

CITY of SUFFOLK

PROPOSED OPERATING & CAPITAL BUDGET



FY 2022-2023

City of Suffolk
Proposed FY 22-23 Operating and Capital Budget

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City Manager's Message



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CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858 PHONE: (757) 514-4012

CITY MANAGER

April 6, 2022

The Honorable Council
City of Suffolk, Virginia

Dear Council Members:

I am pleased to present the proposed Fiscal Year 2022-2023 (FY 23) Operating and Capital Budget for City Council's consideration. The proposed FY 23 budget addresses the operational and capital needs required to provide City services in the amount of **\$767,571,838**, a **10%** increase over FY 22. The proposed General Fund budget is recommended at **\$263,051,194**, a **10.6%** increase over the current fiscal year.

Suffolk's continues to experience sustained economic growth from commercial and residential development activity. The real estate market has been extremely active over the last year with an assessed value of real estate increasing by 13.61% due to growth in reassessments accounting for 10.81% and new construction adding 2.79%. New commercial and residential permits have remained strong throughout the pandemic, and the City's population has grown to 96,130 residents. Consumer spending at restaurant, retail, and lodging establishments has also trended higher.

As a result of the City's positive economic activity, General Fund revenue is projected to increase **\$25.2M** in FY 23. The additional revenue is needed to cover increased expenses to contend with escalating operating and capital project costs due to inflation and supply chain disruptions, and personnel expenses associated with the staffing of the planned openings of the new Bennett's Creek Recreation Center and new College Drive Fire Station, to fund the recently completed compensation study, to provide additional staffing to address the increasing demand for services, to adequately budget for fire and rescue overtime expenses and address police department and parks and recreation part-time personnel needs.

It is recognized that our citizens are also feeling the economic impact of inflation and increased real estate and personal property assessed values. The proposed FY 23 budget recommends a **\$.02** reduction in the real estate tax rate and implementation of a **75%** assessment ratio to the valuation of cars and trucks less than 2 tons.

The priorities of the proposed FY 23 budget include:

- **Maintain Service Levels While Providing Tax Relief to Citizens** – The proposed FY 23 budget reduces the real estate tax rate by **\$.02** from **\$1.11** to **\$1.09** per \$100 of assessed value. The additional real estate tax rates levied in the Downtown Business Overlay Taxing District (DBOD) and the Route 17 Special Taxing District are proposed at the current rates of **\$.105** and **\$.24**, respectively.

The proposed budget also recommends the implementation of a **75% assessment ratio** be applied to cars and trucks of less than 2 tons to minimize the personal property tax impact on citizens.

- **Protection of Human Health and Safety** - The proposed FY 23 budget recommends additional funding in support of the Suffolk Health Department and the Western Tidewater Community Services Board. These agencies provide critical services to our City's most vulnerable citizens.
- **Investment in Public Education** – The proposed FY 23 budget provides an additional **\$2M** in operating support for Suffolk Public Schools. Approximately **\$67.3M** is provided in support of school operations. The proposed budget also includes **\$11.2M** for schools' debt service, **\$3.575M** for major systems repairs and replacements, **\$7.5M** to begin the JFK Middle School Replacement project, and **\$442,979** for the school administration building lease.
- **Employee Compensation and Critical Personnel Resources** – In April 2022, City Council approved a new compensation plan to bring employee pay to market rates in the region. The new compensation plan is planned to be implemented with the second pay check in April 2022. The cost to implement the compensation plan for a full fiscal year is approximately **\$8.4M** and included in the proposed FY 23 budget.

The proposed FY 23 budget recommends 52 new full-time positions across several City departments to keep pace with increasing service demands. This includes 18 firefighters for the new College Drive Fire Station and five positions in the Department of Planning and Community Development to address development activity including plan reviews, permitting, building inspections, and housing and property maintenance.

- **Quality of Life Enhancements** – The proposed FY 23 budget provides funding for all projects approved in the first year of the FY 2023-2032 Capital Improvements Program and Plan. Various projects are planned to maintain and improve parks and recreation facilities, public buildings, school facilities, transportation, downtown, neighborhoods, and open space, stormwater drainage, water and sanitary sewer, and public safety equipment and facilities. The proposed budget also includes an additional **\$2.5M** to be set aside for capital contingencies given current uncertainties and rising construction costs.
- **Compliance with Financial Policies** – The proposed FY 23 budget maintains the City's strong commitment to fiscal responsibility which has led to AAA credit ratings from Moody's, Standard & Poor's, and Fitch rating agencies. The City has committed cash funding toward a portion of its capital projects and maintains debt levels below key thresholds and reserve funds above policy goals. The proposed budget complies with all of the City's adopted financial policies.

Public Utilities

The Utility Fund is a self-sustaining enterprise fund which provides safe drinking water and sewage collection services to customers in the City of Suffolk. The proposed FY 23 Utility Fund budget is recommended at **\$67.1M**. The proposed Utility Fund budget includes nearly **\$9.3M** to cash fund all utility capital projects in FY 23. Cash funding utility capital projects prevents the Utility Fund from having to issue additional debt which has an impact on future water and sewer rates.

The Utility Fund faces increasing costs in FY 23 including personnel costs related to the compensation study, risk management expenses, and bulk water contracts with the cities of Norfolk and Portsmouth. The City's surface water lakes and groundwater permit do not provide enough water supply to serve our growing community. The City has bulk water contracts with the cities of Norfolk and Portsmouth to ensure adequate water supply for the citizens and businesses of Suffolk. In FY 23, the City's contract with Norfolk provides for an increase tied to the consumer price index. The City of Portsmouth is increasing its water rate by 5%.

An adjustment of **\$.12 monthly per cubic feet** to the water rate is required in FY 23. The fixed monthly meter service charge is also recommended to increase **\$.50 per month**. No change is proposed to the sewer rate. The average customer with a 5 ccf combined water and sewer bill will see an increase of approximately **\$1.10 per month** not including any rate adjustments adopted by the Hampton Roads Sanitation District (HRSD). This represents a **1.1%** increase to the average combined water and sewer bill.

Stormwater Management Fund

The Stormwater Management Fund is a self-sustaining enterprise fund that oversees the City's state and federal stormwater regulatory permits, development plan review and inspections, stormwater drainage improvements, and mosquito control operations. The Stormwater Management Fund is supported by stormwater fees paid by residential and commercial property owners, permit and inspection fees, and the sale of services to other City funds. The Stormwater Management Fund budget is recommended at **\$8.3M** in FY 23.

Approximately **\$5.4M** in stormwater capital projects are included in the FY 23 Capital budget to address drainage improvements needed throughout the City. The proposed Stormwater Management Fund budget includes debt service to finance approximately **\$4.8M** of the stormwater capital projects.

The monthly stormwater fee is proposed to remain **\$7.50 per month, per ERU**, in FY 23.

Refuse Fund

The Refuse Fund budget is proposed at nearly **\$11.2M** in FY 23. The proposed budget maintains a continuous level of service for recycling and addresses increasing disposal costs at the Southeastern Public Service Authority (SPSA) regional landfill. The monthly

refuse charge will remain at **\$25.25 per month**. The City will utilize approximately \$457,198 from the Refuse Fund unrestricted fund balance to stabilize the refuse rate in FY 23.

Closing Remarks

The proposed FY 23 budget is balanced, fiscally responsible, and strives to advance the goals and priorities of City Council. The budget address personnel resources needed to open new facilities and keep pace with service demands, provides additional funding for public education, invests in critical infrastructure to enhance quality of life for our citizens, increases funding for community health organizations, and maintains compliance with the City's adopted financial policies.

The proposed budget provides tax relief to help mitigate the impact of increased real estate and personal property values on Suffolk citizens including a **\$.02** reduction to the real estate tax rate and application of a **75% assessment ratio** to the valuation of cars and trucks less than 2 tons.

The proposed FY 23 budget will be presented to City Council on April 6, 2022. As you review the proposed budget, please feel free to contact me should you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Albert S. Moor II". The signature is stylized and cursive.

Albert S. Moor II, P.E.
City Manager

Attachment

**CITY OF SUFFOLK, VIRGINIA
PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

Annual Operating and Capital Budget by Fund						
Fund	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Recommended Budget 2022-2023	Prior Yr. % Change	
General Fund	\$ 219,040,993	\$ 225,099,449	\$ 237,816,531	\$ 263,051,194	11%	
Capital Projects Fund	64,557,855	55,640,736	60,673,312	62,142,627	2%	
Debt Service Fund	28,964,818	29,674,356	29,396,660	30,973,668	5%	
Downtown Business Overlay District	171,749	173,479	174,091	190,421	9%	
Route 17 Special Taxing District	1,715,017	1,982,163	1,989,160	4,526,712	128%	
Grants Fund	660,129	660,129	660,129	660,129	0%	
Transit System Fund	1,699,144	1,931,709	2,431,160	1,682,962	-31%	
Aviation Facilities Fund	1,055,583	1,053,454	1,078,197	1,082,899	0%	
Law Library Fund	41,580	42,658	48,847	50,460	3%	
Road Maintenance Fund	27,956,333	28,915,601	29,722,740	32,307,128	9%	
Fleet Management Fund	14,768,171	15,260,520	13,949,849	15,154,998	9%	
Information Technology Fund	10,087,567	11,530,356	13,844,606	14,233,559	3%	
Risk Management Fund	20,541,171	19,943,061	19,627,218	21,931,001	12%	
Utility Fund	58,924,100	61,039,200	71,384,777	67,106,896	-6%	
Stormwater Fund	6,297,183	6,660,705	7,937,478	8,331,177	5%	
Refuse Services Fund	9,091,649	10,294,673	10,681,077	11,168,391	5%	
School Fund	173,824,500	180,999,048	196,784,863	232,977,616	18%	
Total Funds Budget	\$ 639,397,543	\$ 650,901,297	\$ 698,200,696	\$ 767,571,838		

Local Tax Dollar for City Services

General Fund



Public Safety	31¢
Education and Related Debt	30¢
Debt Service	7¢
Health & Welfare	7¢
Parks, Recreation, & Cultural	6¢
General Government	5¢
Judicial	4¢
Community Development	3¢
Capital Pay-Go	3¢
Public Works	2¢
Non-Departmental	1¢
Local & Regional Organizations	<u>1¢</u>
	\$1.00

**Summary of Revenues and Expenditures for All Funds
FY 2021 - FY 2023**

	FY 2021 Actual	FY 2022 Budget	FY 2023 Budget
REVENUES			
General Property Taxes	\$ 146,653,392	\$ 152,133,097	\$ 172,204,877
Other Local Taxes	53,092,028	47,706,203	53,981,203
Permits, Fees, and Regulatory Licenses	3,087,344	2,380,700	2,752,700
Fines and Forfeitures	1,068,804	1,060,000	935,000
Use of Money and Property	1,568,385.94	1,615,186	1,226,617
Charges for Services	119,906,712	123,144,840	130,397,371
Miscellaneous Revenue	10,063,211	2,617,000	2,425,000
Recovered Costs	1,344,427	888,100	957,758
Revenue from the Commonwealth	152,010,576	156,721,988	166,920,964
Revenue from the Federal Government	33,037,310	32,754,621	53,201,728
Fund Transfers In	110,470,228	121,984,435	125,795,689
Long Term Debt Issuance	61,018,968	30,000,000	34,701,317
Fund Balance	-	25,194,523	22,071,616
TOTAL REVENUES	\$ 693,321,387	\$ 698,200,696	\$ 767,571,838
EXPENDITURES - by Function			
General Government	\$ 47,240,495	\$ 55,368,071	\$ 63,375,418
Judicial	10,440,260	10,050,746	10,714,106
Public Safety	68,253,328	80,329,967	88,311,476
Public Works	66,329,226	79,877,802	83,475,558
Public Utilities	23,368,439	40,367,181	36,632,237
Health & Welfare	14,580,401	16,140,696	17,253,451
Education	185,056,018	200,359,863	244,052,616
Parks, Recreation & Cultural	15,057,977	14,338,651	15,419,370
Community Development	8,660,324	10,029,546	10,179,268
Other Public Services	3,581,541	5,166,506	4,795,611
Non-Departmental	32,381,698	8,760,486	9,632,751
Debt	79,113,823	55,426,745	57,934,288
Fund Transfers Out	113,182,066	121,984,435	125,795,689
TOTAL EXPENDITURES	\$ 667,245,596	\$ 698,200,696	\$ 767,571,838
Projected Fund Balances - June 30, 2022			\$ 268,159,588
Projected Fund Balances - June 30, 2023			\$ 249,792,871

Notes:

FY 2021 Actual amounts are tied to the City's Comprehensive Annual Financial Report (CAFR) and do not reflect receipts carried forward from prior years or unexpended funds for future years.

Fund Balances are shown in total to include nonspendable, restricted, unrestricted, committed, assigned, and unassigned fund balance classifications.

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City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	General Fund	Aviation Fund	Downtown Business Overlay Taxing District Fund
REVENUES			
General Property Taxes	\$ 169,667,755	\$ -	\$ 190,421
Other Local Taxes	53,981,203	-	-
Permits, Fees, and Regulatory Licenses	1,685,700	-	-
Fines and Forfeitures	685,000	-	-
Use of Money and Property	852,773	278,844	-
Charges for Services	3,818,263	-	-
Miscellaneous Revenue	529,000	695,000	-
Recovered Costs	707,758	-	-
Revenue from Commonwealth	22,974,966	-	-
Revenue from Federal Government	5,233,702	-	-
Fund Transfers In	2,915,074	109,055	-
Long Term Debt Issuance	-	-	-
Fund Balance	-	-	-
TOTAL REVENUES	\$ 263,051,194	\$ 1,082,899	\$ 190,421
EXPENDITURES - by Function			
General Government	\$ 14,382,359	\$ -	\$ -
Judicial	10,663,646	-	-
Public Safety	81,385,772	-	-
Public Works	6,306,040	-	190,421
Public Utilities	-	-	-
Health & Welfare	17,253,451	-	-
Education	-	-	-
Parks, Recreation & Cultural	14,759,370	-	-
Community Development	8,179,268	-	-
Other Public Services	2,299,544	982,764	-
Non-departmental	1,236,500	-	-
Debt	-	-	-
Fund Transfers Out	106,585,244	100,135	-
TOTAL EXPENDITURES	\$ 263,051,194	\$ 1,082,899	\$ 190,421
Fund Balances - June 30, 2021	\$ 81,006,638	\$ 665,563	\$ 272,241
Projected Fund Balances - June 30, 2022	90,336,779	665,563	272,241
Appropriations to/from Fund Balances during the year - FY 23	-	-	-
Projected Fund Balances - June 30, 2023	<u>\$ 90,336,779</u>	<u>\$ 665,563</u>	<u>\$ 272,241</u>

City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	Transit Fund	Law Library Fund	Debt Service Fund
REVENUES			
General Property Taxes	\$ -	\$ -	\$ -
Other Local Taxes	-	-	-
Permits, Fees, and Regulatory Licenses	-	-	-
Fines and Forfeitures	-	-	-
Use of Money and Property	-	-	-
Charges for Services	60,000	30,000	-
Miscellaneous Revenue	13,500	-	-
Recovered Costs	-	-	-
Revenue from Commonwealth	318,954	-	-
Revenue from Federal Government	871,926	-	-
Fund Transfers In	418,582	-	30,973,668
Long Term Debt Issuance	-	-	-
Fund Balance	-	20,460	-
TOTAL REVENUES	\$ 1,682,962	\$ 50,460	\$ 30,973,668
EXPENDITURES - by Function			
General Government	\$ -	\$ -	\$ -
Judicial	-	50,460	-
Public Safety	-	-	-
Public Works	-	-	-
Public Utilities	-	-	-
Health & Welfare	-	-	-
Education	-	-	-
Parks, Recreation & Cultural	-	-	-
Community Development	-	-	-
Other Public Services	1,463,303	-	-
Non-departmental	-	-	-
Debt	-	-	30,973,668
Fund Transfers Out	219,659	-	-
TOTAL EXPENDITURES	\$ 1,682,962	\$ 50,460	\$ 30,973,668
Fund Balances - June 30, 2021	\$ 2,156,913	\$ 209,835	\$ 492,720
Projected Fund Balances - June 30, 2022	<u>2,004,741</u>	<u>195,988</u>	<u>492,720</u>
Appropriations to/from Fund Balances during the year - FY 23	-	(20,460)	-
Projected Fund Balances - June 30, 2023	<u>\$ 2,004,741</u>	<u>\$ 175,528</u>	<u>\$ 492,720</u>

City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	Utility Fund	Fleet Mgmt. Fund	Information Technology Fund
REVENUES			
General Property Taxes	\$ -	\$ -	\$ -
Other Local Taxes	-	-	-
Permits, Fees, and Regulatory Licenses	-	-	-
Fines and Forfeitures	-	-	-
Use of Money and Property	80,000	-	-
Charges for Services	57,691,896	12,450,419	14,233,559
Miscellaneous Revenue	65,000	-	-
Recovered Costs	-	-	-
Revenue from Commonwealth	-	-	-
Revenue from Federal Government	-	-	-
Fund Transfers In	-	-	-
Long Term Debt Issuance	-	-	-
Fund Balance	9,270,000	2,704,579	-
TOTAL REVENUES	\$ 67,106,896	\$ 15,154,998	\$ 14,233,559
EXPENDITURES - by Function			
General Government	\$ -	\$ -	\$ 12,508,681
Judicial	-	-	-
Public Safety	-	-	-
Public Works	-	14,865,906	-
Public Utilities	27,362,237	-	-
Health & Welfare	-	-	-
Education	-	-	-
Parks, Recreation & Cultural	-	-	-
Community Development	-	-	-
Other Public Services	50,000	-	-
Non-departmental	4,315,931	-	150,000
Debt	25,371,708	25,250	1,223,750
Fund Transfers Out	10,007,020	263,842	351,128
TOTAL EXPENDITURES	\$ 67,106,896	\$ 15,154,998	\$ 14,233,559
Fund Balances - June 30, 2021	\$ 44,530,180	\$ 14,604,871	\$ (418,403)
Projected Fund Balances - June 30, 2022	50,462,090	13,034,417	(415,868)
Appropriations to/from Fund Balances during the year - FY 23	(5,938,866)	(2,704,579)	-
Projected Fund Balances - June 30, 2023	\$ 44,523,224	\$ 10,329,838	\$ (415,868)

City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	Risk Mgmt. Fund	Route 17 Taxing District Fund	Refuse Fund
REVENUES			
General Property Taxes	\$ -	\$ 2,346,701	\$ -
Other Local Taxes	-	-	-
Permits, Fees, and Regulatory Licenses	-	-	672,000
Fines and Forfeitures	-	-	-
Use of Money and Property	-	-	-
Charges for Services	20,225,727	-	9,789,193
Miscellaneous Revenue	-	-	-
Recovered Costs	-	-	250,000
Revenue from Commonwealth	-	-	-
Revenue from Federal Government	-	-	-
Fund Transfers In	-	-	-
Long Term Debt Issuance	-	-	-
Fund Balance	1,705,275	2,180,011	457,198
TOTAL REVENUES	\$ 21,931,001	\$ 4,526,712	\$ 11,168,391
EXPENDITURES - by Function			
General Government	\$ 21,735,122	\$ -	\$ -
Judicial	-	-	-
Public Safety	-	-	-
Public Works	-	-	10,705,994
Public Utilities	-	-	-
Health & Welfare	-	-	-
Education	-	-	-
Parks, Recreation & Cultural	-	-	-
Community Development	-	-	-
Other Public Services	-	-	-
Non-departmental	95,983	-	50,000
Debt	-	-	168,000
Fund Transfers Out	99,896	4,526,712	244,397
TOTAL EXPENDITURES	\$ 21,931,001	\$ 4,526,712	\$ 11,168,391
Fund Balances - June 30, 2021	\$ 12,284,046	\$ 5,082,263	\$ 3,324,579
Projected Fund Balances - June 30, 2022	9,995,268	6,689,936	2,981,474
Appropriations to/from Fund Balances during the year - FY 23	(1,705,275)	(2,180,011)	(457,198)
Projected Fund Balances - June 30, 2023	\$ 8,289,993	\$ 4,509,925	\$ 2,524,276

City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	Road Maintenance Fund	Stormwater Mgmt. Fund	Capital Projects Fund
REVENUES			
General Property Taxes	\$ -	\$ -	\$ -
Other Local Taxes	-	-	-
Permits, Fees, and Regulatory Licenses	395,000	-	-
Fines and Forfeitures	250,000	-	-
Use of Money and Property	15,000	-	-
Charges for Services	1,335,593	8,202,177	-
Miscellaneous Revenue	22,500	-	-
Recovered Costs	-	-	-
Revenue from Commonwealth	25,057,707	-	3,853,544
Revenue from Federal Government	-	-	270,000
Fund Transfers In	-	-	22,944,001
Long Term Debt Issuance	-	-	34,701,317
Fund Balance	5,231,328	129,000	373,765
TOTAL REVENUES	\$ 32,307,128	\$ 8,331,177	\$ 62,142,627
EXPENDITURES - by Function			
General Government	\$ -	\$ -	\$ 14,089,128
Judicial	-	-	-
Public Safety	-	-	6,925,704
Public Works	30,118,994	6,039,172	15,249,030
Public Utilities	-	-	9,270,000
Health & Welfare	-	-	-
Education	-	-	11,075,000
Parks, Recreation & Cultural	-	-	660,000
Community Development	-	-	2,000,000
Other Public Services	-	-	-
Non-departmental	-	1,284,337	2,500,000
Debt	-	171,912	-
Fund Transfers Out	2,188,134	835,756	373,765
TOTAL EXPENDITURES	\$ 32,307,128	\$ 8,331,177	\$ 62,142,627
Fund Balances - June 30, 2021	\$ 15,857,787	6,858,861	\$ 56,613,613
Projected Fund Balances - June 30, 2022	13,185,485	7,447,353	56,459,386
Appropriations to/from Fund Balances during the year - FY 23	(5,231,328)	(129,000)	-
Projected Fund Balances - June 30, 2023	\$ 7,954,157	\$ 7,318,353	\$ 56,459,386

City of Suffolk
All Funds Revenues and Expenditures Summary
FY 2022 - 2023
Proposed
Operating and Capital Budget

	Grants Fund	Schools Fund	Grand Total
REVENUES			
General Property Taxes	\$ -	\$ -	\$ 172,204,877
Other Local Taxes	-	-	53,981,203
Permits, Fees, and Regulatory Licenses	-	-	2,752,700
Fines and Forfeitures	-	-	935,000
Use of Money and Property	-	-	1,226,617
Charges for Services	-	2,560,544	130,397,371
Miscellaneous Revenue	-	1,100,000	2,425,000
Recovered Costs	-	-	957,758
Revenue from Commonwealth	-	114,715,793	166,920,964
Revenue from Federal Government	-	46,826,100	53,201,728
Fund Transfers In	660,129	67,775,180	125,795,689
Long Term Debt Issuance	-	-	34,701,317
Fund Balance	-	-	22,071,616
TOTAL REVENUES	\$ 660,129	\$ 232,977,616	\$ 767,571,838
EXPENDITURES - by Function			
General Government	\$ 660,129	\$ -	\$ 63,375,418
Judicial	-	-	10,714,106
Public Safety	-	-	88,311,476
Public Works	-	-	83,475,558
Public Utilities	-	-	36,632,237
Health & Welfare	-	-	17,253,451
Education	-	232,977,616	244,052,616
Parks, Recreation & Cultural	-	-	15,419,370
Community Development	-	-	10,179,268
Other Public Services	-	-	4,795,611
Non-departmental	-	-	9,632,751
Debt	-	-	57,934,288
Fund Transfers Out	-	-	125,795,689
TOTAL EXPENDITURES	\$ 660,129	\$ 232,977,616	\$ 767,571,838
Fund Balances - June 30, 2021	\$ 2,195,747	\$ 12,156,268	\$ 257,893,722
Projected Fund Balances - June 30, 2022	2,195,747	12,156,268	268,159,588
Appropriations to/from Fund Balances during the year - FY 23	-	-	(18,366,717)
Projected Fund Balances - June 30, 2023	<u>\$ 2,195,747</u>	<u>\$ 12,156,268</u>	<u>\$ 249,792,871</u>

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

General Fund - Executive Summary

Current R.E. Tax Rate:	\$	1.11	%
Proposed R.E. Tax Rate:	\$	1.09	<u>General Fund</u> Change
Proposed Tax Rate Adjustment:	\$	(0.02)	
Reassessment Tax Rate Impact to Citizens:	\$	0.098	
Proposed Revenues:		\$	263,051,194 10.6%
Proposed Expenditures:		\$	<u>263,051,194</u> 10.6%
Unfunded Gap:		\$	<u><u>(0)</u></u>

BUDGET PRIORITIES:

- 1 Maintain Service Levels While Providing Tax Relief to Citizens
- 2 Protection of Human Health and Safety
- 3 Employee Compensation and Critical Personnel Resources
- 4 Investment in Public Education
- 5 Quality of Life Enhancements
- 6 Compliance with Financial Policies

OTHER IMPORTANT BUDGET ITEMS TO NOTE:

- \$2,000,000 additional local funding provided in support of Suffolk Public Schools.
- Provides for 44 new FTEs:
 - Building Maintenance Technician
 - Assistant City Attorney
 - Deputy Clerk III
 - Fire Inspector
 - Firefighter Recruit (12)
 - Fire Lieutenant (3)
 - Fire Captain (3)
 - Human Resources Assistant (2)
 - Administrative Analyst
 - Park Attendant (4)
 - Park Supervisor
 - Permit Technician
 - Building Inspector I
 - Housing/Property Maintenance Inspector
 - Planner
 - Plans Reviewer
 - Police Records Technician (3)
 - Forensic Technician
 - Animal Caretaker
 - Assistant Registrar
 - Office Assistant
 - Financial Services Case Manager II
 - Family Services Worker II

FINANCIAL POLICY COMPLIANCE STATUS:

- Unassigned Fund Balance as % of Governmental Funds - 20% minimum **20.0% Projected**
- Capital Cash "Pay-Go" - 3% min. of General Fund Expenses **4.5% Projected**
- Debt as % of Assessed Value - 4% maximum **1.7% Projected**
- Debt as % of General Govt. Expense - 10% maximum **6.4% Projected**

SUMMARY OF BUDGETED REVENUE CHANGES FROM PRIOR YEAR:		\$	25,234,663	11%
> Revenue Gains / (Losses) :				
- Local Tax		\$	25,972,909	
- Miscellaneous/Fees			(20,510)	
- State Revenue & Aid			191,539	
- Federal Revenue & Aid			106,298	
- Other			(1,015,573)	
SUMMARY OF BUDGETED EXPENDITURE CHANGES FROM PRIOR YEAR:		\$	25,234,663	11%
> Expenditure Increases / (Decreases):				
- Personnel & Benefits		\$	12,959,619	
- Purchased Services			152,895	
- Professional Services			43,289	
- Repairs and Maintenance			89,467	
- Maintenance Service Contracts			179,306	
- Printing and Binding			2,720	
- Advertising			16,050	
- Juvenile Detention Services			450	
- Information Technology			173,699	
- Fleet			290,491	
- Risk			2,351,717	
- Utilities			127,000	
- Postage			12,678	
- Telecommunications			280,821	
- Lease of Equipment			-	
- Lease of Buildings			1,000	
- Travel & Training			123,723	
- Dues and Memberships			21,168	
- Codes			-	
- Rewards			-	
- Marketing			1,500	
- Office Supplies			18,400	
- Uniforms			55,676	
- Books & Subscriptions			124,960	
- Other Operating Supplies			119,463	
- Merchandise for Resale			1,500	
- Copier			-	
- Special Programs			192,601	
- Capital Outlay			563,037	
- Regional Jail Detention Costs			151,701	
- Health & Welfare - Social Services			194,592	
- Local Organization Contributions			1,054,808	
- Regional Organization Memberships			6,224	
- Local Contribution to Schools			2,000,000	
- Debt Payments			1,364,988	
- Contingency			-	
- Transfer to Other Funds (Aviation, Capital, Debt, Fleet, Grants, Public Utilities, Transit)			2,559,119	
TOTAL INCREASED SERVICE REQUIREMENTS:		\$	25,234,663	

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Capital Projects Fund - Executive Summary

	Capital Projects	%
		Change
Proposed Revenues:	\$ 62,142,627	2%
Proposed Expenditures:	\$ 62,142,627	2%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year: \$ 1,469,315

Proposal Includes:

➤ \$9,270,000 in Public Utility cash funding for recommended essential water/sewer projects.

➤ Includes GO Bonded Projects of the following:

Education:

	2023 Bond \$	Grant \$	% Grant
Major Repairs/Systems Replacement	\$ 3,500,000		
JFK Middle School Replacements	7,500,000		

Public Buildings & Facilities:

Central Library	3,629,128		
Godwin Courts Building Improvements	352,500		
Human Resources Building Renovation	6,500,000		
Access Road - Joint Operations/Training Complex	1,500,000		

Public Safety:

Fire Apparatus	1,475,848		
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Transportation:

Local Urban Roadway Construction (Holland Road)	2,916,782		
Nansemond Pkwy/Wilroy Rd Flyover	1,772,480	-	0%
Pruden Center Turn Lane	765,201	-	0%

	\$ 29,911,939	\$ -	
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➤ \$4,789,378 in Stormwater Bonds for stormwater drainage capital projects.

➤ Cash Pay-Go Funding to leverage significant grant support of the following projects:

Aviation:

	Cash Pay-Go	Grant \$	
Drainage Rehabilitation	\$ 6,000	\$ 294,000	98%
	\$ 6,000	\$ 294,000	

➤ \$4M or 7% of proposed capital project expenses funded by State/Federal dollars.

FINANCIAL POLICY COMPLIANCE STATUS:

➤ Capital Cash "Pay-Go" - 3% min. of General Fund Expenses **4.5% Projected**

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Aviation Facilities Fund- Executive Summary

	Aviation	%
		Change
Proposed Revenues:	\$ 1,082,899	0%
Proposed Expenditures:	\$ 1,082,899	0%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year: \$ 4,702

Proposal Includes:

- Administrative and operational services and facilities to the general aviation community. Division maintains and operates the Suffolk Executive Airport to include runways, taxiways, hangar facilities, apron and tie down facilities, fueling facilities, required navigational equipment, and the airport café.
- A transfer of \$109,055 to support Airport operations from the General Fund to a Special Revenue Fund under the management of the Department of Economic Development.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Downtown Business Overlay Tax District Fund - Executive Summary

	\$	0.105	<u>DBOD</u>	%
	\$	0.105		Change
Current Tax Rate:				
Proposed Tax Rate:				
Proposed Tax Rate Adjustment:	\$	-		
Proposed Revenues:			\$ 190,421	9%
Proposed Expenditures:			<u>\$ 190,421</u>	9%
Unfunded Gap:			<u><u>\$ -</u></u>	

Increase / (Decrease) from Prior Fiscal Year: \$ 16,330

Proposal Includes:

- Funding to foster economic development in Downtown Suffolk. Revenues provide for beautification enhancements to the downtown business district, sidewalk and street sweeping, and refuse services.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Law Library Fund - Executive Summary

	Law Library	% Change
Proposed Revenues:	\$ 50,460	3%
Proposed Expenditures:	\$ 50,460	3%
Unfunded Gap:	\$ 0	

Increase / (Decrease) from Prior Fiscal Year: \$ 1,613

Proposal Includes:

- Funding to provide the general public and legal community access to current legal and consumer protection information at no cost. A special fee of \$4.00 is levied on civil court cases in the General District and Circuit Courts. This fee is held in a separate fund for the purpose of providing the public and Officers of the Court with a reliable network of legal information and educational support. This fund also supports community outreach efforts, legal publications, the salaries of support staff, and operating costs of the library.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

RT. 17 Tax District Fund - Executive Summary

		<u>RT. 17 Tax District</u>	%
Current Tax Rate:	\$ 0.24		Change
Proposed R.E. Tax Rate:	\$ 0.24		
Proposed Tax Rate Adjustment:	\$ -		
Proposed Revenues:		\$ 4,526,712	128%
Proposed Expenditures:		<u>\$ 4,526,712</u>	128%
Unfunded Gap:		<u>\$ (0)</u>	

Increase / (Decrease) from Prior Fiscal Year: \$ 2,537,552

Proposal Includes:

- Funding to promote infrastructure improvements to facilitate economic development and business attraction in the taxing district located in north Suffolk.
- Transfer of debt service for payment of financed infrastructure improvements in the taxing district.
- \$4.1M transfer to Capital Projects Fund to support construction of the new College Drive Fire Station and College Drive Median Improvements

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Road Maintenance Fund - Executive Summary

	Road Maintenance	%
		Change
Proposed Revenues:	\$ 32,307,128	9%
Proposed Expenditures:	\$ 32,307,128	9%
Unfunded Gap:	\$ 0	

Increase / (Decrease) from Prior Fiscal Year: \$ 2,584,388

Proposal Includes:

- State Road Maintenance revenue based on City lane miles of: 1,278.21 secondary and 380.21 primary.
- Provides for 6 new FTEs:
 - Stock Room Clerk
 - Paint Technician
 - Sign Technician
 - Highway Paint Equipment Operator
 - Sign Mechanic
 - Traffic Engineering Utility Technician

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Debt Fund - Executive Summary

	Debt	%
		Change
Proposed Revenues:	\$ 30,973,668	5%
Proposed Expenditures:	\$ 30,973,668	5%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year: \$ 1,577,008

Proposal Includes:

➤ Current annual debt service for General Government Projects.

➤ **Includes GO Bond Revenue for the following projects:**

Education:

Major Repairs/Systems Replacement	\$ 3,500,000
JFK Middle School Replacements	7,500,000

Public Buildings & Facilities:

Central Library	3,629,128
Godwin Courts Building Improvements	352,500
Human Resources Building Renovation	6,500,000
Access Road - Joint Operations/Training Complex	1,500,000

Public Safety:

Fire Apparatus	1,475,848
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Transportation:

Local Urban Roadway Construction (Holland Road)	2,916,782
Local Urban Intersections	-
Nansemond Pkwy/Wilroy Rd Flyover	1,772,480
Pruden Center Turn Lane	765,201

\$ 29,911,939

FINANCIAL POLICY COMPLIANCE STATUS:

➤ Debt as % of Assessed Value - 4% maximum	1.7% Projected
➤ Debt as % of General Govt. Expense - 10% maximum	6.4% Projected

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Public Utilities - Executive Summary

	Public Utilities	%
		Change
Proposed Revenues:	\$ 67,106,896	-6%
Proposed Expenditures:	\$ 67,106,896	-6%
Unfunded Gap:	\$ (0)	

Increase / (Decrease) from Prior Fiscal Year: \$ (4,277,881)

Proposal Includes:

- New customer revenue projection of 625 ERUs (Equivalent Residential Units)
- The following rate structure adjustments are proposed effective July 1:

	FY 22		FY 23	% Change
Water per 100 cubic feet	\$ 10.31		\$ 10.43	1%
Sewer per 100 cubic feet	\$ 7.27		\$ 7.27	0%
Meter Service Charge 5/8 inch & 3/4 inch meter	\$ 12.75		\$ 13.25	4%
Water Availability Charge - Single Family	\$ 5,520		\$ 5,520	0%
Sewer Availability Charge - Single Family	\$ 6,000		\$ 6,000	0%

- Transfer of \$9.2M to cash fund Public Utilities Capital Projects.

FINANCIAL POLICY COMPLIANCE STATUS:

- Utility Fund Financial Independence of the General Fund Yes
- Unrestricted Cash and Long Term Investments Balance at 25% of operations 83%
- Bond amortization not to exceed useful life of projects financed Yes
- Debt Service Coverage Ratio of 1.15 or greater 1.16

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Stormwater Fund - Executive Summary

		Stormwater	%
			Change
Current Monthly Fee per ERU:	\$ 7.50		
Proposed Monthly Fee per ERU:	\$ 7.50		
Proposed Revenues:		\$ 8,331,177	5%
Proposed Expenditures:		\$ 8,331,177	5%
Unfunded Gap:		\$ (0)	

Increase / (Decrease) from Prior Fiscal Year: \$ 393,699

Proposal Includes:

- Mandated provision of Stormwater management services citywide to include mosquito control services.
- Debt service for stormwater capital projects.
- Addition of two FTEs to address stormwater construction compliance needs.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Transit Fund - Executive Summary

	Transit	%
		Change
Proposed Revenues:	\$ 1,682,962	-31%
Proposed Expenditures:	\$ 1,682,962	-31%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year: \$ (748,198)

Proposal Includes:

- A transfer of \$418,582 to support Transit operations from the General Fund to a Special Revenue Fund under the management of the Department of Public Works.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Refuse Fund - Executive Summary

		Refuse	%
Current Monthly Fee per Household:	\$ 25.25		Change
Proposed Monthly Fee per Household:	\$ 25.25		
Proposed Revenues:		\$ 11,168,391	5%
Proposed Expenditures:		\$ 11,168,391	5%
Unfunded Gap:		\$ 0	

Increase / (Decrease) from Prior Fiscal Year: \$ 487,314

Proposal Includes:

- Provides for refuse, recycling, bulk refuse pick up and disposal costs at the Southeastern Public Service Authority (SPSA) regional landfill.
- Provides for Citywide residential refuse and recycling pick-up to an estimated 31,843 households.
- Compliance plan for State 25% citywide recycling requirement.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Grants Fund - Executive Summary

	Grants	% Change
Proposed Revenues:	\$ 660,129	0%
Proposed Expenditures:	\$ 660,129	0%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year: \$ -

Proposal Includes:

- \$660,129 in local cash match funds to leverage State and Federal grant opportunities for the City.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Fleet Fund - Executive Summary

	Fleet	%
		Change
Proposed Revenues:	\$ 15,154,998	9%
Proposed Expenditures:	\$ 15,154,998	9%
Unfunded Gap:	\$ (0)	

Increase / (Decrease) from Prior Fiscal Year: \$ 1,205,149

Proposal Includes:

- Cost estimate for fuel of \$2.72 per gallon (govt. secured rate).
- \$2.6M cash funding for fleet equipment additions and replacements due to cost and safety factors.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget
Information Technology Fund - Executive Summary

	<u>Information Technology</u>	<u>% Change</u>
Proposed Revenues:	\$ 14,233,559	3%
Proposed Expenditures:	\$ 14,233,559	3%
Unfunded Gap:	\$ 0	

Increase / (Decrease) from Prior Fiscal Year: \$ 388,952

Proposal Includes:

- Funding for citywide technology support services including:
 - information technology disaster recovery
 - website maintenance
 - telecommunications, radio and tower services
 - network infrastructure
 - internet services
 - numerous and varied hardware and software program support

- Reduction of 1 FTE. Physical Security Administrator transferred to General Fund Department of Capital Programs and Facilities.

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

Risk Fund - Executive Summary

	Risk	%
		Change
Proposed Revenues:	\$ 21,931,001	12%
Proposed Expenditures:	\$ 21,931,001	12%
Unfunded Gap:	\$ 0	

Increase / (Decrease) from Prior Fiscal Year: \$ 2,303,783

Proposal Includes:

- Mandated coverage of workers compensation, public safety "line of duty" benefits, employee drug and alcohol screenings, and property/liability insurance.
- Mandated provision of health insurance benefits to employees with employer/employee cost sharing formula.
- Mandated funding of required contribution to retiree benefits per GASB 45 OPEB ruling.

FINANCIAL POLICY COMPLIANCE STATUS:

- Projected compliance for Risk Stabilization Reserve of 20% of anticipated claims. Yes

City of Suffolk
Proposed FY 2022-23 Operating and Capital Budget

School Operating Fund - Executive Summary

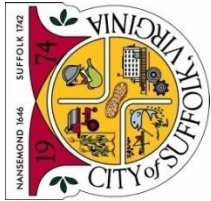
	Schools	%
		Change
Proposed Revenues:	\$ 232,977,616	18%
Proposed Expenditures:	\$ 232,977,616	18%
Unfunded Gap:	\$ -	

Increase / (Decrease) from Prior Fiscal Year:	\$ 36,192,753				
 Proposal Includes:					
➤ \$2M increase in local support for Suffolk Public Schools operations.	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Request:</th> <th style="text-align: left;">Recommended:</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$ 2,000,000</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> </tbody> </table>	Request:	Recommended:	\$ 2,000,000	\$ 2,000,000
Request:	Recommended:				
\$ 2,000,000	\$ 2,000,000				

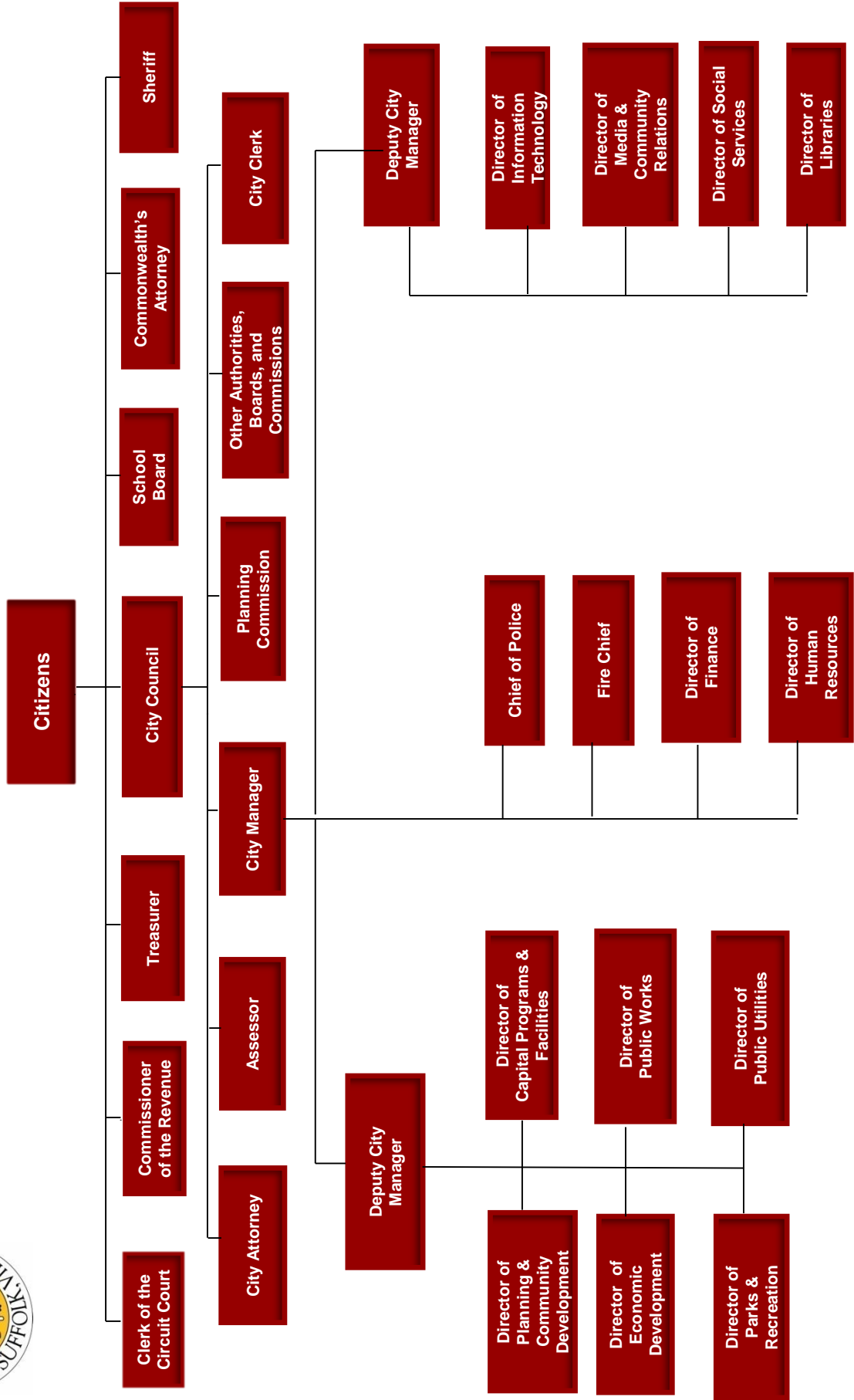
	Year to Year Comparative Data			
	Adopted FY 22	Requested FY 23	Recommended FY 23	% Change
Operating Fund	\$ 163.1	\$ 175.5	\$ 175.5	7.60%
Lease of Building	\$ 0.4	\$ 0.4	\$ 0.4	0.00%
Grant Fund	\$ 22.8	\$ 48.6	\$ 48.6	113.16%
Food Services Fund	\$ 7.9	\$ 8.4	\$ 8.4	6.33%
Operating Request:	\$ 194.2	\$ 232.9	\$ 232.9	19.93%
School Debt Service:	\$ 10.4	\$ 11.2	\$ 11.2	7.69%
Total School Funding:	\$ 204.6	\$ 244.1	\$ 244.1	19.31%

Student Population:				
	September Enrollment:	13,750	14,043	14,043
	Average Daily Membership:	13,519	13,582	13,582
				2%
				0%
* Spending Per Pupil:		15,134	17,972	17,972
				18.75%

* calculation includes all revenue of State, Federal, Local, Grants, and Other



City of Suffolk FY 2022-2023 Operating and Capital Budget Organizational Chart





VISION FOR SUFFOLK

SUFFOLK CITY COUNCIL

Suffolk is a vibrant and fiscally strong community leading the region in advancements in education, comprehensive transportation, public safety and diverse economic growth while continuing to preserve its rural heritage and enhancing its neighborhoods and urban centers.

Throughout 430 square miles of rich land and pristine waterways, citizens and tourists treasure the beautiful trails, rivers and open spaces. Residents, visitors and merchants delight in the revitalized downtown featuring cultural, educational and recreational opportunities.

Diverse shopping, businesses and entertainment venues abound. A sense of harmony and pride permeates this rare community, where crime is low; where schools are cutting edge; where people and goods move safely and efficiently throughout the city; and where citizens receive valuable services and have opportunities to be engaged.

Suffolk is the desired destination of the Hampton Roads Region. The City achieves this by focusing on the following:



TARGETED AREAS

PUBLIC SAFETY

Preserve, promote, and continue to invest in public safety.

FINANCIAL STABILITY

Continue practices that ensure strong financial management and fiscal responsibility.

GROWTH MANAGEMENT AND COMPREHENSIVE PLANNING

Use the Comprehensive Plan and Unified Development Ordinance to enable and facilitate private investment in strategic target areas and preserve, conserve, and protect the City's unique natural and agricultural heritage.

CIVIC ENGAGEMENT AND RESPONSIVE CITY SERVICES

Ensure that all citizens have pertinent information in a timely manner and provide convenient and diverse means for citizen input; provide responsive, effective and efficient programs and services to citizens.

EXPANDED ECONOMIC DEVELOPMENT

Implement strategies that add new businesses and provide jobs for a skilled and diverse workforce, retain and enhance existing businesses, promote entrepreneurship, create a vibrant downtown, and build an economy that expands our tax base.

PUBLIC EDUCATION

Create a structure of shared accountability between the City and Schools to build an educational environment known for excellence.

LEISURE, HEALTH, AND WELLNESS

Implement programs and services designed to improve the health, economic and social wellbeing of citizens.

TRANSPORTATION

Increase capacity and connectivity of our roadways and public transportation system.

AAA RATED STANDARD & POOR'S AND FITCH RATINGS.

NERD WALLET - BEST PLACES FOR YOUNG FAMILIES/BEST CITIES FOR VETERANS IN AMERICA - 2015.

9TH BEST COMMUNITY ON BEST PLACES TO LIVE TOP 25 LIST OF "WHERE THE JOBS ARE" - CNN MONEY MAGAZINE - 2012.

ONE OF AMERICA'S BEST SMALL CITIES TO LIVE - CNN MONEY MAGAZINE 2010.

FAST GROWING CITY, HOME TO FAST GROWING COMPANIES.



General Operating Fund



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CITY OF SUFFOLK, VIRGINIA
 PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET

GENERAL FUND
 Revenue Summary

Revenue Type	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Projected	2022-2023 Recommended	Budget % Change
GENERAL PROPERTY TAXES						
Real Property	\$ 107,935,979	\$ 111,770,586	\$ 117,869,846	\$ 120,864,206	\$ 134,267,755	14%
Public Service Corporation Taxes	4,598,789	4,822,307	4,800,000	4,842,247	4,800,000	0%
Personal Property	26,018,535	26,278,166	26,000,000	27,439,091	29,000,000	12%
Penalties and Interest on Taxes	1,428,885	1,546,895	1,300,000	1,619,346	1,600,000	23%
Total General Property Taxes	\$ 139,982,189	\$ 144,417,955	\$ 149,969,846	\$ 154,764,890	\$ 169,667,755	13%
OTHER LOCAL TAXES						
Sales and Use Tax	12,626,601	15,618,307	13,500,000	15,618,307	15,500,000	15%
Communications Sales Tax	2,890,793	2,627,477	2,300,000	2,507,137	2,300,000	0%
Utility Taxes (Electric / Gas)	4,755,918	4,864,689	4,700,000	4,852,127	4,700,000	0%
Business License Tax	8,412,262	9,212,742	7,500,000	9,212,742	9,300,000	24%
Motor Vehicle License Tax / Fee	2,624,213	2,682,701	2,500,000	2,682,701	2,500,000	0%
Bank Stock Tax	582,250	706,211	706,203	706,203	706,203	0%
Recordation & Probate Tax	2,513,189	2,448,497	2,200,000	2,224,020	2,200,000	0%
Tobacco Tax	1,920,427	2,028,076	1,900,000	1,769,375	1,600,000	-16%
Admissions Tax	191,456	6,013	-	89,150	75,000	-
Lodging Tax	1,470,419	1,657,435	1,400,000	1,657,435	1,600,000	14%
Meals Tax	10,723,032	11,239,883	11,000,000	13,747,948	13,500,000	23%
Total Other Local Taxes	\$ 48,710,560	\$ 53,092,028	\$ 47,706,203	\$ 55,067,145	\$ 53,981,203	13%
TOTAL LOCAL TAX REVENUE	\$ 188,692,748	\$ 197,509,983	\$ 197,676,049	\$ 209,832,035	\$ 223,648,958	13%
PERMITS, PRIVILEGE FEES, AND REGULATORY LICENSES						
Animal License	27,713	29,279	35,000	21,201	30,000	-14%
Land Use Application Fee	13,090	15,339	15,000	15,000	15,000	0%
Land Transfer Fee	3,960	3,721	3,000	3,118	3,000	0%
Zoning, Use and Ordinance Fee	287,280	360,772	300,000	312,961	300,000	0%
Building Permits	1,314,715	1,403,487	1,000,000	1,551,793	1,200,000	20%
Weapons Permits	74,048	77,273	70,000	56,359	70,000	0%
Borrow Pit Fees	65,715	201,321	65,000	120,206	65,000	0%
Fishing Permits	830	1,955	1,300	1,300	1,300	0%
Miscellaneous Permits	1,370	1,010	1,400	1,400	1,400	0%
Total Permits, Privilege Fees, and Regulatory Licenses	\$ 1,788,722	\$ 2,094,158	\$ 1,490,700	\$ 2,083,338	\$ 1,685,700	13%
FINES & FORFEITURES						
General District Court Fines	466,986	373,637	500,000	373,637	375,000	-25%
Parking Fines and Violation Fees	137,700	162,638	140,000	110,596	140,000	0%
False Alarm Violation Fees	175,620	164,052	170,000	170,000	170,000	0%
Total Fines & Forfeitures	\$ 780,306	\$ 700,327	\$ 810,000	\$ 654,233	\$ 685,000	-15%
REVENUE FROM USE OF MONEY AND PROPERTY						
Interest on Investments	1,510,441	325,243	400,000	146,059	250,000	-38%
Interest on Bond Proceeds	856,822	111,577	400,000	129,514	250,000	-38%
Municipal Center Building Rent	217,471	215,468	217,471	215,468	193,538	-11%
Park Facility Use Fees	7,563	17,152	20,000	20,000	20,000	0%
Recreational Building Rental	58,959	67,926	100,000	104,485	100,000	0%
Antenna Space Rental	34,560	34,560	34,560	34,560	34,560	0%
Vending Machine Commission	16,536	6,171	-	7,798	-	-
Other Rentals	4,675	4,675	4,675	4,675	4,675	0%
Total Revenue from Use of Money and Property	\$ 2,707,027	\$ 782,774	\$ 1,176,706	\$ 662,559	\$ 852,773	-28%

CITY OF SUFFOLK, VIRGINIA
 PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET

GENERAL FUND
 Revenue Summary

Revenue Type	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Projected	2022-2023 Recommended	Budget % Change
CHARGES FOR SERVICES						
Excess Fees - Circuit Court Clerk	125,645	183,562	100,000	146,576	100,000	0%
Sheriff's Fees (Serving Court Papers)	5,787	5,787	5,787	5,787	5,787	0%
Court Appointed Attorney Fees	16,421	12,771	18,000	18,000	18,000	0%
Court Security Fee	83,364	69,965	120,000	120,000	120,000	0%
Commonwealth Attorney's Fees	9,385	7,376	10,000	10,000	10,000	0%
Police	32,895	29,804	35,000	35,000	35,000	0%
Fire & Rescue	22,719	13,208	15,000	15,000	15,000	0%
EMS Fee	2,217,298	2,278,614	2,212,266	2,212,266	2,545,826	15%
Animal Control Fees	39,995	15,987	50,000	50,000	50,000	0%
Recreation & Special Event Fees	614,444	212,226	600,000	600,000	600,000	0%
Library Fines and Charges	17,446	1,551	20,000	11,241	15,000	-25%
Tourism Special Event Fees	14,196	4,184	26,100	4,627	26,100	0%
Charges for Planning & Community Development	74	-	50	50	50	0%
Sale of Service - Capital Projects Administration	38,148	29,024	55,000	55,000	55,000	0%
Sale of Service - Road Maintenance (Police Weights & Measures)	117,024	139,058	115,000	115,000	115,000	0%
Sale of Service - Road Maintenance Fund (Landscape by P&R)	3,135	3,475	7,500	7,500	7,500	0%
Grave Openings	81,050	66,760	75,000	113,753	100,000	33%
Total Charges for Services	\$ 3,439,025	\$ 3,073,351	\$ 3,464,703	\$ 3,519,800	\$ 3,818,263	10%
MISCELLANEOUS REVENUE						
SRHA - Payment in Lieu of Taxes	-	-	3,000	-	3,000	0%
Sale of Salvage/Surplus Property	382	33	1,000	1,195	1,000	0%
Sale of Real Estate	11,199	21,348	10,000	15,732	15,000	50%
Delinquent Tax Collection Fee	700,129	571,287	700,000	436,320	500,000	-29%
Miscellaneous Revenue	1,623,061	(275,265)	-	(246,772)	-	#DIV/0!
Sales - Tourism	8,057	5,339	7,000	10,327	10,000	43%
Total Miscellaneous Revenue	\$ 2,342,828	\$ 322,742	\$ 721,000	\$ 216,802	\$ 529,000	-27%
RECOVERED COSTS						
Reimbursement - Other Localities	111,992	106,578	100,000	100,000	100,000	0%
Reimbursement - School Board	284,120	187,881	435,394	435,394	507,258	17%
Reimbursement - Community Service Board	249,569	186,995	100,000	127,771	100,000	0%
Reimbursement - Extradition of Prisoners	20,100	44,716	-	20,766	-	-
Reimbursement - Jury Duty Compensation	240	90	500	500	500	0%
Total Recovered Costs	\$ 666,022	\$ 526,259	\$ 635,894	\$ 684,431	\$ 707,758	11%
TOTAL REVENUE FROM FEES / CHARGES	\$ 11,723,929	\$ 7,499,611	\$ 8,299,003	\$ 7,821,163	\$ 8,278,493	0%
REVENUE FROM THE COMMONWEALTH - NON CATEGORICAL AID						
Mobile Home Titling Tax	22,364	22,568	25,000	25,000	25,000	0%
Tax on Deeds - Grantors Tax	515,958	559,903	450,000	461,275	450,000	0%
Rolling Stock Tax	125,561	125,252	125,000	127,143	125,000	0%
Police House Bill 599	3,074,828	3,194,514	3,200,896	3,200,896	3,200,896	0%
Personal Property Tax Relief	10,169,730	10,169,730	10,169,730	10,169,730	10,169,730	0%
Vehicle Rental Tax	186,349	248,102	175,000	247,566	175,000	0%
Games of Skill	-	210,384	-	18,000	-	-
Total Non-Categorical Aid	\$ 14,094,789	\$ 14,530,452	\$ 14,145,626	\$ 14,249,610	\$ 14,145,626	0%

CITY OF SUFFOLK, VIRGINIA
 PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET

GENERAL FUND
 Revenue Summary

Revenue Type	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Projected	2022-2023 Recommended	Budget % Change
SHARED EXPENSES						
Commonwealth Attorney	982,206	1,166,794	1,125,098	1,125,098	1,125,098	0%
Sheriff	902,739	1,082,432	1,041,253	1,105,843	1,041,253	0%
Commissioner of the Revenue	172,010	208,582	229,865	229,865	229,865	0%
Treasurer	198,441	243,171	269,531	269,531	269,531	0%
Registrar	114,417	66,083	51,702	51,702	49,916	-3%
Circuit Court Clerk	511,466	588,025	554,471	564,941	554,471	0%
Total Shared Expenses	\$ 2,881,278	\$ 3,355,088	\$ 3,271,920	\$ 3,346,980	\$ 3,270,134	0%
CATEGORICAL AID						
Asset Forfeiture Funds	17,230	3,176	-	720	-	-
Jurors' Fees	12,420	7,260	10,000	6,120	10,000	0%
Courthouse Maintenance Fees	33,067	26,391	40,000	26,391	30,000	-25%
Public Assistance Grants	2,243,904	2,378,027	2,750,141	2,750,141	2,807,378	2%
Comprehensive Services Act	1,354,819	1,768,709	1,629,899	1,629,899	1,698,165	4%
Property Seizure Program - Police	44,627	6,860	-	2,159	-	-
Wireless E911 Grant	391,057	406,575	350,000	406,575	400,000	14%
Miscellaneous Grants	80	113	-	377	-	-
Four for Life Grant - EMS	88,573	87,147	88,573	88,573	87,147	-2%
Fire Programs Fund	308,072	322,355	322,355	342,357	342,357	6%
Library Aid	169,694	185,669	174,914	185,043	184,160	5%
Total Categorical Aid	\$ 4,663,542	\$ 5,192,282	\$ 5,365,882	\$ 5,438,355	\$ 5,559,207	4%
TOTAL STATE REVENUE	\$ 21,639,609	\$ 23,077,822	\$ 22,783,428	\$ 23,034,945	\$ 22,974,966	1%
REVENUE FROM THE FEDERAL GOVERNMENT - NON CATEGORICAL AID						
Property Seizure Program - Police	3,982	19,381	-	5,025	-	-
Public Safety DEA Overtime	26,168	12,867	-	-	-	-
Public Assistance Grants	5,385,394	5,228,204	5,107,404	5,107,404	5,213,702	2%
Refuge Revenue Sharing (Dismal Swamp)	19,373	20,443	20,000	20,000	20,000	0%
TOTAL FEDERAL REVENUE	\$ 5,434,916	\$ 5,280,895	\$ 5,127,404	\$ 5,132,429	\$ 5,233,702	2%
FUND TRANSFERS						
Transfer from Fund Balance	-	-	1,000,000	-	-	-100%
Indirect Cost Return:						
Transfer from Road Maintenance Fund	802,494	763,402	714,960	714,960	563,241	-21%
Transfer from Transit	6,194	20,878	95,589	95,589	219,659	130%
Transfer from Aviation Fund	49,554	64,544	89,329	89,329	100,135	12%
Transfer from Utility Fund	544,139	786,812	808,685	808,685	737,020	-9%
Transfer from Stormwater Fund	421,959	283,251	279,372	279,372	335,756	20%
Transfer from Refuse Fund	293,539	267,451	302,897	302,897	244,397	-19%
Transfer from Fleet Management Fund	329,236	380,140	280,676	280,676	263,842	-6%
Transfer from Information Technology Fund	204,476	289,637	290,789	290,789	351,128	21%
Transfer from Risk Management Fund	44,339	51,336	68,350	68,350	99,896	46%
TOTAL OTHER REVENUE	\$ 2,695,930	\$ 2,907,451	\$ 3,930,647	\$ 2,930,647	\$ 2,915,074	-26%
TOTAL REVENUES	\$ 230,187,133	\$ 236,275,762	\$ 237,816,531	\$ 248,751,218	\$ 263,051,194	10.6%

**CITY OF SUFFOLK, VIRGINIA
PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

**GENERAL FUND
Expenditure Summary**

	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	Budget
	Actual	Actual	Budget	Exp To Dec	Exp	Request	Incr	Recommended	% Change
GENERAL GOVERNMENT									
City Council	\$ 416,591	\$ 390,895	\$ 533,303	\$ 216,664	41%	\$ 575,031	8%	\$ 603,229	13%
City Manager	1,045,939	1,154,475	1,188,483	557,918	47%	1,201,153	1%	1,344,734	13%
Budget & Strategic Planning	350,677	355,658	371,289	180,496	49%	375,089	1%	401,826	8%
City Attorney	1,130,275	1,233,667	1,215,582	607,310	50%	1,328,432	9%	1,323,626	9%
Human Resources	911,738	1,035,817	1,403,659	707,034	50%	1,808,031	29%	1,794,834	28%
Commissioner of the Revenue	1,096,734	1,088,603	1,208,108	582,959	48%	1,208,108	0%	1,339,245	11%
Assessor	1,717,395	1,642,929	2,047,026	844,979	41%	2,058,986	1%	2,298,704	12%
Treasurer	1,610,700	1,601,832	1,756,182	863,977	49%	1,820,771	4%	1,928,269	10%
Finance	1,491,931	1,586,850	1,736,055	738,698	43%	1,748,918	1%	1,968,307	13%
Purchasing	320,148	335,955	360,212	182,620	51%	361,978	0%	394,220	9%
Registrar	568,747	684,259	779,263	365,230	47%	909,768	17%	985,366	26%
Total General Government	\$ 10,660,875	\$ 11,110,940	\$ 12,599,163	\$ 5,847,885	46%	\$ 13,396,265	6%	\$ 14,382,359	14%
JUDICIAL									
Circuit Court Judges	210,355	212,189	222,334	108,479	49%	222,334	0%	228,452	3%
General District Court	60,369	61,670	93,585	11,999	13%	120,085	28%	98,585	5%
Magistrate's Office	14,775	15,561	18,061	6,266	35%	19,761	9%	19,561	8%
Juvenile & Domestic Relations Court	10,852	11,726	17,560	7,135	41%	20,560	17%	20,160	15%
Court Services Unit	965,119	1,076,349	973,435	281,651	29%	973,885	0%	973,885	0%
Clerk of the Circuit Court	1,620,656	1,650,249	1,731,809	760,401	44%	1,780,869	3%	1,921,006	11%
Sheriff	2,965,715	3,027,593	3,325,633	1,679,553	51%	3,582,922	8%	3,590,692	8%
Commonwealth's Attorney	3,390,747	3,454,670	3,619,483	1,704,321	47%	3,619,484	0%	3,811,304	5%
Total Judicial	\$ 9,238,589	\$ 9,510,008	\$ 10,001,900	\$ 4,559,806	46%	\$ 10,339,900	3%	\$ 10,663,646	7%
PUBLIC SAFETY									
Police	23,949,860	23,966,662	27,609,540	12,605,595	46%	28,112,722	2%	30,670,770	11%
Police - Emergency Communications	1,825,246	1,817,971	2,094,905	790,449	38%	2,299,380	10%	2,385,694	14%
Animal Shelter Management	891,313	827,345	995,111	371,568	37%	1,075,323	8%	1,114,283	12%
Fire and Rescue	33,415,702	32,451,971	35,229,936	16,044,073	46%	36,889,125	5%	42,555,825	21%
Fire and Rescue - Emergency Management	6,969	7,957	18,267	3,984	22%	21,267	16%	14,867	-19%
Western Tidewater Regional Jail	4,297,658	4,492,631	4,492,631	2,246,316	50%	4,644,332	3%	4,644,332	3%
Total Public Safety	\$ 64,386,748	\$ 63,564,537	\$ 70,440,390	\$ 32,061,985	46%	\$ 73,042,149	4%	\$ 81,385,772	16%
PUBLIC WORKS									
Public Works - Administration	905,883	1,046,582	1,082,753	509,951	47%	1,176,216	9%	1,235,170	14%
Capital Programs & Facilities	4,107,761	4,090,052	4,502,534	2,145,912	48%	4,667,534	4%	5,070,870	13%
Total Public Works	\$ 5,013,643	\$ 5,136,634	\$ 5,585,287	\$ 2,655,863	48%	\$ 5,843,750	5%	\$ 6,306,040	13%

**CITY OF SUFFOLK, VIRGINIA
PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

**GENERAL FUND
Expenditure Summary**

	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	Budget
	Actual	Actual	Budget	Exp To Dec	Exp	Request	Incr	Recommended	% Change
HEALTH & WELFARE									
Social Services	11,115,294	10,774,157	12,058,083	4,903,167	41%	12,335,211	2%	12,888,052	7%
Children's Services Act	2,352,353	2,519,254	2,512,554	714,215	28%	2,612,562	4%	2,625,748	5%
Western Tidewater Health District	895,655	920,000	1,095,655	547,828	50%	1,189,651	9%	1,189,651	9%
Western Tidewater Community Service Board	307,330	363,021	474,404	237,202	50%	651,931	37%	550,000	16%
Total Health & Welfare	\$ 14,670,632	\$ 14,576,431	\$ 16,140,696	\$ 6,402,412	40%	\$ 16,789,355	4%	\$ 17,253,451	7%
EDUCATION									
Transfer to School Operating - Local Support	58,106,679	65,526,746	65,775,180	26,354,370	40%	67,775,180	3%	67,775,180	3%
Total Education	\$ 58,106,679	\$ 65,526,746	\$ 65,775,180	\$ 26,354,370	40%	\$ 67,775,180	3%	\$ 67,775,180	3%
PARKS, RECREATION & CULTURAL									
Parks and Recreation - Administration	2,666,361	2,660,068	2,831,249	1,287,097	45%	3,013,804	6%	3,435,463	21%
Parks and Recreation - Parks, Gateways & Maintenance	2,939,121	2,753,793	3,329,473	1,428,265	43%	3,547,268	7%	3,670,963	10%
Parks and Recreation - Recreation	2,221,082	2,068,246	2,954,337	1,004,680	34%	3,348,048	13%	3,650,777	24%
Library	3,309,874	3,248,723	3,671,591	1,722,839	47%	4,059,958	11%	4,002,167	9%
Total Parks, Recreation & Cultural	\$ 11,136,438	\$ 10,730,830	\$ 12,786,651	\$ 5,442,880	43%	\$ 13,969,078	9%	\$ 14,759,370	15%
COMMUNITY DEVELOPMENT									
Planning and Community Development	3,908,282	3,717,606	4,889,188	1,909,318	39%	5,102,199	4%	5,362,191	10%
Economic Development	925,108	1,286,945	1,139,447	544,859	48%	1,142,647	0%	1,096,599	-4%
Tourism	647,376	712,904	761,317	358,307	47%	822,230	8%	819,608	8%
Media and Community Relations	755,247	922,431	800,156	508,329	64%	806,375	1%	824,071	3%
Virginia Cooperative Extension Service	36,211	50,850	69,688	9,967	14%	76,799	10%	76,799	10%
Total Community Development	\$ 6,272,224	\$ 6,690,737	\$ 7,659,796	\$ 3,330,779	43%	\$ 7,950,250	4%	\$ 8,179,268	7%
OTHER PUBLIC SERVICES									
Local and Regional Organizations	1,068,747	1,255,321	1,231,512	688,873	56%	3,053,861	148%	2,299,544	87%
Total Other Public Services	\$ 1,068,747	\$ 1,255,321	\$ 1,231,512	\$ 688,873	56%	\$ 3,053,861	148%	\$ 2,299,544	87%
NON-DEPARTMENTAL									
Non-departmental	594,986	759,119	710,000	393,358	55%	1,236,500	74%	1,236,500	74%
Transfer to Funds (Capital, Debt, Transit, Aviation)	32,139,012	35,572,236	34,885,957	13,945,475	40%	36,522,063	5%	38,810,064	11%
Total Non-departmental	\$ 32,733,998	\$ 36,331,354	\$ 35,595,957	\$ 14,338,833	40%	\$ 37,758,563	6%	\$ 40,046,564	13%
Total General Fund Expenditures	\$ 213,288,575	\$ 224,433,538	\$ 237,816,531	\$ 101,683,684	43%	\$ 249,918,351	5%	\$ 263,051,194	10.6%

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CITY COUNCIL

DESCRIPTION

The City Council is the legislative and policy making body of the City Government. It establishes policies, sets goals and priorities, and interprets and represents the needs of the community to ensure the economic, social, educational, and physical quality of the City. The City Council is supported by the City Clerk whose office is responsible for the preservation and maintenance of the legislative record; recording and publishing City Council minutes; serving as an information center to address inquiries from citizens, City departments, and agencies; the management of boards and commissions; and fulfilling research requests.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Prepare 100% of City Council meeting minutes in accordance with state law. Comply with 100% of FOIA requests within five working days. Disseminate 100% of ordinances and resolutions within seven days of approval.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Public inquiries received	2,200	2,200	2,400
Average response time to public inquiries	2 days	2 days	2 days
Average time to post Council actions to website	2 days	2 days	2 days
Meeting minutes prepared in compliance with State Code	100%	100%	100%
Freedom of Information Act requests within five working days	100%	100%	100%
Ordinances and resolutions disseminated within seven days	100%	100%	100%

Department: City Council

Budget Detail										
Account Number: 100-11110-		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change
51100.02	Salaries and Wages	\$ 265,771	\$ 267,038	\$ 353,624	\$ 147,582	42%	\$ 353,624	0%	\$ 373,475	6%
52100	FICA	19,969	20,049	27,052	11,096	41%	27,052	0%	28,571	6%
52210	VRS Retirement	16,902	12,196	28,759	1,872	7%	28,759	0%	34,766	21%
52400	Group Life	1,915	1,942	3,090	1,154	37%	3,090	0%	3,356	9%
53100	Professional Services	0	0	5,000	-	0%	5,000	0%	5,000	0%
53200	Temporary Help Service Fees	9,191	-	-	-	-	-	-	-	-
53500	Printing and Binding	-	-	-	-	-	500	-	-	-
53600	Advertising	-	-	-	-	-	1,000	-	-	-
54100	Information Technology	49,610	53,354	54,974	26,649	48%	54,974	0%	63,953	16%
54500	Risk Management	21,228	16,047	15,532	7,766	50%	15,532	0%	28,995	87%
55210	Postal Services	284	122	1,000	20	2%	1,000	0%	1,000	0%
55230	Telecommunications	8,233	7,912	8,007	3,476	43%	8,000	0%	12,347	54%
55310	Employer HDHP Expense	500	-	-	-	-	-	-	-	-
55500	Travel and Training	4,765	425	5,000	3,637	73%	20,000	300%	20,000	300%
55810	Dues & Association Memberships	345	340	500	115	23%	750	50%	750	50%
55840	Code Expense	4,531	3,313	5,000	3,963	79%	20,000	300%	5,000	0%
56001	Office Supplies	3,932	4,462	5,000	2,015	40%	5,000	0%	5,000	0%
56012	Books and Subscriptions	399	636	500	469	94%	750	50%	750	50%
56017	Copier Costs	3,508	3,059	5,265	1,179	22%	10,000	90%	5,265	0%
56026	Special Events	5,509	-	15,000	5,671	38%	20,000	33%	15,000	0%
Total Operating Expenditures		\$ 416,591	\$ 390,895	\$ 533,303	\$ 216,664	41%	\$ 575,031	8%	\$ 603,229	13%
56026 - Special Events: Christmas Party, & Peanut Fest City Reception and special event sponsorships										
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget			2022-2023 Requested			2022-2023 Recommended
	Mayor	1	1	1			1			1
	Councilman	7	7	7			7			7
	City Clerk	1	1	1			1			1
221	Deputy City Clerk	1	1	1			1			1
210	Assistant City Clerk	-	-	1			1			1
Number of Full-Time Positions		10	10	11			11			11



CITY MANAGER

DESCRIPTION

The City Manager is the Chief Executive Officer of the City of Suffolk and is responsible for the day-to-day administration of City Government. The City Manager recommends policy alternatives to the City Council and implements the policies and priorities established by the governing body in accordance with the city charter, city code and ordinances, and state and federal regulations. Other essential activities and duties include oversight of operating departments, coordination of legislative affairs with state and congressional leaders, and serving as a liaison to businesses, community organizations, and various local and regional boards and commissions.

CITY COUNCIL TARGET AREA	FY 22 OBJECTIVES
Civic Engagement & Responsive City Services	Ensure the delivery of high quality services to the citizens of Suffolk. Maintain the City’s strong financial position. Move the City forward by advancing City Council’s vision and priorities. Attract and retain the City’s workforce to meet the service demands of Suffolk citizens. Promote and facilitate economic growth and sustainability.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Bond Rating:			
Moody’s	Aaa	Aaa	Aaa
Standard & Poor’s	AAA	AAA	AAA
Fitch	AAA	AAA	AAA
Unassigned Fund Balance	20%	20%	20%
Jobs created	475	907	1,250
Private Investment	\$84.8M	\$181M	\$250M

Department: City Manager

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-12110-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 704,838	\$ 829,093	\$ 789,308	\$ 385,754	49%	\$ 789,308	0%	\$ 870,629	10%
51100.04	Salaries and Wages - Overtime	81	726	-	403	-	-	-	-	-
51100.14	Transportation Expense	13,200	11,448	13,200	7,600	58%	13,200	0%	13,200	0%
52100	FICA	46,654	55,295	60,382	22,989	38%	60,382	0%	66,603	10%
52210	VRS Retirement	75,414	86,342	98,427	45,877	47%	98,427	0%	120,843	23%
52400	Group Life	8,977	7,432	10,577	3,589	34%	10,577	0%	11,666	10%
53100	Professional Services	55,200	36,800	60,000	18,400	31%	60,000	0%	60,000	0%
53600	Advertising	77	-	-	-	-	-	-	-	-
54100	Information Technology	37,340	39,511	51,761	25,826	50%	51,761	0%	59,401	15%
54200	Fleet	1,566	-	3,917	-	0%	3,917	0%	3,917	0%
54500	Risk Management	74,498	65,458	54,545	27,272	50%	54,545	0%	77,287	42%
55210	Postal Services	40	46	100	2	2%	100	0%	100	0%
55230	Telecommunications	8,611	9,400	10,655	3,300	31%	10,655	0%	12,856	21%
55310	Employer HDHP Expense	1,000	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	-	-	1,000	-	0%	1,000	0%	1,000	0%
55500	Travel and Training	3,634	700	10,000	10,636	106%	20,000	100%	20,000	100%
55810	Dues and Association Memberships	3,714	1,210	5,580	-	0%	6,200	11%	6,200	11%
56001	Office Supplies	2,711	3,116	3,000	2,730	91%	5,050	68%	5,000	67%
56012	Books and Subscriptions	67	252	1,500	178	12%	1,500	0%	1,500	0%
56017	Copier Costs	8,317	7,647	14,531	3,363	23%	14,531	0%	14,531	0%
Total Operating Expenditures		\$ 1,045,939	\$ 1,154,475	\$ 1,188,483	\$ 557,918	47%	\$ 1,201,153	1%	\$ 1,344,734	13%
53100 - Professional Services: Legislative Services										
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget			2022-2023 Requested			2022-2023 Recommended
	City Manager	1	1	1			1			1
	Deputy City Manager	1	1	1			2			2
	Chief of Staff	1	1	1			-			-
217	Senior Administrative Analyst	-	1	1			1			1
214	Administrative Analyst	1	-	-			-			-
209	Executive Office Administrator	1	1	1			1			1
205	Executive Secretary	2	2	2			2			2
204	Secretary	-	-	1			1			1
Number of Full-Time Positions		7	7	8			8			8



FINANCE - BUDGET AND STRATEGIC PLANNING

DESCRIPTION

The Division of Budget and Strategic Planning provides financial, management information, control, and guidance to the City Council, City Manager, and City departments. The primary responsibilities of the division include the development of the annual operating and capital budget and capital improvements program and plan, revenue and expenditure analysis and quarterly financial reporting, strategic financial planning, and fiscal impact analysis.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	Develop a balanced budget in compliance with local and state laws. Prepare quarterly budget reports within 30 days of the end of each quarter. Comply with 100% of the City's adopted financial policies. Variance between actual and projected General Fund revenue of 3% or less.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Quarterly reports submitted within 30 days of quarter end	100%	100%	100%
Financial Policies:			
Capital Pay-Go at least 3% of General Fund less transfers	3.2%	3.2%	4.5%
Debt as percent of assessed value at/below 4%	2.0%	1.9%	1.7%
Debt as percent of general gov't expenditures at/below 10%	7.9%	7.3%	6.4%
Variance in actual to projected General Fund revenue	4.9%	4.4%	3.0%

Division: Budget & Strategic Planning (Department of Finance)

Budget Detail										
Account Number: 100-12440-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 245,748	\$ 250,935	\$ 259,449	\$ 129,726	50%	\$ 259,449	0%	\$ 269,609	4%
52100	FICA	18,218	18,347	19,848	9,496	48%	19,848	0%	20,625	4%
52210	VRS Retirement	26,467	31,105	32,353	16,177	50%	32,353	0%	37,422	16%
52400	Group Life	3,297	3,342	3,477	1,738	50%	3,477	0%	3,613	4%
53600	Advertising	2,436	6,332	2,600	426	16%	6,400	146%	6,400	146%
54100	Information Technology	14,883	15,751	18,325	8,885	48%	18,325	0%	21,318	16%
54500	Risk Management	31,859	24,087	23,313	11,657	50%	23,313	0%	28,995	24%
55210	Postal Services	39	28	100	-	0%	100	0%	100	0%
55230	Telecommunications	628	515	1,387	222	16%	1,387	0%	3,308	138%
55310	Employer HDHP Expense	1,250	-	-	-	-	-	-	-	-
55500	Travel and Training	119	715	2,000	-	0%	2,000	0%	2,000	0%
55810	Dues and Association Memberships	575	495	1,200	575	48%	1,200	0%	1,200	0%
56001	Office Supplies	1,610	995	1,500	429	29%	1,500	0%	1,500	0%
56012	Books and Subscriptions	-	-	200	-	0%	200	0%	200	0%
56017	Copier Costs	3,548	3,012	5,537	1,167	21%	5,537	0%	5,537	0%
Total Operating Expenditures		\$ 350,677	\$ 355,658	\$ 371,289	\$ 180,496	49%	\$ 375,089	1%	\$ 401,826	8%
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
222	Assistant Director of Finance - Budget	1	1	1			1	1		
217	Senior Budget Analyst	1	1	1			1	1		
216	Budget Analyst	1	1	1			1	1		
Number of Full-Time Positions		3	3	3			3	3		



CITY ATTORNEY

DESCRIPTION

The City Attorney is the head of the Department of Law and chief legal advisor of the City Council, the City Manager, and City departments, boards, and commissions. The City Attorney’s Office institutes and defends all legal proceedings which it deems necessary and proper to protect the interests of the City of Suffolk.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Provide timely responses to requests for legal services. Provide training on legal issues affecting the City.
Expanded Economic Development/Transportation	Assist in the acquisition or disposition of property. Advise on matters to promote responsible land planning and development. Assist on projects to help the City expand services to citizens and attract businesses.
Public Safety	Provide legal assistance to the City on matters impacting its citizens to promote public safety, general welfare, and government efficiency.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Requests for legal services	2,899	3,200	3,350
Contract reviews	164	200	245
Court appearances	74	100	125
Real Estate Matters handled:			
Deeds	10	15	20
Easements	10	15	20
Closings	7	17	25

Department: City Attorney

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-12210-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 777,913	\$ 789,668	\$ 842,203	\$ 382,289	45%	\$ 930,886	11%	\$ 890,867	6%
51100.14	Transportation Expense	2,500	4,250	-	3,000	-	-	-	-	-
52100	FICA	55,504	55,514	64,428	27,470	43%	71,213	11%	68,151	6%
52210	VRS Retirement	82,009	94,280	105,023	46,981	45%	116,081	11%	123,652	18%
52400	Group Life	11,793	10,203	11,286	5,034	45%	12,474	11%	11,938	6%
53100	Professional Services	9,108	103,105	5,000	54,761	1095%	5,000	0%	5,000	0%
53100.11	Legal Services	3,543	3,996	4,000	1,998	50%	4,168	4%	4,168	4%
53600	Advertising	-	-	1,000	518	52%	1,500	50%	1,500	50%
54100	Information Technology	48,203	53,539	58,705	30,274	52%	58,705	0%	67,871	16%
54500	Risk Management	95,768	72,444	70,120	35,060	50%	70,120	0%	87,115	24%
55210	Postal Services	784	1,711	1,500	217	14%	2,000	33%	2,000	33%
55230	Telecommunications	6,364	12,472	9,798	6,059	62%	9,798	0%	14,877	52%
55310	Employer HDHP Expense	2,750	-	-	-	-	-	-	-	-
55500	Travel and Training	10,872	6,655	15,000	1,967	13%	17,500	17%	17,500	17%
55810	Dues and Association Memberships	5,290	4,156	5,633	3,740	66%	7,100	26%	7,100	26%
56001	Office Supplies	5,203	6,911	5,000	1,167	23%	5,000	0%	5,000	0%
56012	Books and Subscriptions	3,745	4,923	5,000	2,682	54%	5,000	0%	5,000	0%
56017	Copier Costs	8,925	9,841	11,887	4,092	34%	11,887	0%	11,887	0%
Total Operating Expenditures		\$ 1,130,275	\$ 1,233,667	\$ 1,215,582	\$ 607,310	50%	\$ 1,328,432	9%	\$ 1,323,626	9%
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended				
	City Attorney	1	1	1	1	1				
	Deputy City Attorney	1	1	1	1	1				
218/221/222	Assistant City Attorney I-III	3	3	3	4	4				
214	Paralegal Administrator	1	1	1	1	1				
210	Legal Services Coordinator	1	1	1	1	1				
208	Paralegal	1	2	2	2	2				
	Legal Secretary	1	-	-	-	-				
Number of Full-Time Positions		9	9	9	10	10				



HUMAN RESOURCES

DESCRIPTION

The Department of Human Resources provides support to the City Manager and City departments in the recruitment, hiring, development, and retention of employees. These services are provided through data collection, needs projection, recruitment, selection, retention, general training, advice to management, and review of human resources policies and procedures. The Department oversees ongoing programs related to employee health and welfare, employee recognition, and employee relations with internal and external customers.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Hire and retain qualified and engaged employees that are committed to serving the needs of Suffolk citizens.</p> <p>Create a diverse and empowered workforce that makes contributions and understands the City's mission.</p> <p>Provide learning opportunities that contribute to the growth and development of all employees.</p> <p>Launch a compensation strategy that simplifies pay structures and processes.</p> <p>Improve service delivery and quality in all Human Resources programs.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
New Hires	367	420	480
Average Time to Hire	78 days	80 days	82 days
Percent of Vacant Positions	10%	10%	10%

Department: Human Resources

Budget Detail										
Account Number: 100-12220-										
	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
51100.02 Salaries and Wages	\$ 426,098	\$ 525,251	\$ 748,431	\$ 375,571	50%	\$ 1,050,495	40%	\$ 939,534	26%	
51100.04 Salaries and Wages - Overtime	-	-	-	392	-	-	-	-	-	
51100.06 Salaries and Wages - Part-time	28,230	53,121	33,822	34,928	103%	33,822	0%	34,668	3%	
52100 FICA	33,776	42,792	59,842	30,340	51%	87,935	47%	74,526	25%	
52210 VRS Retirement	41,774	63,325	93,329	45,537	49%	130,997	40%	130,407	40%	
52400 Group Life	5,204	6,847	10,029	4,582	46%	14,077	40%	12,590	26%	
52820 Tuition Assistance	14,246	13,181	30,000	5,531	18%	60,000	100%	30,000	0%	
53100 Professional Services	79,417	47,250	150,000	23,065	15%	150,000	0%	97,000	-35%	
53200 Temporary Help Service Fees	21,593	34,657	-	108,350	-	-	-	-	-	
53500 Printing & Binding	-	21	-	33	-	-	-	-	-	
53600 Advertising	1,618	7,736	5,000	1,864	37%	5,000	0%	5,000	0%	
54100 Information Technology	123,939	122,888	142,087	28,911	20%	142,087	0%	281,955	98%	
54500 Risk Management	74,315	56,368	54,344	27,172	50%	54,344	0%	96,368	77%	
55210 Postal Services	2,040	2,102	3,500	779	22%	3,500	0%	3,500	0%	
55230 Telecommunications	8,306	9,830	12,539	7,672	61%	12,539	0%	26,551	112%	
55310 Employer HDHP Expense	500	-	-	-	-	-	-	-	-	
55500 Travel & Training	16,624	7,387	18,000	-	0%	18,000	0%	18,000	0%	
55810 Dues and Association Memberships	738	2,211	1,500	3,603	240%	3,500	133%	3,500	133%	
55841 Service Awards	17,384	30,315	25,000	684	3%	25,000	0%	25,000	0%	
56001 Office Supplies	7,344	5,998	8,000	5,337	67%	8,000	0%	8,000	0%	
56012 Books and Subscriptions	384	772	3,000	723	24%	3,500	17%	3,000	0%	
56014 Other Operating Supplies	1,745	86	-	-	-	-	-	-	-	
56017 Copier Costs	3,995	3,679	5,235	1,962	37%	5,235	0%	5,235	0%	
56026 Special Events	2,470	-	-	-	-	-	-	-	-	
Total Operating Expenditures	\$ 911,738	\$ 1,035,817	\$ 1,403,659	\$ 707,034	50%	\$ 1,808,031	29%	\$ 1,794,834	28%	

55500 - Travel & Training: City wide training.

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Director of Human Resources	1	1	1	1	1
222	Assistant Director of Human Resources	1	1	1	1	1
220	HRIS Manager	-	-	1	1	1
	Training Manager	1	1	-	-	-
219	Talent Acquisition Manager	-	-	1	1	1
219	Human Resources Manager	1	1	-	-	1
219	Employee Experience Manager	-	-	1	1	-
214/217	Talent Acquisition Consultant I-II	-	-	2	3	2
217	Senior Human Resources Generalist	1	2	-	-	-
214	Employee Relations Consultant I	-	-	1	2	1
214	Administrative Analyst	1	-	-	1	2
206	Human Resources Assistant	1	1	1	2	2
205	Executive Secretary	-	-	1	1	1
Number of Full-Time Positions		7	7	10	14	13



COMMISSIONER OF THE REVENUE

DESCRIPTION

The Office of the Commissioner of the Revenue is required by Section 15.2-1600 of the Code of Virginia. The Commissioner of the Revenue is an elected official whose responsibilities are to assess individual personal property, business personal property, and machinery and tools for taxation and issue City business licenses and administer special taxes on meals, lodging, cigarettes, and admissions. The Office also processes state income and estimated tax returns, assesses public service corporations, maintains the City’s personal property record and assessment books, enforces City business license codes, and assists individuals and businesses with tax and license inquiries, as well as with income and estimated tax inquiries.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	<p>Assess all personal property and other local taxes in accordance with the Code of Virginia and Suffolk City Code.</p> <p>Achieve 100% audit compliance with the Commonwealth of Virginia, Auditor of Public Accounts.</p> <p>Enroll all eligible deputies in the career development program of the Commissioners of the Revenue Association of Virginia.</p> <p>Maintain accreditation by the Virginia Commissioner of the Revenue Association.</p>
Civic Engagement & Responsive City Services	Respond to all customer inquiries and initiate resolutions to problems within one business day.

STATISTICS AND PERFORMANCE MEASURES

	CY 19 Actual	CY 20 Actual	CY 21 Actual
Percent compliance with Auditor of Public Accounts audit	100%	100%	100%
Percent customer inquiries responded to within one business day	100%	100%	100%
Accreditation with VCRA	100%	100%	100%
Personal Property items	139,140	138,552	142,541
Business Licenses	5,830	6,094	6,591
Prepared food and beverage accounts	350	353	392
Lodging accounts	23	20	21

Department: Commissioner of the Revenue

Budget Detail											
Account Number: 100-12310-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%	2022-2023
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
51100.02	Salaries and Wages	\$ 652,520	\$ 666,194	\$ 738,153	\$ 363,421	49%	\$ 738,153	0%	\$ 797,279	8%	
51100.04	Salaries and Wages - Overtime	382	653	-	1,228	-	-	-	-	-	
51100.06	Salaries and Wages - Part-time	27,530	28,609	33,613	11,916	35%	33,613	0%	34,453	2%	
52100	FICA	49,804	51,440	59,040	27,856	47%	59,040	0%	63,628	8%	
52210	VRS Retirement	70,913	83,275	92,048	45,235	49%	92,048	0%	110,662	20%	
52400	Group Life	8,139	8,287	9,891	4,524	46%	9,891	0%	10,684	8%	
53500	Printing and Binding	3,469	3,746	4,250	826	19%	5,350	26%	5,350	26%	
53600	Advertising	153	208	350	50	14%	350	0%	350	0%	
54100	Information Technology	93,453	78,500	90,920	44,096	48%	90,920	0%	102,627	13%	
54500	Risk Management	127,258	96,183	93,115	46,558	50%	93,115	0%	125,242	35%	
55210	Postal Services	11,551	14,578	14,100	5,983	42%	14,100	0%	14,100	0%	
55230	Telecommunications	4,279	5,892	7,635	2,316	30%	7,635	0%	10,977	44%	
55500	Travel and Training	5,433	2,252	7,000	1,904	27%	7,000	0%	7,000	0%	
55810	Dues and Association Memberships	1,750	2,140	2,250	1,165	52%	2,250	0%	2,250	0%	
56001	Office Supplies	25,660	31,132	35,100	19,697	56%	33,500	-5%	33,500	-5%	
56012	Books and Subscriptions	1,453	1,668	1,800	979	54%	2,300	28%	2,300	28%	
56017	Copier Costs	12,568	11,701	18,843	5,206	28%	18,843	0%	18,843	0%	
58200	Capital Outlay	418	2,146	-	-	-	-	-	-	-	
Total Operating Expenditures		\$ 1,096,734	\$ 1,088,603	\$ 1,208,108	\$ 582,959	48%	\$ 1,208,108	0%	\$ 1,339,245	11%	
Personnel Summary											
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023			2022-2023	
		Actual	Actual	Budget			Requested			Recommended	
	Commissioner of the Revenue	1	1	1			1			1	
138	Chief Deputy Commissioner of the Revenue	1	1	1			1			1	
132	Auditor	1	1	1			1			1	
125	Business Tax Investigator	1	1	1			1			1	
127	Deputy Commissioner of the Revenue IV	1	1	1			1			1	
124	Deputy Commissioner of the Revenue III	1	3	3			3			3	
124	Administrative Specialist	-	-	1			1			1	
122	Deputy Commissioner of the Revenue II	3	2	2			3			2	
121	Deputy Commissioner of the Revenue I	3	2	2			1			2	
Number of Full-Time Positions		12	12	13			13			13	
<p>NOTE: Comp Board provides partial salary reimbursement for 9 of 13 full time positions with reimbursement by the State and contribution by the City for the balance for operations.</p>											



CITY ASSESSOR

DESCRIPTION

The purpose of the City Assessor’s Office is to discover, list, and value all real property in the City of Suffolk. Real estate values are based on local market conditions and governed by Section 58.1-3200 of the Code of Virginia, which requires assessments to strive for one hundred percent of market value.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	Ensure the highest levels of accuracy and quality of assessments through the use of technological systems already in place, but underutilized.
Civic Engagement & Responsive City Services	<p>Respond to all customer inquiries and initiate resolutions to problems within one business day.</p> <p>Deploy new technology to enhance our website and provide better access to assessment related data for property owners as well as other private sector individuals and market participants.</p> <p>Provide citizen outreach and education through speaking engagements at civic leagues and homeowners associations throughout the City.</p> <p>Enhance the workplace environment as well as work/life balance by encouraging staff involvement in rewriting policies and procedures geared towards more efficient operations.</p>
Growth Management and Comprehensive Planning	Ensure the long range effectiveness of the office and its ability to manage growth in the City by developing a strategic plan that incorporates the standards of the International Association of Assessing Officers and aligns with the vision and principles of City Council.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of parcels assessed	40,332	40,701	41,500
Number of property transfers	2,859	3,300	3,300
Median Sales Price	\$295,000	\$305,000	\$310,000
Foreclosures	52	65	80
Assessment Appeals	118	57	100

Department: City Assessor

Budget Detail									
Account Number: 100-12320-									
	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02 Salaries and Wages	\$ 1,049,465	\$ 997,165	\$ 1,280,559	\$ 568,337	44%	\$ 1,280,559	0%	\$ 1,359,701	6%
51100.04 Salaries and Wages - Overtime	289	6	-	-	-	-	-	-	-
51100.06 Salaries and Wages - Part-time	35,821	14,030	64,919	-	0%	64,919	0%	66,542	2%
51100.27 Special Compensation	817	638	2,100	-	0%	2,100	0%	2,100	0%
52100 FICA	80,291	75,073	103,090	41,767	41%	103,090	0%	109,268	6%
52210 VRS Retirement	112,726	122,077	159,686	70,375	44%	159,686	0%	188,726	18%
52400 Group Life	15,069	14,310	17,159	8,216	48%	17,159	0%	18,220	6%
53100 Professional Services	-	-	-	-	-	-	-	-	-
53500 Printing and Binding	4,548	4,625	7,380	129	2%	7,380	0%	7,000	-5%
53600 Advertising	843	1,072	1,000	-	0%	2,500	150%	2,500	150%
54100 Information Technology	148,625	168,159	159,702	51,350	32%	159,702	0%	216,023	35%
54200 Fleet	20,378	18,927	18,454	5,121	28%	18,454	0%	17,200	-7%
54500 Risk Management	184,286	156,681	148,223	74,111	50%	148,223	0%	203,131	37%
55210 Postal Services	17,222	17,267	20,000	1,398	7%	20,000	0%	20,000	0%
55230 Telecommunications	7,575	10,398	13,894	4,375	31%	13,894	0%	30,493	119%
55310 Employer HDHP Expense	6,542	-	-	-	-	-	-	-	-
55500 Travel and Training	4,467	10,884	20,000	11,494	57%	25,000	25%	25,000	25%
55810 Dues and Association Memberships	4,705	3,760	6,665	200	3%	8,000	20%	8,000	20%
56001 Office Supplies	4,731	2,980	6,500	996	15%	7,020	8%	6,500	0%
56011 Uniforms & Wearing Apparel	1,020	1,834	1,335	-	0%	1,441	8%	1,441	8%
56012 Books and Subscriptions	2,941	3,782	3,500	1,035	30%	7,000	100%	4,000	14%
56014 Other Operating Supplies	900	525	975	-	0%	975	0%	975	0%
56017 Copier Costs	14,132	13,836	11,884	6,074	51%	11,884	0%	11,884	0%
58200 Capital Outlay	-	4,900	-	-	-	-	-	-	-
Total Operating Expenditures	\$ 1,717,395	\$ 1,642,929	\$ 2,047,026	\$ 844,979	41%	\$ 2,058,986	1%	\$ 2,298,704	12%

53500 - Printing and Binding: Assessment notices.

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	%	2022-2023
		Actual	Actual	Budget	Requested	Change	Recommended
	Assessor	1	1	1	1		1
221	Deputy Assessor	1	1	2	2		2
218	Real Estate Valuations/Cama Analyst	1	1	1	1		1
214	Valuation Manager	1	1	1	1		1
214	Commercial Appraiser	2	2	2	2		2
209/210/214	Appraiser I-III	7	7	8	8		8
211	Data Analyst	1	1	1	1		1
209	Senior Land Records Technician	1	1	1	1		1
207	Land-Use Compliance Coordinator	1	1	1	1		1
205	Land Records Technician	1	1	1	1		1
205	Executive Secretary	1	1	1	1		1
203	Office Assistant	1	1	1	1		1
Number of Full-Time Positions		19	19	21	21		21



CITY TREASURER

DESCRIPTION

The scope of the Treasurer's Office includes the collection of state and local funds, the disbursements and investment of local funds, and the accounting of those funds. The Treasurer is responsible for all activities related to the receipt, deposit, investment, reconciliation, and disbursements of funds. The integrity of the operation of the Treasurer's Office revolves around the proper use of government accounting. This ensures that the public funds entrusted to the Treasurer's care are monitored in a fiscally responsible manner. The Treasurer is personally responsible for the locality's funds. The legal authority for the Treasurer's duties is grounded in the Constitution of Virginia, the Code of Virginia, local ordinances and charter provisions, case law from court decisions, and opinions of the Attorney General.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	<p>Maintain a current 3-year combined real estate and personal property tax collection rate of 99.29%.</p> <p>Maintain a current 3-year combined storm water maintenance and refuse fee collection rate of 99.08%.</p> <p>Monitor and refine the State Set-Off Debt Collections Program and Virginia Department of Motor Vehicles (DMV) Block processes for the collection of taxes or other charges owed and to help improve revenue results.</p> <p>Monitor and refine office processes to better serve the community and streamline the revenue collection process.</p> <p>Continue implementation of the Virginia Employment Commission (VEC) Automated File Transfer Process for the collection of taxes or other charges owed, via Notice of Tax-Lien and Demand for Payment under Section 58.1-3952 of the Code of Virginia.</p> <p>Continue management of collections of delinquent revenue owed to the City.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Tax Collection Rate:			
Real Estate	99%	99%	99%
Personal Property	97%	98%	98%
Stormwater Maintenance Fee	99%	98%	98%
Vehicle License Fee	92%	92%	92%
Refuse Collection Fee	99%	98%	98%
Online Payments Processed	85,430	85,500	85,500
Debt Set-Off:			
Amount of claims collected	\$878,000	\$900,000	\$900,000

Department: City Treasurer

Budget Detail										
Account Number: 100-12410-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 945,434	\$ 949,836	\$ 1,017,015	\$ 521,226	51%	\$ 1,046,917	3%	\$ 1,096,145	8%
51100.04	Salaries and Wages - Overtime	173	139	-	71	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	30,095	38,448	32,871	12,115	37%	53,000	61%	33,693	2%
52100	FICA	72,249	73,972	80,316	39,822	50%	84,144	5%	86,433	8%
52210	VRS Retirement	101,848	117,333	126,822	62,082	49%	130,551	3%	152,145	20%
52400	Group Life	14,648	14,629	13,628	7,742	57%	14,029	3%	14,688	8%
53300	Repair and Maintenance	758	785	1,000	377	38%	1,000	0%	1,000	0%
53600	Advertising	3,161	3,335	3,000	1,264	42%	4,000	33%	4,000	33%
54100	Information Technology	89,297	94,507	123,448	53,301	43%	123,448	0%	127,906	4%
54200	Fleet	9,591	9,792	10,000	4,391	44%	10,000	0%	10,306	3%
54500	Risk Management	169,687	136,263	132,119	66,059	50%	132,119	0%	163,947	24%
55210	Postal Services	104,352	108,118	125,000	66,250	53%	125,000	0%	125,000	0%
55230	Telecommunications	9,867	11,740	12,844	4,567	36%	12,844	0%	29,587	130%
55310	Employer HDHP Expense	7,750	-	-	-	-	-	-	-	-
55500	Travel and Training	4,725	3,525	9,100	894	10%	12,000	32%	12,000	32%
55810	Dues and Association Memberships	2,219	3,228	2,200	1,460	66%	2,200	0%	2,200	0%
56001	Office Supplies	11,775	11,749	15,000	5,898	39%	15,300	2%	15,000	0%
56012	Books and Subscriptions	4,663	7,022	5,800	3,269	56%	8,200	41%	8,200	41%
56015	Merchandise for Resale	8,780	2,675	16,600	6,386	38%	16,600	0%	16,600	0%
56017	Copier Costs	19,209	14,737	29,419	6,803	23%	29,419	0%	29,419	0%
58200	Capital Outlay	418	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 1,610,700	\$ 1,601,832	\$ 1,756,182	\$ 863,977	49%	\$ 1,820,771	4%	\$ 1,928,269	10%

NOTE: Comp Board provides partial salary reimbursement for 11 of 17 full time positions with reimbursement by the State and contribution by the City of the balance annually for operations.

Personnel Summary						
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Treasurer	1	1	1	1	1
221	Chief Deputy Treasurer II - Operations	-	-	1	1	1
	Chief Deputy Treasurer I - Operations	-	-	-	1	-
	Compliance Manager	-	-	-	1	-
219	Accounting Manager	-	-	-	1	-
217	Compliance Manager	1	1	1	-	1
216	Chief Deputy Treasurer I - Accounting	1	1	1	-	1
214	Deputy Treasurer - Accounting	1	1	1	1	1
214	Chief Deputy Treasurer I - Operations	1	1	1	-	1
214	Assistant Compliance Manager	-	1	1	1	1
	Deputy Treasurer V	-	-	-	1	-
210	Deputy Treasurer IV	4	3	2	2	2
208	Deputy Treasurer III	1	1	1	-	1
206	Deputy Treasurer II	1	4	3	3	3
205	Deputy Treasurer I	6	3	4	4	4
Number of Full-Time Positions		17	17	17	17	17



FINANCE – ADMINISTRATION AND ACCOUNTING

DESCRIPTION

The Department of Finance provides for the general accounting, budget, payroll, accounts payable, accounts receivable, purchasing, and timely and accurate financial reporting of City funding. The Department is responsible for the issuance of general obligation and revenue bonds and other structure debt, as well as the administration of debt.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	Deliver high quality programs and services within allocated resources. Implement a more effective and efficient payroll system to track spending on personnel services.
Civic Engagement & Responsive City Services	Publish the Citizen Centric report and Popular Annual Finance report.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Annual Audit:			
Audit Opinion received	Unmodified	Unmodified	Unmodified
GFOA Certificate of Excellence	Yes	Yes	Yes
Number of Transactions Processed:			
Accounts Payable	40,151	36,702	36,702
Payroll	24	24	24
Value of Transactions Processed:			
Accounts Payable	\$221M	\$202M	\$202M

Department: Finance - Administration and Accounting

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-12420-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 868,037	\$ 843,906	\$ 1,041,490	\$ 487,567	47%	\$ 1,041,490	0%	\$ 1,139,892	9%
51100.04	Salaries and Wages - Overtime	575	283	-	286	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	-	-	35,875	12,472	35%	35,875	0%	36,772	2%
52100	FICA	63,249	61,598	82,418	36,799	45%	82,418	0%	90,015	9%
52210	VRS Retirement	94,097	103,449	129,874	59,532	46%	129,874	0%	158,217	22%
52400	Group Life	9,555	8,226	13,956	5,107	37%	13,956	0%	15,275	9%
53100	Professional Services	29,175	81,325	35,380	6,000	17%	35,380	0%	35,380	0%
53100.02	Accounting and Auditing Services	114,646	115,838	140,700	-	0%	140,700	0%	140,700	0%
53200	Temporary Help Service Fees	29,906	129,027	-	14,055	-	-	-	-	-
53500	Printing and Binding	10,421	9,232	14,215	4,192	29%	14,215	0%	14,215	0%
53600	Advertising	-	-	-	-	-	200	-	200	-
54100	Information Technology	74,414	81,514	80,465	39,554	49%	80,465	0%	119,737	49%
54500	Risk Management	159,114	120,272	116,402	58,201	50%	116,402	0%	154,116	32%
55210	Postal Services	10,480	8,938	7,758	2,505	32%	7,758	0%	7,758	0%
55230	Telecommunications	3,766	5,138	7,353	3,657	50%	7,353	0%	13,198	79%
55310	Employer HDHP Expense	5,000	-	-	-	-	-	-	-	-
55500	Travel and Training	5,457	1,625	12,000	950	8%	23,873	99%	23,873	99%
55810	Dues and Association Memberships	2,070	1,982	2,610	345	13%	3,400	30%	3,400	30%
56001	Office Supplies	4,881	6,733	4,430	3,818	86%	4,430	0%	4,430	0%
56012	Books and Subscriptions	110	200	635	-	0%	635	0%	635	0%
56017	Copier Costs	6,978	7,563	10,494	3,657	35%	10,494	0%	10,494	0%
Total Operating Expenditures		\$ 1,491,931	\$ 1,586,850	\$ 1,736,055	\$ 738,698	43%	\$ 1,748,918	1%	\$ 1,968,307	13%

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	Director of Finance	1	1	1	1	1
222	Assistant Director of Finance - Comptroller	1	1	1	1	1
219	Payroll Administrator	1	1	1	-	-
219	Financial Reporting and Compliance Manager	-	-	-	1	1
219	Accounting Manager	1	1	1	2	2
216	Senior Accountant	3	3	3	4	4
215	Programmer Analyst	-	-	1	1	1
214	Accountant	2	2	3	2	2
210	Senior Payroll Technician	1	-	-	1	1
208	Payroll Technician	2	3	2	1	1
207	Senior Accounting Technician	2	2	2	1	1
205	Executive Secretary	1	1	1	1	1
Number of Full-Time Positions		15	15	16	16	16



FINANCE - PURCHASING

DESCRIPTION

The Division of Purchasing provides a centralized system for the management of public funds expended for the procurement of materials, supplies, equipment, professional consulting and other services, and construction. The Division also provides for the transfer or disposal of surplus property and administers the City’s purchasing card program.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Financial Stability	<p>Leverage the City’s purchasing power by maximizing vendor participation in City solicitations.</p> <p>Provide training and education to City employees regarding purchasing policies, procedures, and statutes.</p> <p>Continue monitoring and enforcement of local, state, and federal procurement policies, procedures, and statutes.</p> <p>Monitor and enforce local, state, and federal procurement policies and procedures.</p>

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Procurement Instruments Issued:			
RFP	22	25	27
IFB	62	65	70
RFQ	6	7	8
Sole Source Procurements	91	93	95
Purchasing Card Transactions	17,225	18,000	18,500
Dollar Value of Purchasing Card Transactions	\$5.4M	\$5.5M	\$5.6M
Number of Purchase Orders	932	950	965
Purchase Order Modifications	436	440	450
Dollar Amount of Purchase Orders	\$135.3M	\$109M	\$111M
Surplus Property Revenue	\$189,568	\$200,000	\$210,000

Division: Purchasing (Department of Finance)

Budget Detail										
Account Number: 100-12530-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 203,486	\$ 222,295	\$ 229,140	\$ 114,571	50%	\$ 229,140	0%	\$ 241,867	6%
51100.04	Salaries and Wages - Overtime	-	-	-	-	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	-	-	-	-	-	-	-	-	-
52100	FICA	15,308	16,559	17,529	8,519	49%	17,529	0%	18,503	6%
52210	VRS Retirement	21,915	27,471	28,574	14,287	50%	28,574	0%	33,571	17%
52334	HSA Health Plan	1,250	-	-	-	-	-	-	-	-
52400	Group Life	2,730	2,952	3,070	1,535	50%	3,070	0%	3,241	6%
53600	Advertising	622	1,511	2,000	5,068	253%	2,000	0%	2,000	0%
54100	Information Technology	14,883	15,751	24,656	11,919	48%	24,656	0%	28,539	16%
54500	Risk Management	42,426	32,055	31,029	15,515	50%	31,029	0%	38,619	24%
55210	Postal Services	148	165	500	78	16%	500	0%	500	0%
55230	Telecommunications	1,728	1,597	3,099	686	22%	3,099	0%	4,999	61%
55500	Travel and Training	1,256	2,545	5,000	1,233	25%	5,000	0%	5,000	0%
55810	Dues and Association Memberships	6,948	6,927	7,380	6,772	92%	7,846	6%	7,846	6%
56001	Office Supplies	3,586	2,794	3,000	888	30%	3,000	0%	3,000	0%
56012	Books and Subscriptions	-	-	-	-	-	1,300	-	1,300	-
56017	Copier Costs	3,863	3,334	5,235	1,549	30%	5,235	0%	5,235	0%
Total Operating Expenditures		\$ 320,148	\$ 335,955	\$ 360,212	\$ 182,620	51%	\$ 361,978	0%	\$ 394,220	9%
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
220	Purchasing Agent	1	1	1			1	1		
213	Senior Buyer	-	1	1			1	1		
210	Buyer	2	1	1			1	1		
204	Purchasing Associate	1	1	1			1	1		
Number of Full-Time Positions		4	4	4			4	4		



REGISTRAR

DESCRIPTION

The Registrar is appointed by the City of Suffolk Electoral Board whose three members are appointed by the Circuit Court Judges. The Registrar is responsible for carrying out directives from the State Board of Elections and the Suffolk Electoral Board to ensure all eligible citizens the right to vote. The duties of the Registrar’s Office include arranging and supervising primary, general, and special elections at the local, state, and federal levels, registering voters, and maintaining registration records that reflect up to date information.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Maintain the integrity of the election process and ensure that citizens continue to receive election information in a timely manner.</p> <p>Conduct elections under guidance of the Electoral Board in accordance with federal, state, and local laws in an efficient and equitable manner to ensure fairness and accuracy in all elections.</p> <p>Provide information, materials, and assistance to candidates.</p> <p>Encourage voter registration and provide voter information and materials to the citizens of Suffolk.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of registered voters	68,792	69,500	71,000
Percent of election results certified within 3 days	100%	100%	100%
Number of polling precincts	28	32	32

Department: Registrar

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-13200-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 144,544	\$ 157,751	\$ 154,861	\$ 94,459	61%	\$ 160,889	4%	\$ 227,562	47%
51100.04	Salaries and Wages - Overtime	8,194	23,942	-	12,764	-	16,760	-	-	-
51100.06	Salaries and Wages - Part-time	37,881	55,912	33,451	98,492	294%	33,451	0%	34,287	2%
51100.27	Special Compensation	147,421	197,892	265,033	55,968	21%	335,000	26%	335,000	26%
52100	FICA	14,226	24,194	34,681	18,858	54%	41,777	20%	45,659	32%
52210	VRS Retirement	15,551	18,552	19,311	11,733	61%	19,960	3%	31,586	64%
52400	Group Life	1,937	2,000	2,075	1,294	62%	2,154	4%	3,049	47%
53300	Repair and Maintenance	82,588	78,046	108,000	2,611	2%	118,000	9%	118,000	9%
53600	Advertising	2,300	2,588	2,850	1,518	53%	5,500	93%	5,500	93%
54100	Information Technology	29,173	30,452	34,741	19,824	57%	34,741	0%	39,939	15%
54500	Risk Management	33,545	26,305	24,899	12,449	50%	24,899	0%	30,636	23%
55210	Postal Services	10,011	27,043	20,236	9,724	48%	30,000	48%	30,000	48%
55230	Telecommunications	6,752	4,174	14,787	5,483	37%	14,787	0%	12,297	-17%
55410	Lease/Rent of Equipment	2,077	1,114	4,500	1,385	31%	4,500	0%	4,500	0%
55420	Lease/Rent of Building	7,450	6,400	6,500	1,950	30%	7,500	15%	7,500	15%
55500	Travel and Training	2,098	-	3,700	1,307	35%	5,500	49%	5,500	49%
55810	Dues and Association Memberships	180	480	380	180	47%	850	124%	850	124%
56001	Office Supplies	14,633	18,111	15,000	11,632	78%	17,000	13%	17,000	13%
56017	Copier Charges	8,188	9,305	10,500	3,598	34%	10,500	0%	10,500	0%
58200	Capital Outlay	-	-	23,758	-	0%	26,000	9%	26,000	9%
Total Operating Expenditures		\$ 568,747	\$ 684,259	\$ 779,263	\$ 365,230	47%	\$ 909,768	17%	\$ 985,366	26%
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget			2022-2023 Requested			2022-2023 Recommended
	General Registrar	1	1	1			1			1
208	Deputy Registrar	1	1	1			1			1
204	Assistant Registrar	1	1	1			2			2
Number of Full-Time Positions		3	3	3			4			4



CIRCUIT COURT - JUDGES

DESCRIPTION

The Circuit Court is the trial court of general jurisdiction in the Commonwealth of Virginia. The Circuit Court has jurisdiction over: 1) Civil Actions involving monetary claims over \$4,500, by appeals from the General District Court, by original jurisdiction, and contesting the validity of a City or municipal ordinance or corporate bylaw, and involving equitable proceedings; 2) Criminal Cases including all felonies punishable by confinement in the penitentiary and misdemeanor charges originating from a grand jury indictment or appeal from the General District Court or Juvenile and Domestic Relations District Court, or from state and local administrative agencies or boards. The Circuit Court also handles any case for which jurisdiction is not specified in the Code of Virginia. Additionally, the Circuit Court convenes grand juries to consider bills of indictment, charging people with serious crimes. The Circuit Court may also convene special grand juries to investigate criminal activity in the community or malfeasance of governmental agencies or officials.

Department: Circuit Court - Judges

Budget Detail										
Account Number: 100-21100-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 153,401	\$ 156,703	\$ 161,954	\$ 80,978	50%	\$ 161,954	0%	\$ 161,955	0%
52100	FICA	11,808	12,058	12,389	6,234	50%	12,389	0%	12,390	0%
52210	VRS Retirement	16,521	19,416	20,196	10,098	50%	20,196	0%	22,479	11%
52400	Group Life	2,058	2,086	2,170	1,085	50%	2,170	0%	2,170	0%
53300	Repair and Maintenance	-	-	400	-	0%	400	0%	400	0%
54500	Risk Management	21,233	16,053	15,537	7,769	50%	15,537	0%	19,370	25%
55210	Postal Services	457	838	1,200	554	46%	1,200	0%	1,200	0%
55230	Telecommunications	1,758	2,197	3,951	961	24%	3,951	0%	3,951	0%
55500	Travel and Training	-	-	-	-	-	-	-	-	-
56001	Office Supplies	1,789	2,222	2,700	347	13%	2,700	0%	2,700	0%
56012	Books & Subscriptions	568	216	700	271	39%	700	0%	700	0%
56017	Copier	761	400	1,137	184	16%	1,137	0%	1,137	0%
Total Operating Expenditures		\$ 210,355	\$ 212,189	\$ 222,334	\$ 108,479	49%	\$ 222,334	0%	\$ 228,452	3%
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023				
		Actual	Actual	Budget	Requested	Recommended				
	Court Administrator - Civil	1	1	1	1	1				
	Court Administrator - Criminal	1	1	1	1	1				
Number of Full-Time Positions		2	2	2	2	2				



GENERAL DISTRICT COURT

DESCRIPTION

The General District Court is responsible for the trial of misdemeanor cases, traffic infractions, preliminary hearings in felony matters, and civil cases and suits up to \$15,000. The General District Court has three divisions (criminal, traffic, and civil) and is responsible for maintaining the records and accounts of each of these divisions.

PERFORMANCE MEASURES	CY 19 Actual	CY 20 Actual	CY 21 Actual
Number of Criminal Cases	2,885	2,592	2,370
Criminal Case Continuance Rate	2.40	2.16	2.37
Number of Traffic Cases	10,453	6,657	8,093
Traffic Case Continuance Rate	8.71	18.25	8.09
Number of Civil Cases	9,595	6,206	6,210
Civil Case Continuance Rate	7.80	17.00	6.21

Department: General District Court

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
Account Number: 100-21200-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
53100	Professional Services	\$ 1,020	\$ 1,700	\$ 5,000	\$ 3,274	65%	\$ 5,000	0%	\$ 5,000	0%
53100.10	Court Appointed Attorney Fees	42,134	39,971	45,000	1,083	2%	45,000	0%	45,000	0%
53300	Repair & Maintenance	-	-	-	-	-	10,000	-	-	-
55230	Telecommunications	1,382	3,990	3,051	1,774	58%	3,051	0%	3,051	0%
55410	Lease/Rent of Equipment	856	877	2,500	442	18%	2,500	0%	2,500	0%
55810	Dues and Association Memberships	645	60	1,500	225	15%	5,000	233%	1,500	0%
56001	Office Supplies	4,889	3,562	5,000	2,226	45%	10,000	100%	5,000	0%
56011	Uniforms & Wearing Apparel	-	594	-	-	-	-	-	-	-
56012	Books and Subscriptions	3,663	5,457	7,000	1,129	16%	10,000	43%	7,000	0%
56017	Copier	5,781	3,983	9,534	1,847	19%	9,534	0%	9,534	0%
58200	Capital Outlay	-	1,476	15,000	-	0%	20,000	33%	20,000	33%
Total Operating Expenditures		\$ 60,369	\$ 61,670	\$ 93,585	\$ 11,999	13%	\$ 120,085	28%	\$ 98,585	5%



MAGISTRATE’S OFFICE

DESCRIPTION

The Magistrate’s Office serves as an immediate buffer between law enforcement and citizens and can authorize or deny law enforcement the ability to detain individuals suspected of crimes. In addition, the Magistrate provides services in disputes involving citizens versus citizens. These functions are available 24 hours per day. The Magistrate conducts hearings as the first step in the legal process to determine whether there is probable cause to move forward in one of the following statutory procedures: to issue arrest or search warrants in criminal cases; to issue a temporary detention order in either civil, medical, or criminal cases; or to authorize pretrial seizures in civil matters. Where individuals have been arrested, Magistrates are called upon to conduct bail hearings to determine whether they should be committed to jail or released, and, if released, the conditions of release. Magistrates preside over hearings, maintain order and proper decorum, administer oaths, define issues, interpret and explain pertinent laws, take testimony, question parties, and issue or decline to issue the legal process requested.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Conduct neutral and impartial hearings for the public and law enforcement related to arrests, searches, emergency protective orders, bail, emergency custody orders, and temporary detention orders.</p> <p>Work effectively with the community including judges, clerks, law enforcement agencies, jails, and community services boards in addition to the citizens of the Fifth Judicial District who are served by the Magistrate’s Office.</p> <p>Engage in continuing legal education and training of all staff members, as well as local law enforcement agencies.</p>

PERFORMANCE MEASURES	CY 19 Actual	CY 20 Actual	CY 21 Actual
Arrest Warrants and Summonses Issued	6,641	6,938	6,409
Search Warrants Issued	761	855	763
Emergency Custody Orders Issued	480	488	498
Temporary Detention Orders Issued	544	531	454
Emergency Protective Orders Issued	1,392	1,417	1,560
Commitments, Recognizances, and Releases Issued	8,065	6,973	6,755

Department: Magistrate

Budget Detail										
Account Number: 100-21300-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change	
53300 Repair and Maintenance	\$ -	\$ -	\$ 400	\$ -	0%	\$ 400	0%	\$ 400	0%	
55230 Telecommunications	628	1,172	1,387	517	37%	1,387	0%	1,387	0%	
55420 Lease/Rent of Building	9,000	9,000	9,000	4,500	50%	9,000	0%	9,000	0%	
55810 Dues and Association Memberships	125	525	400	-	0%	400	0%	400	0%	
56001 Office Supplies	1,584	1,982	2,000	479	24%	2,200	10%	2,000	0%	
56017 Copier Costs	3,438	1,548	4,874	770	16%	4,874	0%	4,874	0%	
58200 Capital Outlay	-	1,334	-	-	-	1,500	-	1,500	-	
Total Operating Expenditures	\$ 14,775	\$ 15,561	\$ 18,061	\$ 6,266	35%	\$ 19,761	9%	\$ 19,561	8%	



JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

DESCRIPTION

The Juvenile and Domestic Relations District Court has jurisdiction in matters involving juvenile delinquency, juvenile traffic infractions, adult criminal matters with a juvenile victim, children subjected to abuse or neglect, family abuse, family or household members charged with an offense against a family or household member, protective orders, child and/or spousal support, custody and/or visitation issues, abandonment of children, foster care and entrustment agreements, court-ordered rehabilitative services, court consent for certain medical treatments, commitment of mentally ill or retarded children, petitions filed by school boards against parents, and judicial by-pass for authorization of abortions by minors. The Juvenile and Domestic Relations District Court Clerk’s Office is the administrative arm of the court. The Clerk of Court is the court’s chief administrative officer and is accountable to the presiding judges for all office functions, including personnel matters, finance, court housekeeping, maintenance of court records and information systems, assisting with outside liaison, preparation of budgets, and conducting research and planning in relation to court operations.

PERFORMANCE MEASURES	CY 19 Actual	CY 20 Actual	CY 21 Actual
Juvenile Cases:			
Number of new Juvenile Cases	2,929	2,240	2,183
Number of Juvenile Cases Concluded	2,946	2,161	2,337
Average Number of Hearings per Juvenile Case	3	3	3
Juvenile Case Continuance Rate	20%	21%	15.4%
Domestic Cases:			
Number of new Domestic Cases Commenced	3,183	2,561	2,708
Number of Domestic Cases Concluded	3,233	2,254	3,011
Average Number of Hearings per Domestic Case	3	3	3
Domestic Case Continuance Rate	17.5%	24%	30.3%

Department: Juvenile and Domestic Relations District Court

Budget Detail										
Account Number: 100-21610-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change	
53100.10 Court Appointed Attorney Fees	\$ -	\$ -	\$ 600	\$ -	0%	\$ 600	0%	\$ 600	0%	
53300 Repair & Maintenance	-	-	-	-	-	-	-	-	-	
55230 Telecommunications	4,205	4,468	8,386	1,840	22%	8,386	0%	8,386	0%	
55410 Lease/Rent of Equipment	683	517	400	291	73%	400	0%	400	0%	
55500 Travel & Training	-	-	-	-	-	400	-	-	-	
55810 Dues and Association Memberships	-	-	400	-	0%	400	0%	400	0%	
56001 Office Supplies	2,451	3,915	2,500	3,318	133%	5,000	100%	5,000	100%	
56012 Books and Subscriptions	222	467	400	559	140%	500	25%	500	25%	
56017 Copier Costs	3,292	2,359	4,874	1,126	23%	4,874	0%	4,874	0%	
Total Operating Expenditures	\$ 10,852	\$ 11,726	\$ 17,560	\$ 7,135	41%	\$ 20,560	17%	\$ 20,160	15%	



COURT SERVICE UNIT

DESCRIPTION

The Fifth District Court Service Unit is a local organizational unit of the Virginia Department of Juvenile Justice which aims to protect the public through a balanced approach of accountability and comprehensive services that prevent and reduce delinquency through partnerships with families, schools, communities, law enforcement, and others, while providing opportunities for delinquency youth to become responsible and productive citizens.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Reduce recidivism of youth involved in the Suffolk Juvenile and Domestic Relations Court to strengthen community safety.</p> <p>Maintain effective partnerships with local agencies including law enforcement.</p> <p>Divert 28% or more of intake matters away from the court to agencies that can better address the needs of juveniles.</p> <p>Exceed 98% compliance with Department of Juvenile Justice standards for probation, parole, and direct care case contact.</p>

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of juveniles receiving services	600	700	800
Number of juveniles placed in secure detention	58	60	60
Average Length of Stay in secure detention	61 days	40 days	40 days
Average Cost per Day for secure detention	\$190	\$190	\$190
Percent of juveniles diverted	16%	28%	28%

Department: Court Services Unit

Budget Detail										
Account Number: 100-21650-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change	
53845 Juvenile Detention Costs	\$ 963,235	\$ 1,073,491	\$ 969,275	\$ 280,395	29%	\$ 969,725	0%	\$ 969,725	0%	
55230 Telecommunications	1,884	2,858	4,160	1,256	30%	4,160	0%	4,160	0%	
58200 Capital Outlay-Additions	-	-	-	-	-	-	-	-	-	
Total Operating Expenditures	\$ 965,119	\$ 1,076,349	\$ 973,435	\$ 281,651	29%	\$ 973,885	0%	\$ 973,885	0%	



CLERK OF THE CIRCUIT COURT

DESCRIPTION

The Clerk of the Circuit Court is required by 15.2-1600 of the Code of Virginia and the Rules of the Supreme Court of Virginia. The Clerk of Court is charged with the custody, safekeeping, and proper indexing of legal and quasi-legal papers deposited in the Clerk’s Office. The Clerk's Office is responsible for the filing of civil suits, docketing and filing of criminal actions, and the filing of divorce suits and adoption petitions. Additional services provided by the Clerk's Office include recording land records and plats, probating wills, administering various oaths' of office, issuing marriage licenses, recording military discharge forms (DD-214's), and recording assumed business names. The Clerk is also an acceptance agent for the U.S. Department of State and accepts passports applications on its behalf.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Provide direct administrative support to the judges in court proceedings with 100% accuracy.</p> <p>Collect taxes and fees associated with the legal recordation of land records and complete turnaround of documents within 24 hours of presentation.</p> <p>Perform all 800 plus mandated duties placed upon the Clerk of the Circuit Court within the guidelines established by the Code of Virginia.</p>

PERFORMANCE MEASURES	CY 19 Actual	CY 20 Actual	CY 21 Actual
Criminal Cases commenced	3,308	2,690	2,865
Civil Cases commenced	1,287	1,074	1,211
Wills/Estates initiated	417	403	492
Judgments	6,131	4,443	5,843
Deed/Land Instruments	14,840	19,397	23,845
Finance Statements	226	331	563
Fictitious Names	538	4	0
Marriage License	404	339	401
Notary Qualifications	333	368	530
Concealed Handgun Applications	1,684	2,688	1,978
Restitution	1,840	1,424	1,363
Passport Applications	1,613	521	1,036

Department: Clerk of the Circuit Court

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-21710-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 840,982	\$ 878,545	\$ 878,228	\$ 434,824	50%	\$ 918,581	5%	\$ 960,613	9%
51100.04	Salaries and Wages - Overtime	2,677	3,272	-	-	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	74,656	84,879	104,829	33,948	32%	103,313	-1%	107,450	2%
52100	FICA	66,756	70,945	75,204	33,925	45%	78,175	4%	81,707	9%
52210	VRS Retirement	90,856	107,921	109,515	54,182	49%	114,547	5%	133,333	22%
52400	Group Life	10,822	11,072	11,768	5,881	50%	12,309	5%	12,872	9%
53100	Professional Services	2,836	2,368	5,000	9,113	182%	5,000	0%	5,000	0%
53100.10	Legal Services - Court Appointed	4,553	5,846	10,000	3,160	32%	10,000	0%	10,000	0%
53100.16	Legal Services - Jurors	24,793	17,066	97,000	15,493	16%	97,000	0%	97,000	0%
53300	Repair and Maintenance	20,617	47,770	22,500	10,500	47%	22,500	0%	22,500	0%
54100	Information Technology	186,782	189,803	227,732	76,516	34%	227,732	0%	253,110	11%
54500	Risk Management	148,543	120,286	116,434	58,217	50%	116,434	0%	144,491	24%
55210	Postal Services	12,388	14,000	14,000	4,188	30%	14,000	0%	14,000	0%
55230	Telecommunications	6,340	7,348	9,923	4,133	42%	9,923	0%	27,576	178%
55410	Lease/Rent of Equipment	3,107	3,141	3,141	785	25%	3,141	0%	3,141	0%
55500	Travel and Training	2,026	248	2,500	193	8%	2,500	0%	2,500	0%
55810	Dues and Association Memberships	635	765	765	125	16%	765	0%	765	0%
56001	Office Supplies	11,699	16,837	15,000	3,890	26%	15,000	0%	15,000	0%
56012	Books and Subscriptions	686	399	965	343	36%	965	0%	965	0%
56017	Copier Costs	21,704	22,091	21,474	10,985	51%	21,474	0%	21,474	0%
58110	Capital Outlay-TTF	87,199	38,309	-	-	-	-	-	-	-
58200	Capital Outlay	-	7,337	5,830	-	0%	7,510	29%	7,510	29%
Total Operating Expenditures		\$ 1,620,656	\$ 1,650,249	\$ 1,731,809	\$ 760,401	44%	\$ 1,780,869	3%	\$ 1,921,006	11%

53100 - Professional Services: APA Audit Costs.

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Clerk	1	1	1	1	1
222	Chief Deputy Court Clerk	1	1	1	1	1
210	Deputy Court Senior Accountant	1	1	1	1	1
205/206/208/210	Deputy Court Clerk I-IV	9	9	9	10	10
209	Senior Deputy Court Clerk	3	3	3	3	3
Number of Full-Time Positions		15	15	15	16	16

NOTE: Comp Board provides partial salary reimbursement for 12 of 16 full time positions with reimbursement by the State and contribution by the City of the balance annually for operations.



SHERIFF

DESCRIPTION

The Sheriff’s Department performs the duties for civil process ordered by the Courts and provides security for the Courthouse and all courts while in session. The Sheriff’s Department may provide transportation for certain juvenile prisoners awaiting trial or commitment to state facilities and adult citizens under temporary detention orders or civil commitment to a state hospital.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	Enhance safety and security at the Godwin Courts Building. Utilize technology to improve operations and comply with accreditation standards. Provide community engagement programs to inform citizens about crime prevention, health and safety, and general well-being. Provide implicit bias training to all office personnel.

PERFORMANCE MEASURES

	CY 19 Actual	CY 20 Projected	CY 21 Estimated
Number of civil enforcement contacts and papers executed	69,572	75,500	85,000
Number of security searches conducted at court entrance	110,000	118,000	140,000
Number of transports provided	234	250	325
Number of protective orders served	724	700	800
Community Engagement events	81	130	150

Department: Sheriff

Budget Detail									
Account Number: 100-21810-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change
51100.02 Salaries and Wages	\$ 1,459,613	\$ 1,528,093	\$ 1,617,405	873,192	54%	\$ 1,652,405	2%	1,816,409	12%
51100.04 Salaries and Wages - Overtime	42,149	32,462	-	16,494	-	-	-	-	-
51100.06 Salaries and Wages - Part-time	381,119	406,512	399,750	178,471	45%	439,600	10%	376,481	-6%
52100 FICA	135,142	144,274	154,312	78,826	51%	160,038	4%	167,756	9%
52210 VRS Retirement	156,461	180,436	201,690	100,457	50%	206,055	2%	252,118	25%
52400 Group Life	16,028	15,094	21,673	7,811	36%	22,142	2%	24,340	12%
53100 Professional Services	90	-	1,000	-	0%	1,000	0%	1,000	0%
53600 Advertising	60	20	500	50	10%	500	0%	500	0%
54100 Information Technology	237,380	247,495	391,099	182,335	47%	391,099	0%	377,705	-3%
54200 Fleet	122,616	121,531	139,172	65,932	47%	139,172	0%	156,452	12%
54500 Risk Management	323,705	254,950	271,066	135,533	50%	271,066	0%	291,121	7%
55210 Postal Services	5,669	5,612	5,700	3,055	54%	5,700	0%	5,700	0%
55230 Telecommunications	14,846	18,762	20,863	7,958	38%	20,863	0%	22,827	9%
55310 Employer HDHP Expense	6,292	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	600	766	1,356	367	27%	1,356	0%	1,356	0%
55500 Travel and Training	6,585	5,792	9,500	4,055	43%	15,000	58%	15,000	58%
55810 Dues and Association Memberships	2,771	2,126	3,720	2,632	71%	5,000	34%	5,000	34%
56001 Office Supplies	7,926	8,122	7,500	2,970	40%	7,500	0%	7,500	0%
56011 Uniforms & Wearing Apparel	14,847	22,003	32,000	12,224	38%	26,000	-19%	26,000	-19%
56012 Books and Subscriptions	589	662	650	282	43%	750	15%	750	15%
56014 Other Operating Supplies	21,401	23,551	34,000	2,668	8%	30,000	-12%	30,000	-12%
56017 Copier Costs	9,826	9,331	12,676	4,240	33%	12,676	0%	12,676	0%
58200 Capital Outlay	-	-	-	-	-	175,000	-	-	-
Total Operating Expenditures	\$ 2,965,715	\$ 3,027,593	\$ 3,325,633	\$ 1,679,553	51%	\$ 3,582,922	8%	\$ 3,590,692	8%

NOTE: Comp Board provides partial salary reimbursement for 21 of 28 full time positions with reimbursement from the State and contribution by the City of the balance annually for operations.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	Sheriff	1	1	1	1	1
SO308	Chief Deputy Sheriff	1	1	1	1	1
SO306	Deputy Sheriff - Captain	1	1	1	1	1
SO305	Deputy Sheriff - Lieutenant	1	1	1	1	1
SO304	Deputy Sheriff - Sergeant	5	5	5	5	5
SO301/SO302/SO303	Deputy Sheriff I-III	14	14	16	16	16
210	Community Outreach Coordinator	1	1	1	1	1
208	Accreditation Manager	1	1	1	1	1
203	Office Assistant	-	-	-	1	1
Number of Full-Time Positions		25	25	27	28	28



COMMONWEALTH'S ATTORNEY

DESCRIPTION

The Office of the Commonwealth's Attorney prosecutes criminal offenses in the City of Suffolk. The Office prosecutes cases in the Juvenile and Domestic Relations Court, the General District Court, and the Circuit Court. It also prepares briefs for the Virginia Court of Appeals and the Virginia Supreme Court. In addition, the Office investigates cases and advises other City law enforcement personnel during investigations as to the substance and procedure of the criminal law. The Office also issues opinions on conflict of interest matters and is responsible for the collection of unpaid fines and court costs. In addition to prosecuting felony cases, the Office also prosecutes all misdemeanor cases in which a crime victim requests assistance, all drunk driving cases, certain domestic violence cases, all crimes that occur in schools, and all misdemeanor and traffic appeals to Circuit Court including violations of local ordinances.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	<p>Establish pre-trial services and a mental health docket.</p> <p>Prosecute environmental crimes and use proceeds to establish an environmental crimes fund to deter environmental crimes, offset environmental cleanup costs, and provide public education on maintaining a Green Suffolk.</p> <p>Promote community outreach and awareness and crime prevention by attending and/or hosting 100 community events.</p> <p>Prosecute intimate partner violence which results in charges of domestic violence, stalking, violation of protective/court orders, and strangulation.</p> <p>Provide over 24 hours of training to police officers, fire and rescue, and other law enforcement agency personnel.</p> <p>Attain a 95% approval rating or higher from victims and witnesses involved in cases assigned by the office staff.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of circuit court defendants prosecuted	463	479	495
Number of circuit court indictments prosecuted	1,186	1,222	1,258
Number of victims and witnesses assisted	3,502	3,652	3,806
Community Outreach events attended	45	100	120
Hours of instruction provided to local law enforcement	16	24	30

Department: Commonwealth's Attorney

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-22100-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 2,240,198	\$ 2,304,199	\$ 2,366,680	\$ 1,143,587	48%	\$ 2,366,680	0%	\$ 2,407,223	2%
51100.04	Salaries and Wages - Overtime	1,266	2,005	-	948	-	-	-	-	-
51100.06	Salaries & Wages - Part-time	109,210	110,060	117,237	50,705	43%	117,237	0%	120,168	3%
52100	FICA	170,178	175,525	190,020	85,756	45%	190,020	0%	193,345	2%
52210	VRS Retirement	241,299	280,622	295,125	142,554	48%	295,125	0%	334,123	13%
52400	Group Life	30,063	30,204	31,714	15,312	48%	31,714	0%	32,257	2%
53100	Professional Services	73	151	3,500	191	5%	3,500	0%	3,500	0%
53300	Repair and Maintenance	-	-	3,120	-	0%	3,120	0%	3,120	0%
53600	Advertising	95	55	500	50	10%	500	0%	500	0%
54100	Information Technology	207,370	221,847	261,290	111,181	43%	261,290	0%	296,115	13%
54200	Fleet	19,413	17,510	19,200	11,377	59%	19,200	0%	21,813	14%
54500	Risk Management	266,328	209,380	203,000	101,500	50%	203,000	0%	252,509	24%
55210	Postal Services	5,987	6,206	6,500	435	7%	6,500	0%	6,500	0%
55230	Telecommunications	10,822	13,739	17,155	7,237	42%	17,155	0%	35,689	108%
55310	Employer HDHP Expense	7,583	-	-	-	-	-	-	-	-
55500	Travel and Training	3,327	2,652	7,230	1,616	22%	7,230	0%	7,230	0%
55810	Dues and Association Memberships	12,205	13,031	13,000	45	0%	13,000	0%	13,000	0%
55854	Asset Forfeiture - State	-	-	-	-	-	-	-	-	-
55855	Asset Forfeiture - Federal	-	-	-	-	-	-	-	-	-
56001	Office Supplies	16,428	22,703	21,000	11,321	54%	21,000	0%	21,000	0%
56012	Books and Subscriptions	9,046	8,849	8,700	4,628	53%	8,700	0%	8,700	0%
56017	Copier	39,856	35,931	54,513	15,878	29%	54,513	0%	54,513	0%
58200	Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 3,390,747	\$ 3,454,670	\$ 3,619,483	\$ 1,704,321	47%	\$ 3,619,484	0%	\$ 3,811,304	5%

NOTE: Comp Board provides partial salary reimbursement for 17 of 26 full time positions with reimbursement from the State and contribution by the City of the balance annually for operations.

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Commonwealth's Attorney	1	1	1	1	1
	Deputy Commonwealth's Attorney	3	4	4	4	4
218/221/222	Assistant Commonwealth's Attorney I-III	11	10	10	10	10
222	Chief Administrative Manager	1	1	1	1	1
219	Chief Investigator	1	1	1	1	1
210	Community Outreach Coordinator	1	1	1	1	1
208	Legal Assistant	8	8	8	8	8
Number of Full-Time Positions		26	26	26	26	26



POLICE DEPARTMENT

DESCRIPTION

The Suffolk Police Department is committed to law enforcement excellence and public service through partnership with the community. The Department seeks to improve the quality of life for citizens by focusing on the primary responsibilities of suppression of crime, apprehension of criminal offenders, and recovery of property, while providing proactive crime prevention and community policing services.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	Track and maintain adequate response times. Maintain Police Department accreditation and achieve forensics reaccreditation. Provide community outreach programs including open houses twice per year, a citizen academy, and engagement with civic leagues. Provide mental health first aid or crisis intervention training to all police officers and emergency communications personnel. Review and update standard operating procedures and policies.

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Average Response Times:			
Priority 1 calls	5:47	5:38	5:35
Priority 2 calls	13:00	13:35	13:43
Priority 3 calls	25:02	21:35	16:08
Clearance Rate (Part I Offenses)	26%	29%	28%
Motor Vehicle and Traffic Enforcement:			
Traffic Citations	8,011	7,835	7,397
DUI Arrests	349	372	368
Motor Vehicle Crashes	1,947	1,896	1,845
Traffic Fatalities	6	7	6

Department: Police										
Budget Detail										
Account Number: 100-31100-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 10,771,650	\$ 10,244,311	\$ 12,519,744	\$ 5,676,190	45%	\$ 12,147,574	-3%	\$ 14,255,031	14%
51100.04	Salaries and Wages - Overtime	2,055,856	2,088,519	1,166,522	1,130,310	97%	1,900,000	63%	1,166,522	0%
51100.06	Salaries and Wages - Part-time	193,462	298,007	172,880	140,246	81%	619,020	258%	434,252	151%
52100	FICA	958,648	928,831	1,060,225	513,018	48%	1,121,994	6%	1,212,969	14%
52210	VRS Retirement	1,150,791	1,345,107	1,549,501	689,314	44%	1,514,802	-2%	1,959,703	26%
52400	Group Life	146,954	148,440	167,765	76,131	45%	162,777	-3%	191,017	14%
53000.16	Purchased Services - Refuse Collection	463	543	511	303	59%	511	0%	511	0%
53100	Professional Services	195,145	173,244	341,630	143,895	42%	341,630	0%	341,630	0%
53300	Repair and Maintenance	17,803	24,015	24,200	11,632	48%	33,760	40%	33,760	40%
53500	Printing and Binding	4,519	6,262	11,737	764	7%	11,737	0%	11,737	0%
54100	Information Technology	2,554,774	3,387,452	4,562,902	1,754,537	38%	3,387,452	-26%	3,954,149	-13%
54200	Fleet	1,596,109	1,863,714	2,250,864	835,209	37%	2,511,991	12%	2,285,436	2%
54500	Risk Management	2,724,735	2,241,448	2,279,731	1,139,866	50%	2,241,448	-2%	2,814,357	23%
55100	Utilities	141,252	137,316	160,000	43,612	27%	160,000	0%	160,000	0%
55210	Postal Services	5,553	5,544	8,000	2,123	27%	8,000	0%	8,000	0%
55230	Telecommunications	222,190	219,145	310,679	94,924	31%	310,679	0%	355,800	15%
55310	Employer HDHP Expense	31,604	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	78,987	80,131	102,487	39,493	39%	102,487	0%	102,487	0%
55500	Travel and Training	138,028	170,141	200,000	135,699	68%	236,250	18%	236,250	18%
55810	Dues and Association Memberships	3,790	2,034	5,106	575	11%	5,106	0%	5,106	0%
55842	Rewards	11,043	6,536	20,000	4,821	24%	20,000	0%	20,000	0%
56001	Office Supplies	29,304	27,958	30,000	11,459	38%	35,000	17%	35,000	17%
31700-56007	Property Seizure	5,648	14,636	-	20,709	-	-	-	-	-
31705-58200	E-Ticking Fee	-	24,986	-	-	-	-	-	-	-
31710-56007	Confiscation Program	36,179	-	-	-	-	-	-	-	-
56011	Uniforms & Wearing Apparel	156,681	200,274	264,083	64,036	24%	264,083	0%	264,083	0%
56012	Books and Subscriptions	837	1,255	2,000	595	30%	2,000	0%	2,000	0%
56014	Other Operating Supplies	226,498	108,690	230,000	35,599	15%	284,133	24%	272,133	18%
31715-56014	DARE	-	-	-	-	-	-	-	-	-
56017	Copier Costs	74,065	58,055	109,734	26,850	24%	109,734	0%	109,734	0%
56026	Special Events	12,472	21,557	22,940	6,721	29%	37,940	65%	37,940	65%
58200	Capital Outlay	404,821	138,511	36,300	6,965	19%	542,614	1395%	401,164	1005%
Total Operating Expenditures		\$ 23,949,860	\$ 23,966,662	\$ 27,609,540	\$ 12,605,595	46%	\$ 28,112,722	2%	\$ 30,670,770	11%

51100.04 - Overtime: Holiday, Court, Inclement Weather, Staffing, Cycle, On Call, CIT Drop Off Center, Special Events
53100 - Professional Services: Promotional assessment, polygraph, medical/psych./fitness for duty Evals; false alarm billing services; PPE testing; CALEA Accred.; vet services; biohazard disposals.
53300 - Repair & Maintenance: Software/Hardware system maintenance and radar repairs.
55500 - Travel & Training: HRCJA training of new officers; recertification of officers; specialized training for officers
56014 - Other Operating Supplies: ammunition, dog food, recruiting and safety supplies, crime scene processing materials.
56026 - Special Events: Youth Public Safety Academy

Department: Police						
Personnel Summary						
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Chief of Police	1	1	1	1	1
PD308	Deputy Chief of Police	3	3	3	3	3
PD307	Police Captain	5	5	5	5	5
PD306	Police Lieutenant	10	10	10	10	10
PD305	Police Sergeant	24	24	24	24	24
PD301/PD302	Police Recruit/Police Officer/Senior Police					
PD303/PD304	Officer/Master Police Officer	157	157	157	157	157
217	Police Planner	1	1	1	1	1
215	Forensic Supervisor	1	1	1	1	1
214	Administrative Analyst	1	1	1	1	1
211	Records Management Supervisor	1	1	1	1	1
210	Marketing Specialist	-	-	1	1	1
210	Crime Analyst	2	2	2	2	2
208	Forensic Technician	4	4	4	6	5
208	Administrative Specialist	1	1	1	1	1
208	Accounting Associate II	-	-	1	1	1
205	Police Records Technician	13	13	13	16	16
205	Executive Secretary	1	1	1	1	1
204	Secretary	1	1	1	1	1
204	Accounting Technician	1	1	1	1	1
Number of Full-Time Positions		227	227	229	234	233



POLICE DEPARTMENT – EMERGENCY COMMUNICATIONS

DESCRIPTION

The Police – Emergency Communications Division is the Public Safety Answering Point (PSAP) for all landline and wireless non-emergency and 911 calls. The Division receives and dispatches all police and fire and rescue related calls, monitors, and dispatches on-call City agencies, state police, and state game commission agencies. In addition, the Division furnishes information from the National Crime Information Center and Virginia Criminal Information Network relating to wanted persons, license checks, and general broadcasts from all criminal justice agencies across the nation.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	Provide a high level of customer service to citizens. Maintain accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Calls for Service:			
Self-Initiated Calls received from police officers	84,739	85,000	85,000
Calls received from citizens	62,114	62,500	63,000
Number of calls reviewed by supervisors	1,825	1,900	1,950
Percent of calls exceeding or meeting expectations	95%	95%	95%

Division: Police Emergency Communications (Department of Police)

Budget Detail										
Account Number: 100-31400-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 1,014,096	\$ 1,005,944	\$ 1,365,519	\$ 415,432	30%	\$ 1,365,519	0%	\$ 1,531,346	12%
51100.04	Salaries and Wages - Overtime	175,333	220,252	24,857	113,248	456%	200,000	705%	24,857	0%
51100.06	Salaries and Wages - Part-time	30,199	31,207	30,899	17,241	-	30,898	-	31,671	-
52100	FICA	88,352	91,880	108,728	40,249	37%	122,126	12%	121,472	12%
52210	VRS Retirement	108,615	117,135	167,596	49,403	29%	170,280	2%	208,653	24%
52400	Group Life	14,529	13,783	18,298	6,009	33%	18,298	0%	20,520	12%
53100	Professional Services	6,081	7,862	18,850	544	3%	18,850	0%	18,850	0%
53300	Repair and Maintenance	81	-	2,500	-	0%	2,500	0%	2,500	0%
54500	Risk Management	285,576	231,623	224,269	112,134	50%	224,269	0%	279,117	24%
55230	Telecommunications	87,111	86,660	113,974	31,560	28%	113,974	0%	114,041	0%
55310	Employer HDHP Expense	3,750	-	-	-	-	-	-	-	-
55500	Travel and Training	4,343	4,978	9,735	3,165	33%	10,835	11%	10,835	11%
55810	Dues and Association Memberships	236	238	300	238	79%	300	0%	300	0%
56011	Uniforms & Wearing Apparel	3,383	4,580	5,381	1,226	23%	15,531	189%	15,531	189%
56014	Other Operating Supplies	3,561	1,828	4,000	-	0%	6,000	50%	6,000	50%
58200	Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 1,825,246	\$ 1,817,971	\$ 2,094,905	\$ 790,449	38%	\$ 2,299,380	10%	\$ 2,385,694	14%
51100.04 - Overtime: Holiday, Inclement Weather, Staffing										
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
216	PSAP Manager	1	1	1			1	1		
213	Communications Lead Operator	5	5	5			5	5		
212	Senior Communications Operator	-	-	-			-	9		
210	Communications Operator	23	23	23			23	14		
Number of Full-Time Positions		29	29	29			29	29		



POLICE DEPARTMENT - ANIMAL SHELTER MANAGEMENT

DESCRIPTION

The Animal Shelter Management Division of the Suffolk Police Department investigates all reports concerning domestic animals within the City, provides 24 hour services for emergency situations involving animals, houses and cares for all animals coming into the facility in accordance with the Code of Virginia, implements an adoptive and redemptive services program, and educates citizens regarding domestic animal laws and regulations.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Increase the number of adoptions and redemptions. Increase animal transfers through coordination with other rescue organizations. Use social media to provide public information on prevailing animal control issues.

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of adoptions	188	193	198
Number of redemptions	235	238	241
Number of transfers	791	795	799
Number of animal foster homes	26	27	28
Self-Initiated calls for service by animal control staff	2,195	1,234	1,300
Citizen calls for service	2,728	1,880	1,950

Division: Animal Shelter Management (Department of Police)

Budget Detail										
Account Number: 100-35100-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 381,322	\$ 401,770	\$ 402,593	\$ 164,792	41%	\$ 451,528	12%	\$ 461,880	15%
51100.04	Salaries and Wages - Overtime	30,224	23,847	3,286	14,269	434%	25,000	661%	3,286	0%
51100.06	Salaries and Wages - Part-time	19,330	20,407	41,086	10,717	26%	41,086	0%	42,113	3%
52100	FICA	31,717	32,825	34,193	13,943	41%	39,597	16%	38,807	13%
52210	VRS Retirement	41,069	47,301	50,203	20,485	41%	56,306	12%	63,676	27%
52400	Group Life	5,116	5,106	5,395	2,208	41%	6,050	12%	6,189	15%
53000.02	Purchased Services - Road Maintenance (incineration)	22,000	22,000	23,500	11,750	50%	23,500	0%	23,500	0%
53000.16	Purchased Services - Refuse Collection	1,474	1,474	1,500	765	51%	1,500	0%	1,500	0%
53100	Professional Services	64,847	22,287	116,550	14,960	13%	116,550	0%	116,550	0%
53300	Repair and Maintenance	-	1,000	1,000	-	0%	4,000	300%	1,000	0%
54200	Fleet	96,003	82,763	98,359	37,550	38%	98,359	0%	121,790	24%
54500	Risk Management	115,037	88,434	97,883	48,941	50%	88,434	-10%	113,956	16%
55100	Utilities	33,149	27,836	38,000	14,225	37%	38,000	0%	38,000	0%
55230	Telecommunications	2,657	3,186	7,587	1,161	15%	7,587	0%	4,210	-45%
55410	Lease/Rent of Equipment	19,181	19,181	20,562	9,591	47%	20,562	0%	20,562	0%
55500	Travel and Training	-	200	1,000	200	20%	2,000	100%	2,000	100%
55810	Dues and Association Memberships	620	375	580	-	0%	580	0%	580	0%
56001	Office Supplies	1,268	856	1,300	392	30%	1,300	0%	1,300	0%
56011	Uniforms & Wearing Apparel	2,143	1,926	3,500	210	6%	3,500	0%	3,500	0%
56014	Other Operating Supplies	18,565	10,687	28,000	5,408	19%	28,000	0%	28,000	0%
56015	Merchandise for Resale	2,942	2,883	3,000	-	0%	3,000	0%	3,000	0%
56017	Copier Costs	2,652	-	4,874	-	0%	4,874	0%	4,874	0%
58200	Capital Outlay	-	11,000	11,160	-	0%	14,010	26%	14,010	26%
Total Operating Expenditures		\$ 891,313	\$ 827,345	\$ 995,111	\$ 371,568	37%	\$ 1,075,323	8%	\$ 1,114,283	12%
51100.04 - Overtime: Holiday, Inclement Weather, Staffing, On Call										
53100 - Professional Services: Vet services.										
56014 - Other Operating Supplies: pet food and supplies, cleaning supplies.										
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
215	Chief Animal Control Officer	1	1	1			1	1		
215	Animal Shelter Manager	1	1	1			1	1		
206	Animal Control Officer	5	5	5			5	5		
202	Animal Caretaker	3	3	3			5	4		
Number of Full-Time Positions		10	10	10			12	11		



FIRE AND RESCUE

DESCRIPTION

The Suffolk Department of Fire and Rescue provides fire prevention, fire protection, public education, emergency management, and emergency medical care and transportation to the citizens of Suffolk 24 hours per day, 365 days per year. The Fire Prevention Bureau of the Department of Fire and Rescue performs fire prevention and education, commercial fire inspections, new construction plans review in conjunction with the City Building Official, and fire/arson investigations in order to determine cause and origin.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	Enhance departmental efficiency and effectiveness through continuing education and training. Achieve status as an International Accredited Agency through the Commission on Fire Accreditation International by the Center of Public Safety Excellence. Increase staffing levels and fill vacancies to address the continued growth of the City.

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Calls for service	16,151	16,635	16,958
Average Response Time	6:58	7:01	7:04
Number of fires	332	315	330
Plan Reviews	105	532	600
Fire Safety/Inspections	946	1,000	1,500
Investigations	99	130	143
Arson, Bomb Threats, Threats to Burn	25	30	33

Department: Fire and Rescue

Budget Detail										
Account Number: 100-32100-		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change
51100.02	Salaries and Wages	\$ 15,051,214	\$ 14,268,944	\$ 17,437,111	\$ 6,147,772	35%	\$ 18,574,202	7%	\$ 20,546,597	18%
51100.04	Salaries and Wages - Overtime	5,171,640	4,951,413	2,888,031	3,066,460	106%	2,888,031	0%	4,631,309	60%
51100.06	Salaries and Wages - Part-time	460,588	554,898	495,117	204,466	41%	431,750	-13%	437,575	-12%
52100	FICA	1,490,377	1,432,451	1,592,750	676,376	42%	1,674,890	5%	1,959,584	23%
52210	VRS Retirement	1,624,817	1,893,058	2,163,833	1,013,173	47%	2,316,203	7%	2,840,292	31%
52400	Group Life	201,117	203,143	233,657	108,711	47%	248,894	7%	275,324	18%
53000.16	Purchased Services - Refuse Collection	8,331	7,385	9,011	3,762	42%	9,011	0%	9,011	0%
53100	Professional Services	165,272	242,785	181,733	88,758	49%	240,733	32%	240,733	32%
53100.22	Medical Services	54,390	29,049	293,996	61,024	21%	293,996	0%	293,996	0%
53300	Repair and Maintenance	16,286	18,017	55,000	9,807	18%	55,000	0%	55,000	0%
53320	Maintenance Service Contracts	75,840	95,701	176,454	14,375	8%	180,760	2%	180,760	2%
53500	Printing and Binding	232	405	1,160	563	49%	1,160	0%	1,160	0%
54100	Information Technology	1,827,349	1,968,889	2,424,303	1,231,439	51%	2,424,303	0%	2,576,289	6%
54200	Fleet	1,731,038	1,819,524	1,953,598	1,042,203	53%	1,953,598	0%	2,134,450	9%
54500	Risk Management	3,776,388	3,060,127	3,140,066	1,570,033	50%	3,140,066	0%	3,859,285	23%
55100	Utilities	210,244	217,321	220,262	98,285	45%	220,626	0%	220,626	0%
55210	Postal Services	402	797	850	161	19%	850	0%	850	0%
55230	Telecommunications	89,380	90,188	98,081	39,116	40%	98,081	0%	137,436	40%
55310	Employer HDHP Expense	63,792	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	165,679	165,679	176,988	82,840	47%	176,988	0%	176,988	0%
55440	Fire Hydrant Rental	140,000	140,000	200,000	100,000	50%	200,000	0%	200,000	0%
55500	Travel and Training	69,703	65,126	180,051	78,813	44%	193,351	7%	193,351	7%
55645	Four for Life - EMS Support	* 84,044	101,929	88,573	52,458	59%	88,573	0%	87,147	-2%
55700	VFD Operations	12,500	13,182	62,500	6,250	10%	62,500	0%	62,500	0%
55810	Dues and Association Memberships	21,144	21,446	22,077	20,102	91%	22,077	0%	22,077	0%
55843	Fire Programs Fund Expense	* 146,359	89,651	322,355	-	0%	322,355	0%	342,357	6%
56001	Office Supplies	4,550	7,014	5,060	3,366	67%	5,560	10%	5,560	10%
56007	Repair and Maintenance Supplies	58,076	19,650	15,000	14,851	99%	15,000	0%	15,000	0%
56007.12	Educational Supplies	2,527	6,609	10,500	7,699	73%	10,500	0%	10,500	0%
56011	Uniforms & Wearing Apparel	497,091	529,197	343,624	96,805	28%	381,024	11%	381,024	11%
56012	Books and Subscriptions	3,401	1,496	1,830	865	47%	21,640	1083%	21,640	1083%
56014	Other Operating Supplies	122,531	118,860	130,000	111,012	85%	146,500	13%	146,500	13%
56017	Copier Costs	36,242	23,443	48,002	10,985	23%	48,002	0%	48,002	0%
58200	Capital Outlay - Additions	33,159	294,592	258,000	81,545	32%	442,901	72%	442,901	72%
Total Operating Expenditures		\$ 33,415,702	\$ 32,451,971	\$ 35,229,936	\$ 16,044,073	46%	\$ 36,889,125	5%	\$ 42,555,825	21%

51100.04 - Overtime: Holiday, FLSA, Inclement Weather, Special Events
51100.06 - Part-time: EMS Paramedics
53100 - Professional Services: Dept. of Forestry contracts for forest fire prevention & suppression; independent ladder testing services & EMS billing; firefighter entrance testing.
53100.22 - Medical Services: OSHA required annual medical eval.'s & medical director services.
55440 - Fire Hydrant Rental: Fire hydrant rentals and maintenance charges from Public Utilities.
56007 - Repair & Maintenance Supplies: Supplies to maintain building facilities, tools and equipment.
56014 - Other Operating Supplies: Medical supplies, emergency food supplies, & janitorial supplies for facilities.
*** Amounts for Four for Life and Fire Programs are estimates of grant funds to be received and are offset by anticipated revenues in the General Fund.**

Department: Fire and Rescue

Personnel Summary						
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	Fire Chief	1	1	1	1	1
FR311	Deputy Fire Chief	3	3	3	3	3
	Fire Marshal	1	1	1	1	-
FR309	Battalion Chief	7	7	8	9	9
FR308	Fire Captain	19	20	22	26	25
FR308	Deputy Emergency Management Coordinator	1	1	1	1	1
FR307	Fire Lieutenant	33	35	36	39	39
	Firefighter Recruit/Firefighter-AEMT/Senior					
FR301/FR302/FR303	Firefighter-AEMT/Firefighter EMT					
FR304/FR305/FR306	Intermediate/Firefighter Paramedic/Master					
	Firefighter-AEMT/Master Firefighter Paramedic	203	203	217	230	230
FR305	Public Education Specialist - Fire Investigator	1	1	1	1	1
214	Fire Protection Plans Reviewer	-	1	1	1	1
214	Administrative Analyst	1	1	1	1	1
208	Accounting Associate II	1	1	1	1	1
207	Planning Technician	-	1	1	1	1
205	Executive Secretary	1	1	1	1	1
203	Office Assistant	2	2	2	3	2
202	Storeroom Clerk	-	-	-	1	-
Number of Full-Time Positions		274	279	297	320	316



FIRE AND RESCUE – EMERGENCY MANAGEMENT

DESCRIPTION

The Emergency Management Division of the Suffolk Department of Fire and Rescue is responsible for disaster preparedness and seeks to lessen the impact of natural and man-made disasters on the Suffolk community through effective mitigation, planning, emergency response, and recovery. This is accomplished through a comprehensive all-hazards emergency management program aimed at coordinating local, state, and federal resources during a disaster.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Public Safety	<p>Administer a comprehensive all-hazards emergency management program aimed at coordinating local, state, federal, and private resources to address natural and man-made disasters through prevention, preparedness, response, recovery, and mitigation.</p> <p>Prepare, prevent, respond, and recover from COVID-19 by working with federal, state, local, and community partners.</p> <p>Provide emergency management educational outreach to citizens and businesses.</p> <p>Establish and strengthen local and regional emergency management relationships through public/private partnerships.</p> <p>Complete all work elements required by the Local Emergency Management Performance Grant.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of training exercises held	3	2	3
Percent of City staff receiving emergency management class	100%	100%	100%
Percent compliance with state/federal mandates	100%	100%	100%

Division: Emergency Management (Department of Fire & Rescue)

Budget Detail											
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023		
Account Number: 100-35500-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
54100	Information Technology	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	
55210	Postal Services	-	-	50	-	0%	50	0%	50	0%	
55230	Telecommunications	2,512	5,179	11,947	2,291	19%	11,947	0%	5,547	-54%	
55500	Travel and Training	2,000	2,258	3,000	1,618	54%	6,000	100%	6,000	100%	
55810	Dues and Association Memberships	270	520	520	75	14%	520	0%	520	0%	
56001	Office Supplies	-	-	1,250	-	0%	1,250	0%	1,250	0%	
56014	Other Operating Supplies	671	-	1,500	-	0%	1,500	0%	1,500	0%	
58200	Capital Outlay	1,516	-	-	-	-	-	-	-	-	
Total Operating Expenditures		\$ 6,969	\$ 7,957	\$ 18,267	\$ 3,984	22%	\$ 21,267	16%	\$ 14,867	-19%	



WESTERN TIDEWATER REGIONAL JAIL AUTHORITY

DESCRIPTION

The Western Tidewater Regional Jail Authority is a regional partnership of the cities of Suffolk and Franklin, and the counties of Isle of Wight and Southampton, which provides incarceration services to enhance the safety and security of the residents of these localities. The City of Suffolk supports the regional jail's operations through a local funding contribution based on the inmate population served.

Department: Western Tidewater Regional Jail

Budget Detail										
Account Number: 100-33200-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change	
57001 Required Jurisdiction Contribution	\$ 4,297,658	\$ 4,492,631	\$ 4,492,631	\$ 2,246,316	50%	\$ 4,644,332	3%	\$ 4,644,332	3%	
Total Operating Expenditures	\$ 4,297,658	\$ 4,492,631	\$ 4,492,631	\$ 2,246,316	50%	\$ 4,644,332	3%	\$ 4,644,332	3%	
Above represents required local contribution to operate the regional jail facility. Local jurisdiction costs are apportioned based on % of local inmate population.										



PUBLIC WORKS - ADMINISTRATION

DESCRIPTION

The Department of Public Works provides a wide range of services in support of the economic vitality and quality of life of the City of Suffolk and its citizens including fleet management, refuse collection, stormwater and mosquito control, roadway maintenance, traffic engineering, and transit services.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Deliver high quality programs and services within allocated resources. Protect health and safety by providing exceptional and cost-effective solid waste collection and disposal. Provide safe roads and adequate traffic signals for quality transportation and travel options. Provide for citizen engagement and feedback regarding department programs, services, and projects.

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Average time to repair reported potholes	72 hrs	72 hrs	72 hrs
Priority 1 traffic signal requests repaired within 4 hours	100%	100%	100%
Tons of refuse collected	46,905	50,000	53,000
Tons of curbside recycling collected	6,085	6,300	6,600
Transit ridership	106,739	98,849	91,303

Department: Public Works - Administration

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
Account Number: 100-41100-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 239,784	\$ 272,032	\$ 254,844	\$ 142,617	56%	\$ 270,532	6%	\$ 307,382	21%
51100.04	Salaries and Wages - Overtime	-	-	-	-	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	-	-	-	-	-	-	-	-	-
52100	FICA	17,664	20,149	19,496	10,712	55%	20,696	6%	23,515	21%
52210	VRS Retirement	17,317	20,515	31,779	3,736	12%	33,735	6%	42,665	34%
52400	Group Life	2,173	1,972	3,415	309	9%	3,625	6%	4,119	21%
53000.02	Purchased Services - RM Dirt Roads	94,108	154,419	155,000	99,353	64%	175,000	13%	175,000	13%
53000.06	Purchased Services - Stormwater - Engineering	413,846	475,052	475,000	214,706	45%	495,000	4%	495,000	4%
53000.43	Purchased Services - RM Salary Allocation	12,709	8,007	19,216	9,608	50%	21,041	9%	21,041	9%
53000.44	Purchased Services - RM Streetlight Installation	20,000	20,000	20,000	-	0%	30,000	50%	30,000	50%
53000.45	Purchased Services - RM Impact Analysis	15,000	15,000	15,000	-	0%	15,000	0%	15,000	0%
53100	Professional Services	25,593	11,863	24,000	1,080	4%	45,000	88%	45,000	88%
53130	Landfill Closure Monitoring	3,041	3,041	-	-	-	-	-	-	-
53600	Advertising	1,013	1	1,000	-	0%	1,000	0%	1,000	0%
54100	Information Technology	9,922	10,501	24,433	11,844	48%	24,433	0%	28,424	16%
54200	Fleet	3,108	1,479	5,030	468	9%	5,030	0%	5,030	0%
54500	Risk Management	22,187	24,961	25,225	12,613	50%	25,225	0%	31,166	24%
55210	Postal Services	201	106	300	41	14%	300	0%	300	0%
55230	Telecommunications	3,450	5,282	3,707	2,447	66%	5,300	43%	5,230	41%
55310	Employer HDHP Expense	2,500	-	-	-	-	-	-	-	-
55500	Travel and Training	84	100	1,200	-	0%	1,200	0%	1,200	0%
55810	Dues and Association Memberships	444	460	960	415	43%	950	-1%	950	-1%
56001	Office Supplies	616	1,626	1,500	-	0%	1,500	0%	1,500	0%
56012	Books and Subscriptions	244	16	250	-	0%	250	0%	250	0%
56014	Other Operating Supplies	-	-	-	3	-	-	-	-	-
56017	Copier Costs	877	-	1,399	-	0%	1,399	0%	1,399	0%
Total Operating Expenditures		\$ 905,883	\$ 1,046,582	\$ 1,082,753	\$ 509,951	47%	\$ 1,176,216	9%	\$ 1,235,170	14%
53000 - Purchased Services: To cover misc. local transportation needs outside VDOT reimbursement regulations and engineering services. 53100 - Professional Services: Surveying / Engineering services.										
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget			2022-2023 Requested			2022-2023 Recommended
	Director of Public Works	1	1	1			1			1
220	Public Works Fund Manager	1	1	1			1			1
205	Executive Secretary	1	1	1			1			1
Number of Full-Time Positions		3	3	3			3			3



CAPITAL PROGRAMS AND FACILITIES

DESCRIPTION

The Department of Capital Programs and Facilities is responsible for the administration and management of capital projects, building maintenance, and custodial functions. As part of its capital project management functions, the Department coordinates with City departments, user groups, and approval agencies; develops project plans and budgets; oversees land acquisition, consultant selection, contract negotiation and monitoring, architectural and engineering consultants and contractors; and manages contract payments, fees, and project expenditures. The Department’s building maintenance and custodial functions include general building maintenance and custodial services, HVAC systems maintenance, and the repair of electrical, plumbing, and other building systems.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Efficiently implement City capital projects within established budgets. Encourage citizen engagement and efficient service delivery through municipal capital projects. Collaborate with Suffolk Public Schools to implement projects that support growth and enhancement of public education.

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Building Maintenance and Custodial:			
Number of buildings maintained	46	47	48
Square footage of buildings maintained	1,080,000	1,095,000	1,122,000
Service Requests:			
Building Maintenance	2,300	2,350	2,400
Custodial	1,400	1,450	1,525
Average Response Time to service requests	1 day	1 day	1 day

Department: Capital Programs & Facilities

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-43250		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 988,205	\$ 1,060,279	\$ 1,104,018	\$ 515,790	47%	\$ 1,104,018	0%	\$ 1,353,220	23%
51100.04	Salaries and Wages - Overtime	27,195	33,342	-	22,250	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	114,796	123,163	173,744	36,399	21%	173,744	0%	138,695	-20%
52100	FICA	81,938	89,090	97,749	42,060	43%	97,749	0%	114,132	17%
52210	VRS Retirement	104,670	123,601	137,671	63,215	46%	137,671	0%	187,827	36%
52400	Group Life	12,591	12,494	14,794	6,402	43%	14,794	0%	18,133	23%
53000.16	Purchased Services - Refuse Collection	12,526	10,344	11,322	5,243	46%	11,322	0%	11,322	0%
53100	Professional Services	18,797	780	-	-	-	-	-	-	-
53300	Repair and Maintenance	192,572	257,780	210,000	99,372	47%	230,000	10%	230,000	10%
53320	Maintenance Service Contracts	515,407	521,030	550,000	416,565	76%	690,000	25%	690,000	25%
54100	Information Technology	148,829	157,512	183,247	88,834	48%	183,247	0%	213,176	16%
54200	Fleet	83,519	78,017	84,421	28,869	34%	84,421	0%	88,800	5%
54500	Risk Management	480,146	452,122	417,513	208,757	50%	417,513	0%	503,266	21%
55100	Utilities	568,833	517,376	645,000	289,431	45%	645,000	0%	645,000	0%
55210	Postal Services	40	32	100	-	0%	100	0%	100	0%
55230	Telecommunications	12,014	17,144	16,250	6,197	38%	16,250	0%	16,494	2%
55310	Employer HDHP Expense	3,385	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	418,941	419,170	534,515	208,565	39%	534,515	0%	534,515	0%
55500	Travel and Training	-	-	10,000	1,200	12%	12,000	20%	12,000	20%
56001	Office Supplies	710	729	2,000	848	42%	3,000	50%	2,000	0%
56011	Uniforms & Wearing Apparel	19,281	17,109	16,000	8,260	52%	18,000	13%	18,000	13%
56014	Other Operating Supplies	297,652	195,029	285,000	95,760	34%	285,000	0%	285,000	0%
56017	Copier Costs	5,712	3,910	9,190	1,896	21%	9,190	0%	9,190	0%
58200	Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 4,107,761	\$ 4,090,052	\$ 4,502,534	\$ 2,145,912	48%	\$ 4,667,534	4%	\$ 5,070,870	13%
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Requested	Change	Recommended	Change	Recommended	Change
	Director of Capital Programs & Buildings	1	1	1	1		1		1	
222	Assistant Director of Capital Programs & Buildings	1	1	1	1		1		1	
218	Physical Security Administrator	-	-	-	1		1		1	
214	Building Superintendent	1	1	1	1		1		1	
210	Facilities Inspector	1	1	1	1		1		1	
209	Building Maintenance Technician	4	4	5	6		6		6	
208	General Services Supervisor	1	1	1	1		1		1	
207	Custodial Supervisor	2	2	2	2		2		2	
205	Executive Secretary	1	1	1	1		1		1	
204	Secretary	1	1	-	-		-		-	
202	Custodial Worker	12	12	12	12		12		12	
Number of Full-Time Positions		25	25	25	27		27		27	



SOCIAL SERVICES

DESCRIPTION

The Department of Social Services administers a variety of federal and local financial assistance and human services programs. The Department’s services are categorized into five broad service areas: Financial Services, Employment Services, Foster Care Services, Child/Adult Prevention/Protection Services, and Community Corrections.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Protect vulnerable children and the elderly from abuse/neglect by responding to 98% of valid investigative reports within state mandated guidelines. Exceed the 95% state target for timely response to first contacts for child protective services. Process benefit applications in a timely manner in accordance with state standards. Focus on preventative measures to decrease the number of children entering into foster care.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of persons/households receiving SNAP assistance	10,684	10,800	11,000
Percent of eligible households receiving SNAP assistance	81%	81%	81%
Number of persons/households receiving TANF benefits	500	534	534
Number of TANF children receiving childcare subsidies	64	85	85
Number of recipients receiving Medicaid benefits	22,178	22,500	23,000
Number of children in foster care	42	45	47
Average annual cost per foster care case	\$19,712	\$20,415	\$21,215
Percent of TANF recipients in employment programs	59%	60%	60%
Number of visitors to Suffolk Workforce Development Center	N/A	12,000	15,000

Department: Social Services

Budget Detail										
Account Number: 100-53100-		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change
51100.02	Salaries and Wages	\$ 4,791,342	\$ 4,897,514	\$ 5,209,205	\$ 2,450,511	47%	\$ 5,351,792	3%	\$ 5,486,992	5%
51100.04	Salaries and Wages - Overtime	161,949	34,376	-	29,829	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	364,898	390,337	538,686	172,374	32%	577,323	7%	552,153	2%
51100.27	Leave Compensation	86,241	42,836	100,000	28,858	29%	100,000	0%	100,000	0%
52100	FICA	393,817	393,314	447,364	196,986	44%	453,577	1%	469,645	5%
52210	VRS Retirement	517,990	588,252	649,588	302,665	47%	667,368	3%	761,594	17%
52400	Group Life	64,547	63,364	69,803	32,693	47%	71,714	3%	73,526	5%
52600	Unemployment	-	-	19,490	-	0%	19,490	0%	19,490	0%
53100	Professional Services	16,697	16,417	34,365	9,738	28%	34,365	0%	34,365	0%
53300	Repair and Maintenance	3,685	1,276	10,000	600	6%	10,000	0%	10,000	0%
54100	Information Technology	604,895	640,162	725,369	349,350	48%	725,369	0%	833,646	15%
54200	Fleet	42,087	33,981	44,898	21,028	47%	44,898	0%	52,451	17%
54500	Risk Management	1,093,606	828,519	817,175	408,587	50%	817,175	0%	993,095	22%
55210	Postal Services	29,853	29,884	70,000	7,813	11%	70,000	0%	70,000	0%
55230	Telecommunications	46,405	62,424	69,917	28,763	41%	69,917	0%	153,872	120%
55300	Insurance and Bonds	767	2,857	-	-	-	-	-	-	-
55310	Employer HDHP Expense	23,656	-	-	-	-	-	-	-	-
55420	Lease/Rent of Building	1,221,700	1,205,887	1,231,240	142,740	12%	1,231,240	0%	1,231,240	0%
55500	Travel and Training	10,235	6,855	30,000	3,142	10%	30,000	0%	30,000	0%
55667	Early Childhood Development Commission	43,841	48,730	-	-	-	-	-	-	-
55676	Summer Youth Program	66,758	-	140,000	-	0%	140,000	0%	140,000	0%
55677	Suffolk Workforce Development	5,373	921	20,000	2,575	13%	65,000	225%	20,000	0%
55701.02	Auxiliary Assistance - Blind, Aged & Disabled	208,073	212,612	225,000	110,384	49%	250,000	11%	250,000	11%
55701.04	Aid to Dependent Children	-	1,000	2,500	1,572	63%	2,500	0%	2,500	0%
55701.06	Aid to Dependent Children - Foster Care	520,708	632,623	525,000	256,238	49%	525,000	0%	525,000	0%
55701.08	Fuel Assistance	-	-	500	-	0%	500	0%	500	0%
55701.10	Healthy Families	40,000	40,000	50,000	-	0%	50,000	0%	50,000	0%
55701.14	Title XX Purchased Services	210,763	179,847	275,000	122,482	45%	275,000	0%	275,000	0%
55701.16	Adoption Payments	348,744	304,706	400,000	171,222	43%	400,000	0%	400,000	0%
55701.18	Employment Services Program	42,407	5,493	100,000	4,499	4%	100,000	0%	100,000	0%
55701.24	General Relief	10,000	12,250	15,000	6,500	43%	15,000	0%	15,000	0%
55810	Dues and Association Memberships	2,045	1,984	2,025	1,457	72%	2,025	0%	2,025	0%
56001	Office Supplies	37,003	30,252	80,000	10,136	13%	80,000	0%	80,000	0%
56017	Copier Costs	105,208	65,486	155,958	30,424	20%	155,958	0%	155,958	0%
Total Operating Expenditures		\$ 11,115,294	\$ 10,774,157	\$ 12,058,083	\$ 4,903,167	41%	\$ 12,335,211	2%	\$ 12,888,052	7%

Above costs are offset by estimated State/Federal Revenues of: \$7,857,545

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	Director of Social Services	1	1	1	1	1
222	Assistant Director of Social Services	2	2	2	2	2
219	Administrative Services Manager	1	1	1	1	1
216	Social Services Information Technology Administrator	1	1	1	1	1
216	Family Services Worker Supervisor II	4	4	4	4	4
214	Financial Services Coordinator	5	5	5	5	5
209/212/214	Family Services Worker I-III	27	27	28	30	29
213	Workforce Center Coordinator	1	1	1	1	1
212	Safety Officer II	4	4	4	4	4
211	ECDC Coordinator	1	1	-	-	-
207/209/210	Financial Services Case Manager I-III	34	34	34	35	35
	Clerical Support Supervisor	1	-	-	-	-
210	Clerical Support Manager	-	1	1	1	1
205/208	Accounting Associate I-II	-	1	4	4	4
207	Senior Accounting Technician	1	1	-	-	-
207	Fraud Investigator	1	1	1	1	1
204	Lead Screening Clerk	-	2	2	2	2
204	Accounting Technician	3	2	-	-	-
203	Screening Clerk	14	11	11	11	11
203	Office Assistant	1	2	2	2	2
Number of Full-Time Positions		102	102	102	105	104



SOCIAL SERVICES – CHILDREN’S SERVICES ACT

DESCRIPTION

The Children’s Services Act (CSA) was implemented by state legislation as a collaborative system of services and funding that is to be child-centered, family-focused, and community-based when addressing the strengths and needs of troubled and at-risk youth and their families. The CSA is administered by a City Council appointed board comprised of representatives from Social Services, Juvenile Court Services, the Community Services Board, the Health Department, Public Schools, the Police Department, a Private and Public Provider, and Parent Representative. The Department of Social Services serves as the fiscal agent and supervises the CSA Division staff.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Maintain the average cost per day for CSA services at or below the average state cost per service.</p> <p>Schedule reviews of 95% of eligible participants within 30 days of receipt of appointment requests.</p> <p>Direct parental referrals to appropriate member agencies and/or facilitate intake through CSA office within 30 days of request.</p> <p>Continue partnering with Suffolk Public Schools to enhance attendance and behavior of children by participation of school representatives on CSA teams.</p> <p>Explore new community-based services and providers in order to expand these resources and reduce the number of children placed in residential care.</p>

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of children receiving CSA services	70	72	75
Average cost per day for CSA services	\$33,000	\$33,000	\$34,000

Department: Children's Services Act

Budget Detail										
Account Number: 100-53500-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 123,850	\$ 128,704	\$ 130,756	\$ 65,379	50%	\$ 130,756	0%	\$ 136,137	4%
51100.04	Salaries and Wages - Overtime	620	1,005	-	-	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	24,224	26,175	35,551	16,667	47%	35,559	0%	36,440	2%
52100	FICA	9,105	11,457	12,723	6,059	48%	12,723	0%	13,202	4%
52210	VRS Retirement	13,334	15,676	16,305	8,153	50%	16,305	0%	18,896	16%
52400	Group Life	1,662	1,685	1,752	876	50%	1,752	0%	1,824	4%
53000.08	CSA Purchased Services	2,157,293	2,318,223	2,300,000	609,348	26%	2,400,000	4%	2,400,000	4%
54500	Risk Management	21,516	16,329	15,467	7,733	50%	15,467	0%	19,249	24%
55310	Employer HDHP Expense	750	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 2,352,353	\$ 2,519,254	\$ 2,512,554	\$ 714,215	28%	\$ 2,612,562	4%	\$ 2,625,748	5%

Personnel Summary						
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
131	CSA Coordinator	1	1	1	1	1
126	CSA Management Specialist	1	1	1	1	1
Number of Full-Time Positions		2	2	2	2	2

Above costs are offset by estimated State Revenues of: \$1,629,899



SUFFOLK HEALTH DEPARTMENT

DESCRIPTION

The Suffolk Health Department is part of the Western Tidewater Health District which includes Isle of Wight County, Southampton County, the City of Franklin, and the City of Suffolk. The Health Department aims to achieve and maintain personal and community health by emphasizing health promotion, disease prevention, and environmental protection.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Leisure, Health, and Wellness	Increase the number of teens served in family planning clinics and in community education settings. Increase the enrollment and participation of WIC clients. Enter 100% of immunization records for children less than six years old into the state registry system Percent of food establishments inspected by due date.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of teens served in family planning clinics	7	20	30
Number of clients in WIC program	1,393	1,400	1,400
Percent of immunization data entered into state registry	100%	100%	100%
Percent of food establishments inspected by due date	N/A	60%	60%
Number of food establishment inspections	N/A	600	600

Department: Support of Western Tidewater Health District

Budget Detail										
Account Number: 100-51100-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change	
55610 Transfer to Western Tidewater Health District	\$ 895,655	\$ 920,000	\$ 1,095,655	\$ 547,828	50%	\$ 1,189,651	9%	\$ 1,189,651	9%	
Total Operating Expenditures	\$ 895,655	\$ 920,000	\$ 1,095,655	\$ 547,828	50%	\$ 1,189,651	9%	\$ 1,189,651	9%	



WESTERN TIDEWATER COMMUNITY SERVICES BOARD

DESCRIPTION

The Western Tidewater Community Services Board provides ongoing mental health, substance abuse, and mental retardation related services to the children and families of the City of Suffolk. Treatment services include ongoing medical, counseling, and support services. Most of the Western Tidewater Community Services Board’s consumers are underinsured families with children and adult members suffering from chronic and pervasive disabilities.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Leisure, Health, and Wellness	<p>Oversee the implementation of the crisis receiving center and adult crisis stabilization unit.</p> <p>Integrate suicide risk screening in public and private partners standard practices to assist with the reduction of suicide rates.</p> <p>Establish basic framework for implementing Marcus alert protocols across the service area including law enforcement, emergency medical services, and public safety answering points.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of citizens receiving mental health services	1,735	1,740	1,745
Number of citizens receiving intellectual disability services	309	312	312
Number of citizens receiving substance abuse services	91	150	160
Number of citizens receiving assessment/emergency services	569	575	580
Total citizens served	2,673	2,771	2,797

Department: Support of Western Tidewater Community Service Board

Budget Detail											
Account Number: 100-52100-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Change	2022-2023 Recommended	% Change		
55620 Transfer to Western Tidewater CSB	\$ 307,330	\$ 363,021	\$ 474,404	\$ 237,202	50%	\$ 651,931	37%	\$ 550,000	16%		
Total Operating Expenditures	\$ 307,330	\$ 363,021	\$ 474,404	\$ 237,202	50%	\$ 651,931	37%	\$ 550,000	16%		



SCHOOL SUPPORT

DESCRIPTION

Each year, the Suffolk City Council appropriates local funding in support of Suffolk Public Schools operating expenses as well as the Suffolk School Administration office lease. This funding is used by the school division for the operation of its 11 elementary schools, 5 middle schools, 3 high schools, an alternative school, and the College and Career Academy at Pruden. The City also funds schools capital projects approved in the Capital Projects Fund budget and debt service for schools capital projects in the City's Debt Service Fund budget. This funding is not included in the local funding provided for school operating expenses.

Department: Support of Schools

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-60010-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
55420	Local Support for Lease/Rent of Building	\$ 534,719	\$ 474,324	\$ 442,979	\$ 221,490	50%	\$ 442,979	0%	\$ 442,979	0%
55640	Support of Schools	57,571,960	65,052,422	65,332,201	26,132,880	40%	67,332,201	3%	67,332,201	3%
Total Operating Expenditures		\$ 58,106,679	\$ 65,526,746	\$ 65,775,180	\$ 26,354,370	40%	\$ 67,775,180	3%	\$ 67,775,180	3%
Total School Fund Revenues:										
State / Federal / Other							\$ 165,202,436	26%	\$ 165,202,436	26%
Transfer from General Fund - Local Support							67,332,201	3%	67,332,201	3%
							<u>232,534,637</u>		<u>232,534,637</u>	
Local Support for Lease/Rent of Building							442,979		442,979	
Total Operating Revenues:							\$ 232,977,616	18%	\$ 232,977,615	18%
Total School Fund Expenditures:										
Instruction							\$ 180,689,085	21%	\$ 180,689,085	21%
Administration and Attendance							4,635,574	23%	4,635,574	23%
Health and Psychology							3,045,403	18%	3,045,403	18%
Pupil Transportation							9,223,409	5%	9,223,409	5%
Operation and Maintenance							17,726,887	7%	17,726,887	7%
Food Services							8,408,764	6%	8,408,764	6%
Technology							8,805,515	11%	8,805,515	11%
Local Support - Lease / Rent of Building							442,979	0%	442,979	0%
<i>Local Support Reduction to REQUEST:</i>							-	-	-	-
Total Operating Expenses:							\$ 232,977,616	18%	\$ 232,977,616	18%



PARKS AND RECREATION

DESCRIPTION

The Department of Parks and Recreation provides a variety of high quality recreational and leisure programs for the citizens of Suffolk. The Department is responsible for maintaining over 1,800 acres of parkland including four regional parks, 21 community parks, 14 athletic fields, and 60 city gateways; administration of the East Suffolk Recreation Center, Whaleyville Community Center, and 6 joint-use recreational facilities; the Office on Youth; and the Suffolk Art Gallery. The Department is organized into the divisions of Administration; Parks, Gateways, and Facilities Maintenance; and Recreation.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Leisure, Health, and Wellness	<p>Provide quality youth and adult programs at a fair price.</p> <p>Continue to replace old playgrounds throughout the City to meet the needs of all of our citizens.</p> <p>Open the Bennetts Creek Recreation Center to provide recreation and fitness programs to more citizens.</p> <p>Continue to partner with Suffolk Public Schools to offer out of school programs.</p>

PERFORMANCE MEASURES

	FY 21	FY 22	FY 23
	Actual	Projected	Estimated
Number of regional park visitors	402,206	500,000	515,000
Number of recreation and community center members	12,678	35,910	36,000
Youth Athletic Program participation	541	2,700	2,800
Adult Athletic Program participation	852	875	875
Senior Program participation	263	1,000	1,500
Before and After School Program participation	456	1,500	2,100
Youth Prevention Program participation	572	1,000	1,200
Therapeutic Program participation	10	30	55
Special Event Applications processed	11	40	45

Department: Parks and Recreation - Administration

Budget Detail										
Account Number: 100-71100-										
	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023		
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
51100.02 Salaries and Wages	\$ 744,001	\$ 752,052	\$ 801,686	\$ 380,090	47%	\$ 801,686	0%	\$ 902,469	13%	
51100.04 Salaries and Wages - Overtime	2,546	1,617	-	1,204	-	-	-	-	-	
51100.06 Salaries and Wages - Part-time	18,238	21,270	92,123	9,033	10%	119,976	30%	122,975	33%	
52100 FICA	55,458	56,668	68,376	28,460	42%	70,507	3%	78,446	15%	
52210 VRS Retirement	80,447	93,582	99,779	46,963	47%	99,970	0%	125,263	26%	
52400 Group Life	7,361	8,032	10,743	3,746	35%	10,743	0%	12,093	13%	
53100 Professional Services	1,332	1,910	-	-	-	3,600	-	3,600	-	
53300 Repair and Maintenance	750	229	2,000	-	0%	2,600	30%	2,600	30%	
53500 Printing and Binding	7,588	6,408	10,000	2,075	21%	12,000	20%	12,000	20%	
53600 Advertising	6,795	11,364	15,600	6,935	44%	16,000	3%	16,000	3%	
54100 Information Technology	687,059	764,923	722,445	362,881	50%	722,445	0%	820,751	14%	
54200 Fleet	16,542	10,741	21,049	5,338	25%	21,049	0%	17,415	-17%	
54500 Risk Management	743,306	596,878	596,097	298,049	50%	596,097	0%	784,760	32%	
55100 Utilities	1,959	388	11,000	-	0%	11,000	0%	11,000	0%	
55210 Postal Services	1,023	709	2,000	713	36%	2,000	0%	2,000	0%	
55230 Telecommunications	57,716	52,569	60,371	22,925	38%	60,371	0%	60,331	0%	
55310 Employer HDHP Expense	4,771	-	-	-	-	-	-	-	-	
55500 Travel and Training	7,058	8,951	12,500	2,659	21%	19,000	52%	19,000	52%	
55810 Dues and Association Memberships	2,636	3,209	3,150	2,727	87%	3,150	0%	3,150	0%	
56001 Office Supplies	6,762	5,115	7,600	1,754	23%	7,600	0%	7,600	0%	
56011 Uniforms & Wearing Apparel	242	-	750	-	0%	750	0%	750	0%	
56012 Books and Subscriptions	384	-	500	65	13%	500	0%	500	0%	
56014 Other Operating Supplies	12,218	19,749	20,000	6,573	33%	30,330	52%	30,330	52%	
56017 Copier Costs	54,316	32,780	72,755	15,958	22%	72,755	0%	72,755	0%	
56026 Special Events	145,853	210,925	200,725	88,949	44%	329,675	64%	329,675	64%	
Total Operating Expenditures	\$ 2,666,361	\$ 2,660,068	\$ 2,831,249	\$ 1,287,097	45%	\$ 3,013,804	6%	\$ 3,435,463	21%	

53600 - Advertising: Marketing for classes, exhibits, and special events.
56014 - Other Operating Supplies: Supplies for exhibits and programs.
56026 - Special Events: Special events supported by sponsorships and fees of \$25,250.

Personnel Summary						
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Director of Parks & Recreation	1	1	1	1	1
222	Assistant Director of Parks & Recreation	1	1	1	1	1
218	Senior Planner	1	1	1	1	1
216	Business Manager	1	1	1	1	1
214	Youth Outreach Coordinator	1	1	1	1	1
212	Recreation Supervisor	3	3	3	3	3
210	Marketing Specialist	-	1	1	1	1
209	Superintendent of Cemeteries	-	-	-	1	1
208	Therapeutic Recreation Specialist	1	1	1	1	1
205	Executive Secretary	1	1	1	1	1
205	Accounting Associate I	1	1	1	1	1
203	Office Assistant	2	1	1	1	1
Number of Full-Time Positions		13	13	13	14	14

Department: Parks and Recreation - Parks, Gateways, and Facility Maintenance

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
Account Number: 100-71200-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 832,810	\$ 866,305	\$ 892,971	\$ 415,121	46%	\$ 1,028,673	15%	\$ 1,108,731	24%
51100.04	Salaries and Wages - Overtime	29,960	21,316	17,389	27,944	161%	17,389	0%	17,389	0%
51100.06	Salaries and Wages - Part-time	270,156	212,581	277,649	55,565	20%	129,503	-53%	132,741	-52%
52100	FICA	82,696	80,607	90,883	36,655	40%	89,931	-1%	96,303	6%
52210	VRS Retirement	89,811	104,825	111,353	51,719	46%	128,276	15%	153,892	38%
52400	Group Life	11,588	11,988	11,966	5,756	48%	13,784	15%	14,857	24%
53000.16	Purchased Services - Refuse Collection	44,572	27,930	53,500	28,202	53%	53,500	0%	53,500	0%
53000.46	Purchased Services - RM Banners	6,270	7,739	6,000	1,446	24%	7,000	17%	7,000	17%
53100	Professional Services	8,334	15,237	-	-	-	-	-	-	-
53300	Repair and Maintenance	83,832	73,881	130,000	47,527	37%	150,000	15%	150,000	15%
53320	Maintenance Service Contracts	494,975	515,268	584,000	314,521	54%	619,000	6%	619,000	6%
54200	Fleet	556,551	491,609	635,762	245,205	39%	635,762	0%	658,600	4%
55100	Utilities	264,458	195,227	348,000	125,071	36%	475,000	36%	475,000	36%
55310	Employer HDHP Expense	3,750	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	2,500	-	5,000	128	3%	10,000	100%	5,000	0%
55500	Travel and Training	4,311	3,687	5,000	3,609	72%	6,000	20%	6,000	20%
56001	Office Supplies	51	361	1,000	-	0%	1,500	50%	1,000	0%
56011	Uniforms & Wearing Apparel	37,099	34,181	44,000	11,287	26%	49,000	11%	49,000	11%
56014	Other Operating Supplies	101,418	91,052	105,000	56,911	54%	125,000	19%	115,000	10%
56026	Special Events	-	-	10,000	1,597	16%	7,950	-21%	7,950	-21%
58200	Capital Outlay	13,980	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 2,939,121	\$ 2,753,793	\$ 3,329,473	\$ 1,428,265	43%	\$ 3,547,268	7%	\$ 3,670,963	10%

53320 - Maintenance Service Contracts: Grass cutting, security service.
 56014 - Other Operating Supplies: Safety material and landscape materials.

Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023			2022-2023
		Actual	Actual	Budget			Requested			Recommended
217	Parks Manager	1	1	1			1			1
214	Grounds Maintenance Superintendent	1	1	1			1			1
209	Superintendent of Cemeteries	1	1	1			-			-
209	Park Superintendent	1	1	1			1			1
209	Maintenance Coordinator	2	3	3			3			3
208	Grounds Crew Leader	-	-	-			-			1
206	Recreation Facilities Supervisor	1	1	1			1			1
206	Park Supervisor	3	3	3			4			4
202	Park Attendant	-	-	-			4			4
202	Ground Maintenance Worker I-II	9	8	8			8			7
202	Custodial Worker	3	3	3			3			3
Number of Full-Time Positions		22	22	22			26			26

Department: Parks and Recreation - Recreation

Budget Detail										
Account Number: 100-71350-										
	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
51100.02 Salaries and Wages	\$ 809,374	\$ 888,632	\$ 1,091,129	\$ 415,297	38%	\$ 1,091,129	0%	\$ 1,296,257	19%	
51100.04 Salaries and Wages - Overtime	3,555	2,103	-	4,175	-	-	-	-	-	
51100.06 Salaries and Wages - Part-time	520,907	464,566	896,138	217,660	24%	1,160,977	30%	1,190,001	33%	
51100.10 Salaries and Wages - Seasonal	155,782	40,428	-	41,974	-	-	-	-	-	
52100 FICA	110,038	104,299	152,026	50,927	33%	172,286	13%	190,199	25%	
52210 VRS Retirement	87,799	102,699	136,064	51,826	38%	136,064	0%	179,920	32%	
52400 Group Life	13,375	12,978	14,621	6,801	47%	14,621	0%	17,370	19%	
53100 Professional Services	1,089	3,747	8,930	-	0%	14,090	58%	14,090	58%	
53300 Repair and Maintenance	41,087	69,339	56,310	29,244	52%	85,617	52%	85,617	52%	
53500 Printing and Binding	1,267	1,447	2,000	-	0%	2,000	0%	2,000	0%	
54200 Fleet	114,187	126,325	126,942	61,174	48%	126,942	0%	131,000	3%	
55100 Utilities	60,880	56,396	75,000	22,318	30%	75,000	0%	75,000	0%	
55310 Employer HDHP Expense	4,812	-	-	-	-	-	-	-	-	
55410 Lease/Rent of Equipment	70,136	69,313	72,662	35,207	48%	72,662	0%	72,662	0%	
55420 Lease/Rent of Building	2,759	2,283	5,100	483	9%	5,100	0%	5,100	0%	
55500 Travel and Training	6,708	4,097	10,000	5,258	53%	10,000	0%	10,000	0%	
55810 Dues and Association Memberships	1,090	1,105	1,000	225	23%	1,000	0%	1,000	0%	
55845 Expenses Related to Fee Activities	165,917	85,331	240,000	41,702	17%	254,625	6%	254,625	6%	
56001 Office Supplies	2,537	2,231	5,450	540	10%	7,450	37%	7,450	37%	
56011 Uniforms & Wearing Apparel	11,754	8,370	18,390	2,539	14%	25,410	38%	25,410	38%	
56014 Other Operating Supplies	21,892	15,081	27,575	9,198	33%	70,075	154%	70,075	154%	
56026 Special Events	14,135	7,477	15,000	8,131	54%	23,000	53%	23,000	53%	
58200 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Operating Expenditures	\$ 2,221,082	\$ 2,068,246	\$ 2,954,337	\$ 1,004,680	34%	\$ 3,348,048	13%	\$ 3,650,777	24%	

53300 - Repair & Maintenance - Pool contract for Cypress Park, misc.
 55420 - Lease of Buildings: School facility rental, Joyner Park, and Elk's Lodge for American Legion meetings.
 55845 - Expenses Related to Fee Activities: Instructors, officials, and supply costs.
 56014 - Other Operating Supplies: Equipment and supplies for programs.
 56026 - Special Events: Supported by sponsorships and fees of \$3,500.

Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023				
		Actual	Actual	Budget	Requested	Recommended				
214	Recreation Manager	1	1	2	2	2				
212	Recreation Supervisor	3	3	4	4	4				
212	Athletic Supervisor	1	1	1	1	1				
209	Recreation Program Specialist	1	1	1	1	1				
209	Cultural Arts Coordinator	1	1	1	1	1				
208	Fitness Specialist	2	2	3	3	3				
207	Recreation Specialist	10	10	12	12	12				
203	Office Assistant	2	2	3	3	3				
202	Custodial Worker	1	1	2	2	2				
Number of Full-Time Positions		22	22	29	29	29				



LIBRARY

DESCRIPTION

The Suffolk Library System offers access to a comprehensive collection of materials and works to encourage social, economic, cultural, and intellectual growth. The Library System is comprised of the Morgan Memorial Library, North Suffolk Library, Chuckatuck Library Branch, and the Bookmobile. Additionally, the Library System manages the City’s records management functions.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Leisure, Health, and Wellness	<p>Provide full service assistance for community members who experience barriers to access or resources and reflect the individual’s needs and preferences.</p> <p>Commit resources to equity-building efforts in the community.</p> <p>Address the educational gap by creating excitement and innovative experiences in partnership with the learning community Suffolk.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Registered Borrowers	45,130	59,000	64,000
Circulation	208,289	215,000	225,000
Reference Questions answered	11,400	15,000	16,000
Computer Sessions	2,460	10,000	20,000
Bookmobile stops	10	50	60
Adult Program participants	6,630	8,000	10,000
Children’s Program participants	7,200	10,000	12,000
Teen Program participants	823	1,000	2,000

Department: Library

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
Account Number: 100-73100-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 1,548,111	\$ 1,500,792	\$ 1,707,719	\$ 756,549	44%	\$ 1,707,719	0%	\$ 1,776,311	4%
51100.04	Salaries and Wages - Overtime	799	1,649	-	1,320	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	294,610	315,785	312,714	120,755	39%	414,958	33%	320,532	3%
52100	FICA	134,592	132,442	154,563	66,337	43%	162,385	5%	160,408	4%
52210	VRS Retirement	167,783	185,396	212,953	93,173	44%	212,953	0%	246,552	16%
52400	Group Life	21,174	20,024	22,883	9,954	43%	22,883	0%	23,803	4%
53000.16	Purchased Services - Refuse	3,074	2,947	4,000	1,502	38%	4,000	0%	4,000	0%
53100	Professional Services	1,340	-	-	-	-	-	-	-	-
54100	Information Technology	287,574	314,282	374,737	214,929	57%	374,737	0%	408,735	9%
54200	Fleet	47,275	36,361	52,362	21,733	42%	52,362	0%	52,533	0%
54500	Risk Management	359,763	299,504	284,928	142,464	50%	284,928	0%	358,588	26%
55100	Utilities	73,525	55,898	69,450	18,373	26%	69,450	0%	69,450	0%
55210	Postal Services	6,296	2,823	9,000	1,621	18%	13,000	44%	9,000	0%
55230	Telecommunications	27,363	38,848	39,681	20,656	52%	44,481	12%	28,654	-28%
55310	Employer HDHP Expense	7,667	-	-	-	-	-	-	-	-
55420	Lease/Rent of Buildings	18,828	19,068	19,068	11,123	58%	19,068	0%	19,068	0%
55500	Travel and Training	16,097	14,583	9,000	6,379	71%	14,000	56%	14,000	56%
55667	Early Childhood Development Commission	-	-	60,000	5,494	-	60,000	-	60,000	-
55810	Dues and Association Memberships	2,273	2,278	2,600	1,800	69%	2,600	0%	2,600	0%
55846	Marketing	9,050	4,290	9,000	2,037	-	9,000	-	9,000	-
56001	Office Supplies	39,382	47,876	44,000	11,587	26%	49,500	13%	49,500	13%
56012	Books and Subscriptions	183,066	200,908	220,000	192,740	88%	320,000	45%	320,000	45%
56017	Copier Costs	43,040	32,451	47,934	15,066	31%	47,934	0%	47,934	0%
56026	Special Events	14,877	12,940	15,000	7,631	51%	25,000	67%	21,500	43%
58200	Capital Outlay	2,317	7,579	-	(384)	-	149,000	-	-	-
Total Operating Expenditures		\$ 3,309,874	\$ 3,248,723	\$ 3,671,591	\$ 1,722,839	47%	\$ 4,059,958	11%	\$ 4,002,167	9%

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Director of Libraries	1	1	1	1	1
222	Assistant Director of Libraries	1	1	1	1	1
218	Library Manager	4	4	4	4	4
214	Administrative Analyst	1	1	1	1	1
213	Senior Librarian	4	4	4	4	4
211	ECDC Coordinator	-	-	1	1	1
210	Librarian	4	4	4	4	4
208	Library Services Coordinator	8	8	8	8	8
205	Executive Secretary	1	1	1	1	1
204	Secretary	1	1	1	1	1
202	Library Associate	7	7	7	7	7
Number of Full-Time Positions		32	32	33	33	33



PLANNING AND COMMUNITY DEVELOPMENT

DESCRIPTION

The Department of Planning and Community Development is responsible for the City’s overall land planning program and building permit, inspections, enforcement, and zoning administration. The Department also manages the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) grant programs and staffs the Suffolk Planning Commission, Board of Zoning Appeals, Wetlands Board, and Historic Landmark Commission. The Department is comprised of the divisions of Planning and Community Development Services.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Growth Management & Comprehensive Planning	<p>Facilitate job creation and private investment through plan review approval and building inspections.</p> <p>Coordinate, review, and provide recommendations on land use matters that are consistent with adopted land use plans, ordinances, and policies.</p> <p>Provide opportunities for citizen feedback, engagement, and participation in land use matters in the update of the Comprehensive Plan.</p> <p>Provide opportunities for active and passive recreation space and improvements within residential development in accordance with adopted ordinances and policies.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of planning applications processed	12,321	12,937	13,260
Percent of site/subdivision plans reviewed within 30 days	90%	94%	98%
Number of building/plan reviews completed	1,133	1,189	1,218
Number of building permits processed	1,853	1,945	1,993
Number of building inspection requests	25,910	27,205	27,885
Number of code compliance inspections	8,420	8,841	9,062
Requests for inspections performed within two days	75%	75%	85%

Department: Planning and Community Development

Budget Detail										
Account Number: 100-81100-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 2,278,666	\$ 2,238,248	\$ 2,658,001	\$ 1,101,629	41%	\$ 2,827,889	6%	\$ 2,904,984	9%
51100.04	Salaries and Wages - Overtime	10,276	42,665	-	25,586	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	5,726	-	-	542	-	-	-	-	-
52100	FICA	166,817	166,463	203,337	82,425	41%	216,334	6%	222,231	9%
52210	VRS Retirement	244,670	277,705	331,453	134,670	41%	352,638	6%	403,212	22%
52400	Group Life	30,473	30,053	35,617	14,300	40%	37,894	6%	38,927	9%
53100	Professional Services	15,600	20,600	30,400	11,100	37%	30,400	0%	30,400	0%
53100.06	Professional Services - Consulting Services	16,655	4,629	400,000	25,092	6%	400,000	0%	400,000	0%
53100.30	Professional Services - Demolition	206,933	56,852	250,000	70,045	28%	250,000	0%	250,000	0%
53175	Neighborhood Improvements	43,073	37,514	60,000	13,672	23%	60,000	0%	60,000	0%
53200	Temporary Help Service Fees	-	16,596	-	4,180	-	-	-	-	-
53600	Advertising	39,713	50,542	36,000	22,075	61%	40,000	11%	40,000	11%
54100	Information Technology	216,446	228,807	278,472	125,341	45%	278,472	0%	287,698	3%
54200	Fleet	87,932	85,345	108,078	42,243	39%	108,078	0%	104,395	-3%
54500	Risk Management	441,891	358,871	350,950	175,475	50%	350,950	0%	450,770	28%
55210	Postal Services	12,003	9,599	22,336	13,616	61%	25,000	12%	25,000	12%
55230	Telecommunications	18,725	21,669	32,230	13,511	42%	32,230	0%	52,260	62%
55310	Employer HDHP Expense	4,136	-	-	-	-	-	-	-	-
55500	Travel and Training	15,596	7,935	28,140	6,559	23%	28,140	0%	28,140	0%
55810	Dues and Association Memberships	4,874	3,761	8,650	2,491	29%	8,650	0%	8,650	0%
56001	Office Supplies	14,143	14,547	20,000	5,062	25%	20,000	0%	20,000	0%
56012	Books and Subscriptions	3,067	7,039	7,700	3,299	43%	7,700	0%	7,700	0%
56017	Copier Costs	30,867	38,167	27,824	16,406	59%	27,824	0%	27,824	0%
58200	Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenditures		\$ 3,908,282	\$ 3,717,606	\$ 4,889,188	\$ 1,909,318	39%	\$ 5,102,199	4%	\$ 5,362,191	10%

53170 - Professional Service - Demolition: Demo of unsafe structures and public nuisance.
 53175 - Neighborhood Improvements: Removal of trash, debris, weeds, grass, inoperable vehicles and nuisances in violation of City ordinances.

Personnel Summary

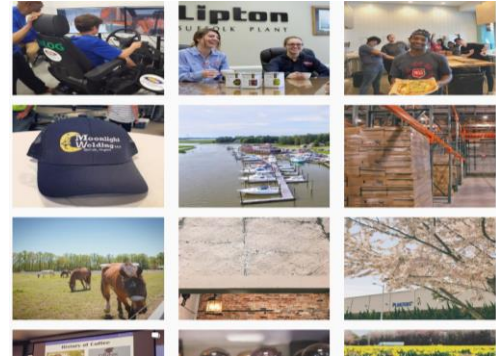
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Director of Planning & Community Development	1	1	1	1	1
222	Assistant Director of Planning	1	1	1	1	1
222	Assistant Director of Community Development	1	1	1	1	1
219	Current Planning Manager	1	1	1	1	1
219	Comprehensive Planning Manager	1	1	1	1	1
218	Zoning Administration and Enforcement Manager	1	1	1	1	1
218	Senior Planner	2	2	2	2	2
218	Building Official	1	1	1	1	1
216	Housing/Property Maintenance Official	1	1	1	1	1
215	Assistant Building Official/Inspector	-	-	1	1	1
214	Plans Reviewer	2	2	2	3	3
214	Fire Protection Building Plans Reviewer	-	1	1	1	1
214	Administrative Analyst	1	1	1	1	1
213	Permit Manager	1	1	1	1	1
211	Planner	3	3	3	4	4
209/210	Building Inspector I-II	8	8	9	10	10
210	Assistant Zoning Administration and Enforcement Coordinator	1	1	1	1	1
208/209	Zoning Inspector I-II	2	2	2	2	2
209	Housing/Property Maintenance Inspector	4	4	4	5	5
208	Senior Permit Technician	3	5	4	4	4
208	Senior Graphics Technician	1	-	-	-	-
207	Planning Technician	3	3	3	3	3
207	Permit Technician	2	-	2	3	3
204	Secretary	1	1	1	1	1
203	Office Assistant	2	2	1	1	1
Number of Full-Time Positions		44	44	46	51	51



ECONOMIC DEVELOPMENT

DESCRIPTION

The Department of Economic Development promotes enhanced job opportunities and broadens the tax base of the City of Suffolk through the recruitment and retention of business and industry, maintains and encourages the continuation of a favorable business environment for businesses to locate and expand within the City, and attracts and encourages new national and international businesses to locate and invest in Suffolk. The Department provides staff support to the Economic Development Authority (EDA) and oversees the divisions of Aviation Facilities and Tourism.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Expanded Economic Development	<p>Create a vibrant downtown by implementing the downtown master plan and reviewing policies for new investment in the downtown corridor.</p> <p>Create new industry and jobs and promote entrepreneurship. Retain and enhance existing businesses.</p> <p>Continue to explore opportunities to enhance and streamline the development review process.</p> <p>Facilitate development of public and privately owned property.</p> <p>Facilitate partnerships between Suffolk Public Schools and the business community for workforce development and career opportunities.</p>

PERFORMANCE MEASURES

	CY 20 Actual	CY 21 Actual	CY 22 Estimated
Number of jobs created	475	907	1,250
Amount of capital investment	\$84.8M	\$181M	250M
Square footage of capital investment	766,000	2,500,000	2,500,000
Existing industry visits	480	468	485

Department: Economic Development

Budget Detail										
Account Number: 100-81500-										
	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023		
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change	
51100.02 Salaries and Wages	\$ 429,829	\$ 355,935	\$ 515,925	\$ 160,508	31%	\$ 515,925	0%	\$ 457,195	-11%	
51100.04 Salaries and Wages - Overtime	130	-	-	-	-	-	-	-	-	
51100.14 Transportation Expense	8,400	8,147	8,400	3,733	44%	4,000	-52%	4,000	-52%	
52100 FICA	31,928	26,818	39,468	12,045	31%	39,468	0%	34,975	-11%	
52210 VRS Retirement	45,915	42,695	64,336	19,220	30%	64,336	0%	63,459	-1%	
52400 Group Life	5,721	5,800	6,913	3,113	45%	6,913	0%	6,126	-11%	
53100 Professional Services	-	42,940	70,000	11,413	16%	70,000	0%	70,000	0%	
53500 Printing and Binding	533	721	4,000	-	0%	4,600	15%	4,000	0%	
54100 Information Technology	29,766	31,502	30,541	14,805	48%	30,541	0%	35,529	16%	
54200 Fleet	4,339	4,248	4,459	3,067	69%	4,459	0%	5,122	15%	
54500 Risk Management	53,156	48,174	46,657	23,329	50%	46,657	0%	57,930	24%	
55210 Postal Services	4,493	394	5,000	118	2%	5,000	0%	5,000	0%	
55230 Telecommunications	6,545	6,880	6,622	2,095	32%	6,622	0%	9,136	38%	
55500 Travel and Training	11,270	3,965	30,000	305	1%	30,000	0%	30,000	0%	
55671 Economic Development Investment Program	80,745	427,705	-	137,827	-	-	-	-	-	
55810 Dues and Association Memberships	94,731	108,244	114,500	109,012	95%	120,000	5%	120,000	5%	
55846 Marketing	106,702	165,010	178,500	41,298	23%	180,000	1%	180,000	1%	
56001 Office Supplies	2,594	2,244	1,750	671	38%	1,750	0%	1,750	0%	
56012 Books and Subscriptions	-	-	350	-	0%	350	0%	350	0%	
56017 Copier Costs	8,311	5,523	12,026	2,297	19%	12,026	0%	12,026	0%	
Total Operating Expenditures	\$ 925,108	\$ 1,286,945	\$ 1,139,447	\$ 544,859	48%	\$ 1,142,647	0%	\$ 1,096,599	-4%	

53100 - Professional Services: Conceptual site plans for commercial / industrial sites, legal support for EDA.

53500 - Printing & Binding: Promotional material, Direct Mail Campaigns.

55671 - Economic Development Investment Program: Funds are reserved with accumulating balance reappropriated annually for expenditure.

Personnel Summary

Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
		Actual	Actual	Budget	Requested	Recommended
	Director of Economic Development	1	1	1	1	1
222	Assistant Director of Economic Development	1	1	1	1	1
218	Business Development Manager	1	1	1	1	1
217	Economic Development Manager	1	1	1	1	1
214	Business Development Analyst	1	1	1	1	1
210	Economic Development Associate	1	1	1	1	1
Number of Full-Time Positions		6	6	6	6	6



DIVISION OF TOURISM

DESCRIPTION

The Division of Tourism is the destination marketing organization (“DMO”) of record for the City of Suffolk. The Division works with public and private hospitality industry sectors to develop and implement programs that encourage “More People, Staying Longer, Spending More Money.” The Division operates the visitor center and gift shop seven days a week; operates the Seaboard Station Railroad Museum; distributes collateral to statewide visitor and welcome centers; fulfills daily consumer orders for travel information; oversees group tour operations; manages advertising, marketing, and special events; and promotes product development.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Expanded Economic Development	<p>Enhance tourism product for business and leisure travelers, conference and meeting planners to increase consumer expenditures and generate tax revenue to support essential services for Suffolk citizens.</p> <p>Offer quality, year-round, family-friendly tours and events for citizens and visitors.</p> <p>Strategize methods to increase consumer support and spending with local businesses and attractions.</p> <p>Enhance and maintain a mobile-responsive online presence via the Tourism website and various social media platforms.</p> <p>Educate the public about the history of Suffolk with an emphasis on the Seaboard Station Railroad Museum, Great Dismal Swamp National Wildlife Refuge, and other historic landmarks.</p>

PERFORMANCE MEASURES

	CY 20 Actual	CY 21 Actual	CY 22 Estimated
Number of customers at Visitors Center	15,875	21,425	18,000
Number of interpretive tour customers	63	371	400
Number of collaborative meetings hosted	20	100	125
Number of conferences, reunions, and weddings serviced	10	24	35

Division: Tourism (Department of Economic Development)

Budget Detail										
Account Number: 100-81550-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 180,997	\$ 186,463	\$ 191,089	\$ 95,545	50%	\$ 230,457	21%	\$ 226,958	19%
51100.04	Salaries and Wages - Overtime	1,479	1,319	-	1,373	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	95,228	98,115	134,143	52,342	39%	138,877	4%	137,497	3%
52100	FICA	20,948	21,590	24,880	11,283	45%	28,254	14%	27,881	12%
52210	VRS Retirement	19,504	22,909	23,829	11,915	50%	28,738	21%	31,502	32%
52400	Group Life	2,428	2,462	2,561	1,280	50%	3,088	21%	3,041	19%
53000.16	Purchases Services - Refuse Collection	232	271	233	152	65%	233	0%	303	30%
53100	Professional Services	-	-	3,000	-	0%	4,000	33%	3,000	0%
53500	Printing and Binding	-	-	1,500	-	0%	2,000	33%	1,500	0%
53600	Advertising	36,543	47,368	38,000	31,983	84%	40,000	5%	40,000	5%
54100	Information Technology	44,649	47,254	18,325	8,884	48%	18,325	0%	21,318	16%
54200	Fleet	11,109	11,939	14,873	5,693	38%	14,873	0%	14,619	-2%
54500	Risk Management	32,042	24,526	30,598	15,299	50%	30,598	0%	29,203	-5%
55100	Utilities	17,099	13,848	28,900	4,883	17%	28,900	0%	28,900	0%
55210	Postal Services	831	3,911	6,000	719	12%	6,000	0%	6,000	0%
55230	Telecommunications	1,005	1,513	2,219	665	30%	2,219	0%	2,219	0%
55500	Travel and Training	2,996	2,076	6,500	999	15%	6,500	0%	6,500	0%
55810	Dues and Association Memberships	2,511	2,810	3,000	2,205	74%	3,000	0%	3,000	0%
55846	Marketing	31,008	59,880	50,000	36,247	72%	50,000	0%	50,000	0%
56001	Office Supplies	4,874	6,506	8,500	1,576	19%	8,500	0%	8,500	0%
56015	Merchandise for Resale	12,187	17,753	18,500	9,037	49%	20,000	8%	20,000	8%
56017	Copier Costs	9,963	11,001	15,668	5,050	32%	15,668	0%	15,668	0%
56026	Special Events	119,744	129,390	139,000	61,178	44%	142,000	2%	142,000	2%
Total Operating Expenditures		\$ 647,376	\$ 712,904	\$ 761,317	\$ 358,307	47%	\$ 822,230	8%	\$ 819,608	8%
56026 - Special Events: Costs offset by sponsorships and fees of: \$26,100.										
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
218	Tourism Development Manager	1	1	1			1	1		
216	Tourism Development Specialist	1	1	1			1	2		
	Agriculture Development Coordinator	-	-	-			1	-		
207	Visitor Center Supervisor	1	1	1			1	-		
Number of Full-Time Positions		3	3	3			4	3		



MEDIA AND COMMUNITY RELATIONS

DESCRIPTION

The Department of Media and Community Relations provides communication and public information advice to the City Manager, City Council, and City departments; serves as the City’s spokesperson with news and media outlets; oversees the City’s Freedom of Information Act (FOIA) Office, Municipal Access Channel 190, and the City’s website; disseminates information regarding City activities, programs, and services; and coordinates public meetings and forums.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Highlight City services and inform citizens of community assets through programming for the Municipal Channel, public service announcements, media releases, and social media.</p> <p>Coordinate all aspects of multiple City events including the State of the City, National Night Out, ribbon cutting and ground breaking ceremonies, and investiture ceremonies.</p> <p>Create and produce high-quality materials for City departments to promote citizen engagement and information about events and services.</p> <p>Coordinate proper handling and timely responses to Freedom of Information Act (FOIA) requests in accordance with local and state laws and statutes.</p> <p>Serve as Public Information Officer at incidents responded to by City departments.</p>

PERFORMANCE MEASURES

	FY 21	FY 22	FY 23
	Actual	Projected	Estimated
Number of public service announcements	41	50	55
Number of programs produced on Municipal Channel 8	53	60	65
Number of followers on City social media sites	17,852	18,800	21,000
Number of FOIA requests received	1,163	1,300	1,300
FOIA requests responded to within mandatory timeframes	100%	100%	100%

Department: Media and Community Relations

Budget Detail										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	
Account Number: 100-81650-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
51100.02	Salaries and Wages	\$ 412,646	\$ 429,516	\$ 439,572	\$ 221,006	50%	\$ 439,572	0%	\$ 440,235	0%
51100.04	Salaries and Wages - Overtime	13,427	12,253	10,000	8,641	86%	13,000	30%	10,000	0%
51100.06	Salaries and Wages - Part-time	28,508	31,648	31,829	13,225	42%	31,829	0%	32,625	2%
52100	FICA	33,180	35,211	36,827	18,119	49%	37,057	1%	36,939	0%
52210	VRS Retirement	44,459	51,651	54,815	27,657	50%	54,815	0%	61,105	11%
52400	Group Life	5,654	6,285	5,890	3,359	57%	5,890	0%	5,899	0%
53100	Professional Services	-	-	5,000	-	0%	5,000	0%	5,000	0%
53300	Repair and Maintenance	7,869	9,042	10,000	801	8%	10,000	0%	10,000	0%
53320	Maintenance Service Contracts	16,604	18,171	22,000	15,680	71%	22,000	0%	22,000	0%
53500	Printing and Binding	1,942	537	3,000	25	1%	3,000	0%	3,000	0%
54100	Information Technology	60,873	87,339	65,697	28,491	43%	65,697	0%	68,162	4%
54200	Fleet	5,920	6,003	6,539	3,417	52%	6,539	0%	7,139	9%
54500	Risk Management	63,802	75,807	46,730	23,365	50%	46,730	0%	58,000	24%
55210	Postal Services	462	188	1,000	254	25%	1,000	0%	1,000	0%
55230	Telecommunications	5,583	5,966	8,474	3,477	41%	8,474	0%	9,686	14%
55310	Employer HDHP Expense	7,646	-	-	-	-	-	-	-	-
55500	Travel and Training	3,923	1,735	4,000	318	8%	4,000	0%	4,000	0%
55810	Dues and Association Memberships	1,100	1,130	1,200	30	3%	1,200	0%	1,200	0%
55846	Marketing	20,484	23,974	30,000	13,188	44%	30,000	0%	30,000	0%
56001	Office Supplies	2,821	2,388	3,500	1,250	36%	4,000	14%	4,000	0%
56012	Books and Subscriptions	911	692	750	146	19%	750	0%	750	0%
56016	Neighborhood College/Leadership Academy	-	-	-	-	-	2,500	-	-	-
56017	Copier Costs	9,012	8,574	13,332	4,091	31%	13,322	0%	13,332	0%
58200	Capital Outlay	8,419	114,320	-	121,787	-	-	-	-	-
Total Operating Expenditures		\$ 755,247	\$ 922,431	\$ 800,156	\$ 508,329	64%	\$ 806,375	1%	\$ 824,071	3%
Personnel Summary										
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget			2022-2023 Requested	2022-2023 Recommended		
	Director of Media & Community Relations	1	1	1			1	1		
136	Assistant Director of Media & Community Relations	1	1	1			1	1		
133	Video Production Manager	1	1	1			1	1		
133	Multi-Media Analyst	1	1	1			1	1		
121	Video Production Assistant	1	1	1			1	1		
121	Executive Secretary	1	1	1			1	1		
Number of Full-Time Positions		6	6	6			6	6		



VIRGINIA COOPERATIVE EXTENSION

DESCRIPTION

The Virginia Cooperative Extension Service is a division of Virginia Polytechnic and State University responsible for providing technical information, educational programs, and problem solving consultation in the area of agriculture, 4-H and youth, home economics, natural resources, and community resource development for all citizens.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Expanded Economic Development	<p>Increase the profitability of local agricultural producers both large and small while also promoting sustainable farming practices and introducing technology that assist in all facets of their livelihoods.</p> <p>Promote 4-H camp and programming by revitalizing the program to expose youth of all ages to opportunities in STEAM education and personal development.</p> <p>Bring innovative, interdisciplinary programming to traditionally underserved areas of the local community.</p> <p>Create and maintain local partnerships that enable Virginia Cooperative Extension programming to be based upon community needs, equality, and accessibility.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Agriculture and Natural Resources:			
Number of programs offered	17	18	20
Citizens participating in programs	427	450	475
Requests for services	375	400	450
Youth Programs:			
Youth participating in the 4-H Club	65	80	100
Youth programs offered	26	28	35
Youth participating in youth programs	550	650	700

Department: Virginia Cooperative Extension

Budget Detail												
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023			
Account Number: 100-83500-		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change		
53100	Professional Services	\$ 28,673	\$ 43,870	\$ 56,000	\$ 7,340	13%	\$ 63,361	13%	\$ 63,361	13%		
55210	Postal Services	1,096	1,622	1,100	421	38%	850	-23%	850	-23%		
55230	Telecommunications	1,901	2,694	4,160	1,183	28%	4,160	0%	4,160	0%		
55500	Travel and Training	-	-	1,200	-	0%	1,200	0%	1,200	0%		
55810	Dues and Association Memberships	-	-	400	100	25%	400	0%	400	0%		
56001	Office Supplies	1,267	662	1,700	-	0%	1,700	0%	1,700	0%		
56017	Copier Costs	3,274	2,002	5,128	923	18%	5,128	0%	5,128	0%		
Total Operating Expenditures		\$ 36,211	\$ 50,850	\$ 69,688	\$ 9,967	14%	\$ 76,799	10%	\$ 76,799	10%		



LOCAL AND REGIONAL ORGANIZATIONS

DESCRIPTION

The City of Suffolk provides financial assistance to a number of local and regional non-profit organizations which provide services to Suffolk's citizens. Many of the organizations receive matching grants or support from other localities allowing for more extensive and comprehensive services than the City could afford on its own due to economies of scale.

Department: Local and Regional Organizations

Budget Detail										
Account Number: 100-151100-										
		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
Regional Membership Organizations:										
55661	Hampton Roads Planning District Commission	\$ 74,171	\$ 75,060	\$ 75,060	\$ 80,716	108%	\$ 80,716	8%	\$ 80,716	8%
55680	Hampton Roads Military and Fed Fac. Alliance	46,267	46,357	46,912	23,456	50%	47,480	1%	47,480	1%
55810	City Wide Dues/ Memberships	29,031	73,164	53,000	31,150	59%	60,000	13%	60,000	13%
Local Organization Partnerships:										
55655	SRHA	\$ 157,500	\$ 157,500	\$ 157,500	\$ 78,750	50%	\$ 226,499	44%	\$ 165,000	5%
55674	Suffolk Center for the Cultural Arts	367,500	367,500	367,500	183,750	50%	1,367,500	272%	1,367,500	272%
Local Nonprofit Organization Contributions:										
55646	Fifth Judicial District Drug Court	\$ -	\$ 50,000	\$ 50,000	\$ 25,000	50%	\$ 50,000	0%	\$ 50,000	0%
55647	United Way of South Hampton Roads	-	5,000	-	-	-	-	-	-	-
55648	Suffolk Nansemond Historic Society	3,675	3,675	3,675	3,675	100%	10,000	172%	5,000	36%
55651	Senior Services of Southeastern Virginia	10,500	10,500	10,500	10,500	100%	30,000	186%	13,000	24%
55652	ForKids	31,500	31,500	31,500	15,750	50%	48,440	54%	35,000	11%
55653	Food Bank of Southeastern Virginia	20,000	20,000	20,000	10,000	50%	25,000	25%	20,000	0%
55654	The Genieve Shelter	23,000	23,000	23,000	11,500	50%	60,000	161%	25,000	9%
55656	Independence Center, Inc.	7,875	7,875	7,875	7,875	100%	15,000	90%	7,875	0%
55658	Riddick's Folly	21,000	21,000	21,000	10,500	50%	35,000	67%	25,000	19%
55659	Suffolk Fine Arts Commission	11,750	4,500	12,000	12,000	100%	12,000	0%	12,000	0%
55660	Suffolk Clean Community Commission	15,538	15,750	15,750	3,056	19%	25,000	59%	20,000	27%
55662	CHKD Child Abuse Program	-	5,000	5,000	5,000	100%	20,000	300%	10,000	100%
55664	Suffolk Sister Cities International	5,250	5,250	5,250	5,250	100%	7,500	43%	5,250	0%
55665	Peanut Soil and Water Conservation District	5,000	5,000	5,000	5,000	100%	10,000	100%	5,000	0%
55668	The Children's Center	21,000	21,000	21,000	10,500	50%	35,000	67%	21,000	0%
55669	Suffolk Meals on Wheels	-	5,000	-	-	-	-	-	-	-
55675	Suffolk Festivals, Inc.	30,000	30,000	30,000	15,000	50%	75,000	150%	30,000	0%
55679	Virginia Legal Aid Society	8,400	8,400	8,400	8,400	100%	15,000	79%	8,400	0%
55681	Western Tidewater Free Clinic	105,000	175,500	185,800	92,900	50%	214,650	16%	185,800	0%
55688	Paul D Camp Community College	26,250	26,250	26,250	13,125	50%	54,953	109%	30,000	14%
55689	Suffolk Literacy Council	2,500	2,500	2,500	2,500	100%	-	-100%	-	-100%
55694	Hampton Roads Workforce Council	22,040	22,040	22,040	11,020	50%	22,523	2%	22,523	2%
55695	Coalition Against Poverty (CAPS)	12,000	25,000	25,000	12,500	50%	40,000	60%	25,000	0%
55696	Suffolk's Premier Art, Retail, and Cultural	12,000	12,000	-	-	-	-	-	-	-
	Court Appointed Special Advocates (CASA)	-	-	-	-	-	22,000	-	22,000	-
	Eastern Virginia Medical School	-	-	-	-	-	15,300	-	-	-
	Hope Center Ministries	-	-	-	-	-	158,800	-	-	-
	Mercy Medical Angels	-	-	-	-	-	10,000	-	1,000	-
	Power of the Mind Inc.	-	-	-	-	-	15,000	-	-	-
	Suffolk Office of the Public Defender	-	-	-	-	-	200,000	-	-	-
	Suffolk Office of the Public Defender-GDC-Mental Health	-	-	-	-	-	45,500	-	-	-
Total Operating Expenditures		\$ 1,068,747	\$ 1,255,321	\$ 1,231,512	\$ 688,873	56%	\$ 3,053,861	148%	\$ 2,299,544	87%



NON-DEPARTMENTAL GENERAL FUND

DESCRIPTION

The Non-Departmental General Fund budget includes expenditures that cover the costs associated with a number of City departments including anticipated costs for leave compensation, unemployment payments, and transfers to other funds.

Department: Non-Departmental - General Fund

Budget Detail										
Account Number: 100-091400-		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Change	Recommended	Change
Fringe Benefits & Insurances:										
51100.27	Leave Compensation	\$ 459,317	\$ 617,353	\$ 500,000	\$ 355,119	71%	\$ 1,000,000	100%	\$ 1,000,000	100%
52100	Leave Compensation - FICA	74,471	43,646	50,000	26,992	54%	76,500	53%	76,500	53%
	Compensation Vacancy Savings	-	-	-	-	-	-	-	-	-
52600	Unemployment Payments	38,708	76,430	100,000	5,186	5%	100,000	0%	100,000	0%
55230	Telecommunications	10,299	13,829	-	6,060	-	-	-	-	-
55821	Employee Funds Expense	12,191	7,861	-	-	-	-	-	-	-
59902	Contingency	-	-	60,000	-	0%	60,000	0%	60,000	0%
	Sub-Total:	\$ 594,986	\$ 759,119	\$ 710,000	\$ 393,358	55%	\$ 1,236,500	74%	\$ 1,236,500	74%
Transfer to Other Funds / Designations:										
50000.210	Transfer to Road Maintenance	\$ -	\$ 230,640	\$ -	\$ 127,790	-	\$ -	-	\$ -	-
50000.211	Transfer to Grants (Local Cash Match)	425,738	389,148	660,129	223,415	34%	660,129	0%	660,129	0%
50000.212	Transfer to Transit Fund (Operating Support)	748,896	920,487	1,006,409	1,008,200	100%	285,098	-72%	418,582	-58%
50000.213	Transfer to Law Library	-	538	-	-	-	-	-	-	-
50000.220	Transfer to Aviation Fund (Operating Support)	91,531	121,949	109,717	112,815	103%	80,772	-26%	109,055	-1%
50000.310	Transfer to Capital Projects (Cash Fund Projects)	5,275,391	7,878,250	5,341,950	5,341,950	100%	5,739,558	7%	8,489,558	59%
50000.401	Transfer to Debt Service Fund	25,597,457	25,604,930	27,517,753	6,727,637	24%	29,256,506	6%	28,882,741	5%
50000.501	Transfer to Public Utilities	-	211,801	-	-	-	-	-	-	-
50000.514	Transfer to Stormwater	-	64,321	-	70,739	-	-	-	-	-
50000.520	Transfer to Refuse	-	75,355	-	-	-	-	-	-	-
50000.601	Transfer to Fleet	-	38,216	-	28,792	-	-	-	-	-
50000.603	Transfer to Information Technology (Cash Fund Projects)	-	25,836	250,000	291,704	117%	500,000	100%	250,000	0%
50000.606	Transfer to Risk	-	10,765	-	12,433	-	-	-	-	-
	Sub-Total:	\$ 32,139,012	\$ 35,572,236	\$ 34,885,957	\$ 13,945,475	40%	\$ 36,522,063	5%	\$ 38,810,064	11%
Total Operating Expenditures		\$ 32,733,998	\$ 36,331,354	\$ 35,595,957	\$ 14,338,833	40%	\$ 37,758,563	6%	\$ 40,046,564	13%

Capital Projects Fund



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CAPITAL PROJECTS FUND

DESCRIPTION

The Capital Projects Fund provides funding for nonrecurring capital expenditures which are primarily financed through transfers from both the General Fund and the sale of General Obligation and Utility Revenue bonds. Supplementing the General Fund and General Obligation and Utility Revenue bond monies are additional funding sources including federal and state grants, special revenue fund, and enterprise fund transfers. Capital projects are planned and funded by incorporating the total funding requirements for completion into future construction costs.

FY 23 CAPITAL PROJECTS

- Parks and Recreation
 - Capital Maintenance
- Public Buildings
 - Public Building Capital Maintenance
 - Central Library
 - Godwin Courts Building Improvements
 - Human Resources Building Renovation – School Administration
 - Access Road – Joint Operations/Training Complex – Carolina Rd.
 - Physical Security Improvements
 - Airport Drainage Rehabilitation
- Public Safety
 - Fire Apparatus (Various New Stations)
 - Fire Apparatus (Replacements)
 - Ambulance (Various New Stations)
 - College Drive Fire Station
 - Breathing Air System
- Public Schools
 - Schools Major Repairs/Systems Replacement
 - JFK Middle Replacement
- Village & Neighborhood Initiatives
 - Village & Neighborhood Improvements
 - Open Space Improvements
 - Downtown Implementation Plan Initiatives
- Transportation
 - Local Urban Roadway Construction – Comp Plan
 - Holland Road
- Local Urban Intersection Construction – Comp Plan
 - RT 17 Crittenden Road
 - Suffolk Bypass Wilroy/Godwin/Pruden IMR Study
- Nansemond Parkway/Wilroy Road Flyover
- Pruden Center Turn Lanes
- Miscellaneous Roadway Improvements
- Citywide Signal Timing
- Freeman Mill over Spivey Swamp
- Suffolk Traffic Operations Center
- Downtown Railroad Warning System
- Citywide Signal System Upgrade
- Downtown Signal System Upgrade
- College Drive Median Improvements
- Suffolk Bypass ITS
- Stormwater
 - Citywide Drainage Improvements
 - Olde Towne Drainage Improvements
 - Oakland Drainage Improvements
 - Steeple Drive Drainage Improvements
 - Pughsville Drainage Improvements
 - Woodrow South Suffolk Drainage
 - First Avenue Drainage
 - Driver Drainage Improvements
- Information Technology
 - Internet Access Expansion
- Public Utilities
 - Water Source Development & Treatment Plant Expansion
 - Water System Upgrades
 - Sanitary Sewer System Upgrades



CAPITAL PROJECTS FUND

Revenue									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Transfer from General Fund (Pay-Go)	\$ 5,275,391	\$ 7,878,250	\$ 5,341,950	\$ 5,341,950	100%	\$ 5,739,558	7%	\$ 8,489,558	59%
General Obligation Bonds	21,490,510	23,795,503	29,750,000	-	0%	29,911,939	1%	29,911,939	1%
State/Federal Aviation	20,848	187,372	646,800	23,705	4%	294,000	-55%	294,000	-55%
State/Federal Fire	-	-	-	-	-	-	-	-	-
State/Federal Parks & Recreation	-	774,910	-	-	-	-	-	-	-
State/Federal Transit	-	-	16,050	-	-	-	-	-	-
State/Federal Transportation	8,391,188	2,214,485	7,750,541	4,189,837	54%	3,652,566	-53%	3,652,566	-53%
Cash Proffers	35,000	10,000	-	-	-	-	-	-	-
Miscellaneous Revenue	7,128	-	-	-	-	-	-	-	-
Transfer from Road Maintenance Fund	319,792	219,664	252,000	1,055,448	419%	295,000	17%	295,000	17%
Transfer from Transit	-	-	144,444	744,444	515%	-	-100%	-	-100%
Transfer from RT17 Tax District	-	-	-	-	-	4,139,443	-	4,139,443	-
Transfer from Fleet	125,000	-	-	-	-	-	-	-	-
Fund Balance	-	-	154,227	-	0%	-	-100%	373,765	142%
Stormwater - Obligation Bonds	-	-	-	-	-	-	-	4,789,378	-
State/Federal Stormwater	334,470	254,978	-	-	-	176,978	-	176,978	-
Transfer from Stormwater Fund	-	500,000	950,300	-	0%	5,289,378	457%	500,000	-47%
Public Utility - Obligation Bonds	-	-	-	-	-	-	-	-	-
Transfer from Public Utility Fund (Pay-Go)	7,275,000	6,190,000	15,167,000	15,167,000	100%	9,270,000	-39%	9,270,000	-39%
Miscellaneous Revenue - Public Utilities	803,754	252,047	-	-	-	-	-	-	-
Information Technology - Obligation Bonds	-	-	250,000	-	0%	-	-100%	-	-100%
Transfer from General Fund	-	-	250,000	250,000	100%	500,000	100%	250,000	0%
Total Revenue	\$ 44,078,081	\$ 42,277,209	\$ 60,673,312	\$ 26,772,385	44%	\$ 59,268,862	-2%	\$ 62,142,627	2%
Expenditure Summary									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Capital Projects Expenditures	\$ 32,570,710	\$ 34,261,124	\$ 60,673,312	\$ 24,504,927	40%	\$ 59,268,862	-2%	\$ 62,142,627	2%
Total Expenditures	\$ 32,570,710	\$ 34,261,124	\$ 60,673,312	\$ 24,504,927	40%	\$ 59,268,862	-2%	\$ 62,142,627	2%

CAPITAL PROJECTS FUND

Budget Detail

Account Number:		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng	
Parks	Bennett's Creek Recreation Center	\$ 15,321	\$ 1,560,316	\$ -	\$ 940,274	-	\$ -	-	\$ -	-	
	Parks & Rec - Capital Maintenance	421,545	484,246	540,000	212,578	39%	660,000	22%	660,000	22%	
	Planters Club Improvements	-	-	-	161,727	-	-	-	-	-	
	Sleepy Hole Park Renovation	99,625	34,319	-	23,844	-	-	-	-	-	
	Lone Star Lakes Park	476,003	225,698	175,000	43,177	25%	-	-100%	-	-100%	
	Trail Enhancements	76,052	1,095,893	-	23,141	-	-	-	-	-	
	Driver Complex	85,589	37,250	-	-	-	-	-	-	-	
	Suffolk Seaboard Trails (Tea21 Grant)	435	-	-	150	-	-	-	-	-	
	Shoreline Stabilization Project	115,732	14,561	-	-	-	-	-	-	-	
	Water Access - Nansemond River	18,165	80,556	150,000	1,279,434	853%	-	-100%	-	-100%	
	Jericho Lane Public Access	(3,077)	-	-	-	-	-	-	-	-	
	Lake Kennedy Park - Drainage Improvemer	71,500	340,548	-	-	-	-	-	-	-	
	Cedar Hill Cemetery Road Repairs	-	-	-	18,300	-	-	-	-	-	
	Cypress Park and Pool	39,644	62,911	-	27,726	-	-	-	-	-	
	Blackwater River Project	-	326	-	(326)	-	-	-	-	-	
	Inclusive Playground - Northern End	-	299,976	-	-	-	-	-	-	-	
	Constant's North Park	-	4,979	-	1,835	-	-	-	-	-	
	Cedar Hill Slope Stabilization	-	-	687,000	-	0%	-	-100%	-	-100%	
Public Buildings	Human Resources Bldg Renovation	-	-	500,000	27,547	6%	6,500,000	1200%	6,500,000	1200%	
	Godwin Courts Buildings Improvements	802,234	177,833	-	-	-	680,000	-	680,000	-	
	Public Building Capital Maintenance	1,220,097	1,004,305	996,000	281,339	28%	980,000	-2%	980,000	-2%	
	Sleepy Hole Cart Barn Replacement	767,423	5,479	-	-	-	-	-	-	-	
	Joint Operations Facility (Police/P&R)	80,966	3,949,806	317,217	1,070,901	338%	-	-100%	-	-100%	
	Physical Security	-	-	-	-	-	-	-	250,000	-	
	Access Road - Joint Operations/Training Cc	-	-	-	-	-	1,500,000	-	1,500,000	-	
	Central Library	194,785	116,143	7,735,325	134,148	2%	3,629,128	-53%	3,629,128	-53%	
	Airport Equipment Storage Facility	-	500	-	185,208	-	-	-	-	-	
	Airport Runway 4-22 Rehabilitation	18,905	-	-	-	-	-	-	-	-	
	Airport Obstruction Removal Adjacent	25,533	30,887	660,000	51	0%	-	-100%	-	-100%	
	Airport Corporate Apron	-	20,996	-	1,212	-	-	-	-	-	
	Airport Apron Rehabilitation	-	150,139	-	15,804	-	-	-	-	-	
	Airport Roof Replacement Box Hangar 7	-	-	75,000	-	0%	-	-100%	-	-100%	
	Airport Drainage Rehabilitation	-	-	-	-	-	300,000	-	300,000	-	
Public Safety	Ambulance	619,459	53,881	693,000	(53,881)	-8%	402,413	-42%	402,413	-42%	
	Fire Engines	662,329	800,230	-	71,761	-	2,333,848	-	2,333,848	-	
	Breathing Air Refill	-	248,781	-	-	-	100,000	-	100,000	-	
	Fire Station 1 Renovations	566,640	-	-	-	-	-	-	-	-	
	Aerial Ladder Truck	-	1,273,711	1,874,387	1,393,773	74%	-	-100%	-	-100%	
	Lake Kilby Station Renovation	195	25,279	-	34,828	-	-	-	-	-	
	Fire & Rescue Storage Building	10,806	34,988	902,190	26,151	3%	-	-100%	-	-100%	
	Fire Tanker Truck	662,484	113,045	-	6,994	-	-	-	-	-	
	College Drive Fire Station	1,728,591	93,335	1,900,000	34,686	2%	4,089,443	115%	4,089,443	115%	
	Self Contained Breathing Apparatus	-	1,443,281	-	-	-	-	-	-	-	
	Joint Public Safety & Training Center	-	-	1,520,000	32,413	2%	-	-100%	-	-100%	
	Station 10 Traffic Signal	-	22,120	-	24,255	-	-	-	-	-	
	CAD System Replacement	-	-	3,000,000	-	0%	-	-100%	-	-100%	
	Schools	Hazardous Material Management	105,570	25,444	-	-	-	-	-	-	-
		Schools Major Repairs/Systems Replacemet	2,921,150	3,987,229	3,575,000	2,001,548	56%	3,575,000	0%	3,575,000	0%
New Middle School		-	302,974	-	-	-	-	-	-	-	
New Elementary School		49,500	-	-	-	-	-	-	-	-	
Operation Facility		4,019,509	266,946	-	31,793	-	-	-	-	-	
School Facility Assessment		100,601	318,320	-	-	-	-	-	-	-	
JFK Middle School Replacement		-	-	-	-	-	7,500,000	-	7,500,000	-	
Villages	Village & Neighborhood Improvements	995,087	568,838	1,204,750	275,191	23%	825,000	-32%	825,000	-32%	
	Open Space Improvements	93,896	193,278	250,000	252,682	101%	250,000	0%	250,000	0%	
	Downtown Implementation Plan Initiatives	69,692	192,596	915,000	575,487	63%	925,000	1%	925,000	1%	
Transport	Local Urban Intrsectn Const-Comp Plan										
	RT17/Crittenden Road Intersection	156,207	209,188	4,094,222	432,916	11%	372,530	-91%	372,530	-91%	
	N Pkwy/Bennett's Pasture Rd Intersection	281,598	188,750	1,350,000	143,516	11%	-	-100%	-	-100%	
	RT58/Manning Bridge Rd Intersection	-	-	674,736	-	0%	-	-100%	-	-100%	
	Suffolk Bypass Wilroy/Godwin/Pruden I	-	-	-	-	-	50,000	-	50,000	-	
	Local Urban Rdway Const-Comp Plan										
	Holland Rd Improvements	2,536,473	6,238,804	-	5,094,289	-	2,916,782	-	2,916,782	-	
	Nansemond Pkwy Phase II	82,355	-	-	-	-	-	-	-	-	
	Shoulders Hill Phase II	-	-	843,997	-	0%	-	-100%	-	-100%	
	King's Highway Bridge	-	70,697	-	-	-	-	-	-	-	
	Railroad Crossing Upgrade	113,417	16,456	-	700	-	-	-	-	-	
	Channel Dredging	-	-	600,000	600,000	100%	-	-100%	-	-100%	
	Harbour View Area Signal Improvements	169,501	-	-	-	-	-	-	-	-	
	Shoulders Hill Rd/RT17 Intersection	2,970,179	2,282,711	-	296,443	-	-	-	-	-	
	Public Utilities Pavement Projects	(6,823)	-	-	-	-	-	-	-	-	
	HSIP Flashing Yellow Arrow	197,753	-	-	-	-	-	-	-	-	
	Nansemond Pkwy Bridge Replacement	151,170	28,805	-	-	-	-	-	-	-	
	E Washington Street	16,000	3,000	-	-	-	-	-	-	-	
	Mineral Springs Rd Bridge	1,279,959	-	-	-	-	-	-	-	-	
	Longstreet Lane Bridge Replacement	160,650	124,906	-	25,485	-	-	-	-	-	
	Lake Cahoon Rd Deck Replacement	-	1,080,559	-	461,962	-	-	-	-	-	
	Carolina Rd Bridge Replacement	-	19,280	-	5,244	-	-	-	-	-	
	Pruden Center Signal & Turn Lanes	98,642	86,307	767,254	20,401	3%	765,201	0%	765,201	0%	
	Pruden Boulevard Culvert Improvements	61,019	-	-	-	-	-	-	-	-	
	Nansemond Pkwy/Wilroy Rd Overpass	154,750	340,058	4,194,303	147,552	4%	1,772,480	-58%	1,772,480	-58%	

	Bridge Rd Traffic Signal Upgrade	63,700	341,062	-	121,358	-	-	-	-	-
	Suffolk Bypass	58,306	7,314	-	8,479	-	-	-	-	-
	Portsmouth Blvd Sidewalk Phase I	33,844	11,656	-	51,810	-	-	-	-	-
	Portsmouth Blvd Sidewalk Phase II	41,900	27,110	-	133,433	-	-	-	-	-
	Portsmouth Blvd Sidewalk Phase III	37,990	19,630	-	94,652	-	-	-	-	-
	RT 58 Eastbound Segment I	115,614	-	-	-	-	-	-	-	-
	Pitchkettle Road Improvements	210,719	200,891	-	230,672	-	-	-	-	-
	Miscellaneous Roadway Improvements	11,163	111,344	80,000	-	0%	100,000	25%	100,000	25%
	Elwood Road over Kingsdale Swamp	68,700	25,733	-	20,235	-	-	-	-	-
	Turlington Road over Kilby Creek	50,917	-	-	-	-	-	-	-	-
	Nansemond Parkway Traffic Signal	80,494	82,775	-	-	-	-	-	-	-
	Emergency Vehicle Preemption	17,673	127,094	-	-	-	-	-	-	-
	Relocation of Zone C Headquarters	-	272,851	1,086,910	203,687	19%	-	-100%	-	-100%
	RT17 Bridge Repaving	285,509	-	-	-	-	-	-	-	-
	Franklin Bypass Bridge Repaving	590,048	-	-	-	-	-	-	-	-
	Pittmantown Rd over Mill Swamp	-	-	840,000	-	0%	-	-100%	-	-100%
	Shoulders Hill Rd Multi-Use Path	-	31,993	-	7,834	-	-	-	-	-
	West End Suffolk Bypass Interchange	-	40,889	-	1,620	-	-	-	-	-
	EDA Road Ctr Point Drive	-	-	-	760,000	-	-	-	-	-
	Citywide Signal Timing	-	-	140,000	-	0%	586,681	319%	586,681	319%
	Suffolk Traffic Operations Center	-	-	50,000	-	0%	2,000,000	3900%	2,000,000	3900%
	Northgate Commerce	1,240	-	-	-	-	-	-	-	-
	Kenyon Road Connector	95,895	606,193	-	661,797	-	-	-	-	-
	Oak Ridge/Colonial Ave Connector	161,288	-	-	-	-	-	-	-	-
	College Drive Median Improvements	-	-	-	-	-	50,000	-	50,000	-
	Suffolk Bypass ITS	-	-	-	-	-	235,000	-	235,000	-
	Downtown Signal System Upgrade	-	-	-	-	-	150,000	-	150,000	-
	Citywide Signal System Upgrade	-	-	-	-	-	150,000	-	150,000	-
	Downtown Railroad Warning System	-	-	-	-	-	150,000	-	150,000	-
	Freeman Mill over Spivey Swamp	-	-	-	-	-	484,000	-	484,000	-
	Turlington Rd Speight's Spillway SGR	-	-	1,350,000	-	0%	-	-100%	-	-100%
RT17	Point Place Rdwy Extension	750,000	-	-	750,000	-	-	-	-	-
	James River Shoreline Open Space	169,289	12,713	-	-	-	-	-	-	-
	Harbour Towne Pkwy Connector & Wetlan	794,614	540,156	-	1,011	-	-	-	-	-
Transit	Transit Operations Facility	-	-	160,494	-	0%	-	-100%	-	-100%
Fleet	Replacement of Fleet Facilities	61,627	34,710	-	11,137	-	-	-	-	-
Info Technology	Physical Security	-	52,397	250,000	140,787	56%	250,000	0%	-	-100%
	Internet Access Expansion	-	-	250,000	230,352	92%	250,000	0%	250,000	0%
Stormwater	James River Water Shed/Sadler Pond	-	10,596	-	-	-	-	-	-	-
	Pughsville Drainage	142,818	124,841	-	86,271	-	2,602,956	-	2,602,956	-
	Rural Stormwater Improvements	609,723	-	-	-	-	-	-	-	-
	Downtown St Upgrades & Drainage Improv	111,813	168,909	-	476,125	-	-	-	-	-
	Citywide Drainage Improvements	225,963	343,526	500,000	38,011	8%	500,000	0%	500,000	0%
	Driver Drainage Improvements	-	-	-	-	-	136,100	-	136,100	-
	First Avenue Drainage	-	-	-	-	-	275,000	-	275,000	-
	Oldetown Drainage Improvements	-	-	-	-	-	606,000	-	606,000	-
	Steeple Drive Drainage Improvements	-	-	156,300	-	0%	364,000	133%	364,000	133%
	Jefferson Street Drainage	-	-	294,000	-	0%	-	-100%	-	-100%
	Woodrow South Suffolk Drainage	-	-	-	-	-	482,300	-	482,300	-
	Oakland Drainage Improvements	-	-	-	-	-	500,000	-	500,000	-
Utilities	Water Source Development & Treatment Pl	191,133	22,014	4,242,000	346,197	8%	865,000	-80%	865,000	-80%
	Water Distribution and Transmission System	226,928	1,149	900,000	54,628	6%	-	-100%	-	-100%
	Water System Upgrades	7,718	51,191	725,000	457,809	63%	1,825,000	152%	1,825,000	152%
	Sanitary Sewer System Upgrades	1,162,369	550,137	9,000,000	2,731,751	30%	6,580,000	-27%	6,580,000	-27%
	Sanitary Sewer Extensions	2,548	3,898	300,000	501,015	167%	-	-100%	-	-100%
Non-Departmental	Transfer to Debt Fund	331,359	389,861	154,227	-	0%	-	-100%	373,765	142%
	Contingency	-	-	-	-	-	-	-	2,500,000	-
Total Operating Expenses		\$ 32,570,710	\$ 34,261,124	\$ 60,673,312	\$ 24,504,927	40%	\$ 59,268,862	-2%	\$ 62,142,627	2%

Special Revenue Funds



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AVIATION FACILITIES FUND

DESCRIPTION

The Aviation Facilities Fund is a special revenue fund designed to account for and manage the Suffolk Executive Airport. The fund is supported by revenue generated by airport operations including fuel sales, hangar leases, tie downs, and other services provided to users of the airport as well as state and federal grant funding. The Aviation Facilities Division administers and manages the Suffolk Executive Airport including the operation of runways, taxiways, hangar facilities, apron and tie down facilities, fueling facilities, required navigational equipment, and the airport cafe.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Provide services for general aviation, corporate, and charter aircraft.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of businesses located at the airport	6	6	6
Percent of hangar space leased	100%	100%	100%
Gallons of fuel sold at the airport	114,250	114,500	115,000

AVIATION FACILITIES FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Interest on Investments	\$ 9,380	\$ 2,348	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -
Rent of Facilities	275,201	256,166	273,480	137,565	50%	278,844	2%	278,844	-59%	278,844
Sale of Fuel	406,464	447,052	675,000	267,721	40%	675,000	0%	675,000	0%	675,000
Miscellaneous Revenue	18,447	19,549	20,000	4,414	22%	20,000	0%	20,000	0%	20,000
State Aviation Maintenance Grants	46,059	(15,322)	-	1,140	-	-	-	-	-	-
Transfer from General Fund	91,531	121,949	109,717	112,815	103%	80,772	-26%	109,055	-1%	109,055
Total Revenue	\$ 847,083	\$ 831,741	\$ 1,078,197	\$ 523,655	49%	\$ 1,054,616	-2%	\$ 1,082,899	0%	\$ 1,082,899
Expenditure Summary										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Aviation Services	\$ 825,832	\$ 747,506	\$ 1,078,197	\$ 529,165	49%	\$ 1,054,616	-2%	\$ 1,082,899	0%	\$ 1,082,899
Total Expenditures	\$ 825,832	\$ 747,506	\$ 1,078,197	\$ 529,165	49%	\$ 1,054,616	-2%	\$ 1,082,899	0%	\$ 1,082,899

AVIATION FACILITIES FUND (Department of Economic Development)

Budget Detail										
Account Number: 220-150000		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Chng	Recommended	Chng
51100.02	Salaries and Wages	\$ 109,044	\$ 86,851	\$ 115,124	\$ 57,392	50%	\$ 115,124	0%	\$ 120,372	5%
51100.04	Salaries and Wages - Overtime	1,085	681	1,000	1,078	108%	1,000	-	1,000	0%
51100.06	Salaries and Wages - Part-time	61,325	61,077	67,018	31,791	47%	67,407	1%	68,693	3%
52100	FICA	13,129	13,682	14,010	6,917	49%	14,040	0%	14,540	4%
52210	VRS Retirement	11,744	13,609	14,356	6,975	49%	14,356	0%	16,708	16%
52400	Group Life	1,487	1,483	1,543	771	50%	1,543	0%	1,613	5%
53000.16	Purchased Service - Refuse Collection	3,672	3,719	3,500	1,894	54%	3,500	0%	3,800	9%
53300	Repair and Maintenance	24,710	32,014	36,000	24,751	69%	40,000	11%	40,000	11%
53300.110	Repair and Maintenance - State	23,456	3,420	-	1,140	-	-	-	-	-
53300.220	Repair and Maintenance - Aviation	16,223	180	-	60	-	-	-	-	-
53600	Advertising	2,311	4,412	5,000	-	0%	5,000	0%	5,000	0%
53600.110	Advertising - State	2,183	-	-	-	-	-	-	-	-
53600.220	Advertising - Aviation	2,183	-	-	-	-	-	-	-	-
54100	Information Technology	14,883	15,751	18,325	8,884	48%	18,325	0%	21,318	16%
54200	Fleet	50,937	50,657	56,331	25,774	46%	56,331	0%	55,460	-2%
54500	Risk Management	53,334	50,279	42,568	21,284	50%	42,568	0%	48,133	13%
55100	Utilities	32,489	32,978	28,000	11,940	43%	28,000	0%	28,000	0%
55210	Postal Services	58	7	500	3	1%	500	0%	500	0%
55230	Telecommunications	2,427	2,320	2,357	966	41%	2,357	0%	2,391	1%
55410	Lease/Rent of Equipment	36,458	35,458	40,000	19,229	48%	12,000	-70%	12,000	-70%
55500	Travel and Training	1,196	940	2,500	989	40%	2,500	0%	2,500	0%
55810	Dues and Association Memberships	100	100	200	-	0%	200	0%	200	0%
56001	Office Supplies	234	167	500	232	46%	500	0%	500	0%
56011	Uniforms & Wearing Apparel	788	985	1,500	-	0%	1,500	0%	1,500	0%
56014	Other Operating Supplies	4,599	4,779	5,000	422	8%	5,000	0%	5,000	0%
56015	Merchandise for Resale	90	195	1,000	119	12%	1,000	0%	1,000	0%
56017	Copier	2,224	1,658	2,536	666	26%	2,536	0%	2,536	0%
56022	Fuel Inventory	303,910	265,561	500,000	261,226	52%	500,000	0%	500,000	0%
58200	Capital Outlay	-	-	-	-	-	-	-	-	-
91400-59905	Local Cash Match	-	-	30,000	-	0%	30,000	0%	30,000	0%
93000-50000.165	Transfer to GF - Indirect Cost	49,554	64,544	89,329	44,665	50%	89,329	0%	100,135	12%
Total Operating Expenditures		\$ 825,832	\$ 747,506	\$ 1,078,197	\$ 529,165	-	\$ 1,054,616	-	\$ 1,082,899	0%
55410 - Lease of Equipment: Generator and refueler.										
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022			2022-2023	2022-2023		
		Actual	Actual	Budget			Requested	Recommended		
218	Airport Manager	1	1	1			1	1		
204	Airport Technician	2	1	1			1	1		
Number of Full-Time Positions		3	2	2			2	2		

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DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

DESCRIPTION

The Downtown Business Overlay Taxing District (DBOD) is a special fund created by the City to foster economic development in downtown Suffolk. A specific additional real estate tax levy is assessed on properties in the DBOD. Revenues provide funding for enhanced beautification, refuse, sidewalk, and street maintenance services. The proposed FY 2022-2023 real estate tax rate is \$.105 per \$100 of assessed value for the DBOD.

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

Revenue										
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng	
Real Property Taxes	\$ 192,248	\$ 188,880	\$ 174,091	\$ 83,253	48%	\$ 174,000	0%	\$ 190,421	9%	
Penalties and Interest	(110)	(47)	-	-	-	-	-	-	-	
Interest on Investments	3,753	518	-	-	-	-	-	-	-	
Total Revenue	\$ 195,891	\$ 189,352	\$ 174,091	\$ 83,253	48%	\$ 174,000	0%	\$ 190,421	9%	
Expenditure Summary										
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng	
Services	\$ 158,254	\$ 165,941	\$ 174,091	\$ 81,007	47%	\$ 174,000	0%	\$ 190,421	9%	
Total Expenditures	\$ 158,254	\$ 165,941	\$ 174,091	\$ 81,007	47%	\$ 174,000	0%	\$ 190,421	9%	

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

Budget Detail										
Account Number: 209-	2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	Exp to Dec	Exp	Requested	Chng	Recommended	Chng	
41310-53000.02 Purchased Service - RM (Maintenance, Sweepin _g) \$	57,497	\$ 57,493	\$ 57,500	\$ 40,465	70%	\$ 57,500	0%	\$ 64,500	12%	
41310-53000.46 Purchased Service - RM Banners	10,168	7,781	6,000	2,175	36%	5,000	-17%	7,000	17%	
41310-53100 Professional Services	31,813	41,572	51,091	1,374	3%	52,000	2%	52,000	2%	
41310-55100 Utilities	777	1,095	1,500	296	20%	1,500	0%	1,921	28%	
42310-53000.16 Purchased Service - Refuse Fund	57,998	58,000	58,000	36,697	63%	58,000	0%	65,000	12%	
Total Operating Expenditures	\$ 158,254	\$ 165,941	\$ 174,091	\$ 81,007	47%	\$ 174,000	0%	\$ 190,421	9%	

53100 - Professional Services: Provides for beautification and landscape services.

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ROAD MAINTENANCE FUND

DESCRIPTION

The Road Maintenance Fund provides for the maintenance of primary and secondary roadways throughout the City of Suffolk including drainage ditches, sidewalks, grass mowing, and litter control. The Division also evaluates, repairs, and upgrades traffic regulatory markings, signage, and traffic signal operations; directs and manages capital and special projects; assists in the review of all site development plans; analyzes impacts relating to current and future transportation issues; administers the City’s street lighting program; and assists in supporting the Roadway Advisory Commission.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Transportation	<p>Deliver high quality services within allocated resources.</p> <p>Provide safe and quality transportation options.</p> <p>Continue capital street improvements identified in the neighborhood initiatives program.</p> <p>Provide quality maintenance service of the City’s roadway network and supported assets.</p>

PERFORMANCE MEASURES	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Roadway:			
Lane miles maintained	1,658	1,663	1,663
Lane miles resurfaced	50.48	60	60
Cost per lane mile resurfaced	\$115,000	\$115,000	\$115,000
Number of potholes repaired	3,000	3,500	3,500
Average pothole repair time	72 hours	72 hours	72 hours
Linear feet of open conveyance systems maintained	415,000	450,000	450,000
Traffic:			
Traffic signals maintained	102	102	103
Traffic signals receiving preventative maintenance	102	102	103
Priority 1 traffic signal requests repaired within 4 hrs	100%	100%	100%
Sign fabrications	2,050	2,050	2,150
Sign repairs/replacements	1,131	1,131	1,231

ROAD MAINTENANCE FUND

Revenue										
		2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
		Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Sale of Permits	A	\$ 44,000	\$ 61,900	\$ 50,000	\$ 35,350	71%	\$ 75,000	50%	\$ 75,000	50%
Height/Weight Permit Fees	B	308,605	328,003	320,000	160,527	50%	320,000	0%	320,000	0%
Fines & Forfeitures	C	231,798	368,477	250,000	71,141	28%	250,000	0%	250,000	0%
Revenue from Use of Property - SW Mosquito	D	15,000	15,000	15,000	-	0%	15,000	0%	15,000	0%
Revenue from Use of Property - Billboard Usage		-	1,545	-	1,591	-	-	-	-	#DIV/0!
Operations of Street Lights	E	58,361	102,980	100,000	-	0%	100,000	0%	100,000	0%
Developer Street Sign Contributions	F	15,600	19,500	15,000	7,800	52%	25,000	67%	25,000	67%
Developer Traffic Signal Contributions	G	36,000	36,000	70,000	-	0%	70,000	0%	70,000	0%
Sale of Service - Stormwater (Mosquito)	H	60,024	60,015	60,000	-	0%	60,000	0%	60,000	0%
Sale of Service - Capital Projects	I	279,936	270,576	280,000	117,459	42%	280,000	0%	280,000	0%
Sale of Service - Stormwater (Engineering)	J	300,000	300,000	300,000	70,010	23%	300,000	0%	300,000	0%
Sale of Service - DBOD	K	57,497	57,493	57,500	40,465	70%	57,500	0%	64,500	12%
Sale of Service - General Fund (PW Admin)	L	94,108	154,419	155,000	99,353	64%	175,000	13%	175,000	13%
Sale of Service - Animal Control	M	22,000	22,000	23,500	11,750	50%	35,000	49%	23,500	0%
Sale of Service - Public Utilities	N	9,000	7,100	10,000	2,446	24%	10,000	0%	10,000	0%
Sale of Service - Developer Plan Review	O	51,020	56,160	45,000	27,032	60%	60,000	33%	60,000	33%
Sale of Service - Refuse Salary Allocation	P	76,024	31,677	78,113	39,057	50%	76,076	-3%	75,000	-4%
Sale of Service - PW Salary Allocation	Q	12,709	8,007	19,216	9,608	50%	21,041	9%	21,041	9%
Sale of Service - Transit Salary Allocation	R	-	-	31,974	15,987	50%	12,552	-61%	12,552	-61%
Sale of Service - PW Streetlight Installation	S	20,000	35,000	20,000	-	0%	30,000	50%	30,000	50%
Sale of Service - Impact Analysis	T	15,000	-	15,000	-	0%	15,000	0%	15,000	0%
Sale of Service - Banners	U	16,439	15,520	12,000	3,621	30%	12,000	0%	14,000	17%
Sale of Salvage/Surplus	V	24,268	3,632	5,000	3,638	73%	5,000	0%	5,000	0%
Miscellaneous Revenue	W	19,670	7,613	7,500	785	10%	7,500	0%	7,500	0%
Virginia Logo Program	X	8,379	9,450	10,000	-	0%	10,000	0%	10,000	0%
Urban Maintenance Funds	Y	24,390,615	25,061,615	25,060,900	12,745,523	51%	25,057,707	0%	25,057,707	0%
Insurance Recovery	Z	-	-	2,000	-	0%	-	-100%	-	-100%
Transfer from General Fund		-	230,640	-	127,790	-	-	-	-	-
Interest Proceeds		262,626	50,864	-	-	-	-	-	-	-
Fund Balance		-	-	2,710,037	-	0%	5,231,328	93%	5,231,328	93%
Total Revenue		\$ 26,428,678	\$ 27,315,186	\$ 29,722,740	\$ 13,590,932	46%	\$ 32,310,704	9%	\$ 32,307,128	9%

Expenditure Summary

		2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
		Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Road Maintenance		\$ 21,306,470	\$ 21,243,210	\$ 24,333,454	\$ 9,856,926	41%	\$ 27,000,871	11%	\$ 26,784,173	10%
Traffic Engineering		4,494,292	4,537,635	5,389,286	2,181,541	40%	5,309,833	-1%	5,522,956	2%
Total Expenditures		\$ 25,800,762	\$ 25,780,845	\$ 29,722,740	\$ 12,038,466	41%	\$ 32,310,704	9%	\$ 32,307,128	9%

A - Land use and commercial drive permits issued to public

B - Height & Weight Permit Fees

C - Wide load and overweight citations allocated towards Road Maintenance

D - Revenue for office space at Operations Facility

E - 7 yr. adv st. light pymts (Dev.) for st. light maint csts for new dev. Pro Rtd Bases

F - Charges to developers for new st. signs related to new developments

G - Chrgs to developers for inspectn by Traf. Engin. of traf. sgnl constrcn

H - Ditch cleaning services to Stormwater - mosquito control.

I - Services provided to Capital Projects Fund for roadwork.

J - BMP residential maintenance and enhanced street sweeping services provided to SW Fund

K - Enhanced street sweeping, roadside beautification, and clean up services provided to DBOD

L - Non-VDOT funded activities - Misc Services (ex. Dirt roads)

M - Incinerator usage fee for euthanized animals

N - Services provided to Public Utilities

O - Charges to developers for plans review by Engineering.

P - Services provided to Refuse for salary allocation

Q - Services provided to PW for salary allocation

R - Services provided to Transit for salary allocation

S - Cost to install street lights

T - Preliminary plan and traffic impact analysis review

U - Services provided to P&R for banner placement

V - Salvage of damaged guardrail and other miscellaneous metal

W - Misc services to depts (signs, pavement markers, research & engineering)

X - Payment for Virginia Logo System Rights on City Right of Way

Y - State revenue estimate based on 1278.21 lane miles x \$13,011.71 secondary & 380.21 x \$22,161.46 primary

Z - Insurance recovery for public property accident damage

DIVISION: ROADWAY - TRAFFIC ENGINEERING (Department of Public Works)

Budget Detail									
Account Number: 210-41400-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 1,103,278	\$ 1,144,946	\$ 1,248,348	\$ 543,200	44%	\$ 1,376,792	10%	\$ 1,519,956	22%
51100.04 Salaries and Wages - Overtime	166,604	170,078	77,077	126,389	164%	77,077	0%	77,077	0%
51100.06 Salaries and Wages - Part-time	(2,961)	-	-	-	-	-	-	-	-
52100 FICA	90,374	95,229	101,395	48,927	48%	111,221	10%	122,173	20%
52210 VRS Retirement	131,223	152,309	155,669	77,305	50%	171,686	10%	210,970	36%
52400 Group Life	14,690	15,931	16,728	8,699	52%	18,449	10%	20,367	22%
53100 Professional Services	123,088	174,528	300,000	89,829	30%	300,000	0%	300,000	0%
53100.26 Professional Services - Traffic Signal Inspec	-	-	90,000	-	0%	70,000	-22%	70,000	-22%
53200 Temporary Help Service Fees	7,277	-	-	-	-	-	-	-	-
53300 Repair and Maintenance	14,840	15,100	15,000	13,588	91%	15,000	0%	15,000	0%
54100 Information Technology	135,431	163,184	191,984	82,009	43%	191,984	0%	169,357	-12%
54200 Fleet	147,419	185,949	166,285	86,233	52%	202,144	22%	202,144	22%
54500 Risk Management	294,732	223,475	219,583	109,792	50%	219,583	0%	254,456	16%
55100 Utilities (Street Lights)	1,565,164	1,546,955	1,565,000	663,859	42%	1,610,000	3%	1,610,000	3%
55210 Postage	345	7	500	24	5%	500	0%	500	0%
55230 Telecommunications	17,242	22,087	19,739	8,659	44%	19,739	0%	25,297	28%
55310 Employer HDHP Expense	7,854	-	-	-	-	-	-	-	-
55500 Travel and Training	20,309	4,493	15,000	8,608	57%	20,000	33%	20,000	33%
55810 Dues and Association Memberships	3,839	5,043	5,000	2,075	41%	5,500	10%	5,500	10%
56001 Office Supplies	2,934	3,187	3,000	1,208	40%	3,000	0%	3,000	0%
56011 Uniforms & Wearing Apparel	11,659	14,655	15,000	7,254	48%	18,500	23%	18,500	23%
56012 Books & Subscriptions	681	2,047	1,500	-	0%	1,500	0%	1,500	0%
56014 Other Operating Supplies	446,084	455,945	470,321	250,045	53%	500,000	6%	500,000	6%
56017 Copier Costs	12,908	5,884	19,158	2,790	15%	19,158	0%	19,158	0%
58200 Capital Outlay	92,443	-	523,000	-	0%	178,000	-66%	178,000	-66%
58210 New Street Light Installation	2,218	11,062	20,000	28,302	142%	30,000	50%	30,000	50%
58215 Improvements (signals/signs)	84,614	125,542	150,000	22,748	15%	150,000	0%	150,000	0%
Total Operating Expenditures	\$ 4,494,292	\$ 4,537,635	\$ 5,389,286	\$ 2,181,541	40%	\$ 5,309,833	-1%	\$ 5,522,956	2%
Personnel Summary									
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended			
221	City Traffic Engineer	1	1	1	1	1			
	Assistant Traffic Engineer	1	-	-	-	-			
218	Transportation Planning Manager	1	1	1	1	1			
215	Traffic Signal System Superintendent	1	1	1	1	1			
215/218/220	Civil Engineer I-III	-	1	1	1	1			
214	Sign and Paint Manager	1	1	1	1	1			
214	Engineering Analyst	1	1	1	1	1			
208/209/210	Construction Inspector I-III	-	-	1	1	1			
209	Traffic Signal Technician	5	5	5	5	5			
209	Sign Maintenance Manager	1	1	1	1	1			
209	Paint Supervisor	1	1	1	1	1			
209	Engineering Technician	2	1	1	1	1			
	Traffic Engineering Utility Technician	-	-	-	1	1			
208	Highway Paint Equipment Operator	1	1	1	2	2			
207	Sign Technician	2	2	2	3	3			
207	Sign Shop Fabricator	1	1	1	1	1			
207	Paint Technician	3	4	4	5	5			
204	Sign Mechanic	2	2	2	3	3			
204	Secretary	1	1	1	-	-			
Number of Full-Time Positions		25	25	26	30	30			

DIVISION: ROADWAY - MAINTENANCE (Department of Public Works)

Budget Detail										
Account Number: 210-41200		2019-2020	2020-2021	2021-2022	2021-2022	%	2022-2023	%	2022-2023	%
		Actual	Actual	Budget	Exp to Dec	Exp	Requested	Chng	Recommended	Chng
51100.02	Salaries and Wages	\$ 3,743,931	\$ 3,888,077	\$ 4,416,385	\$ 1,755,157	40%	\$ 4,512,891	2%	\$ 4,926,883	12%
51100.04	Salaries and Wages - Overtime	371,884	320,615	190,638	179,996	94%	190,638	0%	190,638	0%
51100.06	Salaries and Wages - Part-time	(1,358)	3,107	-	(3,107)	-	24,249	-	24,855	-
52100	FICA	297,196	304,615	352,437	139,326	40%	361,675	3%	393,392	12%
52210	VRS Retirement	397,836	456,892	550,723	216,803	39%	562,758	2%	683,851	24%
52400	Group Life	50,787	50,196	59,180	23,418	40%	60,473	2%	66,020	12%
53000.06	Purchase Services - Stormwater Fund	249,200	220,476	249,200	119,799	48%	266,208	7%	266,208	7%
53000.10	Purchase Services - General Fund (landscap	3,135	3,475	7,500	800	11%	7,500	0%	7,500	0%
53000.12	Purchase Services - General Fund (Police W	117,024	139,058	115,000	81,369	71%	115,000	0%	115,000	0%
53000.13	Purchase Services - SW Outreach	-	-	6,469	-	0%	6,469	0%	6,469	0%
53000.16	Purchase Services - Refuse Fund	39,185	33,061	45,000	13,074	29%	40,000	-11%	40,000	-11%
53100	Professional Services	28,070	47,708	85,000	18,597	22%	85,000	0%	85,000	0%
53100.22	Medical Services	-	-	3,500	-	0%	3,500	0%	3,500	0%
53300	Repair and Maintenance	204,555	125,073	150,000	78,939	53%	150,000	0%	150,000	0%
53310	Repairs - Bridges	2,248,632	3,008,555	3,100,000	1,233,801	40%	3,100,000	0%	3,100,000	0%
53500	Printing and Binding	-	-	1,500	-	0%	1,500	0%	1,500	0%
54100	Information Technology	520,416	561,118	643,395	321,220	50%	643,395	0%	701,374	9%
54200	Fleet	1,227,842	1,222,993	1,508,035	686,742	46%	1,572,724	4%	1,572,724	4%
54500	Risk Management	1,310,531	1,042,281	1,039,218	519,609	50%	1,039,218	0%	1,346,959	30%
55210	Postage	16	5	300	140	47%	300	0%	300	0%
55230	Telecommunications	6,240	12,324	9,500	5,664	60%	9,500	0%	29,689	213%
55310	Employer HDHP Expense	24,677	-	-	-	-	-	-	-	-
55420	Lease/Rent of Buildings	2,003	-	-	-	-	-	-	-	-
55500	Travel and Training	8,886	6,049	35,000	2,480	7%	35,000	0%	35,000	0%
55810	Dues and Association Memberships	3,925	3,995	4,000	4,200	105%	4,000	0%	4,000	0%
56001	Office Supplies	2,321	1,952	8,500	1,445	17%	8,500	0%	8,500	0%
56011	Uniforms & Wearing Apparel	62,135	55,947	80,000	24,536	31%	81,400	2%	80,000	0%
56012	Books and Subscriptions	252	-	1,000	488	49%	1,000	0%	1,000	0%
56014	Other Operating Supplies	487,420	427,069	800,000	177,271	22%	800,000	0%	700,000	-13%
56017	Copier Costs	19,177	8,726	29,794	3,827	13%	29,794	0%	29,794	0%
56024	Street Improvements	6,604,330	6,267,981	7,500,000	2,807,137	37%	9,000,000	20%	8,073,882	8%
58200	Capital Outlay	789,174	681,384	800,000	31,265	4%	1,952,000	144%	1,952,000	144%
91400-59902	Contingency	-	-	249,000	-	0%	-	-100%	-	-100%
93000-50000.165	Transfer to GF - Indirect Cost	802,494	763,402	714,960	357,480	50%	714,960	0%	563,241	-21%
93000-50000.310	Transfer to Capital Projects	319,792	219,664	252,000	1,055,448	419%	295,000	17%	295,000	17%
93000-50000.401	Transfer to Debt	1,364,763	1,367,413	1,326,220	-	0%	1,326,220	0%	1,329,893	0%
Total Operating Expenditures		\$ 21,306,470	\$ 21,243,210	\$ 24,333,454	\$ 9,856,926	41%	\$ 27,000,871	11%	\$ 26,784,173	10%
Personnel Summary										
Range	Class	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023				
		Actual	Actual	Budget	Requested	Recommended				
222	Assistant Director of Public Works	1	1	1	1	1				
221	Public Works General Manager	1	1	1	1	-				
221	Operations Manager	1	1	1	1	2				
215/218/220	Civil Engineer I-III	1	1	1	1	1				
216	Operations Superintendent	7	7	7	7	7				
214	Operations Office Manager	1	1	1	1	1				
208/209/210	Construction Inspector I-III	4	5	5	5	5				
209	Street Crew Leader	14	14	14	13	14				
	Labor Supervisor	1	1	1	1	-				
209	Engineering Technician	-	-	1	1	1				
208	Senior Heavy Equipment Operator	-	-	-	-	13				
208	Maintenance Mechanic - Streets	3	3	3	3	3				
208	Accounting Associate II	1	1	1	1	1				
207	Heavy Equipment Operator	35	35	36	38	24				
202/204	Street Maintenance Worker I-II	29	29	30	30	30				
204	Secretary	-	-	-	1	1				
204	Accounting Technician	2	2	2	2	2				
203	Office Assistant	1	-	-	-	-				
202	Stock Room Clerk	-	-	-	1	1				
Number of Full-Time Positions		102	102	105	108	107				



GRANTS FUND

DESCRIPTION

The Grants Fund is a special revenue fund that provides required local matching contributions to state, federal, and private grant funding secured by City departments. The Grants Fund budget is comprised of local funding transferred from the General Fund which allows the City to leverage funding from state and federal agencies and foundations to assist with a variety of activities, programs, and services for the benefit of Suffolk's citizens. Grants awarded to the City during the fiscal year are accepted and appropriated to the Grants Fund budget.

GRANTS FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Transfer from General Fund	\$ 425,738	\$ 389,148	\$ 660,129	\$ 223,415	34%	\$ 660,129	0%	\$ 660,129	0%	
CDBG Annual Allocation	409,120	468,910	-	-	-	-	-	-	-	
HOME Annual Allocation	311,624	315,164	-	-	-	-	-	-	-	
Revenue from the Commonwealth	1,212,840	10,172,735	-	5,584,161	-	-	-	-	-	
Revenue from the Federal Government	823,270	912,816	-	15,140,189	-	-	-	-	-	
Miscellaneous	80,874	1,757,204	-	1,462,050	-	-	-	-	-	
Total Revenue	\$ 3,263,465	\$ 14,015,977	\$ 660,129	\$ 22,409,815	3395%	\$ 660,129	0%	\$ 660,129	0%	
Expenditure Summary										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Grants Operating Expenditures	\$ 3,136,034	\$ 13,142,863	\$ 660,129	\$ 7,188,599	1089%	\$ 660,129	0%	\$ 660,129	0%	
Total Expenditures	\$ 3,136,034	\$ 13,142,863	\$ 660,129	\$ 7,188,599	1089%	\$ 660,129	0%	\$ 660,129	0%	

GRANTS FUND

Budget Detail

Account Number: 211-91400		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
59905	Local Cash Match Requirements	\$ -	\$ -	\$ 660,129	\$ -	0%	\$ 660,129	0%	\$ 660,129	0%
CDBG Funding Allocation:										
	CDBG Administration	52,657	65,414	-	42,258	-	-	-	-	-
	ForKids Homeless Shelter	16,500	28,164	-	-	-	-	-	-	-
	Habitat for Humanity	-	-	-	-	-	-	-	-	-
	Ches. Bay Presvtn - Septic Pump Out	-	600	-	-	-	-	-	-	-
	SRHA Emergency Repair Program	6,085	42,708	-	60,317	-	-	-	-	-
	Geneive Shelter	16,500	44,849	-	-	-	-	-	-	-
	Western Tidewater Free Clinic	25,908	98,085	-	-	-	-	-	-	-
	Pleasant Hill Improvements	-	-	-	-	-	-	-	-	-
	Neighborhood Stabilization Prgm	236,636	-	-	-	-	-	-	-	-
	Boys and Girls Club	10,000	16,497	-	-	-	-	-	-	-
	Supportive Housing for the Elderly	-	-	-	-	-	-	-	-	-
	Neighborhood and Community Improver	173,541	173,094	-	-	-	-	-	-	-
HOME Grant Allocation:										
	Lead Agency Admin-Suffolk	4,457	31,319	-	(211)	-	-	-	-	-
	Suffolk	114,482	55,727	-	-	-	-	-	-	-
	Franklin	7,762	89,880	-	37,551	-	-	-	-	-
	Isle of Wight	101,522	21,563	-	38,493	-	-	-	-	-
	Southampton	39,777	116,675	-	20,878	-	-	-	-	-
	CHDO-Admin.	91,019	-	-	18,700	-	-	-	-	-
Other Funding Allocation:										
	General	-	78,238	-	-	-	-	-	-	-
	Judicial	873,269	887,813	-	441,842	-	-	-	-	-
	Public Safety	365,249	580,141	-	136,533	-	-	-	-	-
	Public Works	21,717	15,702	-	-	-	-	-	-	-
	Health and Welfare	-	3,969	-	18,505	-	-	-	-	-
	Education	-	-	-	-	-	-	-	-	-
	Parks, Recreation and Cultural	121,682	85,570	-	17,933	-	-	-	-	-
	Community Development	29,550	230,300	-	3,549	-	-	-	-	-
	CARES Act	827,721	10,476,556	-	6,352,251	-	-	-	-	-
93000-50000.401	Transfer to Debt Fund (CDBG 108 loan)	-	-	-	-	-	-	-	-	-
Total Operating Expenses		\$ 3,136,034	\$ 13,142,863	\$ 660,129	\$ 7,188,599	1089%	\$ 660,129	0%	\$ 660,129	0%

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TRANSIT SYSTEM FUND

DESCRIPTION

The Transit System Fund was established to manage transportation services provided to the citizens of Suffolk. This special revenue fund is supported by fare box revenue, State and Federal grants, and a transfer from the General Fund. The City contracts with Virginia Regional Transit (VRT) for the operation of the City’s transit service which includes seven bus routes and ADA service.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Transportation	<p>Provide safe, clean, and effective public transit.</p> <p>Identify additional funding opportunities to fund expansions and improvements to the City’s public transit system.</p> <p>Expand public transportation access to rural, commercial, and employment centers through extended regional connections.</p> <p>Collaborate with the Department of Parks and Recreation to expand multimodal connections.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Ridership:			
Green Line (Saratoga/Godwin Boulevard)	30,943	29,632	29,928
Orange Line (Lake Kennedy/East Washington)	33,197	30,837	31,145
Red Line (Magnolia/Pruden)	5,648	5,527	5,582
Yellow Line (Holland Rd./Centerpoint/Pink Line)	17,497	15,187	15,338
Purple Line (Harbour View/College Drive/Burbage)	6,807	8,448	8,532
Pink Line (Downtown/North Suffolk/Yellow Line)	10,474	9,218	9,310
Americans with Disabilities Act (ADA) Ridership	1,919	1,937	1,956

TRANSIT SYSTEM FUND

Revenue									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Interest on Investments	\$ 14,501	\$ 6,146	\$ -	\$ -	-	\$ -	-	\$ -	-
Fare Collections	68,430	5	43,000	30,286	70%	60,000	40%	60,000	40%
Miscellaneous	10,738	8,608	4,500	5,195	115%	4,500	0%	4,500	0%
VRPT Operating Revenue	267,354	313,146	297,354	153,732	52%	273,354	-8%	273,354	-8%
VRPT Capital Revenue	62,052	324	76,060	65,360	86%	45,600	-40%	45,600	-40%
Federal Transit Administration	1,294,672	1,179,004	827,117	740,092	89%	871,926	5%	871,926	5%
Transfer from General Fund	748,896	920,487	1,006,409	1,008,200	100%	285,098	-72%	418,582	-58%
HRTPO - Transit Admin Assistance	9,000	9,000	9,000	9,000	100%	9,000	0%	9,000	0%
Fund Balance	-	-	167,720	-	-	-	-	-	-
Total Revenue	\$ 2,475,642	\$ 2,436,720	\$ 2,431,160	\$ 2,011,865	-	\$ 1,549,478	-	\$ 1,682,962	-31%

Expenditure Summary

	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Transit System	\$ 1,904,347	\$ 1,441,275	\$ 2,431,160	\$ 1,886,067	78%	\$ 1,549,478	-36%	\$ 1,682,962	-31%
Total Expenditures	\$ 1,904,347	\$ 1,441,275	\$ 2,431,160	\$ 1,886,067	-	\$ 1,549,478	-	\$ 1,682,962	-31%

DIVISION: TRANSIT SYSTEM (Department of Public Works)

Budget Detail										
Account Number: 212-88000-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng	
51100.02 Salaries and Wages - Regular	\$ 63,038	\$ 64,484	\$ 66,553	\$ 33,277	50%	\$ 68,218	3%	\$ 68,371	3%	
52100 FICA	4,791	4,939	5,091	2,549	50%	5,219	3%	5,230	3%	
52210 VRS	6,789	7,795	8,299	3,956	48%	8,507	3%	9,490	14%	
52400 Group Life	826	857	892	446	50%	914	2%	916	3%	
53000.13 Purchased Services - SW Outreach	-	-	9,704	-	0%	5,000	-48%	5,000	-48%	
53000.16 Purchased Services - Refuse Collection	-	909	-	1,818	-	-	-	3,636	-	
53000.43 Purchased Services - RM Salary Allocation	-	-	31,974	15,987	50%	12,552	-61%	12,552	-61%	
53100 Professional Services	73,233	41,217	591,933	18,300	3%	50,000	-92%	50,000	-92%	
53100.105 Professional Services - Federal	963,986	1,263,557	744,731	563,728	76%	633,926	-15%	633,926	-15%	
53100.110 Professional Services - State	271,146	1,289	273,354	13,937	5%	265,354	-3%	265,354	-3%	
53100.212 Professional Services - Transit	15,792	1,289	103,788	637	1%	10,000	-90%	10,000	-90%	
53300 Repair and Maintenance	7,660	6,077	-	5,706	-	21,500	-	21,500	-	
53300.105 Repair and Maintenance - Federal	-	-	-	2,463	-	10,000	-	10,000	-	
53300.110 Repair and Maintenance - State	12,000	-	24,000	3,476	14%	8,000	-67%	8,000	-67%	
53300.212 Repair and Maintenance - Transit	-	-	12,000	-	0%	6,000	-50%	6,000	-50%	
53600 Advertising	1,556	682	1,600	1,445	90%	1,300	-19%	1,300	-19%	
54100 Information Technology	4,961	5,250	6,108	2,961	48%	6,108	0%	7,106	16%	
54200 Fleet	14,935	5,601	11,500	2,787	24%	6,600	-43%	6,600	-43%	
54500 Risk Management	11,254	8,295	10,743	5,372	50%	10,743	0%	14,390	34%	
55100 Utilities	1,139	969	1,500	471	31%	1,500	0%	1,500	0%	
55230 Telecommunications	126	164	1,349	163	12%	1,349	0%	1,332	-1%	
55500 Travel and Training	256	175	5,250	415	8%	5,250	0%	5,250	0%	
55810 Dues & Association Memberships	687	687	850	687	81%	850	0%	850	0%	
56014 Other Operating Supplies	1,854	1,359	25,000	658	3%	25,000	0%	25,000	0%	
56014.105 Other Operating Supplies - Federal	-	263	-	-	-	-	-	-	-	
58200 Capital Outlay	27,562	900	24,000	9,355	39%	5,000	-79%	5,000	-79%	
58200.105 Capital Outlay - Federal	330,689	1,613	82,386	322,589	392%	228,000	177%	228,000	177%	
58200.110 Capital Outlay - State	62,052	324	76,060	65,360	86%	45,600	-40%	45,600	-40%	
58200.212 Capital Outlay - Transit	21,821	1,701	72,461	15,287	21%	11,400	-84%	11,400	-84%	
93000-50000.165 Transfer to GF - Indirect Cost	6,194	20,878	95,589	47,795	50%	95,589	0%	219,659	130%	
93000-50000.310 Transfer to Capital Projects	-	-	144,444	744,444	515%	-	-	-	-100%	
Total Operating Expenditures	\$ 1,904,347	\$ 1,441,275	\$ 2,431,160	\$ 1,886,067	78%	\$ 1,549,478	-36%	\$ 1,682,962	-31%	

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
213	Transit Manager	1	1	1	1	1
Number of Full-Time Positions		1	1	1	1	1

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LAW LIBRARY FUND

DESCRIPTION

The Law Library Fund was established to provide the general public and legal community access to current legal and consumer protection information at no cost. A special fee of \$4.00 is levied on civil court cases in the General District and Circuit courts. This fee is held in a separate fund for the purpose of providing the public and Officers of the Court with a reliable network of legal information and educational support. This fund also supports community outreach efforts, legal publications, the salaries of support staff, and operating costs.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Provide the general public, attorneys, and other professionals with free legal resources. Enhance awareness of resources available in the Law Library.

LAW LIBRARY FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Interest on Investments	\$ 4,515	\$ 779	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -
Law Library Fees	31,887	27,892	35,000	10,803	31%	30,000	-14%	30,000	-14%	
Transfer from General Fund	-	538	-	-	-	-	-	-	-	
Miscellaneous Fees	127	-	-	-	-	-	-	-	-	
Fund Balance	-	-	13,847	-	0%	19,447	40%	20,460	48%	
Total Revenue	\$ 36,529	\$ 29,208	\$ 48,847	\$ 10,803	22%	\$ 49,447	1%	\$ 50,460	3%	
Expenditure Summary										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Circuit Court - Law Library	\$ 39,675	\$ 42,440	\$ 48,847	\$ 21,849	45%	\$ 49,447	1%	\$ 50,460	3%	
Total Expenditures	\$ 39,675	\$ 42,440	\$ 48,847	\$ 21,849	45%	\$ 49,447	1%	\$ 50,460	3%	

LAW LIBRARY FUND

Budget Detail

Account Number: 213-21900-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.06 Salaries and Wages - Part-time	\$ 18,594	\$ 21,179	\$ 20,435	\$ 8,578	42%	\$ 20,529	0%	\$ 21,470	5%
52100 FICA	1,422	1,620	1,563	656	42%	1,570	0%	1,642	5%
55230 Telecommunications	377	670	516	296	57%	516	0%	516	0%
56001 Office Supplies	301	112	700	-	0%	700	0%	700	0%
56012 Books and Subscriptions	17,928	18,393	23,000	12,111	53%	23,000	0%	23,000	0%
56017 Copier Costs	1,052	464	1,632	208	13%	1,632	0%	1,632	0%
58200 Capital Outlay	-	-	1,000	-	0%	1,500	-	1,500	50%
Total Operating Expenditures	\$ 39,675	\$ 42,440	\$ 48,847	\$ 21,849	45%	\$ 49,447	1%	\$ 50,460	3%

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ROUTE 17 SPECIAL TAXING DISTRICT FUND

DESCRIPTION

The Route 17 Special Taxing District is a special fund created by the City to foster economic development in a specific geographic region of northern Suffolk. An additional real estate tax levy is assessed on properties in the Route 17 Special Taxing District to provide for more complete governmental services including the construction and maintenance of roads, water and sewer infrastructure, beautification and landscaping, shoreline management and restoration, sponsorship and promotion of recreational and cultural activities, open space, public parks, and park amenities, and firefighting facilities and equipment. The proposed FY 2022-2023 real estate tax is \$.24 per \$100 of assessed value for the Route 17 Special Taxing District. Funding generated from the additional real estate tax levy is used for debt service associated with previously completed infrastructure improvements in the taxing district as well as a capital/debt reserve for future improvement projects.

ROUTE 17 SPECIAL TAXING DISTRICT FUND

Revenue											
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%		
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng		
Real Property Taxes	\$ 1,812,539	\$ 2,042,083	\$ 1,989,160	\$ 1,004,487	50%	\$ 2,346,701	18%	\$ 2,346,701	18%		
Penalties and Interest	45,354	4,520	-	-	-	-	-	-	-		
Fund Balance	-	-	-	-	-	2,180,011	-	2,180,011	-		
Total Revenue	\$ 1,857,893	\$ 2,046,604	\$ 1,989,160	\$ 1,004,487	50%	\$ 4,526,712	128%	\$ 4,526,712	128%		

Expenditure Summary											
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%		
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng		
Route 17 Special Taxing District	\$ 328,170	\$ 410,624	\$ 1,989,160	\$ -	0%	\$ 4,526,712	128%	\$ 4,526,712	128%		
Total Expenditures	\$ 328,170	\$ 410,624	\$ 1,989,160	\$ 0	0%	\$ 4,526,712	128%	\$ 4,526,712	128%		

ROUTE 17 SPECIAL TAXING DISTRICT FUND

Budget Detail

Account Number: 216-81500-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
93000-50000.310 Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -	-	\$ 4,139,443	-	\$ 4,139,443	-
93000-50000.401 Transfer to Debt Service Fund	328,170	410,624	398,460	-	0%	387,269	-3%	387,269	-3%
Reserve for Capital/Debt	-	-	1,590,700	-	0%	-	-100%	-	-100%
Total Operating Expenses	\$ 328,170	\$ 410,624	\$ 1,989,160	\$ -	0%	\$ 4,526,712	128%	\$ 4,526,712	128%

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Debt Service Fund



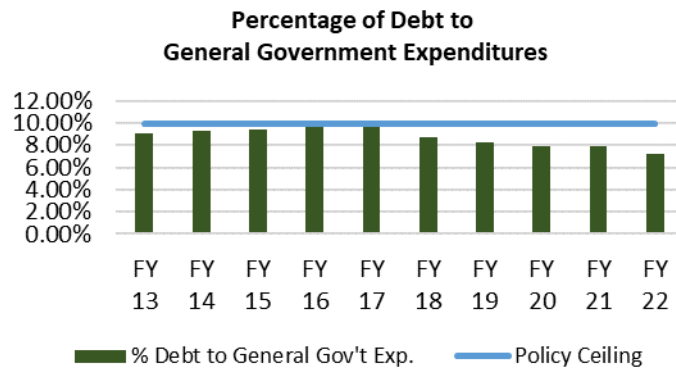
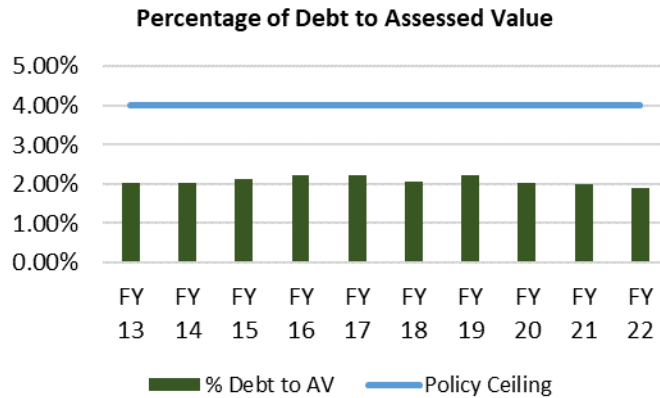
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DEBT SERVICE FUND

DESCRIPTION

The Debt Service Fund is used to account for the accumulation of resources and the payment of general long term debt principal, interest, and bond issuance costs. Revenue in this fund consists primarily of an allocation of the citywide real estate tax revenue.



DEBT SERVICE FUND

Revenue									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Interest on Investments	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-
2011 VPSA Interest Refund	149,972	451,725	-	1,008,750	-	-	-	-	-
Local Bond Issues	31,543,292	37,223,465	-	-	-	-	-	-	-
Transfer from General Fund	25,597,457	25,604,930	27,517,753	6,727,637	24%	29,256,506	6%	28,882,741	5%
Transfer from Road Maintenance	1,364,763	1,367,413	1,326,220	-	0%	1,329,893	0%	1,329,893	0%
Transfer from Grant Fund (CDBG 108 loan)	328,170	-	-	-	-	-	-	-	-
Transfer from RT 17 Special Taxing District	331,359	410,624	398,460	-	0%	387,269	-3%	387,269	-3%
Transfer from Capital Projects	-	389,861	154,227	-	0%	-	-100%	373,765	142%
Total Revenue	\$ 59,315,013	\$ 65,448,018	\$ 29,396,660	\$ 7,736,388	26%	\$ 30,973,668	5%	\$ 30,973,668	5%
Expenditure Summary									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Consolidated Debt	\$ 59,315,013	\$ 65,448,018	\$ 29,396,660	\$ 6,727,637	23%	\$ 30,973,668	5%	\$ 30,973,668	5%
Total Expenditures	\$ 59,315,013	\$ 65,448,018	\$ 29,396,660	\$ 6,727,637	23%	\$ 30,973,668	5%	\$ 30,973,668	5%

DEBT SERVICE FUND

Budget Detail

Account Number: 401-95100	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
59110 Bond Principal	\$ 49,155,653	\$ 55,518,478	\$ 19,053,142	\$ 2,339,488	12%	\$ 20,998,142	10%	\$ 20,998,142	10%
59120 Interest on Bonded Debt	9,569,687	9,509,279	9,743,518	4,380,871	45%	9,375,527	-4%	9,375,527	-4%
59130/59140 Bond Issuance and Coupon Handling	589,672	420,261	600,000	7,278	1%	600,000	0%	600,000	0%
Total Operating Expenditures	\$ 59,315,013	\$ 65,448,018	\$ 29,396,660	\$ 6,727,637	23%	\$ 30,973,668	5%	\$ 30,973,668	5%

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Enterprise Funds



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PUBLIC UTILITIES FUND

DESCRIPTION

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City’s water and wastewater collection systems. The Department is comprised of the divisions of administration, customer service, line maintenance, maintenance, engineering and water production/quality which manage and operate the G. Robert House Water Treatment Plant and the City’s various sanitary sewer pump stations, water and sewer mains.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Comply with all state and federal drinking water standards.</p> <p>Continue management, operations, and maintenance programs to minimize sanitary sewer overflows.</p> <p>Utilize modeling and enhanced technology to increase efficiencies in the operation of the utility system.</p> <p>Continue pump station and sewer system rehabilitation and replacement efforts.</p> <p>Provide timely plan reviews and assistance with utility services for economic development projects.</p>
Financial Stability	<p>Ensure the Utility Fund remains self-sustaining and in compliance with all Utility Fund financial policies.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Water Customers	27,037	28,000	28,500
Sewer Customers	23,865	24,200	24,600
Water Consumption (mgd)	5.34	5.50	5.80
Average Daily Water Plant production (mgd)	7.0	7.3	7.5
Number of sanitary sewer overflows	35	16	20
Number of plan reviews	227	350	350
Percent of plan reviews completed within 30 days	100%	100%	100%
Debt Service Ratio	1.28	1.17	1.16

UTILITY FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%		2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	Chng
Interest Earned	\$ 946,395	\$ 170,364	\$ 150,000	\$ 5,548	4%	\$ 80,000	-47%	\$	80,000	-47%
Capitalized Interest Reserve	-	-	-	-	-	-	-		-	-
Sale of Service - Engineering	255,485	332,579	296,000	109,591	37%	250,000	-16%		250,000	-16%
Water Availability Charges	3,151,090	7,205,750	3,174,000	3,315,640	104%	3,174,000	0%		3,450,000	9%
Bulk Water Sales	3,413,539	3,127,944	3,383,552	1,668,736	49%	3,399,832	0%		3,399,832	0%
Water Service Charges	22,002,505	23,409,115	24,544,428	10,829,103	44%	25,288,703	3%		24,977,384	2%
Water Connection Charges	189,550	175,010	150,000	81,740	54%	140,000	-7%		140,000	-7%
Meter Service Charges	3,959,905	4,065,695	4,838,500	2,069,143	43%	5,341,759	10%		5,168,045	7%
Hydrant Rental	140,000	140,000	200,000	100,000	50%	200,000	0%		200,000	0%
Sewer Service Charges	14,591,552	15,492,140	15,391,297	6,722,942	44%	15,979,071	4%		15,891,635	3%
Sewer Connection Charges	107,450	121,020	125,000	45,950	37%	115,000	-8%		115,000	-8%
Special Fees	436,745	(26,499)	450,000	42,994	10%	350,000	-22%		350,000	-22%
Sewer Availability Charges	3,130,775	7,717,600	3,450,000	3,568,550	103%	3,450,000	0%		3,750,000	9%
2009 Build American Bonds Rebate	-	-	-	-	-	-	-		-	-
Miscellaneous	127,960	116,448	65,000	40,020	62%	65,000	0%		65,000	0%
Capital Contributions from Development	4,990,101	5,457,474	-	-	-	-	-		-	-
Transfer from General Fund	-	211,801	-	-	-	-	-		-	-
Fund Balance	-	-	15,167,000	-	0%	9,270,000	-39%		9,270,000	-39%
Total Revenue	\$ 57,443,052	\$ 67,716,440	\$ 71,384,777	\$ 28,599,958	40%	\$ 67,103,365	-6%	\$	67,106,896	-6%
Expenditure Summary										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%		2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	Chng
Administration	\$ 993,821	\$ 870,248	\$ 1,092,051	\$ 385,885	35%	\$ 1,140,093	4%	\$	1,118,474	2%
Customer Service	1,773,983	1,687,933	1,983,734	897,199	45%	1,987,842	0%		2,161,265	9%
Line Maintenance	2,919,479	2,871,891	3,520,340	1,397,317	40%	3,600,275	2%		3,965,767	13%
Maintenance	3,384,828	3,744,961	4,278,271	1,786,826	42%	4,557,907	7%		4,830,356	13%
Water Production	11,450,433	12,345,261	12,816,964	5,689,003	44%	13,454,352	5%		13,686,318	7%
Engineering	1,278,625	1,219,755	1,508,823	642,060	43%	1,490,093	-1%		1,600,058	6%
Non-Departmental	40,935,359	40,051,324	46,184,596	21,850,486	47%	40,872,803	-12%		39,744,659	-14%
Total Expenditures	\$ 62,736,528	\$ 62,791,374	\$ 71,384,777	\$ 32,648,776	46%	\$ 67,103,365	-6%	\$	67,106,896	-6%

DEPARTMENT: PUBLIC UTILITIES - ADMINISTRATION

Budget Detail

Account Number: 501-89510-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 595,701	483,361	\$ 562,740	\$ 217,194	39%	\$ 595,090	6%	\$ 567,045	1%
51100.04 Salaries and Wages - Overtime	95	1,705	3,000	834	28%	3,000	0%	3,000	0%
52100 FICA	43,253	35,535	43,279	16,128	37%	45,754	6%	43,608	1%
52210 VRS Retirement	730	15,074	70,174	26,151	37%	74,208	6%	78,706	12%
52400 Group Life	7,175	5,422	7,541	2,425	32%	7,974	6%	7,598	1%
53100 Professional Services	159,911	171,054	210,000	24,530	12%	210,000	0%	210,000	0%
53300 Repairs and Maintenance	-	6	200	-	0%	200	0%	200	0%
53320 Maintenance Service Contract	188	225	225	38	17%	240	7%	240	7%
53500 Printing and Binding	-	20	250	-	0%	250	0%	250	0%
53600 Advertising	-	-	250	-	0%	250	0%	250	0%
54100 Information Technology	62,599	66,178	68,229	40,553	59%	66,178	-3%	69,875	2%
54200 Fleet	5,365	8,962	7,905	4,931	62%	10,452	32%	10,452	32%
54500 Risk Management	78,097	55,132	63,461	31,730	50%	68,898	9%	68,898	9%
55210 Postal Services	222	13	500	5	1%	500	0%	500	0%
55230 Telecommunications	6,833	6,299	11,958	2,961	25%	9,000	-25%	9,752	-18%
55310 Employer HDHP Expense	1,750	-	-	-	-	-	-	-	-
55420 Lease/Rent of Building	11,668	11,668	11,668	6,674	57%	11,668	0%	11,668	0%
55500 Travel and Training	5,344	1,233	4,000	84	2%	4,000	0%	4,000	0%
55810 Dues and Association Memberships	4,737	4,472	10,785	9,736	90%	16,545	53%	16,545	53%
56001 Office Supplies	763	472	2,500	282	11%	2,500	0%	2,500	0%
56011 Uniforms & Wearing Apparel	2,827	2,389	3,000	1,204	40%	3,000	0%	3,000	0%
56012 Books and Subscriptions	300	-	500	-	0%	500	0%	500	0%
56017 Copier Costs	6,266	1,027	9,886	423	4%	9,886	0%	9,886	0%
58200 Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 993,821	\$ 870,248	\$ 1,092,051	\$ 385,885	35%	\$ 1,140,093	4%	\$ 1,118,474	2%

53100 - Professional Services: Consulting services.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	Director of Public Utilities	1	1	1	1	1
	222 Assistant Director of Public Utilities	1	1	1	1	1
	221 Utility Operations Manager	1	1	1	1	1
	217 Data Quality Control Technician	1	1	1	1	1
	212 Safety Officer	1	1	-	-	-
	207 Stock Room Supervisor	1	1	1	1	1
	205 Executive Secretary	1	1	1	1	1
	203 Senior Stock Room Clerk	1	1	1	1	1
Number of Full-Time Positions		8	8	7	7	7

DEPARTMENT: PUBLIC UTILITIES - CUSTOMER SERVICE

Budget Detail

Account Number: 501-89520-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 877,633	\$ 856,141	\$ 946,059	\$ 436,367	46%	\$ 896,613	-5%	\$ 995,988	5%
51100.04 Salaries and Wages - Overtime	13,192	9,986	25,500	5,308	21%	25,500	0%	25,500	0%
51100.06 Salaries and Wages - Part-time	19,619	24,640	17,452	11,649	67%	17,026	-2%	17,888	2%
52100 FICA	65,889	64,624	75,659	32,966	44%	71,844	-5%	79,512	5%
52210 VRS Retirement	751	9,262	117,974	54,697	46%	111,808	-5%	138,243	17%
52400 Group Life	9,979	8,814	12,677	5,150	41%	12,015	-5%	13,346	5%
53100 Professional Services	262,086	269,361	283,000	115,986	41%	303,000	7%	303,000	7%
53110 Medical Services	-	-	1,000	-	0%	1,000	0%	1,000	0%
53200 Temporary Help Service Fees	-	28,560	-	11,658	-	-	-	-	-
53300 Repairs and Maintenance	-	363	9,000	95	1%	9,000	0%	9,000	0%
53320 Maintenance Service Contracts	2,144	2,475	2,500	413	17%	2,633	5%	2,633	5%
53500 Printing and Binding	1,294	4,923	5,000	531	11%	5,000	0%	5,000	0%
54100 Information Technology	114,102	120,759	134,881	65,145	48%	120,759	-10%	156,329	16%
54200 Fleet	74,619	61,162	97,911	32,576	33%	94,970	-3%	94,970	-3%
54500 Risk Management	228,940	161,776	179,642	89,821	50%	222,968	24%	222,968	24%
55100 Utilities	5,800	5,800	6,000	6,000	100%	6,000	0%	6,000	0%
55210 Postal Service	105	316	500	167	33%	500	0%	500	0%
55230 Telecommunications	8,297	12,618	9,013	6,515	72%	27,240	202%	29,421	226%
55310 Employer HDHP Expense	1,000	-	-	-	-	-	-	-	-
55420 Lease of Buildings	21,270	21,270	21,270	10,635	50%	21,270	0%	21,270	0%
55500 Travel and Training	118	-	1,750	-	0%	1,750	0%	1,750	0%
55810 Dues and Association Memberships	45	10	500	-	0%	500	0%	500	0%
56001 Office Supplies	3,586	3,190	4,000	1,099	27%	4,000	0%	4,000	0%
56011 Uniform & Wearing Apparel	10,252	9,380	9,000	5,184	58%	9,000	0%	9,000	0%
56012 Books and Subscriptions	-	45	100	-	0%	100	0%	100	0%
56014 Other Operating Supplies	9,721	8,940	14,000	3,623	26%	14,000	0%	14,000	0%
56017 Copier Costs	6,124	3,517	9,346	1,614	17%	9,346	0%	9,346	0%
58200 Capital Outlay	37,417	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 1,773,983	\$ 1,687,933	\$ 1,983,734	\$ 897,199	45%	\$ 1,987,842	0%	\$ 2,161,265	9%

53100 - Professional Service: Contracted meter reading service.
56014 - Other Operating Supplies: Hand tools and protective equipment for meter service staff.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	217 Utility Operations Accounts Manager	1	1	1	1	1
	214 Assistant Utility Operations Account Manag	1	1	1	1	1
	212 Field Operations Account Manager	1	1	1	1	1
	205/208 Accounting Associate I-II	10	10	10	10	10
	206 Water Distribution Operator	2	2	2	2	2
	202 Water Meter Service Worker	8	8	8	8	8
Number of Full-Time Positions		23	23	23	23	23

DEPARTMENT: PUBLIC UTILITIES - LINE MAINTENANCE

Budget Detail

Account Number: 501-89530-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 931,423	\$ 984,261	\$ 1,143,022	\$ 462,592	40%	\$ 1,058,582	-7%	\$ 1,306,857	14%
51100.04 Salaries and Wages - Overtime	141,552	153,985	153,000	66,578	44%	153,000	0%	153,000	0%
52100 FICA	78,093	83,616	99,146	38,677	39%	92,686	-7%	111,679	13%
52210 VRS Retirement	1,427	(737)	142,535	57,628	40%	132,005	-7%	181,392	27%
52400 Group Life	15,299	15,456	15,316	7,308	48%	14,185	-7%	17,512	14%
53000.02 Purchased Services - Road Maintenance	9,000	7,100	10,000	1,500	15%	10,000	0%	10,000	0%
53000.16 Purchased Services - Refuse Collection	7,029	10,673	15,800	5,714	36%	15,800	0%	14,500	-8%
53100 Professional Services	19,661	21,351	24,000	10,570	44%	24,000	0%	24,000	0%
53110 Medical Services	55	-	3,000	-	0%	3,000	0%	3,000	0%
53300 Repairs and Maintenance	535,726	588,143	680,000	198,509	29%	808,000	19%	808,000	19%
53320 Maintenance Service Contract	23,555	26,035	21,725	6,875	32%	22,564	4%	22,564	4%
54100 Information Technology	139,172	147,278	169,904	81,261	48%	147,278	-13%	189,860	12%
54200 Fleet	414,331	350,111	513,592	213,039	41%	521,872	2%	521,872	2%
54500 Risk Management	299,829	214,695	228,333	114,167	50%	292,955	28%	292,955	28%
55100 Utilities	15,000	15,000	15,000	11,547	77%	15,000	0%	15,000	0%
55230 Telecommunications	17,672	17,670	19,039	7,910	42%	16,920	-11%	21,148	11%
55310 Employer HDHP Expense	9,750	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	9,400	2,474	20,000	-	0%	25,500	28%	25,500	28%
55420 Lease/Rent of Property	7,718	9,041	-	-	-	-	-	-	-
55500 Travel and Training	1,514	838	6,000	128	2%	6,000	0%	6,000	0%
56001 Office Supplies	2,362	1,469	1,800	279	15%	1,800	0%	1,800	0%
56011 Uniforms & Wearing Apparel	39,444	37,553	40,000	19,264	48%	40,000	0%	40,000	0%
56014 Other Operating Supplies	167,179	162,394	170,000	85,770	50%	170,000	0%	170,000	0%
56017 Copier Costs	2,600	2,967	4,128	1,269	31%	4,128	0%	4,128	0%
56024 Paving & Construction Supplies	16,413	20,521	25,000	6,735	27%	25,000	0%	25,000	0%
58200 Capital Outlay	14,275	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 2,919,479	\$ 2,871,891	\$ 3,520,340	\$ 1,397,317	40%	\$ 3,600,275	2%	\$ 3,965,767	13%

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

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
216	Line Maintenance Manager	1	1	1	1	1
211	Assistant Line Maintenance Manager	1	1	1	1	1
209	Utility Crew Leader	4	4	4	4	4
208	Utility Field Technician	7	7	7	7	7
208	Senior Heavy Equipment Operator	-	-	-	-	2
207	Heavy Equipment Operator	5	5	5	5	3
205	Utilities Locator	3	3	4	4	4
202	Utility Systems Worker	8	8	8	8	8
Number of Full-Time Positions		29	29	30	30	30

DEPARTMENT: PUBLIC UTILITIES - MAINTENANCE

Budget Detail

Account Number: 501-89540-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 901,375	\$ 1,032,797	\$ 1,115,965	\$ 478,438	43%	\$ 1,059,988	-5%	\$ 1,252,951	12%
51100.04 Salaries and Wages - Overtime	92,185	107,518	100,000	41,267	41%	100,000	0%	100,000	0%
52100 FICA	72,361	83,507	93,021	38,218	41%	88,739	-5%	103,501	11%
52210 VRS Retirement	4,977	(10,198)	139,161	59,684	43%	132,181	-5%	173,910	25%
52400 Group Life	11,337	12,195	14,954	6,272	42%	14,204	-5%	16,790	12%
53000.16 Purchased Services - Refuse Collection	2,211	3,004	1,800	1,474	82%	2,000	11%	3,100	72%
53100 Professional Services	1,072	120	5,000	20	0%	5,000	0%	5,000	0%
53110 Medical Services	425	600	2,000	58	3%	2,000	0%	2,000	0%
53300 Repairs and Maintenance	253,879	363,930	400,000	72,560	18%	450,000	13%	450,000	13%
53320 Maintenance Service Contract	4,226	5,065	4,275	2,238	52%	5,267	23%	5,267	23%
54100 Information Technology	116,715	123,518	130,359	61,359	47%	123,518	-5%	144,671	11%
54200 Fleet	656,658	696,713	693,183	408,052	59%	762,374	10%	762,374	10%
54500 Risk Management	260,279	194,322	205,132	102,566	50%	254,742	24%	254,742	24%
55100 Utilities	265,709	285,046	360,000	86,292	24%	400,000	11%	400,000	11%
55230 Telecommunications	21,404	21,094	19,376	8,236	43%	21,000	8%	19,529	1%
55310 Employer HDHP Expense	5,625	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	457,351	549,039	680,000	297,497	44%	791,064	16%	791,064	16%
55500 Travel and Training	1,780	6,909	9,000	597	7%	9,000	0%	9,000	0%
55810 Dues and Association Memberships	6,336	6,064	6,417	5,767	90%	7,830	22%	7,830	22%
56001 Office Supplies	1,725	2,595	2,500	1,181	47%	2,500	0%	2,500	0%
56011 Uniforms & Wearing Apparel	27,406	28,710	31,000	14,212	46%	31,000	0%	31,000	0%
56014 Other Operating Supplies	201,624	221,251	250,000	96,227	38%	280,000	12%	280,000	12%
56017 Copier Costs	9,101	10,924	11,128	4,609	41%	11,500	3%	11,128	0%
58200 Capital Outlay	9,068	239	4,000	-	0%	4,000	0%	4,000	0%
Total Operating Expenses	\$ 3,384,828	\$ 3,744,961	\$ 4,278,271	\$ 1,786,826	42%	\$ 4,557,907	7%	\$ 4,830,356	13%

53100 - Professional Services: Air Vac evaluations.

53300 - Repair & Maintenance: Pump station repairs and vacuum services.

55410 - Lease of Equipment: Lease of portable pumps and generators.

56014 - Other Operating Supplies: Supplies and protective gear.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
216	Maintenance Manager	1	1	1	1	1
214	Pump Station Instrumentation & Control Sy	1	1	1	1	1
213	Instrumentation and Control Technician	2	2	2	2	2
211	Assistant Maintenance Manager	1	1	1	1	1
209	Utility Crew Leader	2	3	3	3	3
209	Pump Station Mechanic	9	9	9	9	9
208	Utility Field Technician	1	2	2	2	2
208	Senior Heavy Equipment Operator	1	1	1	1	1
202	Utility Systems Worker	8	6	6	6	6
Number of Full-Time Positions		26	26	26	26	26

DEPARTMENT: PUBLIC UTILITIES - WATER PRODUCTION

Budget Detail

Account Number: 501-89550-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 1,309,183	\$ 1,327,049	\$ 1,438,711	\$ 698,987	49%	\$ 1,397,591	-3%	\$ 1,534,379	7%
51100.04 Salaries and Wages - Overtime	176,963	150,387	150,000	71,998	48%	150,000	0%	150,000	0%
51100.06 Salaries and Wages - Part-time	-	-	-	-	-	-	-	-	-
52100 FICA	106,610	106,859	121,536	55,693	46%	118,391	-3%	128,855	6%
52210 VRS Retirement	3,325	1,924	179,407	88,112	49%	174,280	-3%	212,972	19%
52400 Group Life	16,995	16,978	19,279	9,273	48%	18,728	-3%	20,561	7%
53000.16 Purchases Services - Refuse Collection	1,998	1,474	3,750	765	20%	3,750	0%	3,750	0%
53100 Professional Services	144,552	40,569	119,100	20,597	17%	119,100	0%	119,100	0%
53110 Medical Services	-	-	1,500	-	0%	1,500	0%	1,500	0%
53300 Repairs and Maintenance	102,909	100,137	115,150	54,164	47%	115,000	0%	115,000	0%
53320 Maintenance Service Contract	102,993	79,483	157,955	32,998	21%	142,333	-10%	142,333	-10%
53500 Printing and Binding	63	110	1,000	149	15%	1,000	0%	1,000	0%
53600 Advertising	-	-	1,000	-	0%	1,000	0%	1,000	0%
54100 Information Technology	142,086	149,902	172,479	81,261	47%	149,902	-13%	198,129	15%
54200 Fleet	69,042	65,780	72,647	27,713	38%	70,092	-4%	70,092	-4%
54500 Risk Management	301,873	218,582	289,439	144,719	50%	363,029	25%	363,029	25%
55100 Utilities	829,655	856,121	900,000	374,654	42%	940,000	4%	940,000	4%
55210 Postal Service	414	477	2,500	319	13%	2,500	0%	2,500	0%
55230 Telecommunications	27,672	29,008	18,851	11,645	62%	24,240	29%	20,203	7%
55310 Employer HDHP Expense	1,000	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	451,986	463,204	488,000	236,298	48%	488,000	0%	488,000	0%
55500 Travel and Training	3,995	1,259	19,300	4,355	23%	19,300	0%	19,300	0%
55810 Dues and Association Memberships	97,736	101,790	105,200	100,364	95%	110,173	5%	110,173	5%
55853 Bulk Water Purchase	7,066,468	8,088,671	7,835,767	3,424,068	44%	8,419,250	7%	8,419,250	7%
56001 Office Supplies	1,163	2,818	3,000	1,644	55%	3,000	0%	3,000	0%
56011 Uniforms & Wearing Apparel	10,993	10,857	18,600	5,710	31%	18,600	0%	18,600	0%
56014 Other Operating Supplies	470,457	528,144	567,400	241,847	43%	588,200	4%	588,200	4%
56017 Copier Costs	6,629	3,665	10,393	1,669	16%	10,393	0%	10,393	0%
58200 Capital Outlay	3,673	13	5,000	-	0%	5,000	0%	5,000	0%
Total Operating Expenses	\$ 11,450,433	\$ 12,345,261	\$ 12,816,964	\$ 5,689,003	44%	\$ 13,454,352	5%	\$ 13,686,318	7%

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

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
220	Water Production Manager	1	1	1	1	1
219	Laboratory Manager	1	1	1	1	1
218	Assistant Water Production Manager	1	1	1	1	1
213	Instrumentation and Control Technician	1	1	1	1	1
211	Water Maintenance Supervisor	1	1	1	1	1
211	Senior Water Treatment Plant Operator	9	8	8	8	8
209	Water Maintenance Mechanic	3	3	3	3	3
209	Quality Control Technician	4	4	4	4	4
206	Water Treatment Plant Operator I	1	2	3	3	3
206	Water Distribution Operator (LAB)	2	2	2	2	2
202	Utility Systems Worker	3	3	2	2	2
202	Custodial Worker	1	1	1	1	1
Number of Full-Time Positions		28	28	28	28	28

DEPARTMENT: PUBLIC UTILITIES - ENGINEERING

Budget Detail

Account Number: 501-89560-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 843,966	\$ 834,286	\$ 944,012	\$ 397,505	42%	\$ 908,352	-4%	\$ 965,230	2%
51100.04 Salaries and Wages - Overtime	22,903	11,015	20,000	7,015	35%	20,000	0%	20,000	0%
52100 FICA	63,900	62,147	73,747	29,795	40%	71,019	-4%	75,370	2%
52210 VRS Retirement	2,934	2,992	117,718	48,777	41%	113,271	-4%	133,974	14%
52400 Group Life	11,794	11,618	12,650	5,630	45%	12,172	-4%	12,934	2%
53100 Professional Services	-	-	-	-	-	-	-	-	-
53110 Medical Services	-	-	1,000	-	0%	1,000	0%	1,000	0%
53300 Repairs and Maintenance	501	-	3,000	-	0%	3,000	0%	3,000	0%
53320 Maintenance Service Contract	1,829	2,025	2,025	338	17%	2,873	42%	2,873	42%
53500 Printing and Binding	33	-	500	-	0%	500	0%	500	0%
54100 Information Technology	74,414	78,756	85,515	41,455	48%	78,756	-8%	99,482	16%
54200 Fleet	50,034	48,762	60,334	21,679	36%	65,202	8%	65,202	8%
54500 Risk Management	140,789	99,579	113,855	56,927	50%	137,412	21%	137,412	21%
55100 Utilities	3,600	3,600	3,600	3,600	100%	3,600	0%	3,600	0%
55210 Postal Service	46	15	750	-	0%	750	0%	750	0%
55230 Telecommunications	8,542	10,125	11,771	5,644	48%	15,000	27%	21,545	83%
55310 Employer HDHP Expense	500	-	-	-	-	-	-	-	-
55420 Lease/Rent of Building	29,112	29,112	29,112	14,556	50%	30,552	5%	30,552	5%
55500 Travel and Training	3,222	7,574	9,000	990	11%	6,500	-28%	6,500	-28%
55810 Dues and Association Memberships	775	265	1,600	265	17%	1,500	-6%	1,500	-6%
56001 Office Supplies	1,392	925	3,000	47	2%	3,000	0%	3,000	0%
56011 Uniforms & Wearing Apparel	5,364	5,186	6,000	2,749	46%	6,000	0%	6,000	0%
56012 Books and Subscriptions	178	-	500	-	0%	500	0%	500	0%
56014 Other Operating Supplies	313	1,335	2,500	373	15%	2,500	0%	2,500	0%
56017 Copier Costs	12,482	10,440	6,634	4,714	71%	6,634	0%	6,634	0%
58200 Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 1,278,625	\$ 1,219,755	\$ 1,508,823	\$ 642,060	43%	\$ 1,490,093	-1%	\$ 1,600,058	6%

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	221 Utility Engineering Manager	1	1	1	1	1
	215/218/220 Civil Engineer I-III	4	4	4	4	4
	216 Construction Manager	1	1	1	1	1
	213 Senior Engineering Technician	2	2	2	2	2
	208/209/210 Construction Inspector I-III	6	6	6	6	6
Number of Full-Time Positions		14	14	14	14	14

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL

Budget Detail

Account Number: 501-91400-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.27 Leave Compensation	\$ 201,384	\$ 32,581	\$ 40,000	\$ 16,404	41%	\$ 40,000	0%	\$ 40,000	0%
52100 Leave Compensation - FICA	15,384	2,492	3,000	1,255	42%	3,000	0%	3,000	0%
52001 Western Tidewater Water Authority	29,274	20,340	50,000	18,279	37%	50,000	0%	50,000	0%
52600 Unemployment Expense	-	-	5,000	-	0%	5,000	0%	5,000	0%
54500 Risk Management Expense	263,928	333,532	329,349	164,675	50%	336,797	2%	336,797	2%
55305 Employer Pension Expense	1,059,926	1,074,944	-	-	-	-	-	-	-
55306 OPEB Expense	225,521	215,593	-	-	-	-	-	-	-
55307 OPEB Expense - VRS Plans	2,031	(17,860)	-	-	-	-	-	-	-
55424 Contribution to Reserve	-	-	3,709,290	-	0%	4,370,500	18%	3,331,134	-10%
55890 Bad Debt Expense	470,805	668,956	400,000	-	0%	400,000	0%	400,000	0%
58211 Depreciation	16,807,187	17,080,178	-	-	-	-	-	-	-
58225 Loss (Gain) on Disposition of Assets	-	29,725	-	-	-	-	-	-	-
59902 Contingency	-	-	100,000	-	0%	100,000	0%	100,000	0%
59906 Environmental Incentive Reimbursement	120,500	67,500	100,000	16,250	16%	100,000	0%	100,000	0%
95100-59110 Bond Principal	-	-	13,620,512	-	0%	14,145,513	4%	14,340,513	5%
95100-59120 Bond Interest	14,108,567	11,851,756	11,751,760	5,930,992	50%	11,214,973	-5%	10,931,195	-7%
95100-59130 Bond Coupon & Handling	(188,288)	1,714,776	100,000	131,289	131%	100,000	0%	100,000	0%
93000-50000.165 Transfer to GF - Indirect Cost	544,139	786,812	808,685	404,342	50%	737,020	-9%	737,020	-9%
93000-50000.501 Transfer to PU - Capital Projects	7,275,000	6,190,000	15,167,000	15,167,000	100%	9,270,000	-39%	9,270,000	-39%
Total Operating Expenses	\$ 40,935,359	\$ 40,051,324	\$ 46,184,596	\$ 21,850,486	47%	\$ 40,872,803	-12%	\$ 39,744,659	-14%

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REFUSE FUND

DESCRIPTION

The Refuse Fund is a self-sustaining enterprise fund created to account for and manage the City’s refuse collection services. The fund generates revenue through a monthly fee for weekly residential refuse collection, curbside recycling, the sale of trash cans, and bulk collection services. Solid waste is disposed at the regional landfill, the Southeastern Public Service Authority (SPSA). Recycling materials are collected by the Tidewater Fibre Corporation (TFC). The Department of Public Works oversees the City’s refuse collection services.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Protect the health and safety of the public by providing exceptional and cost effective collection and disposal of solid waste. Promote and expand the curbside recycling program.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Tons of refuse collected	46,905	50,000	53,000
Tons of recycling collected	6,085	6,300	6,600
Recycling participation rate	65%	67%	69%

REFUSE FUND

Revenue									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Refuse Services Fee	\$ 7,833,132	\$ 8,542,334	\$ 9,228,851	\$ 4,796,999	52%	\$ 9,484,406	3%	\$ 9,484,406	3%
Automated Refuse Containers	58,848	70,468	46,000	38,360	83%	60,000	30%	60,000	30%
Special Events	1,316	847	-	-	-	-	-	-	-
Weekly Refuse Collection	158	283	-	126	-	-	-	-	-
Sale of Service - Mosquito	2,600	3,866	3,000	749	25%	3,200	7%	4,000	33%
Sale of Service - DBOD Refuse Collection	57,998	58,000	58,000	36,697	63%	61,024	5%	65,000	12%
Sale of Service - RM Refuse Collection	39,185	33,061	45,000	13,074	29%	40,000	-11%	40,000	-11%
Sale of Service - GF Refuse Collection	70,671	50,895	80,077	39,928	50%	80,000	0%	80,147	0%
Sale of Service - PU Refuse Collection	11,238	15,150	21,350	7,007	33%	20,000	-6%	21,350	0%
Sale of Service - Aviation Refuse Collection	3,672	3,719	3,500	1,894	54%	3,600	3%	3,800	9%
Sale of Service - Fleet Refuse Collection	1,417	1,445	1,854	765	41%	1,800	-3%	1,854	0%
Sale of Service - Transit Refuse Collection	-	909	-	1,818	-	3,636	-	3,636	-
Bulk Refuse Fees	22,783	25,045	44,500	14,570	33%	25,000	-44%	25,000	-44%
Miscellaneous Revenue	1,951	5,729	-	2,239	-	-	-	-	-
Dumpster Service	239,575	252,681	250,206	98,601	39%	250,000	0%	250,000	0%
Landfill Host Fee	755,006	603,283	520,000	173,229	33%	672,000	29%	672,000	29%
Penalties & Interest	170,651	94,328	-	47,219	-	-	-	-	-
Transfer from General Funds	-	75,355	-	-	-	-	-	-	-
Fund Balance	-	-	378,737	-	0%	150,189	-60%	457,198	21%
Total Revenue	\$ 9,270,200	\$ 9,837,397	\$ 10,681,077	\$ 5,273,276	49%	\$ 10,854,855	2%	\$ 11,168,391	5%
Expenditure Summary									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Refuse Services	\$ 9,487,738	\$ 9,834,150	\$ 10,681,077	\$ 4,698,251	44%	\$ 10,854,855	2%	\$ 11,168,391	5%
Total Expenditures	\$ 9,487,738	\$ 9,834,150	\$ 10,681,077	\$ 4,698,251	44%	\$ 10,854,855	2%	\$ 11,168,391	5%

REFUSE FUND

Budget Detail

Account Number: 520-42320		2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02	Salaries and Wages	\$ 1,401,435	\$ 1,430,080	\$ 1,558,219	\$ 654,478	42%	\$ 1,558,219	0%	\$ 1,743,230	12%
51100.04	Salaries and Wages - Overtime	90,675	114,043	56,000	56,298	101%	56,000	0%	56,000	0%
51100.06	Salaries and Wages - Part-time	-	-	-	-	-	-	-	-	-
52100	FICA	106,696	111,397	123,488	50,962	41%	123,488	0%	137,641	11%
52210	VRS Retirement	4,923	504	194,310	86,791	45%	194,310	0%	241,960	25%
52400	Group Life	18,538	18,940	20,880	9,561	46%	20,880	0%	23,359	12%
53000	Purchased Services - Landfill/Recycling	4,323,433	4,908,802	5,030,048	2,263,575	45%	5,107,949	2%	5,107,949	2%
53000.06	Purchased Services - Stormwater	35,000	34,849	70,000	17,500	25%	45,000	-36%	45,000	-36%
53000.13	Purchased Services - SW Outreach	-	-	9,704	-	0%	5,000	-48%	5,000	-48%
53000.42	Purchased Services - Road Maintenance	76,024	31,677	78,113	39,057	50%	75,000	-4%	75,000	-4%
53100	Professional Services	-	-	12,000	-	0%	12,000	0%	12,000	0%
53100.22	Medical Services	-	-	3,500	-	0%	3,500	0%	3,500	0%
53300	Repair and Maintenance	10,382	14,592	30,000	4,526	15%	30,000	0%	30,000	0%
53500	Printing and Binding	980	687	1,050	315	30%	1,000	-5%	1,000	-5%
54100	Information Technology	215,176	227,635	276,241	142,430	52%	276,241	0%	305,776	11%
54200	Fleet	1,882,477	1,710,587	2,101,463	900,307	43%	2,130,000	1%	2,130,000	1%
54500	Risk Management	459,754	324,884	398,935	199,468	50%	398,935	0%	487,339	22%
55100	Utilities	16,815	18,806	25,000	6,974	28%	25,000	0%	25,000	0%
55210	Postal Services	1,071	1,278	1,350	227	17%	1,500	11%	1,500	11%
55230	Telecommunications	2,842	3,874	4,856	1,666	34%	4,856	0%	7,160	47%
55310	Employer HDHP Expense	6,750	-	-	-	-	-	-	-	-
55410	Lease/Rent of Equipment	-	26,100	-	-	-	-	-	-	-
55500	Travel and Training	208	320	1,543	300	19%	1,600	4%	1,600	4%
55810	Dues and Association Memberships	6,798	6,943	8,000	6,211	78%	8,000	0%	8,000	0%
56001	Office Supplies	2,438	1,691	8,500	1,278	15%	8,500	0%	8,500	0%
56011	Uniforms & Wearing Apparel	38,498	37,429	45,000	23,375	52%	45,000	0%	45,000	0%
56014	Other Operating Supplies	68,382	121,663	150,000	72,593	48%	150,000	0%	150,000	0%
56017	Copier	3,144	2,534	4,480	1,160	26%	4,480	0%	4,480	0%
58200	Capital Outlay	126,682	-	-	-	-	50,000	-	50,000	-
58211	Depreciation	-	-	-	-	-	-	-	-	-
91400-55305	Employer Pension Expense	217,311	341,666	-	-	-	-	-	-	-
91400-55306	OPEB Expense	70,637	67,373	-	-	-	-	-	-	-
91400-55307	OPEB Expense - VRS Plans	(8,597)	(569)	-	-	-	-	-	-	-
91400-59902	Contingency	-	-	-	-	-	50,000	-	50,000	-
93000-50000.165	Transfer to GF - Indirect Cost	293,539	267,451	302,897	151,448	50%	302,897	0%	244,397	-19%
95100-59110	Principle	-	-	150,000	-	0%	150,000	0%	160,000	7%
95100-59120	Interest	15,726	8,914	15,500	7,750	50%	15,500	0%	8,000	-48%
Total Operating Expenses		\$ 9,487,738	\$ 9,834,150	\$ 10,681,077	\$ 4,698,251	44%	\$ 10,854,855	2%	\$ 11,168,391	5%

53000 - Purchased Services - Recycling: Convenience center recycling; Hazardous waste program; TFC recycling
53300 - Repair & Maintenance: Front end dumpster loader repairs; sanitization and repairs of containers
55810 - Dues & Memberships: HRPDC dues for Hampton Roads Clean Community & Debris management.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
214	Refuse Supervisor	1	1	1	1	2
209	Refuse Field Supervisor	1	1	1	1	-
207	Customer Service Supervisor	1	1	1	1	1
208	Senior Refuse Equipment Operator	-	-	-	-	19
207	Refuse Equipment Operator	26	26	26	26	7
204	Refuse Inspector	2	2	2	2	2
202	Refuse Dispatcher	2	2	2	2	2
202	Refuse Worker	7	7	7	7	7
Number of Full-Time Positions		40	40	40	40	40

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STORMWATER FUND

DESCRIPTION

The Stormwater Fund is a self-sustaining enterprise fund comprised of the divisions of stormwater engineering and mosquito control which oversee initiatives related to infrastructure construction, maintenance, and regulatory compliance. Initiatives include stormwater, transportation, and environmental improvement projects; plan review, inspections, permitting and regulatory compliance of development projects; stormwater asset management; permit issuance impacting City right-of-ways; land acquisition services; administration of the City’s Virginia Pollutant Discharge Elimination System (VPDES) permit to ensure compliance with regulatory requirements; and mosquito control.



CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Comply with the City’s municipal separate storm sewer system (MS4) permit by conducting dry weather screenings, illicit discharge investigations, stormwater facility inspections, and City facility inspections.</p> <p>Provide quality plan review and inspections of development activity to maintain regulatory compliance and accept well-built infrastructure.</p> <p>Provide for comprehensive review and timely issuance of permits.</p> <p>Acquire property necessary for improved transportation, infrastructure, and amenities for the benefit of Suffolk citizens.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Stormwater Engineering:			
Development plans reviewed	166	175	175
Mosquito Control:			
Acres treated with adulticide	50,716	50,000	50,000
Acres treated with larvacide	11.8	9.00	9.00
Citizen calls for mosquito services	112	100	100

STORMWATER UTILITY FUND

Revenue									
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Penalties and Interest	\$ 52,151	\$ 44,638	\$ -	\$ 49,523	-	\$ -	-	\$ -	-
Interest Earnings	102,915	27,235	-	71	-	-	-	-	-
Sale of Services - Capital Projects	A 695,662	685,658	750,000	401,471	54%	750,000	0%	750,000	0%
Sale of Services - Road Maintenance	B 249,200	220,476	249,200	119,799	48%	266,208	7%	266,208	7%
Sale of Services - General Fund (PW Admin)	C 413,846	475,052	475,000	214,706	45%	490,000	3%	495,000	4%
Permit and Inspection Fees	D 641,027	1,455,596	425,000	496,432	117%	730,000	72%	730,000	72%
Sale of Services - Refuse	E 35,000	34,849	70,000	17,500	25%	45,000	-36%	45,000	-36%
Sale of Services - Outreach	F -	-	25,877	-	-	21,469	-	16,469	-
Stormwater Utility Fee	G 4,636,808	5,021,595	5,813,401	3,082,378	53%	5,899,500	1%	5,899,500	1%
Miscellaneous Revenue	85,634	207,945	-	40,152	-	-	-	-	-
Transfer from General Fund	-	64,321	-	70,739	-	-	-	-	-
Transfer from Mosquito	-	8,383	-	-	-	-	-	-	-
Fund Balance	-	-	129,000	-	-	3,187,233	-	129,000	-
Total Revenue	\$ 6,912,245	\$ 8,245,748	\$ 7,937,478	\$ 4,492,770	57%	\$ 11,389,410	43%	\$ 8,331,177	5%

Expenditure Summary

	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng
Engineering	\$ 5,097,050	\$ 5,144,989	\$ 6,908,283	\$ 2,067,798	30%	\$ 10,493,656	52%	\$ 7,221,224	5%
Mosquito Control	714,365	682,414	1,029,195	445,618	43%	895,754	-13%	1,109,953	8%
Total Expenditures	\$ 5,811,415	\$ 5,827,402	\$ 7,937,478	\$ 2,513,415	32%	\$ 11,389,410	43%	\$ 8,331,177	5%

- A - Service revenue for management of Capital Projects by Engineering included right of way acquisition.**
- B - Revenue to provide for the cost of Right of Way, Asset Management, permit services to the Road Maintenance Division.**
- C - Revenue for general engineering services provided to Public Works .**
- D - Developer fees based on flat rate fees for plan review and inspections.**
- E - Services by Eng'g staff to the Refuse Fund.**
- F - Revenue for communication to the public on refuse, transit and improvement projects.**
- F - Represents estimated 69,000 ERU's @ \$7.50 /month fee.**

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

Budget Detail									
Account Number: 514-82220	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 2,110,970	\$ 2,259,037	\$ 2,439,846	\$ 1,161,889	48%	\$ 2,603,225	7%	\$ 2,632,535	8%
51100.04 Salaries and Wages - Overtime	11,364	9,039	10,000	6,312	63%	10,000	0%	10,000	0%
51100.06 Salaries and Wages - Part-time	5,451	2,963	42,827	4,117	10%	38,026	-11%	43,898	3%
52100 FICA	155,703	167,662	190,689	86,243	45%	202,821	6%	205,512	8%
52210 VRS Retirement	5,448	941	304,249	143,426	47%	324,622	7%	365,396	20%
52400 Group Life	27,418	28,273	32,694	15,885	49%	34,883	7%	35,276	8%
53000.04 Purchased Services - Road Maint. Fund	300,000	300,000	300,000	70,010	23%	300,000	0%	300,000	0%
53100 Professional Services	63,721	85,229	325,000	94,531	29%	400,000	23%	400,000	23%
53100.18 HRPDC Stormwater Management Fees	40,606	40,939	30,000	38,970	130%	40,000	33%	40,000	33%
53500 Printing and Binding	-	-	1,000	-	0%	1,000	0%	1,000	0%
53600 Advertising	1,482	-	-	-	-	-	-	-	-
54100 Information Technology	269,243	341,389	116,296	29,633	25%	224,896	93%	124,794	7%
54200 Fleet	37,771	45,014	57,616	26,369	46%	69,106	20%	69,106	20%
54500 Risk Management	414,241	285,713	322,973	161,486	50%	322,973	0%	413,182	28%
55210 Postal Services	918	575	1,250	165	13%	1,250	0%	1,250	0%
55230 Telecommunications	27,967	29,644	30,513	16,140	53%	30,513	0%	44,757	47%
55310 Employer HDHP Expense	15,646	-	-	-	-	-	-	-	-
55420 Lease/Rent of Building	74,628	74,628	74,628	37,314	50%	74,628	0%	74,628	0%
55500 Travel and Training	18,819	9,699	27,000	3,677	14%	27,000	0%	27,000	0%
55810 Dues and Association Memberships	8,909	8,537	11,700	8,119	69%	11,700	0%	11,700	0%
56001 Office Supplies	8,593	6,546	12,000	3,430	29%	12,000	0%	12,000	0%
56012 Books and Subscriptions	1,400	372	1,400	-	0%	1,400	0%	1,400	0%
56014 Other Operating Supplies	7,807	8,018	20,000	4,661	23%	20,000	0%	20,000	0%
56017 Copier Costs	23,220	18,391	27,786	8,292	30%	25,000	-10%	27,786	0%
58200 Capital Outlay	225	3,840	55,000	499	1%	136,000	147%	68,000	24%
58211 Depreciation	137,186	134,049	-	-	-	-	-	-	-
91400-55305 Employer Pension Expense	398,550	422,376	-	-	-	-	-	-	-
91400-55306 OPEB Expense	85,282	80,847	-	-	-	-	-	-	-
91400-55307 OPEB Expense - VRS Plans	(9,998)	(13,769)	-	-	-	-	-	-	-
91400-59902 Contingency	-	-	1,230,281	-	0%	-	-100%	1,284,337	4%
93000-50000.165 Transfer to GF - Indirect Cost	421,959	283,251	279,372	139,686	50%	279,372	0%	335,756	20%
93000-50000.514 Transfer to Capital Project	400,000	500,000	950,300	-	0%	5,289,378	457%	500,000	-47%
95100-59120 Interest	32,518	11,785	13,863	6,941	50%	13,863	0%	171,912	1140%
Total Operating Expenditures	\$ 5,097,050	\$ 5,144,989	\$ 6,908,283	\$ 2,067,798	30%	\$ 10,493,656	52%	\$ 7,221,224	5%

53000.04 - Purchased Services - Road Maintenance Fund: Residential BMP maintenance and enhanced street sweeping.

55810 - Dues & Memberships: HRPDC dues for Regional Stormwater Phase II.

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
	222 Assistant Director of Public Works	1	1	1	1		1	
	220 Development Plan Manager	1	1	1	1		1	
	220 Capital Improvement Project Manager	1	1	1	1		1	
215/218/220	Civil Engineer I-III	7	7	7	7		7	
	219 Environmental Programs Manager	1	1	-	-		-	
	218 Service Support Manager	-	1	1	1		1	
	218 Real Estate Manager for Acquisition	1	1	1	1		1	
	216 Construction Manager	1	1	1	1		1	
	214 Land Acquisition Agent	3	3	3	3		3	
	214 Environmental Specialist	1	1	1	1		1	
	213 Senior Engineering Technician	1	-	-	-		-	
	210 Community Outreach Coordinator	-	-	1	1		1	
208/209/210	Construction Inspector I-III	8	8	8	11		9	
	210 Asset Manager	1	1	1	1		1	
	209 Land Acquisition Technician	1	1	1	1		1	
	209 Engineering Technician	5	6	6	6		6	
	CIP Utility Coordinator	-	-	-	1		1	
	208 Accounting Associate II	2	2	2	2		2	
	207 Permit Technician	1	1	1	1		1	
	207 Litter Control Coordinator	1	1	1	1		1	
	207 Asset Management Data Technician	1	1	1	1		1	
	205 Land Acquisition Aide	1	1	1	1		1	
	Engineering Aide	1	-	-	-		-	
	202 Customer Service Representative	1	1	1	1		1	
Number of Full-Time Positions		41	41	41	45		43	

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

Budget Detail

Account Number: 514-51310-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 327,975	\$ 337,912	\$ 347,268	\$ 170,981	49%	\$ 347,269	0%	\$ 361,242	4%
51100.04 Salaries and Wages - Overtime	702	403	1,500	629	42%	1,500	0%	1,500	0%
51100.06 Salaries and Wages - Part-time	28,791	42,137	45,986	20,339	44%	52,694	15%	47,136	2%
52100 FICA	26,919	28,573	30,199	14,481	48%	30,712	2%	31,356	4%
52210 VRS Retirement	(1,706)	3,006	43,304	21,583	50%	43,304	0%	50,140	16%
52400 Group Life	4,428	4,271	4,653	2,327	50%	4,653	0%	4,841	4%
53000.02 Purchased Services - Road Maint. Fund (Dit	60,024	60,015	60,000	-	0%	60,000	0%	60,000	0%
53000.16 Purchased Services - Refuse Collection	2,600	3,866	3,000	749	25%	4,000	33%	4,000	33%
53100 Professional Services	16,482	11,482	15,000	-	0%	15,000	0%	15,000	0%
53300 Repair and Maintenance	300	7,010	5,000	233	5%	7,000	40%	7,000	40%
53500 Printing and Binding	-	-	1,000	-	0%	500	-50%	500	-50%
54100 Information Technology	44,688	47,003	224,896	106,601	47%	116,296	-48%	261,062	16%
54200 Fleet	30,458	33,108	34,996	16,436	47%	38,141	9%	38,141	9%
54500 Risk Management	73,412	54,008	54,134	27,067	50%	54,134	0%	67,373	24%
55210 Postage	110	482	1,450	764	53%	800	-45%	800	-45%
55230 Telecommunications	1,648	4,677	1,982	3,456	174%	5,000	152%	5,037	154%
55310 Employer HDHP Expense	6,500	-	-	-	-	-	-	-	-
55420 Lease/Rent of Building	15,000	15,000	15,000	-	0%	15,000	0%	15,000	0%
55500 Travel & Training	1,720	876	3,500	-	0%	3,500	0%	3,500	0%
55810 Dues and Memberships	290	566	700	175	25%	700	0%	700	0%
56001 Office Supplies	401	104	1,000	42	4%	1,000	0%	1,000	0%
56011 Uniforms & Wearing Apparel	1,243	1,637	2,800	535	19%	2,800	0%	2,800	0%
56012 Books and Subscriptions	-	195	250	-	0%	250	0%	250	0%
56014 Other Operating Supplies	70,625	25,241	129,000	58,829	46%	90,000	-30%	129,000	0%
56017 Copier Costs	1,751	841	2,576	392	15%	1,500	-42%	2,576	0%
58200 Capital Outlay	-	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 714,365	\$ 682,414	\$ 1,029,195	\$ 445,618	43%	\$ 895,754	-13%	\$ 1,109,953	8%

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
216	Mosquito Control Superintendent	1	1	1	1	1
214	Mosquito Control Biologist	2	2	2	2	2
204	Mosquito Control Crew Leader	1	1	1	1	1
202	Mosquito Control Technician	3	3	3	3	3
Number of Full-Time Positions		7	7	7	7	7

Internal Service Funds



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INFORMATION TECHNOLOGY FUND

DESCRIPTION

The Information Technology Fund operates as an internal service fund providing computer and other related technology and telecommunications services to City departments and other governmental agencies. Services provided include office automation, computer operation, hardware and software implementation, project management, equipment maintenance, networking and Internet, and interactive browser based application development to improve the productivity and effectiveness of user departments and agencies.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Ensure the City’s information technology network is accessible and operational for City departments, agencies, and customers.</p> <p>Maintain and enhance security of the City’s information technology network and infrastructure.</p> <p>Implement hardware, software, and network solutions to enhance the efficiency and effectiveness of City programs and services.</p> <p>Respond to department requests for services in a timely manner.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Percent of time network is operational	99%	99%	99%
Number of computers maintained	2,638	2,500	2,450
Number of helpdesk requests received	7,989	7,000	7,200
Percent of helpdesk requests closed within 72 hours	87%	93%	95%
Number of website visits	526,675	676,675	826,675

INFORMATION TECHNOLOGY FUND

Revenue

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng		2022-2023 Recommended	% Chng
Interest on Investments	\$ 24,157	\$ 3,257	\$ -	\$ 512	-	\$ -	-	\$ -	-	-
Sale of Service - Interfund Revenues	9,831,730	11,260,451	13,552,492	6,290,636	46%	14,779,565	9%	13,964,800	3%	
Sale of Service - Intergovernmental Revenues	192,438	192,731	292,114	17,767	6%	270,898	-7%	268,759	-8%	
GIS Data & Maps	809	715	-	975	-	-	-	-	-	
Miscellaneous Revenue	4,201	109,227	-	475	-	-	-	-	-	
Transfer from General Fund	-	25,836	-	41,704	-	-	-	-	-	
Total Revenue	\$ 10,053,335	\$ 11,592,216	\$ 13,844,606	\$ 6,352,069	46%	\$ 15,050,463	9%	\$ 14,233,559	3%	

Expenditure Summary

	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng		2022-2023 Recommended	% Chng
Information Technology	\$ 12,889,967	\$ 12,722,615	\$ 13,844,606	\$ 7,047,607	51%	\$ 15,050,463	9%	\$ 14,233,559	3%	
Total Expenditures	\$ 12,889,967	\$ 12,722,615	\$ 13,844,606	\$ 7,047,607	51%	\$ 15,050,463	9%	\$ 14,233,559	3%	

Sale of Service - Intergovernmental Revenue - provides service to: Community Corrections, Workforce Development Center.

DEPARTMENT: INFORMATION TECHNOLOGY

Budget Detail									
Account Number: 603-12510-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 1,648,732	\$ 1,696,470	\$ 1,994,993	\$ 783,530	39%	\$ 2,082,474	4%	\$ 1,947,852	-2%
51100.04 Salaries and Wages - Overtime	15,721	13,420	8,115	7,570	93%	8,115	0%	8,115	0%
51100.06 Salaries and Wages - Part-time	-	-	-	-	-	-	-	-	-
52100 FICA	123,236	127,327	153,238	58,643	38%	159,930	4%	149,631	-2%
52210 VRS Retirement	259	691	248,776	93,394	38%	259,685	4%	270,362	9%
52400 Group Life	21,421	21,275	26,733	10,153	38%	27,905	4%	26,101	-2%
53100 Professional Services	434,820	544,367	708,096	249,046	35%	708,096	0%	708,096	0%
53300 Repair and Maintenance	223,472	201,073	208,092	33,395	16%	208,092	0%	208,092	0%
53320 Maintenance Service Contracts	4,530,790	5,397,797	6,726,607	4,640,144	69%	7,825,850	16%	7,951,856	18%
54200 Fleet	28,358	22,784	31,483	6,267	20%	31,483	0%	25,074	-20%
54500 Risk Management Expense	256,024	185,533	248,398	124,199	50%	248,398	0%	313,324	26%
55100 Utilities	16,920	14,843	28,072	5,055	18%	28,072	0%	28,072	0%
55210 Postal Services	843	370	3,000	113	4%	3,000	0%	3,000	0%
55230 Telecommunications	77,575	36,455	84,000	14,473	17%	111,528	33%	111,528	33%
55240 Data Communications	98,331	105,599	130,600	65,846	50%	130,600	0%	130,600	0%
55310 Employer Pension Expense	3,000	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	17,689	31,489	34,034	24,815	73%	34,034	0%	34,034	0%
55420 Lease/Rent of Building	58,300	58,300	58,300	29,150	50%	58,300	0%	58,300	0%
55500 Travel and Training	76,122	2,204	60,000	1,380	2%	60,000	0%	60,000	0%
55810 Dues and Association Memberships	2,830	1,807	5,000	-	0%	5,000	0%	5,000	0%
56001 Office Supplies	5,423	7,458	7,000	2,837	41%	7,000	0%	7,000	0%
56012 Books and Subscriptions	-	-	500	-	0%	500	0%	500	0%
56017 Copier Costs	12,219	9,902	12,143	6,003	49%	12,924	6%	12,143	0%
91400-55305 Employer Pension Expense	335,050	327,918	-	-	-	-	-	-	-
91400-55306 OPEB Expense	47,162	47,437	-	-	-	-	-	-	-
91400-55307 OPEB Expense - VRS Plans	(2,876)	(5,609)	-	-	-	-	-	-	-
91400-58225 Loss(Gain) on Disposition of Assets	-	-	-	-	-	-	-	-	-
91400-59902 Contingency	-	-	149,999	-	0%	149,998	0%	150,000	0%
95100-59110 Principal	-	-	-	-	-	-	-	975,000	-
95100-59120 Interest	53,925	69,116	289,200	141,799	49%	289,200	0%	248,750	-14%
93000-50000.165 Transfer to GF - Indirect Cost	204,476	289,637	290,789	145,394	50%	290,789	0%	351,128	21%
Total Operating Expenses	\$ 8,289,821	\$ 9,207,664	\$ 11,507,168	\$ 6,443,207	56%	\$ 12,740,973	11%	\$ 13,783,559	20%
Expenses Related to Asset Acquisition									
58110 Non Capital Outlay	453,396	307,634	450,000	306,196	68%	450,000	0%	450,000	0%
58200 Capital Outlay	405,910	183,163	-	10,435	-	1,170,500	-	-	-
58200.100 Capital Outlay - Bond Funds	2,710,625	2,050,167	-	287,769	-	-	-	-	-
58211 Depreciation	1,030,215	973,988	1,887,439	-	0%	688,990	-63%	-	-100%
Total Annual Budget	\$ 12,889,967	\$ 12,722,615	\$ 13,844,606	\$ 7,047,607	51%	\$ 15,050,463	9%	\$ 14,233,559	3%
Personnel Summary									
Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget		2022-2023 Requested		2022-2023 Recommended	
	Director of Information Technology	1	1	1		1		1	
222	Assistant Director of Information Technolog	1	1	1		1		1	
220	IT Security Administrator	1	1	1		1		1	
220	Enterprise Systems Manager	1	1	1		1		1	
219	Network Manager	1	2	2		2		1	
219	Database Administrator	1	1	1		1		1	
218	Service Support Manager	1	1	1		1		1	
218	Network Engineer	2	2	2		2		2	
	Project Manager	1	-	-		-		-	
216	Systems Administrator	3	3	3		3		3	
215	Programmer Analyst	5	6	6		6		6	
211	Computer Support Technician	4	4	5		6		5	
209	Radio & Electronics Technician	3	3	3		3		3	
208	GIS Technician	1	1	1		1		1	
207	Senior Accounting Technician	1	1	1		1		1	
207	Asset Management Data Technician	-	-	-		1		-	
Number of Full-Time Positions		27	28	29		31		28	

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FLEET MANAGEMENT FUND

DESCRIPTION

The Division of Fleet Management is operated as an internal service fund for the purpose of providing equipment and vehicles to City departments. The Division also houses a portion of the school transportation personnel and supplies them with controlled inventory and computerized maintenance records.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	Maintain a strong replacement program to ensure fleet customers have safe and proper equipment and lower the expense of repairing an aging fleet. Utilize municipal and state contracts available to purchase City assets at the best possible price. Provide accurate billing to all departments supported.

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Number of work orders received	4,676	7,000	7,000
Average work order completion time	8.8 days	7.0 days	7.0 days
Percent of time fleet is available for users	89%	90%	90%
Parts Inventory Turn Rate	3.55	4.70	4.70
Immediate Parts Fill Rate	87%	85%	85%

FLEET MANAGEMENT FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Interest on Investments	\$ 200,755	\$ 48,724	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -
Sale of Service - Interfund Revenue	9,261,519	9,330,015	11,013,483	4,896,986	44%	11,512,002	5%	11,515,919	5%	
Sale of Service - Intergovernmental Revenue	632,463	535,596	872,961	291,925	33%	928,900	6%	934,500	7%	
Sale of Surplus Property	117,539	103,396	-	128,599	-	-	-	-	-	
Miscellaneous	647	-	-	-	-	-	-	-	-	
Transfer from General Fund	-	38,216	-	28,792	-	-	-	-	-	
Transfer from Risk Management	-	98,072	-	-	-	-	-	-	-	
Fund Balance	-	-	2,063,405	-	0%	3,869,000	88%	2,704,579	31%	
Total Revenue	\$ 10,212,923	\$ 10,154,018	\$ 13,949,849	\$ 5,346,302	38%	\$ 16,309,902	17%	\$ 15,154,998	9%	

Expenditure Summary										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%	2022-2023	%	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng	Recommended	Chng	
Fleet Management	\$ 10,589,690	\$ 10,697,237	\$ 13,949,849	\$ 3,255,187	23%	\$ 16,309,902	17%	\$ 15,154,998	9%	
Total Expenditures	\$ 10,589,690	\$ 10,697,237	\$ 13,949,849	\$ 3,255,187	23%	\$ 16,309,902	17%	\$ 15,154,998	9%	

Sale of Service - Intergovernmental Revenue - includes Fleet service to WTCSB, Health Dept., WTRJ, School Transportation, VRT.

DIVISION: FLEET MANAGEMENT (Department of Public Works)

Budget Detail

Account Number: 601-12520-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 897,526	\$ 1,059,543	\$ 1,091,732	\$ 545,808	50%	\$ 1,091,732	0%	\$ 1,160,637	6%
51100.04 Salaries and Wages - Overtime	17,481	16,067	27,050	7,746	29%	27,050	0%	27,050	0%
52100 FICA	67,127	79,853	85,587	41,140	48%	85,587	0%	90,858	6%
52210 VRS Retirement	902	(1,203)	135,448	67,664	50%	136,139	1%	160,187	18%
52400 Group Life	13,035	13,760	14,629	7,510	51%	14,629	0%	15,553	6%
53000.16 Purchased Services - Refuse Collection	1,417	1,445	1,854	765	41%	1,854	0%	1,854	0%
53300 Repairs and Maintenance	52,226	58,489	40,200	22,185	55%	40,200	0%	40,200	0%
53320 Maintenance Service Contracts	2,354	1,962	3,000	1,177	39%	3,000	0%	3,000	0%
54100 Information Technology	108,055	116,274	134,638	67,717	50%	134,638	0%	154,744	15%
54500 Risk Management	560,429	534,566	590,147	295,073	50%	590,147	0%	645,992	9%
55100 Utilities	29,592	26,979	41,000	9,199	22%	41,000	0%	41,000	0%
55210 Postal Services	34	47	150	0	0%	150	0%	150	0%
55230 Telecommunications	1,758	1,704	3,883	899	23%	3,883	0%	4,843	25%
55310 Employer HDHP Expense	4,250	-	-	-	-	-	-	-	-
55410 Lease/Rent of Equipment	33,288	41,127	41,161	20,563	50%	41,161	0%	41,161	0%
55500 Travel and Training	6,416	2,538	6,000	762	13%	6,000	0%	6,000	0%
55810 Dues and Association Memberships	1,358	955	1,500	908	61%	1,500	0%	1,500	0%
56001 Office Supplies	1,549	1,393	4,500	362	8%	4,500	0%	4,500	0%
56007.04 Vehicle & Power Equipment Fuels	1,249,147	1,188,510	1,588,750	736,346	46%	2,108,000	33%	2,108,000	33%
56007.06 Vehicle & Power Equipment Supplies	2,241,126	2,443,016	2,525,000	1,174,510	47%	2,600,000	3%	2,600,000	3%
56011 Uniforms & Wearing Apparel	4,727	5,119	12,250	3,616	30%	13,760	12%	12,250	0%
56014 Other Operating Supplies	56,306	46,502	73,000	13,738	19%	73,000	0%	73,000	0%
56017 Copier Costs	7,890	5,166	11,165	2,544	23%	11,165	0%	11,165	0%
91400-55305 Employer Pension Expense	161,900	264,627	-	-	-	-	-	-	-
91400-55306 OPEB Expense	37,085	35,371	-	-	-	-	-	-	-
91400-55307 OPEB Expense - VRS Plans	(5,336)	3,192	-	-	-	-	-	-	-
91400-59902 Contingency	-	-	618	-	0%	618	0%	-	-100%
95100-59120 Interest	47,312	9,459	89,250	44,625	50%	89,250	0%	25,250	-72%
93000-50000.165 Transfer to GF - Indirect Cost	329,236	380,140	280,676	140,338	50%	280,676	0%	263,842	-6%
93000-50000.310 Transfer to Capital	125,000	-	-	-	-	-	-	-	-
Total Operating Expenses	\$ 6,053,190	\$ 6,336,601	\$ 6,803,188	\$ 3,205,197	47%	\$ 7,399,639	9%	\$ 7,492,735	10%
Expenses Related to Asset Acquisition									
58200 Capital Outlay	9,696	(5,130)	2,063,405	49,990	2%	3,869,000	88%	2,621,000	27%
58211 Depreciation	4,526,804	4,363,366	5,083,256	-	0%	5,041,263	-1%	5,041,263	-1%
58225 Loss (Gain) on Disposition of Assets	-	2,400	-	-	-	-	-	-	-
Total Annual Budget	\$ 10,589,690	\$ 10,697,237	\$ 13,949,849	\$ 3,255,187	23%	\$ 16,309,902	17%	\$ 15,154,998	9%

55410 - Lease of Equipment: Generator

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
	221 Fleet & Equipment Services Manager	1	1	1	1	1
	216 Fleet & Equipment Services Assistant Mana	1	1	1	1	1
	212 Mechanic Supervisor	1	1	1	1	1
	211 Lead Mechanic	2	2	2	2	2
	206/208/210 Mechanic I-III	11	11	11	11	11
	207 Stock Room Supervisor	1	1	1	1	1
	205 Accounting Associate I	1	1	1	1	1
	203 Office Assistant	1	1	1	1	1
	202 Stock Room Clerk	2	2	2	2	2
Number of Full-Time Positions		21	21	21	21	21

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RISK MANAGEMENT FUND

DESCRIPTION

The Division of Risk Management operates as an internal service fund which provides for the payment of expenses associated with the City’s general liability, health insurance, and worker’s compensation coverage. The City is self-insured for health insurance coverage. Revenue to support these expenses is obtained from the various funds within the City’s annual operating budget based on a cost reimbursement allocation.

CITY COUNCIL TARGET AREA	FY 23 OBJECTIVES
Civic Engagement & Responsive City Services	<p>Manage risk to the City through insurance coverage, practices, and policies appropriate to lower, pass off, and mitigate risk for damage to property, liability, and injury.</p> <p>Improve workplace safety through employee engagement in safety programs, policies, and practices as part of a total safety management system.</p> <p>Reduce the City’s worker’s compensation liability exposure through the management of claims appropriately using case management and appropriate settlement strategies.</p> <p>Manage rising costs of healthcare through strategic benefit plan design with the integration of health and wellness programs.</p> <p>Improve employee health and well-being by implementing a robust health and wellness program.</p>

PERFORMANCE MEASURES

	FY 21 Actual	FY 22 Projected	FY 23 Estimated
Workers Compensation:			
Number of claims filed	723	700	680
Cost of Claims Incurred	\$528,534	\$500,000	\$480,000
Property & Liability:			
Number of claims filed	405	390	380
Cost of Claims Incurred	\$975,454	\$950,000	\$925,000
Safety:			
Building safety inspections and audits	68	90	100
Health and Safety trainings	35	50	60
Health & Wellness:			
Employees participating in classes and events	508	757	850
Employees participating in disease management programs	N/A	108	175

RISK MANAGEMENT FUND

Revenue										
	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%		2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	Chng
Sale of Service - Interfund Revenues	\$ 15,954,328	\$ 12,357,427	\$ 14,078,877	\$ 7,047,631	50%	\$ 19,283,489	37%	\$	17,362,633	23%
Employee Premiums	3,199,108	2,904,969	2,137,792	1,443,040	68%	3,022,752	41%		2,863,094	34%
Interest	326,079	63,700	-	-	-	-	-		-	-
Insurance Recoveries	483,385	565,488	-	451,449	-	-	-		-	-
Miscellaneous Revenue	5,942	205	-	(9,572)	-	-	-		-	-
Transfer from General Fund	-	10,765	-	12,433	-	-	-		-	-
Fund Balance	-	-	3,410,550	-	-	-	-100%		1,705,275	-
Total Revenue	\$ 19,968,841	\$ 15,902,554	\$ 19,627,218	\$ 8,944,980	46%	\$ 22,306,241	14%	\$	21,931,001	12%

Expenditure Summary

	2019-2020	2020-2021	2021-2022	2021-2022		2022-2023	%		2022-2023	%
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	Chng
Risk Management	\$ 16,468,421	\$ 19,040,565	\$ 19,627,218	\$ 10,075,810	51%	\$ 22,306,241	14%	\$	21,931,001	12%
Total Expenditures	\$ 16,468,421	\$ 19,040,565	\$ 19,627,218	\$ 10,075,810	51%	\$ 22,306,241	14%	\$	21,931,001	12%

* Includes funding for OPEB (Post Employment Benefit) funding requirement per GASB 45.

* Includes funding for State unfunded Line of Duty Mandate.

DEPARTMENT: RISK MANAGEMENT (Department of Human Resources)

Budget Detail

Account Number: 606-012550-	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
51100.02 Salaries and Wages	\$ 381,317	\$ 403,217	\$ 516,055	\$ 226,863	44%	\$ 570,131	10%	\$ 544,283	5%
51100.04 Salaries and Wages - Overtime	59	9	-	64	-	-	-	-	-
51100.06 Salaries and Wages - Part-Time	82,113	54,944	23,192	10,188	44%	757,512	3166%	58,950	154%
52100 FICA	33,943	33,421	41,252	17,110	41%	101,565	146%	46,147	12%
52210 VRS Retirement	(2,160)	(2,165)	64,352	25,180	39%	71,095	10%	75,546	17%
52400 Group Life	4,516	4,426	6,915	2,757	40%	7,640	10%	7,293	5%
53100 Professional Services	57,422	43,810	83,805	35,661	43%	82,277	-2%	82,277	-2%
		7,391							
54100 Information Technology	42,301	44,762	48,866	23,689	48%	48,886	0%	56,847	16%
54200 Fleet	2,034	2,025	2,225	1,912	86%	2,225	0%	3,240	46%
55210 Postal Services	380	46	500	-	0%	500	0%	500	0%
55230 Telecommunications	3,335	4,718	3,393	4,648	137%	3,393	0%	18,556	447%
55300 Insurance Premiums									
12552-55300 Insurance Premiums - Wcomp + LODA	835,557	784,900	908,773	766,882	84%	955,041	5%	956,058	5%
12553-55300 Insurance Premiums - Property/Casualty	1,397,626	1,423,838	1,554,106	1,542,878	99%	1,624,986	5%	1,627,320	5%
55310 Employer HDHP Expense	3,125	-	-	-	-	-	-	-	-
55420 Lease/Rent of Building	21,930	21,930	21,930	10,965	50%	21,930	0%	21,930	0%
55500 Travel and Training	10,476	4,744	10,000	3,795	38%	12,000	20%	12,000	20%
55810 Dues & Memberships	5,335	8,446	4,884	2,405	49%	5,152	5%	5,152	5%
12551-55815 Post Employment Benefits (OPEB)	-	-	729,520	-	0%	729,520	-	729,520	0%
55825 Insurance Claims									
12551-55825 Claims Payments - Health	11,603,602	13,743,718	14,099,510	6,940,374	49%	15,662,032	11%	16,020,745	14%
12552-55825 Claims Payments - Workers Compensation	1,358,838	1,373,322	839,107	(354,774)	-42%	923,017	10%	923,017	10%
12553-55825 Claims Payments - Property/Casualty	302,099	490,700	430,058	184,795	43%	473,064	10%	473,064	10%
12554-56026 Health & Wellness - Special Events	30,599	25,052	27,650	7,768	28%	27,650	0%	27,650	0%
56001 Office Supplies	793	102	1,500	1,246	83%	2,000	33%	2,000	33%
56012 Books and Subscriptions	-	66	1,000	252	25%	1,000	0%	1,000	0%
56014 Other Operating Supplies	18,596	32,565	20,500	3,836	19%	35,500	73%	35,500	73%
56017 Copier Costs	3,913	3,189	6,526	1,866	29%	6,526	0%	6,526	0%
58200 Capital Outlay - Additions	127,959	243,829	-	581,278	-	-	-	-	-
58211 Depreciation	33,449	50,631	-	-	-	-	-	-	-
91400-55305 Employer Pension Expense	58,472	78,327	-	-	-	-	-	-	-
91400-55306 OPEB Expense	10,596	10,106	-	-	-	-	-	-	-
91400-55307 OPEB Expense - VRS Plans	(4,142)	(910)	-	-	-	-	-	-	-
91400-59902 Contingency	-	-	113,249	-	0%	113,249	0%	95,983	-15%
93000-50000.165 Transfer to GF - Indirect Cost	44,339	51,336	68,350	34,175	50%	68,350	0%	99,896	46%
93000-50000.601 Transfer to Fleet	-	98,072	-	-	-	-	-	-	-
Total Operating Expenses	\$ 16,468,421	\$ 19,040,565	\$ 19,627,218	\$ 10,075,810	51%	\$ 22,306,241	14%	\$ 21,931,001	12%

Personnel Summary

Range	Class	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2022-2023 Requested	2022-2023 Recommended
219	Risk Manager	1	1	1	1	1
219	Human Resources Manager	1	1	1	1	1
217	Senior Human Resources Generalist	1	1	1	1	1
214	VRS Benefits Consultant	-	-	1	1	1
214	Human Resources Generalist	2	2	2	3	2
212	Safety Officer	1	1	2	2	2
Number of Full-Time Positions		6	6	8	9	8

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Component Unit - School Fund



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SCHOOL OPERATING FUND

DESCRIPTION

The School Operating Fund provides funding to operate Suffolk Public Schools including 11 elementary schools, 5 middle schools, 3 high schools, an alternative school, and the College and Career Academy at Pruden. The School Operating Fund is comprised of a local appropriation from the City, state and federal funding, and miscellaneous revenue.

SCHOOL OPERATING FUND

Revenue									
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
State / Federal / Other	\$ 106,993,104	\$ 116,200,712	\$ 131,009,683	\$ 55,247,377	42%	\$ 165,202,436	26%	\$ 165,202,436	26%
Transfer from General Fund - Local Support	\$ 60,847,518	\$ 62,332,201	\$ 65,332,201	\$ 26,132,880	40%	\$ 67,332,201	3%	\$ 67,332,201	3%
	\$ 167,840,622	\$ 178,532,913	\$ 196,341,884	\$ 81,380,257		\$ 232,534,637		\$ 232,534,637	
Local Support for Lease/Rent of Building	\$ 534,719	\$ 474,324	\$ 442,979	\$ 221,490	50%	\$ 442,979	0%	\$ 442,979	0%
Total Revenue	\$ 168,375,341	\$ 179,007,237	\$ 196,784,863	\$ 81,601,747	41%	\$ 232,977,616	18%	\$ 232,977,616	18%

Expenditure Summary									
	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 YTD to Dec		2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
School Operating Expenditures	\$ 171,809,674	\$ 180,458,079	\$ 196,784,863	\$ 87,968,393	45%	\$ 232,977,616	18%	\$ 232,977,616	18%
Total Expenditures	\$ 171,809,674	\$ 180,458,079	\$ 196,784,863	\$ 87,968,393	45%	\$ 232,977,616	18%	\$ 232,977,616	18%

SCHOOL OPERATING FUND

Budget Detail

Account Number: 205-610000-51000	2019-2020 Actual	2020-2021 Actual	2021-2022 Budget	2021-2022 Exp to Dec	% Exp	2022-2023 Requested	% Chng	2022-2023 Recommended	% Chng
Instruction	\$ 125,424,650	\$ 132,578,595	\$ 148,797,487	\$ 69,510,003	47%	\$ 180,689,085	21%	\$ 180,689,085	21%
Administration and Attendance	3,528,264	3,473,967	3,774,878	1,447,953	38%	4,635,574	23%	4,635,574	23%
Health and Psychology	2,312,212	2,149,825	2,591,514	994,043	38%	3,045,403	18%	3,045,403	18%
Pupil Transportation	8,238,325	9,524,672	8,754,533	3,358,031	38%	9,223,409	5%	9,223,409	5%
Operation and Maintenance	16,819,200	15,976,693	16,530,842	6,340,838	38%	17,726,887	7%	17,726,887	7%
Food Services	7,673,118	6,881,753	7,946,948	3,048,260	38%	8,408,764	6%	8,408,764	6%
Technology	7,279,186	9,398,249	7,945,682	3,047,775	38%	8,805,515	11%	8,805,515	11%
Sub-Total:	\$ 171,274,955	\$ 179,983,755	\$ 196,341,884	\$ 87,746,903		\$ 232,534,637		\$ 232,534,637	
Local Support - Lease / Rent of Building	\$ 534,719	\$ 474,324	\$ 442,979	\$ 221,490	50%	\$ 442,979	0%	\$ 442,979	0%
Local Support Reduction to Request:	-	-	-	-	-	-	-	-	-
Sub-Total:	\$ 534,719	\$ 474,324	\$ 442,979	\$ 221,490		\$ 442,979		\$ 442,979	
Total Operating Expenses	\$ 171,809,674	\$ 180,458,079	\$ 196,784,863	\$ 87,968,393	45%	\$ 232,977,616	18%	\$ 232,977,616	18%

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Appendix



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**CITY OF SUFFOLK, VIRGINIA
PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

Personnel Summary

	2019-2020 Budget	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
General Fund:				
General Government:				
City Council	2	2	3	3
City Manager	7	7	8	8
Budget & Strategic Planning	3	3	3	3
City Attorney	9	9	9	10
Human Resources	7	7	10	13
Commissioner of Revenue	12	12	13	13
Assessor	19	19	21	21
Treasurer	17	17	17	17
Finance - Administration and Accounting	15	15	16	16
Purchasing	4	4	4	4
Registrar	3	3	3	4
Total General Government	98	98	107	112
Judicial:				
Circuit Court Judges	2	2	2	2
Clerk of the Circuit Court	15	15	15	16
Sheriff	25	25	27	28
Commonwealth Attorney	26	26	26	26
Total Judicial	68	68	70	72
Public Safety:				
Police				
Administration and Officers	227	227	229	233
Emergency Communications	29	29	29	29
Animal Shelter Management	10	10	10	11
Fire and Rescue	274	279	297	316
Total Public Safety	540	545	565	589
Public Works:				
Public Works				
Administration	3	3	3	3
Capital Programs & Facilities	25	25	25	27
Total Public Works	28	28	28	30
Health and Welfare:				
Social Services	102	102	102	104
Comprehensive Services Act	2	2	2	2
Total Health and Welfare	104	104	104	106

**CITY OF SUFFOLK, VIRGINIA
PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

Personnel Summary

	2019-2020 Budget	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Parks, Recreation and Cultural:				
Parks and Recreation				
Administration	13	13	13	14
Parks, Gateway and Facility Maintenance	22	22	22	26
Recreation	22	22	29	29
Library	32	32	33	33
Total Parks, Recreation and Cultural	89	89	97	102
Community Development:				
Planning	44	44	46	51
Economic Development	6	6	6	6
Tourism	3	3	3	3
Media & Community Relations	6	6	6	6
Total Community Development	59	59	61	66
Total General Fund	986	991	1,032	1,077
Special Revenue Funds:				
Transit	1	1	1	1
Aviation Facilities	3	2	2	2
Road Maintenance				
Road Maintenance	102	102	105	107
Traffic Engineering	25	25	26	30
Total Special Revenue Funds	131	130	134	140
Enterprise Fund:				
Public Utilities				
Administration	8	8	7	7
Customer Service	23	23	23	23
Line Maintenance	29	29	30	30
Maintenance	25	26	26	26
Water Production	28	28	28	28
Engineering	14	14	14	14
Refuse Services				
Refuse Services	40	40	40	40
Stormwater Utility				
Engineering	42	41	41	43
Mosquito Control	7	7	7	7
Total Enterprise Funds	216	216	216	218

**CITY OF SUFFOLK, VIRGINIA
 PROPOSED FY 2022-23 OPERATING AND CAPITAL BUDGET**

Personnel Summary

	2019-2020 Budget	2020-2021 Budget	2021-2022 Budget	2022-2023 Budget
Internal Service Funds:				
Fleet Management	21	21	21	21
Information Technology	27	28	29	28
Risk Management	6	6	8	8
Total Internal Service Funds	54	55	58	57
Total All Funds	1,387	1,392	1,440	1,492

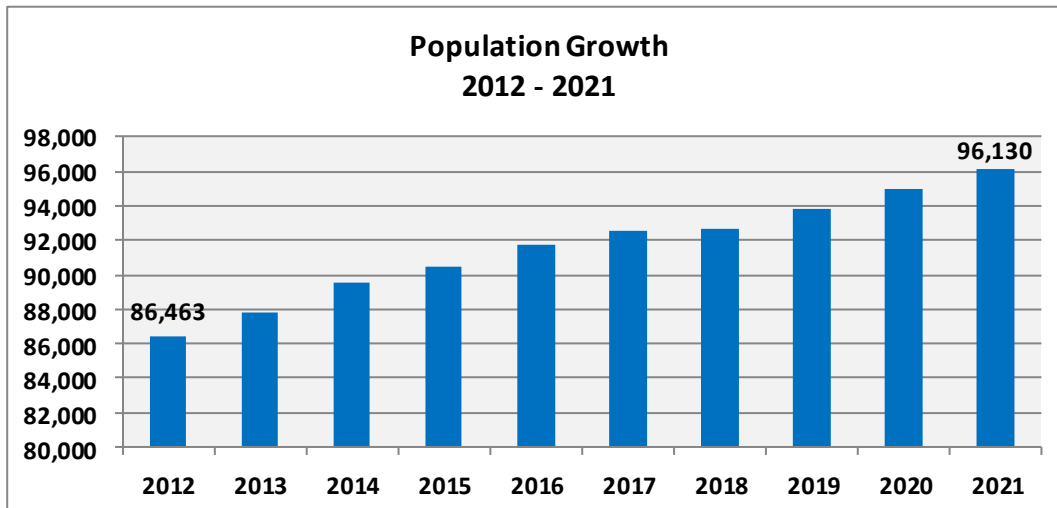
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CITY DEMOGRAPHICS AND STATISTICS

This section of the FY 2022-2023 Operating & Capital Budget provides a snapshot of key demographic, economic, and social statistics about the City of Suffolk. This information is used to analyze trends that may have an impact on resource allocation decisions and to ensure that the City remains competitive with other jurisdictions in the Hampton Roads region.

Population Growth

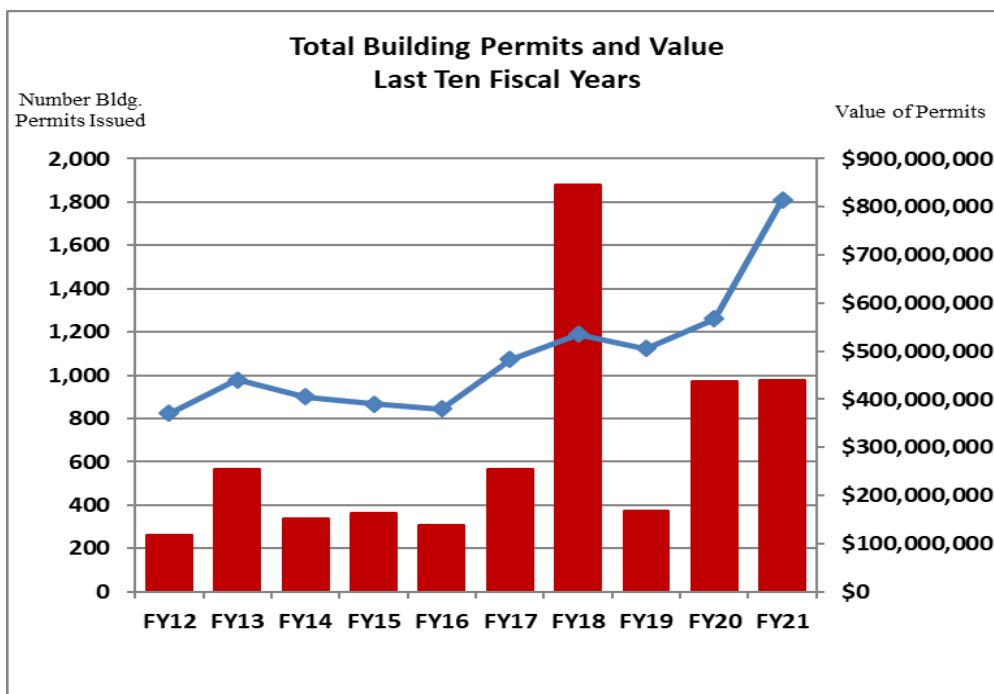
Suffolk’s population is estimated at 96,130 residents, a slight increase over the previous year. Overall, Suffolk’s population has increased 11% over the last 10 years.



Source: Weldon Cooper Center for Public Service

Building Permits

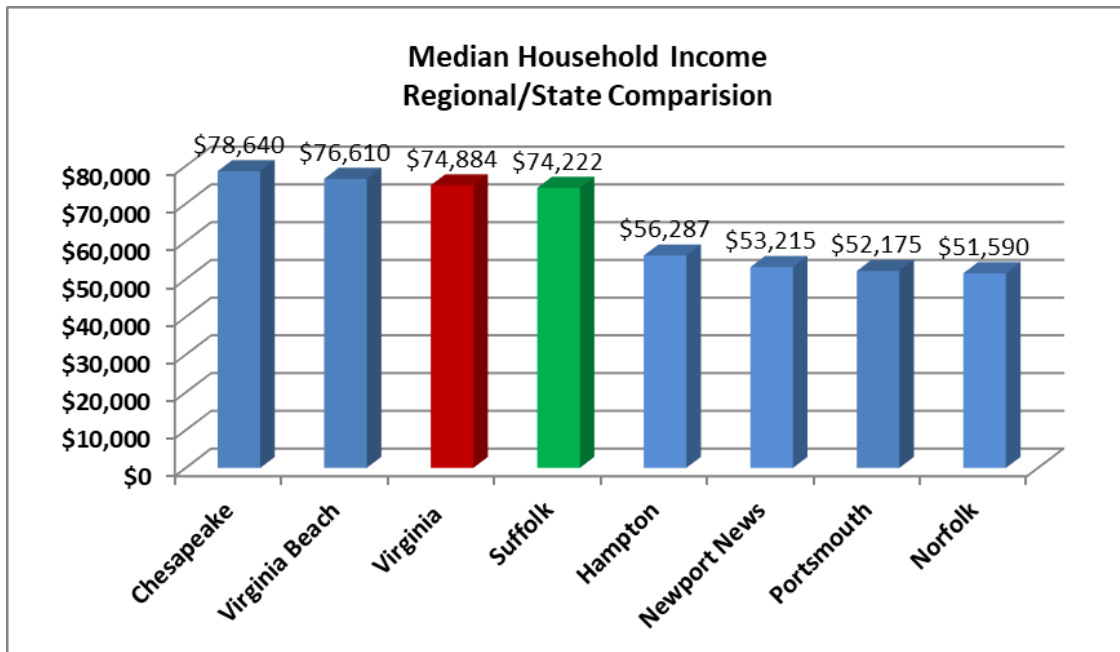
The number of permits issued has trended higher due to increases in commercial and residential development over the last few years.



Source: Annual Financial Report for FY 2021

Median Household Income

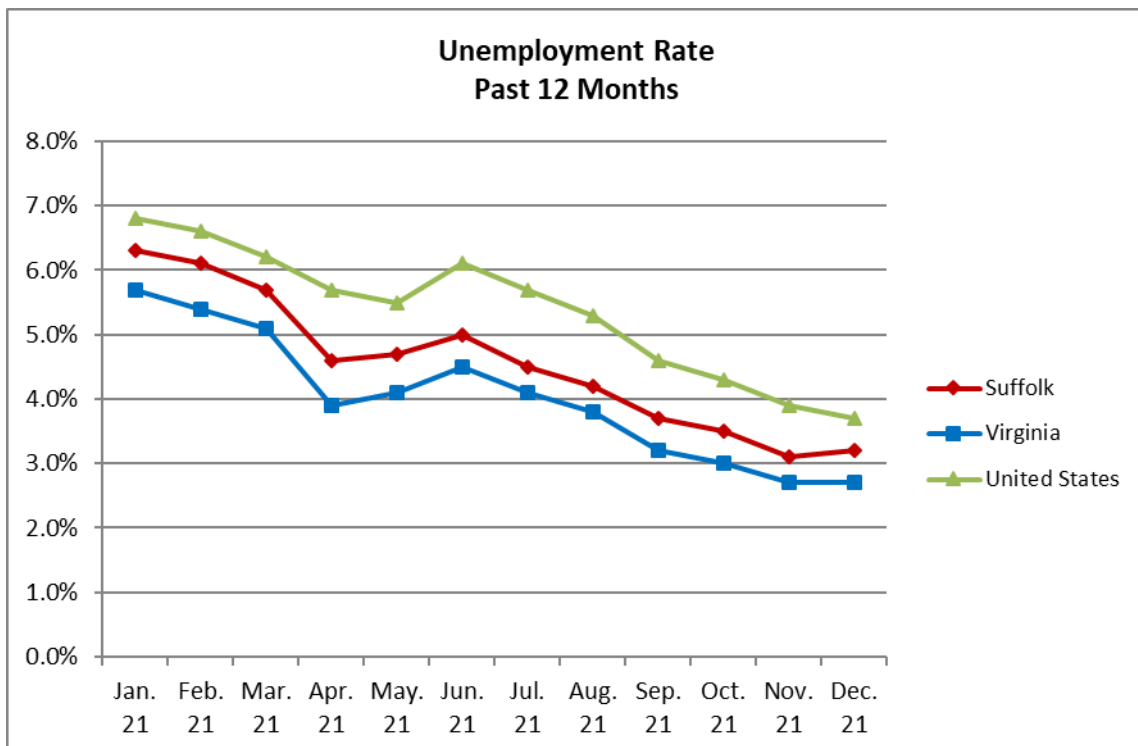
Median household income is estimated at \$74,222, third highest in the Hampton Roads region and slightly below the State average (\$74,884).



Source: U.S. Census Bureau, American FactFinder

Unemployment Rate

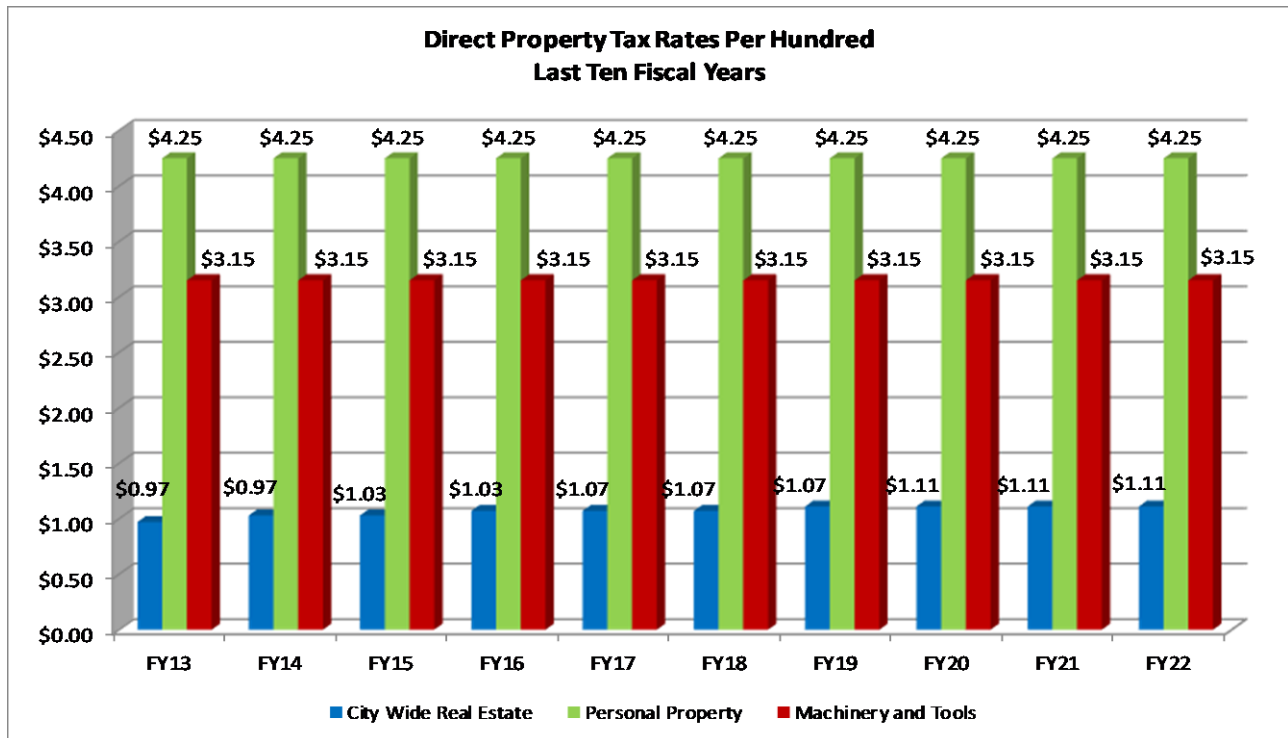
The average monthly unemployment rate has ranged from 3.2% to 6.5% in the last 12 months due to the COVID-19 Pandemic and generally followed the trends of state and federal unemployment. Suffolk's unemployment rate in December 2021 was 3.2%, which was slightly higher than the state average (2.7%), but less than the national average of (3.7%).



Source: Virginia Employment Commission

Direct Property Tax Rates

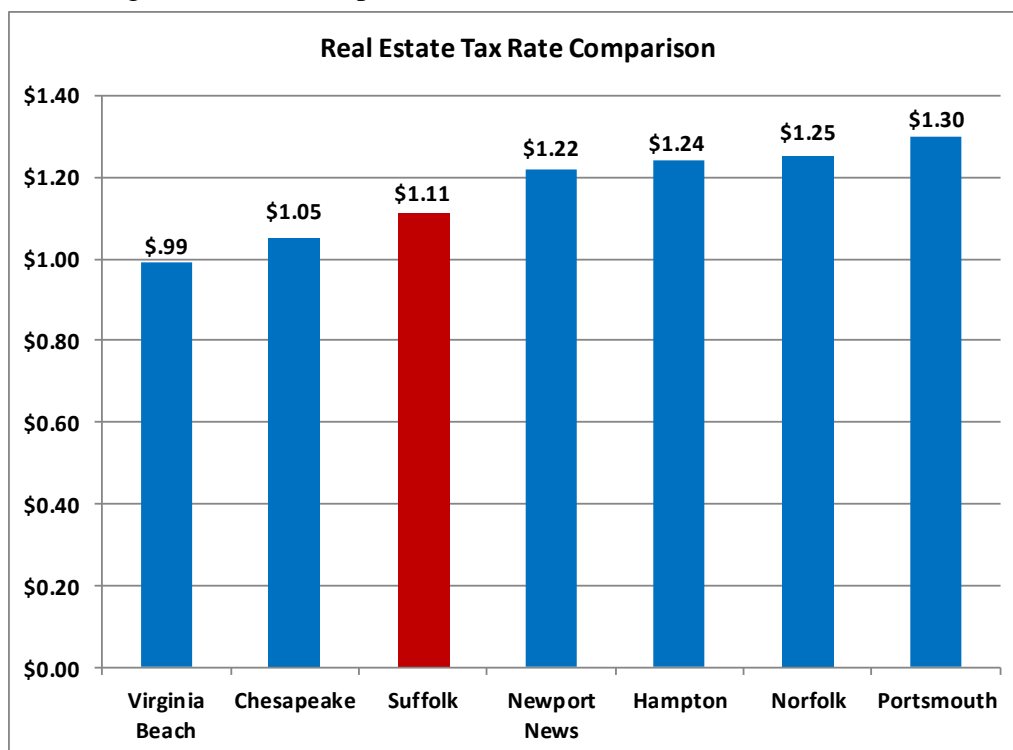
The graph below provides an overview of direct property tax rates for citywide real estate, personal property, and machinery and tools taxes over the last 10 years. Personal Property and machinery and tools tax rates have remained flat over the last 10 years. The real estate tax rate has ranged from \$.97 to \$1.11 per \$100 of assessed value.



Source: Suffolk Division of Budget and Strategic Planning

Real Estate Tax Rate

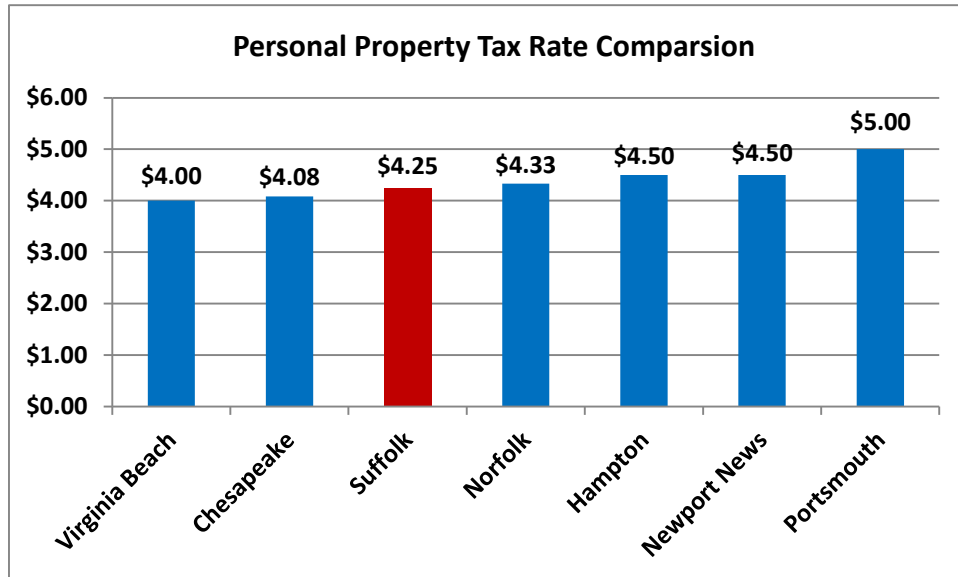
The FY22 citywide real estate tax rate is currently \$1.11 per \$100 of assessed value, third lowest among the seven largest cities in Hampton Roads.



Source: Suffolk Division of Budget and Strategic Planning

Personal Property Tax Rate

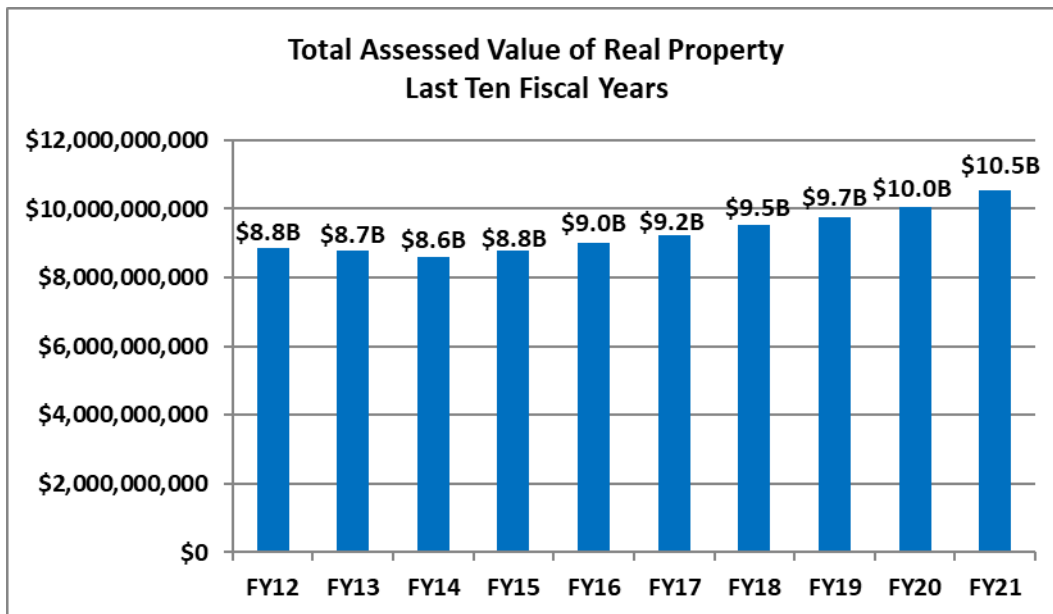
The personal property tax rate is currently \$4.25 per \$100 of assessed value and consistent with other localities in the Hampton Roads region.



Source: Suffolk Division of Budget and Strategic Planning

Real Property – Total Assessed Value

As Suffolk has grown in size and stature, the total assessed value of real property has increased from \$8.8 billion in FY 2012 to \$10.5 billion in FY 2021.



Source: Annual Financial Report for FY 2021

Allocation of Real Property Values

A comparison of real property values from FY 2010 to FY 2022 indicates that residential parcels as a percentage of the overall distribution of parcels by assessed value have decreased slightly from 75.1% to 73.4%. Agricultural parcels have declined from 4.4% to 3.0% and commercial parcels have slightly decreased from 19.0% to 18.0%. Multifamily parcels have increased from 1.3% to 5.6%.

Distribution of Parcels by Assessed Value

	FY 2010	FY 2022
Multifamily	1.3%	5.6%
Agriculture	4.4%	3.0%
Commercial	19.0%	18.0%
Residential	75.1%	73.4%

Source: City Assessor

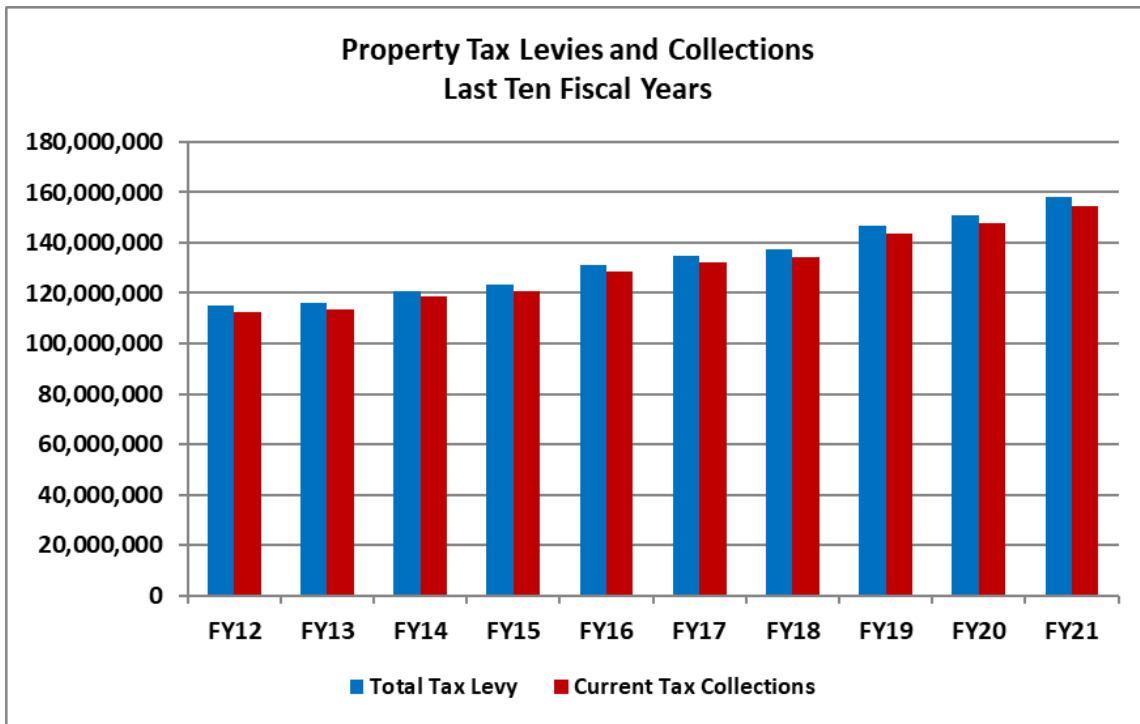
Major Real Property Tax Payers

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>
Target Corporation	\$60,794,100
EGP 116 Suffolk LLC/116 Lakeview Parkway, LLC	56,034,100
2152 LLC	42,920,000
TowneBank	40,994,600
QVC of Suffolk Inc. /CVN Distribution	40,778,500
The Pergola Group	39,430,000
GGT Hampton Roads VA Venture	37,730,000
BelleHarbour Properties LLC	36,458,200
Lake Prince Center Inc.	33,776,300
Boyd Suffolk GSA LLC	32,852,800

Source: Annual Financial Report for FY 2021

Property Tax Levies and Collections

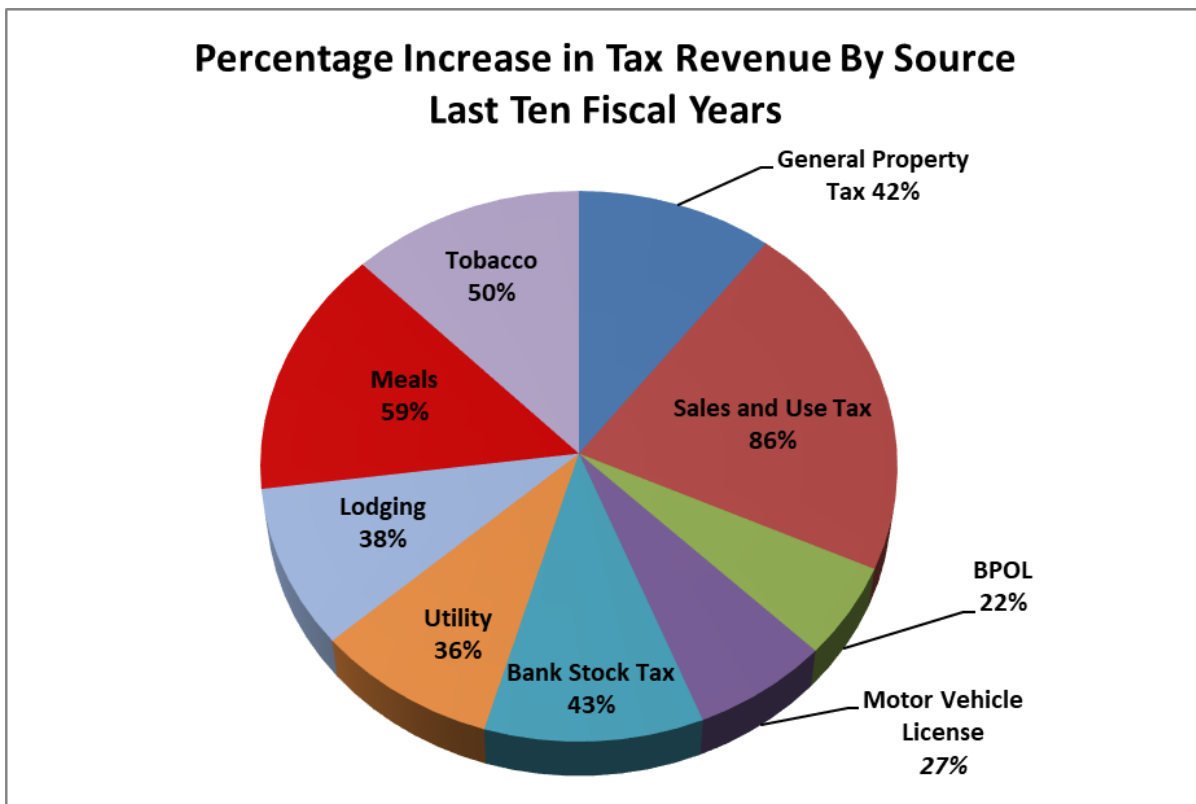
Over the last ten years, property tax collections as a percentage of taxes levied have remained consistently strong at approximately 98% each year.



Source: City Treasurer

Percentage Increase in Tax Revenues By Source

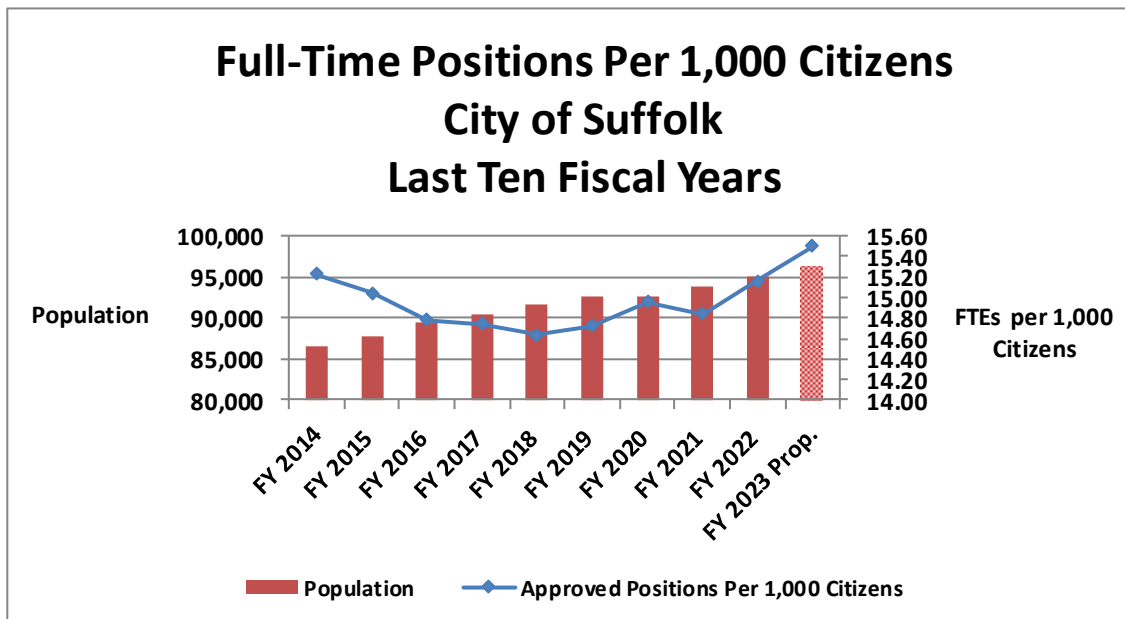
The chart below provides an overview of the percentage increase in tax revenue by source over the last 10 years.



Source: Annual Financial Report for FY 2021

Size of City Government

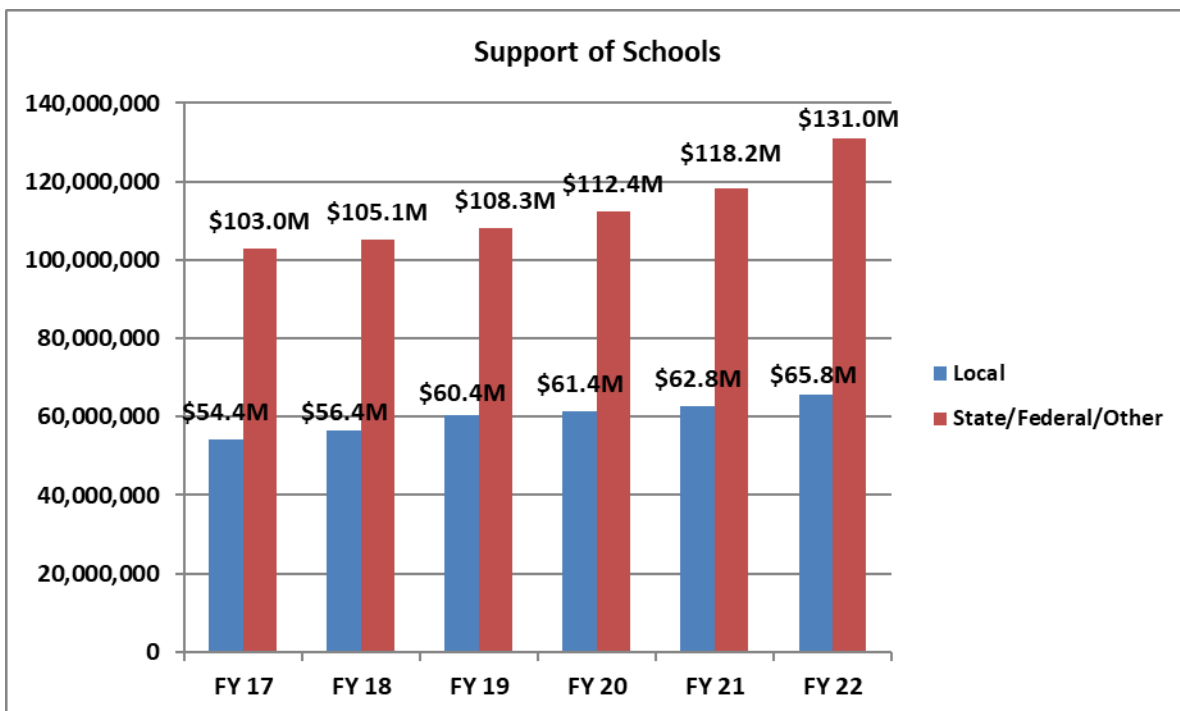
The Proposed FY 2022-2023 budget provides for 15.5 full-time positions per 1,000 citizens. After a decline in the number of full-time positions per 1,000 citizens in previous years, the number has increased consistent with population growth. The proposed FY23 budget includes 52 new positions including 18 firefighters to staff a new fire station.



Source: Suffolk Division of Budget and Strategic Planning

Support of Schools

Funding to support the operation of the school division is provided from local, state, federal, and other sources. Approximately 33% of the schools operating fund is derived from local fund support.



Source: Suffolk Division of Budget and Strategic Planning

Principal Employers

Suffolk's employment base is comprised of a diverse mix of business and industry with a workforce of over 32,000 employees. The top employers, excluding the City of Suffolk and Suffolk Public Schools, account for 8,595 employees and 26% of the City's workforce.

Employer	Type of Business	Employees
Navy Cyber Force	ModSim & Technology	2,250
Sentara Health Systems	Medical	1,500
Target	Warehousing & Distribution	1,500
CVN Distribution/QVC, Inc	Warehousing & Distribution	700
Towne Bank	Banking	600
J-7 Joint Starr	ModSim & Technology	550
Wal-Mart Stores	Retail	525
Hormel/Planters/Kraft Foods	Food Processing	380
Massimo Zanetti Beverage USA	Beverage Company	315
Sysco Food Services	Food Service Distribution	<u>275</u>
		8,595

Source: Suffolk Department of Economic Development

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DAVENPORT AT A LATER DATE**

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City of Suffolk
Proposed FY 22-23 Operating and Capital Budget

Summary of Reserves and Designated Funds As of February 28, 2022

General Fund:

Commonwealth Attorney - Asset Forfeiture State Designation	\$	266,294
Police - Property Seizures Designation		175,138
Police - E Ticketing Fee		177,710
Police - Asset Forfeiture Designation		124,715
Dare Program Designation		2,850
Four for Life Designation		30,701
Fire Program Designation		1,061,310
Employee Vending Proceeds Designation		34,596
	\$	1,873,314

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Summary of Financial Policy Compliance

The City of Suffolk has established financial policies to ensure prudent financial practices and accountability of public funds managed by the City. The financial policies include guidelines for Revenues, Budget, Capital Improvements Planning, and Debt. As demonstrated in the summary below, the City is achieving compliance with its financial policies. Highlights of each major compliance area include:

FINANCIAL POLICY	COMPLIANCE STATUS
Revenue:	
All fees and charges shall be reviewed annually with the development of the annual operating budget.	City fees and charges have been reviewed and updated in the proposed FY 23 budget.
The City will strive to achieve an overall property tax collection rate of 100%.	Revenue collections remain strong with collection rates of greater than 98%.
The General Fund unassigned fund balance will not be used to finance current operations.	The proposed FY 23 budget does not include the use of funds from the General Fund unassigned fund balance to pay for current operations.
Restricted revenue shall only be used for the purpose intended and in a fiscally responsible manner.	The proposed FY 23 budget utilizes restricted revenues for the designated purposes in which they were intended.
Budget:	
The City budget shall be balanced with planned expenditures equal to estimated revenues.	The proposed FY 23 budget is balanced with estimated revenues supporting proposed expenditures.
The City shall maintain a General Fund unassigned fund balance at a minimum rate of 20%.	The General Fund unassigned fund balance is projected at 20% for FY 23.
The City will strive to maintain a Risk Stabilization Fund for its insured risks in an amount equal to 20% of anticipated annual premium costs.	The Risk Management unrestricted fund balance exceeds the required \$3.9M in risk stabilization funds to support the proposed FY 23 budget.
Capital Improvements Planning:	
The City will annually prepare and adopt a minimum five-year Capital Improvements Plan.	City Council adopted the ten-year FY 2023-2032 Capital Improvements Program and Plan (CIP) at the February 16, 2022, City Council meeting. Funding for all projects in the first year are included in the proposed FY 23 budget.
The City will budget an amount equal to 3% of the General Fund departmental expenditures (excluding certain transfers out, fund balance/reserve allocations, debt service, and flow-through expenditures) to pay-as-you-go capital improvements annually.	The proposed FY 23 budget includes 4.5% of General Fund departmental expenditures in cash funding for pay-as-you-go capital funding.
Debt:	
Debt as a percentage of assessed value shall not exceed the 4% policy ceiling.	Debt as a percentage of assessed value is 1.7% for FY 23.
Debt as a percentage of general government expenditures shall not exceed the 10% policy ceiling.	Debt as a percentage of general government expenditures is 6.4% for FY 23.

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CITY OF SUFFOLK



Financial Policies

Adopted: December 5, 2007

Revised: August 18, 2021

FY 23 Budget Status: Responses where appropriate for all compliance requirements for FY 23 are denoted in red.

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

POLICY PURPOSE

The City of Suffolk (the “City”) and its governing body, the City Council (the “Council”), is responsible to the City's citizens to carefully account for all public funds, to manage City finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. The following financial policies and guidelines establish the framework for the City’s overall fiscal planning and management.

1.01 Policy Goals

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of the City. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the City's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the City rather than single issue areas,
- Promotes the view of linking long term financial planning with day to day operations, and
- Provides the Council and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

1.02 Policy Implementation and Coordination

The City has established a Finance Committee that meets quarterly in concert with the release of the City’s quarterly financial projection. The purpose of the Finance Committee is to review the financial affairs of the city generally; and its specific duties shall include, but not be limited to: review of the quarterly financial projection; the tracking of expenditures and revenues generally; compliance with city financial policies and guidelines; and the consideration and recommendations concerning candidates for financial management positions.

1.03 Review and Revision

These polices will be reviewed for appropriateness and comparability with AAA rated jurisdictions every three years or more frequently if a need for review is identified.

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

REVENUES

2.01 Revenue Diversification

The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.

Current revenues will fund current expenditures and a diversified and stable revenue system will be maintained to protect programs.

***FY 23 Budget Status:** Local revenues are diversified in the FY 23 budget. Real estate assessed values increased 13.61% overall due to reassessment and new construction. A real estate tax rate reduction of two cents is recommended in FY 23 from \$1.11 to \$1.09 per \$100 of assessed value. At this rate, real estate tax revenue is projected to increase \$16.4M over the previous year. Personal Property assessed values of cars and trucks have increased 42% due to pandemic related supply chain issues which have driven up the value of used vehicles. Assessed values are anticipated to return to normal levels within 12 to 18 months. As a result, the proposed FY 23 budget recommends applying a 75% assessment ratio to cars and trucks less than 2 tons. The application of a 75% assessment ratio on this class of vehicles will still provide for growth close to historic trends and result in a projected \$3M increase in personal property tax revenue. Other local tax revenues are also trending higher including business licenses (24%), meals (23%), sales and use (15%), and lodging (14%). Overall, local tax revenue including general property and other local taxes is projected to increase \$25.9M in FY 23 or 13%.*

2.02 Fees and Charges

All fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service. These fees shall be reviewed annually with the development of the annual operating budget.

***FY 23 Budget Status:** All city fees and charges are reviewed annually with revisions provided to recoup a fair portion of the City's expenses associated with the service delivery.*

New fees included in the proposed FY 23 fee schedule include Department of Parks and Recreation fees for mausoleum site purchases and a Tourism fee for season-long tent space fee.

Fee adjustments have been recommended to fire & rescue emergency medical services basic and advanced life support fees, planning and community development subdivision determination and site plan waiver request, and correcting/amending permit fees, public utilities metered/non-metered water and meter service charges, and public works automated refuse container fee and traffic signal inspection fee.

The following fees are recommended to be eliminated in the FY 23 budget including fees associated with the parks and recreation Whaleyville Annex, public utilities manual of cross connection

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

policies, plan sheet copies 24' x 36" per sheet, black and white and color copies, and single family grinder pump review/inspection fees, and the public works driveway apron per square foot fee.

2.03 Revenue Collections

The City will strive to achieve an overall property tax collection rate of 100%.

FY 23 Budget Status: *The City continues to maintain strong local collection rates ranging from 96% to 99% for local taxes and fees with collection rates documented annually in the Annual Financial Report.*

2.04 Use of Fund Balance

The City's General Fund equity balance will be utilized to provide sufficient working capital in anticipation of current budgeted revenues and to finance unforeseen emergencies without borrowing. The General Fund equity of the City (Unassigned Fund Balance) will not be used to finance current operations.

FY 23 Budget Status: *The City's budget is balanced with current General Fund revenues supporting all current General Fund expenditures for FY 23.*

2.05 Restricted Revenue

Restricted revenue (such as Medicaid or Asset Forfeiture funds) shall only be used for the purpose intended and in a fiscally responsible manner.

FY 23 Budget Status: *The adopted budget utilizes restricted revenues for designated intended purposes.*

BUDGET

3.01 Balanced Budget

The provisions of the Code of Virginia shall control the preparation, consideration, adoption and execution of the budget of the City. In addition, the City Charter requires the budget to be balanced with planned expenditures equal to estimated revenues.

The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year. The City budget shall be balanced within all available operating revenues, including the fund balance, and adopted by the City Council.

FY 23 Budget Status: *The FY 23 budget is balanced for all funds operated by the City and includes appropriate tax rates where applicable to sustain operations. Budget and tax rate ordinances have been prepared for City Council's appropriation of all required funds.*

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

3.02 Use of Current Revenues to Support Current Expenditures

Ongoing and stable revenues will be used to support ongoing operating costs.

***FY 23 Budget Status:** The City's budget is dependent on stable revenues and conservative revenue projections to support operations.*

3.03 Use of One-time Revenue and One-time Expenditure Savings

The use of one-time revenues and one-time expenditure savings (excess cash balances) will be used for non-recurring expenditures.

***FY 23 Budget Status:** All one-time revenues are designated to support one-time expenditures.*

3.04 Review of Fees and Charges

Fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service and reviewed annually with the development of the annual operating budget.

***FY 23 Budget Status:** All City fees and charges are reviewed annually with revisions provided to recover a portion of the City's expenses associated with the service provision.*

3.05 Revenue and Expenditure Projections

The City will prepare and annually update a long range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

***FY 23 Budget Status:** A five-year projection of revenues and expenditures is being prepared using conservative assumptions including planned capital improvements, related debt service, operating costs, projected fund balance levels and required real estate tax rate adjustments. This report will be provided as an appendix to the budget.*

3.06 Budget Performance Monitoring

The Finance Budget Division will maintain ongoing contact with the departmental fiscal officers during the process of the budget execution. Expenditure and revenue projections will be developed quarterly and reviewed with Departmental Directors, the Finance Committee of the City Council, the City Manager, and the City Council. The City Manager through the Budget Division of Finance will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.

***FY 23 Budget Status:** Quarterly revenue and expenditure projections are provided to the City Manager and City Council. All required budget adjustments are reviewed and approved by the City Manager or designee to comply with budget requirements.*

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

3.07 Maintenance of Capital Assets

The budget should provide sufficient funds for regular repair and maintenance of capital assets.

***FY 23 Budget Status:** The operating and capital budget provides adequate repair and maintenance funds to support City capital assets.*

3.08 Fund Balance Levels

The City will employ sound financial management principles to include the establishment of an Unassigned Fund Balance sufficient to maintain required working capital and provide a reserve for unanticipated expenditures or emergencies, revenue shortfalls, and other non-recurring uses. In addition to the Unassigned Fund Balance, the City will also establish and maintain a Budget Stabilization Fund and a Capital Reserve Fund.

Unassigned Fund Balance - The ratio of Unassigned General Fund balance as a percentage of Budgeted Governmental Funds Expenditures (net of the General Fund Contribution to Schools, transfer to other Governmental Funds, and Capital Projects Fund Expenditures) plus budgeted expenditures in the School Operating and Food Service Funds indicates the ability of the City to cope with unexpected financial problems or emergencies. The larger the Unassigned General Fund balance, the greater the City's ability to cope with financial emergencies and fluctuations in revenue cycles. The City has established a minimum rate of 20% at the close of each fiscal year as computed on the upcoming budget year.

Once the Unassigned General Fund balance minimum rate is achieved by the City, it is intended to be maintained for the upcoming fiscal year from prior year surpluses and budgeted additions as available before any other needs are addressed. In the event Unassigned Fund Balance is required to be drawn below the 20% minimum rate due to an emergency (such as a natural disaster) or due to severe economic circumstances, the City will develop a plan to restore the Unassigned Fund Balance over the ensuing two to three years.

Compliance with fund balance policy will be reviewed and reported to City Council at least annually in conjunction with the development of the Operating Budget and with any significant budget amendments made during the fiscal year.

Once the Unassigned Fund Balance policy minimum level is achieved, the City will apply year-end General Fund operating surpluses – if any – as per the following policy.

1. Use of surplus for one-time/contingency items: To the extent the Unassigned Fund Balance policy is achieved, the City may elect to utilize up to \$500,000 of the prior year's surplus, if any, for one-time operating or capital items.
2. The City will establish a Budget Stabilization Fund within the Assigned portion of the General Fund Balance. At the close of each audited fiscal year, after certifying that the Unassigned Fund Balance is in compliance with these policies, the Budget Stabilization Fund shall receive a minimum of 50% of the prior year's surplus, if any, as calculated in the prior fiscal year audit. Balances in the Budget Stabilization Fund will be allowed to accumulate until they reach an

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

amount equal to 2.5% of Budgeted Governmental Funds (which is defined previously in the Unassigned Fund Balance policy). Once the 2.5% level is reached no further deposits to the Budget Stabilization Fund are required except to the extent that additional deposits are required to maintain the 2.5% level as Budgeted Governmental Funds grow.

- a. Transfers to the Budget Stabilization Fund may also be made as part of the adopted operating budget.
 - b. Withdrawals from the Budget Stabilization Fund can only be considered if there is an unexpected General Fund revenue decline or expenditure increase during the current fiscal year.
 - c. The City will not utilize funds from the Budget Stabilization Fund in the development or adoption of the operating budget.
3. The City will establish a Capital Reserve Fund within the Assigned portion of the General Fund Balance. At the close of each audited fiscal year, the Capital Reserve Fund shall receive a minimum of 50% of the prior year's surplus, if any, as calculated in the prior fiscal year audit. The Capital Reserve Fund can receive a larger allocation of the surplus if the Unassigned Fund Balance and Budget Stabilization Fund policies have been met.
- a. There will be no cap or limitation on the balances allowed to accumulate in the Capital Reserve Fund.
 - b. Balances in the Capital Reserve Fund are available for pay-as-you-go funding of capital projects and other non-recurring capital related expenditures including debt payoff/paydown.
4. To the extent that the Unassigned Fund Balance and Budget Stabilization Fund minimum policy levels have both been met, the City may elect to dedicate a portion of the year-end surplus, if any, to the Capital Reserve Fund, additional deposits to the Unassigned Fund Balance, or other one-time purposes of the City.

FY 23 Budget Status: *The General Fund unassigned fund balance achieves the financial policy minimum rate of 20%. Budget stabilization and capital reserve funds have been established with FY 21 year-end surpluses.*

3.09 Self-Insurance Rate Stabilization Fund

The City will strive to maintain a rate stabilization fund for its insured risks in an amount equal to 20% of anticipated annual premium costs. This rate stabilization fund may be reduced or increased by management based on professional judgment and anticipated claims cost estimates.

FY 23 Budget Status: *The Risk Management unrestricted fund balance exceeds the required \$3.9M in rate stabilization funds to support the FY 23 budget.*

CAPITAL IMPROVEMENTS PLANNING

4.01 Capital Improvement Program

In order to prepare and plan for upcoming capital needs, comply with debt ratio targets, schedule debt issuance, and systematically improve capital infrastructure, the City will annually prepare and adopt a minimum five-year Capital Improvements Plan.

The adopted Capital Improvements Plan will include major capital improvements and identify estimated revenue sources and annual operational costs for facilities to include anticipated debt service requirements.

Capital improvements do not include routine maintenance on existing capital assets.

***FY 23 Budget Status:** A ten-year Capital Improvements and Program and Plan (CIP) is prepared and updated annually providing five years of detailed projects, revenue sources, debt requirements and annual operating costs. This plan is prepared by the City Manager and reviewed by a committee to include two members of the Planning Commission, the Mayor, and Vice Mayor. The Plan is also reviewed, edited, and recommended by the Planning Commission to the City Council who in turn, reviews, edits and adopts the Plan for consideration of year one projects in the operating budget proposal. A current CIP was adopted by City Council in February 2022. The projects and funding included in the first year of the CIP are included in the proposed FY 23 budget.*

4.02 Pay-As-You-Go Capital Improvement Funding

The City will develop an escalation plan to accomplish an annual allocation of an amount equal to 3% of the General Fund departmental expenditures (excluding transfers out, grants, fund balance and reserve allocations, debt service, and respective flow-through expenditures) to pay-as-you-go-capital improvements annually.

The escalation plan will begin with the FY 08 adopted budget and shall be increased annually for the ensuing five (5) year period until the 3% target is achieved.

***FY 23 Budget Status:** The FY 23 budget includes \$8.9M in General Fund cash for capital projects which equates to 4.5% of General Fund departmental expenditures in FY 23.*

DEBT

The City Council generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the City to plan for the necessary financing of capital projects while maintaining credit worthiness. In addition, continued adherence to these policies will ensure the City's strong financial position.

**CITY OF SUFFOLK, VIRGINIA
FINANCIAL POLICIES**

The City shall use an objective analytical approach to determine whether it can afford new or additional general purpose debt. This process shall use the City's standards of affordability. These standards include the measures of debt service payments as a percent of current expenditures and debt as a percent of taxable real estate value.

5.01 Revenue Anticipation Notes (RANS)

The City does not intend to issue tax or revenue anticipation notes (RANS) to fund government operations but rather to manage cash in a fashion that will prevent any borrowing to meet working capital needs.

The City may issue RANS in an extreme emergency beyond the City's control or ability to forecast when the revenue source will be received subsequent to the timing of funds needed. Such issuances will be for a period not to exceed a one year period.

5.02 Bond Anticipation Notes (BANS)

The City may issue Bond Anticipation Notes (BANS) in expectation of General Obligation or Revenue Bonds when cash is required in order to initiate or continue a capital project or when long-term markets do not appear appropriate but have a clear potential for improvement within the designated BAN time frame.

The City will not issue Bond Anticipation Notes (BANS) for a period beyond two years. If the City issues a bond anticipation note for a capital project, the BAN will be converted to a long-term bond or redeemed at its expiration.

5.03 Letters of Credit

The City may enter into a letter-of-credit (LOC) agreement when such an agreement is deemed prudent and advantageous. The City will prepare and distribute a request for proposals to qualified banks which includes terms and conditions that are acceptable to the City.

5.04 Lease Purchase Obligations

Lease purchase and master lease obligations, including certificates of participation or lease revenue bonds, shall be considered as an alternative to long-term vendor leases. Such debt shall be subject to annual appropriation.

5.05 Public Private Partnerships

The City recognizes the value of developing public-private partnerships. As such, public-private partnerships financings that require the City to provide capital or credit enhancement to a project will be considered in light of the following:

- The project is multi-faceted requiring coordinated and/or accelerated development;
- The project is non-traditional with mixed use of public and private components;

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- The project calls for the bundling of design, construction and operation phases; or
- There is an urgent need to construct multiple facilities or other public infrastructure simultaneously to keep pace with a rapidly growing population.
- The project has undergone a rigorous cost-benefit analysis by City Staff (or agents employed by the City for such purpose). If the project ultimately requires City credit enhancement, such obligations will be treated as if debt by the City.

5.06 Compliance with Legal Requirements

Pursuant to the Constitution of Virginia (the Constitution), the City is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code or the City Charter that the issuance of general obligation bonds be subject to the approval of voters of the City at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property. The City’s Charter further limits the issuance of general obligation bonds to seven percent (7%) of the assessed value of taxable property.

5.07 Debt Ratio Policies

	<u>Ceiling</u>	<u>FY 23 Status</u>
<p>Debt as a Percentage of Assessed Value This ratio indicates the relationship between the City’s debt and the total taxable value of real and personal property in the City. It is an important indicator of the City’s ability to repay debt, because property taxes are the source of the City’s revenues used to repay debt. A small ratio is an indication that the City will be better able to withstand possible future economic downturns and continue to meet its debt obligations.</p>	4%	1.7%
<p>Debt as a Percentage of General Government Expenditures This ratio is a measure of the City’s ability to repay debt without hampering other City services. A smaller ratio indicates a lesser burden on the City’s operating budget. The numerator shall include debt that is not self-supporting from a user fee revenue stream. A self-supporting revenue stream is defined as a revenue stream that provides coverage of all debt service obligations without general fund support (to include tax assessment districts and funds supported by committed state revenues in support of such debt). Any long term financing lease obligations which may be subject to annual appropriation by the City will also be included in the calculations of tax-supported debt service. General governmental expenditures are expenditures reported in the City’s</p>	10%	6.4%

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governmental funds (excluding the General Fund Contribution to Schools and the Capital Projects Fund) and expenditures reported in the School Operating and Food Service Funds.

Compliance with the above debt policy ratios will be calculated each fiscal year in conjunction with the budget development process and provided to Council with the proposed annual budget.

5.08 Long Term Debt Policy

The City will use debt financing for capital improvement projects and unusual equipment purchases under the following circumstances:

- A. When the project is included in the City's capital improvement program and/or is generally in conformance with the City's Comprehensive Plan.
- B. When the project is not included in the City's Capital Improvement Program, but it is an emerging critical need whose timing was not anticipated in the Capital Improvement Program, or it is a project mandated immediately by state or federal requirements.
- C. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.
- D. When there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate funding options for capital improvements:

- A. Factors that favor pay-as-you-go:
 1. Current revenues and adequate fund balances are available.
 2. Project phasing is feasible.
 3. Debt levels would adversely affect the City's credit rating.
 4. Financial market conditions are unstable or present difficulties in marketing the sale of long-term financing investments.
- B. Factors that favor long-term financing:
 1. Revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with the highest possible credit rating.
 2. The project for which financing is being considered is of the type that will allow the City to maintain the highest possible credit rating.
 3. Market conditions present favorable interest rates and demand for municipal financings.
 4. A project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs.
 5. A project is immediately required to meet or relieve capacity needs.

There are many different types of long-term debt instruments available. Depending on the specific circumstances, the City will consider using the following types of financing instruments:

- General Obligation Bonds

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- General Obligation Bonds sold to Virginia Public School Authority for School Capital Projects
- Revenue Bonds
- Certificates of Participation
- Lease Revenue Bonds
- Selected State Pooled-Borrowing Programs for Utility Revenue Bonds, Including Those of the Virginia Resources Authority.

5.09 Bond Structure

The City shall establish all terms and conditions relating to the issuance of bonds, and will invest all bond proceeds pursuant to the terms of the City's Investment Policy. Unless otherwise authorized by the City, the following shall serve as bond requirements:

1. **Term.** All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed thirty (30) years.
2. **Capitalized Interest.** From time to time certain financings may require the use of capitalized interest from the issuance date until the City has beneficial use and/or occupancy of the financed project. Interest shall not be funded (capitalized) beyond three years or a shorter period if further restricted by law. Interest earnings may, at the City's discretion, be applied to extend the term of capitalized interest but in no event beyond the term allowed by law.
3. **Debt Service Structure.** Debt issuance shall be planned to achieve relatively equal payment of principal (declining debt service) while matching debt service to the useful life of facilities. The City shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to make existing overall debt service level. The City may elect a less rapid or other debt service structure, such as level debt service at its discretion.
4. **Call Provisions.** In general, the City's debt will include an early redemption (or "call") feature, which is no later than 10 years from the date of delivery of the bonds. The City will avoid the sale of non-callable bonds absent careful, documented evaluation by the City in conjunction with its financial advisor with respect to the value of the call option.
5. **Original Issue Discount.** An original issue discount will be permitted if the City determines that such discount results in a lower true interest cost on the bonds and that the use of an original issue discount will not adversely affect the project funding.
6. **Deep Discount Bonds.** Deep discount bonds may provide a lower cost of borrowing in certain markets. The City will carefully consider their value and effect on any future refinancings as a result of the lower-than-market coupon associated with deep discount bonds.
7. **Derivative Structures.** Alternative, non-traditional financing structures such as derivatives are becoming more common in the municipal market. Structured properly, these products frequently provide a means for the City to achieve its goals in a cost effective manner.

The City will consider the use of derivatives as a hedge against future interest rate risk or to create "synthetic" fixed rate or variable rate debt, when appropriate. The City will not use derivative structures for speculative or investment purposes. The City will consider the use

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of derivative structures when it is able to gain a comparative borrowing advantage, and is able to quantify and understand potential risks. Prior to the use of such structures, the City will consider the adoption of a comprehensive Swap and Derivative Management Plan that is consistent and does not conflict in principle with this governing policy. Prior to use of a derivative structure, the City will provide written communication to City Council describing potential risks associated with each proposed derivative structure.

5.10 Variable Rate Debt

To maintain a predictable debt service burden, the City may give preference to debt that carries a fixed interest rate. The City, however, may consider variable rate debt. The percentage of variable rate debt outstanding (excluding debt which has been converted to synthetic fixed rate debt) shall not exceed 20% of the City's total outstanding debt and will take into consideration the amount and investment strategy of the City's operating cash. The City will consider issuing variable rate debt to:

- a) **Match Asset and Liabilities:** By issuing variable rate debt the City matches variable interest rates to its short-term investment assets.
- b) **Potentially Lower Debt Service Costs:** Historically variable interest rates are less than fixed rate cost of capital.
- c) **Add Flexibility and Diversity to the City's Debt Structure:** Variable rate bonds are traditionally callable every 30 days and can generally be refunded on a fixed rate basis to take advantage of low fixed rates and open up variable rate capacity for higher rate environments.

In determining its use of variable rate debt, the City will utilize an analysis from the City's Financial Advisor evaluating and quantifying the risks and returns involved in the variable rate financing.

5.11 Refinanced Outstanding Debt

The Director of Finance with assistance from the City's Financial Advisor will have the responsibility to analyze outstanding bond issues for refunding opportunities. The City will consider the following issues when analyzing possible refunding opportunities:

- 1. **Refunding Policy.** The City establishes a minimum aggregate present value savings threshold of 3% of the refunding bond principal amount. The present value savings will be net of all costs related to the refinancing. Debt service savings may be taken in equal amounts over time or on an upfront or deferred basis, at the City's discretion.
- 2. **Restructuring.** The City will refund debt when it is in the best financial interest of the City to do so. Such refundings will be limited to restructuring to meet unanticipated revenue expectations, achieve costs savings, mitigate irregular debt service payments release reserve funds or remove unduly restrictive bond covenants.
- 3. **Term of Refunding Issues.** The City will refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve

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a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.

4. **Escrow Structuring.** The City shall utilize the least costly securities available in structuring refunding escrows. A certificate will be provided by a third party agent stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), and that the price paid for the securities was reasonable within Federal guidelines. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the City from its own account.
5. **Arbitrage.** The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refundings. Any resulting positive arbitrage will be rebated as necessary according to Federal guidelines.

5.12 Methods of Issuance

The City will determine the method of issuance on a case-by-case basis.

1. **Competitive Sale.** In a competitive sale, the City's bonds shall be awarded to the bidder providing the lowest true interest cost as long as the bid adheres to the requirements set forth in the official note of sale.
2. **Negotiated Sale.** The City recognizes that some securities are best sold through negotiation. In its consideration of a negotiated sale, the City shall assess the following circumstances:
 - a. Bonds issued as variable rate demand obligations
 - b. A structure which may require a strong pre-marketing effort such as a complex transaction or a "story" bond
 - c. Size of the issue which may limit the number of potential bidders
 - d. Market volatility is such that the City would be better served by flexibility in timing a sale in a changing interest rate environment
3. **Private Placement.** From time to time the City may elect to privately place its debt. Such placement shall be considered if other methods are not viable.

5.13 Bond Insurance

The City may purchase bond insurance when such purchase is deemed prudent and advantageous. Use of bond insurance shall be based on such insurance being less costly than the present value of the difference between the interest on insured bonds versus uninsured bonds.

In the case of a competitive sale, the City may permit bidders for its bonds to purchase bond insurance if such insurance will enhance the market reception and lower the interest rate on the City's bonds. The City will submit an application for pre-qualification for insurance to facilitate

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bidders' ability to purchase bond insurance. The winning bidder in a competitive sale will bear any associated cost with such enhancement.

In the instance of a negotiated sale, the City will solicit quotes for bond insurance from interested providers. The City will select a provider whose bid is most cost effective and whose terms and conditions governing the guarantee are satisfactory to the City.

5.14 Use of Special Districts

The City may consider using special districts such as Tax Increment Financing Districts, Community Development Authorities and special taxing districts to finance projects that:

- Strengthen the employment and economic base of the City;
- Increase property values and tax revenues;
- Reduce poverty;
- Create economic stability;
- Facilitate economic self-sufficiency; or
- Assist in implementing the City's economic development strategies.

Before using such districts, the City will consider the fiscal impact, the market feasibility and credit implications of the project or district.

5.15 Debt Service Reserves

If necessary, the City may establish a reserve fund funded from bond proceeds, subject to federal tax regulations and in accordance with the requirements of credit enhancement providers and/or rating agencies. The City may purchase reserve equivalents (i.e., a reserve fund surety or letter of credit) when such purchase is deemed prudent and advantageous. Such equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis.

5.16 Underwriter Selection

Senior Manager Selection. The City shall select a senior manager for any proposed negotiated sales. The selection criteria shall include but not be limited to the following:

- The firm's ability and experience in managing transactions similar to that contemplated by the City
- Prior knowledge and experience with the City
- The firm's ability and willingness to risk capital and demonstration of such risk and capital availability
- Quality and experience of personnel assigned to the City's engagement
- Financing plan presented
- Underwriting fees

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Co-Manager Selection. Co-managers may be selected on the same basis as the senior manager. In addition to their qualifications, co-managers appointed to specific transactions will be a function of transaction size and the necessity to ensure maximum distribution of the City's bonds.

Selling Groups. The City may establish selling groups in certain transactions. To the extent that selling groups are used, the Director of Finance at his or her discretion, may make appointments to selling groups from within the pool of underwriters or from outside the pool, as the transaction dictates.

Underwriter's Counsel. In any negotiated sale of City debt in which legal counsel is required to represent the underwriter, the appointment will be made by the Senior Manager with input from the City.

Underwriter's Discount. The Director of Finance with assistance from the City's financial advisor will evaluate the proposed underwriter's discount against comparable issues in the market. If there are multiple underwriters in the transaction, the Director of Finance will determine the allocation of underwriting liability and management fees.

The allocation of fees will be determined prior to the sale date; a cap on management fee, expenses and underwriter's counsel will be established and communicated to all parties by the Director of Finance. The senior manager shall submit an itemized list of expenses charged to members of the underwriting group. Any additional expenses must be substantiated.

Evaluation of Underwriter Performance. The City will evaluate each bond sale after completion to assess the following: costs of issuance including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

Following each sale, the Director of Finance shall provide a report to the City Manager and City Council on the results of the sale.

Syndicate Policies. For each negotiated transaction, the Director of Finance will prepare syndicate policies that will describe the designation policies governing the upcoming sale. The Director of Finance shall ensure receipt of each member's acknowledgement of the syndicate policies for the upcoming sale prior to the sale date.

Designation Policies. To encourage the pre-marketing efforts of each member of the underwriting team, orders for the City's bonds will be net designated, unless otherwise expressly stated. The City shall require the senior manager to:

- Equitably allocate bonds to other managers and the selling group
- Comply with MSRB regulations governing the priority of orders and allocations
- Within 10 working days after the sale date, submit to the Director of Finance a detail of orders, allocations and other relevant information pertaining to the City's sale.

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5.17 Consultants

Financial Advisor. The City shall select a financial advisor (or advisors) to assist in its debt issuance and debt administration processes. Selection of the City's financial advisor(s) shall be based on, but not limited to, the following criteria:

- Experience in providing consulting services to entities similar to the City
- Knowledge and experience in structuring and analyzing bond issues
- Experience and reputation of assigned personnel
- Fees and expenses

Conflicts of Interest. The City requires that its consultants and advisors provide objective advice and analysis, maintain the confidentiality of City financial plans, and be free from any conflicts of interest.

Bond Counsel. City debt will include a written opinion by legal counsel affirming that the City is authorized to issue the proposed debt, that the City has met all legal requirements necessary for issuance and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel with extensive experience in public finance and tax issues. The Bond Counsel will be selected by the City.

Disclosure by Financing Team Members. All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements shall be permitted which could compromise the firm's ability to provide independent advice which is solely in the City's best interests or which could reasonably be perceived as a conflict of interest.

5.18 City Financial Disclosure

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments, and the general public to share clear, comprehensive, and accurate financial information. The City is committed to meeting secondary market disclosure requirements on a timely and comprehensive basis.

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UTILITY FUND

It is the intent to reflect the financial policies of the Utility Fund to provide for adequate cash management and bond coverage for the operation of the system.

6.01 Independence

The Utility Fund will maintain financial independence from the General Fund by:

- a. Continuing the funding of all Utility Enterprise Fund revenue requirements from the Utility Enterprise Fund, thereby receiving no financial support from the General Fund.
- b. Issuing self-supporting debt payable solely from the Utility Enterprise Fund.

6.02 Unrestricted Cash and Long Term Investments Balance

It is the intent of the Utility Enterprise Fund to have adequate cash reserves to provide for ninety days of operating activity including debt service. Current unrestricted cash and cash equivalent balances plus operating long term investments will be at a target percentage rate of 25% of the operating expenses less depreciation expense plus current debt expenses (principal and interest). If the Unrestricted Cash and Long Term Investments Balance fall below the target level, the utility system will have twenty four months to bring the balance back in line with the target level.

6.03 Amortization

The Utility Fund will continue to amortize bond issues so the useful life of the project being financed is not exceeded.

6.04 Debt Service Coverage Ratio

Net Revenues should be at least 1.15 times the annual debt service requirement. Net Revenues shall be defined as operating revenues plus availability charges plus interest income plus contributions from Western Tidewater Water Authority less operating expenses plus depreciation and amortization. Excess revenues will be available to first build and maintain the Utility enterprise Cash and Cash Equivalents plus Long Term Investments then secondly to provide equity funding for future capital projects. Over time adherence to this policy will reduce the overall amount of debt issued by the City for various utility projects.

6.05 Asset Replacement and System Extension

After the completion of the City's new water treatment facility (estimated completion is 2015), the City will review the amount of funds being set aside for replacement and/or extension of all Utility system assets such that new assets will not be 100 percent debt financed.

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GLOSSARY

Arbitrage. The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

Balloon Maturity. A later maturity within an issue of bonds which contains a disproportionately large percentage of the principal amount of the original issue.

Bond Anticipation Notes (BANs). Notes which are paid from the proceeds of the issuance of long-term bonds. Typically issued for capital projects.

Bullet Maturity. A maturity for which there are no principal and/or sinking fund payments prior to the state maturity date.

Call Provisions. The terms of the bond giving the issuer the right to redeem all or a portion of a bond prior to its stated date of maturity at a specific price, usually at or above par.

Capitalized Interest. A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time. Interest is commonly capitalized for the construction period of the project.

Commercial Paper. Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

Community Development Authority (CDA). A Community Development Authority (CDA) is a separate authority that may be used to foster growth and development in a special taxing district. A CDA can issue debt for public purpose infrastructure paid for with tax revenues generated within the special taxing district. Public purpose infrastructure includes, but is not limited to: Roads, bridges, sidewalks, traffic signals, Parking facilities; Storm water management systems; Parks and recreational facilities; Fire Stations and equipment; and Schools and related structures. Generally, a CDA can be formed by City Council at the request of 51% or more of the landowners within the proposed district. Under state law, the District's special tax rate cannot exceed \$0.25 per \$100 of assessed value.

Competitive Sale. A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

Continuing Disclosure. The principle that accurate and complete information material to the transaction which potential investors would be likely to consider material in making investment decisions with respect to the securities be made available on an ongoing basis.

Credit Enhancement. Credit support purchased by the issuer to raise the credit rating of the issue. The most common credit enhancements consist of bond issuance, direct or standby letters of credit, and lines of credit.

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Debt Service Reserve Fund. The fund in which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

Deep Discount Bonds. Bonds which are priced for sale at a substantial discount from their face or par value.

Derivatives. A financial product whose value is derived from some underlying asset value.

Designation Policies. Outline how an investor's order is filled when a maturity is oversubscribed when there is an underwriting syndicate. The senior managing underwriter and issuer decide how the bonds will be allocated among the syndicate. There are three primary classifications of order which form the designation policy: Group Net orders; Net Designated orders and Member orders.

Escrow. A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

Expenses. Compensates senior managers for out-of-pocket expenses including: underwriters counsel, DTC charges, travel, syndicate expenses, dealer fees, overtime expenses, communication expenses, computer time and postage.

General Obligations. Bonds issued by the City secured by the City's pledge of its full faith and credit and unlimited taxing power.

Hedge. A transaction that reduces the interest rate risk of an underlying security.

Intergenerational Equity. Equity or fairness principal that those that benefit from a capital improvement should pay for it.

Interest Rate Swap. The exchange of a fixed interest rate and a floating interest rate between counterparties.

Letters of Credit. A bank credit facility wherein the bank agrees to lend a specified amount of funds for a limited term.

Management Fee. The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

Members. Underwriters in a syndicate other than the senior underwriter.

Negotiated Sale. A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

Original Issue Discount. The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

Pay-As-You-Go. An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.

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Present Value. The current value of a future cash flow.

Private Placement. The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

Rebate. A requirement imposed by Tax Reform Act of 1986 whereby the issuer of tax-exempt bonds must pay the IRS an amount equal to its profit earned from investment of tax-exempt bond proceeds at rates exceeding the tax-exempt borrowing rate. The tax-exempt borrowing rate (or “bond yield”) is calculated pursuant to the IRS code together with all income earned on the accumulated profit pending payment.

Revenue (Limited Liability) Bonds. Bonds issued by the City secured by a specific revenue pledge of rates, rents or fees.

Selling Groups. The group of securities dealers who participate in an offering not as underwriters but rather who receive securities less the selling concession from the managing underwriter for distribution at the public offering price.

Syndicate Policies. The contractual obligations placed on the underwriting group relating to distribution, price limitations and market transactions.

Tax Increment Financing District (TIF). A Tax Increment Financing District (TIF) district is a public financing technique primarily used to foster economic development projects. Upon creation of a TIF district, a base year and base assessment is established and over time incremental increases in the TIF district’s real estate assessments and associated real estate tax revenues accrue to the TIF district and may be used to pay debt service.

Underwriter. A dealer that purchases new issues of municipal securities from the Issuer and resells them to investors.

Underwriter’s Discount. The difference between the price at which bonds are bought by the Underwriter from the Issuer and the price at which they are reoffered to investors.

Variable Rate Debt. An interest rate on a security which changes at intervals according to an index or a formula or other standard of measurement as stated in the bond contract.

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ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023, AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY

BE IT ORDAINED by the Council of the City of Suffolk, Virginia as follows:

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2022-2023, dated April 6, 2022, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023.
- Section 2: The City Budget shall be subject to transfers authorized by law and to such further amendments by ordinance as the City Council may deem appropriate.
- Section 3: The amount named in the Proposed Annual Operating Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, in the following fund amounts totaling \$767,571,838 is hereby appropriated from the revenues of the City for use by the various funds of the City Government referenced in said budget for the said fiscal year. Any appropriation to a specific fund but identified as a revenue source in another fund is specifically designated and restricted for accounting and transfer purposes only and not for any other expenditure from the source fund.

<u>Fund</u>	<u>2022-2023</u>
General Fund	\$ 263,051,194
Capital Projects Fund	62,142,627
Aviation Facilities Fund	1,082,899
Transit System Fund	1,682,962
Downtown Business Overlay District	190,421
Law Library Fund	50,460
Route 17 Special Taxing District	4,526,712
Road Maintenance Fund	32,307,128
Debt Service Fund	30,973,668
Utility Fund	67,106,896
Stormwater Fund	8,331,177
Refuse Services Fund	11,168,391
Grants Fund	660,129
Fleet Management Fund	15,154,998
Information Technology Fund	14,233,559
Risk Management Fund	21,931,001
School Fund	<u>232,977,616</u>
Total Funds Budget	\$ 767,571,838

- Section 4: All payments from funds shall be made in accordance with general law and with the Charter, Code and applicable ordinances and resolutions of the City, except as otherwise specifically provided herein; provided, however, that payments from the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be made by the City Treasurer upon warrants drawn by the proper officer or officers of the School Board of the City; and provided further that payments from the funds appropriated for expenditures of the Department of Social Services shall be made by the City Treasurer upon presentation of warrants drawn by the Social Services Director and approved by the local Board of Public Welfare.
- Section 5: The City Council hereby authorizes the issuance and sale of the City's revenue anticipation note or notes (the "Note" or "Notes"), pursuant to Section 15.2-2629 of the Code of Virginia of 1950, as amended (the "Virginia Code"), in the aggregate principal amount of up to \$25,000,000 in anticipation of the collection of the taxes and revenues of the City for the fiscal year ending June 30, 2022. If either the City Manager or City Treasurer deems that the cash flow needs and the financial condition of the City warrant the issuance of a Note or Notes, the City Manager or the City Treasurer (each hereinafter referred to as the "City Representative") is authorized and directed to accept a proposal or proposals for the purchase of the Note or Notes and to approve the terms of the Note or Notes, provided that the aggregate principal amount of the Notes shall not exceed \$25,000,000, none of the Notes shall mature later than June 30, 2023, and no interest rate on any of the Notes shall exceed 7%. The City Representative is hereby authorized and directed to execute an appropriate negotiable Note or Notes and the Clerk of the City Council (the "Clerk") to affix the seal of the City thereto and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.
- Section 6: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2022-2023 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.

- Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2022, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially completed, an expenditure and estimated liability shall be recorded in lieu of an encumbrance. All appropriations standing on the books of the City at the close of business for the fiscal year ending June 30, 2022, to the extent that they have not been expended or lawfully obligated or encumbered shall lapse upon the effective date of this ordinance.
- Section 8: The payment and settlement, made during the 2022-2023 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2021-2022 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment as the City Manager shall find necessary.
- Section 9: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in Chapter 66 of the Code of the City of Suffolk in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council. (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts.
- Section 10: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2022-2023.
- Section 11: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.
- Section 12: This ordinance shall be in effect on and after July 1, 2022, and it shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:

William E. Hutchings, Jr., City Attorney

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ORDINANCE NUMBER _____

AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023, FOLLOWING THE APRIL 20, 2022, AND MAY 4, 2022, PUBLIC HEARINGS ADOPTING 10.81% INCREASE IN THE CITYWIDE ASSESSMENT

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, as follows:

- Section 1:
- (a) A tax for the 2022-2023 Tax Year is levied and the rate fixed at \$1.09 per \$100 of assessed valuation of all taxable real property in the City. In accordance to State Code Section 58.1-3321 relative to the annual reassessment of real property and State Code Section 58.1-3007 relative to local tax levy, a public hearing regarding proposed real property tax increase of 1% or more due to reassessment for fiscal year 2022-2023 was held on May 4, 2022.
 - (b) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2022-2023 Tax Year, is levied and the additional rate set at \$.24 per \$100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.
 - (c) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2022-2023 Tax Year, is levied and the additional rate set at \$.105 per \$100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.

Section 2: The total tax levy rates of \$1.33 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$1.195 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$1.09 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Taxing District Rate per \$100
General Fund	\$1.09	\$1.09	\$1.09
Taxing District- Operations and Debt	.00	.24	.105
Total	\$1.09	\$1.33	\$1.195

Section 3: This ordinance shall be effective for the 2022-2023 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

Section 4: This ordinance shall be effective on its passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:

William E. Hutchings, Jr., City Attorney

DRAFT

ORDINANCE NUMBER _____

AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE PERSONAL PROPERTY NOT EITHER EXEMPT FROM TAXATION OR OTHERWISE TAXED FOR THE 2022 AND 2023 TAX YEARS

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

- Section 1: A tax levy for the tax years beginning January 1, 2022, and January 1, 2023, is fixed at \$4.25 per \$100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, 44, 45, and 46 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 2: A tax levy for the tax years beginning January 1, 2022, and January 1, 2023, is fixed at \$3.15 per \$100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507 and in subsections 7, 9, 21 and 25 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 3: A tax levy for the tax years beginning January 1, 2022, and January 1, 2023, is fixed at \$1.50 per \$100 of assessed value on all boats and recreational vehicles, as classified by Virginia Code Section 58.1-3506(A) 1.a., 1.b., 12, 18, 28, 29, 30, 35 and 36 and 47.
- Section 4: A tax levy for the tax years beginning January 1, 2022, and January 1, 2023, is fixed at \$0.58 per \$100 of assessed value on all airplanes, as classified by Virginia Code Section 58.1-3506(A) 2, 3, 4 and 5.
- Section 5: A tax levy for the tax years beginning January 1, 2022, and January 1, 2023, is fixed at a basic rate of \$1.09 per \$100 of assessed value; at \$1.33 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.195 per \$100 of assessed value in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 (A) 10.
- Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through A.7, A.9, and A.10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 (B).
- Section 7: That State Code references in Sections 1 – 6 of this ordinance shall be taken to refer to the equivalent provisions in any 2022 amendments by the General Assembly made prior to the effective date of this ordinance.

Section 8: This ordinance shall be effective on its passage for the 2022 and 2023 tax years and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO APPLY AN ASSESSMENT RATIO TO THE VALUE OF CERTAIN CARS AND TRUCKS AS AUTHORIZED BY SECTION 58.1-3503(B) OF THE CODE OF VIRGINIA FOR THE CALENDAR TAX YEAR BEGINNING JANUARY 1, 2022

WHEREAS, the COVID-19 pandemic has caused supply chain problems which is having a significant impact on the prices of goods and services; and,

WHEREAS, the COVID-19 pandemic has limited the production and availability of new cars and trucks on the market and increased demand for used cars and trucks; and,

WHEREAS, the fair market value of used cars and trucks has increased significantly as a result of the change in economic dynamics due to the COVID-19 pandemic; and,

WHEREAS, the increased fair market value of used cars and trucks is anticipated to be temporary; and,

WHEREAS, the majority of Suffolk citizens own and operate cars and trucks categorized primarily in two distinct statutorily defined classes for valuation purposes; and,

WHEREAS, pursuant to Sections 58.1-3503(A)(3) and 58.1-3503(A)(4) of the Code of Virginia the Commissioner of the Revenue must annually determine the fair market value of cars and trucks using a recognized pricing guide or by a percentage of cost if a vehicle is not in any such pricing guide; and,

WHEREAS, cars and trucks have historically been assessed at 100% of fair market value; and,

WHEREAS, Section 58.1-3503(B) of the Code of Virginia authorizes the Commissioner of the Revenue, with the concurrence of City Council, to apply an assessment ratio of less than 100% to one or more classes of cars and trucks described in Section 58.1-3503(A) of the Code of Virginia; and,

WHEREAS, the Commissioner of the Revenue and the City Council concur that due to the current economic dynamics impacting the fair market value of used cars and trucks, an assessment ratio of seventy-five percent (75%) shall be applied to the fair market value of cars and trucks less than 2 tons valued by the Commissioner in accordance with Section 58.1-3503(A)(3) and Section 58.1-3503(A)(4) of the Code of Virginia.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, in concurrence with the Commissioner of the Revenue of the City of Suffolk, Virginia, that in accordance with Section 58.1-3503(B), an assessment ratio of seventy-five percent (75%) shall be applied to all cars and trucks of less than 2 tons valued by the Commissioner of the Revenue in accordance with Section 58.1-3503(A)(3) and Section 58.1-3503(A)(4) of the Code of Virginia for the calendar tax year beginning January 1, 2022.

BE IT FURTHER ORDAINED that the assessment ratio adopted herein shall apply solely to calendar tax year beginning January 1, 2022, and no other.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

DRAFT

ORDINANCE NUMBER _____

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-66, 10-73, 10-152, 10-183, 10-259, 10-261(b), 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)and(f), 30-85(b), 30-86(a), 30-87(a)(3),(h)(2),and(i)(6)(b)and(l), 30-88(a)and(d), 30-90(a),(c)and(d)(1)and(2),(f),(g),(h)and(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 35-32, 38-144(a)(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 74-36, 74-111, 74-288, 74-296, 74-332, 82-36(b), 82-72(a),(c)and(d), 82-481(d), 82-482(d), 82-681(a)and(b), 82-741, 82-742, 82-743, 82-828, 86-205(b), 86-235(b), 86-312, 86-355, 86-362, 86-462, 90-75(a), 90-102(a)(2)and(b), 90-103, 90-128(a),(b)and(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)and(d)(4)(b), 90-214(a), 90-258, 90-349(1)and(2), 90-356(a),(b)and(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2022, and thereafter and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
AIRPORT		
Multi Engine T-Hanger (monthly)*	319.00	319.00
Single Engine T-Hanger (monthly)*	249.00	249.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	\$2,500.00/mo.	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** Fluctuates based on market conditions</i>		
ASSESSOR		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
CLERK OF THE CIRCUIT COURT		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	20.00	20.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	0.50	0.50
COURT SERVICES UNIT		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI disability or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	100.00	100.00
FINANCE		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$0.00/per Child Support Order (per pay)
Spousal Support Order Fees	\$5.00/per Support Order (per pay)	\$0.00/per Support Order (per pay)
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Payroll Paycard Replacement Fee	\$3.50 per card for replacement	\$3.50 per card for replacement
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%
FIRE & RESCUE		
On-Site Inspection		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24	50.00	50.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Permits		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 (each additional tank 25.00)	50.00 (each additional tank 25.00)
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00	100.00
Inspection and Operational Permit Fees		
Site Plan Engineering Plan Review	500.00	500.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00	200.00
Reports		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
Incident or Computer Generated Reports-Commercial	6.00	6.00
General		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	75.00	75.00
Alarm Registration	25.00 per year	25.00 per year
False Alarms (within 180 days)		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
Emergency Medical Services		
Basic Life Support (BLS)	400.00	425.00
Advanced Life Support Level I (ALS I)	650.00	675.00
Advanced Life Support Level II (ALS II)	800.00	825.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile
Apparatus Use Fee		
Ambulance	30.00 per hour	30.00 per hour
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour
Personnel		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
GENERAL		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00
GENERAL DISTRICT COURT		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Courthouse Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
GEOGRAPHIC INFORMATION SYSTEM		
Digital Map Data		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Base Map (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Planimetrics (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Zoning (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
Specialized Map Services		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
Individual Orthophotography Tiles		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
HUMAN RESOURCES		
COBRA administration	2% of monthly premium	2% of monthly premium
JUVENILE AND DOMESTIC RELATIONS COURT		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	5.00	5.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
LIBRARY		
Printer and Photocopier-Black and White (per sheet)	0.20	0.20
Printer and Photocopier-Color (per sheet)	0.40	0.40
Printer (3D)-(per-gram)	0.20	0.20
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	15.00	15.00
Youth Basketball (per participant) Novice-Junior *	60.00	60.00
Lil' Dribblers *	40.00	40.00
Youth Cheerleading *	60.00	60.00
Youth Soccer (per participant) Novice-Junior *	60.00	60.00
Tiny Kickz *	40.00	40.00
*Parents/Guardians that serve as coach for a youth sports programs will qualify for 50% off one child's registration fee.		
Ball Fields (Tournaments)		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
Facilities and Parks		
Bennett's Creek Park		
Picnic Shelter		
Full Day	75.00	75.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Stage	300.00 per day	300.00 per day

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Constant's Wharf Park and Marina		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate with Electricity		
0-24 Feet	25.00	25.00
25-34 Feet	35.00	35.00
35-44 Feet	45.00	45.00
45-54 Feet	55.00	55.00
Monthly Rate with Electricity		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Daily Rate without Electricity		
0-24 Feet	20.00	20.00
25-34 Feet	30.00	30.00
35-44 Feet	40.00	40.00
45-54 Feet	50.00	50.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park Shelter	75.00	75.00
Cypress Park Pool (Rental)		
Deposit	150.00	150.00
2-hour rental	35.00 per hour	35.00 per hour
Group Swim	35.00 per hour	35.00 per hour
Recreation Centers		
Birthday Parties		
1 to 25 Patrons	35.00 per hour/ 2 hour max	35.00 per hour/ 2 hour max
26 to 50 Patrons	50.00 per hour/ 2 hour max	50.00 per hour/ 2 hour max
51 to 100 Patrons	100.00 per hour/ 2 hour max	100.00 per hour/ 2 hour max
Recreation Center Membership		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	2.00	2.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	1.00	1.00
Replacement Card	3.00	3.00
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Recreation Center Rentals		
Rental hours as follows:		
All Centers: - Monday - Friday; 6pm to 8pm		
Bennett's Creek, East Suffolk & Whaleyville; Saturdays- 1pm to 9pm		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Gymnasium: Must be out by 8 pm (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Non resident rate	93.75/hr	93.75/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Lake Meade Park and Tennis Complex		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Lone Star Lakes Park		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
Special Event Application Fee		
Non-Profit/For-Profit	50.00	50.00
Planters Club		
<i>Rental Period: 8:00 a.m. to Midnight</i>		
Deposit	150.00	150.00
Application Processing Fee	25.00	25.00
Setup Fees	50.00 per hour (2 hour min/4 hour max)	50.00 per hour (2 hour min/4 hour max)
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Suffolk Art Gallery		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Hourly Rate	N/A	25.00
Sleepy Hole Park		
Picnic Shelter #1-7 Full Day	75.00	75.00
Picnic Shelter #8 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Canoe/Kayack Annual Storage Fee	100.00	100.00
Whaleyville Annex		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	N/A
Deposit	150.00	N/A
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Resident	N/A
Non-resident hourly rental rate (minimum 4-hour rental)	62.50/hour/Non Resident	N/A
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	N/A
Custodial Fees (all rental facilities)	10.50 to 16.00 per hour	16.00 per hour
Security Services (Suffolk Police Officers)	30.00 per hour per officer	30.00 per hour per officer
Fee Based Activities	As noted in Leisure Guide	As noted in Leisure Guide
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	300.00/per day	300.00/day
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Ground Maintenance		
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
Mausoleum Site Purchase 12' x 24'	N/A	22,000.00
Mausoleum Site Purchase - Additional Square Feet	N/A	100.00 per square foot
<i>* Please see Suffolk Parks & Recreation Connection brochure on the City's website for other events and rates at the following link: http://www.suffolkva.us/parks/</i>		
PLANNING AND COMMUNITY DEVELOPMENT		
PLANNING		
Rezoning Requests		
Standard/Conventional Rezoning Request	840.00 plus 42.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,050 plus 42.00 acre	1,050 plus 42.00 acre
Amendment to Previously Approved Conditional Rezoning	1,050 plus 45.00 acre	1,050 plus 45.00 acre
Conditional Use Permits		
Conditional Use Permits Request	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Admendment to Previously Approved Conditional Use Permit	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Previously Approved Conditional Use Permit Time Extension	450.00	450.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Subdivision Plat Review		
Preliminary Subdivision Plat	52.50 with 315.00 minimum	52.50 with 315.00 minimum
Amendment to Previously Approved Preliminary Subdivision Plat	52.50 with 315.00 minimum	52.50 with 315.00 minimum
Minor Subdivision Plat	315.00	315.00
Final Major Subdivision Plat	31.50 with 210.00 minimum	31.50 with 210.00 minimum
Family Transfer Subdivision Plat	315.00	315.00
Subdivision Determination	94.50	150.00
Subdivision Variance Requests	525.00	525.00
Engineering Plan Review		
Engineering Plan Review	42.00 per lot with 210.00 minimum	42.00 per lot with 210.00 minimum
Resubmission/Revision for Engineering Plan Review	157.50	157.50
Amendment to Previously Approved Engineering Plan	157.50	157.50
Site Plan Review		
Site Plan Review	630.00 plus 63.00 per acre	630.00 plus 63.00 per acre
Resubmission/Revision for Site Plan Review	157.50	157.50
Amendment to Previously Approved Site Plan	157.50	157.50
Site Plan Waiver Request	52.00	100.00
Chesapeake Bay Preservation Area Review		
Resource Protection Area/Buffer Area Encroachment Review (Administrative Review)	52.50	52.50
Resource Protection Area/Buffer Exception Request (Planning Commission Review)	262.50	262.50
Resource Protection Area/Buffer Area Modification Request	52.50	52.50
Resource Protection Area/Buffer Area Restoration Plan Review	52.50	52.50
Retroactive Resource Protection Area/Buffer Area Restoration Plan Review	150.00	150.00
Wetland Permit Request		
Wetland Board Review	262.50	262.50
Wetlands Board After the Fact	315.00	315.00
Wetland Mitigation Fee In-Lieu	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
Historic and Cultural District Review		
Certificate of Appropriateness Request (Administrative Review)	36.75	36.75
After the Fact Certificate of Appropriateness Request (Administrative Review)	73.50	73.50
Certificate of Appropriateness Request (HLC Review)	157.50	157.50
After the Fact Certificate of Appropriateness Request (HLC Review)	262.50	262.50
Comprehensive Plan Amendment	1,050.00	150.00
Comprehensive Plan Consistency Review	262.50	262.50
Right-of-Way Street Abandonment and Vacation	105.00	105.00
Right-of-Way Encroachment Request	105.00	105.00
Street Name Change Request	341.25	341.25
Borrow Pit Fees (Semi-Annual)	105.00 plus 0.24 per cubic yard of material removed	105.00 plus 0.24 per cubic yard of material removed
Printing Services		
Sheet Size (11-inch x 17-inch or smaller) Black & White	0.25 per sheet	0.25 per sheet
Sheet Size (11-inch x 17-inch or smaller) Color	0.50 per sheet	0.50 per sheet
Sheet Size (Larger than 11-inch x 17-inch)	10.00 per sheet	10.00 per sheet
COMMUNITY DEVELOPMENT		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	56.00	56.00
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	276.00	276.00
50,001 - 100,000	551.00	551.00
100,001 - 150,000	1,103.00	1,103.00
150,001 - 250,000	2,205.00	2,205.00
250,001 - 750,000	4,410.00	4,410.00
over 750,000	5,513.00	5,513.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	56.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Temporary Power Release Inspection	56.00	56.00
Commercial Power Release Inspection	66.00	66.00
1 - 99 amps		
Single Phase Fee (new)	56.00	56.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	56.00	56.00
Three Phase Fee (change)	56.00	56.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
100-149		
Single Phase Fee (new)	56.00	56.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	78.00	78.00
Three Phase Fee (change)	56.00	56.00
150 - 199 amps		
Single Phase Fee (new)	83.00	83.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	116.00	116.00
Three Phase Fee (change)	66.00	66.00
200 - 299 amps		
Single Phase Fee (new)	110.00	110.00
Single Phase Fee (change)	66.00	66.00
Three Phase Fee (new)	154.00	154.00
Three Phase Fee (change)	88.00	88.00
300 - 399 amps		
Single Phase Fee (new)	166.00	166.00
Single Phase Fee (change)	100.00	100.00
Three Phase Fee (new)	232.00	232.00
Three Phase Fee (change)	132.00	132.00
400 - 499 amps		
Single Phase Fee (new)	221.00	221.00
Single Phase Fee (change)	132.00	132.00
Three Phase Fee (new)	309.00	309.00
Three Phase Fee (change)	176.00	176.00
500 - 599 amps		
Single Phase Fee (new)	276.00	276.00
Single Phase Fee (change)	166.00	166.00
Three Phase Fee (new)	386.00	386.00
Three Phase Fee (change)	221.00	221.00
600 - 699 amps		
Single Phase Fee (new)	331.00	331.00
Single Phase Fee (change)	198.00	198.00
Three Phase Fee (new)	463.00	463.00
Three Phase Fee (change)	265.00	265.00
700 - 799 amps		
Single Phase Fee (new)	386.00	386.00
Single Phase Fee (change)	232.00	232.00
Three Phase Fee (new)	541.00	541.00
Three Phase Fee (change)	310.00	310.00
800 - 899 amps		
Single Phase Fee (new)	441.00	441.00
Single Phase Fee (change)	265.00	265.00
Three Phase Fee (new)	617.00	617.00
Three Phase Fee (change)	353.00	353.00
900 - 999 amps		
Single Phase Fee (new)	497.00	497.00
Single Phase Fee (change)	298.00	298.00
Three Phase Fee (new)	695.00	695.00
Three Phase Fee (change)	397.00	397.00
1,000 - 1,099 amps		
Single Phase Fee (new)	551.00	551.00
Single Phase Fee (change)	331.00	331.00
Three Phase Fee (new)	772.00	772.00
Three Phase Fee (change)	441.00	441.00
1,100 - 1,199 amps		
Single Phase Fee (new)	607.00	607.00
Single Phase Fee (change)	364.00	364.00
Three Phase Fee (new)	816.00	816.00
Three Phase Fee (change)	463.00	463.00
1200 amps		
Single Phase Fee (new)	662.00	662.00
Single Phase Fee (change)	397.00	397.00
Three Phase Fee (new)	860.00	860.00
Three Phase Fee (change)	485.00	485.00
Over 1,200 amps		
Single Phase Fee (new)	662.00 plus 26 per 50 amps after	662.00 plus 26 per 50 amps after
Single Phase Fee (change)	397.00 plus 16 per 50 amps after	397.00 plus 16 per 50 amps after
Three Phase Fee (new)	860.00 plus 21 per 50 amps after	860.00 plus 21 per 50 amps after
Three Phase Fee (change)	485.00 plus 11 per 50 amps after	485.00 plus 11 per 50 amps after
Electrical Permits (Number of circuits required for all Commercial and Residential additions/repairs)		
0 - 20 amps (per circuit)	5.00	5.00
24 - 40	6.00	6.00
41 - 60	8.00	8.00
61 - 150	17.00	17.00
over 150 amps	22.00	22.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Pool Grounding	61.00	61.00
Low Voltage (less than 50v) installation if permit required	59.00	59.00
Repair Wiring, Apparatus, Fixtures	56.00	56.00
Fire Prevention Permit		
Minimum	59.00	59.00
State Levy	2%	2%
Correction/Amending Permit Fee	56.00	56.00
Extension of Permits	88.00	88.00
Extra Inspections Trips (each)	59.00	59.00
Fire Prevention Permit	59.00 plus .005 of value	59.00 plus .005 of value
Fire Plan Review		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	50.00	50.00
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	50.00	50.00
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	50.00	50.00
Kitchen hood fire suppression systems installation / alteration	50.00	50.00
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or removal of any sprinkler heads	100.00	100.00
FM 200 clean agent system installation or alteration	100.00	100.00
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	100.00	100.00
Spray paint booth installation / alteration	100.00	100.00
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler	200.00	200.00
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	200.00	200.00
Fire Alarm and Fire Suppression		
\$0 - 5,000	56.00	56.00
5,001 - 6,000	59.00	59.00
Above 6,000	\$56 plus \$9.00 per \$1,000	\$56 plus \$9.00 per \$1,000
Plumbing Permits		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	80.00	80.00
Extra Inspection Trips (each)	56.00	56.00
Each Fixture, Floor Drain, or Trap	8.00	8.00
Each Sewer (sanitary and storm)	8.00	8.00
Each Sewer Replaced or Repaired	39.00	39.00
Each Manhole	8.00	8.00
Each Roof Drain	8.00	8.00
Each Area Drain	8.00	8.00
Each Water Heater	8.00	8.00
Each Water Line (New Residential)	8.00	8.00
Each Water Line (Existing Residential)	39.00	39.00
Each Water Line (Commercial)	110.00	110.00
Each Sewer Line (Commercial)	110.00	110.00
Backflow Preventer	8.00	8.00
Mechanical and Gas Permits		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$36.00 each	\$36.00 each
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$19.00 each	\$19.00 each
Air Handler	\$9.00 each	\$9.00 each
Duct Work, Misc Fan, Range Hood	\$7.00 each	\$7.00 each
Elevator Installation		
\$0-5,000	56.00	56.00
5,001-6,000	61.00	61.00
Above 6,000	56.00 plus \$6.00 per \$1,000 value	56.00 plus \$6.00 per \$1,000 value
LPG Tanks and Associated Piping		
0 - 2,000 gallons	56.00	56.00
over 2,000	56.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	56.00	56.00
over 50,000	56.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Fuel Piping Outlet Each	56.00	56.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Plan Review		
All Structures - Residential		
0 - 2,499 square feet	83.00	83.00
2,500 - 5,000	110.00	110.00
5,000 - 10,000	138.00	138.00
10,001 - 30,000	193.00	193.00
30,001 - 50,000	276.00	276.00
50,001 - 100,000	331.00	331.00
Above 100,000	386.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	87.00	87.00
2,500 - 5,000	116.00	116.00
5,000 - 10,000	145.00	145.00
10,001 - 30,000	203.00	203.00
30,001 - 50,000	290.00	290.00
50,001 - 100,000	348.00	348.00
Above 100,000	405.00	405.00
Moving		
Out of City to In City	579.00	579.00
In City to Out of City	303.00	303.00
Within City	303.00	303.00
Through City	110.00	110.00
Accessory Structures		
0 - 100 square feet	56.00	56.00
101 - 300	56.00	56.00
301 - 600	71.00	71.00
Demolition		
One to Two Family Residences	61.00	61.00
Any Residential Accessory Structure	56.00	56.00
All Other Buildings		
0 - 60,000 square feet	110.00	110.00
over 60,000	\$27/15,000 sqft	\$27/15,000 sqft
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	56.00	56.00
41 - 80	61.00	61.00
over 80	71.00	71.00
Elevator Compliance Card	56.00	56.00
Amusement Ride Inspection		
Kiddie Ride	16.00	16.00
Major Ride	26.00	26.00
Spectacular Ride	27.00	27.00
Cross Connection Inspection	56.00	56.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
Miscellaneous Fees		
Mobile Homes	56.00	56.00
Modular Classroom Units	61.00	61.00
Tents	56.00	56.00
Chimneys	56.00	56.00
Free Standing Fireplaces/Wood Stoves	56.00	56.00
Stationary Fireplaces	56.00	56.00
Swimming Pools		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
Certificate of Occupancy		
Residential	56.00	56.00
Commercial	110.00	110.00
Extension of Residential, Commercial and Temp C.O.	56.00	56.00
Temporary	110.00	110.00
Rental	56.00	56.00
Two or More Units (per unit)	34.00	34.00
Reinspection	56.00	56.00
Business License Inspection	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Extension of Permits	83.00	83.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	107.00	107.00
5,000 - 19,999	428.00	428.00
20,000 - 99,999	1,227.00	1,227.00
over 100,000	\$1,227 plus \$4 per \$1,000	\$1,227 plus \$4 per \$1,000

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Building Fees		
Residential New Construction	.09/sq.ft.	.09/sq.ft.
Commercial New Construction	.10/sq.ft.	.10/sq.ft.
Correction /Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Additional/Alteration/Repair (Commercial & Residential) based on value of construction		
\$0.00-\$5,000	\$0.013	\$0.013
\$5,001-\$20,000	\$0.009	\$0.009
\$20,001 and above	\$0.007	\$0.007
Zoning Fees		
Minimum	39.00	39.00
State Levy	2.00%	2.00%
Commercial Business Clearance	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Zoning Permits (includes Farm Affidavits)	39.00	39.00
Home Occupation Permits (zoning review)	39.00	39.00
Health Department Evaluation		
New Construction	110.00	110.00
Updates	56.00	56.00
Board of Zoning Appeals	551.00	551.00
Administrative Variance Request	66.00	66.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	56.00	56.00
If Forwarded to Board of Zoning Appeals	331.00	331.00
Written Determination by Zoning Administrator	100.00	100.00
Junkyard Compliance Inspection (yearly)	105.00	105.00
Removal of Weeds, Excessive Vegetation Growth, Trash and Debris:		
Trash/Debris/Grass/Weeds/Other Substances	N/A	100.00
Grass/Weeds/Other Growth (Vacant Developed or Undeveloped Property)	N/A	75.00
Temporary Use Permit	39.00	39.00
Temporary Signs	39.00	39.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Small Cell Tower		
Value of \$0-\$4,999	102.00	102.00
\$5,000-\$19,999	408.00	408.00
\$20,000-\$99,999	1169.00	1169.00
Over \$100,000	1,169.00 plus 4.00 per 1,000	1,169.00 plus 4.00 per 1,000
<i>* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00</i>		
POLICE		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended / unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	40.00	40.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	10.31	10.43
WTWA Wholesale Water Rate (per 100 cubic feet)	4.84	5.09
WTWA Fixed Capacity Charge (per month)	176,896.00	172,836.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	51.55	52.15
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	12.75 (Billed at \$0.419 per day per billing cycle)	13.25 (Billed at \$0.452 per day per billing cycle)
1 inch meter	31.90 (Billed at \$1.048 per day per billing cycle)	33.15 (Billed at \$1.090 per day per billing cycle)
1½ inch meter	63.75 (Billed at \$2.096 per day per billing cycle)	66.25 (Billed at \$2.178 per day per billing cycle)
2 inch meter	102.00 (Billed at \$3.353 per day per billing cycle)	106.00 (Billed at \$3.485 per day per billing cycle)
3 inch meter	191.25 (Billed at \$6.288 per day per billing cycle)	198.75 (Billed at \$6.534 per day per billing cycle)
4 inch meter	318.75 (Billed at \$10.480 per day per billing cycle)	331.25 (Billed at \$10.890 per day per billing cycle)
6 inch meter	637.00 (Billed at \$20.959 per day per billing cycle)	662.50 (Billed at \$21.780 per day per billing cycle)
8 inch meter	1,020.00 (Billed at \$33.534 per day per billing cycle)	1,060.00 (Billed at \$34.849 per day per billing cycle)
10 inch meter	1,466.25 (Billed at \$48.214 per day per billing cycle)	1,523.75 (Billed at \$50.096 per day per billing cycle)

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Water Connection Charge (installed by city)		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1½ inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00
25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multit Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Rental Charge (excludes water usage charge)	\$100/month	\$100/month
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00
Sewer Collection (per 100 cubic feet)	7.27	7.27
Sewer Usage Non Metered (per month 5 ccf)	36.35	36.35
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Manual of Cross Connection Policies	20.00	N/A
Plan sheet copies 24" x 36" (per sheet)	2.00	N/A
Copies (black and white (each)	0.20	N/A
Copies (color) (each)	0.35	N/A
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee	\$1,500 Base Fee plus \$1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$.15/ for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/ for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Single Family Grinder Pump Review/Inspection	300.00	N/A

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	At Cost	At Cost
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	\$18,000 per location	\$20,000 per location
Inspection Services	\$70/hr	\$70/hr
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
No Wake Zone Study Fee	550.00	550.00
No Wake Zone Posting	At Cost	At Cost
Right-of-Way Encroachment Permit	125.00	125.00
Shared Mobility Device		
System Application Fee	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000
Impact Fee	Defined by Permit	Defined by Permit
Stormwater and Public Works Engineering		
Storm Water Utility Fee	7.50/mo/ERU	7.50/mo/ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$8,000	\$400/acre;\$1,400 minimum not to exceed \$8,000
Inspection Fee for Overtime Work at Development Request	At Cost	At Cost
Stormwater/E &S plan review		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350
Engineering Plan Review Fee	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Storm Sandbags (Suffolk Residents Only)	3.00	3.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	N/A
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Permits (continued)		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Maps - Specialized Map Services		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Refuse Collection		
Automated Refuse Container	70.00	75.00
*Refuse and Recycling Service	25.25/mo/unit	25.25/mo/unit
Bulk Refuse Service		
1-12 CY bulk collection - before 12 free collections are used	No Charge	No Charge
13-24 CY bulk collection - before 12 free collections are used	47.50	47.50
1-12 CY bulk collection - after 12 free collections	47.50	47.50
13-24 CY bulk collection - after 12 free collections	105.00	105.00
Evictions	170.00	170.00
Bulk Refuse Service - Roll Off		
Weekdays	120.00	120.00
Weekends	170.00	170.00
<i>* Does not include commercial refuse collection</i>		
TRANSIT		
Fares-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	75.00/season	75.00/season
Expanded Booth	125.00/season	125.00/season
Exterior (Uncovered) Space	45.00/season	45.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Season-long Tent Space (10 x 10) - vendor must supply own tent	N/A	40.00/season

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2022-2023

Fees	Fiscal Year 2021-2022	Fiscal Year 2022-2023
Interpreted Bus Tour Historic District		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cementary Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	40.00	40.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	40.00	40.00
Bennett's Creek Kayak Tours	40.00	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimted Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	75.00
Additional Hours	25.00/hour	25.00/hour
For-profit (first two hours)	150.00	150.00
Additional Hours	50.00/hour	50.00/hour
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	25.00
Additional Hours	5.00/hr	5.00/hr
For-profit (first two hours)	50.00	50.00
Additional Hours	15.00/hour	15.00/hour
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter when available	\$100/quarter when available
TREASURER		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS, PAY GRADES, PAY GRADE CHANGES AND JOB DESCRIPTIONS REGARDING THE FY 2022-2023 OPERATING AND CAPITAL BUDGET AND THE CITY'S COMPENSATION AND CLASSIFICATION PLAN

WHEREAS, the City Council has determined that the performance of City government will be enhanced by the addition of new positions within the City's Compensation and Classification Plan; and,

WHEREAS, pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve new positions, and pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve reassignments of existing positions to higher or lower pay grades, significant revisions to job descriptions, and new job descriptions; and,

WHEREAS, the City Manager is requesting that new positions be approved in the FY 2022-2023 Operating and Capital Budget and the City's Compensation and Classification Plan; and,

WHEREAS, the City Manager is requesting that the corresponding new job descriptions for new positions be approved as a part of the FY 2022-2023 Operating and Capital Budget and the City's Compensation and Classification Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that the job descriptions for new positions of CIP Utility Coordinator, grade 208, and Traffic Engineering Utility Technician, grade 207, which are attached as part of this Ordinance, be and are hereby approved as part of the FY 2022-2023 Compensation and Classification Plan.

BE IT FURTHER ORDAINED THAT this Ordinance shall be effective on July 1, 2022, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2022-2023 Operating and Capital Budget.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NO. _____

AN ORDINANCE TO APPROPRIATE FUNDS FROM THE CEMETERY FUND RESTRICTED FUND BALANCE FOR THE HOLLY LAWN CEMETERY STORM PIPE REPLACEMENT PROJECT

WHEREAS, the adopted FY 2023-2032 Capital Improvements Program and Plan provides for the Holly Lawn Cemetery Storm Pipe Replacement project; and,

WHEREAS, the purpose of the Holly Lawn Cemetery Storm Pipe Replacement project is to replace stormwater pipes throughout Holly Lawn Cemetery; and,

WHEREAS, funds are available in the Cemetery Fund Restricted Fund Balance in the amount of \$50,000 to assist with the Holly Lawn Cemetery Storm Pipe Replacement project as specified in the adopted FY 2023-2032 Capital Improvements Program and Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia that:

- 1. The sum of \$50,000 be, and is hereby, appropriated as follows in the Cemetery Fund:

<u>Revenue:</u>		
721_461010	Fund Balance Surplus – Unassigned	<u>\$50,000</u>
<u>Expenditure:</u>		
721-93000-50000.310	Transfer to Capital Projects Fund Budget	<u>\$50,000</u>

- 2. The sum of \$50,000 shall be reflected as budgeted in the following accounts in the Fiscal Year 2022-2023 Capital Projects Fund Budget:

<u>Revenue:</u>		
310_71100-3111-441050.721	Transfer from Cemetery Fund	<u>\$50,000</u>
<u>Expenditure:</u>		
310-71100-3111-53850.721	Holly Lawn Cemetery Storm Pipe Replacement	<u>\$50,000</u>

3. The fund amount totaling \$50,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 22-O-XXX. The City Manager be, and hereby is authorized and directed to do all things necessary to effectuate this action.

- 4. This ordinance shall be effective July 1, 2022, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:

William E. Hutchings, Jr., City Attorney



CITY of SUFFOLK

Department of Finance - Division of Budget & Strategic Planning

442 W. Washington St.

Suffolk, Virginia 23434

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