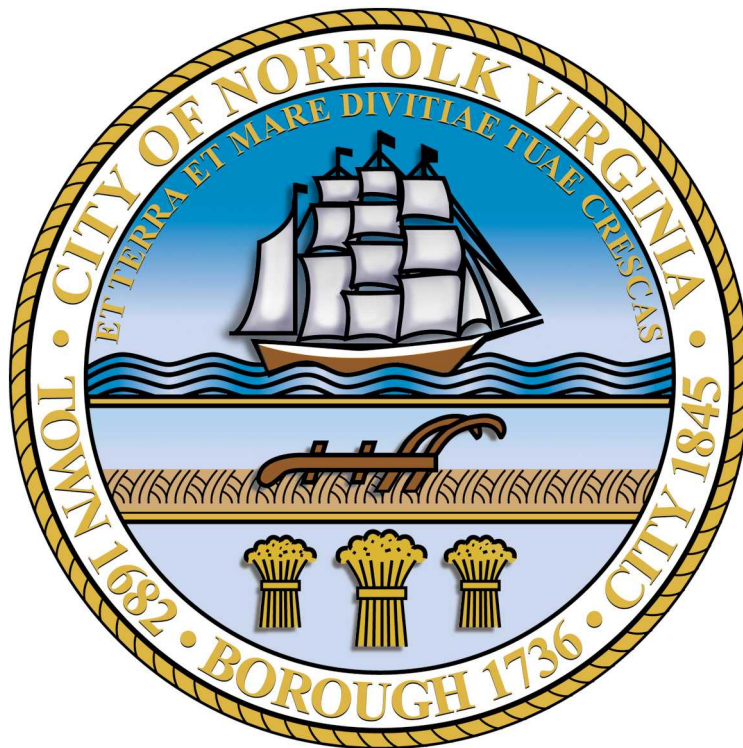


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# Special Revenue Funds

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# SPECIAL REVENUE FUND SUMMARY

	FY 2020 Actual <sup>1</sup>	FY 2021 Adopted	FY 2022 Adopted
<b>Revenues</b>			
General Property Taxes	6,268,000	6,482,000	6,768,400
Other Local Taxes	9,835,813	9,285,596	10,022,596
Fines and Forfeitures	1,575	11,000	11,000
Use of Money and Property	619,556	825,335	850,335
Charges for Services	22,563,226	23,269,345	23,201,507
Miscellaneous Revenue	507,748	487,827	528,070
Recovered Costs	1,682,960	1,607,794	1,607,794
Categorical Aid - Virginia	118,343	98,000	112,000
Federal Aid	113,617	113,617	113,617
Other Sources and Transfers In	6,139,876	4,660,148	4,658,632
<b>Total Revenues</b>	<b>47,850,714</b>	<b>46,840,662</b>	<b>47,873,951</b>

Actual amounts represent collections, not appropriation authority.

	FY 2020 Actual <sup>1</sup>	FY 2021 Adopted	FY 2022 Adopted
<b>Expenditures</b>			
Personnel Services	12,133,278	13,475,544	13,964,841
Materials, Supplies and Repairs	2,381,123	2,599,256	2,785,559
Contractual Services	10,860,915	10,774,532	12,023,191
Equipment	2,640,632	2,632,700	2,859,498
Department Specific Appropriation	9,766,425	9,512,157	9,705,557
Debt Service/Transfers to CIP	9,819,240	7,846,473	6,535,305
<b>Total Expenditures</b>	<b>47,601,613</b>	<b>46,840,662</b>	<b>47,873,951</b>

<sup>1</sup> In FY 2020, Storm Water converted to an Enterprise Fund. FY 2020 revenues and expenditures for Storm Water can be found in the Enterprise Fund section.

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# TOWING AND RECOVERY OPERATIONS

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## MISSION STATEMENT

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Towing and Recovery Operations strives to improve neighborhood livability by providing reliable dispatching of towing services, storage of vehicles, and returning vehicles to the proper owners.

## DIVISION OVERVIEW

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Towing and Recovery Operations responds to all towing requests from city and state agencies. The division dispatches towing providers, sends written notification to owners and lien holders, disposes of vehicles, and maintains records of all tows and final disposition of vehicles. Towing services are provided 24 hours a day, seven days a week. Customer service for the public is open Monday-Friday from 8:30am to 4:00pm. The Division of Towing and Recovery Operations receives oversight from the Department of Public Works.

## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Use of Money and Property	\$756,631	\$537,175	\$800,335	\$825,335
Charges for Services	\$666,320	\$571,676	\$855,000	\$830,000
Miscellaneous Revenue	\$0	\$3,827	\$100	\$100
Recovered Costs	\$1,157	\$0	\$0	\$0
<b>Total</b>	<b>\$1,424,108</b>	<b>\$1,112,678</b>	<b>\$1,655,435</b>	<b>\$1,655,435</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Personnel Services	\$580,790	\$459,004	\$551,368	\$542,267
Materials, Supplies, and Repairs	\$59,583	\$61,290	\$96,669	\$72,323
Contractual Services	\$512,128	\$455,163	\$789,790	\$832,237
Equipment	\$1,294	\$3,688	\$15,300	\$11,300
Debt Service/Transfers to CIP	\$206,919	\$207,186	\$202,308	\$197,308
<b>Total</b>	<b>\$1,360,714</b>	<b>\$1,186,331</b>	<b>\$1,655,435</b>	<b>\$1,655,435</b>

# ADOPTED FY 2022 BUDGET ACTIONS

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• **Provide funds for a citywide compensation increase** **FY 2022 \$10,200** **FTE: 0**

Provide funds for a compensation increase for city employees. FY 2022 compensation actions include: a three percent salary increase for general, sworn Police and Fire-Rescue employees, and constitutional officer employees; a three percent increase to salary ranges across all pay plans and grades and the corresponding funds to support new minimum salary cost for approved vacant positions; and an increase to the permanent employee living wage adjustment. All actions will be effective July 2021.

• **Adjust operational expenditures** **FY 2022 \$9,253** **FTE: 0**

Technical adjustment for operational expenses which occurs annually. These expenses may include indirect costs and payment in lieu of taxes.

• **Adjust required contribution to the city retirement system** **FY 2022 \$8,679** **FTE: 0**

Technical adjustment for the annual required contribution to the Norfolk Employees' Retirement System (NERS). Retirement contributions are based on a formula that calculates funds needed to meet present and future retirement payments. The contribution rate for the city will increase from 20.3 percent to 21.2 percent of eligible payroll in FY 2022. Costs are distributed to departments based on each department's NERS eligible payroll.

• **Adjust employer healthcare contribution** **FY 2022 \$4,408** **FTE: 0**

Technical adjustment to update employer contribution amounts for healthcare premiums. This adjustment includes changes to employer contribution rates for each medical plan based on January enrollment data. The Norfolk Healthcare Consortium agreed to increase plan year 2022 rates by 6.6 percent, effective December 2021. The city elected not to increase employee contributions for that plan year.

• **Update personnel expenditures** **FY 2022 (\$32,540)** **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 2022 for such actions. Adjustments to personnel expenditures reflect an update to the department's budget for positions, based on actual salaries for filled positions and minimum salaries for vacant positions. These are routine actions that occur at the beginning of the budget cycle.

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**Towing and Recovery Operations**

**Total: \$0 FTE: 0**

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## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2021 Adopted</b>	<b>FTE Change</b>	<b>FY 2022 Adopted</b>
Accountant I	1 11	\$42,029	\$68,583	1	0	1
Accounting Technician II	1 07	\$30,273	\$49,401	2	0	2
Administrative Assistant II	1 10	\$38,457	\$62,711	1	0	1
Support Technician	1 05	\$25,934	\$42,329	3	0	3
Towing Operations Manager	1 15	\$58,004	\$94,838	1	0	1
<b>Total</b>				<b>8</b>	<b>0</b>	<b>8</b>

# CEMETERIES

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## MISSION STATEMENT

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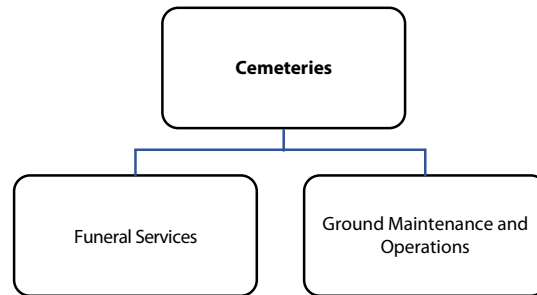
The Bureau of Cemeteries provides cemetery services and preservation of family histories while maintaining and enhancing the natural beauty of the eight city-owned and operated cemeteries.

## DEPARTMENT OVERVIEW

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The Bureau of Cemeteries receives management oversight from the Department of Recreation, Parks and Open Space and consists of two divisions: Funeral Services and Ground Maintenance and Operations. The Division of Funeral Services provides professional funeral services, which meet the needs of customers in a sensitive and courteous manner. The Division of Ground Maintenance and Operations provides a grounds maintenance program handles landscaping and repairs.

The Bureau of Cemeteries maintains approximately 354 acres of developed cemetery properties; and anticipates servicing 814 funerals, installing over 423 foundations for memorials, and selling 481 graves annually.



## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Charges for Services	\$901,369	\$894,327	\$944,153	\$901,565
Miscellaneous Revenue	\$435,084	\$503,814	\$487,627	\$527,870
Recovered Costs	\$179,258	\$0	\$0	\$0
Other Sources and Transfers In	\$537,208	\$256,783	\$262,070	\$333,805
<b>Total</b>	<b>\$2,052,919</b>	<b>\$1,654,924</b>	<b>\$1,693,850</b>	<b>\$1,763,240</b>

Actual amounts represent collections, not appropriation authority.



## EXPENDITURE SUMMARY

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Personnel Services	\$1,569,427	\$1,397,543	\$1,393,907	\$1,461,695
Materials, Supplies, and Repairs	\$190,887	\$184,151	\$215,207	\$209,809
Contractual Services	\$50,756	\$57,290	\$57,306	\$64,306
Equipment	\$14,271	\$20,892	\$27,430	\$27,430
<b>Total</b>	<b>\$1,825,341</b>	<b>\$1,659,876</b>	<b>\$1,693,850</b>	<b>\$1,763,240</b>

## ADOPTED FY 2022 BUDGET ACTIONS

- **Increase operational staff for grave and burial services**

**FY 2022 \$37,532 FTE: 1**

Provide funds for the addition of one Cemetery Manager II position for the Grave Sales and Burial Services program. The additional position will be responsible for handling funeral services, graves sales, foundation installations, cash recording and deposits, genealogy requests, work requests, grave locations, internal administrative functions, and property transfers across the eight city-owned cemeteries. The position will assist in improved customer service, response time, and operational hours.

- **Provide funds for a citywide compensation increase**

**FY 2022 \$29,541 FTE: 0**

Provide funds for a compensation increase for city employees. FY 2022 compensation actions include: a three percent salary increase for general, sworn Police and Fire-Rescue employees, and constitutional officer employees; a three percent increase to salary ranges across all pay plans and grades and the corresponding funds to support new minimum salary cost for approved vacant positions; and an increase to the permanent employee living wage adjustment. All actions will be effective July 2021.

- **Support increase in electricity costs**

**FY 2022 \$3,000 FTE: 0**

Technical adjustment to align funds for electricity costs based on utilization. Electricity costs have increased by an average of ten percent annually over the past five fiscal years. An increase of \$3,000 aligns funds with anticipated costs for electricity.

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

**FY 2022 \$19,728 FTE: 0**

Technical adjustment for the annual required contribution to the Norfolk Employees' Retirement System (NERS). Retirement contributions are based on a formula that calculates funds needed to meet present and future retirement payments. The contribution rate for the city will increase from 20.3 percent to 21.2 percent of eligible payroll in FY 2022. Costs are distributed to departments based on each department's NERS eligible payroll.

• **Adjust employer healthcare contribution**

**FY 2022 \$2,929 FTE: 0**

Technical adjustment to update employer contribution amounts for healthcare premiums. This adjustment includes changes to employer contribution rates for each medical plan based on January enrollment data. The Norfolk Healthcare Consortium agreed to increase plan year 2022 rates by 6.6 percent, effective December 2021. The city elected not to increase employee contributions for that plan year.

• **Update personnel expenditures**

**FY 2022 (\$23,340) 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 2022 for such actions. Adjustments to personnel expenditures reflect an update to the department's budget for positions, based on actual salaries for filled positions and minimum salaries for vacant positions. These are routine actions that occur at the beginning of the budget cycle.

**Cemeteries**

**Total: \$69,390 FTE: 1**

**FULL TIME EQUIVALENT (FTE) SUMMARY**

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2021 Adopted</b>	<b>FTE Change</b>	<b>FY 2022 Adopted</b>
Accounting Technician II	1 07	\$30,273	\$49,401	1	0	1
Administrative Technician	1 07	\$30,273	\$49,401	1	0	1
Bureau Manager	1 18	\$70,758	\$115,380	1	0	1
Cemetery Manager II	1 09	\$35,479	\$57,846	2	1	3
Division Head	1 16	\$61,954	\$101,010	1	0	1
Equipment Operator II	1 07	\$30,273	\$49,401	5	0	5
Equipment Operator III	1 08	\$32,758	\$53,420	4	0	4
Groundskeeper	1 04	\$24,032	\$39,189	7	0	7
Groundskeeper Crew Leader	1 09	\$35,479	\$57,846	1	0	1
Operations Manager	1 14	\$53,581	\$88,622	1	0	1
Public Information Specialist II	1 12	\$45,670	\$74,477	1	0	1
<b>Total</b>				<b>25</b>	<b>1</b>	<b>26</b>

# GOLF OPERATIONS

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## MISSION STATEMENT

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Golf Operations supports the exceptional quality of life in Norfolk by providing access to two golf courses; Ocean View Golf Course and Lambert's Point Golf Course.

## DEPARTMENT OVERVIEW

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The Golf Fund consists of two golf courses, which are managed and staffed by an outside vendor. The operating agreement ensures the delivery of a high quality golf experience with no financial assistance from the General Fund; ensures the maintenance of golf facilities; and supports capital improvements. The Golf Fund has no city employees.

## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Use of Money and Property	\$15,000	\$15,000	\$15,000	\$15,000
Total	\$15,000	\$15,000	\$15,000	\$15,000

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

---

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Materials, Supplies, and Repairs	\$0	\$0	\$6,000	\$6,000
Contractual Services	\$9,000	\$9,000	\$9,000	\$9,000
Total	\$9,000	\$9,000	\$15,000	\$15,000

No adopted budget actions for FY 2022.

# PUBLIC AMENITIES

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## MISSION STATEMENT

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The mission of the Public Amenities Fund is to promote cultural and entertainment activity by improving existing and preparing for new civic facilities.

## DEPARTMENT OVERVIEW

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As Norfolk continues to grow as a tourist and visitor destination, physical improvements to existing cultural and entertainment facilities and planning and preparation for new venues are needed. In FY 2003, the city raised the hotel tax from 7.0 percent to 8.0 percent and the food and beverage tax from 5.5 percent to 6.5 percent. The revenues generated by the increase are set aside in the Public Amenities Fund as a means of providing financial resources to improve public amenities and cultural facilities, increase tourism, and attract visitors to the city.

The Public Amenities Fund provides ongoing support for the Norfolk Consortium (see Outside Agencies section). Members of the Norfolk Consortium include: Chrysler Museum of Art; Department of Cultural Facilities, Arts, and Entertainment; MacArthur Memorial; Nauticus; Norfolk Botanical Gardens; Norfolk Commission on the Arts and Humanities; Norfolk Convention and Visitors Bureau (Visit Norfolk); Norfolk Festevents; Norfolk NATO Festival; Virginia Arts Festival; Virginia Opera; Virginia Stage Company; Virginia Symphony; and Virginia Zoo. The remaining funds and accrued escrow support the The Main Hotel Conference Center debt service and economic development incentives.

## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Other Local Taxes	\$7,148,107	\$6,264,217	\$5,714,000	\$6,451,000
Sales Tax (Commonwealth of Virginia) <sup>1</sup>	\$197,929	\$118,343	\$98,000	\$112,000
Other Sources and Transfers In	\$714,409	\$3,212,196	\$3,033,735	\$2,186,997
<b>Total</b>	<b>\$8,060,445</b>	<b>\$9,594,756</b>	<b>\$8,845,735</b>	<b>\$8,749,997</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted
Transfer to CIP	\$0	\$1,750,000	\$0	\$0
Debt Service (Conference Center)	\$3,521,075	\$4,951,300	\$4,865,735	\$4,762,997
Department Specific Appropriation				
Conference Center project	\$0	\$0	\$0	\$0
Conference Center (performance grant)	\$101,513	\$122,729	\$160,000	\$160,000
Conference Center (tourism development financing program)	\$350,469	\$205,769	\$320,000	\$327,000
Marriott Convention Center <sup>2</sup>	\$583,334	\$0	\$0	\$0
Transfer to General Fund (Norfolk Consortium)	\$3,000,000	\$3,000,000	\$3,500,000	\$3,500,000
<b>Total</b>	<b>\$7,556,391</b>	<b>\$10,029,798</b>	<b>\$8,845,735</b>	<b>\$8,749,997</b>

<sup>1</sup> The estimated revenue is associated with the public facility state sales tax entitlement authorized under the Code of Virginia 58.1-608.3 to assist with financing the Conference Center debt service.

<sup>2</sup> FY 2019 amount reflects funds set aside for the Marriott Property Improvement Plan (PIP) and not actual disbursement of funds. Funding set aside for the PIP through FY 2019 totaled \$1,750,000. These funds were transferred to the Capital Improvement Program in FY 2020 to support the "Improve Marriott Waterside Conference Center" project.

## ADOPTED FY 2022 BUDGET ACTIONS

- Adjust funds for economic development incentives** **FY 2022 \$7,000** **FTE: 0**

Technical adjustment to provide funds for the performance-based grant agreement with The Main hotel. The first grant payment was in FY 2019 based on revenue earned in calendar year 2017. Also, funds to support the city's contribution to the Commonwealth of Virginia Tourism Development Financing Program (TDFP) are adjusted based upon historical expenditure. The contribution is related to the state certifying and qualifying The Main hotel for the TDFP.

- Support Conference Center project debt service** **FY 2022 (\$102,738)** **FTE: 0**

Technical adjustment to support annual debt service related to the The Main Hotel Conference Center project.

**Public Amenities**

**Total: (\$95,738) FTE: 0**

# EMERGENCY PREPAREDNESS AND RESPONSE

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## MISSION STATEMENT

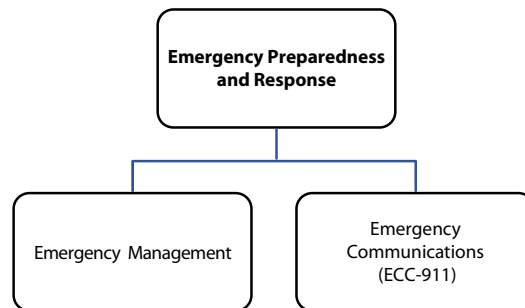
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Emergency Preparedness and Response supports the Vision for Norfolk of a city prepared with coordinated capabilities to prevent, protect against, respond to, and recover from all hazards in a way that balances risk with resources and needs.

## DEPARTMENT OVERVIEW

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The Office of Emergency Preparedness and Response is comprised of three teams and two mission areas. Team One consists of executive, technical, and administrative staff in support of emergency communications as well as emergency management. The majority of staff are distributed over three remaining teams serving the community by ensuring emergency communications (911 call taking and dispatching) is achieved twenty-four hours a day, seven days a week, in twelve-hour shifts.



## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Other Local Taxes	\$3,571,596	\$3,571,596	\$3,571,596	\$3,571,596
Charges for Services	\$163	\$72	\$4,500	\$4,250
Recovered Costs	\$1,208,997	\$1,239,759	\$1,164,593	\$1,164,593
Other Sources and Transfers In	\$386,784	\$956,073	\$1,364,343	\$1,637,830
Federal Aid	\$113,617	\$113,617	\$113,617	\$113,617
<b>Total</b>	<b>\$5,281,157</b>	<b>\$5,881,117</b>	<b>\$6,218,649</b>	<b>\$6,491,886</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Personnel Services	\$4,628,369	\$4,956,650	\$5,454,359	\$5,430,624
Materials, Supplies, and Repairs	\$246,633	\$242,955	\$250,463	\$547,435
Contractual Services	\$554,874	\$579,622	\$510,007	\$510,007
Equipment	\$10,991	\$7,373	\$3,820	\$3,820
<b>Total</b>	<b>\$5,440,867</b>	<b>\$5,786,600</b>	<b>\$6,218,649</b>	<b>\$6,491,886</b>

## ADOPTED FY 2022 BUDGET ACTIONS

- Provide one-time funds for new work stations for 911 staff**
**FY 2022 \$297,000    FTE: 0**

Provide one-time funds for new furniture in the 911 response center for the 911 Emergency Communication program. This enhancement will allow for telecommunicators to have better organization and response when taking incoming emergency calls. Upgrades to furniture will include desks, chairs, shelves, cabinets, cooling fans for technology, and keyboards.

- Increase pay for 911 Telecommunicators**
**FY 2022 \$210,000    FTE: 0**

Provide funds to increase Public Safety Telecommunicator pay. Telecommunicators provide continuous 911 emergency call response to Norfolk residents and visitors. This budget action increases the starting pay for Telecommunicators by \$4,012 from \$34,445 to \$38,457 and positively impacts 51 employees with a salary increase of at least five percent. The increase in starting pay and salary increases for existing Telecommunicators brings Norfolk in line with regional market wages in order to enhance recruitment and retention efforts.

- Provide funds for a citywide compensation increase**
**FY 2022 \$22,458    FTE: 0**

Provide funds for a compensation increase for city employees. FY 2022 compensation actions include: a three percent salary increase for general, sworn Police and Fire-Rescue employees, and constitutional officer employees; a three percent increase to salary ranges across all pay plans and grades and the corresponding funds to support new minimum salary cost for approved vacant positions; and an increase to the permanent employee living wage adjustment. All actions will be effective July 2021.

- Remove five vacant Telecommunicator positions**
**FY 2022 (\$197,140)    FTE: -5**

Technical adjustment to remove five vacant Telecommunicator positions. The department had 72 approved Telecommunicator positions in FY 2021. This action redistributes funds previously provided for vacant positions to improve recruitment and retention efforts through higher salaries for current and future Telecommunicators in FY 2022. Including this reduction, the department retains 16 fully funded vacant positions, which aligns staffing with average vacancy rates over the past five years.

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

**FY 2022 (\$27,556) FTE: 0**

Technical adjustment for the annual required contribution to the Norfolk Employees' Retirement System (NERS). Retirement contributions are based on a formula that calculates funds needed to meet present and future retirement payments. The contribution rate for the city will increase from 20.3 percent to 21.2 percent of eligible payroll in FY 2022. Costs are distributed to departments based on each department's NERS eligible payroll.

- **Adjust employer healthcare contribution**

**FY 2022 (\$1,672) FTE: 0**

Technical adjustment to update employer contribution amounts for healthcare premiums. This adjustment includes changes to employer contribution rates for each medical plan based on January enrollment data. The Norfolk Healthcare Consortium agreed to increase plan year 2022 rates by 6.6 percent, effective December 2021. The city elected not to increase employee contributions for that plan year.

- **Update personnel expenditures**

**FY 2022 (\$29,853) FTE: -0.5**

Technical adjustment to update department costs for personnel services, including changes in scheduled hours for permanent, part-time positions and the corresponding adjustment to funds needed in FY 2022 for such actions. Adjustments to personnel expenditures reflect an update to the department's budget for positions, based on actual salaries for filled positions and minimum salaries for vacant positions. These are routine actions that occur at the beginning of the budget cycle.

**Emergency Preparedness and Response**

**Total: \$273,237 FTE: -5.5**

## FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Adopted
Administrative Assistant I	1 09	\$35,479	\$57,846	1	0	1
Administrative Assistant II	1 10	\$38,457	\$62,711	2	0	2
Director of the Office of Emergency Preparedness & Response	1 24	\$97,496	\$167,171	1	0	1
Manager of Emergency Communications	1 16	\$61,954	\$101,010	1	0	1
Program Supervisor	1 13	\$49,257	\$80,317	1	0	1
Programs Manager	1 15	\$58,004	\$94,838	1	0	1
Project Manager	1 16	\$61,954	\$101,010	2	0	2
Public Safety Telecommunicator I	1 10	\$38,457	\$62,711	31	-6	25
Public Safety Telecommunicator II	1 11	\$42,029	\$68,583	20	-3	17
Public Safety Telecommunicator III	1 11	\$42,029	\$68,583	12	3	15
Public Safety Telecommunicator Supervisor	1 12	\$45,670	\$74,477	9	0.5	9.5
Software Analyst	1 13	\$49,257	\$80,317	1	0	1
<b>Total</b>				<b>82</b>	<b>-5.5</b>	<b>76.5</b>



# TAX INCREMENT FINANCING

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## MISSION STATEMENT

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Provide funds to pay the debt service associated with financing the infrastructure improvements related to the Housing Opportunities for People Everywhere (HOPE VI) project in the Broad Creek Renaissance District.

## DEPARTMENT OVERVIEW

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The city established a Tax Increment Financing (TIF) district encompassing the Broad Creek Renaissance District. The Broad Creek TIF Fund accounts for the real estate tax revenue attributed to the increase in assessed value of real property in the Broad Creek TIF district from the base assessed value as of January 1, 2003. The revenue is used to pay the debt service associated with the city's HOPE VI project related to infrastructure improvements in the Broad Creek Renaissance District, which was originally financed with a Section 108 loan from the Department of Housing and Urban Development (HUD). The loan was subsequently refinanced in FY 2012 with tax-exempt General Obligation Bonds. Excess revenues, to the extent they are available, are transferred to the General Fund. The TIF Fund has no employees.

## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
General Property Taxes	\$5,855,000	\$6,268,000	\$6,482,000	\$6,768,400
Other Sources and Transfers In <sup>1</sup>	\$0	\$1,714,824	\$0	\$0
<b>Total</b>	<b>\$5,855,000</b>	<b>\$7,982,824</b>	<b>\$6,482,000</b>	<b>\$6,768,400</b>

Actual amounts represent collections, not appropriation authority.

<sup>1</sup> The FY 2020 amount is from the TIF fund balance to fund the Adopted FY 2020 Budget Action titled, "Transfer unspent balance to General Fund for technology."

## EXPENDITURE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Transfer to General Fund	\$4,253,465	\$6,350,499	\$4,982,000	\$5,268,400
Debt Service/Transfers to CIP	\$1,601,535	\$1,632,325	\$1,500,000	\$1,500,000
<b>Total</b>	<b>\$5,855,000</b>	<b>\$7,982,824</b>	<b>\$6,482,000</b>	<b>\$6,768,400</b>

## ADOPTED FY 2022 BUDGET ACTIONS

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- **Transfer excess revenues to the General Fund**

**FY 2022 \$286,400 FTE: 0**

Technical adjustment to update the transfer of excess revenues to the General Fund. Funds in excess of paying the TIF debt service have been returned to the General Fund annually since FY 2015.

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**Tax Increment Financing**

**Total: \$286,400 FTE: 0**

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# WASTE MANAGEMENT

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## MISSION STATEMENT

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The Waste Management Division of Public Works proudly serves Norfolk Waste Management customers by providing them with a myriad of programs and services that effectively and efficiently manage municipal solid waste generated within the city.

## DIVISION OVERVIEW

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Waste Management focuses on protecting the public health and safety of the City of Norfolk by providing quality municipal solid waste services and environmental programs that are safe, efficient, cost effective, and environmentally responsible. Waste Management provides weekly garbage, yard waste, and bulk waste pickup for Norfolk residents and daily garbage pickup for some downtown businesses. In addition, residents can drop off household hazardous waste at the Southeastern Public Service Authority (SPSA) transfer facility at 3136 Woodland Avenue on Tuesdays and Saturdays from noon to 4:00 p.m. at no charge. The Division of Waste Management receives oversight from the Department of Public Works. User fees collected from residents and businesses fund the cost of the operation.

## REVENUE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Fines and Forfeitures	\$2,200	\$1,575	\$11,000	\$11,000
Use of Money and Property	\$25,059	\$67,381	\$10,000	\$10,000
Charges for Services	\$19,544,188	\$21,097,151	\$21,465,692	\$21,465,692
Miscellaneous Revenue	\$410	\$107	\$100	\$100
Recovered Costs	\$440,922	\$443,201	\$443,201	\$443,201
Other Sources and Transfers In	\$0	\$0	\$0	\$500,000
<b>Total</b>	<b>\$20,012,779</b>	<b>\$21,609,415</b>	<b>\$21,929,993</b>	<b>\$22,429,993</b>

Actual amounts represent collections, not appropriation authority.

## EXPENDITURE SUMMARY

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	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Personnel Services	\$5,209,143	\$5,320,081	\$6,075,910	\$6,530,255
Materials, Supplies, and Repairs	\$1,955,881	\$1,892,727	\$2,030,917	\$1,949,992
Contractual Services	\$9,386,663	\$9,637,111	\$9,248,429	\$10,447,641
Equipment	\$2,080,965	\$2,608,679	\$2,586,150	\$2,816,948
Department Specific Appropriation	\$210,157	\$210,157	\$710,157	\$610,157
Debt Service/Transfers to CIP	\$1,547,534	\$1,278,429	\$1,278,430	\$75,000
<b>Total</b>	<b>\$20,390,343</b>	<b>\$20,947,184</b>	<b>\$21,929,993</b>	<b>\$22,429,993</b>

## ADOPTED FY 2022 BUDGET ACTIONS

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• **Provide funds for a citywide compensation increase** **FY 2022 \$135,559** **FTE: 0**

Provide funds for a compensation increase for city employees. FY 2022 compensation actions include: a three percent salary increase for general, sworn Police and Fire-Rescue employees, and constitutional officer employees; a three percent increase to salary ranges across all pay plans and grades and the corresponding funds to support new minimum salary cost for approved vacant positions; and an increase to the permanent employee living wage adjustment. All actions will be effective July 2021.

• **Continue curbside recycling program** **FY 2022 \$156,756** **FTE: 0**

Technical adjustment to increase funds for the recycling program based on contractual increases and utilization. The current contract has a three percent annual increase in pull and drop fees for recycling dumpsters. The contract also has a stipulation in which fees can be adjusted based on market rates. Current utilization of the recycling program and contractual costs will increase by \$156,756 from \$2,772,000 in FY 2021 to \$2,928,756 in FY 2022.

• **Increase funding for municipal solid waste disposal** **FY 2022 \$114,873** **FTE: 0**

Technical adjustment to provide funds for contractual increases in municipal solid waste disposal costs. Total costs will increase by \$114,873 from \$3,330,723 in FY 2021 to \$3,445,596 in FY 2022.

• **Increase funds for bulk waste tipping fee** **FY 2022 \$60,000** **FTE: 0**

Technical adjustment to provide funds for contractual increases with the Southeastern Public Service Authority (SPSA) in bulk waste disposal costs. Total costs will increase by \$60,000 from \$1,140,000 in FY 2021 to \$1,200,000 in FY 2022.

• **Increase funding for yard waste disposal** **FY 2022 \$9,312** **FTE: 0**

Technical adjustment to provide funds for contractual increase in yard waste disposal costs. Total costs will increase by \$9,312 from \$228,000 in FY 2021 to \$237,312 in FY 2022.

• **Adjust operational expenditures** **FY 2022 (\$263,361)** **FTE: 0**

Technical adjustment for operational expenses which occurs annually. These expenses may include indirect costs and payment in lieu of taxes.

• **Adjust costs for Fleet expenditures** **FY 2022 (\$25,925)** **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.

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

**FY 2022 \$92,929 FTE: 0**

Technical adjustment for the annual required contribution to the Norfolk Employees' Retirement System (NERS). Retirement contributions are based on a formula that calculates funds needed to meet present and future retirement payments. The contribution rate for the city will increase from 20.3 percent to 21.2 percent of eligible payroll in FY 2022. Costs are distributed to departments based on each department's NERS eligible payroll.

- **Adjust employer healthcare contribution**

**FY 2022 \$84,040 FTE: 0**

Technical adjustment to update employer contribution amounts for healthcare premiums. This adjustment includes changes to employer contribution rates for each medical plan based on January enrollment data. The Norfolk Healthcare Consortium agreed to increase plan year 2022 rates by 6.6 percent, effective December 2021. The city elected not to increase employee contributions for that plan year.

- **Update personnel expenditures**

**FY 2022 \$135,817 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 2022 for such actions. Adjustments to personnel expenditures reflect an update to the department's budget for positions, based on actual salaries for filled positions and minimum salaries for vacant positions. These are routine actions that occur at the beginning of the budget cycle.

**Waste Management**

**Total: \$500,000 FTE: 0**

## FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Adopted
Accounting Technician II	1 07	\$30,273	\$49,401	2	-1	1
Administrative Assistant I	1 09	\$35,479	\$57,846	1	0	1
Administrative Technician	1 07	\$30,273	\$49,401	2	0	2
Assistant Superintendent of Waste Management	1 16	\$61,954	\$101,010	2	0	2
Automotive Mechanic	1 10	\$38,457	\$62,711	2	0	2
Education Manager	1 14	\$53,581	\$88,622	0	1	1
Financial Operations Manager	1 15	\$58,004	\$94,838	1	0	1
Fleet Coordinator	1 11	\$42,029	\$68,583	1	0	1
Maintenance Worker I	1 04	\$24,032	\$39,189	1	2	3
Management Analyst II	1 13	\$49,257	\$80,317	1	0	1
Operations Manager	1 14	\$53,581	\$88,622	1	0	1
Project Coordinator	1 13	\$49,257	\$80,317	1	0	1
Public Services Coordinator	1 11	\$42,029	\$68,583	2	-1	1
Refuse Collection Supervisor	1 13	\$49,257	\$80,317	6	0	6

## FULL TIME EQUIVALENT (FTE) SUMMARY

	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FY 2021 Adopted</b>	<b>FTE Change</b>	<b>FY 2022 Adopted</b>
Refuse Collector Assistant	1 04	\$24,032	\$39,189	2	0	2
Refuse Collector I	1 08	\$32,758	\$53,420	45	-17	28
Refuse Collector II	1 09	\$35,479	\$57,846	21	-11	10
Refuse Collector III	1 10	\$38,457	\$62,711	0	26	26
Refuse Collector, Lead	1 12	\$45,670	\$74,477	6	0	6
Refuse Inspector	1 11	\$42,029	\$68,583	6	0	6
Staff Technician II	1 09	\$35,479	\$57,846	0	1	1
Superintendent of Waste Management	1 19	\$75,118	\$122,164	1	0	1
Support Technician	1 05	\$25,934	\$42,329	2	0	2
<b>Total</b>				<b>106</b>	<b>0</b>	<b>106</b>