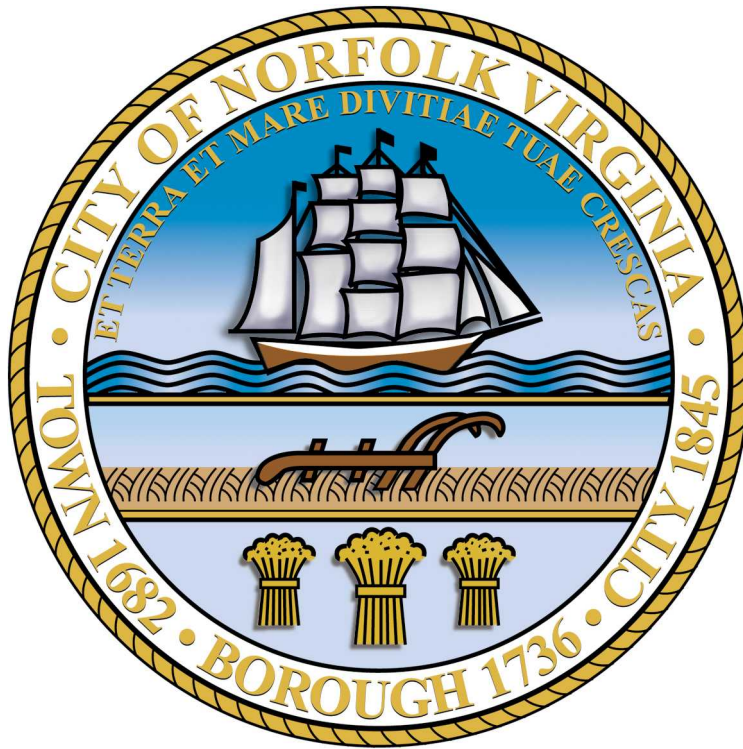

Enterprise Funds



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ENTERPRISE FUND SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Revenues			
Permits and Fees	994,362	629,505	861,569
Fines and Forfeitures	2,113,404	3,328,022	2,528,022
Federal Aid	0	0	0
Use of Money and Property	11,018,232	2,045,775	2,045,775
Charges for Services	160,185,195	164,342,877	167,069,258
Miscellaneous Revenue	104,928	234,316	234,316
Recovered Costs	2,061,113	1,003,600	1,003,600
Other Sources and Transfers In	234,160	1,782,362	6,109,345
Totals	176,711,394	173,366,457	179,851,885

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Expenditures			
Personnel Services	33,213,357	36,813,654	38,706,266
Materials, Supplies and Repairs	19,618,244	18,374,661	18,997,922
Contractual Services	17,035,193	19,203,220	19,394,134
Equipment	1,389,549	2,448,636	5,061,603
Department Specific Appropriation	10,000,000	34,755,224	32,059,562
Debt Service/Transfers to CIP	56,979,486	61,771,062	65,632,398
Total	138,235,829	173,366,457	179,851,885

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UTILITIES - WATER FUND

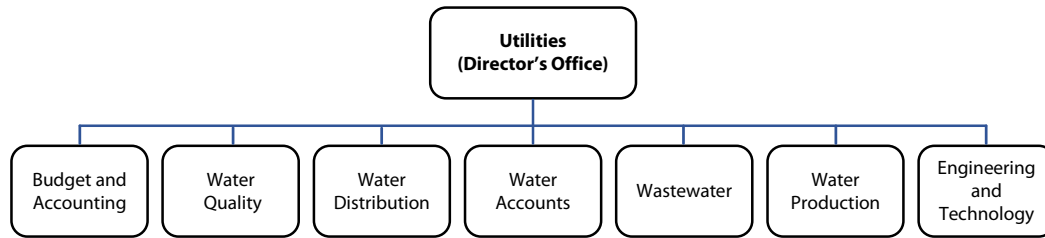
MISSION STATEMENT

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

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:

1. **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.
2. **Water Quality:** Ensures the provision of high quality, safe, clean drinking water through compliance monitoring, testing, analysis, and backflow prevention.
3. **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).
4. **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.
5. **Water Accounts:** Provides billing, collections, and response to users of Norfolk's utility system.
6. **Engineering and Technology:** Manages the department's Capital Improvement Program and documentation for the maintenance and construction of the city's water and wastewater infrastructure. Responsible for overall construction oversight and project management. Prevents damage to water and wastewater infrastructure by marking underground utilities. Provides technology-related support to include Supervisory Control and Data Acquisition, asset management, GIS, hardware, and software.
7. **Budget and Accounting:** 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.
8. **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.



REVENUE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Permits and Fees	\$1,330,505	\$855,297	\$551,036	\$783,100
Use of Money and Property	\$642,996	\$1,782,173	\$1,680,000	\$1,680,000
Charges for Services	\$110,987,743	\$91,252,588	\$91,406,342	\$97,242,878
Miscellaneous Revenue	\$387,748	\$17,546	\$186,900	\$186,900
Recovered Costs	\$1,217,707	\$1,935,469	\$1,000,000	\$1,000,000
Other Sources and Transfers In	\$17,944	\$218,586	\$5,400	\$5,400
Total	\$114,584,643	\$96,061,659	\$94,829,678	\$100,898,278

FY 2019 includes one-time revenue of \$20,000,000 from a new agreement with the City of Virginia Beach. Actual amounts represent collections, not appropriation authority.

EXPENDITURE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Personnel Services	\$17,801,013	\$17,806,657	\$20,038,094	\$20,832,360
Materials, Supplies, and Repairs	\$10,318,097	\$11,631,162	\$11,298,382	\$11,595,262
Contractual Services	\$9,758,065	\$8,493,621	\$10,398,640	\$10,796,451
Equipment	\$181,588	\$158,460	\$303,442	\$2,188,421
Department Specific Appropriation	\$27,675,931	\$8,500,000	\$22,484,845	\$22,596,437
Debt Service/Transfers to CIP	\$30,084,154	\$28,899,808	\$30,306,275	\$32,889,347
Total	\$95,818,848	\$75,489,708	\$94,829,678	\$100,898,278

PROPOSED FY 2022 BUDGET ACTIONS

- Provide funds for a citywide compensation increase**

FY 2022 \$432,471 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 debt service expenses**
FY 2022 \$2,583,072 FTE: 0
- Technical adjustment to support annual debt service payments for water related projects. This is a routine adjustment which occurs each budget cycle.

- Provide one-time funds for vehicle replacement**
FY 2022 \$1,600,290 FTE: 0
- Technical adjustment to provide one-time funds for vehicle replacement for the Water Distribution program. The funds will replace vehicles that are past their useful life in order to maintain a safe and effective fleet of vehicles.

- Adjust operational expenditures**
FY 2022 \$494,727 FTE: 0
- Technical adjustment for operational expenses which occurs annually. These expenses may include indirect costs and payment in lieu of taxes.

- Increase funds for Water Production program**
FY 2022 \$420,000 FTE: 0
- Technical adjustment to provide funds for inflationary and utilization increases in costs of chemicals, utilities, supplies, and security services related to the Water Production program. Security services are increasing due to a change in vendors. Water production includes the maintenance and operation of reservoirs, water treatment facilities, raw water transmission facilities, and water storage tanks.

- Support cost increases for the Water Distribution program**
FY 2022 \$120,000 FTE: 0
- Technical adjustment to support inflationary increases in costs for the Water Distribution program related to repair and maintenance of facilities, water distribution systems, supplies, materials, and equipment.

- Increase funds for the Water Quality program**
FY 2022 \$46,000 FTE: 0
- Technical adjustment to increase funds for the Water Quality program relating to laboratory equipment and supplies due to inflationary increases. The additional funding includes one-time funds for equipment for continued reliability and accuracy of water quality measuring and testing. Supplies and equipment are used to continually test the water quality required by the Safe Drinking Water Act.

- Support transition to remote work**
FY 2022 \$19,000 FTE: 0
- Technical adjustment to support the operational cost of cell phones and software to transition to remote work. Costs will increase by \$19,000 from \$41,000 in FY 2021 to \$50,000 in FY 2022.

- Increase funds for storehouse rent**
FY 2022 \$1,752 FTE: 0
- Technical adjustment to increase funds for storehouse rent. Total costs will increase by \$1,752 from \$58,414 in FY 2021 to \$60,166 in FY 2022.

- Adjust costs for Fleet expenditures**
FY 2022 (\$10,507) 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 \$135,667 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 \$232,416 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 (\$6,288) FTE: -1

Technical adjustment to update department costs for personnel services. Changes include eliminating a vacant position to create capacity for reclassification of other position(s) to higher pay grades. 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.

Utilities - Water Fund

Total: \$6,068,600 FTE: -1

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Account Representative	1 07	\$29,391	\$47,962	12	0	12
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 07	\$29,391	\$47,962	4	0	4
Administrative Assistant I	1 09	\$34,445	\$56,161	4	0	4
Administrative Assistant II	1 10	\$37,337	\$60,884	3	0	3
Administrative Technician	1 07	\$29,391	\$47,962	2	0	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	3	0	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

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Chief Waterworks Operator	1 13	\$47,823	\$77,978	8	0	8
Civil Engineer I	1 14	\$52,020	\$86,041	4	-2	2
Civil Engineer II	1 15	\$56,314	\$92,075	2	3	5
Civil Engineer III	1 16	\$60,149	\$98,068	4	-1	3
Civil Engineer IV	1 17	\$64,260	\$104,872	2	0	2
Civil Engineer V	1 18	\$68,697	\$112,020	1	0	1
Collection Coordinator	1 11	\$40,805	\$66,586	1	0	1
Construction Inspector I	1 09	\$34,445	\$56,161	2	3	5
Construction Inspector II	1 11	\$40,805	\$66,586	6	-3	3
Construction Inspector III	1 12	\$44,339	\$72,308	3	0	3
Contract Monitoring Specialist	1 11	\$40,805	\$66,586	1	0	1
Crew Leader I	1 09	\$34,445	\$56,161	11	0	11
Cross-Connection Specialist	1 08	\$31,804	\$51,864	1	0	1
Cross-Connection Specialist, Senior	1 10	\$37,337	\$60,884	1	0	1
Customer Service Manager	1 18	\$68,697	\$112,020	1	0	1
Customer Service Supervisor	1 13	\$47,823	\$77,978	1	0	1
Director of Utilities	1 24	\$94,656	\$162,302	1	0	1
Electrician II	1 10	\$37,337	\$60,884	1	1	2
Electrician III	1 11	\$40,805	\$66,586	2	-1	1
Electronics Technician II	1 11	\$40,805	\$66,586	4	0	4
Engineering Aide	1 04	\$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	0	4
Engineering Technician III	1 12	\$44,339	\$72,308	3	-1	2
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 07	\$29,391	\$47,962	11	0	11
Equipment Operator III	1 08	\$31,804	\$51,864	10	0	10
Financial Operations Manager	1 15	\$56,314	\$92,075	1	0	1
General Utility Maintenance Supervisor	1 14	\$52,020	\$86,041	5	0	5
Geographic Information Systems Team Supervisor	1 17	\$64,260	\$104,872	0	1	1
Maintenance Supervisor II	1 12	\$44,339	\$72,308	1	0	1
Maintenance Worker I	1 04	\$23,333	\$38,047	4	0	4
Maintenance Worker II	1 06	\$27,438	\$44,737	29	0	29
Management Analyst I	1 11	\$40,805	\$66,586	1	0	1
Management Analyst II	1 13	\$47,823	\$77,978	1	0	1
Management Services Administrator	1 18	\$68,697	\$112,020	1	0	1
Messenger/Driver	1 02	\$20,099	\$32,778	1	0	1

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Network Security Engineer	1 17	\$64,260	\$104,872	0	1	1
Personnel Specialist	1 11	\$40,805	\$66,586	1	0	1
Program Supervisor	1 13	\$47,823	\$77,978	1	0	1
Programmer/Analyst III	1 13	\$47,823	\$77,978	1	-1	0
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 12	\$44,339	\$72,308	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 09	\$34,445	\$56,161	3	0	3
Storekeeper I	1 05	\$25,179	\$41,096	1	0	1
Storekeeper II	1 06	\$27,438	\$44,737	2	0	2
Storekeeper III	1 08	\$31,804	\$51,864	2	0	2
Support Technician	1 05	\$25,179	\$41,096	3	0	3
Utility Construction Inspector	1 10	\$37,337	\$60,884	1	-1	0
Utility Maintenance Mechanic I	1 07	\$29,391	\$47,962	26	0	26
Utility Maintenance Mechanic II	1 09	\$34,445	\$56,161	3	0	3
Utility Maintenance Mechanic III	1 10	\$37,337	\$60,884	0	12	12
Utility Maintenance Supervisor	1 11	\$40,805	\$66,586	9	0	9
Utility Maintenance Supervisor, Senior	1 13	\$47,823	\$77,978	8	0	8
Utility Operations Manager	1 19	\$72,930	\$118,606	2	0	2
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 08	\$31,804	\$51,864	12	-12	0
Water Treatment Supervisor	1 15	\$56,314	\$92,075	2	0	2
Waterworks Operator I	1 08	\$31,804	\$51,864	1	2	3
Waterworks Operator III	1 10	\$37,337	\$60,884	4	0	4
Waterworks Operator IV	1 11	\$40,805	\$66,586	11	-2	9
Total				290	-1	289

UTILITIES - WASTEWATER FUND

REVENUE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Permits and Fees	\$86,750	\$112,000	\$50,000	\$50,000
Use of Money and Property	\$259,098	\$279,939	\$100,000	\$100,000
Charges for Services	\$31,318,989	\$31,705,220	\$32,975,012	\$34,365,723
Recovered Costs	\$135,033	\$125,644	\$3,600	\$3,600
Other Sources and Transfers In	\$7,150	\$15,574	\$2,000	\$2,000
Total	\$31,807,020	\$32,238,377	\$33,130,612	\$34,521,323

Actual amounts represent collections, not appropriation authority.

EXPENDITURE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Personnel Services	\$5,303,759	\$5,378,863	\$6,238,235	\$6,228,632
Materials, Supplies, and Repairs	\$3,318,255	\$4,033,196	\$2,958,817	\$3,030,597
Contractual Services	\$2,363,087	\$2,118,004	\$2,139,604	\$2,286,285
Equipment	\$36,857	\$57,243	\$303,700	\$1,451,188
Department Specific Appropriation	\$1,500,000	\$1,500,000	\$6,215,536	\$5,621,637
Debt Service/Transfers to CIP	\$15,503,049	\$16,464,566	\$15,274,720	\$15,902,984
Total	\$28,025,007	\$29,551,872	\$33,130,612	\$34,521,323

PROPOSED FY 2022 BUDGET ACTIONS

- Provide funds for a citywide compensation increase** **FY 2022 \$121,183 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.

- Provide one-time funds for operations vehicle replacement** **FY 2022 \$1,109,290 FTE: 0**

Technical adjustment to provide one-time funds for vehicle replacement for the Wastewater Operations program. The funds will replace vehicles that are past their useful life in order to maintain a safe and effective fleet of vehicles.

- **Adjust debt service expenses** **FY 2022 \$628,264 FTE: 0**

Technical adjustment to support annual debt service payments for wastewater related projects. This is a routine adjustment which occurs each budget cycle.

- **Adjust funds for Wastewater Operations** **FY 2022 (\$326,020) FTE: 0**

Technical adjustment to provide funds for inflationary increases in Wastewater Operations program. Increases are associated with supplies and materials needed for the maintenance and repair of facilities, safety gear, and equipment. Adjustments also include changes to indirect costs and payment in lieu of taxes.

- **Adjust costs for Fleet expenditures** **FY 2022 (\$11,220) 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 (\$45,446) 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 (\$45,936) 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 (\$39,404) 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.

Utilities - Wastewater Fund	Total: \$1,390,711	FTE: 0
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FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Accounting Technician II	1 07	\$29,391	\$47,962	3	0	3
Assistant Superintendent of Utility Division	1 17	\$64,260	\$104,872	1	0	1
CCTV Technician	1 11	\$40,805	\$66,586	0	1	1
Crew Leader I	1 09	\$34,445	\$56,161	15	0	15
Custodian, Senior	1 04	\$23,333	\$38,047	1	0	1
Electrician IV	1 12	\$44,339	\$72,308	1	0	1
Engineering Technician I	1 10	\$37,337	\$60,884	2	-1	1
Environmental Specialist II	1 12	\$44,339	\$72,308	1	0	1
Equipment Operator II	1 07	\$29,391	\$47,962	6	0	6
Equipment Operator III	1 08	\$31,804	\$51,864	19	0	19
General Utility Maintenance Supervisor	1 14	\$52,020	\$86,041	1	0	1
Maintenance Worker I	1 04	\$23,333	\$38,047	2	0	2
Maintenance Worker II	1 06	\$27,438	\$44,737	27	0	27
Management Analyst I	1 11	\$40,805	\$66,586	1	0	1
Management Analyst III	1 14	\$52,020	\$86,041	1	0	1
Support Technician	1 05	\$25,179	\$41,096	1	0	1
Utility Maintenance Mechanic I	1 07	\$29,391	\$47,962	7	0	7
Utility Maintenance Supervisor	1 11	\$40,805	\$66,586	10	0	10
Utility Maintenance Supervisor, Senior	1 13	\$47,823	\$77,978	4	0	4
Total				103	0	103

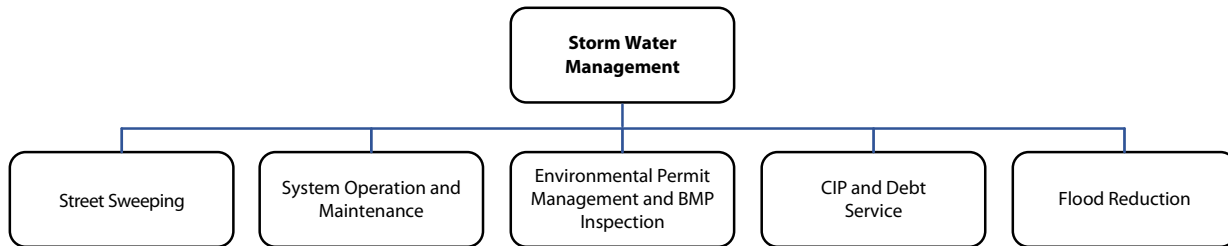
STORM WATER MANAGEMENT

MISSION STATEMENT

As part of Public Works Operations, Storm Water Management strives to improve the quality of life of Norfolk's residents, business owners, and visitors by improving the environment through reducing pollutants in storm water discharges. Storm Water Management also mitigates flooding, thereby reducing property damage and threats to life, health, and economic vitality.

DIVISION OVERVIEW

The Division of Storm Water Management focuses on five prominent categories of work: environmental permit management and regulatory compliance, Capital Improvement Program (CIP) and debt service, flood reduction, system operation and maintenance, and street sweeping. Staff is comprised of professional engineers, environmental scientists, and operations personnel that coordinate to meet the division's goals of reducing flooding and preventing pollution. The Division of Storm Water Management receives oversight from the Department of Public Works.



REVENUE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Use of Money and Property	\$15,443	\$48,136	\$3,020	\$3,020
Charges for Services	\$16,877,791	\$21,360,470	\$21,360,848	\$21,949,906
Miscellaneous Revenue	\$109,922	\$85,188	\$45,000	\$45,000
Total	\$17,003,156	\$21,493,794	\$21,408,868	\$21,997,926

Actual amounts represent collections, not appropriation authority.

EXPENDITURE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Personnel Services	\$5,852,643	\$6,584,130	\$6,830,528	\$7,432,558
Materials, Supplies, and Repairs	\$2,641,741	\$2,754,356	\$2,317,803	\$2,699,328
Contractual Services	\$2,318,590	\$1,587,822	\$1,779,245	\$1,921,211
Equipment	\$623,752	\$1,052,542	\$1,668,774	\$1,213,274
Department Specific Appropriation	(\$9,398)	\$0	\$3,972,451	\$3,841,488
Debt Service/Transfers to CIP	\$4,758,346	\$2,017,241	\$4,840,067	\$4,890,067
Total	\$16,185,674	\$13,996,091	\$21,408,868	\$21,997,926

PROPOSED FY 2022 BUDGET ACTIONS

- Increase ditch maintenance capacity** **FY 2022 \$316,284 FTE: 6**

Provide funds for additional staffing and vehicles to increase the capacity for ditch maintenance in the Storm Water Infrastructure and Maintenance program. The additional crew will increase the annual ditch maintenance from 20 miles per year to 30 miles per year. The crew will allow the city to fully implement a preventative maintenance schedule as well as respond to requests in a more timely manner.
- Provide funds for a Project Manager in the Division Office** **FY 2022 \$70,036 FTE: 1**

Provide funds for a new Senior Design/Construction Project Manager in the Division Office program. This position will support the management team by overseeing administration and environmental programs while providing support to engineering, operations, and special projects. Responsibilities include planning, designing, constructing, and managing projects associated with meeting new water quality regulations and flooding challenges. The additional position improves the department's capacity to handle the increase in project workload.
- Provide funds for a citywide compensation increase** **FY 2022 \$146,517 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 one-time funds for vacuum flushing truck** **FY 2022 (\$380,000) FTE: 0**

Technical adjustment to remove one-time funds provided in FY 2021 for the purchase of a vacuum flushing truck
- Remove one-time funds for resiliency collaboration** **FY 2022 (\$100,000) FTE: 0**

Technical adjustment to remove one-time funds provided in FY 2021 for resiliency collaboration

- **Increase funding for Chesterfield Heights flood mitigation** **FY 2022 \$400,000 FTE: 0**

Technical adjustment to support the maintenance and operation of the flood mitigation infrastructure constructed in the Chesterfield Heights neighborhood. This project was funded by National Disaster Resilience Competition (NDRC) grant. The grant does not provide ongoing funding beyond the construction of the project.

- **Increase funding for regional environmental programs** **FY 2022 \$21,359 FTE: 0**

Technical adjustment to increase funding for regional environmental education and outreach programs provided by the Hampton Roads Planning District Commission (HRPDC). Norfolk's contribution to HRPDC is based on a per capita rate and population numbers from the U.S. Census Bureau. The contribution from Storm Water supports regional environmental education and outreach programs.

- **Increase funding for security services** **FY 2022 \$14,610 FTE: 0**

Technical adjustment to provide funds for contractual increase in security services. The city signed a five-year contract with a new vendor for security services. Total costs will increase by \$14,610 from \$15,000 in FY 2021 to \$29,610 in FY 2022.

- **Adjust operational expenditures** **FY 2022 (\$95,466) 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 (\$18,475) 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 \$105,364 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 \$131,713 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 (\$22,884) FTE: -1

Technical adjustment to update department costs for personnel services. Changes include the transfer of a Civil Engineer position to the Department of Resilience 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.

Storm Water Management

Total: \$589,058 FTE: 6

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Accountant I	1 11	\$40,805	\$66,586	1	1	2
Accountant III	1 13	\$47,823	\$77,978	1	0	1
Accountant IV	1 14	\$52,020	\$86,041	1	0	1
Accounting Supervisor	1 14	\$52,020	\$86,041	1	-1	0
Accounting Technician II	1 07	\$29,391	\$47,962	2	0	2
Administrative Assistant II	1 10	\$37,337	\$60,884	2	-1	1
Administrative Technician	1 07	\$29,391	\$47,962	1	0	1
Automotive Mechanic	1 10	\$37,337	\$60,884	0	1	1
Automotive Service Attendant	1 08	\$31,804	\$51,864	1	0	1
Civil Engineer II	1 15	\$56,314	\$92,075	2	0	2
Civil Engineer III	1 16	\$60,149	\$98,068	2	0	2
Civil Engineer V	1 18	\$68,697	\$112,020	1	-1	0
Collection Coordinator	1 11	\$40,805	\$66,586	1	0	1
Construction Inspector II	1 11	\$40,805	\$66,586	3	0	3
Crew Leader I	1 09	\$34,445	\$56,161	8	0	8
Design/Construction Project Manager, Senior	1 17	\$64,260	\$104,872	1	1	2
Engineering Technician I	1 10	\$37,337	\$60,884	2	0	2
Engineering Technician II	1 11	\$40,805	\$66,586	2	-1	1
Engineering Technician IV	1 13	\$47,823	\$77,978	0	1	1
Enterprise Controller	1 16	\$60,149	\$98,068	1	0	1
Environmental Engineer	1 14	\$52,020	\$86,041	1	-1	0
Environmental Specialist II	1 12	\$44,339	\$72,308	1	0	1
Equipment Operator II	1 07	\$29,391	\$47,962	13	1	14
Equipment Operator III	1 08	\$31,804	\$51,864	16	0	16
Equipment Operator IV	1 09	\$34,445	\$56,161	1	0	1
Geographic Information Systems Technician II	1 11	\$40,805	\$66,586	1	0	1
Maintenance Mechanic II	1 08	\$31,804	\$51,864	2	0	2
Maintenance Worker I	1 04	\$23,333	\$38,047	12	4	16
Maintenance Worker II	1 06	\$27,438	\$44,737	4	1	5
Manager of Budget & Accounting	1 18	\$68,697	\$112,020	1	0	1
Program Administrator	1 13	\$47,823	\$77,978	1	0	1

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Program Supervisor	1 13	\$47,823	\$77,978	0	1	1
Programs Manager	1 15	\$56,314	\$92,075	1	0	1
Project Manager	1 16	\$60,149	\$98,068	2	0	2
Public Relations Specialist	1 12	\$44,339	\$72,308	1	0	1
Storekeeper II	1 06	\$27,438	\$44,737	1	0	1
Storm Water Assistant Superintendent	1 14	\$52,020	\$86,041	0	1	1
Storm Water Engineer	1 19	\$72,930	\$118,606	1	0	1
Storm Water Operations Manager	1 15	\$56,314	\$92,075	2	-1	1
Utility Maintenance Mechanic I	1 07	\$29,391	\$47,962	1	0	1
Utility Maintenance Mechanic II	1 09	\$34,445	\$56,161	3	0	3
Utility Maintenance Supervisor	1 11	\$40,805	\$66,586	5	0	5
Utility Maintenance Supervisor, Senior	1 13	\$47,823	\$77,978	2	0	2
Total				105	6	111

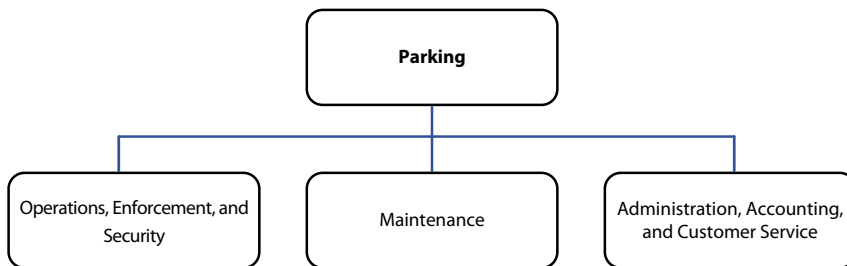
PARKING FACILITIES FUND

MISSION STATEMENT

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

DIVISION OVERVIEW

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 19,400 public parking spaces located in 14 garages, 10 lots, and over 625 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.



REVENUE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Permits and Fees	\$28,785	\$27,065	\$28,469	\$28,469
Fines and Forfeitures	\$2,805,342	\$2,113,404	\$3,328,022	\$2,528,022
Use of Money and Property	\$262,755	\$8,907,984	\$262,755	\$262,755
Charges for Services	\$20,442,852	\$15,866,917	\$18,600,675	\$13,510,751
Miscellaneous Revenue	\$2,478	\$2,194	\$2,416	\$2,416
Other Sources and Transfers In	(\$927,718)	\$0	\$1,774,962	\$6,101,945
Total	\$22,614,494	\$26,917,564	\$23,997,299	\$22,434,358

Actual amounts represent collections, not appropriation authority.

EXPENDITURE SUMMARY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed
Personnel Services	\$3,477,805	\$3,443,707	\$3,706,797	\$4,212,716
Materials, Supplies, and Repairs	\$1,712,591	\$1,199,530	\$1,799,659	\$1,672,735
Contractual Services	\$12,045,147	\$4,835,746	\$4,885,731	\$4,390,187
Equipment	\$107,616	\$121,304	\$172,720	\$208,720
Department Specific Appropriation	\$0	\$0	\$2,082,392	\$0
Debt Service/Transfers to CIP	\$5,309,780	\$9,597,871	\$11,350,000	\$11,950,000
Total	\$22,652,939	\$19,198,158	\$23,997,299	\$22,434,358

PROPOSED FY 2022 BUDGET ACTIONS

- **Enhance customer service for event and weekend parking**

FY 2022 \$352,554 FTE: 0

Provide funds for twenty-five part-time Customer Service Representatives in the Parking Operations program. This enhancement will improve capacity of the department to provide more customer service response for special events and weekend parking booths as large-scale events begin happening again.

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

FY 2022 \$78,419 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 funds for armored car services**

FY 2022 \$148 FTE: 0

Technical adjustment to provide funds for a three percent contractual increase in armored car services. Total costs will increase by \$148 from \$4,953 in FY 2021 to \$5,101 in FY 2022.

- **Decrease contractual cost for operation of MacArthur Garages**

FY 2022 (\$500,000) FTE: 0

Technical adjustment to decrease funds for contractual costs in the MacArthur Mall parking agreement. The parking agreement states the city will support the operational and maintenance costs of the MacArthur North and South parking garages. Currently those services are provided by a third-party organization. Total costs will decrease by \$500,000 from \$2,172,056 in FY 2021 to \$1,672,056 in FY 2022.

- **Adjust operational expenditures**

FY 2022 (\$1,436,400) FTE: 0

Technical adjustment for operational expenses which occurs annually. These expenses may include indirect cost, payment in lieu of taxes, and supplies and materials essential for operations.

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

FY 2022 (\$2,228) 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 \$11,756 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 (\$67,190) FTE: 4

Technical adjustment to update department costs for personnel services. Changes include the addition of a Crew Leader I position and three Maintenance Worker I positions. Funds to support the positions are provided by savings identified in the department's nonpersonnel budget. 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.

Parking Facilities Fund

Total: (\$1,562,941) FTE: 4

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Accountant III	1 13	\$47,823	\$77,978	2	0	2
Accounting Technician II	1 07	\$29,391	\$47,962	7	0	7
Administrative Assistant I	1 09	\$34,445	\$56,161	1	0	1
Collection Coordinator	1 11	\$40,805	\$66,586	1	0	1
Crew Leader I	1 09	\$34,445	\$56,161	1	1	2
Customer Service Representative	1 05	\$25,179	\$41,096	15.2	0	15.2
Electrician II	1 10	\$37,337	\$60,884	1	0	1
Electronics Technician II	1 11	\$40,805	\$66,586	1	0	1
Enterprise Controller	1 16	\$60,149	\$98,068	1	0	1
Maintenance Mechanic II	1 08	\$31,804	\$51,864	5	0	5
Maintenance Supervisor I	1 11	\$40,805	\$66,586	1	0	1
Maintenance Worker I	1 04	\$23,333	\$38,047	4	3	7
Maintenance Worker II	1 06	\$27,438	\$44,737	2	0	2

FULL TIME EQUIVALENT (FTE) SUMMARY

	Pay Grade	Minimum	Maximum	FY 2021 Adopted	FTE Change	FY 2022 Proposed
Management Services Administrator	1 18	\$68,697	\$112,020	1	0	1
Meter Monitor	1 04	\$23,333	\$38,047	9	0	9
Operations Manager	1 14	\$52,020	\$86,041	1	0	1
Painter I	1 06	\$27,438	\$44,737	0	1	1
Painter II	1 08	\$31,804	\$51,864	1	-1	0
Parking Director	1 20	\$77,520	\$126,409	1	0	1
Parking Manager	1 12	\$44,339	\$72,308	1	0	1
Parking Supervisor	1 09	\$34,445	\$56,161	6	0	6
Software Analyst	1 13	\$47,823	\$77,978	1	0	1
Total				63.2	4	67.2