



22. Public Works Funds

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Public Works Funds - Expenditure Summary

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The Public Works Funds include those city departments that charge a fee to users of their services.; typically residents of the city. Many of these departments were once in the General Fund, but were put into a different fund group because of a state or federal mandate pertaining to increased costs involving an environmental issue. In order to obtain clearer accounting of the fees charged for the services, the city moved these departments to separate funds outside of the General Fund.

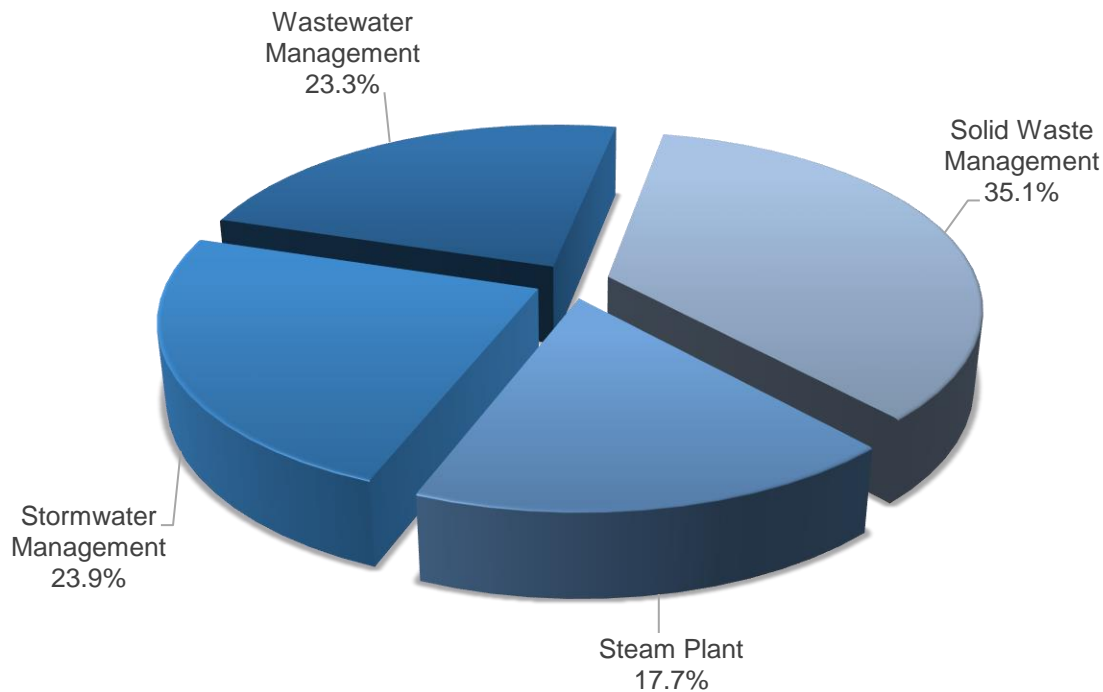


Mission

The Public Works Funds contain major public works departments that are outside the general fund.

Departmental Breakdown						
Departments	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase/ (Decrease)
Solid Waste Management	11,031,854	11,789,968	15,980,634	15,980,634	16,016,099	35,465
Steam Plant	6,912,398	7,201,350	7,957,775	7,957,775	8,088,150	130,375
Stormwater Management	7,561,133	8,139,092	11,134,807	11,134,807	10,869,090	(265,717)
Wastewater Management	7,390,320	8,084,403	10,592,589	10,592,589	10,595,065	2,476
Grand Total	32,895,705	35,214,813	45,665,805	45,665,805	45,568,404	(97,401)

Percentage of Team's FY 2019 Budget



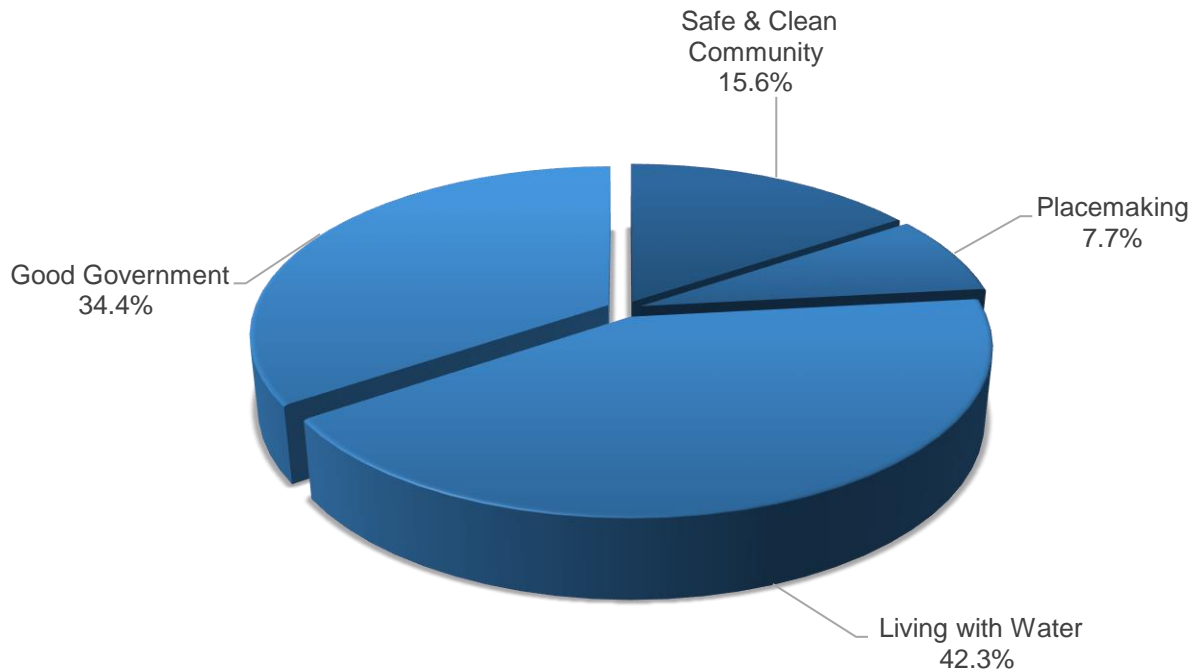


Council Priorities Breakdown

The entire business team's budget is spent across the following council strategic priorities, in the following amounts:

Council Priorities	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase/ (Decrease)
Economic Growth	0	0	0	0	0	0
Placemaking	2,228,619	2,431,999	3,483,548	3,483,548	3,488,353	4,805
Living with Water	13,009,875	14,110,121	19,566,888	19,566,888	19,270,708	(296,180)
Educated & Engaged Citizenry	0	0	0	0	0	0
Safe & Clean Community	4,564,514	4,957,945	7,105,079	7,105,079	7,114,077	8,998
Good Government	13,092,698	13,714,749	15,510,291	15,510,291	15,695,267	184,976
Family Resilience & Economic Empowerment	0	0	0	0	0	0
Grand Total	32,895,705	35,214,813	45,665,805	45,665,805	45,568,404	(97,401)

Percentage of Team's FY 2019 Budget

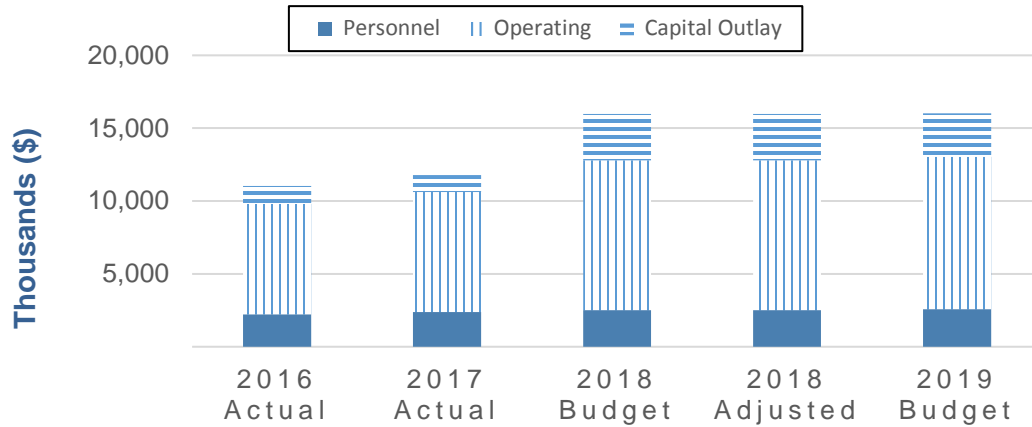




Mission

Solid Waste Management provides weekly collection of residential refuse, yard waste, and bulk trash and provides for recyclable material collection and solid waste disposal. Revenues for this service are derived from commercial tipping fees and residential user fees.

Expenditure Summary and History



	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Personnel Services	2,230,900	2,385,220	2,507,837	2,507,837	2,557,994	50,157
Operating Expenses	7,576,539	8,227,999	10,284,524	10,284,524	10,462,151	177,627
Capital Outlay	1,224,415	1,176,749	3,188,273	3,188,273	2,995,954	(192,319)
Grand Total	11,031,854	11,789,968	15,980,634	15,980,634	16,016,099	35,465

Permanent Full-Time (PFT) Staffing History

	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
PFT Positions	62.5	62.0	62.0	62.0	62.0	0.0

Budget Note

The FY19 Budget numbers include funding for the 2% general wage increase (GWI). The increase in operating expenses is the result of the costs of a rate study for vehicle replacements, landfill disposal rate setting and higher fixed costs. The decrease in capital outlay is a result of a Lease Purchase Financing finalized on March 23, 2018 for 10 new Refuse Vehicles to stabilize, replace aging vehicles and an increase in Debt Service Principal for repayment of Lease Purchase beginning July 1, 2018. The expected lead time for delivery of the new trucks could be 6 to 8 months from the manufacturer. As a result, Solid Waste Management will continue to utilize the existing fleet of vehicles through much of FY19. Lower repair and maintenance costs are expected as new vehicles come online.



2019 PFT Positions

Position	# of PFT	Position	# of PFT
OFFICE SPECIALIST	1	EQUIP OPER III - SOLID WASTE	6
OFFICE SPECIALIST-SENIOR	1	EQUIP OPER II - SOLID WASTE	35
SW COLLECTIONS SUPERVISOR	2	FINANCIAL ANALYST	1
CUSTOMER SERVICE SUPERVISOR	1	SOLID WASTE SUPERINTENDENT	1
CUSTOMER SER/ENFORCEMENT TECH	3	ADMIN SERVICES MANAGER	1
EQUIP OPER I - SOLID WASTE	3	SOLID WASTE COLLECT TEAM LDR	7
Grand Total:	62		

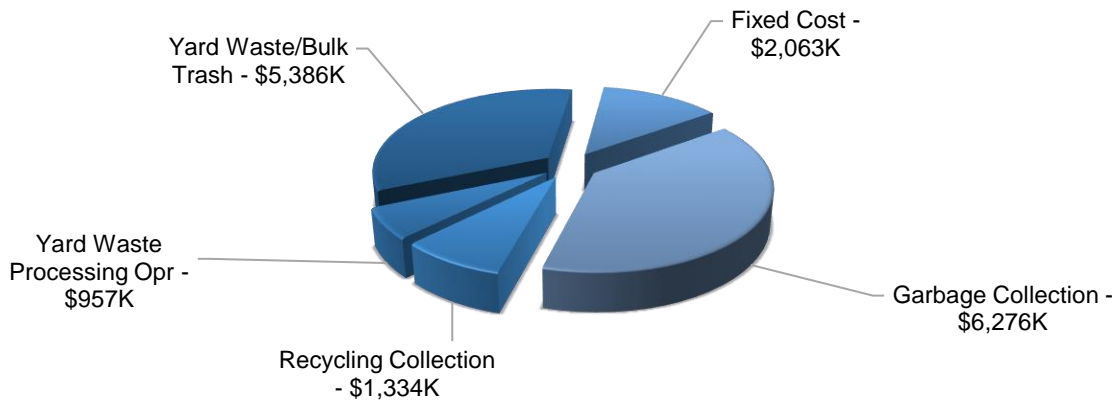
Performance Indicators

Indicator	Type	2016 Actual	2017 Actual	2018 Estimate	2019 Target
Citizen's Satisfaction Rating	Outcome	95%	94%	98%	98%
Customer Service Levels (Completed pickups as a % of total residential units)	Outcome	99%	98%	99%	99%
% of citizens who recycle	Outcome	92%	95%	95%	98%
Recycling collected (thousands of tons)	Outcome	6,000	6306	6500	6500
Yard Waste Collected (thousands of tons)	Output	10	11	13	12



Services Breakdown and Descriptions

**Total Funding:
\$16,016,099**



Garbage Collection \$6,275,955

Provides weekly residential and business refuse collection services to all customers in an effort to maintain health standards and improve the basic quality of life for our citizens and our community. Also provides dumpster services for City schools, townhouses and other City facilities that require a contractual dumpster collection service.

Recycling Collection \$1,333,638

To provide bi-weekly residential and business recycling collection services to all customers and to encourage at least 92% in citizen's recycling participation. Included is the contribution to Hampton Clean City Commission in the amount of \$60,166.

Yard Waste Processing Operations \$957,454

To provide Residential and Commercial drop off Location for Yard debris generated with-in the city of hampton (limbs, leaves and grass) Recycling Dumpstster Drop off location and transfer of material to processing center contractor Virginia Pensinsula Public Service Authority.

Yard Waste/Bulk Trash \$5,386,365

To provide weekly residential and business bulk trash and yard waste collection services to all customers in an effort to maintain health standards and improve the basic quality of life for our citizens and our community.

Fixed Cost \$2,062,687

This service accounts for various fixed costs for the department, including auto/fleet, IT, and risk management costs.



Revenues Summary

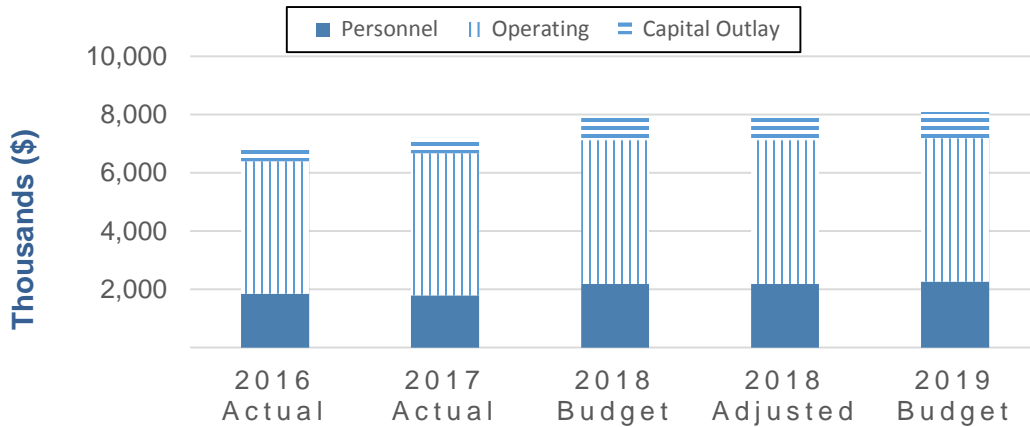
	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Approp From Retained Earn	0	0	1,500,000	1,500,000	2,195,108	695,108
Gain on Sale of P,P&E	(49,075)	(6,552)	0	0	0	0
Landfill Usage Fees	542,790	603,858	720,000	720,000	745,791	25,791
Miscellaneous Revenue	32,080	43,375	0	0	33,000	33,000
Mobile Toter Sales	24,230	20,952	25,000	25,000	20,000	(5,000)
Sale of Property	7,888	8,365	0	0	17,000	17,000
Tipping Fees-Residue	677,068	609,215	680,000	680,000	0	(680,000)
User Fees	12,360,185	11,823,183	13,055,634	13,055,634	13,005,200	(50,434)
Grand Total	13,595,166	13,102,396	15,980,634	15,980,634	16,016,099	35,465



Mission

The Steam Plant is a facility which burns City and Federal government refuse to generate steam that is sold to NASA to meet their energy needs. The residue ash from the burning process is disposed of at the landfill. Revenues for the operation of the Steam Plant come from the sale of steam, tipping fees for private trash haulers and the Solid Waste Enterprise Fund. The Steam Plant operates in accordance with all Federal and State environmental laws and standards.

Expenditure Summary and History



	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Personnel Services	1,851,666	1,790,339	2,193,516	2,193,516	2,237,386	43,870
Operating Expenses	4,547,718	4,882,169	4,924,259	4,924,259	4,923,105	(1,154)
Capital Outlay	513,014	528,842	840,000	840,000	927,659	87,659
Grand Total	6,912,398	7,201,350	7,957,775	7,957,775	8,088,150	130,375

Permanent Full-Time (PFT) Staffing History

	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
PFT Positions	41.0	41.0	41.0	41.0	41.0	0.0

Budget Note

The FY19 Budget numbers include funding for the 2% general wage increase (GWI). The increase in capital outlay is related to the timing and scheduling of an equipment purchase.



2019 PFT Positions

Position	# of PFT	Position	# of PFT
PLANT ENGINEER	1	ADMINISTRATIVE ASSISTANT-SR	1
OFFICE SPECIALIST-SENIOR	1	STEAM PLANT OPERATIONS MGR	1
PLANT OPERATOR	9	PLANT OPERATING ENGINEER	4
PLANT AUX OPERATOR	9	PLANT MAINTENANCE MANAGER	1
PLANT MECHANIC TEAM LEADER	1	STEAM PLANT MANAGER	1
PLANT MECHANIC I	3	PLANT MECHANIC II	5
WEIGH MASTER	1	PLANT OPERATOR - SENIOR	3
Grand Total:	41		

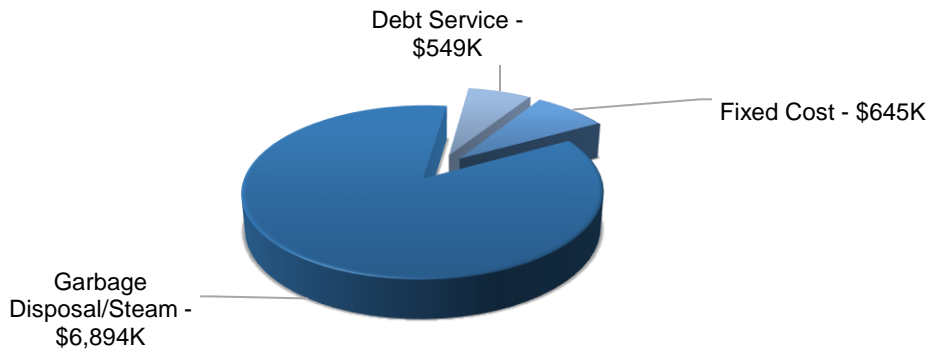
Performance Indicators

Indicator	Type	2016 Actual	2017 Actual	2018 Estimate	2019 Target
Capacity Utility Rate (Percent)	Output	88	83	92	92
Demand Utility Rate (Percent)	Output	20	86	89	90
Municipal Solid Waste Diverted from Landfill (in Tons)	Output	36,937	37,084	37,000	37,000
Refuse Processed (in tons)	Output	75,408	70,316	81,500	81,500
Steam Exported (in million pounds)	Output	73	278	313	315
Steam Generated (in million pounds)	Output	499	449	495	495



Services Breakdown and Descriptions

**Total Funding:
\$8,088,150**



Garbage Disposal/ Steam Supply \$6,893,639

To provide safe economical and environmentally sound refuse disposal while providing high pressure steam to NASA Langley Research Center. To comply with all Virginia and Federal environmental regulations and permits. To minimize the City's and NASA costs by generating direct disposal revenues.

Debt Service \$549,483

Debt service requirement to repay principal and interest on the 2002 and 2005 Bond Issuances. The 2002 Bond Series proceeds were used to make required capital improvements to the Steam Plant such as the garbage disposal. The 2005 Bond Series proceeds were used to construct the air pollution control facility.

Fixed Cost \$645,028

This service accounts for various fixed costs for the department, including auto/fleet, IT, and risk management costs.



Revenues Summary

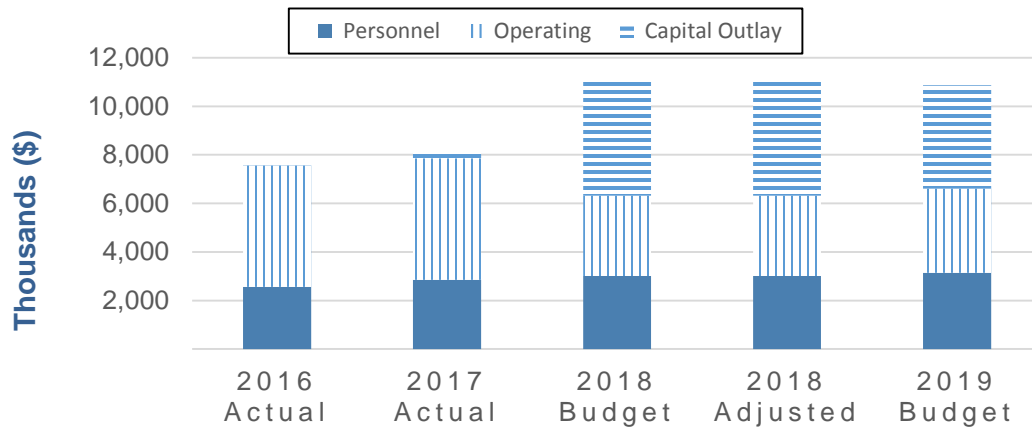
	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Miscellaneous Revenue	2,600	2,425	0	0	0	0
Sale of Property	4,285	0	0	0	0	0
Steam Plant Recycling Rev	59,170	73,068	150,000	150,000	150,000	0
Steam Plant Usage Fees	1,232,746	1,017,077	1,325,000	1,325,000	1,352,520	27,520
Steam Sales	5,349,999	5,350,000	5,416,875	5,416,875	5,498,412	81,537
Tipping Fees-City	1,069,126	1,133,410	1,065,900	1,065,900	1,087,218	21,318
Interest Income	10,263	26,038	0	0	0	0
Grand Total	7,728,189	7,602,018	7,957,775	7,957,775	8,088,150	130,375



Mission

Stormwater Management is intended to enhance the quality of life in the community as it is impacted by storm drainage systems and the quality of surface waters. Hampton has been granted a municipal separate storm sewer system permit by the Virginia Department of Environmental Quality (DEQ). This permit outlines Hampton's commitment to processes and activities that will facilitate compliance with stormwater quality standards established by mandate in order to protect citizens, property and natural resources.

Expenditure Summary and History



	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Personnel Services	2,568,768	2,846,928	3,007,085	3,007,085	3,067,227	60,142
Operating Expenses	4,984,217	5,014,707	3,314,592	3,314,592	3,467,231	152,639
Capital Outlay	8,148	277,457	4,813,130	4,813,130	4,334,632	(478,498)
Grand Total	7,561,133	8,139,092	11,134,807	11,134,807	10,869,090	(265,717)

Permanent Full-Time (PFT) Staffing History

	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
PFT Positions	71.0	71.0	71.5	71.5	71.5	0.0

Budget Note

The FY19 Budget numbers include funding for the 2% general wage increase (GWI). The increase in operating expenses is attributed to increase maintenance associated with new Best Management Practices (BMPs). The decrease in capital outlay is due to fewer projects in anticipation of the Hampton Roads Sanitation District (HRSD) SWIFT Project.



2019 PFT Positions

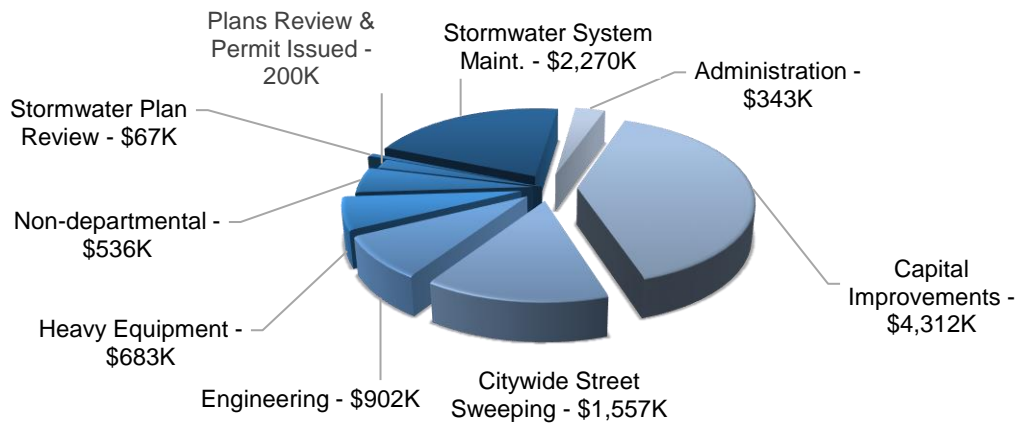
Position	# of PFT	Position	# of PFT
DEPUTY CITY ATTORNEY	0.5	DRAINAGE MAINTENANCE TECH	8
PARALEGAL	1	STORMWATER TEAM LEADER	2
ACCOUNTANT	1	CONSTRUCTION INSPECTOR	2
FISCAL SUPPORT SPECIALIST	1	MASTER TECHNICIAN - PWSTD	1
OFFICE SPECIALIST-SENIOR	1	CONSTRUCTION INSPECTOR	1
WATER RESOURCES ENGINEER	1	EQUIP OPER IV	3
CIVIL ENGINEERING TECHNICIAN	2	EQUIP OPER V	3
GRANT WRITER	1	EQUIP OPER II	6
PERMIT COORDINATOR	1	PEST CONTROL TECHNICIAN	2
CIVIL ENGINEER-SENIOR	4	EQUIP OPER III	7
CONSTRUCTION INSPECTION MGR	1	GIS SPECIALIST	1
CONSTRUCTION INSPECTOR	2	BIOLOGIST	1
EQUIP OPER IV	4	GIS SPECIALIST	2
EQUIP OPER III	1	TEAM LEADER-FIELD SERVICE	2
ADMIN SERVICES MANAGER	1	EQUIP OPER V	1
INFRA CONST PROJECT TEAM LDR	1	ENV/SUST MGR-SR PROJ COOR	1
OFFICE SPECIALIST	1	SIT PLAN/SUBDIV AGE II	1
CONSTRUCTION INSPECTOR	2	LAND DEVELOPMENT/ENV INSPECTOR	1
Grand Total:	71.5		

Performance Indicators

Indicator	Type	2016 Actual	2017 Actual	2018 Estimate	2019 Target
Mechanized Ditching (in linear feet)	Output	113,580	831,696	875,000	875,000
# of Best Management Practice (BMP) Inspections	Output	196	21	30	30
# of Erosion and Sediment (E & S) Inspections	Output	2,230	3,914	2,500	3,000
Street Sweeping/Debris Removal (in Tons)	Output	2,806	2,591	2,500	2,500
# of Stormwater Projects completed	Output	0	2	3	7



Services Breakdown and Descriptions



Total Funding:
\$10,869,090

Administration **\$342,832**

Provide customer service, legal counsel and accounting support.

Capital Improvements **\$4,312,000**

Allocated funds for stormwater-related capital projects which are managed in the Capital Projects Fund and the Indirect Cost Allocation designated for the general fund.

Citywide Street Sweeping **\$1,556,836**

Sweeping services provided to clean up after landscape maintenance such as mowing and edging.

Engineering **\$901,776**

Design, construct and manage capital projects that will improve stormwater drainage, including piping open ditches, outfall improvements and drainage basin construction.

Heavy Equipment **\$683,177**

Provide heavy equipment and manpower for neighborhood stormwater projects which include cleaning and regrading of outfall ditches on a regular basis while meeting the demand for new improvement projects.

Non-departmental **\$536,204**

Provide funding for items that cannot be easily assigned to any specific department within the Fund. Examples include Hampton Roads Planning Commission payments and various other stormwater projects or studies. Also included is a transfer to the Clean City Commission in the amount of \$52,281.

Plans Review & Permit Issued **\$200,039**

Provide erosion and sediment control inspection services and planning support related to environmental issues for the Hampton Wetlands Board, Chesapeake Bay and commercial development.

Stormwater Plan Review **\$66,570**

Plan and coordinate all environmental and stormwater related planning issues.

Stormwater System Maintenance **\$2,269,656**

Increase the frequency of storm drain cleaning and maintenance of the drainage system in the city.



Revenues Summary

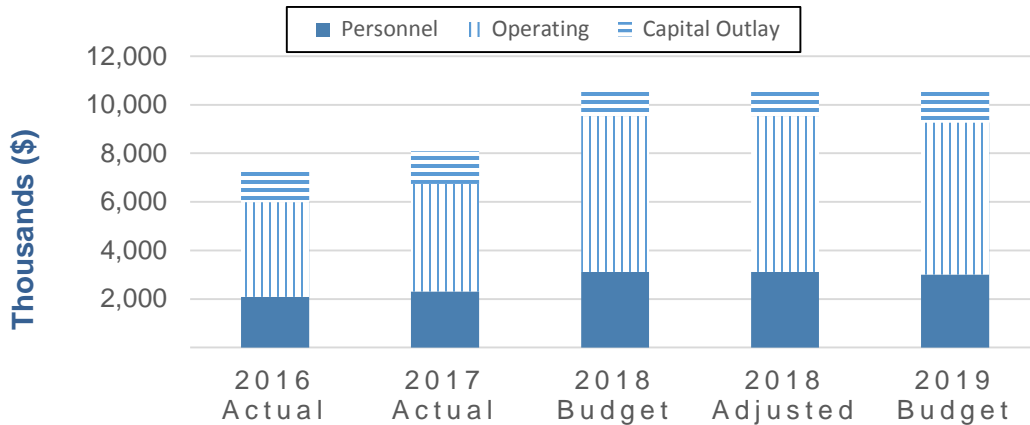
	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	<i>Increase / (Decrease)</i>
Approp From Fund Balance	0	0	2,520,252	2,520,252	2,254,535	<i>(265,717)</i>
CGP Fees-Stormwater	3,240	0	0	0	0	0
Fees-Storm Water Mgmt	8,758,697	8,863,927	8,614,555	8,614,555	8,614,555	0
Land Disturbance/ Stormwater Penalties	2,500	1,535	0	0	0	0
Grand Total	8,764,437	8,865,462	11,134,807	11,134,807	10,869,090	<i>(265,717)</i>



Mission

Wastewater Management maintains, repairs, and operates the sanitary sewer system and continues in its effort to extend the system to newly developing areas as well as non-sewered properties in the city. Sewage from businesses and residential properties are collected and delivered to the Hampton Roads Sanitation District for treatment. Revenue for this Fund comes from sewer user fees and new tap fees that are collected for connections to the system.

Expenditure Summary and History



	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Personnel Services	2,082,862	2,310,560	3,119,867	3,119,867	3,015,335	(104,532)
Operating Expenses	3,911,723	4,435,707	6,407,086	6,407,086	6,256,866	(150,220)
Capital Outlay	1,395,735	1,338,136	1,065,636	1,065,636	1,322,864	257,228
Grand Total	7,390,320	8,084,403	10,592,589	10,592,589	10,595,065	2,476

Permanent Full-Time (PFT) Staffing History

	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
PFT Positions	68.5	69.0	69.0	69.0	69.0	0.0

Budget Note

The FY19 Budget numbers include funding for the 2% general wage increase (GWI). The decrease in Personnel services is attributed to the loss of three long term employees, one being a HERS retiree. The decrease in Operating expenses results from reductions to compensate for the decline in revenues due to the decline in daily water consumption and water conservation efforts. The updated calculations consider actual gallons per day averaged over the last several years. The increase in Capital outlay is related to the replacement of pump station 032, consent order rehabilitation projects and the office additions to the operations building.



2019 PFT Positions

Position	# of PFT	Position	# of PFT
WASTEWATER TECHNICIAN TRAINEE	9	PUMP STATION MECHANIC	4
OFFICE SPECIALIST-SENIOR	2	EQUIP OPER II	4
WASTEWATER COLLEC TEAM LEADER	3	EQUIP OPER III	1
FOG CONTROL COORDINATOR	1	FINANCIAL ANALYST	1
WASTEWATER TEAM LEADER	3	PUMP STATION TECHNICIAN	5
OPERATIONS MANAGER	1	GIS SPECIALIST	1
WW INFRASTRUCTURE INSPECTOR	1	WASTEWATER SUPERINTENDENT	1
SYSTEM PERFORMANCE MANAGER	1	TECHNOLOGY SUPPORT SPECIALIST	2
EQUIP OPER IV	4	WW INSPECTION AND REPAIR TECH	6
CIVIL ENGINEER-SENIOR	1	ADMIN SERVICES MANAGER	1
EQUIP OPER V	3	UTILITY LOCATOR TECHNICIAN	1
CHIEF PUMP MECHANIC	4	WASTEWATER LINE TECHNICIAN	8
		INFRA CONST PROJECT TEAM LDR	1
Grand Total:	69		

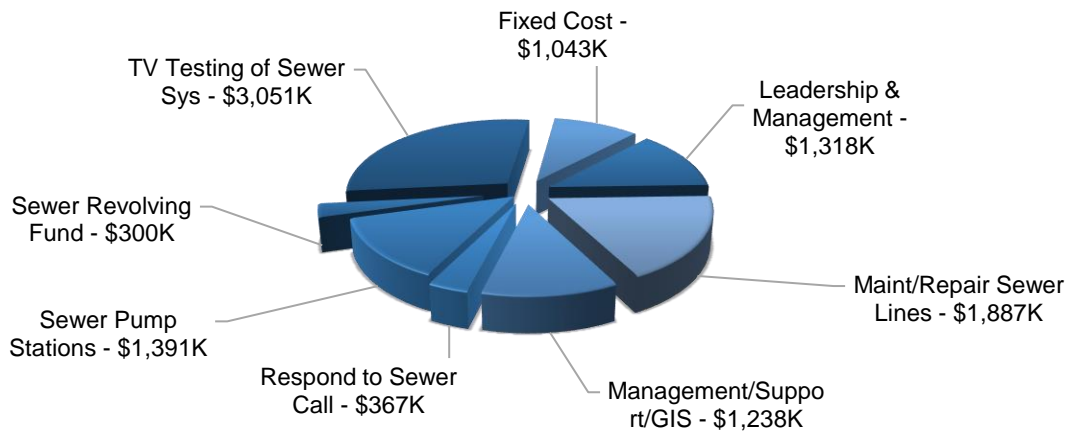
Performance Indicators

Indicator	Type	2016 Actual	2017 Actual	2018 Estimate	2019 Target
% of All Calls responded to within 3 Hours	Efficiency	100%	100%	100%	100%
# of Stoppage Calls	Outcome	3,903	3,960	4,000	4,000
# of Overflows	Output	13	18	15	15
Feet of Sewer Line - Root Cleaned (LF)	Output	30,000	30,000	30,000	30,000
Feet of Sewer Line Cleaned (LF)	Output	224,076	224,076	400,000	400,000
Feet of Sewer System Televised (Inspections) (LF)	Output	118,440	106,486	250,000	250,000
# of Grease Trap Inspections	Output	283	226	225	225
# of Completed Service Connection Requests	Output	46	16	35	35
# of Pump Station Rehab.	Output	2	2	5	5
# of Sewer Connection Requests	Output	51	42	35	35
# of Rehab of Pipes and Manholes (LF, VF)	Output	6,995	7,250	7,500	7,500



Services Breakdown and Descriptions

**Total Funding:
\$10,595,065**



Leadership & Management \$1,317,774

Provide for the efficient and dependable wastewater collection and conveyance services to citizens with a commitment of outstanding customer service. Plan, direct and administer all functions and activities of the division. Implement policies and procedures that ensure the safety of employees and the citizens of Hampton.

Maintain / Repair Sewer Lines \$1,886,829

Maintain and repair over 482 miles of sewer line and 10,000+ manholes throughout the city's aging infrastructure in order to eliminate overflows.

Management/Support/GIS \$1,237,988

Provide administrative, managerial and general business support for procurement, budgeting and financial tracking to ensure an environment of fiscal responsibility and adherence to city policies. Provide technical services in the form of logistical support, database management, mapping and design, surveying and engineering to ensure a safe and productive operation while maintaining a database that captures current infrastructure assets to meet governmental reporting requirements. Develop and implement new business practices.

Respond to Sewer Call \$367,464

Provide sewer stoppage and emergency response service 24-hours a day, 365-days a year. Service calls include sewer stoppages and overflows, structure failures and other related service calls within the Department of Public Works.

Sewer Pump Stations \$1,391,051

Monitor, service, maintain, repair and rehabilitate 108 pump stations within the city. These stations consist of pumps, valves, piping, buildings, grounds, electrical panels/controls, alarm systems and telemetry equipment. Consent Order: ensure that each station can handle capacity requirements without overflow during normal operating and wet-weather/emergency events.

Sewer Revolving Fund \$300,000

Provide sanitary sewer service to non-sewered properties throughout the city. The sewer extension program eliminates septic systems in order to reduce negative environmental impact, establishes sewer service to properties for future development and enhances property values.

TV Testing of Sewer System \$3,050,682

Provide an overall view of the wastewater infrastructure through the use of computer-controlled, data-capturing cameras. The data collected is used to evaluate the sewer system in order to prioritize rehabilitation and repairs for manholes, main lines, laterals and sewer pumping station wet wells.

Fixed Cost \$1,043,277

This service accounts for various fixed costs for the department, including auto/fleet, IT, and risk management costs.



Revenues Summary

	2016 Actual	2017 Actual	2018 Budget	2018 Adjusted	2019 Budget	Increase / (Decrease)
Approp From Fund Balance	0	0	1,400,000	1,400,000	1,250,000	(150,000)
Fees-Sewer Connection	236,265	95,754	300,000	300,000	300,000	0
Fees-Sewer Usage	5,817,229	5,522,416	6,150,015	6,150,015	6,314,233	164,218
Fees-Sewer Usage Surcharg	2,682,902	2,534,546	2,742,574	2,742,574	2,730,832	(11,742)
Gain on Sale of P,P&E	(1,929)	0	0	0	0	0
Sale of Property	50,933	41,444	0	0	0	0
Grand Total	8,785,400	8,194,160	10,592,589	10,592,589	10,595,065	2,476