29,704,351</b>	<b>\$31,378,392</b>	<b>\$32,495,930</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

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	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Personnel Services	\$5,380,378	\$5,434,583	\$6,002,929	\$6,046,231
Materials, Supplies and Repairs	\$3,079,235	\$4,733,426	\$3,024,452	\$2,974,955
Contractual Services	\$2,441,399	\$2,351,535	\$2,009,281	\$2,148,627
Equipment	\$71	\$193,609	\$311,101	\$303,700
Department Specific Appropriation	\$1,500,000	\$1,500,000	\$3,014,298	\$4,362,125
Debt Service/Transfers to CIP	\$2,715,742	\$2,830,432	\$17,016,331	\$16,660,292
<b>Total</b>	<b>\$15,116,825</b>	<b>\$17,043,585</b>	<b>\$31,378,392</b>	<b>\$32,495,930</b>

## ADOPTED FY 2019 BUDGET ACTIONS

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**• Provide funds for citywide compensation increase** **FY 2019 \$34,266 FTE: 0**

Provide funds for a compensation increase for city employees. FY 2019 compensation actions include: a two percent salary increase for general and constitutional officer employees; a step increase for sworn Police and Fire-Rescue employees; an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions. All actions will be effective January 2019.

**• Support asset management and work order system** **FY 2019 \$96,666 FTE: 0**

Provide funds to replace the software system used to manage work orders and requests throughout various departments, schedules preventative maintenance for assets, control inventory of assets, plan and budget resources, and report on these systems. This system will allow departments to track work needed throughout the city from the time a complaint is reported until the project is complete. The new system will be funded by the General Fund, the Water Utility Fund, the Waste Water Utility Fund, and the Storm Water Fund based on utilization for a total cost of \$496,800 in FY 2019.

• <b>Adjust debt service expenses</b>	<b>FY 2019 \$1,080,652</b>	<b>FTE: 0</b>
Technical adjustment to support annual debt service payments for wastewater related capital projects.		
• <b>Adjust operational expenses</b>	<b>FY 2019 \$43,503</b>	<b>FTE: 0</b>
Technical adjustment for operations expenses which occurs annually. These expenses include indirect costs, payment in lieu of taxes, and materials and supplies for essential operations.		
• <b>Restructure organizational staffing</b>	<b>FY 2019 (\$124,976)</b>	<b>FTE: -2</b>
Restructure organizational staffing as a result of technological advances that have resulted in operational efficiencies that reduced the need for personnel. This action eliminates one Water Chemist position and a General Utility Maintenance Supervisor position. No impact to service is anticipated.		
• <b>Adjust costs for Fleet expenditures</b>	<b>FY 2019 (\$1,598)</b>	<b>FTE: 0</b>
Technical adjustment to update the funding needed to support Fleet expenditures based on an annual cost revision calculation. Fleet provides maintenance, fuel, and the management of vehicles for essential operations of the department. This is a routine adjustment which occurs each budget cycle.		
• <b>Annualize Phase IV of ARMD Compensation Strategy</b>	<b>FY 2019 \$36,886</b>	<b>FTE: 0</b>
Technical adjustment to annualize ARMD Phase IV compensation actions that occurred in January 2018. The Adopted FY 2018 Budget included funds for: a two percent salary increase for general and constitutional officer employees; a step increase for sworn employees, an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions.		
• <b>Adjust required contribution to the city's retirement system</b>	<b>FY 2019 (\$17,974)</b>	<b>FTE: 0</b>
Adjust the annual required contribution to the Norfolk Employee's Retirement System (NERS). Retirement contributions are based on a formula that calculates the funds needed to meet present and future retirement payments. The contribution amount for the city will increase from 18.53 percent to 18.98 percent in FY 2019. Costs are distributed to departments based on each department's NERS eligible payroll.		
• <b>Update personnel expenditures</b>	<b>FY 2019 (\$29,887)</b>	<b>FTE: 0</b>
Technical adjustment to update department costs for personnel services. Changes include updates to staffing due to administrative actions and the funds needed in FY 2019 for such actions. In addition, FTE changes may reflect adjustments for unfunded positions. In FY 2019 the city will transition to position-based budgeting. The adjustment also reflects updated healthcare costs for an overall employer premium increase of one percent based on enrollment. These are routine actions that occur at the beginning of the budget cycle.		

**Wastewater**

**Total: \$1,117,538 FTE: -2**

## FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2018 Adopted	FTE Change	FY 2019 Adopted
Accounting Technician II	1 7	\$29,391	\$47,962	3	0	3
Assistant Superintendent of Utility Division	1 17	\$64,260	\$104,872	1	0	1
Crew Leader I	1 9	\$34,445	\$56,161	15	0	15
Custodian, Senior	1 4	\$23,333	\$38,047	1	0	1
Electrician IV	1 11	\$40,805	\$66,586	1	0	1
Engineering Technician I	1 10	\$37,337	\$60,884	3	0	3
Environmental Specialist II	1 12	\$44,339	\$72,308	1	0	1
Equipment Operator II	1 7	\$29,391	\$47,962	6	0	6
Equipment Operator III	1 8	\$31,804	\$51,864	19	0	19
General Utility Maintenance Supervisor	1 14	\$52,020	\$86,041	2	-1	1
Maintenance Worker I	1 3	\$21,646	\$35,301	3	0	3
Maintenance Worker II	1 6	\$27,438	\$44,737	27	0	27
Utility Maintenance Mechanic I	1 7	\$29,391	\$47,962	7	0	7
Utility Maintenance Supervisor	1 11	\$40,805	\$66,586	10	1	11
Utility Maintenance Supervisor, Senior	1 13	\$47,823	\$77,978	5	-1	4
Water Chemist	1 11	\$40,805	\$66,586	1	-1	0
<b>Total</b>				<b>105</b>	<b>-2</b>	<b>103</b>

# PARKING FACILITIES FUND

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## MISSION STATEMENT

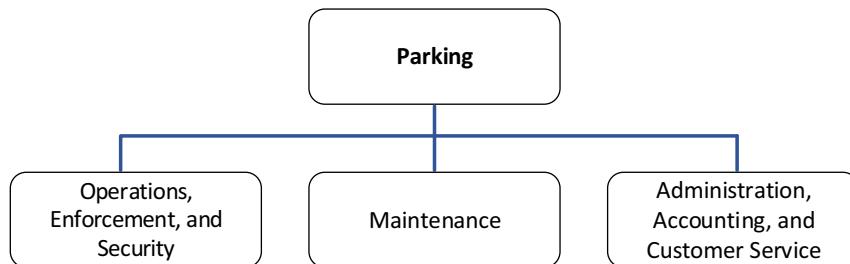
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The Division of Parking is dedicated to excellence in providing safe, convenient, and affordable parking services to the residents, visitors, and businesses in Norfolk.

## DEPARTMENT OVERVIEW

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The City of Norfolk's Parking Division operates and maintains one of the largest municipally owned parking systems in the country while meeting the parking needs of downtown workers, residents, students, shoppers, and tourists. This includes over 20,000 public parking spaces located in 16 garages, nine lots, and over 700 on-street spaces. Safe, convenient and affordable parking is provided to all patrons through the efficient management of the city's parking resources. The Parking Facilities Fund receives oversight from the Department of General Services.



## PERFORMANCE MEASURES

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### Goal

Diversify and strengthen Norfolk's economic base

### Objective

Promote strong financial management by ensuring revenue is maximized in order to meet all operating obligations

Measure	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Change
Percent of fines collected	76	82	100	100	0
Percent of total available monthly parking spaces utilized in the central business district	54	80	60	60	0

### Objective

Expand, attract, and retain businesses within Norfolk

Measure	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Change
Total parking revenue	19,629,702	20,816,232	21,200,000	25,000,000	3,800,000
Number of transient (non-monthly) parkers in garages (New measure in FY 2017)	0	2,831,620	2,350,000	2,350,000	0
Number of parking violation tickets issued	41,850	39,542	43,300	43,000	-300

## REVENUE SUMMARY

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Permits and Fees	\$29,484	\$27,983	\$21,624	\$31,400
Fines and Forfeitures	\$2,205,308	\$1,987,770	\$2,106,842	\$1,750,000
Use of Money and Property	\$30,994	\$52,768	\$31,087	\$30,000
Charges for Services	\$17,363,636	\$18,740,259	\$18,818,000	\$20,178,400
Miscellaneous Revenue	\$280	\$7,452	\$280	\$0
Other Sources and Transfers In	\$0	\$0	\$2,732,882	\$2,030,283
<b>Total</b>	<b>\$19,629,702</b>	<b>\$20,816,232</b>	<b>\$23,710,715</b>	<b>\$24,020,083</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Personnel Services	\$3,307,080	\$3,334,940	\$3,743,430	\$3,841,519
Materials, Supplies and Repairs	\$1,608,656	\$1,700,534	\$1,768,926	\$1,748,660
Contractual Services	\$4,771,081	\$4,713,532	\$4,633,139	\$4,865,284
Equipment	\$138,120	\$233,695	\$165,220	\$164,620
Debt Service/Transfers to CIP	\$8,447,532	\$9,407,371	\$13,400,000	\$13,400,000
<b>Total</b>	<b>\$18,272,469</b>	<b>\$19,390,072</b>	<b>\$23,710,715</b>	<b>\$24,020,083</b>

## ADOPTED FY 2019 BUDGET ACTIONS

### • **Provide funds for citywide compensation increase** FY 2019 \$28,701 FTE: 0

Provide funds for a compensation increase for city employees. FY 2019 compensation actions include: a two percent salary increase for general and constitutional officer employees; a step increase for sworn Police and Fire-Rescue employees; an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions. All actions will be effective January 2019.

### • **Increase elevator maintenance costs** FY 2019 \$12,000 FTE: 0

Technical adjustment to provide funds for elevator maintenance costs in The Main parking garage.

### • **Increase funds for contractual services** FY 2019 \$194,470 FTE: 0

Technical adjustment for contractual services which occur annually. These contractual increases include service to parking equipment, co-op garage costs, and credit card processing fees.

### • **Adjust costs for Fleet expenditures** FY 2019 \$4,809 FTE: 0

Technical adjustment to update the funding needed to support Fleet expenditures based on an annual cost revision calculation. Fleet provides maintenance, fuel, and the management of vehicles for essential operations of the department. This is a routine adjustment which occurs each budget cycle.

- **Annualize Phase IV of ARMD Compensation Strategy**

**FY 2019 \$31,797 FTE: 0**

Technical adjustment to annualize ARMD Phase IV compensation actions that occurred in January 2018. The Adopted FY 2018 Budget included funds for: a two percent salary increase for general and constitutional officer employees; a step increase for sworn employees, an increase to the permanent employee living wage; and salary range adjustments to the city's most regionally out of market positions.

- **Adjust required contribution to the city's retirement system**

**FY 2019 \$44,246 FTE: 0**

Adjust the annual required contribution to the Norfolk Employee's Retirement System (NERS). Retirement contributions are based on a formula that calculates the funds needed to meet present and future retirement payments. The contribution amount for the city will increase from 18.53 percent to 18.98 percent in FY 2019. Costs are distributed to departments based on each department's NERS eligible payroll.

- **Update personnel expenditures**

**FY 2019 (\$6,655) FTE: -1.8**

Technical adjustment to update department costs for personnel services. Changes include updates to staffing due to administrative actions and the funds needed in FY 2019 for such actions. In addition, FTE changes may reflect adjustments for unfunded positions. In FY 2019 the city will transition to position-based budgeting. The adjustment also reflects updated healthcare costs for an overall employer premium increase of one percent based on enrollment. These are routine actions that occur at the beginning of the budget cycle.

**Parking Facilities Fund**

**Total: \$309,368 FTE: -1.8**

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2018 Adopted</b>	<b>FTE Change</b>	<b>FY 2019 Adopted</b>
Accountant III	1 13	\$47,823	\$77,978	1	0	1
Accounting Technician II	1 7	\$29,391	\$47,962	6.8	0.2	7
Administrative Assistant I	1 9	\$34,445	\$56,161	1	0	1
Collection Coordinator	1 11	\$40,805	\$66,586	1	0	1
Crew Leader I	1 9	\$34,445	\$56,161	2	-1	1
Customer Service Representative	1 5	\$25,179	\$41,096	15.2	0	15.2
Electrician II	1 9	\$34,445	\$56,161	2	-1	1
Electronics Technician II	1 10	\$37,337	\$60,884	1	0	1
Enterprise Controller	1 16	\$60,149	\$98,068	1	0	1
Maintenance Mechanic II	1 8	\$31,804	\$51,864	5	0	5
Maintenance Supervisor I	1 11	\$40,805	\$66,586	1	0	1
Maintenance Worker I	1 3	\$21,646	\$35,301	4	0	4
Maintenance Worker II	1 6	\$27,438	\$44,737	2	0	2
Management Analyst III	1 14	\$52,020	\$86,041	1	0	1

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2018 Adopted</b>	<b>FTE Change</b>	<b>FY 2019 Adopted</b>
Management Services						
Administrator	1 18	\$68,697	\$112,020	1	0	1
Meter Monitor	1 4	\$23,333	\$38,047	9	0	9
Painter I	1 6	\$27,438	\$44,737	1	-1	0
Painter II	1 8	\$31,804	\$51,864	0	1	1
Parking Administrator	1 14	\$52,020	\$86,041	1	0	1
Parking Director	1 18	\$68,697	\$112,020	1	0	1
Parking Manager	1 12	\$44,339	\$72,308	1	0	1
Parking Supervisor	1 9	\$34,445	\$56,161	6	0	6
Software Analyst	1 13	\$47,823	\$77,978	1	0	1
<b>Total</b>				<b>65</b>	<b>-1.8</b>	<b>63.2</b>