



***CITY OF GOLDSBORO  
RECOMMENDED BUDGET  
FY 2021-2022  
June 1, 2021***



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**June 1, 2021**

**Budget Message**

**Re: Proposed FY2021-2022 Budget**

**Honorable Mayor and Councilmembers:**

Enclosed for your consideration is the City of Goldsboro Fiscal Year (FY) 2021-2022 proposed budget of \$68,225,248. This budget is an increase of 6.77% from last year and projects sufficient revenues to fund expenditures for the period of July 1, 2021 through June 30, 2022.

As the City of Goldsboro, State of North Carolina, United States and other countries around the world begin to recover from the Coronavirus (COVID-19) pandemic and resulting “State of Emergency” impacts, we must understand the fiscal state of the City government and determine the best ways to utilize available funding from local government revenue, state programs, and federal relief acts to enhance the quality of life of our residents and visitors.

A brief review of the City FY20-21 financial status presented to Council at the retreat in February, 2021, is as follows: General Fund revenue was expected to slightly increase over FY19-20; Utility Fund revenue was down despite a 17.5% rate increase but in line with budget projections; Stormwater and Downtown Municipal Service District (MSD) collections were comparable with the previous FY; Occupancy Tax collection was down but partially offset by COVID related grants for travel and tourism. General Fund and Utility Fund expenditures were significantly down from the previous FY due to a concerted effort to preserve fund balances; Stormwater expenditures were slightly up as planned; Downtown MSD expenditures were down; and Occupancy tax expenditures were down. Capital project summaries of governmental and enterprise activities and fund balance concerns were also presented at the retreat. Currently, staff expect the FY20-21 Budget to closeout adding slightly to the General Fund and MSD Fund balances while sustaining the current Utility Fund and Stormwater Fund balances, and reducing the Occupancy Fund balance.

At the Council Retreat and other Council meetings a recommended water and sewer rate increase of 20% was discussed with options that could adjust the rate increase to 15% if a significant portion of the American Rescue Plan (ARP) funds made available to the City (\$8.8 million (M)) were used to address some of the estimated capital improvement requirements.

Taking into consideration the previously presented information, this budget conservatively assumes minimal economic growth, a corresponding modest increase in General Fund tax revenue and proposes a portion of the City ARP funds be used to address certain revenue reductions (or lack of growth) to support public services; the remaining ARP funds will be placed in a special revenue fund for future Council discussion, decision and appropriation before December 31, 2024. A three cent property tax increase (\$759K) and 15% utility rate increase are proposed.

Budget expenditures include state mandated employee benefit increases and \$1.8M loan for General Fund equipment. Funding cuts include not funding roughly 4% of approved full-time employee positions which are currently vacant and continued reductions in operations, travel, training, and consultant expenditures. Most agencies were funded at the FY21 levels, unless they were otherwise funded by Community Development Block Grant Coronavirus (CDBG-CV) funds. City management will again take the necessary actions to reduce budgeted expenditures until revenues are more apparent by delaying new capital projects, equipment purchases, and employee hires.

Significant investments focused on Council goals and citizen expectations include:

**Safe and Secure Community:**

The City remains dedicated to protecting the well-being of our residents and visitors every day. Funding for personnel in the Police Department is at 94% and the Fire Department is at 97% of approved position costs. Operational expenditures for both departments are funded at similar levels to the previous year. Police and Fire capital expenditures are limited to a few vehicles and debt service payment for the \$5.3M Public Safety Complex and Fire Station 4 expansion completed in 2020. Water and sewer rate increases will fund operational expenses and the following priorities: Utility Master Plan Update; replacement of the Westbrook generator, barscreens, and telemetry radios amongst other important system investments; and \$22.9M in outstanding debt associated with ensuring high quality water and sewer infrastructure.

**Strong and Diverse Economy:**

The City is fortunate to benefit from the economic impact of Seymour Johnson Air Force Base (SJAFB) which was stated to be \$612M in FY20. This is significantly less than the FY19 Economic Impact Statement of \$750M mostly due to reductions in local expenditures for construction, commodities/services, and jobs created. The total military active duty, reservists, retirees, civilians, and dependents that are an important part of our local community remains roughly the same at 22,576. The City's \$9M (\$685 thousand (K) this FY) investment in revitalizing downtown is realizing an increasing return from state, federal, and private investment. Over the past year and the upcoming year, at least \$15M in private funding will refurbish seven buildings to create 65 apartments and 15,000 sq ft of commercial space. Investments in the Maxwell Regional Agricultural and Convention Center and the Bryan Multi-Sports Complex will continue to draw out of town travelers who add to our economy and tax revenue. The City remains committed in partnering with Wayne County to develop the Goldsboro Industrial Park located off Patetown Road and Maxwell Center Hotel. We anticipate economic growth along the Highway 70 bypass interchanges due to availability of vacant land and adequate water and sewer utilities.

### **Exceptional Quality of life:**

Access to City owned and operated Parks and Recreation facilities remains excellent. According to the UNC School of Government Benchmark Project, our City has the most pools, athletic fields, and playgrounds per 10,000 people. The Bryan Multi-Sports Complex has been recognized as one of the top 10 soccer facilities in the country and will continue to serve our community through recreation leagues, sports tourism, as well as being the home of the East Carolina Phantoms semi pro football team and the Goldsboro Strike Eagles semi pro soccer team. The Municipal Golf Course has been a profitable business for the City during the COVID State of Emergency. The Paramount Theater and Goldsboro Event Center are funded at previous levels to provide the entertainment venues that significantly add to resident and visitor quality of life. The new Herman Park Center construction remains not funded. Additional road improvements are also not funded.

### **Racial and Cultural Harmony:**

The Human Resources Department has been successful implementing online training modules for all city employees in the areas of cultural diversity and social media sensitivity. The Community Relations and Development Department enables the use of city, state (Urgent Repair & Essential Single-Family Rehabilitation), and federal (CDBG & HOME) grants for events and projects that will benefit our citizens. Additional COVID (CDGB-CV) funding will be integrated into the Annual Action Plan; Non-profit organization funding requests have been recommended at previous approved levels unless otherwise funded by CDBG-CV funds.

### **Model of Excellence in Government:**

The City Strategic Plan has been developed and is being used to evaluate the implementation of public services to meet our established vision, mission, values, and goals. The City also participates in the UNC School of Government Benchmark Project to compare and provide effective and efficient services. The Utility Rate Study has been an essential part of our responsibility to appropriately bill utility customers for current operational expenses, future plant enhancements and the construction of new facilities. Additional Finance Department personnel and software improvements have been funded to meet fiscal obligations in a timely manner.

### **Major Challenges**

The primary funding concern is increasing General Fund balance above the Council established goal of 15%. Challenges not addressed include: purchasing a new City Hall Annex HVAC unit, GFD apparatus (ladder and engine trucks) and Fire Station #3, and new Herman Park Center; road work to improve the pavement condition rating; hiring some approved and the majority of recommended additional employees; employee cost of living adjustment (COLA), performance, and bonus pay.

## RECOMMENDED BUDGET OVERVIEW

A comparison of the adopted FY 2020-21 budget to the recommended FY 2021-22 budget is shown below.

Fund	Adopted FY 2020-21	Recommended FY 2021-22	Increase (Decrease)	Explanation (if needed)
General	42,425,220	45,242,939	2,817,719	Flat revenue growth due to COVID-19 uncertainty in the economy. Three cent property tax increase proposed. Supplemented revenue with \$1,664,500 in ARP funding.
General Fund Capital Reserve	1,000	1,000	-0-	
Stormwater	1,775,600	1,576,200	(199,400)	No borrowing planned in FY22
Utility	18,402,385	20,210,267	1,807,882	Includes 15% water and sewer rate increase.
Downtown District	97,898	95,174	(2,724)	
Occupancy Tax	1,199,844	1,099,668	(100,176)	Flat revenue growth due to COVID-19 uncertainty in the economy. Supplemented revenue with \$28,493 in ARP funding.
Totals	64,901,947	68,225,248	4,323,301	

Included in the recommended budget are summary information, revenue projections, departmental overview, goals and objectives, and line-item expenditure detail for each department.

Highlights of the recommended budget include:

Item	Change	Notes
Tax Rate	Yes	Current rate is 65 cents and proposed is 68 cents per \$100 of valuation.
Municipal Service District	No	Current rate is 23.5 cents per \$100 of valuation.
Occupancy Tax	No	Current occupancy tax is 5 percent for city and 1 percent for county.
Solid Waste Fee	No	\$1 per month for recycling surcharge.
Utility Rates & Fees	Yes	15% rate increase for water and sewer all rate classes. Increases in surcharges and laboratory fees.
Stormwater Fee	No	No fee increase.
New Debt - General Fund	Yes	Financing for new equipment (\$1,865,065).
Business Registration Fee	No	\$20 annually for businesses operating within the City of Goldsboro.
Vehicle Licensing Tax	No	\$10 per vehicle residing within the City limits.
Number of Positions Authorized/Funded	Yes	480 Authorized Recommending adding 2 FTE's 1) Computer Systems Administrator II IT split 20/40/40 General, Stormwater and Utility Fund 2) Clubhouse Manager Golf
New Positions Authorized/Funded	Yes	2 Full-Time employees General Fund (1.2) Utility Fund (.4) Stormwater Fund (.4)
Retirement Rates	Yes	Employer contribution increase \$288,792; General Employee 10.21% to 11.41% and Law Enforcement Employees 10.84% to 12.04%.
Health Insurance Changes	Yes	The City joined NC State Health Plan in January 2016. A 3% increase from \$521.96 to \$538.00 per month in the employee rate is anticipated in January 2022.
Employee Pay Increases	No	Bonuses, and raises for merit and COLA were not included in the recommended budget due to budget constraints.
Employee 401(k) Contribution	No	Continue Contribution as 5% for sworn law enforcement and 4% for all non-sworn City employees.

## BUDGET SUMMARY

The total budget recommended for Fiscal Year 2021-22 is \$68,225,248 and is balanced as required by North Carolina General Statute §159-11. This total represents an increase of \$4,323,301 or 6.77% from Fiscal Year 2020-21. The recommended budget is summarized below:

	<u>Estimated Revenues</u>	<u>Estimated Expenditures</u>	<u>Fund Balance Appropriated</u>
General Fund	\$ 45,242,939	\$ 45,242,939	
General Fund Capital Reserve	1,000	1,000	
Stormwater Fund	1,576,200	1,576,200	
Utility Fund	20,210,267	20,210,267	
Downtown District	95,174	95,174	
Occupancy Tax	989,668	1,099,668	110,000
Subtotal	<u>\$ 68,115,248</u>	<u>\$ 68,225,248</u>	<u>\$ 110,000</u>
Plus Appropriation of Fund Balance	\$ 110,000		
Total Budget FY21-22	<u>\$ 68,225,248</u>	<u>\$ 68,225,248</u>	

On behalf of all City employees, I want to thank the staff who have spent numerous hours preparing this proposed budget; the Finance Director and finance department, other department directors and budget experts who have worked diligently to provide their most effective, efficient, and safe budget recommendations. I also want to thank you for your leadership and direction in ultimately determining how government services will be provided to our community.

Respectfully submitted,



Timothy M. Salmon  
City Manager

## FY21-22 Budget Summary by Fund

FY2021-22		FY21 Adopted		6/30/21		FY21-22 Dept Request (DEPT)	FY21-22 (MGR01) Cut #1	FY21-22 (MGR02) Cut #2	Manager Submitted 6/1/21 (MGR03) Cut #3
		FY20 Actuals	Budget Original 6/17/20	FY21 Amended Budget Dec 31	Estimated Actuals (JUN30)				
11-General Operating	Revenues	\$40,144,494	\$42,425,220	\$42,862,916	\$41,735,668	\$40,912,306	\$40,912,306	\$42,777,371	\$45,242,939
	Expenditures	\$43,676,905	\$42,425,220	\$42,862,916	\$40,519,567	\$61,973,654	\$47,244,768	\$45,966,716	\$45,242,939
<b>General Fund</b>	<b>Surplus/(Deficit)</b>	<b>(\$3,532,411)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,216,101</b>	<b>(\$21,061,348)</b>	<b>(\$6,332,462)</b>	<b>(\$3,189,345)</b>	<b>\$0</b>
1110-Capital Reserve	Revenues	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	Expenditures	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
<b>General Fund Capital Reserve</b>	<b>Surplus/(Deficit)</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
15-Stormwater Fund	Revenues	\$1,524,970	\$1,775,600	\$1,775,600	\$1,849,826	\$1,920,200	\$1,920,200	\$1,576,200	\$1,576,200
	Expenditures	\$1,086,676	\$1,775,600	\$1,775,600	\$1,592,352	\$1,920,200	\$1,920,200	\$1,576,200	\$1,576,200
<b>Stormwater Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$438,294</b>	<b>\$0</b>	<b>\$0</b>	<b>\$257,474</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>
61-Utility Fund	Revenues	\$19,441,822	\$18,402,385	\$18,545,322	\$18,408,184	\$20,203,034	\$20,203,034	\$20,210,267	\$20,210,267
	Expenditures	\$19,087,360	\$18,402,385	\$18,545,321	\$17,723,098	\$24,242,563	\$21,724,523	\$20,223,103	\$20,210,267
<b>Utility Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$354,462</b>	<b>\$0</b>	<b>\$0</b>	<b>\$685,086</b>	<b>(\$4,039,529)</b>	<b>(\$1,521,489)</b>	<b>(\$12,836)</b>	<b>\$0</b>
70-Downtown Special District	Revenues	\$93,019	\$97,898	\$117,898	\$92,636	\$95,174	\$95,174	\$95,174	\$95,174
	Expenditures	\$171,593	\$97,898	\$117,898	\$57,812	\$96,153	\$95,174	\$95,174	\$95,174
<b>Downtown Goldsboro Special</b>	<b>Surplus/(Deficit)</b>	<b>(\$78,574)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,824</b>	<b>(\$979)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
95-Occupancy Tax Fund	Revenues	\$1,013,159	\$1,199,844	\$1,199,844	\$885,631	\$1,020,200	\$1,020,200	\$1,020,200	\$1,099,668
	Expenditures	\$1,088,708	\$1,199,844	\$1,199,844	\$1,064,264	\$1,169,809	\$1,113,586	\$1,099,668	\$1,099,668
<b>Occupancy Tax Fund</b>	<b>Surplus/(Deficit)</b>	<b>(\$75,549)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$178,633)</b>	<b>(\$149,609)</b>	<b>(\$93,386)</b>	<b>(\$79,468)</b>	<b>\$0</b>
<b>TOTAL ALL FUNDS</b>	<b>Revenues</b>	<b>\$62,218,464</b>	<b>\$63,901,947</b>	<b>\$64,502,580</b>	<b>\$62,972,945</b>	<b>\$64,151,914</b>	<b>\$64,151,914</b>	<b>\$65,680,212</b>	<b>\$68,225,248</b>
	<b>Expenditures</b>	<b>\$65,111,242</b>	<b>\$63,901,947</b>	<b>\$64,502,579</b>	<b>\$60,957,093</b>	<b>\$89,403,378</b>	<b>\$72,099,252</b>	<b>\$68,961,861</b>	<b>\$68,225,248</b>
<b>Surplus/(Deficit)</b>		<b>(\$2,892,778)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,015,852</b>	<b>(\$25,251,464)</b>	<b>(\$7,947,338)</b>	<b>(\$3,281,649)</b>	<b>\$0</b>





**FY21-2022 Budget  
Summary by Fund and Organization**

**General Fund Revenues**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Tax Revenues	\$ 16,918,436	\$ 17,153,130	\$ 17,153,130	\$ 17,089,990	\$ 17,066,803	\$ 17,066,803	\$ 17,066,803	\$ 17,825,545
Licenses & Permits	\$ 363,064	\$ 375,525	\$ 375,525	\$ 380,006	\$ 378,450	\$ 378,450	\$ 378,450	\$ 378,450
Revenue Other Agencies	\$ 14,706,950	\$ 15,014,633	\$ 15,014,633	\$ 14,888,435	\$ 15,231,755	\$ 15,231,755	\$ 15,231,755	\$ 16,896,255
Charges For Services	\$ 4,799,384	\$ 4,969,581	\$ 4,969,581	\$ 4,699,561	\$ 4,805,727	\$ 4,805,727	\$ 4,805,727	\$ 4,805,727
Capital Returns	\$ 257,194	\$ 1,361,930	\$ 1,361,930	\$ 1,555,789	\$ 180,931	\$ 180,931	\$ 2,045,996	\$ 2,045,996
Miscellaneous Revenue	\$ 184,933	\$ 490,500	\$ 490,500	\$ 74,930	\$ 40,800	\$ 40,800	\$ 40,800	\$ 83,126
Shared Services	\$ 2,914,532	\$ 3,046,957	\$ 3,046,957	\$ 3,046,957	\$ 3,207,840	\$ 3,207,840	\$ 3,207,840	\$ 3,207,840
Fund Balance Withdrawal	\$ -	\$ 12,964	\$ 450,661	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues - General Fund</b>	<b>\$ 40,144,494</b>	<b>\$ 42,425,220</b>	<b>\$ 42,862,917</b>	<b>\$ 41,735,668</b>	<b>\$ 40,912,306</b>	<b>\$ 40,912,306</b>	<b>\$ 42,777,371</b>	<b>\$ 45,242,939</b>





**FY21-2022 Budget  
Summary by Fund and Organization  
General Fund Expenditures**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Mayor & Council	\$ 368,172	\$ 350,028	\$ 350,028	\$ 311,547	\$ 533,433	\$ 492,808	\$ 434,808	\$ 356,008
City Manager	\$ 929,229	\$ 806,851	\$ 791,851	\$ 785,878	\$ 887,449	\$ 883,099	\$ 877,574	\$ 846,966
Human Resources Management	\$ 669,195	\$ 661,186	\$ 661,186	\$ 616,285	\$ 703,766	\$ 689,455	\$ 689,455	\$ 670,555
Community Relations	\$ 194,383	\$ 160,985	\$ 160,985	\$ 115,341	\$ 165,704	\$ 160,956	\$ 160,956	\$ 149,006
Paramount Theater	\$ 601,833	\$ 606,537	\$ 606,537	\$ 481,383	\$ 652,006	\$ 602,695	\$ 602,695	\$ 571,555
Postage Service Credits	\$ (15,355)	\$ (32,140)	\$ (32,140)	\$ (29,334)	\$ (35,972)	\$ (34,642)	\$ (34,642)	\$ (32,542)
Goldsboro Event Center	\$ 130,179	\$ 131,731	\$ 131,731	\$ 131,181	\$ 163,838	\$ 130,412	\$ 130,412	\$ 128,512
Inspections	\$ 812,657	\$ 600,174	\$ 600,174	\$ 591,749	\$ 641,267	\$ 600,173	\$ 600,173	\$ 590,073
Downtown Development	\$ 288,792	\$ 254,141	\$ 254,141	\$ 218,439	\$ 414,643	\$ 386,453	\$ 331,453	\$ 326,947
Information Technology	\$ 1,662,687	\$ 2,074,759	\$ 2,103,937	\$ 1,758,106	\$ 4,227,108	\$ 2,934,758	\$ 2,908,796	\$ 2,753,626
Public Works - Administration	\$ 471,644	\$ 467,474	\$ 467,474	\$ 462,450	\$ 516,016	\$ 508,616	\$ 498,616	\$ 498,116
Garage	\$ 1,979,727	\$ 2,121,518	\$ 2,121,518	\$ 2,251,709	\$ 2,504,226	\$ 2,394,566	\$ 2,394,566	\$ 2,177,810
Garage Service Credits	\$ (1,264,443)	\$ (1,478,825)	\$ (1,478,825)	\$ (1,489,275)	\$ (1,746,800)	\$ (1,551,850)	\$ (1,551,850)	\$ (1,512,425)
Buildings & Grounds	\$ 743,338	\$ 731,717	\$ 731,717	\$ 718,723	\$ 912,411	\$ 809,586	\$ 739,643	\$ 715,826
Cemetery	\$ 330,640	\$ 361,882	\$ 361,882	\$ 361,307	\$ 484,018	\$ 372,254	\$ 356,206	\$ 355,706
Finance	\$ 1,550,906	\$ 1,543,790	\$ 1,543,790	\$ 1,691,500	\$ 1,841,413	\$ 1,792,180	\$ 1,792,180	\$ 1,773,459
Office Supply Credits	\$ (4,644)	\$ (7,357)	\$ (7,357)	\$ (5,367)	\$ (6,807)	\$ (7,257)	\$ (7,257)	\$ (7,257)
Planning & Redevelopment	\$ 967,063	\$ 1,518,973	\$ 1,610,446	\$ 1,213,950	\$ 1,847,832	\$ 1,518,975	\$ 1,406,475	\$ 1,278,265
Street Maintenance	\$ 1,005,870	\$ 948,501	\$ 948,501	\$ 1,006,524	\$ 978,435	\$ 953,185	\$ 953,185	\$ 932,691
Streets Utilities	\$ 491,632	\$ 521,000	\$ 521,000	\$ 454,806	\$ 471,000	\$ 471,000	\$ 471,000	\$ 501,000
Street Paving Division	\$ -	\$ 187,500	\$ 187,500	\$ -	\$ 3,930,000	\$ 687,500	\$ 187,500	\$ 187,500
Solid Waste	\$ 3,546,937	\$ 3,600,852	\$ 3,600,852	\$ 3,430,273	\$ 3,917,879	\$ 3,852,879	\$ 3,782,879	\$ 3,696,059
Engineering	\$ 827,478	\$ 984,926	\$ 1,168,807	\$ 912,040	\$ 1,139,236	\$ 1,135,513	\$ 1,120,513	\$ 1,102,369
Fire Department	\$ 6,269,231	\$ 6,281,341	\$ 6,334,238	\$ 6,347,515	\$ 11,564,022	\$ 6,734,713	\$ 6,330,503	\$ 6,292,613
Police Department	\$ 9,505,750	\$ 9,548,140	\$ 9,599,507	\$ 9,098,946	\$ 11,823,102	\$ 9,548,140	\$ 9,695,014	\$ 9,539,592
Special Expense Fees	\$ 420,133	\$ 441,900	\$ 441,900	\$ 441,900	\$ 1,105,576	\$ 466,900	\$ 595,029	\$ 464,029
Non-Recurring Capital Outlay	\$ 182,093	\$ 410,785	\$ 410,785	\$ 249,073	\$ 421,191	\$ 421,191	\$ 421,191	\$ 407,191
Parks and Recreation	\$ 3,235,329	\$ 3,204,826	\$ 3,230,355	\$ 2,984,733	\$ 4,864,179	\$ 3,513,509	\$ 3,302,642	\$ 3,115,647
Golf Course	\$ 637,335	\$ 558,496	\$ 558,496	\$ 530,524	\$ 832,098	\$ 555,616	\$ 555,616	\$ 533,916
Transfers & Shared Services	\$ 1,186,902	\$ 5,236	\$ 23,607	\$ 19,371	\$ 1,126,835	\$ 1,126,835	\$ 1,126,835	\$ 1,735,576
Debt Service	\$ 5,952,208	\$ 4,858,292	\$ 4,858,292	\$ 4,858,292	\$ 5,094,550	\$ 5,094,550	\$ 5,094,550	\$ 5,094,550
<b>Total Expenditures-General Fund</b>	<b>\$ 43,676,905</b>	<b>\$ 42,425,220</b>	<b>\$ 42,862,916</b>	<b>\$ 40,519,567</b>	<b>\$ 61,973,654</b>	<b>\$ 47,244,768</b>	<b>\$ 45,966,716</b>	<b>\$ 45,242,939</b>





**FY21-2022 Budget  
Summary by Fund and Organization**

**General Fund Capital Reserve**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Transfers In Revenue	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Fund Balance Withdrawal	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues-Gen Fd Capital Reserve</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Transfers & Shared Services	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total Expenditures-Gen Fd Capital Reserve</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

**Stormwater Fund**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Charges For Services	\$ 1,516,330	\$ 1,500,000	\$ 1,500,000	\$ 1,581,026	\$ 1,575,000	\$ 1,575,000	\$ 1,575,000	\$ 1,575,000
Capital Returns	\$ 7,572	\$ 275,600	\$ 275,600	\$ 268,800	\$ 345,200	\$ 345,200	\$ 1,200	\$ 1,200
Fund Balance Withdrawal	\$ 1,068	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues-Stormwater Fund</b>	<b>\$ 1,524,970</b>	<b>\$ 1,775,600</b>	<b>\$ 1,775,600</b>	<b>\$ 1,849,826</b>	<b>\$ 1,920,200</b>	<b>\$ 1,920,200</b>	<b>\$ 1,576,200</b>	<b>\$ 1,576,200</b>
Stormwater Division	\$ 916,591	\$ 1,251,395	\$ 1,251,395	\$ 1,108,681	\$ 1,303,060	\$ 1,303,060	\$ 1,046,420	\$ 1,046,420
Transfers & Shared Services	\$ 45,000	\$ 399,386	\$ 399,386	\$ 358,852	\$ 435,383	\$ 435,383	\$ 348,023	\$ 348,023
Debt Service	\$ 125,085	\$ 124,819	\$ 124,819	\$ 124,819	\$ 181,757	\$ 181,757	\$ 181,757	\$ 181,757
<b>Total Expenditures-Stormwater Fund</b>	<b>\$ 1,086,676</b>	<b>\$ 1,775,600</b>	<b>\$ 1,775,600</b>	<b>\$ 1,592,352</b>	<b>\$ 1,920,200</b>	<b>\$ 1,920,200</b>	<b>\$ 1,576,200</b>	<b>\$ 1,576,200</b>





**FY21-2022 Budget  
Summary by Fund and Organization**

**Utility Fund**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Charges For Services	\$ 17,474,679	\$ 18,068,818	\$ 18,068,818	\$ 17,853,402	\$ 19,877,634	\$ 19,877,634	\$ 19,877,634	\$ 19,877,634
Capital Returns	\$ 117,857	\$ 32,542	\$ 32,542	\$ 12,182	\$ 15,400	\$ 15,400	\$ 15,400	\$ 15,400
Miscellaneous Revenue	\$ 1,849,287	\$ 301,025	\$ 301,025	\$ 542,600	\$ 310,000	\$ 310,000	\$ 317,233	\$ 317,233
Fund Balance Withdrawal	\$ -	\$ -	\$ 142,937	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues-Utility Fund</b>	<b>\$ 19,441,822</b>	<b>\$ 18,402,385</b>	<b>\$ 18,545,322</b>	<b>\$ 18,408,184</b>	<b>\$ 20,203,034</b>	<b>\$ 20,203,034</b>	<b>\$ 20,210,267</b>	<b>\$ 20,210,267</b>
Billing & Meter Services	\$ -	\$ 770,682	\$ 770,682	\$ 650,408	\$ 798,692	\$ 747,692	\$ 747,692	\$ 747,692
Distribution & Collection	\$ 2,456,081	\$ 2,376,581	\$ 2,376,581	\$ 2,112,531	\$ 2,719,961	\$ 2,559,086	\$ 2,448,303	\$ 2,448,303
Water Treatment Plant	\$ 3,802,853	\$ 2,837,648	\$ 2,964,572	\$ 2,946,576	\$ 5,156,477	\$ 4,745,784	\$ 4,587,656	\$ 4,581,200
Water Reclamation Facility	\$ 3,774,642	\$ 3,638,009	\$ 3,654,022	\$ 3,466,079	\$ 6,816,261	\$ 6,078,788	\$ 4,927,225	\$ 4,920,845
Utility Fund Capital Expense	\$ 1,803,453	\$ 701,210	\$ 701,210	\$ 668,798	\$ 1,041,410	\$ 133,410	\$ 133,410	\$ 133,410
Compost Facility	\$ 847,443	\$ 838,024	\$ 838,024	\$ 852,951	\$ 1,034,867	\$ 784,867	\$ 703,921	\$ 703,921
Transfers & Shared Services	\$ 3,215,532	\$ 3,802,580	\$ 3,802,580	\$ 3,588,105	\$ 3,097,595	\$ 3,097,595	\$ 3,097,595	\$ 3,097,595
Debt Service	\$ 3,187,355	\$ 3,437,651	\$ 3,437,651	\$ 3,437,651	\$ 3,577,300	\$ 3,577,300	\$ 3,577,300	\$ 3,577,300
<b>Total Expenditures-Utility Fund</b>	<b>\$ 19,087,360</b>	<b>\$ 18,402,385</b>	<b>\$ 18,545,322</b>	<b>\$ 17,723,098</b>	<b>\$ 24,242,563</b>	<b>\$ 21,724,522</b>	<b>\$ 20,223,103</b>	<b>\$ 20,210,267</b>

**Downtown Municipal Service District**

<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>
Tax Revenues	\$ 92,325	\$ 97,075	\$ 97,075	\$ 92,216	\$ 95,174	\$ 95,174	\$ 95,174	\$ 95,174
Capital Returns	\$ 693	\$ 823	\$ 823	\$ 20	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues-Downtown MSD</b>	<b>\$ 93,019</b>	<b>\$ 97,898</b>	<b>\$ 117,898</b>	<b>\$ 92,636</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>
Transfers & Shared Services	\$ 100,000	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -
Downtown District	\$ 71,593	\$ 80,898	\$ 100,898	\$ 57,812	\$ 96,153	\$ 95,174	\$ 95,174	\$ 95,174
<b>Total Expenditures-Downtown MSD</b>	<b>\$ 171,593</b>	<b>\$ 97,898</b>	<b>\$ 117,898</b>	<b>\$ 57,812</b>	<b>\$ 96,153</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>





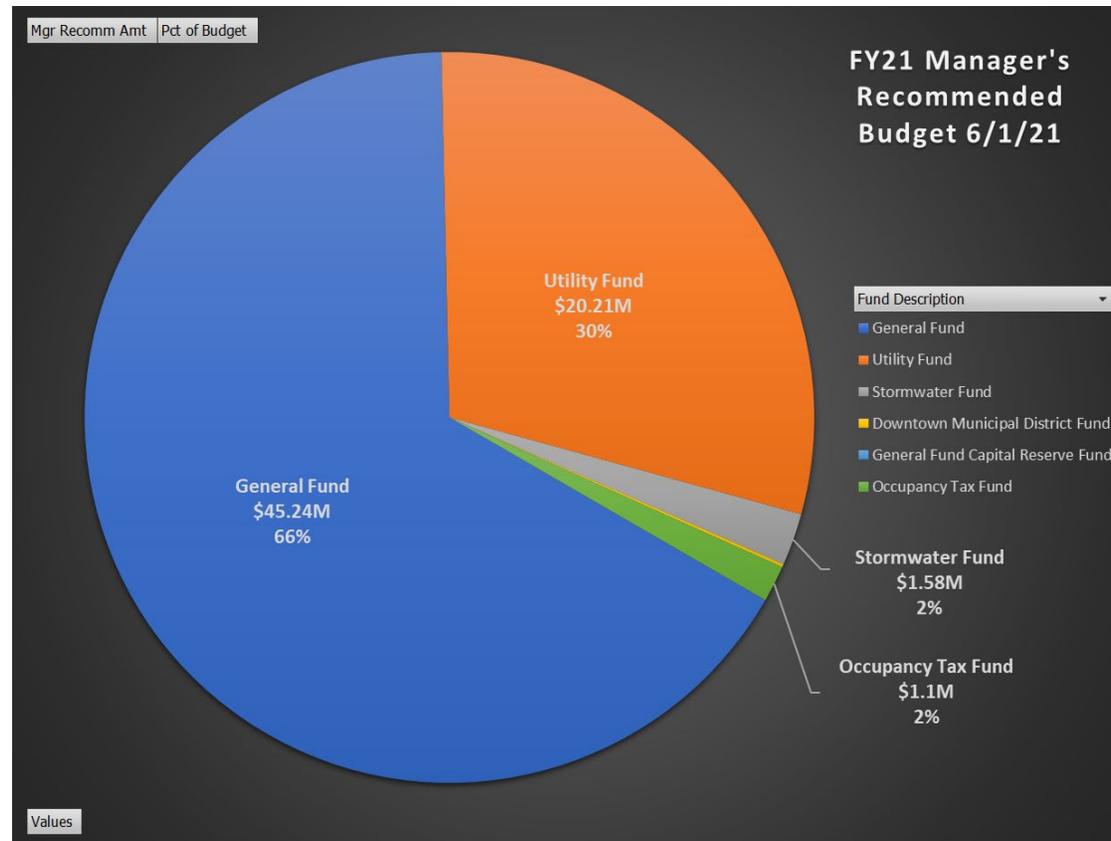
**FY21-2022 Budget  
Summary by Fund and Organization**

<b>Occupancy Tax Fund</b>									
<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>	
Revenue Other Agencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,493
Charges For Services	\$ 995,009	\$ 1,031,800	\$ 1,031,800	\$ 875,897	\$ 905,000	\$ 905,000	\$ 905,000	\$ 905,000	\$ 955,975
Capital Returns	\$ 4,533	\$ 5,500	\$ 5,500	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous Revenue	\$ 13,616	\$ 6,581	\$ 6,581	\$ 9,534	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Fund Balance Withdrawal	\$ -	\$ 155,963	\$ 155,963	\$ -	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
<b>Total Revenues-Occupancy Tax</b>	<b>\$ 1,013,159</b>	<b>\$ 1,199,844</b>	<b>\$ 1,199,844</b>	<b>\$ 885,631</b>	<b>\$ 1,020,200</b>	<b>\$ 1,020,200</b>	<b>\$ 1,020,200</b>	<b>\$ 1,020,200</b>	<b>\$ 1,099,668</b>
Occupancy Tax/Civic Center	\$ 680,587	\$ 791,341	\$ 791,341	\$ 742,989	\$ 758,622	\$ 758,622	\$ 758,622	\$ 758,622	\$ 758,622
Occupancy Tax/Travel & Tourism	\$ 408,122	\$ 408,502	\$ 408,502	\$ 321,275	\$ 411,187	\$ 354,964	\$ 341,046	\$ 341,046	\$ 341,046
<b>Total Expenditures-Occupancy Tax</b>	<b>\$ 1,088,708</b>	<b>\$ 1,199,843</b>	<b>\$ 1,199,843</b>	<b>\$ 1,064,264</b>	<b>\$ 1,169,809</b>	<b>\$ 1,113,586</b>	<b>\$ 1,099,668</b>	<b>\$ 1,099,668</b>	<b>\$ 1,099,668</b>

<b>Total All Funds</b>									
<b>Orgn Name</b>	<b>FY20 Actual</b>	<b>FY21 Adopted Budget</b>	<b>FY21 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>MGR01</b>	<b>MGR02</b>	<b>Manager Recomm. 6/1/21 (MGR03)</b>	
Revenue	\$ 62,218,463	\$ 63,901,947	\$ 64,502,581	\$ 62,972,945	\$ 64,151,914	\$ 64,151,914	\$ 65,680,212	\$ 68,225,248	\$ 68,225,248
Expenditures	\$ 65,112,242	\$ 63,901,947	\$ 64,502,580	\$ 60,958,093	\$ 89,403,379	\$ 72,099,250	\$ 68,961,860	\$ 68,225,248	\$ 68,225,248
<b>Surplus/(Deficit)</b>	<b>\$ (2,893,779)</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 2,014,852</b>	<b>\$ (25,251,465)</b>	<b>\$ (7,947,336)</b>	<b>\$ (3,281,648)</b>	<b>\$ -</b>	<b>\$ -</b>

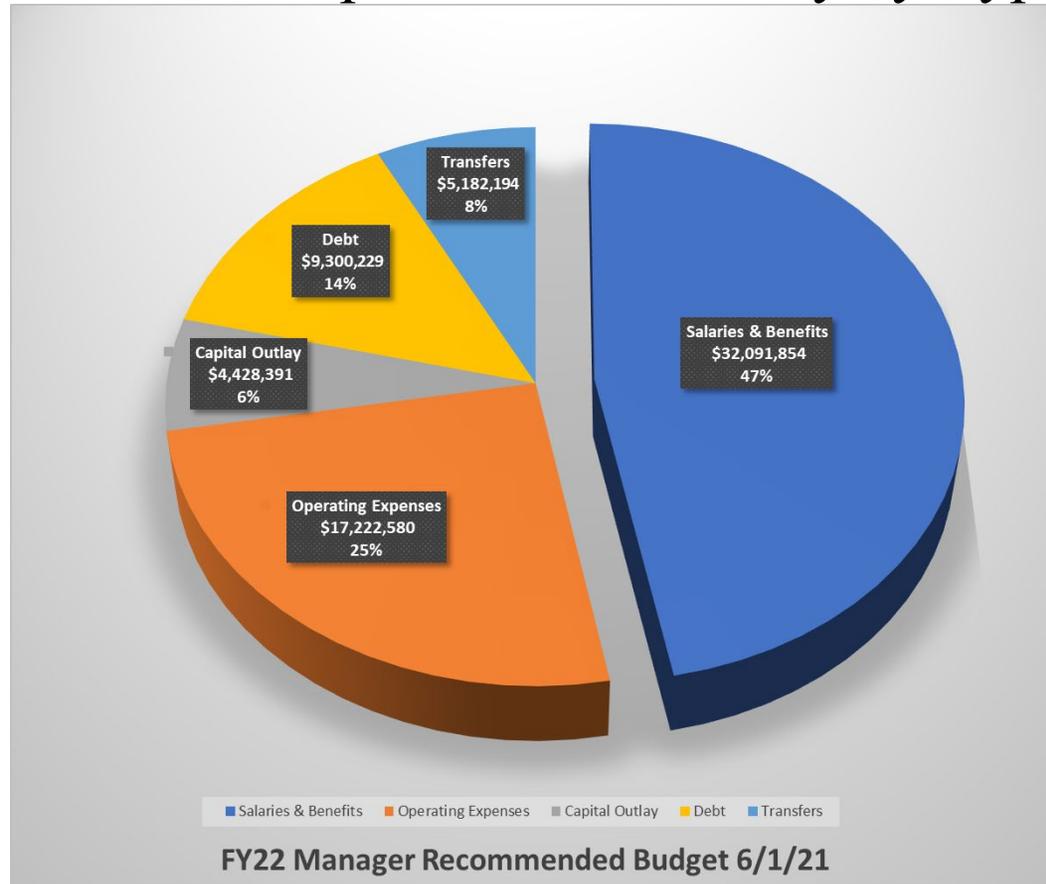


# FY21-22 Manager's Recommended Budget All Funds 6/1/2021



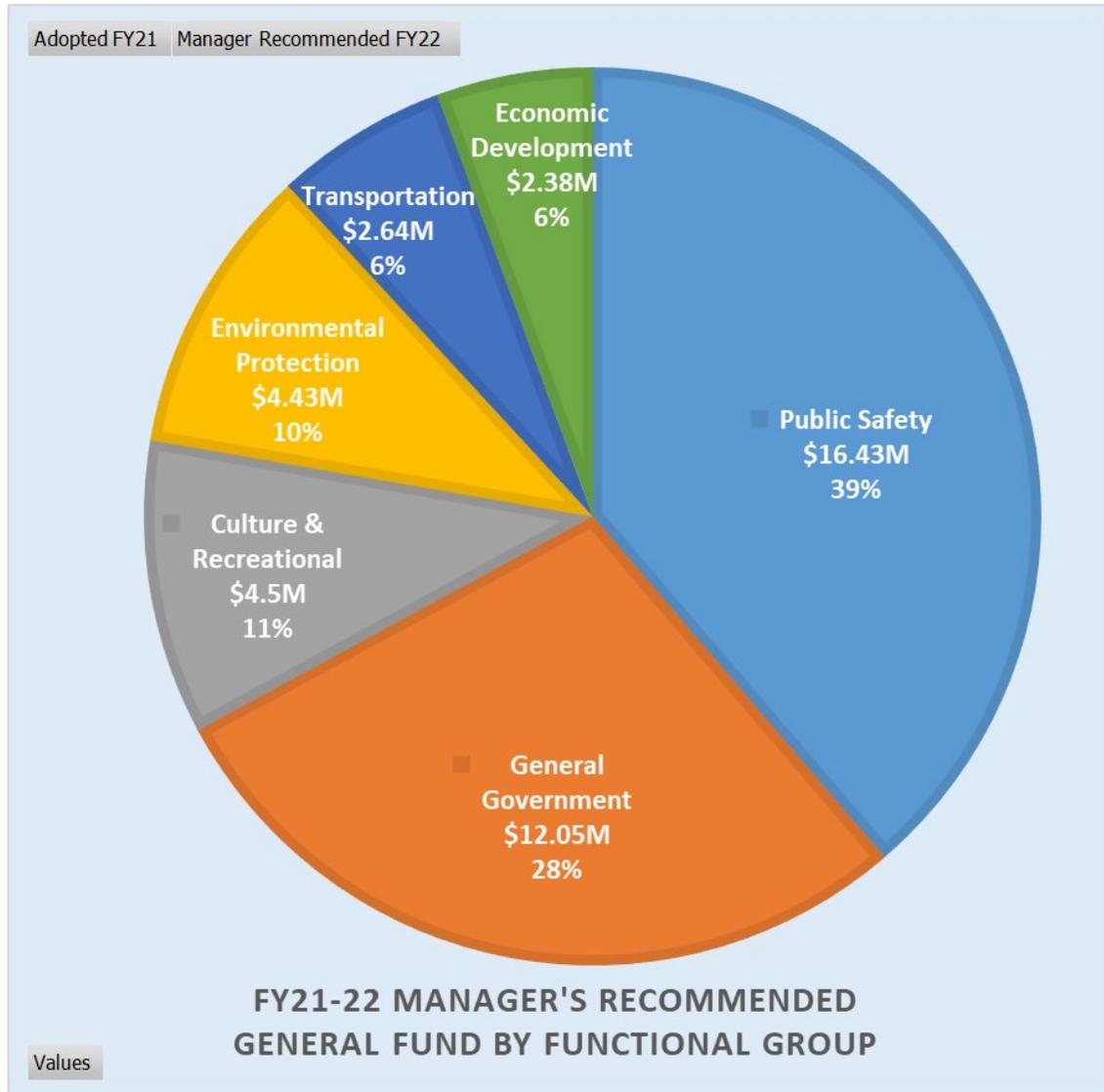
Fund	FY20 Adopted 6/17/20	FY21 Manager Recommended Budget 6/1/21	Change FY22 V. FY21	FY22
				Mgr. Rec. % of Total
General Fund	\$ 42,425,220	\$ 45,242,939	\$ 2,817,719	66%
Utility	\$ 18,402,385	\$ 20,210,267	\$ 1,807,882	30%
Stormwater Fund	\$ 1,775,600	\$ 1,576,200	\$ (199,400)	2%
Occupancy Tax	\$ 1,199,844	\$ 1,099,668	\$ (100,176)	2%
Downtown District	\$ 97,898	\$ 95,174	\$ (2,724)	0%
General Fund Capital Reserve	\$ 1,000	\$ 1,000	\$ -	0%
<b>All Operating Funds</b>	<b>\$ 63,901,947</b>	<b>\$ 68,225,248</b>	<b>\$ 4,323,301</b>	<b>100%</b>

# FY21-22 Manager's Recommended All Funds Expenditure Summary by Type



Expend Type	FY22 Manager			
	FY21 Adopted 6/17/20	Recommended Budget 6/1/21	Change FY22 V. FY21	Mgr Recom % of Total
Salaries & Benefits	\$ 31,660,774	\$ 32,091,854	\$ 431,080	47%
Operating Expenses	\$ 16,279,438	\$ 17,222,580	\$ 943,141	25%
Capital Outlay	\$ 2,869,150	\$ 4,428,391	\$ 1,559,241	6%
Debt	\$ 8,867,383	\$ 9,300,229	\$ 432,846	14%
Transfers	\$ 4,226,002	\$ 5,182,194	\$ 956,192	8%
<b>All Funds Expend.</b>	<b>\$ 63,902,747</b>	<b>\$ 68,225,247</b>	<b>\$ 4,322,500</b>	<b>100%</b>

# FY21-22 Manager's Recommended – General Fund Expenditures by Functional Group



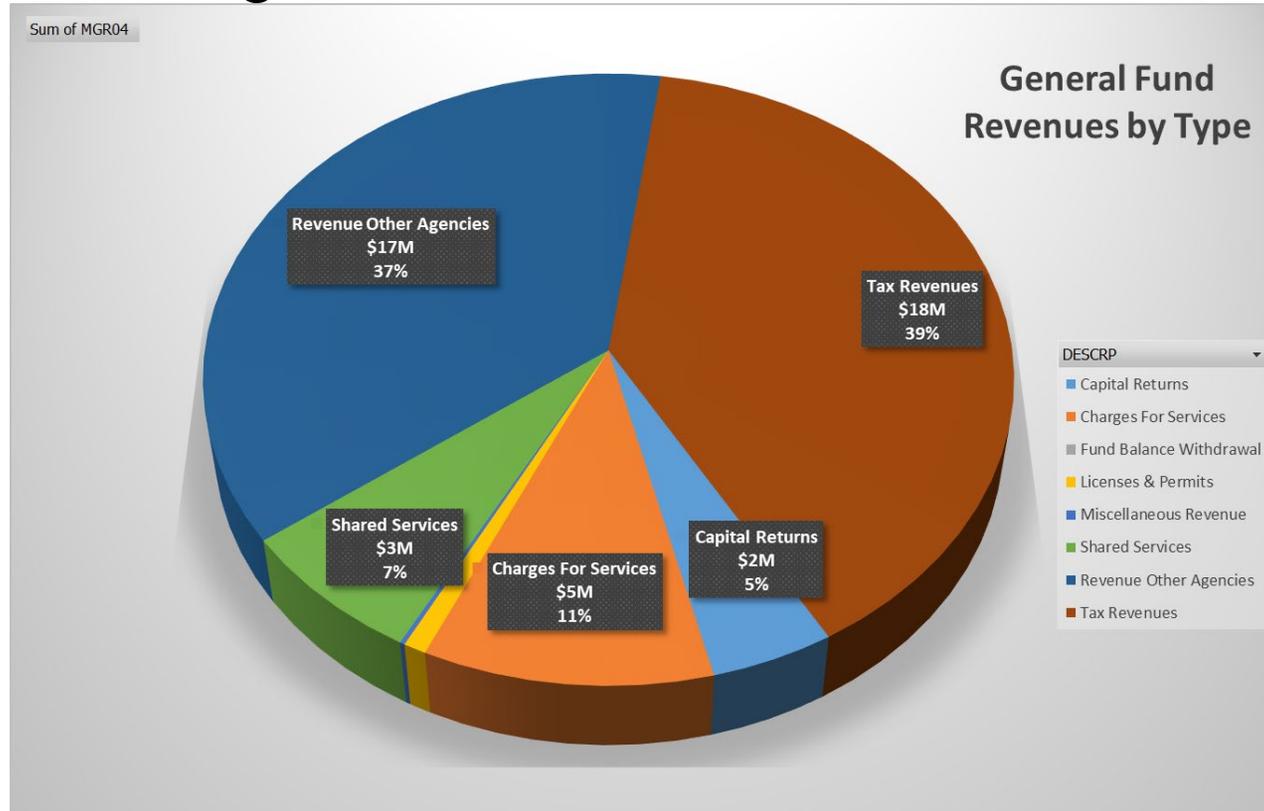
The General Fund makes up \$45.2M or 66% of the \$68.2M Manager's Recommended budget. The table below outlines how dollars are allocated to a specific functional area of government.

Expend Type	FY21 Adopted	FY22 Manager	Change FY22 V.	% of Total
	6/17/20	Budget 6/1/21		
Public Safety	\$ 16,429,655	\$ 16,422,278	\$ (7,377)	36%
General Government	\$ 12,045,841	\$ 14,979,342	\$ 2,933,501	33%
Culture & Recreational	\$ 4,501,590	\$ 4,349,630	\$ (151,960)	10%
Environmental Protection	\$ 4,430,208	\$ 4,549,881	\$ 119,673	10%
Transportation	\$ 2,641,926	\$ 2,723,560	\$ 81,634	6%
Economic Development	\$ 2,416,000	\$ 2,218,248	\$ (197,752)	5%
<b>General Fund Expend.</b>	<b>\$ 42,465,220</b>	<b>\$ 45,242,939</b>	<b>\$ 2,777,719</b>	<b>100%</b>

## Highlights of Increases/(Decreases)

- ✓ Public Safety
  - Operations (\$75K)
  - Capital \$167K
  - Salary & Benefits (\$99K)
- ✓ General Government
  - Operations \$230K
  - Capital \$531K
  - Salary & Benefits \$206K
  - Debt \$236K
  - Transfers \$1.7M
- ✓ Culture & Recreational
  - Operations (\$171K)
  - Capital (\$22K)
  - Salary & Benefits \$42K
- ✓ Environmental Protection
  - Operations (\$28K)
  - Capital \$127K
  - Salary & Benefits \$20K
- ✓ Transportation
  - Operations \$4K
  - Capital (\$17K)
  - Salary & Benefits \$95K
- ✓ Economic Development
  - Operations (\$1K)
  - Capital (\$164K)
  - Salary & Benefits \$7K

# FY21-22 Manager's Recommended – General Fund Revenues



Revenue Type	FY21 Manager				% of Total
	FY21 Adopted 6/17/20	Recommended Budget 6/1/21	Change FY22 V. FY21		
Tax Revenues	\$ 17,153,130	\$ 17,825,544	\$ 672,414	39%	
Licenses & Permits	\$ 375,525	\$ 378,450	\$ 2,925	1%	
Revenue Other Agencies	\$ 15,014,633	\$ 16,896,255	\$ 1,881,622	37%	
Charges For Services	\$ 4,969,581	\$ 4,805,727	\$ (163,854)	11%	
Capital Returns	\$ 1,361,930	\$ 2,045,996	\$ 684,066	5%	
Miscellaneous Revenue	\$ 490,500	\$ 83,127	\$ (407,373)	0%	
Shared Services	\$ 3,046,957	\$ 3,207,840	\$ 160,883	7%	
Fund Balance Withdrawal	\$ 12,964	\$ -	\$ (12,964)	0%	
<b>General Fund Revenue</b>	<b>\$ 42,425,220</b>	<b>\$ 45,242,939</b>	<b>\$ 2,817,719</b>	<b>100%</b>	



## FY 2021- 2022 Budget General Fund

Department	Consultant Fees - #1991			Training - #2323			Travel - #3121		
	Budget FY 20-21	Recomm FY 21-22	Change	Budget FY 20-21	Recomm FY 21-22	Change	Budget FY 20-21	Recomm FY 21-22	Change
Mayor & City Council	\$ 80,000	\$ 50,875	\$ (29,125)	\$ -	\$ -	\$ -	\$ 28,000	\$ 9,011	\$ (18,989)
City Managers Office	\$ 8,000	\$ 5,000	\$ (3,000)	\$ -	\$ -	\$ -	\$ 12,250	\$ 9,200	\$ (3,050)
Human Resources	\$ 11,500	\$ 6,500	\$ (5,000)	\$ 1,850	\$ 1,850	\$ -	\$ 2,800	\$ 1,900	\$ (900)
Community Affairs	\$ -	\$ -	\$ -	\$ 2,000	\$ 4,630	\$ 2,630	\$ 2,652	\$ 2,348	\$ (304)
Paramount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 985	\$ 85
Event Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ (700)
Inspections	\$ 10,000	\$ -	\$ (10,000)	\$ 6,074	\$ 3,400	\$ (2,674)	\$ 5,600	\$ 8,467	\$ 2,867
Downtown Development	\$ 5,000	\$ 5,500	\$ 500	\$ 1,649	\$ 14,625	\$ 12,976	\$ 4,473	\$ 2,500	\$ (1,973)
Information Tech	\$ 30,000	\$ 36,000	\$ 6,000	\$ 14,120	\$ 14,120	\$ -	\$ 5,390	\$ 6,600	\$ 1,210
P.W. -Admin	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,200	\$ 200	\$ 500	\$ 500	\$ -
Garage	\$ -	\$ -	\$ -	\$ 1,365	\$ 1,500	\$ 135	\$ 250	\$ 500	\$ 250
Buildings & Grounds	\$ -	\$ -	\$ -	\$ 2,160	\$ 1,350	\$ (810)	\$ 465	\$ 500	\$ 35
Cemetery	\$ -	\$ -	\$ -	\$ 410	\$ 260	\$ (150)	\$ 350	\$ 30	\$ (320)
Finance	\$ 73,000	\$ 58,000	\$ (15,000)	\$ 900	\$ 1,850	\$ 950	\$ 2,165	\$ 2,150	\$ (15)
Planning	\$ 66,500	\$ 67,400	\$ 900	\$ 1,500	\$ 1,200	\$ (300)	\$ 11,850	\$ 7,260	\$ (4,590)
Street Maintenance	\$ -	\$ -	\$ -	\$ 1,207	\$ 2,200	\$ 993	\$ 700	\$ 500	\$ (200)
Solid Waste	\$ -	\$ -	\$ -	\$ 2,048	\$ 2,275	\$ 227	\$ 2,100	\$ 1,100	\$ (1,000)
Engineering	\$ 3,000	\$ -	\$ (3,000)	\$ 3,475	\$ 2,375	\$ (1,100)	\$ 2,000	\$ 900	\$ (1,100)
Fire	\$ -	\$ -	\$ -	\$ 29,400	\$ 20,200	\$ (9,200)	\$ 2,800	\$ 500	\$ (2,300)
Police	\$ 15,000	\$ 15,000	\$ -	\$ 23,486	\$ 18,487	\$ (4,999)	\$ 22,563	\$ 12,563	\$ (10,000)
Parks & Recreation	\$ -	\$ -	\$ -	\$ 5,650	\$ 4,305	\$ (1,345)	\$ 4,970	\$ 2,855	\$ (2,115)
Golf	\$ -	\$ -	\$ -	\$ 1,505	\$ 1,200	\$ (305)	\$ 1,750	\$ 1,600	\$ (150)
<b>Total General Fund</b>	<b>\$ 302,000</b>	<b>\$ 244,275</b>	<b>(\$57,725)</b>	<b>\$ 99,799</b>	<b>\$ 97,027</b>	<b>(\$2,772)</b>	<b>\$ 115,228</b>	<b>\$ 71,969</b>	<b>(\$43,259)</b>



### FY 2021- 2022 Budget Stormwater Fund

<u>Department</u>	Consultant Fees - #1991		
	Budget FY 20-21	Recomm FY 21-22	Change
Stormwater	\$ 19,000	\$ 12,700	(\$6,300)
<b>Total Stormwater Fund</b>	<b>\$ 19,000</b>	<b>\$ 12,700</b>	<b>(\$6,300)</b>

Training - #2323		
Budget FY 20-21	Recomm FY 21-22	Change
\$ 5,600	\$ 5,575	(\$25)
<b>\$ 5,600</b>	<b>\$ 5,575</b>	<b>(\$25)</b>

Travel - #3121		
Budget FY 20-21	Recomm FY 21-22	Change
\$ 2,000	\$ 2,000	\$0
<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$0</b>



**FY 2021- 2022 Budget  
Utility Fund**

<u>Department</u>	Consultant Fees - #1991		
	Budget FY 20-21	Recomm FY 21-22	Change
Maintenance	\$ -		\$0
Billing & Meters Services	\$ -		\$0
Water Plant	\$ 54,210	\$ 571,096	\$516,886
WRF	\$ 104,210	\$ 31,096	(\$73,114)
Compost	\$ 2,500	\$ 2,500	\$0
<b>Total Utility Fund</b>	<b>\$ 160,920</b>	<b>\$ 604,692</b>	<b>\$443,772</b>

	Training - #2323		
	Budget FY 20-21	Recomm FY 21-22	Change
	\$ 10,000	\$ 9,190	(\$810)
	\$ -	\$ 1,000	\$1,000
	\$ 1,000	\$ 1,000	\$0
	\$ 1,000	\$ 1,000	\$0
	\$ 2,000	\$ 3,000	\$1,000
<b>Total</b>	<b>\$ 14,000</b>	<b>\$ 15,190</b>	<b>\$1,190</b>

	Travel - #3121		
	Budget FY 20-21	Recomm FY 21-22	Change
	\$ 8,200	\$ 6,900	(\$1,300)
	\$ -	\$ 800	\$800
	\$ 6,995	\$ 6,995	\$0
	\$ 13,620	\$ 29,850	\$16,230
	\$ 1,795	\$ 1,795	\$0
<b>Total</b>	<b>\$ 30,610</b>	<b>\$ 46,340</b>	<b>\$15,730</b>



**FY 2021- 2022 Budget  
Occupancy Tax Fund**

<u>Department</u>	Consultant Fees - #1991			Training - #2323			Travel - #3121		
	Budget FY 20-21	Recomm FY 21-22	Change	Budget FY 20-21	Recomm FY 21-22	Change	Budget FY 20-21	Recomm FY 21-22	Change
Travel & Tourism		\$ -	\$0	\$ 3,500	\$ -	(\$3,500)	\$ 7,245	\$ 6,000	(\$1,245)
<b>Total Occupancy Tax Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>(\$3,500)</b>	<b>\$ 7,245</b>	<b>\$ 6,000</b>	<b>(\$1,245)</b>

\$ 481,920 \$ 861,667 \$ 379,747 # \$ 122,899 \$ 117,792 \$ (5,107) # \$ 155,083 \$ 126,309 \$ (28,774)

## FY 21-22 Budget Changes Greater than \$20,000

Description	Line Item	Description	Adopted Budget FY 20-21	Recommended FY 21-22	Change	Comment (if needed)
<b>General Fund</b>						
1011	Mayor		\$ -	\$ -	\$ -	No significant changes
1012	City Manager		\$ -	\$ -	\$ -	No significant changes
1016	Human Resources	4912 Fees & Dues	\$ 37,082	\$ 75,582	\$ 38,500	NeoGov Employee Learning Module
1017	Community Relations		\$ -	\$ -	\$ -	No significant changes
1018	Paramount	1262 Salaries & Wages Perm. Part-Time	\$ -	\$ 50,908	\$ 50,908	
		5816 Furnace/Electric Air Conditioner	\$ -	\$ 30,000	\$ 30,000	Mini-Split/Cuts Annual Electric Cost in half
1020	Goldsboro Event Ctr				\$ -	No significant changes
1024	Inspections				\$ -	No significant changes
1025	Downtown Dev.	1210 Salaries & Wages Regular	\$ 115,007	\$ 161,382	\$ 46,375	Filled Director Position
1030	Information Technology	1210 Salaries & Wages Regular	\$ 516,750	\$ 550,831	\$ 34,081	New Position and Certifications
		3210 Telephone	\$ 260,000	\$ 299,100	\$ 39,100	Increases for AT&T
		4221 Software License Fees	\$ 596,960	\$ 661,265	\$ 64,305	
		5200A Technology Lease FY21	\$ 353,500	\$ 860,000	\$ 506,500	IT Equipment Replacement Plan-Computer Servers
		5469 Utility Van	\$ -	\$ 32,500	\$ 32,500	Replace 2002 Malibu
1111	PW-Admin				\$ -	No significant changes
1114	Garage	3531 Outside Repairs	\$ 80,000	\$ 120,000	\$ 40,000	Cost of Maintaining Aging Fleet
1133	Buildings & Grounds	5436 Pick-Up Truck W/Extended Cab	\$ -	\$ 30,000	\$ 30,000	Replace 1998 Jeep Cherokee
1142	Cemetery				\$ -	No significant changes
2111	Finance	1210 Salaries & Wages Regular	\$ 723,672	\$ 746,321	\$ 22,649	
		1262 Salaries & Wages Perm. Part-Time	\$ -	\$ 116,097	\$ 116,097	
		3914 Contract Services	\$ -	\$ 20,000	\$ 20,000	Contract Professional Assistance FY20 Audit
		4221 Software License Fees	\$ 4,400	\$ 24,500	\$ 20,100	
3151	Planning	5412 Compact Pick-Up Trucks	\$ -	\$ 25,000	\$ 25,000	Replace 2001 Ford Ranger
		9934 Transportation Planning Grant	\$ 258,622	\$ 289,372	\$ 30,750	
4134	Street Maintenance	5420 Tandem Dump Truck	\$ 49,200	\$ 150,000	\$ 100,800	Replace 2006 International Dump Truck
4135	Streets & Storms-Utilities		\$ -	\$ -	\$ -	No significant changes
4136	Street Paving		\$ -	\$ -	\$ -	No significant changes
4143	Solid Waste	2502 Vehicle Fuel	\$ 120,000	\$ 150,000	\$ 30,000	Fuel Cost Increase
		5446 Refuse Transfer Trailers	\$ -	\$ 300,000	\$ 300,000	Replace 3 Transfer Trailers over 20 years old
4172	Engineering	1210 Salaries & Wages Regular	\$ 622,183	\$ 690,893	\$ 68,710	Sr Sign Tech Transf from Grounds/Recl City Surveyor
		3509 Signs & Markings Maint. Materials	\$ -	\$ 25,000	\$ 25,000	Costs associated with Sr Sign Technician
5120	Fire	1220 Salaries & Wages Overtime	\$ 78,000	\$ 140,000	\$ 62,000	
		5401 Administrative Car	\$ -	\$ 49,200	\$ 49,200	Replace 2004 Chevy Blazer
6121	Police	1860 Worker's Compensation	\$ 25,939	\$ 78,000	\$ 52,061	Increase in Claims
		2501 Vehicle Operation/Maintenance	\$ 112,500	\$ 150,000	\$ 37,500	
		2502 Vehicle Fuel	\$ 120,000	\$ 140,000	\$ 20,000	Fuel Cost Increase
		3310 Electricity	\$ 37,500	\$ 72,000	\$ 34,500	
		4221 Software License Fees	\$ -	\$ 138,027	\$ 138,027	
		4402 Heating & Air Conditioner Contract	\$ 14,200	\$ 36,120	\$ 21,920	
		5401 Administrative Car	\$ 43,130	\$ 218,365	\$ 175,235	Replace 4 Vehicles
7310	Special Expense	9980 Goldsboro/Wayne Trans Authority	\$ 200,000	\$ 303,129	\$ 103,129	
7315	Non-Recurring Capital	4805 Econ Devel Incent-Atlantic Casualty	\$ 9,100	\$ 57,000	\$ 47,900	
7460	Parks & Recreation		\$ -	\$ -	\$ -	No significant changes

## FY 21-22 Budget Changes Greater than \$20,000

Description	Line Item	Description	Adopted Budget FY 20-21	Recommended FY 21-22	Change	Comment (if needed)
7461	Golf Course		\$ -	\$ -	\$ -	No significant changes
<b>Stormwater Fund</b>						
4137	Stormwater	1210 Salaries & Wages Regular	\$ 430,875	\$ 458,343	\$ 27,468	40% Cityworks CSA II
		5632 Utility Vehicle	\$ -	\$ 54,000	\$ 54,000	Replace 2006 Chevy Pickup
<b>Utility Fund</b>						
4174	Billing & Meter Services	3914 Contract Services	\$ 128,900	\$ 168,900	\$ 40,000	Contract Professional Assistance FY20 Audit
4175	Distributions & Collections	1210 Salaries & Wages Regular	\$ 971,209	\$ 1,022,713	\$ 51,504	40% Cityworks CSA II
		3914 Contract Services	\$ -	\$ 90,000	\$ 90,000	
		5697 Pipe Inspection Camera	\$ -	\$ 135,000	\$ 135,000	Replace 2 Robotic Cameras
4176	Water Treatment	1991 Consultant Fees	\$ 54,210	\$ 571,096	\$ 516,886	Utility Master Plan
		2998 Chemicals	\$ 900,792	\$ 978,534	\$ 77,742	
		3522 Machine/Equipment Maintenance	\$ 415,614	\$ 805,300	\$ 389,686	Aging Equipment
		5401 Administrative Car	\$ -	\$ 21,706	\$ 21,706	Replace 2005 Ford Ranger
		5527 Miscellaneous Equipment	\$ -	\$ 23,000	\$ 23,000	2014 Unit Total Organic Carbon Analyzer
		5855 Hwy 117 Pump Station Upgrade	\$ -	\$ 160,000	\$ 160,000	
		5950 Elevated Tank SCADA	\$ -	\$ 490,000	\$ 490,000	Elevated Tank Asset Management 4 X's
4177	Water Reclamation	3522 Machine/Equipment Maintenance	\$ 600,084	\$ 703,162	\$ 103,078	Aging Equipment
		4511 Multi-Peril Insurance	\$ 211,730	\$ 248,237	\$ 36,507	
		5401 Administrative Car	\$ -	\$ 50,000	\$ 50,000	Replace 2007 & 2011 Toyotas
		5685 Generator	\$ -	\$ 500,000	\$ 500,000	Westbrook Pump Station 650 KW Generator
		5687 Aerators	\$ -	\$ 122,055	\$ 122,055	Aerator Rehabilitation
		5746 WASS Valve Replacement	\$ -	\$ 95,000	\$ 95,000	WASS Valve Replacement
		5852 New Hope Lift Station-Bar Screen	\$ -	\$ 200,000	\$ 200,000	
		5855 Hwy 117 Pump Station Upgrade	\$ -	\$ 225,000	\$ 225,000	
		5888 Hypo Day Tank	\$ -	\$ 45,000	\$ 45,000	Past Life Expectancy (20 year)
4178	Utility Capital	5969 Sewer Improvements	\$ -	\$ 110,000	\$ 110,000	Inflow & Infiltration Repairs
4179	Compost	1210 Salaries & Wages Regular	\$ 201,124	\$ 224,341	\$ 23,217	Certifications
<b>Downtown District Fund</b>						
8350	Municipal Service District					No significant changes
<b>Occupancy Tax Fund</b>						
9076	Civic Center		\$ -	\$ -	\$ -	No significant changes
9077	Travel & Tourism		\$ -	\$ -	\$ -	No significant changes

# Capital Summary FY21-22

The FY21-22 Department Request for Capital Outlay for all operating funds totaled \$16,862,656, and Manager Recommended was reduced to \$4,428,391 due to revenue constraints.

	FY21-22		FY20-21	
	Dept Request	Manager Recomm.	Dept Request	Adopted
<b>Capital Outlay Type</b>				
Buildings & Improvements	\$ 4,882,322	\$ 53,000	\$ 1,255,593	\$ 30,000
Rolling Stock/Equipment/Furniture/Fixtures	\$ 2,644,372	\$ 1,105,065	\$ 2,248,690	\$ 815,810
Vehicles	\$ 1,235,817	\$ 192,500	\$ 2,086,926	\$ 1,017,030
Infrastructure	\$ 3,750,090	\$ 1,130,771	\$ 2,739,910	\$ 1,006,310
Distribution System	\$ 4,350,055	\$ 1,947,055		
<b>Total All Funds</b>	<b>\$ 16,862,656</b>	<b>\$ 4,428,391</b>	<b>\$ 8,331,119</b>	<b>\$ 2,869,150</b>

## Reports to Follow:

- ✓ Detail request report by Fund and Organization listing the equipment to be replaced or added with the corresponding Department Request and the Manager's Recommended amount.
- ✓ Department Request sheets for Vehicles and Other Equipment has also been included behind the detail requests. This same detail can also be found as the last item of the individual departments section and if supporting documentation was provided it is attached there as well.

# Summary By Fund & Capital Type

Capital Outlay Type	FY21-22		FY20-21	
	Request	Manager Recomm.	Request	Adopted
<b>General Fund</b>				
Buildings & Improvements	\$ 4,719,322	\$ 40,000	\$ 1,155,593	\$ 30,000
Rolling Stock/Equipment/Furniture/Fixtures	1,963,788	911,855	1,854,699	754,319
Vehicles	1,235,817	192,500	1,303,526	361,930
Infrastructure	3,158,884	1,005,065	419,910	381,310
<b>Subtotal General Fund</b>	<b>\$ 11,077,811</b>	<b>\$ 2,149,420</b>	<b>\$ 4,733,728</b>	<b>\$ 1,527,559</b>
<b>Utility Fund</b>				
Buildings & Improvements	\$ 150,000	\$ -	\$ 150,000	\$ -
Rolling Stock/Equipment/Furniture/Fixtures	680,584	1,947,055	387,760	55,260
Vehicles	247,206	193,210	515,800	387,500
Distribution System	4,350,055	71,706	2,270,000	625,000
<b>Subtotal Utility Fund</b>	<b>\$ 5,427,845</b>	<b>\$ 2,211,971</b>	<b>\$ 3,323,560</b>	<b>\$ 1,067,760</b>
<b>Stormwater Fund</b>				
Rolling Stock/Equipment/Furniture/Fixtures	\$ -	\$ -	\$ 1,566	\$ 1,566
Vehicles	344,000	54,000	267,600	267,600
<b>Subtotal Stormwater Fund</b>	<b>\$ 344,000</b>	<b>\$ 54,000</b>	<b>\$ 269,166</b>	<b>\$ 269,166</b>
<b>Downtown MSD Tax Fund</b>				
Rolling Stock/Equipment/Furniture/Fixtures	\$ 13,000	\$ 13,000	\$ -	\$ -
<b>Subtotal Downtown MSD Tax Fund</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Occupancy Tax Fund</b>				
Rolling Stock/Equipment/Furniture/Fixtures	\$ -	\$ -	\$ 4,665	\$ 4,665
<b>Subtotal Occupancy Tax Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,665</b>	<b>\$ 4,665</b>
<b>All Funds Total</b>	<b>\$ 16,862,656</b>	<b>\$ 4,428,391</b>	<b>\$ 8,331,119</b>	<b>\$ 2,869,150</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>GENERAL FUND</b>				
<b>Paramount</b>	HVAC	Mini Splits	\$ 30,000	\$ 30,000
			<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>GEC</b>	Facility Updates-GEC	Portico Façade	\$ 20,000	\$ -
			<b>\$ 20,000</b>	<b>\$ -</b>
<b>Downtown Development</b>	Theater Equipment	Outdoor Movie & PA System	\$ 20,000	\$ -
	Christmas Decorations	Wreaths	\$ 40,000	\$ -
			<b>\$ 60,000</b>	<b>\$ -</b>
<b>Information Technology</b>	Technology Capital	Network Storage	\$ 16,000	\$ 3,600
	Technology Capital	Plotter for Inspections	\$ 6,000	\$ -
	Technology Capital	Fiber Projects for Willowdale, Old Transit Facility, Fire Training Facility, Bryan MSC	\$ 219,600	\$ -
	Crew-Cab Pick-Up Truck	2022 Ford F-250 CrewCab 4x4 (Replace Green 2002 Malibu)	\$ 32,500	\$ -
	Crew-Cab Pick-Up Truck	2022 Ford F-250 CrewCab 2WD	\$ 32,000	\$ -
	Utility Van	Ford Econoline Van (E350) (7) (Replace 1997 Van)	\$ 32,500	\$ 32,500
	Building Remodel		\$ 170,000	\$ 10,000
	HVAC	City Hall	\$ 309,487	\$ -
	Technology Lease - FY21	IT LEASE (Desktops, Laptops, Servers, Storage)	\$ 860,000	\$ 860,000
			<b>\$ 1,678,087</b>	<b>\$ 906,100</b>
<b>Garage</b>	Power Lifts	Heavy Duty Power Lifts	\$ 45,000	\$ -
	Power Lifts	Light Duty In-Ground Lifts	\$ 13,500	\$ -
			<b>\$ 58,500</b>	<b>\$ -</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Building Maintenance</b>	Riding Lawnmower	Big Dog FX1000 60" Deck 35 HP	\$ 12,000	\$ -
	Pick-Up Truck W/Extended Cab	2021 Ford F150 extended cab truck	\$ 30,000	\$ 30,000
	Miscellaneous Equipment	Complete light pole assemblies with fixtures.	\$ 11,000	\$ -
	Fence/Railings	Automatic electric chain driven gates with key code or key fob access.	\$ 31,000	\$ -
	Gas Pak A/C Units	7.5 Ton Trane Gas Pack	\$ 12,000	\$ -
			<b>\$ 96,000</b>	<b>\$ 30,000</b>
<b>Cemetery</b>	Excavator	Mini Excavator	\$ 25,264	\$ -
	Storage Building	40x50x15 Commercial building with 20yr warranty	\$ 64,000	\$ -
			<b>\$ 89,264</b>	<b>\$ -</b>
<b>Planning</b>	Compact Pick-Up Trucks	F150 Code Enforcement Truck	\$ 25,000	\$ 25,000
	NCDOT ROW Purchase \$500K	NCDOT U5724 Central Hts Road Realignment ROW Acquisition (2 of 3)	\$ 187,500	\$ -
	Sidewalks	NCDOT U-5994 Wayne Memorial Drive	\$ 1,310	\$ -
	Sidewalks	NCDOT U-5724 N William St Widening	\$ 68,775	\$ -
	Sidewalks	NCDOT U-2714 Central Heights Road	\$ 32,232	\$ -
			<b>\$ 314,817</b>	<b>\$ 25,000</b>
<b>Streets</b>	Tandem Dump Truck	10 Ton Dump	\$ 150,000	\$ 150,000
	Utility Trailer	18ft Utility trailer	\$ 6,000	\$ -
			<b>\$ 156,000</b>	<b>\$ 150,000</b>
<b>Street Utilities</b>	Storm Drainage Improvements	Storm Drainage Improvements for North Virginia Street (\$100,000), Musgrave Manor (\$460,000), Beech Street (\$100,000), and Jackson Street (\$50,000)	\$ -	\$ -
	Railroad Signals	Railroad Signals	\$ 5,000	\$ 5,000
			<b>\$ 5,000</b>	<b>\$ 5,000</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Street Paving</b>	Paving Multi-Use Areas	Paving Petition received on 6-30-14 for Branch Street from Vann Street to Southern End	\$ 412,500	\$ -
	Paving Multi-Use Areas	Various dirt street paving	\$ 330,000	\$ -
	Paving Multi-Use Areas	Stoney Creek Greenway - NCDOT Project EB-5707	\$ 187,500	\$ 187,500
			<b>\$ 930,000</b>	<b>\$ 187,500</b>
<b>Solid Waste</b>	Garbage Packer	Rear Loader	\$ 200,000	\$ 200,000
	Leaf Trailers	Leaf Trailer	\$ 20,000	\$ -
	Refuse Transfer Trailer	Transfer Trailer	\$ 100,000	\$ 100,000
	Refuse Transfer Trailer	Transfer Trailer	\$ 100,000	\$ 100,000
	Refuse Transfer Trailer	Transfer Trailer	\$ 100,000	\$ 100,000
	1/2 Ton Pick-Up W/Lift Gate	Pickup Truck w/lift gate	\$ 50,000	\$ -
			<b>\$ 570,000</b>	<b>\$ 500,000</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Fire</b>	Administrative Car	Administrative Response Vehicle - F150	\$ 49,200	\$ 49,200
	Administrative Car	Administrative Repsone Vehicle - F250	\$ 45,000	\$ -
	Administrative Car	Adminitrative Response - Tahoe	\$ 48,000	\$ -
	Aerial Fire Truck	2000/EONE Quint	\$ 882,000	\$ -
	Engine Replacement	1991/Pierce Dash	\$ 607,000	\$ -
	Fire Hose	Fire Hose Replacement	\$ 14,435	\$ 13,155
	Miscellaneous Equipment	Equipment for Aerial Fire Truck	\$ 155,976	\$ -
	Miscellaneous Equipment	Equipment for Fire Pumper Truck	\$ 108,618	\$ -
	Miscellaneous Equipment	Skid Unit for conversion to Brush Truck	\$ 17,253	\$ -
	Miscellaneous Equipment	Deployable Shelter for Water Rescue Team	\$ 34,251	\$ -
	Miscellaneous Equipment	Inflatable Fire House for Community Outreach & Education	\$ 8,500	\$ -
	Miscellaneous Equipment	(11) Portable Radios	\$ 87,650	\$ -
	Miscellaneous Equipment	Rescue Jack	\$ 12,544	\$ -
	Facility Updates - Fire Station 1		\$ 8,000	\$ -
	Facility Updates - Fire Station 3		\$ 55,000	\$ -
	Facility Updates - Fire Station 5		\$ 48,000	\$ -
	Facility Updates - Fire Training		\$ 33,340	\$ -
	Air Packs	Air Packs	\$ 37,900	\$ 35,100
	Thermal Imaging Camera	Thermal Imgaing Camera	\$ 5,500	\$ -
	Fire Station	Fire Station 3	\$ 2,525,000	\$ -
	FEMA Source Capture Exhaust System	Source Capture System - St. 4	\$ 62,795	\$ -
			<b>\$ 4,845,962</b>	<b>\$ 97,455</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Police</b>	Sports Utility Vehicle	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Administrative Car	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Administrative Car	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Administrative Car	2021 Dodge Durango AWD	\$ 33,437	\$ 53,437
	Administrative Car	2021 Dodge Durango AWD	\$ 33,437	\$ 53,437
	Administrative Car	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Administrative Car	2021 Dodge Charger R/T RWD	\$ 35,004	\$ 55,004
	Administrative Car	2021 Dodge RAM CC SSV	\$ 32,258	\$ -
	Administrative Car	2021 Dodge RAM CC SSV	\$ 32,258	\$ -
	Administrative Car	2021 Dodge RAM CC SSV	\$ 32,258	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ 56,487
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2022 Chevy Tahoe PPV 2WD	\$ 36,487	\$ -
	Line Cars	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Line Cars	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Line Cars	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Line Cars	2021 Dodge Charger RWD V8	\$ 26,448	\$ -
	Radar Units		\$ 44,978	\$ -
	Portable Radios		\$ 92,169	\$ -
	Polygraph Machine	Polygraph Machine	\$ 6,000	\$ -
	Miscellaneous Equipment	Latent Expert Workstation, Digital Camera	\$ 40,900	\$ -
	Miscellaneous Equipment	Drone	\$ 19,200	\$ -
	Miscellaneous Equipment	Drone	\$ 19,200	\$ -
	Miscellaneous Equipment	Mini Crime Scope	\$ 11,250	\$ -
			<b>\$ 909,381</b>	<b>\$ 218,365</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Parks &amp; Recreation</b>	Park House Restoration	Park House Deck & Support Structures	\$ 35,000	\$ -
	Heavy-Duty Mower	BefcoSuper Flex Mower 14' attachment for a tractor	\$ 26,200	\$ -
	Tractor	Kubota 7060 Tractor	\$ 67,000	\$ -
	72" Deck Mower	Hustler Mower	\$ 12,000	\$ -
	Playground Equipment	South End Park Playground Replacement*	\$ 30,000	\$ -
	Basketball Court Improvements	Demolish existing basketball court and replace with new court*	\$ 30,000	\$ -
	T.C. Coley(Formerly WA Foster)	Replace Roof over Recreation Room area of TC Coley Community Center	\$ 45,000	\$ -
	Maintenance Shop Construction	Maintenance Building for Bryan MSCX	\$ 315,000	\$ -
	Outdoor Pool Repair	Replastering Mina Weil Pool	\$ 65,000	\$ -
	Herman Park Center Roof Renovations	Herman Park Center Roof	\$ 65,000	\$ -
	Tennis Court Reconstruction	Reconstruct Tennis Courts at Herman Park	\$ 110,000	\$ -
	Tennis Court Reconstruction	Reconstruct Tennis Courts at Herman Park	\$ 400,000	\$ -
		<b>\$ 1,200,200</b>	<b>\$ -</b>	
<b>Golf Course</b>	Computer Work Station	Irrigation Computer for GC	\$ 25,000	\$ -
	Computer System	Golf Course Simulator	\$ 40,000	\$ -
	Golf Course Improvements	Driving Range Cart Path	\$ 9,600	\$ -
	Chemical Sprayer	Golf Course Chemical Sprayer	\$ 40,000	\$ -
		<b>\$ 114,600</b>	<b>\$ -</b>	
		<b>Vehicles \$ 3,327,348</b>	<b>\$ 1,005,065</b>	
		<b>Other Capital \$ 7,750,463</b>	<b>\$ 1,144,355</b>	
<b>TOTAL GENERAL FUND</b>			<b>\$ 11,077,811</b>	<b>\$ 2,149,420</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>STORMWATER FUND</b>				
<b>STORMWATER</b>	Street Sweeper	2021 Global or Tymco Sweeper	\$ 290,000	\$ -
	Utility Vehicle	2021 F350 service	\$ 54,000	\$ 54,000
			<b>\$ 344,000</b>	<b>\$ 54,000</b>
			<b>Vehicles \$ 344,000</b>	<b>\$ 54,000</b>
			<b>Other Capital \$ -</b>	<b>\$ -</b>
<b>TOTAL STORMWATER FUND</b>			<b>\$ 344,000</b>	<b>\$ 54,000</b>
<b>UTILITY FUND</b>				
<b>Meter &amp; Billing Services</b>	Technology Lease - FY21	IT LEASE (Desktops, Laptops, Servers, Storage)	\$ 25,500	\$ -
	Truck	Ford F-150	\$ 25,500	\$ -
			<b>\$ 51,000</b>	<b>\$ -</b>
<b>Distributions &amp; Collections</b>	Excavator	Bobcat Excavator	\$ 77,000	\$ -
	Forklift	Forklift	\$ 35,000	\$ -
	Lowboy	Lowboy Trailer	\$ 52,000	\$ -
	Miscellaneous Equipment	Hydraulic breaker with nail point,for bobcat excavator	\$ 8,874	\$ -
	Combo-Push Video System	Push Camera	\$ 8,500	\$ -
	Utility Trailer	Utility trailer	\$ 20,000	\$ -
	Pipe inspection cameras	Pipe inspection cameras	\$ 135,000	\$ 135,000
	Pipe Inspection Camera	Manhole Camera	\$ 8,500	\$ -
			<b>\$ 344,874</b>	<b>\$ 135,000</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
<b>Water Treatment</b>	Administrative Car	2021 Ford Escape	\$ 21,706	\$ 21,706
	Pump	Upsize #4 Pump	\$ 252,000	\$ -
	Pump Station Upgrade	Neuse River Pump Station Transfer Switch	\$ 160,000	\$ 160,000
	Elevated Tank	Elavated Tank Asset Management 4 x's	\$ 490,000	\$ 490,000
	Miscellaneous Equipment	Total Organic Carbon Analyzer	\$ 23,000	\$ 23,000
	Miscellaneous Equipment	Flood Barriers, Concrete Work for Generator Area	\$ 50,000	\$ -
	Equipment Shelter	Equipment Building	\$ 100,000	\$ -
			<b>\$ 1,096,706</b>	<b>\$ 694,706</b>
<b>Water Reclamation</b>	Administrative Car	Ford Ranger	\$ 25,000	\$ 25,000
	Administrative Car	Ford Escape	\$ 25,000	\$ 25,000
	Miscellaneous Equipment	Hach Multi-Bottle Sampler	\$ 7,300	\$ 7,300
	Miscellaneous Equipment	2007 Buchi-Distillation (of water)	\$ 18,500	\$ 18,500
	Generator	Westbrook Pump Station Generator	\$ 500,000	\$ 500,000
	Aerators	Aerator Rehabilitation	\$ 122,055	\$ 122,055
	WASS Valve Replacement	Wass Valve Replacement	\$ 95,000	\$ 95,000
	U.V. System Replacement	U.V. System Replacement	\$ 1,030,000	\$ -
	Barscreen	Barscreen At New Hope	\$ 200,000	\$ 200,000
	Barscreen	Barscreen At Hwy 117	\$ 225,000	\$ 225,000
	Barscreen	Barscreen At Cherry Hospital	\$ 225,000	\$ -
	Pump	Westbrook Pump Station Upgrades VFD for Pump #5	\$ 240,000	\$ -
	Hypo Day Tank	Bulk Chemical Tank	\$ 45,000	\$ 45,000
			<b>\$ 2,757,855</b>	<b>\$ 1,262,855</b>
<b>Utility Fund-Capital</b>	Miscellaneous Equipment	Survey Utility Box	\$ 9,410	\$ 9,410
	Sewer Improvements	Sanitary sewer rehabilitation repairs based on I&I Study	\$ 110,000	\$ 110,000
	Sewer Improvements	Oak Forest Road, Courtney Road, US 117 South, and Smith Drive	\$ 864,000	\$ -
	Water Improvements	Branch Street from Vann Street to Truman Street	\$ 44,000	\$ -
			<b>\$ 1,027,410</b>	<b>\$ 119,410</b>

Department	Description	Item To Be Purchased	Budget Requested	Budget Recomm. 6/1/21
Compost	Mixing Truck	Dump Truck	\$ 150,000	\$ -
			<u>\$ 150,000</u>	<u>\$ -</u>
		Vehicles	\$ 431,206	\$ 71,706
		Other Capital	\$ 4,996,639	\$ 2,140,265
<b>TOTAL UTILITY FUND</b>			<u>\$ 5,427,845</u>	<u>\$ 2,211,971</u>
<b>DOWNTOWN DISTRICT FUND</b>				
Downtown District	Center Street Park	Percussion Park-South Center	\$ 13,000	\$ 13,000
			<u>\$ 13,000</u>	<u>\$ 13,000</u>
		Vehicles	\$ -	\$ -
		Other Capital	\$ 13,000	\$ 13,000
<b>TOTAL DOWNTOWN DISTRICT FUND</b>			<u>\$ 13,000</u>	<u>\$ 13,000</u>
<b>OCCUPANCY TAX FUND</b>				
Travel & Tourism	Technology Lease - FY21	IT LEASE (Desktops, Laptops, Servers, Storage)	\$ -	\$ -
			<u>\$ -</u>	<u>\$ -</u>
		Vehicles	\$ -	\$ -
		Other Capital	\$ -	\$ -
<b>TOTAL OCCUPANCY TAX FUND</b>			<u>\$ -</u>	<u>\$ -</u>
		Vehicles	\$ 4,102,554	\$ 1,130,771
		Other Capital	\$ 12,760,102	\$ 3,297,620
<b>TOTAL ALL OPERATING FUNDS</b>			<u>\$ 16,862,656</u>	<u>\$ 4,428,391</u>



# Position & Benefit Summary FY21-22

**Background:**

- ✓ In FY21 Council adopted a position allocation of 480 full time employees which included 8 new positions added at the time of adoption. A senior fleet mechanic and office assistant were added in the General Fund. A stormwater maintenance technician was added in Stormwater and 5 positions were added to the Utility fund, which included a warehouse & procurement manager, warehouse technician, utility system operator, utility maintenance mechanic, and an operator at the Water Treatment Plant.

**Current:**

The recommended position allocation is 482<sup>(a)</sup> full time employees.

- ✓ The proposed Manager’s recommended budget includes adding 2 FTE’s<sup>(a)</sup>.
  - Computer systems administrator II-Cityworks (split 10% General Fund, 40% with Stormwater, and 40% Utility Fund)
  - Golf Course – Clubhouse manager (General Fund)
- ✓ Frozen Positions
  - Due to funding concerns, the following positions will be frozen.

FY	Beginning Adopted	Position Reductions	Requested & Approved thru Budget Process	Requested thru Budget Amendment	Ending Amended Position Budget
FY2018	458		8		466
FY2019	466		4	1	471
FY2020	471		2	1	474
FY2021	474	-2	8		480
FY2022	480	0	2	0	482

**Summary Frozen Positions**

**Posn Count**

Planning	1
Streets	1
Police	10
Parks & Recreation	1
Total General Fund	<u>13</u>
Public Utilities-Water Reclamation	1
Total Utility Fund	<u>1</u>
All Frozen Positions	<u>14</u>

**Reports - Position Summary Allocation is presented as follows**

- Position Allocation Summary by Fund
  - Presents full time employees in a single page snapshot view at fund level. There are 4 operating funds employing a current total of 474 employees.
- Position Allocation Summary by Fund and Organization
  - Presents full time employees a single page snapshot view at a fund and organizational level. The 4 operating funds are further broken down into the broader organizational and functional areas of the City.

# Summary New Position Requests

Dept.	FT	Position Requested	Requested	Recommended
Paramount	FT	Technical Director (PPT to FT)	\$ 38,506	\$ -
IT	FT	Executive Assistant	\$ 44,575	\$ -
IT	FT	Computer Systems Admin II-Cityworks	\$ 62,721	\$ 11,947
IT	FT	Computer Systems Admin	\$ 49,144	\$ -
IT	FT	IT Project Manager	\$ 62,721	\$ -
IT	FT	Computer Systems Admin I	\$ 54,181	\$ -
IT	FT	Computer Systems Admin I	\$ 54,181	\$ -
Bldgs. & Grounds	FT	Building & Grounds Supervisor	\$ 51,601	\$ -
Cemetery	FT	Maintenance Technician	\$ 30,170	\$ -
Fire	FT	Fire Inspector (Civilian) PT to FT	\$ 51,000	\$ -
Parks & Recreation	FT	Park Technician	\$ 28,733	\$ -
Golf Course	FT	Clubhouse Manager	\$ 33,263	\$ 16,631
Golf Course	FT	Golf Technician (Turf)	\$ 28,733	\$ -
<b>13</b>		<b>GENERAL FUND</b>	<b>\$ 589,529</b>	<b>\$ 28,578</b>
Stormwater	FT	Computer Systems Admin II-Cityworks (40%)	\$ -	\$ 25,000
	<b>0</b>	<b>STORMWATER FUND</b>	<b>\$ -</b>	<b>\$ 25,000</b>
Distribution & Coll.	FT	Computer Systems Admin II-Cityworks (40%)	\$ -	\$ 25,000
Water	FT	Laboratory Technician	\$ 38,506	\$ -
Water	FT	SCADA Instrumentation Technician <sup>(a)</sup>	\$ 42,452	\$ -
WRF	FT	Assistant Public Utilities Director	\$ 65,858	\$ -
Compost	FT	Compost Plant Operator	\$ 36,672	\$ -
<b>4</b>		<b>UTILITY FUND</b>	<b>\$ 183,487</b>	<b>\$ 25,000</b>
<b>17</b>		<b>TOTAL REQUESTED</b>	<b>\$ 773,016</b>	<b>\$ 78,578</b>

Note: Computer Systems Admin II-Cityworks split 40% Stormwater Fund & 40% Utility Fund

# Summary Permanent Part-Time

In 2014, State law changed to require a part-time employee working more than 1,000 hours per calendar year (approximately 20 hours per week) must become a contributing member of the Local Government Employees' Retirement System (LERS).

For purposes of health insurance benefits, employees are eligible for prorated health insurance benefits on an employer's group insurance plan when they work more than 30 hours per week according to the Affordable Care Act (ACA, 2010) governed by the IRS.

## Appointment Types and Benefit Status

Appointment Type	Full-Time (32 or more hours) FTE	Part-time Permanent (30-32 hours) PPT	Part-time Permanent (20-29 hours) ≥1000 hours per year PPT	Part-time (Avg. 20 hours) <1000 hours per year	Temporary (up to 40 hours a week, term not to exceed six months)
Benefits	Leave – Yes	Leave – Prorated	Leave – Prorated	Leave – No	Leave – No
	Holidays – Yes	Holidays – Prorated	Holidays – Prorated	Holidays – No	Holidays – No
	Health Insurance – Yes	Health Insurance – Yes	Local Government Service Credit – Yes	Local Government Service Credit – No	Local Government Service Credit – No
	Local Government Service Credit – Yes	Local Government Service Credit – Yes	Retirement – Yes, if >1000 hours	Retirement – No	Retirement – No
	Retirement – Yes	Retirement – Yes	Health Insurance – At cost to employee	Health Insurance – No	Health Insurance – No

Department	Incumbent	Position	Requested	Recommended
Paramount	Gentry, James	Custodian	\$ 9,555.00	\$ 9,555.00
Paramount	Jensen, Crystal	Patron & Admin Svcs Assistant	\$ 17,353.00	\$ 17,353.00
Paramount	Saviak, Michael	Part-Time Theatre Technician		\$ 24,000.00
GEC	Tyler, Cassandra	Patron Services and Operational Assistant	\$ 18,096.00	\$ 13,096.00
Finance	Vacant	Part-Time A/R Collections Specialist	\$ 29,336.32	\$ 29,336.32
Finance	Surles, Angela	Part-Time Accounting Technician	\$ 29,336.32	\$ 29,336.32
Finance	Holzworth, Diana	Part-Time Payroll Technician	\$ 30,800.64	\$ 30,800.64
Finance	Clark, Regina	Part-Time Office Assistant	\$ 26,624.00	\$ 26,624.00
Police	Snead, Kirsty A	Custodian	\$ 24,821.00	\$ 24,821.00
Parks & Rec	DeVaughn, David L	Custodian	\$ 15,575.97	\$ 15,575.97
Parks & Rec	Flowers, Danny	Tennis Specialist	\$ 19,565.00	\$ 19,565.00
Parks & Rec	Haire, Dana R	Custodian	\$ 14,922.33	\$ 14,922.33
Parks & Rec	Moore, Mary C	Custodian	\$ 15,513.13	\$ 15,513.13
Parks & Rec	Vacant	Custodian	\$ 15,513.13	\$ 15,513.13
Parks & Rec	Vacant	Custodian	\$ 9,307.88	\$ 9,307.88
Golf	Hope, Kyle	Club House Assistant	\$ 16,235.61	\$ 16,235.61
Golf	Morton, Linwood	Club House Assistant	\$ 16,235.61	\$ 16,235.61
Golf	Taylor, Raymond	Golf Maintenance Technician	\$ 17,865.00	\$ 17,865.00
Golf	Swain, Cullen	Golf Maintenance Technician	\$ 17,865.00	\$ 17,865.00
	<b>19</b>	<b>GENERAL FUND</b>	<b>\$ 344,520.94</b>	<b>\$ 363,520.94</b>
Water Plant	Martin, Stephanie	Administrative Assistant I	\$ 16,963.89	\$ 16,963.89
	<b>1</b>	<b>UTILITY FUND</b>	<b>\$ 16,963.89</b>	<b>\$ 16,963.89</b>
	<b>20</b>	<b>Total All Funds</b>	<b>\$ 361,484.83</b>	<b>\$ 380,484.83</b>

# Employee Benefits Summary

FY22

Description	FY21	FY22	Rate	FY21 Actual		FY22 Budget
	Adopted Budget	Manager's Recomm. Budget		Est.	Rate	
COLA	N	N	1.00%	\$ -		\$ -
Merit	N	N	1.00%	\$ -		\$ -
Bonus	N	N	\$125 net	\$ 84,810		\$ -
Health Insurance - State Health Plan (City Portion)	Y	Y		\$ 2,454,036		\$ 2,812,111
Group Term Life \$20,0000	Y	Y		\$ 16,333		\$ 18,202
Cell Phone Stipend	Y	Y		\$ 64,025		\$ 70,460
Wellness Program*	Y	Y	\$300/Yr	\$ 106,466	\$300 Yr	\$ 125,485
Social Security	Y	Y	7.65%	\$ 1,634,150	7.65%	\$ 1,805,712
LGERS Regular & Fire	Y	Y	10.21%	\$ 1,699,028	11.41%	\$ 2,017,981
LGERS LEO	Y	Y	10.84%	\$ 507,343	12.24%	\$ 641,947
401K City Contribution	Y	Y	4% & 5%	\$ 900,870	4% & 5%	\$ 975,931
Retiree Health Insurance	Y	Y		\$ 89,480		\$ 93,000
Unemployment Costs	Y	Y		\$ 5,386		\$ 7,898
Worker's Comp Costs	Y	Y		\$ 574,748		\$ 181,524
<b>Total Benefits</b>				<b>\$ 8,136,675</b>		<b>\$ 8,750,251</b>

### LGERS Rate History

	<u>Non-LEO</u>	<u>Incr Over Prior</u>	<u>LEO</u>	<u>Incr Over Prior</u>
FY19	7.82%		8.50%	
FY20	9.02%	1.20%	9.70%	1.20%
FY21	10.21%	1.19%	10.84%	1.14%
FY22	11.41%	1.20%	12.04%	1.20%

The Retirement System has implemented rate increases to fund retirement for local government employees. We anticipate another rate increase in FY23 due to funding requirements from actuarial studies performed for the Retirement System. The cost for FY22 of the increase rate for Non-LEO is \$239,051 and for LEO is \$49,741 for a grand total of \$288,792.

# State Health Plan Current & Proposed Rates

North Carolina State Health Plan Rates - Tobacco Attestion YES						
January-December 2021				January-December 2022 (ESTIMATED)		
	Employer Monthly Cost	Employee Monthly Cost		Employer Monthly Cost	Employee Monthly Cost	
		80/20	70/30		80/20	70/30
	<b>Employee</b>	\$ 521.96	\$ 50.00	\$ 25.00	\$ 538.00	\$ 50.00
<b>Emp/Child</b>	\$ 521.96	\$ 305.00	\$ 218.00	\$ 538.00	\$ 314.37	\$ 224.70
<b>Emp/Spouse</b>	\$ 521.96	\$ 700.00	\$ 590.00	\$ 538.00	\$ 721.51	\$ 608.13
<b>Family</b>	\$ 521.96	\$ 720.00	\$ 598.00	\$ 538.00	\$ 742.13	\$ 616.38

North Carolina State Health Plan Rates - Tobacco Attestion NO						
January-December 2021				January-December 2022 (ESTIMATED)		
	Employer Monthly Cost	Employee Monthly Cost		Employer Monthly Cost	Employee Monthly Cost	
		80/20	70/30		80/20	70/30
	<b>Employee</b>	\$ 521.96	\$ 110.00	\$ 85.00	\$ 538.00	\$ 110.00
<b>Emp/Child</b>	\$ 521.96	\$ 365.00	\$ 278.00	\$ 538.00	\$ 376.22	\$ 286.54
<b>Emp/Spouse</b>	\$ 521.96	\$ 760.00	\$ 650.00	\$ 538.00	\$ 783.36	\$ 669.97
<b>Family</b>	\$ 521.96	\$ 780.00	\$ 658.00	\$ 538.00	\$ 803.97	\$ 678.22

In preparing the budget, we have estimated an approximate 3% increase in health insurance premiums effective with the January, 2022 effective date. In FY21 we estimated approximately 2.5 % increase.



## Personnel Summary

Department	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Mayor & Council-Elected	7	7	7	7	7
City Manager	6	6	6	6	6
Human Resources	5	5	5	5	5
Community Relations	3	3	3	3	3
Paramount	2	2	2	2	2
Goldsboro Event Center	1	1	1	1	1
Inspections	8	8	8	7	7
Downtown Development Corporation	3	3	3	3	3
Information Technology	7	7	8	8	8.2
Public Works Administration	3	3	3	3	3
Garage	11	11	11	12	12
Building & Grounds	6	10	10	10	9
Cemetery	5	5	5	5	5
Finance	13	13	14	15	15
Planning	8	9	9	10	10
Street Maintenance	22	12.5	12.5	12.5	12.5
Solid Waste	34	34	35	35	35
Engineering	10	10	10	10	11
Fire	83	84	84	84	84
Police	121	121	121	121	121
Parks & Recreation	36.75	36.75	36.75	37	37
Golf Course	2.25	2.25	2.25	2	3
<b>General Fund Total</b>	<b>390</b>	<b>386.5</b>	<b>389.5</b>	<b>391.5</b>	<b>392.7</b>
Stormwater	4	10.5	10.5	11.5	11.9
<b>Stormwater Fund Total</b>	<b>4</b>	<b>10.5</b>	<b>10.5</b>	<b>11.5</b>	<b>11.9</b>
Meter & Utility Billing	0	0	0	6	6
Distributions & Collections	28	28	28	24	24.4
Water Treatment Plant	11	11	11	12	12
Water Reclamation Facility	19	20	20	20	20
Compost	5	5	5	5	5
<b>Utility Fund Total</b>	<b>63</b>	<b>64</b>	<b>64</b>	<b>67</b>	<b>67.4</b>
Travel & Tourism	2	3	3	3	3
<b>Occupancy Tax Fund Total</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Full-time</b>	<b>459</b>	<b>464</b>	<b>467</b>	<b>473</b>	<b>475</b>
<b>Total Elected Officials</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Total Authorized</b>	<b>466</b>	<b>471</b>	<b>474</b>	<b>480</b>	<b>482</b>
<b>Total Permanent Part-time</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>17</b>

*MAYOR & COUNCIL - (11-1011)*

Position	2017-18 Elected	2018-19 Elected	2019-20 Elected	2020-21 Elected	2021-22 Elected
Mayor	1	1	1	1	1
Council Members	6	6	6	6	6
<b>Full-time</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

CITY MANAGER - (11-1012)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
City Manager		1	1	1	1	1
Assistant City Manager*	90	1	1	1	1	1
Assistant to the City Manager*	81	1	1	1	1	1
City Clerk	78	1	1	1	1	1
Public Information Officer	78	1	1	1	1	1
Deputy City Clerk*	74	1	1	1	1	1
<b>Full-time</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

HUMAN RESOURCES - (11-1016)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Human Resources Director	88	1	1	1	1	1
Senior Human Resources Consultant	80	0	1	1	1	1
Senior Human Resources Analyst	80	1	0	0	0	0
Safety Coordinator	78	1	1	1	1	1
Human Resources Consultant	78	0	1	1	1	1
Human Resources Representative	76	1	0	0	0	0
Human Resources Technician	73	1	1	1	1	1
<b>Full-time</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*COMMUNITY RELATIONS - (11-1017)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Community Relations Director*	85	1	1	1	1	1
Community Relations Specialist	76	1	1	1	1	1
Community Development & Relations Specialist	73	1	1	1	1	1
Administrative Assistant I	70	0	0	0	0	0
<b>Full-time</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change per Evergreen Pay Study FY 20-21

PARAMOUNT - (11-1018)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Director of Paramount Theater and Goldsboro Event Center*	85	1	1	1	1	1
Theater Service Coordinator	75	1	1	1	1	1
<b>Full-time</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>

\* Grade change-per Evergreen Pay Study FY 20-21

*GOLDSBORO EVENT CENTER - (11-1020)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Event Center Manager*	74	1	1	1	1	1
<b>Full-time</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

\* Grade change per Evergreen Pay Study FY 20-21

INSPECTIONS - (11-1024)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Building Code Administrator*	85	1	1	1	1	1
Plans Examiner*	76	1	1	1	1	1
Master Building Inspector*	76	0	1	1	1	1
Building Inspector*	74	3	2	2	2	2
Administrative Assistant II	72	1	1	1	1	1
Minimum Housing Inspector**	71	1	1	1	0	0
Permit Technician	69	1	1	1	1	1
<b>Full-time</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*Transferred to Planning effective 7/1/20

*DOWNTOWN DEVELOPMENT - (11-1025)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Downtown Development Director	85	1	1	1	1	1
Business & Property Development Specialist	77	1	1	1	1	1
Marketing & Administrative Assistant	70	1	1	1	1	1
<b>Full-time</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

\* Grade change per Evergreen Pay Study FY 20-21

INFORMATION TECHNOLOGY - (11-1030)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Information Technology Director	88	1	1	1	1	1
Assistant Information Technology Director*	85	0	1	1	1	1
Programmer Analyst*	84	0	1	1	1	1
Network Engineer*	82	1	1	1	1	1
Computer Systems Administrator II*	82	1	1	1	2	2
Computer Systems Administrator II (Cityworks)	82	0	0	0	0	0.2
Server/Database Administrator	80	1	0	0	0	0
Computer Systems Administrator I*	79	1	1	2	2	2
Web Developer/Computer Systems Administrator	78	1	0	0	0	0
Help Desk/Administrative Support Technician	73	1	1	1	0	0
<b>Full-time</b>		<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8.2</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

*PUBLIC WORKS-ADMINISTRATION - (11-1111)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Public Works Director	88	1	1	1	1	1
Public Works Deputy Director*	85	1	1	1	1	1
Administrative Assistant III	73	1	1	1	1	1
<b>Full-time</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

*GARAGE - (11-1114)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Fleet Maintenance Superintendent*	82	1	1	1	1	1
Fleet Maintenance Supervisor	77	2	2	2	2	2
Senior Fleet Mechanic*/**	74	6	6	6	7	7
Welder*	73	1	1	1	1	1
Inventory Specialist*	71	1	1	1	1	1
<b>Full-time</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*New FTE FY20-21

*BUILDINGS & GROUNDS - (11-1133)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Buildings and Grounds Maintenance Superintendent*	83	1	1	1	1	1
Senior Building Maintenance Technician	75	2	2	2	2	2
Building Maintenance Technician	74	2	2	2	2	2
Senior Sign Technician*	73	1	1	1	1	0
Equipment Operator (Grounds Maintenance)*	70	0	2	2	2	2
Grounds Maintenance Technician*	68	0	2	2	2	2
<b>Full-time</b>		<b>6</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

Senior Sign Technician transferred to Engineering FY21-22

CEMETERY - (11-1142)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Cemetery Superintendent	80	1	1	1	1	1
Cemetery Supervisor*	73	1	1	1	1	1
Equipment Operator (Cemetery)*	70	1	1	1	1	1
Cemetery Maintenance Technician*	68	2	2	2	2	2
<b>Full-time</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

FINANCE - (11-2111)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Finance Director	88	1	1	1	1	1
Assistant Finance Director**	82	1	1	1	1	1
Accountant	79	0	0	1	1	1
Customer Service Manager**	79	1	1	1	1	1
Procurement & Collections Specialist**	77	1	1	1	1	1
Customer Service Supervisor	76	1	1	1	1	1
Senior Accounting Specialist	76	0	1	1	1	1
Executive Assistant	75	0	1	1	1	1
Accounting Specialist	74	1	0	0	0	0
Administrative Assistant III	73	1	0	0	0	0
Payroll Technician**	73	1	1	1	1	1
Accounting Technician**	72	1	1	1	1	1
Billing Technician**	71	1	1	1	1	1
Customer Service Representative**	68	3	3	3	3	3
Office Assistant*	68	0	0	0	1	1
<b>Full-time</b>		<b>13</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>15</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*New FTE FY20-21

\*\* Grade change-per Evergreen Pay Study FY 20-21

PLANNING - (11-3151)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Planning Director*	84	1	1	1	1	1
Assistant Planning Director*	80	1	1	1	1	1
Code Enforcement Administrator	77	1	1	1	1	1
Planner I	76	0	1	1	1	1
Senior Planning Technician	76	1	1	1	0	0
GIS Specialist	75	1	1	1	1	1
Executive Assistant	75	1	1	1	1	1
Environmental Codes Inspector	71	2	2	2	2	3
Minimum Housing Inspector**	71	0	0	0	1	0
Administrative Assistant I	70	0	0	0	1	1
<b>Full-time</b>		<b>8</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*Transferred from Inspections effective 7/1/20

Minimum Housing Inspector Reclassed to Environmental Codes Inspector

*STREET MAINTENANCE - (11-4134)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Streets & Storms Superintendent*	82	1	0.5	0.5	0.5	0.5
Street Maintenance Supervisor	78	2	1	1	1	1
Street Maintenance Senior Heavy Equipment Operator	74	2	1	1	1	1
Street Maintenance/Mason Craftsman	72	1	1	1	0	0
Street Maintenance Heavy Equipment Operator*	72	4	1	1	2	2
Utility Maintenance Mechanic*	71	2	1	1	1	1
Street Maintenance Equipment Operator*	70	6	5	5	5	5
Street Maintenance Technician*	68	4	2	2	2	2
<b>Full-time</b>		<b>22</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

SOLID WASTE - (11-4143)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Solid Waste Superintendent*	82	1	1	1	1	1
Solid Waste Supervisor	76	1	1	1	1	1
Solid Waste Supervisor-Commercial Operations	76	1	1	1	1	1
Yard & Bulk Waste Supervisor	76	1	1	1	1	1
Solid Waste Senior Heavy Equipment Operator	74	0	3	4	3	4
Administrative Assistant III	73	1	1	1	1	1
Solid Waste Heavy Equipment Operator*	72	3	6	6	7	6
Solid Waste Equipment Operator*	70	15	9	9	9	9
Solid Waste Technician	66	11	11	11	11	11
<b>Full-time</b>		<b>34</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

ENGINEERING - (11-4172)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
City Engineer	88	1	1	1	1	1
Civil Engineer*	85	1	1	1	1	1
Assistant City Engineer	84	1	1	1	1	1
Professional Surveyor	81	0	0	0	0	1
Engineering Project Manager	80	0	0	0	1	1
Signal System Maintenance Supervisor	78	1	1	1	1	1
Engineering Technician	76	1	1	1	1	0
Signal System Maintenance Technician	75	1	1	1	1	1
Construction Inspector	75	2	2	2	1	1
GIS/GPS Analyst**/**	75	0	0	0	0	0
Survey Technician	73	1	1	1	1	1
Senior Sign Technician*	73	0	0	0	0	1
Property Technician	73	1	1	1	1	1
<b>Full-time</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change/Title change-per Evergreen Pay Study FY 20-21

\*\*GIS/GPS Analyst moved from WRF FY 20-21

11-13-20 Reclassed Construction Inspector gr 75 to Engineering Project Manager gr 80

1-13-21 Grade change for Assistant Engineer

Senior Sign Technician transferred from Buildings & Grounds FY21-22

FIRE DEPARTMENT - (11-5120)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Fire Chief*	89	1	1	1	1	1
Deputy Fire Chief*	88	0	1	1	1	1
Assistant Fire Chief*	85	5	4	4	4	3
Battalion Chief*	81	0	1	1	2	3
Fire Marshall	80	1	0	0	0	0
Fire Captain	78	20	17	17	14	12
Fire Lieutenant	76	0	4	4	6	8
Executive Assistant	75	0	1	1	1	1
Fire Engineer	74	18	18	18	18	18
Administrative Assistant III	73	1	0	0	0	0
Fire Fighter	71	24	24	24	27	31
Senior Fire Fighter	71	12	12	12	9	5
Administrative Assistant *	68	1	1	1	1	1
<b>Full-time</b>		<b>83</b>	<b>84</b>	<b>84</b>	<b>84</b>	<b>84</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Deputy Fire Chief approved 11-18

Fire Marshall Reclassed to Battalion Chief 1-2-19

Fire Lieutenant approved 11-18

\* Grade change/Title change-per Evergreen Pay Study FY 20-21

*POLICE DEPARTMENT - (11-6121)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Police Chief*	89	1	1	1	1	1
Police Major*	85	3	3	3	3	3
CALEA Program Manager*	84	1	1	1	1	1
Police Captain	80	8	8	8	8	8
Police Sergeant	77	11	11	11	11	11
Assistant Training Specialist	76	1	1	1	1	1
Narcotics Investigator (Corporal)	76	1	1	1	0	0
Police Corporal	76	12	12	12	11	11
Police Investigator	76	11	11	11	11	11
Executive Assistant	75	1	1	1	1	1
Administrative Assistant III	73	0	0	0	0	1
Administrative Assistant II	72	2	2	2	2	0
Crime Scene Specialist	72	0	0	0	2	2
Police Officer II	72	0	0	0	0	3
Police Officer	72	62	62	62	61	57
Animal Control Officer*	71	1	1	1	1	1
Crime Analyst*	71	1	1	1	1	1
Police Officer Trainee*	71	0	0	0	1	3
Police Equipment Maintenance Coordinator*	70	1	1	1	1	1
Police Records Technician II	70	0	0	0	0	1
Police Records Technician*	69	3	3	3	3	2
Senior Maintenance Technician*	69	1	1	1	1	1
<b>Full-time</b>		<b>121</b>	<b>121</b>	<b>121</b>	<b>121</b>	<b>121</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Sworn Positions		110	110	110	110	110
Non-Sworn Positions		11	11	11	11	11

\* Grade change-per Evergreen Pay Study FY 20-21

PARKS & RECREATION - (11-7460)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Parks & Recreation Director	88	1	1	1	1	1
Assistant Parks & Recreation Director	84	1	1	1	1	1
Park Superintendent*	84	1	1	1	1	1
Recreation Superintendent*	82	1	1	1	1	1
Recreation Superintendent-Adaptive*	82	1	1	1	1	1
Sports Turf Superintendent**	82	0	0	0	1	1
Golf Course Superintendent**	81	0.5	0.5	0.5	0	0
Special Populations Program Supervisor I	79	1	1	1	1	1
Marketing & Special Events Supervisor	77	0	1	1	1	1
Assistant Superintendent-Sports Turf*	75	1	1	1	1	1
Athletics Supervisor*	75	0	1	1	1	1
Custodian Crew Supervisor*	75	1	1	1	1	1
Park Maintenance Crew Supervisor*	75	2	2	2	2	2
Assistant Golf Course Director**	74	0.25	0.25	0.25	0	0
Administrative Assistant III	73	1	1	1	1	1
Golf and Sports Turf Mechanic	73	0	0	1	1	1
Multi-Sports Complex Manager*	73	1	1	1	1	1
Recreation Center Leader*	73	2	2	2	2	2
Administrative Assistant II	72	1	0	0	0	0
Heavy Equipment Operator*	72	1	1	1	1	1
Marketing, Special Events & Revenue Facilities Leader	72	1	0	0	0	0
Senior Park Technician*	71	4	4	4	4	4
Senior Recreation Center Assistant*	71	1	1	1	1	1
Marketing & Special Events Assistant*	70	1	1	1	1	1
Recreation Center Assistant*	70	2	2	2	2	2
Maintenance Technician	67	1	1	0	0	0

Park Technician*	67	7	7	7	7	7
Custodian*	64	3	3	3	3	3
<b>Full-time</b>		<b>36.75</b>	<b>36.75</b>	<b>36.75</b>	<b>37</b>	<b>37</b>
<b>Permanent Part-time</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>6</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*Reorganization Golf/P&R effective 7/1/20

GOLF COURSE - (11-7461)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Golf Director*	85	1	1	1	1	1
Golf Course Superintendent*/**	76	0.5	0.5	0.5	1	1
Assistant Golf Course Superintendent*/**	75	0.75	0.75	0.75	0	0
Assistant Golf Professional	74	0	0	0	0	0
Heavy Equipment Operator	71	0	0	0	0	0
Clubhouse Manager	70	0	0	0	0	1
Maintenance Technician	67	0	0	0	0	0
<b>Full-time</b>		<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2</b>	<b>3</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*Reorganization Golf/P&R effective 7/1/20

STORMWATER - (15-4137)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Streets & Storms Superintendent*	82	0	0.5	0.5	0.5	0.5
Computer Systems Administrator II (Cityworks)**	82	0	0	0	0	0.4
Stormwater Maintenance Supervisor	78	0	1	1	1	1
Stormwater Maintenance Senior Heavy Equipment Operator	74	0	1	1	1	1
Stormwater Maintenance Heavy Equipment Operator*	72	0	3	3	3	3
Stormwater Maintenance Equipment Operator*	70	4	4	4	4	4
Stormwater Maintenance Technician*	68	0	1	1	2	2
<b>Full-time</b>		<b>4</b>	<b>10.5</b>	<b>10.5</b>	<b>11.5</b>	<b>11.9</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*New FTE FY21-22

*BILLING & METER SERVICES- (61-4174)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Procurement Manager	81	0	0	0	1	1
Meter Readers (moved from Dist. & Coll)**	69	0	0	0	4	4
Warehouse Technician*	68	0	0	0	1	1
<b>Full-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*New FTE FY20-21

\*\* Grade change-68 to 69 per Evergreen Pay Study FY 20-21

*DISTRIBUTIONS & COLLECTIONS - (61-4175)*

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Distribution & Collections System Superintendent*	83	1	1	1	1	1
Computer Systems Administrator II (Cityworks)**	82	0	0	0	0	0.4
Collections Supervisor	78	1	1	1	1	1
Distribution Supervisor	78	1	1	1	1	1
System Integrity Supervisor	78	1	1	1	1	1
Meter Shop Supervisor	76	1	1	1	1	1
Procurement Specialist	73	1	1	1	1	1
Systems Integrity Operator*	73	1	1	1	1	1
Systems Integrity Technician*	72	3	3	3	3	3
Utility System Operator*	72	4	4	4	5	5
Utility Maintenance Mechanic*	71	7	7	7	8	8
Meter Reader~	68	6	6	6	0	0
Utility Maintenance Technician*	68	1	1	1	1	1
<b>Full-time</b>		<b>28</b>	<b>28</b>	<b>28</b>	<b>24</b>	<b>24.4</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

~Meter Readers transferred to Billing, Meter Services & Inventory FY20-21

\*\*New FTE FY21-22

WATER TREATMENT PLANT - (61-4176)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Plant Superintendent*	85	1	1	1	1	1
Laboratory Supervisor	80	1	1	1	1	1
Chief Treatment Plant Operator	78	1	1	1	1	1
Operator IV-WTP	74	5	3	3	2	2
Plant Maintenance Mechanic/Operator IV-WTP	74	1	1	1	1	0
Operator III-WTP	73	0	0	1	0	1
Operator II-WTP	72	1	1	0	1	1
Operator I-WTP**/**	70	0	2	2	4	4
Water Treatment Plant Specialist	68	1	1	1	1	1
<b>Full-time</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*New FTE FY20-21

WATER RECLAMATION FACILITY - (61-4177)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Public Utilities Director	88	0	0	1	1	1
Plant Superintendent*	85	1	1	1	1	1
Deputy Public Works Director-Utilities	84	1	1	0	0	0
Laboratory Supervisor	81	1	1	1	1	1
Chief Treatment Plant Operator	78	1	1	1	1	1
Senior Plant Maintenance Mechanic	76	1	1	1	1	1
Executive Assistant	75	1	1	1	1	1
GIS/GPS Analyst*	74	1	1	1	1	1
Operator IV-WRF	74	1	1	3	3	2
Pre-treatment Program Coordinator	74	1	1	1	1	1
Operator III-WRF	73	3	2	0	0	1
Maintenance Mechanic/Operator II-WRF	72	1	1	1	1	0
Operator II-WRF	72	0	0	0	2	0
Laboratory Technician	71	2	2	2	2	2
Operator I-WRF*	70	4	5	5	3	6
Biosolid Operator/Driver	69	0	1	1	1	1
<b>Full-time</b>		<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

\*\*GIS/GPS Analyst moved to Engineering FY 20-21

\* Reclassed to Operator I (12-1-20)

COMPOST - (61-4179)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Compost Plant Superintendent*	83	1	1	1	1	1
Plant Maintenance Mechanic/Operator	72	1	1	1	1	1
Compost Plant Operator*	69	3	3	3	3	3
<b>Full-time</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change-per Evergreen Pay Study FY 20-21

TRAVEL & TOURISM - (95-9077)

Position	Salary Range	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized	2021-22 Recommended
Travel & Tourism Director*	85	1	1	1	1	1
Communications & Creative Services Manager*	73	0	1	1	1	1
Travel & Tourism Specialist*	71	1	1	1	1	1
<b>Full-time</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Permanent Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Grade change/Title change-per Evergreen Pay Study FY 20-21



City of Goldsboro

Summary of Principal and Interest Due and Outstanding Debt Balances

FY21-22 Budget

	FY Paid	FY20-21 Adopted Princ & Int	FY21-22 Recom. Princ & Int	Outstanding Balance (7/1/2020)	Outstanding Balance (7/1/2021)	Tentative New Debt
<b>General Obligation Bonds</b>						
<b>Sewer &amp; Streets - 2011 Refunding GO</b>	<b>2022</b>	<b>\$ 257,950</b>	<b>\$ 246,408</b>	<b>\$ 485,000</b>	<b>\$ 240,000</b>	
Sewer & Streets - 2013 Refunding GO	2025	\$ 346,040	\$ 332,440	\$ 1,488,000	\$ 1,168,000	
Police Lawsuit Settlement - 2014 GO	2025	\$ 190,145	\$ 186,320	\$ 850,000	\$ 680,000	
Parks & Rec (54.5%) & Streets (45.50%) 2017 GO Bonds	2037	\$ 461,657	\$ 447,906	\$ 4,675,000	\$ 4,400,000	
Streets - 2018 GO	2039	\$ 390,375	\$ 379,125	\$ 4,275,000	\$ 4,050,000	
Streets (22.8%) & Sewer (77.20%) 2017 Refunding GO	2030	\$ 972,700	\$ 949,700	\$ 7,110,000	\$ 6,410,000	
<b>Subtotal - GO Bonds</b>		<b>\$ 2,618,867</b>	<b>\$ 2,541,899</b>	<b>\$ 18,883,000</b>	<b>\$ 16,948,000</b>	<b>\$ -</b>
<b>State Revolving Loans</b>						
Water Plant Phase I	2032	\$ 436,757	\$ 428,358	\$ 4,031,606	\$ 3,695,639	
Water Plant Phase II	2033	\$ 147,093	\$ 147,093	\$ 1,912,212	\$ 1,765,118	
Stoney Creek Sewer Project	2037	\$ 221,806	\$ 218,645	\$ 2,857,452	\$ 2,689,366	
<b>Plate Settlers Project (W1112) (Project to be completed May 2021)</b>	<b>2041</b>	<b>\$ 122,704</b>	<b>\$ 122,957</b>	<b>\$ 1,731,371</b>	<b>\$ 1,644,802</b>	
<b>Phase IV Sewer Improvements SRF (S1102)</b>	<b>2040</b>	<b>\$ 420,284</b>	<b>\$ 420,284</b>	<b>\$ 8,405,676</b>	<b>\$ 7,985,392</b>	
Gravity Sewer Rehab (Big Ditch) SRP (S1103)	2041 (Est.)	\$ -	\$ 86,667	\$ -	\$ -	\$ 1,235,100
Water Lines & Booster Pump SRF (W1111)	2041 (Est.)	\$ -	\$ 246,452	\$ -	\$ -	\$ 3,610,000
2019 Water Improvements 2" Galvanized Lines WIF-1979	Awarded	\$ -	\$ -	\$ -	\$ -	\$ 2,998,100
Little Cherry Big Cherry Pump Station Relocation (ASADRA)	Awarded	\$ -	\$ -	\$ -	\$ -	\$ 3,058,000
<b>Subtotal - State Revolving Loans</b>		<b>\$ 1,348,644</b>	<b>\$ 1,670,456</b>	<b>\$ 18,938,316</b>	<b>\$ 17,780,317</b>	<b>\$ 10,901,200</b>

**City of Goldsboro**  
**Summary of Principal and Interest Due and Outstanding Debt Balances**  
**FY21-22 Budget**

	FY Paid	FY20-21 Adopted Princ & Int	FY21-22 Recom. Princ & Int	Outstanding Balance (7/1/2020)	Outstanding Balance (7/1/2021)	Tentative New Debt
<b>Installment Loans</b>						
<b>City Hall/AMR Project/Streetscape I (2012)</b>	<b>2022</b>	<b>\$ 367,025</b>	<b>\$ 299,341</b>	<b>\$ 651,000</b>	<b>\$ 295,000</b>	
Paramount & City Hall (2014)	2024	\$ 316,350	\$ 303,322	\$ 1,000,000	\$ 701,000	
Gateway Transit Building, HVAC Police & Streetscape (2014)	2034	\$ 335,579	\$ 327,931	\$ 3,191,000	\$ 2,962,000	
W.A. Foster & Goldsboro Events Center (2015)	2030	\$ 627,193	\$ 613,051	\$ 4,852,000	\$ 4,366,000	
Bryan Multi-Sports Complex (2017)	2032	\$ 236,000	\$ 233,000	\$ 2,400,000	\$ 2,200,000	
Utilities AMI Project (70.98%) & Equipment (29.02%) (2017)	2032	\$ 894,585	\$ 894,425	\$ 5,318,000	\$ 4,549,000	
Lighting Bryan Multi-Sports Complex (2018)	2023	\$ 110,622	\$ 110,622	\$ 264,432	\$ 161,423	
IT Lease #05 Suntrust (2018)	2023	\$ 102,263	\$ 102,263	\$ 289,041	\$ 195,565	
Vehicles & Equipment (GF 60%; UF 14%; SF 26%) (2018)	2023	\$ 480,073	\$ 480,745	\$ 1,365,000	\$ 923,000	
Police Evidence Rm & Fire Station Renovation (2018)	2024	\$ 522,693	\$ 510,621	\$ 4,947,000	\$ 4,593,000	
IT Lease #06 Suntrust (2018)	2024	\$ 98,593	\$ 98,593	\$ 364,648	\$ 277,780	
Vehicles & Equipment (GF 56.07%; UF 43.93) General Fd Portion (2018)	2024	\$ 257,439	\$ 256,620	\$ 955,000	\$ 726,000	
SJAFB Commercial Garbage Trucks (2019)	2029	\$ 68,526	\$ 68,078	\$ 542,000	\$ 488,000	
<b>Used Golf Equip Smith Turf PNC (2019)</b>	<b>2022</b>	<b>\$ 59,873</b>	<b>\$ 14,968</b>	<b>\$ 68,756</b>	<b>\$ 14,651</b>	
Herman Park Center		\$ -	\$ -	\$ -	\$ -	\$ 11,750,000
<b>FY20 &amp; FY21 Rolling Stock &amp; Equipment (2021)</b>	<b>New</b>	<b>\$ -</b>	<b>\$ 350,174</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650,532</b>
FY22 Rolling Stock & Equipment (2022)	New	\$ -	\$ -	\$ -	\$ -	\$ 737,930
IT Lease #07 (2022)	New	\$ -	\$ -	\$ -	\$ -	\$ 860,000
<b>Subtotal - Installment Loans</b>		<b>\$ 4,476,814</b>	<b>\$ 4,663,754</b>	<b>\$ 26,207,877</b>	<b>\$ 22,452,419</b>	<b>\$ 14,998,462</b>
<b>Grand Total</b>		<b>\$ 8,444,325</b>	<b>\$ 8,876,109</b>	<b>\$ 64,029,194</b>	<b>\$ 57,180,736</b>	<b>\$ 25,899,662</b>

**Debt Paid Off FY21/FY22**

**New Debt taken in FY20/FY21**

**Principal Outstanding by Fund Summary**

General Fund	\$ 28,191,455
Utility Fund	\$ 28,749,301
Stormwater Fund	\$ 239,980
<b>Total</b>	<b>\$ 57,180,736</b>

Property Tax Revenue Analysis Past Ten Years

		Budgeted Projected Valuation	Tax Rate Per \$100	Calculated Projected Tax Levy 100%	Calculated Tax Levy per CY% Est. Collected	Budgeted Tax Levy	Original Actual Tax Levy Per County	Collected Within FY of Levy	% Collected Original Levy
2010 - 2011	Real Property	1,819,591,480	0.65	11,827,345			11,942,559	11,746,081	
	Personal Property	214,689,304		1,395,480			1,409,074	1,385,892	
	Public Service Companies	48,247,524		313,609			316,664	311,454	
	Motor Vehicles								
	Total Valuation	2,082,528,308		13,536,434		14,016,678	13,668,297	13,443,427	98.35%
2011 - 2012	Real Property	2,053,210,019	0.65	13,345,865			13,544,023	12,782,516	
	Personal Property	212,513,475		1,381,338			1,401,847	1,323,029	
	Public Service Companies	54,808,968		356,258			361,548	341,220	
	Motor Vehicles								
	Total Valuation	2,320,532,462		15,083,461		15,143,266	15,307,418	14,446,765	94.38%
2012 - 2013 Reval Year	Real Property	1,983,506,780	0.65	12,892,794			13,182,275	12,341,080	
	Personal Property	211,298,675		1,373,441			1,404,279	1,314,668	
	Public Service Companies	55,905,159		363,384			371,543	347,833	
	Motor Vehicles								
	Total Valuation	2,250,710,614		14,629,619		14,549,932	14,958,097	14,003,582	93.62%
2013 - 2014	Real Property	2,071,199,242	0.65	13,462,795			12,694,672	12,212,267	
	Personal Property	204,156,845		1,327,019			1,251,306	1,203,756	
	Public Service Companies	52,971,759		344,316			324,671	312,334	
	Motor Vehicle								
	Total Valuation	2,328,327,846		15,134,131		15,182,975	14,270,650	13,728,356	96.20%
2014 - 2015	Real Property	2,057,232,730	0.65	13,372,013			11,996,787	11,754,389	
	Personal Property	231,037,274		1,501,742			1,347,298	1,320,075	
	Public Service Companies	52,652,660		342,242			307,045	300,841	
	Motor Vehicle								
	Total Valuation	2,340,922,664		15,215,997		15,455,868	13,651,130	13,375,305	97.98%
2015 - 2016	Real Property	2,054,356,827	0.65	13,353,319			11,701,132	11,813,998	
	Personal Property	230,001,759		1,495,011			1,310,036	1,322,672	
	Public Service Companies	62,084,900		403,552			353,621	357,032	
	Motor Vehicle								
	Total Valuation	2,346,443,486		15,251,883		15,651,337	13,364,789	13,493,702	100.96%
2016 - 2017	Real Property	2,099,079,754	0.65	13,644,018			12,352,207	12,059,193	
	Personal Property	233,064,083		1,514,917			1,371,485	1,338,951	
	Public Service Companies	66,627,156		433,077			392,073	382,772	
	Motor Vehicle								
	Total Valuation	2,398,770,993		15,592,011		16,010,000	14,115,765	13,780,916	97.63%

**Property Tax Revenue Analysis Past Ten Years**

		<b>Budgeted Projected Valuation</b>	<b>Tax Rate Per \$100</b>	<b>Calculated Projected Tax Levy 100%</b>	<b>Calculated Tax Levy per CY% Est. Collected</b>	<b>Budgeted Tax Levy</b>	<b>Original Actual Tax Levy Per County</b>	<b>Collected Within FY of Levy</b>	<b>% Collected Original Levy</b>
2017 - 2018	Real Property	1,855,763,343	0.65	12,062,462			11,747,489	11,882,954	
	Personal Property	460,281,742		2,991,831			2,913,709	2,947,308	
	Public Service Companies	70,855,530		460,561			448,535	453,707	
	Motor Vehicle								
	<b>Total Valuation</b>	<b>2,386,900,615</b>		<b>15,514,854</b>		<b>16,022,900</b>	<b>15,109,733</b>	<b>15,283,969</b>	<b>101.15%</b>
2018-2019	Real Property	1,873,598,408	0.65	12,178,390			12,908,497	13,861,342	
	Personal Property	243,977,949		1,585,857			1,680,930		
	Public Service Companies	75,519,544		490,877			520,306		
	Motor Vehicle							251,577	
	<b>Total Valuation</b>	<b>2,193,095,901</b>		<b>14,255,123</b>		<b>15,735,599</b>	<b>15,109,733</b>	<b>14,112,918</b>	<b>93.40%</b>
2019-2020 Reval Year	Real Property	1,981,833,310	0.65	12,881,917		14,694,791		14,869,059	
	Personal Property	250,802,345		1,630,215					
	Public Service Companies	79,103,601		514,173					
	Motor Vehicle	234,243,985		1,522,586		1,500,000		1,577,609	
	<b>Total Valuation</b>	<b>2,545,983,241</b>		<b>16,548,891</b>		<b>16,194,791</b>	<b>0</b>	<b>16,446,668</b>	<b>97.86%</b>
<b>Current Year Info Estimated</b>									
<b>2020-2021</b>									
	Real Property	1,998,851,761	0.65	12,992,536		14,945,829			
	Personal Property	254,682,252		1,655,435					
	Public Service Companies	74,792,835		486,153					
	Motor Vehicle	230,769,200		1,500,000		1,500,000			
	<b>Total Valuation</b>	<b>2,559,096,048</b>		<b>16,634,124</b>		<b>16,445,829</b>	<b>0</b>	<b>0</b>	<b>98.87%</b>
<b>2021-2022 Estimate</b>									
	Real Property	2,005,317,329	0.68	13,636,158		14,945,829			
	Personal Property	254,682,252		1,731,839					
	Public Service Companies	74,792,835		508,591					
	Motor Vehicle	230,769,200		1,569,231		1,500,000			
	<b>Total Valuation</b>	<b>2,565,561,616</b>		<b>17,445,819</b>		<b>16,445,829</b>	<b>0</b>	<b>0</b>	<b>94.27%</b>

## General Fund Appropriated Fund Balance

**DESCRIPTION:** The FY21-22 proposed budget proposes no appropriation of fund balance for the General Fund. According to the North Carolina Local Government Commission, a local government entering a fiscal year with less than 8% available fund balance will not have sufficient resources to meet its obligations.

**HISTORY:** The following table shows the unassigned fund balance over the last ten (10) years and the projected fund balance for the fiscal year ending June 30, 2021. Due to revenue uncertainties caused by the COVID-19 pandemic we were very conservative in estimating sales tax and utility franchise tax revenue. The FY20 and FY21 borrowing for vehicles and rolling stock in the amount of \$1.6M will likely not occur until FY22, and will impact the fund balance. However, that is a timing difference only. For the new fiscal year, spending freezes on operating and capital will remain in effect until January, when we can then gauge the revenue inflow.

Fiscal Year	Available Fund	
	Balance as a % of Current Year Expenditures	State Avg for Units W/O Electrical 10K- 49K Pop
FY08	13.51%	
FY09	15.40%	41.06%
FY10	18.23%	44.27%
FY11	13.26%	49.73%
FY12	18.17%	51.10%
FY13	12.97%	49.97%
FY14	1.79%	49.47%
FY15	51.23%	51.64%
FY16	19.30%	52.79%
FY17	27.70%	58.62%
FY18	20.71%	55.47%
FY19	11.34%	55.71%
FY20 ESTIM	12.51%	
FY21 ESTIM	12.51%	

Red Indicates Estimated

# Fund Balance General Fund FY08-FY19



**EXPENDITURE SHEET**    Fiscal Year **FY21-22**

**Fund:**                    **11-General Fund**

**Dept. Head**            **Catherine Gwynn**

**Dept #:**                **Revenues**    **Revenues**

~ = Division by Zero

**Division:**            **Revenues**    ~

\* = Change < \$5,000

Purple Cell-Finance Input

Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY20-21 Adopted V. FY21-22 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
8101	Current Tax Levy	\$ 14,745,932.01	\$ 14,948,030.00	\$ 14,948,030.00	\$ 14,897,682.00	\$ 14,939,403.00	-0.06%	\$ 15,628,913.00	4.56%
8102	Delinquent Taxes	\$ 240,017.57	\$ 275,000.00	\$ 275,000.00	\$ 238,102.00	\$ 240,000.00	-12.73%	\$ 240,000.00	-12.73%
8103	Current Vehicle Tax	\$ 1,500,586.76	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,566,034.00	\$ 1,500,000.00	0.00%	\$ 1,569,231.00	4.62%
8105	Delinquent Vehicle Tax	\$ 1,840.91	\$ 5,000.00	\$ 5,000.00	\$ 439.00	\$ 500.00	*	\$ 500.00	*
8106	Penalties & Interest	\$ 87,644.18	\$ 77,100.00	\$ 77,100.00	\$ 69,819.00	\$ 70,000.00	-9.21%	\$ 70,000.00	-9.21%
8107	Vehicle Tax/Leases/Rentals	\$ 69,810.19	\$ 54,100.00	\$ 54,100.00	\$ 70,959.00	\$ 70,000.00	29.39%	\$ 70,000.00	29.39%
8108	Vehicle Tag Fee	\$ 236,500.00	\$ 262,400.00	\$ 262,400.00	\$ 236,500.00	\$ 236,500.00	-9.87%	\$ 236,500.00	-9.87%
8383	Solid Waste Disposal Tax	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8106A	Penalties & Interest-NCVTS	\$ 10,650.33	\$ 10,200.00	\$ 10,200.00	\$ 10,455.00	\$ 10,400.00	1.96%	\$ 10,400.00	1.96%
<b>Total-Tax Revenues-0001</b>		<b>\$ 16,892,981.95</b>	<b>\$ 17,131,830.00</b>	<b>\$ 17,131,830.00</b>	<b>\$ 17,089,990.00</b>	<b>\$ 17,066,803.00</b>	<b>-0.38%</b>	<b>\$ 17,825,544.00</b>	<b>4.05%</b>
8110	Privilege Licenses	\$ 3,405.00	\$ 2,500.00	\$ 2,500.00	\$ 2,704.00	\$ 2,700.00	*	\$ 2,700.00	*
8111	Penalties on Licenses	\$ -	\$ 75.00	\$ 75.00	\$ -	\$ -	*	\$ -	*
8113	Building Inspections & Permits	\$ 96,577.93	\$ 116,055.00	\$ 116,055.00	\$ 117,000.00	\$ 117,000.00	0.81%	\$ 117,000.00	0.81%
8114	Plumbing, Gas & Electrical Insp	\$ 80,664.59	\$ 78,970.00	\$ 78,970.00	\$ 84,900.00	\$ 80,000.00	1.30%	\$ 80,000.00	1.30%
8115	Peddlers Permits	\$ 140.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
8116	Sign Permits	\$ 7,162.25	\$ 8,000.00	\$ 8,000.00	\$ 7,000.00	\$ 7,500.00	-6.25%	\$ 7,500.00	-6.25%
8117	Mechanical Permits	\$ 71,891.70	\$ 69,200.00	\$ 69,200.00	\$ 70,706.00	\$ 71,000.00	2.60%	\$ 71,000.00	2.60%
8119	Plan Review Fee	\$ 22,285.91	\$ 17,400.00	\$ 17,400.00	\$ 18,580.00	\$ 18,500.00	6.32%	\$ 18,500.00	6.32%
8121	Technology Surcharge	\$ 37,120.00	\$ 36,800.00	\$ 36,800.00	\$ 38,500.00	\$ 38,500.00	4.62%	\$ 38,500.00	4.62%
8125	Golf Cart Permit Fees (Police)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
8239	Fire Inspections Permits	\$ 7,680.00	\$ 7,700.00	\$ 7,700.00	\$ 5,000.00	\$ 7,000.00	-9.09%	\$ 7,000.00	-9.09%
8249	Business Reg. Fee	\$ 36,112.08	\$ 38,600.00	\$ 38,600.00	\$ 35,366.00	\$ 36,000.00	-6.74%	\$ 36,000.00	-6.74%
<b>Total-Licenses &amp; Permits-0002</b>		<b>\$ 363,064.46</b>	<b>\$ 375,525.00</b>	<b>\$ 375,525.00</b>	<b>\$ 380,066.00</b>	<b>\$ 378,450.00</b>	<b>0.78%</b>	<b>\$ 378,450.00</b>	<b>0.78%</b>
8130	Local Option Tax	\$ 9,301,152.33	\$ 9,813,576.00	\$ 9,813,576.00	\$ 9,810,855.00	\$ 9,997,261.00	1.87%	\$ 9,997,261.00	1.87%
8131	ABC Revenue	\$ 150,297.00	\$ 2,000.00	\$ 2,000.00	\$ 93,060.00	\$ 95,000.00	4650.00%	\$ 95,000.00	4650.00%
8132	Beer & Wine Taxes	\$ 144,670.45	\$ 146,300.00	\$ 146,300.00	\$ 148,287.00	\$ 149,770.00	2.37%	\$ 149,770.00	2.37%
8134	Utility Franchise Tax	\$ 2,658,959.27	\$ 2,903,873.44	\$ 2,903,873.44	\$ 2,612,551.00	\$ 2,871,676.00	-1.11%	\$ 2,871,676.00	-1.11%
8135	Powell Bill	\$ 909,162.67	\$ 909,163.00	\$ 909,163.00	\$ 868,302.59	\$ 830,800.00	-8.62%	\$ 830,800.00	-8.62%
8140	County Donation	\$ 4,000.00			\$ -	\$ -	*	\$ -	*
8149	NC Controlled Substance Tax	\$ 6,121.41	\$ 3,300.00	\$ 3,300.00	\$ 3,700.00	\$ 3,700.00	*	\$ 3,700.00	*
8150	Payment in Lieu of Taxes	\$ 101,152.56	\$ 101,700.00	\$ 101,700.00	\$ 107,754.00	\$ 108,000.00	6.19%	\$ 108,000.00	6.19%
8152	FEMA Reimbursement	\$ 280,709.70			\$ 185,514.00	\$ -	*	\$ -	*
8173	Transportation Planning Grant	\$ 303,192.00	\$ 258,622.00	\$ 258,622.00	\$ 124,971.00	\$ 289,372.00	11.89%	\$ 289,372.00	11.89%
8175	Cable TV	\$ 207,136.46	\$ 255,500.00	\$ 255,500.00	\$ 207,100.00	\$ 204,511.00	-19.96%	\$ 204,511.00	-19.96%

**EXPENDITURE SHEET**    Fiscal Year FY21-22

Fund:                    11-General Fund

Dept. Head            Catherine Gwynn

Dept #:                Revenues    Revenues

~ = Division by Zero

Division:            Revenues    ~

\* = Change < \$5,000

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY20-21 Adopted V. FY21-22 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
8200 Eastern Carolina Housing Grant	\$ 32,905.00	\$ 31,000.00	\$ 31,000.00	\$ 34,376.00	\$ 34,376.00	10.89%	\$ 34,376.00	10.89%
8208 GWTA Garage Reimbursement	\$ 222,122.16	\$ 168,335.65	\$ 168,335.65	\$ 154,300.00	\$ 154,000.00	-8.52%	\$ 154,000.00	-8.52%
8287 Wayne Co Sch Reimb Resource Officer	\$ 111,963.00	\$ 111,963.00	\$ 111,963.00	\$ 111,963.00	\$ 111,963.00	0.00%	\$ 111,963.00	0.00%
8370 NCDOT Reimb. Signals	\$ -	\$ 129,600.00	\$ 129,600.00	\$ 227,850.00	\$ 183,000.00	41.20%	\$ 183,000.00	41.20%
8383 Solid Waste Disposal Tax	\$ 25,454.26	\$ 21,300.00	\$ 21,300.00	\$ 24,538.00	\$ 24,906.00	16.93%	\$ 24,906.00	16.93%
8580 Cherry Hospital-Fire Reimbursement	\$ 61,109.00	\$ 76,800.00	\$ 76,800.00	\$ 58,249.00	\$ 59,000.00	-23.18%	\$ 59,000.00	-23.18%
8706 GWTA Rental	\$ 69,353.96	\$ 64,000.00	\$ 64,000.00	\$ 64,020.00	\$ 64,020.00	0.03%	\$ 64,020.00	0.03%
8921 State Grants-NCDOT	\$ 98,134.82			\$ -	\$ -	*	\$ -	*
8922 State Grants-PEG Channel	\$ 27,352.60	\$ 27,400.00	\$ 27,400.00	\$ 26,316.00	\$ 26,400.00	-3.65%	\$ 26,400.00	-3.65%
8951 Federal Grants-Police		\$ -	\$ -	\$ 7,728.00	\$ 7,000.00	~	\$ 7,000.00	~
8980 Federal US Marshall OT Reimburse	\$ 17,455.79	\$ 11,500.00	\$ 11,500.00	\$ 17,000.00	\$ 17,000.00	47.83%	\$ 17,000.00	47.83%
53001 Federal Grants				\$ -	\$ -	*	\$ 1,664,500.00	~
<b>Total-Revenue Other Agencies-0003</b>	<b>\$ 14,732,404.44</b>	<b>\$ 15,035,933.09</b>	<b>\$ 15,035,933.09</b>	<b>\$ 14,888,434.59</b>	<b>\$ 15,231,755.00</b>	<b>1.30%</b>	<b>\$ 16,896,255.00</b>	<b>12.37%</b>
8156 Special Test Permits	\$ 9,039.00	\$ 13,200.00	\$ 13,200.00	\$ 10,000.00	\$ 10,000.00	-24.24%	\$ 10,000.00	-24.24%
8158 False Alarms	\$ 2,550.00	\$ 2,000.00	\$ 2,000.00	\$ 2,300.00	\$ 2,300.00	*	\$ 2,300.00	*
8174 General Fund-Miscellaneous Recv	\$ 89,507.46	\$ 132,100.00	\$ 132,100.00	\$ 80,000.00	\$ 110,000.00	-16.73%	\$ 110,000.00	-16.73%
8177 Tennis Instructions	\$ 320.00	\$ 1,000.00	\$ 1,000.00	\$ 1,055.00	\$ 1,000.00	*	\$ 1,000.00	*
8183 Insufficient Check Penalty		\$ 500.00	\$ 500.00	\$ 20.00	\$ 50.00	*	\$ 50.00	*
8245 Stormwater Management Fee	\$ 16,011.00	\$ 14,200.00	\$ 14,200.00	\$ 14,600.00	\$ 14,000.00	-1.41%	\$ 14,000.00	-1.41%
8247 Event Center Rentals	\$ -			\$ -	\$ -	*	\$ -	*
8251 Planning & Zoning Fees		\$ -	\$ -	\$ 52,000.00	\$ 52,000.00	~	\$ 52,000.00	~
8271 Refuse Service	\$ 3,296,450.33	\$ 3,296,900.00	\$ 3,296,900.00	\$ 3,338,192.00	\$ 3,300,000.00	0.09%	\$ 3,300,000.00	0.09%
8272 Cemetery Services	\$ 55,018.40	\$ 61,700.00	\$ 61,700.00	\$ 55,000.00	\$ 57,000.00	-7.62%	\$ 57,000.00	-7.62%
8274 Trash Penalties	\$ 315.00	\$ 600.00	\$ 600.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
8283 SJAFB Commercial Refuse Contract	\$ 267,006.35	\$ 276,700.00	\$ 276,700.00	\$ 267,006.00	\$ 293,707.00	6.15%	\$ 293,707.00	6.15%
8365 Basketball Entry Fee	\$ (80.00)			\$ -	\$ -	*	\$ -	*
8368 Sale Of Recyclable Materials	\$ 6,032.22	\$ 5,000.00	\$ 5,000.00	\$ 5,949.00	\$ 5,000.00	*	\$ 5,000.00	*
8371 Swimming Pools	\$ 16,223.63	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	-20.00%	\$ 8,000.00	-20.00%
8379 Paramount Theater	\$ -			\$ -	\$ -	*	\$ -	*
8386 Food & Beverage Sales-Parks & Rec	\$ 261.36	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	~	\$ 9,000.00	~
8387 Merchandise Sales-Parks & Rec		\$ -	\$ -	\$ 2,800.00	\$ 3,000.00	*	\$ 3,000.00	*
8388 Golf-Tournament Revenue		\$ -	\$ -	\$ 2,220.00	\$ 2,000.00	*	\$ 2,000.00	*
8801 GEC-Building Rental	\$ 47,001.43	\$ 59,000.00	\$ 59,000.00	\$ 32,000.00	\$ 35,000.00	-40.68%	\$ 35,000.00	-40.68%
8802 GEC-Amenities Rentals/Sales	\$ 225.00	\$ -	\$ -	\$ 1,500.00	\$ 1,000.00	*	\$ 1,000.00	*

**EXPENDITURE SHEET**    Fiscal Year FY21-22

Fund:                    11-General Fund

Dept. Head            Catherine Gwynn

Dept #:                Revenues    Revenues

~ = Division by Zero

Division:            Revenues    ~

\* = Change < \$5,000

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY20-21 Adopted V. FY21-22 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
8803 GEC-Income from Deposits Retained	\$ 1,061.50	\$ -	\$ -	\$ 700.00	\$ 500.00	*	\$ 500.00	*
8821 GEC-Food & Beverage Sales	\$ 30.38	\$ 1,000.00	\$ 1,000.00	\$ 1,700.00	\$ 2,000.00	*	\$ 2,000.00	*
8822 GEC-Alcohol Sales	\$ 1,765.27	\$ 4,000.00	\$ 4,000.00	\$ 2,015.00	\$ 2,400.00	*	\$ 2,400.00	*
8840 PARAMOUNT-PPAS Ticket Sales	\$ 109,739.29	\$ 126,948.00	\$ 126,948.00	\$ 10,000.00	\$ 75,000.00	-40.92%	\$ 75,000.00	-40.92%
8841 PARAMOUNT-Rental Ticket Sales	\$ 170,891.61	\$ 83,579.00	\$ 83,579.00	\$ 55,000.00	\$ 75,000.00	-10.26%	\$ 75,000.00	-10.26%
8842 PARAMOUNT-Ticket Sale Fee	\$ 6,808.27	\$ 6,000.00	\$ 6,000.00	\$ 6,200.00	\$ 6,200.00	3.33%	\$ 6,200.00	3.33%
8843 PARAMOUNT-Comp Ticket Fee	\$ 42.50	\$ 100.00	\$ 100.00	\$ -	\$ -	*	\$ -	*
8844 PARAMOUNT-Setup Fee	\$ 200.00	\$ 200.00	\$ 200.00	\$ 150.00	\$ 200.00	*	\$ 200.00	*
8845 PARAMOUNT-Box Office Hours	\$ 175.00	\$ 200.00	\$ 200.00	\$ 225.00	\$ 250.00	*	\$ 250.00	*
8861 PARAMOUNT-Food & Beverage Sales	\$ 1,234.79	\$ 8,060.00	\$ 8,060.00	\$ -	\$ 1,000.00	*	\$ 1,000.00	*
8862 PARAMOUNT-Alcohol Sales	\$ 157.09	\$ 9,000.00	\$ 9,000.00	\$ 1,000.00	\$ 1,000.00	*	\$ 1,000.00	*
8864 PARAMOUNT-Building Rental	\$ (125.00)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	~	\$ 15,000.00	~
8940 Golf Course Pro Shop Consignment	\$ 414.85	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	*	\$ -	*
8952 Golf Course Cart Fees	\$ 239,652.36	\$ 214,885.00	\$ 214,885.00	\$ 218,000.00	\$ 218,000.00	1.45%	\$ 218,000.00	1.45%
8955 Golf Course Concessions	\$ 42,757.72	\$ 37,607.00	\$ 37,607.00	\$ 36,624.00	\$ 37,000.00	-1.61%	\$ 37,000.00	-1.61%
8956 Golf Course Green Fees	\$ 128,768.75	\$ 108,721.00	\$ 108,721.00	\$ 139,010.00	\$ 137,000.00	26.01%	\$ 137,000.00	26.01%
8957 Golf Course Membership Dues	\$ 105,538.02	\$ 111,726.00	\$ 111,726.00	\$ 99,443.00	\$ 100,000.00	-10.50%	\$ 100,000.00	-10.50%
8958 Driving Range Fees	\$ 20,987.00	\$ 18,267.00	\$ 18,267.00	\$ 21,297.00	\$ 21,000.00	14.96%	\$ 21,000.00	14.96%
8959 Pro Shop Sales	\$ 21,532.37	\$ 17,788.00	\$ 17,788.00	\$ 32,435.00	\$ 32,000.00	79.90%	\$ 32,000.00	79.90%
8960 Golf Lessons	\$ 35.00	\$ 100.00	\$ 100.00	\$ 1,500.00	\$ 1,500.00	*	\$ 1,500.00	*
8961 Facility Rental Fees	\$ 15,402.50	\$ 20,400.00	\$ 20,400.00	\$ 13,000.00	\$ 13,000.00	-36.27%	\$ 13,000.00	-36.27%
8962 Park Rental Fees	\$ 14,188.26	\$ 15,800.00	\$ 15,800.00	\$ 8,000.00	\$ 8,000.00	-49.37%	\$ 8,000.00	-49.37%
8963 Youth Program Fees	\$ 80,525.70	\$ 89,500.00	\$ 89,500.00	\$ 35,000.00	\$ 35,000.00	-60.89%	\$ 35,000.00	-60.89%
8964 Adult Program Fees	\$ 12,349.35	\$ 13,500.00	\$ 13,500.00	\$ 8,000.00	\$ 8,000.00	-40.74%	\$ 8,000.00	-40.74%
8965 Special Event Fees	\$ 19,370.65	\$ 21,300.00	\$ 21,300.00	\$ 1,000.00	\$ 1,000.00	*	\$ 1,000.00	*
8271A Recycling Surcharge		\$ 168,000.00	\$ 168,000.00	\$ 112,320.00	\$ 112,320.00	-33.14%	\$ 112,320.00	-33.14%
<b>Total-Charges for Services-0004</b>	<b>\$ 4,799,384.41</b>	<b>\$ 4,969,581.00</b>	<b>\$ 4,969,581.00</b>	<b>\$ 4,699,561.00</b>	<b>\$ 4,805,727.00</b>	<b>-3.30%</b>	<b>\$ 4,805,727.00</b>	<b>-3.30%</b>
8180 Investment Interest	\$ 88,653.11	\$ 84,000.00	\$ 84,000.00	\$ 12,000.00	\$ 15,000.00	-82.14%	\$ 15,000.00	-82.14%
8184 Sale of Property	\$ 792.50			\$ -	\$ -	*	\$ -	*
8267 Loan Proceeds	\$ 105,000.00	\$ 360,000.00	\$ 360,000.00	\$ 1,382,000.00	\$ -	*	\$ 1,865,065.00	418.07%
8270 Loan Proceeds Installment Financing		\$ 832,830.00	\$ 832,830.00	\$ -	\$ -	*	\$ -	*
8282 Street Assessment Interest	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	*	\$ -	*
8299 Gain/(Loss) on Investments	\$ (3,164.13)			\$ -	\$ -	*	\$ -	*
8581 Equipment Sales	\$ 57,843.30	\$ 75,000.00	\$ 75,000.00	\$ 51,641.00	\$ 142,869.00	90.49%	\$ 142,869.00	90.49%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund							
Dept #:		Revenues Revenues							
Division:		Revenues ~							
Dept. Head Catherine Gwynn									
~ = Division by Zero									
* = Change < \$5,000									
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY20-21 Adopted V. FY21-22 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
8582 Sale of Land	\$ 7,294.85	\$ 10,000.00	\$ 10,000.00	\$ 64,955.00	\$ -	*	\$ -	*	
8981 Land Lease Income (Farms)	\$ 774.00	\$ -	\$ -	\$ 45,193.00	\$ 23,062.00	~	\$ 23,062.00	~	
<b>Total-Capital Returns-0005</b>	<b>\$ 257,193.63</b>	<b>\$ 1,361,930.00</b>	<b>\$ 1,361,930.00</b>	<b>\$ 1,555,789.00</b>	<b>\$ 180,931.00</b>	<b>-86.72%</b>	<b>\$ 2,045,996.00</b>	<b>50.23%</b>	
8153 Insurance Proceeds	\$ 89,208.27	\$ -	\$ -	\$ 49,100.00	\$ -	*	\$ -	*	
8160 General Fund Donation	\$ 30.00			\$ 30.00	\$ -	*	\$ -	*	
8186 Housing Authority Grant	\$ 9,521.44			\$ -	\$ -	*	\$ -	*	
8190 Other Miscellaneous Revenue	\$ 120,751.06	\$ 475,000.00	\$ 475,000.00	\$ 10,000.00	\$ 25,000.00	-94.74%	\$ 47,327.00	-90.04%	
8192 Officers Fees	\$ 14,931.49	\$ 14,000.00	\$ 14,000.00	\$ 11,000.00	\$ 11,000.00	-21.43%	\$ 11,000.00	-21.43%	
8293 Parking Tickets	\$ 1,695.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	*	\$ 1,500.00	*	
8298 Local Grants	\$ 6,000.00			\$ -	\$ -	*	\$ 20,000.00	~	
8593 Vending Machine Commission (Pepsi)	\$ 319.65	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	*	\$ 1,800.00	*	
8595 Vending Machines Income	\$ 1,038.00	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	*	\$ 1,500.00	*	
<b>Total-Miscellaneous Revenues-0006</b>	<b>\$ 243,494.91</b>	<b>\$ 490,500.00</b>	<b>\$ 490,500.00</b>	<b>\$ 74,930.00</b>	<b>\$ 40,800.00</b>	<b>-91.68%</b>	<b>\$ 83,127.00</b>	<b>-83.05%</b>	
58101 Shared Services - Utility (61)	\$ 2,869,532.00	\$ 108,852.00	\$ 108,852.00	\$ 2,938,105.00	\$ 3,097,595.00	2745.69%	\$ 3,097,595.00	2745.69%	
58102 Shared Services - Stormwater (15)	\$ 45,000.00	\$ 2,938,105.00	\$ 2,938,105.00	\$ 108,852.00	\$ 110,245.00	-96.25%	\$ 110,245.00	-96.25%	
<b>Total-Shared Services-0007</b>	<b>\$ 2,914,532.00</b>	<b>\$ 3,046,957.00</b>	<b>\$ 3,046,957.00</b>	<b>\$ 3,046,957.00</b>	<b>\$ 3,207,840.00</b>	<b>5.28%</b>	<b>\$ 3,207,840.00</b>	<b>5.28%</b>	
8583 Fund Balance Withdrawal	\$ -	\$ 12,964.00	\$ 450,660.11	\$ -	\$ -	*	\$ -	*	
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ 12,964.00</b>	<b>\$ 450,660.11</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Revenues</b>	<b>\$ 40,203,055.80</b>	<b>\$ 42,425,220.09</b>	<b>\$ 42,862,916.20</b>	<b>\$ 41,735,667.59</b>	<b>\$ 40,912,306.00</b>	<b>-3.57%</b>	<b>\$ 45,242,939.00</b>	<b>6.64%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8101	Current Tax Levy	Tax	3 Cent Tax Increase included in Mgr's Recomm per CM. PER PROPERTY TAX WORKSHEETS. ASSESSED VALUE DATA REC'D FROM PROPERTY TAX COLLECTOR.	\$ 14,897,682.00	\$ 14,939,403.00	\$ 15,628,913.00
8102	Delinquent Taxes	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 238,102.00	\$ 240,000.00	\$ 240,000.00
8103	Current Vehicle Tax	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 1,566,034.00	\$ 1,500,000.00	\$ 1,569,231.00
8105	Delinquent Vehicle Tax	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 439.00	\$ 500.00	\$ 500.00
8106	Penalties & Interest	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 69,819.00	\$ 70,000.00	\$ 70,000.00
8107	Vehicle Tax/Leases/Rentals	Tax	Trend for past 10 years is approximately \$58,895 average. (Desktop Tools xlsx)	\$ 70,959.00	\$ 70,000.00	\$ 70,000.00
8108	Vehicle Tag Fee	Tax	\$10/VEHICLE @ 27,000 VEHICLES; Based on prior year actual collections @23,650 vehicles	\$ 236,500.00	\$ 236,500.00	\$ 236,500.00
8383	Solid Waste Disposal Tax		Moved to Orgn 0003	\$ -	\$ -	\$ -
8106A	Penalties & Interest-NCVTS		Trend for past 2 years is approximately \$10,455 average. (Sheet-Desktop Tools xlsx)	\$ 10,455.00	\$ 10,400.00	\$ 10,400.00
<b>Total-Tax Revenues-0001</b>				<b>\$ 17,089,990.00</b>	<b>\$ 17,066,803.00</b>	<b>\$ 17,825,544.00</b>
8110	Privilege Licenses	Insp	Trend for past 5 years is approximately \$2,704 average. (Sheet-(Sheet-Desktop Tools xlsx) Law changed eliminating most privilege licenses except ABC so can't use data prior to 2016.	\$ 2,704.00	\$ 2,700.00	\$ 2,700.00
8111	Penalties on Licenses	Insp	Trend for past 3 years is approximately \$36 average. Law changed eliminating most privilege licenses except ABC so can't use data prior to 2016.	\$ -	\$ -	\$ -
8113	Building Inspections & Permits	Insp	Trend for past 10 years is approximately \$117,592 average. (Sheet-Desktop Tools xlsx)	\$ 117,000.00	\$ 117,000.00	\$ 117,000.00
8114	Plumbing, Gas & Electrical Insp	Insp	Trend for past 10 years is approximately \$94,433 average but trending down in the past 4 years(Sheet-Desktop Tools xlsx)	\$ 84,900.00	\$ 80,000.00	\$ 80,000.00

<b>JUSTIFICATION SHEET</b>	<b>Fiscal Year FY21-22</b>			<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>		<b>Green Cell - Department Input</b>
<b>Dept #:</b>	<b>Revenues - Revenues</b>			
<b>Division:</b>	<b>~ - Revenues</b>			

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8115	Peddlers Permits	Insp	Trend for past 10 years is approximately \$629 average but trending down in the past 5 years(Sheet-Desktop Tools xlsx)	\$ 200.00	\$ 200.00	\$ 200.00
8116	Sign Permits	Insp	Trend for past 10 years is approximately \$8936 average but trending down in the past 5 years(Sheet-Desktop Tools xlsx)	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00
8117	Mechanical Permits	Insp	Trend for past 10 years is approximately \$70,706 average. (Sheet-Desktop Tools xlsx)	\$ 70,706.00	\$ 71,000.00	\$ 71,000.00
8119	Plan Review Fee	Insp	Trend for past 10 years is approximately \$21,455 average, and 5 year average approximately \$18,588 but (Sheet-Desktop Tools xlsx)	\$ 18,580.00	\$ 18,500.00	\$ 18,500.00
8121	Technology Surcharge	Insp	Trend for past 10 years is approximately \$41,926 average, and 5 year average approximately \$38,495. (Sheet-Desktop Tools xlsx)	\$ 38,500.00	\$ 38,500.00	\$ 38,500.00
8125	Golf Cart Permit Fees (Police)	PD	Trend for past 1 year is approximately \$25. (Sheet-Desktop Tools xlsx)	\$ 50.00	\$ 50.00	\$ 50.00
8239	Fire Inspections Permits	Fire	Trend for past 10 years is approximately \$8,263 average. (Sheet-Desktop Tools xlsx)	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
8249	Business Reg. Fee	Insp	Fee implemented when privilege license (except for alcohol was eliminated). Trend for past 4 years is \$35,366. (Sheet-Desktop Tools xlsx)	\$ 35,366.00	\$ 36,000.00	\$ 36,000.00
<b>Total-Licenses &amp; Permits-0002</b>				<b>\$ 380,006.00</b>	<b>\$ 378,450.00</b>	<b>\$ 378,450.00</b>
8130	Local Option Tax	State	Sales & Use Taxes 10.4% FY21 estimated Jun 30 over FY20; FY22 Budget 1.3% increase over FY21	\$ 9,810,855.00	\$ 9,997,261.00	\$ 9,997,261.00
8131	ABC Revenue	Co	Wayne Co ABC Board - staff spoke to ABC Board and told because they are doing construction the distributions are lower. Trend for past 10 years \$204,316, and for 5 years \$166,324. (Sheet-Desktop Tools xlsx)	\$ 93,060.00	\$ 95,000.00	\$ 95,000.00
8132	Beer & Wine Taxes	State	Alcoholic Beverages Tax shared revenue. Trend for 10 years is \$155,135 and 5 years \$150,592. Per NCLM memo 2.5% growth in FY21 estimated year end, and 1.0% growth in FY22 budget.(Sheet-Desktop Tools xlsx)	\$ 148,287.00	\$ 149,770.00	\$ 149,770.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8134	Utility Franchise Tax	State	Combined Electricity Sales Tax, Local Video Programming Tax (minus PEG), Telecommunications Sales Tax, & Piped Natural Gas Sales Tax. FY21 estimated to be lower than budgeted. FY22 estimate 8% growth from FY21 estimated actual.	\$ 2,612,551.00	\$ 2,871,676.00	\$ 2,871,676.00
8135	Powell Bill	State	Forecase Powell Bill Revenue xlsx sheet. 162.61 miles @ \$1,458.01 and population 33,969 @ \$17.48/mile	\$ 868,302.59	\$ 830,800.00	\$ 830,800.00
8140	County Donation	Co	County sponsorship of Special Olympics event(s) Fall and Spring.	\$ -	\$ -	\$ -
8149	NC Controlled Substance Tax	State	North Carolina Unauthorized Substance Tax program G.S. 105-113.113. 5 year trend \$5,706 (Sheet-Desktop Tools xlsx)	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
8150	Payment in Lieu of Taxes		Trend for past 10 years is approximately \$118,049 average. (Sheet-Desktop Tools xlsx. This is Goldsboro Housing Authority and Eastern Carolina Housing Authority. I have no agreements for either.	\$ 107,754.00	\$ 108,000.00	\$ 108,000.00
8152	FEMA Reimbursement	Fed	FY21 - reimbursement Hurricane Matthew Golf bunkers & cemetery and Cat B Emergency response	\$ 185,514.00	\$ -	\$ -
8173	Transportation Planning Grant	NCDOT	As per 11-3151-9934 request from Planning Dept., Jennifer Collins Dept. Head.	\$ 124,971.00	\$ 289,372.00	\$ 289,372.00
8175	Cable TV	State	Trend for past 10 years is approximately \$267,127 average, but FY20 down significantly. (Sheet-Desktop Tools xlsx) Estimated 0% FY21 estimated year end, and -1.25% decline per NCLM Memo.	\$ 207,100.00	\$ 204,511.00	\$ 204,511.0000
8200	Eastern Carolina Housing Grant		Reimbursement for for Police Officer per agreement. We are limited to the amount per month.	\$ 34,376.00	\$ 34,376.00	\$ 34,376.00
8208	GWTA Garage Reimbursement	GWTA	GWTA - reimbursement for fuel, IT Services, Spectrum internet billing. Trend past 5 years \$168,658. (Sheet-Desktop Tools xlsx)	\$ 154,300.00	\$ 154,000.00	\$ 154,000.00
8287	Wayne Co Sch Reimb Resource Officer	WCPS	Trend for past 5 years is approximately \$107,578 average. Amount is fixed by the state.	\$ 111,963.00	\$ 111,963.00	\$ 111,963.00
8370	NCDOT Reimb. Signals	NCDOT	Trend for past 5 years is approximately \$182,877 average. (Sheet-Desktop Tools xlsx)	\$ 227,850.00	\$ 183,000.00	\$ 183,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8383	Solid Waste Disposal Tax	State	State distributed revenue per capita basis. NCLM memo decline (3.6%) FY21 estimated and 1.5% increase for FY22 budget.	\$ 24,538.00	\$ 24,906.00	\$ 24,906.00
8580	Cherry Hospital-Fire Reimbursement		Local fire protection services for state-owned buildings, amount set by Commissioner of Insurance	\$ 58,249.00	\$ 59,000.00	\$ 59,000.00
8706	GWTA Rental	GWTA	(Sheet-Desktop Tools xlsx) For the rental of the building that the City owns to GWTA. Urban \$3,038.00 + Rural \$2,296.92=\$5,334.92/month	\$ 64,020.00	\$ 64,020.00	\$ 64,020.00
8921	State Grants-NCDOT	NCDOT	Prior years this was for Union Station project with NCDOT.	\$ -	\$ -	\$ -
8922	State Grants-PEG Channel	State	Supplemental PEG channel support for cities that qualify. Per NCLM memo this is not expected to change materially in FY22. Amounts are paid over to Wayne County Public Schools who operate the PEG channel.	\$ 26,316.00	\$ 26,400.00	\$ 26,400.00
8951	Federal Grants-Police	Fed	Federal ballistic vest grant program reimbursement	\$ 7,728.00	\$ 7,000.00	\$ 7,000.00
8980	Federal US Marshall OT Reimburse	Fed	Federal Marshall overtime reimbursement for police.	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
53001	Federal Grants	Fed	American Rescue Plan - Revenue Replacement per CM			\$ 1,664,500.00
<b>Total-Revenue Other Agencies-0003</b>				<b>\$ 14,888,434.59</b>	<b>\$ 15,231,755.00</b>	<b>\$ 16,896,255.00</b>
8156	Special Test Permits		10 Year Trend has been \$11,775 (Sheet-Desktop Tools xlsx)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
8158	False Alarms	FD	5 Year Trend has been \$2,775 (Sheet-Desktop Tools xlsx)	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
8174	General Fund-Miscellaneous Recv	GWTA	5 Year Trend has been \$118,735 (Sheet-Desktop Tools xlsx)	\$ 80,000.00	\$ 110,000.00	\$ 110,000.00
8177	Tennis Instructions	PR	5 Year Trend has been \$716 (Sheet-Desktop Tools xlsx)	\$ 1,055.00	\$ 1,000.00	\$ 1,000.00
8183	Insufficient Check Penalty	N/A	5 Year Trend has been \$64 (Sheet-Desktop Tools xlsx)	\$ 20.00	\$ 50.00	\$ 50.00
8245	Stormwater Management Fee	ENG	Managed by Engineering. 10 Year Trend has been \$14,599. (Sheet-Desktop Tools xlsx)	\$ 14,600.00	\$ 14,000.00	\$ 14,000.00
8247	Event Center Rentals	ENG	Moved to 8801-8822	\$ -	\$ -	\$ -
8251	Planning & Zoning Fees	PLN	New for FY21 planning & zoning fees coded separately in Energov/QS1	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00
8271	Refuse Service	GAR	10 Year Trend has been \$3,212,517 (Sheet-Desktop Tools xlsx)	\$ 3,338,192.00	\$ 3,300,000.00	\$ 3,300,000.00
8272	Cemetery Services	CEM	5 Year Trend has been \$54,969 (Sheet-Desktop Tools xlsx)	\$ 55,000.00	\$ 57,000.00	\$ 57,000.00

<b>JUSTIFICATION SHEET</b>	<b>Fiscal Year FY21-22</b>			<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>		<b>Green Cell - Department Input</b>
<b>Dept #:</b>	<b>Revenues - Revenues</b>			
<b>Division:</b>	<b>~ - Revenues</b>			

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8274	Trash Penalties	GAR	5 Year Trend has been \$547 (Sheet-Desktop Tools xlsx)	\$ 300.00	\$ 300.00	\$ 300.00
8283	SJAFB Commercial Refuse Contract	GAR	New 10 Year service contract entered in FY2019. No trend information. Use same as budgeted estimate for Jun 30. Include 10% increase for FY22.	\$ 267,006.00	\$ 293,707.00	\$ 293,707.00
8365	Basketball Entry Fee	PR	FY20 \$-0-, Data FY11-FY13 (Sheet-Desktop Tools xlsx)	\$ -	\$ -	\$ -
8368	Sale Of Recyclable Materials	GAR	Very sporadic. 2 Year Trend has been \$5,990 (Sheet-Desktop Tools xlsx)	\$ 5,949.00	\$ 5,000.00	\$ 5,000.00
8371	Swimming Pools	PR	5 Year Trend has been \$17,152. Affected by COVID in FY20 and FY21 (Sheet-Desktop Tools xlsx)	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
8379	Paramount Theater	PAR	New Account setup for Paramount to split out various revenue types. Old account #8379 and #8385. New account #'s 8840-8862.	\$ -	\$ -	\$ -
8386	Food & Beverage Sales-Parks & Rec	PR	2 Year Trend has been \$4,221 (Sheet-Desktop Tools xlsx)	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
8387	Merchandise Sales-Parks & Rec	PR	New for FY21, no trend info. (Sheet-Desktop Tools xlsx)	\$ 2,800.00	\$ 3,000.00	\$ 3,000.00
8388	Golf-Tournament Revenue	GLF	New for FY21, no trend info. (Sheet-Desktop Tools xlsx)	\$ 2,220.00	\$ 2,000.00	\$ 2,000.00
8801	GEC-Building Rental	GEC	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$36,603. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 32,000.00	\$ 35,000.00	\$ 35,000.00
8802	GEC-Amenities Rentals/Sales	GEC	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$36,603. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
8803	GEC-Income from Deposits Retained	GEC	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$878. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 700.00	\$ 500.00	\$ 500.00
8821	GEC-Food & Beverage Sales	GEC	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$864. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 1,700.00	\$ 2,000.00	\$ 2,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8822	GEC-Alcohol Sales	GEC	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$1,890. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 2,015.00	\$ 2,400.00	\$ 2,400.00
8840	PARAMOUNT-PPAS Ticket Sales	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$58,294. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 10,000.00	\$ 75,000.00	\$ 75,000.00
8841	PARAMOUNT-Rental Ticket Sales	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$111,297. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 55,000.00	\$ 75,000.00	\$ 75,000.00
8842	PARAMOUNT-Ticket Sale Fee	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$6,254. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00
8843	PARAMOUNT-Comp Ticket Fee	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$21. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ -	\$ -	\$ -
8844	PARAMOUNT-Setup Fee	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$150. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 150.00	\$ 200.00	\$ 200.00
8845	PARAMOUNT-Box Office Hours	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$200. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 225.00	\$ 250.00	\$ 250.00
8861	PARAMOUNT-Food & Beverage Sales	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$617. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ -	\$ 1,000.00	\$ 1,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8862	PARAMOUNT-Alcohol Sales	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$355. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8864	PARAMOUNT-Building Rental	PAR	New Account setup for GEC to split out various revenue types for the GEC. Old account #8247. 2 Year Trend has been \$7,036. Affected by Covid 19 in FY20 and FY21. (Sheet-Desktop Tools xlsx)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
8940	Golf Course Pro Shop Consignment	GLF	Per Felicia this is not being used anymore. Last use was in FY20.	\$ -	\$ -	\$ -
8952	Golf Course Cart Fees	GLF	10 Year Trend has been \$218,020.. Current YTD \$196,964 (Sheet-Desktop Tools xlsx)	\$ 218,000.00	\$ 218,000.00	\$ 218,000.00
8955	Golf Course Concessions	GLF	5 Year Trend has been \$45,674.. Current YTD \$28,624. (Sheet-Desktop Tools xlsx)	\$ 36,624.00	\$ 37,000.00	\$ 37,000.00
8956	Golf Course Green Fees	GLF	5 Year Trend has been \$106,115.. Current YTD \$109,010. (Sheet-Desktop Tools xlsx)	\$ 139,010.00	\$ 137,000.00	\$ 137,000.00
8957	Golf Course Membership Dues	GLF	5 Year Trend has been \$108,623. Current YTD \$92,443 (Sheet-Desktop Tools xlsx)	\$ 99,443.00	\$ 100,000.00	\$ 100,000.00
8958	Driving Range Fees	GLF	5 Year Trend has been \$18,651. Current YTD \$17,297 (Sheet-Desktop Tools xlsx)	\$ 21,297.00	\$ 21,000.00	\$ 21,000.00
8959	Pro Shop Sales	GLF	5 Year Trend has been \$27,846. Current YTD \$27,435(Sheet-Desktop Tools xlsx)	\$ 32,435.00	\$ 32,000.00	\$ 32,000.00
8960	Golf Lessons	GLF	5 Year Trend has been \$1,868. Current YTD \$1,250 (Sheet-Desktop Tools xlsx)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
8961	Facility Rental Fees	PR	5 Year Trend has been \$24,893. Current YTD \$10,332. Covid-19 impact for FY20, FY21 FY22. (Sheet-Desktop Tools xlsx)	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
8962	Park Rental Fees	PR	5 Year Trend has been \$9,592. Current YTD \$6,920. Covid-19 impact for FY20, FY21 FY22. (Sheet-Desktop Tools xlsx)	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
8963	Youth Program Fees	PR	5 Year Trend has been \$69,681. Current YTD \$28,865. Covid-19 impact for FY20, FY21 FY22. (Sheet-Desktop Tools xlsx)	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8964	Adult Program Fees	PR	5 Year Trend has been \$21,368. Current YTD \$5,791. Covid-19 impact for FY20, FY21 FY22. (Sheet-Desktop Tools xlsx)	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
8965	Special Event Fees		5 Year Trend has been \$13,205. Current YTD \$494. Covid-19 impact for FY20, FY21 FY22. (Sheet-Desktop Tools xlsx)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8271A	Recycling Surcharge	PR	New fee proposed to offset landfill and recycling charges. \$1 per customer per month. Have Lee checking on the FY21 figures. Waiting on monthly totals so I can extrapolate out a good Jun 30 and FY22 estimate. Cfg 5/10/2021 5:45 PM	\$ 112,320.00	\$ 112,320.00	\$ 112,320.00
<b>Total-Charges for Services-0004</b>				<b>\$ 4,699,561.00</b>	<b>\$ 4,805,727.00</b>	<b>\$ 4,805,727.00</b>
8180	Investment Interest		Per projection Quarterly Interest Income Allocation	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00
8184	Sale of Property		No cemetery lots to sell.	\$ -	\$ -	\$ -
8267	Loan Proceeds		Possible loan closing for FY20 and FY21 capital	\$ 1,382,000.00		\$ 1,865,065.00
8270	Loan Proceeds Installment Financing		\$-0- for FY20 and FY21. All new debt or leases will be accounted for in 8267.	\$ -	\$ -	\$ -
8282	Street Assessment Interest		None collected in FY20 or FY21.	\$ -	\$ -	\$ -
8299	Gain/(Loss) on Investments		Net with investment interest #8180	\$ -	\$ -	\$ -
8581	Equipment Sales		General Fund equipment and other personal property sold on GovDeals. Per Department Head Request - Estimated Auction Proceeds \$142,869 GF	\$ 51,641.00	\$ 142,869.00	\$ 142,869.00
8582	Sale of Land		No anticipated surplus land sales. Will amend budget with proceeds as needed.	\$ 64,955.00	\$ -	\$ -
8981	Land Lease Income (Farms)		Farm and timber leases (8)	\$ 45,193.00	\$ 23,062.00	\$ 23,062.00
<b>Total-Capital Returns-0005</b>				<b>\$ 1,555,789.00</b>	<b>\$ 180,931.00</b>	<b>\$ 2,045,996.00</b>
8153	Insurance Proceeds		Appropriated when expenditures are incurred.	\$ 49,100.00	\$ -	\$ -
8160	General Fund Donation		Miscellaneous Citizen Donation	\$ 30.00	\$ -	\$ -
8186	Housing Authority Grant		Moved to Orgn 0003	\$ -	\$ -	\$ -
8190	Other Miscellaneous Revenue		Requested analysis by Terrie.	\$ 10,000.00	\$ 25,000.00	\$ 47,327.00
8192	Officers Fees		5 Year Trend has been \$16,221. Current YTD \$9,963. (Sheet-Desktop Tools xlsx)	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
8293	Parking Tickets		4 Year Trend has been \$2,795. Current YTD \$1,400. (Sheet-Desktop Tools xlsx)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

**JUSTIFICATION SHEET**    Fiscal Year FY21-22    Blue Font - Detail Schedule Requested  
**Fund:**                      11-General Fund                      Dept. Head-Catherine Gwynn    Green Cell - Department Input  
**Dept #:**                     Revenues - Revenues  
**Division:**                 ~ - Revenues

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8298	Local Grants		Lead Fellows of NC grant for Downtown Development	\$ -	\$ -	\$ 20,000.00
8593	Vending Machine Commission (Pepsi)		Commission from vending machines operated by Pepsi.	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
8595	Vending Machines Income		Commission from vending machines operated by outside vendor.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<b>Total-Miscellaneous Revenues-0006</b>				<b>\$ 74,930.00</b>	<b>\$ 40,800.00</b>	<b>\$ 83,127.00</b>
58101	Shared Services - Utility (61)		Per Calculation	\$ 2,938,105.00	\$ 3,097,595.00	\$ 3,097,595.00
58102	Shared Services - Stormwater (15)		Per Calculation	\$ 108,852.00	\$ 110,245.00	\$ 110,245.00
<b>Total-Shared Services-0007</b>				<b>\$ 3,046,957.00</b>	<b>\$ 3,207,840.00</b>	<b>\$ 3,207,840.00</b>
8583	Fund Balance Withdrawal		None for Dept Request. MGR - Cemetery Reserve for Lawnmower \$12964.	\$ -	\$ -	\$ -
<b>Total-Fund Balance Withdrawal-0009</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues</b>				<b>\$ 41,735,667.59</b>	<b>\$ 40,912,306.00</b>	<b>\$ 45,242,939.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: CITY COUNCIL

#### DEPARTMENT OVERVIEW:

The City Council consists of a seven member governing board, which includes the Mayor and six council members. These elected officials provide leadership to the City of Goldsboro by adopting ordinances and resolutions, establishing policies, programs and procedures and raising sufficient revenue for governing the City of Goldsboro. These members are elected to a four-year non-staggered term. The City Council appoints the city manager and city attorney.

#### GOALS/MAJOR OBJECTIVES:

During the City Council Retreat held in February 2020, City Council updated the City's vision and mission statements and retained the same goals. Mission: The City provides services, promotes equality, and protects the well-being of all residents and visitors to enhance our quality of life every day. Vision: An extraordinary, diverse experience. Goals: Safe and Secure Community, Strong and Diverse Economy, Exceptional Quality of Life, Racial and Cultural Harmony and Excellence in Government.

Ensure a strong financial position of the City by adequately managing financial resources.

#### SIGNIFICANT BUDGET ISSUES:

- Proactively work with legislators on the federal and state level to advocate for policy changes in the best interest of the long-term viability of the City of Goldsboro.
- Develop a plan of work for the City that balances the need for adequate fiscal and staffing resources to maintain prompt reliable service to the citizens of the City of Goldsboro in a cost effective manner.



EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund		Dept. Head Tim Salmon							
Dept #: 1011 Mayor & Council		~ = Division by Zero							
Division: 1011 ~		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ	FY21-22 MGR SUB % Δ
1211	Honorarium	\$ 63,249.11	\$ 65,475.00	\$ 65,475.00	\$ 65,475.00	\$ 65,475.00	0.00%	\$ 65,475.00	0.00%
1221	Mayor's Star Award	\$ 4,900.00			\$ -	\$ -	*	\$ -	*
1295	Board Member Expenses (1700)	\$ 21,932.41	\$ -	\$ 22,800.00	\$ 22,800.00	\$ 22,800.00	~	\$ 22,800.00	~
1700	Board Member Expenses	\$ -	\$ 22,800.00	\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 6,891.25	\$ 6,753.04	\$ 6,753.04	\$ 6,753.04	\$ 6,753.04	-0.00%	\$ 6,753.04	-0.00%
1820	LEOB-Retirement	\$ 135.80			\$ -	\$ -	*	\$ -	*
1821	NCLGERS-Retirement	\$ 315.70			\$ -	\$ -	*	\$ -	*
1822	401-K Retirement	\$ 210.00			\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 97,634.27</b>	<b>\$ 95,028.04</b>	<b>\$ 95,028.04</b>	<b>\$ 95,028.04</b>	<b>\$ 95,028.04</b>	<b>-0.00%</b>	<b>\$ 95,028.04</b>	<b>-0.00%</b>
1922	Title Search & Legal Fees	\$ 123,503.45	\$ 120,000.00	\$ 120,000.00	\$ 123,200.00	\$ 150,000.00	25.00%	\$ 135,000.00	12.50%
1991	Consultant Fees	\$ 61,500.00	\$ 80,000.00	\$ 80,000.00	\$ 66,500.00	\$ 129,500.00	61.88%	\$ 50,875.00	-36.41%
2201	Comm/Empl Awards & Functions	\$ 1,380.21	\$ 4,600.00	\$ 4,600.00	\$ 1,500.00	\$ 4,000.00	-13.04%	\$ 1,500.00	-67.39%
2202	Luncheon/Dinner Meetings	\$ 1,947.62	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	0.00%	\$ 1,000.00	-50.00%
2601	Office Supplies	\$ 461.95	\$ 225.00	\$ 225.00	\$ 600.00	\$ 400.00	*	\$ 400.00	*
2993	Operational Supplies	\$ 4,682.41	\$ 3,250.00	\$ 3,250.00	\$ 4,200.00	\$ 4,500.00	38.46%	\$ 4,500.00	38.46%
3121	Travel	\$ 8,815.48	\$ 28,000.00	\$ 28,000.00	\$ 5,950.00	\$ 26,010.95	-7.10%	\$ 9,010.95	-67.82%
3250	Postage	\$ 177.50	\$ 175.00	\$ 175.00	\$ 100.00	\$ 175.00	*	\$ -	*
3421	Copy Machine Cost	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3911	Public Notices	\$ 94.50			\$ -	\$ -	*	\$ -	*
3997	City Election	\$ 65,538.02			\$ -	\$ 35,000.00	~	\$ -	*
4911	Subscriptions	\$ 162.01			\$ -	\$ -	*	\$ -	*
4912	Fees & Dues	\$ 2,261.00	\$ 16,550.00	\$ 16,550.00	\$ 13,269.00	\$ 16,569.00	0.11%	\$ 13,269.00	-19.82%
4916	Chamber Of Commerce				\$ -	\$ 20,000.00	~	\$ 20,000.00	~
4917	Wayne County Alliance				\$ -	\$ 50,000.00	~	\$ 25,000.00	~
6901	Mayor's Youth Council	\$ 13.11			\$ -	\$ -	*	\$ -	*
9561	Office Supplies	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 150.00	*	\$ 150.00	*
3250A	Postage-Internal Charges only!	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 175.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 270,537.26</b>	<b>\$ 255,000.00</b>	<b>\$ 255,000.00</b>	<b>\$ 216,519.00</b>	<b>\$ 438,404.95</b>	<b>71.92%</b>	<b>\$ 260,979.95</b>	<b>2.35%</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Mayor &amp; Council~ Budget</b>	<b>\$ 368,171.53</b>	<b>\$ 350,028.04</b>	<b>\$ 350,028.04</b>	<b>\$ 311,547.04</b>	<b>\$ 533,432.99</b>	<b>52.40%</b>	<b>\$ 356,007.99</b>	<b>1.71%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund **Green Cell - Department Input**  
**Dept #:** Mayor & Council - 1011 Dept. Head-Tim Salmon  
**Division:** ~ - 1011

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1211	Honorarium			\$ 65,475.00	\$ 65,475.00	\$ 65,475.00
1221	Mayor's Star Award					
1295	Board Member Expenses (1700)		Mayor \$4,800/yr; Council \$3000/yr (6 x \$3000)	\$ 22,800.00	\$ 22,800.00	\$ 22,800.00
1700	Board Member Expenses			\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 6,753.04	\$ 6,753.04	\$ 6,753.04
1820	LEOB-Retirement					
1821	NCLGERS-Retirement					
1822	401-K Retirement					
<b>Total Salaries &amp; Benefits</b>				<b>\$ 95,028.04</b>	<b>\$ 95,028.04</b>	<b>\$ 95,028.04</b>
1922	Title Search & Legal Fees			\$ 123,200.00	\$ 150,000.00	\$ 135,000.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	Redistricting Consultant	<b>\$ 66,500.00</b>	<b>\$ 129,500.00</b>	<b>\$ 50,875.00</b>
2201	Comm/Empl Awards & Functions		promotional items air show	\$ 1,500.00	\$ 4,000.00	\$ 1,500.00
2202	Luncheon/Dinner Meetings			\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
2601	Office Supplies			\$ 600.00	\$ 400.00	\$ 400.00
2993	Operational Supplies			\$ 4,200.00	\$ 4,500.00	\$ 4,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ 5,950.00</b>	<b>\$ 26,010.95</b>	<b>\$ 9,010.95</b>
3250	Postage			\$ 100.00	\$ 175.00	\$ -
3421	Copy Machine Cost			\$ 100.00	\$ 100.00	\$ 100.00
3911	Public Notices					
3997	City Election		Special Election - Staggered Terms		\$ 35,000.00	\$ -
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>		<b>\$ 13,269.00</b>	<b>\$ 16,569.00</b>	<b>\$ 13,269.00</b>
4916	Chamber Of Commerce				\$ 20,000.00	\$ 20,000.00
4917	Wayne County Alliance		(Transferred from 11-7310) Request was \$50,000/yr for 5 Years. Recommended to fund only \$25K		\$ 50,000.00	\$ 25,000.00
6901	Mayor's Youth Council					
9561	Office Supplies			\$ 100.00	\$ 150.00	\$ 150.00
3250A	Postage-Internal Charges only!					\$ 175.00
<b>Total Operating Expenditures</b>				<b>\$ 216,519.00</b>	<b>\$ 438,404.95</b>	<b>\$ 260,979.95</b>
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Mayor &amp; Council-- Budget</b>				<b>\$ 311,547.04</b>	<b>\$ 533,432.99</b>	<b>\$ 356,007.99</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Mayor & Council - 1011  
 Division: ~ - 1011  
 Account: 1991 Consultant Fees

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Friends of Seymour Per contract \$9250 fees +1042/travel expenses per month	\$ 61,500.00	\$ 61,500.00	\$ 15,875.00
2	Environmental Study		\$ 10,000.00	\$ -
3	Surveyor		\$ 3,000.00	\$ -
4	Consutant for Redistricting		\$ 50,000.00	\$ -
5	Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6	Roosevelt Group			\$ 30,000.00
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ 66,500.00</b>	<b>\$ 129,500.00</b>	<b>\$ 50,875.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Mayor & Council - 1011  
Division: ~ - 1011  
Account: 3121 Travel

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Washington DC Legislative Trip, NC Main Street Conference	\$ 1,500.00	\$ 4,513.95	\$ 4,513.95
2	NCLM Annual City Vision Conference	\$ 500.00	\$ 4,681.00	\$ 4,681.00
3	Metro Mayors Annual Meeting, Metro Mayors Spring Meeting	\$ 500.00	\$ 860.50	\$ 860.50
4	Town Hall Day (Raleigh)	\$ 100.00	\$ 417.00	\$ 417.00
5	National League of Cities		\$ 4,858.00	\$ 4,858.00
6	Association of Defense Communities-National Summit (DC)		\$ 5,460.00	\$ 5,460.00
7	Association of Defense Communities Installation Innovation	\$ 1,850.00	\$ 1,825.50	\$ 1,825.50
8	NC Black Elected Officials Conference		\$ 2,895.00	\$ 2,895.00
9	Miscellaneous Dinners & Luncheons & UNC SOG Webinars	\$ 1,500.00	\$ 500.00	\$ 500.00
10	ESTIMATED YEAR END			
11	Per CM 5/21/21 cut			\$ (17,000.00)
	<b>Total - 3121 Travel</b>	<b>\$ 5,950.00</b>	<b>\$ 26,010.95</b>	<b>\$ 9,010.95</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Mayor & Council - 1011  
 Division: ~ - 1011  
 Account: 4912 Fees & Dues

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Military Affairs Commission - Mayor	\$ 300.00	\$ 300.00	\$ 300.00
2	Military Affairs Commission - Councilmembers \$300 each	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
3	Metro Mayors Annual Service Fees	\$ 8,169.00	\$ 8,169.00	\$ 8,169.00
4	Sponsorships (Dancing Stars, Hot Topic, etc.)	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
5	DGDC Board	\$ 50.00	\$ 50.00	\$ 50.00
6	Military Host Cities	\$ 250.00	\$ 250.00	\$ 250.00
7	Miscellaneous	\$ 500.00	\$ 1,000.00	\$ 1,000.00
8	Per CM 5/21/21 cut			\$ (3,300.00)
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 13,269.00</b>	<b>\$ 16,569.00</b>	<b>\$ 13,269.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: CITY MANAGER'S OFFICE

#### DEPARTMENT OVERVIEW:

The Office of the City Manager oversees the day to day operations of city government through the management of fifteen departments and division heads, develops a balanced budget for consideration by the City Council, recommends plans for the continued organized growth and development of the City and is committed to developing citizen awareness and involvement. The City Clerk works in this office and maintains the permanent records of the City. The Public Information Officer maximizes information sharing with the public.

#### GOALS/MAJOR OBJECTIVES:

- Implement policies and directives approved by the City Council.
- Exercise proper management over all City departments and promote leadership development throughout the organization.
- Manage the development of the City's annual operating budget, monitor and make necessary adjustments throughout the year.
- Coordinate the development and utilization of public information outlets to maximize information sharing with the public.
- Maintain permanent records and respond to public records requests in a timely manner with accurate information.

#### SIGNIFICANT BUDGET ISSUES:

Develop a plan of work for the City that balances the need for adequate fiscal and staffing resources to maintain prompt reliable service to the citizens of the City of Goldsboro in a cost effective manner.



**EXPENDITURE SHEET**    Fiscal Year FY21-22

Fund:                    11-General Fund

Dept #:                1012    City Manager

Division:             1012    ~

Dept. Head            Tim Salmon

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 520,220.22	\$ 519,890.71	\$ 519,890.71	\$ 517,711.20	\$ 517,711.20	-0.42%	\$ 517,711.20	-0.42%
1221 Mayor's Star Award		\$ -	\$ -	\$ -	\$ 10,100.00	~	\$ 10,100.00	~
1224 Cell Phone Stipend	\$ 723.90	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	0.00%	\$ 720.00	0.00%
1225 Car Allowance	\$ 6,590.73	\$ 10,079.94	\$ 10,079.94	\$ 10,079.94	\$ 10,079.94	0.00%	\$ 10,079.94	0.00%
1260 Salaries & Wages Part-Time	\$ 24,320.00			\$ -	\$ -	*	\$ -	*
1275 Salaries & Wages Bonus	\$ 2,475.99	\$ -	\$ -	\$ 1,214.26	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,511.74	\$ -	\$ -	\$ 1,500.00	\$ 1,800.00	~	\$ 1,800.00	~
1810 Social Security	\$ 40,846.16	\$ 40,597.83	\$ 40,597.83	\$ 40,638.74	\$ 41,341.45	1.83%	\$ 41,341.45	1.83%
1821 NCLGERS-Retirement	\$ 47,200.43	\$ 54,183.52	\$ 54,183.52	\$ 54,238.11	\$ 61,120.50	12.80%	\$ 61,120.50	12.80%
1822 401-K Retirement	\$ 22,455.45	\$ 21,227.63	\$ 21,227.63	\$ 21,249.02	\$ 21,616.45	1.83%	\$ 21,616.45	1.83%
1830 Hospital Insurance	\$ 25,518.00	\$ 26,160.00	\$ 26,160.00	\$ 26,160.00	\$ 38,736.00	48.07%	\$ 25,824.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 127.01	\$ 267.12	\$ 267.12	\$ 228.96	\$ 228.96	*	\$ 228.96	*
1850 Unemployment Compensation		\$ 282.00	\$ 282.00	\$ -	\$ 164.00	*	\$ 164.00	*
1860 Worker's Compensation	\$ 1,186.00	\$ 1,237.00	\$ 1,237.00	\$ 1,505.00	\$ 1,550.00	25.30%	\$ 1,550.00	25.30%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 693,175.63</b>	<b>\$ 674,645.75</b>	<b>\$ 674,645.75</b>	<b>\$ 675,245.23</b>	<b>\$ 705,168.50</b>	<b>4.52%</b>	<b>\$ 692,256.50</b>	<b>2.61%</b>
1991 Consultant Fees	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 5,000.00	\$ 8,000.00	0.00%	\$ 5,000.00	-37.50%
2203 Employee Appreciation	\$ 120.18	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
2501 Vehicle Operation/Maintenance	\$ 83.03			\$ -	\$ -	*	\$ -	*
2601 Office Supplies	\$ 390.28	\$ 750.00	\$ 750.00	\$ 750.00	\$ 1,000.00	33.33%	\$ 1,000.00	33.33%
2993 Operational Supplies	\$ 4,251.19	\$ 2,750.00	\$ 2,750.00	\$ 2,000.00	\$ 2,750.00	0.00%	\$ 2,000.00	-27.27%
3121 Travel	\$ 13,462.71	\$ 12,250.00	\$ 12,250.00	\$ 9,200.00	\$ 21,946.13	79.15%	\$ 9,200.00	-24.90%
3210 Telephone	\$ 2,484.09	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
3250 Postage	\$ 83.68	\$ 200.00	\$ 200.00	\$ 175.00	\$ 200.00	*	\$ -	*
3421 Copy Machine Cost	\$ 2,052.69	\$ 3,300.00	\$ 3,300.00	\$ 3,200.00	\$ 3,300.00	0.00%	\$ 3,300.00	0.00%
3511 Building Maintenance	\$ 5,146.22	\$ 10,050.00	\$ 10,050.00	\$ 13,200.00	\$ 13,500.00	34.33%	\$ 13,500.00	34.33%
3521 Office Machine Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	0.00%	\$ 500.00	*
3700 Advertising	\$ 7,828.32	\$ 7,125.00	\$ 7,125.00	\$ 4,500.00	\$ 7,125.00	0.00%	\$ 4,500.00	-36.84%
3702 Communications and Marketing	\$ 6,124.00	\$ 11,250.00	\$ 11,250.00	\$ 10,000.00	\$ 11,250.00	0.00%	\$ 10,000.00	-11.11%
3703 Air Show Donation		\$ 15,000.00	\$ -	\$ -	\$ -	*	\$ -	*
3911 Public Notices	\$ 13,860.13	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 5,000.00	0.00%	\$ 4,000.00	-20.00%
3914 Contract Services	\$ 54,968.07	\$ 37,450.00	\$ 37,450.00	\$ 41,500.00	\$ 45,000.00	20.16%	\$ 41,500.00	10.81%
3950 Education Reimbursement	\$ 1,100.00	\$ 1,250.00	\$ 1,250.00	\$ 700.00	\$ 2,500.00	100.00%	\$ 700.00	-44.00%
3998 Codify Ordinances	\$ 1,841.92	\$ 4,250.00	\$ 4,250.00	\$ 4,000.00	\$ 4,250.00	0.00%	\$ 4,250.00	0.00%
4404 TC Coley Expenses	\$ 4,436.52			\$ -	\$ -	*	\$ -	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head		Tim Salmon			
Dept #:		1012 City Manager		~ = Division by Zero					
Division:		1012 ~		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4511	Multi-Peril Insurance	\$ 3,357.00	\$ 3,583.00	\$ 3,583.00	\$ 3,752.00	\$ 3,864.00	7.84%	\$ 3,864.00	7.84%
4541	Employee Personal Liability	\$ 22.00	\$ 22.00	\$ 22.00	\$ 19.00	\$ 20.00	*	\$ 20.00	*
4911	Subscriptions	\$ -	\$ 300.00	\$ 300.00	\$ 212.00	\$ 215.00	*	\$ 215.00	*
4912	Fees & Dues	\$ 3,870.00	\$ 6,000.00	\$ 6,000.00	\$ 5,250.00	\$ 5,435.00	-9.42%	\$ 5,035.00	-16.08%
4913	Institute Of Government				\$ -	\$ 14,300.00	~	\$ 14,300.00	~
4914	League Of Municipalities				\$ -	\$ 25,500.00	~	\$ 25,500.00	~
4918	National League Of Cities				\$ -	\$ 3,450.00	~	\$ 3,450.00	~
4989	Union Station	\$ 110,769.63	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
9561	Office Supplies	\$ 243.60	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00	*	\$ 275.00	*
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 200.00	*
<b>Total Operating Expenditures</b>		<b>\$ 236,495.26</b>	<b>\$ 132,205.00</b>	<b>\$ 117,205.00</b>	<b>\$ 110,633.00</b>	<b>\$ 182,280.13</b>	<b>37.88%</b>	<b>\$ 154,709.00</b>	<b>17.02%</b>
					\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
					\$ -	\$ -	*	\$ -	*
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total City Manager-~ Budget</b>		<b>\$ 929,670.89</b>	<b>\$ 806,850.75</b>	<b>\$ 791,850.75</b>	<b>\$ 785,878.23</b>	<b>\$ 887,448.63</b>	<b>9.99%</b>	<b>\$ 846,965.50</b>	<b>4.97%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Tim Salmon	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	City Manager - 1012		
Division:	~ - 1012		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular			\$ 517,711.20	\$ 517,711.20	\$ 517,711.20
1221	Mayor's Star Award		Employee & Supervisor Award		\$ 10,100.00	\$ 10,100.00
1224	Cell Phone Stipend		ATCM	\$ 720.00	\$ 720.00	\$ 720.00
1225	Car Allowance		CM & ACM	\$ 10,079.94	\$ 10,079.94	\$ 10,079.94
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 1,214.26		\$ -
1278	Wellness Earnings		6@300	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
1810	Social Security		Sum of accounts 1210 - 1278 X 7.65%	\$ 40,638.74	\$ 41,341.45	\$ 41,341.45
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 11.31% (Non-Leo) 12.24 (Leo)	\$ 54,238.11	\$ 61,120.50	\$ 61,120.50
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 21,249.02	\$ 21,616.45	\$ 21,616.45
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 26,160.00	\$ 38,736.00	\$ 25,824.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 228.96	\$ 228.96	\$ 228.96
1850	Unemployment Compensation		Provided by Finance		\$ 164.00	\$ 164.00
1860	Worker's Compensation		Provided by Finance	\$ 1,505.00	\$ 1,550.00	\$ 1,550.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 675,245.23</b>	<b>\$ 705,168.50</b>	<b>\$ 692,256.50</b>
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	see attached schedule	<b>\$ 5,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 5,000.00</b>
2203	Employee Appreciation			\$ 200.00	\$ 200.00	\$ 200.00
2501	Vehicle Operation/Maintenance					\$ -
2601	Office Supplies			\$ 750.00	\$ 1,000.00	\$ 1,000.00
2993	Operational Supplies			\$ 2,000.00	\$ 2,750.00	\$ 2,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	see attached schedule	<b>\$ 9,200.00</b>	<b>\$ 21,946.13</b>	<b>\$ 9,200.00</b>
3210	Telephone			\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
3250	Postage			\$ 175.00	\$ 200.00	
3421	Copy Machine Cost			\$ 3,200.00	\$ 3,300.00	\$ 3,300.00
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	see attached schedule	<b>\$ 13,200.00</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>
3521	Office Machine Maintenance			\$ 500.00	\$ 1,000.00	\$ 500.00
3700	Advertising		Windows of Wayne; Progress Edition; Special Events (guitar pull)	\$ 4,500.00	\$ 7,125.00	\$ 4,500.00
3702	Communications and Marketing		Xpress Communications (Council Meetings); Comprehensive Comm. (On Hold Msg); MAP Project (Chamber)	\$ 10,000.00	\$ 11,250.00	\$ 10,000.00
3703	Air Show Donation		(postponed)			\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Tim Salmon	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	City Manager - 1012		
Division:	~ - 1012		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3911	Public Notices			\$ 4,000.00	\$ 5,000.00	\$ 4,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	see attached schedule	<b>\$ 41,500.00</b>	<b>\$ 45,000.00</b>	<b>\$ 41,500.00</b>
3950	Education Reimbursement			\$ 700.00	\$ 2,500.00	\$ 700.00
3998	Codify Ordinances			\$ 4,000.00	\$ 4,250.00	\$ 4,250.00
4404	TC Coley Expenses					\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 3,752.00	\$ 3,864.00	\$ 3,864.00
4541	Employee Personal Liability		Provided by Finance	\$ 19.00	\$ 20.00	\$ 20.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>		<b>\$ 212.00</b>	<b>\$ 215.00</b>	<b>\$ 215.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>		<b>\$ 5,250.00</b>	<b>\$ 5,435.00</b>	<b>\$ 5,035.00</b>
4913	Institute Of Government		Moved from ORGN 7315	\$ -	\$ 14,300.00	\$ 14,300.00
4914	League Of Municipalities		Moved from ORGN 7315	\$ -	\$ 25,500.00	\$ 25,500.00
4918	National League Of Cities		Moved from ORGN 7315	\$ -	\$ 3,450.00	\$ 3,450.00
4989	Union Station					\$ -
9561	Office Supplies			\$ 275.00	\$ 275.00	\$ 275.00
3250A	Postage-Internal Charges only!					\$ 200.00
	<b>Total Operating Expenditures</b>			<b>\$ 110,633.00</b>	<b>\$ 182,280.13</b>	<b>\$ 154,709.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total City Manager-~ Budget</b>			<b>\$ 785,878.23</b>	<b>\$ 887,448.63</b>	<b>\$ 846,965.50</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: ~ - 1012  
 Account: 1991 Consultant Fees

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Apprasials, etc	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00
2	Per CM 5/17/21 9:00 am cut			\$ (3,000.00)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ 5,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 5,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: ~ - 1012  
 Account: 3121 Travel

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Washington DC Legislative Trip		\$ 225.00	\$ 225.00
2	Assoicaiton of Defense		\$ 1,620.00	\$ 1,620.00
3	NC Main Street Conference		\$ 1,660.00	\$ 1,660.00
4	NCLM Annual City Vision Conference		\$ 3,360.75	\$ 2,510.75
5	NCCCMA Winter Conference		\$ 2,271.13	\$ 2,271.13
6	Annual NCAMC Conference		\$ 2,830.00	\$ 1,530.00
7	School of Govt Clerks Conference		\$ 928.50	\$ 928.50
8	NCAMC Regional Class (One Day Session)		\$ 279.25	\$ 279.25
9	Town Hall Day (Raleigh)		\$ 410.50	\$ 410.50
10	NC Planning Conference		\$ 1,100.00	\$ 1,100.00
11	Metro Mayors Spring Meeting		\$ 280.50	\$ 280.50
12	Metro Mayors Annual Meeting		\$ 430.50	\$ 430.50
13	FTA TIGER Meetings (Atlanta, GA)		\$ 850.00	\$ 850.00
14	Professional Dev. Conf. Trainings PIO		\$ 1,500.00	\$ 1,500.00
15	Professional Dev. Conf. Trainings ATCM		\$ 2,000.00	\$ 2,000.00
16	IIMC Annual Conference	\$ 2,200.00	\$ 2,200.00	\$ -
17				
18	ESTIMATED YEAR END	\$ 7,000.00		
19	Per CM Cut 5/21/21			\$ (8,396.13)
	<b>Total - 3121 Travel</b>	<b>\$ 9,200.00</b>	<b>\$ 21,946.13</b>	<b>\$ 9,200.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: ~ - 1012  
 Account: 3511 Building Maintenance

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Dodson Pest Control		\$ 2,400.00	\$ 2,400.00
2	Keen Plumbing		\$ 3,000.00	\$ 3,000.00
3	Envirocon		\$ 2,000.00	\$ 2,000.00
4	Carolina Phone & Alarms		\$ 1,000.00	\$ 1,000.00
5	Crossroads Fire Protection		\$ 3,500.00	\$ 3,500.00
6	NC Department of Labor (elevator inspection)		\$ 500.00	\$ 500.00
7	Misc. Repairs		\$ 1,100.00	\$ 1,100.00
8	ESTIMATED YEAR END	\$ 13,200.00		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
	<b>Total - 3511 Building Maintenance</b>	<b>\$ 13,200.00</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: ~ - 1012  
 Account: 3914 Contract Services

Dept. Head-Tim Salmon

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Piedmont Service Group – HVAC Preventive Maintenance		\$ 34,000.00	\$ 34,000.00
2	Envirocon – Annual Fire Alarm Maintenance		\$ 3,000.00	\$ 3,000.00
3	Security Central – Annual Security Monitoring		\$ 300.00	\$ 300.00
4	Schindler Elevator Company – Maintenance Contract & Repairs		\$ 5,200.00	\$ 5,200.00
5	Cummins Atlantic – Generator City Hall		\$ 2,500.00	\$ 2,500.00
6	Per CM cut 5/21/21			\$ (3,500.00)
7				
8	ESTIMATED YEAR END	\$ 41,500.00		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
	<b>Total - 3914 Contract Services</b>	<b>\$ 41,500.00</b>	<b>\$ 45,000.00</b>	<b>\$ 41,500.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Tim Salmon</b>
<b>Dept #:</b> City Manager - 1012	
<b>Division:</b> ~ - 1012	
<b>Account:</b> 4911 Subscriptions	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	News Argus	\$ 162.00	\$ 165.00	\$ 165.00
2	News & Observer	\$ 50.00	\$ 50.00	\$ 50.00
3				
4				
5				
6				
7				
8				
9				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 212.00</b>	<b>\$ 215.00</b>	<b>\$ 215.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Tim Salmon</b>
<b>Dept #:</b> City Manager - 1012	
<b>Division:</b> ~ - 1012	
<b>Account:</b> 4912 Fees & Dues	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	IIMC, NC Association of Municipal Clerks (CC & DCC)	\$ 580.00	\$ 615.00	\$ 615.00
2	Wayne County Chamber (Military Affairs Comm. CM, ACM, ATCM)	\$ 600.00	\$ 600.00	\$ 600.00
3	NC City and County Managers Association (CM)	\$ 750.00	\$ 750.00	\$ 750.00
4	NC3C (PIO)		\$ 50.00	\$ 50.00
5	DGDC (ACM)	\$ 50.00	\$ 50.00	\$ 50.00
6	Rotary (CM & ATCM)	\$ 920.00	\$ 920.00	\$ 920.00
7	Association of Defense (CM)	\$ 250.00	\$ 250.00	\$ 250.00
8	American Planning Association (ACM)	\$ 600.00	\$ 600.00	\$ 600.00
9	ICMA (CM)	\$ 1,500.00	\$ 1,600.00	\$ 1,600.00
10	Per CM 5/17/21 9:00 am			\$ (400.00)
11				
12				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 5,250.00</b>	<b>\$ 5,435.00</b>	<b>\$ 5,035.00</b>

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: HUMAN RESOURCES

#### GOALS/MAJOR OBJECTIVES:

- A. **Workforce Representation** - focused on recruiting a diverse workforce. We continue to provide scholarships, tuition assistance, participate and sponsor career fairs, and increase recruiting efforts across the City. The City's workforce should broadly represent the diversity of the community we serve to better promote the city's vision, mission, goals and values. **Actual 34.3%, Target 60%**. The "Target" of 60 % reflects the City diversity; "Close to Target" is considered  $\geq 45\%$ ; anything less "Needs improvement"
- B. **Racial & Cultural Harmony** - Provide Cultural Diversity & Sensitivity Training to all employees. This training is designed to improve employee relations and provide better customer service. Funds will be used to renew the license for the existing electronic learning training module with emphasis on increasing knowledge through training . **Actual-66%, Target-90%**. The 90% "Target" reflects that the City will make every effort to provide Cultural Diversity and Sensitivity Training to all employees. "Close to Target" is greater than 75%; "Needs Improvement" is anything less.

#### DEPARTMENT OVERVIEW:

The Human Resources Management Department is responsible for all areas of human resources administration. Responsibilities include ensuring compliance with federal and state personnel laws and regulations and providing assistance to attract and retain a qualified workforce that will remain competitive and progressive. Specific functions include: recruitment, selection, and retention; personnel policy administration, development and interpretation; employee orientation; monitoring and maintenance of benefits enrollment; fringe benefit administration; professional development and training; maintenance of continuing education and certification credits; administration of the NeoGov Human Resources Information System; employee relations (which involves handling complaints, appeals, and inquiries),

#### SIGNIFICANT BUDGET ISSUES:

1. Renewal license for NeoGov software. This fully automated Human Resource Information Software tracks all applications, performs onboarding for new hires, and maintains the electronic evaluation system. In addition is the NeoGov Learning Module that allows electronic Staff Development for all employees. This training will include Cultural Diversity & Sensitivity Training, with a target rate of >90% **Racial & Cultural Harmony**
2. Registration fees for career fairs and other recruitment events to include contracting with recruitment consultants (for vacant department head positions) in efforts to target a more diverse workforce at a rate of 59% - **Workforce Representation**.
3. External training for the Safety Officer, Human Resources Consultants and Director. Leadership Training for department heads in the area of Emotional Intelligence. Integration of background and references checks into NeoGov.



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: HUMAN RESOURCES (SAFETY PROGRAM)

#### DEPARTMENT OVERVIEW:

The Safety and Compliance Program reflects the City's commitment to employee safety and its efforts to comply with the regulations of the federal and state Occupational Safety and Health Administration. Annual implementation and maintenance of the federal mandated OSHA log 300 is a requirement. The Program also includes training, which is necessary to maintain proper safety procedures among our employees, and periodic monitoring throughout all workplace facilities. The Safety and Compliance Program will also strive to reduce the City's insurance liability through effective risk management of City activities, resources and property.

#### GOALS/MAJOR OBJECTIVES:

- A. Assist with the existing training program to keep employees informed about proper safety procedures and various safety related topics.
- B. Expand safety-training options through use of online/electronic training modules.
- C. Major emphasis on ways to reduce workplace accidents, thereby boosting employee morale, lowering workers' compensation costs and minimizing property damage.
- D. Ongoing implementation and revise safety policies and programs to ensure compliance with local, state and federal guidelines.
- E. Facilitate the Accident and Safety committees in effort to create and sustain a safe and accident free work environment for all city employees.

#### SIGNIFICANT BUDGET ISSUES:

The functions of the safety program will be to perform professional duties and assistance to management and staff under the direction of the Human Resources Director. Duties will be to provide professional support to ensure daily operations and safety project assignments are completed in a timely manner. The duties will include implementing, revising and maintaining safety policies and programs, assist with training, maintain safety awareness to assure laws and policies are being followed, participate in New Employee Orientation, oversee the established Transportation Notification Inquiring system and other safety related duties as assigned

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: HUMAN RESOURCES (OCCUPATIONAL HEALTH NURSE)

#### SIGNIFICANT BUDGET ISSUES:

The Occupational Health Nurse will continue to be the primary facilitator for the in-house drug program. Costs associated with maintenance of the program include supplies for urinalysis and swab kits (donor collection), utensils for collector and forms. Equipment costs include calibration kits for breathalyzer, adapter, forms, etc. The flu shots will continue to be filed on individual employee's health insurance.

#### GOALS/MAJOR OBJECTIVES:

- A. Provide monthly wellness programs to ensure employees are receiving adequate medical information; provide lunch and learn with guest speakers.
- B. Provide effective and efficient services with pre-employment, health care clinics and health services to employees.
- C. Assess injured employees and provide first aid, as needed; refer injured employees in need of medical care to the appropriate medical provider.
- D. Documentation and maintenance of workers' compensation cases on First Report electronic program.
- E. Documentation and maintenance of Family Medical Leave Program.
- F. Consistently provide one-on-one confidential counseling for all City employees.
- F. Participate as a member of the Wellness Committee
- G. Provide annual Flu vaccines to city employees and dependents.

#### DIVISION OVERVIEW:

The Occupational Health Nurse provides the City with continued care offering health maintenance programs throughout the year. The Nurse is also responsible for the City's Workers Compensation, FMLA program and pre-employment verifications. The position provides observation and assessment of the worker and the work environment of City employees. The Nurse is responsible for interpretation and evaluation of the worker's medical and occupational history; interpretation of medical diagnosis to workers; appraisal of the work environment for potential exposures; management of occupational and non-occupational illness and injury, and documentation of the injury or illness. Provides maintenance of individual medical records; provides and maintains American Red Cross CPR/AED and First Aid training; assists with New Hire Orientation to establish a rapport with new employees, provides information regarding Workers Compensation, FMLA and Blood borne Pathogens and delivers training to promote the City's Health Beat Wellness Program.



**EXPENDITURE SHEET**    Fiscal Year **FY21-22**

**Fund:** 11-General Fund  
**Dept #:** 1016 Human Resources  
**Division:** 1016 ~

**Dept. Head** Bernadette Dove

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 339,706.16	\$ 345,063.96	\$ 345,063.96	\$ 347,207.31	\$ 348,157.48	0.90%	\$ 348,157.48	0.90%
1224 Cell Phone Stipend	\$ 723.90	\$ 720.00	\$ 720.00	\$ 194.00	\$ -	*	\$ -	*
1260 Salaries & Wages Part-Time	\$ 552.54			\$ -	\$ -	*	\$ -	*
1275 Salaries & Wages Bonus	\$ 1,650.70	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,315.56	\$ -	\$ -	\$ 1,500.20	\$ 1,500.20	~	\$ 1,500.20	~
1810 Social Security	\$ 24,956.47	\$ 26,452.47	\$ 26,452.47	\$ 26,690.97	\$ 26,748.81	1.12%	\$ 26,748.81	1.12%
1821 NCLGERS-Retirement	\$ 31,067.62	\$ 35,304.54	\$ 35,304.54	\$ 35,622.84	\$ 39,546.28	12.01%	\$ 39,546.28	12.01%
1822 401-K Retirement	\$ 13,706.87	\$ 13,831.36	\$ 13,831.36	\$ 13,956.06	\$ 13,986.31	1.12%	\$ 13,986.31	1.12%
1830 Hospital Insurance	\$ 30,288.66	\$ 32,700.00	\$ 32,700.00	\$ 32,700.00	\$ 32,280.00	-1.28%	\$ 32,280.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 127.01	\$ 190.80	\$ 190.80	\$ 190.80	\$ 190.80	*	\$ 190.80	*
1850 Unemployment Compensation		\$ 164.00	\$ 164.00	\$ 164.00	\$ 164.00	*	\$ 164.00	*
1860 Worker's Compensation	\$ 1,202.00	\$ 1,254.00	\$ 1,254.00	\$ 1,525.00	\$ 1,571.00	25.28%	\$ 1,571.00	25.28%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 445,297.49</b>	<b>\$ 455,681.13</b>	<b>\$ 455,681.13</b>	<b>\$ 459,751.18</b>	<b>\$ 464,144.88</b>	<b>1.86%</b>	<b>\$ 464,144.88</b>	<b>1.86%</b>
1932 Medical Exams	\$ 419.25	\$ 256.00	\$ 256.00	\$ -	\$ 256.00	*	\$ 256.00	*
1991 Consultant Fees	\$ 43,611.99	\$ 11,500.00	\$ 11,500.00	\$ 6,500.00	\$ 27,000.00	134.78%	\$ 6,500.00	-43.48%
2121 Uniforms	\$ 210.40	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
2124 Shoes-Steel Toe	\$ 147.84	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
2203 Employee Appreciation	\$ 62.05	\$ 128.00	\$ 128.00	\$ 128.00	\$ 128.00	*	\$ 128.00	*
2323 Other Training	\$ 1,425.39	\$ 1,850.00	\$ 1,850.00	\$ 2,585.00	\$ 3,925.00	112.16%	\$ 1,850.00	0.00%
2325 Employee Training	\$ 375.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ 1,850.00	-93.39%	\$ -	*
2392 Health Maintenance Program	\$ 76,914.21	\$ 89,017.00	\$ 89,017.00	\$ 89,017.00	\$ 89,017.00	0.00%	\$ 89,017.00	0.00%
2393 Employee Assistance Program	\$ 6,003.72	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
2501 Vehicle Operation/Maintenance	\$ 559.58	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,800.00	20.00%	\$ -	*
2502 Vehicle Fuel	\$ 152.24	\$ 600.00	\$ 600.00	\$ 450.00	\$ 600.00	0.00%	\$ -	*
2601 Office Supplies	\$ 1,106.78	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2993 Operational Supplies	\$ 2,892.55	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	0.00%	\$ 2,250.00	0.00%
3121 Travel	\$ 5,488.33	\$ 2,800.00	\$ 2,800.00	\$ 625.00	\$ 5,915.00	111.25%	\$ 1,900.00	-32.14%
3210 Telephone	\$ 1,602.27	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	0.00%	\$ 1,920.00	0.00%
3250 Postage	\$ 308.35	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ -	*
3410 Printing	\$ 299.34	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	*	\$ 200.00	*
3421 Copy Machine Cost	\$ 1,777.72	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
3423 Employee Apprec Day/Meeting Support	\$ 8,577.65	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 13,000.00	4.00%	\$ 9,225.00	-26.20%
3425 Health Fair	\$ 1,912.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
3701 Employment Advertisements	\$ 650.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Bernadette Dove					
Dept #:		1016 Human Resources		~ = Division by Zero					
Division:		1016 ~		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
4511 Multi-Peril Insurance		\$ -	\$ -	\$ 189.44	\$ 195.00	*	\$ 195.00	*	
4521 Auto Liability	\$ 853.00	\$ 896.00	\$ 896.00	\$ 930.74	\$ 959.00	7.03%	\$ 959.00	7.03%	
4541 Employee Personal Liability	\$ 31.00	\$ 31.00	\$ 31.00	\$ 27.24	\$ 28.00	*	\$ 28.00	*	
4911 Subscriptions	\$ 653.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	0.00%	\$ 800.00	0.00%	
4912 Fees & Dues	\$ 67,555.88	\$ 37,082.28	\$ 37,082.28	\$ 22,736.00	\$ 75,603.28	103.88%	\$ 75,582.28	103.82%	
9561 Office Supplies	\$ 308.19	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ 250.00	*	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 1,000.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 600.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 300.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 223,897.73</b>	<b>\$ 205,505.28</b>	<b>\$ 205,505.28</b>	<b>\$ 156,533.42</b>	<b>\$ 239,621.28</b>	<b>16.60%</b>	<b>\$ 206,410.28</b>	<b>0.44%</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Human Resources~ Budget</b>	<b>\$ 669,195.22</b>	<b>\$ 661,186.41</b>	<b>\$ 661,186.41</b>	<b>\$ 616,284.60</b>	<b>\$ 703,766.16</b>	<b>6.44%</b>	<b>\$ 670,555.16</b>	<b>1.42%</b>	

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Bernadette Dove	<b>Green Cell - Department Input</b>
Dept #:	Human Resources - 1016		
Division:	~ - 1016		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Additional funds of 1% will be used for Director receiving National HR Certification. Total of 2% increased budgeted over two fiscal years.	\$ 347,207.31	\$ 348,157.48	\$ 348,157.48
1224	Cell Phone Stipend		Cell phone stipend terminated	\$ 194.00	\$ -	\$ -
1260	Salaries & Wages Part-Time		No part-time wages are anticipated	\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus		No bonus wages are anticipated			\$ -
1278	Wellness Earnings		Funds will be used for wellness incentives	\$ 1,500.20	\$ 1,500.20	\$ 1,500.20
1810	Social Security		Sum of accounts 1210 - 1278 X 7.65%	\$ 26,690.97	\$ 26,748.81	\$ 26,748.81
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 35,622.84	\$ 39,546.28	\$ 39,546.28
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 13,956.06	\$ 13,986.31	\$ 13,986.31
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 32,700.00	\$ 32,280.00	\$ 32,280.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 190.80	\$ 190.80	\$ 190.80
1850	Unemployment Compensation		Provided by Finance	\$ 164.00	\$ 164.00	\$ 164.00
1860	Worker's Compensation		Provided by Finance	\$ 1,525.00	\$ 1,571.00	\$ 1,571.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 459,751.18</b>	<b>\$ 464,144.88</b>	<b>\$ 464,144.88</b>
1932	Medical Exams		Funds will be used for medical expenses for department employees.	\$ -	\$ 256.00	\$ 256.00
1991	Consultant Fees	Y	Funds will be used for background check for all new employees and EI training for all department heads. Funds will also be used to contract with recruitment consultants for vacant department head positions.	<b>\$ 6,500.00</b>	<b>\$ 27,000.00</b>	<b>\$ 6,500.00</b>
2121	Uniforms		Funds will be used to purchase uniforms for HR staff.	\$ 300.00	\$ 300.00	\$ 300.00
2124	Shoes-Steel Toe		Funds will ne used to purchase safety shoes for Safety Officer.	\$ 150.00	\$ 150.00	\$ 150.00
2203	Employee Appreciation		Funds will be used for holiday party for department staff.	\$ 128.00	\$ 128.00	\$ 128.00
2323	Other Training	Y	Funds will be used for internal cost associated with professional development services, materials and supplies for department personnel.	<b>\$ 2,585.00</b>	<b>\$ 3,925.00</b>	<b>\$ 1,850.00</b>
2325	Employee Training		Funds will be used for internal professional development, activies.		\$ 1,850.00	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Human Resources - 1016  
**Division:** ~ - 1016

**Dept. Head-Bernadette Dove**

**Blue Font - Detail Schedule Requested**

**Green Cell - Department Input**

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2392	Health Maintenance Program		Maintenance of the Wellness Program for all city personel, provide salary for Occupational Health Nurse, In-house Drug Testing and other health screens. Professional Development for Health Nurse. Educational Literature and training material for employees. Activity Incentives for health programs. Cost for maintenace of equipment.	\$ 89,017.00	\$ 89,017.00	\$ 89,017.00
2393	Employee Assistance Program		Funds will be used for EAP program for employees.	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
2501	Vehicle Operation/Maintenance		Funds will be used for vehicle maintenance of the safety car and one pool car (used by all employees).	\$ 1,500.00	\$ 1,800.00	\$ -
2502	Vehicle Fuel		Funds will be used for fuel of the safety car and one pool car (used by all employees).	\$ 450.00	\$ 600.00	\$ -
2601	Office Supplies		Funds will be used to purchase office supplies and small office equipment for the department.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2993	Operational Supplies		Funds will be used Operational Supplies for Department.	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
3121	Travel	Y	Funds will be used for travel expenditures for department staff to attend professional workshops and conferences. Expenses covered will include, lodging and meals.	\$ 625.00	\$ 5,915.00	\$ 1,900.00
3210	Telephone		Funds will be used for Cell phone & IPAD expenses for Safety Coordinator.	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
3250	Postage		Funds will be used for cost associated with certified mail, returns and other departmental correspondence.	\$ 300.00	\$ 300.00	\$ -
3410	Printing		Funds used to prinit various materials and documents to include certified mail, returns and other departmental correspondence.	\$ 375.00	\$ 375.00	\$ 200.00
3421	Copy Machine Cost		Funds will be used for the cost and maintenance of reproducing copies of letters, memos, performance evaluations, faxes and scans.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
3423	Employee Apprec Day/Meeting Support		Funds will be used to cover the cost of supplies, materials and awards for Employee Appreciation, Years of Service, Administration Assistant Day and Retirements.	\$ 12,500.00	\$ 13,000.00	\$ 9,225.00
3425	Health Fair		Funds will be used to cover the cost of supplies, materials and awards for the annual Health/Benefits fair.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Bernadette Dove	<b>Green Cell - Department Input</b>
Dept #:	Human Resources - 1016		
Division:	~ - 1016		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3701	Employment Advertisements		Funds will be used to cover cost for advertisement with professional organizations, NCLM and other sources identified by hiring departments.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 189.44	\$ 195.00	\$ 195.00
4521	Auto Liability		Provided by Finance	\$ 930.74	\$ 959.00	\$ 959.00
4541	Employee Personal Liability		Provided by Finance	\$ 27.24	\$ 28.00	\$ 28.00
4911	Subscriptions	Y	Funds will be used to cover cost of professional periodicals, resource materials and publications related to HR/Employment Law.	\$ 800.00	\$ 800.00	\$ 800.00
4912	Fees & Dues	Y	Funds will be used to cover cost of professional periodicals, resource materials and publications related to HR/Employment Law and Neogov renewal.	\$ 22,736.00	\$ 75,603.28	\$ 75,582.28
9561	Office Supplies		Funds will be used to purchase interoffice supplies via Finance Department.	\$ 250.00	\$ 250.00	\$ 250.00
2501A	Fleet Charges Internal Use Only!		Funds will be used for vehicle maintenance of the safety car and one pool car (used by all employees).	\$ -	\$ -	\$ 1,000.00
2502A	Vehicle Fuel-Internal Charges		Funds will be used for fuel of the safety car and one pool car (used by all employees).	\$ -	\$ -	\$ 600.00
3250A	Postage-Internal Charges only!		Funds will be used for cost associated with certified mail, returns and other departmental correspondence.	\$ -	\$ -	\$ 300.00
	<b>Total Operating Expenditures</b>			<b>\$ 156,533.42</b>	<b>\$ 239,621.28</b>	<b>\$ 206,410.28</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Human Resources~ Budget</b>			<b>\$ 616,284.60</b>	<b>\$ 703,766.16</b>	<b>\$ 670,555.16</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Human Resources - 1016  
 Division: ~ - 1016  
 Account: 1991 Consultant Fees

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Background Checks	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
2	Leadership Training - Emotional Intelligence	\$ -	\$ 5,500.00	\$ -
3	Recruitment Consultants		\$ 15,000.00	\$ 15,000.00
4	Per CM cut 5/21/21			\$ (15,000.00)
5				
6				
7				
8				
9				
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 6,500.00</b>	<b>\$ 27,000.00</b>	<b>\$ 6,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Human Resources - 1016  
 Division: ~ - 1016  
 Account: 2323 Other Training

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	National Safety Conference/registration	-	\$ 400.00	\$ 400.00
2	NC Prima Safety/registration	-	\$ 175.00	\$ 100.00
3	NC Safety/NCALGESCO/registration	-	\$ 150.00	\$ 150.00
4	2 - NeoGov National Conference/registration	\$ 2,000.00	\$ 2,000.00	\$ -
5	3 - Employment Law Update/registration	\$ 285.00	\$ 600.00	\$ 600.00
6	2 - IPMA NC State Conference/registration	\$ 300.00	\$ 300.00	\$ 300.00
7	1 - Advance FMLA		\$ 300.00	\$ 300.00
8		3		
9		\$ -		
10				
<b>Total - 2323 Other Training</b>		<b>\$ 2,585.00</b>	<b>\$ 3,925.00</b>	<b>\$ 1,850.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Human Resources - 1016  
 Division: ~ - 1016  
 Account: 3121 Travel

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	2 - IPMA NC State Conference	\$ 625.00	\$ 625.00	\$ 625.00
2	2 - NeoGov National Conference	\$ -	\$ 3,000.00	
3	1- NC Safety/NCALGESCO Conference	\$ -	\$ 350.00	\$ 335.00
4	2 - Community Relations Programs	\$ -	\$ 140.00	\$ 140.00
0	1- Records Rentention Workshop	\$ -	\$ -	
6	1- OMPA Annual Conference	\$ -	\$ 350.00	\$ 350.00
7	1 - National Safety Conference	\$ -	\$ 1,000.00	\$ 1,000.00
8	1- NC PRIMA Safety	\$ -	\$ 350.00	\$ 350.00
9	Misc.		\$ 100.00	
10	Per CM 5/21/21 cut			\$ (900.00)
11				
12				
	<b>Total - 3121 Travel</b>	<b>\$ 625.00</b>	<b>\$ 5,915.00</b>	<b>\$ 1,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Human Resources - 1016  
 Division: ~ - 1016  
 Account: 4911 Subscriptions

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Supervisors Legal Update	\$ 295.00	\$ 295.00	\$ 295.00
2	HR Employment Law	\$ 350.00	\$ 350.00	\$ 350.00
3	Safety Update	\$ 155.00	\$ 155.00	\$ 155.00
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Human Resources - 1016  
 Division: ~ - 1016  
 Account: 4912 Fees & Dues

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	1 - NC Associaton of Safety Officials	\$ 100.00	\$ 100.00	\$ 100.00
2	3 - IPMA Dues	\$ 468.00	\$ 468.00	\$ 447.00
3	1- OPMA Dues	\$ 50.00	\$ 50.00	\$ 50.00
4	2 - SHRM - Dues	\$ 438.00	\$ 438.00	\$ 438.00
5	1 - WCHR Association Dues	\$ 200.00	\$ 200.00	\$ 200.00
6	Career Fairs/Recruitment Events	\$ -	\$ 1,000.00	\$ 1,000.00
7	NeoGov - Applicant Tracking/Onboarding/Performance/Learn	\$ 21,480.00	\$ 73,347.28	\$ 73,347.28
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 22,736.00</b>	<b>\$ 75,603.28</b>	<b>\$ 75,582.28</b>

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: COMMUNITY RELATIONS

#### DEPARTMENT OVERVIEW:

The Community Relations Department engages state and local units of government, private and public organizations, civil and human rights groups, local community leaders, and citizens of Goldsboro in diverse ways. The Department is the City's arbitrator, investigator, and/or compliance officer in some cases for community conflicts and tensions arising from differences of race, color, national origin, gender, gender identity, sexual orientation, religion, employment, housing, federal laws, and disability discriminations. The Community Relations Department is committed to assisting the citizens of Goldsboro to develop mechanisms and strategies in order to link the underlying interests of the community to ensure racial and cultural harmony.

The Community Relations Department also administers the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. These funds, provided by the U.S. Department of Housing and Urban Development (HUD), allow the City to assist low-to-moderate-income citizens of Goldsboro in improving their quality of life through vital housing and community development programs. Some programs include rehabilitation of owner-occupied single family housing, homebuyer assistance for first-time homebuyers, funding public services agencies, construction of affordable housing activities, and demolishing dilapidated housing units.

#### GOALS/MAJOR OBJECTIVES:

- Promoting an unbiased social environment for cultural awareness and sensitivity.
- Engaging the community in diversity by way of cultural activities.
- Developing and maintaining partnerships that build inclusion and grow relationships.
- Focusing to create and connect the community with housing and economic opportunities.

#### SIGNIFICANT BUDGET ISSUES:

- Allocation level of resources that will be needed by the Community Relations Department to execute authorized or proposed activities, consistent with organizational and community mandates and policy objectives to ensure racial and cultural harmony.



EXPENDITURE SHEET Fiscal Year FY21-22											
Fund: 11-General Fund		Dept. Head Felecia Williams									
Dept #: 1017 Community Relations		~ = Division by Zero									
Division: 1017 Community Relations		* = Change < \$500									
Purple Cell-Finance Input											
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	FY21-22 Adopted 06/XX/21	FY21-22 Adopted V. FY20-21 % Δ Incr/(Decr)	
1210	Salaries & Wages Regular	\$ 98,059.58	\$ 89,898.93	\$ 89,898.93	\$ 74,432.96	\$ 83,743.75	-6.85%	\$ 83,743.75	-6.85%	\$ -	*
1222	Summer Youth Program	\$ 29,762.30			\$ -	\$ -	*	\$ -	*	\$ -	*
1260	Salaries & Wages Part-Time				\$ -	\$ 7,800.00	~	\$ 7,800.00	~	\$ -	*
1262	Salaries & Wages Perm. Part-Time				\$ -	\$ -	*	\$ -	*	\$ -	*
1275	Salaries & Wages Bonus	\$ 825.33	\$ -	\$ -	\$ 411.12	\$ -	*	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 490.45	\$ -	\$ -	\$ 392.36	\$ 300.00	*	\$ 300.00	*	\$ -	*
1280	Vacation Pay Out				\$ 9,939.63	\$ -	*	\$ -	*	\$ -	*
1810	Social Security	\$ 9,405.06	\$ 6,877.27	\$ 6,877.27	\$ 5,755.59	\$ 7,026.05	2.16%	\$ 7,026.05	2.16%	\$ -	*
1821	NCLGERS-Retirement	\$ 8,985.21	\$ 9,178.68	\$ 9,178.68	\$ 7,681.64	\$ 9,471.42	3.19%	\$ 9,471.42	3.19%	\$ -	*
1822	401-K Retirement	\$ 3,975.00	\$ 3,595.96	\$ 3,595.96	\$ 3,009.46	\$ 3,349.75	-6.85%	\$ 3,349.75	-6.85%	\$ -	*
1830	Hospital Insurance	\$ 9,950.48	\$ 9,810.00	\$ 9,810.00	\$ 7,806.00	\$ 9,684.00	-1.28%	\$ 9,684.00	-1.28%	\$ -	*
1835	Group Term Life Insurance Coverage	\$ 50.81	\$ 114.48	\$ 114.48	\$ 114.48	\$ 114.48	*	\$ 114.48	*	\$ 114.48	*
1850	Unemployment Compensation				\$ -	\$ 28.00	*	\$ 28.00	*	\$ -	*
1860	Worker's Compensation	\$ 704.00	\$ 734.00	\$ 734.00	\$ 892.70	\$ 919.00	25.20%	\$ 919.00	25.20%	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 162,208.22</b>	<b>\$ 120,209.32</b>	<b>\$ 120,209.32</b>	<b>\$ 110,435.94</b>	<b>\$ 122,436.45</b>	<b>1.85%</b>	<b>\$ 122,436.45</b>	<b>1.85%</b>	<b>\$ 114.48</b>	<b>*</b>
1932	Medical Exams	\$ 510.00			\$ -	\$ -	*	\$ -	*	\$ -	*
2201	Comm/Empl Awards & Functions	\$ 1,500.00	\$ 11,000.00	\$ 11,000.00	\$ 1,500.00	\$ 11,000.00	0.00%	\$ 1,500.00	-86.36%	\$ -	*
2202	Luncheon/Dinner Meetings	\$ 1,800.79	\$ 500.00	\$ 500.00	\$ 50.00	\$ 500.00	*	\$ 500.00	*	\$ -	*
2203	Employee Appreciation	\$ -	\$ 48.00	\$ 48.00	\$ -	\$ 48.00	*	\$ 48.00	*	\$ -	*
2323	Other Training	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,715.00	135.75%	\$ 4,630.00	131.50%	\$ -	*
2601	Office Supplies	\$ 206.65	\$ 1,375.00	\$ 1,375.00	\$ 100.00	\$ 1,375.00	0.00%	\$ 100.00	*	\$ -	*
2985	Meals & Nutrition Supplies	\$ 14,184.00	\$ 14,000.00	\$ 14,000.00	\$ -	\$ 14,000.00	0.00%	\$ 14,000.00	0.00%	\$ -	*
2993	Operational Supplies	\$ 2,843.18	\$ 1,350.00	\$ 1,350.00	\$ 500.00	\$ 1,350.00	0.00%	\$ 500.00	*	\$ -	*
3121	Travel	\$ 1,687.53	\$ 2,652.31	\$ 2,652.31	\$ -	\$ 2,348.00	-11.47%	\$ 2,348.00	-11.47%	\$ -	*
3250	Postage	\$ 305.35	\$ 300.00	\$ 300.00	\$ 200.00	\$ 300.00	*	\$ -	*	\$ -	*
3421	Copy Machine Cost	\$ 767.15	\$ 1,084.00	\$ 1,084.00	\$ 200.00	\$ 1,084.00	0.00%	\$ 200.00	*	\$ -	*
3521	Office Machine Maintenance	\$ 1,836.62	\$ 3,378.84	\$ 3,378.84	\$ 1,650.00	\$ 3,379.00	0.00%	\$ 1,650.00	-51.17%	\$ -	*
3700	Advertising	\$ 1,868.80	\$ 1,175.00	\$ 1,175.00	\$ 200.00	\$ 1,175.00	0.00%	\$ 200.00	*	\$ -	*
3702	Communications and Marketing	\$ 100.00	\$ 1,600.00	\$ 1,600.00	\$ 200.00	\$ 1,600.00	0.00%	\$ 200.00	*	\$ -	*
3914	Contract Services	\$ 2,048.64			\$ -	\$ -	*	\$ -	*	\$ -	*
4511	Multi-Peril Insurance		\$ -	\$ -	\$ 79.00	\$ 82.00	*	\$ 82.00	*	\$ -	*
4541	Employee Personal Liability	\$ 13.00	\$ 13.00	\$ 13.00	\$ 11.00	\$ 12.00	*	\$ 12.00	*	\$ -	*
4912	Fees & Dues	\$ 207.01			\$ -	\$ -	*	\$ -	*	\$ -	*
9561	Office Supplies	\$ 295.97	\$ 300.00	\$ 300.00	\$ 215.00	\$ 300.00	*	\$ 300.00	*	\$ -	*
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 300.00	*	\$ -	*
	<b>Total Operating Expenditures</b>	<b>\$ 32,174.69</b>	<b>\$ 40,776.15</b>	<b>\$ 40,776.15</b>	<b>\$ 4,905.00</b>	<b>\$ 43,268.00</b>	<b>6.11%</b>	<b>\$ 26,570.00</b>	<b>-34.84%</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Community Relations-Community Relations</b>	<b>\$ 194,382.91</b>	<b>\$ 160,985.47</b>	<b>\$ 160,985.47</b>	<b>\$ 115,340.94</b>	<b>\$ 165,704.45</b>	<b>2.93%</b>	<b>\$ 149,006.45</b>	<b>-7.44%</b>	<b>\$ 114.48</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Felecia Williams	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Community Relations - 1017		
Division:	Community Relations - 1017		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Salaries for 3 employees	\$ 74,432.96	\$ 83,743.75	\$ 83,743.75
1222	Summer Youth Program			\$ -	\$ -	\$ -
1260	Salaries & Wages Part-Time	PT/TP	Temporary PT employee @\$15/hr working 1040 hrs (split 50% CR & 50% CDBG)	\$ -	\$ 7,800.00	\$ 7,800.00
1262	Salaries & Wages Perm. Part-Time	PPT		\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 411.12	\$ -	\$ -
1278	Wellness Earnings		Wellness for 1 employee @\$300	\$ 392.36	\$ 300.00	\$ 300.00
1280	Vacation Pay Out		FY 21-payout for S. Simpson-Carter	\$ 9,939.63	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1278 X 7.65%	\$ 5,755.59	\$ 7,026.05	\$ 7,026.05
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 7,681.64	\$ 9,471.42	\$ 9,471.42
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 3,009.46	\$ 3,349.75	\$ 3,349.75
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 7,806.00	\$ 9,684.00	\$ 9,684.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 114.48	\$ 114.48	\$ 114.48
1850	Unemployment Compensation		Provided by Finance	\$ -	\$ 28.00	\$ 28.00
1860	Worker's Compensation		Provided by Finance	\$ 892.70	\$ 919.00	\$ 919.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 110,435.94</b>	<b>\$ 122,436.45</b>	<b>\$ 122,436.45</b>
1932	Medical Exams					
2201	Comm/Empl Awards & Functions		To offset any overage cost for City sponsored events and special awards (i.e. MLK luncheon, Interfaith Breakfast, Human Relations Banquet, other community engagements)	\$ 1,500.00	\$ 11,000.00	\$ 1,500.00
2202	Luncheon/Dinner Meetings		Staff to attend City sponsored and other community sponsored events that foster cultural diversity, harmony, and civic engagement	\$ 50.00	\$ 500.00	\$ 500.00
2203	Employee Appreciation		2 FTE & 1 TE x \$16 per employee for annual Christmas party allowance (CDBG funds cannot be used for this purpose, therefore cost for CD Specialist has been added)	\$ -	\$ 48.00	\$ 48.00
2323	Other Training	y	Trainings related to Community Relations (Racial Equity, Fair Housing, Inclusion, Diversity, etc.) for 2 FTE	\$ -	\$ 4,715.00	\$ 4,630.00
2601	Office Supplies		To purchase material and supplies needed for the day-to-day operations of the department (i.e. toner, ink, pens, paper, etc.)	\$ 100.00	\$ 1,375.00	\$ 100.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Community Relations - 1017  
**Division:** Community Relations - 1017

**Dept. Head-Felecia Williams**

**Blue Font - Detail Schedule Requested**

**Green Cell - Department Input**

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2985	Meals & Nutrition Supplies		Funding for agencies providing summer feeding programs	\$ -	\$ 14,000.00	\$ 14,000.00
2993	Operational Supplies		To purchase supplies and minor equipment necessary for day-to-day operations of the department (i.e. keyboards, monitors, chairs, etc.)	\$ 500.00	\$ 1,350.00	\$ 500.00
3121	Travel	y	Meals, lodging, per diem, and travel associated with training	\$ -	\$ 2,348.00	\$ 2,348.00
3250	Postage			\$ 200.00	\$ 300.00	\$ -
3421	Copy Machine Cost		Rental cost and overage charges associated with printers and computers	\$ 200.00	\$ 1,084.00	\$ 200.00
3521	Office Machine Maintenance		Cost and repair associated with printers and computers	\$ 1,650.00	\$ 3,379.00	\$ 1,650.00
3700	Advertising		Goldsboro News-Argus: legal and non-legal print advertising department related events and program offered	\$ 200.00	\$ 1,175.00	\$ 200.00
3702	Communications and Marketing		Curtis Media Group: online and radio marketing of City events facilitated by the department	\$ 200.00	\$ 1,600.00	\$ 200.00
3914	Contract Services	y		\$ -	\$ -	\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 79.00	\$ 82.00	\$ 82.00
4541	Employee Personal Liability		Provided by Finance	\$ 11.00	\$ 12.00	\$ 12.00
4912	Fees & Dues	y		\$ -	\$ -	\$ -
9561	Office Supplies		To purchase in-house supplies (i.e. envelopes, pens, etc.)	\$ 215.00	\$ 300.00	\$ 300.00
3250A	Postage-Internal Charges only!		Mailing and shipping costs for letters, program applications, other correspondence			\$ 300.00
	<b>Total Operating Expenditures</b>			<b>\$ 4,905.00</b>	<b>\$ 43,268.00</b>	<b>\$ 26,570.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Community Relations-Community Relatio</b>			<b>\$ 115,340.94</b>	<b>\$ 165,704.45</b>	<b>\$ 149,006.45</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Dept. Head-Felecia Williams

Fund: 11-General Fund  
Dept #: Community Relations - 1017  
Division: Community Relations - 1017  
Account: 2323 Other Training

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	State Youth Council Mini-Grant Conference (Location TBD by State office) @ \$200 fee x no more than 5 GYC members	\$ -	\$ 1,000.00	\$ 1,000.00
2	State Youth Council Team Building Conference (Location TBD by State office) @ \$200 fee x no more than 5 GYC members	\$ -	\$ 1,000.00	\$ 1,000.00
3	State Youth Council Service Learning Conference (Location TBD by State office) @ \$200 fee x no more than 5 GYC members	\$ -	\$ 1,000.00	\$ 1,000.00
4	State Youth Council Spring Convention @ \$275 fee x no more than 5 GYC members	\$ -	\$ 1,375.00	\$ 1,375.00
5	Annual Youth Legislative Assembly (YLA) at N.C. General Assembly @ \$85 fee x no more than 4 GYC members	\$ -	\$ 340.00	\$ 255.00
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	\$ -	\$ 4,715.00	\$ 4,630.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Community Relations - 1017  
 Division: Community Relations - 1017  
 Account: 3121 Travel

Dept. Head-Felecia Williams

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	State Youth Council Mini-Grant Conference (Location TBD by State office) @ \$51 per diem x no more than 5 GYC members + 2 staff + van rental of \$184		\$ 541.00	\$ 541.00
2	State Youth Council Team Building Conference (Location TBD by State office) @ \$51 per diem x no more than 5 GYC members + 2 staff + van rental of \$184		\$ 541.00	\$ 541.00
3	State Youth Council Service Learning Conference (Location TBD by State office) @ \$51 per diem x no more than 5 GYC members + 2 staff + van rental of \$184		\$ 541.00	\$ 541.00
4	State Youth Council Spring Convention @ \$51 per diem X no more than 5 GYC members + 2 staff + van rental of \$184		\$ 541.00	\$ 541.00
5	Annual Youth Legislative Assembly (YLA) at N.C. General Assembly -van rental of \$184 (3 meals/day included in registration) x no more than 4 GYC members + 2 staff		\$ 184.00	\$ 184.00
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	\$ -	\$ 2,348.00	\$ 2,348.00



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: GENERAL GOV/PARAMOUNT THEATRE

#### DEPARTMENT OVERVIEW:

The Paramount Theatre is a historically significant and vital cultural resource for Goldsboro. Operated along with the Goldsboro Event Center as a single City Department, the Paramount Theatre strives to enhance quality of life by providing a safe, professional environment to nurture local interest in the performing arts, while presenting outstanding, diverse professional talent throughout the year. The Paramount draws patrons from outside the community to attend performances, while partnering with many local organizations to ensure that we remain an impactful and accessible cultural resource to all citizens.

#### GOALS/MAJOR OBJECTIVES:

- Increase efficacy of our programming through increased ticket sales, rentals and strategic facility use.
- Enhance revenue-producing box office service to renters, for both on-site and livestreamed performances.
- Develop mission-specific community relationships to increase youth attendance, and diversity both on stage and in the audience.
- Ensure that facility and equipment are current and well maintained to preserve City investment and enhance theatre profile.
- Incorporate grant-funded residency workshops for community engagement in music, theatre, and dance.

#### SIGNIFICANT BUDGET ISSUES:

1. Full-time Technical Director is an industry standard, ensuring public safety and preservation of investment in facility and equipment. Cost is offset by part-time staff savings, repair/maintenance savings, and efficiency.
2. Building Maintenance includes repair/replacement of deteriorated 13 year-old awnings, and a proposal for adding “mini-splits” to the HVAC system to reduce electrical costs and extend life-expectancy of main HVAC unit. Cost of addition likely recouped in 1-2 years of operation.
3. Performing Art Series contracts will not be finalized until capacity restrictions allow ticket revenue to offset cost.



**EXPENDITURE SHEET**    Fiscal Year FY21-22

Fund:                    11-General Fund

Dept. Head            Adam Twiss

Dept #:                1018    Paramount

~ = Division by Zero

Division:            1018    ~

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 116,699.77	\$ 133,012.40	\$ 133,012.40	\$ 157,012.40	\$ 171,517.92	28.95%	\$ 133,012.40	0.00%
1220 Salaries & Wages Overtime	\$ 1,305.18	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ -	*	\$ -	*
1224 Cell Phone Stipend	\$ 719.94	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	0.00%	\$ 700.00	0.00%
1260 Salaries & Wages Part-Time	\$ 86,111.93	\$ 64,353.44	\$ 64,353.44	\$ 19,500.00	\$ 40,000.00	-37.84%	\$ 25,000.00	-61.15%
1262 Salaries & Wages Perm. Part-Time	\$ 1,754.40	\$ -	\$ -	\$ 47,853.44	\$ 26,908.00	~	\$ 50,908.00	~
1275 Salaries & Wages Bonus	\$ 1,069.02	\$ -	\$ -	\$ 506.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 519.30	\$ -	\$ -	\$ 600.00	\$ 900.00	~	\$ 900.00	~
1280 Vacation Pay Out	\$ 4,221.50			\$ -	\$ -	*	\$ -	*
1810 Social Security	\$ 15,828.86	\$ 15,228.54	\$ 15,228.54	\$ 17,317.45	\$ 18,361.98	20.58%	\$ 16,104.81	5.75%
1821 NCLGERS-Retirement	\$ 11,279.21	\$ 13,754.14	\$ 13,754.14	\$ 23,112.56	\$ 27,146.93	97.37%	\$ 20,982.36	52.55%
1822 401-K Retirement	\$ 4,965.62	\$ 5,388.50	\$ 5,388.50	\$ 9,054.87	\$ 9,601.04	78.18%	\$ 7,420.82	37.72%
1830 Hospital Insurance	\$ 10,876.68	\$ 13,080.00	\$ 13,080.00	\$ 13,080.00	\$ 19,368.00	48.07%	\$ 12,912.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 25.40	\$ 76.32	\$ 76.32	\$ 114.48	\$ 114.48	*	\$ 76.32	*
1850 Unemployment Compensation	\$ 281.62	\$ 108.00	\$ 108.00	\$ 108.00	\$ 62.00	*	\$ 62.00	*
1860 Worker's Compensation	\$ 194.00	\$ 203.00	\$ 203.00	\$ 246.89	\$ 254.00	*	\$ 254.00	*
<b>Total Salaries &amp; Benefits</b>	<b>\$ 255,852.43</b>	<b>\$ 246,904.34</b>	<b>\$ 246,904.34</b>	<b>\$ 289,406.09</b>	<b>\$ 314,934.35</b>	<b>27.55%</b>	<b>\$ 268,332.70</b>	<b>8.68%</b>
1915 Bank Fees	\$ 644.41	\$ 680.00	\$ 680.00	\$ 680.00	\$ 680.00	0.00%	\$ 680.00	0.00%
1932 Medical Exams	\$ 164.05			\$ -	\$ -	*	\$ -	*
2111 Cleaning Supplies	\$ 3,887.36	\$ 5,600.00	\$ 5,600.00	\$ 2,500.00	\$ 5,600.00	0.00%	\$ 2,500.00	-55.36%
2121 Uniforms	\$ 223.80	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	*	\$ 400.00	*
2203 Employee Appreciation	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
2391 First Aid	\$ 1,519.00			\$ -	\$ 75.00	*	\$ 75.00	*
2601 Office Supplies	\$ 225.51	\$ 300.00	\$ 300.00	\$ 50.00	\$ 250.00	*	\$ 250.00	*
2926 Food & Beverage Resale-PARAMOUNT	\$ 221.95	\$ 2,030.46	\$ 2,030.46	\$ 1,000.00	\$ 2,000.00	-1.50%	\$ 500.00	*
2929 Alcohol for Resale-PARAMOUNT	\$ 561.14	\$ 2,250.00	\$ 2,250.00	\$ 1,650.00	\$ 2,250.00	0.00%	\$ 1,000.00	-55.56%
2932 Food & Beverage Commiss-PARAMOUNT		\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%	\$ 850.00	0.00%
2993 Operational Supplies	\$ 10,821.82	\$ 4,685.00	\$ 4,685.00	\$ 6,500.00	\$ 7,160.00	52.83%	\$ 3,500.00	-25.29%
3121 Travel	\$ 2,142.34	\$ 900.00	\$ 900.00	\$ -	\$ 985.00	9.44%	\$ 985.00	9.44%
3250 Postage	\$ 152.30	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	*	\$ -	*
3310 Electricity	\$ 52,960.67	\$ 33,750.00	\$ 33,750.00	\$ 39,133.15	\$ 20,000.00	-40.74%	\$ 25,000.00	-25.93%
3330 Natural Gas	\$ 4,386.85	\$ 1,550.00	\$ 1,550.00	\$ 1,567.00	\$ 1,550.00	0.00%	\$ 1,550.00	0.00%
3410 Printing	\$ 4,577.14	\$ 2,410.00	\$ 2,410.00	\$ 1,200.00	\$ 6,910.00	186.72%	\$ 1,200.00	-50.21%
3421 Copy Machine Cost	\$ 512.10	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	0.00%	\$ 700.00	0.00%
3511 Building Maintenance	\$ 30,399.18	\$ 29,350.00	\$ 29,350.00	\$ 35,000.00	\$ 39,150.00	33.39%	\$ 34,650.00	18.06%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Adam Twiss					
Dept #:		1018 Paramount		~ = Division by Zero					
Division:		1018 ~		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3700 Advertising	\$ 8,094.38	\$ 8,800.00	\$ 8,800.00	\$ 6,500.00	\$ 9,400.00	6.82%	\$ 6,400.00	-27.27%	
3813 Paramount Ticket Payments	\$ 164,837.23	\$ 200,000.00	\$ 200,000.00	\$ 80,000.00	\$ 150,000.00	-25.00%	\$ 150,000.00	-25.00%	
4511 Multi-Peril Insurance	\$ 4,539.81	\$ 4,774.00	\$ 4,774.00	\$ 3,864.00	\$ 3,980.00	-16.63%	\$ 3,980.00	-16.63%	
4541 Employee Personal Liability	\$ 6.00	\$ 6.00	\$ 6.00	\$ 5.27	\$ 5.00	*	\$ 5.00	*	
4911 Subscriptions	\$ -	\$ 152.00	\$ 152.00	\$ 152.00	\$ 152.00	*	\$ 152.00	*	
4912 Fees & Dues	\$ 1,404.96	\$ 1,615.00	\$ 1,615.00	\$ 1,615.00	\$ 1,245.00	-22.91%	\$ 1,245.00	-22.91%	
4924 Performance Series	\$ 54,028.18	\$ 58,530.00	\$ 58,530.00	\$ 8,500.00	\$ 53,430.00	-8.71%	\$ 37,300.00	-36.27%	
9561 Office Supplies	\$ 79.70	\$ 100.00	\$ 100.00	\$ 60.00	\$ 100.00	*	\$ 100.00	*	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 150.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 346,389.88</b>	<b>\$ 359,632.46</b>	<b>\$ 359,632.46</b>	<b>\$ 191,976.42</b>	<b>\$ 307,072.00</b>	<b>-14.62%</b>	<b>\$ 273,222.00</b>	<b>-24.03%</b>	
5816 Furnace/Electric Air Conditioner				\$ -	\$ 30,000.00	~	\$ 30,000.00	~	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>~</b>	<b>\$ 30,000.00</b>	<b>~</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Paramount-~ Budget</b>	<b>\$ 602,242.31</b>	<b>\$ 606,536.80</b>	<b>\$ 606,536.80</b>	<b>\$ 481,382.51</b>	<b>\$ 652,006.35</b>	<b>7.50%</b>	<b>\$ 571,554.70</b>	<b>-5.77%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Paramount - 1018  
**Division:** ~ - 1018

Dept. Head-Adam Twiss

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
1210	Salaries & Wages Regular		two full time at present, requesting reclassification of Technical Director from PPT to FT grade 73 exempt	\$ 157,012.40	\$ 171,517.92	\$ 133,012.40
1220	Salaries & Wages Overtime		Able to minimize in 20-21, can eliminate entirely with FT TD, Add \$2000 if FT Tech Director not approved.	\$ 200.00	\$ -	\$ -
1224	Cell Phone Stipend		Adam	\$ 700.00	\$ 700.00	\$ 700.00
1260	Salaries & Wages Part-Time	PT/TP	Building Attendants (\$12,000)+Technicians (\$28,000); Add \$25,000 to technicians if FT TD not approved.	\$ 19,500.00	\$ 40,000.00	\$ 25,000.00
1262	Salaries & Wages Perm. Part-Time	PPT	Includes: \$9555 for custodian, \$17,550 for Admin/Box Office. Add \$28,000 if request for FT Tech Director is not approved.	\$ 47,853.44	\$ 26,908.00	\$ 50,908.00
1275	Salaries & Wages Bonus			\$ 506.00		\$ -
1278	Wellness Earnings		3 staff @ \$300	\$ 600.00	\$ 900.00	\$ 900.00
1280	Vacation Pay Out					\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 17,317.45	\$ 18,361.98	\$ 16,104.81
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 23,112.56	\$ 27,146.93	\$ 20,982.36
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 9,054.87	\$ 9,601.04	\$ 7,420.82
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 13,080.00	\$ 19,368.00	\$ 12,912.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 114.48	\$ 114.48	\$ 76.32
1850	Unemployment Compensation		Provided by Finance	\$ 108.00	\$ 62.00	\$ 62.00
1860	Worker's Compensation		Provided by Finance	\$ 246.89	\$ 254.00	\$ 254.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 289,406.09</b>	<b>\$ 314,934.35</b>	<b>\$ 268,332.70</b>
1915	Bank Fees			\$ 680.00	\$ 680.00	\$ 680.00
1932	Medical Exams			\$ -	\$ -	\$ -
2111	Cleaning Supplies		Soap, paper towels, toilet paper, trash bags \$1600); /Misc. cleaning supplies(\$300); UniFirst contract for rug cleaning (\$1920)	\$ 2,500.00	\$ 5,600.00	\$ 2,500.00
2121	Uniforms			\$ 400.00	\$ 400.00	\$ 400.00
2203	Employee Appreciation			\$ 50.00	\$ 50.00	\$ 50.00
2391	First Aid		Maintain stock of simple supplies: bandages/ice packs	\$ -	\$ 75.00	\$ 75.00
2601	Office Supplies			\$ 50.00	\$ 250.00	\$ 250.00
2926	Food & Beverage Resale-PARAMOUNT		Concessions	\$ 1,000.00	\$ 2,000.00	\$ 500.00
2929	Alcohol for Resale-PARAMOUNT		Concessions	\$ 1,650.00	\$ 2,250.00	\$ 1,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
Fund: 11-General Fund  
Dept #: Paramount - 1018  
Division: ~ - 1018

Dept. Head-Adam Twiss

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
2932	Food & Beverage Commiss-PARAMOUNT		ABC Permits (\$400 beer; \$400 wine); Wayne Tax Collector (\$50) (All came from 1018-2993 FY20)	\$ 850.00	\$ 850.00	\$ 850.00
2993	Operational Supplies		Movie licenses (\$1800); Physical blu-rays/DVDs (\$100); Square Service Fees (12 @ \$5=\$60); Ticket Stock (\$300); Piano Tuning (4 @ \$150 = \$600); Movie Night Door prizes (\$200); Misc. Lobby decoration (\$800); Misc. Technical supplies (\$1500), Front door key fob reader (\$3500).	\$ 6,500.00	\$ 7,160.00	\$ 3,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	All conferences are expected to have a paid remote option	\$ -	\$ 985.00	\$ 985.00
3250	Postage		mailed tickets are offset by revenue from a mailing fee	\$ -	\$ 150.00	\$ -
3310	Electricity		Partial closure, plus focus on efficiency reduced electric expense by 30% for 2021. HVAC is responsible for 70%-90% of electric cost each month; proposal to add mini-splits for offices may reduce overall electrical costs by 50% while prolonging life-expectancy of main 70-ton unit.	\$ 39,133.15	\$ 20,000.00	\$ 25,000.00
3330	Natural Gas			\$ 1,567.00	\$ 1,550.00	\$ 1,550.00
3410	Printing		These numbers are based upon past seasons, the season is likely to go forward, and we will look for ways to economize with these traditional printed materials. Series Brochures (\$1500); Series Programs (\$4,500); Window posters (20@ \$18=\$360); banners (11 @ \$50= \$550)	\$ 1,200.00	\$ 6,910.00	\$ 1,200.00
3421	Copy Machine Cost			\$ 700.00	\$ 700.00	\$ 700.00
3511	Building Maintenance		<del>HVAC: addition of mini splits for offices (est. \$30,000) cuts annual electrical cost in half while prolonging 15-year life expectancy of main 70-ton unit</del> (moved to Capital #5816); HVAC Maintenance Contract (\$22,000); Elevator Maintenance (\$2,800); Sprinkler/Backflow Inspection (\$500); Elevator Inspection (\$200); Rigging Inspection (\$3,500); Fire Alarm Monitoring (\$350); Light Bulbs/Batteries (\$800); Misc. Building Maintenance inc. paint, tools, etc. (\$2,000); Replacement/Repair of Awnings (est \$7000)	\$35,000	\$ 39,150.00	\$ 34,650.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
Fund: 11-General Fund  
Dept #: Paramount - 1018  
Division: ~ - 1018

Dept. Head-Adam Twiss

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
3700	Advertising		These numbers represent a 40% reduction over pre-covid years and may be reduced further based upon continued capacity restrictions due to Covid. The Buzz (\$1000); Go Magazine (\$1,000); Other Print (\$1,000); Curtis Media (\$1200); Other Radio (\$1,000); SFAFB (\$1,200); Social Media Promotions (\$1500); Other Misc. Advertising TBD (\$1,500)	\$ 6,500.00	\$ 9,400.00	\$ 6,400.00
3813	Paramount Ticket Payments		This line item is entirely dependant on ticketed performance activity and covid recovery. All expenses are offset by incoming ticketing revenue; GL # 8841, 8842	\$ 80,000.00	\$ 150,000.00	\$ 150,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 3,864.00	\$ 3,980.00	\$ 3,980.00
4541	Employee Personal Liability		Provided by Finance	\$ 5.27	\$ 5.00	\$ 5.00
4911	Subscriptions	Y	Goldsboro News Argus	\$ 152.00	\$ 152.00	\$ 152.00
4912	Fees & Dues	Y	Music Licenses (ASCAP, BMI, SESAC) covers all City Depts.	\$ 1,615.00	\$ 1,245.00	\$ 1,245.00
4924	Performance Series		These performances have been rescheduled from FY 21 due to covid restrictions and will only move forward if capacity restrictions permit ticketing that can offset the cost. Otherwise, we will replace these with locally produced, cost-effective programming as we did during FY 21 which used only 13% of the total budget. Lieup includes: Good Morning Nags (\$2000+\$500 backline+\$250 hospo); Twin Kennedy (\$3500+100 hospo); Symphony (\$14,000+\$30 hospo); Yolanda Rabun (\$8000+\$100 backline + \$100 hospo); Jimmy Fortune (\$8,500 + \$500 hospo); The Joshua Show (\$4000+\$200 backline + \$150 hospo); Invertigo (\$5,000 + \$2,000 backline + \$1500 hospo); Black Box Dance (\$1500 backline + \$1500 hospo);	\$ 8,500.00	\$ 53,430.00	\$ 37,300.00
9561	Office Supplies			\$ 60.00	\$ 100.00	\$ 100.00
3250A	Postage-Internal Charges only!		mailed tickets are offset by revenue from a mailing fee			\$ 150.00
<b>Total Operating Expenditures</b>				<b>\$ 191,976.42</b>	<b>\$ 307,072.00</b>	<b>\$ 273,222.00</b>
5816	Furnace/Electric Air Conditioner		HVAC-Mini Spilts for offices		\$ 30,000.00	\$ 30,000.00
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Paramount - 1018  
**Division:** ~ - 1018

Dept. Head-Adam Twiss

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
Total Debt Service					\$ -
<b>Total Paramount-~ Budget</b>			<b>\$ 481,382.51</b>	<b>\$ 652,006.35</b>	<b>\$ 571,554.70</b>

CAPITAL OUTLAY																	
Fiscal Year FY21-22																	
Fund: 11-General Fund Dept. Head-Adam Twiss																	
Dept #: Paramount - 1018																	
Division: ~ - 1018																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information				Maintenance Cost History		Replacement Asset Information					
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/1/21	New Debt?	
1	5816																
Total Capital Outlay Request				\$ -		\$ -	\$ -	\$ -	\$ -						\$ 30,000.00	\$ 30,000.00	

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Adam Twiss</b>
<b>Dept #:</b> Paramount - 1018	
<b>Division:</b> ~ - 1018	
<b>Account:</b> 3121 Travel	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	NC Presenters Consortium Summer Meeting - Adam Twiss (\$110 registration; \$110 mileage; \$330 hotel; \$50 meals)	\$ -	\$ 100.00	\$ 100.00
2	NC Presenters Consortium Summer Meeting - Service Manager (\$110 registration; \$172 mileage; \$330 hotel; \$120 meals)	\$ -	\$ -	\$ -
3	Arts Market - Every other year - Adam Twiss (\$125 registration; \$419.86 hotel & meal reimbursement)	\$ -	\$ 100.00	\$ 100.00
4	Arts Market - Every other year - Service Manager (\$599.02 hotel & meal reimbursement)	\$ -	\$ 100.00	\$ 100.00
5	NC Presenters Consortium - Bull Chat - Adam Twiss (ArtsMarket off years) (\$60 regsitration; \$250 hotel; \$25 mileage; \$60 meals)	\$ -	\$ 100.00	\$ 100.00
6	DGDC Annual Banquet - Adam Twiss	\$ -	\$ 35.00	\$ 35.00
7	Local Meetings and Events (Chamber of Commerce, United Way, Community Affairs, Arts Council of Wayne County)	\$ -	\$ 150.00	\$ 150.00
8	SouthArts - Performing Arts Exchange (no longer exists)	\$ -	\$ -	\$ -
9	APAP or other showcasing conference - Adam Twiss - \$300 membership; \$900 Registration; \$1,025 Hotel (5 nights @ \$205); \$200 flight (shared expense with Paramount Theatre Foundation)	\$ -	\$ 200.00	\$ 200.00
10	NC Presenters Consortium - Winter Meeting - Adam Twiss (\$125 registration; \$125 hotel; \$125 mileage)	\$ -	\$ 200.00	\$ 200.00
11				
<b>Total - 3121 Travel</b>		<b>\$ -</b>	<b>\$ 985.00</b>	<b>\$ 985.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Paramount - 1018  
 Division: ~ - 1018  
 Account: 4911 Subscriptions

Dept. Head-Adam Twiss

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	Goldsboro News Argus (In 4912 for FY20)	\$ 152.00	\$ 152.00	\$ 152.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 152.00</b>	<b>\$ 152.00</b>	<b>\$ 152.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Paramount - 1018  
 Division: ~ - 1018  
 Account: 4912 Fees & Dues

Dept. Head-Adam Twiss

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	ASCAP Music License (covers all City Departments) Credit for 2022	\$ 370.00	\$ -	\$ -
2	BMI Music License (covers all City Departments)	\$ 325.00	\$ 325.00	\$ 325.00
3	SESAC Music License (covers all City Departments)	\$ 920.00	\$ 920.00	\$ 920.00
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 1,615.00</b>	<b>\$ 1,245.00</b>	<b>\$ 1,245.00</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: GENERAL GOV/ EVENT CENTER

#### DEPARTMENT OVERVIEW:

The Goldsboro Event Center is operated along with the Paramount Theatre as a single City Department dedicated to cultural enrichment, entertainment, and hospitality. The GEC serves as a venue for public and private events, while offering a variety of meeting spaces available for rent to the public at competitive, but favorable rates. Frequent uses include presentations, banquets, weddings, seminars, celebrations, and expositions.

#### GOALS/MAJOR OBJECTIVES:

- Increase community awareness and usage through effective promotion and consistent high-quality execution.
- Retention of essential part-time staff through efficient time management and cross-over scheduling with Paramount Theatre.
- Collaborate with Golf Course on tournaments and activities for increased revenue-producing facility and bar use.
- Enhance social media and online presence for marketing efficacy.
- Initiate local “Wedding Expo” to be held at GEC annually.

#### SIGNIFICANT BUDGET ISSUES:

1. Essential exterior façade repairs due to long-term weather damage.
2. Purchase of small commercial dishwasher vs. continuing to lease one; estimated cost approximately the same as annual rental.
3. Increase Manager salary to align with the minimum recommended from the Evergreen Compensation Study.







**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Paramount - 1020  
**Division:** GEC - 1020

Dept. Head-Adam Twiss

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		1 FTE	\$ 40,430.84	\$ 40,430.79	\$ 40,430.79
1260	Salaries & Wages Part-Time	PT/TP	Event Specific Building Attendants Pooled Position	\$ 3,500.00	\$ 12,000.00	\$ 5,000.00
1262	Salaries & Wages Perm. Part-Time	PPT	The hours for this position are applied to GEC or Paramount as needed for administration and events to increase efficiency	\$ 11,000.00	\$ 18,096.00	\$ 13,096.00
1275	Salaries & Wages Bonus			\$ 205.57		\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 4,202.21	\$ 5,395.30	\$ 4,477.30
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 5,608.44	\$ 7,976.58	\$ 6,053.88
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 2,197.23	\$ 2,821.07	\$ 2,141.07
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 6,456.00	\$ 6,456.00	\$ 6,456.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 38.16	\$ 38.16	\$ 38.16
1850	Unemployment Compensation		Provided by Finance	\$ 38.16	\$ 22.00	\$ 22.00
1860	Worker's Compensation		Provided by Finance	\$ 122.84	\$ 127.00	\$ 127.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 73,799.45</b>	<b>\$ 93,362.90</b>	<b>\$ 77,842.20</b>
1915	Bank Fees			\$ 800.00	\$ 800.00	\$ 800.00
2111	Cleaning Supplies		including paper products, cleaners, sanitizers	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
2121	Uniforms		shirts, nametags	\$ 300.00	\$ 300.00	\$ 300.00
2203	Employee Appreciation			\$ -	\$ 50.00	\$ 50.00
2391	First Aid		stock of bandages, ice packs, etc	\$ 40.00	\$ 40.00	\$ 40.00
2601	Office Supplies			\$ -	\$ 75.00	\$ 75.00
2927	Food & Beverage Resale-GEC		New line item, formerly in 2993 (Revenue #8861)	\$ 150.00	\$ 500.00	\$ 500.00
2930	Alcohol for Resale-GEC		New line item, formerly in 2993 (Revenue #8862)	\$ 2,400.00	\$ 2,000.00	\$ 2,000.00
2993	Operational Supplies		Dishwasher purch vs. rental (\$1,140); rental amenity additions (\$1,000); Misc. lobby and décor items (\$1000)	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	Leadership Wayne - Ben Farlow; Budgeted for FY20 not able to use	<b>\$ -</b>	<b>\$ 700.00</b>	<b>\$ -</b>
3250	Postage			\$ 10.00	\$ 25.00	\$ -
3310	Electricity			\$ 16,755.00	\$ 12,000.00	\$ 13,200.00
3330	Natural Gas			\$ 2,730.00	\$ 2,500.00	\$ 2,500.00
3410	Printing			\$ 200.00	\$ 1,200.00	\$ 800.00
3421	Copy Machine Cost			\$ 900.00	\$ 1,200.00	\$ 1,200.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Adam Twiss	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Paramount - 1020		
Division:	GEC - 1020		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3511	Building Maintenance		Overdue repair of side portico façade included in capital. HVAC contract (\$9,000); Pest Control (\$600); Misc. facility repairs (\$3,500)	\$ 20,000.00	\$ 13,100.00	\$ 16,000.00
3700	Advertising		Wedding Expos (\$2,000); Local print (\$1,500); Social Media (\$500); Other ads (\$500)	\$ 1,700.00	\$ 4,500.00	\$ 1,700.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,893.41	\$ 1,950.00	\$ 1,950.00
4541	Employee Personal Liability		Provided by Finance	\$ 2.64	\$ 3.00	\$ 3.00
9561	Office Supplies			\$ -	\$ 32.00	\$ 32.00
3250A	Postage-Internal Charges only!					\$ 20.00
	<b>Total Operating Expenditures</b>			<b>\$ 57,381.05</b>	<b>\$ 50,475.00</b>	<b>\$ 50,670.00</b>
5187	Facility Upgrades-GEC				\$ 20,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>
	<b>Total Debt Service</b>					<b>\$ -</b>
	<b>Total Paramount-GEC Budget</b>			<b>\$ 131,180.50</b>	<b>\$ 163,837.90</b>	<b>\$ 128,512.20</b>

CAPITAL OUTLAY																			
Fiscal Year FY21-22																			
Fund: 11-General Fund Dept. Head-Adam Twiss																			
Dept #: Paramount - 1020																			
Division: GEC - 1020																			
Current Asset Information										Replacement Asset Information									
										Maintenance Cost History									
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?			
1	5187											Repair of weather damaged, side portico façade.	Advanced, but isolated wood-rot at this side entryway; we have been seeking repair for 2 years, building maintenance suggests a contractor.	\$20,000	\$ -				
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -					\$ 20,000.00	\$ -				

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Adam Twiss**  
**Dept #:** Paramount - 1020  
**Division:** GEC - 1020  
**Account:** 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Leadership Wayne - Ben Farlow - budgeted FY 20 but not used	\$ -	\$ 700.00	\$ 700.00
2	Per CM 5/21/21 cut			\$ (700.00)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3121 Travel</b>		<b>\$ -</b>	<b>\$ 700.00</b>	<b>\$ -</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: INSPECTIONS/1024

#### DEPARTMENT OVERVIEW:

The Inspections Department administers and enforces the North Carolina State Building Code for building, electrical, plumbing, mechanical, fire, handicap accessibility, and the energy code for the City of Goldsboro. The department has responsibility for the issuance of all Business Registrations, ABC license, itinerant merchant and peddler permits. We are the first line of public safety and our goal is to ensure safe and secure dwellings and commercial properties, build and support thriving livable neighborhoods, promote strong community health and earn trust as we support the continual growth of Goldsboro. We remain focused on providing extraordinary customer service to the public, support the City's Strategic Plan goals and be good stewards of our city's resources.

#### GOALS/MAJOR OBJECTIVES:

- Through advancing the current technology used, continue to expedite the Development Services aspect of the Inspections Department so that it functions as a "one-stop-shop".
- Further, develop a more cohesive operational environment in order to guide the public through the processes easier.
- Continue to improve and streamline online services for processing permits and Business Registration renewals.
- Maintain current number of departmental positions to accomplish departmental goals. Chief Building Inspector to perform inspections, which would temporarily eliminate the position of the Building Codes Inspector. Would like to keep the option to reinstate the Building Codes Inspector position if the workload increases for building/fire inspections.

#### SIGNIFICANT BUDGET ISSUES:

- Preserve the current software quality by IT support on reporting capabilities and cost associated with online plan review.
- Provide continuing education to maintain required certifications for Inspectors.
- Provide necessary training to make staff the standard in North Carolina.



**EXPENDITURE SHEET Fiscal Year FY21-22**

Fund: 11-General Fund

Dept. Head Allen Anderson

Dept #: 1024 Inspections

~ = Division by Zero

Division: 1024 ~

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 438,349.87	\$ 402,034.63	\$ 402,034.63	\$ 396,328.72	\$ 401,104.89	-0.23%	\$ 401,104.89	-0.23%
1275 Salaries & Wages Bonus	\$ 3,301.33	\$ -	\$ -	\$ 1,439.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,984.88	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	~	\$ 1,800.00	~
1810 Social Security	\$ 32,463.75	\$ 30,755.64	\$ 30,755.64	\$ 30,566.93	\$ 30,822.22	0.22%	\$ 30,822.22	0.22%
1821 NCLGERS-Retirement	\$ 40,216.48	\$ 41,047.73	\$ 41,047.73	\$ 40,795.86	\$ 45,568.54	11.01%	\$ 45,568.54	11.01%
1822 401-K Retirement	\$ 17,745.32	\$ 16,081.39	\$ 16,081.39	\$ 15,982.71	\$ 16,116.20	0.22%	\$ 16,116.20	0.22%
1830 Hospital Insurance	\$ 51,023.30	\$ 45,780.00	\$ 45,780.00	\$ 44,172.24	\$ 45,192.00	-1.28%	\$ 45,192.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 228.65	\$ 267.12	\$ 267.12	\$ 267.12	\$ 267.12	*	\$ 267.12	*
1850 Unemployment Compensation		\$ 208.00	\$ 208.00	\$ 87.62	\$ 127.00	*	\$ 127.00	*
1860 Worker's Compensation	\$ 2,048.00	\$ 2,137.00	\$ 2,137.00	\$ 2,599.03	\$ 2,677.00	25.27%	\$ 2,677.00	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 587,361.58</b>	<b>\$ 538,311.51</b>	<b>\$ 538,311.51</b>	<b>\$ 534,039.23</b>	<b>\$ 543,674.97</b>	<b>1.00%</b>	<b>\$ 543,674.97</b>	<b>1.00%</b>
1915 Bank Fees	\$ 9,863.07	\$ 10,000.00	\$ 10,000.00	\$ 8,930.00	\$ 10,000.00	0.00%	\$ 9,000.00	-10.00%
1932 Medical Exams	\$ 27.00	\$ 200.00	\$ 200.00	\$ 170.00	\$ 200.00	*	\$ 200.00	*
1991 Consultant Fees	\$ 5,122.15	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%	\$ -	*
2123 Protective Clothing	\$ -	\$ 800.00	\$ 800.00	\$ 600.00	\$ 800.00	0.00%	\$ 800.00	0.00%
2203 Employee Appreciation	\$ 110.59	\$ 112.00	\$ 112.00	\$ 105.00	\$ 112.00	*	\$ 112.00	*
2323 Other Training	\$ 2,333.52	\$ 6,074.00	\$ 6,074.00	\$ 5,540.00	\$ 6,600.00	8.66%	\$ 3,400.00	-44.02%
2501 Vehicle Operation/Maintenance	\$ 1,849.37	\$ 3,750.00	\$ 3,750.00	\$ 2,000.00	\$ 3,750.00	0.00%	\$ -	*
2502 Vehicle Fuel	\$ 3,423.56	\$ 7,500.00	\$ 7,500.00	\$ 3,500.00	\$ 7,500.00	0.00%	\$ -	*
2601 Office Supplies	\$ 2,404.63	\$ 3,450.00	\$ 3,450.00	\$ 1,800.00	\$ 3,450.00	0.00%	\$ 1,800.00	-47.83%
2992 Rodent Control	\$ 25.96			\$ -	\$ -	*	\$ -	*
2993 Operational Supplies	\$ 799.90	\$ 675.00	\$ 675.00	\$ 600.00	\$ 675.00	0.00%	\$ 675.00	0.00%
3121 Travel	\$ 2,165.32	\$ 5,600.00	\$ 5,600.00	\$ 8,461.00	\$ 11,361.00	102.88%	\$ 8,467.00	51.20%
3210 Telephone	\$ 6,274.16	\$ 3,840.00	\$ 3,840.00	\$ 6,816.00	\$ 7,548.00	96.56%	\$ 6,848.00	78.33%
3250 Postage	\$ 2,212.05	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,000.00	0.00%	\$ -	*

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Allen Anderson**  
**Dept #:**                **1024**    **Inspections**                    **~ = Division by Zero**  
**Division:**            **1024**    **~**                                    **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3410 Printing	\$ -	\$ 375.00	\$ 375.00	\$ 200.00	\$ 375.00	*	\$ 375.00	*
3421 Copy Machine Cost	\$ 1,427.66	\$ 1,400.00	\$ 1,400.00	\$ 1,383.00	\$ 1,400.00	0.00%	\$ 1,400.00	0.00%
3511 Building Maintenance				\$ -	\$ 25,000.00	~	\$ -	*
3522 Machine/Equipment Maintenance	\$ -	\$ 262.00	\$ 262.00	\$ 600.00	\$ 600.00	129.01%	\$ 600.00	129.01%
3954 House Securement	\$ 1,745.00			\$ -	\$ -	*	\$ -	*
3993 Building Demolition	\$ 164,688.00			\$ -	\$ -	*	\$ -	*
4511 Multi-Peril Insurance		\$ -	\$ -	\$ 274.99	\$ 283.00	*	\$ 283.00	*
4521 Auto Liability	\$ 1,475.00	\$ 1,549.00	\$ 1,549.00	\$ 1,609.07	\$ 1,657.00	6.97%	\$ 1,657.00	6.97%
4541 Employee Personal Liability	\$ 45.00	\$ 45.00	\$ 45.00	\$ 39.54	\$ 41.00	*	\$ 41.00	*
4911 Subscriptions	\$ 162.00	\$ 200.00	\$ 200.00	\$ 171.00	\$ 200.00	*	\$ 200.00	*
4912 Fees & Dues	\$ 896.00	\$ 1,630.00	\$ 1,630.00	\$ 1,540.00	\$ 1,640.00	0.61%	\$ 1,640.00	0.61%
9561 Office Supplies	\$ 238.69	\$ 400.00	\$ 400.00	\$ 370.00	\$ 400.00	*	\$ 400.00	*
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 2,000.00	~
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 3,500.00	~
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 3,000.00	~
<b>Total Operating Expenditures</b>	<b>\$ 207,288.63</b>	<b>\$ 61,862.00</b>	<b>\$ 61,862.00</b>	<b>\$ 57,709.60</b>	<b>\$ 97,592.00</b>	<b>57.76%</b>	<b>\$ 46,398.00</b>	<b>-25.00%</b>
5412 Compact Pick-Up Trucks	\$ 20,403.29			\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 20,403.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Inspections-~ Budget</b>	<b>\$ 815,053.50</b>	<b>\$ 600,173.51</b>	<b>\$ 600,173.51</b>	<b>\$ 591,748.83</b>	<b>\$ 641,266.97</b>	<b>6.85%</b>	<b>\$ 590,072.97</b>	<b>-1.68%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Allen Anderson	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Inspections - 1024		
<b>Division:</b>	~ - 1024		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular			\$ 396,328.72	\$ 401,104.89	\$ 401,104.89
1275	Salaries & Wages Bonus			\$ 1,439.00		\$ -
1278	Wellness Earnings			\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 30,566.93	\$ 30,822.22	\$ 30,822.22
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 40,795.86	\$ 45,568.54	\$ 45,568.54
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 15,982.71	\$ 16,116.20	\$ 16,116.20
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 44,172.24	\$ 45,192.00	\$ 45,192.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 267.12	\$ 267.12	\$ 267.12
1850	Unemployment Compensation		Provided by Finance	\$ 87.62	\$ 127.00	\$ 127.00
1860	Worker's Compensation		Provided by Finance	\$ 2,599.03	\$ 2,677.00	\$ 2,677.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 534,039.23</b>	<b>\$ 543,674.97</b>	<b>\$ 543,674.97</b>
1915	Bank Fees			\$ 8,930.00	\$ 10,000.00	\$ 9,000.00
1932	Medical Exams		Random Drug testing for Inspections Department (5 people)	\$ 170.00	\$ 200.00	\$ 200.00
1991	Consultant Fees	Y	Fees to cover EnerGov/Business Reg renewal/Consulting costs	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	\$ -
2123	Protective Clothing		Protective Clothing (gloves, footwear, vests) for Inspectors	\$ 600.00	\$ 800.00	\$ 800.00
2203	Employee Appreciation		Request \$16 pp for annual Christmas Party (7 people)	\$ 105.00	\$ 112.00	\$ 112.00
2323	Other Training	Y	State mandatory continuing ed classes and seminars	<b>\$ 5,540.00</b>	<b>\$ 6,600.00</b>	<b>\$ 3,400.00</b>
2501	Vehicle Operation/Maintenance		Operation expenses of all Inspection vehicles (4)	\$ 2,000.00	\$ 3,750.00	
2502	Vehicle Fuel		Gas for all Inspection vehicles (4)	\$ 3,500.00	\$ 7,500.00	
2601	Office Supplies		General office supplies/toner cartridges (3 printers)	\$ 1,800.00	\$ 3,450.00	\$ 1,800.00
2992	Rodent Control		To be removed			\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Allen Anderson	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Inspections - 1024		
<b>Division:</b>	~ - 1024		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Replacement batteries, fire extinguishers, tool boxes for trucks	\$ 600.00	\$ 675.00	\$ 675.00
3121	Travel	Y	Annual meetings/seminars for Inspectors	<b>\$ 8,461.00</b>	<b>\$ 11,361.00</b>	<b>\$ 8,467.00</b>
3210	Telephone		Cell phones and Ipad charges of \$629 per mo.	\$ 6,816.00	\$ 7,548.00	\$ 6,848.00
3250	Postage		Postage for mailing permits/Bus. Reg./ABC license	\$ 3,000.00	\$ 4,000.00	
3410	Printing		Building permit applications/job site cards/Occupancy cards	\$ 200.00	\$ 375.00	\$ 375.00
3421	Copy Machine Cost		Lease & Insurance/Year \$1,082.76	\$ 1,383.00	\$ 1,400.00	\$ 1,400.00
3511	Building Maintenance		Replace carpet in Inspections/Planning/Engineering		\$ 25,000.00	\$ -
3522	Machine/Equipment Maintenance		Est. Maint./Year \$541.32	\$ 600.00	\$ 600.00	\$ 600.00
3954	House Securement		Moved to Planning Dept.			\$ -
3993	Building Demolition		Moved to Planning Dept.			\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 274.99	\$ 283.00	\$ 283.00
4521	Auto Liability		Provided by Finance	\$ 1,609.07	\$ 1,657.00	\$ 1,657.00
4541	Employee Personal Liability		Provided by Finance	\$ 39.54	\$ 41.00	\$ 41.00
4911	Subscriptions	Y	Goldsboro News Argus	<b>\$ 171.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>
4912	Fees & Dues	Y	Fees/Dues required to be maintained by Inspectors	<b>\$ 1,540.00</b>	<b>\$ 1,640.00</b>	<b>\$ 1,640.00</b>
9561	Office Supplies		Copy paper/envelopes for Bus. Reg/Permits/AbC license	\$ 370.00	\$ 400.00	\$ 400.00
2501A	Fleet Charges Internal Use Only!		Operation expenses of all Inspection vehicles (4)			\$ 2,000.00
2502A	Vehicle Fuel-Internal Charges		Gas for all Inspection vehicles (4)			\$ 3,500.00
3250A	Postage-Internal Charges only!		Postage for mailing permits/Bus. Reg./ABC license			\$ 3,000.00
	<b>Total Operating Expenditures</b>			<b>\$ 57,709.60</b>	<b>\$ 97,592.00</b>	<b>\$ 46,398.00</b>
5412	Compact Pick-Up Trucks				\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Inspections-~ Budget</b>			<b>\$ 591,748.83</b>	<b>\$ 641,266.97</b>	<b>\$ 590,072.97</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Allen Anderson</b>
<b>Dept #:</b>	<b>Inspections - 1024</b>	
<b>Division:</b>	<b>~ - 1024</b>	
<b>Account:</b>	<b>1991 Consultant Fees</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Fees to cover EnerGov online permitting/consulting expenses	\$ 10,000.00	\$ 10,000.00	\$ -
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Allen Anderson</b>
<b>Dept #:</b>	<b>Inspections - 1024</b>	
<b>Division:</b>	<b>~ - 1024</b>	
<b>Account:</b>	<b>2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	State Mandated Continuing Ed Classes (75 x 20) All Inspectors	\$ 1,155.00	\$ 1,500.00	\$ 1,200.00
2	Reg.for ICC/DOI Classes A. Anderson (Fire 111)	\$ 120.00	\$ 120.00	\$ 120.00
3	Reg.for ICC/DOI Classes Ray Fields (Bldg II)	\$ 120.00	\$ 120.00	\$ 120.00
4	Reg for ICC/DOI Classes Cindy Motsko (5 classes)	\$ 125.00	\$ 600.00	\$ 400.00
5	Reg for ICC/DOI Classes Sam Taylor (Plum 1 & Mech 111)	\$ 200.00	\$ 240.00	\$ 240.00
6	Reg. for Seminars (Mech, Elect, Energy) All Inspectors	\$ 219.00	\$ 219.00	\$ 219.00
7	ICC Exams (11 x \$175) All Inspectors	\$ 1,921.00	\$ 1,921.00	\$ 1,471.00
8	DOI exams (9 x \$20) All Inspectors	\$ 180.00	\$ 180.00	\$ 180.00
9	ICC/COI Certificate Fees - All Inspectors	\$ 1,500.00	\$ 1,700.00	\$ 1,450.00
10	Per CM 5/21/21 cut			\$ (2,000.00)
11				
	<b>Total - 2323 Other Training</b>	<b>\$ 5,540.00</b>	<b>\$ 6,600.00</b>	<b>\$ 3,400.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>	
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Allen Anderson</b>	
<b>Dept #:</b>	<b>Inspections - 1024</b>		
<b>Division:</b>	<b>~ - 1024</b>		
<b>Account:</b>	<b>3121 Travel</b>		

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NCBIA Meeting/Seminar (4days -All Inspectors)	\$ 1,100.00	\$ 1,500.00	\$ 1,500.00
2	NC Electrical Insp Ann. Mtg. (3 days - Raleigh NC - Sam Taylor)	\$ 600.00	\$ 700.00	\$ 600.00
3	NC Fire Insp Meeting - 2 people		\$ 500.00	\$ 500.00
4	NC Mechanical Insp. Conf. (3 days - Atlantic Beach NC - Ray Fields)		\$ 1,100.00	\$ 1,100.00
5	NC Plumbing Insp. Ann. Mtg (3 days - Kitty Hawk NC - Jason Baker)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
6	NC Bldg Insp. Ann. Conf (3 days-Atlantic Beach-Anderson/Motsko)	\$ 1,600.00	\$ 1,800.00	\$ 1,500.00
7	Proposed classes for all Inspectors for certification advancement	\$ 3,661.00	\$ 3,661.00	\$ 3,167.00
8	Energy Conference (2 days - Allen Anderson)		\$ 500.00	\$ 500.00
9	NC Permitting Person. Assoc Ann. Mtg. (2 days-Shanita Coor)	\$ 500.00	\$ 600.00	\$ 600.00
10	Per CM 5/21/21 cut			\$ (2,000.00)
11				
12				
13				
	<b>Total - 3121 Travel</b>	<b>\$ 8,461.00</b>	<b>\$ 11,361.00</b>	<b>\$ 8,467.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Allen Anderson**  
**Dept #:** Inspections - 1024  
**Division:** ~ - 1024  
**Account:** 4911 Subscriptions

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Goldsboro News Argus (24 weeks sub. Renewed 2 times a year)	\$ 171.00	\$ 200.00	\$ 200.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4911 Subscriptions</b>		<b>\$ 171.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Allen Anderson**  
**Dept #:** Inspections - 1024  
**Division:** ~ - 1024  
**Account:** 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Wayne County Home Builders Association- Allen Anderson	\$ 405.00	\$ 405.00	\$ 405.00
2	N.C. Building Insp. Assoc. Dues - Allen Anderson	\$ 150.00	\$ 200.00	\$ 200.00
3	N.C. Mechanical Insp. Assoc. Dues - Ray Fields	\$ 50.00	\$ 100.00	\$ 100.00
4	N.C. Electrical Insp. Assoc. Dues- Sam Taylor	\$ 120.00	\$ 120.00	\$ 120.00
5	N.C. Plumbing Insp. Assoc. Dues - Jason Baker	\$ 100.00	\$ 100.00	\$ 100.00
6	N.C. Code Officials Qualif. Board (20 Certs. At \$10 ea) All Inspectors	\$ 200.00	\$ 200.00	\$ 200.00
7	N.C. Permitting Personnel Assoc. Lynn Measley & Shanita Coor	\$ 50.00	\$ 50.00	\$ 50.00
8	Int'l Code Council Mbrshp. - Allen Anderson	\$ 145.00	\$ 145.00	\$ 145.00
9	Int'l Assoc. of Electrical Inspectors - Sam Taylor	\$ 120.00	\$ 120.00	\$ 120.00
10	Cert. Renewal-Verisign Cert. for website credit cards	\$ 200.00	\$ 200.00	\$ 200.00
11				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,540.00</b>	<b>\$ 1,640.00</b>	<b>\$ 1,640.00</b>



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: DOWNTOWN DEVELOPMENT

#### DEPARTMENT OVERVIEW:

The Downtown Development Department exists to create opportunities for improvements to downtown Goldsboro to increase the value of the tax base to support the City's growth. The Department works to spur private and public investments through initiatives that enhance the appearance, desirability, vitality and economic value of downtown. Staff works to facilitate a unified, proactive and comprehensive development effort within the framework of the Main Street™ structure for the City and in cooperation with the Downtown Goldsboro Development Corporation and other stakeholders.

#### GOALS/MAJOR OBJECTIVES:

1. Increase continued private investment in downtown.
2. Increase residential density and development. Encourage rehabilitation of and investment in existing properties.
3. Capture an accurate vacancy rate and decrease vacancy rates from approximately 40% overall to 25%.
4. Increase quantity, diversity and quality of businesses. Support existing businesses.
5. Complete TIGER 16 Grant funded projects and position for investment in surrounding areas, including an RFP for S Center St.
6. Assisting with building the framework of an Economic Development Plan.
7. Market Union Station for future use.

#### SIGNIFICANT BUDGET ISSUES:

- Full implementation of the recent and remaining public capital improvement projects approved in the Master Plan: Streetscape, The Hub and residential development.
- Support Lead for NC Fellow.
- Need for adequate incentives to meet recruitment, occupancy, development and reinvestment goals.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head:** Erin Fonseca  
**Dept #:** 1025      **Downtown Development**      ~ = Division by Zero  
**Division:** 1025      **Downtown Development**      \* = Change < \$500  
    **Purple Cell-Finance Input**

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 152,740.51	\$ 115,007.11	\$ 122,807.11	\$ 115,007.11	\$ 161,382.00	40.32%	\$ 161,382.00	40.32%
1223 Health Insurance Stipend				\$ -	\$ 3,100.00	~	\$ 3,100.00	~
1260 Salaries & Wages Part-Time	\$ 17,219.07	\$ 23,871.64	\$ 23,871.64	\$ -	\$ 28,000.00	17.29%	\$ 28,000.00	17.29%
1262 Salaries & Wages Perm. Part-Time	\$ 957.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1275 Salaries & Wages Bonus	\$ 1,534.06	\$ -	\$ -	\$ 600.08	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 727.02	\$ -	\$ -	\$ 600.08	\$ 900.12	~	\$ 900.12	~
1280 Vacation Pay Out	\$ 10,334.27			\$ -	\$ -	*	\$ -	*
1810 Social Security	\$ 12,851.74	\$ 10,624.22	\$ 10,624.22	\$ 8,889.86	\$ 14,793.73	39.25%	\$ 14,793.73	39.25%
1821 NCLGERS-Retirement	\$ 16,350.18	\$ 14,179.52	\$ 14,179.52	\$ 11,864.76	\$ 18,354.11	29.44%	\$ 18,354.11	29.44%
1822 401-K Retirement	\$ 7,258.69	\$ 5,555.15	\$ 5,555.15	\$ 4,648.29	\$ 6,491.28	16.85%	\$ 6,491.28	16.85%
1830 Hospital Insurance	\$ 15,478.26	\$ 13,080.00	\$ 13,080.00	\$ 15,064.00	\$ 19,368.00	48.07%	\$ 19,368.00	48.07%
1835 Group Term Life Insurance Coverage	\$ 57.21	\$ 114.48	\$ 114.48	\$ 114.48	\$ 114.48	*	\$ 114.48	*
1850 Unemployment Compensation		\$ 91.00	\$ 91.00	\$ -	\$ 44.00	*	\$ 44.00	*
1860 Worker's Compensation	\$ 2,599.50	\$ 522.00	\$ 522.00	\$ 634.86	\$ 653.91	25.27%	\$ 653.91	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 238,107.51</b>	<b>\$ 183,045.12</b>	<b>\$ 190,845.12</b>	<b>\$ 157,423.52</b>	<b>\$ 253,201.63</b>	<b>38.33%</b>	<b>\$ 253,201.63</b>	<b>38.33%</b>
1932 Medical Exams	\$ 28.35			\$ -	\$ -	*	\$ -	*
1991 Consultant Fees	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,500.00	10.00%
2203 Employee Appreciation	\$ -	\$ 36.00	\$ 36.00	\$ 36.00	\$ 36.00	*	\$ 36.00	*
2323 Other Training	\$ 383.37	\$ 1,649.00	\$ 300.00	\$ 558.00	\$ 15,600.00	846.03%	\$ 14,625.00	786.90%
2501 Vehicle Operation/Maintenance	\$ 25.25			\$ -	\$ -	*	\$ -	*
2601 Office Supplies	\$ 3,245.71	\$ 4,279.00	\$ 4,279.00	\$ 4,279.00	\$ 5,705.00	33.33%	\$ 4,000.00	-6.52%
2993 Operational Supplies	\$ 2,686.05	\$ 2,325.00	\$ 2,325.00	\$ 2,300.00	\$ 3,000.00	29.03%	\$ 2,000.00	-13.98%
3121 Travel	\$ 2,084.95	\$ 4,473.00	\$ 973.00	\$ 16.35	\$ 5,510.00	23.18%	\$ 2,500.00	-44.11%
3250 Postage	\$ 17.50	\$ 2,850.00	\$ 350.00	\$ 350.00	\$ 1,800.00	-36.84%	\$ -	*
3310 Electricity	\$ 3,722.57	\$ 4,950.00	\$ 4,950.00	\$ 3,716.21	\$ 4,000.00	-19.19%	\$ 4,000.00	-19.19%
3421 Copy Machine Cost	\$ 3,239.43	\$ 5,718.13	\$ 5,718.13	\$ 4,574.50	\$ 5,337.01	-6.67%	\$ 4,587.01	-19.78%
3510 Repairs (Insurance Claims)	\$ 950.00			\$ -	\$ -	*	\$ -	*
3511 Building Maintenance	\$ 7.98	\$ -	\$ -	\$ 175.43	\$ 756.00	~	\$ 300.00	*
3521 Office Machine Maintenance	\$ -	\$ 456.12	\$ 456.12	\$ -	\$ 456.12	*	\$ 456.12	*
3700 Advertising	\$ 5,000.00			\$ -	\$ -	*	\$ -	*
3702 Communications and Marketing	\$ 7,670.64	\$ 3,750.00	\$ 3,750.00	\$ 3,200.00	\$ 7,500.00	100.00%	\$ 3,200.00	-14.67%
3914 Contract Services	\$ 449.68	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3950 Education Reimbursement		\$ 1,250.00	\$ 1,250.00	\$ -	\$ -	*	\$ -	*
4391 Equipment Rent				\$ -	\$ -	*	\$ -	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head		Erin Fonseca			
Dept #:		1025 Downtown Development		~ = Division by Zero					
Division:		1025 Downtown Development		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
4511 Multi-Peril Insurance	\$ 6,820.93	\$ 7,185.00	\$ 7,185.00	\$ 9,992.12	\$ 10,292.00	43.24%	\$ 10,292.00	43.24%	
4541 Employee Personal Liability	\$ 13.00	\$ 13.00	\$ 13.00	\$ 11.42	\$ 12.00	*	\$ 12.00	*	
4911 Subscriptions	\$ 258.43	\$ 212.00	\$ 212.00	\$ 212.00	\$ 212.00	*	\$ 212.00	*	
4912 Fees & Dues	\$ 550.00	\$ 650.00	\$ 650.00	\$ 925.00	\$ 925.00	42.31%	\$ 925.00	42.31%	
4991 Downtown Projects	\$ 9,413.19	\$ 26,000.00	\$ 25,549.00	\$ 25,549.00	\$ 35,000.00	34.62%	\$ 20,000.00	-23.08%	
9561 Office Supplies	\$ 117.80	\$ 300.00	\$ 300.00	\$ 120.00	\$ 300.00	*	\$ 300.00	*	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 800.00	~	
<b>Total Operating Expenditures</b>	<b>\$ 50,684.83</b>	<b>\$ 71,096.25</b>	<b>\$ 63,296.25</b>	<b>\$ 61,015.03</b>	<b>\$ 101,441.13</b>	<b>42.68%</b>	<b>\$ 73,745.13</b>	<b>3.73%</b>	
5123 Theater Equipment				\$ -	\$ 20,000.00	~	\$ -	*	
5674 Christmas Decorations				\$ -	\$ 40,000.00	~	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>~</b>	<b>\$ -</b>	<b>*</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Downtown Development -Downtown Deve</b>	<b>\$ 288,792.34</b>	<b>\$ 254,141.37</b>	<b>\$ 254,141.37</b>	<b>\$ 218,438.55</b>	<b>\$ 414,642.76</b>	<b>63.15%</b>	<b>\$ 326,946.76</b>	<b>28.65%</b>	

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Erin Fonseca	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Downtown Development - 1025		
Division:	Downtown Development - 1025		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular			\$ 115,007.11	\$ 161,382.00	\$ 161,382.00
1223	Health Insurance Stipend		Insurance for PT-Fellowship Award		\$ 3,100.00	\$ 3,100.00
1260	Salaries & Wages Part-Time			\$ -	\$ 28,000.00	\$ 28,000.00
1262	Salaries & Wages Perm. Part-Time					
1275	Salaries & Wages Bonus			\$ 600.08		\$ -
1278	Wellness Earnings			\$ 600.08	\$ 900.12	\$ 900.12
1280	Vacation Pay Out					\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 8,889.86	\$ 14,793.73	\$ 14,793.73
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 11,864.76	\$ 18,354.11	\$ 18,354.11
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 4,648.29	\$ 6,491.28	\$ 6,491.28
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 15,064.00	\$ 19,368.00	\$ 19,368.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 114.48	\$ 114.48	\$ 114.48
1850	Unemployment Compensation		Provided by Finance	\$ -	\$ 44.00	\$ 44.00
1860	Worker's Compensation		Provided by Finance	\$ 634.86	\$ 653.91	\$ 653.91
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 157,423.52</b>	<b>\$ 253,201.63</b>	<b>\$ 253,201.63</b>
1932	Medical Exams					
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>		<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,500.00</b>
2203	Employee Appreciation		3 @ \$12/ea	\$ 36.00	\$ 36.00	\$ 36.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>		<b>\$ 558.00</b>	<b>\$ 15,600.00</b>	<b>\$ 14,625.00</b>
2501	Vehicle Operation/Maintenance					
2601	Office Supplies		Special paper for printing needs @ \$1,800, file folders and lables, legal pads and post its, envelopes for mailing out newsletters and sponsorships, mailing lables, binders, light bulbs, Culligan Water Cooler Rental (\$15/mo), soap, pens/pencils, paper clips, staples, thumb drives etc.	\$4,279.00	\$5,705.00	\$ 4,000.00
2993	Operational Supplies		Funding for this line item covers the cost for plaques, certificates, inner office memos & acknowledgements, property advertising	\$ 2,300.00	\$ 3,000.00	\$ 2,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ 16.35</b>	<b>\$ 5,510.00</b>	<b>\$ 2,500.00</b>
3250	Postage			\$ 350.00	\$ 1,800.00	\$ -
3310	Electricity			\$ 3,716.21	\$ 4,000.00	\$ 4,000.00
3421	Copy Machine Cost			\$ 4,574.50	\$ 5,337.01	\$ 4,587.01

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Erin Fonseca	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Downtown Development - 1025		
Division:	Downtown Development - 1025		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3510	Repairs (Insurance Claims)			\$ -	\$ -	\$ -
3511	Building Maintenance			\$ 175.43	\$ 756.00	\$ 300.00
3521	Office Machine Maintenance		iPad Maintenance/Protection	\$ -	\$ 456.12	\$ 456.12
3700	Advertising					
3702	Communications and Marketing		Includes mailings/advertisement for public meetings, digital marketing for downtown tourism and co-op advertising with Travel & Tourism	\$ 3,200.00	\$ 7,500.00	\$ 3,200.00
<b>3914</b>	<b>Contract Services</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
3950	Education Reimbursement					
4391	Equipment Rent					
4511	Multi-Peril Insurance		Provided by Finance	\$ 9,992.12	\$ 10,292.00	\$ 10,292.00
4541	Employee Personal Liability		Provided by Finance	\$ 11.42	\$ 12.00	\$ 12.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>		<b>\$ 212.00</b>	<b>\$ 212.00</b>	<b>\$ 212.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>			<b>\$ 925.00</b>	<b>\$ 925.00</b>	<b>\$ 925.00</b>
4991	Downtown Projects		1) Leasing Public Art for Center Street to include 9 pieces and crane rental and plaques at \$20,000 2) <del>Wreaths for remaining 2 blocks of Streetscape and Hub at \$40,000 moved to capital</del> 3) WiFi for S Center \$15,000 3) <del>Outdoor movie &amp; PA system \$20,000 moved to capital</del>	\$ 25,549.00	\$ 35,000.00	\$ 20,000.00
9561	Office Supplies		copy paper from the City	\$ 120.00	\$ 300.00	\$ 300.00
3250A	Postage-Internal Charges only!		6 months @ \$300/mo for sponsorships, newsletters, grant requests, notifications etc.			\$ 800.00
	<b>Total Operating Expenditures</b>			<b>\$ 61,015.03</b>	<b>\$ 101,441.13</b>	<b>\$ 73,745.13</b>
5123	Theater Equipment		Outdoor Movie & PA System	\$ -	\$ 20,000.00	\$ -
5674	Christmas Decorations		Wreaths for remaining 2 blocks of Streetscape & HUB	\$ -	\$ 40,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Downtown Development -Downtown Dev</b>			<b>\$ 218,438.55</b>	<b>\$ 414,642.76</b>	<b>\$ 326,946.76</b>

CAPITAL OUTLAY Fiscal Year FY21-22															
Fund:		11-General Fund		Dept. Head-Erin Fonseca											
Dept #:		Downtown Development - 1025													
Division:		Downtown Development - 1025													
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21			Replacement Item Description	Justification for Replacement		
1	5674	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N		Wreaths	Remaining 2 blocks of Streetscape and HUB	\$ 40,000.00	\$ -
2	5123	N/A	N/A	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N		Outdoor Movie & PA System		\$ 20,000.00	\$ -
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -					\$ 60,000.00	\$ -

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 1991 Consultant Fees

Dept. Head-Erin Fonseca

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Public Art Consultant	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00
2	Downtown Master Plan Refresh			
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 2323 Other Training

Dept. Head-Erin Fonseca

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Main Street Conference Registration for 3 FT employees	\$ 300.00	\$ 450.00	\$ 450.00
2	Adobe Illustrator Classes	\$ -	\$ 450.00	\$ -
3	Misc. Opportunities	\$ 258.00	\$ 350.00	\$ 150.00
4	UNC School of Government Classes	\$ -	\$ 1,000.00	\$ 675.00
5	NC Idea Ecosystem Summit		\$ 350.00	\$ 350.00
6	Training & Support-PT Employee (Fellowship award)		\$ 13,000.00	\$ 13,000.00
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 558.00</b>	<b>\$ 15,600.00</b>	<b>\$ 14,625.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Erin Fonseca**  
**Dept #:** Downtown Development - 1025  
**Division:** Downtown Development - 1025  
**Account:** 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NC Main Street Manager's Meeting-1/year required	\$ -	\$ 400.00	\$ 200.00
2	NC Main Street Conference 3 persons at 2 nights @\$160/night plus food/travel at \$540	\$ -	\$ 1,500.00	\$ 1,140.00
3	General Mileage Reimbursement 3 @ \$25/month	\$ 16.35	\$ 900.00	\$ 300.00
4	NCDDA Downtown Day & Meetings	\$ -	\$ 200.00	\$ 200.00
5	Community Support Costs i.e: Chamber events, Community Affairs Events, etc.	\$ -	\$ 300.00	\$ 300.00
6	Staff Hosted Meetings 4 @ \$250 each	\$ -	\$ 1,000.00	\$ 750.00
7	NC Main Street Regional Meetings - 2/year required for accreditation	\$ -	\$ 200.00	\$ 200.00
8	NC Main Street Orientation Classes - 4/year	\$ -	\$ 400.00	\$ 400.00
9	Misc Opportunities	\$ -	\$ 300.00	\$ 200.00
10	NC Idea Ecosystem Summit 1 night @\$160/night plus food/travel at \$150	\$ -	\$ 310.00	\$ 310.00
11	Per CM Cut 5/21/21			\$ (1,500.00)
12				
	<b>Total - 3121 Travel</b>	<b>\$ 16.35</b>	<b>\$ 5,510.00</b>	<b>\$ 2,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 4911 Subscriptions

Dept. Head-Erin Fonseca

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Our State Magazine	\$ 50.00	\$ 50.00	\$ 50.00
2	Goldsboro News Argus	\$ 162.00	\$ 162.00	\$ 162.00
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4911 Subscriptions</b>		<b>\$ 212.00</b>	<b>\$ 212.00</b>	<b>\$ 212.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Erin Fonseca</b>
<b>Dept #:</b>	<b>Downtown Development - 1025</b>	
<b>Division:</b>	<b>Downtown Development - 1025</b>	
<b>Account:</b>	<b>4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Main Street Center	\$ 375.00	\$ 375.00	\$ 375.00
2	NC Downtown Development Association	\$ 250.00	\$ 250.00	\$ 250.00
3	Military Affairs Committee	\$ 300.00	\$ 300.00	\$ 300.00
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 925.00</b>	<b>\$ 925.00</b>	<b>\$ 925.00</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: INFORMATION TECHNOLOGY

#### DEPARTMENT OVERVIEW:

The Information Technology Department is responsible for all technology in the City. This includes computers, mobile devices, telephones, data connections, Wi-Fi, Internet service, fiber optic connections and all associated items. We provide services to City staff in all departments and are an integral part of our services to the public. We endeavor to provide professional services that are customer-focused and in line with the mission and vision of the City.

#### GOALS/MAJOR OBJECTIVES:

- Increase staffing to meet the growing technology needs of the city.
- Replace current IT vehicles with vehicles that best meet our needs.
- Continue technology replacement plans.
- Increase response time for fiber connectivity.
- To get ahead of technology needs to become proactive instead of reactive.

#### SIGNIFICANT BUDGET ISSUES:

- Cost of adding staff needed to meet the City's technology needs and support the efforts of other departments.
- Cost of Software maintenance and support.
- Cost of future upgrades; technology replacement plans for hardware items.
- Training costs for IT related training.





EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund Dept. Head Scott Williams									
Dept #: 1030 Information Technology ~ = Division by Zero									
Division: 1030 ~ * = Change < \$500									
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
4541 Employee Personal Liability	\$ 22.00	\$ 22.00	\$ 22.00	\$ 19.00	\$ 35.00	*	\$ 35.00	*	
4912 Fees & Dues				\$ -	\$ -	*	\$ -	*	
4990 Equipment Expense	\$ 52,703.24	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	*	\$ -	*	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 900.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 1,000.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 100.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 972,612.50</b>	<b>\$ 985,302.00</b>	<b>\$ 1,009,302.00</b>	<b>\$ 989,229.00</b>	<b>\$ 1,349,889.00</b>	<b>37.00%</b>	<b>\$ 1,087,288.00</b>	<b>10.35%</b>	
5202 Technology Capital	\$ 11,462.57	\$ -	\$ 5,177.72	\$ 5,810.00	\$ 241,600.00	~	\$ 3,600.00	~	
5219 Network Equipment	\$ 72,002.71	\$ 20,000.00	\$ 20,000.00	\$ 20,871.00	\$ -	*	\$ -	*	
5423 Crew-Cab Pick-Up Truck		\$ 32,000.00	\$ 32,000.00	\$ 34,247.00	\$ 64,500.00	101.56%	\$ 32,500.00	1.56%	
5469 Utility Van				\$ -	\$ 32,500.00	~	\$ -	*	
5739 Building Expansion				\$ -	\$ 170,000.00	~	\$ 10,000.00	~	
5816 Furnace/Electric Air Conditioner				\$ -	\$ 309,487.00	~	\$ -	*	
5200A Technology Lease - FY21		\$ 353,500.00	\$ 353,500.00	\$ -	\$ 860,000.00	143.28%	\$ 860,000.00	143.28%	
<b>Total Capital Outlay</b>	<b>\$ 83,465.28</b>	<b>\$ 405,500.00</b>	<b>\$ 410,677.72</b>	<b>\$ 60,928.00</b>	<b>\$ 1,678,087.00</b>	<b>313.83%</b>	<b>\$ 906,100.00</b>	<b>123.45%</b>	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Information Technology-~ Budget</b>	<b>\$ 1,665,350.92</b>	<b>\$ 2,074,759.34</b>	<b>\$ 2,103,937.06</b>	<b>\$ 1,758,106.15</b>	<b>\$ 4,227,107.85</b>	<b>103.74%</b>	<b>\$ 2,753,625.74</b>	<b>32.72%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Information Technology - 1030  
**Division:** ~ - 1030

**Dept. Head-Scott Williams**

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Dept - 14 Employee - 8 current, 6 new	\$ 513,223.11	\$ 866,408.25	\$ 550,831.20
1260	Salaries & Wages Part-Time		Admin Asst part time	\$ 14,400.00	\$ 18,720.00	\$ 18,720.00
1224	Cell Phone Stipend		Dept - 14 Employee - 8 current, 6 new	\$ 5,760.00	\$ 10,080.00	\$ 7,200.00
1275	Salaries & Wages Bonus		Dept - 14 Employee - 8 current, 6 new	\$ 1,664.00	\$ -	\$ -
1278	Wellness Earnings		Dept - 14 Employee - 8 current, 6 new	\$ 2,100.28	\$ 4,201.00	\$ 2,100.70
1280	Vacation Pay Out			\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 41,091.78	\$ 68,804.81	\$ 44,282.17
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 54,842.75	\$ 101,723.19	\$ 65,468.15
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 21,485.90	\$ 35,976.37	\$ 23,154.08
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 51,648.00	\$ 90,384.00	\$ 45,838.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 534.24	\$ 534.24	\$ 343.44
1850	Unemployment Compensation		Provided by Finance	\$ 231.00	\$ 300.00	\$ 300.00
1850	Worker's Compensation		Provided by Finance	\$ 968.10	\$ 2,000.00	\$ 2,000.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 707,949.15</b>	<b>\$ 1,199,131.85</b>	<b>\$ 760,237.74</b>
1932	Medical Exams		6 New Employees: \$345 x 6	\$ -	\$ 2,070.00	\$ -
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See SCH1991	<b>\$ 29,997.00</b>	<b>\$ 91,000.00</b>	<b>\$ 36,000.00</b>
2124	Shoes-Steel Toe		These funds are for safety shoes/boots required for the jobs in IT. 8 current, 6 new employees. \$150 x 14	\$ 1,170.00	\$ 2,100.00	\$ 1,500.00
2203	Employee Appreciation		These funds are for our employee Christmas lunch and team building exercises. \$224 Christmas lunch, \$500 team building exercises	\$ 118.00	\$ 724.00	\$ 118.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See SCH2323	<b>\$ 14,120.00</b>	<b>\$ 36,800.00</b>	<b>\$ 14,120.00</b>
2501	Vehicle Operation/Maintenance		This line provides funds to maintain vehicles used by IT.	\$ 900.00	\$ 1,500.00	\$ -
2502	Vehicle Fuel		This line provided funds for fuel for the IT vehicles.	\$ 750.00	\$ 1,000.00	\$ -
2601	Office Supplies		This line provides funds for thing such as UPS battery replacement and standard battery replacement for microphones, remotes, and various devices.	\$ 2,662.00	\$ 2,500.00	\$ 2,500.00
2993	Operational Supplies		\$25,500 Replacement Parts/Supplies for IT; \$19,760 iPads and Security Cameras; \$3,600 Scanners; \$2,800 Webcams & Mics; \$1,800 Monitors; \$1,100 Camera for PIO	\$ 20,100.00	\$ 54,560.00	\$ 20,100.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 5,390.00</b>	<b>\$ 16,100.00</b>	<b>\$ 6,600.00</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Information Technology - 1030  
**Division:** ~ - 1030

Dept. Head-Scott Williams

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3210	Telephone		This line covers the expense of telephone service for the entire City. The funds provide for local service, long distance, analog phone lines, Internet Circuits, DSL and Air Cards used by the Police Department, Fire Department and Inspections. AT&T (\$150,000), Spectrum (\$15,500), Verizon (\$88,000), Segra (\$20,200 internet services)	\$ 271,000.00	\$ 319,100.00	\$ 299,100.00
3250	Postage		This covers postage used by IT.	\$ 200.00	\$ 200.00	\$ -
3421	Copy Machine Cost		This covers the cost of any copies made by the IT Department.	\$ 100.00	\$ 100.00	\$ 100.00
3511	Building Maintenance		These funds will be used for necessary Building Maintenance. Joint Operations Center at Public Safety Complex \$12,000; Cameras - Golf Course & Golf Maintenance \$10,720; Paramount Theatre Card Access \$3,500;	\$ 250.00	\$ 26,220.00	\$ 250.00
3522	Machine/Equipment Maintenance		This is for machine maintenance for the wide format printer used by Engineering and Planning Departments.	\$ 1,000.00	\$ 1,700.00	\$ 1,000.00
3950	Education Reimbursement		This is to cover reimbursement for college course work.	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00
4211	Cisco Smart Net Maintenance		Software/Hardware support for telephone system and Webex.	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See SCH4221	<b>\$ 588,819.00</b>	<b>\$ 751,080.00</b>	<b>\$ 661,265.00</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 134.00	\$ 1,100.00	\$ 1,100.00
4521	Auto Liability			\$ -	\$ 1,500.00	\$ 1,500.00
4541	Employee Personal Liability	Y	Provided by Finance	\$ 19.00	\$ 35.00	\$ 35.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See SCH4912	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
4990	Equipment Expense			\$ 12,000.00	\$ -	\$ -
2501A	Fleet Charges Internal Use Only!		This line provides funds to maintain vehicles used by IT.			\$ 900.00
2502A	Vehicle Fuel-Internal Charges		This line provided funds for fuel for the IT vehicles.			\$ 1,000.00
3250A	Postage-Internal Charges only!		This covers postage used by IT.			\$ 100.00
<b>Total Operating Expenditures</b>				<b>\$ 989,229.00</b>	<b>\$ 1,349,889.00</b>	<b>\$ 1,087,288.00</b>
5202	Technology Capital		See SCHCapital	\$ 5,810.00	\$ 241,600.00	\$ 3,600.00
5219	Network Equipment			\$ 20,871.00	\$ -	\$ -
5423	Crew-Cab Pick-Up Truck		IT Replacement Vehicles	\$ 34,247.00	\$ 64,500.00	\$ 32,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Scott Williams	<b>Green Cell - Department Input</b>
Dept #:	Information Technology - 1030		
Division:	~ - 1030		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
5469	Utility Van		IT Replacement Vehicles		\$ 32,500.00	\$ -
5739	Building Expansion		Madison Ave Facility Remodel		\$ 170,000.00	\$ 10,000.00
5816	Furnace/Electric Air Conditioner		City Hall HVAC		\$ 309,487.00	\$ -
5200A	Technology Lease - FY21			\$ -	\$ 860,000.00	\$ 860,000.00
	<b>Total Capital Outlay</b>			<b>\$ 60,928.00</b>	<b>\$ 1,678,087.00</b>	<b>\$ 906,100.00</b>
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -
	<b>Total Information Technology-~ Budget</b>			<b>\$ 1,758,106.15</b>	<b>\$ 4,227,107.85</b>	<b>\$ 2,753,625.74</b>

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 11-General Fund															Dept. Head-Scott Williams		
Dept #: Information Technology - 1030																	
Division: ~ - 1030																	
Current Asset Information										Replacement Asset Information							
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21								
1	5423	A927	2002 Chevrolet Malibu	\$ 13,778.31		\$ 500.00	\$ 209.71	\$ 78.94	\$ 19.65	N	1	2021 Ford Transit 250 XL (20) (Replace Green 2002 Malibu)	The IT Department performs many tasks that require a dependable vehicle with the ability to carry larger capacity than the current Chevrolet Malibu. The IT car is old and very weathered, unreliable, costly to repair and should be replaced.	\$ 32,500.00	\$ 32,500.00		
2	5469	B733	1997 Van E-150	\$ 14,249.02	Broken Odometer	\$ 500.00	\$ 2,684.88	\$ 592.70	\$ 172.96	N	1	2021 Ford Transit 250 XL (20) (Replace 1997 Van)	The IT Department performs many tasks that require a vehicle with the ability to carry larger capacity than the current Van. The Van is old and very weathered, unreliable, costly to repair and should be replaced.	\$ 32,500.00	\$ -		
3	5423	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N	1	2022 Ford F-250 CrewCab 2WD	The IT Department performs many tasks that require a vehicle with the ability to carry larger capacity than the current Chevrolet Malibu and Van. Two of the IT vehicles are old and very weathered, unreliable, costly to repair and should be replaced.	\$ 32,000.00	\$ -		
4	5200A	N/A	Computer Replacement Se	N/A	N/A	N/A	N/A	N/A	N/A	N	1	IT LEASE (Desktops, Laptops, Servers, Storage)	Desktop/Laptop Replacement \$500,000.00; Servers and Storage \$360,000.00	\$ 860,000.00	\$ 860,000.00	Y	
5	5202	N/A	Network Storage	N/A	N/A	N/A	N/A	N/A	N/A	N	1	Network Attached Storage (NAS)	Temporary storage for security camera footage for all facilities.	\$ 16,000.00	\$ -		
6	5202	N/A	Plotter for Inspections	N/A	N/A	N/A	N/A	N/A	N/A	N	2	Plotter for Inspections	To have the ability to print out detailed plans for inspections.	\$ 6,000.00	\$ -		
7	5202	N/A	Fiber Projects		N/A	N/A	N/A	N/A	N/A	N	1,2,1,3	Fiber Projects for Willowdale, Old Transit Facility, Fire Training Facility, Bryan MSC	Fiber Projects for Willowdale \$3,600 - Current connection is slowing access to City Works and GIS data ; Old Transit Facility \$14,000 - If the building is remodeled for IT utilization it will need a fiber connection for security and connectivity; Fire Training Facility \$32,000 - Fiber connection is needed to be able to better use the training facility for online training as well as access to city resources on site; Bryan MSC \$170,000 - Connection is needed to provide free WiFi to the full facility and allow staff to have access to the city phone system and high speed connectivity.	\$ 219,600.00	\$ 3,600.00		
8	5739	N/A	Building Remodel		N/A	N/A	N/A	N/A	N/A	N	2,1	Building Remodel for IT Department Use	IT Remodel - Madison Ave Facility \$150,000; Mobile Unit Relocation and Upfit \$20,000	\$ 170,000.00	\$ 10,000.00		
9	5816	N/A	HVAC		N/A	N/A	N/A	N/A	N/A	N	1,3	HVAC Replacement, Maintenance Agreements, and Air Quality GPS	City Hall HVAC \$208,004; Piedmont Maintenance Agreements for various facilities \$69,832; Air Quality GPS \$31,651	\$ 309,487.00	\$ -		
10																	
<b>Total Capital Outlay Request</b>				\$ 28,027.33		\$ 1,000.00	\$ 2,894.59	\$ 671.64	\$ 192.61					\$ 1,678,087.00	\$ 906,100.00		

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Scott Williams</b>
<b>Dept #:</b>	<b>Information Technology - 1030</b>	
<b>Division:</b>	<b>~ - 1030</b>	
<b>Account:</b>	<b>1991 Consultant Fees</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	RDBA Support for our Oracle Databases - Previously split between IT (\$14,000) and Utility funds (\$14,000). Future funds will all come from IT.	\$ 28,667.00	\$ 34,000.00	\$ 34,000.00
2	Remote Network Services	\$ -		
3	Remote Network/Phone/Fiber Surveys/Support Services	\$ -	\$ 2,000.00	\$ 2,000.00
4	Migrate Vision Software for PD (Data in DOS based Program)	\$ -	\$ 10,000.00	\$ -
5	Penetration Testing per IT Audit		\$ 25,000.00	\$ -
6	Imaging Personnel Records		\$ 20,000.00	\$ -
7	City of Wilson Fiber Project	\$ 9,250.00		
8	City of Wilson Engineering Estimates for future Fiber projects	\$ 1,000.00		
9	Transfer from 2323 for City of Wilson Fiber Project overage	\$ (5,140.00)		
10	Transfer from 3121 for City of Wilson Fiber Project overage	\$ (3,780.00)		
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 29,997.00</b>	<b>\$ 91,000.00</b>	<b>\$ 36,000.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Scott Williams</b>
<b>Dept #:</b>	<b>Information Technology - 1030</b>	
<b>Division:</b>	<b>~ - 1030</b>	
<b>Account:</b>	<b>2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	HR/FIN Overview and Config (Banner - Prep for Banner Self Service)	\$ -	\$ 6,000.00	\$ -
2	NCLGISA Registration	\$ 600.00	\$ 1,200.00	\$ 1,200.00
3	Microsoft, Cisco Training, CIO School	\$ 5,750.00	\$ 6,000.00	\$ 6,000.00
4	'Energov Training	\$ -	\$ 5,000.00	\$ 5,000.00
5	Energov Conference (Tyler Connect)	\$ -	\$ 1,200.00	\$ -
6	Laserfiche Training Conference	\$ -	\$ 2,400.00	\$ -
7	Network interop Registration	\$ -	\$ 2,800.00	\$ -
8	Leading Wayne Leadership Conference (Staff)	\$ -	\$ -	\$ -
9	Leadership Wayne	\$ -	\$ 700.00	\$ 700.00
10	Miscellaneous Training	\$ 970.00	\$ 1,500.00	\$ 1,500.00
11	Books	\$ -	\$ 300.00	\$ 300.00
12	LinkedIn (formerly Lynda.com training)	\$ 520.00	\$ 700.00	\$ 700.00
13	UNC School of Government (PELA)	\$ -	\$ 4,000.00	\$ 4,000.00
14	Wilson Fiber Basic - 3 Employees	\$ -	\$ 500.00	\$ 500.00
15	Banner Employee Self Service Training-Web Tailor (2 days Remote)	\$ -	\$ 2,000.00	\$ -
16	KnowBe4 (per year contract)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
17	Transfer to 1991 for City of Wilson Fiber Project overage	\$ 3,780.00		
18	Per CM 5/21/2021 11:00 cut to Jun 30			\$ (8,280.00)
19				
20				
21				
22				
<b>Total - 2323 Other Training</b>		<b>\$ 14,120.00</b>	<b>\$ 36,800.00</b>	<b>\$ 14,120.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Scott Williams**  
**Dept #:** Information Technology - 1030  
**Division:** ~ - 1030  
**Account:** 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	CIO School of Government (CIO SOG) Class Travel		\$ 1,500.00	\$ 1,500.00
2	CIO SOG Forum and Executive IT Summit (December)		\$ 300.00	\$ 300.00
3	Energov Travel		\$ 1,500.00	\$ -
4	Network Interop Travel		\$ 1,500.00	\$ -
5	Laserfiche Travel		\$ 1,500.00	\$ -
6	NC Digital Summit		\$ 300.00	\$ 300.00
7	NCLGISA Fall Conference - Ashville, NC (3days) - 4 Staff	\$ -	\$ 4,000.00	\$ 4,000.00
8	NCLGISA Spring Conference - Wilmington, NC (3days) - 4 Staff	\$ -	\$ 4,000.00	\$ 4,000.00
9	Misc Tech Events	\$ -	\$ 1,500.00	\$ 1,500.00
10	Employee Travel	\$ 250.00		
11	Transfer Balance to 1991	\$ 5,140.00		
12	Per CM cut 5/21/21			\$ (5,000.00)
	<b>Total - 3121 Travel</b>	<b>\$ 5,390.00</b>	<b>\$ 16,100.00</b>	<b>\$ 6,600.00</b>

<b>SUPPORTING SCHEDULE</b>				<b>Fiscal Year FY21-22</b>		
<b>Fund:</b>		<b>11-General Fund</b>		<b>Dept. Head-Scott Williams</b>		
<b>Dept #:</b>		<b>Information Technology - 1030</b>				
<b>Division:</b>		<b>~ - 1030</b>				
<b>Account:</b>	<b>4221</b>	<b>Software License Fees</b>				

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	CM	1012	Granicus Agenda Manager	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
2	CM	1012	Granicus Vote Cast	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
3	CM	1012	Granicus Streaming	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00
4	IT (Citywide Use	1030	Archive Social	\$ 6,973.00	\$ 7,200.00	\$ 7,200.00
5	IT (Citywide Use	1030	Rock Solid (formerly City Sourced)	\$ 7,416.00	\$ 8,000.00	\$ 8,000.00
6	IT (Citywide Use	1030	Zoom	\$ 300.00	\$ 3,000.00	\$ -
7	IT (Citywide Use	3151	ESRI	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00
8	IT (Citywide Use	3151	ESRI ArcGis Utility Network Management		\$ 3,000.00	\$ 3,000.00
9	POLICE	6121	Police - Professional Standards Module (Central Square)		\$ 1,760.00	\$ -
10	POLICE	6121	Police - MFR Annual Maintenance (Central Square)		\$ 5,000.00	\$ -
11	POLICE	6121	Police - CrimeView & Crime Mapping	\$ 9,936.00	\$ 14,000.00	\$ 14,000.00
12	POLICE	6121	Police - Crime Mapping (Migration)	\$ 4,669.00	\$ 5,000.00	\$ 5,000.00
13	FIRE	5120	Fire - Department Incident Mapping (Migration)	\$ 4,669.00	\$ 5,000.00	\$ -
14	IT (Citywide Use	1030	Drone - Pix4Dreact - Renewal		\$ 125.00	\$ 125.00
15	IT (Citywide Use	1030	Drone - Pix4Dreact	\$ 1,000.00	\$ 1,000.00	\$ -
16	IT (Citywide Use	1030	Website Development Tools		\$ 500.00	\$ 500.00
17	IT (Citywide Use	1030	Digital River	\$ 300.00	\$ 300.00	\$ 300.00
18	IT (Citywide Use	1030	Keymetric Software	\$ 30.00	\$ 30.00	\$ 30.00
19	IT (Citywide Use	1030	SMS Text Fee	\$ 200.00	\$ 200.00	\$ 200.00
20	IT (Citywide Use	1030	Twilio SMS Messaging	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
21	IT (Citywide Use	1030	Wordfence	\$ 902.00	\$ 1,000.00	\$ 1,000.00
22	IT (Citywide Use	1030	Avada	\$ 850.00	\$ 850.00	\$ 850.00
23	ENGINEER	4172	Engineering Items:			
24	ENGINEER	4172	Trimble Mobile/Arcpad (1yr)	\$ 100.00	\$ 100.00	\$ 100.00
25	ENGINEER	4172	Trimble GPS Unit (2 yr warranty)	\$ 550.00	\$ 550.00	\$ 550.00
26	ENGINEER	4172	Trimble Software Maint.	\$ 200.00	\$ 200.00	\$ 200.00
27	ENGINEER	4172	GPS Survey Software Maintenance		\$ 1,200.00	\$ 1,200.00

<b>SUPPORTING SCHEDULE</b>			<b>Fiscal Year FY21-22</b>			
<b>Fund:</b>	<b>11-General Fund</b>		<b>Dept. Head-Scott Williams</b>			
<b>Dept #:</b>	<b>Information Technology - 1030</b>					
<b>Division:</b>	<b>~ - 1030</b>					
<b>Account:</b>	<b>4221</b>	<b>Software License Fees</b>				

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
28	ENGINEER	4172	Civil 3D Autocad Subscription (3)	\$ 3,520.00	\$ 3,360.00	\$ 3,360.00
29	ENGINEER	4172	Civil 3D Autocad Subscription-Traffic Engineer	\$ 2,731.00	\$ 2,865.00	\$ 2,865.00
30	ENGINEER	4172	Civil 3D Autocad Subscription - New (prorated plus renewal)		\$ 4,600.00	\$ 4,600.00
31	PW-GARAGE	1114	Opus Inspection ESP Service Fee		\$ 250.00	\$ 250.00
32	FINANCE	2111	Banner Finance (Annual Maintenance)	\$ 38,255.00	\$ 40,200.00	\$ 40,200.00
33	FINANCE	2111	Banner HR	\$ 22,953.00	\$ 24,200.00	\$ 24,200.00
34	FINANCE	2111	Oracle Database	\$ 19,503.00	\$ 20,500.00	\$ 20,500.00
35	FINANCE	2111	Oracle App Server	\$ 25,958.00	\$ 27,300.00	\$ 27,300.00
36	FINANCE	2111	Oracle Application Server (CIS)			
37	FINANCE	2111	Banner Employee Self Service License	\$ -	\$ 12,000.00	\$ -
38	FINANCE	2111	Banner Employee Self Service Support	\$ -	\$ 2,400.00	\$ -
39	FINANCE	2111	Oracle Database (CIS)			
40	FINANCE	2111	Microfocus license 10 user license 1 developer IT-oracle-fprod - COBOL Support	\$ 600.00	\$ 600.00	\$ 600.00
41	FINANCE	2111	1 Net Express Support - FPROD	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
42	FINANCE	2111	Microfocus license FPROD	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00
43	POLICE	6121	Identity Automation (2 Factor Authentication)	\$ 3,000.00	\$ 3,000.00	\$ 1,800.00
44	FINANCE	2111	Assessments	\$ 2,433.00	\$ 2,500.00	\$ 2,500.00
46	FINANCE	2111	Maintenance & Support - UBL DBMS Licenses	\$ 307.00	\$ 350.00	\$ 350.00
47	FINANCE	2111	ICNETD-3 users for Fixed Assets (UBL DBMS Lic)		\$ -	\$ -
48	FINANCE	2111	Tech Support	\$ 950.00	\$ 1,000.00	\$ 1,000.00
49	FINANCE	2111	ODBC Connectivity Software (UBL (2) (Classic DBMS Lic)	\$ 255.00	\$ 300.00	\$ 300.00
50	FINANCE	2111	AIG Technology-Doceserve Support (Software) - (SOFTDOCS)			
51	FINANCE	2111	Tech Support 1 year Doc-E-Serve	\$ 1,981.00	\$ 2,000.00	\$ 2,000.00
52	FINANCE	2111	Formax Folder Sealer support	\$ 900.00	\$ 900.00	\$ 900.00
53	IT (Citywide Use)	1030	Palo Alto	\$ 6,870.00	\$ 7,300.00	\$ 7,300.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>	
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Scott Williams</b>	
<b>Dept #:</b>	<b>Information Technology - 1030</b>		
<b>Division:</b>	<b>~ - 1030</b>		
<b>Account:</b>	<b>4221 Software License Fees</b>		

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
54	IT (Citywide Use)	1030	Palo Alto - Wildfire Sub	\$ 4,318.00	\$ 4,800.00	\$ 4,800.00
55	IT (Citywide Use)	1030	Palo Alto - URL Filtering	\$ 4,318.00	\$ 4,800.00	\$ 4,800.00
56	IT (Citywide Use)	1030	Palo Alto - Threat Prevention	\$ 4,318.00	\$ 4,800.00	\$ 4,800.00
57	IT (Citywide Use)	1030	Palo Alto - iOS VPN Solution		\$ -	\$ -
58	IT (Citywide Use)	1030	Ruckus	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
59	IT (Citywide Use)	1030	Watchdog Support Renewal (Renewed thru CDW-G)	\$ 2,458.00	\$ 2,500.00	\$ 2,500.00
60	IT (Citywide Use)	1030	Terrastation Software Support	\$ 6,000.00	\$ 6,000.00	\$ -
61	IT (Citywide Use)	1030	Tegile Support (5S)	\$ -	\$ 6,000.00	\$ -
62	IT	1030	IT Software - DRI KernelApps (VHD Repair), BFPE International Fire Safety, FS *ColibriWP, 2CO.COM*TELESTREAM.NET Email support Renewal	\$ 832.00	\$ 3,000.00	\$ 3,000.00
63	IT (Citywide Use)	1030	Solar Winds Network Monitoring Yearly License Fee (Engineer's Toolkit)	\$ 500.00	\$ 500.00	\$ 500.00
64	IT (Citywide Use)	1030	SolarWinds Serv-U Managed File Transfer	\$ 650.00	\$ 650.00	\$ 650.00
65	IT (Citywide Use)	1030	SolarWinds Virtualization Manager VM16 (with 1 yr maint)	\$ 1,375.00	\$ 1,400.00	\$ 1,400.00
66	IT (Citywide Use)	1030	Solar Winds Network Performance Monitor	\$ 2,100.00	\$ 2,200.00	\$ 2,200.00
67	IT (Citywide Use)	1030	SolarWinds Virtualization Manager VM16 Upgrade (with 1 yr maint)	\$ -	\$ -	\$ -
68	IT (Citywide Use)	1030	SolarWinds Network Performance Monitor	\$ 8,600.00	\$ 9,400.00	\$ 9,400.00
69	IT (Citywide Use)	1030	SolarWinds Secure Event Manager	\$ 4,480.00	\$ 4,900.00	\$ 4,900.00
70	IT (Citywide Use)	1030	Dameware (Solar Winds Dameware Remote Support)	\$ 644.00	\$ 700.00	\$ 700.00
71	IT (Citywide Use)	1030	5 License	\$ 1,250.00	\$ 1,250.00	\$ 500.00
72	IT	1030	Track-it (Was Numara software, now BMC Software) yearly maintenance	\$ 2,000.00	\$ 2,000.00	\$ 800.00
73	IT	1030	Add 6 Users	\$ -	\$ 3,600.00	\$ 1,200.00
74	IT	1030	BOSS Desk - Help Desk Solution (\$8,000 annually)		\$ 10,600.00	\$ -
75	IT	1030	BOSS Desk - New Users		\$ 3,528.00	\$ -
76	IT	1030	BOSS Desk - Migration of Data		\$ 6,000.00	\$ -

<b>SUPPORTING SCHEDULE</b>				<b>Fiscal Year FY21-22</b>		
<b>Fund:</b>		<b>11-General Fund</b>		<b>Dept. Head-Scott Williams</b>		
<b>Dept #:</b>		<b>Information Technology - 1030</b>				
<b>Division:</b>		<b>~ - 1030</b>				
<b>Account:</b>	<b>4221</b>	<b>Software License Fees</b>				

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
77	IT (Citywide Use	1030	Brady Services (Security System Support)	\$ 12,000.00	\$ 20,000.00	\$ 20,000.00
78	IT (Citywide Use	1030	Microsoft Enterprise Agreement & O365	\$ 132,926.00	\$ 150,000.00	\$ 145,223.00
79	Inspections	1024	Energov Software Maintenance (Inspections Permits & Planning) (quarterly payments)	\$ 30,331.00	\$ 30,331.00	\$ 30,331.00
80	IT (Citywide Use	1030	Unitrends Backup Software	\$ 3,700.00	\$ 3,800.00	\$ 3,800.00
81	IT (Citywide Use	1030	Unitrends Office 365 Online Backup	\$ 6,700.00	\$ 14,000.00	\$ 14,000.00
82	IT (Citywide Use	1030	Trend Micro 500 Users	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
83	FIRE	5120	Fire - ESO FireHouse Yearly Maintenance <sup>1</sup> -7 Users	\$ 1,896.00	\$ 1,900.00	\$ 1,900.00
84	FIRE	5120	-7 Users	\$ 1,947.00	\$ 1,950.00	\$ 1,950.00
85	FIRE	5120	Fire - ESO FireHouse iPad Support (2)	\$ 309.00	\$ 300.00	\$ 300.00
86	FIRE	5120	Fire - ESO FARO Technologies Inc	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
87	FIRE	5120	ESO Bundle - (replace Firehouse)		\$ 23,611.00	\$ 23,611.00
88	IT (Citywide Use	1030	Video Insight Enterprise Server Softwaer License (All Campus Security)	\$ -	\$ 2,200.00	\$ -
89	PW-GARAGE	1114	Garage:			
90	PW-GARAGE	1114	RTA Yearly Maintenance (Garage Software)	\$ 2,950.00	\$ 3,600.00	\$ 3,600.00
91	PW-GARAGE	1114	Netmotion Maintenance	\$ 9,975.00	\$ 9,900.00	\$ 9,900.00
92	PW-GARAGE	1114	Pro-Link Edge Master Kit Scan Tool	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00
93	PW-GARAGE	1114	OBDII Emissions Test Unit Extended Service Contract (Opus)	\$ 800.00	\$ 800.00	\$ 800.00
94	PW-GARAGE	1114	Mitchell Maintenance Software---Diagnose problems with vehcles			
95	PW-GARAGE	1114	Mitchell1 - WEBGVTT - ONDEMAND5.com Government Subscription	\$ 1,728.00	\$ 1,800.00	\$ 1,800.00
96	PW-GARAGE	1114	Web MTR Government Sub	\$ 974.00	\$ 980.00	\$ 980.00
97	PW-GARAGE	1114	RTA Upgrade		\$ 6,300.00	\$ 6,300.00
98	PW-GARAGE	1114	NED Engine Diagnostics	\$ 700.00	\$ 700.00	\$ 700.00
99	PW-GARAGE	1114	JPRO Maintenance Software NEXT STEP (JPRO Commercial Fleet Diagnostics)	\$ 2,899.00	\$ 1,000.00	\$ 1,000.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>	
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Scott Williams</b>	
<b>Dept #:</b>	<b>Information Technology - 1030</b>		
<b>Division:</b>	<b>~ - 1030</b>		
<b>Account:</b>	<b>4221 Software License Fees</b>		

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
101	PW-GARAGE	1114	Caterpillar Maintenance Software (Electronic Technician 2010c v 1.0)(Gregory Poole)	\$ 900.00	\$ 900.00	\$ 900.00
102	PW-GARAGE	1114	Cummins Maintenance Software (Insite Service) (Engines)	\$ 770.00	\$ 1,400.00	\$ 1,400.00
103	IT (Citywide Use	1030	Laserfiche Annual Maintenance (MCCI 37613)	\$ 10,889.00	\$ 14,810.00	\$ 4,810.00
104	IT (Citywide Use	1030	Laserfiche License Expense (15)	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
105	PW-Cemetary	1142	Pontem Cemetary Software	\$ 1,150.00	\$ 1,180.00	\$ 1,180.00
107	IT (Citywide Use	1030	Adobe Acrobat (20)	\$ 3,400.00	\$ 4,000.00	\$ 4,000.00
108	IT (Citywide Use	1030	Adobe Creative Cloud (11)	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00
109	IT (Citywide Use	1030	Adobe Photoshop (2)	\$ 600.00	\$ 400.00	\$ 400.00
110	IT (Citywide Use	1030	SignalWire Short Code	\$ 7,000.00		
111	IT (Citywide Use	1030	Jamf	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
112	IT (Citywide Use	1030	Barracuda Mail Archiver	\$ 8,200.00	\$ 8,200.00	\$ 8,200.00
113	IT (Citywide Use	1030	Energizer Updates	\$ -	\$ -	\$ -
114	IT (Citywide Use	1030	Instant Replacement	\$ -	\$ -	\$ -
115	IT (Citywide Use	1030	Camera Intergration for Open Options	\$ -	\$ 5,000.00	\$ -
116	IT (Citywide Use	1030	Sony Vegas (via Magix.com)	\$ -	\$ 800.00	\$ 800.00
117	IT (Citywide Use	1030	WireCast	\$ 250.00	\$ 250.00	\$ 250.00
118	IT (Citywide Use	1030	WireCast License	\$ 500.00	\$ 500.00	\$ 500.00
119	IT (Citywide Use	1030	SingleWire Maintenance (50 Users)	\$ 800.00	\$ 800.00	\$ 800.00
120	IT (Citywide Use	1030	Survey Monkey	\$ 384.00	\$ 400.00	\$ 400.00
121	IT (Citywide Use	1030	UPS Maintenance	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
122	IT (Citywide Use	1030	GoDaddy Renewal for Several Sites/SSL	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
123	IT (Citywide Use	1030	City Clerk - SoniClear	\$ 473.00	\$ 500.00	\$ 500.00
124	IT (Citywide Use	1030	Video Blocks Renewal	\$ 149.00	\$ 150.00	\$ 150.00
125	IT (Citywide Use	1030	Story Blocks Renewal	\$ 149.00	\$ 150.00	\$ 150.00
126	IT (Citywide Use	1030	Audio Blocks Renewal	\$ 149.00	\$ 150.00	\$ 150.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>	
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Scott Williams</b>	
<b>Dept #:</b>	<b>Information Technology - 1030</b>		
<b>Division:</b>	<b>~ - 1030</b>		
<b>Account:</b>	<b>4221 Software License Fees</b>		

Line #			Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
127	IT (Citywide Use	1030	IPVM Video Surveillance	\$ 199.00	\$ 200.00	\$ 200.00
128	PW	4137	Tokay Software (Backflow Prevention Management Software, Annual renewal)	\$ 530.00	\$ 550.00	\$ 550.00
129	PW-GARAGE	1114	SA International (Garage)	\$ 600.00	\$ 600.00	\$ 600.00
130	IT	1030	Botkind Allways Sync Pro	\$ 200.00	\$ 200.00	\$ 200.00
131	FINANCE	2111	RedHat Enterprise Premium Renewal (Banner App Server OS)	\$ 1,024.00	\$ 1,100.00	\$ 1,100.00
132	FINANCE	2111	Vecmar	\$ 49.00	\$ 200.00	\$ 200.00
133	IT (Citywide Use	1030	Camera Software (TSFV)	\$ -	\$ -	\$ -
134	CM	1012	Strategy and Performance Management Support - Clear Gov	\$ -	\$ 16,000.00	\$ 16,000.00
135	IT	1030	Deployment Software		\$ 6,500.00	\$ 6,500.00
136	IT	1030	PDQ Inventory/ Deploy Licenses	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
137	CM	1012	Soniclear	\$ 450.00		
138	FINANCE	2111	Logics Software	\$ 3,943.00		
139	POLICE	6121	Netmotion Licenses 40 Users (New Add On for FY 20-21)	\$ -		
140	IT (Citywide Use	1030	Symantec Endpoint Protection Essential Support Renewal - 400 users	\$ -		
141	IT (Citywide Use	1030	Trend Micro Add 100 Users		\$ 1,000.00	\$ 1,000.00
142	IT (Citywide Use	1030	Tegile Support (Nitor)	\$ 12,372.00		
			<b>Total - 4221 Software License Fees</b>	<b>\$ 588,819.00</b>	<b>\$ 751,080.00</b>	<b>\$ 661,265.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: PUBLIC WORKS/ADMINISTRATION

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions--Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Administrative Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Ensure quality services to our citizens
- Maintain quality and prompt support for all City departments
- Continually improve department and City efficiency through all available means, including conservation, consolidation, etc.
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas
- Optimize Public Works department through effective use of funds, materials, and manpower.

#### SIGNIFICANT BUDGET ISSUES:

- Acquiring additional manning commensurate with the overall level of need in each division to ensure continued success of the department
- Rising costs associated with the maintenance and operation of an aging equipment fleet, as well as City infrastructure and facilities
- Acquiring funding for significant Public Works Compound repairs, including refurbishing the old car wash, replacing the rusted and decrepit perimeter fence, etc.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head** Rick Fletcher  
**Dept #:** 1111 Public Works      ~ = Division by Zero  
**Division:** 1111 Public Works - Admin.      \* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 216,118.14	\$ 222,451.30	\$ 222,451.30	\$ 206,708.51	\$ 222,451.30	0.00%	\$ 222,451.30	0.00%
1224 Cell Phone Stipend	\$ 1,447.79	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	0.00%	\$ 1,440.00	0.00%
1275 Salaries & Wages Bonus	\$ 1,237.99	\$ -	\$ -	\$ 616.70	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 600.08	\$ -	\$ -	\$ 625.00	\$ 900.00	~	\$ 900.00	~
1280 Vacation Pay Out				\$ 2,000.00	\$ -	*	\$ -	*
1810 Social Security	\$ 16,359.46	\$ 17,127.68	\$ 17,127.68	\$ 16,018.35	\$ 17,196.53	0.40%	\$ 17,196.53	0.40%
1821 NCLGERS-Retirement	\$ 19,761.81	\$ 22,859.30	\$ 22,859.30	\$ 21,378.74	\$ 25,423.90	11.22%	\$ 25,423.90	11.22%
1822 401-K Retirement	\$ 8,718.26	\$ 8,955.65	\$ 8,955.65	\$ 8,375.61	\$ 8,991.65	0.40%	\$ 8,991.65	0.40%
1830 Hospital Insurance	\$ 19,128.98	\$ 19,620.00	\$ 19,620.00	\$ 17,754.00	\$ 19,368.00	-1.28%	\$ 19,368.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 76.22	\$ 114.48	\$ 114.48	\$ 114.48	\$ 114.48	*	\$ 114.48	*
1850 Unemployment Compensation		\$ 105.00	\$ 105.00	\$ 45.00	\$ 70.00	*	\$ 70.00	*
1860 Worker's Compensation	\$ 491.00	\$ 512.00	\$ 512.00	\$ 622.70	\$ 641.00	25.20%	\$ 641.00	25.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 283,939.73</b>	<b>\$ 293,185.41</b>	<b>\$ 293,185.41</b>	<b>\$ 275,699.09</b>	<b>\$ 296,596.86</b>	<b>1.16%</b>	<b>\$ 296,596.86</b>	<b>1.16%</b>
2121 Uniforms	\$ 147.84	\$ 450.00	\$ 450.00	\$ 400.00	\$ 750.00	66.67%	\$ 600.00	33.33%
2123 Protective Clothing	\$ 37.50			\$ -	\$ 200.00	*	\$ 200.00	*
2124 Shoes-Steel Toe	\$ -	\$ 180.00	\$ 180.00	\$ 184.71	\$ 300.00	*	\$ 300.00	*
2203 Employee Appreciation	\$ 1,292.00	\$ 1,424.00	\$ 1,424.00	\$ 1,500.00	\$ 1,184.00	-16.85%	\$ 1,184.00	-16.85%
2323 Other Training	\$ 95.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,700.00	70.00%	\$ 1,200.00	20.00%
2501 Vehicle Operation/Maintenance	\$ 130.68	\$ 375.00	\$ 375.00	\$ 100.00	\$ 500.00	*	\$ -	*
2502 Vehicle Fuel	\$ 193.60	\$ 525.00	\$ 525.00	\$ 200.00	\$ 500.00	*	\$ -	*
2598 Fuel Tank Maintenance	\$ 1,260.00	\$ 1,260.00	\$ 1,260.00	\$ -	\$ 1,260.00	0.00%	\$ 1,260.00	0.00%
2601 Office Supplies	\$ 2,813.46	\$ 2,625.00	\$ 2,625.00	\$ 2,500.00	\$ 3,000.00	14.29%	\$ 2,625.00	0.00%
2993 Operational Supplies	\$ 20,143.49	\$ 8,375.00	\$ 8,375.00	\$ 5,225.00	\$ 15,000.00	79.10%	\$ 8,375.00	0.00%
3121 Travel	\$ 375.84	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	*	\$ 500.00	*
3250 Postage	\$ 27.50	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	*	\$ -	*
3310 Electricity	\$ 95,553.62	\$ 78,750.00	\$ 78,750.00	\$ 89,235.69	\$ 90,000.00	14.29%	\$ 90,000.00	14.29%
3330 Natural Gas	\$ 26,967.08	\$ 18,750.00	\$ 18,750.00	\$ 30,000.00	\$ 30,000.00	60.00%	\$ 30,000.00	60.00%
3410 Printing	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	*	\$ 50.00	*
3421 Copy Machine Cost	\$ 1,076.06	\$ 2,900.00	\$ 2,900.00	\$ 1,000.00	\$ 2,900.00	0.00%	\$ 2,900.00	0.00%
3914 Contract Services	\$ 19,425.00	\$ 21,375.00	\$ 21,375.00	\$ 21,375.00	\$ 35,000.00	63.74%	\$ 25,000.00	16.96%
3950 Education Reimbursement	\$ -	\$ 550.00	\$ 550.00	\$ -	\$ 550.00	0.00%	\$ 550.00	0.00%
4221 Software License Fees		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%
4511 Multi-Peril Insurance	\$ 16,674.00	\$ 18,034.00	\$ 18,034.00	\$ 18,205.18	\$ 18,751.00	3.98%	\$ 18,751.00	3.98%
4521 Auto Liability	\$ 1,483.00	\$ 1,557.00	\$ 1,557.00	\$ 1,617.38	\$ 1,666.00	7.00%	\$ 1,666.00	7.00%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Rick Fletcher					
Dept #:		1111 Public Works		~ = Division by Zero					
Division:		1111 Public Works - Admin.		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
4541 Employee Personal Liability	\$ 9.00	\$ 9.00	\$ 9.00	\$ 7.91	\$ 8.00	*	\$ 8.00	*	
4912 Fees & Dues	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	*	\$ 350.00	*	
9561 Office Supplies	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 500.00	*	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 250.00	*	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 50.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 187,704.67</b>	<b>\$ 174,289.00</b>	<b>\$ 174,289.00</b>	<b>\$ 186,750.87</b>	<b>\$ 219,419.00</b>	<b>25.89%</b>	<b>\$ 201,519.00</b>	<b>15.62%</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Public Works-Public Works - Admin. Budget</b>	<b>\$ 471,644.40</b>	<b>\$ 467,474.41</b>	<b>\$ 467,474.41</b>	<b>\$ 462,449.96</b>	<b>\$ 516,015.86</b>	<b>10.38%</b>	<b>\$ 498,115.86</b>	<b>6.55%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1111  
**Division:** Public Works - Admin. - 1111

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Projected of yr is less due to retirement	\$ 206,708.51	\$ 222,451.30	\$ 222,451.30
1224	Cell Phone Stipend		2 employees @ \$60/mth = \$720	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
1275	Salaries & Wages Bonus			\$ 616.70	\$ -	\$ -
1278	Wellness Earnings		3 employees @ \$300	\$ 625.00	\$ 900.00	\$ 900.00
1280	Vacation Pay Out			\$ 2,000.00	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 16,018.35	\$ 17,196.53	\$ 17,196.53
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 21,378.74	\$ 25,423.90	\$ 25,423.90
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 8,375.61	\$ 8,991.65	\$ 8,991.65
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 17,754.00	\$ 19,368.00	\$ 19,368.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 114.48	\$ 114.48	\$ 114.48
1850	Unemployment Compensation		Provided by Finance	\$ 45.00	\$ 70.00	\$ 70.00
1860	Worker's Compensation		Provided by Finance	\$ 622.70	\$ 641.00	\$ 641.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 275,699.09</b>	<b>\$ 296,596.86</b>	<b>\$ 296,596.86</b>
2121	Uniforms		3 employees @ \$250	\$ 400.00	\$ 750.00	\$ 600.00
2123	Protective Clothing		2 employees @ \$100	\$ -	\$ 200.00	\$ 200.00
2124	Shoes-Steel Toe		2 employees @ \$150	\$ 184.71	\$ 300.00	\$ 300.00
2203	Employee Appreciation		74 employees @ \$16	\$ 1,500.00	\$ 1,184.00	\$ 1,184.00
<b>2323</b>	<b>Other Training</b>	Y	no trainings due to COVID this year, will begin again	<b>\$ -</b>	<b>\$ 1,700.00</b>	<b>\$ 1,200.00</b>
2501	Vehicle Operation/Maintenance			\$ 100.00	\$ 500.00	\$ -
2502	Vehicle Fuel			\$ 200.00	\$ 500.00	\$ -
2598	Fuel Tank Maintenance		Replacing Filters (Monthly), hoses, etc.	\$ -	\$ 1,260.00	\$ 1,260.00
2601	Office Supplies		Increase due to increasing costs of supplies	\$ 2,500.00	\$ 3,000.00	\$ 2,625.00
2993	Operational Supplies		Increase due to adding cameras, blinds, desks, furniture	\$ 5,225.00	\$ 15,000.00	\$ 8,375.00
<b>3121</b>	<b>Travel</b>	Y	No trainings due to COVID this year, will begin again	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
3250	Postage			\$ -	\$ 50.00	\$ -
3310	Electricity		Cut too much last FY - \$20K shortfall	\$ 89,235.69	\$ 90,000.00	\$ 90,000.00
3330	Natural Gas		Cut too much last FY - \$15K -20K shortfall	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
3410	Printing			\$ -	\$ 50.00	\$ 50.00
3421	Copy Machine Cost		EOY less due to cancelled maintenance -- COVID related	\$ 1,000.00	\$ 2,900.00	\$ 2,900.00
<b>3914</b>	<b>Contract Services</b>	Y	Janitorial contract in prep for bid - anticipate increase	<b>\$ 21,375.00</b>	<b>\$ 35,000.00</b>	<b>\$ 25,000.00</b>
3950	Education Reimbursement		Chad	\$ -	\$ 550.00	\$ 550.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1111  
**Division:** Public Works - Admin. - 1111

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4221	Software License Fees		Cityworks	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 18,205.18	\$ 18,751.00	\$ 18,751.00
4521	Auto Liability		Provided by Finance	\$ 1,617.38	\$ 1,666.00	\$ 1,666.00
4541	Employee Personal Liability		Provided by Finance	\$ 7.91	\$ 8.00	\$ 8.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Funds for Membership to APWA, AWWA, EWWN Etc.	<b>\$ -</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>
9561	Office Supplies			\$ 200.00	\$ 200.00	\$ 200.00
2501A	Fleet Charges Internal Use Only!		Increase due to age and possibly needing tires	\$ -	\$ -	\$ 500.00
2502A	Vehicle Fuel-Internal Charges		Increase due to increasing fuel costs	\$ -	\$ -	\$ 250.00
3250A	Postage-Internal Charges only!			\$ -	\$ -	\$ 50.00
<b>Total Operating Expenditures</b>				<b>\$ 186,750.87</b>	<b>\$ 219,419.00</b>	<b>\$ 201,519.00</b>
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Public Works - Admin. Budg</b>				<b>\$ 462,449.96</b>	<b>\$ 516,015.86</b>	<b>\$ 498,115.86</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1111  
 Division: Public Works - Admin. - 1111  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Chemical Spill Response 2 employees @ 100		\$ 200.00	\$ 200.00
2	APWA Conference 1 Employees		\$ 250.00	\$ 250.00
3	Professional Development courses for PW Deputy Director		\$ 1,000.00	\$ 1,000.00
4	Continuing Education for Admin. Assistant		\$ 250.00	\$ 250.00
5	Per CM cut 5/21/21			\$ (500.00)
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	\$ -	\$ 1,700.00	\$ 1,200.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1111  
 Division: Public Works - Admin. - 1111  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Travel expenses for educational workshops/Conferences	\$ -	\$ 500.00	\$ 500.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1111  
 Division: Public Works - Admin. - 1111  
 Account: 3914 Contract Services

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Janitorial Contract- PW Complex	\$ 21,375.00	\$ 35,000.00	\$ 35,000.00
2	Per CM 5/17/21 9:00 am cut			\$ (10,000.00)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3914 Contract Services</b>		<b>\$ 21,375.00</b>	<b>\$ 35,000.00</b>	<b>\$ 25,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1111  
 Division: Public Works - Admin. - 1111  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Funds for Membership to APWA, AWWA, EWWN Etc.	\$ -	\$ 350.00	\$ 350.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ -</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: PUBLIC WORKS/BUILDING & GROUNDS

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions--Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Buildings & Grounds Maintenance Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Continue to effectively and efficiently maintain all City's facilities.
- Continue to effectively and efficiently maintain City owned lots and right-of-ways.
- Continue to provide timely support to all departments citywide as needed.
- Continue repair/maintenance of the Public Works complex and facilities—interior and exterior.
- Continue to support City sponsored Special Events.
- Facilitate staff training to foster personal mastery in their respective job functions and ensure compliance with state and federal requirements in regulated areas

#### SIGNIFICANT BUDGET ISSUES:

- Funding additional position, of a supervisor position to more effectively and safely manage the multiplicity of the division.
- Extensive cost to maintain, repair and/or replace aging infrastructure and facilities.
- Procuring a new riding mower to phase out aging equipment to continue maintaining City owned lots and right-of-ways
- Procuring an additional pickup truck to establish two stand-alone mowing crews that can be dispatched to separate locations
- Acquiring funding for significant compound upgrades/repairs, including installing an automatic gate at one complex entrance for security, refurbishing the old car wash, replacing the rusted and decrepit perimeter fence, etc.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund  
**Dept #:** 1133 Public Works  
**Division:** 1133 Building Maintenance

**Dept. Head** Rick Fletcher

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 355,220.37	\$ 400,564.39	\$ 400,564.39	\$ 390,219.07	\$ 415,974.25	3.85%	\$ 364,373.17	-9.04%
1220 Salaries & Wages Overtime	\$ 2,952.41	\$ 6,500.00	\$ 6,500.00	\$ 1,000.00	\$ 7,000.00	7.69%	\$ 7,000.00	7.69%
1224 Cell Phone Stipend	\$ 391.62	\$ 2,880.00	\$ 2,880.00	\$ 650.00	\$ 1,440.00	-50.00%	\$ 1,440.00	-50.00%
1260 Salaries & Wages Part-Time	\$ 17,794.41	\$ 27,620.00	\$ 27,620.00	\$ 27,620.00	\$ 29,000.00	5.00%	\$ 29,000.00	5.00%
1275 Salaries & Wages Bonus	\$ 3,301.34	\$ -	\$ -	\$ 1,645.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,915.64	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	~	\$ 2,000.00	~
1280 Vacation Pay Out		\$ -	\$ -	\$ 3,258.18	\$ -	*	\$ -	*
1810 Social Security	\$ 28,234.24	\$ 33,473.68	\$ 33,473.68	\$ 32,695.51	\$ 34,915.69	4.31%	\$ 30,891.71	-7.71%
1821 NCLGERS-Retirement	\$ 32,964.07	\$ 44,675.32	\$ 44,675.32	\$ 48,338.06	\$ 51,620.45	15.55%	\$ 45,671.27	2.23%
1822 401-K Retirement	\$ 14,537.79	\$ 17,502.58	\$ 17,502.58	\$ 17,095.69	\$ 18,256.57	4.31%	\$ 16,152.53	-7.71%
1830 Hospital Insurance	\$ 46,036.23	\$ 65,400.00	\$ 65,400.00	\$ 64,560.00	\$ 64,560.00	-1.28%	\$ 45,192.00	-30.90%
1835 Group Term Life Insurance Coverage	\$ 228.74	\$ 457.92	\$ 457.92	\$ 381.60	\$ 381.40	*	\$ 343.44	*
1850 Unemployment Compensation		\$ 202.00	\$ 202.00	\$ 135.00	\$ 135.00	*	\$ 135.00	*
1860 Worker's Compensation	\$ 1,596.00	\$ 1,665.00	\$ 1,665.00	\$ 2,024.98	\$ 2,000.00	20.12%	\$ 2,000.00	20.12%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 505,172.86</b>	<b>\$ 600,940.89</b>	<b>\$ 600,940.89</b>	<b>\$ 592,623.09</b>	<b>\$ 628,283.36</b>	<b>4.55%</b>	<b>\$ 544,199.11</b>	<b>-9.44%</b>
1932 Medical Exams	\$ 264.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
2121 Uniforms	\$ 2,742.54	\$ 3,300.00	\$ 3,300.00	\$ 2,950.00	\$ 3,500.00	6.06%	\$ 3,500.00	6.06%
2123 Protective Clothing	\$ 1,351.31	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 2,450.00	96.00%	\$ 1,250.00	0.00%
2124 Shoes-Steel Toe	\$ 628.90	\$ 990.00	\$ 990.00	\$ 990.00	\$ 1,500.00	51.52%	\$ 1,000.00	1.01%
2323 Other Training	\$ 435.00	\$ 2,160.00	\$ 2,160.00	\$ 600.00	\$ 2,050.00	-5.09%	\$ 1,350.00	-37.50%
2501 Vehicle Operation/Maintenance	\$ 17,233.30	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	33.33%	\$ -	*
2502 Vehicle Fuel	\$ 11,032.58	\$ 8,250.00	\$ 8,250.00	\$ 12,000.00	\$ 15,000.00	81.82%	\$ -	*
2591 Fuel For Equipment				\$ -	\$ 1,000.00	~	\$ 500.00	*
2993 Operational Supplies	\$ 47,373.63	\$ 34,750.00	\$ 34,750.00	\$ 34,750.00	\$ 50,000.00	43.88%	\$ 35,000.00	0.72%
2994 Tools	\$ 2,630.47	\$ 4,375.00	\$ 4,375.00	\$ 4,000.00	\$ 4,500.00	2.86%	\$ 3,500.00	-20.00%
3121 Travel	\$ -	\$ 465.00	\$ 465.00	\$ -	\$ 500.00	*	\$ 500.00	*
3210 Telephone	\$ 1,712.88	\$ 2,160.00	\$ 2,160.00	\$ 1,298.00	\$ 2,900.00	34.26%	\$ 2,100.00	-2.78%
3250 Postage	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	*	\$ -	*
3511 Building Maintenance	\$ 23,585.57	\$ 39,750.00	\$ 39,750.00	\$ 39,750.00	\$ 55,000.00	38.36%	\$ 40,000.00	0.63%
3522 Machine/Equipment Maintenance	\$ 1,784.83	\$ 5,250.00	\$ 5,250.00	\$ -	\$ 15,000.00	185.71%	\$ 5,000.00	-4.76%
3591 Radio Maintenance	\$ 190.43	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	\$ 1,500.00	-50.00%
3950 Education Reimbursement	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,000.00	-33.33%	\$ 700.00	-53.33%
4511 Multi-Peril Insurance	\$ 5,131.00	\$ 5,369.00	\$ 5,369.00	\$ 5,617.00	\$ 5,785.00	7.75%	\$ 5,785.00	7.75%
4521 Auto Liability	\$ 2,488.00	\$ 2,612.00	\$ 2,612.00	\$ 2,714.00	\$ 2,795.00	7.01%	\$ 2,795.00	7.01%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head		Rick Fletcher			
Dept #:		1133 Public Works		~ = Division by Zero					
Division:		1133 Building Maintenance		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4541	Employee Personal Liability	\$ 35.00	\$ 35.00	\$ 35.00	\$ 30.76	\$ 32.00	*	\$ 32.00	*
4912	Fees & Dues	\$ 115.00	\$ 400.00	\$ 400.00	\$ -	\$ 1,955.00	388.75%	\$ 1,955.00	388.75%
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 15,000.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 20,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 10.00	*
<b>Total Operating Expenditures</b>		<b>\$ 118,734.44</b>	<b>\$ 130,776.00</b>	<b>\$ 130,776.00</b>	<b>\$ 126,099.76</b>	<b>\$ 188,127.00</b>	<b>43.85%</b>	<b>\$ 141,627.00</b>	<b>8.30%</b>
5086	Garage Bay Door	\$ 13,332.00			\$ -	\$ -	*	\$ -	*
5431	Riding Lawnmower				\$ -	\$ 12,000.00	~	\$ -	*
5436	Pick-Up Truck W/Extended Cab				\$ -	\$ 30,000.00	~	\$ 30,000.00	~
5527	Miscellaneous Equipment				\$ -	\$ 11,000.00	~	\$ -	*
5601	Fence/Railings				\$ -	\$ 31,000.00	~	\$ -	*
5728	Tractor with Loader Attachment	\$ 100,317.98			\$ -	\$ -	*	\$ -	*
5810	Gas Pak A/C Units	\$ 6,900.00			\$ -	\$ 12,000.00	~	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ 120,549.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,000.00</b>	<b>~</b>	<b>\$ 30,000.00</b>	<b>~</b>
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Public Works-Building Maintenance Budget</b>		<b>\$ 744,457.28</b>	<b>\$ 731,716.89</b>	<b>\$ 731,716.89</b>	<b>\$ 718,722.85</b>	<b>\$ 912,410.36</b>	<b>24.69%</b>	<b>\$ 715,826.11</b>	<b>-2.17%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1133  
**Division:** Building Maintenance - 1133

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		10 FTE salaries	\$ 390,219.07	\$ 415,974.25	\$ 364,373.17
1220	Salaries & Wages Overtime		Overtime for Center St. Jams, DGDC events and Lights-up. Amount used for FY 20-21 was low due to COVID -- events were cancelled.	\$ 1,000.00	\$ 7,000.00	\$ 7,000.00
1224	Cell Phone Stipend		For 3 employees @ \$60 per month	\$ 650.00	\$ 1,440.00	\$ 1,440.00
1260	Salaries & Wages Part-Time		For 2 temp employees @14.50 per hour @1000 hours	\$ 27,620.00	\$ 29,000.00	\$ 29,000.00
1275	Salaries & Wages Bonus			\$ 1,645.00	\$ -	\$ -
1278	Wellness Earnings		\$300 each for 10 FTEs	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00
1280	Vacation Pay Out			\$ 3,258.18	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 32,695.51	\$ 34,915.69	\$ 30,891.71
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 48,338.06	\$ 51,620.45	\$ 45,671.27
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 17,095.69	\$ 18,256.57	\$ 16,152.53
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 64,560.00	\$ 64,560.00	\$ 45,192.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 381.60	\$ 381.40	\$ 343.44
1850	Unemployment Compensation		Provided by Finance	\$ 135.00	\$ 135.00	\$ 135.00
1860	Worker's Compensation		Provided by Finance	\$ 2,024.98	\$ 2,000.00	\$ 2,000.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 592,623.09</b>	<b>\$ 628,283.36</b>	<b>\$ 544,199.11</b>
1932	Medical Exams			\$ 150.00	\$ 150.00	\$ 150.00
2121	Uniforms		Uniforms to cover 10 employees: 6 @ \$300/yr plus uniform contract rentals for grounds maintenance staff.	\$ 2,950.00	\$ 3,500.00	\$ 3,500.00
2123	Protective Clothing		Intended for 10 employees for Proper PPE for Building and Grounds. This would consist of working gloves, eye protection, hearing protection, vests, dust masks, hard hats, electrical gloves and rubber gloves. One time increase for insulated overalls @ \$120 per 10 employees	\$ 1,250.00	\$ 2,450.00	\$ 1,250.00
2124	Shoes-Steel Toe		Dept- \$150 per employee @10 FTE	\$ 990.00	\$ 1,500.00	\$ 1,000.00
2323	Other Training	Y	Intended for NC LTAP courses. Now offering a large amount of training online.	\$ 600.00	\$ 2,050.00	\$ 1,350.00
2501	Vehicle Operation/Maintenance		Increase to maintain aging equipment	\$ 20,000.00	\$ 20,000.00	\$ -
2502	Vehicle Fuel		Vehicle fuel for all B&G fleet rolling stock - vehicles, tractors, mowers, etc. .	\$ 12,000.00	\$ 15,000.00	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1133  
**Division:** Building Maintenance - 1133

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2591	Fuel For Equipment		New line for all grounds equipment --non-rolling stock: weed trimmers, edgers, blowers, chainsaws, pole saws, etc.		\$ 1,000.00	\$ 500.00
2993	Operational Supplies		\$25K for Building Maintenance materials and supplies to cover Electrical, Plumbing, IT projects, HVAC, Lighting, carpentry and painting supplies. In-house repairs and special projects have greatly increased in rescent years and we need to be able to maintain supplies to complete these projects. \$10K Christmas decoration bulbs/LED strands, tower lighting, addition of south Center St. trees and rental equipment. Trees are larger every year and takes more light strands to wrap. Replacing upwards of 30 GFCI yearly for tree lights and wreathes. \$15K for Grounds Maintenance operational supplies.	\$ 34,750.00	\$ 50,000.00	\$ 35,000.00
2994	Tools		To maintain safe working hand tools and power tools for trades work and replace worn out tools as needed. Electrical work has increased with addition of skilled technicians. Increase to add Lockout/Tag out station for electrical work to be completed safely and per OSHA requirments.@ \$1400.	\$ 4,000.00	\$ 4,500.00	\$ 3,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
3210	Telephone		Service for (3) Ipads and (2)Iphones @ \$45 a month including \$150 to purchace 1 phone for new supervisor position.	\$ 1,298.00	\$ 2,900.00	\$ 2,100.00
3250	Postage			\$ -	\$ 10.00	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1133  
**Division:** Building Maintenance - 1133

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3511	Building Maintenance		General Maintenance Requirements (Unplanned/ Unscheduled)-- replacing exhaust fan motors, replacing ballasts/bulbs, Incandescent/LED lighting conversions, LED emergency lighting conversion, hardware, self-help projects, etc. Staff capabilities have increased, allowing more work/projects to be accomplished, especially in-house. Just two items alone put on hold this year will immediatley cost over \$10K -- GWTA will need \$4500 for an inverter tray and \$2,500 for a lighting contractor to reestablish backup power for lighting. Additionally, the light pole replacement on Walnut St. will cost of \$5800.	\$ 39,750.00	\$ 55,000.00	\$ 40,000.00
3522	Machine/Equipment Maintenance		Increase to maintain aging grounds maintenance equipment which is vital to maintain the growing number of City lots and right of ways. Increase projected to have tractor (E913) repaired. Tractor (E913) needs a total hydraulic system replacement. Do not yet have quote for this.	\$ -	\$ 15,000.00	\$ 5,000.00
3591	Radio Maintenance		Used to maintain/repair fleet 2-way radios in vehicles/equipment.	\$ -	\$ 3,000.00	\$ 1,500.00
3950	Education Reimbursement		Prospective employee- Donnie Kimbrell	\$ -	\$ 1,000.00	\$ 700.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 5,617.00	\$ 5,785.00	\$ 5,785.00
4521	Auto Liability		Provided by Finance	\$ 2,714.00	\$ 2,795.00	\$ 2,795.00
4541	Employee Personal Liability		Provided by Finance	\$ 30.76	\$ 32.00	\$ 32.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Increased to pay City's Boiler, Backflow and Fire Sprinkler annual inspections.	<b>\$ -</b>	<b>\$ 1,955.00</b>	<b>\$ 1,955.00</b>
2501A	Fleet Charges Internal Use Only!		Increase to maintain aging equipment			\$ 15,000.00
2502A	Vehicle Fuel-Internal Charges		Vehicle fuel for all B&G fleet rolling stock - vehicles, tractors, mowers, etc. .			\$ 20,000.00
3250A	Postage-Internal Charges only!					\$ 10.00
<b>Total Operating Expenditures</b>				<b>\$ 126,099.76</b>	<b>\$ 188,127.00</b>	<b>\$ 141,627.00</b>
5086	Garage Bay Door				\$ -	\$ -
5431	Riding Lawnmower				\$ 12,000.00	\$ -
5436	Pick-Up Truck W/Extended Cab				\$ 30,000.00	\$ 30,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1133  
**Division:** Building Maintenance - 1133

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
5527	Miscellaneous Equipment				\$ 11,000.00	\$ -
5601	Fence/Railings				\$ 31,000.00	\$ -
5728	Tractor with Loader Attachment				\$ -	\$ -
5810	Gas Pak A/C Units				\$ 12,000.00	\$ -
<b>Total Capital Outlay</b>				\$ -	\$ 96,000.00	\$ 30,000.00
<b>Total Debt Service</b>				\$ -	\$ -	\$ -
<b>Total Public Works-Building Maintenance Budget</b>				\$ 718,722.85	\$ 912,410.36	\$ 715,826.11

Fiscal Year  
**CAPITAL OUTLAY** FY21-22  
 Fund: 11-General Fund Dept. Head-Rick Fletcher  
 Dept #: Public Works - 1133  
 Division: Building Maintenance - 1133

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information				Department Request	Manager Recommend. 6/01/21	New Debt?
				Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
						Estim. Auction Proceeds?	FY18-19	FY19-20					FY20-21			
1	5436	J-745	1998 Jeep Cherokee	unknown	123,345	\$ 4,000.00				N	1	2021 Ford F150 extended cab truck	This truck is the oldest in our fleet and has high mileage at over 123K miles. It runs hot to the point at times it has to sit and cool before cranking again to move to next lot location. Our division was in a desperate need for a vehicle and we were able to acquire this as a surplus. We however are having an extremely hard time with loading and carrying needed grounds equipment, as it does not have a bed as a pick up does. We have separated the Ground in 2 different crews that are responsible for different sections of the City. This gives us the ability to maintain our lots better to ensure we provide our citizens with the best service possible. In addition to hauling mowing equipment, it also serves a purpose for the Right of ways being trimmed and weed eating around fences poles and signage.	\$ 30,000.00	\$ 30,000.00	
2	5431	E-1085	2007 Hustler 72" Deck 35 HP	unknown	2,484	\$ 1,500.00				N	2	Big Dog FX1000 60" Deck 35 HP	This is 2007 model mower that is used every day during the cutting season to cut and maintain all city lots. These mowers should be replaced around every 5 years to keep up with the constant daily use. This mower has already had the engine replaced and has a total of 2,484 hours on it. It is turned in to garage mutiple times a year for repairs, which total to \$3,213 just last year. With the age of the mower and amount of use it takes daily it will not last much longer. Our mowers are vital to keep our City lots cut and maintained for our citizens. We have no spare to use when one goes down and needs repairs. This sets us back and we are unable to keep with the grass growing during the season.	\$ 12,000.00	\$ -	
3	5601	N/A	Automatic Gates for PW Complex		N/A					N	3	Automatic electric chain driven gates with key code or key fob access.	Install electric/automatic gate closest to pump station to have better security and access control. The current gates are in disrepair and occasionally left open after hours by outside organizations that use our compound. Installing a gate with keypad access would eliminate the need for keys and provide better access control and security--the codes would be changed periodically to maintain access control and security. Gates would automatically open during normal business hours and clos	\$ 31,000.00	\$ -	

CAPITAL OUTLAY      Fiscal Year <b>FY21-22</b>																
Fund:    11-General Fund      Dept. Head-Rick Fletcher																
Dept #:    Public Works - 1133																
Division:    Building Maintenance - 1133																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20			FY20-21	Replacement Item Description				Justification for Replacement
4	5527	N/A	Decorative Street light poles			N/A				N	5	Complete light pole assemblies with fixtures.	Light poles are frequently hit at the Ash St round-a-bout. Ordering one of each length - 14 ft and 25 ft. These would be surplus items ready for replacement. These are also the same pole style along streets throughout downtown. These poles have a 90 day lead time for arrival for replacement.	\$ 11,000.00	\$ -	
5																
6	5810	N/A	20 yr old 7.5 ton Tran Gas pak - Admin Area			\$150				N	4	7.5 Ton Trane Gas Pack	This unit has reached its life cycle and has been costly to repair over the last few years. Replacing this unit will decrease our energy consumption, as newer units are much more efficient.	\$ 12,000.00	\$ -	
7																
8																
9																
10																
<b>Total Capital Outlay Request</b>				\$ -		\$ 5,650.00	\$ -	\$ -	\$ -					\$ 96,000.00	\$ 30,000.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1133  
 Division: Building Maintenance - 1133  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NC School of Government/ NC LTAP courses @ \$150 per class	\$ 600.00	\$ 1,050.00	\$ 1,050.00
2	Regional Turf Grass Management	\$ -	\$ 500.00	\$ 500.00
3	Certifications (Electrical, HVAC, Pesticide)	\$ -	\$ 500.00	\$ 500.00
4	Per CM cut 5/21/21			\$ (700.00)
5				
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 600.00</b>	<b>\$ 2,050.00</b>	<b>\$ 1,350.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1133  
 Division: Building Maintenance - 1133  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Travel School of Government	\$ -	\$ 250.00	\$ 250.00
2	Certification/Conference, elctrical, HVAC, AWPA, turff grass	\$ -	\$ 250.00	\$ 250.00
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1133  
 Division: Building Maintenance - 1133  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	APWA	\$ -	\$ 350.00	\$ 350.00
2	Sprinkler inspection for PW Complex	\$ -	\$ 375	\$ 375.00
3	Back Flow inspection for PW Complex	\$ -	\$ 375.00	\$ 375.00
4	Boiler Safety inspection	\$ -	\$ 150.00	\$ 150.00
5	Air Tank Pressure Vessel	\$ -	\$ 135.00	\$ 135.00
6	Generator inspection / service	\$ -	\$ 570.00	\$ 570.00
7				
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	\$ -	\$ 1,955.00	\$ 1,955.00



## Fiscal Year 2021-22 Budget Department/Division: Cemetery

### **Department Overview:**

The Public Works Department is comprised of seven divisions-Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Cemeteries Division are as follows:

### **Goals/Major Objectives:**

- Update ordinances and procedures to remain current within the industry and provide a higher standard of service
- Continue to improve the overall appearance of both Willowdale and Elmwood Cemeteries by correctly positioning leaning stones and repairing broken ones
- Complete digital copies of all cemetery records and develop GIS mapping capabilities
- Complete repair work in the office at Willowdale. (Damage caused by termites in years past)

### **Significant Budget Issues:**

- Funding to add one full time position in replacement of two part time positions. Part time help has proven to be undependable, leaving the cemetery staff without any additional help at all.
- Determining whether or not to expand both cemeteries; if so, acquiring funding
- Funding to replace, or purchase a backup for an aging backhoe used to conduct funeral services.
- Funding to replace a decrepit 30-40 year old metal building used to store and protect all maintenance equipment
- Funds needed to remove multiple trees that are dying/dead, growing into our roads and/or through the fences



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head** Rick Fletcher  
**Dept #:** 1142 Public Works      ~ = Division by Zero  
**Division:** 1142 Cemetery      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 186,426.96	\$ 193,038.62	\$ 193,038.62	\$ 187,463.74	\$ 223,978.78	16.03%	\$ 193,808.73	0.40%
1220 Salaries & Wages Overtime	\$ 2,293.06	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
1224 Cell Phone Stipend	\$ 723.90	\$ 720.00	\$ 720.00	\$ 720.00	\$ 1,440.00	100.00%	\$ 1,440.00	100.00%
1260 Salaries & Wages Part-Time	\$ 6,237.07	\$ 22,400.00	\$ 16,870.00	\$ 22,400.00	\$ -	*	\$ 22,400.00	0.00%
1275 Salaries & Wages Bonus	\$ 2,063.35	\$ -	\$ -	\$ 1,027.83	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,500.20	\$ -	\$ -	\$ 1,500.00	\$ 1,800.00	~	\$ 1,800.00	~
1280 Vacation Pay Out		\$ 6,187.20	\$ 6,187.20	\$ 6,187.20	\$ -	*	\$ -	*
1810 Social Security	\$ 14,211.69	\$ 16,765.63	\$ 16,765.63	\$ 17,005.86	\$ 17,611.74	5.05%	\$ 17,017.33	1.50%
1821 NCLGERS-Retirement	\$ 17,428.78	\$ 22,376.10	\$ 22,376.10	\$ 22,696.70	\$ 26,037.74	16.36%	\$ 25,158.95	12.44%
1822 401-K Retirement	\$ 7,691.41	\$ 8,766.34	\$ 8,766.34	\$ 8,891.95	\$ 9,208.75	5.05%	\$ 8,897.95	1.50%
1830 Hospital Insurance	\$ 31,881.63	\$ 32,700.00	\$ 32,700.00	\$ 32,700.00	\$ 38,736.00	18.46%	\$ 32,280.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 127.01	\$ 190.80	\$ 190.80	\$ 228.96	\$ 228.96	*	\$ 190.80	*
1850 Unemployment Compensation		\$ 97.00	\$ 97.00	\$ 97.00	\$ 68.00	*	\$ 68.00	*
1860 Worker's Compensation	\$ 3,403.61	\$ 1,349.00	\$ 1,349.00	\$ 1,838.66	\$ 1,690.00	25.28%	\$ 1,690.00	25.28%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 273,988.67</b>	<b>\$ 307,590.69</b>	<b>\$ 302,060.69</b>	<b>\$ 305,757.90</b>	<b>\$ 323,799.97</b>	<b>5.27%</b>	<b>\$ 307,751.76</b>	<b>0.05%</b>
1932 Medical Exams		\$ 100.00	\$ 100.00	\$ -	\$ 100.00	*	\$ 100.00	*
2121 Uniforms	\$ 1,841.73	\$ 1,900.00	\$ 1,900.00	\$ 1,923.51	\$ 2,405.52	26.61%	\$ 2,405.52	26.61%
2123 Protective Clothing	\$ 974.88	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2124 Shoes-Steel Toe	\$ 450.00	\$ 770.00	\$ 770.00	\$ 550.00	\$ 900.00	16.88%	\$ 900.00	16.88%
2323 Other Training	\$ 470.00	\$ 410.00	\$ 410.00	\$ 190.00	\$ 260.00	*	\$ 260.00	*
2501 Vehicle Operation/Maintenance	\$ 11,474.43	\$ 11,250.00	\$ 11,250.00	\$ 11,100.00	\$ 15,000.00	33.33%	\$ -	*
2502 Vehicle Fuel	\$ 3,712.30	\$ 3,025.00	\$ 3,025.00	\$ 3,025.00	\$ 5,000.00	65.29%	\$ -	*
2993 Operational Supplies	\$ 11,473.60	\$ 11,250.00	\$ 11,250.00	\$ 11,042.00	\$ 18,000.00	60.00%	\$ 12,000.00	6.67%
2994 Tools	\$ 9.99	\$ 300.00	\$ 300.00	\$ 300.00	\$ 400.00	*	\$ 400.00	*
3121 Travel	\$ 413.23	\$ 350.00	\$ 350.00	\$ 30.00	\$ 30.00	*	\$ 30.00	*
3210 Telephone	\$ 534.09	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	0.00%	\$ 1,020.00	0.00%
3250 Postage	\$ 2.15	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	*	\$ -	*
3310 Electricity	\$ 1,288.20	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,500.00	11.11%	\$ 1,500.00	11.11%
3321 Heating Fuel	\$ 835.85	\$ 800.00	\$ 800.00	\$ 1,022.42	\$ 1,000.00	25.00%	\$ 1,000.00	25.00%
3410 Printing	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	*	\$ 50.00	*
3510 Repairs (Insurance Claims)	\$ 2,447.66			\$ -	\$ -	*	\$ -	*
3511 Building Maintenance	\$ 2,975.33	\$ 750.00	\$ 750.00	\$ 3,000.00	\$ 5,000.00	566.67%	\$ 3,000.00	300.00%
3914 Contract Services	\$ 1,171.80	\$ -	\$ 5,530.00	\$ 5,530.00	\$ -	*	\$ -	*
3950 Education Reimbursement				\$ -	\$ 2,500.00	~	\$ 2,000.00	~



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Rick Fletcher	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Public Works - 1142		
Division:	Cemetery - 1142		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Salaries for 5 FTE - increase for one additional employee if part-time position is successfully converted to full-time.	\$ 187,463.74	\$ 223,978.78	\$ 193,808.73
1220	Salaries & Wages Overtime		Funds are used for funeral services conducted after regular business hours and on holidays	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
1224	Cell Phone Stipend		Cell phone stipend for Cemetery Superintendent \$60.00/mth and Cemetery Supervisor \$60.00/mth	\$ 720.00	\$ 1,440.00	\$ 1,440.00
1260	Salaries & Wages Part-Time		Line Item will not be needed if requested full time position is approved	\$ 22,400.00	\$ -	\$ 22,400.00
1275	Salaries & Wages Bonus			\$ 1,027.83		\$ -
1278	Wellness Earnings		\$300.00 annually for (6)employees if additional fulltime position is approved.	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
1280	Vacation Pay Out			\$ 6,187.20	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 17,005.86	\$ 17,611.74	\$ 17,017.33
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 22,696.70	\$ 26,037.74	\$ 25,158.95
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 8,891.95	\$ 9,208.75	\$ 8,897.95
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 32,700.00	\$ 38,736.00	\$ 32,280.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 228.96	\$ 228.96	\$ 190.80
1850	Unemployment Compensation		Provided by Finance	\$ 97.00	\$ 68.00	\$ 68.00
1860	Worker's Compensation		Provided by Finance	\$ 1,838.66	\$ 1,690.00	\$ 1,690.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 305,757.90</b>	<b>\$ 323,799.97</b>	<b>\$ 307,751.76</b>
1932	Medical Exams				\$ 100.00	\$ 100.00
2121	Uniforms		Funds to provide uniforms and service for (5) five employees. Includes allowance for 1 superintendent. If additional full time position is approved @ \$400.92 ea employee	\$ 1,923.51	\$ 2,405.52	\$ 2,405.52
2123	Protective Clothing		Funds to provide PPE such as rain suits, safety toe rubber boots, gloves, safety glasses etc. No increase from previous year's requests. Current year funds were transferred to offset other costs.		\$ 1,000.00	\$ 1,000.00
2124	Shoes-Steel Toe		Funds to purchase safety toe shoes for (6)six Full time employees. If additional full time position is approved	\$ 550.00	\$ 900.00	\$ 900.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>		<b>\$ 190.00</b>	<b>\$ 260.00</b>	<b>\$ 260.00</b>
2501	Vehicle Operation/Maintenance			\$ 11,100.00	\$ 15,000.00	\$ -
2502	Vehicle Fuel			\$ 3,025.00	\$ 5,000.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 1142		
Division:	Cemetery - 1142		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Funds to purchase necessary materials and equipment needed for cemetery operations - e.g. grave boards, grass seed, herbicides, pesticides, weedeater string, seasonal flowers, weeders, blowers, hedge trimmers, sprayers, etc. Increase to help cover cost of 4 in 1 bucket for the backhoe.	\$ 11,042.00	\$ 18,000.00	\$ 12,000.00
2994	Tools		Funds used to purchase hand tools such as rakes, shovels, pruning shears and probes.	\$ 300.00	\$ 400.00	\$ 400.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ 30.00</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>
3210	Telephone			\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
3250	Postage			\$ 10.00	\$ 10.00	\$ -
3310	Electricity		Funds for electrical service for the office and equipment shop at Willowdale Cemetery	\$ 1,350.00	\$ 1,500.00	\$ 1,500.00
3321	Heating Fuel		Funds to purchase LP gas used for heating the office at Willowdale Cemetery	\$ 1,022.42	\$ 1,000.00	\$ 1,000.00
3410	Printing		Funds to purchase cemetery services books used for invoicing	\$ -	\$ 50.00	\$ 50.00
3510	Repairs (Insurance Claims)					\$ -
3511	Building Maintenance		Estimated \$300.00 to pay for monthly pest control and yearly termite inspection. Estimated \$3500 to pay for materials needed for in house repairs to Willowdale office. Excessive rot caused by previous termite problem to exterior studs discovered. A portion of the repairs was completed in 2020-2021 as an in-house project by cemetery staff during inclement weather-- saved \$8K - \$10K in repair cost. Remainder used for general maintenance of cemetery office and equipment barn.	\$ 3,000.00	\$ 5,000.00	\$ 3,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>		<b>\$ 5,530.00</b>	<b>\$ -</b>	<b>\$ -</b>
3950	Education Reimbursement		Tuition reimbursement for Michael Langley. Enrolled in the Business Administration/Operations Management program at Wayne Community College in pursuit of an Associates Degree		\$ 2,500.00	\$ 2,000.00
3994	Tree Service		Remove two large oak trees with excessive limb rot and buttress rot that are a safety risk to persons and stones around the area of the two trees. Budgeting quote provided. Exact amount for service will be quoted at time of request to remove.	\$ -	\$ 14,000.00	\$ 4,500.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 680.00	\$ 844.00	\$ 844.00
4521	Auto Liability		Provided by Finance	\$ 1,790.00	\$ 1,915.00	\$ 1,915.00
4541	Employee Personal Liability		provided by Finance	\$ 22.00	\$ 20.00	\$ 20.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 1142		
Division:	Cemetery - 1142		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2501A	Fleet Charges Internal Use Only!		Funds provided will be allocated for the repair and preventative maintenance for all cemetery assigned equipment. This includes trucks, mowers, backhoe, tractors, trailers, sprayers, weedeaters, edgers, blowers, hedge trimmers, tamps, saws, leaf vaccum and other equipment needing repairs. Cost increase due to aging equipment and projected repairs on backhoe - replacing bushings and hydraulic lines.			\$ 11,000.00
2502A	Vehicle Fuel-Internal Charges		Funds will provide fuel for all cemetery equipment			\$ 4,000.00
3250A	Postage-Internal Charges only!		Funds to purchase stamps for mailing necessary documents			\$ 10.00
<b>Total Operating Expenditures</b>				<b>\$ 42,584.93</b>	<b>\$ 70,954.52</b>	<b>\$ 47,954.52</b>
5150	Excavator		Equipment needed for access to constricted areas within the cemeteries for conducting interment services. With the cemeteries filling up and more stones placed within the cemeteries, we are having to move alot of heavy stones by hand to access graves we need to dig. This piece of equipment would eliminate that need. It would also serve as a backup, and eventual replacemet to a 10+ yr old backhoe.		\$ 25,263.88	\$ -
5486	72" Cut Riding Mower			\$ 12,964.00	\$ -	\$ -
5825	Storage Building		Funds to replace a 30-40yr old Arch Style Metal Building with a 40x50x15' Single Slope Metal Building with three new rollup doors and one walk thru door to allow access from multiple sides. The current building panels are basically rusted to the point that you can visibly see daylight through many of the panels. Some rusted areas and holes in the roof and wall panels are causing water problems and condensation. Repairs to the existing building are estimated at \$12K with no guarantee that future leaks would not exist with just repair becuae of the general condition of the building. Requested funds would supply a commercial grade building with a 20yr warranty and concrete, that would be big enough to allow for safer storage and security of cemetery equipment. We currently are having to move out equipment to access other equipment. Floors constantly stay wet and muddy as well as our equipment. The cemetery would assume responsibility of demolishing current structure and grading area for new building. Est \$18k of request for concrete, electric service, etc.	\$ -	\$ 64,000.00	\$ -
5999	Elmwood Cemetery Expansion				\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 12,964.00</b>	<b>\$ 89,263.88</b>	<b>\$ -</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
Fund: 11-General Fund **Green Cell - Department Input**  
Dept #: Public Works - 1142 Dept. Head-Rick Fletcher  
Division: Cemetery - 1142

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
Total Debt Service			\$ -	\$ -	\$ -
Total Public Works-Cemetery Budget			\$ 361,306.83	\$ 484,018.37	\$ 355,706.28

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 11-General Fund															Dept. Head-Rick Fletcher		
Dept #: Public Works - 1142																	
Division: Cemetery - 1142																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information				(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21			Replacement Item Description	Justification for Replacement				
1	5825	N/A	1970's Arch stlye metal building - Willowdale	N/A	N/A	\$2,000				N	1	40x50x15 Commercial building with 20yr warranty	Current building leaks, is beyond repair and lacks adequate space to safely store equipment	\$ 64,000.00	\$ -		
2	5150	N/A	N/A	N/A	N/A					N	2	Mini Excavator	Equipment needed for access to constricted areas within the cemeteries for conducting interment services. With the cemeteries filling up and more stones placed within the cemeteries, we are having to move alot of heavy stones by hand to access graves we need to dig. This piece of equipment would eliminate the need for that. Its strenous labor to move a stone thats embedded in concrete and has already cost us a workmans comp claim and loss of manpower due to moving stones. Would also serve as a backup to a currently 10+ yr old backhoe. In the event our backhoe would be out of service for repairs, depending on the area where we need to dig to conduct an interment service, we would either have to rent a piece of equipment or contract the work to someone else.	\$ 25,263.88	\$ -		
<b>Total Capital Outlay Request</b>				\$ -		\$ 2,000.00	\$ -	\$ -	\$ -					\$ 89,263.88	\$ -		

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #:</b> Public Works - 1142	
<b>Division:</b> Cemetery - 1142	
<b>Account:</b> 2323 Other Training	

Line #		Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1		Landscape Conference in Rocky Mount (2) Licensed Staff		\$ 70.00	\$ 70.00
2		Chemical Spill Class held @ Public Works (2) Licensed Staff	\$ 190.00	\$ 190.00	\$ 190.00
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 2323 Other Training</b>			<b>\$ 190.00</b>	<b>\$ 260.00</b>	<b>\$ 260.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1142  
 Division: Cemetery - 1142  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Chemical Spill Class (2)Lunch for (2)employees @ \$15.00 = \$30.00	\$ 30.00	\$ 30.00	\$ 30.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #:</b> Public Works - 1142	
<b>Division:</b> Cemetery - 1142	
<b>Account:</b> 3914 Contract Services	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21	FY21-22 Adopted 06/XX/21	Finance Notes
1	Holden Temporaries	\$ 5,530.00	\$ -	\$ -		
2						
3						
4						
5						
6						
7						
8						
9						
10						
	<b>Total - 3914 Contract Services</b>	<b>\$ 5,530.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: GARAGE DIVISION

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions--Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Garage Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Increase staff training of modern vehicles and equipment
- Track and manage fuel usage Citywide
- Facilitate staff training to remain current with the maintenance and repair requirements and ensure compliance with state and federal requirements in regulated areas
- Increase heavy equipment staffing to better meet the City's needs

#### SIGNIFICANT BUDGET ISSUES:

- High cost of maintaining an aging equipment fleet
- Overcoming shortage of availability and higher cost of parts associated with older equipment and vehicles
- Adding an additional heavy equipment mechanic to meet current maintenance needs
- Updating diagnostic equipment



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head:** Rick Fletcher  
**Dept #:** 1114      **Public Works**      ~ = Division by Zero  
**Division:** 1114      **Garage**      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 479,154.77	\$ 520,638.51	\$ 520,638.51	\$ 510,190.32	\$ 531,049.54	2.00%	\$ 531,049.54	2.00%
1220 Salaries & Wages Overtime	\$ 956.29	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
1260 Salaries & Wages Part-Time	\$ 25,339.87	\$ -	\$ 5,036.00	\$ 4,198.58	\$ -	*	\$ -	*
1275 Salaries & Wages Bonus	\$ 4,539.31	\$ -	\$ -	\$ 2,261.24	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 3,011.94	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00	~	\$ 3,600.00	~
1810 Social Security	\$ 37,182.41	\$ 39,981.85	\$ 39,981.85	\$ 39,799.14	\$ 41,053.69	2.68%	\$ 41,053.69	2.68%
1821 NCLGERS-Retirement	\$ 44,207.50	\$ 53,361.39	\$ 53,361.39	\$ 53,117.54	\$ 60,695.06	13.74%	\$ 60,695.06	13.74%
1822 401-K Retirement	\$ 19,506.44	\$ 20,905.54	\$ 20,905.54	\$ 20,810.01	\$ 21,465.98	2.68%	\$ 21,465.98	2.68%
1830 Hospital Insurance	\$ 70,139.59	\$ 78,480.00	\$ 78,480.00	\$ 77,472.00	\$ 77,472.00	-1.28%	\$ 71,016.00	-9.51%
1835 Group Term Life Insurance Coverage	\$ 279.46	\$ 457.92	\$ 457.92	\$ 457.92	\$ 457.92	*	\$ 457.92	*
1850 Unemployment Compensation		\$ 225.00	\$ 225.00	\$ 165.00	\$ 165.00	*	\$ 165.00	*
1860 Worker's Compensation	\$ 3,078.54	\$ 2,549.00	\$ 2,549.00	\$ 25,876.47	\$ 3,193.00	25.26%	\$ 3,193.00	25.26%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 687,396.12</b>	<b>\$ 718,599.21</b>	<b>\$ 723,635.21</b>	<b>\$ 737,948.21</b>	<b>\$ 741,152.19</b>	<b>3.14%</b>	<b>\$ 734,696.19</b>	<b>2.24%</b>
1932 Medical Exams	\$ 80.00	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
1991 Consultant Fees	\$ 1,500.00			\$ -	\$ -	*	\$ -	*
2111 Cleaning Supplies	\$ 470.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 450.00	*	\$ 450.00	*
2121 Uniforms	\$ 13,372.64	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	0.00%	\$ 13,500.00	0.00%
2123 Protective Clothing	\$ -	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	*	\$ 450.00	*
2124 Shoes-Steel Toe	\$ 1,080.01	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,900.00	39.71%	\$ 1,400.00	2.94%
2323 Other Training	\$ 575.00	\$ 1,365.00	\$ 1,365.00	\$ 1,700.00	\$ 2,000.00	46.52%	\$ 1,500.00	9.89%
2501 Vehicle Operation/Maintenance	\$ 899.08	\$ 1,125.00	\$ 1,125.00	\$ 3,440.00	\$ 3,500.00	211.11%	\$ -	*
2502 Vehicle Fuel	\$ 1,912.92	\$ 1,875.00	\$ 1,875.00	\$ 1,850.00	\$ 2,500.00	33.33%	\$ -	*
2511 Oil & Lubricants	\$ 26,275.57	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	0.00%	\$ 30,000.00	-14.29%
2520 Tires & Tubes	\$ 140,867.78	\$ 157,500.00	\$ 157,500.00	\$ 165,000.00	\$ 175,000.00	11.11%	\$ 153,000.00	-2.86%
2521 Tire Repairs	\$ 21,032.24	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 23,000.00	-8.00%
2531 Automotive Parts	\$ 290,803.05	\$ 315,000.00	\$ 315,000.00	\$ 370,000.00	\$ 400,000.00	26.98%	\$ 330,000.00	4.76%
2592 Gasoline	\$ 405,418.36	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 520,000.00	15.56%	\$ 450,000.00	0.00%
2593 Batteries	\$ 7,779.23	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	0.00%	\$ 7,000.00	-41.67%
2595 Car Wash	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%	\$ 2,000.00	-50.00%
2596 Diesel Fuel	\$ 215,177.89	\$ 248,025.00	\$ 248,025.00	\$ 250,000.00	\$ 325,000.00	31.04%	\$ 250,000.00	0.80%
2601 Office Supplies	\$ 960.06	\$ 750.00	\$ 750.00	\$ 1,500.00	\$ 1,500.00	100.00%	\$ 1,000.00	33.33%
2993 Operational Supplies	\$ 6,455.32	\$ 12,375.00	\$ 11,339.00	\$ 12,500.00	\$ 12,500.00	1.01%	\$ 9,500.00	-23.23%
2994 Tools	\$ 6,400.13	\$ 6,637.00	\$ 6,637.00	\$ 7,500.00	\$ 7,500.00	13.00%	\$ 7,000.00	5.47%
2995 Welding Supplies	\$ 2,106.04	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Rick Fletcher					
Dept #:		1114 Public Works		~ = Division by Zero					
Division:		1114 Garage		* = Change < \$500					
Purple Cell-Finance Input									
	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
2999	Welding Gases	\$ 997.03	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3121	Travel	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 500.00	*	\$ 500.00	*
3210	Telephone	\$ 1,606.11	\$ 2,160.00	\$ 2,160.00	\$ 2,500.00	\$ 2,500.00	15.74%	\$ 2,340.00	8.33%
3250	Postage	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	*	\$ 10.00	*
3410	Printing	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
3510	Repairs (Insurance Claims)	\$ -			\$ -	\$ -	*	\$ -	*
3522	Machine/Equipment Maintenance	\$ 8,395.86	\$ 10,325.00	\$ 10,325.00	\$ 12,500.00	\$ 12,500.00	21.07%	\$ 11,500.00	11.38%
3531	Outside Repairs	\$ 121,702.38	\$ 80,000.00	\$ 80,000.00	\$ 120,000.00	\$ 120,000.00	50.00%	\$ 120,000.00	50.00%
3916	Recycling Fees		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3950	Education Reimbursement	\$ 1,113.44	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,100.00	-12.00%	\$ 800.00	-36.00%
4391	Equipment Rent	\$ 11,095.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	25.00%	\$ 12,000.00	0.00%
4511	Multi-Peril Insurance	\$ 3,572.00	\$ 3,863.00	\$ 3,863.00	\$ 4,188.06	\$ 4,200.00	8.72%	\$ 4,200.00	8.72%
4521	Auto Liability	\$ 1,714.00	\$ 1,800.00	\$ 1,800.00	\$ 1,869.80	\$ 1,870.00	3.89%	\$ 1,870.00	3.89%
4541	Employee Personal Liability	\$ 49.00	\$ 49.00	\$ 49.00	\$ 43.06	\$ 44.00	*	\$ 44.00	*
4912	Fees & Dues	\$ 305.00	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 2,500.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 2,500.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 10.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 1,293,715.14</b>	<b>\$ 1,402,919.00</b>	<b>\$ 1,397,883.00</b>	<b>\$ 1,513,760.92</b>	<b>\$ 1,704,574.00</b>	<b>21.50%</b>	<b>\$ 1,443,124.00</b>	<b>2.87%</b>
5644	Power Lifts	\$ -	\$ -	\$ -	\$ -	\$ 58,500.00	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,500.00</b>	<b>~</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Public Works-Garage Budget</b>	<b>\$ 1,981,111.26</b>	<b>\$ 2,121,518.21</b>	<b>\$ 2,121,518.21</b>	<b>\$ 2,251,709.13</b>	<b>\$ 2,504,226.19</b>	<b>18.04%</b>	<b>\$ 2,177,820.19</b>	<b>2.65%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1114  
**Division:** Garage - 1114

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Salaries for 12 FTEs	\$ 510,190.32	\$ 531,049.54	\$ 531,049.54
1220	Salaries & Wages Overtime		Funds used for after hour support during emergency responses -- Unusual, but none occurred in FY 20/21		\$ 2,000.00	\$ 2,000.00
1260	Salaries & Wages Part-Time			\$ 4,198.58	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 2,261.24	\$ -	\$ -
1278	Wellness Earnings		\$300 each for 12 FTE's	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 39,799.14	\$ 41,053.69	\$ 41,053.69
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 53,117.54	\$ 60,695.06	\$ 60,695.06
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 20,810.01	\$ 21,465.98	\$ 21,465.98
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 77,472.00	\$ 77,472.00	\$ 71,016.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 457.92	\$ 457.92	\$ 457.92
1850	Unemployment Compensation		Provided by Finance	\$ 165.00	\$ 165.00	\$ 165.00
1860	Worker's Compensation		Provided by Finance	\$ 25,876.47	\$ 3,193.00	\$ 3,193.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 737,948.21</b>	<b>\$ 741,152.19</b>	<b>\$ 734,696.19</b>
1932	Medical Exams			\$ 150.00	\$ 150.00	\$ 150.00
1991	<b>Consultant Fees</b>	<b>Y</b>		\$ -	\$ -	\$ -
2111	Cleaning Supplies			\$ 300.00	\$ 450.00	\$ 450.00
2121	Uniforms		Rental Service for 11 employees for Uniforms	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
2123	Protective Clothing		Funds for gloves, eye protection, aprons, etc.	\$ 450.00	\$ 450.00	\$ 450.00
2124	Shoes-Steel Toe		Steel-toed shoes for twelve (12) FTEs, includign 1 pair welder's boots -- \$150 X 11= \$1650 plus \$250 X 1= \$1,900	\$ 1,360.00	\$ 1,900.00	\$ 1,400.00
2323	<b>Other Training</b>	<b>Y</b>	Funds for registration fees and certification classes	\$ 1,700.00	\$ 2,000.00	\$ 1,500.00
2501	Vehicle Operation/Maintenance			\$ 3,440.00	\$ 3,500.00	
2502	Vehicle Fuel			\$ 1,850.00	\$ 2,500.00	
2511	Oil & Lubricants		Purchase oils & lubricants for the City's entire fleet of vehicles and equipment.	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00
2520	Tires & Tubes		Funds to purchase tires for the City's fleet of vehicles and heavy equipment - increase due to rising costs of tires.	\$ 165,000.00	\$ 175,000.00	\$ 153,000.00
2521	Tire Repairs		Funds for contracted repairs to large truck and equipment tires.	\$ 25,000.00	\$ 25,000.00	\$ 23,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1114  
**Division:** Garage - 1114

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2531	Automotive Parts		Funds to purchase automotive parts to maintain & repair the City's fleet. Increased to meet actual costs to maintain aging fleet.	\$ 370,000.00	\$ 400,000.00	\$ 330,000.00
2592	Gasoline		Request is based on actual consumption rates and current average per gallon cost (\$1.76 per gallon). Costs are projected to exceed last years projections.	\$ 450,000.00	\$ 520,000.00	\$ 450,000.00
2593	Batteries		Funds to purchase batteries for the City's fleet of vehicles and equipment and Gateway vehicles as needed.	\$ 12,000.00	\$ 12,000.00	\$ 7,000.00
2595	Car Wash		Funds to purchase soap and supplies for car wash operation.	\$ -	\$ 4,000.00	\$ 2,000.00
2596	Diesel Fuel		Request is based on actual consumption rates and current average per gallon cost (\$1.96 per gallon). Costs are projected to exceed last years projections.	\$ 250,000.00	\$ 325,000.00	\$ 250,000.00
2601	Office Supplies		Funds to purchase office supply items such as paper, file folders, ink, thermal paper etc. for the garage operation. Increase due to ink cartridge price and new office printer.	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00
2993	Operational Supplies			\$ 12,500.00	\$ 12,500.00	\$ 9,500.00
2994	Tools		Funds to purchase specialty tools used by division mechanics and to replace damaged or unserviceable tools.	\$ 7,500.00	\$ 7,500.00	\$ 7,000.00
2995	Welding Supplies		Funds to purchase welding supplies such as helmets, grinding wheels, welding wire, rods, etc.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
2999	Welding Gases		Funds to purchase gases for cutting and welding.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3121	<b>Travel</b>	<b>Y</b>	Funds for travel expenses (meals) for staffmembers attending out of town educational and certification classes.	<b>\$ 250.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
3210	Telephone		Funds for smart phone service for employees(3 phones @ \$65/per line = \$195/mth = \$2,340/yr).	\$ 2,500.00	\$ 2,500.00	\$ 2,340.00
3250	Postage			\$ 10.00	\$ 10.00	\$ 10.00
3410	Printing		Funds for outside printing services.	\$ 50.00	\$ 50.00	\$ 50.00
3510	Repairs (Insurance Claims)					\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Rick Fletcher	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Public Works - 1114		
Division:	Garage - 1114		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3522	Machine/Equipment Maintenance		Funds for gas pump repairs and maintenance (break-away hoses, PMI filter changes, etc...), service contract for used solvent, OSHA Overhead Hoist and Floor Jacks Annual Safety Inspections and Repairs, service for UST's Testing per North Carolina State, OSHA In-Ground Hydraulic lift annual safety inspections and Repairs, etc.	\$ 12,500.00	\$ 12,500.00	\$ 11,500.00
3531	Outside Repairs		Funds for contracted repairs outside the scope or capability of the garage staff or facility/equipment (Alignments, overhauls, etc.). Requested funds reflect historical costs of maintaing an aging fleet.	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
3916	Recycling Fees		Misapplied charge, code correction 02/2021			\$ -
3950	Education Reimbursement		1 FT Employee @ \$1,100 ea - Charles Perkins	\$ 1,250.00	\$ 1,100.00	\$ 800.00
4391	Equipment Rent		Wrecker service for City vehicles/equipment - increased. Cars increased from \$40 to \$200 and Heavy Equipment increased from \$140 to \$450 per tow.	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 4,188.06	\$ 4,200.00	\$ 4,200.00
4521	Auto Liability		Provided by Finance	\$ 1,869.80	\$ 1,870.00	\$ 1,870.00
4541	Employee Personal Liability		Provided by Finance	\$ 43.06	\$ 44.00	\$ 44.00
4912	Fees & Dues	Y	Funds for membership dues for the A.P.W.A. Fleet Maintenance Division and the American Welders Society.	\$ 350.00	\$ 350.00	\$ 350.00
2501A	Fleet Charges Internal Use Only!		Operation of 3 vehicles and equipment			\$ 2,500.00
2502A	Vehicle Fuel-Internal Charges		Fuel for 3 vehicles & equipment - adjusted for fuel cost			\$ 2,500.00
3250A	Postage-Internal Charges only!					\$ 10.00
<b>Total Operating Expenditures</b>				<b>\$ 1,513,760.92</b>	<b>\$ 1,704,574.00</b>	<b>\$ 1,443,124.00</b>
5644	Power Lifts				\$ 58,500.00	\$ -
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ 58,500.00</b>	<b>\$ -</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Garage Budget</b>				<b>\$ 2,251,709.13</b>	<b>\$ 2,504,226.19</b>	<b>\$ 2,177,820.19</b>

CAPITAL OUTLAY																	
Fiscal Year FY21-22																	
Fund: 11-General Fund Dept. Head-Rick Fletcher																	
Dept #: Public Works - 1114																	
Division: Garage - 1114																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information				Maintenance Cost History		Replacement Asset Information					
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?	
1	5644		Power Lifts														
2	5644		In-Ground Automotive Lifts														
3																	
4																	
5																	
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -					\$ 58,500.00	\$ -	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1114  
 Division: Garage - 1114  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	On-Board Diagnostics Emissions w/ NC Inspections (11 classes)	\$ 715.00	\$ 715.00	\$ 715.00
2	Chemical Response Training (3 employees @ \$95/ea)	\$ 285.00	\$ 285.00	\$ 285.00
3	Prof. Develop training for new vehicles (10 emp. @ \$70/ea)	\$ 700.00	\$ 700.00	\$ 700.00
4	APWA Conference		\$ 300.00	\$ 300.00
5	Per CM 5/21/21 cut			\$ (500.00)
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 1,700.00</b>	<b>\$ 2,000.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1114  
 Division: Garage - 1114  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Funds for travel expenses for conferences and out-of town trainings	\$ 250.00	\$ 500.00	\$ 500.00
2	Per CM/ACM cut travel & training addtl 30% FY20			
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 250.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 1114  
 Division: Garage - 1114  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Funds for membership fees for APWA and Welders Society (Welders Society cost increased)	\$ 350.00	\$ 350.00	\$ 350.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>





**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 1115  
**Division:** Garage Service Credits - 1115

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4972	Garage Service Credits	Y	See detail schedule tab (Orgn 1114 \$2.495M)	\$ (820,383.00)	\$ (921,100.00)	\$ (780,075.00)
4972A	Garage Service Credits-Fuel	Y	See detail schedule tab (Orgn 1114-2592 \$520K, 2596 \$325K)	\$ (668,892.00)	\$ (825,700.00)	\$ (732,350.00)
	Total Operating Expenditures			\$ (1,489,275.00)	\$ (1,746,800.00)	\$ (1,512,425.00)
	<b>Total Public Works-Garage Service Credits Budg</b>			\$ (1,489,275.00)	\$ (1,746,800.00)	\$ (1,512,425.00)

SUPPORTING SCHEDULE			Fiscal Year FY21-22		
Fund: 11-General Fund			Dept. Head-Catherine Gwynn		
Dept #: Public Works - 1115					
Division: Garage Service Credits - 1115					
Account: 4972A Garage Service Credits-Fuel					
Line #		Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY20-21 Dept Request	FY20-21 Manager Recommend. 6/1/20
1		Internal Fuel Charges - Acct #2502A			
2	1011	1011-Mayor/Council	\$ -		
3	1012	1012-City Manager	\$ -		
4	1016	1016-HR	\$ (450.00)	\$ (600.00)	\$ (600.00)
5	1017	1017-Community Relations	\$ -		
6	1018	1018-Paramount	\$ -		
7	1020	1020-GEC	\$ -		
8	1024	1024-Inspections	\$ (3,500.00)	\$ (7,500.00)	\$ (3,500.00)
9	1025	1025-DGDC	\$ -		
10	1030	1030-Information Technology	\$ (750.00)	\$ (1,000.00)	\$ (1,000.00)
11	1111	1111-PW-Admin	\$ (200.00)	\$ (500.00)	\$ (250.00)
12	1114	1114-PW-Garage	\$ (1,850.00)	\$ (2,500.00)	\$ (2,500.00)
13	1133	1133-PW-Bldg Maintanance	\$ (12,000.00)	\$ (15,000.00)	\$ (20,000.00)
14	1142	1142-PW-Cemetery	\$ (3,025.00)	\$ (5,000.00)	\$ (4,000.00)
15	2111	2111-Finance	\$ -		
16	3151	3151-Planning	\$ (4,680.00)	\$ (7,200.00)	\$ (5,200.00)
17	4134	4134-PW-Streets	\$ (15,000.00)	\$ (20,000.00)	\$ (20,000.00)
18	4143	4143-PW-Solid Waste	\$ (120,000.00)	\$ (165,000.00)	\$ (150,000.00)
19	4172	4172-Engineering	\$ (5,550.00)	\$ (7,000.00)	\$ (7,000.00)
20	5120	5120-Fire	\$ (38,237.00)	\$ (50,400.00)	\$ (37,500.00)
21	6121	6121-Police	\$ (140,000.00)	\$ (190,000.00)	\$ (140,000.00)
22	7460	7460-Parks & Rec	\$ (13,000.00)	\$ (13,000.00)	\$ (10,000.00)
23	7461	7461-Golf	\$ (1,150.00)	\$ (2,500.00)	\$ (2,300.00)
24	4137	4137-Stormwater	\$ (26,000.00)	\$ (35,000.00)	\$ (35,000.00)
25	4174	4174-Billing & Meters Services	\$ (6,500.00)	\$ (8,000.00)	\$ (8,000.00)
26	4175	4175-PW-Maintenance	\$ (40,000.00)	\$ (60,000.00)	\$ (50,000.00)
27	4176	4176-PU-Water	\$ (3,000.00)	\$ (3,000.00)	\$ (3,000.00)
28	4177	4177-PU-Waste	\$ (19,000.00)	\$ (19,000.00)	\$ (19,000.00)
29	4179	4179-PU-Compost	\$ (12,500.00)	\$ (10,000.00)	\$ (10,000.00)
30	9077	9077-T & T			
31		GWTA	\$ (185,000.00)	\$ (186,000.00)	\$ (186,000.00)
32		GHA	\$ (17,500.00)	\$ (17,500.00)	\$ (17,500.00)
33		Gas 2592			
34		Diesel 2596			
		<b>Total - 4972A Garage Service Credits-Fuel</b>	<b>\$ (668,892.00)</b>	<b>\$ (825,700.00)</b>	<b>\$ (732,350.00)</b>

SUPPORTING SCHEDULE				Fiscal Year FY21-22	
Fund: 11-General Fund				Dept. Head-Catherine Gwynn	
Dept #: Public Works - 1115					
Division: Garage Service Credits - 1115					
Account: 4972 Garage Service Credits					
Line #		Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY20-21 Dept Request	FY20-21 Manager Recommend. 6/1/20
1		Internal Fleet Charges - Acct #2501A			
2	1011	1011-Mayor/Council	\$ -		
3	1012	1012-City Manager	\$ -		\$ -
4	1016	1016-HR	\$ (1,500.00)	\$ (1,800.00)	\$ (1,000.00)
5	1017	1017-Community Relations	\$ -		\$ -
6	1018	1018-Paramount	\$ -		\$ -
7	1020	1020-GEC	\$ -		\$ -
8	1024	1024-Inspections	\$ (2,000.00)	\$ (3,750.00)	\$ (2,000.00)
9	1025	1025-DGDC	\$ -		\$ -
10	1030	1030-Information Technology	\$ (900.00)	\$ (1,500.00)	\$ (900.00)
11	1111	1111-PW-Admin	\$ (100.00)	\$ (500.00)	\$ (500.00)
12	1114	1114-PW-Garage	\$ (3,440.00)	\$ (3,500.00)	\$ (2,500.00)
13	1133	1133-PW-Bldg Maintanance	\$ (20,000.00)	\$ (20,000.00)	\$ (15,000.00)
14	1142	1142-PW-Cemetery	\$ (11,100.00)	\$ (15,000.00)	\$ (11,000.00)
15	2111	2111-Finance	\$ -	\$ -	\$ -
16	3151	3151-Planning	\$ (3,218.00)	\$ (4,050.00)	\$ (1,550.00)
17	4134	4134-PW-Streets	\$ (25,000.00)	\$ (30,000.00)	\$ (25,000.00)
18	4143	4143-PW-Solid Waste	\$ (320,000.00)	\$ (345,000.00)	\$ (320,000.00)
19	4172	4172-Engineering	\$ (10,000.00)	\$ (6,000.00)	\$ (6,000.00)
20	5120	5120-Fire	\$ (56,625.00)	\$ (89,500.00)	\$ (56,625.00)
21	6121	6121-Police	\$ (172,000.00)	\$ (200,000.00)	\$ (150,000.00)
22	7460	7460-Parks & Rec	\$ (13,000.00)	\$ (12,000.00)	\$ (10,000.00)
23	7461	7461-Golf	\$ (3,500.00)	\$ (4,000.00)	\$ (3,500.00)
24	4137	4137-Stormwater	\$ (54,000.00)	\$ (55,000.00)	\$ (55,000.00)
25	4174	4174-Billing & Meters Services	\$ (3,000.00)	\$ (3,500.00)	\$ (3,500.00)
26	4175	4175-PW-Maintenance	\$ (60,000.00)	\$ (70,000.00)	\$ (60,000.00)
27	4176	4176-PU-Water	\$ (4,000.00)	\$ (4,000.00)	\$ (4,000.00)
28	4177	4177-PU-Waste	\$ (12,000.00)	\$ (12,000.00)	\$ (12,000.00)
29	4179	4179-PU-Compost	\$ (45,000.00)	\$ (40,000.00)	\$ (40,000.00)
30	9077	9077-T & T			
31					
32					
<b>Total - 4972 Garage Service Credits</b>			<b>\$ (820,383.00)</b>	<b>\$ (921,100.00)</b>	<b>\$ (780,075.00)</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: STREET MAINTENANCE

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions-Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Street Maintenance Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Continue to improve and streamline the efficiency of operations
- Increase efforts to repair/replace hazardous sidewalk sections
- Improve focus on repair/maintenance of City streets and sidewalks
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas
- Expand CityWorks capabilities to track all requirements

#### SIGNIFICANT BUDGET ISSUES:

- Maintenance and/or replacement costs associated with aging equipment fleet
- Increasing costs of raw material needed for infrastructure repairs (concrete, asphalt, stone, dirt, etc.)



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head** Rick Fletcher  
**Dept #:** 4134 Public Works      ~ = Division by Zero  
**Division:** 4134 Streets      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 398,220.12	\$ 437,800.80	\$ 437,800.80	\$ 437,404.16	\$ 438,476.59	0.15%	\$ 438,476.59	0.15%
1220 Salaries & Wages Overtime	\$ 3,521.57	\$ 6,000.00	\$ 6,000.00	\$ 2,335.00	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
1274 Call Duty Pay	\$ 3,267.86	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	0.00%	\$ 3,250.00	0.00%
1275 Salaries & Wages Bonus	\$ 3,920.32	\$ -	\$ -	\$ 2,158.46	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 2,671.51	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00	~	\$ 3,000.00	~
1280 Vacation Pay Out	\$ 5,638.87			\$ -	\$ -	*	\$ -	*
1810 Social Security	\$ 30,075.65	\$ 34,199.39	\$ 34,199.39	\$ 34,329.19	\$ 34,526.48	0.96%	\$ 34,480.58	0.82%
1821 NCLGERS-Retirement	\$ 37,739.43	\$ 45,643.89	\$ 45,643.89	\$ 45,817.13	\$ 51,045.04	11.83%	\$ 50,977.18	11.68%
1822 401-K Retirement	\$ 16,645.51	\$ 17,882.03	\$ 17,882.03	\$ 17,949.90	\$ 18,053.06	0.96%	\$ 18,029.06	0.82%
1830 Hospital Insurance	\$ 60,754.09	\$ 78,480.00	\$ 78,480.00	\$ 77,472.00	\$ 77,472.00	-1.28%	\$ 71,016.00	-9.51%
1835 Group Term Life Insurance Coverage	\$ 228.81	\$ 457.92	\$ 457.92	\$ 457.92	\$ 457.92	*	\$ 457.92	*
1850 Unemployment Compensation		\$ 209.00	\$ 209.00	\$ 100.00	\$ 138.00	*	\$ 138.00	*
1860 Worker's Compensation	\$ 7,105.40	\$ 5,582.00	\$ 5,582.00	\$ 138,977.00	\$ 6,993.00	25.28%	\$ 6,993.00	25.28%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 569,789.14</b>	<b>\$ 629,505.03</b>	<b>\$ 629,505.03</b>	<b>\$ 763,850.77</b>	<b>\$ 640,012.10</b>	<b>1.67%</b>	<b>\$ 632,818.34</b>	<b>0.53%</b>
1932 Medical Exams	\$ 581.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
2121 Uniforms	\$ 5,347.14	\$ 7,200.00	\$ 7,200.00	\$ 6,839.00	\$ 8,000.00	11.11%	\$ 7,000.00	-2.78%
2123 Protective Clothing	\$ 1,264.63	\$ 2,250.00	\$ 2,250.00	\$ 1,284.00	\$ 3,000.00	33.33%	\$ 1,750.00	-22.22%
2124 Shoes-Steel Toe	\$ 1,228.95	\$ 1,320.00	\$ 1,320.00	\$ 1,332.54	\$ 1,800.00	36.36%	\$ 1,800.00	36.36%
2323 Other Training	\$ 2,386.75	\$ 1,207.50	\$ 1,207.50	\$ 1,207.50	\$ 3,000.00	148.45%	\$ 2,200.00	82.19%
2501 Vehicle Operation/Maintenance	\$ 25,573.81	\$ 26,250.00	\$ 26,250.00	\$ 25,000.00	\$ 30,000.00	14.29%	\$ -	*
2502 Vehicle Fuel	\$ 15,178.36	\$ 17,250.00	\$ 17,250.00	\$ 15,000.00	\$ 20,000.00	15.94%	\$ -	*
2591 Fuel For Equipment	\$ 879.96	\$ 3,000.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00	-66.67%	\$ 500.00	*
2993 Operational Supplies	\$ 10,064.42	\$ 19,500.00	\$ 17,770.00	\$ 17,000.00	\$ 20,000.00	2.56%	\$ 17,000.00	-12.82%
2994 Tools	\$ 3,812.63	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	33.33%	\$ 3,000.00	0.00%
3121 Travel	\$ 680.65	\$ 700.00	\$ 700.00	\$ -	\$ 2,000.00	185.71%	\$ 500.00	*
3210 Telephone	\$ 2,760.98	\$ 2,340.00	\$ 2,340.00	\$ 1,512.00	\$ 2,340.00	0.00%	\$ 2,340.00	0.00%
3250 Postage	\$ 1.15	\$ 10.00	\$ 10.00	\$ 3.00	\$ 10.00	*	\$ -	*
3410 Printing	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	*	\$ 250.00	*
3522 Machine/Equipment Maintenance	\$ 2,728.56	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	100.00%	\$ 4,000.00	60.00%
3593 Asphalt Repairs	\$ 24,574.29	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	0.00%	\$ 25,000.00	-16.67%
3594 Concrete Repairs	\$ 21,260.06	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	50.00%	\$ 25,000.00	25.00%
3913 Landfill Charges	\$ 10,020.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	50.00%	\$ 10,000.00	0.00%
3950 Education Reimbursement	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 2,500.00	100.00%	\$ -	*
4511 Multi-Peril Insurance	\$ 507.00	\$ 558.00	\$ 558.00	\$ 1,700.00	\$ 1,146.00	105.38%	\$ 1,146.00	105.38%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Rick Fletcher					
Dept #:		4134 Public Works		~ = Division by Zero					
Division:		4134 Streets		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
4521 Auto Liability	\$ 2,398.61	\$ 2,519.00	\$ 2,519.00	\$ 2,715.00	\$ 2,695.00	6.99%	\$ 2,695.00	6.99%	
4541 Employee Personal Liability	\$ 91.00	\$ 91.00	\$ 91.00	\$ 80.00	\$ 82.00	*	\$ 82.00	*	
4912 Fees & Dues	\$ 100.00	\$ 300.00	\$ 300.00	\$ 500.00	\$ 300.00	*	\$ 300.00	*	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 25,000.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 20,000.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 10.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 131,439.95</b>	<b>\$ 151,795.50</b>	<b>\$ 150,065.50</b>	<b>\$ 150,473.04</b>	<b>\$ 182,423.00</b>	<b>20.18%</b>	<b>\$ 149,873.00</b>	<b>-1.27%</b>	
5150 Excavator		\$ 60,200.00	\$ 60,200.00	\$ 60,200.00	\$ -	*	\$ -	*	
5410 Backhoe	\$ 113,988.00			\$ -	\$ -	*	\$ -	*	
5420 Tandem Dump Truck		\$ 49,200.00	\$ 50,930.00	\$ 26,000.00	\$ 150,000.00	204.88%	\$ 150,000.00	204.88%	
5426 Pick-Up Truck W/Club Cab		\$ 51,800.00	\$ 51,800.00	\$ -	\$ -	*	\$ -	*	
5453 Pothole Patcher	\$ 187,390.74			\$ -	\$ -	*	\$ -	*	
5527 Miscellaneous Equipment	\$ 4,109.16			\$ -	\$ -	*	\$ -	*	
5672 Utility Trailer		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.00%	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ 305,487.90</b>	<b>\$ 167,200.00</b>	<b>\$ 168,930.00</b>	<b>\$ 92,200.00</b>	<b>\$ 156,000.00</b>	<b>-6.70%</b>	<b>\$ 150,000.00</b>	<b>-10.29%</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Public Works-Streets Budget</b>	<b>\$ 1,006,716.99</b>	<b>\$ 948,500.53</b>	<b>\$ 948,500.53</b>	<b>\$ 1,006,523.81</b>	<b>\$ 978,435.10</b>	<b>3.16%</b>	<b>\$ 932,691.34</b>	<b>-1.67%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 4134  
**Division:** Streets - 4134

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		10 employees, 1 supervisor and 1 superintendent (1/2 pay)	\$ 437,404.16	\$ 438,476.59	\$ 438,476.59
1220	Salaries & Wages Overtime		Funds used for overtime hours when crews are called in during after hours emergency situations - no events occurred this past year, so costs were low.	\$ 2,335.00	\$ 6,000.00	\$ 6,000.00
1274	Call Duty Pay		To fund employees for call duty operations. \$125.00/wk x 26wks = \$3,250.	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00
1275	Salaries & Wages Bonus			\$ 2,158.46		\$ -
1278	Wellness Earnings		\$300 each for 12 FTEs	\$ 3,600.00	\$ 3,600.00	\$ 3,000.00
1280	Vacation Pay Out					
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 34,329.19	\$ 34,526.48	\$ 34,480.58
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 45,817.13	\$ 51,045.04	\$ 50,977.18
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 17,949.90	\$ 18,053.06	\$ 18,029.06
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 77,472.00	\$ 77,472.00	\$ 71,016.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 457.92	\$ 457.92	\$ 457.92
1850	Unemployment Compensation		Provided by Finance	\$ 100.00	\$ 138.00	\$ 138.00
1860	Worker's Compensation		Provided by Finance	\$ 138,977.00	\$ 6,993.00	\$ 6,993.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 763,850.77</b>	<b>\$ 640,012.10</b>	<b>\$ 632,818.34</b>
1932	Medical Exams			\$ 300.00	\$ 300.00	\$ 300.00
2121	Uniforms		Funds used to provide Hi-visibility level 3 reflective uniforms via contract for 10 employees, plus allowance for 1 supervisor and 1 superintendent.	\$ 6,839.00	\$ 8,000.00	\$ 7,000.00
2123	Protective Clothing		Used to purchase PPE items such as rubber boots, gloves, respirators, goggles and Safety winter jackets.	\$ 1,284.00	\$ 3,000.00	\$ 1,750.00
2124	Shoes-Steel Toe		To purchase required steel-toe boots. Allowance increased from \$96 to \$150. per employee.	\$ 1,332.54	\$ 1,800.00	\$ 1,800.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Funds for registration fees for various certification and training opportunities thru NC LTAP.	<b>\$ 1,207.50</b>	<b>\$ 3,000.00</b>	<b>\$ 2,200.00</b>
2501	Vehicle Operation/Maintenance			\$ 25,000.00	\$ 30,000.00	\$ -
2502	Vehicle Fuel			\$ 15,000.00	\$ 20,000.00	\$ -
2591	Fuel For Equipment			\$ 500.00	\$ 1,000.00	\$ 500.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 4134  
**Division:** Streets - 4134

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Funds to purchase materials and supplies necessary for street maintenance operations -- e.g. backfill dirt, traffic cones, lumber, cement, etc.	\$ 17,000.00	\$ 20,000.00	\$ 17,000.00
2994	Tools		Funds to purchase asphalt and concrete specific repair tools such as towels, floats, asphalt rakes, vibratory tamps, etc.	\$ 3,000.00	\$ 4,000.00	\$ 3,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 500.00</b>
3210	Telephone			\$ 1,512.00	\$ 2,340.00	\$ 2,340.00
3250	Postage			\$ 3.00	\$ 10.00	\$ -
3410	Printing			\$ -	\$ 250.00	\$ 250.00
3522	Machine/Equipment Maintenance		Funds to replace wearable items - e.g. snow plow blades and shoes, teeth for the skid steer, etc. One set of teeth costs \$2,500.	\$ 2,500.00	\$ 5,000.00	\$ 4,000.00
3593	Asphalt Repairs			\$ 30,000.00	\$ 30,000.00	\$ 25,000.00
3594	Concrete Repairs			\$ 30,000.00	\$ 30,000.00	\$ 25,000.00
3913	Landfill Charges		Funds used to dispose of collected construction debris at Wayne county landfill.	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00
3950	Education Reimbursement		No specific employee identified at this time	\$ -	\$ 2,500.00	\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,700.00	\$ 1,146.00	\$ 1,146.00
4521	Auto Liability		Provided by Finance	\$ 2,715.00	\$ 2,695.00	\$ 2,695.00
4541	Employee Personal Liability		Provided by Finance	\$ 80.00	\$ 82.00	\$ 82.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>		<b>\$ 500.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
2501A	Fleet Charges Internal Use Only!		Funds for the operation and maintenance of vehicles assigned to this division such as backhoes, dump truck etc.			\$ 25,000.00
2502A	Vehicle Fuel-Internal Charges		Funds used to purchase fuel for vehicles and equipment. Increased due to upsurge in fuel prices.			\$ 20,000.00
3250A	Postage-Internal Charges only!					\$ 10.00
<b>Total Operating Expenditures</b>				<b>\$ 150,473.04</b>	<b>\$ 182,423.00</b>	<b>\$ 149,873.00</b>
5150	Excavator			\$ 60,200.00	\$ -	\$ -
5410	Backhoe				\$ -	\$ -
5420	Tandem Dump Truck		Replace 15yr old 10 ton dump truck w/over 134,000 miles	\$ 26,000.00	\$ 150,000.00	\$ 150,000.00
5426	Pick-Up Truck W/Club Cab				\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4134		
Division:	Streets - 4134		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
5453	Pothole Patcher				\$ -	\$ -
5527	Miscellaneous Equipment				\$ -	\$ -
5672	Utility Trailer		Replace 21 yr old dilapidated enclosed trailer, no longer road worthy.	\$ 6,000.00	\$ 6,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 92,200.00</b>	<b>\$ 156,000.00</b>	<b>\$ 150,000.00</b>
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -
	<b>Total Public Works-Streets Budget</b>			<b>\$ 1,006,523.81</b>	<b>\$ 978,435.10</b>	<b>\$ 932,691.34</b>

Fiscal Year  
**CAPITAL OUTLAY** FY21-22  
 Fund: 11-General Fund Dept. Head-Rick Fletcher  
 Dept #: Public Works - 4134  
 Division: Streets - 4134

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information			Department Request	Manager Recommend. 6/01/21	New Debt?	
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description				Justification for Replacement
1	5420	D-1022	2006 International	\$ 48,019.00	134,996	\$ 14,000.00	\$ 24,071.45	\$ 2,042.74	\$ 1,206.64	N	1	10 Ton Dump	Funds to replace 2006 international 10 ton dump truck. Current truck has over 136,996 miles and we have spent \$115,307 in repairs. Additionally the sidewalls are not reinforced and have become weakened by the stress of hauling heavy rock and concrete debris.	\$ 150,000.00	\$ 150,000.00	
2	5672	E-822	2000 Enclosed utility trailer							N	2	18ft Utility trailer	Funds will be used to replace old an dilapidated 21 year old enclosed trailer currently in use. The old trailer in it's current state is no longer	\$ 6,000.00	\$ -	
3																
4																
5																
6																
7																
8																
9																
10																
<b>Total Capital Outlay Request</b>				\$ 48,019.00		\$ 14,000.00	\$ 24,071.45	\$ 2,042.74	\$ 1,206.64					\$ 156,000.00	\$ 150,000.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4134  
 Division: Streets - 4134  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Designing Pedestrian facilities for accessibility 4@ 150 ea		\$ 600.00	\$ 600.00
2	Backhoe operations and safety training 3 @ \$200 ea		\$ 600.00	\$ 600.00
3	Chemical Spill response OSHA Level II training x 3 employees		\$ 300.00	\$ 300.00
4	Maintenance and repair of Utility cuts 4@ \$100		\$ 400.00	\$ 400.00
5	APWA Annual Streets Conference fees (3 employees)		\$ 600.00	\$ 600.00
6	APWA Miscellances Courses (NC STATE LTAP)		\$ 500.00	\$ 500.00
7		\$ 1,207.50		
8	Per CM 5/21/21 cut			\$ (800.00)
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 1,207.50</b>	<b>\$ 3,000.00</b>	<b>\$ 2,200.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4134  
 Division: Streets - 4134  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Used to furnish meals/rental car/lodging for conferences and out-of town trainings	\$ -	\$ 2,000.00	\$ 2,000.00
2	Per CM 5/21/21 cut			\$ (1,500.00)
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	\$ -	\$ 2,000.00	\$ 500.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4134  
 Division: Streets - 4134  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Waste Water Collection annual renewal fee 2@ \$100 ea	\$ 100.00	\$ 200.00	\$ 200.00
2	Pesticides License renewal 1@ \$100		\$ 100.00	\$ 100.00
3	NC Industrial Commission	\$ 400.00		
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 500.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: PW-SOLID WASTE

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions: Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Solid Waste Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Train all Senior Heavy Equipment Operators on the SJAFB commercial routes
- Continue to train personnel on Fully-Automated vehicles
- Extend useful life of equipment and vehicles through regular preventative maintenance
- Maximize revenue generated from recycling and commercial business accounts
- Train personnel in their respective job functions to ensure compliance with state and federal requirements in regulated areas
- Codify our handicap pickup accounts
- Continue to market and promote our residential and commercial dumpster service
- Explore options to relocate and rebuild the City's Transfer Station

#### SIGNIFICANT BUDGET ISSUES:

- Funds to upgrade/repair the City's aging transfer station
- Costs associated with replacing an aging Solid Waste fleet—Automated Fleet is seven years old w/useful life of ten years
- Funds to purchase commercial dumpsters—allowing for expansion of our commercial business
- Increased landfill and recycle costs associated with increased refuse collections and recycling costs

**EXPENDITURE SHEET Fiscal Year FY21-22**

Fund: 11-General Fund

Dept. Head Rick Fletcher

Dept #: 4143 Public Works

~ = Division by Zero

Division: 4143 Solid Waste

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 1,246,791.48	\$ 1,286,610.79	\$ 1,286,610.79	\$ 1,159,400.78	\$ 1,291,564.53	0.39%	\$ 1,291,564.53	0.39%
1220 Salaries & Wages Overtime	\$ 11,089.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
1224 Cell Phone Stipend	\$ 1,782.71	\$ 2,160.00	\$ 2,160.00	\$ 1,500.00	\$ 1,500.00	-30.56%	\$ 1,500.00	-30.56%
1260 Salaries & Wages Part-Time	\$ 26,352.10	\$ 55,000.00	\$ 55,000.00	\$ 45,308.00	\$ 55,000.00	0.00%	\$ 55,000.00	0.00%
1272 Holiday Pay	\$ 36,555.17	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00	0.00%	\$ 36,500.00	0.00%
1275 Salaries & Wages Bonus	\$ 12,959.06	\$ -	\$ -	\$ 5,345.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 8,343.42	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00	~	\$ 8,600.00	~
1280 Vacation Pay Out	\$ 8,662.50	\$ 4,200.00	\$ 4,200.00	\$ 15,000.00	\$ 4,800.00	14.29%	\$ -	*
1810 Social Security	\$ 99,591.44	\$ 106,677.02	\$ 106,677.02	\$ 98,046.51	\$ 107,709.29	0.97%	\$ 107,342.09	0.62%
1821 NCLGERS-Retirement	\$ 120,004.95	\$ 142,375.47	\$ 142,375.47	\$ 130,856.85	\$ 159,240.79	11.85%	\$ 158,697.91	11.46%
1822 401-K Retirement	\$ 52,981.95	\$ 55,778.83	\$ 55,778.83	\$ 51,266.15	\$ 56,318.58	0.97%	\$ 56,126.58	0.62%
1830 Hospital Insurance	\$ 196,505.22	\$ 215,820.00	\$ 215,820.00	\$ 215,000.00	\$ 225,960.00	4.70%	\$ 206,592.00	-4.28%
1835 Group Term Life Insurance Coverage	\$ 803.57	\$ 1,335.60	\$ 1,335.60	\$ 1,335.60	\$ 1,335.60	0.00%	\$ 1,335.60	0.00%
1850 Unemployment Compensation	\$ 1,877.46	\$ 3,000.00	\$ 3,000.00	\$ 423.00	\$ 423.00	*	\$ 423.00	*
1860 Worker's Compensation	\$ 52,966.52	\$ 10,267.00	\$ 10,267.00	\$ 100,000.00	\$ 12,861.00	25.27%	\$ 12,861.00	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,877,266.55</b>	<b>\$ 1,929,724.71</b>	<b>\$ 1,929,724.71</b>	<b>\$ 1,878,581.90</b>	<b>\$ 1,971,812.79</b>	<b>2.18%</b>	<b>\$ 1,946,542.71</b>	<b>0.87%</b>
1932 Medical Exams	\$ 579.00	\$ 400.00	\$ 400.00	\$ 700.00	\$ 500.00	*	\$ 500.00	*
2121 Uniforms	\$ 16,133.78	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	0.00%	\$ 18,000.00	0.00%
2123 Protective Clothing	\$ 2,983.19	\$ 5,500.00	\$ 5,500.00	\$ 5,000.00	\$ 5,500.00	0.00%	\$ 4,600.00	-16.36%
2124 Shoes-Steel Toe	\$ 3,589.43	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 6,000.00	33.33%	\$ 4,500.00	0.00%
2323 Other Training	\$ 2,185.28	\$ 2,047.50	\$ 2,047.50	\$ 1,590.00	\$ 2,775.00	35.53%	\$ 2,275.00	11.11%
2501 Vehicle Operation/Maintenance	\$ 351,487.27	\$ 345,000.00	\$ 345,000.00	\$ 320,000.00	\$ 345,000.00	0.00%	\$ -	*
2502 Vehicle Fuel	\$ 130,723.82	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 165,000.00	37.50%	\$ -	*
2511 Oil & Lubricants	\$ 30.18	\$ 1,250.00	\$ 1,250.00	\$ 1,200.00	\$ 1,200.00	-4.00%	\$ 700.00	-44.00%
2993 Operational Supplies	\$ 16,085.69	\$ 11,250.00	\$ 11,250.00	\$ 12,000.00	\$ 12,000.00	6.67%	\$ 12,000.00	6.67%
2994 Tools	\$ 2,095.75	\$ 1,500.00	\$ 1,500.00	\$ 1,700.00	\$ 2,500.00	66.67%	\$ 2,100.00	40.00%
3121 Travel	\$ 1,035.99	\$ 2,100.00	\$ 2,100.00	\$ 100.00	\$ 2,100.00	0.00%	\$ 1,100.00	-47.62%
3210 Telephone	\$ 9,180.59	\$ 11,000.00	\$ 11,000.00	\$ 8,000.00	\$ 8,000.00	-27.27%	\$ 8,000.00	-27.27%
3250 Postage	\$ 3.80	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	*	\$ -	*
3310 Electricity	\$ 3,952.23	\$ 3,375.00	\$ 3,375.00	\$ 3,500.00	\$ 3,600.00	6.67%	\$ 3,600.00	6.67%
3410 Printing	\$ 750.14	\$ 3,750.00	\$ 3,750.00	\$ 2,500.00	\$ 2,500.00	-33.33%	\$ 1,500.00	-60.00%
3510 Repairs (Insurance Claims)	\$ 3,360.05	\$ -	\$ -	\$ 19,655.00	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 8,644.37	\$ 41,250.00	\$ 41,250.00	\$ 45,650.00	\$ 85,000.00	106.06%	\$ 55,000.00	33.33%
3604 Trash Container Purchases	\$ 16,165.00	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00	\$ 35,000.00	0.00%	\$ 30,000.00	-14.29%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund		Dept. Head Rick Fletcher							
Dept #: 4143 Public Works		~ = Division by Zero							
Division: 4143 Solid Waste		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3607 Dumpsters	\$ 79,750.00	\$ 80,000.00	\$ 80,000.00	\$ 23,885.00	\$ 80,000.00	0.00%	\$ 45,000.00	-43.75%	
3913 Landfill Charges	\$ 414,245.12	\$ 450,000.00	\$ 450,000.00	\$ 425,000.00	\$ 450,000.00	0.00%	\$ 445,000.00	-1.11%	
3914 Contract Services	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%	\$ 3,500.00	0.00%	
3916 Recycling Fees	\$ 107,660.24	\$ 130,000.00	\$ 130,000.00	\$ 100,000.00	\$ 100,000.00	-23.08%	\$ 95,000.00	-26.92%	
3950 Education Reimbursement	\$ 723.09	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 2,500.00	25.00%	\$ 1,750.00	-12.50%	
4511 Multi-Peril Insurance	\$ 2,907.00	\$ 2,964.00	\$ 2,964.00	\$ 6,123.08	\$ 6,307.00	112.79%	\$ 6,307.00	112.79%	
4521 Auto Liability	\$ 32,578.00	\$ 34,207.00	\$ 34,207.00	\$ 35,533.44	\$ 36,599.00	6.99%	\$ 36,599.00	6.99%	
4541 Employee Personal Liability	\$ 514.00	\$ 514.00	\$ 514.00	\$ 452.00	\$ 465.00	*	\$ 465.00	*	
4912 Fees & Dues	\$ 1,680.00	\$ 2,000.00	\$ 2,000.00	\$ 1,582.13	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 320,000.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 150,000.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 20.00	*	
<b>Total Operating Expenditures</b>	<b>\$ 1,212,293.01</b>	<b>\$ 1,311,127.50</b>	<b>\$ 1,311,127.50</b>	<b>\$ 1,191,690.65</b>	<b>\$ 1,376,066.00</b>	<b>4.95%</b>	<b>\$ 1,249,516.00</b>	<b>-4.70%</b>	
5402 Garbage Packer	\$ 316,607.92	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	0.00%	\$ 200,000.00	0.00%	
5421 Truck Tractor	\$ 144,833.83			\$ -	\$ -	*	\$ -	*	
5434 Leaf Trailers				\$ -	\$ 20,000.00	~	\$ -	*	
5440 Leaf Vacuum Loader		\$ 135,000.00	\$ 135,000.00	\$ 135,000.00	\$ -	*	\$ -	*	
5446 Refuse Transfer Trailer				\$ -	\$ 300,000.00	~	\$ 300,000.00	~	
5457 1/2 Ton Pick-Up W/Lift Gate				\$ -	\$ 50,000.00	~	\$ -	*	
5527 Miscellaneous Equipment		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	*	\$ -	*	
				\$ -	\$ -	*	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ 461,441.75</b>	<b>\$ 360,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ 570,000.00</b>	<b>58.33%</b>	<b>\$ 500,000.00</b>	<b>38.89%</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Public Works-Solid Waste Budget</b>	<b>\$ 3,551,001.31</b>	<b>\$ 3,600,852.21</b>	<b>\$ 3,600,852.21</b>	<b>\$ 3,430,272.55</b>	<b>\$ 3,917,878.79</b>	<b>8.80%</b>	<b>\$ 3,696,058.71</b>	<b>2.64%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 4143  
**Division:** Solid Waste - 4143

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Funds for 34 FTEs	\$ 1,159,400.78	\$ 1,291,564.53	\$ 1,291,564.53
1220	Salaries & Wages Overtime			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
1224	Cell Phone Stipend		Stipend for 2 employees at \$720 each	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
1260	Salaries & Wages Part-Time		Funds to cover 6 PTEs during fall and winter leaf season collection.	\$ 45,308.00	\$ 55,000.00	\$ 55,000.00
1272	Holiday Pay		Funds to cover solid waste operations required on designated City holidays	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00
1275	Salaries & Wages Bonus			\$ 5,345.00	\$ -	\$ -
1278	Wellness Earnings		34 employees at \$300 each -- \$10,200	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
1280	Vacation Pay Out		Projected retirement vacation payout	\$ 15,000.00	\$ 4,800.00	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 98,046.51	\$ 107,709.29	\$ 107,342.09
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 130,856.85	\$ 159,240.79	\$ 158,697.91
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 51,266.15	\$ 56,318.58	\$ 56,126.58
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 215,000.00	\$ 225,960.00	\$ 206,592.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 1,335.60	\$ 1,335.60	\$ 1,335.60
1850	Unemployment Compensation		Provided by Finance	\$ 423.00	\$ 423.00	\$ 423.00
1860	Worker's Compensation		Provided by Finance	\$ 100,000.00	\$ 12,861.00	\$ 12,861.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,878,581.90</b>	<b>\$ 1,971,812.79</b>	<b>\$ 1,946,542.71</b>
1932	Medical Exams			\$ 700.00	\$ 500.00	\$ 500.00
2121	Uniforms		Funds to cover uniform rental for 30 FTEs and uniform allowances for 3 supervisors, 1 superintendent and 1 admin	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
2123	Protective Clothing		PPE and safety jackets for 33 employees	\$ 5,000.00	\$ 5,500.00	\$ 4,600.00
2124	Shoes-Steel Toe		Steel toed shoes for 33 FTEs (\$150 each) and 6 temp employees (\$50 each) - laborers authorized second pair due to type of work. (\$6,150)	\$ 4,500.00	\$ 6,000.00	\$ 4,500.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Funds to provide training for employees i.e. transfer station certification, admin trainings, SWANA conference, APWA, etc.	<b>\$ 1,590.00</b>	<b>\$ 2,775.00</b>	<b>\$ 2,275.00</b>
2501	Vehicle Operation/Maintenance			\$ 320,000.00	\$ 345,000.00	
2502	Vehicle Fuel			\$ 120,000.00	\$ 165,000.00	
2511	Oil & Lubricants			\$ 1,200.00	\$ 1,200.00	\$ 700.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Public Works - 4143  
**Division:** Solid Waste - 4143

**Dept. Head-Rick Fletcher**

Blue Font - Detail Schedule Requested

Green Cell - Department Input

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Funds to purchase degreaser, daily cleaner/sanitizer for refuse equipment, oil dry, etc.	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
2994	Tools		Funds to purchase rakes, shovels, pitch forks, spades, etc. for refuse, recycle and leaf/limb crews	\$ 1,700.00	\$ 2,500.00	\$ 2,100.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	Funds to attend training for employees i.e. transfer station certification, admin trainings, SWANA conference, APWA, etc.	<b>\$ 100.00</b>	<b>\$ 2,100.00</b>	<b>\$ 1,100.00</b>
3210	Telephone			\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
3250	Postage			\$ 20.00	\$ 20.00	
3310	Electricity		Funds to cover electricity for transfer station operations	\$ 3,500.00	\$ 3,600.00	\$ 3,600.00
3410	Printing		Funds to purchase calendars, brochures, non-compliance tags to assist in re-education of residents	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00
3510	Repairs (Insurance Claims)			\$ 19,655.00	\$ -	\$ -
3522	Machine/Equipment Maintenance		Funds to maintain large leaf vacuums and other equipment. Increase for \$60K + in work needed to refurbish/repair hopper 2 @ transfer station	\$ 45,650.00	\$ 85,000.00	\$ 55,000.00
3604	Trash Container Purchases		Funds to purchase 90 gallon rollout containers - upgrade to larger containers and/or replace broken containers	\$ 30,000.00	\$ 35,000.00	\$ 30,000.00
3607	Dumpsters		Funds to replace dumpsters that are beyond repair and/or serviceable lifespan - several on SJAFB need to be replaced as well.	\$ 23,885.00	\$ 80,000.00	\$ 45,000.00
3913	Landfill Charges		Funds to cover tipping fees for refuse collection of residential, commercial and SJAFB. Tonnage and costs are increasing as new commercial and residential customers are gained.	\$ 425,000.00	\$ 450,000.00	\$ 445,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	Funds to cover Wooten Garbage fees for Ridgewood Dr customers	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>
3916	Recycling Fees		Funds to cover Material Recycling Facility (MRF) charges to take our collected recycled goods. Costs have fluctuated between \$80 and \$100 per ton. The City collects between 1,200 and 1,500 tons on average annually.	\$ 100,000.00	\$ 100,000.00	\$ 95,000.00
3950	Education Reimbursement		1 FTE--Tara	\$ 1,500.00	\$ 2,500.00	\$ 1,750.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 6,123.08	\$ 6,307.00	\$ 6,307.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund **Dept. Head-Rick Fletcher** **Green Cell - Department Input**  
**Dept #:** Public Works - 4143  
**Division:** Solid Waste - 4143

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4521	Auto Liability		Provided by Finance	\$ 35,533.44	\$ 36,599.00	\$ 36,599.00
4541	Employee Personal Liability		Provided by Finance	\$ 452.00	\$ 465.00	\$ 465.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Funds to cover annual transfer station permit fees	<b>\$ 1,582.13</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
2501A	Fleet Charges Internal Use Only!		Funds to maintain the largest and oldest equipment fleet in the City.			\$ 320,000.00
2502A	Vehicle Fuel-Internal Charges		Fuel for Citywide Solid Waste collection - increase in line with current fuel usage and projected fuel cost increase			\$ 150,000.00
3250A	Postage-Internal Charges only!					\$ 20.00
<b>Total Operating Expenditures</b>				<b>\$ 1,191,690.65</b>	<b>\$ 1,376,066.00</b>	<b>\$ 1,249,516.00</b>
5402	Garbage Packer		Replacing 1996 rear loader	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
5421	Truck Tractor				\$ -	\$ -
5434	Leaf Trailers		Replacing 25 year old leaf trailer		\$ 20,000.00	\$ -
5440	Leaf Vacuum Loader			\$ 135,000.00	\$ -	\$ -
5446	Refuse Transfer Trailer		Funds to replace 3 transfer trailers (25-35 years old) @ \$100K each		\$ 300,000.00	\$ 300,000.00
5457	1/2 Ton Pick-Up W/Lift Gate		Replacing 1997 pickup with lift gate		\$ 50,000.00	\$ -
5527	Miscellaneous Equipment			\$ 25,000.00	\$ -	\$ -
0	0				\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 360,000.00</b>	<b>\$ 570,000.00</b>	<b>\$ 500,000.00</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Solid Waste Budget</b>				<b>\$ 3,430,272.55</b>	<b>\$ 3,917,878.79</b>	<b>\$ 3,696,058.71</b>

CAPITAL OUTLAY Fiscal Year FY21-22															
Fund: 11-General Fund Dept. Head-Rick Fletcher															
Dept #: Public Works - 4143															
Division: Solid Waste - 4143															
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	
						Estim. Auction Proceeds?	FY18-19	FY19-20			FY20-21	Replacement Item Description			Justification for Replacement
1	5446	E433	1997 Accurate Transfer Trailer			\$ 1,000.00	\$ 634.43	\$ 147.10	\$ -	N	1	Transfer Trailer	Current transfer trailer is 20+ years old with excessive amount of corrosion.	\$ 100,000.00	\$ 100,000.00
2	5446	E653	1994 Accurate Transfer Trailer			\$ 1,000.00	\$ 1,094.58	\$ 1,664.15	\$ 1,324.28	N	2	Transfer Trailer	Current transfer trailer is 25+ years old with excessive amount of corrosion.	\$ 100,000.00	\$ 100,000.00
3	5446	E717	1997 Accurate Transfer Trailer			\$ 1,000.00	\$ 1,176.76	\$ 542.33	\$ 261.85	N	3	Transfer Trailer	Current transfer trailer is 20+ years old with excessive amount of corrosion.	\$ 100,000.00	\$ 100,000.00
4	5402	G689	1996 Ford Rear Loader		124,942	\$ 500.00	\$ 14,920.31	\$ 9,354.66	\$ 4,941.05	N	4	Rear Loader	Current rear loader is 20+ year old used for refuse/recycle daily collection routes.	\$ 200,000.00	\$ 200,000.00
5	5457	P715	1997 Ford F150 w/ lift gate		146,406	\$ 1,500.00	\$ 4,816.61	\$ 4,774.89	\$ 3,076.71	N	5	Pickup Truck w/lift gate	Current pick up is a 20+ year old surplus truck that is utilized daily for refuse and recycle can deliveries or service calls.	\$ 50,000.00	\$ -
6	5434	E594	1992 Peerless Leaf Trailer			\$ 750.00	\$ 961.03	\$ 1,139.51	\$ 602.02	N	6	Leaf Trailer	Current trailer is 25+ years old used daily for leaf collection	\$ 20,000.00	\$ -
7															
<b>Total Capital Outlay Request</b>				\$ -		\$ 5,750.00	\$ 23,603.72	\$ 17,622.64	\$ 10,205.91					\$ 570,000.00	\$ 500,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4143  
 Division: Solid Waste - 4143  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NC-SWANA Transfer Station Cert (6 employees @ 175/ea)	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
2	APWA Solid Waste Conference (2 employees @ \$225/ea)		\$ 450.00	\$ 450.00
3	NC-SWANA Conference (2 employees @\$225/ea)		\$ 450.00	\$ 450.00
4	Chemical Spill Response Training (5 employees @ \$95/ea)	\$ 190.00	\$ 475.00	\$ 475.00
5	National Seminars Training for Administrative Assistants	\$ 350.00	\$ 350.00	\$ 350.00
6	Per CM cut 5/21/21			\$ (500.00)
7				
8				
9				
10				
<b>Total - 2323 Other Training</b>		<b>\$ 1,590.00</b>	<b>\$ 2,775.00</b>	<b>\$ 2,275.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4143  
 Division: Solid Waste - 4143  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	SWANA Certification classes, annual conferences and other training out-of-town	\$ 100.00	\$ 2,100.00	\$ 2,100.00
2	Per CM cut 5/21/21			\$ (1,000.00)
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 100.00</b>	<b>\$ 2,100.00</b>	<b>\$ 1,100.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Public Works - 4143  
 Division: Solid Waste - 4143  
 Account: 3914 Contract Services

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Wooten Garbage - Ridgewood Drive residences	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3914 Contract Services</b>		<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #: Public Works - 4143</b>	
<b>Division: Solid Waste - 4143</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Transfer Station Annual Permit Fee	\$ 1,582.13	\$ 2,000.00	\$ 2,000.00
2	NC Industrial Commision			
3	Water Pollution Control			
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,582.13</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: FINANCE DEPARTMENT

#### DEPARTMENT OVERVIEW:

The Finance Department establishes and maintains an accounting and reporting system in accordance with NC General Statutes, federal laws and regulations, and generally accepted accounting principles governed by the Governmental Accounting Standards Board (GASB). The Finance Department is composed of three sections: Accounting, Billing, and Revenue Collections. The Accounting Division encompasses cash, debt management, maintaining accounting and financial records, payroll and benefits management, purchasing and procurement, inventory, fixed assets, grant projects, accounts receivable and account collections, procurement card management, accounts payable, grant projects, surplus property management, insurance and claims management, conducting the annual audit and financial statement preparation, preparing the budget, and assessment of internal controls. The Billing and Revenue Collections Divisions is responsible for reading water meters, turning water meters on and off, billing over 15,000 customers per month for water, sewer, refuse and other miscellaneous services, receiving and posting of payments for utility bills and all other revenues.

#### GOALS/MAJOR OBJECTIVES:

- A. Timely delivery of annual financial statement audit
- B. Maintain or improve the City's highest bond rating possible.
- C. Create a sound set of historical financial records.
- D. Create a sound set of written policies, procedures and workflow.
- E. Continue to improve and modify the internal controls through written policy and communication with Department Heads and staff.
- F. Support all departments and provide internal services.

#### SIGNIFICANT BUDGET ISSUES:

- A. Staffing levels to ensure sufficient backup coverage for critical finance functions (payroll, accounts payable and receivable)
- B. Staffing levels to modernize and utilize the accounting system to ensure a stable and reliable finance system that can survive employee turnover without affecting the City's ability to timely meet all critical deadlines.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund

**Dept. Head** Catherine Gwynn

**Dept #:** 2111 Finance

~ = Division by Zero

**Division:** 2111 ~

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 630,456.89	\$ 723,671.52	\$ 723,671.52	\$ 730,685.88	\$ 749,903.48	3.62%	\$ 746,320.58	3.13%
1220 Salaries & Wages Overtime	\$ 42.43			\$ -	\$ -	*	\$ -	*
1224 Cell Phone Stipend	\$ 1,024.53	\$ 720.00	\$ 720.00	\$ 969.15	\$ 1,439.88	99.98%	\$ 1,439.88	99.98%
1260 Salaries & Wages Part-Time	\$ 27,414.09	\$ 24,000.00	\$ 24,000.00	\$ 7,400.00	\$ 30,000.00	25.00%	\$ 20,000.00	-16.67%
1262 Salaries & Wages Perm. Part-Time				\$ 49,463.63	\$ 116,097.28	~	\$ 116,097.28	~
1275 Salaries & Wages Bonus	\$ 5,667.61	\$ -	\$ -	\$ 2,672.35	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 3,473.54	\$ -	\$ -	\$ 4,165.94	\$ 4,200.56	~	\$ 4,200.56	~
1810 Social Security	\$ 49,118.21	\$ 57,251.95	\$ 57,251.95	\$ 60,844.81	\$ 68,975.55	20.48%	\$ 67,936.46	18.66%
1821 NCLGERS-Retirement	\$ 57,958.34	\$ 76,411.16	\$ 76,411.16	\$ 81,205.94	\$ 101,975.62	33.46%	\$ 98,177.39	28.49%
1822 401-K Retirement	\$ 25,573.77	\$ 29,935.66	\$ 29,935.66	\$ 31,814.28	\$ 36,065.65	20.48%	\$ 34,722.33	15.99%
1825 LGERS-CBBC Liab-Cont Base Benef Cap	\$ 95,938.59			\$ -	\$ -	*	\$ -	*
1830 Hospital Insurance	\$ 76,542.57	\$ 91,560.00	\$ 91,560.00	\$ 83,365.06	\$ 96,840.00	5.77%	\$ 90,384.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 355.67	\$ 648.72	\$ 648.72	\$ 572.40	\$ 572.40	-11.76%	\$ 572.40	-11.76%
1850 Unemployment Compensation		\$ 312.00	\$ 312.00	\$ 131.43	\$ 312.00	*	\$ 312.00	*
1860 Worker's Compensation	\$ 3,424.14	\$ 3,269.00	\$ 3,269.00	\$ 3,975.78	\$ 3,975.00	21.60%	\$ 3,975.00	21.60%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 976,990.38</b>	<b>\$ 1,007,780.01</b>	<b>\$ 1,007,780.01</b>	<b>\$ 1,057,266.65</b>	<b>\$ 1,210,357.42</b>	<b>20.10%</b>	<b>\$ 1,184,137.89</b>	<b>17.50%</b>
1911 Audit	\$ 26,625.00	\$ 43,500.00	\$ 43,500.00	\$ 53,500.00	\$ 54,500.00	25.29%	\$ 54,500.00	25.29%
1915 Bank Fees	\$ 23,256.18	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 22,500.00	-10.00%
1932 Medical Exams	\$ -	\$ 300.00	\$ 300.00	\$ 139.00	\$ 300.00	*	\$ 150.00	*
1991 Consultant Fees	\$ 46,613.98	\$ 73,000.00	\$ 73,000.00	\$ 69,387.00	\$ 58,000.00	-20.55%	\$ 58,000.00	-20.55%
2203 Employee Appreciation	\$ 253.48	\$ 256.00	\$ 256.00	\$ 256.00	\$ 336.00	*	\$ 336.00	*
2323 Other Training	\$ 500.00	\$ 900.00	\$ 900.00	\$ 1,170.00	\$ 7,445.00	727.22%	\$ 1,850.00	105.56%
2601 Office Supplies	\$ 9,959.46	\$ 6,725.00	\$ 6,725.00	\$ 6,725.00	\$ 6,500.00	-3.35%	\$ 6,500.00	-3.35%
2603 Postage Machine Supplies		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
2912 Data Processing Forms	\$ 1,416.89	\$ 2,000.00	\$ 2,000.00	\$ 2,331.58	\$ 2,500.00	25.00%	\$ 2,500.00	25.00%
2993 Operational Supplies	\$ 4,987.13	\$ 2,325.00	\$ 2,956.00	\$ 3,800.00	\$ 3,800.00	63.44%	\$ 3,800.00	63.44%
3121 Travel	\$ 4,014.50	\$ 2,165.00	\$ 2,165.00	\$ -	\$ 13,150.00	507.39%	\$ 2,150.00	-0.69%
3250 Postage	\$ 4,263.71	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ -	*
3410 Printing	\$ -	\$ 750.00	\$ 750.00	\$ 250.00	\$ 500.00	*	\$ 500.00	*
3421 Copy Machine Cost	\$ 1,100.43	\$ 2,839.00	\$ 2,839.00	\$ 6,500.00	\$ 7,000.00	146.57%	\$ 6,500.00	128.95%
3511 Building Maintenance	\$ 162.00			\$ -	\$ -	*	\$ -	*
3521 Office Machine Maintenance	\$ 3,578.05	\$ 2,500.00	\$ 2,500.00	\$ 800.00	\$ 1,500.00	-40.00%	\$ 1,500.00	-40.00%
3522 Machine/Equipment Maintenance	\$ 480.00	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	0.00%	\$ 500.00	*
3812 Cash Over/Short	\$ (51.83)	\$ -	\$ -	\$ 100.00	\$ 100.00	*	\$ 100.00	*



**JUSTIFICATION SHEET** Fiscal Year FY21-22  
Fund: 11-General Fund  
Dept #: Finance - 2111  
Division: ~ - 2111

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		15 FTE Positions	\$ 730,685.88	\$ 749,903.48	\$ 746,320.58
1220	Salaries & Wages Overtime					\$ -
1224	Cell Phone Stipend		Finance Director & Deputy Finance Director \$27.69 each for 26 pay periods	\$ 969.15	\$ 1,439.88	\$ 1,439.88
1260	Salaries & Wages Part-Time		Peak-time Cashiers	\$ 7,400.00	\$ 30,000.00	\$ 20,000.00
1262	Salaries & Wages Perm. Part-Time		Accounts Payable, Payroll, Accounts Receivable Technicians and Office Assistant	\$ 49,463.63	\$ 116,097.28	\$ 116,097.28
1275	Salaries & Wages Bonus			\$ 2,672.35		\$ -
1278	Wellness Earnings		Wellness Benefits	\$ 4,165.94	\$ 4,200.56	\$ 4,200.56
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 60,844.81	\$ 68,975.55	\$ 67,936.46
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 81,205.94	\$ 101,975.62	\$ 98,177.39
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 31,814.28	\$ 36,065.65	\$ 34,722.33
1825	LGERS-CBBC Liab-Cont Base Benef Cap			\$ -	\$ -	\$ -
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 83,365.06	\$ 96,840.00	\$ 90,384.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 572.40	\$ 572.40	\$ 572.40
1850	Unemployment Compensation		Provided by Finance	\$ 131.43	\$ 312.00	\$ 312.00
1860	Worker's Compensation		Provided by Finance	\$ 3,975.78	\$ 3,975.00	\$ 3,975.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 1,057,266.65</b>	<b>\$ 1,210,357.42</b>	<b>\$ 1,184,137.89</b>
1911	Audit		Dixon Hughes Goodman, LLC 1/2(2111) & 1/2(4174)	\$ 53,500.00	\$ 54,500.00	\$ 54,500.00
1915	Bank Fees		Monthly Bank Account Analysis Charge 1/2(2111) & 1/2(4174)	\$ 25,000.00	\$ 25,000.00	\$ 22,500.00
1932	Medical Exams		New hire physical & drug testing	\$ 139.00	\$ 300.00	\$ 150.00
1991	<b>Consultant Fees</b>	<b>Y</b>	SEE SCHEDULE	<b>\$ 69,387.00</b>	<b>\$ 58,000.00</b>	<b>\$ 58,000.00</b>
2203	Employee Appreciation		15 FT Employees @ \$16.00 ea/6 PT Employees @ 16.00 ea	\$ 256.00	\$ 336.00	\$ 336.00
2323	<b>Other Training</b>	<b>Y</b>		<b>\$ 1,170.00</b>	<b>\$ 7,445.00</b>	<b>\$ 1,850.00</b>
2601	Office Supplies		General and miscellaneous supplies (computer cartridges, receipt paper, scanners, calculators, bankers boxes, calculator paper, pens, staples, staplers, file folders, etc.); Tabs, dividers, covers for CAFR and Budget Books.	\$ 6,725.00	\$ 6,500.00	\$ 6,500.00
2603	Postage Machine Supplies		Postage Machine Supplies - Machine rental ; ink; label supplies; postage fees; PO Box Caller Fees	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Finance - 2111  
**Division:** ~ - 2111

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2912	Data Processing Forms		Check stock, Payroll Direct Deposit Stock \$1,800, W2 forms \$200, 1095's, 1099's forms (Softdocs), deposit slips for Revenue Collections.	\$ 2,331.58	\$ 2,500.00	\$ 2,500.00
2993	Operational Supplies		Lexis Nexis Accurint 12 \$150/month; QS1 Receipt Paper (IT/Amazon) \$600; Chairs (4)Lee, Marquita, Andrea, Chestine-\$150.00 each, Notary Exam(2) and Notary Stamps (2)Nona and Chestine	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
3121	<b>Travel</b>	<b>Y</b>	SEE SCHEDULE	\$ -	\$ <b>13,150.00</b>	\$ <b>2,150.00</b>
3250	Postage		Weekly check runs, certified, debt set-offs, tax info	\$ 5,000.00	\$ 5,000.00	\$ -
3410	Printing		City window & letterhead envelopes, business cards, address labels	\$ 250.00	\$ 500.00	\$ 500.00
3421	Copy Machine Cost		Monthly copy machine lease costs on C558 and C368. J&M Leasing average \$1755.60 and CopyPro average \$2379.48	\$ 6,500.00	\$ 7,000.00	\$ 6,500.00
3511	Building Maintenance					\$ -
3521	Office Machine Maintenance		Costs/maintenance for copy machines(2)Finance (1) Revenue (1) Billing, Maintenance agreement on folder/sealer equipment in Computer Room	\$ 800.00	\$ 1,500.00	\$ 1,500.00
3522	Machine/Equipment Maintenance		Miscellaneous repairs of Office Equipment	\$ -	\$ 750.00	\$ 500.00
3812	Cash Over/Short			\$ 100.00	\$ 100.00	\$ 100.00
3911	Public Notices		RFP on Insurance Brokerage Services/Publications	\$ 230.40	\$ 500.00	\$ 50.00
3914	<b>Contract Services</b>	<b>Y</b>	SEE SCHEDULE	\$ <b>79,529.34</b>	\$ <b>40,000.00</b>	\$ <b>20,000.00</b>
3950	Education Reimbursement			\$ -	\$ -	\$ -
3999	Tax Listing		Wayne Co Commission Fees for Property Tax Collection	\$ 270,000.00	\$ 270,000.00	\$ 270,000.00
4221	Software License Fees		CFS Tax \$505, ProWare Fixed Asset Keeper \$500, ProWare Quick Trial Balance \$250; TCS Online Time Clock \$480, Lobby Central \$840, TTC \$480, CPA Trial Balance Financial Software \$845, 1095 Service \$9000, Debt Book \$6000, Vendor Registry \$5000, QB online for Assessments \$600	\$ 2,000.00	\$ 24,500.00	\$ 24,500.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 354.00	\$ 400.00	\$ 400.00
4531	Security Bonds		Provided by Finance	\$ 206.00	\$ 300.00	\$ 300.00
4541	Employee Personal Liability		Provided by Finance	\$ 51.00	\$ 60.00	\$ 60.00
4911	Subscriptions	<b>Y</b>	SEE SCHEDULE	\$ <b>245.00</b>	\$ <b>1,145.00</b>	\$ <b>1,145.00</b>
4912	Fees & Dues		SEE SCHEDULE	\$ <b>2,659.00</b>	\$ <b>4,320.00</b>	\$ <b>3,530.00</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Finance - 2111  
**Division:** ~ - 2111

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
9511	Stockroom-Office Supplies		Letter, Legal and 11 X 17 paper for City departments, annual calendars	\$ 8,500.00	\$ 8,000.00	\$ 8,000.00
9561	Office Supplies		City envelopes, copy paper for the department	\$ 500.00	\$ 450.00	\$ 450.00
3250A	Postage-Internal Charges only!		Weekly check runs, certified, debt set-offs, tax info	\$ -	\$ -	\$ 4,500.00
3999A	Tax Listing Fees - NCVTS		NCVTS Admin/CC Collection Fees	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
3999B	Tax Foreclosure Costs					
<b>Total Operating Expenditures</b>				<b>\$ 634,233.32</b>	<b>\$ 631,056.00</b>	<b>\$ 589,321.00</b>
					\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7160	Lease Purchase Payment		Provided by Finance			
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Finance-~ Budget</b>				<b>\$ 1,691,499.97</b>	<b>\$ 1,841,413.42</b>	<b>\$ 1,773,458.89</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #:</b>	<b>Finance - 2111</b>	
<b>Division:</b>	<b>~ - 2111</b>	
<b>Account:</b>	<b>1991 Consultant Fees</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	RiskVersity-Risk Management - Monthly services \$375 per month	\$ 4,500.00	\$ 6,000.00	\$ 6,000.00
2	RiskVersity-Risk Management - Manage RFQ for Insurance Brokerage Services Monthly services \$1450 per month-Begin 10/2020	\$ 13,050.00	\$ -	\$ -
3	Cavanaugh Macdonald -GASB 73 LEO Separation Allowance Study	\$ 750.00	\$ 1,000.00	\$ 1,000.00
4	Davenport & Company - Financial Advisors	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
5	Implementation of GASB 87 for Leases	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
6	Cavanuagh MacDonald - GASB Statement 75 OPEB Study	\$ 6,587.00	\$ 6,500.00	\$ 6,500.00
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ 69,387.00</b>	<b>\$ 58,000.00</b>	<b>\$ 58,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Finance - 2111  
Division: ~ - 2111  
Account: 2323 Other Training

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Finance Officer's Summer Conference (CFG & ALT & KM) @ \$300 ea	\$ -	\$ 900.00	\$ 600.00
2	Finance Officer's Spring Conference (CFG & ALT & KM) @ \$250 ea	\$ 150.00	\$ 750.00	\$ 500.00
3	Krystal Fuller - Intro to Local Government Finance-\$700.00 and Utilities Billing and Collections Administration \$195.00(SOG Classes)	\$ -	\$ 895.00	\$ -
4	Banner Training Courses (CFG & ALT) \$3000.00 total	\$ -	\$ 3,000.00	\$ -
5	Purchasing Conference-CAGP (Nona)	\$ 20.00	\$ 300.00	\$ 150.00
6	Onslow County Purchasing Training (Nona)	\$ -	\$ 100.00	\$ 100.00
7	GASB 87 Leases Training	\$ 200.00	\$ 500.00	\$ 500.00
8	Other training	\$ 800.00	\$ 1,000.00	\$ 800.00
9	Cut Per CM 5/21/21			\$ (800.00)
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 1,170.00</b>	<b>\$ 7,445.00</b>	<b>\$ 1,850.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Finance - 2111  
Division: ~ - 2111  
Account: 3121 Travel

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Summer Finance Officers Conference (CFG,ALT & KM)-includes hotel, mileage reimbursement, meals	\$ -	\$ 4,000.00	\$ 1,000.00
2	Spring Finance Officers Conference (CFG,ALT & KM)-includes hotel, mileage reimbursement, meals	\$ -	\$ 3,000.00	\$ 500.00
3	Purchasing Conference (Nona)-hotel, mileage, meals	\$ -	\$ 300.00	\$ 300.00
4	Onslow County Purchasing Training (Nona)-mileage, meals	\$ -	\$ 100.00	\$ 100.00
5	Debt Set-Off Training (Nona & Chestine)-mileage, meals	\$ -	\$ 100.00	\$ 100.00
6	Banner Trainings (CFG & ALT)	\$ -	\$ 4,000.00	\$ -
7	SOG -Classes(Kelley)	\$ -	\$ 1,500.00	\$ -
8	CAGP-Eastern Regional Training	\$ -	\$ 100.00	\$ 100.00
9	Interfaith Breakfast	\$ -	\$ 50.00	\$ 50.00
10				
	<b>Total - 3121 Travel</b>	<b>\$ -</b>	<b>\$ 13,150.00</b>	<b>\$ 2,150.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Finance - 2111  
 Division: ~ - 2111  
 Account: 3914 Contract Services

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Robert Half International (contract accountant to help FY19 Audit)	\$ 79,529.34	\$ -	\$ -
2	Contract Professional Assistance FY20 Audit	\$ -	\$ 40,000.00	\$ 20,000.00
3		\$ -		
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3914 Contract Services</b>		<b>\$ 79,529.34</b>	<b>\$ 40,000.00</b>	<b>\$ 20,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Finance - 2111  
 Division: ~ - 2111  
 Account: 4911 Subscriptions

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Goldsboro News Argus subscription-Nona (legal ads for purchasing and surplus; obituaries)/News Services for NC	\$ 245.00	\$ 245.00	\$ 245.00
2	GAAP Guide Service		\$ 200.00	\$ 200.00
3	Budgeting & Auditing Guides		\$ 600.00	\$ 600.00
4	Miscellaneous		\$ 100.00	\$ 100.00
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 245.00</b>	<b>\$ 1,145.00</b>	<b>\$ 1,145.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Finance - 2111  
Division: ~ - 2111  
Account: 4912 Fees & Dues

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NCGFOA Membership Dues - CFG, Dre & Kelley @ \$50 each	\$ 100.00	\$ 150.00	\$ 150.00
2	ACFE Dues CFG	\$ 205.00	\$ 525.00	\$ 205.00
3	DOT.gov Domain Renewal	\$ 400.00	\$ 400.00	\$ 400.00
4	AICPA Membership Dues 12-Month Renewal(Regular) CFG	\$ 510.00	\$ 600.00	\$ 510.00
5	CITP Credentials-12-Month Renewal CFG	\$ 380.00	\$ 380.00	\$ -
6	Notary Fee Reappointment Dues (Nona and Chestine)	\$ -	\$ 100.00	\$ 100.00
7	CAGP Membership Dues (Nona)	\$ 50.00	\$ 75.00	\$ 75.00
8	GFOA Certification-Annual CAFR	\$ -	\$ 515.00	\$ 515.00
9	GFOA Certification-Budget	\$ -	\$ 515.00	\$ 515.00
10	NC State Board of CPA Examiners CFG License	\$ 60.00	\$ 60.00	\$ 60.00
11	GFOA Renewal Fees-City of Goldsboro	\$ 305.00	\$ 350.00	\$ 350.00
12	NCACPA CPE/Dues	\$ 649.00	\$ 650.00	\$ 650.00
13				
14				
15				
16				
17	NC Government Finance Officers Association (NCGFOA)			
18	Government Finance Officers Association (GFOA)			
19	Association of Certified Fraud Examiners (ACFE)			
20	American Institute of Certified Public Accountants (AICPA)			
21	Certified Information Technology Professional AICPA (CITP)			
22	Carolinas Association of Governmental Purchasing (CAGP)			
23	NC Association of Certified Public Accountants (NCACPA)			
24				
25				
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 2,659.00</b>	<b>\$ 4,320.00</b>	<b>\$ 3,530.00</b>



**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **11-General Fund**  
**Dept #:**                **1019**    **Finance**  
**Division:**            **1019**    **Postage Service Credits**  
**Dept. Head**    **Catherine Gwynn**  
~ = Division by Zero  
\* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4974	Postage Credits	\$ (15,354.68)	\$ (30,000.00)	\$ (30,000.00)	\$ (29,334.00)	\$ (35,972.00)	*	\$ (32,542.00)	*
	<b>Total Operating Expenditures</b>	<b>\$ (15,354.68)</b>	<b>\$ (32,140.00)</b>	<b>\$ (32,140.00)</b>	<b>\$ (29,334.00)</b>	<b>\$ (35,972.00)</b>	<b>*</b>	<b>\$ (32,542.00)</b>	<b>*</b>
	<b>Total Finance-Postage Service Credits Budget</b>	<b>\$ (15,354.68)</b>	<b>\$ (32,140.00)</b>	<b>\$ (32,140.00)</b>	<b>\$ (29,334.00)</b>	<b>\$ (35,972.00)</b>	<b>*</b>	<b>\$ (32,542.00)</b>	<b>*</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Finance - 1019  
**Division:** Postage Service Credits - 1019

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4974	Postage Credits		See Schedule	\$ (29,334.00)	\$ (35,972.00)	\$ (32,542.00)
	Total Operating Expenditures			\$ (29,334.00)	\$ (35,972.00)	\$ (32,542.00)
	<b>Total Finance-Postage Service Credits Budget</b>			\$ (29,334.00)	\$ (35,972.00)	\$ (32,542.00)

**SUPPORTING SCHEDULE**

**Fiscal Year FY20-21**

**Fund: 11-General Fund**  
**Dept #: Finance - 1019**  
**Division: Postage Service Credits - 1019**  
**Account: 4974 Postage Credits**

**Dept. Head-Catherine Gwynn**

Line #		Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY20-21 Dept Request	FY20-21 Manager Recommend. 6/1/20
1		<b>Internal Postage Charges - Acct #3250A</b>			
2	1011	1011-Mayor/Council	\$ (100.00)	\$ (175.00)	\$ (175.00)
3	1012	1012-City Manager	\$ (175.00)	\$ (200.00)	\$ (200.00)
4	1016	1016-HR	\$ (300.00)	\$ (300.00)	\$ (300.00)
5	1017	1017-Community Relations	\$ (200.00)	\$ (300.00)	\$ (300.00)
6	1018	1018-Paramount	\$ -	\$ (150.00)	\$ (150.00)
7	1020	1020-GEC	\$ (10.00)	\$ (25.00)	\$ (20.00)
8	1024	1024-Inspections	\$ (2,500.00)	\$ (4,000.00)	\$ (3,000.00)
9	1025	1025-DGDC	\$ (350.00)	\$ (1,800.00)	\$ (800.00)
10	1030	1030-Information Technology	\$ (200.00)	\$ (200.00)	\$ (100.00)
11	1111	1111-PW-Admin	\$ -	\$ (50.00)	\$ (50.00)
12	1114	1114-PW-Garage	\$ (10.00)	\$ (10.00)	\$ (10.00)
13	1133	1133-PW-Bldg Maintanance	\$ -	\$ (10.00)	\$ (10.00)
14	1142	1142-PW-Cemetery	\$ (10.00)	\$ (10.00)	\$ (10.00)
15	2111	2111-Finance	\$ (5,000.00)	\$ (5,000.00)	\$ (4,500.00)
16	3151	3151-Planning	\$ (5,256.00)	\$ (7,212.00)	\$ (6,712.00)
17	4134	4134-PW-Streets	\$ (3.00)	\$ (10.00)	\$ (10.00)
18	4143	4143-PW-Solid Waste	\$ (20.00)	\$ (20.00)	\$ (20.00)
19	4172	4172-Engineering	\$ (100.00)	\$ (300.00)	\$ (300.00)
20	5120	5120-Fire	\$ (650.00)	\$ (650.00)	\$ (650.00)
21	6121	6121-Police	\$ (1,200.00)	\$ (1,200.00)	\$ (1,200.00)
22	7460	7460-Parks & Rec	\$ (350.00)	\$ (500.00)	\$ (350.00)
23	7461	7461-Golf	\$ (200.00)	\$ (250.00)	\$ (75.00)
24	4137	4137-Stormwater	\$ -	\$ -	\$ -
25	4174	4174-Billing & Meters Services	\$ -	\$ (200.00)	\$ (200.00)
26	4175	4175-PW-Maintenance	\$ (700.00)	\$ (700.00)	\$ (700.00)

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY20-21</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #:</b>	<b>Finance - 1019</b>	
<b>Division:</b>	<b>Postage Service Credits - 1019</b>	
<b>Account:</b>	<b>4974 Postage Credits</b>	

Line #	Account #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY20-21 Dept Request	FY20-21 Manager Recommend. 6/1/20
27	4176	4176-PU-Water	\$ (4,800.00)	\$ (4,800.00)	\$ (4,800.00)
28	4177	4177-PU-Waste	\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)
29	4179	4179-PU-Compost	\$ (3,600.00)	\$ (3,600.00)	\$ (3,600.00)
30	9077	9077-T & T	\$ (1,100.00)	\$ (1,800.00)	\$ (1,800.00)
<b>Total - 4974 Postage Credits</b>			<b>\$ (29,334.00)</b>	<b>\$ (35,972.00)</b>	<b>\$ (32,542.00)</b>

EXPENDITURE SHEET Fiscal Year FY21-22											
Fund: 11-General Fund		Dept. Head Catherine Gwynn									
Dept #: 2112 Finance		~ = Division by Zero									
Division: 2112 Office Supply Credits		* = Change < \$500									
Purple Cell-Finance Input											
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. SUB % Δ Incr/(Decr)	FY21-22 Adopted 06/XX/21	FY21-22 Adopted V. FY20-21 Δ Incr/(Decr)	
4973 Office Supply Credits	\$ (4,644.24)	\$ (7,357.00)	\$ (7,357.00)	\$ (5,367.00)	\$ (6,807.00)	*	\$ (7,257.00)	*	\$ -	*	
<b>Total Operating Expenditures</b>	<b>\$ (4,644.24)</b>	<b>\$ (7,357.00)</b>	<b>\$ (7,357.00)</b>	<b>\$ (5,367.00)</b>	<b>\$ (6,807.00)</b>	<b>*</b>	<b>\$ (7,257.00)</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Finance-Office Supply Credits Budget</b>	<b>\$ (4,644.24)</b>	<b>\$ (7,357.00)</b>	<b>\$ (7,357.00)</b>	<b>\$ (5,367.00)</b>	<b>\$ (6,807.00)</b>	<b>*</b>	<b>\$ (7,257.00)</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Finance - 2112  
**Division:** Office Supply Credits - 2112

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4973	Office Supply Credits	Y	See attached detail schedule.	\$ (5,367.00)	\$ (6,807.00)	\$ (7,257.00)
	Total Operating Expenditures			\$ (5,367.00)	\$ (6,807.00)	\$ (7,257.00)
	<b>Total Finance-Office Supply Credits Budget</b>			\$ (5,367.00)	\$ (6,807.00)	\$ (7,257.00)

SUPPORTING SCHEDULE		Fiscal Year FY20-21		
Fund: 11-General Fund		Dept. Head-Catherine Gwynn		
Dept #: Finance - 2112				
Division: ~ - 2111				
Account: 4973 Office Supply Credits				
Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	<b>Stockroom Office Supplies - Acct #9511 (Inventory) #9561 (Expenditure)</b>			
2	1011-Mayor/Council	\$ (100.00)	\$ (150.00)	\$ (150.00)
3	1012-City Manager	\$ (275.00)	\$ (275.00)	\$ (275.00)
4	1016-HR	\$ (250.00)	\$ (250.00)	\$ (250.00)
5	1017-Community Relations	\$ (215.00)	\$ (300.00)	\$ (300.00)
6	1018-Paramount	\$ (60.00)	\$ (100.00)	\$ (100.00)
7	1020-GEC	\$ -	\$ (32.00)	\$ (32.00)
8	1024-Inspections	\$ (260.00)	\$ (400.00)	\$ (400.00)
9	1025-DGDC	\$ (120.00)	\$ (300.00)	\$ (300.00)
10	1030-Information Technology	\$ -	\$ -	\$ -
11	1111-PW-Admin	\$ (200.00)	\$ (200.00)	\$ (200.00)
12	1114-PW-Garage	\$ -	\$ -	\$ -
13	1133-PW-Bldg Maintenance	\$ -	\$ -	\$ -
14	1142-PW-Cemetery	\$ -	\$ -	\$ -
15	2111-Finance	\$ -	\$ -	\$ (450.00)
16	3151-Planning	\$ (215.00)	\$ (600.00)	\$ (600.00)
17	4134-PW-Streets	\$ -	\$ -	\$ -
18	4143-PW-Solid Waste	\$ -	\$ -	\$ -
19	4172-Engineering	\$ (100.00)	\$ (300.00)	\$ (300.00)
20	5120-Fire	\$ (500.00)	\$ (500.00)	\$ (500.00)
21	6121-Police	\$ (500.00)	\$ (500.00)	\$ (500.00)
22	7460-Parks & Rec	\$ (1,200.00)	\$ (1,500.00)	\$ (1,500.00)
23	7461-Golf	\$ (172.00)	\$ (200.00)	\$ (200.00)
24	4137-Stormwater	\$ -	\$ -	\$ -
25	4174-Billing & Meters Services	\$ -	\$ -	\$ -
26	4175-PW-Maintenance	\$ -	\$ -	\$ -
27	4176-PU-Water	\$ (350.00)	\$ (350.00)	\$ (350.00)
28	4177-PU-Waste	\$ (700.00)	\$ (700.00)	\$ (700.00)
29	4179-PU-Compost	\$ (150.00)	\$ (150.00)	\$ (150.00)
30	9077-T & T	\$ -	\$ -	\$ -
	<b>Total - 4973 Office Supply Credits</b>	<b>\$ (5,367.00)</b>	<b>\$ (6,807.00)</b>	<b>\$ (7,257.00)</b>



**FISCAL YEAR 2021-2022 BUDGET**  
**DEPARTMENT/DIVISION: PLANNING DEPARTMENT**

**DEPARTMENT OVERVIEW:**

The Planning Department's mission is to provide guidance for the orderly growth and development of the City of Goldsboro and its one-mile extraterritorial jurisdiction, which includes the administration of the City's transportation planning and code enforcement processes. The Department is committed to providing exceptional customer service and supporting the City's Strategic Plan to improve the effectiveness, efficiency and accountability of our services.

**GOALS/MAJOR OBJECTIVES:**

- Maintain exceptional customer service in guiding the public through the numerous processes administered by the department including change of zones, conditional uses, street closings, annexations, variances, subdivisions, certificates of appropriateness, etc.
- Continue to support our citizens and other departments relative to GIS, mapping, land use, etc.
- Provide staff support to the Planning Commission, Board of Adjustment, Historic District Commission, Transportation Advisory Committee and Technical Coordinating Committee.
- Submit all legal documentation as it relates to the numerous processes administered by the department to include transportation-related tasks.
- Continue Code Enforcement activities to beautify and improve the appearance of the City through education and management.
- Manage and maintain the City's Unified Development Ordinance by providing City Council with all the necessary information which to make informed decisions affecting the community.
- Lead the effort to implement the City's Comprehensive Land Use Plan.
- Provide support to other City departments as requested.

**SIGNIFICANT BUDGET ISSUES:**

- Continue to maintain and improve software and hardware in order to accomplish major objectives including those outlined in the GIS Strategic Plan.
- Continued management of Code Enforcement and Minimum Housing (staff, operations, equipment and maintenance) within the department to be more proactive with the use of the Order to Repair Program and all code enforcement ordinances.
- Manage an increasing citizen response to tree service needs within the City's right-of-way due to aging tree stock.
- Completion of the mandatory compliance with North Carolina planning and land use statutes (Chapter 160D) of the City's Unified Development Ordinance (UDO) requiring amendment of existing and adoption of by July 1, 2021.
- Provide transportation planning for the Goldsboro Urban Area to ensure a continuing, cooperative, and comprehensive approach is being used to address both short and long-range transportation needs as require by FHWA (Federal Highway Administration) including ADA compliance.
- Mandatory compliance of the States Redistricting plan to make conforming changes per the N.C. General Statutes.





EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head Jennifer Collins					
Dept #:		3151 Planning		~ = Division by Zero					
Division:		3151 ~		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3950 Education Reimbursement	\$ 815.54	\$ 1,250.00	\$ 1,250.00	\$ 882.19	\$ 1,200.00	-4.00%	\$ 900.00	-28.00%	
3954 House Securement		\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 20,000.00	100.00%	\$ 5,000.00	-50.00%	
3991 Commission Expenses	\$ 645.00	\$ 1,760.00	\$ 1,760.00	\$ 720.00	\$ 3,200.00	81.82%	\$ 3,200.00	81.82%	
3993 Building Demolition		\$ 50,200.00	\$ 50,200.00	\$ 10,000.00	\$ 150,000.00	198.80%	\$ 40,000.00	-20.32%	
3994 Tree Service	\$ 66,900.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 75,000.00	66.67%	\$ 37,500.00	-16.67%	
3996 Clean and Cut Lots	\$ 20,082.02	\$ 40,000.00	\$ 40,000.00	\$ 42,300.00	\$ 65,000.00	62.50%	\$ 40,000.00	0.00%	
4511 Multi-Peril Insurance		\$ -	\$ -	\$ 324.00	\$ 334.00	*	\$ 334.00	*	
4521 Auto Liability	\$ 1,949.00	\$ 2,046.00	\$ 2,046.00	\$ 2,125.00	\$ 2,189.00	6.99%	\$ 2,189.00	6.99%	
4541 Employee Personal Liability	\$ 53.00	\$ 53.00	\$ 53.00	\$ 53.00	\$ 48.00	*	\$ 48.00	*	
4911 Subscriptions	\$ 162.01	\$ 180.00	\$ 180.00	\$ 170.00	\$ 180.00	*	\$ 180.00	*	
4912 Fees & Dues	\$ 1,061.00	\$ 4,805.00	\$ 4,805.00	\$ 1,610.00	\$ 6,065.00	26.22%	\$ 6,065.00	26.22%	
9561 Office Supplies	\$ 261.49	\$ 600.00	\$ 600.00	\$ 215.00	\$ 600.00	0.00%	\$ 600.00	0.00%	
9934 Transportation Planning Grant	\$ 217,626.82	\$ 258,622.00	\$ 350,095.19	\$ 124,971.19	\$ 289,372.00	11.89%	\$ 289,372.00	11.89%	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 1,550.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 5,200.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 6,712.00	~	
<b>Total Operating Expenditures</b>	<b>\$ 470,493.00</b>	<b>\$ 679,065.52</b>	<b>\$ 770,538.71</b>	<b>\$ 459,453.14</b>	<b>\$ 901,155.35</b>	<b>32.71%</b>	<b>\$ 667,375.35</b>	<b>-1.72%</b>	
5412 Compact Pick-Up Trucks				\$ -	\$ 25,000.00	~	\$ 25,000.00	~	
5743 NCDOT ROW Purchase \$500K		\$ 187,500.00	\$ 187,500.00	\$ 187,500.00	\$ 187,500.00	0.00%	\$ -	*	
5947 Sidewalks	\$ -	\$ 1,310.00	\$ 1,310.00	\$ 1,310.00	\$ 102,317.00	7710.46%	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 188,810.00</b>	<b>\$ 188,810.00</b>	<b>\$ 188,810.00</b>	<b>\$ 314,817.00</b>	<b>66.74%</b>	<b>\$ 25,000.00</b>	<b>-86.76%</b>	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Planning-~ Budget</b>	<b>\$ 967,063.04</b>	<b>\$ 1,518,973.05</b>	<b>\$ 1,610,446.24</b>	<b>\$ 1,213,949.85</b>	<b>\$ 1,847,832.19</b>	<b>21.65%</b>	<b>\$ 1,278,265.45</b>	<b>-15.85%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Planning - 3151  
**Division:** ~ - 3151

Dept. Head-Jennifer Collins

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		10 FTE; Vacant Code Enforcement Officer	\$ 457,461.92	\$ 512,843.01	\$ 474,084.75
1224	Cell Phone Stipend		4 employees (KT, SB, GL, Code Enforcement Officer)	\$ 1,440.00	\$ 2,880.00	\$ 2,880.00
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 1,644.52		\$ -
1278	Wellness Earnings		based on number of participants	\$ 1,545.36	\$ 3,000.00	\$ 2,400.00
1280	Vacation Pay Out		K Best vacation pay out was estimated in FY19-20 VPO for D. Creighton-65.55@23.31/hr	\$ 870.55	\$ 1,528.00	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 35,416.62	\$ 39,799.20	\$ 36,671.40
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 52,361.04	\$ 58,840.39	\$ 54,216.15
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 18,518.49	\$ 20,810.04	\$ 19,174.59
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 58,104.00	\$ 53,800.00	\$ 58,104.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 381.60	\$ 381.60	\$ 381.60
1850	Unemployment Compensation		Provided by Finance	\$ 215.00	\$ 168.00	\$ 168.00
1860	Worker's Compensation		Provided by Finance	\$ 4,270.00	\$ 4,352.00	\$ 4,352.00
1899	Less: Reimbursed by Grants			\$ (66,542.40)	\$ (66,542.40)	\$ (66,542.40)
<b>Total Salaries &amp; Benefits</b>				<b>\$ 565,686.71</b>	<b>\$ 631,859.84</b>	<b>\$ 585,890.10</b>
1932	Medical Exams		Estimated 6 random FY21-22	\$ 193.00	\$ 324.00	\$ 324.00
1991	Consultant Fees	Y	See Schedule 1991	\$ 69,745.39	\$ 81,400.00	\$ 67,400.00
2203	Employee Appreciation		10 employees	\$ 142.54	\$ 160.00	\$ 160.00
2323	Other Training	Y	See Schedule 2323	\$ -	\$ 1,500.00	\$ 1,200.00
2501	Vehicle Operation/Maintenance			\$ 3,218.00	\$ 4,050.00	\$ -
2502	Vehicle Fuel			\$ 4,680.00	\$ 7,200.00	\$ -
2601	Office Supplies		City of Goldsboro letterhead, envelopes and copy paper Order to Repair/Minimum Housing increase cost of mailing supplies Annual Litter Sweep materials	\$ 480.00	\$ 1,200.00	\$ 1,200.00
2603	Postage Machine Supplies		USPS Certified labels includes the following: Code Enforcement Notices Order to Repair/Minimum Housing increase cost of mailing supplies	\$ 33.00	\$ 75.00	\$ 75.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Planning - 3151  
**Division:** ~ - 3151

**Dept. Head-Jennifer Collins**

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2701	Advertising Legal Display Ads(1215)		Required Legal Advertisements - NCGS regulations  Includes Minimum Housing advertising	\$ 9,699.25	\$ 15,000.00	\$ 15,000.00
2993	Operational Supplies		Plotter Supplies+Maintenance 4 Office Chairs Desktop Scanner - (2) Administrative General office supplies (pens,ink,notebooks, etc.)	\$ 5,330.00	\$ 9,310.00	\$ 5,810.00
2996	Hanging Baskets		Not Planning - Please remove	-	-	-
3121	Travel	Y	See Schedule 3121	\$ 350.00	\$ 10,760.00	\$ 7,260.00
3210	Telephone		includes Code Enforcement IPADS	\$ 4,380.00	\$ 4,536.00	\$ 4,536.00
3250	Postage			\$ 5,256.36	\$ 7,212.00	-
3410	Printing		Nameplates>Commissions/bus cards/tickets/door hangers Printing of the Codified UDO NCGS Update 160D	\$ 507.22	\$ 2,400.00	\$ 1,000.00
3421	Copy Machine Cost		Annual Lease \$1841.52 Maintenance \$4200 Monthly charges for b/w \$0.065 and color copies \$0.031 varies each month due to number of copies made (Average 1818 b/w copies and 3361 color copies)	\$ 4,056.00	\$ 6,308.35	\$ 6,308.35
3513	Tree Replacement		Miscellaneous Beautifcation Projects Estimated 15 trees for various beautification projects(\$360/tree)	\$ 3,200.00	\$ 5,400.00	\$ 3,400.00
3532	Maintenance of Enhancement Areas		Welcome to Goldsboro Signs (2@ \$9,600/year) Special Events Maintenance Maintenance of Royall Ave/US70 W @ I-795 / Spence Ave / Main Gate SJAFB (\$75,600) Welcome to Goldsboro Sign land lease (\$480 annual) Duke Energy lighting at above locations (\$100/mo.)	\$ 70,560.00	\$ 86,880.00	\$ 70,600.00
3914	Contract Services	Y	See Schedule 3914	\$ 44,252.00	\$ 44,252.00	\$ 44,252.00
3950	Education Reimbursement		1 Employee (K Talton)	\$ 882.19	\$ 1,200.00	\$ 900.00
3954	House Securement		Proactive Minimum Housing house securement from vandalism/ trespassing Maintenance per UDO Order to Repair structures	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Planning - 3151  
**Division:** ~ - 3151

Dept. Head-Jennifer Collins

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3991	Commission Expenses		Request to increase Commission salary to \$25/per meeting Due to increased BOA meetings per UDO-160D requirements Abor Day Activities \$500	\$ 720.00	\$ 3,200.00	\$ 3,200.00
3993	Building Demolition		Request to proceed with demolition of structures not processed in FY2021 (See Demolition list from FY2020)	\$ 10,000.00	\$ 150,000.00	\$ 40,000.00
3994	Tree Service		Request to increase based on increased number of Citizen requests for tree removal and maintenance.  FY2021 funding unable to meet Citizens requests due to the costs associated with a Tree Service (44 Requests / 13 completed)	\$ 45,000.00	\$ 75,000.00	\$ 37,500.00
3996	Clean and Cut Lots		Request increase to due to increase in Litter pickup. Citizen Complaints for unsightly lots, grass cutting Grass cutting charges for Contractor (6 months season average \$32,500 + special cuts/cleaning)  Safety equipment and supplies. Purchase of trash bags, gloves, vests, etc. for Temporary workers.  Includes maintenance on Order to Repair lots	\$ 42,300.00	\$ 65,000.00	\$ 40,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 324.00	\$ 334.00	\$ 334.00
4521	Auto Liability		Provided by Finance	\$ 2,125.00	\$ 2,189.00	\$ 2,189.00
4541	Employee Personal Liability		Provided by Finance	\$ 53.00	\$ 48.00	\$ 48.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See Schedule 4911	<b>\$ 170.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See Schedule 4912	<b>\$ 1,610.00</b>	<b>\$ 6,065.00</b>	<b>\$ 6,065.00</b>
9561	Office Supplies		Increase in Code Enforcement generating more Certified Mailing pieces @ \$5.90 per certified + envelopes + regular mailings to Violators	\$ 215.00	\$ 600.00	\$ 600.00
9934	Transportation Planning Grant		80% Planning Director / 50% Asst. Planning Director	\$ 124,971.19	\$ 289,372.00	\$ 289,372.00
2501A	Fleet Charges Internal Use Only!		4 vehicles (P892; P1008; P1194; P1356) based on repairs 9x at \$450 during FY2020-2021			\$ 1,550.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Planning - 3151  
**Division:** ~ - 3151

Dept. Head-Jennifer Collins

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2502A	Vehicle Fuel-Internal Charges		4 vehicles (P892; P1008; P1194; P1356) average \$390/month for 4 vehicles			\$ 5,200.00
3250A	Postage-Internal Charges only!		Certified mailing @\$5.90/letter Estimated 1,000 + regular mailings			\$ 6,712.00
<b>Total Operating Expenditures</b>				<b>\$ 459,453.14</b>	<b>\$ 901,155.35</b>	<b>\$ 667,375.35</b>
5412	Compact Pick-Up Trucks		Replacement Truck for Code Enforcement 20 y.o. Truck	\$ -	\$ 25,000.00	\$ 25,000.00
5743	NCDOT ROW Purchase \$500K		U-5724 NCDOT Contract for FY20 and FY21 \$187,500 each year (Year 3 of 3)	\$ 187,500.00	\$ 187,500.00	\$ -
5947	Sidewalks		Betterment Agreement Wayne Memorial Dr. Betterment Agreement N. William St. Widening Betterment Agreement Central Heights Rd.	\$ 1,310.00	\$ 102,317.00	\$ -
<b>Total Capital Outlay</b>				<b>\$ 188,810.00</b>	<b>\$ 314,817.00</b>	<b>\$ 25,000.00</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Planning-~ Budget</b>			<b>Provided by Finance</b>	<b>\$ 1,213,949.85</b>	<b>\$ 1,847,832.19</b>	<b>\$ 1,278,265.45</b>

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund:		11-General Fund			Dept. Head-Jennifer Collins											
Dept #:		Planning - 3151														
Division:		~ - 3151														
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21			Replacement Item Description	Justification for Replacement			
1	5412	P892	2001 Ford Ranger (P892 truck)	\$ 11,618.00	148,762	\$ 3,000.00	\$ 1,259.00	\$ 921.00	\$ 1,167.62	N	1	F150 Truck -Code Enforcement	Age & mileage	\$ 25,000.00	\$ 25,000.00	
2	5743	N/A	NCDOT R/W Acquisition (3 of 3)	N/A	N/A	N/A					1	Project #U-5724	NCDOT Betterment Agreements	\$ 187,500.00	\$ -	
3	5947	N/A	U-5994 NCDOT Betterment Agreement	N/A	N/A	N/A					1	Project #U-5994	NCDOT Betterment Agreements	\$ 1,310.00	\$ -	
4	5947	N/A	U-5724 NCDOT Betterment Agreement	N/A	N/A	N/A					1	Project # U-5724	NCDOT Betterment Agreements	\$ 68,775.00	\$ -	
5	5947	N/A	U-2714 NCDOT Betterment Agreement	N/A	N/A	N/A					1	Project # U-2714	NCDOT Betterment Agreements	\$ 32,232.00	\$ -	
<b>Total Capital Outlay Request</b>				<b>\$ 11,618.00</b>		<b>\$ 3,000.00</b>	<b>\$ 1,259.00</b>	<b>\$ 921.00</b>	<b>\$ 1,167.62</b>					<b>\$ 314,817.00</b>	<b>\$ 25,000.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Planning - 3151  
Division: ~ - 3151  
Account: 1991 Consultant Fees

Dept. Head-Jennifer Collins

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	ADA Consultant - Milligan & Assoc.	\$ 11,260.00	\$ 10,000.00	\$ 10,000.00
2	Highland Mapping	\$ 4,835.39	\$ 10,000.00	\$ 10,000.00
3	Tritech Software System	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
4	AIS Imaging - Laserfiche conversions	\$ -	\$ 5,000.00	\$ 5,000.00
5	GIS 10 year Plan	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6	Energov - Annual Review/Configuratioin	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7	Stewart Consultant - UDO 160D update and consultations	\$ 32,250.00	\$ 10,000.00	\$ 10,000.00
8	Laserfiche - Scanning of Site Plans	\$ -	\$ 5,000.00	\$ 5,000.00
9	Redistricting Plan	\$ -	\$ 20,000.00	\$ 20,000.00
10				\$ (14,000.00)
<b>Total - 1991 Consultant Fees</b>		<b>\$ 69,745.39</b>	<b>\$ 81,400.00</b>	<b>\$ 67,400.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Planning - 3151  
 Division: ~ - 3151  
 Account: 2323 Other Training

Dept. Head-Jennifer Collins

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	ERSI/ Energov/Laserfiche	\$ -	\$ 1,500.00	\$ 1,500.00
2	Per CM 5/21/21 cut			\$ (300.00)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 2323 Other Training</b>		<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,200.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Jennifer Collins</b>
<b>Dept #:</b>	<b>Planning - 3151</b>	
<b>Division:</b>	<b>~ - 3151</b>	
<b>Account:</b>	<b>3121 Travel</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	ERSI Southeast User Group Conference (2) 3 nights	\$ -	\$ 1,500.00	\$ 1,500.00
2	Laserfiche User Group (1) 1 night	\$ -	\$ 50.00	\$ 50.00
3	NC ARC User Group Conference (2) 3 nights	\$ -	\$ 1,500.00	\$ 1,500.00
4	NCACHO Annual Conference (5) 3 nights	\$ -	\$ 5,000.00	\$ 5,000.00
5	NCAPA Conference (3) 4 days (Required Certification)	\$ -	\$ 1,800.00	\$ 1,800.00
6	NCAZO Conference (1) 3 days (Required Certification)	\$ -	\$ 60.00	\$ 60.00
7	NC Preservation Conference (1) 2 nights	\$ -	\$ 50.00	\$ 50.00
8	NC School of Government - Planning Courses (2)	\$ 350.00	\$ 50.00	\$ 50.00
9	NCGIS Spring 2021 (1) 3 nights	\$ -	\$ 750.00	\$ 750.00
10	Per CM cut 5/21/21	\$ -		\$ (3,500.00)
	<b>Total - 3121 Travel</b>	<b>\$ 350.00</b>	<b>\$ 10,760.00</b>	<b>\$ 7,260.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Jennifer Collins</b>
<b>Dept #:</b> Planning - 3151	
<b>Division:</b> ~ - 3151	
<b>Account:</b> 3914 Contract Services	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Holden Temporaries - Roadside Trash pick up (2) (approximately \$20748 per year each Temporary)	\$ 44,252.00	\$ 44,252.00	\$ 44,252.00
2	Salary fixed by Finance Agreement with Holden Temporaries			
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3914 Contract Services</b>	<b>\$ 44,252.00</b>	<b>\$ 44,252.00</b>	<b>\$ 44,252.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Planning - 3151  
 Division: ~ - 3151  
 Account: 4911 Subscriptions

Dept. Head-Jennifer Collins

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Goldsboro News Argus Print Edition	\$ 170.00	\$ 180.00	\$ 180.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4911 Subscriptions</b>		<b>\$ 170.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Planning - 3151  
 Division: ~ - 3151  
 Account: 4912 Fees & Dues

Dept. Head-Jennifer Collins

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	AICP Certification (1)	\$ -	\$ 560.00	\$ 560.00
2	APA Dues - National & Chapter (1)	\$ 330.00	\$ 340.00	\$ 340.00
3	ASLA Dues (Amer. Society Landscape Architects) (1)	\$ 470.00	\$ 470.00	\$ 470.00
4	ESRI SouthEast User Conference (2)	\$ 250.00	\$ 600.00	\$ 600.00
5	NC ARC User Group Conference (2)	\$ 250.00	\$ 600.00	\$ 600.00
6	NCAHO (Code Enforcement) Workshop (5)	\$ -	\$ 1,750.00	\$ 1,750.00
7	NCAPA Planning Conference (3)	\$ -	\$ 900.00	\$ 900.00
8	NCAZO Conference (1)	\$ -	\$ 250.00	\$ 250.00
9	NCAZO Dues (1)	\$ 60.00	\$ 60.00	\$ 60.00
10	NC Preservation Conference (1)	\$ -	\$ 260.00	\$ 260.00
11	NC GIS 2021 spring (1)	\$ 250.00	\$ 275.00	\$ 275.00
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,610.00</b>	<b>\$ 6,065.00</b>	<b>\$ 6,065.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: ENGINEERING

#### DEPARTMENT OVERVIEW:

The Engineering Department provides engineering and surveying services necessary for the design and construction of streets, sidewalks, storm drainage lines, water lines and sanitary sewer lines within public rights of way and new subdivisions to assure compliance with City standards. Engineering services include project design and surveying, preparation of plans, specifications and contract documents, and provision of construction phase contract administration. We administer the City's Flood Damage Prevention Ordinance and maintain files of elevation certificates and administer the mandatory state and federal storm water rules for all new and existing development. Engineering also receives petitions for street and utility improvements, prepares assessment rolls, and maintains assessment files. We provide assistance for new connections to City utilities and maintain records for utility tap connections. The Engineering Department also oversees the Goldsboro Traffic Signal System and the Signs and Markings Shop. The traffic signal system is comprised of over 42 miles of fiber optic cable that currently connects 122 NCDOT and City of Goldsboro signals. Staff is responsible for day-to-day operations, maintenance, timing of our area's traffic signals and installation of traffic signs/markings.

#### GOALS/MAJOR OBJECTIVES:

- Customer services and engineering services provided to citizens
- Water and sewer infrastructure
- Pavement condition survey
- Street resurfacing and storm drainage improvements
- Construction Surveying and Project Design
- Managing private development
- Traffic Signals and Signs/Markings

#### SIGNIFICANT BUDGET ISSUES:

- Funding for infrastructure improvements
- Capital improvement projects
- Phase II Stormwater program



**EXPENDITURE SHEET Fiscal Year FY21-22**

Fund: 11-General Fund

Dept. Head Marty Anderson

Dept #: 4172 Engineering

~ = Division by Zero

Division: 4172 ~

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 535,605.89	\$ 622,182.51	\$ 622,182.51	\$ 551,142.73	\$ 691,481.12	11.14%	\$ 690,893.12	11.04%
1220 Salaries & Wages Overtime	\$ 3,681.57	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
1224 Cell Phone Stipend	\$ 2,144.00	\$ 2,880.00	\$ 2,880.00	\$ 2,050.00	\$ 2,880.00	0.00%	\$ 2,880.00	0.00%
1260 Salaries & Wages Part-Time	\$ 1,024.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1274 Call Duty Pay	\$ 6,660.71	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275 Salaries & Wages Bonus	\$ 3,713.97	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 2,377.24	\$ -	\$ -	\$ 1,500.00	\$ 6,600.00	~	\$ 5,100.00	~
1280 Vacation Pay Out	\$ 1,786.74	\$ 9,914.40	\$ 9,914.40	\$ 12,122.62	\$ -	*	\$ -	*
1810 Social Security	\$ 41,228.95	\$ 49,455.48	\$ 49,455.48	\$ 44,049.87	\$ 54,503.28	10.21%	\$ 54,343.54	9.88%
1821 NCLGERS-Retirement	\$ 50,205.41	\$ 66,005.29	\$ 66,005.29	\$ 58,790.75	\$ 80,579.35	22.08%	\$ 80,343.20	21.72%
1822 401-K Retirement	\$ 22,153.11	\$ 25,859.08	\$ 25,859.08	\$ 23,032.61	\$ 28,498.44	10.21%	\$ 28,414.92	9.88%
1830 Hospital Insurance	\$ 56,854.56	\$ 65,400.00	\$ 65,400.00	\$ 51,435.00	\$ 71,016.00	8.59%	\$ 71,016.00	8.59%
1835 Group Term Life Insurance Coverage	\$ 228.65	\$ 381.60	\$ 381.60	\$ 419.76	\$ 419.76	*	\$ 419.76	*
1850 Unemployment Compensation		\$ 293.00	\$ 293.00	\$ 123.42	\$ 196.00	*	\$ 196.00	*
1860 Worker's Compensation	\$ 1,697.00	\$ 1,770.00	\$ 1,770.00	\$ 2,152.68	\$ 2,217.00	25.25%	\$ 2,217.00	25.25%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 729,361.80</b>	<b>\$ 855,641.36</b>	<b>\$ 855,641.36</b>	<b>\$ 755,819.45</b>	<b>\$ 949,890.95</b>	<b>11.02%</b>	<b>\$ 947,323.55</b>	<b>10.72%</b>
1932 Medical Exams		\$ 160.00	\$ 160.00	\$ 218.00	\$ 160.00	*	\$ 160.00	*
1991 Consultant Fees	\$ 2,070.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	\$ -	*
2121 Uniforms	\$ 119.96	\$ 400.00	\$ 400.00	\$ 400.00	\$ 700.00	75.00%	\$ 700.00	75.00%
2123 Protective Clothing	\$ 242.57	\$ 250.00	\$ 250.00	\$ 250.00	\$ 350.00	*	\$ 350.00	*
2124 Shoes-Steel Toe	\$ 270.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 470.00	*	\$ 470.00	*
2203 Employee Appreciation	\$ 124.44	\$ 176.00	\$ 176.00	\$ 125.00	\$ 176.00	*	\$ 176.00	*
2323 Other Training	\$ 1,878.26	\$ 3,475.00	\$ 3,475.00	\$ 400.00	\$ 3,575.00	2.88%	\$ 2,375.00	-31.65%
2391 First Aid	\$ 17.90	\$ 50.00	\$ 50.00	\$ 30.00	\$ 50.00	*	\$ 50.00	*
2501 Vehicle Operation/Maintenance	\$ 10,826.00	\$ 2,875.00	\$ 2,875.00	\$ 10,000.00	\$ 6,000.00	108.70%	\$ -	*
2502 Vehicle Fuel	\$ 6,180.62	\$ 4,500.00	\$ 4,500.00	\$ 5,550.00	\$ 7,000.00	55.56%	\$ -	*
2601 Office Supplies	\$ 303.70	\$ 175.00	\$ 175.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
2993 Operational Supplies	\$ 2,711.55	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 8,000.00	33.33%	\$ 4,000.00	-33.33%
2994 Tools	\$ 394.26	\$ 375.00	\$ 375.00	\$ 200.00	\$ 375.00	*	\$ 375.00	*
3121 Travel	\$ 306.41	\$ 2,000.00	\$ 2,000.00	\$ 70.00	\$ 2,000.00	0.00%	\$ 900.00	-55.00%
3210 Telephone	\$ 1,646.33	\$ 3,528.36	\$ 3,528.36	\$ 1,500.00	\$ 4,610.00	30.66%	\$ 4,610.00	30.66%
3250 Postage	\$ 290.50	\$ 300.00	\$ 300.00	\$ 100.00	\$ 300.00	*	\$ -	*
3310 Electricity	\$ 90.29			\$ -	\$ -	*	\$ -	*
3312 Traffic Signal Electricity	\$ 9,782.87	\$ 15,000.00	\$ 15,000.00	\$ 8,943.00	\$ 9,500.00	-36.67%	\$ 9,500.00	-36.67%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund							
Dept #:		4172 Engineering		Dept. Head Marty Anderson					
Division:		4172 ~		~ = Division by Zero					
				* = Change < \$500					
		Purple Cell-Finance Input							
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3410	Printing	\$ -	\$ 206.00	\$ 206.00	\$ -	\$ 200.00	*	\$ 200.00	*
3421	Copy Machine Cost	\$ 2,827.06	\$ 3,900.00	\$ 3,900.00	\$ 2,000.00	\$ 2,000.00	-48.72%	\$ 2,000.00	-48.72%
3422	Outside Copy Machine Cost	\$ -	\$ 100.00	\$ 100.00	\$ 25.00	\$ 100.00	*	\$ 100.00	*
3509	Sign & Markings Maint Materials				\$ -	\$ 35,000.00	~	\$ 25,000.00	~
3510	Repairs (Insurance Claims)	\$ 2,075.00	\$ -	\$ -	\$ 15,342.45	\$ 15,000.00	~	\$ -	*
3521	Office Machine Maintenance	\$ -	\$ 500.00	\$ 500.00	\$ 250.00	\$ 500.00	*	\$ 500.00	*
3522	Machine/Equipment Maintenance	\$ 563.03	\$ 562.00	\$ 562.00	\$ -	\$ 650.00	15.66%	\$ 650.00	15.66%
3592	Maintenance Materials	\$ 27,556.30	\$ 50,000.00	\$ 89,717.44	\$ 80,000.00	\$ 50,000.00	0.00%	\$ 50,000.00	0.00%
3700	Advertising	\$ 3,381.00	\$ 2,625.00	\$ 2,625.00	\$ 3,380.00	\$ 3,500.00	33.33%	\$ 3,500.00	33.33%
3914	Contract Services	\$ 925.76	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	*	\$ -	*
4221	Software License Fees	\$ 13,388.00	\$ 15,000.00	\$ 15,000.00	\$ 13,388.00	\$ 24,100.00	60.67%	\$ 24,100.00	60.67%
4511	Multi-Peril Insurance		\$ -	\$ -	\$ 189.44	\$ 195.00	*	\$ 195.00	*
4521	Auto Liability	\$ 4,091.00	\$ 4,296.00	\$ 4,296.00	\$ 4,462.59	\$ 4,596.00	6.98%	\$ 4,596.00	6.98%
4541	Employee Personal Liability	\$ 31.00	\$ 31.00	\$ 31.00	\$ 27.24	\$ 28.00	*	\$ 28.00	*
4911	Subscriptions	\$ 2,476.14	\$ 3,500.00	\$ 3,500.00	\$ 2,760.00	\$ 3,500.00	0.00%	\$ 3,500.00	0.00%
4912	Fees & Dues	\$ 2,288.00	\$ 2,870.00	\$ 2,870.00	\$ 2,330.00	\$ 2,510.00	-12.54%	\$ 2,510.00	-12.54%
4990	Equipment Expense	\$ 998.99	\$ 750.00	\$ 750.00	\$ 650.00	\$ 750.00	0.00%	\$ 750.00	0.00%
9561	Office Supplies	\$ 259.40	\$ 300.00	\$ 300.00	\$ 100.00	\$ 300.00	*	\$ 300.00	*
2501A	Fleet Charges Internal Use Only!	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 6,000.00	~
2502A	Vehicle Fuel-Internal Charges	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 7,000.00	~
3250A	Postage-Internal Charges only!	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 300.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 98,116.34</b>	<b>\$ 129,284.36</b>	<b>\$ 169,001.80</b>	<b>\$ 156,220.72</b>	<b>\$ 189,345.00</b>	<b>46.46%</b>	<b>\$ 155,045.00</b>	<b>19.93%</b>
5422	Bucket Truck		\$ -	\$ 144,164.00	\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,164.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Engineering-~ Budget</b>	<b>\$ 827,478.14</b>	<b>\$ 984,925.72</b>	<b>\$ 1,168,807.16</b>	<b>\$ 912,040.17</b>	<b>\$ 1,139,235.95</b>	<b>15.67%</b>	<b>\$ 1,102,368.55</b>	<b>11.92%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Marty Anderson	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Engineering - 4172		
Division:	~ - 4172		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		11 Full Time Engineering Department Positions	\$ 551,142.73	\$ 691,481.12	\$ 690,893.12
1220	Salaries & Wages Overtime		Estimate of Overtime for 2 Traffic Signal Employees	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
1224	Cell Phone Stipend		Marty Anderson@919-333-3355; Bobby Croom @252-822-1482; Jonathan Perry @252-289-7582; Construction Inspector (vacant) = \$720/year each	\$ 2,050.00	\$ 2,880.00	\$ 2,880.00
1260	Salaries & Wages Part-Time			-	-	-
1274	Call Duty Pay		Traffic Signal Call Duty Personnel (\$125.00 x 52 weeks)	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus		11 Full Time Engineering Department Positions			
1278	Wellness Earnings		2020-21 = 10 Employees and 2021-22 = 11 Employees @ \$300/employee	\$ 1,500.00	\$ 6,600.00	\$ 5,100.00
1280	Vacation Pay Out		FY20-21 Vacation Pay Out for Rama Chittilla	\$ 12,122.62	-	-
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 44,049.87	\$ 54,503.28	\$ 54,343.54
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 58,790.75	\$ 80,579.35	\$ 80,343.20
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 23,032.61	\$ 28,498.44	\$ 28,414.92
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 51,435.00	\$ 71,016.00	\$ 71,016.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 419.76	\$ 419.76	\$ 419.76
1850	Unemployment Compensation		Provided by Finance	\$ 123.42	\$ 196.00	\$ 196.00
1860	Worker's Compensation		Provided by Finance	\$ 2,152.68	\$ 2,217.00	\$ 2,217.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 755,819.45</b>	<b>\$ 949,890.95</b>	<b>\$ 947,323.55</b>
1932	Medical Exams		Medical Physicals for vacant positions @ \$80 each	\$ 218.00	\$ 160.00	\$ 160.00
1991	Consultant Fees	Y	Topographic surveys and preparation of easement maps	-	\$ 3,000.00	-
2121	Uniforms		Traffic Signal Staff Uniforms	\$ 400.00	\$ 700.00	\$ 700.00
2123	Protective Clothing		Boots, vests, hard hats, etc.	\$ 250.00	\$ 350.00	\$ 350.00
2124	Shoes-Steel Toe		Safety Shoes-Employees working outside/near construction	\$ 380.00	\$ 470.00	\$ 470.00
2203	Employee Appreciation		Eleven employees at \$16.00 each	\$ 125.00	\$ 176.00	\$ 176.00
2323	<b>Other Training</b>	Y	Professional Development, Conferences/Certifications	<b>\$ 400.00</b>	<b>\$ 3,575.00</b>	<b>\$ 2,375.00</b>
2391	First Aid		First aid supply kit	\$ 30.00	\$ 50.00	\$ 50.00
2501	Vehicle Operation/Maintenance		Four Engineering Trucks & 2 Traffic Signal Bucket Trucks	\$ 10,000.00	\$ 6,000.00	-
2502	Vehicle Fuel		Fuel for 4 vehicles and 2 Traffic Signal Bucket Trucks	\$ 5,550.00	\$ 7,000.00	-
2601	Office Supplies		Office supplies	\$ 150.00	\$ 150.00	\$ 150.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Engineering - 4172  
**Division:** ~ - 4172

**Dept. Head-Marty Anderson**

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Drafting supplies and surveying field supplies, and misc. Engineering supplies	\$ 3,000.00	\$ 8,000.00	\$ 4,000.00
2994	Tools		Bush axes, shovels, picks, handles, traffic cones, etc.	\$ 200.00	\$ 375.00	\$ 375.00
3121	Travel	Y	Meetings, seminars, conferences, schools, etc. Conferences and schools are held at various locations and are scheduled throughout the year and exact location and registration fees are not known at this time.	\$ 70.00	\$ 2,000.00	\$ 900.00
3210	Telephone		Cell phones: 2 Traffic Signal Employees, 2 Sign Technicians, Surveyor, and Survey Technician, @ \$45.00 each x 12 months = \$3,240.00. Ipads: 3- Construction Inspector, Survey Technician, and GIS Analysts @ \$38.01 each x 12 months = \$1,368.36	\$ 1,500.00	\$ 4,610.00	\$ 4,610.00
3250	Postage		Engineering correspondence, contracts & certified mail	\$ 100.00	\$ 300.00	\$ -
3310	Electricity					
3312	Traffic Signal Electricity		Electricity for Traffic Signals	\$ 8,943.00	\$ 9,500.00	\$ 9,500.00
3410	Printing		Contract documents, forms, stormwater brochures, etc.	\$ -	\$ 200.00	\$ 200.00
3421	Copy Machine Cost		Rental/maintenance costs for Konica Minolta 368 for Engineering Department and Traffic Signal Shop	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
3422	Outside Copy Machine Cost		Deeds, plats, etc. copied at Wayne County Courthouse	\$ 25.00	\$ 100.00	\$ 100.00
3509	Sign & Markings Maint Materials		Maintenance materials for signs and markings	\$ -	\$ 35,000.00	\$ 25,000.00
3510	Repairs (Insurance Claims)		Negative Balance = (\$-15,342.45)	\$ 15,342.45	\$ 15,000.00	\$ -
3521	Office Machine Maintenance		Maintenance for office equipment	\$ 250.00	\$ 500.00	\$ 500.00
3522	Machine/Equipment Maintenance		Annual Testing for Bucket Truck Calibration/Certification	\$ -	\$ 650.00	\$ 650.00
3592	Maintenance Materials		Traffic signal maintenance and repairs	\$ 80,000.00	\$ 50,000.00	\$ 50,000.00
3700	Advertising		Public Education related to Stormwater/Clean Water	\$ 3,380.00	\$ 3,500.00	\$ 3,500.00
3914	Contract Services		N/A	\$ -	\$ -	\$ -
4221	Software License Fees		Traffic Signal Software Maintenance Agreement @ \$15,000 and CCTV Maintenance Agreement @ \$9,100. Both Maintenance Agreements are reimbursible 87% by NCDOT	\$ 13,388.00	\$ 24,100.00	\$ 24,100.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 189.44	\$ 195.00	\$ 195.00
4521	Auto Liability		Provided by Finance	\$ 4,462.59	\$ 4,596.00	\$ 4,596.00
4541	Employee Personal Liability		Provided by Finance	\$ 27.24	\$ 28.00	\$ 28.00
4911	Subscriptions	Y		\$ 2,760.00	\$ 3,500.00	\$ 3,500.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Engineering - 4172  
**Division:** ~ - 4172

Dept. Head-Marty Anderson

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4912	<b>Fees &amp; Dues</b>	Y		\$ 2,330.00	\$ 2,510.00	\$ 2,510.00
4990	Equipment Expense		Misc. Equipment Expense	\$ 650.00	\$ 750.00	\$ 750.00
9561	Office Supplies		Office Supplies - Inventory	\$ 100.00	\$ 300.00	\$ 300.00
2501A	Fleet Charges Internal Use Only!		Four Engineering Trucks & 2 Traffic Signal Bucket Trucks			\$ 6,000.00
2502A	Vehicle Fuel-Internal Charges		Fuel for 4 vehicles and 2 Traffic Signal Bucket Trucks			\$ 7,000.00
3250A	Postage-Internal Charges only!		Engineering correspondence, contracts & certified mail			\$ 300.00
<b>Total Operating Expenditures</b>				\$ 156,220.72	\$ 189,345.00	\$ 155,045.00
5422	Bucket Truck				\$ -	\$ -
<b>Total Capital Outlay</b>				\$ -	\$ -	\$ -
<b>Total Debt Service</b>				\$ -	\$ -	\$ -
<b>Total Engineering-~ Budget</b>				\$ 912,040.17	\$ 1,139,235.95	\$ 1,102,368.55

CAPITAL OUTLAY																	
Fiscal Year FY21-22																	
Fund:		11-General Fund					Dept. Head-Marty Anderson										
Dept #:		Engineering - 4172															
Division:		~ - 4172															
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information				Maintenance Cost History		Replacement Asset Information					
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?	
1	3509	NA	NA	NA	NA	NA					NA		Signs & Markings Maintenance Materials	Tracking of maintenance materials required for signs and markings is requested to separate costs from traffic signal maintenance materials.	\$ 35,000.00		
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -						\$ 35,000.00	\$ -	

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Marty Anderson**  
**Dept #:** Engineering - 4172  
**Division:** ~ - 4172  
**Account:** 1991 Consultant Fees

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Topographic surveys and preparation of easement maps	\$ -	\$ 3,000.00	
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Marty Anderson</b>
<b>Dept #: Engineering - 4172</b>	
<b>Division: ~ - 4172</b>	
<b>Account: 2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Professional Development - Training courses and seminars	\$ 300.00	\$ 1,000.00	\$ 1,000.00
2	IMSA Continuing Education for Traffic Staff - Every 3 Yrs. (2023)	\$ -	\$ -	\$ -
3	NC ARCGIS Conference for GIS/GPS Analyst - Conf. Feb. 2022	\$ -	\$ 725.00	\$ 725.00
4	NCAUG Conference for GIS/GPS Analyst - Conf. Sept. 2021	\$ -	\$ 750.00	\$ 750.00
5	BMP Recertification - Construction Inspector & Project Manager (Every 3 Years)	\$ 100.00	\$ 100.00	\$ 100.00
6	NCAFPM Floodplain Bi-Annual Managers Conference	\$ -	\$ 1,000.00	\$ 1,000.00
7	Per CM cut 5/21/21			\$ (1,200.00)
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 400.00</b>	<b>\$ 3,575.00</b>	<b>\$ 2,375.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Engineering - 4172  
 Division: ~ - 4172  
 Account: 3121 Travel

Dept. Head-Marty Anderson

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Meetings, seminars, conferences, schools, etc. Conferences, seminars, and schools are held at various locations and are scheduled throughout the year. The exact locations and registration fees are not known at this time.	\$ 70.00	\$ 2,000.00	\$ 2,000.00
2	Per CM cut 5/21/21			\$ (1,100.00)
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 70.00</b>	<b>\$ 2,000.00</b>	<b>\$ 900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Engineering - 4172  
Division: ~ - 4172  
Account: 4911 Subscriptions

Dept. Head-Marty Anderson

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NC 811 Notifications by email for Utility Locations - Average monthly invoice = \$218.00 (Costs increased in Jan. 2021 to \$291.00/month)	\$ 2,760.00	\$ 3,500.00	\$ 3,500.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 2,760.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Marty Anderson</b>
<b>Dept #: Engineering - 4172</b>	
<b>Division: ~ - 4172</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Professional Engineer License Fee (Three Engineers) @ \$75.00	\$ 225.00	\$ 225.00	\$ 225.00
2	American Waterworks Association (City Engineer)	\$ 245.00	\$ 245.00	\$ 245.00
3	American Public Works Association (Agency Membership)	\$ 1,520.00	\$ 1,520.00	\$ 1,520.00
4	NC Association of Floodplain Managers (City Engineer and			
5	Assistant City Engineer) @ \$60.00	\$ 180.00	\$ 120.00	\$ 120.00
6	ITE (Assistant City Engineer)	\$ -	\$ 320.00	\$ 320.00
7	IMSA Membership for 2 Traffic Signal Employees and Sign Technician Payable every three years (Due 2023)	\$ 160.00	\$ 80.00	\$ 80.00
8				
9				
10				
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 2,330.00</b>	<b>\$ 2,510.00</b>	<b>\$ 2,510.00</b>



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund      **Dept. Head** Marty Anderson  
**Dept #:** 4136 Engineering      ~ = Division by Zero  
**Division:** 4136 Street Paving      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3588 Street Resurfacing				\$ -	\$ 3,000,000.00	~	\$ -	*
<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000.00	~	\$ -	*
5733 Paving Multi-Use Areas		\$ 187,500.00	\$ 187,500.00	\$ -	\$ 930,000.00	396.00%	\$ 187,500.00	0.00%
<b>Total Capital Outlay</b>	\$ -	\$ 187,500.00	\$ 187,500.00	\$ -	\$ 930,000.00	396.00%	\$ 187,500.00	0.00%
				\$ -	\$ -	*	\$ -	*
<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Engineering-Street Paving Budget</b>	\$ -	\$ 187,500.00	\$ 187,500.00	\$ -	\$ 3,930,000.00	1996.00%	\$ 187,500.00	0.00%

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Engineering - 4136  
**Division:** Street Paving - 4136

Dept. Head-Marty Anderson

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3588	Street Resurfacing		Resurfacing Program for FY2021-22 - Recommended by the paving study (2009), in house study 2017		\$3,000,000.00	\$ -
<b>Total Operating Expenditures</b>				\$ -	\$ 3,000,000.00	\$ -
5733	Paving Multi-Use Areas		Paving for various dirt streets & NCDOT Greenway Project	\$0.00	\$ 930,000.00	\$ 187,500.00
<b>Total Capital Outlay</b>				\$ -	\$ 930,000.00	\$ 187,500.00
<b>Total Debt Service</b>				\$ -	\$ -	\$ -
<b>Total Engineering-Street Paving Budget</b>				\$ -	\$ 3,930,000.00	\$ 187,500.00

CAPITAL OUTLAY																	
Fiscal Year FY21-22																	
Fund: 11-General Fund Dept. Head-Marty Anc																	
Dept #: Engineering - 4136																	
Division: Street Paving - 4136																	
Line	Acct #	Veh #	Year/Make/M odel	Purchase Cost	Mileage or Hours	Current Asset Information				Maintenance Cost History		Replacement Asset Information					
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?	
1	5733	NA	NA	NA	NA	NA				NA		Paving Petition received on 6-30-14 for Branch Street from Vann Street to Southern End	Dirt street in poor condition	\$412,500.00	\$ -		
2																	
3	5733	NA	NA	NA	NA	NA				NA		Various dirt street paving	Dirt streets in poor condition	\$330,000.00	\$ -		
4																	
5	5733	NA	NA	NA	NA	NA				NA		Stoney Creek Greenway - NCDOT Project EB-5707	NCDOT funded project to construct greenway path from Royall Avenue to Quail Park - NCDOT will reimburse 100%	\$187,500	\$ 187,500.00		
6																	
7																	
8																	
				<b>Total Capital Ou</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					<b>\$ 930,000.00</b>	<b>\$ 187,500.00</b>	



EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head		Marty Anderson			
Dept #:		4135 Engineering		~ = Division by Zero					
Division:		4135 Streets Utilities		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3310 Electricity	\$ 38,580.76			\$ -	\$ -	*	\$ -	*	
3311 Street Lights	\$ 429,896.06	\$ 490,000.00	\$ 490,000.00	\$ 431,806.00	\$ 440,000.00	-10.20%	\$ 470,000.00	-4.08%	
3595 Railroad Signal Maintenance	\$ 20,378.00	\$ 22,000.00	\$ 22,000.00	\$ 20,000.00	\$ 22,000.00	0.00%	\$ 22,000.00	0.00%	
3596 Bridge Inspections & Repairs	\$ 2,777.26	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%	
<b>Total Operating Expenditures</b>	<b>\$ 491,632.08</b>	<b>\$ 516,000.00</b>	<b>\$ 516,000.00</b>	<b>\$ 454,806.00</b>	<b>\$ 466,000.00</b>	<b>-9.69%</b>	<b>\$ 496,000.00</b>	<b>-3.88%</b>	
5991 Storm Drainage Improvements	\$ -			\$ -	\$ -	*	\$ -	*	
5993 Railroad Signals	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%	
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>0.00%</b>	<b>\$ 5,000.00</b>	<b>0.00%</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Engineering-Streets Utilities Budget</b>	<b>\$ 491,632.08</b>	<b>\$ 521,000.00</b>	<b>\$ 521,000.00</b>	<b>\$ 454,806.00</b>	<b>\$ 471,000.00</b>	<b>-9.60%</b>	<b>\$ 501,000.00</b>	<b>-3.84%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Engineering - 4135  
**Division:** Streets Utilities - 4135

Dept. Head-Marty Anderson

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3310	Electricity		May be a keying error in 3310. sent to TLO 5/24/2021			
3311	Street Lights		Existing system and additional street lights added FY 21-22	\$ 431,806.00	\$ 440,000.00	\$ 470,000.00
3595	Railroad Signal Maintenance		City's 50% maintenance cost for railroad crossing signals	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00
3596	Bridge Inspections & Repairs		Bridge Inspections due every two years - next inspec. 2022	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00
<b>Total Operating Expenditures</b>				<b>\$ 454,806.00</b>	<b>\$ 466,000.00</b>	<b>\$ 496,000.00</b>
5991	Storm Drainage Improvements			\$ -	\$ -	\$ -
5993	Railroad Signals		City's 10% share of railroad crossing installations	\$ -	\$ 5,000.00	\$ 5,000.00
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Engineering-Streets Utilities Budget</b>				<b>\$ 454,806.00</b>	<b>\$ 471,000.00</b>	<b>\$ 501,000.00</b>

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund: 11-General Fund Dept. Head-Marty Anderson																
Dept #: Engineering - 4135																
Division: Streets Utilities - 4135																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20			FY20-21	Replacement Item Description				Justification for Replacement
1	5993	NA	NA	NA	NA	NA				NA		Railroad Signals	City's 10% share of railroad crossing installations	\$5,000.00	\$ 5,000.00	N
2																
3																
4																
5																
6																
7																
8																
9																
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				\$ 5,000.00	\$ 5,000.00	



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: FIRE/5120

#### DEPARTMENT OVERVIEW:

The Goldsboro Fire Department (GFD) protects lives, the environment, and property by providing prompt, skillful, and cost-effective fire protection and life safety services. An all hazards emergency response organization, those services include but are not limited to firefighting, Haz-Mat response, technical rescue, confined space rescue, trench rescue, water rescue, vehicle extrication, search and rescue, emergency medical (EMS), building pre-planning, fire inspections, code enforcement, hydrant maintenance, life safety education, and fire cause investigation. The department currently operates five Engine Companies and one Tower Company. The six (6) companies respond out of five stations strategically placed throughout the city. The companies are supported by an assigned shift commander and a multi-functional administrative team. Operations are continuous across three (3) shifts and the current staffing consists of 82 uniformed personnel, 2 administrative employees, and 3 part-time employees.

#### GOALS/MAJOR OBJECTIVES:

- Continue efforts to meet UNC SOG metrics, NFPA, and ISO benchmarks related to response times, apparatus replacement, and staffing.
- Implementation of CIP as presented to Mayor, Council and Office of the City Manager. Initial implementation includes funding for 1 Fire Engine, 1 Quint, 3 staff response vehicles and the replacement of Fire Station 3 as outlined in FY2021-22 budget.
- Reassign the part-time Fire Inspector position to a full-time Fire Inspector - (Civilian).
- Achieve State designation as Type III Water Rescue Team.

#### SIGNIFICANT BUDGET ISSUES:

- Increase training opportunities by continuing making improvements/upgrades at Training Facility to allow for in-house training opportunities and provide educational opportunities.
- Continue upgrade/replacement of current SCBA to the 4500-psi operating system.
- Purchase of dual band portable radios to allow for inter-agency operability with mutual-aid organizations (local, state and federal).
- Purchase of a skid unit to allow vehicle (P1164) to be multi-functional to replace 1976 Brush truck.
- Implementation of CIP as presented to Mayor, Council and Office of the City Manager. Initial implementation includes funding for 1 Fire Engine, 1 Quint, 3 staff response vehicles and the replacement of Fire Station 3 as outlined in FY2021-22 budget.



**EXPENDITURE SHEET**    Fiscal Year FY21-22

Fund:                    11-General Fund

Dept #:                5120    Fire Department

Division:            5120    ~

Dept. Head            James Farfour

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 3,762,608.65	\$ 3,846,469.78	\$ 3,846,469.78	\$ 3,800,041.69	\$ 3,908,908.28	1.62%	\$ 3,770,594.15	-1.97%
1220 Salaries & Wages Overtime	\$ 180,032.07	\$ 78,000.00	\$ 78,000.00	\$ 162,000.00	\$ 162,000.00	107.69%	\$ 140,000.00	79.49%
1224 Cell Phone Stipend	\$ 765.44	\$ 719.94	\$ 719.94	\$ 1,100.00	\$ 1,440.00	100.02%	\$ 1,440.00	100.02%
1260 Salaries & Wages Part-Time	\$ 37,578.32	\$ 58,760.00	\$ 58,760.00	\$ 45,410.00	\$ 40,000.00	-31.93%	\$ 49,240.00	-16.20%
1272 Holiday Pay	\$ 137,312.44	\$ 144,000.00	\$ 144,000.00	\$ 144,000.00	\$ 168,000.00	16.67%	\$ 140,000.00	-2.78%
1275 Salaries & Wages Bonus	\$ 30,949.90	\$ -	\$ -	\$ 16,446.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 19,352.58	\$ -	\$ -	\$ 23,457.00	\$ 22,500.00	~	\$ 21,602.88	~
1280 Vacation Pay Out	\$ 12,831.31	\$ 24,350.40	\$ 24,350.40	\$ 36,531.00	\$ 25,000.00	2.67%	\$ 12,500.00	-48.67%
1810 Social Security	\$ 308,767.81	\$ 317,650.96	\$ 317,650.96	\$ 323,517.41	\$ 331,080.39	4.23%	\$ 316,356.34	-0.41%
1821 NCLGERS-Retirement	\$ 375,452.08	\$ 423,949.84	\$ 423,949.84	\$ 431,779.44	\$ 489,479.64	15.46%	\$ 467,711.14	10.32%
1822 401-K Retirement	\$ 165,722.67	\$ 166,092.00	\$ 166,092.00	\$ 169,159.43	\$ 173,113.93	4.23%	\$ 165,415.08	-0.41%
1830 Hospital Insurance	\$ 471,191.10	\$ 503,580.00	\$ 503,580.00	\$ 446,000.00	\$ 548,760.00	8.97%	\$ 510,024.00	1.28%
1835 Group Term Life Insurance Coverage	\$ 2,054.19	\$ 3,205.44	\$ 3,205.44	\$ 3,243.60	\$ 3,243.60	1.19%	\$ 3,205.44	0.00%
1850 Unemployment Compensation	\$ 657.11	\$ 1,895.00	\$ 1,895.00	\$ 800.00	\$ 1,232.00	-34.99%	\$ 1,232.00	-34.99%
1860 Worker's Compensation	\$ 153,926.82	\$ 18,477.00	\$ 18,477.00	\$ 26,726.00	\$ 23,146.00	25.27%	\$ 23,146.00	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 5,659,202.49</b>	<b>\$ 5,587,150.36</b>	<b>\$ 5,587,150.36</b>	<b>\$ 5,630,211.56</b>	<b>\$ 5,897,903.85</b>	<b>5.56%</b>	<b>\$ 5,622,467.03</b>	<b>0.63%</b>
1932 Medical Exams	\$ 2,727.70	\$ 25,000.00	\$ 47,000.00	\$ 25,000.00	\$ 26,000.00	4.00%	\$ 25,000.00	0.00%
2111 Cleaning Supplies	\$ 6,436.50	\$ 9,600.00	\$ 9,600.00	\$ 8,900.00	\$ 9,600.00	0.00%	\$ 8,900.00	-7.29%
2121 Uniforms	\$ 26,987.64	\$ 45,000.00	\$ 54,363.24	\$ 45,000.00	\$ 46,350.00	3.00%	\$ 35,000.00	-22.22%
2123 Protective Clothing	\$ 44,641.41	\$ 60,000.00	\$ 81,533.75	\$ 60,000.00	\$ 76,320.00	27.20%	\$ 57,901.00	-3.50%
2125 Shoes-Uniform	\$ 5,745.31	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 13,500.00	50.00%	\$ 9,000.00	0.00%
2203 Employee Appreciation	\$ 1,432.69	\$ 1,344.00	\$ 1,344.00	\$ 1,344.00	\$ 1,360.00	1.19%	\$ 1,360.00	1.19%
2323 Other Training	\$ 20,570.21	\$ 29,400.00	\$ 29,400.00	\$ 29,400.00	\$ 32,480.00	10.48%	\$ 20,200.00	-31.29%
2391 First Aid	\$ 6,968.92	\$ 7,300.00	\$ 7,300.00	\$ 7,300.00	\$ 9,850.00	34.93%	\$ 7,300.00	0.00%
2501 Vehicle Operation/Maintenance	\$ 64,778.61	\$ 56,625.00	\$ 56,625.00	\$ 56,625.00	\$ 89,500.00	58.06%	\$ -	*
2502 Vehicle Fuel	\$ 40,606.96	\$ 37,500.00	\$ 37,500.00	\$ 38,237.00	\$ 50,400.00	34.40%	\$ -	*
2511 Oil & Lubricants	\$ 295.74	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 3,000.00	0.00%	\$ 1,500.00	-50.00%
2594 Vehicle Repairs	\$ 24,950.14	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 74,480.00	65.51%	\$ 40,000.00	-11.11%
2601 Office Supplies	\$ 4,405.77	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	11.11%	\$ 4,500.00	0.00%
2993 Operational Supplies	\$ 58,924.37	\$ 59,625.00	\$ 59,625.00	\$ 59,625.00	\$ 86,725.00	45.45%	\$ 59,625.00	0.00%
2994 Tools	\$ 13,659.57	\$ 13,650.00	\$ 13,650.00	\$ 13,650.00	\$ 29,000.00	112.45%	\$ 5,650.00	-58.61%
3121 Travel	\$ 3,430.41	\$ 2,800.00	\$ 2,800.00	\$ -	\$ 3,300.00	17.86%	\$ 500.00	*
3210 Telephone	\$ 4,891.39	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 7,100.00	9.23%	\$ 5,500.00	-15.38%
3250 Postage	\$ 380.57	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	0.00%	\$ -	*

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**

**Fund:**                    **11-General Fund**

**Dept #:**                **5120**    **Fire Department**

**Division:**            **5120**    ~

**Dept. Head**            **James Farfour**

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3310	Electricity	\$ 33,114.37	\$ 27,000.00	\$ 27,000.00	\$ 31,038.00	\$ 32,000.00	18.52%	\$ 30,000.00	11.11%
3330	Natural Gas	\$ 4,056.14	\$ 6,000.00	\$ 6,000.00	\$ 5,347.00	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
3410	Printing	\$ 770.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	25.00%	\$ 750.00	-37.50%
3510	Repairs (Insurance Claims)	\$ 24,772.50			\$ -	\$ -	*	\$ -	*
3511	Building Maintenance	\$ 26,156.38	\$ 19,125.00	\$ 19,125.00	\$ 38,000.00	\$ 32,000.00	67.32%	\$ 38,000.00	98.69%
3521	Office Machine Maintenance	\$ 998.22	\$ 1,550.00	\$ 1,550.00	\$ 1,700.00	\$ 2,000.00	29.03%	\$ 1,550.00	0.00%
3522	Machine/Equipment Maintenance	\$ 5,119.98	\$ 17,700.00	\$ 17,700.00	\$ 17,700.00	\$ 31,000.00	75.14%	\$ 12,700.00	-28.25%
3914	Contract Services	\$ 4,500.00			\$ -	\$ 15,000.00	~	\$ 11,000.00	~
3950	Education Reimbursement	\$ 4,993.42	\$ 2,750.00	\$ 2,750.00	\$ 7,800.00	\$ 12,500.00	354.55%	\$ 5,250.00	90.91%
4221	Software License Fees				\$ -	\$ 23,611.00	~	\$ -	*
4391	Equipment Rent				\$ 4,200.00	\$ 4,400.00	~	\$ 4,200.00	~
4401	Generator Contract	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	42.86%	\$ 3,500.00	0.00%
4511	Multi-Peril Insurance	\$ 5,105.00	\$ 5,533.00	\$ 5,533.00	\$ 7,824.00	\$ 8,058.00	45.64%	\$ 8,058.00	45.64%
4521	Auto Liability	\$ 61,981.00	\$ 65,080.00	\$ 65,080.00	\$ 62,730.00	\$ 64,612.00	-0.72%	\$ 64,612.00	-0.72%
4541	Employee Personal Liability	\$ 370.00	\$ 370.00	\$ 370.00	\$ 326.00	\$ 335.00	*	\$ 335.00	*
4911	Subscriptions	\$ 8,864.99	\$ 15,579.00	\$ 15,579.00	\$ 2,599.66	\$ 2,680.00	-82.80%	\$ 2,680.00	-82.80%
4912	Fees & Dues	\$ 6,085.00	\$ 6,580.00	\$ 6,580.00	\$ 7,025.00	\$ 6,845.00	4.03%	\$ 6,845.00	4.03%
4990	Equipment Expense	\$ 25,351.00	\$ 16,275.00	\$ 16,275.00	\$ 16,275.00	\$ 7,500.00	-53.92%	\$ -	*
9561	Office Supplies	\$ 289.46	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 56,625.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 37,500.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 650.00	~
<b>Total Operating Expenditures</b>		<b>\$ 544,361.37</b>	<b>\$ 605,236.00</b>	<b>\$ 658,132.99</b>	<b>\$ 622,495.66</b>	<b>\$ 820,156.00</b>	<b>35.51%</b>	<b>\$ 572,691.00</b>	<b>-5.38%</b>
5075	Paving - Fire Department				\$ -	\$ -	*	\$ -	*
5136	All Terrain Vehicle		\$ 35,000.00	\$ 35,000.00	\$ 33,626.16	\$ -	*	\$ -	*
5181	Facility Updates-Fire Station 1				\$ -	\$ 8,000.00	~	\$ -	*
5182	Facility Updates-Fire Station 2				\$ -	\$ -	*	\$ -	*
5183	Facility Updates-Fire Station 3				\$ -	\$ 55,000.00	~	\$ -	*
5184	Facility Updates-Fire Station 4				\$ -	\$ -	*	\$ -	*
5185	Facility Updates-Fire Station 5				\$ -	\$ 48,000.00	~	\$ -	*
5186	Facility Updates-Fire Training				\$ -	\$ 33,340.00	~	\$ -	*
5401	Administrative Car	\$ 37,416.69	\$ -	\$ -	\$ 6.00	\$ 142,200.00	~	\$ 49,200.00	~
5496	Aerial Fire Truck				\$ -	\$ 882,000.00	~	\$ -	*
5500	Engine Replacement				\$ -	\$ 607,000.00	~	\$ -	*

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **11-General Fund**  
**Dept #:**                **5120**    **Fire Department**  
**Division:**             5120    ~  
    Dept. Head    **James Farfour**  
    ~ = Division by Zero  
    \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
5521	Fire Hose	\$ 8,769.00	\$ 13,155.00	\$ 13,155.00	\$ 13,155.00	\$ 14,435.00	9.73%	\$ 13,155.00	0.00%
5527	Miscellaneous Equipment	\$ 20,649.00			\$ 7,662.32	\$ 424,792.00	~	\$ -	*
5735	Air Packs	\$ 67,566.20	\$ 35,100.00	\$ 35,100.00	\$ 35,100.00	\$ 37,900.00	7.98%	\$ 35,100.00	0.00%
5736	Thermal Imaging Camera	\$ 5,258.33	\$ 5,700.00	\$ 5,700.00	\$ 5,258.33	\$ 5,500.00	-3.51%	\$ -	*
5804	Fire Station				\$ -	\$ 2,525,000.00	~	\$ -	*
6101	FEMA Source Capture Exhaust System				\$ -	\$ 62,795.00	~	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ 139,659.22</b>	<b>\$ 88,955.00</b>	<b>\$ 88,955.00</b>	<b>\$ 94,807.81</b>	<b>\$ 4,845,962.00</b>	<b>5347.66%</b>	<b>\$ 97,455.00</b>	<b>9.56%</b>
					\$ -	\$ -	*	\$ -	*
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Fire Department-~ Budget</b>		<b>\$ 6,343,223.08</b>	<b>\$ 6,281,341.36</b>	<b>\$ 6,334,238.35</b>	<b>\$ 6,347,515.03</b>	<b>\$ 11,564,021.85</b>	<b>84.10%</b>	<b>\$ 6,292,613.03</b>	<b>0.18%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund Dept. Head-James Farfour **Green Cell - Department Input**  
**Dept #:** Fire Department - 5120  
**Division:** ~ - 5120

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210 Salaries & Wages Regular		85 FTE	\$ 3,800,041.69	\$ 3,908,908.28	\$ 3,770,594.15
1220 Salaries & Wages Overtime		Average payout of \$13,500 per month * 12	\$ 162,000.00	\$ 162,000.00	\$ 140,000.00
1224 Cell Phone Stipend		2 employees (27.69 * 26 payrolls)	\$ 1,100.00	\$ 1,440.00	\$ 1,440.00
1260 Salaries & Wages Part-Time		2 part time employees (Hourly Wages * 1000 hours)	\$ 45,410.00	\$ 40,000.00	\$ 49,240.00
1272 Holiday Pay		75 employees (12 holidays * \$14,000)	\$ 144,000.00	\$ 168,000.00	\$ 140,000.00
1275 Salaries & Wages Bonus		To be determined by City Manager per Finance	\$ 16,446.00	\$ -	\$ -
1278 Wellness Earnings		Estimated 75 employees (75 * \$300)	\$ 23,457.00	\$ 22,500.00	\$ 21,602.88
1280 Vacation Pay Out		3 employee - retirement / 3 employee - turnover * hourly rate x max vacation rollover amount	\$ 36,531.00	\$ 25,000.00	\$ 12,500.00
1810 Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 323,517.41	\$ 331,080.39	\$ 316,356.34
1821 NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 431,779.44	\$ 489,479.64	\$ 467,711.14
1822 401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 169,159.43	\$ 173,113.93	\$ 165,415.08
1830 Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 446,000.00	\$ 548,760.00	\$ 510,024.00
1835 Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 3,243.60	\$ 3,243.60	\$ 3,205.44
1850 Unemployment Compensation		Provided by Finance	\$ 800.00	\$ 1,232.00	\$ 1,232.00
1860 Worker's Compensation		Provided by Finance	\$ 26,726.00	\$ 23,146.00	\$ 23,146.00
<b>Total Salaries &amp; Benefits</b>			<b>\$ 5,630,211.56</b>	<b>\$ 5,897,903.85</b>	<b>\$ 5,622,467.03</b>
1932 Medical Exams		Annual Physicals (82 employees) - \$23,600 /New Personnel/Promotion Physicals and Testing/Random Substance Testing - \$2,400.	\$ 25,000.00	\$ 26,000.00	\$ 25,000.00
2111 Cleaning Supplies		Funds requested are to cover the cost of cleaning supplies for 5 Stations and the Training Facility. The requested increase in funding for this account is due to the price increases on paper products and cleaning supplies.	\$ 8,900.00	\$ 9,600.00	\$ 8,900.00
2121 Uniforms		Uniforms for non-civilian employees & part-time employees to include Class A, B, C & D Uniforms as well as special team uniforms. An additional 3% increase has been added to this account to cover the cost of uniform item price increases.	\$ 45,000.00	\$ 46,350.00	\$ 35,000.00
2123 Protective Clothing		These funds are requested to purchase protective equipment for non-civilian personnel to include body armor, safety vests, turnout gear pants and coats, helmets, boots, gloves and nomex hoods. Increase in funding for this line items includes a 6% updated pricing increase for protective clothing purchases.	\$ 60,000.00	\$ 76,320.00	\$ 57,901.00
2125 Shoes-Uniform		These funds are requested to purchase non-slip OSHA-required safety shoes for non-civilian employees. Shoes are distributed annually and as needed. The amount requested will cover purchasing shoes for 83 personnel and additional purchases for new hires, part-time employees and when shoes are in need of replacement due to damage sustained during training, emergency response calls, etc. (90 pairs * \$150.00) An increase in this account is due to the price increase of safety shoes issued to department personnel and to avoid personnel using personal funds to cover costs of required uniform footwear.	\$ 9,000.00	\$ 13,500.00	\$ 9,000.00
2203 Employee Appreciation		85 full time employees * \$16.00	\$ 1,344.00	\$ 1,360.00	\$ 1,360.00
2323 Other Training	Y	These funds are requested to provide local, state and national certified training, outside training classes and media resources. These funds also include funding for the Explorer Program, inspections reimbursement, annual promotion assessments and training equipment. (See attached SCH2323)	\$ 29,400.00	\$ 32,480.00	\$ 20,200.00
2391 First Aid		These funds are requested to purchase emergency medical supplies to be used on emergency calls. The first aid budget has increased to meet the exponential increases in standard PPE including surgical gloves, surgical masks, N-95 masks and hand sanitizer. Mass casualty supplies initial purchase from current FY has decreased by 1/3 and will remain at this level for re-supply. Additional supplies are needed because of new procedure approvals for our personnel and this will have a continuing maintenance cost as well.	\$ 7,300.00	\$ 9,850.00	\$ 7,300.00

<b>JUSTIFICATION SHEET</b>	<b>Fiscal Year FY21-22</b>				<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-James Farfour</b>			<b>Green Cell - Department Input</b>
<b>Dept #:</b>	<b>Fire Department - 5120</b>				
<b>Division:</b>	<b>~ - 5120</b>				

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2501 Vehicle Operation/Maintenance		These funds are requested to cover charges for maintenance and/or repairs performed on fire department response and administration vehicles and fire apparatus at the City's maintenance complex. The increase in this account is due price increase for maintenance, labor costs and projected repairs needed on aging fire apparatus.	\$ 56,625.00	\$ 89,500.00	\$ -
2502 Vehicle Fuel		These funds are requested to cover the cost of diesel fuel and gasoline for all fire apparatus, administration vehicles and response vehicles. With the ever changing price of gas and diesel, we project an average monthly expense of \$4,200.00.	\$ 38,237.00	\$ 50,400.00	\$ -
2511 Oil & Lubricants		These funds are requested to purchase motor oil and other lubricants used for engines, transmissions, boats and fire pumps as needed during daily, weekly and montly inspections.	\$ 2,500.00	\$ 3,000.00	\$ 1,500.00
2594 Vehicle Repairs		These funds are requested for repairs and purchase of parts needed through outside vendors on fire apparatus, administration vehicles and response vehicles. The department requested amount increased due to increasing cost of labor and parts. Parts and labor are projected at a 12% increase from previous year budget. Also included in this fiscal year budget is \$20,000 that is still needed for repairs to fire pump on Engine 1. These repairs are necessary in order to pass mandated pump testing and due to budget cuts last fiscal year, this repair was not accomplished.	\$ 45,000.00	\$ 74,480.00	\$ 40,000.00
2601 Office Supplies		These funds are requested to purchase office supplies, excluding items budgeted in account 9561 and 3521, for the department. This includes costs of ink and toner for all printers not contracted through the IT Department as well as office supplies for all stations and training facility.	\$ 4,500.00	\$ 5,000.00	\$ 4,500.00
2993 Operational Supplies		These funds will be used to cover the costs of operational supplies for the department. This line item includes items such as, batteries, equipment testing and certifications, annual services and testing, class A & B foam, station appliances, hose testing supplies, annual ceremony supplies (promotion/graduation/retirement), fire prevention supplies (plastic fire hats, stickers, coloring books, trading cards, magnets, etc.), fit testing machine rental and other operational supplies for the department not otherwise specified in other line items. Included in this line is the cost to purchase physical fitness equipment for substations including treadmills and dumbbells to accomplish required physical fitness training per SOG (\$7,000). These items were requested in previous fiscal year budget; however, due to budget cuts this purchase was not accomplished. *Per Finance Dept. - additional funding has been added to cover cost of training facility supplies. (\$3,000)	\$ 59,625.00	\$ 86,725.00	\$ 59,625.00
2994 Tools		These funds are requested to purchase tools to replace broken equipment and purchase rescue equipment for special teams such as Water Rescue (\$5,650), Trench Rescue (\$18,228), and Rope Rescue (\$1,000). Water Rescue funding is for new equipment for new members of the water rescue team. A Paratech Shore Kit for the Trench Rescue Team at a total cost of \$18,228 which will be utilized to expand the capabilities of the trench rescue response team as well as comply with OSHA standard. This request was previously requesting in previous fiscal year budget; however, due to budget cuts this purchase was not accomplished. The Rope Resce equipment cost of \$1,000 is to continue replacing equipment based off of department replacement plan. An additional cost is added to include miscellaneous tools for department use and apparatus tools such as axes, drills, wrench sets, pliers, saws, blades, etc.	\$ 13,650.00	\$ 29,000.00	\$ 5,650.00
<b>3121 Travel</b>	<b>Y</b>	These funds are requested to cover the cost of lodging, meals, travel and registration for the Fire Chief and Command Staff personnel to attend community meetings and professional devlopment courses and certification training. (see attached SCH3121)	\$ -	\$ 3,300.00	\$ 500.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund Dept. Head-James Farfour **Green Cell - Department Input**  
**Dept #:** Fire Department - 5120  
**Division:** ~ - 5120

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3210 Telephone		These funds are requested to cover the cost of telephone contract services for department. Contracted prices for Cell Phones \$45.00 x 8 / Ipads \$38.01 x 6 per IT Dept. Note: Added additional cell phone for full-time Inspector	\$ 6,500.00	\$ 7,100.00	\$ 5,500.00
3250 Postage		These funds are requested to cover the cost of postage of letters mailed through the US Postal Service and shipping costs when items are mailed for repairs.	\$ 650.00	\$ 650.00	\$ -
3310 Electricity		These funds are requested to cover the cost of electricity for all stations and training facility paid to Duke Energy.	\$ 31,038.00	\$ 32,000.00	\$ 30,000.00
3330 Natural Gas		These funds are requested to cover the cost of natural gas used by the department.	\$ 5,347.00	\$ 6,000.00	\$ 6,000.00
3410 Printing		These funds are requested to cover the cost of printed materials such as inspection reports, uniform request forms, advertising, recruiting brochures and booklets, honor guard materials, business cards, etc. The additional increase in this account is for the purchase of inspections Order of Notice tags.	\$ 1,200.00	\$ 1,500.00	\$ 750.00
3510 Repairs (Insurance Claims)		-	\$ -	\$ -	\$ -
3511 Building Maintenance		These funds are requested to provide maintenance and repairs to 5 fire stations. Included in this account is preventative maintenance and repairs, such as bay door repairs, plumbing repairs, pest control, etc. as well as cost for completing the following needed repairs: Station 1: Interior and Exterior painting of bay, carpet, painting and new ceiling tiles for non-contracted areas of Station 1 to match renovated areas. Approximate cost for Station 1 is \$8,000. Station 2: Blinds, bay lighting upgrade to LED, and exterior bay painting at an approximate cost of \$5,000. Station 4: Storage cabinets for bay and a vinyl fence to help with aesthetic view around generator from street. These items were not contracted in new build plans. Approximate cost for Station 4 is \$2,500. An additional \$8,500 is included to cover the expense of miscellaneous and unforeseen building repairs as well as \$8,000 for miscellaneous HVAC and plumbing repairs.	\$ 38,000.00	\$ 32,000.00	\$ 38,000.00
3521 Office Machine Maintenance		These funds are requested to include copy contract for 1 printer for Station 1. This budget is contracted through a leasing program through IT Department.	\$ 1,700.00	\$ 2,000.00	\$ 1,550.00
3522 Machine/Equipment Maintenance		These funds are requested to provide maintenance of items not covered in line items 2501/3521. This includes service to vehicle sirens, gas monitors, portable radios, appliances, extrication tools, specialty equipment and other electric machines. This account primarily includes the cost of radio alignments, repairs, re-programming, maintenance agreement, re-certifications, batteries, etc. Requested funding in this line item includes pricing increase on repairs and parts and to initiate a radio maintenance agreement. Radios include portables, bay stations, mics and mobile radios. Increase in this account is due to previous budget year cuts and to continue department replacement plan established to keep equipment in warranty program.	\$ 17,700.00	\$ 31,000.00	\$ 12,700.00
3914 Contract Services		These funds are requested for implementing a Bay Door Service Maintenance Agreement as well as contracting services with fire department agencies for mutual/automatic aid agreements.	\$ -	\$ 15,000.00	\$ 11,000.00
3950 Education Reimbursement		These funds are requested to reimburse employees for tuition, fees and books for college according to COG personnel policy. This year we project that we will have 5 employees who will receive the max reimbursement for education. 5 employees * \$2,500 = \$12,500 (Holland, Scott, Barnes, Bergeron, Stempien)	\$ 7,800.00	\$ 12,500.00	\$ 5,250.00
4221 Software License Fees		ESO Solutions - Fire Reporting Database Update (Required for continued software support) Note: \$16,331 recurring fee each year	\$ -	\$ 23,611.00	\$ -
4391 Equipment Rent		Training Facility Mobile Classroom Rental	\$ 4,200.00	\$ 4,400.00	\$ 4,200.00
4401 Generator Contract		These funds are requested to cover the cost of repairs and the annual maintenance agreement for the emergency power generator at substations.	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00
4511 Multi-Peril Insurance		Provided by Finance	\$ 7,824.00	\$ 8,058.00	\$ 8,058.00
4521 Auto Liability		Provided by Finance	\$ 62,730.00	\$ 64,612.00	\$ 64,612.00
4541 Employee Personal Liability		Provided by Finance	\$ 326.00	\$ 335.00	\$ 335.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-James Farfour	<b>Green Cell - Department Input</b>
Dept #:	Fire Department - 5120		
Division:	~ - 5120		

	Object of Expenditure	Sch ed?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4911	Subscriptions	Y	These funds are requested to cover the cost of subscriptions for the department use. See attached SCH4911.	\$ 2,599.66	\$ 2,680.00	\$ 2,680.00
4912	Fees & Dues	Y	These funds are requested to cover the cost of fees and dues for the departmnet. See attached SCH4912.	\$ 7,025.00	\$ 6,845.00	\$ 6,845.00
4990	Equipment Expense		These funds are requested to purchase equipment that cost between \$1,000 - \$4,999. Included in this funding is replacement bay door operators. Requesting to replace 5 of the 25 operators at a total cost of \$7,500 (\$1,500 x 5).	\$ 16,275.00	\$ 7,500.00	\$ -
9561	Office Supplies		These funds are requested to cover the cost of letter and legal size paper and envelopes received from the stockroom at City Hall.	\$ 500.00	\$ 500.00	\$ 500.00
2501A	Fleet Charges Internal Use Only!		These funds are requested to cover charges for maintenance and/or repairs performed on fire department response and administration vehicles and fire apparatus at the City's maintenance complex. The increase in this account is due price increase for maintenance, labor costs and projected repairs needed on aging fire apparatus.	\$ -	\$ -	\$ 56,625.00
2502A	Vehicle Fuel-Internal Charges		These funds are requested to cover the cost of diesel fuel and gasoline for all fire apparatus, administration vehicles and response vehicles. With the ever changing price of gas and diesel, we project an average monthly expense of \$4,200.00.	\$ -	\$ -	\$ 37,500.00
3250A	Postage-Internal Charges only!		These funds are requested to cover the cost of postage of letters mailed through the US Postal Service and shipping costs when items are mailed for repairs.	\$ -	\$ -	\$ 650.00
	<b>Total Operating Expenditures</b>			<b>\$ 622,495.66</b>	<b>\$ 820,156.00</b>	<b>\$ 572,691.00</b>
5075	Paving - Fire Department		Due to prior year cuts of of this line item, the pavement plan has been altered. Alternative temporary uses are being investigated.	\$ -	\$ -	\$ -
5136	All Terrain Vehicle		Prior year expenditure. No current year request.	\$ 33,626.16	\$ -	\$ -
5181	Facility Updates-Fire Station 1		Station 1: Concrete apron repairs due to sunken apron. Approximate cost for is \$12,000.		\$ 8,000.00	\$ -
5182	Facility Updates-Fire Station 2		-		\$ -	\$ -
5183	Facility Updates-Fire Station 3		Station 3: Drive-thru bay construction at approximate cost of \$55,000 to eliminate safety concerns during back-up operations. Note: If approved for new public safety facility this cost will not be needed.		\$ 55,000.00	\$ -
5184	Facility Updates-Fire Station 4		-		\$ -	\$ -
5185	Facility Updates-Fire Station 5		Station 5: Concrete apron repairs due to sunken apron and replacing 6 bay doors due to deterioration that is beyond repair. Approximate cost is \$48,000.		\$ 48,000.00	\$ -
5186	Facility Updates-Fire Training		Training Facility Upgrades: Includes Land Clearing/Tree Removal to allow for expansion of training facility (Phase II) and removal of overgrowth and potential fall hazards of dead trees. Also included is money allocated for a security fence for cleared land, and equipment storage shelter.	\$ -	\$ 33,340.00	\$ -
5401	Administrative Car		These funds are requested to purchase 3 administrative response vehicles. During FY2019-20, the department was denied repairs of 2 vehicles due to mechanical issues which caused the vehicles to be removed from our fleet. Funding was not approved after requested in FY20-21 budget and again denied after request for budget ammendment was submitted after current vehicles in fleet suffered mechanical issues. These vehicles are imperative to the department to complete the operations of the department. Currently, staff at times has no choice but to use their personal vehicles to conduct city business. The shortage of necessary response vehicles is also key to continuing our strategic plan metrics in time response. This price includes GFD striping, emergency lighting, mobile radio and slide out tray and cover for truck bed.	\$ 6.00	\$ 142,200.00	\$ 49,200.00
5496	Aerial Fire Truck		These funds are requested to purchase a new Aerial Truck (Quint) to begin CIP as outlined during Council Retreat.	\$ -	\$ 882,000.00	\$ -
5500	Engne Replacement		These funds are requested to purchase a new Engine Truck to begin CIP as outlined during Council Retreat.	\$ -	\$ 607,000.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-James Farfour	<b>Green Cell - Department Input</b>
Dept #:	Fire Department - 5120		
Division:	~ - 5120		

Object of Expenditure	Sch ed?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
5521		Fire Hose These funds are requested to replace fire hoses of various diameters that are aging and beyond repair. Requested funds also include nozzles, foam inductors, and other hose appliances in need of repairs. The requested amount is to continue replacement plan established by GFD to adhere to guidelines set forth by NFPA.	\$ 13,155.00	\$ 14,435.00	\$ 13,155.00
5527		Miscellaneous Equipment These funds are requested to purchase a deployable shelter for the Water Rescue Team with environmental control device and generator as well as to purchase an inflatable fire house for the fire education division to be used in community outreach events and education. These funds requested also include dual band portable radios to allow for interoperability in natural disasters and inter-agency operations. These radios will be issued on front line apparatus and to command staff. Radio pricing includes software, programming, chargers, spare battery, remote mics and warranty. The above items are all items that were requested in prior year budget but not funded. - New items included in this line item are funds to purchase a rescue jack extrication stabilizer for Eng. 5. This tool allows for stabilization of vehicle to allow for required safety measures for rescuers and victims. Funding in this account also includes equipment purchases for the new quint fire apparatus and new fire pumper truck as outlined in the CIP program presented during council retreat. These costs include all necessary tools and emergency equipment necessary to operate apparatus. In this account is also funding for a custom skid unit to be added P1164 which is a 2011 F350 pick up truck in our current fleet. This skid unit will allow this vehicle to be converted into a newer brush truck than the current F016 which is a 1976 Dodge brush truck. Funding this skid unit will allow for \$100,000 plus in savings versus purchasing a new standard brush truck.	\$ 7,662.32	\$ 424,792.00	\$ -
5735		Air Packs These funds are requested to purchase new SCBA units and additional cylinders for the department. This budget year the department is requesting the following: 8 - Carbon Cylinders 4500 psi @ \$900 each / 5 - Voice Amps @ \$500 each / 10 - SCBA Face Pieces - HT AV3000 @ \$300 each / 4 - SCBA Unit 4500-psi @ \$6,300 Note: This will continue the replacement plan of reserve trucks to ensure continuity with ready reserves.	\$ 35,100.00	\$ 37,900.00	\$ 35,100.00
5736		Thermal Imaging Camera These funds are requested to purchase a new thermal imaging camera for Eng. 3.	\$ 5,258.33	\$ 5,500.00	\$ -
5804		Fire Station These funds are requested to replace Fire Station 3 with a state of the art public safety facility. The current station has exceeded its useful life and does not meet the safety nor functional needs of the department. Eliminating the documented "near misses" as apparatus attempts to back onto the apron is a priority. This project is outlined in the CIP as dictated during prior year discussions with Council and Office of the City Manager.	\$ -	\$ 2,525,000.00	\$ -
6101		FEMA Source Capture Exhaust System These funds are requested to purchase a source capture diesel exhaust system for Station 4 which was not included in the grant funding for other stations due to FEMA restrictions.	\$ -	\$ 62,795.00	\$ -
<b>Total Capital Outlay</b>			<b>\$ 94,807.81</b>	<b>\$ 4,845,962.00</b>	<b>\$ 97,455.00</b>
<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fire Department-~ Budget</b>			<b>\$ 6,347,515.03</b>	<b>\$ 11,564,021.85</b>	<b>\$ 6,292,613.03</b>

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 11-General Fund Dept. Head-James Farfour																	
Dept #: Fire Department - 5120																	
Division: ~ - 5120																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Maintenance Cost History			Replacement Asset Information			Department Request	Manager Recommend. 6/01/21	New Debt?
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
1	5401	B986	2004 Chevy Blazer	Transferred from PD Fleet		\$ 2,120.62	\$ -	\$ -	\$ -	N	1	Administrative Response Vehicle - F150	These funds are requested to replace the 2004 Chevy Blazer which is currently out of service due to maintenance repairs that exceeded the value of the vehicle. The department is requesting funding to purchase a F-150. This price includes GFD striping, emergency lighting, mobile radio and slide out tray and cover for truck bed. Note: 2004 Chevy Blazer has been sold. Bill of Sale #8272020	\$ 49,200.00	\$ 49,200.00		
2	5401	B1124	2005 Ford Expedition	\$ 18,540.00	95,328	\$ 1,500.00	\$ 427.02	\$ 176.99	\$ -	N	1	Administrative Response Vehicle - F250	These funds are requested to replace the 2005 Ford Expedition which is currently out of service due to transmission repairs that exceeded value of vehicle. The department is requesting funding to purchase a 2021 F-250. This price includes GFD striping, emergency lighting and mobile radio.	\$ 45,000.00	\$ -		
3	5401	A979	2004 Ford Taurus	\$ 13,241.68	152,570	\$ 1,200.00	\$ 1,320.42	\$ 505.40	\$ 596.41	N	1	Administrative Response - Tahoe	These funds are requested to replace the 2004 Ford Taurus which is currently assigned to the Inspection division. The department is requesting funding to purchase a 2021 Chevy Tahoe. This price includes GFD emergency lighting and mobile radio.	\$ 48,000.00	\$ -		
4	5521	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Fire Hose Replacement	These funds are requested to replace fire hoses of various diameters that are aging and beyond repair. Requested funds also include nozzles, foam inductors, and other hose appliances in need of repairs. The requested amount is to continue replacement plan established by GFD to adhere to guidelines set forth by NFPA.	\$ 14,435.00	\$ 13,155.00		
5	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	2	Deployable Shelter for Water Rescue Team	These funds are requested to purchase a deployable shelter for the Water Rescue Team with environmental control device and generator.	\$ 34,251.00	\$ -		

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund: 11-General Fund Dept. Head-James Farfour																
Dept #: Fire Department - 5120																
Division: ~ - 5120																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Maintenance Cost History			Replacement Asset Information				
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?
6	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	3	Inflatable Fire House for Community Outreach & Education	These funds are requested to purchase a inflatable fire house for the fire education division to be used in community outreach events and education.	\$ 8,500.00	\$ -	
7	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	(11) Portable Radios	These funds are requested to purchase dual band portable radios to allow for inneroperability in natural disasters and inter-agency operations. These radios will be issued on front line appartaus and to command staff. (11 @ \$7,955) Radio pricing includes software, programming, charges, spare battery, remote mics and warranty.	\$ 87,650.00	\$ -	
8	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	2	Rescue Jack	These funds are requested to purchase a rescue jack extraicaition stablizer for Eng. 5. This tool allows for stablization of vehicle to allow for required safety measures for rescurers and victims.	\$ 12,544.00	\$ -	
9	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Equipment for Aerial Fire Truck	These funds are requested to purchase equipment for new quint fire apparatus. These costs include all necessary tools and emergency equipment necessary to operate apparatus.	\$ 155,976.00	\$ -	
10	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Equipment for Fire Pumper Truck	These funds are requested to purchase equipment for new fire pumper truck. These costs include all necessary tools and emergency equipment necessary to operate apparatus.	\$ 108,618.00	\$ -	
11	5527	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Skid Unit for conversion to Brush Truck	These funds are requested to purchase a custom skid unit to be added P1164 which is a 2011 F350 pick up truck in our current fleet. This skid unit will allow this vehicle to be converted into a newer brush truck than the current F016 which is a 1976 Dodge brush truck. Funding this skid unit will allow for \$100,000 plus in savings versus purchasing a new standard brush truck.	\$ 17,253.00	\$ -	
12	5735	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Air Packs	These funds are requested to purchase new SCBA units and additional cylinders for the department. This budget year the department is requesting the following: 8 - Carbon Cylinders 4500 psi @ \$900 each / 5 - Voice Amps @ \$500 each / 10 - SCBA Face Pieces - HT AV3000 @ \$300 each / 4 - SCBA Unit 4500-psi @ \$6,300 Note: This will continue the replacement plan of reserve trucks to ensure continuity with ready reserves.	\$ 37,900.00	\$ 35,100.00	

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund: 11-General Fund Dept. Head-James Farfour																
Dept #: Fire Department - 5120																
Division: ~ - 5120																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Maintenance Cost History			Replacement Asset Information				
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?
13	5736	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Thermal Imgaing Camera	These funds are requested to purchase a new thermal imaging camera for Eng. 3.	\$ 5,500.00	\$ -	
14	5496	F885	2000/EONE Quint	\$ 470,951.00	142,348 miles / 16,154.6 hrs	\$ -	\$ 14,072.52	\$ 11,318.31	\$ 7,321.44	N	1	Aerial Fire Truck	These funds are requested to purchase a new Aerial Truck (Quint) to begin CIP as outlined during Council Retreat.	\$ 882,000.00	\$ -	
15	5500	F566	1991/Pierce Dash	\$ 185,658.00	164,689 miles / 15,263.6 hrs	\$ 27,848.00	\$ 864.34	\$ 1,266.11	\$ 301.34	N	1	Engine Replacement	These funds are requested to purchase a new Engine Pump Truck to begin CIP as outlined during Council Retreat.	\$ 607,000.00	\$ -	
16	5804	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Fire Station 3	These funds are requested to replace Fire Station 3 with a state of the art public safety facility. The current station has exceeded its useful life and does not meet the safety nor functional needs of the department. Eliminating the documented "near misses" as apparatus attempts to back onto the apron is a priority. This project is outlined in the CIP as dictated during prior year discussions with Council and Office of the City Manager.	\$ 2,525,000.00	\$ -	
17	6101	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Source Capture System - St. 4	These funds are requested to purchase a source capture diesel exhaust system for Station 4 which was not included in the grant funding for other stations due to FEMA restrictions.	\$ 62,795.00	\$ -	
18	5181	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Station 1	Station 1: Concrete apron repairs due to sunken apron. Approximate cost for is \$8,000.	\$ 8,000.00	\$ -	
19	5182	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Station 2	-	\$ -	\$ -	
20	5183	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Station 3	Station 3: Drive-thru bay construction at approximate cost of \$55,000 to eliminate safety concerns during back-up operations. Note: If approved for new public safety facility this cost will not be needed.	\$ 55,000.00	\$ -	
21	5184	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Station 4	-	\$ -	\$ -	
22	5185	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Station 5	Station 5: Concrete apron repairs due to sunken apron and replacing 6 bay doors due to deterioration that is beyond repair. Approximate cost is \$48,000.	\$ 48,000.00	\$ -	

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund: 11-General Fund Dept. Head-James Farfour																
Dept #: Fire Department - 5120																
Division: ~ - 5120																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Maintenance Cost History			Replacement Asset Information				
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?
23	5186	N/A	Addition	N/A	N/A	\$ -	\$ -	\$ -	\$ -	N	1	Facility Updates - Fire Training	Training Facility Upgrades: Includes Land Clearing/Tree Removal to allow for expansion of training facility (Phase II) and removal of overgrowth and potential fall hazards of dead trees. Also included is money allocated for a security fence for cleared land, and equipment storage shelter.	\$ 33,340.00	\$ -	
<b>Total Capital Outlay Re</b>				<b>\$ 688,390.68</b>		<b>\$ 32,668.62</b>	<b>\$ 16,684.30</b>	<b>\$ 13,266.81</b>	<b>\$ 8,219.19</b>					<b>\$ 4,845,962.00</b>	<b>\$ 97,455.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: ~ - 5120  
 Account: 2323 Other Training

Dept. Head-James Farfour

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Note: Moved items to Facility Updates - Training Facility and moved training supplies to Operational Supplies per Finance.	\$ 17,021.52	\$ -	\$ -
2	Mobile Classroom Rental Note: Moved to Equipment Rental per Finance	\$ 4,200.00	\$ -	\$ -
3	Assessment Centers, Fire Training Media Resources	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00
4	Candidate Physical Agility Test Materials (Hiring Process)	\$ 33.48	\$ -	\$ -
5	Training Equipment (Fuel, Lumber, Prop Materials, OSB, Wheat Straw, Etc.)	\$ 6,200.00	\$ 7,500.00	\$ 7,500.00
6	Goldsboro Explorer Program Competition: 3 Employees/Program Leaders to attend the Winterfest Explorer Competition Note: Competition cancelled in FY20-21 due to COVID-19	\$ -	\$ 2,000.00	\$ 2,000.00
7	Outside Training Schools/Conferences: Fire Department Training Network School (4 employees @ \$1,900 each) / NC South Atlantic Fire Rescue Conference and Expo (6 employees @ \$150.00 each) / NC Catawba Flood Exercise (6 Water Rescue Team Members @ \$200 each) / Fire Department Instructor Conference (2 employees @ \$2,000 each) / NC Association of Fire Chief Conference (2 employees @ \$1,000 each) / NC Fire Prevention School (2 inspectors @ \$950) / National Fire Academy (6 employees @ \$300 each) Note: Outside training schools/conferences cancelled in FY20-21 due to COVID-19	\$ -	\$ 19,400.00	\$ 12,120.00
8	Level I, II or III Inspections Training Certification Reimbursement (4 employees * \$145)	\$ 145.00	\$ 580.00	\$ 580.00
9	Per CM cut 5/21/21			\$ (5,000.00)

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: ~ - 5120  
 Account: 2323 Other Training

Dept. Head-James Farfour

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
	Total - 2323 Other Training	\$ 29,400.00	\$ 32,480.00	\$ 20,200.00

**SUPPORTING SCHEDULE**

**Fiscal Year FY21-22**

**Fund:** 11-General Fund  
**Dept #:** Fire Department - 5120  
**Division:** ~ - 5120  
**Account:** 3121 Travel

**Dept. Head-James Farfour**

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	International Association of Fire Chief's Conference - Fire Chief (Includes travel expenses, meals, lodging and airfare)	\$ -	\$ 2,100.00	\$ 2,100.00
2	International Association of Emergency Manager's Conference - Fire Chief (Includes travel expenses, meals, lodging and airfare)	\$ -	\$ -	\$ -
3	South Atlantic Fire & Rescue Expo - 4 Command Staff Personnel (4 personnel @ \$150 each)	\$ -	\$ 600.00	\$ 600.00
4	Various Community Meetings, Luncheons & Events (Fire Chief & Command Staff Personnel)	\$ -	\$ 600.00	\$ 600.00
5	Note: During FY20-21 all travel was cancelled or held virtually due to COVID-19 restrictions and precautions.			
6	Chief Farfour - Reduction to line item to assist in balancing budget			\$ (2,800.00)
7				
	<b>Total - 3121 Travel</b>	<b>\$ -</b>	<b>\$ 3,300.00</b>	<b>\$ 500.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-James Farfour</b>
<b>Dept #: Fire Department - 5120</b>	
<b>Division: ~ - 5120</b>	
<b>Account: 4911 Subscriptions</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NFPA Subscription Service (Online) - Fire Inspectors	\$ 1,495.00	\$ 1,575.00	\$ 1,575.00
2	Active911 - Emergency Response Subscription	\$ 750.00	\$ 750.00	\$ 750.00
3	Weather Radar App - Fire Chief Ipad	\$ 10.66	\$ 11.00	\$ 11.00
4	CAD Interface Subscription (IT Dept.)	\$ 225.00	\$ 225.00	\$ 225.00
5	ESO Solutions - Fire Reporting Database Update (Required for continued software support) *Note: Moved to Account 4221 per Catherine	\$ -	\$ -	\$ -
6	Amazon Prime Membership	\$ 119.00	\$ 119.00	\$ 119.00
7	NFORS/FireCARES Subscription - Startup Fee \$5,000/Annual Fee \$8,000	\$ -	\$ -	\$ -
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 2,599.66</b>	<b>\$ 2,680.00</b>	<b>\$ 2,680.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-James Farfour</b>
<b>Dept #:</b> Fire Department - 5120	
<b>Division:</b> ~ - 5120	
<b>Account:</b> 4912 Fees & Dues	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	International Association of Fire Chiefs	\$ 240.00	\$ 240.00	\$ 240.00
2	International Association of Emergency Managers	\$ 190.00	\$ -	\$ -
3	Fire Department Training Network Membership Renewal Fee	\$ 300.00	\$ 300.00	\$ 300.00
4	Explorer Post Renewal Fee	\$ 350.00	\$ 350.00	\$ 350.00
5	NC Association of EMS & Rescue Membership Dues	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
6	Fire Inspection Certification Renewals (30 @ \$20.00)	\$ 600.00	\$ 600.00	\$ 600.00
7	NC Fire Chief Association Dues (8 @ \$30.00)	\$ 240.00	\$ 240.00	\$ 240.00
8	NC Fire Marshal Dues (1 @ \$15.00)	\$ 15.00	\$ 15.00	\$ 15.00
9	NC State Firefighters Association Dues (85 @ \$25.00)	\$ 2,125.00	\$ 2,125.00	\$ 2,125.00
10	Wayne County Firefighter's Association (83 @ \$5.00)	\$ 405.00	\$ 415.00	\$ 415.00
11	NC Fire & Rescue Administrative Professionals Dues (2 @ \$50.00)	\$ 100.00	\$ 100.00	\$ 100.00
12	Recertification Fee - Car Seat Safety Technicians (10 @ \$55.00)	\$ 660.00	\$ 660.00	\$ 660.00
13	NC Industrial Commission (Finance)	\$ 400.00	\$ 400.00	\$ 400.00
14				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 7,025.00</b>	<b>\$ 6,845.00</b>	<b>\$ 6,845.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: POLICE 6121

#### DEPARTMENT OVERVIEW:

The mission of the Goldsboro Police Department is to work cooperatively with the public and within the framework of the United States Constitution and North Carolina law to protect the well-being and enhance the quality of life of our residents and visitors. In 2020/2021, the Police Department was authorized 121 full time positions (108) sworn officers and (13) civilians, assigned to four divisions: Office of the Chief of Police, Operations Bureau, Support Services Bureau, and Investigative Services Bureau. In addition, the Department was authorized (01) part-time Custodian. The activities of the Department include the enforcement of the laws; prevention and detection of criminal activity; apprehension of offenders; control of traffic; participation in court proceedings; protection of constitutional guarantees; resolution of conflict and the maintenance of the feeling of safety and security in the community.

#### GOALS/MAJOR OBJECTIVES:

- Continue operational efforts to work in partnership with the community to preserve life, enforce the law, maintain order, provide quality police services and reduce the fear and incidence of crime and traffic offenses.
- Continue Crime Prevention and Community Police/Problem Solving Initiatives including National Night Out, Crime Watch, Gangs Resistance Education and Training (G.R.E.A.T.) Program, Goldsboro Partners Against Crime (GPAC), the Housing Unit, the Special Enforcement Unit (SEU), Gang Suppression Unit (GSU).
- Continue operational efforts to work in partnership with/as Goldsboro /Wayne County Inter-Agency Drug Task Force to serve the community.
- Continuation of the Emergency Response Team (ERT).
- Continue implementation of and efforts to maintain CALEA Accreditation.
- Continue training in Community Policing, Diversity and Cultural Sensitivity, De-escalation, and other areas of specialized training as may be identified.
- Continue Recruitment efforts with reorganization and updates to the program to address work force needs and striving to increase our minority demographics in a manner consistent with Equal Opportunity Commission (EOC).
- Invest in advance technology and training to expand our ability to investigate crimes and increase the Department's clearance rate for violent crimes.

#### SIGNIFICANT BUDGET ISSUES:

##### OPERATIONAL:

- Need for COLA adjustment to help employees deal with rising inflation and increased costs of health care, as well as, keeping pace with other Law Enforcement Agency salaries and benefits.
- Salary adjustment(s) to address compression.
- Longevity pay to aid in the retention of long-term employees.

##### CAPITAL ISSUES:

- Replace (20) Vehicles, including all emergency equipment, to replace a portion of the fleet having reached the end of their service life, no longer operationally relevant, or are out of service permanently.  
- (11) Patrol Vehicles, (01) vehicle assigned to the Chief of Police, (05) vehicles assigned to Investigations, (03) vehicles assigned to Support Services, and (01) vehicle to be utilized by the VICE Unit.
- Continued maintenance of Police Department to include repaving of John Street Parking Lot(s) and waterproofing exterior.
- Purchase/replace office furniture.
- Maintain ShotSpotter Flex: Subscription based service designed to detect, locate and alert on gunfire.
- Reestablish Polygraph Examiner capabilities –Training and Equipment and Annual Certifications.
- Replacement of essential equipment, including radios, vests, riot gear, and weapons.
- Purchase latent evidence processing equipment to increase clearance rate. Page 359
- Purchase (02) drones to assist in searches and crime scene mapping.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 11-General Fund  
**Dept #:** 6121 Police Department  
**Division:** 6121 ~

**Dept. Head** Mike West

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 5,253,572.94	\$ 5,373,442.99	\$ 5,373,442.99	\$ 4,936,942.61	\$ 5,450,479.01	1.43%	\$ 5,142,013.64	-4.31%
1220 Salaries & Wages Overtime	\$ 49,114.57	\$ 50,000.00	\$ 50,000.00	\$ 35,760.77	\$ 50,000.00	0.00%	\$ 50,000.00	0.00%
1224 Cell Phone Stipend	\$ 39,727.24	\$ 41,760.00	\$ 41,760.00	\$ 37,547.40	\$ 77,760.00	86.21%	\$ 38,880.00	-6.90%
1260 Salaries & Wages Part-Time	\$ 54,702.70	\$ 14,921.00	\$ 14,921.00	\$ 24,381.40	\$ -	*	\$ -	*
1262 Salaries & Wages Perm. Part-Time	\$ 573.89	\$ -	\$ -	\$ 18,842.47	\$ 24,821.00	~	\$ 24,821.00	~
1271 Separation Pay	\$ 278,188.25	\$ 258,237.23	\$ 258,237.23	\$ 250,045.93	\$ 244,846.08	-5.19%	\$ 244,846.08	-5.19%
1272 Holiday Pay	\$ 126,101.68	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	0.00%	\$ 130,000.00	0.00%
1274 Call Duty Pay	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	0.00%	\$ 26,000.00	0.00%
1275 Salaries & Wages Bonus	\$ 42,747.14	\$ -	\$ -	\$ 19,528.82	\$ -	*	\$ -	*
1277 Clothing Allowance	\$ 15,945.70	\$ 19,200.00	\$ 19,200.00	\$ 16,450.00	\$ 19,200.00	0.00%	\$ 16,450.00	-14.32%
1278 Wellness Earnings	\$ 27,707.54	\$ -	\$ -	\$ 16,675.30	\$ 36,300.00	~	\$ 30,000.00	~
1280 Vacation Pay Out	\$ 31,638.56	\$ 33,513.00	\$ 33,513.00	\$ 43,710.42	\$ 27,424.00	-18.17%	\$ 27,424.00	-18.17%
1810 Social Security	\$ 439,049.91	\$ 454,951.18	\$ 454,951.18	\$ 425,025.21	\$ 465,642.50	2.35%	\$ 438,378.26	-3.64%
1820 LEOB-Retirement	\$ 495,531.73	\$ 592,205.36	\$ 592,205.36	\$ 682,807.60	\$ 684,938.41	15.66%	\$ 641,946.87	8.40%
1821 NCLGERS-Retirement	\$ 43,341.20	\$ 47,593.76	\$ 47,593.76	\$ 50,123.76	\$ 55,523.97	16.66%	\$ 54,940.67	15.44%
1822 401-K Retirement	\$ 272,910.88	\$ 294,329.46	\$ 294,329.46	\$ 298,561.80	\$ 299,432.22	1.73%	\$ 281,664.03	-4.30%
1830 Hospital Insurance	\$ 624,465.97	\$ 706,320.00	\$ 706,320.00	\$ 539,420.97	\$ 781,176.00	10.60%	\$ 703,704.00	-0.37%
1835 Group Term Life Insurance Coverage	\$ 2,794.59	\$ 4,617.36	\$ 4,617.36	\$ 4,617.36	\$ 4,617.36	0.00%	\$ 4,617.36	0.00%
1850 Unemployment Compensation	\$ 2,159.08	\$ 2,522.00	\$ 2,522.00	\$ 2,266.00	\$ 2,335.00	-7.41%	\$ 2,335.00	-7.41%
1860 Worker's Compensation	\$ 103,563.61	\$ 25,939.00	\$ 25,939.00	\$ 99,072.83	\$ 78,000.00	200.71%	\$ 78,000.00	200.71%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 7,929,837.18</b>	<b>\$ 8,075,552.34</b>	<b>\$ 8,075,552.34</b>	<b>\$ 7,657,780.64</b>	<b>\$ 8,458,495.55</b>	<b>4.74%</b>	<b>\$ 7,936,020.91</b>	<b>-1.73%</b>
1932 Medical Exams	\$ 9,913.35	\$ 12,000.00	\$ 12,000.00	\$ 8,701.00	\$ 23,738.00	97.82%	\$ 12,000.00	0.00%
1991 Consultant Fees	\$ 17,080.66	\$ 15,000.00	\$ 20,000.00	\$ 19,955.00	\$ 20,000.00	33.33%	\$ 15,000.00	0.00%
2111 Cleaning Supplies	\$ 531.47	\$ 3,032.00	\$ 3,032.00	\$ 2,161.94	\$ 3,762.00	24.08%	\$ 3,032.00	0.00%
2121 Uniforms	\$ 46,462.60	\$ 141,000.00	\$ 141,000.00	\$ 106,808.84	\$ 188,680.92	33.82%	\$ 90,000.00	-36.17%
2122 Clothing Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
2123 Protective Clothing	\$ 17,093.49	\$ 35,948.00	\$ 55,750.46	\$ 55,750.46	\$ 51,096.00	42.14%	\$ 40,775.00	13.43%
2125 Shoes-Uniform	\$ 6,962.61	\$ 14,400.00	\$ 14,400.00	\$ 7,532.89	\$ 14,400.00	0.00%	\$ 9,000.00	-37.50%
2203 Employee Appreciation	\$ 1,758.18	\$ 1,808.00	\$ 1,808.00	\$ 1,627.94	\$ 1,936.00	7.08%	\$ 1,808.00	0.00%
2321 Police Library	\$ 107.80	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 5,824.00	191.20%	\$ 1,300.00	-35.00%
2323 Other Training	\$ 7,051.64	\$ 23,486.00	\$ 23,486.00	\$ 18,819.51	\$ 109,830.70	367.64%	\$ 18,487.00	-21.29%
2501 Vehicle Operation/Maintenance	\$ 236,256.81	\$ 112,500.00	\$ 112,500.00	\$ 172,000.00	\$ 200,000.00	77.78%	\$ -	*
2502 Vehicle Fuel	\$ 175,770.18	\$ 120,000.00	\$ 120,000.00	\$ 140,000.00	\$ 190,000.00	58.33%	\$ -	*
2601 Office Supplies	\$ 11,666.92	\$ 9,675.00	\$ 9,675.00	\$ 9,675.00	\$ 75,914.00	684.64%	\$ 11,913.00	23.13%

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**

**Fund:** 11-General Fund  
**Dept #:** 6121 Police Department  
**Division:** 6121 ~

**Dept. Head** Mike West

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
2916 Explorer Post 209	\$ 4,383.55	\$ 4,900.00	\$ 4,900.00	\$ 2,500.00	\$ 4,000.00	-18.37%	\$ 3,000.00	-38.78%
2918 Emergency Response Team	\$ 17,682.33	\$ 20,008.00	\$ 20,008.00	\$ 20,008.00	\$ 41,973.52	109.78%	\$ 17,008.00	-14.99%
2984 Vending Machine Supplies	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2986 Tasers	\$ 8,275.00	\$ 15,300.00	\$ 22,273.00	\$ 22,273.00	\$ 22,911.00	49.75%	\$ 22,911.00	49.75%
2987 Vehicle Equipment	\$ 106,182.84	\$ 88,203.00	\$ 83,203.00	\$ 50,000.00	\$ 391,843.00	344.25%	\$ 31,557.00	-64.22%
2993 Operational Supplies	\$ 110,729.39	\$ 120,661.00	\$ 113,688.00	\$ 106,447.05	\$ 237,265.49	96.64%	\$ 100,765.00	-16.49%
3121 Travel	\$ 25,670.22	\$ 22,563.00	\$ 22,563.00	\$ 9,958.56	\$ 61,824.00	174.01%	\$ 12,563.00	-44.32%
3130 Events Costs	\$ 4,941.11	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 26,868.37	168.68%	\$ 5,000.00	-50.00%
3210 Telephone	\$ 1,799.76	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,860.00	3.33%	\$ 1,800.00	0.00%
3250 Postage	\$ 1,039.89	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%	\$ -	*
3310 Electricity	\$ 55,933.09	\$ 37,500.00	\$ 37,500.00	\$ 71,759.67	\$ 75,000.00	100.00%	\$ 72,000.00	92.00%
3330 Natural Gas	\$ 11,549.02	\$ 7,500.00	\$ 7,500.00	\$ 14,895.97	\$ 15,000.00	100.00%	\$ 15,000.00	100.00%
3410 Printing	\$ 1,190.60	\$ 2,344.00	\$ 2,344.00	\$ 2,344.00	\$ 2,624.00	11.95%	\$ 1,844.00	-21.33%
3421 Copy Machine Cost	\$ 9,915.06	\$ 20,500.00	\$ 20,500.00	\$ 20,500.00	\$ 22,480.00	9.66%	\$ 18,500.00	-9.76%
3510 Repairs (Insurance Claims)	\$ 4,416.39			\$ -	\$ -	*	\$ -	*
3511 Building Maintenance	\$ 51,879.23	\$ 36,250.00	\$ 43,909.31	\$ 20,000.00	\$ 52,276.00	44.21%	\$ 20,000.00	-44.83%
3521 Office Machine Maintenance	\$ 64,147.45	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 8,441.00	-91.56%	\$ 8,441.00	-91.56%
3522 Machine/Equipment Maintenance	\$ 228.57	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	0.00%	\$ 750.00	0.00%
3525 Police Car Camera Maintenance	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	100.00%	\$ 6,000.00	100.00%
3591 Radio Maintenance	\$ 5,708.50	\$ 13,600.00	\$ 13,600.00	\$ 12,671.77	\$ 12,596.00	-7.38%	\$ 8,600.00	-36.76%
3705 Police ShotSpotter Fees	\$ 195,000.00	\$ 204,750.00	\$ 204,750.00	\$ 204,750.00	\$ 210,000.00	2.56%	\$ 210,000.00	2.56%
3914 Contract Services	\$ 2,603.00			\$ -	\$ -	*	\$ -	*
3950 Education Reimbursement	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	\$ 4,000.00	-20.00%
3952 BLET/Non-Certified Employee Prog	\$ 11,741.73	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 20,000.00	0.00%	\$ 5,000.00	-75.00%
3953 Gangs Resist Education	\$ 918.81	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	0.00%	\$ 3,000.00	-25.00%
3995 VICE Operations	\$ 23,015.80	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 45,596.00	82.38%	\$ 25,000.00	0.00%
4221 Software License Fees	\$ 13,008.00	\$ 15,664.00	\$ 15,664.00	\$ -	\$ 138,027.00	781.17%	\$ 138,027.00	781.17%
4391 Equipment Rent				\$ 15,664.00	\$ -	*	\$ -	*
4402 Heating & Air Conditioner Contract	\$ -	\$ 14,200.00	\$ 14,200.00	\$ 14,200.00	\$ 36,120.00	154.37%	\$ 36,120.00	154.37%
4511 Multi-Peril Insurance	\$ 57,137.73	\$ 61,852.00	\$ 61,852.00	\$ 65,563.45	\$ 67,530.00	9.18%	\$ 67,530.00	9.18%
4521 Auto Liability	\$ 17,484.00	\$ 18,358.00	\$ 18,358.00	\$ 19,121.87	\$ 19,696.00	7.29%	\$ 19,696.00	7.29%
4541 Employee Personal Liability	\$ 547.00	\$ 547.00	\$ 547.00	\$ 480.68	\$ 495.00	*	\$ 495.00	*
4911 Subscriptions	\$ -	\$ 220.00	\$ 220.00	\$ -	\$ 220.00	*	\$ 220.00	*
4912 Fees & Dues	\$ 7,632.84	\$ 16,539.00	\$ 16,539.00	\$ 10,967.00	\$ 15,622.00	-5.54%	\$ 14,039.00	-15.12%

EXPENDITURE SHEET		Fiscal Year FY21-22		Dept. Head Mike West					
Fund: 11-General Fund									
Dept #: 6121 Police Department									
Division: 6121 ~									
								Purple Cell-Finance Input	
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4990	Equipment Expense	\$ 110,158.41	\$ 27,900.00	\$ 27,900.00	\$ 27,900.00	\$ 20,825.34	-25.36%	\$ 19,825.00	-28.94%
9561	Office Supplies	\$ 458.69	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 150,000.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 140,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 1,200.00	~
<b>Total Operating Expenditures</b>		<b>\$ 1,457,233.72</b>	<b>\$ 1,412,958.00</b>	<b>\$ 1,440,419.77</b>	<b>\$ 1,400,037.60</b>	<b>\$ 2,455,225.34</b>	<b>73.76%</b>	<b>\$ 1,385,206.00</b>	<b>-1.96%</b>
5157	Software Expense	\$ 3,700.00			\$ -	\$ -	*	\$ -	*
5401	Administrative Car	\$ 46,113.10	\$ 43,130.00	\$ 43,130.00	\$ -	\$ 314,483.00	629.15%	\$ 218,365.00	406.29%
5404	Line Cars	\$ 172,454.05	\$ -	\$ 23,905.00	\$ 24,628.15	\$ 361,201.00	~	\$ -	*
5462	Sports Utility Vehicle	\$ 28,717.10			\$ -	\$ -	*	\$ -	*
5514	Moving Radar				\$ -	\$ 44,978.00	~	\$ -	*
5527	Miscellaneous Equipment	\$ 6,817.98	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 96,550.00	1385.38%	\$ -	*
5544	Refrigerator		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	*	\$ -	*
5591	Portable Hand Held Radios				\$ -	\$ 92,169.00	~	\$ -	*
5899	Police/Fire Expansion Construction	\$ 21.98			\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ 257,824.21</b>	<b>\$ 59,630.00</b>	<b>\$ 83,535.00</b>	<b>\$ 41,128.15</b>	<b>\$ 909,381.00</b>	<b>1425.04%</b>	<b>\$ 218,365.00</b>	<b>266.20%</b>
					\$ -	\$ -	*	\$ -	*
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Police Department-~ Budget</b>		<b>\$ 9,644,895.11</b>	<b>\$ 9,548,140.34</b>	<b>\$ 9,599,507.11</b>	<b>\$ 9,098,946.39</b>	<b>\$ 11,823,101.89</b>	<b>23.83%</b>	<b>\$ 9,539,591.91</b>	<b>-0.09%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121

Dept. Head-Mike West

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Salary for 121 Positions (108 sworn, 13 non-sworn)	\$ 4,936,942.61	\$ 5,450,479.01	\$ 5,142,013.64
1220	Salaries & Wages Overtime		Overtime for call back pay for officers; Federal Marshalls/ATF OT does reimburse a portion of the OT ~\$11K	\$ 35,760.77	\$ 50,000.00	\$ 50,000.00
1224	Cell Phone Stipend		108 employees X \$720 annual	\$ 37,547.40	\$ 77,760.00	\$ 38,880.00
1260	Salaries & Wages Part-Time		N/A	\$ 24,381.40	\$ -	\$ -
1262	Salaries & Wages Perm. Part-Time		Custodian (position reclassified and increase of hours to 25 hours per week)	\$ 18,842.47	\$ 24,821.00	\$ 24,821.00
1271	Separation Pay		Separation pay for 21 personnel	\$ 250,045.93	\$ 244,846.08	\$ 244,846.08
1272	Holiday Pay		(13) Holidays x \$10,000 per Holiday	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00
1274	Call Duty Pay		On-Call Investigations (\$250.00 BW x 4 = \$1,000 BW x 26 PR)	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00
1275	Salaries & Wages Bonus		121 employees x \$413.00	\$ 19,528.82		\$ -
1277	Clothing Allowance		24 officers @ \$800.00 annually	\$ 16,450.00	\$ 19,200.00	\$ 16,450.00
1278	Wellness Earnings		121 employees x \$300 annually	\$ 16,675.30	\$ 36,300.00	\$ 30,000.00
1280	Vacation Pay Out		Estimated VPO for possible retirements: J. Beeken, L. Bethea, T. Chiero, A. Nail	\$ 43,710.42	\$ 27,424.00	\$ 27,424.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 425,025.21	\$ 465,642.50	\$ 438,378.26
1820	LEOB-Retirement		Sum of accounts 1210 - 1290 X 12.24% (Leo)	\$ 682,807.60	\$ 684,938.41	\$ 641,946.87
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo)	\$ 50,123.76	\$ 55,523.97	\$ 54,940.67
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 298,561.80	\$ 299,432.22	\$ 281,664.03
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 539,420.97	\$ 781,176.00	\$ 703,704.00
	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 4,617.36	\$ 4,617.36	\$ 4,617.36
1850	Unemployment Compensation		Provided by Finance	\$ 2,266.00	\$ 2,335.00	\$ 2,335.00
1860	Worker's Compensation		Provided by Finance	\$ 99,072.83	\$ 78,000.00	\$ 78,000.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 7,657,780.64</b>	<b>\$ 8,458,495.55</b>	<b>\$ 7,936,020.91</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121

**Dept. Head-Mike West**

**Blue Font - Detail Schedule Requested**

**Green Cell - Department Input**

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1932	Medical Exams		Pre-Employment, Post-Conditional, and Critical Incident Appointments (Medical, Drug Screen, Psychological, Hepatitis B): 18 Hepatitis Shots x \$150 = \$2,700 18 Pre-hire/Post Conditional Exams (Officers) x \$680 = \$12,240 18 Eye Exams for (Gas Mask Lenses)18 x \$100 = \$1,800 18 Hepatitis B Series/A-titer x \$16 = \$288 127 TB Tests x \$5 = \$635 5 Critical Incident/Fitness for Duty Test x \$525 = \$2,625 6 Psychological Exams for ERT members x \$575 = \$3450	\$ 8,701.00	\$ 23,738.00	\$ 12,000.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	Assessment for anticipated Command Staff vacancy(s) and advisement fee for DMC/RED grant	<b>\$ 19,955.00</b>	<b>\$ 20,000.00</b>	<b>\$ 15,000.00</b>
2111	Cleaning Supplies		Supplies (disinfectants, trash bags, mops, etc.) necessary for cleaning of complex specific to PD needs. 10 Cases 60 gal Trash Can Liners x \$63 = \$630 10 Cases 5.5 gal Trash Can Liners x \$29 = \$290 Cleaning Duster Spray for Computers/Electronics = \$42 SaniZide+ Disinfectant Cleaner/Handwash/Sporicidin =\$2000 Shop towels, dish det., misc. clean, disinfect wipes = \$500 Mops, mop heads, broom, sponges = \$200 Isopropyl alcohol for sanitizing crime lab = \$100	\$ 2,161.94	\$ 3,762.00	\$ 3,032.00
2121	Uniforms		Uniforms for New Hires as well as replacements due to wear and damage, including sworn officers from all units as well as civilian uniformed personnel and the Crisis Negotiation Team. Increase in requested amount reflects increase in quotes from uniform vendors compounded for number of uniforms needed.	\$ 106,808.84	\$ 188,680.92	\$ 90,000.00
2122	Clothing Allowance		Changed to 1277			\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Mike West	<b>Green Cell - Department Input</b>
Dept #:	Police Department - 6121		
Division:	~ - 6121		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2123	Protective Clothing		Used for new and replacement bulletproof vests/carriers and Animal Control bite gloves. Capital program replacement of (25) bulletproof vests per FY for expirations. Grant funds replace approximately half of the cost/vest back into the General Fund. 18 New Hire Body Armor x \$1032 = \$18,576 25 Body Armor replacements x \$1032 = \$25,800 25 Body Armor Carrier replacements x \$264 = \$6,600 2 bite gloves for Animal Control x \$60 = 120	\$ 55,750.46	\$ 51,096.00	\$ 40,775.00
2125	Shoes-Uniform		Used to purchase shoes for new hires, all sworn personnel, plainclothes, Honor Guard, ERT Unit, SEU Unit, Bicycle Patrol Unit, Crime Scene, Police Equip. Maint. Worker, Senior Maint. Worker, and Animal Control Officer. (120x\$120)	\$ 7,532.89	\$ 14,400.00	\$ 9,000.00
2203	Employee Appreciation		121 employees x \$16.00	\$ 1,627.94	\$ 1,936.00	\$ 1,808.00
2321	Police Library		Purchase of Annual Mandatory In-Service Training CD's, General Statute Updates, BLET Revisions/Updates.	\$ 1,000.00	\$ 5,824.00	\$ 1,300.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See schedule.	<b>\$ 18,819.51</b>	<b>\$ 109,830.70</b>	<b>\$ 18,487.00</b>
2501	Vehicle Operation/Maintenance			\$ 172,000.00	\$ 200,000.00	\$ -
2502	Vehicle Fuel			\$ 140,000.00	\$ 190,000.00	\$ -
2601	Office Supplies		Ink, standard office supplies, bankers boxes, file folders, writing utensils, paper, and office furniture.	\$ 9,675.00	\$ 75,914.00	\$ 11,913.00
2916	Explorer Post 209		Vehicle rentals for out of area events, recruitment events and supplies, uniforms and supplies.	\$ 2,500.00	\$ 4,000.00	\$ 3,000.00
2918	Emergency Response Team		Funding for uniforms, equipment, and operational needs of the ERT to continue activation of the Emergency Response Team and maintain 12 Operators (Vests, helmets, carriers, etc). Added funding for Crisis Negotiation Team equipment (Backpack, coms, cell phone = \$7663.82).	\$ 20,008.00	\$ 41,973.52	\$ 17,008.00
2984	Vending Machine Supplies		Purchase supplies for vending machines. \$125 pm x 12	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121

Dept. Head-Mike West

Blue Font - Detail Schedule Requested  
 Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2986	Tasers		Year (4) of 5 year contract = \$8,913 Taser Supplies: cartridges, batteries, holsters, adapters, this includes annual required proprietary training materials (increase due to \$7k short in 20-21) = \$13,998	\$ 22,273.00	\$ 22,911.00	\$ 22,911.00
2987	Vehicle Equipment		Equipment for (4) 2021 Dodge Charger Patrol - \$81,796 Equipment for (7) 2022 Chevy Tahoe Patrol - \$153,074 Equipment for (2) 2021 Dodge Durango Admin - \$35,330 Equipment for (1) 2021 Dodge R/T Vice - \$9,710 Equipment for (3) 2021 Dodge Charger Admin - \$55,216 Equipment for (1) 2022 Chevy Tahoe Admin - \$21,867 Equipment for (3) 2021 Dodge RAM SSV Admin - \$32,850 Vehicle rails for ERT vehicle - \$2000	\$ 50,000.00	\$ 391,843.00	\$ 31,557.00
2993	Operational Supplies		Supply costs for crime scene/property/evidence, Animal Control, weapons, ammo, Equifax, K-9 supplies, bicycle patrol, officer awards, retirement ceremonies, and other operational supplies.	\$ 106,447.05	\$ 237,265.49	\$ 100,765.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See schedule.	<b>\$ 9,958.56</b>	<b>\$ 61,824.00</b>	<b>\$ 12,563.00</b>
3130	Events Costs		Funds for participation in community events to build strong and meaningful police-community partnerships. Special Events - \$6,360 National Night Out - \$3,000 Police Activities League - \$6,100 Recruiting - \$5,558.37 GPAC - \$5,450 Chili Cook Off - \$400	\$ 5,000.00	\$ 26,868.37	\$ 5,000.00
3210	Telephone		Spectrum Monthly Service - \$150.00 x 12 = \$1,860.00	\$ 1,800.00	\$ 1,860.00	\$ 1,800.00
3250	Postage			\$ 1,200.00	\$ 1,200.00	\$ -
3310	Electricity		\$6,250.00 pm x 12 months = \$75,000.00 (Increase due to new building/new on-demand system)	\$ 71,759.67	\$ 75,000.00	\$ 72,000.00
3330	Natural Gas		\$1,250 pm x 12 months = \$15,000.00 (Increase due to new building/new on-demand system)	\$ 14,895.97	\$ 15,000.00	\$ 15,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike West	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Police Department - 6121		
Division:	~ - 6121		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3410	Printing		Receipt books = \$924 Fingerprint cards = \$200 Victim/witness brochures, ShotSpotter door hangers, business cards for Investigations, GPAC/VCTF brochures = \$1500	\$ 2,344.00	\$ 2,624.00	\$ 1,844.00
3421	Copy Machine Cost		Lease and maintenance on 3 current copiers (I.T.) - \$14,500 Additional copier lease - \$2,500 Copy paper cost (100x\$32.50+\$2.50 inside delivery) - \$3,500 Staples: 20x\$99 (corner staples booklet) - \$1980	\$ 20,500.00	\$ 22,480.00	\$ 18,500.00
3510	Repairs (Insurance Claims)		N/A			\$ -
3511	Building Maintenance		Pest Control, Carpet Cleaning, Fire Alarm Monitoring, Ceiling tiles in locker rooms, LED bulbs, Misc. Repairs to Public Safety Complex	\$ 20,000.00	\$ 52,276.00	\$ 20,000.00
3521	Office Machine Maintenance		Annual maintenance fees for machines/equipment in all PD divisions	\$ 100,000.00	\$ 8,441.00	\$ 8,441.00
3522	Machine/Equipment Maintenance		Repairs of machines/equipment not covered by contracts to include photographic equipment, projectors, vacuum cleaners, lawn mowers, and edgers.	\$ -	\$ 750.00	\$ 750.00
3525	Police Car Camera Maintenance		Police in-car camera maintenance and repairs. The funds are for items damaged by wreck or accessories as needed.	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00
3591	Radio Maintenance		Portable radio repairs, parts, radar certifications, and LIDAR certifications. Portable Radio Repairs \$812 bench fee per repair x 8 = \$6,496 RadioParts = \$3000 Radar Certifications (25 current + 20 new x \$50) = \$2,250 LIDAR Certifications (10 x \$85) = \$850	\$ 12,671.77	\$ 12,596.00	\$ 8,600.00
3705	Police ShotSpotter Fees		Annual Contract - 5% increase	\$ 204,750.00	\$ 210,000.00	\$ 210,000.00
3914	Contract Services	Y	See schedule.	\$ -	\$ -	\$ -
3950	Education Reimbursement		Reimbursement for (4) officers x \$2,500 each	\$ -	\$ 5,000.00	\$ 4,000.00
3952	BLET/Non-Certified Employee Prog		Basic Law Enforcement Training for 4 x \$5,000 per trainee	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121

Dept. Head-Mike West

Blue Font - Detail Schedule Requested  
 Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3953	Gangs Resist Education		Shirts, awards, motivational teaching aids for curriculum and summer camps.	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00
3995	VICE Operations		Operations of the VICE Unit for patrol and drug enforcement.	\$ 25,000.00	\$ 45,596.00	\$ 25,000.00
4221	Software License Fees		Annual service maintenace for software fees in all PD divisions: One Solution RMS Fee = \$6,760 GTAC Licensing and Maintenance (In-Car/BWC) = \$19,726 PadTrax (Property/Evidence Inventory System) = \$10,663 Leads Online PowerPlus Investigation System = \$14,495 Tsunami Cameras- Annual Lease/Data Plan = \$41,310 North Carolina SBI for network database access = \$20,292.00	\$ -	\$ 138,027.00	\$ 138,027.00
4391	Equipment Rent		Moved to 4221 - 20-21 fees for NC SBI database access	\$ 15,664.00	\$ -	\$ -
4402	Heating & Air Conditioner Contract		Service contract for heating and air: Siemens BAS Controls = \$16,800 Siemens HVAC contract = \$ 18,720 Southeastern Laboratories, Inc. protective agrrement for HVAC water systems = \$600	\$ 14,200.00	\$ 36,120.00	\$ 36,120.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 65,563.45	\$ 67,530.00	\$ 67,530.00
4521	Auto Liability		Provided by Finance	\$ 19,121.87	\$ 19,696.00	\$ 19,696.00
4541	Employee Personal Liability		Provided by Finance	\$ 480.68	\$ 495.00	\$ 495.00
4911	Subscriptions	Y	See schedule.	\$ -	\$ 220.00	\$ 220.00
4912	Fees & Dues	Y	See schedule.	\$ 10,967.00	\$ 15,622.00	\$ 14,039.00
4990	Equipment Expense		Includes equipment expenses not assigned to current line items, including new items: Capital program replacement - (25) Portable Radios and accessories = \$92,169 moved to capital Capital program replacement - (20) Radar units for traffic enforcement = \$44,978 moved to capital Acoustical Wall Panels for 2 Interview Rooms and IA Office = \$13,560	\$ 27,900.00	\$ 20,825.34	\$ 19,825.00
9561	Office Supplies		Office Supplies to include City envelopes, mailing labels, stationary, and calendars	\$ 500.00	\$ 500.00	\$ 500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike West	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Police Department - 6121		
Division:	~ - 6121		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2501A	Fleet Charges Internal Use Only!		Operation and maintenance of fleet of 115 vehicles.			\$ 150,000.00
2502A	Vehicle Fuel-Internal Charges		Fuel for vehicle fleet. Exceeded budgeted amount in FY 20-21 and anticipated rise in fuel prices.			\$ 140,000.00
3250A	Postage-Internal Charges only!		\$100.00 per month x 12 months = \$1,200.00			\$ 1,200.00
	<b>Total Operating Expenditures</b>			<b>\$ 1,400,037.60</b>	<b>\$ 2,455,225.34</b>	<b>\$ 1,385,206.00</b>
5157	Software Expense				\$ -	\$ -
5401	Administrative Car		(3) 2021 Dodge Chargers R/T V8 (1) 2021 Dodge Charger R/T (2) 2021 Dodge Durangos (3) 2021 Dodge Ram CC SSV (1) 2022 Chevy Tahoe PPV	\$ -	\$ 314,483.00	\$ 218,365.00
5404	Line Cars		(7) 2022 Chevrolet Tahoes PPV (4) 2021 Dodge Chargers R/T V8	\$ 24,628.15	\$ 361,201.00	\$ -
5462	Sports Utility Vehicle				\$ -	\$ -
5514	Moving Radar		20 Radar units for Traffic Enforcement		\$ 44,978.00	\$ -
5527	Miscellaneous Equipment		(2) Drones for UAV Program - \$38,400 Latent Expert Workstation - Crime Scene Unit - \$40,900.00 Mini Crime Scope - \$11,250 Polygraph Machine - \$6,000	\$ 6,500.00	\$ 96,550.00	\$ -
5544	Refrigerator		Victory Refrigerator/Freezer for Crime Scene Unit	\$ 10,000.00	\$ -	\$ -
5591	Portable Hand Held Radios		25 New Portable Radios and Accessories		\$ 92,169.00	\$ -
5899	Police/Fire Expansion Construction				\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 41,128.15</b>	<b>\$ 909,381.00</b>	<b>\$ 218,365.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Police Department-~ Budget</b>			<b>\$ 9,098,946.39</b>	<b>\$ 11,823,101.89</b>	<b>\$ 9,539,591.91</b>

**CAPITAL OUTLAY** Fiscal Year FY21-22  
 Fund: 11-General Fund Dept. Head-Mike West  
 Dept #: Police Department - 6121  
 Division: ~ - 6121

Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Asset Information					
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21			Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	Adopted 06/XX/21	New Debt?
1	5401	A1054-11	2006 Ford Taurus	\$ 12,749.34	112,106	\$ 800.00	\$ 495.18	\$ 282.08	\$ 889.82	N	5	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
2	5401	A903-13	2001 Chevy Malibu	\$ 13,771.68	83,721	\$ 600.00	\$ 174.54	\$ 12.53	\$ 25.67	N	6	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
3	5401	B1180	2007 Chevy Tahoe	\$ -	190,388	\$ 4,500.00	\$ 1,837.50	\$ 760.71	\$ 293.08	N	2	2021 Dodge Durango AWD	End of Service Life	\$ 33,437.00	\$ 53,437.00		
4	5401	B1284	2005 Ford Explorer	\$ -	168,934	\$ 1,500.00	\$ 1,595.88	\$ 1,087.33	\$ 1,302.24	N	3	2021 Dodge Durango AWD	End of Service Life	\$ 33,437.00	\$ 53,437.00		
5	5401	A898-10	2001 Chevy Malibu	\$ 13,771.68	64,931	\$ 600.00	\$ 180.26	\$ 105.48	\$ 569.65	N	7	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
6	5401	B1077	2007 Ford Expedition	\$ 23,110.42	109,059	\$ 4,200.00	\$ 969.19	\$ 1,184.00	\$ 2,420.70	N	4	2021 Dodge Charger R/T RWD	End of Service Life	\$ 35,004.00	\$ 55,004.00		
7	5401	B1374	2018 Chevy Tahoe	\$ 33,397.85	58,503	\$ 3,500.00	\$ 1,732.14	\$ 3,341.89	\$ 2,857.43	N	1	2022 Chevy Tahoe PPV 2WD	Total Loss	\$ 36,487.00	\$ 56,487.00		
8																	
9	5404	A1160-34	2010 Dodge Charger	\$ 22,141.36	209,747	\$ 1,700.00	\$ 3,437.85	\$ 3,499.14	\$ 3,280.84	N	8	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
10	5404	A1099-84	2008 Dodge Charger	\$ 21,313.79	160,054	\$ 1,000.00	\$ 5,734.66	\$ 3,719.89	\$ 12.53	N	9	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
11	5404	A1101-83	2008 Dodge Charger	\$ 21,313.79	156,344	\$ 1,000.00	\$ 3,726.84	\$ 5,375.34	\$ 2,098.95	N	10	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
12	5404	A1116-64	2009 Dodge Charger	\$ 21,641.33	150,419	\$ 1,200.00	\$ 3,928.16	\$ 4,853.60	\$ 2,493.15	N	11	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
13	5404	A1100-82	2008 Dodge Charger	\$ 21,313.79	149,219	\$ 1,000.00	\$ 4,385.92	\$ 3,602.17	\$ 3,254.69	N	12	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
14	5404	A1245	2014 Chevy Caprice	\$ 27,455.10	138,168	\$ 500.00				N	16	2022 Chevy Tahoe PPV 2WD	Total Loss	\$ 36,487.00	\$ -		
15	5404	A1260-73	2014 Chevy Caprice	\$ 27,455.10	120,000	\$ 3,500.00	\$ 2,101.11	\$ 1,575.14	\$ 3,416.48	N	17	2022 Chevy Tahoe PPV 2WD	End of Service Life	\$ 36,487.00	\$ -		
16	5404	A1210-54	2013 Chevy Caprice	\$ 27,180.93	140,606	\$ 3,000.00	\$ 1,881.80	\$ 3,124.58	\$ 2,931.52	N	18	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
17	5404	A1220-59	2013 Chevy Caprice	\$ 27,180.93	150,297	\$ 2,500.00	\$ 3,568.97	\$ 2,716.94	\$ 2,515.39	N	19	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
18	5404	A1208-55	2013 Chevy Caprice	\$ 27,180.93	136,696	\$ 3,000.00	\$ 2,793.92	\$ 1,733.64	\$ 1,665.45	N	23	2021 Dodge Charger RWD V8	End of Service Life	\$ 26,448.00	\$ -		
19	5404	A1158	2010 Dodge Charger	\$ 22,141.36	138,168	\$ 800.00				N	24	2021 Dodge Charger RWD V8	Total Loss	\$ 26,448.00	\$ -		
20	5401	B1121	2009 Ford Escape	\$ 20,116.00	71,119	\$ 8,100.00	\$ 1,426.51	\$ 1,666.40	\$ 741.58	N	20	2021 Dodge RAM CC SSV	Vehicle not useable, will reassign	\$ 32,258.00	\$ -		
21	5401	B1419	2019 Ford Escape	\$ 19,369.77	20,500	\$ 17,500.00	\$ -	\$ 47.77	\$ 464.51	N	21	2021 Dodge RAM CC SSV	Vehicle not useable, will reassign	\$ 32,258.00	\$ -		
22	5401	B1420	2019 Ford Escape	\$ 19,369.77	13,345	\$ 17,500.00	\$ -	\$ 72.84	\$ 56.10	N	22	2021 Dodge RAM CC SSV	Vehicle not useable, will reassign	\$ 32,258.00	\$ -		
23																	
24	5527	N/A	Polygraph Machine	\$ 5,885.00	17 yrs old	N/A				N	26	Polygraph Machine (training of \$11,710 would also be needed - included in 2323/3121)	Replace outdated equipment	\$ 6,000.00	\$ -		
25	5527	N/A	Addition	N/A	N/A	N/A				N	25	Latent Expert Workstation, Digital Camera	Improve the ability to capture, process, and manage evidence images.	\$ 40,900.00	\$ -		
26	5527	N/A	Addition	N/A	N/A	N/A				N	14	Drone	New request - implement Unmanned Aircraft System program to support Department operations	\$ 19,200.00	\$ -		
27	5527	N/A	Addition	N/A	N/A	N/A				N	15	Drone	New request - implement Unmanned Aircraft System program to support Department operations	\$ 19,200.00	\$ -		
28	5527	N/A	Addition	N/A	N/A	N/A				N	13	Mini Crime Scope	Alternate Light Source for detection and visualization of biological evidence	\$ 11,250.00	\$ -		
29	5591	N/A	Addition	N/A	N/A	N/A						Portable Radios	25 New Portable Radios and Accessories	\$ 92,169.00	\$ -		
30	5514	N/A	Addition	N/A	N/A	N/A						Radar Units	20 Radar Units for Traffic Enforcement	\$ 44,978.00	\$ -		
<b>Total Capital Outlay Request</b>				\$ 427,859.92		\$ 78,000.00	\$ 39,970.43	\$ 38,761.47	\$ 31,289.78					\$ 909,381.00	\$ 218,365.00	\$ -	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: ~ - 6121  
 Account: 1991 Consultant Fees

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Assessment for anticipated Command Staff vacancy(s)	\$ 15,955.00	\$ 20,000.00	\$ 15,000.00
2	Advisement fee for anticipated consulting for DMC/RED grant	\$ 4,000.00		
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ 19,955.00</b>	<b>\$ 20,000.00</b>	<b>\$ 15,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Mike West</b>
<b>Dept #: Police Department - 6121</b>	
<b>Division: ~ - 6121</b>	
<b>Account: 2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	One Solution Conference - Support Services - 3 people	\$ -	\$ 1,646.70	\$ 1,646.70
2	NC Internal Affairs Conference - Registration for IA Sgt	\$ -	\$ -	\$ -
3	CALEA Conference Registration (2x\$715 = 1430)	\$ -	\$ 1,430.00	
4	Power DMS Entrust Conferenc Registration ( 1x\$900 = \$900) - CALEA	\$ -	\$ 900.00	
5	Intoxilyzer Recertification (20 emp x 1 day)	\$ -	\$ 320.00	\$ 320.00
6	Children's Advocacy Conference (1 registration - Invest.)	\$ -	\$ 25.00	
7	Intoxilyzer Initial (20 emp x 4 days)	\$ -	\$ 1,280.00	\$ 512.00
8	Polygraph Examiners Training (1 Invest. - tuition, reg.)	\$ -	\$ 6,100.00	
9	Police Management Development (1 Officer)	\$ -	\$ 500.00	
10	AOMP (Tuition for 2 positions; \$6103.20x2= 12,207))	\$ -	\$ 12,207.00	
11	Criminal Justice Instructor's Training (2 pp/10 days)	\$ -	\$ 556.00	
12	Emergency Response Training	\$ 148.34	\$ 2,000.00	
13	FBI Hostage Negotiator Training (1 pp - 5 nts)	\$ -	\$ -	\$ -
14	Law Enforcement Management Institute (6 officers/27 days)	\$ -	\$ 2,688.00	\$ 672.00
15	Crime Analysis Advanced Technology	\$ -	\$ 500.00	\$ 500.00
16	Shotgun Amorer's School (3 pp - 2 days)	\$ -	\$ 1,713.00	
17	AR Platform Armorers Course (3 pp - 2 days)	\$ -	\$ 1,713.00	
18	Police Law Institute (12 officers - 10 days = \$378ea.)	\$ 756.00	\$ 4,536.00	\$ 756.00
19	FTO Instructor/Advanced Training (8 officers - 5 days = \$80ea.)	\$ -	\$ 640.00	
20	Crowd Control/Cold Case/Drug Enforce/DOJ Workshops	\$ -	\$ 3,000.00	
21	FBI Academy (1 officer)	\$ -	\$ 1,000.00	
22	Specialized Firearms Instructor Training (3 pp - 10 days)	\$ -	\$ 1,530.00	
23	Glock Instructor Workshop (2 pp - 5 days)	\$ -	\$ 2,210.00	
24	Promotional Assessments (1 assessment @ \$950 x 5)	\$ 350.52	\$ 4,850.00	
25	Glock Adv. Armorers Course (3 officers)	\$ 2,027.00	\$ 2,027.00	

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund: 11-General Fund** **Dept. Head-Mike West**  
**Dept #: Police Department - 6121**  
**Division: ~ - 6121**  
**Account: 2323 Other Training**

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
26	Misc. Training - Administration/Training Office	\$ 1,828.17	\$ 4,000.00	
27	Drug Diversion Investigator Training (NADDI)	\$ 254.00	\$ 254.00	\$ 254.00
28	OCEDTF US Attorney's Conference (4 people)	\$ -	\$ -	\$ -
29	CJIN/DCI Mobile Data Terminal Certifications - New Officers	\$ 128.00	\$ 416.00	\$ 128.00
30	Advanced Roadside Impairment (4 pp x 2 days x 16)	\$ 32.00	\$ 128.00	
31	Grade Crossing Collision Investigation (12 officers x 3 days)	\$ -	\$ 360.00	
32	Preliminary Criminal Investigations (4 pp - 3 days)	\$ -	\$ 320.00	
33	Death & Crime Scene Management - 1st responders (2 pp)	\$ -	\$ 32.00	
34	DWI Detection Testing (14 Officers - 4 days)	\$ 64.00	\$ 896.00	\$ 320.00
35	First Line Supervision (18 officers x 5 days x \$16)	\$ 240.00	\$ 1,440.00	\$ 640.00
36	Managing Encounters w/the mentally ill (5 officers x 3 days)	\$ -	\$ 240.00	\$ 240.00
37	Mandatory K-9 Officers Recertification (4 pp x 3 days)	\$ 370.78	\$ 3,192.00	\$ 3,192.00
38	Basic K-9 School (1 person - 22 days)	\$ 882.70	\$ 4,922.00	\$ 2,811.30
39	K-9 Conference (4 pp - 4 days)	\$ 1,180.00	\$ 3,900.00	
40	Radar Operator Certification (8 pp/x5 days= \$1000)	\$ -	\$ 1,000.00	
41	Drug Enforcement - Patrol Officers (8 officers x 3 days)	\$ 96.00	\$ 384.00	
42	Interview & Interrogation School (6 officers x 5 days)	\$ 160.00	\$ 480.00	\$ 160.00
43	Mandated Radar Recertification (8pplx2days = \$616)	\$ 408.00	\$ 616.00	\$ 408.00
44	Traffic Enforcement & Investigative Training	\$ -	\$ 1,792.00	
45	Death Investigation - Laboratory Analysis (2 pp x 5 days)	\$ -	\$ -	\$ -
46	Advanced Interview & Interrogation (1 pp x 5 days)	\$ -	\$ 487.00	\$ 487.00
47	Community Oriented Policing (5x\$466=\$2330)	\$ 1,000.00	\$ 2,330.00	
48	NC Child Abuse Intervention Training (1 pp x 3 days)	\$ -	\$ 823.00	
49	School Resource Officer Training (1 pp x 5 days)	\$ -	\$ 690.00	\$ 690.00
50	Annual Drug Recognition Expert Training	\$ 359.00	\$ 359.00	\$ 359.00
51	NCJA Crime Scene Inv. Training/Seminar (4 x \$1344 = \$5376)	\$ 1,344.00	\$ 5,376.00	\$ 1,344.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Mike West</b>
<b>Dept #:</b>	<b>Police Department - 6121</b>	
<b>Division:</b>	<b>~ - 6121</b>	
<b>Account:</b>	<b>2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
52	IAI Certification Prep, Testing & Materials (4 officers)	\$ -	\$ 5,630.00	
53	Crime Prevention (2 pp x 5 days)	\$ -	\$ 200.00	
54	Fingerprint Classification Sirchie (1 person x 5 days)	\$ -	\$ 1,007.00	
55	Evidence Collection Accelerated Training ( 1 person - 5 days)	\$ -	\$ 750.00	
56	Sexual Assault Investigation (2 officers x 6 days)	\$ -	\$ 192.00	\$ 80.00
57	Child Death Investigation (5 person x 1 day = 5x\$16 = \$80)	\$ 16.00	\$ 80.00	\$ 48.00
58	GREAT Training (1 person x 1 day)	\$ 3,660.00	\$ 1,830.00	\$ 1,830.00
59	Cellebrite Certified Operator Training (2 people)	\$ 1,990.00	\$ 3,980.00	\$ 1,990.00
60	Cellebrite Certified Operator Recertification (2 ppl)	\$ -	\$ 578.00	\$ 289.00
61	IPMBA Police Cyclist Course (5 ppl - 5 days)	\$ 1,525.00	\$ 1,525.00	\$ 610.00
62	Crisis Negotiator School (\$750x2=\$1500)	\$ -	\$ 1,500.00	\$ 750.00
63	Street Cop Training (4pplx5 days)	\$ -	\$ 4,600.00	\$ 2,300.00
64	Fugitive Apprehension (1x 5days) SEU	\$ -	\$ 150.00	\$ 150.00
65	Per CM cut 5/21/21			\$ (5,000.00)
	<b>Total - 2323 Other Training</b>	<b>\$ 18,819.51</b>	<b>\$ 109,830.70</b>	<b>\$ 18,487.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
Dept #: Police Department - 6121  
Division: ~ - 6121  
Account: 3121 Travel

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	One Solution Conference (3x\$1704)	\$ -	\$ 5,112.00	\$ 5,112.00
2	NC Internal Affairs Conference - (2x\$1490 = \$2980)	\$ -	\$ 2,980.00	
3	NC Assn for Property & Evidence (2 emp - 3 days x 2)	\$ -	\$ 2,650.00	\$ 1,325.00
4	International Assn of Identification Conference (2ppl)	\$ -	\$ 3,794.00	
5	NCLE Women's Association (2 emp - 5 days)	\$ -	\$ 1,750.00	\$ 875.00
6	NC Crime Prevention Conf (3 emp - 4 days - bi-annual x 2)	\$ -	\$ 1,500.00	
7	NCLE Officer's Association (1 emp - 4 days)	\$ 1,000.00	\$ 500.00	\$ 500.00
8	NC Narcotics Enforcement Officer's Training (4 emp - 4 days)	\$ 98.56	\$ 1,500.00	\$ 1,500.00
9	NC Assn of Chiefs of Police (2 emp x3 daysx2)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
10	DCI Seminars/TAC Meeting (2 emp - quarterly)	\$ 264.00	\$ 528.00	\$ 528.00
11	NC Juvenile Officers's Association (1 emp - 5 days - Invest)	\$ -	\$ 1,140.00	
12	NCLE Training Officers Assn Conf. (2 emp - 4 days)	\$ -	\$ 1,100.00	\$ 1,100.00
13	NC Police Executive Assn. Conf. (4 emp - 4 days)	\$ 1,250.00	\$ 2,500.00	\$ 2,500.00
14	G.R.E.A.T. State Conference (1 emp - 4 days)	\$ -	\$ 500.00	
15	G.R.E.A.T. National Conference (1 emp - 4 days)	\$ -	\$ 1,862.00	
16	Firearms Instructor Conference (4 emp - 3 days)	\$ -	\$ 600.00	
17	U.S. Police Canine Assn. Field Trials (4 emp - 4 days x 2 )	\$ 1,844.24	\$ 300.00	
18	Narcotics & Tracking Trials (4 emp)	\$ 500.00	\$ 500.00	
19	Administrative Officers Mgmt Prog. Conf. (2 emp - 4 days)	\$ -	\$ 750.00	
20	Crime Prevention Fairs (2 emp - 4 days)	\$ -	\$ 900.00	
21	School Director's Conference ( 2 emp - 4 days)	\$ -	\$ 411.00	\$ 411.00
22	NC Polygraph Assn. Conference Assn. (1 emp - 2 days)	\$ -	\$ 180.00	
23	International Assn of Arson Investigators (1 emp - 5 days)	\$ -	\$ 500.00	
24	NC Community Watch Assn. (2 emp x \$6 x 8 times)	\$ 48.00	\$ 48.00	\$ 48.00
25	NCLE Planners & Analysts Assn Trng Conf (2 emp - 4 days x 2)	\$ -	\$ 3,920.00	\$ 1,960.00
26	NC Gang Investigators Assn. (4 emp - 3 days)	\$ -	\$ 1,700.00	

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Mike West**  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121  
**Account:** 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
27	NC International Assn for Identification (2 emp - 4 days)	\$ -	\$ 704.00	
28	NC Homicide Invest. Assn Conference (3 emp - 3 days)	\$ -	\$ 1,232.00	
29	Crime Stoppers Police Coord. State Conf (1 emp - 5 days)	\$ 320.00	\$ 320.00	\$ 320.00
30	National Police Officers Memorial Week (4 Hon Grd - 4 days)	\$ -	\$ 1,294.00	\$ 1,294.00
31	Investigations (Misc. out of town expenses)	\$ 993.10	\$ 400.00	
32	Organized Crime Drug Enforce. Task Force (5 emp - 4 days)	\$ -	\$ 2,765.00	
33	Field Liason Officer Training Workshop (1 emp - 4 days)	\$ -	\$ 628.00	\$ 628.00
34	NC School Resource Officer Trng Conf (3 emp - 4 days)	\$ 1,064.00	\$ 1,064.00	\$ 1,064.00
35	CALEA Conference (2 emp - 5 days)	\$ -	\$ 2,570.00	
36	NCLEAN Conference (2 emp - 3 days - CALEA)	\$ -	\$ 1,086.00	\$ 1,086.00
37	NCLEAN Meetings (1 emp - 5 per year - CALEA)	\$ -	\$ 545.00	
38	NCLEPAA Conference (1 emp - 5 days - CALEA) - DELETE	\$ -	\$ -	\$ -
39	Power DMS Entrust Conf. (1 emp - 4 days - CALEA)	\$ -	\$ 1,240.00	
40	CALEA On-site Accreditation Visist - CALEA assessors (Quadrenially)	\$ -	\$ -	\$ -
41	Human Relations Awards Banquet/DGDC/Leadership Events	\$ -	\$ 275.00	
42	Expenses for out of town applicants/assessors	\$ 300.00	\$ 300.00	
43	Misc. Vehicle Rentals - Training/Meetings	\$ 276.66	\$ 1,400.00	\$ 312.00
44	International Conf. of Police Chaplains - (1 chaplain - 4 days)	\$ -	\$ 433.00	
45	Children's Advocacy Conference (1 emp - 3 days - Invest)	\$ -	\$ 733.00	
46	Polygraph Examiners Training (1 emp - Inv. - 51 days)	\$ -	\$ 5,610.00	
47	Per CM cut 5/21/21			\$ (10,000.00)
48				
49				
	<b>Total - 3121 Travel</b>	<b>\$ 9,958.56</b>	<b>\$ 61,824.00</b>	<b>\$ 12,563.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Mike West</b>
<b>Dept #:</b> Police Department - 6121	
<b>Division:</b> ~ - 6121	
<b>Account:</b> 4911 Subscriptions	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Search and Seizue Bulletin	\$ -	\$ 90.00	\$ 90.00
2	BRB Publications - Online Records Research System	\$ -	\$ 130.00	\$ 130.00
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ -</b>	<b>\$ 220.00</b>	<b>\$ 220.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Mike West</b>
<b>Dept #:</b>	<b>Police Department - 6121</b>	
<b>Division:</b>	<b>~ - 6121</b>	
<b>Account:</b>	<b>4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	National Association of Town Watch (NATW) M. Davis	\$ 35.00	\$ 35.00	\$ 35.00
2	NC Internal Affairs Investigators Association (Dues (\$100) & Conference Registration (\$225)	\$ 100.00	\$ 550.00	\$ 325.00
3	National Internal Affairs Investigators Assoc. (Dues IA Sgt)	\$ 40.00	\$ 40.00	\$ 40.00
4	NC Law Enforcement Women's Association (Dues 2x\$25= \$50) & Conf. Registration (2x\$150 = \$300) - M. Davis & M. Mitchell	\$ 50.00	\$ 350.00	\$ 200.00
5	NC Crime Prevention Officers Association (Dues & Conferenece Reg. for 3 Cpl.)	\$ -	\$ 650.00	\$ 300.00
6	NC Law Enforcment Officers Association (Dues \$35 & Conference Registration for 1 Captain \$40)	\$ 35.00	\$ 75.00	\$ 75.00
7	NC Narcotics Enforcement Officers Associaton (Dues 5x\$35= \$175 & Conference Registration 4x\$225= \$900) for 4 VICE Officers)	\$ 175.00	\$1,075	\$ 1,075.00
8	Organized Crime Drug Enforcement Task Force (Registration for 4 Vice Officers 4x\$290 = \$1160 and 1 ATF Task Force \$290)	\$ -	\$ 1,450.00	\$ 1,450.00
9	DCI Seminar - Dues & Conference for 2 TAC	\$ -	\$ 195.00	\$ 195.00
10	NC Law Enforcement Training Officers Association (Dues (2x\$25=\$50) & Conference Registration (2x\$75 = \$125)	\$ -	\$175	\$ 175.00
11	NC School Directors Conference - K. Rabun	\$ -	\$ 100.00	\$ 100.00
12	NC Firearms Instructors Conference (Conference Registration for 4x\$175=\$700)	\$ -	\$ 700.00	
13	PAID National Tactical Officers Association - Dues ERT for Team Membership	\$ 450.00	\$ 450.00	\$ 450.00

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund:** 11-General Fund **Dept. Head-Mike West**  
**Dept #:** Police Department - 6121  
**Division:** ~ - 6121  
**Account:** 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
14	NC Association of Chiefs of Police (Dues for Chief (\$150) & 3 Majors (3x\$100 = \$300)/Conference Registration for 2x\$175 = \$350)	\$ 450.00	\$ 800.00	\$ 800.00
15	PAID NC Police Executives Association (Dept. Dues (\$250 per agency) & Conference Registration for 2x\$165 = \$330)	\$ 250.00	\$ 580.00	\$ 580.00
16	PAID International Association of Chiefs of Police (Dues Chief & 3 Majors \$190x4 = 760)	\$ 380.00	\$ 760.00	\$ 760.00
17	PAID National Association of Chiefs of Police (Dues for Chief)	\$ 60.00	\$ 60.00	\$ 60.00
18	NC Gang Investigator's Association (Dues (4x\$40=\$160) & Conference Registration (4x\$250= 1000) for 4 Investigators)	\$ 160.00	\$ 1,160.00	\$ 1,160.00
19	NC Community Watch Association (Dues for 3 CP Cpl) \$47/agency for National	\$ 47.00	\$ 47.00	\$ 47.00
20	G.R.E.A.T. National Association (Dues & Conference Registration for G.R.E.A.T. Officer)	\$ -	\$ 160.00	\$ 160.00
21	NC Juvenile Officers Association (Dues \$30 & Conference Registration = \$100, for Juvenile Investigator)	\$ 30.00	\$ 130.00	\$ 130.00
22	Administrative Officers Management Program ( Alumni Association Dues for Chief & 5 others \$35x6= \$210, & Conference Registration for 2)	\$ 210.00	\$ 510.00	\$ 510.00
23	US Police Canine Association (Dues for 4 K-9 Officers and Registration for field trials and narcotics tracking for 4)	\$ -	\$ 1,040.00	\$ 1,040.00
24	International Association of Arson Investigators ( Dues = \$75 for Arson Investigator)	\$ 75.00	\$ 75.00	\$ 75.00

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Mike West</b>
<b>Dept #: Police Department - 6121</b>	
<b>Division: ~ - 6121</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
25	NC Homicide Investigators Association ( Dues 4x\$20 = 80 & Conference Registration for 4 free through NCJA)	\$ 80.00	\$ 80.00	\$ 80.00
26	NC Association of School Resource Officers (Dues for 4 (\$0) & Conference Registration for 3x\$275 = \$825)	\$ 825.00	\$ 825.00	\$ 825.00
27	NHTSA Child Passenger Safety Technician (Class Registration for 6x\$95 = \$570)	\$ 570.00	\$ 570.00	\$ 570.00
28	International Society of Crime Prevention (Dues for 3x \$35 = \$105)	\$ 105.00	\$ 105.00	\$ 105.00
29	NC International Association Property & Evidence (Dues for 4 x\$35 = \$140 and Conference Registration for Spring & Fall for 2 each = 4x\$40 = \$160)	\$ 140.00	\$ 300.00	\$ 300.00
30	International Association of Identification (Dues for 4 (\$80x4 = \$320) and Conference Registration for 2 (\$395x2 = \$790)) - CSU	\$ 320.00	\$ 1,110.00	\$ 1,110.00
31	NC Division Association of Identification (Dues for 4 (\$35x4 = \$140) and Conference Registration for 2x\$140 = \$280) - CSU	\$ 140.00	\$ 420.00	\$ 420.00
32	NCLEAN (Dues (\$35x2 = \$70) and Conference Registration (\$50x2 = \$100) for 2) - CALEA	\$ 70.00	\$ 170.00	\$ 170.00
33	NCLEPAA (Dues (\$45x4 = 180) for 4 and Conference Registration (\$80x4 = \$320) for 4)	\$ 180.00	\$ 500.00	\$ 500.00
34	International Conference of Police Chaplains (Dues (\$125) and Conference Registration for Chaplain = \$250) - Ops	\$ 125.00	\$ 375.00	\$ 375.00
35	Miscellaneous dues (ACPnet, CALEA, Sam's club)	\$ 5,865.00		\$ 2,342.00
36	Per CM cut 5/21/21			\$ (2,500.00)
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 10,967.00</b>	<b>\$ 15,622.00</b>	<b>\$ 14,039.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: PARKS & RECREATION

#### DEPARTMENT OVERVIEW:

The City of Goldsboro serves the community in at least 7 major areas: Youth Athletics, Adult Athletics, Seniors, Special Populations, Youth, Adult and Special Events. The department manages over 11 parks, two outdoor pools, Greenways, the Goldsboro Golf Course, the Bryan Multi-Sports Complex and a growing number of school outdoor and indoor facilities. In addition to managing evolving passive and active parks, the department also manages TC Coley Community Center. Finally, the department continues to serve as host to a growing number of tourism driven events and competitions.

#### GOALS/MAJOR OBJECTIVES:

- Provide safe and aesthetically pleasing parks.
- Meet the evolving recreational needs of the citizens and visitors of Goldsboro.
- Create and manage events and competitions that develop the tourism economy.
- Lead with innovations and creativity in eastern North Carolina.

#### SIGNIFICANT BUDGET ISSUES:

- Years of deferred maintenance resulting in difficult and costly to maintain facilities.
- Years of deferred replacement of aging playground equipment resulting in removal of aging and potentially dangerous playground structures.
- Increases in acreage, facilities, projects, usage and public expectations while FT staff growth has been minimal.





**EXPENDITURE SHEET**    Fiscal Year FY21-22

**Fund:** 11-General Fund  
**Dept #:** 7460 Parks & Recreation  
**Division:** 7460 Parks & Recreation

**Dept. Head** Felicia Brown

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
2989 Operational Supplies - Maint.	\$ 107,681.50	\$ 145,000.00	\$ 140,993.00	\$ 140,000.00	\$ 180,000.00	24.14%	\$ 140,000.00	-3.45%
2993 Operational Supplies	\$ 90,888.33	\$ 75,944.00	\$ 73,797.31	\$ 73,000.00	\$ 115,000.00	51.43%	\$ 73,000.00	-3.88%
2994 Tools	\$ 5,491.59	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	66.67%	\$ 3,000.00	0.00%
3121 Travel	\$ 6,061.56	\$ 4,970.00	\$ 4,970.00	\$ 114.00	\$ 6,305.00	26.86%	\$ 2,855.00	-42.56%
3210 Telephone	\$ 2,686.68	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 6,000.00	140.00%	\$ 4,000.00	60.00%
3250 Postage	\$ 246.05	\$ 500.00	\$ 500.00	\$ 350.00	\$ 500.00	*	\$ -	*
3310 Electricity	\$ 133,035.53	\$ 96,250.00	\$ 96,250.00	\$ 111,382.50	\$ 115,000.00	19.48%	\$ 115,000.00	19.48%
3330 Natural Gas	\$ 7,138.50	\$ 8,250.00	\$ 8,250.00	\$ 7,549.71	\$ 7,500.00	-9.09%	\$ 7,500.00	-9.09%
3421 Copy Machine Cost	\$ 11,370.94	\$ 9,000.00	\$ 9,000.00	\$ 3,750.00	\$ 5,000.00	-44.44%	\$ 5,000.00	-44.44%
3510 Repairs (Insurance Claims)		\$ -	\$ -	\$ 150.96	\$ 200.00	*	\$ -	*
3511 Building Maintenance	\$ 36,764.32	\$ 34,500.00	\$ 34,500.00	\$ 34,500.00	\$ 35,000.00	1.45%	\$ 30,000.00	-13.04%
3522 Machine/Equipment Maintenance	\$ 38,296.99	\$ 29,250.00	\$ 29,250.00	\$ 22,500.00	\$ 29,250.00	0.00%	\$ 20,000.00	-31.62%
3700 Advertising	\$ 3,983.89	\$ 9,000.00	\$ 9,000.00	\$ 6,000.00	\$ 12,000.00	33.33%	\$ 6,000.00	-33.33%
3815 P&R Special Pops Prog. Expend.	\$ 3,627.52	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3914 Contract Services	\$ 102,613.67	\$ 110,000.00	\$ 119,624.00	\$ 95,425.23	\$ 145,935.00	32.67%	\$ 100,000.00	-9.09%
3950 Education Reimbursement	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%	\$ 750.00	-70.00%
3994 Tree Service	\$ 5,630.00	\$ 6,375.00	\$ 6,375.00	\$ 3,500.00	\$ 14,000.00	119.61%	\$ 2,000.00	-68.63%
4221 Software License Fees		\$ -	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	~	\$ 8,000.00	~
4391 Equipment Rent	\$ 10,958.19	\$ 35,000.00	\$ 35,000.00	\$ 5,000.00	\$ 35,000.00	0.00%	\$ 10,000.00	-71.43%
4404 TC Coley Expenses		\$ -	\$ 1,500.00	\$ 4,500.00	\$ 10,000.00	~	\$ -	*
4511 Multi-Peril Insurance	\$ 19,318.50	\$ 15,275.00	\$ 15,275.00	\$ 16,061.58	\$ 16,543.00	8.30%	\$ 16,543.00	8.30%
4521 Auto Liability	\$ 3,969.94	\$ 2,623.00	\$ 2,623.00	\$ 2,725.00	\$ 2,806.00	6.98%	\$ 2,806.00	6.98%
4541 Employee Personal Liability	\$ 110.00	\$ 110.00	\$ 110.00	\$ 97.00	\$ 100.00	*	\$ 100.00	*
4912 Fees & Dues	\$ 3,810.00	\$ 8,470.00	\$ 8,470.00	\$ 4,011.00	\$ 6,625.00	-21.78%	\$ 6,625.00	-21.78%
4990 Equipment Expense	\$ 3,163.44	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00	20.00%	\$ 1,500.00	-40.00%
4991 Downtown Projects		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
9561 Office Supplies	\$ 1,072.13	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	25.00%	\$ 1,500.00	25.00%
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 10,000.00	~
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 10,000.00	~
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 350.00	*
<b>Total Operating Expenditures</b>	<b>\$ 721,185.81</b>	<b>\$ 724,692.00</b>	<b>\$ 737,162.31</b>	<b>\$ 655,361.98</b>	<b>\$ 967,144.00</b>	<b>33.46%</b>	<b>\$ 671,584.00</b>	<b>-7.33%</b>
5100 Park House Restoration				\$ -	\$ 35,000.00	~	\$ -	*
5161 Construction	\$ 17,235.09			\$ -	\$ -	*	\$ -	*
5303 Heavy-Duty Mower				\$ -	\$ 26,200.00	~	\$ -	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund Dept. Head Felicia Brown									
Dept #: 7460 Parks & Recreation ~ = Division by Zero									
Division: 7460 Parks & Recreation * = Change < \$500									
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
5487 Tractor				\$ -	\$ 67,000.00	~	\$ -	*	
5488 72" Deck Mower		\$ 10,000.00	\$ 10,000.00	\$ 10,332.00	\$ 12,000.00	20.00%	\$ -	*	
5567 Playground Equipment		\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	0.00%	\$ -	*	
5635 Basketball Court Improvements				\$ -	\$ 30,000.00	~	\$ -	*	
5643 Rotary Mower	\$ -			\$ -	\$ -	*	\$ -	*	
5732 T.C. Coley(Formerly WA Foster)				\$ -	\$ 45,000.00	~	\$ -	*	
5819 Maintenance Shop Construction				\$ -	\$ 315,000.00	~	\$ -	*	
5829 Outdoor Pool Repair				\$ -	\$ 65,000.00	~	\$ -	*	
5837 Shelter Construction	\$ 230,357.99	\$ -	\$ 13,058.51	\$ 13,058.32	\$ -	*	\$ -	*	
5857 Herman Park Center Roof Renovations				\$ -	\$ 65,000.00	~	\$ -	*	
5947 Sidewalks	\$ 3,170.00			\$ -	\$ -	*	\$ -	*	
5952 Tennis Court Reconstruction				\$ -	\$ 510,000.00	~	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ 250,763.08</b>	<b>\$ 40,000.00</b>	<b>\$ 53,058.51</b>	<b>\$ 23,390.32</b>	<b>\$ 1,200,200.00</b>	<b>2900.50%</b>	<b>\$ -</b>	<b>*</b>	
				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Parks &amp; Recreation-Parks &amp; Recreation Bud</b>	<b>\$ 3,240,904.62</b>	<b>\$ 3,204,826.33</b>	<b>\$ 3,230,355.15</b>	<b>\$ 2,984,732.60</b>	<b>\$ 4,864,178.96</b>	<b>51.78%</b>	<b>\$ 3,115,646.98</b>	<b>-2.78%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Dept. Head-Felicia Brown

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210 Salaries & Wages Regular		Sum to pay all authorized positions for the full fiscal year	\$ 1,419,325.93	\$ 1,569,022.97	\$ 1,478,289.55
1220 Salaries & Wages Overtime		Sum to pay staff overtime due to working unexpected emergencies including but not limited to emergency repairs and special events	\$ -	\$ 3,000.00	\$ 1,500.00
1224 Cell Phone Stipend		F Brown, J Albert, S Blizzard, L Fleming, J Mozingo, R Stephens, J Walker, M Mozingo, A Price	\$ 6,507.15	\$ 6,500.00	\$ 6,500.00
1260 Salaries & Wages Part-Time		Sum to pay pooled pt staff; increase due to not paying summer day camp staff FY21	\$ 213,445.67	\$ 300,000.00	\$ 260,000.00
1262 Salaries & Wages Perm. Part-Time		Sum to pay PPT positions for the full fiscal year	\$ 84,888.36	\$ 90,397.44	\$ 90,397.44
1275 Salaries & Wages Bonus		Sum to pay bonus pay to eligible staff	\$ 6,773.72	\$ -	\$ -
1278 Wellness Earnings		299	\$ 7,004.78	\$ 7,005.00	\$ 7,005.00
1280 Vacation Pay Out		Lump sum vacation pay out due to retirement or termination	\$ 7,672.77	\$ 2,500.00	\$ -
1810 Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 133,539.81	\$ 151,349.54	\$ 141,042.44
1821 NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 153,971.23	\$ 223,759.91	\$ 177,588.15
1822 401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 60,526.23	\$ 79,137.02	\$ 62,807.48
1830 Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 182,216.34	\$ 251,784.00	\$ 206,592.00
1835 Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 1,450.08	\$ 1,450.08	\$ 1,411.92
1850 Unemployment Compensation		Provided by Finance	\$ 386.70	\$ 582.00	\$ 582.00
1860 Worker's Compensation		Provided by Finance	\$ 28,271.53	\$ 10,347.00	\$ 10,347.00
<b>Total Salaries &amp; Benefits</b>			<b>\$ 2,305,980.30</b>	<b>\$ 2,696,834.96</b>	<b>\$ 2,444,062.98</b>
1915 Bank Fees		Express Pay Fees is for REC1 shopping cart Split 1/2 7460 & 1/2 7461 for FY21 & FY22	\$ 6,900.00	\$ 7,000.00	\$ 7,000.00
1925 Debt Issuance Costs & Fees			\$ -	\$ -	\$ -
1931 Medical Treatment			\$ -	\$ 250.00	\$ 250.00
1932 Medical Exams			\$ 365.00	\$ 1,000.00	\$ 300.00
<b>1991 Consultant Fees</b>	<b>Y</b>	See Schedule	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Dept. Head-Felicia Brown

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2111	Cleaning Supplies		Purchasing supplies and equipment to facilitate cleaning and janitorial maintenance of facilities that include City Hall, City Hall Annex, TC Coley Community Center, Bryan MSCX, WA Foster Center, Herman Park Center, Goldsboro Golf Course Pro Shop/Event Center, Downtown Development, the HUB and all park restrooms and facilities.	\$ 37,500.00	\$ 49,000.00	\$ 40,000.00
2121	Uniforms		Cost to outfit full and part-time staff to present unified and professional image to our customers; this cost includes maintenance staff uniforms through uniform supply company	\$ 10,500.00	\$ 17,000.00	\$ 12,000.00
2123	Protective Clothing		Protective clothing for full and part-time staff including gloves, rain gear, guards and other PPE's	\$ 500.00	\$ 2,500.00	\$ 500.00
2124	Shoes-Steel Toe		Needed for foot protection by eligible staff	\$ 1,350.00	\$ 3,000.00	\$ 1,500.00
2203	Employee Appreciation		Request for annual Christmas Party allowance and Retirement celebrations	\$ 600.00	\$ 1,500.00	\$ 1,200.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See Schedule	<b>\$ 1,555.00</b>	<b>\$ 5,830.00</b>	<b>\$ 4,305.00</b>
2391	First Aid		First Aid supplies used in case of injury to staff personnel, volunteers and program participants	\$ 650.00	\$ 2,300.00	\$ 1,500.00
2501	Vehicle Operation/Maintenance		Costs for repairs, annual inspections, oil changes, etc. of vehicles, mowers and gators	\$ 13,000.00	\$ 12,000.00	\$ -
2502	Vehicle Fuel		Gas for all vehicles	\$ 13,000.00	\$ 13,000.00	\$ -
2591	Fuel For Equipment		Fuel (diesel and regular gas) for grounds maintenance equipment	\$ 8,500.00	\$ 10,000.00	\$ 8,500.00
2601	Office Supplies		Legal pads, pens, folders and other general office supplies; toner cartridges for printers	\$ 3,125.00	\$ 5,000.00	\$ 3,000.00
2920	Pro Shop Expense					\$ -
2925	Merchandise for Resale-PARKS & REC		Items purchased for resale at Bryan MSCX and pools to include sodas, chips, sports drinks, candy bars, water, ice cream	\$ 10,000.00	\$ 25,000.00	\$ 15,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Dept. Head-Felicia Brown

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2989	Operational Supplies - Maint.		Annual plants and beautification and trees for Center Street, GEC, Parks and Recreation facilities; turf chemicals, fertilizers, growth regulators for weed control; paint, borders, wood and metal, fasteners, building materials, fence supplies, rock for trails and greenways; chemicals for pools; clay for tennis courts	\$ 140,000.00	\$ 180,000.00	\$ 140,000.00
2993	Operational Supplies		Supplies for Specialized Programs to include Evening activities, Day activities, decorations, luncheons, Egg Hunt; supplies for Mature Adult Programs to include fitness bands, cards, games, paper products, pool supplies, refreshments; supplies for Daddy/Daughter Dance, Mother/Son Dance, Spring Break Camp, Summer Day Camps, Sports Camps, Mother's/Father's Day Luncheons, non-traditional sports, arts & crafts, traditional sports (Youth and Adult) and game room supplies	\$ 73,000.00	\$ 115,000.00	\$ 73,000.00
2994	Tools		Battery operated hand tools and replacement items, gas powered and cordless items; various hand tools, tools for pruning, backpack blowers, string trimmers	\$ 3,000.00	\$ 5,000.00	\$ 3,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See Schedule	<b>\$ 114.00</b>	<b>\$ 6,305.00</b>	<b>\$ 2,855.00</b>
3210	Telephone		Verizon approx \$1K/yr - Spectrum approx \$5K/yr	\$ 4,000.00	\$ 6,000.00	\$ 4,000.00
3250	Postage		Sum for mailing and shipping letters, brochures, equipment	\$ 350.00	\$ 500.00	\$ -
3310	Electricity		Sum for electricity costs for parks and facilities	\$ 111,382.50	\$ 115,000.00	\$ 115,000.00
3330	Natural Gas			\$ 7,549.71	\$ 7,500.00	\$ 7,500.00
3421	Copy Machine Cost		IT provided this information	\$ 3,750.00	\$ 5,000.00	\$ 5,000.00
3510	Repairs (Insurance Claims)			\$ 150.96	\$ 200.00	\$ -
3511	Building Maintenance		General and miscellaneous maintenance of all park structures, electrical upgrades and repairs in facilities, plumbing repairs and carpet cleaning in City Hall	\$ 34,500.00	\$ 35,000.00	\$ 30,000.00
3522	Machine/Equipment Maintenance		General maintenance of chain link fence, grease, lubricants, swing seats, chain and hardware for playgrounds, parts and supplies	\$ 22,500.00	\$ 29,250.00	\$ 20,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund **Dept. Head-Felicia Brown** **Green Cell - Department Input**  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3700	Advertising		Promoting our programs through print media, social media and other labeled items	\$ 6,000.00	\$ 12,000.00	\$ 6,000.00
3815	P&R Special Pops Prog. Expend.					\$ -
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See Schedule	<b>\$ 95,425.23</b>	<b>\$ 145,935.00</b>	<b>\$ 100,000.00</b>
3950	Education Reimbursement		Assist employees with continuing their education	\$ -	\$ 2,500.00	\$ 750.00
3994	Tree Service		Tree trimming and removal at facilities	\$ 3,500.00	\$ 14,000.00	\$ 2,000.00
4221	Software License Fees		Rec1 Recreation Software	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00
4391	Equipment Rent		Rental equipment for events and festivals, janitorial rental equipment, port-a-johns, 15 passenger van for outings, Bobcat with attachments, lift to install Christmas lights and change out lights at WA Foster Gym (COG does not have equipment in its inventory), bleacher rental at Bryan MSCX	\$ 5,000.00	\$ 35,000.00	\$ 10,000.00
4404	TC Coley Expenses		Tables and chairs for rentals @ TC Coley Community Center	\$ 4,500.00	\$ 10,000.00	\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 16,061.58	\$ 16,543.00	\$ 16,543.00
4521	Auto Liability		Provided by Finance	\$ 2,725.00	\$ 2,806.00	\$ 2,806.00
4541	Employee Personal Liability		Provided by Finance	\$ 97.00	\$ 100.00	\$ 100.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See Schedule	<b>\$ 4,011.00</b>	<b>\$ 6,625.00</b>	<b>\$ 6,625.00</b>
4990	Equipment Expense		Miscellaneous equipment expenses	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
4991	Downtown Projects					\$ -
9561	Office Supplies		Copy paper and envelopes with COG logo purchased from storeroom	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00
2501A	Fleet Charges Internal Use Only!		Costs for repairs, annual inspections, oil changes, etc. of vehicles, mowers and gators	\$ -	\$ -	\$ 10,000.00
2502A	Vehicle Fuel-Internal Charges		Gas for all vehicles	\$ -	\$ -	\$ 10,000.00
3250A	Postage-Internal Charges only!		Sum for mailing and shipping letters, brochures, equipment	\$ -	\$ -	\$ 350.00
<b>Total Operating Expenditures</b>				<b>\$ 655,361.98</b>	<b>\$ 967,144.00</b>	<b>\$ 671,584.00</b>
5100	Park House Restoration				\$ 35,000.00	\$ -
5161	Construction				\$ -	\$ -
5303	Heavy-Duty Mower				\$ 26,200.00	\$ -
5487	Tractor				\$ 67,000.00	\$ -
5488	72" Deck Mower			\$ 10,332.00	\$ 12,000.00	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Dept. Head-Felicia Brown

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
5567	Playground Equipment				\$ 30,000.00	\$ -
5635	Basketball Court Improvements				\$ 30,000.00	\$ -
5643	Rotary Mower				\$ -	\$ -
5732	T.C. Coley(Formerly WA Foster)				\$ 45,000.00	\$ -
5819	Maintenance Shop Construction		The total represents two (2) options listed on the Capital tab		\$ 315,000.00	\$ -
5829	Outdoor Pool Repair				\$ 65,000.00	\$ -
5837	Shelter Construction			\$ 13,058.32	\$ -	\$ -
5857	Herman Park Center Roof Renovations				\$ 65,000.00	\$ -
5947	Sidewalks				\$ -	\$ -
5952	Tennis Court Reconstruction		The total represents two (2) options listed on the Capital tab		\$ 510,000.00	\$ -
<b>Total Capital Outlay</b>				<b>\$ 23,390.32</b>	<b>\$ 1,200,200.00</b>	<b>\$ -</b>
Provided by Finance						
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Parks &amp; Recreation-Parks &amp; Recreation Bu</b>				<b>\$ 2,984,732.60</b>	<b>\$ 4,864,178.96</b>	<b>\$ 3,115,646.98</b>

**Fiscal Year**  
**CAPITAL OUTLAY** FY21-22  
**Fund:** 11-General Fund Dept. Head-Felicia Brown  
**Dept #:** Parks & Recreation - 7460  
**Division:** Parks & Recreation - 7460

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information				Department Request	Manager Recommend. 6/01/21	New Debt?
				Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
						Estim. Auction Proceeds?	FY18-19	FY19-20					FY20-21			
1	5100	N/A	Park House in Herman Park - est. 1898	Unknown						N	6	Park House Deck & Support Structures	Imminent hazard; these will be repairs to make deck safer. Park House is historical structure and must meet Historic District standards - materials may be more costly.	\$ 35,000.00	\$ -	
2	5303	N/A	Addition	N/A	N/A	N/A				N	3b	BefcoSuper Flex Mower 15' attachment for a tractor	We are using two small mowers on everything but the fields at the Bryan MSCX. The fields make up 14 acres, leaving the other 46 acres for smaller mowers. This will help greatly with mowing and reduce the need for additional part-time sports turf staff.	\$ 26,200.00	\$ -	
3	5487	N/A	Addition	N/A	N/A	N/A				N	3	Kubota M5-09	This shall be used to spray all property belonging to P&R and will also blow debris. During cutting season, it will be used to mow everything the 46 acres at the Bryan MSCX (not the playing fields). This will greatly reduce the need for part-time sports turf staff during the mowing season.	\$ 67,000.00	\$ -	
4	5488	E1187	2011 Hustler Super-Z	\$ 9,300.00	2,311	\$ 800.00	\$ 350.00	\$ 150.00	\$ 150.00	N	5	Hustler Mower	Mower's engine was replaced in 2017; other parts are needing to be replaced	\$ 12,000.00	\$ -	
5	5567	N/A	South End Park Playground Replacement*	\$ 22,000.00	N/A	N/A				N	8	South End Park Playground Replacement*	Existing playground removed due to safety issue - may have another source of funding available*	\$ 30,000.00	\$ -	
6	5635	N/A	Basketball Court Replacement at South End Park*	N/A	N/A	N/A				N	9	Demolish existing basketball court and replace with new court*	Substantial cracks in asphalt surface creating hazardous play area*	\$ 30,000.00	\$ -	
7	5732	N/A	TC Coley Community Center Roof	N/A	N/A	N/A				N	10	Replace Roof over Recreation Room area of TC Coley Community Center	Failure to fix roof will cause more damage to room area due to leaks; roof failure has already occurred in one section	\$ 45,000.00	\$ -	
8	5819	N/A	Addition	N/A	N/A	N/A				N	4	Maintenance Building for Bryan MSCX	We currently do not have a shelter to park the equipment under or an area to service equipment on site. There is also not a place to store chemicals or hand tools on site. This will be heated and cooled and have bathrooms. 40x80	\$ 265,000.00	\$ -	
9	5829	N/A	Replastering Mina Weil Pool	\$ 45,000.00	N/A	N/A				N	1	Replaster Pool	Abrasive plaster coming off creating possible cut hazards under water - need to replaster or risk pool not passing inspection	\$ 65,000.00	\$ -	
10	5952	N/A	Repair Tennis Courts at Herman Park	N/A	7.5 years	N/A				N	2	Repair cracks and paint	Courts cracking causing potential trip hazards and potentially affecting play. Repairs should give us additional 5 years of service. There are 10 courts. ****Going this route, we would not need to reconstruct the tennis courts yet.****	\$ 110,000.00	\$ -	
11	5952	N/A	Reconstruct Tennis Courts at Herman Park	N/A	7.5 years	N/A				N	11	Reconstruct and repave	Alternative to repairing tennis courts with more upfront cost. There are 10 courts. ***If we choose to repair tennis courts (line above) we do NOT need to also reconstruct.***	\$ 400,000.00	\$ -	
12	5857		Herman Park Center Roof	N/A	N/A	N/A					7	Re-coat roof of Herman Park Center	There are several leaks in the roof at Herman Park Center, with insulation falling from the ceiling during rainstorms. If this building will be occupied for several more years, attention needs to be paid to the roof.	\$ 65,000.00	\$ -	

Fiscal Year  
**CAPITAL OUTLAY** FY21-22  
 Fund: 11-General Fund Dept. Head-Felicia Brown  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information			Maintenance Cost History			Replacement Asset Information			Department Request	Manager Recommend. 6/01/21	New Debt?	
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description				Justification for Replacement
13	5819	N/A	Addition	N/A	N/A	N/A				N	4a	Maintenance Building for Bryan MSCX (Catherine's Option) 40x80	We currently do not have a shelter to park the equipment under or an area to service equipment on site. There is also not a place to store chemicals or hand tools on site. This is another (less expensive option) to building a fully functional, heated and cooled with restrooms building. 40x80	\$ 50,000.00	\$ -	
14																
15																
<b>Total Capital Outlay</b>				\$ 76,300.00		\$ 800.00	\$ 350.00	\$ 150.00	\$ 150.00					\$ 1,200,200.00	\$ -	

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Felicia Brown</b>
<b>Dept #:</b> Parks & Recreation - 7460	
<b>Division:</b> Parks & Recreation - 7460	
<b>Account:</b> 1991 Consultant Fees	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Update Dept.'s Master Plan to increase our potential for			
2	receiving grant awards	\$ -	\$ 50,000.00	\$ 25,000.00
3	Per CM cut 5/21/21			\$ (25,000.00)
4				
5				
6				
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 2323 Other Training

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenditures cleared as of March 16, 2021	\$ 955.00		
2				
3	Hazardous Materials OSHA Level 2+ Training (5 people)		\$ 500.00	\$ 500.00
4	Certified Safety Playground Inspector Class, Training & Exam for up to 3 people - certification valid for 3yrs	\$ 600.00	\$ 600.00	\$ 600.00
5	NC Recreation & Parks Association TR Conference (D Lee)		\$ 200.00	\$ 200.00
6	Women's LeadHership Workshop (7 people)		\$ 600.00	\$ 600.00
7	NC Recreation & Parks Annual Conference (10 people)		\$ 2,750.00	\$ 1,375.00
8	Marketing & Events Summit (2 people)		\$ 200.00	\$ 200.00
9	Parks and Recreation Directors Conference		\$ 150.00	\$ 150.00
10	1 day workshops/teleconferences		\$ 500.00	\$ 350.00
11	Eastern NC Landscape Conf. & Trade Show at Nash Community			
12	College (2 people)		\$ 90.00	\$ 90.00
13	Southeastern Turn Conference - Myrtle Beach, SC (3 people)		\$ 240.00	\$ 240.00
14				
15				
16				
17				
18				
19				
	<b>Total - 2323 Other Training</b>	<b>\$ 1,555.00</b>	<b>\$ 5,830.00</b>	<b>\$ 4,305.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 3121 Travel

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenditures cleared as of March 16, 2021	\$ 114.00		
2				
3				
4	Hotel Room & Meals for NCRPA Annual Conf. (10 people)	\$ -	\$ 2,000.00	\$ 1,000.00
5	Hotel Room & Meals for Marketing & Events Summit (2 people)	\$ -	\$ 300.00	\$ 300.00
6	Hotel Room & Meals for LeadHership (7 people)	\$ -	\$ 1,750.00	\$ 1,750.00
7	Special Pops Outings (Meals, fees, tickets for staff supervising groups)	\$ -	\$ 500.00	\$ 300.00
8	Hotel Room & Meals for NCRPA TR Conference	\$ -	\$ 250.00	\$ 250.00
9	Hotel Room & Meals for NC Parks & Recreation Directors Conference	\$ -	\$ 350.00	\$ 350.00
10	Rental Car, Hotel & Meals for SE Turf Conf. in Myrtle Beach, SC (3 ppl)	\$ -	\$ 475.00	\$ 475.00
11	Lunch for EC Landscape & Trade Show at Nash Comm. Coll. (2 ppl)	\$ -	\$ 30.00	\$ 30.00
12	Meals/Parking for other 1 day workshops/teleconferences	\$ -	\$ 150.00	\$ 100.00
13	50+ Outings (Meals, fees, tickets for staff supervising group)	\$ -	\$ 500.00	\$ 300.00
14	Per CM cut 5/21/21			\$ (2,000.00)
15				
16				
17				
18				
19				
20				
21				
	<b>Total - 3121 Travel</b>	<b>\$ 114.00</b>	<b>\$ 6,305.00</b>	<b>\$ 2,855.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Felicia Brown</b>
<b>Dept #: Parks &amp; Recreation - 7460</b>	
<b>Division: Parks &amp; Recreation - 7460</b>	
<b>Account: 3914 Contract Services</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenditures cleared as of March 26, 2021	\$ 59,875.23		
2	Sunday in the Park (Sound Tech)		\$ 600.00	\$ 600.00
3	Special Pops Dances - DJ service; A Day in the Park - DJ service	\$ -	\$ 1,200.00	\$ 1,000.00
4	50+ Dances - DJ service	\$ -	\$ 825.00	\$ 600.00
5	Photo Booth, face painter, gaming truck, SS stables, Party & Paint	\$ -	\$ 2,050.00	\$ 1,500.00
6	Santa for Jingle in the Park		\$ 900.00	\$ 900.00
7	Soccer Officials	\$ 6,500.00	\$ 20,000.00	\$ 15,000.00
8	Baseball/Softball Officials	\$ 2,500.00	\$ 3,300.00	\$ 3,300.00
9	Basketball Officials	\$ -	\$ 5,160.00	\$ 5,160.00
10	Holden Temp Labor Services - 1 year round; 3 spring/summer	\$ 20,000.00	\$ 60,320.00	\$ 35,000.00
11	Flag Football Officials	\$ -	\$ 2,200.00	\$ 2,200.00
12	HVAC Service for WA Foster, Herman Park Center & Sr House,			
13	TC Coley, Bryan MSCX, Peacock Maint.		\$ 35,000.00	\$ 35,000.00
14	Pest Control		\$ 2,880.00	\$ 2,880.00
15	Basketball Goals Maintenance at WA Foster	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00
16	NC Party Pals	\$ -	\$ -	\$ -
17	Snap It Photo Booth	\$ -	\$ -	\$ -
18	Unifirst - Floor Matts for City Facilities		\$ 9,000.00	\$ 9,000.00
19	Leak Locators	\$ 2,550.00		
20	Per CM 5/17/21 9:00 am cut to \$100K			\$ (14,640.00)
	<b>Total - 3914 Contract Services</b>	<b>\$ 95,425.23</b>	<b>\$ 145,935.00</b>	<b>\$ 100,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 4912 Fees & Dues

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenditures as of March 16, 2021	\$ 1,366.00		
2	NCRPA Statewide Athletic Conf. Fees		\$ 200.00	\$ 200.00
3	Sports Turf Managers Association Membership		\$ 120.00	\$ 120.00
4	NCBRTL (D'Leeshia)		\$ 80.00	\$ 80.00
5	NCTRC (D'Leeshia)		\$ 80.00	\$ 80.00
6	NRPA Membership	\$ 175.00	\$ 175.00	\$ 175.00
7	NCRPA Agency Membership	\$ 850.00	\$ 850.00	\$ 850.00
8	NC Youth Soccer Association (allows us to play under name)	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00
9	Little League Baseball (allows us to play under name)	\$ 120.00	\$ 120.00	\$ 120.00
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 4,011.00</b>	<b>\$ 6,625.00</b>	<b>\$ 6,625.00</b>



## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: PARKS & RECREATION – GOLF COURSE

#### DEPARTMENT OVERVIEW:

The missions for the City of Goldsboro Parks and Recreation Department is to provide a variety of recreation and leisure activities for a diverse population. We maintain a system of parks, indoor facilities and open spaces for the enjoyment, safety and well being of all citizens. In addition, we maintain an eighteen hole golf course.

#### GOALS/MAJOR OBJECTIVES:

- Increase play/membership.
- Meet the evolving recreational needs of the citizens and visitors of Goldsboro.
- Create and manage events and competitions that develop the tourism economy.
- Lead with innovations and creativity in eastern North Carolina.

#### SIGNIFICANT BUDGET ISSUES:

- Costly repairs due to continued use of aging golf maintenance equipment.
- Loss of revenue due to not having more golf carts in inventory.
- Increase in acreage to maintain, while FT staff have been decreased.



**EXPENDITURE SHEET**    Fiscal Year FY21-22

**Fund:** 11-General Fund  
**Dept #:** 7461 Parks & Recreation  
**Division:** 7461 Golf Course

**Dept. Head** Felicia Brown

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 145,356.17	\$ 112,734.71	\$ 112,734.71	\$ 114,913.95	\$ 176,909.89	56.93%	\$ 131,545.21	16.69%
1220 Salaries & Wages Overtime	\$ 1,180.06	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
1224 Cell Phone Stipend	\$ 27.69	\$ 720.00	\$ 720.00	\$ -	\$ 500.00	*	\$ 500.00	*
1260 Salaries & Wages Part-Time	\$ 114,580.78	\$ 79,000.00	\$ 79,000.00	\$ 65,858.31	\$ 85,000.00	7.59%	\$ 65,998.00	-16.46%
1262 Salaries & Wages Perm. Part-Time	\$ 2,624.51	\$ 61,000.00	\$ 61,000.00	\$ 54,139.62	\$ 68,201.22	11.81%	\$ 68,201.22	11.81%
1275 Salaries & Wages Bonus	\$ 515.83	\$ -	\$ -	\$ 411.14	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 236.46	\$ -	\$ -	\$ 450.06	\$ 475.00	*	\$ 475.00	*
1279 Moving Allowance	\$ 1,853.32			\$ -	\$ -	*	\$ -	*
1810 Social Security	\$ 20,325.83	\$ 19,481.08	\$ 19,481.08	\$ 18,036.64	\$ 25,419.89	30.49%	\$ 20,495.84	5.21%
1821 NCLGERS-Retirement	\$ 15,050.80	\$ 17,934.35	\$ 17,934.35	\$ 17,326.24	\$ 37,581.56	109.55%	\$ 22,837.31	27.34%
1822 401-K Retirement	\$ 6,005.51	\$ 7,026.19	\$ 7,026.19	\$ 6,789.57	\$ 13,291.44	89.17%	\$ 8,076.86	14.95%
1830 Hospital Insurance	\$ 12,171.75	\$ 13,080.00	\$ 13,080.00	\$ 12,912.00	\$ 25,824.00	97.43%	\$ 19,368.00	48.07%
1835 Group Term Life Insurance Coverage	\$ 69.82	\$ 190.80	\$ 190.80	\$ 76.32	\$ 152.64	*	\$ 152.64	*
1850 Unemployment Compensation		\$ 119.00	\$ 119.00	\$ 50.13	\$ 80.00	*	\$ 80.00	*
1860 Worker's Compensation	\$ 2,818.80	\$ 2,465.00	\$ 2,465.00	\$ 2,997.94	\$ 3,088.00	25.27%	\$ 3,088.00	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 322,817.33</b>	<b>\$ 314,951.13</b>	<b>\$ 314,951.13</b>	<b>\$ 293,961.92</b>	<b>\$ 437,723.64</b>	<b>38.98%</b>	<b>\$ 342,018.08</b>	<b>8.59%</b>
1915 Bank Fees	\$ 18,283.18	\$ 14,500.00	\$ 14,500.00	\$ 25,259.02	\$ 23,500.00	62.07%	\$ 23,500.00	62.07%
1931 Medical Treatment	\$ -	\$ 250.00	\$ 250.00	\$ -	\$ 250.00	*	\$ 250.00	*
1932 Medical Exams	\$ 152.75	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	*	\$ 350.00	*
2111 Cleaning Supplies	\$ 28.06	\$ 1,200.00	\$ 1,200.00	\$ 500.00	\$ 1,000.00	-16.67%	\$ 500.00	*
2121 Uniforms	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	25.00%	\$ 1,000.00	-50.00%
2123 Protective Clothing	\$ -	\$ 500.00	\$ 500.00	\$ 200.00	\$ 500.00	*	\$ 250.00	*
2124 Shoes-Steel Toe	\$ 247.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 600.00	50.00%	\$ -	*
2203 Employee Appreciation	\$ 114.16	\$ 200.00	\$ 200.00	\$ 50.00	\$ 200.00	*	\$ 50.00	*
2323 Other Training	\$ 610.00	\$ 1,505.00	\$ 1,505.00	\$ -	\$ 1,700.00	12.96%	\$ 1,200.00	-20.27%
2391 First Aid	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 250.00	\$ 750.00	-25.00%	\$ 200.00	*
2501 Vehicle Operation/Maintenance	\$ 4,924.88	\$ 6,500.00	\$ 6,500.00	\$ 3,500.00	\$ 4,000.00	-38.46%	\$ -	*
2502 Vehicle Fuel	\$ 1,079.97	\$ 3,900.00	\$ 3,900.00	\$ 1,150.00	\$ 2,500.00	-35.90%	\$ -	*
2591 Fuel For Equipment	\$ 13,850.91	\$ 20,000.00	\$ 20,000.00	\$ 16,000.00	\$ 20,000.00	0.00%	\$ 14,500.00	-27.50%
2601 Office Supplies	\$ 984.32	\$ 712.00	\$ 712.00	\$ 700.00	\$ 1,200.00	68.54%	\$ 300.00	*
2920 Pro Shop Expense	\$ 35,850.85	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	16.67%	\$ 25,000.00	-16.67%
2933 Concessions Resale-GOLF				\$ 20,000.00	\$ 20,000.00	~	\$ 10,000.00	~
2989 Operational Supplies - Maint.	\$ 11.53			\$ -	\$ -	*	\$ -	*
2991 Mosquito Control	\$ 265.81			\$ -	\$ -	*	\$ -	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund Dept. Head Felicia Brown									
Dept #: 7461 Parks & Recreation ~ = Division by Zero									
Division: 7461 Golf Course * = Change < \$500									
Purple Cell-Finance Input									
	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
2993	Operational Supplies	\$ 46,617.96	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	10.00%	\$ 45,000.00	-10.00%
2994	Tools	\$ 1,835.78	\$ 1,125.00	\$ 1,125.00	\$ 1,100.00	\$ 6,500.00	477.78%	\$ 1,100.00	-2.22%
3121	Travel	\$ 3,545.33	\$ 1,750.00	\$ 1,750.00	\$ 200.75	\$ 2,800.00	60.00%	\$ 1,600.00	-8.57%
3250	Postage	\$ 159.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 250.00	*	\$ -	*
3310	Electricity	\$ 15,497.15	\$ 18,750.00	\$ 18,750.00	\$ 17,370.86	\$ 15,000.00	-20.00%	\$ 15,000.00	-20.00%
3421	Copy Machine Cost	\$ -	\$ -	\$ -	\$ 308.75	\$ 1,235.00	~	\$ 1,235.00	~
3511	Building Maintenance	\$ 2,989.52	\$ 2,750.00	\$ 2,750.00	\$ 2,250.00	\$ 3,500.00	27.27%	\$ 1,500.00	-45.45%
3522	Machine/Equipment Maintenance	\$ 30,369.59	\$ 21,250.00	\$ 21,250.00	\$ 21,250.00	\$ 21,250.00	0.00%	\$ 20,000.00	-5.88%
3700	Advertising	\$ 9,902.00	\$ 7,250.00	\$ 7,250.00	\$ 7,454.00	\$ 7,500.00	3.45%	\$ 4,000.00	-44.83%
3812	Cash Over/Short	\$ 889.00			\$ -	\$ -	*	\$ -	*
3914	Contract Services	\$ 1,143.00	\$ 3,500.00	\$ 3,500.00	\$ 2,023.07	\$ 4,480.00	28.00%	\$ 4,480.00	28.00%
3994	Tree Service	\$ -	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00	\$ 17,500.00	20.69%	\$ -	*
4391	Equipment Rent	\$ 13,620.03	\$ 21,000.00	\$ 21,000.00	\$ 2,500.00	\$ 20,000.00	-4.76%	\$ 5,000.00	-76.19%
4511	Multi-Peril Insurance	\$ 1,068.37	\$ 1,131.00	\$ 1,131.00	\$ 2,813.80	\$ 2,898.00	156.23%	\$ 2,898.00	156.23%
4521	Auto Liability	\$ 2,078.00	\$ 2,182.00	\$ 2,182.00	\$ 2,267.00	\$ 2,335.00	7.01%	\$ 2,335.00	7.01%
4541	Employee Personal Liability	\$ 40.00	\$ 40.00	\$ 40.00	\$ 35.15	\$ 36.00	*	\$ 36.00	*
4911	Subscriptions	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -	*	\$ -	*
4912	Fees & Dues	\$ 3,111.29	\$ 2,550.00	\$ 2,550.00	\$ 3,174.00	\$ 4,240.00	66.27%	\$ 4,240.00	66.27%
4990	Equipment Expense	\$ 1,316.73	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,000.00	300.00%	\$ 300.00	*
9561	Office Supplies	\$ 39.01	\$ 100.00	\$ 100.00	\$ 172.00	\$ 200.00	*	\$ 200.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 3,500.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 2,300.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 75.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 210,625.18</b>	<b>\$ 231,545.00</b>	<b>\$ 231,545.00</b>	<b>\$ 227,878.40</b>	<b>\$ 279,774.00</b>	<b>20.83%</b>	<b>\$ 191,899.00</b>	<b>-17.12%</b>
5101	Computer Work Station				\$ -	\$ 25,000.00	~	\$ -	*
5136	All Terrain Vehicle		\$ 12,000.00	\$ 12,000.00	\$ 8,684.04	\$ -	*	\$ -	*
5201	Computer System				\$ -	\$ 40,000.00	~	\$ -	*
5817	Golf Course Improvements				\$ -	\$ 9,600.00	~	\$ -	*
5865	Chemical Sprayer				\$ -	\$ 40,000.00	~	\$ -	*
5938	Golf Course	\$ 105,000.00			\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 105,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 8,684.04</b>	<b>\$ 114,600.00</b>	<b>855.00%</b>	<b>\$ -</b>	<b>*</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Parks &amp; Recreation-Golf Course Budget</b>	<b>\$ 638,442.51</b>	<b>\$ 558,496.13</b>	<b>\$ 558,496.13</b>	<b>\$ 530,524.36</b>	<b>\$ 832,097.64</b>	<b>48.99%</b>	<b>\$ 533,917.08</b>	<b>-4.40%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	<b>Green Cell - Department Input</b>
Dept #:	Parks & Recreation - 7461	
Division:	Golf Course - 7461	
	Dept. Head-Felicia Brown	

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		Sum to pay authorized positions for the fiscal year	\$ 114,913.95	\$ 176,909.89	\$ 131,545.21
1220	Salaries & Wages Overtime		Sum to pay staff overtime due to unexpected emergencies including but not limited to emergency repairs and events	\$ -	\$ 1,200.00	\$ 1,200.00
1224	Cell Phone Stipend		O Agbasi; D Anderson	\$ -	\$ 500.00	\$ 500.00
1260	Salaries & Wages Part-Time		Sum to pay pooled PT Pro Shop and Maintenance Staff; increase due to extending golf course operational hours during the summer months	\$ 65,858.31	\$ 85,000.00	\$ 65,998.00
1262	Salaries & Wages Perm. Part-Time		<b>Sum to pay PPT positions for the fiscal year</b>	\$ 54,139.62	\$ 68,201.22	\$ 68,201.22
1275	Salaries & Wages Bonus		Sum to pay bonus pay to eligible staff	\$ 411.14	\$ -	\$ -
1278	Wellness Earnings		Wellness benefit to eligible employees	\$ 450.06	\$ 475.00	\$ 475.00
1279	Moving Allowance			\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 18,036.64	\$ 25,419.89	\$ 20,495.84
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 17,326.24	\$ 37,581.56	\$ 22,837.31
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 6,789.57	\$ 13,291.44	\$ 8,076.86
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 12,912.00	\$ 25,824.00	\$ 19,368.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 76.32	\$ 152.64	\$ 152.64
1850	Unemployment Compensation		Provided by Finance	\$ 50.13	\$ 80.00	\$ 80.00
1860	Worker's Compensation		Provided by Finance	\$ 2,997.94	\$ 3,088.00	\$ 3,088.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 293,961.92</b>	<b>\$ 437,723.64</b>	<b>\$ 342,018.08</b>
1915	Bank Fees		Used Feb2020-June2020 fees and added to FY20-21 Activity Cost through January 2021--Express Pay Fees is for REC1 shopping cart Split 1/2 7460 & 1/2 7461 for FY21 & FY22	\$ 25,259.02	\$ 23,500.00	\$ 23,500.00
1931	Medical Treatment			\$ -	\$ 250.00	\$ 250.00
1932	Medical Exams			\$ -	\$ 350.00	\$ 350.00
2111	Cleaning Supplies		Purchasing supplies to clean facilities and carts	\$ 500.00	\$ 1,000.00	\$ 500.00
2121	Uniforms		Cost to outfit full and part-time staff to present unified and professional image to our customers	\$ 2,000.00	\$ 2,500.00	\$ 1,000.00
2123	Protective Clothing		Protective clothing for full and part-time staff, including gloves, rain gear and other PPE's	\$ 200.00	\$ 500.00	\$ 250.00
2124	Shoes-Steel Toe		Needed for foot protection by eligible staff	\$ 400.00	\$ 600.00	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund **Dept. Head-Felicia Brown** **Green Cell - Department Input**  
**Dept #:** Parks & Recreation - 7461  
**Division:** Golf Course - 7461

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2203	Employee Appreciation		Request for annual Christmas Party allowance and Retirement celebrations	\$ 50.00	\$ 200.00	\$ 50.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See Schedule	\$ -	\$ 1,700.00	\$ 1,200.00
2391	First Aid		First Aid supplies used in case of injury to staff personnel, volunteers and other program participants	\$ 250.00	\$ 750.00	\$ 200.00
2501	Vehicle Operation/Maintenance		Cover cost for preventive maintenance and repairs on golf carts	\$ 3,500.00	\$ 4,000.00	\$ -
2502	Vehicle Fuel		Gas for all vehicles	\$ 1,150.00	\$ 2,500.00	\$ -
2591	Fuel For Equipment		Fuel (diesel and regular gas) for grounds equipment	\$ 16,000.00	\$ 20,000.00	\$ 14,500.00
2601	Office Supplies		Legal pads, pens, folders and other general office supplies	\$ 700.00	\$ 1,200.00	\$ 300.00
2920	Pro Shop Expense		To purchase Pro Shop supplies needed for resale to the golfing public including but not limited to shirts, gloves, balls, hats, bags, clubs (Golf Equipment)	\$ 30,000.00	\$ 35,000.00	\$ 25,000.00
2933	Concessions Resale-GOLF		All Concessions including beer, wine, soft drinks, water, gatorade, snacks, hot dogs, etc.	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00
2989	Operational Supplies - Maint.			\$ -	\$ -	\$ -
2991	Mosquito Control			\$ -	\$ -	\$ -
2993	Operational Supplies		Items needed for golf course operations including but not limited to rock, chemicals, flag sticks and cups, marking paint, range balls, golf clinic materials, replacement mats for driving range, fence and supplies and landscape flowers	\$ 50,000.00	\$ 55,000.00	\$ 45,000.00
2994	Tools		General tools and equipment lift	\$ 1,100.00	\$ 6,500.00	\$ 1,100.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See Schedule	\$ 200.75	\$ 2,800.00	\$ 1,600.00
3250	Postage		Mailing correspondence	\$ 200.00	\$ 250.00	\$ -
3310	Electricity		Sum for electricity costs for golf course	\$ 17,370.86	\$ 15,000.00	\$ 15,000.00
3421	Copy Machine Cost			\$ 308.75	\$ 1,235.00	\$ 1,235.00
3511	Building Maintenance		Electrical and plumbing needs, general building maintenance needs inclusive of carpet cleaning	\$ 2,250.00	\$ 3,500.00	\$ 1,500.00
3522	Machine/Equipment Maintenance		Parts and supplies, grease and lubricants, irrigation maintenance, motors	\$ 21,250.00	\$ 21,250.00	\$ 20,000.00
3700	Advertising		Billboards, publications, radio and social media	\$ 7,454.00	\$ 7,500.00	\$ 4,000.00
3812	Cash Over/Short					\$ -
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See Schedule	\$ 2,023.07	\$ 4,480.00	\$ 4,480.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
Dept #:	Parks & Recreation - 7461		
Division:	Golf Course - 7461		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3994	Tree Service		Remove dead and damaged trees	\$ 14,500.00	\$ 17,500.00	\$ -
4391	Equipment Rent		Golf cart rental for tournaments, heavy equipment rental for maintenance, generators and other rental equipment	\$ 2,500.00	\$ 20,000.00	\$ 5,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 2,813.80	\$ 2,898.00	\$ 2,898.00
4521	Auto Liability		Provided by Finance	\$ 2,267.00	\$ 2,335.00	\$ 2,335.00
4541	Employee Personal Liability		Provided by Finance	\$ 35.15	\$ 36.00	\$ 36.00
4911	Subscriptions	Y		\$ -	\$ -	\$ -
4912	Fees & Dues	Y	See Schedule	\$ 3,174.00	\$ 4,240.00	\$ 4,240.00
4990	Equipment Expense		Blowers, weed eaters, rakes and shovels	\$ 250.00	\$ 1,000.00	\$ 300.00
9561	Office Supplies		Copy paper and envelopes from City storeroom	\$ 172.00	\$ 200.00	\$ 200.00
2501A	Fleet Charges Internal Use Only!		Cover cost for preventive maintenance and repairs on golf carts			\$ 3,500.00
2502A	Vehicle Fuel-Internal Charges		Gas for all vehicles			\$ 2,300.00
3250A	Postage-Internal Charges only!		Mailing correspondence			\$ 75.00
<b>Total Operating Expenditures</b>				<b>\$ 227,878.40</b>	<b>\$ 279,774.00</b>	<b>\$ 191,899.00</b>
5101	Computer Work Station		Irrigation Computer		\$ 25,000.00	\$ -
5136	All Terrain Vehicle			\$ 8,684.04	\$ -	\$ -
5201	Computer System		Golf Simulator		\$ 40,000.00	\$ -
5817	Golf Course Improvements		Cart Path Paving		\$ 9,600.00	\$ -
5865	Chemical Sprayer		Workman with sprayer accessory		\$ 40,000.00	\$ -
5938	Golf Course				\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 8,684.04</b>	<b>\$ 114,600.00</b>	<b>\$ -</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Parks &amp; Recreation-Golf Course Budget</b>				<b>\$ 530,524.36</b>	<b>\$ 832,097.64</b>	<b>\$ 533,917.08</b>

CAPITAL OUTLAY      Fiscal Year Fund: 11-General Fund      FY21-22      Dept. Head-Felicia Brow Dept #: Parks & Recreation - 7461 Division: Golf Course - 7461																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Replacement Asset Information				Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description				Justification for Replacement
1	5865		Workmen 3300-D Sprayer	\$ 34,000.00	\$ 3,381.00		\$ 14,000.00	\$ 2,200.00	\$ 800.00	N	1	Golf Course Chemical Sprayer	This equipment is currently down and needs a new transmission and engine to get it operational. Golf Course cannot do without a sprayer that applies chemicals to the fairways and greens. This equipment was bought 25+ years ago.	\$ 40,000.00	\$ -	
2	5101		Irrigation Computer		\$ -					N	2	Irrigation Computer for GC	Updated computer and software to effectively run the golf course irrigation system.	\$ 25,000.00	\$ -	
3	5817		Driving Range Cart Path							N	3	Driving Range Cart Path	Currently, the path at the driving range is laid with gravel. When wet, it is difficult for golfers to access the teeing grounds. The current path is also hard on the golf carts.	\$ 9,600.00	\$ -	
4	5201		Golf Simulator							N	4	Golf Course Simulator	This is a SURE way to increase revenue at our golf course. The system will pay for itself in less than 16 months, requires little to no maintenance and self monitoring.	\$ 40,000.00	\$ -	
5																
6																
7																
8																
9																
10																
<b>Total Capital</b>				<b>\$ 34,000.00</b>	<b>\$ -</b>	<b>\$ 14,000.00</b>	<b>\$ 2,200.00</b>	<b>\$ 800.00</b>						<b>\$ 114,600.00</b>	<b>\$ -</b>	

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Felicia Brown</b>
<b>Dept #:</b>	<b>Parks &amp; Recreation - 7461</b>	
<b>Division:</b>	<b>Golf Course - 7461</b>	
<b>Account:</b>	<b>2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenses as of March 19, 2021		\$ -	\$ -
2	Cert. Program to Advance Golf Exec. Management (Obie)		\$ 500.00	\$ -
3	OSHA Hazmat Trainings		\$ 200.00	\$ 200.00
4	Pesticide Certification		\$ 200.00	\$ 200.00
5	GSSA Certification - CPSI Test and Class (Doug)		\$ 500.00	\$ 500.00
6	Other Trainings/Certifications		\$ 300.00	\$ 300.00
7				
8				
9				
10				
<b>Total - 2323 Other Training</b>		<b>\$ -</b>	<b>\$ 1,700.00</b>	<b>\$ 1,200.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Felicia Brown</b>
<b>Dept #:</b> Parks & Recreation - 7461	
<b>Division:</b> Golf Course - 7461	
<b>Account:</b> 3121 Travel	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenses as of March 19, 2021	\$ 0.75	\$ 1,200.00	\$ -
2	Carolinas PGA Conferences - Greensboro, NC (2)		\$ 400.00	\$ 400.00
3	PGA Golf Show - Orlando, FL ... Education Sessions/Merchandise (2)		\$ 1,200.00	\$ 1,200.00
4	PGA Chapter Meetings	\$ 200.00		
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 200.75</b>	<b>\$ 2,800.00</b>	<b>\$ 1,600.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7461  
 Division: Golf Course - 7461  
 Account: 3914 Contract Services

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenses as of March 19, 2021	\$ 2,023.07	\$ -	\$ -
2	HVAC Service for Pro Shop and Maintenance Shop		\$ 940.00	\$ 940.00
3	Pest Control		\$ 540.00	\$ 540.00
4	Emergency Contracted Services		\$ 3,000.00	\$ 3,000.00
5				
6				
7				
8				
9				
10				
	<b>Total - 3914 Contract Services</b>	<b>\$ 2,023.07</b>	<b>\$ 4,480.00</b>	<b>\$ 4,480.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7461  
 Division: Golf Course - 7461  
 Account: 4912 Fees & Dues

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Expenditures as of March 19, 2021	\$ 1,694.00		
2	PGA Dues Obie / JJ	\$ 980.00	\$ 1,400.00	\$ 1,400.00
3	CGCSA (Doug)	\$ 200.00	\$ 400.00	\$ 400.00
4	NCDHHS (Grill License)	\$ -	\$ 120.00	\$ 120.00
5	Sam' Club Membeship	\$ -	\$ 20.00	\$ 20.00
6	Carolina Golf Association (Handicap Fees)	\$ 300.00	\$ 1,500.00	\$ 1,500.00
7	State of NC Beverage Permit		\$ 800.00	\$ 800.00
8		\$ -	\$ -	\$ -
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 3,174.00</b>	<b>\$ 4,240.00</b>	<b>\$ 4,240.00</b>

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund		Dept. Head Catherine Gwynn							
Dept #: 7315 Finance		~ = Division by Zero							
Division: 7315 Non-recurring capital outlay		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ	FY21-22 Manager Recommend. 6/01/21	FY21-22 MGR SUB % Δ	FY20-21 Adopted V. FY21-22 MGR SUB % Δ
1834 City's Portion Retiree Health Insur	\$ 118,436.10	\$ 110,963.00	\$ 110,963.00	\$ 79,000.00	\$ 79,000.00	-28.81%	\$ 79,000.00		-28.81%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 118,436.10</b>	<b>\$ 110,963.00</b>	<b>\$ 110,963.00</b>	<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>	<b>-28.81%</b>	<b>\$ 79,000.00</b>		<b>-28.81%</b>
4543 Insurance Deductible Claims	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%	\$ -		*
4801 Econ Devel Incent-Alta Foods	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,062.50	\$ 11,718.75	134.38%	\$ 11,718.75		134.38%
4802 Econ Devel Incent-WNB Landlord		\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 200,000.00	0.00%	\$ 200,000.00		0.00%
4803 Econ Devel Incent-Stromberg Foods		\$ 5,222.00	\$ 5,222.00	\$ -	\$ 5,222.00	0.00%	\$ 5,222.00		0.00%
4804 Econ Devel Incent-Michael Aram		\$ 17,000.00	\$ 17,000.00	\$ -	\$ 34,000.00	100.00%	\$ 34,000.00		100.00%
4805 Econ Devel Incent-Atlantic Casualty		\$ 9,100.00	\$ 9,100.00	\$ -	\$ 57,000.00	526.37%	\$ 57,000.00		526.37%
4806 Econ Devel Incent-AP Exhaust				\$ -	\$ 7,000.00	~	\$ 7,000.00		~
4908 Expenses for Sale of Real Property	\$ 988.50	\$ -	\$ -	\$ 3,743.50	\$ 4,000.00	~	\$ -		*
4909 Land Lease Payable (Farms)	\$ 387.00	\$ 10,000.00	\$ 10,000.00	\$ 8,800.00	\$ 13,000.00	30.00%	\$ 13,000.00		30.00%
4910 Property Taxes - DGDC	\$ 227.78	\$ 250.00	\$ 250.00	\$ 227.78	\$ 250.00	*	\$ 250.00		*
4913 Institute Of Government	\$ 4,372.00	\$ 14,300.00	\$ 14,300.00	\$ 14,300.00	\$ -	*	\$ -		*
4914 League Of Municipalities	\$ 25,412.00	\$ 25,500.00	\$ 25,500.00	\$ 25,520.00	\$ -	*	\$ -		*
4918 National League Of Cities	\$ 3,419.00	\$ 3,450.00	\$ 3,450.00	\$ 3,419.00	\$ -	*	\$ -		*
4920 Arbitrage Rebate Fees	\$ 417.38			\$ -	\$ -	*	\$ -		*
<b>Total Operating Expenditures</b>	<b>\$ 50,223.66</b>	<b>\$ 299,822.00</b>	<b>\$ 299,822.00</b>	<b>\$ 170,072.78</b>	<b>\$ 342,190.75</b>	<b>14.13%</b>	<b>\$ 328,190.75</b>		<b>9.46%</b>
5922 Driving Range Effluent Irrigation	\$ -			\$ -	\$ -	*	\$ -		*
5927 Passenger Shelter	\$ 13,433.12			\$ -	\$ -	*	\$ -		*
<b>Total Capital Outlay</b>	<b>\$ 13,433.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>		<b>*</b>
				\$ -	\$ -	*	\$ -		*
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>		<b>*</b>
<b>Total Finance-Non-recurring capital outlay Budget</b>	<b>\$ 182,092.88</b>	<b>\$ 410,785.00</b>	<b>\$ 410,785.00</b>	<b>\$ 249,072.78</b>	<b>\$ 421,190.75</b>	<b>2.53%</b>	<b>\$ 407,190.75</b>		<b>-0.87%</b>

**JUSTIFICATION SHEET**      Fiscal Year FY21-22      **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund      Dept. Head-Catherine Gwynn      **Green Cell - Department Input**  
**Dept #:** Finance - 7315  
**Division:** Non-recurring capital outlay - 7315

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1834 City's Portion Retiree Health Insur			\$ 79,000.00	\$ 79,000.00	\$ 79,000.00
<b>Salaries &amp; Wages Overtime</b>			<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>	<b>\$ 79,000.00</b>
4543 Insurance Deductible Claims			\$ 10,000.00	\$ 10,000.00	\$ -
4801 Econ Devel Incent-Alta Foods		2016 Agreement \$5000.00; 2018 Agreement \$6718.75	\$ 4,062.50	\$ 11,718.75	\$ 11,718.75
4802 Econ Devel Incent-WNB Landlord		1 payment FY21; anticipate the remaining 2 payments in FY22	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00
4803 Econ Devel Incent-Stromberg Foods		No payments in FY21; anticipate 1 payment in FY22	\$ -	\$ 5,222.00	\$ 5,222.00
4804 Econ Devel Incent-Michael Aram		No payments in FY21; anticipate 2 payment in FY22	\$ -	\$ 34,000.00	\$ 34,000.00
4805 Econ Devel Incent-Atlantic Casualty		No payments in FY21; anticipate 2 payments in FY22	\$ -	\$ 57,000.00	\$ 57,000.00
4806 Econ Devel Incent-AP Exhaust			\$ -	\$ 7,000.00	\$ 7,000.00
4908 Expenses for Sale of Real Property			\$ 3,743.50	\$ 4,000.00	\$ -
4909 Land Lease Payable (Farms)		1/2 proceeds owed to Wayne County for joint farm leases	\$ 8,800.00	\$ 13,000.00	\$ 13,000.00
4910 Property Taxes - DGDC			\$ 227.78	\$ 250.00	\$ 250.00
4913 Institute Of Government		Moved to CM budget FY22	\$ 14,300.00	\$ -	\$ -
4914 League Of Municipalities		Moved to CM budget FY22	\$ 25,520.00	\$ -	\$ -
4918 National League Of Cities		Moved to CM budget FY22	\$ 3,419.00	\$ -	\$ -
4920 Arbitrage Rebate Fees					
<b>Total Operating Expenditures</b>			<b>\$ 170,072.78</b>	<b>\$ 342,190.75</b>	<b>\$ 328,190.75</b>
5922 Driving Range Effluent Irrigation			\$ -	\$ -	\$ -
5927 Passenger Shelter				\$ -	\$ -
<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Finance-Non-recurring capital outlay Budget</b>			<b>\$ 249,072.78</b>	<b>\$ 421,190.75</b>	<b>\$ 407,190.75</b>



**Economic Development Agreements  
FY2021-2022 Budget**

<b>Company</b>	<b>Agreement</b>	<b>Total</b>	<b>FY</b>	<b>FY22 Manager's Recommended Budget Amount</b>
Alta	12/5/2016	\$ 25,000.00	2022	\$ 5,000.00
Alta	12/17/2018	\$ 26,875.00	2022	\$ 6,718.75
AP Exhause	5/4/2021	\$ 21,000.00	2022	\$ 7,000.00
Michael Aram	12/16/2019	\$ 440,000.00	2022	\$ 34,000.00
Atlantic Casualty	3/17/2020	\$ 100,000.00	2022	\$ 57,000.00
WNB Landlords	2/15/2019	\$ 300,000.00	2022	\$ 200,000.00
Stromberg Foods	2/26/2017	\$ 26,110.00	2022	\$ 5,222.00
<b>Total Economic Development Incentives</b>		<u>\$ 938,985.00</u>		<u>\$ 314,940.75</u>



**EXPENDITURE SHEET Fiscal Year FY21-22**

Fund: 11-General Fund

Dept #: 8111 Debt Service

Division: 8111 ~

Dept. Head

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4920 Arbitrage Rebate Fees	\$ 3,725.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 10,050.00	35.81%	\$ 10,050.00	35.81%
<b>Total Operating Expenditures</b>	<b>\$ 3,725.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 10,050.00</b>	<b>35.81%</b>	<b>\$ 10,050.00</b>	<b>35.81%</b>
				\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
7100 Bond Principal	\$ 566,966.00	\$ 699,320.00	\$ 699,320.00	\$ 699,320.00	\$ 691,400.00	-1.13%	\$ 691,400.00	-1.13%
7131 Golf Course Equipment Loan	\$ 42,064.74	\$ 56,086.00	\$ 56,086.00	\$ 56,086.00	\$ 14,100.00	-74.86%	\$ 14,100.00	-74.86%
7132 Recreation Center Loan Payment	\$ 491,335.80	\$ 627,193.00	\$ 627,193.00	\$ 627,193.00	\$ 613,100.00	-2.25%	\$ 613,100.00	-2.25%
7160 Lease Purchase Payment	\$ 1,813,831.64	\$ 1,290,958.00	\$ 1,290,958.00	\$ 1,290,958.00	\$ 1,446,700.00	12.06%	\$ 1,446,700.00	12.06%
7161 City Hall Loan Payment	\$ 400,373.16	\$ 378,172.00	\$ 378,172.00	\$ 378,172.00	\$ 468,300.00	23.83%	\$ 468,300.00	23.83%
7164 Paramount Loan Payment	\$ 299,821.08	\$ 201,831.00	\$ 201,831.00	\$ 201,831.00	\$ 378,200.00	87.38%	\$ 378,200.00	87.38%
7165 Streetscape Debt Svc	\$ 69,344.76	\$ 66,432.00	\$ 66,432.00	\$ 66,432.00	\$ -	*	\$ -	*
7167 Tiger Match/Settlement Loan	\$ 343,228.00	\$ 335,579.00	\$ 335,579.00	\$ 335,579.00	\$ 328,000.00	-2.26%	\$ 328,000.00	-2.26%
7168 Police Settlement Payment	\$ 193,417.50	\$ 190,145.00	\$ 190,145.00	\$ 190,145.00	\$ 186,400.00	-1.97%	\$ 186,400.00	-1.97%
7171 Police Evidence Loan	\$ 512,644.83	\$ 522,693.00	\$ 522,693.00	\$ 522,693.00	\$ 510,700.00	-2.29%	\$ 510,700.00	-2.29%
7172 Herman Park Center Loan				\$ -	\$ -	*	\$ -	*
7173 SJAFB Comm Refuse Eq Loan	\$ 68,419.88	\$ 68,526.00	\$ 68,526.00	\$ 68,526.00	\$ 68,100.00	-0.62%	\$ 68,100.00	-0.62%
7174 Corr D#004-GE, 019-GE & 021-GE	\$ 694,528.00			\$ -	\$ -	*	\$ -	*
7200 Bond Interest	\$ 452,508.03	\$ 413,957.00	\$ 413,957.00	\$ 413,957.00	\$ 379,500.00	-8.32%	\$ 379,500.00	-8.32%
<b>Total Debt Service</b>	<b>\$ 5,948,483.42</b>	<b>\$ 4,850,892.00</b>	<b>\$ 4,850,892.00</b>	<b>\$ 4,850,892.00</b>	<b>\$ 5,084,500.00</b>	<b>4.82%</b>	<b>\$ 5,084,500.00</b>	<b>4.82%</b>
<b>Total Debt Service-~ Budget</b>	<b>\$ 5,952,208.42</b>	<b>\$ 4,858,292.00</b>	<b>\$ 4,858,292.00</b>	<b>\$ 4,858,292.00</b>	<b>\$ 5,094,550.00</b>	<b>4.86%</b>	<b>\$ 5,094,550.00</b>	<b>4.86%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-	<b>Green Cell - Department Input</b>
Dept #:	Debt Service - 8111		
Division:	~ - 8111		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4920	Arbitrage Rebate Fees		Bingham Arbitrage Services - 001-E \$13M \$900; 007-G \$9.1M \$900; 019-GE \$7.5M \$1300; 020-G \$12.9M \$1300; 025-G \$5.3M \$1300; 026-G \$4.5M \$1300; 032-G \$11.7M \$1300; new debt \$750; price increase \$1000	\$ 7,400.00	\$ 10,050.00	\$ 10,050.00
	<b>Total Operating Expenditures</b>			<b>\$ 7,400.00</b>	<b>\$ 10,050.00</b>	<b>\$ 10,050.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7100	Bond Principal		Per Debt Service Schedules	\$ 699,320.00	\$ 691,400.00	\$ 691,400.00
7131	Golf Course Equipment Loan		Per Debt Service Schedules	\$ 56,086.00	\$ 14,100.00	\$ 14,100.00
7132	Recreation Center Loan Payment		Per Debt Service Schedules	\$ 627,193.00	\$ 613,100.00	\$ 613,100.00
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 1,290,958.00	\$ 1,446,700.00	\$ 1,446,700.00
7161	City Hall Loan Payment		Per Debt Service Schedules	\$ 378,172.00	\$ 468,300.00	\$ 468,300.00
7164	Paramount Loan Payment		Per Debt Service Schedules	\$ 201,831.00	\$ 378,200.00	\$ 378,200.00
7165	Streetscape Debt Svc		Per Debt Service Schedules	\$ 66,432.00	\$ -	\$ -
7167	Tiger Match/Settlement Loan		Per Debt Service Schedules	\$ 335,579.00	\$ 328,000.00	\$ 328,000.00
7168	Police Settlement Payment		Per Debt Service Schedules	\$ 190,145.00	\$ 186,400.00	\$ 186,400.00
7171	Police Evidence Loan		Per Debt Service Schedules	\$ 522,693.00	\$ 510,700.00	\$ 510,700.00
7172	Herman Park Center Loan		Per Debt Service Schedules-loan not expected to be taken by FY22	\$ -	\$ -	\$ -
7173	SJAFB Comm Refuse Eq Loan		Per Debt Service Schedules	\$ 68,526.00	\$ 68,100.00	\$ 68,100.00
7174	Corr D#004-GE, 019-GE & 021-GE		Per Debt Service Schedules		\$ -	\$ -
7200	Bond Interest		Per Debt Service Schedules	\$ 413,957.00	\$ 379,500.00	\$ 379,500.00
	<b>Total Debt Service</b>			<b>\$ 4,850,892.00</b>	<b>\$ 5,084,500.00</b>	<b>\$ 5,084,500.00</b>
	<b>Total Debt Service-~ Budget</b>			<b>\$ 4,858,292.00</b>	<b>\$ 5,094,550.00</b>	<b>\$ 5,094,550.00</b>

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		11-General Fund		Dept. Head		Catherine Gwynn			
Dept #:		8101 Finance		~ = Division by Zero					
Division:		8101 Transfers & Shared Services		* = Change < \$500					
Purple Cell-Finance Input									
	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1276	Salary Reserve	\$ -			\$ -	\$ -	*	\$ -	*
1860	Worker's Compensation	\$ -			\$ -	\$ 150,000.00	~	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>~</b>	<b>\$ -</b>	<b>*</b>
81002	Transfer to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 758,741.00	~
81003	Transfer to Capital Projects	\$ 1,174,922.00	\$ 4,236.00	\$ 22,607.18	\$ -	\$ 685,243.00	16076.65%	\$ 685,243.00	16076.65%
81004	Transfer to Special Revenue Fund	\$ 10,980.00	\$ -	\$ -	\$ 18,371.18	\$ -	*	\$ -	*
81005	Transfer to Capital Reserve Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
81012	Transfer to Utilities Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 290,592.00	28959.20%	\$ 290,592.00	28959.20%
	<b>Total Transfers</b>	<b>\$ 1,186,902.00</b>	<b>\$ 5,236.00</b>	<b>\$ 23,607.18</b>	<b>\$ 19,371.18</b>	<b>\$ 976,835.00</b>	<b>18556.13%</b>	<b>\$ 1,735,576.00</b>	<b>33046.98%</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Finance-Transfers &amp; Shared Services Budget</b>	<b>\$ 1,186,902.00</b>	<b>\$ 5,236.00</b>	<b>\$ 23,607.18</b>	<b>\$ 19,371.18</b>	<b>\$ 1,126,835.00</b>	<b>21420.91%</b>	<b>\$ 1,735,576.00</b>	<b>33046.98%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 11-General Fund  
**Dept #:** Finance - 8101  
**Division:** Transfers & Shared Services - 8101

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1276	Salary Reserve				\$ -	\$ -
1860	Worker's Compensation		Estimate based on current year claims	\$ -	\$ 150,000.00	\$ -
<b>Total Salaries &amp; Benefits</b>				\$ -	\$ 150,000.00	\$ -
81002	Transfer to Fund Balance		Per CM 5/27/21 3 cent tax increase to build fund balance.	\$ -	\$ -	\$ 758,741.00
81003	Transfer to Capital Projects		Tiger VIII Streetscape Match (R1103) (FY21 match was cut out of budget to balance)	\$ -	\$ 685,243.00	\$ 685,243.00
81004	Transfer to Special Revenue Fund		Match for FEMA GO Grant Source Capture Vent System Fund R1104	\$ 18,371.18	\$ -	\$ -
81005	Transfer to Capital Reserve Fund			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
81012	Transfer to Utilities Fund		Final loan repayment to Utility fund for advance on police settlement lawsuit 2014	\$ -	\$ 290,592.00	\$ 290,592.00
<b>Total Transfers</b>				\$ 19,371.18	\$ 976,835.00	\$ 1,735,576.00
<b>Total Capital Outlay</b>				\$ -	\$ -	\$ -
<b>Total Debt Service</b>				\$ -	\$ -	\$ -
<b>Total Finance-Transfers &amp; Shared Services Budg</b>				\$ 19,371.18	\$ 1,126,835.00	\$ 1,735,576.00

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 11-General Fund		Dept. Head Catherine Gwynn							
Dept #: 7310 Finance		~ = Division by Zero							
Division: 7310 Agency/Special Expense		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
1834 City's Portion Retiree Health Insur	\$ 50.00		\$ -	\$ -	\$ -	*	\$ -	*	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
4913 Institute Of Government	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
4914 League Of Municipalities	\$ -			\$ -	\$ -	*	\$ -	*	
4916 Chamber Of Commerce	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%	\$ -	*	
4917 Wayne County Alliance	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	100.00%	\$ -	*	
4918 National League Of Cities	\$ -			\$ -	\$ -	*	\$ -	*	
4932 Literacy Connections of Wayne Co.	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 20,000.00	122.22%	\$ 9,000.00	0.00%	
4980 Rebuilding Broken Places	\$ 9,218.32	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 18,047.00	33.68%	\$ 13,500.00	0.00%	
4981 HGDC Community Crisis Center	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 25,000.00	455.56%	\$ 4,500.00	0.00%	
6993 Boys and Girls Club Donation	\$ 15,000.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 15,000.00	11.11%	\$ 13,500.00	0.00%	
6994 Arts Council	\$ 25,000.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 25,000.00	11.11%	\$ 22,500.00	0.00%	
9919 Agency Support-New Requests				\$ -	\$ 410,000.00	~	\$ -	*	
9920 Wayne County Schools-PEG Distrib	\$ 20,549.88	\$ 27,400.00	\$ 27,400.00	\$ 27,400.00	\$ 27,400.00	0.00%	\$ 27,400.00	0.00%	
9933 WAGES	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	11.11%	\$ -	*	
9937 WATCH Donation	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 25,000.00	38.89%	\$ -	*	
9947 Museum	\$ 15,000.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 15,000.00	11.11%	\$ 13,500.00	0.00%	
9952 Communities In Schools Inc	\$ 15,000.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 20,000.00	48.15%	\$ 13,500.00	0.00%	
9972 Mental Health Association	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	*	\$ 12,000.00	0.00%	
9979 Waynesborough Park Donation	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	11.11%	\$ 18,000.00	0.00%	
9980 Goldsboro/Wayne Trans Authority	\$ 163,314.76	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 378,129.00	89.06%	\$ 303,129.00	51.56%	
9982 MIP (Mephibosheth Project Inc) Allo	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	11.11%	\$ 4,500.00	0.00%	
9996 WISH Donation	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 12,000.00	33.33%	\$ 9,000.00	0.00%	
<b>Total Operating Expenditures</b>	<b>\$ 420,082.96</b>	<b>\$ 441,900.00</b>	<b>\$ 441,900.00</b>	<b>\$ 441,900.00</b>	<b>\$ 1,105,576.00</b>	<b>150.19%</b>	<b>\$ 464,029.00</b>	<b>5.01%</b>	
<b>Total Capital Outlay</b>				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
<b>Total Finance-Agency/Special Expense Budget</b>	<b>\$ 420,132.96</b>	<b>\$ 441,900.00</b>	<b>\$ 441,900.00</b>	<b>\$ 441,900.00</b>	<b>\$ 1,105,576.00</b>	<b>150.19%</b>	<b>\$ 464,029.00</b>	<b>5.01%</b>	

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 7310		
<b>Division:</b>	Agency/Special Expense - 7310		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1834	City's Portion Retiree Health Insur		Moved to ORGN 7315	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
4913	Institute Of Government		Moved to CM budget	\$ -	\$ -	\$ -
4914	League Of Municipalities		Moved to CM budget	\$ -	\$ -	\$ -
4916	Chamber Of Commerce		Moved to Council budget	\$ 20,000.00	\$ 20,000.00	\$ -
4917	Wayne County Alliance		Moved to Council budget	\$ 25,000.00	\$ 50,000.00	\$ -
4918	National League Of Cities		Moved to CM budget	\$ -	\$ -	\$ -
4932	Literacy Connections of Wayne Co.			\$ 9,000.00	\$ 20,000.00	\$ 9,000.00
4980	Rebuilding Broken Places			\$ 13,500.00	\$ 18,047.00	\$ 13,500.00
4981	HGDC Community Crisis Center			\$ 4,500.00	\$ 25,000.00	\$ 4,500.00
6993	Boys and Girls Club Donation			\$ 13,500.00	\$ 15,000.00	\$ 13,500.00
6994	Arts Council			\$ 22,500.00	\$ 25,000.00	\$ 22,500.00
9919	Agency Support-New Requests		Three In One Family Center( No Audits)	\$ -	\$ 410,000.00	\$ -
9920	Wayne County Schools-PEG Distrib		Funded by State Revenues	\$ 27,400.00	\$ 27,400.00	\$ 27,400.00
9933	WAGES		Per CM - funded CDBG-CV - cut FY22 approp from GF	\$ 18,000.00	\$ 20,000.00	\$ -
9937	WATCH Donation		Per CM - funded CDBG-CV - cut FY22 approp from GF	\$ 18,000.00	\$ 25,000.00	\$ -
9947	Museum			\$ 13,500.00	\$ 15,000.00	\$ 13,500.00
9952	Communities In Schools Inc			\$ 13,500.00	\$ 20,000.00	\$ 13,500.00
9972	Mental Health Association		How many years was agreed to fund this line item?	\$ 12,000.00		\$ 12,000.00
9979	Waynesborough Park Donation			\$ 18,000.00	\$ 20,000.00	\$ 18,000.00
9980	Goldsboro/Wayne Trans Authority		Operating Match \$303,129 and Capital Request \$75,000.	\$ 200,000.00	\$ 378,129.00	\$ 303,129.00
9982	MIP (Mephibosheth Project Inc) Allo			\$ 4,500.00	\$ 5,000.00	\$ 4,500.00
9996	WISH Donation			\$ 9,000.00	\$ 12,000.00	\$ 9,000.00
	<b>Total Operating Expenditures</b>			<b>\$ 441,900.00</b>	<b>\$ 1,105,576.00</b>	<b>\$ 464,029.00</b>
	<b>Total Capital Outlay</b>					
	<b>Total Debt Service</b>					
	<b>Total Finance-Agency/Special Expense Budget</b>			<b>\$ 441,900.00</b>	<b>\$ 1,105,576.00</b>	<b>\$ 464,029.00</b>

FY 2021-22 Agency Requests								
Agency	FY 19-20 Allocation		FY 20-21 Allocation		FY 21-22 Requested		FY 21-22 Manager's Recommended	
	General	Total	General	Total	General	Total	General	Total
Literacy Connections	10,000	10,000	9,000	9,000	20,000	20,000	9,000	9,000
Rebuilding Broken Places	15,000	15,000	13,500	13,500	18,047	18,047	13,500	13,500
HGDC Community Crisis Ctr.	5,000	5,000	4,500	4,500	25,000	25,000	4,500	4,500
Boys & Girls Club	15,000	15,000	13,500	13,500	15,000	15,000	13,500	13,500
Arts Council	25,000	25,000	22,500	22,500	25,000	25,000	22,500	22,500
Wayne County Schools - PEG distribution	27,339	27,339	27,400	27,400	27,400	27,400	27,400	27,400
WAGES (funded with CDBG-CV funds)	20,000	20,000	18,000	18,000	20,000	20,000	-	-
W.A.T.C.H. (funded with CDBG-CV funds)	20,000	20,000	18,000	18,000	25,000	25,000	-	-
Museum	15,000	15,000	13,500	13,500	15,000	15,000	13,500	13,500
Communities in Schools	15,000	15,000	13,500	13,500	20,000	20,000	13,500	13,500
Mental Health Association (3 year agrmt. FY20-FY22)	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Waynesborough Park	20,000	20,000	18,000	18,000	20,000	20,000	18,000	18,000
Goldsboro/Wayne Transportation	303,129	303,129	200,000	200,000	378,129	378,129	303,129	303,129
MIP (Mephibosheth Project Inc)	5,000	5,000	4,500	4,500	5,000	5,000	4,500	4,500
W.I.S.H.	10,000	10,000	9,000	9,000	12,000	12,000	9,000	9,000
Three In One Family Center	-	-	-	-	410,000	410,000	-	-
<b>TOTALS</b>	<b>517,468</b>	<b>517,468</b>	<b>396,900</b>	<b>396,900</b>	<b>1,047,576</b>	<b>1,047,576</b>	<b>464,029</b>	<b>464,029</b>



March 12, 2021

Attn: Catherine Gwynn, Finance Director  
City of Goldsboro – Finance Department  
PO Drawer A  
Goldsboro, NC 27533

Dear Ms. Gwynn,

Thank you for the opportunity to apply for the City of Goldsboro General Funds for Literacy Connections of Wayne County. Our organization is truly grateful for the support the City of Goldsboro has provided to our programs through the past years.

This grant plays an integral part in equipping residents of the City of Goldsboro for the future in their quest to improve their employment situations, have confidence as parents knowing they have the skills to support their child's education, and become active participants in their community.

This year, COVID-19 has created new barriers for students. Many cannot participate fully in on-line instruction or over the phone instruction without extensive support. They do not have the skills needed to participate in a virtual world, they often do not have the needed technology or access to the internet.

The number of people requesting our services has significantly increased as people look for ways to find employment during this difficult time. Our waiting list currently has 29 people hoping to be served.

Literacy Connections is working to overcome these challenges through creative ideas that allow our programs to continue to serve Goldsboro residents through more flexible learning options.

We have invested in laptops to provide to students and volunteer tutors when appropriate so they can continue the learning process remotely. We have researched and invested in appropriate apps for the students to use to continue learning. Staff and tutors are also working to learn how to provide quality on-line instruction and produce our own on-line content.

The Adult and Family Literacy program has traditionally focused on working with the parent; however, with the abrupt change to the way children attend school and the introduction of technology into the learning process for families, we have seen more direct learning with parents and children together as they simultaneously learn literacy and technology skills.

We have increased our request from the City of Goldsboro for the 2021-2022 funding cycle to assist us in meeting the growing need for family literacy in our community. Many of our literacy counterparts across the state were forced to close or eliminate in-person learning due to Covid-19. We, at Literacy Connections, truly hope that you will recognize the hard work and creativity our organization has put forth to keep our doors open and continue to serve the residents of the City of Goldsboro both in-person and virtually.

Please feel free to contact me or Lee Hulse for additional information.  
Thank you for your time and consideration.

Sincerely,

Suzie Acree, Executive Director  
919-580-4030  
[suzie.acree@waynegov.com](mailto:suzie.acree@waynegov.com)

Lee Hulse  
919-731-1633  
[lee.hulse@waynegov.com](mailto:lee.hulse@waynegov.com)



North Carolina

# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Literacy Connections of Wayne County  
Agency

2001 – D East Ash Street

Goldsboro, NC 27530  
Address

Funding Received from City, FY 2019-2020 \$ 10,000.00

Funding Received from City, FY 2020-2021 \$ 9,000.00

Amount of Funding Requested, FY 2021-2022 \$ 20,000.00

By: Suzie Acree  
Name

919-580-4030  
Telephone

Executive Director  
Title

suzie.acree@waynegov.com  
Email Address

Date Request Submitted: 03/12/2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

*Please answer all of the following questions (attach additional sheets if necessary):*

1. Please give a brief description of the mission and services provided by your agency.

Literacy Connections of Wayne County, Inc. is a 501(c)(3) corporation that provides and promotes literacy services for adults in Wayne County, North Carolina. 90% of the population we serve are residents of the City of Goldsboro. The nonprofit is dedicated to developing literacy skills that empower individuals and families to lift themselves out of poverty by obtaining higher education, finding and keeping sustainable employment, and engaging with the community around them. Our programs focus on a one-on-one partnership between an adult literacy student and a committed, consistent, trained tutor using evidence-based curriculum. In addition to volunteers, Literacy Connections partners with individuals either in school or seeking employment through Federal Work Study, Title V, and WIOA. In exchange, Literacy Connections supervises their work, mentoring them and providing on-the-job training related to the work experience they are seeking. We value the opportunity for all students to reach their goals through education.

**IMPORTANT COVID-19 UPDATE:**

This year, COVID-19 has created new barriers for students. Many are reluctant to return to the center for in person instruction as the threat of the virus still looms, but often they cannot participate fully in on-line instruction or over the phone instruction. **They do not have the skills needed to participate in a virtual world, they often do not have the needed technology or access to the internet.** For those students who do come to the center, working with a masked tutor is challenging because they rely on seeing the tutor's lips move and watching the tutor form certain sounds.

**The numbers of people requesting our services have significantly increased** as people look for ways to find employment during this difficult time. Our waiting list currently has 29 people waiting to be served.

Literacy Connections is working to overcome these challenges through creative ideas that allow our programs to continue to serve Goldsboro residents through more flexible learning options. In response to COVID-19, Literacy Connection, **rearranged the center to accommodate social distancing and purchased Plexiglas dividers.** Everyone is required to wear a mask, spaces are regularly sanitized and hand sanitizer is available.

**We have invested in laptops to provide to students and volunteer tutors when appropriate so they can continue the learning process remotely.** We have researched and **invested in appropriate apps** for the students to use to continue learning. Staff and tutors are also working to learn how to provide on-line instruction. And we are working to produce our own on-line content.

**The Adult and Family Literacy program has traditionally focused on working with the parent; however, with the abrupt change to the way children attend school and the introduction of technology into the learning process for families, we have been seeing more direct learning with parents and children together as they simultaneously learn literacy and technology skills.**

The following programs and services are provided at Literacy Connections of Wayne County, Inc.:

**Adult and Family Literacy**

The Adult Basic Education (ABE) program teaches reading, writing, spelling, and math to adults who read at or below a basic skills level. Students come to Literacy Connections because they want to improve job prospects, help their children in school, enroll in a High School Equivalency program, and to better navigate the world around them. Some examples of program successes include the following:

- Two Little Free Libraries were established to provide free books to the public. A large one is located at the GWTA Transfer Center where 200,000 people per year pass through, and the other is at Literacy Connections – both are Goldsboro locations. We have maintained full book shelves at both Little Free Libraries throughout Covid 19 to give residents access to books.

**Bank on Wayne/Financial Literacy**

LCWC offers instruction in financial literacy through Bank On Wayne, which provides information and assistance in budgeting, banking and managing credit. Bank on Wayne encourages participants to operate within the financial mainstream and avoid costly alternative financial services, such as check cashing business. Some examples of program successes include the following:

- Residents (both youth and adults) as well as employees at the Housing Authority for the City of Goldsboro and Habitat for Humanity received financial training applicable to the group's needs through the Bank on Wayne program.
- People who were formerly incarcerated received financial training to prepare them for success during reentry through the MPI program.
- A Financial Literacy video series is in production to enable adults and youth to learn valuable personal financial skills from home at their own convenience.
- 

**Digital Literacy/Computer Technology**

- We have invested in laptops to provide to students and volunteer tutors when appropriate so they can continue the learning process remotely. We have researched and invested in appropriate apps for the students to use to continue learning. Staff and tutors are also working to learn how to provide on-line instruction. And we are working to produce our own on-line content.

**Family Literacy**

- Story Time Online – 175 community volunteers allowed us to record them reading a story geared towards children 10 and under and post it to our social media pages to assist families in developing a love of reading habit centered on bedtime each day during the summer to avoid summer slide. We will offer opportunities for more community representatives to read for Story Time Online again in summer 2021.

### Health Literacy

Only 12% of our population is estimated to have the health literacy skills necessary to manage their health conditions competently. Literacy Connections has partnered with Wayne UNC Healthcare to change that through education on health topics in simple, plain language. We launched a video series called **Daily Word Beat**, which aired on social media and Literacy Connections YouTube channel to educate the residents on medical vocabulary and what those terms mean.

### English Language Acquisition (ELA)

This program provides ELA classes for International students and is taught by Wayne Community College instructors in our facility when Covid – 19 restrictions will allow classes. The content covered includes listening, speaking, reading, writing and processing the English language. ELA is taught in small group settings but one-on-one tutoring is available for students needing additional support.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

Literacy Connections serves individuals who reside in Wayne County, North Carolina. The literacy center is centrally located in Goldsboro and **90% (73 of 81) of the client population at Literacy Connections are residents of the City of Goldsboro.** Instructors and tutors meet with students both at the center on Ash Street and in other public locations throughout the county that are convenient to our adult learners when Covid restrictions allow. The literacy center is easily accessible via the GWTA bus route at the Peggy M. Seegars Senior Center bus stop, and is open for daytime and evening hours to be flexible around students' schedules for work and family obligations.

#### **What are the estimated literacy rates for the community?**

**58% of adult residents read below a ninth grade level, which is below the level needed to earn a living wage. 27% of the Wayne County population measure at or below a Level One on the literacy scale as compared to 21% for NC.** For more information please visit the interactive PIACC data map found on our website at <https://www.literacyconnectionsofwaynecounty.org/copy-of-resources-links-1>

Literacy Connections intentionally targets adults in Wayne County with low literacy skills, defined as **Level One and Level Two by PIACC standards.** This means that adults can be considered at risk for difficulties using or comprehending print material. Adults at the upper end of this level can read short texts, in print or online, and understand the meaning well enough to perform simple tasks, such as filling out a short form, but drawing inferences or combining multiple sources of text may be too difficult. Adults who are below Level 1 may only be able to understand very basic vocabulary or find very specific information on a familiar topic. Some adults below Level 1 may struggle even to do this and may be functionally illiterate.

These adults are assessed at levels too low to be eligible for the Basic Skills programs at Wayne Community College. Literacy Connections was founded specifically for this target group because there is no other resource in Wayne County meeting their needs. Equally important and alarming is that **42% of Wayne County residents are at or below level 1 in numeracy** vs. 33% of the state population at level 1. Level 1 in numeracy means that adults are at risk for difficulties with numeracy. Adults at the upper end of this level can understand how to add, subtract, multiply, and divide and can perform basic one-step mathematical operations with given values or common spatial representations. Adults who are below Level 1 may only be able to count, sort, and do basic arithmetic operations with simple whole numbers and may be functionally innumerate.

Individuals who lack basic skills are often left with negative consequences such as unemployment, jobs paying below a living wage, or dead-end jobs with no real chance for advancement. In addition, **70% of families where parents cannot read and write will watch their children repeat the cycle due to lack of support in the home during formative years.** Literacy levels can affect economic development, decrease the effectiveness of local government with lack of citizen involvement, and place undue strain on the school system. Conversely, "for every \$1 invested in literacy skills development, communities reap \$60 in return through increased payroll and property taxes, reduced demand on social services, and even savings on justice and healthcare." according to Tom Nash, President of the Commission on Adult Basic Education. Raise the ROI even further by adding the thousands of children who will benefit from their parents newly developed knowledge and skills.

#### **What is the area's unemployment rate?**

Wayne County, NC unemployment rate has increased from 3.7% in November 2019 to 6.1% in November 2020 after an erratic year hitting peaks as high as 10.2% in May.

The City of Goldsboro, where Literacy Connections is located has a higher rate of unemployment than the county at large showing a 9.1% unemployment rate according to the American Community Survey.

#### **What is the median household income for the area?**

The median household income for Wayne County is \$42,192

**What percentage of the population lives below the poverty line?**

21.4% of the Wayne County population lives below 100% of the federal poverty level. This level applies to an individual who makes under \$12,760 annually and a family of 4 who bring in under \$26,200. More than one-third of Wayne County residents live under 150% of the poverty level.

**What is the high school’s graduation rate, and if available, dropout rate?**

Wayne County has a graduation rate of 85% according to the 2020 Community Survey. This reflects the percent of all people aged 25 years or older, who have either graduated from high school or completed the Graduate Equivalency Degree (GED) or some equivalent certification/credential.

Regarding school dropout, the same source reports that Wayne County experiences a 16% dropout rate. This reflects the percentage of people 25 years of age or older who either have no schooling at all or dropped out of school before being able to complete high school. Additionally, these are people who also do not have a Graduate Equivalency Degree (GED) or some other high school level type credential/student achievement.

Literacy Connections is in the business of equipping adults for the future in their quest to improve their employment situations, become better parents, and become active participants in their community. **We are dedicated to developing skills in reading, math, computers, and financial management for 275 adults and their families in Wayne County in the 2021-2022 fiscal year so that they may achieve success at home, at work, and in the community.** Through the use of evidence-based curriculum, one-on-one tutor student pairs, key business and educational partners, funding and technology, **40% of adult learners will increase their CASAS scores.** Our goal is that **100% of adult learners will progress toward personal goals annually, and 70% will complete and use a family budget** to assist them in reaching their financial goals.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

- Literacy Connections served a total of 272 students in calendar year 2019.
- Of those students, 90% of those students were residents of the City of Goldsboro.
- **2021 – 2022 program targets**
  - **50 Adult and Family Literacy students (ABE)**
  - **25 English as Second Language students (ESL)**
  - **200 Bank on Wayne students – including adults, middle and high school students, and employees of local government and businesses. (New Curriculum)**
  - **NEW 86,000+ reached through social media in residents’ homes: like Story Time Online, Digital Literacy, Financial Literacy, and Health Literacy educational messaging that promotes and provides literacy tools to assist families in the learning process.**

b. Geographical area served by the requesting agency.

Literacy Connections serves individuals who reside in Wayne County, North Carolina. Our literacy center is centrally located in Goldsboro on Ash Street, and is on a GWTA bus route with the stop for the Peggy M. Seegars Senior Center conveniently accessible to our facility. Our volunteer tutors primarily meet with students in the literacy center, but also have the option to meet with students in a public location convenient to both parties.

Literacy Connections partners with Habitat for Humanity’s eligibility process for homeownership criteria, The Housing Authority for the City of Goldsboro, the Wayne Pregnancy Care Center’s parents who are expecting an unplanned birth, Society of St. Vincent de Paul, the Wayne Uplift Domestic Violence shelter residents, DSS, NC Works, and prisoner re-entry programs, to name a few. These Goldsboro-based nonprofits and government services provide referrals to our programs on a consistent basis. We are always seeking partners whose clients would benefit from the services that Literacy Connections offers. These partnerships are beneficial to individuals who have needs across agencies and our partnerships offer assistance to them in a more convenient way.

c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Literacy Connections budget for 2021 include the following:

County of Wayne (requested)	\$100,000
United Way (funded)	\$50,000
CDBG (cut in 2020)	\$0
City of Goldsboro – General Fund (requested)	\$20,000
Miscellaneous Grants (budgeted)	\$20,000
Fundraising: Lilies for Literacy and Reading Between the Wines (budgeted but difficult to plan in Covid)	\$19,900
Friends of Literacy Membership and other Donations (budgeted)	\$25,000
In-Kind space and program services	\$85,500
<b>TOTAL:</b>	<b>\$320,400</b>

In-Kind Contributions FYE 2020		
County of Wayne	\$32,500.00	Facility (\$25,000) Utilities – water/sewer/lights/parking/outdoor lights/telephone (\$5000) Manpower support (\$2500)
WIOA	\$9,880.00	One position 36 hours per week at \$9.50/hr. for a max of 1040 hrs. each
Title V	\$3,770.00	One position 15 hours per week at \$7.25/hr. for a max of 520 hrs. each
Fed. Work Study	\$1,500.00	One position at \$9.00/hr. for a max of 167 hours.
Volunteers	\$53,000.00	50 volunteers est. contributing 1942 hours at \$27.20/hr.
Donated Materials	1993.00	Curriculum from New Readers Press
<b>TOTAL IN-KIND</b>	<b>\$ 102,643.00</b>	

4. Please submit the following by mail or email:
- a. Completed 2019-20 Budget Application Form.
  - b. A list of the Board of Directors.
  - c. Copy of the tax status determination letter from the IRS.
  - d. Your agency's detail budget.
  - e. One (1) copy of the most recent independent audit of the agency.



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533  
[cgwynn@goldsborongov](mailto:cgwynn@goldsborongov) and [athompson@goldsborongov](mailto:athompson@goldsborongov)

Request Submitted By:

Rebuilding Broken Places Community Development Corporation

Agency

2105 N William St Goldsboro, NC 27530

Address

Funding Received from City, FY 2019-2020 \$ 10,518.32

Funding Received from City, FY 2020-2021 \$ 15,000.00

Amount of Funding Requested, FY 2021-2022 \$ 18,047.00

By: John E. Barnes

Name

(919)581-9178 Ext 101

Telephone

CEO

Title

jbarnes@rbpcdc.org

Email Address

Date Request Submitted: 03/10/2021

Line Item: \_\_\_\_\_

## Requirements for Agency Support

**Effective Date: January 1, 2020**

**Summary**

The City of Goldsboro recognizes the significant role that non-profit agencies play in our community by providing services for the public. As such, the City is empowered by the constitution of the State of North Carolina to "contract with and appropriate money to any person, association, or corporation for accomplishment of public purposes only." As such, the City partners with non-profit agencies in our community by contracting services for the public to ensure that the health, safety and welfare of our community is supported in as many avenues as possible.

**Purpose**

This policy guidance is provided to our non-profit agencies that are funded through the annual budget process to ensure that the non-profit agency understands the continued reporting requirements that will allow the City to justify that the funds are distributed and spent for the public purpose intended.

**Requirements for Funding Over \$1,000 (G.S. §159-40)**

**Initial Application or Upon Change**

- Signed Form W9
- Articles of Organization or Incorporation
- List of Board Members, Ex-Officio, Officers and Key Employees including contact information
- IRS 501(c)3 Status Letter

**Annual or with Budget Application**

- Form 990
- Audited Financial Statements
- Certificate of Insurance showing General Liability, Workman's Compensation, and Auto Liability (If applicable) at the City's minimum required thresholds (see memo on Insurance Requirements).

**Quarterly**

- Quarterly Financial Statements (Unaudited)

The City reserves the right to request further documentation in support of information submitted, including but not limited to accounting records, journals, ledgers, vouchers, receipts, cancelled checks, bank statements or other regulatory filings. Failure to comply with the requested items, may delay funding or possibly result in reduction of funding. Annual funding is subject to approval of the City Council and may be changed without notice during the budget year. Appropriations do not carry over year to year.

Please sign below to acknowledge the entity's understanding and acceptance of the policy requirements.

Rebuilding Broken Places CDC  
Agency Name

56-204 7776  
Agency Tax ID #

John E Barnes  
Signature

John E Barnes, CEO  
Name, Title

3/8/2021  
Date

*Please answer all of the following questions (attach additional sheets if necessary):*

1. Please give a brief description of the mission and services provided by your agency.  
Our mission is to help raise the social, economic, and educational opportunities to low- and moderate-income families in Goldsboro/Wayne County.

RBP Christian Academy & Childcare Center is a state licensed 3 Star facility offering childcare service from birth through Preschool. Over 95% of families we serve receive assistance through DSS. Project YESS afterschool program provides service for school aged students. We provide a nutritious meal and snack when they arrive from school. We provide students with homework assistance and other programming and physical activities. Project YESS provides a summer camp at low cost and a Saturday Academy.

RBPCDC offers beginner I computer classes to seniors and advance class for seniors in our 15station computer lab. Lab is also will be available for public use.

Job training skills for those interest in food service and certification in Safe Food Service Handler. This program is provided through our Greenleaf Community Garden and Kitchen program. Greenleaf Community Gardens & Kitchen provides raise garden beds for the community. Participates are given training in preparing and working a garden This program also provides garden space to the community. Greenleaf Grace Village provides seniors a one-bedroom apartment with secure facilities. We are having housing to 41 seniors.

Our homeownership program helps families who are interested in homeownership. Through Faith Estates we work with them on a path to secure funding from local banks to build or purchase a home. We offer Faith Estates for those who are interested in building a home. We are in the processing of partnering with a nonprofit consumer credit counseling organization that offers a wide range of financial services in the communities including homebuyer workshops.

We are a Summer Food Service Program sponsor providing meals throughout the community. Last year we provided meals from March 17, 2019 thru August 15, 2019. We provided meals to the public housing developments, Herman Park Center, WA Foster, Dillard Charter School, and various neighborhoods in the city of Goldsboro. We provided over 21,000 meals to children in the community.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

We are requesting funds to assist in our Summer S.T.E.A.M Camp. The camp will provide a safe and educational environment for children during the summer. The camp will provide opportunities for low- and moderate-income children to learn in a S.T.E.A.M. environment with on hand application. While no children are refused based on income however funds for the camp will allow up to offer a lower rate to those students who families are unable to pay a full amount. Over 95% of the children we serve are students who qualify for free and reduced meals. We have found a number of seniors who want to learn how to use computers however are reluctant to in large setting. We offer small group classes in the community. These sessions are free to seniors. During the summer while school is out and lunchrooms are closed children in the community have very limited resources to get a nutritious. We are a summer food service program sponsor providing meals in the community.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents

The summer camp will have slots for 25 students to be serve this year. Based on previous year's 98% of our participants live within the City of Goldsboro.

Our senior computer class had 21 participants with 100% were residents of the City of Goldsboro.

Summer Food Service Program is a reimbursable program for meals served. Funding will help with this cost. Last year we served 300 meals per day.

- b. Geographical area served by the requesting agency.

RBPCDC serves families from Goldsboro/Wayne County. Our programs are based in the City of Goldsboro.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Summer Camp Funding: **City of Goldsboro \$12,000**; PNC Bank \$2,500; Camp Registrations: \$3,125, Donations; \$1,500 Budget: \$19,625

Summer Expenses: Camp Stipends for Staff: \$12,500; Camp Programing & Supplies \$4,625; Camp Field Trips \$2,000

Summer Food Service Funding: Meal Reimbursements \$68,519 **City of Goldsboro \$4,547**  
Summer Food Service Program: Budget \$73,066 Administrative costs \$9,056; Direct Labor \$14,753, Food Cost \$34,313; Nonfood supplies \$10,294; Transporting Food Deliveries \$4,650.

Senior Computer Classes instruction stipend: **City of Goldsboro, \$1,500**

RBPCDC will provide all computers, internet, copies, paper at no cost to participants

4. Please submit the following by mail or email:

- a. Completed 2021-22 Budget Application and W9 forms.
- b. A list of the Board of Directors. X
- c. Agency's detail budget. X
- d. The last three years of your 990 filing with IRS. (Please see attached) X
- e. Most recent audited financial statements
- f. Certificate of Insurance Form (Showing General Liability and/or Worker's Compensation)

**CITY OF GOLDSBORO**

**FISCAL YEAR 2021-22 BUDGET APPLICATION  
(Agency Requests)**

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

HGDC Community Crisis Center  
Agency

607 South Slocumb Street

Goldsboro, NC 27530  
Address

Funding Received from City, FY 2019-2020

\$ 5,000

Funding Received from City, FY 2020-2021

\$ 4,500

Amount of Funding Requested, FY 2021-2022

\$ 25,000

By: ADEEN L. George  
Name

919-734-6836  
Telephone

EXECUTIVE DIRECTOR  
Title

Hgdccenter@yahoo.com  
Email Address

Date Request Submitted: 3-12-21

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

Please answer all of the following questions(attach additional sheets if necessary):

**1 .Please give a brief description of the mission and services provided by your agency.**

HGDC Community Crisis Center is a non-profit charitable organization which provides crisis or intervention services to assist an individual to meet basic human needs and provides opportunities for persons to become self sufficient.

**2. What community need(s) of the citizens of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)**

HGDC Community Crisis Center is a 8500 sq. foot building housing a cafeteria style soup kitchen providing nutritious meals and food boxes to the homeless; low income persons and families. A closet room providing clothes, linen, household items to the homeless and low income persons and families. Shower stalls for persons needing to take care of their personal hygiene services; toiletry items provided. Transportation to local Laundromat for clients to wash personal clothe items, we offer limited emergency financial assistance to low income persons and families needing help with mainly medical, energy and housing needs, HR referral services to educate and train persons for employment success. Recently opened the transitional house, housing with female persons enrolling in self-sufficiency program to successfully make it on their own initiatives.

**3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:**

- a. **Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.** Approximately 22,830 unduplicated meals served in the FY 2020. Due to Client Increase, Food pantry food and Financial Request increased by 60%.
- b. **Geographical area served by the requesting agency.** HGDC Community Crisis Center mainly service citizens of Goldsboro ( roughly 95%). However no one is denied services based on their housing location.
- c. **Total annual budget and other funding provided (or requested).** The \$25,000 requested amount is requested for facility Upgrade/Upkeep (Inside/Outside to include parking Lot); Utilities and daily common issues the building has to maintain a safe, secure, and healthy environment.



CITY OF GOLDSBORO

FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by 5:00 P.M. on March 12, 2021 to:

City of Goldsboro Finance Department P.O. Drawer A Goldsboro, NC 27533

cgwynn@goldsboronc.gov and athompson@goldsboronc.gov

Request Submitted By:

Meghan Pakalnis, Development Director

Agency

Boys & Girls Clubs of Wayne County

PO Box 774, Goldsboro, NC 27533-0774

Address

Table with 2 columns: Funding Description, Amount. Rows include Funding Received from City (FY 2019-2020, FY 2020-2021) and Amount of Funding Requested (RY 2021-2022).

By: Meghan Pakalnis

Name

919-735-2358

Telephone

Development Director

Title

Meghan.Pakalnis@bgcwayne.org

Email Address

Date Request Submitted: March 3, 2021

Line Item: \_\_\_\_\_

(Finance Dept. use only)

***Please answer all of the following questions (attach additional sheets if necessary):***

1. Please give a brief description of the mission and services provided by your agency.  
attached
  
2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)  
attached
  
3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:
  - a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.  
attached
  
  - b. Geographical area served by the requesting agency.  
attached
  
  - c. Total annual budget and other funding sources and amounts of funding provided (or requested).  
attached

4. Please submit the following by *mail or email*:
  - a. Completed 2021-22 Budget Application and W9 forms.
  - b. A list of the Board of Directors.
  - c. Agency's detail budget.
  - d. Most recent 990 filing with IRS.
  - e. Most recent audited financial statements.
  - f. Certificate of Insurance Form (Showing General Liability and/or Worker's Compensation)

**City of Goldsboro – 2021-22 Request**  
**Boys & Girls Clubs of Wayne County – Goldsboro Club**

**1. Please give a brief description of the mission and services provided by your agency.**

Boys & Girls Clubs of Wayne County (Goldsboro Club) is part of a nationwide Movement of community-based, autonomous organizations, part of the Boys & Girls Clubs of America (BGCA) working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. Our Goldsboro Club offers daily access to a broad range of programs in five core program areas (Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation) and several specialized initiatives. All programs are designed to drive positive outcomes for youth and reinforce necessary life skills. The Club takes pride in providing support to young people that is significant but distinguishable from what they receive elsewhere – at home, school, religious groups, in other private agencies or through public recreation. The Club nurtures and enriches young lives by giving its members opportunities for personal growth and achievement.

To make sure that all of our members have great futures, the Boys & Girls Club Movement has adopted the **Formula for Impact**, a research-based theory of change that describes how individual Clubs and the Movement as a whole can increase our impact – *exponentially* – on the young people of America.

Our Formula begins with the young people in Clubs – especially those who need us most. It calls for us to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities and providing targeted programs – all of which help youth achieve priority outcomes. Then, because we also know that attending the Club more frequently and over a greater length of time makes young people more likely to achieve positive outcomes, Clubs must pursue strategies to increase attendance, program participation and member retention.

The Boys & Girls Clubs of Wayne County responded to the community need in 2020 for a place for youth to go for both summer and remote learning assistance when not in school. The 2020 Summer Camp was successfully held for 8 weeks with in-person centered around STEM related programs. Prior to summer, BGCWC began Virtual programming on March 23 to stay connected with our Club children and families. With a partnership with the schools and the YMCA, BGCWC delivered and handed out food to any family in need. BGCWC continues to operate a Remote Learning HUB at the Goldsboro Unit that currently serves 80 youth each day; since August 17, 2020. The RLH provides youth with access to internet, computers, headphones, and school supplies. Dedicated staff and volunteers work with youth on navigating the Learning Management System used by the schools and assists with assignments and homework help.

More than 384 young people at risk and in need right here in Goldsboro are taking advantage of the programs, activities and services provided by the Goldsboro Club. Our membership only decreased 33% from last year, even with a global pandemic affecting everyday life. Our vision is to provide an experience that assures success is within reach of every young person who comes through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

2. **What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)**

Now more than ever, community partners play a critical role in shaping the lives of America's young people. Our Boys & Girls Clubs are uniquely positioned to make a significant difference. We engage the youth who need us most, and provide programs that will help youth develop positive outcomes and achieve great futures. 49% of our Club members come from single parent homes and 66% qualify for free/reduced school lunch so we definitely have youth who need us most. They also need you!

One type of program that is desperately needed is summer programming with a strong academic component. Numerous studies show that most youth lose about two months of grade-level equivalency in mathematical computation skills over the summer months. Low income youth also lose more than two months in reading achievement. As a matter of fact, two-thirds of the ninth-grade reading achievement gap between disadvantaged students and their more advantaged peers can be explained by unequal access to summer learning opportunities during the elementary school years.

Summer learning losses can stack up from year to year, causing low-income children to fall further and further behind, ultimately endangering their chances of high school graduation. More than half of the achievement gap between lower- and higher-income youth can be explained by unequal access to summer learning opportunities.

***During the summer months the Boys & Girls Club in Goldsboro will have over 100 youth walk through its doors each day. It is our responsibility to provide programs that have a strong academic component for these youth that may not otherwise have access to learning opportunities while school is out. We are seeking funding for several programs that we offer over the summer months:***

**Summer Brain Gain** program is six weeks of fun, theme-based activities designed to mitigate summer learning loss for early and upper elementary, middle, and high school youth. Each Common Core aligned learning module provides engaging project-based activities, with an emphasis on literacy, math, and 21st century skills. Summer Brain Gain is designed to engage area youth in a process of learning through discovery, creative expression, group work and a final project and offers an interactive approach to hands-on summer learning. With module topics such as "Green Team," "Wacky Weather Watch" and "Connect the Dots," participants can make sculptures out of found objects, create weather in a bottle, host their own weather shows, or even learn how they're connected to the President of the United States of America. Summer Brain Game is project-based so it doesn't feel like a boring summer project. Kids can be active, change activities frequently, interact with their friends and expand on lessons over the course of a week.

**Summer Brain Gain: READ** offers six weeks of literacy programming, introducing members to new books and engaging activities supportive of literacy skill development. Modules are available for lower and upper elementary, middle, and high school youth. Opportunities for both small group and individual reading are available each day.

**Challenge Island STEM Program:** Challenge Island offers a wide array of exhilarating, collaborative STEM programming for kids ages 4 to 14+. Challenge Island offers whimsical, engaging journeys into new worlds of adventure and imagination – a welcome reprieve from the increasingly digitalized and high-pressure childhood experience. Challenge Island STEM Camps teach Club members the skills required to thrive in a competitive, 21st century global society, as outlined by the P21 Partnership for 21st Century Learning.

Skills like communication, collaboration, critical and creative thinking abilities, flexibility, sociability, initiative, leadership, and perseverance through difficulty.

**In all of the programs listed above,** youth engage in learning through discovery, creative expression and collaborative group work that evolves into a final project or production. Club professionals support and guide participants in a manner more like a mentor or coach, rather than a teacher; therefore, Club members are the programs' drivers and are highly engaged in both learning and fun. Daily, members experience Boys & Girls Clubs of America's four Essential E's of project-based learning practices: engagement, expression, evaluation and exhibition.

The most significant challenges our Club will face in implementing the programs are overcoming the cost of books and supplies, as well as securing/hiring additional staff who can cope with the amount of weekly prep time required. This is where the City of Goldsboro can help by providing funding in the amount of \$15,000 to cover the cost of books, supplies, and part time professionals who are willing to commit to working with low-income youth during the summer months.

High school graduation and successful completion of post-secondary education goals only grow more and more important for the young people in our community. Stemming summer learning loss is a critical component of staying on track toward these goals. The Boys & Girls Clubs of Wayne County – Goldsboro Club is determined to help young people fight summer learning loss while having a fun and productive summer by providing the Summer Brain Gain programs at the Club this year.

Thank you for considering this request and for your support of our community's young people. With the support of the City of Goldsboro, we can ensure that our community's youth go on to become productive, caring, responsible Goldsboro citizens.

**3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:**

**a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.**

60 youth, ages 6-17; 100% from the City of Goldsboro

**b. Geographical area served by the requesting agency.**

The Goldsboro Club is conveniently located to what would be considered the inner city or central service area schools and within a one-half mile radius of three HUD funded

housing areas. Approximately 40% of Club members come from these housing areas. Approximately 85% of our members come from North Drive, Carver Heights, Dillard Middle, Wayne Middle Academy, Goldsboro Middle and Goldsboro High schools. The Club is located in U.S. Census Tract 19 which is rated the fourth worst-performing tract in a recent analysis by Equal Housing Opportunity with regards to poverty levels, median income levels, unemployment rates and educational levels. Our community and our Club members are underserved: 31% of the children in the county we serve live in poverty, 80% of our members are people of color, the city our site is located in was numbered the fifth poorest city in America in 2015, and over half of the city residents live on incomes under 200% of the federal poverty standard.

**c. Total annual budget and other funding sources and amounts of funding provided (or requested).**

Attached.

**BOYS & GIRLS CLUBS OF WAYNE COUNTY  
SUMMER BRAIN GAME**

**2020 Budget**

Boys & Girls Clubs of Wayne County (Goldsboro Club) requests \$15,000.00 from the City of Goldsboro to support the Summer Brain Gain programs. Funding will provide for books, supplies and the staffing necessary to operate the programs at the Goldsboro Club. The following budget outlines the specific cost breakdowns.

Professional Part-time Staffing	\$ 6,000.00
Supplies (Books and supplies for STEM programs, educational software, board games, basic school supplies, reference materials and magazines appropriate for different age ranges and interests, motivational posters, healthful snacks, incentive prizes, etc.)	7,000.00
Equipment (White boards, portable storage bins, hard and soft furnishings, computers)	1,000.00
Printing (program materials)	500.00
Awards/Recognitions	500.00
TOTAL	\$15,000.00



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Arts Council of Wayne County  
Agency

102 N. John St., Goldsboro, NC 27530  
Address

Funding Received from City, FY 2019-2020 \$ 25,000

Funding Received from City, FY 2020-2021 \$ 22,500

Amount of Funding Requested, FY 2021-2022 \$ 25,000

By: Georgia Dees (919) 736-3300  
Name Telephone

Executive Director georgia@artsinwayne.org  
Title Email Address

Date Request Submitted: Original 3/22/21  
Revised 4/7/21

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

***Please answer all of the following questions (attach additional sheets if necessary):***

1. Please give a brief description of the mission and services provided by your agency.

The Arts Council of Wayne County is the lead agency for arts programming in the area. We are a nonprofit organization whose mission is to ensure the arts are thriving throughout Wayne County. With Goldsboro being the county seat, and downtown Goldsboro being the location of the Arts Council, city residents can easily access our multitude of classes and events. We provide visual and performing arts instruction for all ages. We host events for diverse audiences, including gallery exhibits, musical performances and support for other local arts organizations such as Stagestruck, Third Century Singers, Goldsboro Ballet and more. We rent studio space to individual artists and provide rental space to the public for special events. We partner with government agencies, schools, the private sector and other nonprofits to promote and encourage creative and educational activities downtown and in other city venues. We support local artists by providing a central location, The Art Market, and art shows where they can meet other artists and sell their work. We are constantly finding new ways to reach the individuals and families who are here serving our country at Seymour Johnson AFB. As a destination for many out-of-town visitors, the Arts Council is a catalyst for the city's cultural and economic growth.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

The Arts Council meets the needs of residents seeking artistic experiences by providing a venue, qualified instructors, engaging programs and events, and a variety of classes for free or at minimal cost. Our offerings improve the quality of life for all citizens, regardless of age, race, gender or socioeconomic status. We create an environment of activity that appeals to families and businesses seeking to locate here. We have many target audiences: young children, youth, students, families, veterans, active duty military, senior citizens, educators, professional artists, emerging artists, arts organizations, after school groups, home school groups and those with disabilities. We expose our citizens to art and music that many would not otherwise be able to experience. Most of our programs take place within the city of Goldsboro.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

The ACWC serves approximately 32,000 people each year through its free arts programs and exhibits, as well as through arts events, activities, classes, summer camps and community partnerships. Approximately 80 percent of our patrons are Goldsboro residents.

- b. Geographical area served by the requesting agency.

We serve the entire county; however, the majority of our programming takes place in downtown Goldsboro.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Proposed Annual Budget: \$213,400

Funding sources: Government Grants \$82,200; Earned Revenue, \$61,000; Fundraising, Sponsorships and Corporate/Foundation Gifts, \$70,200

**CITY OF GOLDSBORO**

**FISCAL YEAR 2021-22 BUDGET APPLICATION  
(Agency Requests)**

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Jennifer Kuykendall  
Wayne County Historical Assoc. and Museum  
Agency

116 N. William St. Goldsboro, NC 27530

Address

Funding Received from City, FY 2019-2020 \$ 15,000

Funding Received from City, FY 2020-2021 \$ 13,500

Amount of Funding Requested, FY 2021-2022 \$ 15,000<sup>00</sup>

By: Jennifer Kuykendall  
Name

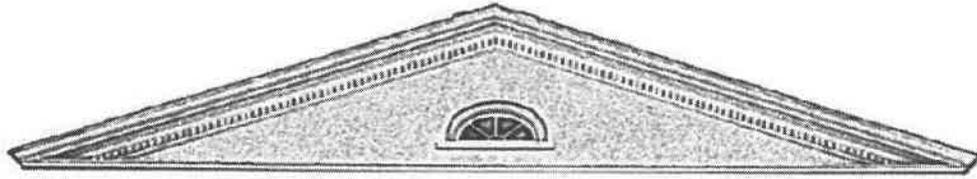
919. 734. 5023  
Telephone

Executive Director  
Title

director@waynemuseum.org  
Email Address

Date Request Submitted: 2/11/2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)



**Wayne County Historical Association & Museum**

116 N. William Street

Goldsboro, NC 27530

<http://waynemuseum.org> | 919.734.5023

In 2020 the Wayne County museum received a grant from the North Carolina Humanities Council & National Endowment for Humanities to create virtual programming at a time when we were closed to visitors due to Covid-19.

The financial support provided by our NC Cares Relief Grant allowed us to purchase the means, and to acquire the skills needed to record virtual tours of our exhibits, programs, speakers. We were also able to create a virtual "Living Library" of interviews with elders in our community to preserve their knowledge and stories as primary sources for local history. We have been able to share these recorded virtual programs and to post them on our website, Social Media, and YouTube Channel to reach a broad audience. The interviews that we focused on were of African-American elders in our local community. Black History has not always been well documented in traditional media and has often been under-represented. Oral traditions and storytelling have long been a part of preserving history within our Black community and we realized that we had a wealth of untapped information that needed to be shared and preserved for posterity.

Our exhibits every year are purposefully chosen to represent the diverse histories of the many social and ethnic backgrounds that make up our community. Being able to virtually share all of this programming, especially in a year when racial tensions ran high and in person-visitation was low, these videos helped to cement confidence in our organization as an ally of change and as an institution that values everyone's history.

The collective memories that were shared and commented on as we posted these interviews on Social Media were very gratifying. They connected to our audience emotionally in a very real way that our past static exhibitions simply could not have. Hearing interview subjects speak in their own words had a very deep resonance. People watched the programs and shared their memories, admiration, and even love for the interviewees. Those shared collective memories then spurred others to share their own memories and deepened and cemented that we all share in a local history no matter our race or station in life. Our community has been able to gain a better appreciation for each other and hopefully, a deeper understanding by learning more about each other. Our interviews have been especially effective in strengthening our community bonds and improving racial tensions within our small community.

We are constantly striving to be as inclusive as possible in all of our programming and our exhibits.



The mission of the WCHA and Wayne County Museum is to collect, preserve, maintain and display historical artifacts and documents pertaining to the history of Goldsboro and Wayne County. The Museum seeks to increase public awareness of the rich local history of our area by documentation, diverse rotating special exhibitions, speakers, special events, classes and free tours of the Museum and downtown Goldsboro. We provide educational materials and resources to the public and our local teachers. We are especially excited about our new Traveling History Trunks project in a partnership with the Wayne County Public Schools and made possible by funding from the North Carolina Humanities Council, a statewide nonprofit and affiliate of the National Endowment for the Humanities.

We learned in doing research that the Education Law Center released its latest 50-state assessment of public school funding last year ("Making the Grade 2019") and that North Carolina fared significantly worse than most states. According to the report, North Carolina ranks 46th in per pupil funding (more than \$4,400 below the national average) and next to last in the nation when it comes to its funding effort. As a result, our public schools are struggling and our teacher's classroom resources are limited, adding to the problem of underperforming city schools. Goldsboro High School for example is rated at a 15% proficiency which is 67% lower than the state average.

To address this need and the problem of limited school funding in our County, the Museum has created free tools that teachers can use to supplement their classroom resources and to engage student's imaginations in new ways to inspire learning. We worked with WCPS to facilitate this educational project called "Travelling Trunks". The Museum created the trunks to align with the WCPS core curriculum. The project provides 8 foot lockers on 8 different local history topics that local humanities teachers suggested to us by way of online surveys and interviews. These trunks are filled with a variety of books, educational resources, hands-on artifacts, lesson plans, digital content and other related materials. The learning materials and primary resources (like letters, old photos, animal skins and objects) provide tactile engagement to excite the students and stimulate their imaginations. In addition to hands on materials each trunk also includes an original play on the history subject written by noted local authors (like Emily Weil) as well as all the costumes and scripts required to perform the play. These plays offer students a new way to learn about the historical characters and their stories to make them more relatable.

The trunks bring the Museum experience directly into the classroom without the expense of a field trip. With the grant provided by the North Carolina Humanities Council we have been able to both promote our local history and assist our local educators in helping share it with their students.

We have applied for State + Natl. Historic status for our Building



**North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper

Secretary D. Reid Wilson

February 25, 2021

Wayne County Historical Association  
c/o Jennifer Kuykendall  
116 N. William Street  
Goldsboro, NC 27530

**RE: Goldsboro Woman's Club Building  
116 N. William Street, Goldsboro, Wayne County [WY1460]**

Dear Ms. Kuykendall:

At your request, the above-named property, which you own, was presented to the National Register Advisory Committee (NRAC) at its meeting in Raleigh on February 11, 2021, for a preliminary assessment of the property's eligibility for the National Register of Historic Places. The NRAC is a board of professionals and citizens with expertise in history, architectural history, and archaeology, and meets three times a year to advise me on the eligibility of properties for the National Register.

The committee determined that this property is potentially eligible for the National Register and warrants further study. Accordingly, the property has been added to the Study List of potential nominations to the National Register.

The inclusion of a property on the Study List places no restrictions, requirements, or obligations on the property's owner. The Study List is simply the first step in the National Register listing process. Please note that placement on the Study List does not mean automatic nomination to the Register. Properties are not listed in the National Register over the objection of a private owner, or in the case of a district, the majority of private owners.

Placement on the Study List is not a guarantee of National Register eligibility, but a preliminary indication that a property *appears* to be *potentially* eligible for listing in the Register. Eligibility requires that a property substantially convey its appearance from the period of its historic significance. If the property is altered subsequent to placement on the Study List, State Historic Preservation Office staff should be consulted about potential eligibility prior to undertaking a National Register nomination. Changes to a property's character-defining materials, features, spaces, or spatial relationships that are not in keeping with the Secretary of the Interior's Standards may render a property ineligible for listing in the National Register.

The next step in the process is preparation of a formal National Register nomination document. This is a written research report prepared to National Register standards, which describes and evaluates the property and its history. The property will be nominated only if you or an interested third party initiate this next step. The enclosed set of *National Register Fact Sheets* describes the National Register and the listing process.

If you wish to have your property nominated, we encourage you to hire a professional consultant to prepare the nomination materials. We maintain a list of qualified private consultants on our website who have recently

February 25, 2021

Page 2

successfully completed nominations in North Carolina, accessed at the following link:

<https://files.nc.gov/ncdcr/historic-preservation-office/survey-and-national-register/nrconslt.pdf>.

Our office does not make hiring recommendations, but this list may help you start your search. It is up to the nomination sponsor to check consultant references and experience to make the decision that best suits project needs. While staff will be available in a limited capacity to advise owners who wish to prepare their own nominations, the complexity of technical requirements and standards of documentation often require nominations to be prepared by historians or architectural historians experienced in the nomination process. Particularly, if the nomination must meet specific sponsor timelines, a consultant is recommended to expedite the process. When a technically complete and adequately documented nomination is submitted to this office, staff can provide timely review and processing. The National Register process generally takes about twelve to eighteen months from submission of a first draft nomination packet.

Listing in the National Register is largely an honorary designation that can also generate substantial benefits for the property owner. It provides a measure of protection from any state or federal funded, licensed, or permitted project that might affect the property. In addition, the Tax Reform Act of 1986 provides for a federal income tax credit of twenty percent of qualified rehabilitation expenditures for the substantial rehabilitation of income-producing properties (commercial or residential rental) that are listed in the National Register. Also, effective January 2016, taxpayers who receive the federal income tax credit are eligible to receive a state "piggyback" tax credit against North Carolina income taxes. For more information about the varied percentages of the state tax credit for historic income-producing properties, please visit our website at:

<https://www.ncdcr.gov/about/history/division-historical-resources/state-historic-preservation-office/restoration-2>.

A state tax credit of fifteen percent of qualified rehabilitation expenditures (up to \$22,500 total credit) is available to owners of non-income-producing historic structures. Please note that listing of a property in the National Register places no obligation or restriction on a private owner using private resources to maintain or alter the property.

Please let us know if the ownership of the property changes, if it is moved, or if it is altered in any significant way. If you have questions about the National Register program, please contact Jennifer Brosz, National Register Coordinator, Survey and National Register Branch, State Historic Preservation Office, at 4617 Mail Service Center, Raleigh, NC 27699-4617, or [Jenn.Brosz@ncdcr.gov](mailto:Jenn.Brosz@ncdcr.gov).

Sincerely,



Ramona M. Bartos, Deputy  
State Historic Preservation Officer

RMB/jhs

enclosures

Please answer all of the following questions (attach additional sheets if necessary):

1. Please give a brief description of the mission and services provided by your agency.

Our Mission is to collect, protect, and preserve a wide range of artifacts from Wayne County. We educate the public on our City & County's rich local history. We provide educational programs and events, special exhibits on diverse subjects and are a free resource for educators and home-schooling parents. We build community relations with our racially diverse programs and exhibits. We represent every person's history and want each individual to see themselves represented and valued as part of our collective history.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

We provide free educational materials, tours and programs for our under-served Public Schools. Our programs are free and accessible to any citizen. Our City has a high poverty rate so the City's support allows us to remain a free resource to City students. We target every member of our City and County and our diverse programs apply to a wide range of demographics.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

We serve all Wayne County residents (124,172) and City of Goldsboro residents (35,197) as well as out of town visitors. Of our recorded attendance last year 80% of our 3,000 visitors were Goldsboro City residents.

b. Geographical area served by the requesting agency.

We serve areas that include city, county and regional. All Wayne County residents and all of Goldsboro's city residents. Many visitors from all over Eastern North Carolina visit annually.

c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Please see attached budget Reports.

We receive Private Donations, City and County funding, Rental income, Gift shop income, Membership sales income and fundraising event income. - The amounts are in budget report.

4. Please submit the following by mail or email: (All are attached)
- a. ✓ Completed 2021-22 Budget Application, signed requirements for agency support and W9 form.
  - b. ✓ A list of the Board of Directors.
  - c. ✓ Agency's detail budget.
  - d. ✓ Most recent 990 filing with IRS.
  - e. ✓ Most recent audited financial statements.
  - f. ✓ Certificate of Insurance Form (Showing General Liability and/or Worker's Compensation)



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-2022 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[egwynn@goldsboronc.gov](mailto:egwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:  
Communities Supporting Schools of Wayne County

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Agency  
PO BOX 11557

---

Goldsboro, NC 27532

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Address

Funding Received from City, FY 2019-2020	\$ <u>15,000</u>
Funding Received from City, FY 2020-2021	\$ <u>13,500</u>
Amount of Funding Requested, FY 2021-2022	\$ <u>20,000</u>

By: Selena Bennett  
Name

919-735-1432  
Telephone

Executive Director/CSS of Wayne  
Title

sbennett@waynecss.org  
Email Address

Date Request Submitted: 3/3/2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

*Please answer all of the following questions (attach additional sheets if necessary):*

1. Please give a brief description of the mission and services provided by your agency.

Our mission is to continue to improve the graduation rate at Goldsboro High School and to prepare students with "job readiness" skills. We believe that adding a Success Coach position at Carver Heights Elementary will enable us to reach students at a younger age and help to increase the graduation rate as well. We began at Carver Heights Elementary in January 2019 after it was determined that the Innovative School District would not be allowed to take over this school. We had such an overwhelming response to our program there that we added another reading specialist in September 2020. We are working with students in grades 3-5 who are not reading on grade level. CSS of Wayne has created a reading program designed to work with these students at an early age. We currently have over eighty-five mentors working with over one hundred students at that school. During the pandemic, we have used as many of these mentors as possible to work remotely through a "Google Meets" platform. This has all been extremely challenging, but we have made great progress as we have continued this program. If we can reach students in the earlier grades, then we hope this will help students to be stronger students before they reach the high school level.

Our Success Coach at GHS "case manages" students who are referred or who "self-refer" because of their need for additional assistance. The Success Coach works closely with the school staff and leadership team to assist some of the most "at risk" students. Mentors are brought in from the local community who also work with these students in small group settings, which is coordinated through the efforts of the Success Coach. Through this program, students are connected to Wayne Community College where they can visit individual departments, talk with instructors, and see more of the opportunities there. We have found great success through the implementation of this program over the years. Anne Millington was hired this year to take the position after Barbara Wilkins had served for twelve years. Mrs. Millington worked at Wayne Community College for years helping students transition from high school to college. Her skills are being used to help students as she takes them on college departmental trips and helps to "connect the dots" for them. She works very closely with the counselors at Goldsboro High School.

We believe that starting early with reading intervention and following up at the high school level will increase the ability of our students staying in school and graduating with marketable skills.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

Our agency addresses the importance of education and the graduation rate. The poverty level of students at Goldsboro High School and Carver Heights Elementary and the lack of parental involvement are tremendous factors. Every student enrolled at GHS and Carver Heights Elementary receives free lunch because of the level of poverty at the school, and many of these students live in public housing. This clearly indicates the need for additional resources in each of these schools. Carver Heights Elementary came very close to being taken over by the state in fall of 2019. Test scores "exceeded growth" after major changes were made in the leadership at the school in December 2019. We did not receive EOG test results from last spring due to the pandemic. The needs of our students have increased more than ever since March 2020. These are the students who are already the most "challenged" for

many reasons. When you throw a pandemic in the middle of the challenges that they are already facing, the needs for services increase tremendously.

Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

All students from Goldsboro High School and Carver Heights Elementary have the opportunity to be served by our programs. These students all live within the City of Goldsboro. The Success Coach at Goldsboro High School typically case manages between 80 and 100 students. At Carver Heights, the Success Coaches have trained over eighty-five reading volunteers to work with our students at Carver Heights Elementary. As the program continues to grow, we continue to train more volunteers and work with over 100 students individually with reading mentors and lunch buddies. Hopefully, we will be able to return to the school campus on a regular schedule in the fall. We feel that our students will need help more than ever next year due to the “lapsed” time and the loss of “face to face” instruction during the pandemic.

- b. Geographical area served by the requesting agency.

Goldsboro High School and Carver Heights attendance area- all City of Goldsboro residents.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

It will cost \$170,000 to implement the Success Coach program with the addition of the Carver Heights positions. The GHS position is for up to 30 hours a week at \$25 an hour, approximately \$24,000 total for the year. The Carver Heights Elementary position is currently 25-30 hours a week for two staff members @ \$25 an hour. I anticipate that the total cost next year will be approximately \$65,000 for these three positions. We use funding from the City of Goldsboro to pay for salary for these positions and for student support in the city. The County of Wayne provides funding for Success Coach salaries as well. We combine funding from multiple grants to cover the total cost of this program. We are currently working on our annual fundraiser to supplement our programs. I have included a proposed budget for the 2021-2022 fiscal year.

4. Please submit the following by mail or email:

- a. Completed 2021-2022 Budget Application, signed requirements for agency support and W9 Form.
- b. A list of the Board of Directors.
- c. Agency’s detail budget.
- d. The most recent 990 filing with IRS.
- e. Most recent audited financial statements.
- f. Certificate of Insurance Form (Showing General Liability and/or Worker’s Compensation)

# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M., March 12, 2021 to:

City of Goldsboro  
Finance Department  
PO Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

**Old Waynesborough Commission** (Old Waynesborough Park)

---

Agency

Mailing address: **PO Box 839, Goldsboro, NC 27533**

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Physical address: **801 US Hwy 117 Bypass S, Goldsboro, NC 27530**

---

Address

Funding Received from City, FY 2019-2020 \$ 20,000

Funding Received from City, FY 2020-2021 \$ 18,000

Amount of Funding Requested, FY 2021-2022 \$ 20,000

By: Brantley Partin  
Name

919-731-1653  
Telephone

Executive Director  
Title

waynesborough@yahoo.com  
Email

Date Request Submitted: March 11, 2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

*Please answer all of the following questions (attach additional sheets if necessary):*

**1. Please give a brief description of the mission and services provided by your agency.**

The mission of the Old Waynesborough Commission is to preserve the history of Wayne County by promoting an appreciation of the culture of its citizens through the operation of a historical village which preserves the lifestyle experienced in rural Wayne County during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries and by hosting and conducting special events for all citizens of Goldsboro, Wayne County and eastern North Carolina.

Waynesborough also maintains over four miles of natural hiking trails along the Neuse & Little Rivers showcasing the flora and fauna of Wayne County while providing a natural space for exercise within city limits.

**2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)**

Old Waynesborough provides a unique opportunity for all citizens to learn about the history of Goldsboro and Wayne County and to take in the natural beauty of the area. School groups, church groups, civic organizations, scouts, etc. as well as the general public are welcome. Waynesborough does not charge any admission fees for these opportunities. Our 150 acres are fully contained within city limits, providing unparalleled, free access to nature, history, and outdoor exercise for the citizens of Goldsboro.

Old Waynesborough also has facilities available, at very reasonable prices, for rental for functions such as weddings, receptions, parties, reunions, etc.

Our historic village comprise several 19th and early 20th century buildings, all of which have historical significance to Goldsboro and the county. All buildings are open to the public. The OWC attempts to maintain these buildings as close as possible to their original state. Included is the oldest surviving Quaker meeting house in the county (Bethany Meeting House, 1878) and the law office (1868) of William Turner Faircloth, prominent 19th century Goldsboro attorney and Chief Justice of the NC Supreme Court.

For FY 2021-22 we are asking for \$20,000 from the city, an increase of \$2,000 from last year. The funds in total are used to help fund everything at the park, including trail maintenance, landscaping, repairs, and utilities.

The additional \$2,000 will help defray lost rental fees due to the COVID pandemic. While visitation has gone up, the fees from renting out our facilities has dropped to zero for the past year.

3. **Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:**

a. **Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.**

2020 visitation soared as a result of the COVID pandemic. Our trails provided a safe, outdoor environment for people to get out of the house. Visitation for 2020 was nearly 47,000, an increase of 41% from 2019.

We serve all citizens of Goldsboro. Out of our total visitation, Goldsboro residents make up about 65% of that number.

b. **Geographical area served by the requesting agency.**

Primarily Goldsboro, Wayne County and surrounding counties. We also receive a good amount of traffic from people travelling through town on Highway 117.

c. **Total annual budget and other funding sources and amounts of funding provided (or requested).**

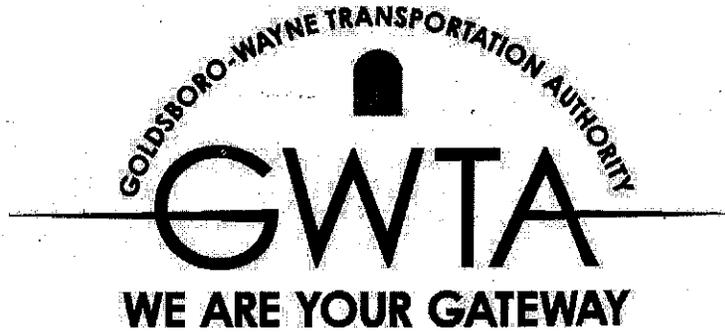
Annual budget – *see attached document*

Funding sources (projected/requested) –

City of Goldsboro	\$20,000
Wayne County	\$34,000
NC Community Foundation	\$5000
Donations	\$14,000
Rentals	\$3000
Gift Shop Sales	<u>\$2000</u>
	\$78,000

4. Please submit the following by **mail or email**:

- a. Completed 2021-22 Budget Application, signed requirements for agency support and W9 form.
- b. A list of the Board of Directors.
- c. Agency’s detail budget.
- d. Most recent 990 filing with IRS.
- e. Most recent audited financial statements.
- f. Certificate of Insurance Form.



DON C. WILLIS  
DIRECTOR

P.O. BOX 227, GOLDSBORO, NC 27533-0227 SHYCOLE SIMPSON-CARTER  
CHAIRMAN

March 11, 2021

Ms. Catherine Gwynn  
City of Goldsboro  
Finance Director  
P. O. Drawer A  
Goldsboro, NC 27533

Dear Ms. Gwynn:

Please find attached the proposed fiscal year 2021-2022 budget application for the Goldsboro-Wayne Transportation Authority. We are requesting \$303,129 from the City of Goldsboro for local match funds. These funds will be for operating assistance. In a second application we are also requesting \$75,000 in estimated capital matching funding for next fiscal year to replace an urban transit bus which has surpassed useful life.

If you have any questions, please feel free to contact me at 919-736-1374.

Sincerely,

Don C. Willis  
Executive Director

**GWTA TRANSIT**

PHONE (919) 736-1374 EXT 208 • E-MAIL FRED.FONTANA@WAYNEGOV.COM • FAX (919) 731-1558



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
**5:00 P.M. on March 12, 2021 to:**

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533  
egwynn@goldsboronc.gov and athompson@goldsboronc.gov

Request Submitted By:

**Goldsboro-Wayne Transportation Authority**

Agency

**P. O. Box 227**

**OPERATING MATCH**

**Goldsboro, NC 27533**

Address

Funding Received from City, FY 2019-2020	\$ 303129
Funding Received from City, FY 2020-2021	200,000 \$
Amount of Funding Requested, FY 2021-2022	303,129

By: **Don C. Willis**

Name

**Executive Director**

Title

**919-736-1374**

Telephone

**don.willis@waynegov.com**

Email Address

Date Request Submitted: **3/11/21**

Line Item: \_\_\_\_\_

(Finance Dept. use only)

*Please answer all of the following questions (attach additional sheets if necessary):*

1. Please give a brief description of the mission and services provided by your agency.

GWTA strives to be the premier provider of transportation to the residents of Goldsboro and Wayne County.

Replacement of vehicles that have surpassed useful life helps GWTA maintain a safe state of good repair for our fleet.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

GWTA helps to address the transportation needs of the citizens of the City of Goldsboro. GWTA provides fixed routes within the city limits. The fixed routes allow citizens to get to their destinations which include employment, grocery stores, medical appointments, and schools. Additionally, the fixed routes address the needs of the elderly and disabled.

This is the first of several vehicles to be replaced in the next three years.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

The fixed route portion of the service had 186,437 riders for the FY19-20 fiscal year. The ADA and Dial-A-Ride portion of the service had 16,954 riders. It is difficult to estimate how many individuals this represents.

- b. Geographical area served by the requesting agency.  
Goldsboro and Wayne County.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Total urban annual budget \$1,272,700, Primary funding sources are Federal Transit Administration \$648,851 (operating); North Carolina Dept. of Transportation \$195,000 (SMAP operating); and passenger fares, agency contracts, and concessions \$124,852.



BE MORE DO MORE SEYMOUR

North Carolina

# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533  
[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Goldsboro-Wayne Transportation Authority

Agency

P. O. Box 227                      OPERATING MATCH

Goldsboro, NC 27533

Address

Funding Received from City, FY 2019-2020	\$ 0
Funding Received from City, FY 2020-2021	<u>0</u> \$
Amount of Funding Requested, FY 2021-2022	75,000

By: Don C. Willis

Name

Executive Director

Title

919-736-1374

Telephone

don.willis@waynegov.com

Email Address

Date Request Submitted: 3/11/21

Line Item: \_\_\_\_\_

(Finance Dept. use only)

*Please answer all of the following questions (attach additional sheets if necessary):*

1. Please give a brief description of the mission and services provided by your agency.

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- b. Geographical area served by the requesting agency.  
Goldsboro and Wayne County.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Total urban annual budget \$1,272,700, Primary funding sources are Federal Transit Administration \$648,851 (operating); North Carolina Dept. of Transportation \$195,000 (SMAP operating); and passenger fares, agency contracts, and concessions \$124,852.



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Mephibosheth Project Inc. (MPI)

Agency

PO Box 11418

Goldsboro, NC 27532

Address

Funding Received from City, FY 2019-2020 \$ 5,000

Funding Received from City, FY 2020-2021 \$ 4,500

Amount of Funding Requested, FY 2021-2022 \$ 5,000

By: Rev. Marvin R. Alexander

Name

(919) 288-1363

Telephone

Executive Director

Title

[pastora@mephibproject.org](mailto:pastora@mephibproject.org)

Email Address

Date Request Submitted: March 22, 2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

***Please answer all of the following questions (attach additional sheets if necessary):***

1. Please give a brief description of the mission and services provided by your agency.

Mephibosheth Project Inc. is a non-profit 501©(3) Community Mentoring Program with mission to;

- assist Adults and Juveniles, that as the result of some less than positive choices, are now in some way affiliated with the judicial system.

- Direct mentoring is provided to our Adult population, in collaboration with our community partners in the form of Crisis/Anger Management, Social Skills, HRD, and Continued Education.

- MPI serves as the JCPC recognized agency providing Intensive Intervention Services to level 1 and level 2 troubled youth through the combination of Evidence-Based Curricula and various modalities of therapy such as CBT, CBI, REBT and MRT.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

Our services have been proven to provide a much needed service to those within our community that are faced with the challenges of obtaining employment and educational opportunities as the result of their criminal conviction and arrest records. Our services provide direct support to the Goldsboro Police Dept., Wayne County Sheriff, DRC, JCPC and NC DPS District 8 Department of Adult/Juvenile Probation and Parole.

Our services also provide troubled youth with a form of Community Intervention Programming (CIP) that equips them with the ability to make better life choices and evokes the desire to succeed educationally.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

As the result of COVID-19, MPI has seen a significant uptake in the number of those in need of our services. Base upon our current demand that anticipation its continuation we are projecting to assist in excess of 210 individuals/families with FY 21/22. Our projections equate to 85% City of Goldsboro residents, 10% Wayne County residents and 5% Other being served within FY 21/22.

- b. Geographical area served by the requesting agency.

MPI services are available throughout the entire area of Wayne County, with the City of Goldsboro being our central area of focus. Our recent partnership with JCPC and the Prevention and Treatment Center has allowed us to extend our reach further out to troubled youth in need of structure and guidance.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

See Attachment #1



February 26, 2021

To Whom it May Concern –

I am writing in support of the incredible work that Mephibosheth Project Incorporated (MPI) leads in our community.

As a faith-based non-profit organization, MPI works alongside those who have been involved in the Justice System. Their commitment in bridging the gaps between those who have been in the Justice System with members in the local community is not only helping community members take that next step – they are helping these community members take control of their futures.

While it could be described as a ‘second chance’ in life – from what I have witnessed, many times it seems to be their first real chance. The first chance to see their value, worth, and ability to grow their spiritual journey, employability opportunities, and the journey to independent living. The tools they are given by MPI and the team leaders are life skills that will help transition to a whole new world.

The need for Pastoral/Crisis Intervention Counseling has increased greatly over this past year. When I hear the words ‘direct impact’ – I immediately think of MPI. I see the work they are leading and have heard the stories of those directly impacted. And those individuals are affecting positive change in the lives of those close to them. It is a beautiful example of the perfect ‘ripple effect’, and our community is blessed to have their vision and action leading the way.

Sincerely,

*Kate M. Daniels*

President, Wayne County Chamber of Commerce

---

**Wayne County Chamber of Commerce**  
308 North William Street \* Goldsboro \* NC 27533 \* (919) 734-2241  
[www.waynecountychamber.com](http://www.waynecountychamber.com)

# Prevention and Treatment Center

Phone: (252) 208-1604

Fax: (252) 208-1614

P.O. Box 3708  
301 N. Rochelle Blvd.  
(Rochelle Middle School)  
Kinston, NC 28502

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To Whom It May Concern,

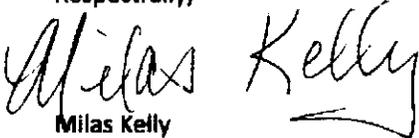
We want to offer our support of Mephibosheth Project Inc. (MPI) in the pursuit to obtain funding from your grant program. MPI's mission to provide stable and robust support that will help to return citizens towards a path of purpose and productivity aligns with focus on the welfare of people through education and human services.

Prevention and Treatment Center has collaborated with MPI for the past 9 months. Our program provides a continuum of prevention and treatment services while placing emphasis on decision making, coping skills and managing behavior to strengthen and promote change with our youth.

Our Clients have benefitted immensely from MPI. We are reducing offender recidivism and providing opportunities for individuals to become thriving citizens in our community.

Thank you for considering the Mephibosheth Project and we are enthusiastic about the life-changing impact on our community members with the assistance of your grant funding.

Respectfully,



Milas Kelly

Director of Prevention and Treatment Center

**CITY OF GOLDSBORO**

**FISCAL YEAR 2021-22 BUDGET APPLICATION  
(Agency Requests)**

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533  
[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Wayne initiative for School Health (WISH)  
Agency

PO Box 8001, Goldsboro, NC 27533  
Address

Funding Received from City, FY 2019-2020 \$ 10,000

Funding Received from City, FY 2020-2021 \$ 9,000

Amount of Funding Requested, FY 2021-2022 \$ 12,000

By: Alice Summerlin RN  
Name

919-587-4926  
Telephone

WISH Program Manager  
Title

alice.summerlin@unchealth.unc.edu  
Email Address

Date Request Submitted: 3-12-2021

Line Item: \_\_\_\_\_

(Finance Dept. use only)

***Please answer all of the following questions (attach additional sheets if necessary):***

1. Please give a brief description of the mission and services provided by your agency.

**Over 23 years ago a group of stakeholders identified a number of health disparities among adolescents in Wayne County. In 1997, with the collaborative support of community agencies, Wayne Initiative for School Health (WISH), a 501c3 nonprofit organization, was created. WISH operates six centers in Wayne County, three of those centers located within the Goldsboro City area. This month a seventh center will open to an additional 900 students at Eastern Wayne High School, many of whom reside within the Goldsboro City area. WISH centers, governed by a board of directors and led by a medical director and manager with the support of a director, provide medical, nutritional, behavioral, and preventative health services to middle and high school students. All six WISH centers are credentialed by the North Carolina Department of Health and Human Services, exemplifying the quality care provided in WISH.**

2. What community need (s) of the citizens of the City of Goldsboro is the agency addressing in the request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need (s) which the program addresses.)

**Social determinants of health are the leading causes of health disparities. Factors, such as education, income, race/ethnicity, and employment have a profound impact on the overall development of adolescents. To promote health equity, WISH moves beyond the traditional health care setting to address social determinants that shape health outcomes.**

**WISH averages serving over 1,100 adolescents annually in the three centers in the inner Goldsboro City area. With the opening of the center at Eastern Wayne High School this month, affordable, quality comprehensive healthcare services will be available to an additional 900 students. According to the 2019 American Community Survey conducted by the US Census Bureau, 42.4% of children under age 18 residing in the City of Goldsboro live below the poverty level. This compares to 19.5% of children under age 18 in North Carolina living below poverty.**

**Providing affordable, accessible health care to adolescents in Wayne County has been the mission of the WISH centers for over 23 years. Studies have shown school-based health centers are linked with improved health behaviors and outcomes, including healthy eating, asthma control, improved mental health, increased school attendance, and improved health-related quality of life.**

**WISH promotes access to care and complements existing services by increasing school attendance; helping eligible students enroll in health insurance; connecting student family members with health coverage; providing reimbursable health services in schools, offering services that support at-risk students; promoting healthy school practices through nutrition, physical activity, and health education; improving wellness policies and health programs; building local partnerships to support expanded health services; reducing emergency room visits; creating a positive school climate that fosters learning; forming close relationships with**

students and families; and meeting physical, emotional, social, and mental needs of adolescents.

WISH provides immediate access to health care services where they spend most of their day, at school. WISH's health care professionals address a broad range of chronic health conditions and adverse experiences that affect students' healthy development. Annually, WISH documents nearly 6,000 encounters with enrolled students in the inner Goldsboro City area through three school based health centers. On average, comprehensive health services are provided to over 1,100 adolescents within the Goldsboro City area including: over 2,500 medical visits, 1,400 preventative visits, 1,200 mental health visits, and 200 immunizations.

The effects of the COVID-19 Pandemic on adolescents have been far reaching. The long-term impact of decreased social interactions, altered educational environments and a break in continuity of health care will be mediated by the resilience of families and availability of support services. WISH centers are committed to meeting the needs of all enrolled students. WISH centers will begin offering telehealth services for enrolled students this school year. Medical record audits completed this fall indicate many students lack follow up with their primary care physicians for their chronic health care needs since the beginning of the pandemic. Implementing telehealth in the WISH centers will be a valuable tool to complement and expand capacity, meeting the health care needs of adolescents during the pandemic and in the aftermath.

The WISH mission is to meet adolescents and families where they are and to implement measures that promote and support optimal adolescent health. Adolescents spend the greater part of their day in school. WISH helps reduce absenteeism from school for students and work for the parents. It also provides immediate access to care. This provides concrete support for parents and families. Being in the school, the WISH staff has frequent contact with the students and families, forming close relationships with them. WISH is there to meet the physical, emotional, social, and mental needs of adolescents helping to build resilience through positive encounters with adults.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:
  - a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

Last school year WISH provided services to over 900 adolescents in the three school-based health centers located within the City of Goldsboro with over 80% of those adolescent utilizing WISH at least once. There were 5,639 documented visits across the three centers. WISH is requesting \$12,000, which would average out to \$2.12 per student visit, quite the bargain for quality health care services. With the addition of the Eastern Wayne High School WISH center, over 1,700 students living within the Goldsboro City area will now be eligible to receive comprehensive health care services where they spend most of their day, school.

- b. Geographical area served by the requesting agency.

**WISH is requesting funding for the four WISH Health Centers serving students residing in the Goldsboro City area to include Dillard Middle School, Wayne Middle/High Academy, Goldsboro High School and Eastern Wayne High School.**

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

**WISH funding sources include the following for the current fiscal year:**

**North Carolina Department of Health and Human Services – \$266,640**

**County of Wayne (requested) - \$190,000**

**Town of Mt. Olive (requested) - \$2,500**

**Reimbursement for services (projected) - \$140,000**

**City of Goldsboro (requested) - \$12,000**

**HUD (requested) - \$10,000**

**Office of Rural Health - \$150,000**



North Carolina

# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Three In One Family Center  
Agency

282 E Seymour Dr Goldsboro NC 27530

Address

Funding Received from City, FY 2019-2020 \$ 0

Funding Received from City, FY 2020-2021 \$ 0

Amount of Funding Requested, FY 2021-2022 \$ 410,000

By: [Signature]  
Name

252-266-6655  
Telephone

President  
Title

threeinonefamilycenter@yahoo.com  
Email Address

Date Request Submitted: 3-8-2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

Title

Email Address

Date Request Submitted: 03/08/2021 \_\_\_\_\_  
\_\_\_\_\_

Line

Item:

(Finance Dept. use only)

***Please answer all of the following questions (attach additional sheets if necessary):***

1. Please give a brief description of the mission and services provided by your agency.

*See Attached*

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

*See Attached*

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

*See Attached*

- b. Geographical area served by the requesting agency.

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

1. Three in One Family Center is dedicated to the service of Wayne County and surrounding counties. We are the bridge to feeding at-risk populations where economic insecurities cause the most damage. We are committed to serving the elderly, single-mother homes, economically distressed and Hispanic populations of our community. We seek to bring resources from the local and federal government to the people that need it most.
  
2. The community need we have been addressing is food insecurity. Our organization has gifted over 1.4 million pounds of fresh produce, dairy, and poultry products since the beginning of the pandemic. Our efforts deliver food boxes to the immobile elderly populations and provide a designated pick-up location for all capable citizens to come and supplement their food supplies on a weekly basis.
  
3. A. Per our current trend model which is based on our program that has been operating since last June (2020):
  - The number of people that this program will serve for fiscal 2021-2022 is 100,000 citizens, over 85% will be City of Goldsboro residents.
  
- B. Our organization is located at 700 Stevens Mill Road Goldsboro NC, the Geographic area that will be serviced will include every Zip Code in Wayne County to include nursing facilities, in addition many residents of the City of Goldsboro and surrounding rural areas will be able to participate in receiving this much needed support.
  
- C. Our total annual budget is \$412,000. We have no additional funding sources currently. As funding comes available, we will apply for funding for the rehabilitation of our facility, (to include, buildings, parking lot, warehouse,), hiring staff, to provide administrative compensation for rented materials for delivery and storage, and to begin implementation to sustain near-term programs and organizational objectives.



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

City of Goldsboro  
Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

WAGES Nutrition Program for the Elderly

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Agency

601 Royal Avenue,

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Goldsboro, NC, 27534

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Address

Funding Received from City, FY 2019-2020 \$ 20,000

Funding Received from City, FY 2020-2021 \$ 18,000

Amount of Funding Requested, FY 2021-2022 \$ 20,000

By: Kristin Alexander  
Name

919-580-1790  
Telephone

Director of Senior Nutrition Programs  
Title

kalexander@wagesnc.org  
Email Address

Date Request Submitted: 3/12/2021

Line Item: \_\_\_\_\_  
(Finance Dept. use only)

**Please answer all of the following questions (attach additional sheets if necessary):**

1. Please give a brief description of the mission and services provided by your agency.

**The WAGES Mission:** *WAGES provides opportunities and services to improve the quality of life in the communities we serve.*

*WAGES is a local non-profit Community Action Agency which plans, develops and administers human service programs designed to meet the needs of the community.*

*The WAGES Nutrition Program for the Elderly is made up of two components:*

**Meals on Wheels** *helps maintain or improve the health of an impaired older person by providing a nutritious meal, a daily check and reporting system, and a social contact to enable the homebound to remain in his/her home as long as possible. Since the COVID-19 pandemic our clients have received 5 frozen meals once a week to limit exposure of the virus to the clients and our volunteers. Receiving all 5 meals at once allows seniors to prepare them at their convenience and prevents them from missing out on a hot meal because they were not home.*

**Congregate Nutrition** *promotes the health and well-being of older adults through a nutritious meal and provides opportunities for health, education, social, recreation services and other community activities. Since the COVID-19 pandemic, congregate clients have been able to pick up 5 frozen meals weekly to ensure they are still receiving a nutritional meal daily. This has been a benefit to the clients because many of them were limited in the amount of days that they could eat in our center.*

*Our agency plans to return to daily hot meal delivery for meals on wheels and daily in-house hot meals for congregate nutrition once it is safe for our clients, volunteers and employees. Until then, we will continue to serve frozen meals and make daily calls to clients to check on their safety and well-being.*

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

*The community need addressed by the WAGES Nutrition Program for the Elderly is malnutrition, poor health, and premature institutionalization among the elderly of Goldsboro and Wayne County. The targeted population for the Nutrition Program is those over 60 and impaired homebound individuals under the age of 60 who are at risk for poor nutrition. According to the NC Division of Aging Profile 2019, Wayne County has 28,411 people over the age of 60. By 2039, this age group is expected to be 25% of the overall population in Wayne County. WAGES receives several referrals daily from Goldsboro seniors in need of the service.*

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:
- a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

*During the 2019-2020 FY, WAGES served 1,306 unduplicated Wayne County citizens, 653 in the congregate setting and 653 through the Meals on Wheels program. Of this number, 66% of these are City of Goldsboro residents. Mid-year (July- December, 2020) for FY 2020-2021, 889 unduplicated citizens have been served. We anticipate the year-end numbers for this current year that ends June 30, 2021 to increase from the 2019-2020 FY. Our organization receives calls daily for both congregate meals and meals on wheels. We have found that the COVID-19 pandemic has put a financial strain on many households. On top of our frail homebound seniors, we also have many seniors that can't afford a daily nutritional meal.*

- b. Geographical area served by the requesting agency.

*All of the WAGES Nutrition Program for the Elderly clients live in Wayne County, and the majority served reside in the city limits of Goldsboro.*

- c. Total annual budget and other funding sources and amounts of funding provided (or requested).

*Budget Attached*

*In order to meet the demand for service, in addition to the City of Goldsboro, WAGES relies on funding from:*

- **County of Wayne-***WAGES received \$65,000 for 2020-2021 and is requesting \$65,000 for 2021-2022.*
- **United Way of Wayne County-** *WAGES has received notice of grant award for \$46,600 for 2021*
- **Home and Community Care Block Grant** *is made up of state and federal funds. WAGES received \$353,463 for 2020-2021. We have been told to plan for the same amount for the 2021-2022 FY.*
- **Families First Coronavirus Response Act-** *WAGES received 97,756.00 for October 2020-October 2021*
- **Coronavirus Aid, Relief, and Economic Security (CARES) Act-** *WAGES received 163,796 for October 2020-2021*
- *WAGES also receives funds from churches, businesses and individuals.*

4. Please submit the following by mail or email:



# CITY OF GOLDSBORO

## FISCAL YEAR 2021-22 BUDGET APPLICATION (Agency Requests)

Please mail or email this completed request form by  
5:00 P.M. on March 12, 2021 to:

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Finance Department  
P.O. Drawer A  
Goldsboro, NC 27533

[cgwynn@goldsboronc.gov](mailto:cgwynn@goldsboronc.gov) and [athompson@goldsboronc.gov](mailto:athompson@goldsboronc.gov)

Request Submitted By:

Wayne Health Foundation dba WATCH

Agency

P.O. Box 8001

Goldsboro , NC 27534

Address

Funding Received from City, FY 2019-2020

\$ 20,000

Funding Received from City, FY 2020-2021

\$ 18,000 & \$10,000 for truck

Amount of Funding Requested, FY 2021-2022

\$ 25,000

By: Sissy Lee-Elmore

Name

919-731-6672

Telephone

Executive Director

Title

sissy.lee-elmore@unchealth.unc.edu

Email Address

Date Request Submitted: 3/4/2021

Line Item: \_\_\_\_\_

(Finance Dept. use only)

**Please answer all of the following questions (attach additional sheets if necessary):**

1. Please give a brief description of the mission and services provided by your agency.

The WATCH Healthcare Program provides a medical home for the uninsured of Wayne County. We provide free primary, preventive and acute healthcare and related lab tests as well as free prescription medicines for chronic disease management. Care is provided for patients who do **not** have Medicaid, Medicare or private insurance coverage. The forty-foot mobile medical unit travels to scheduled locations every month. There is a stationary clinic location at the local Family YMCA and another site on the campus of Wayne UNC Healthcare.

WATCH employs three full-time advanced practice providers (Nurse Practitioners) and 1 part-time provider. We refer patients for specialty care. Two Community Health Workers assist patients with locating resources. A pharmaceutical agent orders free prescription medications from pharmaceutical companies' indigent drug programs for our patients with chronic diseases. WATCH averages receiving +\$275,000 of medications monthly for our patients. (Over the twenty-one year period WATCH has ordered \$34 million in free pharmaceuticals.) We also have 5 medical office assistants/Nurse Aides who work in conjunction with the medical providers.

Please see attached program outcomes.

2. What community need(s) of the citizens of the City of Goldsboro is the agency addressing in this request? Also, include a description of your targeted population. (Please include a brief needs assessment or collected data which describes need(s) which the program addresses.)

The latest community health survey was completed in 2018. Wayne Memorial Hospital, the Wayne County Health Department, and ECU worked collaboratively to implement this community health survey. The outcome of the new survey indicates priority focus areas for future improvements for 2010-2022. The County Health Rankings and Roadmaps published in 2020 identifies the following issues with higher incidences of occurrence in Wayne County:

	Wayne County	North Carolina	Year
Adult Smoking	18%	17%	2017
Obesity (BMI 30+)	38%	31%	2016
Access to Exercise Opportunities	45%	74%	2019
Teen Births per 1,000	36	24	2012-2018

The County Health Rankings posted in 2020 indicates that the ratio of primary care physician to population for the state of NC is 1410:1 which is much better than the ratio of 1940:1 in Wayne County in 2017. It also shows that the percentage of adult uninsured in NC was 16% and the percentage of uninsured adults in Wayne County at 19% (in 2017). This is the population served by the WATCH Healthcare Program. WATCH provides a medical home for the uninsured through provision of primary, preventive and acute healthcare and related labs as well as prescription medicines for patients with chronic diseases if they qualify financially.

The new mobile unit was delivered in July 2020 and began providing services the same month.

3. Please include a breakdown of how the funds requested will be used to help the agency accomplish its mission within the City of Goldsboro. In this breakdown please include:

a. Number of persons to be served by the program and the percentage of persons who are City of Goldsboro residents.

A report from our EHR (Electronic Health Record) reveals that 60.8 % (1,244 of 2,046 patients) of our active patients in 2020 who had at least one provider visit in the last year have a Goldsboro address. This report included the following zip codes:

27534 – 466 patients

27533 – 8 patients

27530 – 765 patients

27532 - 5 patients

27531 - 0 patients

Total patients seen this year with Goldsboro zip codes = 1,244

(We are unable to determine if these patients live within the city limits of Goldsboro.)

b. Geographical area served by the requesting agency.

The WATCH Healthcare Program serves the uninsured of Wayne County. The WATCH mobile unit travels throughout the county approximately 16 days per month with two thirds of those locations being inside the Goldsboro City limits. The full-time clinic at the Goldsboro Family YMCA and the Wayne UNC Health Care (Wayne Memorial Hospital) campus clinic are both operated within the city limits of Goldsboro.

c. Total annual budget and other funding sources and amounts of funding provided (or requested).

Annual cash budget for fiscal year July 2021 – June 2022 = \$1,111,294

City of Goldsboro	\$25,000 (pending)
County of Wayne	\$190,000 (pending)
WCPS	\$55,000 (pending)
State of NC	\$150,000 (pending)
State of NC	\$150,000 (approved)
State of NC	\$77,800 (approved)
State of NC	\$41,000 (approved)
Benefit Golf Tournament	\$100,000 (projected)
NC Pro	\$87,307(approved)
The Duke Endowment	\$115,000 (approved)
<b>TOTAL</b>	<b>\$986,107</b>

**EXPENDITURE SHEET**    Fiscal Year FY21-22  
**Fund:** 1110-General Fund Capital Reserve    **Dept. Head** Catherine Gwynn  
**Dept #:** 1110-8000 Revenues-General Fund Capital Reserve    ~ = Division by Zero  
**Division:** 1110-8000 ~    \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
58011 Transfer From General Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
<b>Total-Transfers &amp; Shared Services-0008</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>0.00%</b>	<b>\$ 1,000.00</b>	<b>0.00%</b>
8583 Fund Balance Withdrawal		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Revenues-General Fund Capital Reserve-~ Budget</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>0.00%</b>	<b>\$ 1,000.00</b>	<b>0.00%</b>

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 1110-General Fund Capital Reserve Dept. Head-Catherine Gwynn  
**Dept #:** Revenues-General Fund Capital Reserve - 1110-8000  
**Division:** ~ - 1110-8000

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
58011	Transfer From General Fund		Pay-Go for Future Capital Outlay	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total-Transfers &amp; Shared Services-0008</b>				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8583	Fund Balance Withdrawal		None			
<b>Total-Fund Balance Withdrawal-0009</b>				\$ -	\$ -	\$ -
<b>Total Revenues-General Fund Capital Reserve-~ B</b>				\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **1110-8101 General Fund Capital Reserve**                    **Dept. Head**                    **Catherine Gwynn**  
**Dept #:**                **1110-8101**    **Finance**                    **~ = Division by Zero**  
**Division:**            1110-8101    ~                                **\* = Change < \$500**  
Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
81002	Transfer to Fund Balance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
81003	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Transfers &amp; Shared Services</b>	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
	<b>Total Finance~ Budget</b>	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 1110-8101 General Fund Capital Reser Dept. Head-Catherine Gwynn  
**Dept #:** Finance - 1110-8101  
**Division:** ~ - 1110-8101

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
81002	Transfer to Fund Balance			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
81003	Transfer to Capital Projects			\$ -	\$ -	\$ -
<b>Total Transfers &amp; Shared Services</b>				<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
<b>Total Finance-~ Budget</b>				<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>



**JUSTIFICATION SHEET** Fiscal Year FY21-22 Blue Font - Detail Schedule Requested  
 Fund: 15-Stormwater Fund Dept. Head-Catherine Gwynn Green Cell - Department Input  
 Dept #: Revenues-Stormwater - Revenues  
 Division: ~ - Revenues

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8269	Stormwater Fee		See Banner Stormwater Fund Revenue trend sheet.	\$ 1,581,026.00	\$ 1,575,000.00	\$ 1,575,000.00
<b>Total-Charges for Services-0004</b>				<b>\$ 1,581,026.00</b>	<b>\$ 1,575,000.00</b>	<b>\$ 1,575,000.00</b>
8180	Investment Interest		Per Quarterly Interest Income Allocation.xlsx	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
8267	Loan Proceeds		Amount will depend on capital requests. Tentative borrowing for FY21.	\$ 267,600.00	\$ 344,000.00	\$ -
<b>Total-Capital Returns-0005</b>				<b>\$ 268,800.00</b>	<b>\$ 345,200.00</b>	<b>\$ 1,200.00</b>
8583	Fund Balance Withdrawal					
<b>Total-Fund Balance Withdrawal-0009</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues</b>				<b>\$ 1,849,826.00</b>	<b>\$ 1,920,200.00</b>	<b>\$ 1,576,200.00</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: PUBLIC WORKS/ STORM WATER

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions-Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste, and Garage. Goals, objectives and significant budget issues for the Storm Water Division are as follows...

#### GOALS/MAJOR OBJECTIVES:

- Continue to streamline and improve efficiency of operations
- Increase in-house efforts to clean and regrade residential ditches and maintain piped drainage systems
- Improve street sweeping services and maintenance/cleaning of subsurface drainage systems
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas
- Continue to improve and advance the expansion capabilities of the new Stormwater maintenance division
- Fully implement and utilize CityWorks to track all work requirements

#### SIGNIFICANT BUDGET ISSUES:

- Acquiring sufficient personnel, equipment and maintenance materials to effectively maintain and repair an aging and neglected Stormwater infrastructure system
- Prioritizing and balancing cost between in-house and contracted Stormwater projects
- Funding to map and assess the City's entire Stormwater conveyance infrastructure system—currently nonexistent



**EXPENDITURE SHEET**    **Fiscal Year FY21-22**  
**Fund:** 15-Stormwater Fund    **Dept. Head** Rick Fletcher  
**Dept #:** 4137    **Public Works**    ~ = Division by Zero  
**Division:** 4137    **Stormwater**    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 338,460.19	\$ 430,874.96	\$ 430,874.96	\$ 398,669.92	\$ 433,342.93	0.57%	\$ 458,342.93	6.37%
1220	Salaries & Wages Overtime	\$ 4,456.37	\$ 6,000.00	\$ 6,000.00	\$ 1,800.34	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
1274	Call Duty Pay	\$ 3,267.86	\$ 3,250.00	\$ 3,250.00	\$ 2,000.00	\$ 3,250.00	0.00%	\$ 3,250.00	0.00%
1275	Salaries & Wages Bonus	\$ 3,507.66	\$ 4,956.00	\$ 4,956.00	\$ 1,541.77	\$ -	*	\$ -	*
1276	Salary Reserve	\$ -			\$ -	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 2,567.65	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280	Vacation Pay Out	\$ 6,233.64	\$ -	\$ -	\$ 654.70	\$ -	*	\$ -	*
1810	Social Security	\$ 25,873.73	\$ 34,324.09	\$ 34,324.09	\$ 31,232.40	\$ 34,133.76	-0.55%	\$ 36,046.26	5.02%
1821	NCLGERS-Retirement	\$ 32,603.18	\$ 45,810.33	\$ 45,810.33	\$ 41,684.03	\$ 50,464.42	10.16%	\$ 53,291.92	16.33%
1822	401-K Retirement	\$ 14,383.32	\$ 17,947.24	\$ 17,947.24	\$ 16,330.67	\$ 17,847.72	-0.55%	\$ 18,847.72	5.02%
1830	Hospital Insurance	\$ 52,581.96	\$ 78,480.00	\$ 78,480.00	\$ 78,480.00	\$ 78,480.00	0.00%	\$ 81,062.40	3.29%
1835	Group Term Life Insurance Coverage	\$ 225.32	\$ 419.76	\$ 419.76	\$ 419.76	\$ 419.76	*	\$ 457.92	*
1850	Unemployment Compensation		\$ 187.00	\$ 187.00	\$ 110.00	\$ 136.00	*	\$ 136.00	*
1860	Worker's Compensation	\$ 22,844.59	\$ 690.00	\$ 690.00	\$ 8,379.75	\$ 864.00	25.22%	\$ 864.00	25.22%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 507,005.47</b>	<b>\$ 626,539.38</b>	<b>\$ 626,539.38</b>	<b>\$ 584,903.35</b>	<b>\$ 628,538.59</b>	<b>0.32%</b>	<b>\$ 661,899.15</b>	<b>5.64%</b>
1932	Medical Exams	\$ 334.35	\$ 300.00	\$ 300.00	\$ 353.00	\$ 300.00	*	\$ 300.00	*
1991	Consultant Fees	\$ 6,700.00	\$ 19,000.00	\$ 19,000.00	\$ 12,700.00	\$ 12,700.00	-33.16%	\$ 12,700.00	-33.16%
2121	Uniforms	\$ 4,520.30	\$ 6,250.00	\$ 6,250.00	\$ 5,750.00	\$ 6,250.00	0.00%	\$ 6,250.00	0.00%
2123	Protective Clothing	\$ 1,309.58	\$ 2,250.00	\$ 2,250.00	\$ 2,235.00	\$ 2,250.00	0.00%	\$ 2,250.00	0.00%
2124	Shoes-Steel Toe	\$ 807.12	\$ 1,320.00	\$ 1,320.00	\$ 657.72	\$ 1,980.00	50.00%	\$ 1,980.00	50.00%
2203	Employee Appreciation		\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	*	\$ 176.00	*
2323	Other Training	\$ 5,602.50	\$ 5,600.00	\$ 5,600.00	\$ 3,160.00	\$ 5,575.00	-0.45%	\$ 5,575.00	-0.45%
2501	Vehicle Operation/Maintenance	\$ 71,251.82	\$ 55,000.00	\$ 55,000.00	\$ 54,000.00	\$ 55,000.00	0.00%	\$ -	*
2502	Vehicle Fuel	\$ 23,251.98	\$ 35,000.00	\$ 35,000.00	\$ 26,000.00	\$ 35,000.00	0.00%	\$ -	*
2993	Operational Supplies	\$ 53,645.44	\$ 61,326.62	\$ 61,326.62	\$ 45,500.00	\$ 50,000.00	-18.47%	\$ 50,000.00	-18.47%
2994	Tools	\$ 4,949.86	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
3121	Travel	\$ 1,011.99	\$ 2,000.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
3210	Telephone	\$ 494.13	\$ 2,820.00	\$ 2,820.00	\$ 1,000.00	\$ 2,820.00	0.00%	\$ 2,820.00	0.00%
3410	Printing	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ 250.00	*
3522	Machine/Equipment Maintenance	\$ 12,499.67	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
3594	Concrete Repairs	\$ 5,802.68	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 20,000.00	33.33%	\$ 20,000.00	33.33%
3913	Landfill Charges	\$ 41,083.15	\$ 50,000.00	\$ 50,000.00	\$ 35,000.00	\$ 50,000.00	0.00%	\$ 50,000.00	0.00%
3914	Contract Services	\$ 3,750.00	\$ 3,600.00	\$ 3,600.00	\$ 4,200.00	\$ 4,200.00	16.67%	\$ 4,200.00	16.67%
3950	Education Reimbursement	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 15-Stormwater Fund		Dept. Head Rick Fletcher							
Dept #: 4137 Public Works		~ = Division by Zero							
Division: 4137 Stormwater		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3994 Tree Service	\$ -	\$ 50,000.00	\$ 36,962.00	\$ 3,000.00	\$ 36,000.00	-28.00%	\$ 36,000.00	-28.00%	
4221 Software License Fees	\$ -	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	0.00%	\$ 17,000.00	0.00%	
4511 Multi-Peril Insurance		\$ -	\$ -	\$ 98.00	\$ 101.00	*	\$ 101.00	*	
4521 Auto Liability	\$ 649.23	\$ 681.00	\$ 681.00	\$ 708.00	\$ 729.00	7.05%	\$ 729.00	7.05%	
4541 Employee Personal Liability	\$ 16.00	\$ 16.00	\$ 16.00	\$ 14.00	\$ 14.00	*	\$ 14.00	*	
4912 Fees & Dues	\$ 150.00	\$ 600.00	\$ 600.00	\$ 810.00	\$ 676.00	12.67%	\$ 676.00	12.67%	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 55,000.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 35,000.00	~	
<b>Total Operating Expenditures</b>	<b>\$ 237,829.80</b>	<b>\$ 355,689.62</b>	<b>\$ 342,651.62</b>	<b>\$ 232,211.72</b>	<b>\$ 330,521.00</b>	<b>-7.08%</b>	<b>\$ 330,521.00</b>	<b>-7.08%</b>	
5136 All Terrain Vehicle				\$ 10,000.00	\$ -	*	\$ -	*	
5150 Excavator	\$ 72,523.60			\$ -	\$ -	*	\$ -	*	
5474 Dump Truck	\$ 75,702.00			\$ -	\$ -	*	\$ -	*	
5490 Street Sweeper		\$ 267,600.00	\$ 280,638.00	\$ 280,000.00	\$ 290,000.00	8.37%	\$ -	*	
5632 Utility Vehicle				\$ -	\$ 54,000.00	~	\$ 54,000.00	~	
5678 Snow Plow	\$ 23,530.00			\$ -	\$ -	*	\$ -	*	
5697 Pipe Inspection Camera				\$ -	\$ -	*	\$ -	*	
5991 Storm Drainage Improvements	\$ -			\$ -	\$ -	*	\$ -	*	
5200A Technology Lease - FY21		\$ 1,566.00	\$ 1,566.00	\$ 1,566.00	\$ -	*	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ 171,755.60</b>	<b>\$ 269,166.00</b>	<b>\$ 282,204.00</b>	<b>\$ 291,566.00</b>	<b>\$ 344,000.00</b>	<b>27.80%</b>	<b>\$ 54,000.00</b>	<b>-79.94%</b>	
7160 Lease Purchase Payment				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Public Works-Stormwater Budget</b>	<b>\$ 916,590.87</b>	<b>\$ 1,251,395.00</b>	<b>\$ 1,251,395.00</b>	<b>\$ 1,108,681.07</b>	<b>\$ 1,303,059.59</b>	<b>4.13%</b>	<b>\$ 1,046,420.15</b>	<b>-16.38%</b>	

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	15-Stormwater Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4137		
Division:	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		10 employees, 1 Supervisor and 1 Superintendent (1/2 pay)	\$ 398,669.92	\$ 433,342.93	\$ 458,342.93
1220	Salaries & Wages Overtime		Funds used for overtime hours when crews are called in after hours for recovery efforts or to respond to emergency situations - hurricanes, snow removal, severe thunderstorms, etc.	\$ 1,800.34	\$ 6,000.00	\$ 6,000.00
1274	Call Duty Pay		To fund employees for call duty operations. \$125.00/wk x 26wks = \$3,250.	\$ 2,000.00	\$ 3,250.00	\$ 3,250.00
1275	Salaries & Wages Bonus			\$ 1,541.77		\$ -
1276	Salary Reserve					\$ -
1278	Wellness Earnings		12 FTEs at \$300 each	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out			\$ 654.70		\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 31,232.40	\$ 34,133.76	\$ 36,046.26
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 41,684.03	\$ 50,464.42	\$ 53,291.92
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 16,330.67	\$ 17,847.72	\$ 18,847.72
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 78,480.00	\$ 78,480.00	\$ 81,062.40
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 419.76	\$ 419.76	\$ 457.92
1850	Unemployment Compensation		Provided by Finance	\$ 110.00	\$ 136.00	\$ 136.00
1860	Worker's Compensation		Provided by Finance	\$ 8,379.75	\$ 864.00	\$ 864.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 584,903.35</b>	<b>\$ 628,538.59</b>	<b>\$ 661,899.15</b>
1932	Medical Exams			\$ 353.00	\$ 300.00	\$ 300.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>		<b>\$ 12,700.00</b>	<b>\$ 12,700.00</b>	<b>\$ 12,700.00</b>
2121	Uniforms		Funds to provide uniform services for 12 employees. 10 Rentals, 1 Supervisor and 1 Superintendent.	\$ 5,750.00	\$ 6,250.00	\$ 6,250.00
2123	Protective Clothing		Intended to replace and or purchase PPE for Stormwater crew.	\$ 2,235.00	\$ 2,250.00	\$ 2,250.00
2124	Shoes-Steel Toe		Increased from \$96 pr to \$150 pr @ 12 employees	\$ 657.72	\$ 1,980.00	\$ 1,980.00
2203	Employee Appreciation		\$16 each for 11 FTE	\$ 176.00	\$ 176.00	\$ 176.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Intended for employees to attend NC LTAP classes	<b>\$ 3,160.00</b>	<b>\$ 5,575.00</b>	<b>\$ 5,575.00</b>
2501	Vehicle Operation/Maintenance			\$ 54,000.00	\$ 55,000.00	\$ -
2502	Vehicle Fuel			\$ 26,000.00	\$ 35,000.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	15-Stormwater Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4137		
Division:	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2993	Operational Supplies		Funds used to purchase materials and supplies necessary for daily storm water maintenance operations. Such as frame and grates, stormwater pipes of various sizes, dirt, rock...etc.	\$ 45,500.00	\$ 50,000.00	\$ 50,000.00
2994	Tools		Funds to purchase hand tools - e.g. shovels, rakes, pitchforks, brooms to use in the daily operation of this division.	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ 100.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
3210	Telephone		Current budget adjusted for (3) iPhones to be used and (1) iPad.	\$ 1,000.00	\$ 2,820.00	\$ 2,820.00
3410	Printing		Funds to purchase literature and other printed material	\$ 250.00	\$ 250.00	\$ 250.00
3522	Machine/Equipment Maintenance		For the replacement of wearable equipment components - e.g. JetVac hoses & nozzles, curtains and brooms for the street sweepers, etc.	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00
3594	Concrete Repairs		Funds to purchase concrete, cement blocks and stormwater pipe for repairs and new installation for residential requests.		\$ 20,000.00	\$ 20,000.00
3913	Landfill Charges		Funds for the disposal of street sweepings, ditch clean out debris and construction debris. Anticipate increase in costs with the additional of a new sweeper and potential to run two on a regular basis vs just one.	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	Licensed trapper for animal control in ditches and streams	<b>\$ 4,200.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,200.00</b>
3950	Education Reimbursement		Currently have 1 employee taking a class, but no others identified at this time for next year.	\$ -	\$ 2,500.00	\$ 2,500.00
3994	Tree Service		Funds to contract large tree removal projects impeding the flow of storm water.	\$ 3,000.00	\$ 36,000.00	\$ 36,000.00
4221	Software License Fees		City Works Software	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 98.00	\$ 101.00	\$ 101.00
4521	Auto Liability		Provided by Finance	\$ 708.00	\$ 729.00	\$ 729.00
4541	Employee Personal Liability		Provided by Finance	\$ 14.00	\$ 14.00	\$ 14.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Pesticides recertifications, annual Stormwater Permit and APWA fees	<b>\$ 810.00</b>	<b>\$ 676.00</b>	<b>\$ 676.00</b>
2501A	Fleet Charges Internal Use Only!		Funds for the operation and maintenance of vehicles and equipment assigned to this division.			\$ 55,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	15-Stormwater Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4137		
Division:	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2502A	Vehicle Fuel-Internal Charges		Used for the purchase of fuel for the vehicles and assigned to the Stormwater crew. Increase due to upsurge in fuel prices.			\$ 35,000.00
	<b>Total Operating Expenditures</b>			<b>\$ 232,211.72</b>	<b>\$ 330,521.00</b>	<b>\$ 330,521.00</b>
5136	All Terrain Vehicle			\$ 10,000.00	\$ -	\$ -
5150	Excavator				\$ -	\$ -
5474	Dump Truck				\$ -	\$ -
5490	Street Sweeper		Funds to pay for replacement of 17 year old Tymco sweeper	\$ 280,000.00	\$ 290,000.00	\$ -
5632	Utility Vehicle		Replace 15 year old pickup with Utility Vehicle to better meet stormwater applications		\$ 54,000.00	\$ 54,000.00
5678	Snow Plow				\$ -	\$ -
5697	Pipe Inspection Camera				\$ -	\$ -
5991	Storm Drainage Improvements				\$ -	\$ -
5200A	Technology Lease - FY21			\$ 1,566.00	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 291,566.00</b>	<b>\$ 344,000.00</b>	<b>\$ 54,000.00</b>
7160	Lease Purchase Payment		Provided by Finance	\$ -	\$ -	
	<b>Total Debt Service</b>					\$ -
	<b>Total Public Works-Stormwater Budget</b>			<b>\$ 1,108,681.07</b>	<b>\$ 1,303,059.59</b>	<b>\$ 1,046,420.15</b>

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 15-Stormwater Fund Dept. Head-Rick Fletcher																	
Dept #: Public Works - 4137																	
Division: Stormwater - 4137																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?		
						Estim. Auction Proceeds?	FY18-19	FY19-20			FY20-21	Replacement Item Description				Justification for Replacement	
1	5490	E-1007	2004 Tymco	\$ 141,186.00	60,413	\$ 10,000.00	\$ 25,625.72	\$ 27,798.31	\$21,826.68	N	1	2021 Global or Tymco Sweeper	mechanical issues over the past few years. It currently has 60,413 miles and has cost \$116,268 to maintain. We are actively sweeping city streets 6 to 8 hours a day and this sweeper has become mechanically incapable of	\$290,000.00	\$ -		
2	5632	P-1055	2006 Chevy Pickup 2dr	\$ 13,127.00	119,826	\$ 2,000.00	\$ 2,916.28	\$ 3,332.72	\$ 1,346.03	N	2	2021 F350 service	This truck is a 15yr old, small pickup with over 118,633 miles. Mechanically it has cost over \$55,368 to maintain over the years. With the increased expectations and responsibilities of the stormwater division this small truck has become impractical and obsolete in increased management of and response to storm water applications.	\$ 54,000.00	\$ 54,000.00		
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
<b>Total Capital Outlay</b>				<b>\$ 154,313.00</b>		<b>\$ 12,000.00</b>	<b>\$ 28,542.00</b>	<b>\$ 31,131.03</b>	<b>\$ 23,172.71</b>					<b>\$ 344,000.00</b>	<b>\$ 54,000.00</b>		

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 15-Stormwater Fund	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #:</b> Public Works - 4137	
<b>Division:</b> Stormwater - 4137	
<b>Account:</b> 1991 Consultant Fees	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Stormwater Reports-per Marty Anderson ES&GS Services	\$ 12,700.00	\$ 12,700.00	\$ 12,700.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 12,700.00</b>	<b>\$ 12,700.00</b>	<b>\$ 12,700.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 15-Stormwater Fund  
 Dept #: Public Works - 4137  
 Division: Stormwater - 4137  
 Account: 2323 Other Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Storm water Hydrology course at NC State x 3 employees		\$ 525.00	\$ 525.00
2	Backhoe operations and safety training x 4 employees		\$ 525.00	\$ 525.00
3	Chemical Spill response OSHA Level II training x 5 employees	\$ 500.00	\$ 525.00	\$ 525.00
4	Pesticides License trainings and certifications		\$ -	\$ -
5	APWA Annual Stormwater Conference fees (3 employees)		\$ 600.00	\$ 600.00
6	APWA Miscellances Courses (NC STATE LTAP)	\$ 750.00	\$ 900.00	\$ 900.00
7	Stormwater Management Training		\$ 500.00	\$ 500.00
8	Water Pollution Control Exams/Class	\$ 510.00	\$ 600.00	\$ 600.00
9	Stormwater Training	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 3,160.00</b>	<b>\$ 5,575.00</b>	<b>\$ 5,575.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 15-Stormwater Fund	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #:</b> Public Works - 4137	
<b>Division:</b> Stormwater - 4137	
<b>Account:</b> 3121 Travel	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Used to furnish meals/rental cars/lodging attending training	\$100.00	\$2,000.00	\$ 2,000.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 100.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 15-Stormwater Fund  
 Dept #: Public Works - 4137  
 Division: Stormwater - 4137  
 Account: 3914 Contract Services

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Fee for trapper of aquatic animal control for ditches/streams	\$4,200.00	\$4,200.00	\$ 4,200.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3914 Contract Services</b>		<b>\$ 4,200.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,200.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 15-Stormwater Fund  
 Dept #: Public Works - 4137  
 Division: Stormwater - 4137  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Pesticides and Collections 1 renewals 6@ \$50 ea	\$ 100.00	\$ 300.00	\$ 300.00
2	Annual Stormwater permit fee for the PW Complex	\$ 100.00	\$ 166.00	\$ 166.00
3	Annual APWA renewal	\$ 210.00	\$ 210.00	\$ 210.00
4	NC Industrial Commission	\$ 400.00		
5				
6				
7				
8				
9				
10				
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 810.00</b>	<b>\$ 676.00</b>	<b>\$ 676.00</b>





**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 15-Stormwater Fund  
**Dept #:** Finance - 8101  
**Division:** Transfers & Shared Services - 8101

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1276	Salary Reserve			\$ -	\$ -	\$ -
<b>Total Salaries &amp; Benefits</b>				\$ -	\$ -	\$ -
81002	Transfer to Fund Balance					
81003	Transfer to Capital Projects		Transfer to Stormwater CPF - T2201	\$ 250,000.00	\$ 325,138.00	\$ 237,778.00
81011	Transfer to General Fund			\$ -	\$ -	\$ -
88102	Shared Services-Genl Fd to Stmwtr		Per Allocation Worksheet	\$ 108,852.00	\$ 110,245.00	\$ 110,245.00
<b>Total Transfers &amp; Shared Services</b>				\$ 358,852.00	\$ 435,383.00	\$ 348,023.00
<b>Total Capital Outlay</b>				\$ -	\$ -	\$ -
<b>Total Debt Service</b>				\$ -	\$ -	\$ -
<b>Total Finance-Transfers &amp; Shared Services Budg</b>				\$ 358,852.00	\$ 435,383.00	\$ 348,023.00



**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 15-Stormwater Fund  
**Dept #:** Debt Service - 8111  
**Division:** ~ - 8111

Dept. Head-

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
0	0					
<b>Total Operating Expenditures</b>				\$ -	\$ -	\$ -
					\$ -	\$ -
<b>Total Capital Outlay</b>				\$ -	\$ -	\$ -
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 124,819.00	\$ 181,757.00	\$ 181,757.00
<b>Total Debt Service</b>				\$ 124,819.00	\$ 181,757.00	\$ 181,757.00
<b>Total Debt Service-~ Budget</b>				\$ 124,819.00	\$ 181,757.00	\$ 181,757.00

EXPENDITURE SHEET		Fiscal Year FY21-22		Dept. Head Catherine Gwynn					
Fund: 61-Utilities Fund									
Dept #:	Revenues	Revenues		~ = Division by Zero					
Division:	Revenues	~		* = Change < \$500					
		Purple Cell-Finance Input							
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
8152 FEMA Reimbursement	\$ -			\$ -	\$ -	*	\$ -	*	
8924 NCDOT Reimb - Construction Projects	\$ -			\$ -	\$ -	*	\$ -	*	
<b>Total-Revenue Other Agencies-0003</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
8170 Current Water Charges	\$ 6,874,181.29	\$ 7,539,101.00	\$ 7,539,101.00	\$ 7,311,698.00	\$ 8,419,963.00	11.68%	\$ 8,419,963.00	11.68%	
8172 Utility fund-Miscellaneous Recv	\$ 1,619,936.66	\$ 766,771.00	\$ 766,771.00	\$ 1,327,594.00	\$ 766,771.00	0.00%	\$ 766,771.00	0.00%	
8183 Insufficient Check Penalty	\$ 2,513.62	\$ 4,000.00	\$ 4,000.00	\$ 2,061.00	\$ 2,000.00	-50.00%	\$ 2,000.00	-50.00%	
8277 Current Sewer Charges	\$ 8,531,997.84	\$ 9,106,051.00	\$ 9,106,051.00	\$ 8,746,285.00	\$ 10,147,200.00	11.43%	\$ 10,147,200.00	11.43%	
8279 Late Payment Fee	\$ 309,334.30	\$ 230,262.00	\$ 230,262.00	\$ 309,764.00	\$ 258,000.00	12.05%	\$ 258,000.00	12.05%	
8367 Service Penalty	\$ 7,389.64	\$ 120,908.00	\$ 120,908.00	\$ 12,898.00	\$ 68,000.00	-43.76%	\$ 68,000.00	-43.76%	
8373 Applied Deposits	\$ 44,616.81	\$ 203,633.00	\$ 203,633.00	\$ 45,979.00	\$ 127,000.00	-37.63%	\$ 127,000.00	-37.63%	
8375 Sewer Taps	\$ 15,300.00	\$ 21,554.00	\$ 21,554.00	\$ 19,800.00	\$ 19,000.00	-11.85%	\$ 19,000.00	-11.85%	
8384 Reconnection Fee	\$ 1,966.94	\$ 15,195.00	\$ 15,195.00	\$ 1,883.00	\$ 6,700.00	-55.91%	\$ 6,700.00	-55.91%	
8474 Water Taps	\$ 18,825.00	\$ 14,240.00	\$ 14,240.00	\$ 13,600.00	\$ 12,000.00	-15.73%	\$ 12,000.00	-15.73%	
8492 Compost Revenue	\$ 48,616.53	\$ 44,403.00	\$ 44,403.00	\$ 61,840.00	\$ 51,000.00	14.86%	\$ 51,000.00	14.86%	
8495 BFP Fees	\$ -	\$ 2,700.00	\$ 2,700.00	\$ -	\$ -	*	\$ -	*	
<b>Total-Charges for Services-0004</b>	<b>\$ 17,474,678.63</b>	<b>\$ 18,068,818.00</b>	<b>\$ 18,068,818.00</b>	<b>\$ 17,853,402.00</b>	<b>\$ 19,877,634.00</b>	<b>10.01%</b>	<b>\$ 19,877,634.00</b>	<b>10.01%</b>	
8180 Investment Interest	\$ 41,263.87	\$ 20,801.00	\$ 20,801.00	\$ 4,574.00	\$ 8,000.00	-61.54%	\$ 8,000.00	-61.54%	
8267 Loan Proceeds	\$ -			\$ -	\$ -	*	\$ -	*	
8484 Water Assessments	\$ 4,954.84	\$ 1,330.00	\$ 1,330.00	\$ 3,388.00	\$ 2,600.00	95.49%	\$ 2,600.00	95.49%	
8485 Sewer Assessments	\$ 9,856.37	\$ 10,411.00	\$ 10,411.00	\$ 4,220.00	\$ 4,800.00	-53.89%	\$ 4,800.00	-53.89%	
8486 Water Assessment Interest	\$ 1,886.06	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
8487 Sewer Assessment Interest	\$ 1,334.15	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
<b>Total-Capital Returns-0005</b>	<b>\$ 59,295.29</b>	<b>\$ 32,542.00</b>	<b>\$ 32,542.00</b>	<b>\$ 12,182.00</b>	<b>\$ 15,400.00</b>	<b>-52.68%</b>	<b>\$ 15,400.00</b>	<b>-52.68%</b>	
8153 Insurance Proceeds	\$ 2,972.29	\$ -	\$ -	\$ 4,923.00	\$ -	*	\$ -	*	
8190 Other Miscellaneous Revenue	\$ 1,151,721.55	\$ 301,025.00	\$ 301,025.00	\$ 537,627.00	\$ 310,000.00	2.98%	\$ 317,233.00	5.38%	
8593 Vending Machine Commission (Pepsi)	\$ 64.72	\$ -	\$ -	\$ 50.00	\$ -	*	\$ -	*	
8991 Repayment - General Fund	\$ 694,528.00			\$ -	\$ -	*	\$ -	*	
<b>Total-Miscellaneous Revenues-0006</b>	<b>\$ 1,849,286.56</b>	<b>\$ 301,025.00</b>	<b>\$ 301,025.00</b>	<b>\$ 542,600.00</b>	<b>\$ 310,000.00</b>	<b>2.98%</b>	<b>\$ 317,233.00</b>	<b>5.38%</b>	
	\$ -			\$ -	\$ -	*	\$ -	*	
<b>Total-Shared Services-0007</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
8583 Fund Balance Withdrawal		\$ -	\$ 142,936.74	\$ -	\$ -	*	\$ -	*	
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 142,936.74</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Revenues</b>	<b>\$ 19,383,260.48</b>	<b>\$ 18,402,385.00</b>	<b>\$ 18,545,321.74</b>	<b>\$ 18,408,184.00</b>	<b>\$ 20,203,034.00</b>	<b>9.78%</b>	<b>\$ 20,210,267.00</b>	<b>9.82%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22 Blue Font - Detail Schedule Requested  
**Fund:** 61-Utilities Fund Dept. Head-Catherine Gwynn Green Cell - Department Input  
**Dept #:** Revenues - Revenues  
**Division:** ~ - Revenues

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
8152 FEMA Reimbursement		Maybe some recouped from FEMA Florence to replenish fund balance???	\$ -	\$ -	\$ -
8924 NCDOT Reimb - Construction Projects		None Anticipated for FY21	\$ -	\$ -	\$ -
<b>Total-Revenue Other Agencies-0003</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8170 Current Water Charges		Dept Request includes 15% increase in water and sewer charges	\$ 7,311,698.00	\$ 8,419,963.00	\$ 8,419,963.00
8172 Utility fund-Miscellaneous Recv			\$ 1,327,594.00	\$ 766,771.00	\$ 766,771.00
8183 Insufficient Check Penalty			\$ 2,061.00	\$ 2,000.00	\$ 2,000.00
8277 Current Sewer Charges		Dept Request includes 15% increase in water and sewer charges	\$ 8,746,285.00	\$ 10,147,200.00	\$ 10,147,200.00
8279 Late Payment Fee			\$ 309,764.00	\$ 258,000.00	\$ 258,000.00
8367 Service Penalty			\$ 12,898.00	\$ 68,000.00	\$ 68,000.00
8373 Applied Deposits			\$ 45,979.00	\$ 127,000.00	\$ 127,000.00
8375 Sewer Taps			\$ 19,800.00	\$ 19,000.00	\$ 19,000.00
8384 Reconnection Fee			\$ 1,883.00	\$ 6,700.00	\$ 6,700.00
8474 Water Taps			\$ 13,600.00	\$ 12,000.00	\$ 12,000.00
8492 Compost Revenue			\$ 61,840.00	\$ 51,000.00	\$ 51,000.00
8495 BFP Fees			\$ -	\$ -	\$ -
<b>Total-Charges for Services-0004</b>			<b>\$ 17,853,402.00</b>	<b>\$ 19,877,634.00</b>	<b>\$ 19,877,634.00</b>
8180 Investment Interest			\$ 4,574.00	\$ 8,000.00	\$ 8,000.00
8267 Loan Proceeds		No borrowing planned, cash paid.	\$ -	\$ -	\$ -
8484 Water Assessments			\$ 3,388.00	\$ 2,600.00	\$ 2,600.00
8485 Sewer Assessments			\$ 4,220.00	\$ 4,800.00	\$ 4,800.00
8486 Water Assessment Interest			\$ -	\$ -	\$ -
8487 Sewer Assessment Interest			\$ -	\$ -	\$ -
<b>Total-Capital Returns-0005</b>			<b>\$ 12,182.00</b>	<b>\$ 15,400.00</b>	<b>\$ 15,400.00</b>
8153 Insurance Proceeds			\$ 4,923.00	\$ -	\$ -
8190 Other Miscellaneous Revenue			\$ 537,627.00	\$ 310,000.00	\$ 317,233.00
8593 Vending Machine Commission (Pepsi)			\$ 50.00	\$ -	\$ -
8991 Repayment - General Fund			\$ -	\$ -	\$ -
<b>Total-Miscellaneous Revenues-0006</b>			<b>\$ 542,600.00</b>	<b>\$ 310,000.00</b>	<b>\$ 317,233.00</b>
0 0		No Shared Services Billed from Utility Fund	\$ -	\$ -	\$ -
<b>Total-Shared Services-0007</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583 Fund Balance Withdrawal		Dept Request no appropriated fund balance requested	\$ -	\$ -	\$ -
<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues</b>			<b>\$ 18,408,184.00</b>	<b>\$ 20,203,034.00</b>	<b>\$ 20,210,267.00</b>

## FISCAL YEAR 2020-2021 BUDGET

### DEPARTMENT/DIVISION: UTILITY METER READING, BILLING & INVENTORY

#### DEPARTMENT OVERVIEW:

The Utility Meter Reading and Billing section of this division is responsible for meter maintenance, collecting of water meter readings, customer water meter on/off requests, water service billing and payment collections. This first group is headed by the Customer Service Manager. The inventory section is responsible for maintaining the formal inventory system for water, wastewater and miscellaneous inventoried items. In addition to the warehouse inventory, the Procurement Manager oversees the procurement and contracting of services, supplies, materials and equipment ensuring compliance with Federal law, NC General Statutes and local policy.

#### GOALS/MAJOR OBJECTIVES:

- Maintain or improve meter reading services utilizing the AMR Sensus Software.
- Continue to service and satisfy utility customers.
- Create a formal Customer Service Policy.
- Establish a formal perpetual inventory system for water, wastewater and other inventoried items.
- Update the City Procurement Policy.
- Begin development of a department buyer program.

#### SIGNIFICANT BUDGET ISSUES:

- Costs associated with the maintaining of water meters.
- Cost of maintaining and/or replacing aging vehicle and equipment.
- Cost of monthly credit card fees and monthly billing for mailing/processing utility bills.



**EXPENDITURE SHEET**    Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund    Dept. Head Catherine Gwynn  
**Dept #:** 4174    Finance    ~ = Division by Zero  
**Division:** 4174    Utility Meter Reading, Billing & Invent \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 70,701.77	\$ 236,403.56	\$ 236,403.56	\$ 171,188.56	\$ 236,403.56	0.00%	\$ 236,403.56	0.00%
1275 Salaries & Wages Bonus	\$ 822.27	\$ -	\$ -	\$ 823.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 600.08	\$ -	\$ -	\$ 1,223.24	\$ 1,800.24	~	\$ 1,800.24	~
1810 Social Security	\$ 5,352.40	\$ 18,084.87	\$ 18,084.87	\$ 13,252.46	\$ 18,222.59	0.76%	\$ 18,222.59	0.76%
1821 NCLGERS-Retirement	\$ 7,363.87	\$ 24,136.81	\$ 24,136.81	\$ 17,687.27	\$ 26,940.85	11.62%	\$ 26,940.85	11.62%
1822 401-K Retirement	\$ 2,884.83	\$ 9,456.14	\$ 9,456.14	\$ 6,929.39	\$ 9,528.15	0.76%	\$ 9,528.15	0.76%
1830 Hospital Insurance	\$ 11,670.32	\$ 39,240.00	\$ 39,240.00	\$ 28,373.04	\$ 38,736.00	-1.28%	\$ 38,736.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ -	\$ 228.96	\$ 228.96	\$ 228.96	\$ 228.96	*	\$ 228.96	*
1850 Unemployment Compensation	\$ -	\$ 68.00	\$ 68.00	\$ 28.64	\$ 68.00	*	\$ 68.00	*
1860 Worker's Compensation	\$ 851.35	\$ 700.00	\$ 700.00	\$ 851.35	\$ 900.00	28.57%	\$ 900.00	28.57%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 100,246.89</b>	<b>\$ 328,318.34</b>	<b>\$ 328,318.34</b>	<b>\$ 240,585.92</b>	<b>\$ 332,828.35</b>	<b>1.37%</b>	<b>\$ 332,828.35</b>	<b>1.37%</b>
1911 Audit	\$ -	\$ 53,500.00	\$ 53,500.00	\$ 53,500.00	\$ 53,500.00	0.00%	\$ 53,500.00	0.00%
1915 Bank Fees	\$ 46,747.98	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	0.00%	\$ 110,000.00	0.00%
1932 Medical Exams				\$ 278.00	\$ 200.00	*	\$ 200.00	*
2121 Uniforms	\$ 721.65	\$ 1,800.00	\$ 1,800.00	\$ 1,945.00	\$ 3,000.00	66.67%	\$ 3,000.00	66.67%
2123 Protective Clothing	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 550.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2124 Shoes-Steel Toe	\$ 180.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	0.00%	\$ 660.00	0.00%
2203 Employee Appreciation	\$ -	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	*	\$ 96.00	*
2323 Other Training				\$ -	\$ 1,000.00	~	\$ 1,000.00	~
2501 Vehicle Operation/Maintenance	\$ 1,787.37	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,500.00	133.33%	\$ -	*
2502 Vehicle Fuel	\$ 3,310.90	\$ 8,000.00	\$ 8,000.00	\$ 6,500.00	\$ 8,000.00	0.00%	\$ -	*
2993 Operational Supplies	\$ 891.63	\$ 699.75	\$ 699.75	\$ 2,700.00	\$ 6,500.00	828.90%	\$ 6,500.00	828.90%
2994 Tools	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	50.00%	\$ 1,500.00	50.00%
3121 Travel				\$ -	\$ 800.00	~	\$ 800.00	~
3210 Telephone	\$ 388.56	\$ 27,477.00	\$ 27,477.00	\$ 27,500.00	\$ 5,000.00	-81.80%	\$ 5,000.00	-81.80%
3250 Postage	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	*	\$ -	*
3410 Printing	\$ -	\$ 100.00	\$ 100.00	\$ 120.00	\$ 200.00	*	\$ 200.00	*
3421 Copy Machine Cost				\$ -	\$ 1,500.00	~	\$ 1,500.00	~
3914 Contract Services	\$ 57,225.01	\$ 128,900.00	\$ 128,900.00	\$ 128,900.00	\$ 168,900.00	31.03%	\$ 168,900.00	31.03%
4221 Software License Fees	\$ 45,214.25	\$ 56,400.00	\$ 56,400.00	\$ 56,400.00	\$ 48,000.00	-14.89%	\$ 48,000.00	-14.89%
4511 Multi-Peril Insurance	\$ 465.33	\$ 332.00	\$ 332.00	\$ 465.43	\$ 479.00	*	\$ 479.00	*
4521 Auto Liability	\$ 691.00	\$ 665.00	\$ 665.00	\$ 690.79	\$ 712.00	7.07%	\$ 712.00	7.07%
4541 Employee Personal Liability	\$ 17.00	\$ 18.00	\$ 18.00	\$ 16.70	\$ 17.00	*	\$ 17.00	*
4911 Subscriptions				\$ -	\$ -	*	\$ -	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		61-Utilities Fund		Dept. Head	Catherine Gwynn				
Dept #:	4174	Finance		~ = Division by Zero					
Division:	4174	Utility Meter Reading, Billing & Invent		* = Change < \$500					
				Purple Cell-Finance Input					
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4912	Fees & Dues				\$ -	\$ 100.00	*	\$ 100.00	*
4990	Equipment Expense	\$ -	\$ 14,966.00	\$ 14,966.00	\$ 15,500.00	\$ -	*	\$ -	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 3,500.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 8,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 200.00	*
<b>Total Operating Expenditures</b>		<b>\$ 157,640.68</b>	<b>\$ 407,313.75</b>	<b>\$ 407,313.75</b>	<b>\$ 409,821.92</b>	<b>\$ 414,864.00</b>	<b>1.85%</b>	<b>\$ 414,864.00</b>	<b>1.85%</b>
5471	1/2 Ton Pick-Up Truck	\$ -	\$ -	\$ -	\$ -	\$ 25,500.00	~	\$ -	*
5200A	Technology Lease - FY21	\$ -	\$ -	\$ -	\$ -	\$ 25,500.00	~	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,000.00</b>	<b>~</b>	<b>\$ -</b>	<b>*</b>
<b>Total Finance-Utility Meter Reading, Billing &amp; Inv</b>		<b>\$ 257,887.57</b>	<b>\$ 735,632.09</b>	<b>\$ 735,632.09</b>	<b>\$ 650,407.84</b>	<b>\$ 798,692.35</b>	<b>8.57%</b>	<b>\$ 747,692.35</b>	<b>1.64%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	<b>Green Cell - Department Input</b>
Dept #:	Finance - 4174	
Division:	Utility Meter Reading, Billing & Inventory - 4174	
	Dept. Head-Catherine Gwynn	

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		4 Meter Readers; 2 Purchasing & Warehouse	\$ 171,188.56	\$ 236,403.56	\$ 236,403.56
1275	Salaries & Wages Bonus		4 Christmas Bonus	\$ 823.00	\$ -	\$ -
1278	Wellness Earnings			\$ 1,223.24	\$ 1,800.24	\$ 1,800.24
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 13,252.46	\$ 18,222.59	\$ 18,222.59
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24 (Leo)	\$ 17,687.27	\$ 26,940.85	\$ 26,940.85
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 6,929.39	\$ 9,528.15	\$ 9,528.15
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 28,373.04	\$ 38,736.00	\$ 38,736.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 228.96	\$ 228.96	\$ 228.96
1850	Unemployment Compensation		Provided by Finance	\$ 28.64	\$ 68.00	\$ 68.00
1860	Worker's Compensation		Provided by Finance	\$ 851.35	\$ 900.00	\$ 900.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 240,585.92</b>	<b>\$ 332,828.35</b>	<b>\$ 332,828.35</b>
1911	Audit		Audit Fees - Dixon, Hughes & Goodmen, LLC	\$ 53,500.00	\$ 53,500.00	\$ 53,500.00
1915	Bank Fees		PNC Monthly Fees and Elavon/First Citizens Credit Card Fees- Express Pay Fees moved to P&R/Golf due to being a REC1 expense when converted to QS1.	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
1932	Medical Exams		New hire physical & drug testing	\$ 278.00	\$ 200.00	\$ 200.00
2121	Uniforms		6 Employees @\$490	\$ 1,945.00	\$ 3,000.00	\$ 3,000.00
2123	Protective Clothing		6 Employees Safety Jackets, Gloves & Glasses	\$ 550.00	\$ 1,000.00	\$ 1,000.00
2124	Shoes-Steel Toe		6 Employees @\$110	\$ 660.00	\$ 660.00	\$ 660.00
2203	Employee Appreciation		6 Employees @16.00	\$ 96.00	\$ 96.00	\$ 96.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Registration fees for Procurement Classes/UNC-SOG/Procurement Mgr & Tech/Continuing education & certification	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
2501	Vehicle Operation/Maintenance		4 meter reader vehicles	\$ 3,000.00	\$ 3,500.00	\$ -
2502	Vehicle Fuel		4 meter reader vehicles	\$ 6,500.00	\$ 8,000.00	\$ -
2993	Operational Supplies		2 desks, chairs, office equipment and supplies for setting up new warehouse office. Equipment and supplies for the Billing office including one (1) Trimble TDC600/650 Worldwide handheld meter reading device. Presently there are only 3 devices and 4 Techs.	\$ 2,700.00	\$ 6,500.00	\$ 6,500.00
2994	Tools		Meter Readers and Warehouse Tech	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
Dept #:	Finance - 4174		
Division:	Utility Meter Reading, Billing & Inventory - 4174		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3121	Travel	Y	Rooms and mileage for Procurement Classes/UNC-SOG/Procurement Mgr & Tech/Continuing education & certification	\$ -	\$ 800.00	\$ 800.00
3210	Telephone		Verizon Connect \$64.76 per month(\$777.12) Approx. @\$37 each month each employee \$2,160; AT&T billings per IT for telephone service for Utility Fund (all orgns)	\$ 27,500.00	\$ 5,000.00	\$ 5,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 4174		
<b>Division:</b>	Utility Meter Reading, Billing & Inventory - 4174		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3250	Postage		Monthly Fees	\$ -	\$ 200.00	\$ -
3410	Printing		Door Tags for Meter Readers	\$ 120.00	\$ 200.00	\$ 200.00
3421	Copy Machine Cost		Copy cost at complex	\$ -	\$ 1,500.00	\$ 1,500.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	Publiq Software Monthly Billings for mailing/processing utility billings, Online Utility Exchange - Credit Check for Utility Customers	<b>\$ 128,900.00</b>	<b>\$ 168,900.00</b>	<b>\$ 168,900.00</b>
4221	Software License Fees		Ferguson Analytical Annual Support \$24,000; Ferguson Sensus AMI Support \$20,000; Ferguson Base Station Extended Warranty \$3,500; HRS Pro for Escheats \$500	\$ 56,400.00	\$ 48,000.00	\$ 48,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 465.43	\$ 479.00	\$ 479.00
4521	Auto Liability		Provided by Finance	\$ 690.79	\$ 712.00	\$ 712.00
4541	Employee Personal Liability		Provided by Finance	\$ 16.70	\$ 17.00	\$ 17.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	NCAGP membership for Purchasing	<b>\$ -</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
4990	Equipment Expense		Buffalo Terastations-Storage for Pipe Inspection Robots \$12,500; Water Tank Cameras and Hardware \$3,000.00 - Per Scott, should be paid FY21	\$ 15,500.00	\$ -	\$ -
2501A	Fleet Charges Internal Use Only!		4 meter reader vehicles	\$ -	\$ -	\$ 3,500.00
2502A	Vehicle Fuel-Internal Charges		4 meter reader vehicles	\$ -	\$ -	\$ 8,000.00
3250A	Postage-Internal Charges only!		Monthly Fees	\$ -	\$ -	\$ 200.00
	<b>Total Operating Expenditures</b>			<b>\$ 409,821.92</b>	<b>\$ 414,864.00</b>	<b>\$ 414,864.00</b>
5471	1/2 Ton Pick-Up Truck		Ford F-150 Reg Cab	\$ -	\$ 25,500.00	\$ -
5200A	Technology Lease - FY21			\$ -	\$ 25,500.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 51,000.00</b>	<b>\$ -</b>
	<b>Total Finance-Utility Meter Reading, Billing &amp; In</b>			<b>\$ 650,407.84</b>	<b>\$ 798,692.35</b>	<b>\$ 747,692.35</b>

CAPITAL OUTLAY																
Fiscal Year FY21-22																
Fund: 61-Utilities Fund Dept. Head-Catherine Gwynn																
Dept #: Finance - 4174																
Division: Utility Meter Reading, Billing & Inventory - 4174																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt?	
						Estim. Auction Proceeds?	FY18-19	FY19-20			FY20-21	Replacement Item Description				Justification for Replacement
1	5471	P1221	2012 Toyota Tacoma	\$ 16,875.00	103,063	\$ 4,000.00	\$ 563.22	\$ 320.43	\$ 628.13	N		Ford F-150 Reg Cab	Vehicle age and mounting repairs; 10yr cycle	\$ 25,500.00	\$ -	
2	5200A												Think this was in error	\$ 25,500.00		
3																
4																
5																
6																
7																
8																
9																
10																
<b>Total Capital Outlay Reques</b>				<b>\$ 16,875.00</b>		<b>\$ 4,000.00</b>	<b>\$ 563.22</b>	<b>\$ 320.43</b>	<b>\$ 628.13</b>					<b>\$ 51,000.00</b>	<b>\$ -</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Finance - 4174  
 Division: Utility Meter Reading, Billing & Inventory - 4174  
 Account: 2323 Other Training

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/XX/21
1	Registration fees for Procurement Classes/UNC-SOG/Procurement Mgr & Tech/Continuing education & certification	\$ -	\$ 1,000.00	\$ 1,000.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	\$ -	\$ 1,000.00	\$ 1,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Finance - 4174  
 Division: Utility Meter Reading, Billing & Inventory - 4174  
 Account: 3121 Travel

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/XX/21
1	Rooms and mileage for Procurement Classes/UNC-SOG/Procurement Mgr & Tech/Continuing education & certification	\$ -	\$ 800.00	\$ 800.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	\$ -	\$ 800.00	\$ 800.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Finance - 4174  
 Division: Utility Meter Reading, Billing & Inventory - 4174  
 Account: 3914 Contract Services

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Publiq Software Monthly Billings for mailing/processing utility billings	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
2	Online Utility Exchange - Credit Check for Utility Customers	\$ 8,900.00	\$ 8,900.00	\$ 8,900.00
3	Contract Professional Assistance FY20 Audit		\$ 40,000.00	\$ 40,000.00
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3914 Contract Services</b>		<b>\$ 128,900.00</b>	<b>\$ 168,900.00</b>	<b>\$ 168,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Finance - 4174  
 Division: Utility Meter Reading, Billing & Inventory - 4174  
 Account: 4912 Fees & Dues

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/XX/21
1	NCAGP membership for Purchasing		\$ 100.00	\$ 100.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<b>Total - 4912 Fees &amp; Dues</b>		\$ -	\$ 100.00	\$ 100.00

## FISCAL YEAR 2021-2022 BUDGET

### DEPARTMENT/DIVISION: PUBLIC WORKS/DISTRIB & COLLECT

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions--Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Storm Water Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Distributions and Collections Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Expand the proactive assessment of our infrastructure (systems integrity project) including NASSCO standards
- Continued maintenance of sewer collection and water distribution systems
- Continue to encourage and expand staff education and certification levels
- Work with other departments on I & I projects
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas

#### SIGNIFICANT BUDGET ISSUES:

- Systems Integrity project requires purchase of two (2) Robotic Cameras to replace aging cameras to continue mapping the sanitary sewer system.
- Costs associated with the maintaining of an aging water distribution and sewer collections infrastructure
- Cost of maintaining and replacing aging vehicle and equipment fleet
- Acquiring a valve maintenance crew and truck to meet state standards and effectively maintain the distribution system



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 61-Utilities Fund      **Dept. Head** Rick Fletcher  
**Dept #:** 4175      **Public Works**      ~ = Division by Zero  
**Division:** 4175      **Maintenance**      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 1,032,977.84	\$ 971,209.27	\$ 971,209.27	\$ 866,571.02	\$ 997,712.63	2.73%	\$ 1,022,712.63	5.30%
1220 Salaries & Wages Overtime	\$ 35,202.37	\$ 45,000.00	\$ 45,000.00	\$ 27,000.00	\$ 45,000.00	0.00%	\$ 45,000.00	0.00%
1221 Mayor's Star Award		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1224 Cell Phone Stipend	\$ 723.90	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	0.00%	\$ 720.00	0.00%
1274 Call Duty Pay	\$ 6,535.72	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275 Salaries & Wages Bonus	\$ 10,729.27	\$ -	\$ -	\$ 4,316.86	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 6,450.86	\$ -	\$ -	\$ 4,000.00	\$ 6,900.00	~	\$ 6,900.00	~
1280 Vacation Pay Out	\$ 1,188.13	\$ 6,800.00	\$ 6,800.00	\$ 6,526.82	\$ 5,138.00	-24.44%	\$ 5,138.00	-24.44%
1810 Social Security	\$ 80,781.54	\$ 78,812.54	\$ 78,812.54	\$ 70,046.05	\$ 81,240.75	3.08%	\$ 83,153.25	5.51%
1821 NCLGERS-Retirement	\$ 99,086.58	\$ 105,186.41	\$ 105,186.41	\$ 93,486.30	\$ 120,108.88	14.19%	\$ 122,936.38	16.87%
1822 401-K Retirement	\$ 43,723.90	\$ 41,209.17	\$ 41,209.17	\$ 36,625.39	\$ 42,478.83	3.08%	\$ 43,478.83	5.51%
1830 Hospital Insurance	\$ 164,017.82	\$ 156,960.00	\$ 156,960.00	\$ 120,000.00	\$ 148,488.00	-5.40%	\$ 157,526.40	0.36%
1835 Group Term Life Insurance Coverage	\$ 641.79	\$ 915.84	\$ 915.84	\$ 954.00	\$ 915.84	0.00%	\$ 954.00	4.17%
1850 Unemployment Compensation	\$ 2,534.58	\$ 516.00	\$ 516.00	\$ 217.36	\$ 285.00	*	\$ 285.00	*
1860 Worker's Compensation	\$ 5,537.00	\$ 5,777.00	\$ 5,777.00	\$ 7,026.02	\$ 7,237.00	25.27%	\$ 7,237.00	25.27%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,490,131.30</b>	<b>\$ 1,419,606.23</b>	<b>\$ 1,419,606.23</b>	<b>\$ 1,243,989.83</b>	<b>\$ 1,462,724.93</b>	<b>3.04%</b>	<b>\$ 1,502,541.49</b>	<b>5.84%</b>
1932 Medical Exams	\$ 274.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 400.00	*	\$ 400.00	*
1994 Wastewater Plt Environmental Assess	\$ 114.36			\$ -	\$ -	*	\$ -	*
2121 Uniforms	\$ 12,591.30	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00	\$ 15,000.00	25.00%	\$ 14,000.00	16.67%
2123 Protective Clothing	\$ 5,161.43	\$ 7,200.00	\$ 7,200.00	\$ 7,000.00	\$ 7,500.00	4.17%	\$ 7,000.00	-2.78%
2124 Shoes-Steel Toe	\$ 2,388.00	\$ 2,530.00	\$ 2,530.00	\$ 2,500.00	\$ 3,450.00	36.36%	\$ 3,450.00	36.36%
2203 Employee Appreciation	\$ 666.58	\$ 368.00	\$ 368.00	\$ 500.00	\$ 600.00	63.04%	\$ 500.00	*
2323 Other Training	\$ 7,955.00	\$ 10,000.00	\$ 10,000.00	\$ 5,900.00	\$ 9,190.00	-8.10%	\$ 9,190.00	-8.10%
2501 Vehicle Operation/Maintenance	\$ 62,547.44	\$ 60,000.00	\$ 60,000.00	\$ 65,000.00	\$ 70,000.00	16.67%	\$ -	*
2502 Vehicle Fuel	\$ 43,000.82	\$ 60,000.00	\$ 60,000.00	\$ 40,000.00	\$ 60,000.00	0.00%	\$ -	*
2993 Operational Supplies	\$ 289,019.14	\$ 280,999.00	\$ 280,999.00	\$ 300,000.00	\$ 250,000.00	-11.03%	\$ 240,000.00	-14.59%
2994 Tools	\$ 8,018.34	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%	\$ 7,500.00	0.00%
2997 Water Meters & Boxes	\$ 101,551.20	\$ 100,000.00	\$ 100,000.00	\$ 75,000.00	\$ 100,000.00	0.00%	\$ 90,000.00	-10.00%
3121 Travel	\$ 3,184.34	\$ 8,200.00	\$ 8,200.00	\$ 900.00	\$ 6,900.00	-15.85%	\$ 6,900.00	-15.85%
3210 Telephone	\$ 7,626.73	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%	\$ 7,500.00	0.00%
3250 Postage	\$ 710.20	\$ 500.00	\$ 500.00	\$ 550.00	\$ 700.00	40.00%	\$ -	*
3410 Printing	\$ 335.14	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
3510 Repairs (Insurance Claims)	\$ 127,849.51			\$ -	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 23,736.60	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 65,000.00	30.00%	\$ 45,000.00	-10.00%

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 61-Utilities Fund		Dept. Head Rick Fletcher							
Dept #: 4175 Public Works		~ = Division by Zero							
Division: 4175 Maintenance		* = Change < \$500							
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
3523 Fire Hydrants/Water Valve Repl	\$ 51,346.75	\$ 150,000.00	\$ 150,000.00	\$ 75,000.00	\$ 125,000.00	-16.67%	\$ 120,000.00	-20.00%	
3593 Asphalt Repairs		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	50.00%	\$ 20,000.00	0.00%	
3914 Contract Services				\$ -	\$ 115,000.00	~	\$ 90,000.00	~	
3950 Education Reimbursement		\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%	
4221 Software License Fees	\$ 43,882.00	\$ 15,000.00	\$ 15,000.00	\$ 19,000.00	\$ 20,000.00	33.33%	\$ 20,000.00	33.33%	
4391 Equipment Rent	\$ 160.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 500.00	*	\$ 500.00	*	
4511 Multi-Peril Insurance	\$ 2,191.00	\$ 2,370.00	\$ 2,370.00	\$ 3,094.09	\$ 3,187.00	34.47%	\$ 3,187.00	34.47%	
4521 Auto Liability	\$ 7,192.44	\$ 7,552.00	\$ 7,552.00	\$ 7,844.84	\$ 8,080.00	6.99%	\$ 8,080.00	6.99%	
4541 Employee Personal Liability	\$ 116.00	\$ 116.00	\$ 116.00	\$ 101.94	\$ 105.00	*	\$ 105.00	*	
4912 Fees & Dues	\$ 3,638.00	\$ 3,740.00	\$ 3,740.00	\$ 4,050.00	\$ 4,050.00	8.29%	\$ 4,050.00	8.29%	
4990 Equipment Expense	\$ 6,641.20			\$ -	\$ -	*	\$ -	*	
2501A Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 60,000.00	~	
2502A Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 50,000.00	~	
3250A Postage-Internal Charges only!				\$ -	\$ -	*	\$ 700.00	~	
<b>Total Operating Expenditures</b>	<b>\$ 811,897.52</b>	<b>\$ 809,475.00</b>	<b>\$ 809,475.00</b>	<b>\$ 675,040.87</b>	<b>\$ 912,362.00</b>	<b>12.71%</b>	<b>\$ 810,762.00</b>	<b>0.16%</b>	
5150 Excavator				\$ -	\$ 77,000.00	~	\$ -	*	
5228 Tractor with Bush Hog	\$ 63,064.77			\$ -	\$ -	*	\$ -	*	
5419 Forklift				\$ -	\$ 35,000.00	~	\$ -	*	
5456 Utility Valve Truck		\$ 147,500.00	\$ 147,500.00	\$ 193,500.00	\$ -	*	\$ -	*	
5463 Lowboy				\$ -	\$ 52,000.00	~	\$ -	*	
5480 Equipment Transport Trailer	\$ 27,528.15			\$ -	\$ -	*	\$ -	*	
5527 Miscellaneous Equipment				\$ -	\$ 8,873.76	~	\$ -	*	
5590 Combo-Push Video System				\$ -	\$ 8,500.00	~	\$ -	*	
5632 Utility Vehicle	\$ 61,385.31			\$ -	\$ -	*	\$ -	*	
5672 Utility Trailer				\$ -	\$ 20,000.00	~	\$ -	*	
5697 Pipe Inspection Camera				\$ -	\$ 143,500.00	~	\$ 135,000.00	~	
5807 Light Fixtures	\$ 3,101.46			\$ -	\$ -	*	\$ -	*	
<b>Total Capital Outlay</b>	<b>\$ 155,079.69</b>	<b>\$ 147,500.00</b>	<b>\$ 147,500.00</b>	<b>\$ 193,500.00</b>	<b>\$ 344,873.76</b>	<b>133.81%</b>	<b>\$ 135,000.00</b>	<b>-8.47%</b>	
7160 Lease Purchase Payment				\$ -	\$ -	*	\$ -	*	
7162 AMR Loan Payment				\$ -	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Public Works-Maintenance Budget</b>	<b>\$ 2,457,108.51</b>	<b>\$ 2,376,581.23</b>	<b>\$ 2,376,581.23</b>	<b>\$ 2,112,530.70</b>	<b>\$ 2,719,960.69</b>	<b>14.45%</b>	<b>\$ 2,448,303.49</b>	<b>3.02%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund  
**Dept #:** Public Works - 4175  
**Division:** Maintenance - 4175

**Dept. Head-Rick Fletcher**

Blue Font - Detail Schedule Requested

Green Cell - Department Input

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
1210	Salaries & Wages Regular		Requested salaries include a department re-organization, which will streamline operations and add a second vac truck crew. Increase also includes a 2% pay increase for water and sewer certifications, which were approved in the latest personnel policy updates.	\$ 866,571.02	\$ 997,712.63	\$ 1,022,712.63
1220	Salaries & Wages Overtime		Funds for after hours and/or emergency calls/repairs. Also covers jobs that must be scheduled after working hours to accommodate water sensitive customers, such as restaraunts, daycare centers and doctors' offices.	\$ 27,000.00	\$ 45,000.00	\$ 45,000.00
1221	Mayor's Star Award			\$ -	\$ -	\$ -
1224	Cell Phone Stipend			\$ 720.00	\$ 720.00	\$ 720.00
1274	Call Duty Pay		Funds for on call 52 weeks @ 125.00 per week.	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus			\$ 4,316.86	\$ -	\$ -
1278	Wellness Earnings		24 FTEs at \$300 each (\$7,200)	\$ 4,000.00	\$ 6,900.00	\$ 6,900.00
1280	Vacation Pay Out		One employee eligible for retirement this year.	\$ 6,526.82	\$ 5,138.00	\$ 5,138.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 70,046.05	\$ 81,240.75	\$ 83,153.25
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 93,486.30	\$ 120,108.88	\$ 122,936.38
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 36,625.39	\$ 42,478.83	\$ 43,478.83
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 120,000.00	\$ 148,488.00	\$ 157,526.40
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 954.00	\$ 915.84	\$ 954.00
1850	Unemployment Compensation		Provided by Finance	\$ 217.36	\$ 285.00	\$ 285.00
1860	Worker's Compensation		Provided by Finance	\$ 7,026.02	\$ 7,237.00	\$ 7,237.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,243,989.83</b>	<b>\$ 1,462,724.93</b>	<b>\$ 1,502,541.49</b>
1932	Medical Exams			\$ 200.00	\$ 400.00	\$ 400.00
1994	Wastewater Plt Environmental Assess					\$ -
2121	Uniforms		Uniforms for 19 employees (rental) & 4 Supervisors	\$ 13,000.00	\$ 15,000.00	\$ 14,000.00
2123	Protective Clothing		PPE and safety jackets for 23 FTEs	\$ 7,000.00	\$ 7,500.00	\$ 7,000.00
2124	Shoes-Steel Toe		23 employees @150.00.	\$ 2,500.00	\$ 3,450.00	\$ 3,450.00
2203	Employee Appreciation		Funds for 24 FTEs at \$16 each and purchasing gatorade, water, snacks, sandwiches, etc. for crews working on emergency repairs for extended hours.	\$ 500.00	\$ 600.00	\$ 500.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund  
**Dept #:** Public Works - 4175  
**Division:** Maintenance - 4175

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Funds for employees to obtain certifications and yearly continuing education hours required by the state to maintain certifications, as well as spill response training.	\$ 5,900.00	\$ 9,190.00	\$ 9,190.00
2501	Vehicle Operation/Maintenance			\$ 65,000.00	\$ 70,000.00	\$ -
2502	Vehicle Fuel			\$ 40,000.00	\$ 60,000.00	\$ -
2993	Operational Supplies		Funds to purchase water and sewer pipe, tapping saddles, repair clamps, valves ,valve boxes, sewer saddles, rock,crusher run ,fill dirt, crushed concrete, cold patch for temporary cut repairs, brick, block, cement, parts for robotic cameras, brass fittings, traffic cones, signs and stands, chemicals for cleaning sewer lines and vehicles, manhole lids and covers, pre cast manhole risers and lids, seeding and landscape materials.	\$ 300,000.00	\$ 250,000.00	\$ 240,000.00
2994	Tools		Funds to purchase hand tools such as shovels, rakes, pry bars, hydrant wrenches, meter wrenches, probe rods, pipe wrenches, tapping bits, electronic locators, battery operated drills, water shut off tools, valve keys, etc.	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
2997	Water Meters & Boxes		Funds to purchase water meters and MXU units for new installations and to replace damaged meters and MXUs. Funds are also used to purchase meter boxes and lids for replacement/new installs, and hydrant meters for contractors to use to pay for construction water.	\$ 75,000.00	\$ 100,000.00	\$ 90,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund  
**Dept #:** Public Works - 4175  
**Division:** Maintenance - 4175

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
3121	Travel	Y	Travel in FY 20-21 was low because of Covid, most classes were held virtually.	\$ 900.00	\$ 6,900.00	\$ 6,900.00
3210	Telephone		Phones for 4 supervisors, call duty personnel, backflow team and 1 superintendent, plus 5 iPads for field operations	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
3250	Postage			\$ 550.00	\$ 700.00	\$ -
3410	Printing		Printing for door hangers and grease educational materials.	\$ 200.00	\$ 200.00	\$ 200.00
3510	Repairs (Insurance Claims)					\$ -
3522	Machine/Equipment Maintenance		Funds to purchase vactruck hoses, vacuum tubes, cleaning nozzles for two combination sewer trucks. Second VacTruck going from backup to full operation with projected reorganization and will need new hoses, nzzles, repairs, etc.	\$ 20,000.00	\$ 65,000.00	\$ 45,000.00
3523	Fire Hydrants/Water Valve Repl		Funds to upgrade and replace Citys hydrants (3,000) and water valves. Ongoing initiative was put on hold last FY with the projected shortfall of funds. Hope to ramp operations back up this year. Still have 1960's hydrants in the system. Hydrants are \$2K each and the valves are \$700. Contractor charges \$2K per hydrant/valve intall (\$5,700 total).	\$ 75,000.00	\$ 125,000.00	\$ 120,000.00
3593	Asphalt Repairs		Funds to repair street after making utility cuts to repair water/sewer lines. Increase due to increase in the number of cuts and rising cost of asphalt.	\$ 20,000.00	\$ 30,000.00	\$ 20,000.00
3914	Contract Services		Root control in sewer lines to satisfy NCDEQ requirements \$30,000. Valve insertions for areas where water can't be turned off without affecting large numbers of customers \$60,000. Hydrant replacement is to help get old hydrants that don't work properly out of the system \$25,000.		\$ 115,000.00	\$ 90,000.00
3950	Education Reimbursement		Chris Avery, Dalton Shew	\$ -	\$ 2,500.00	\$ 2,500.00
4221	Software License Fees		Cityworks, Tokay for backflow.	\$ 19,000.00	\$ 20,000.00	\$ 20,000.00
4391	Equipment Rent		Used to rent equipment we don't available for speacial jobs -- e.g. trencher, disc, stump grinder, etc.	\$ 200.00	\$ 500.00	\$ 500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4175		
<b>Division:</b>	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
4511	Multi-Peril Insurance		Provided by Finance	\$ 3,094.09	\$ 3,187.00	\$ 3,187.00
4521	Auto Liability		Provided by Finance	\$ 7,844.84	\$ 8,080.00	\$ 8,080.00
4541	Employee Personal Liability		Provided by Finance	\$ 101.94	\$ 105.00	\$ 105.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Funds for state certification renewals, local awwa and rural water memberships, and NCDEQ water quality collection permits.	<b>\$ 4,050.00</b>	<b>\$ 4,050.00</b>	<b>\$ 4,050.00</b>
4990	Equipment Expense					\$ -
2501A	Fleet Charges Internal Use Only!		Increase due to aging fleet and rising cost of parts and repairs.			\$ 60,000.00
2502A	Vehicle Fuel-Internal Charges		Increase due to current and projected rising fuel cost.			\$ 50,000.00
3250A	Postage-Internal Charges only!		Postage to mail backflow test forms to customers.			\$ 700.00
<b>Total Operating Expenditures</b>				<b>\$ 675,040.87</b>	<b>\$ 912,362.00</b>	<b>\$ 810,762.00</b>
5150	Excavator		Bobcat excavator for the Distribution crew. If purchased it comes with a hydraulic point breaker (Jack-hammer) for concrete, so we will not need to purchase item (5527)--saving \$8,873.76.		\$ 77,000.00	\$ -
5228	Tractor with Bush Hog				\$ -	\$ -
5419	Forklift		Funds to replace a 2006 forklift with a new lift with more capacity.		\$ 35,000.00	\$ -
5456	Utility Valve Truck			\$ 193,500.00	\$ -	\$ -
5463	Lowboy		Funds to replace a 2000 model lowboy trailer that is used to move heavy equipment and is no longer safe to use. Trailer has been sent for repair, but was not able to be repaired. Old trailer is assigned to Streets Division; however, they no longer need it. The new one will be under D&C.		\$ 52,000.00	\$ -
5480	Equipment Transport Trailer				\$ -	\$ -
5527	Miscellaneous Equipment		Hydraulic concrete breaker (Jack-hammer) used with Bobcat excavator to break concrete under asphalt. Attachment can also be shared with Streets Division if needed. If item (5150) Bobcat excavator is purchased, it will come with attachment and this will not be needed.		\$ 8,873.76	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund  
**Dept #:** Public Works - 4175  
**Division:** Maintenance - 4175

Dept. Head-Rick Fletcher

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
5590	Combo-Push Video System		To replace 5 year old camera with newer technology for more accurate results. New camera also comes with pan and tilt head which current camera does not have.		\$ 8,500.00	\$ -
5632	Utility Vehicle				\$ -	\$ -
5672	Utility Trailer		Trailer to haul new Bobcat excavator item (5150) if approved.		\$ 20,000.00	\$ -
5697	Pipe Inspection Camera		Two new robotic cameras to replace two that are currently in use. Four cameras are needed for a complete squad; however the two current cameras are becoming expensive to maintain because of age, the old cameras will however continue to be used as long as they would last. These funds also include a manhole camera that is needed to complete the squad to have an effective system integrity program.		\$ 143,500.00	\$ 135,000.00
5807	Light Fixtures				\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 193,500.00</b>	<b>\$ 344,873.76</b>	<b>\$ 135,000.00</b>
7160	Lease Purchase Payment		Provided by Finance			
7162	AMR Loan Payment		Provided by Finance			
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Maintenance Budget</b>				<b>\$ 2,112,530.70</b>	<b>\$ 2,719,960.69</b>	<b>\$ 2,448,303.49</b>

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 61-Utilities Fund															Dept. Head-Rick Fletcher		
Dept #: Public Works - 4175																	
Division: Maintenance - 4175																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/1/20	New Debt?		
						Estim. Auction Proceeds?	FY17-18	FY18-19			FY19-20	Replacement Item Description				Justification for Replacement	
1	5150	N/A	Addition	N/A	N/A	N/A				N	5	Bobcat Excavator	Bobcat will be used daily by Distribution Crew.	\$ 77,000.00	\$ -		
2	5672	N/A	Addition	N/A	N/A	N/A				N	6	Utility trailer	Trailer will be used to haul new bobcat	\$ 20,000.00	\$ -		
3	5463	E855	Replace	\$ 50,734.00	N/A	\$ 2,000.00	\$ 1,026.28	\$ 152.97	\$ 112.70	N	1	Lowboy Trailer	Replace 2000 model lowboy trailer that is unsafe to operate.	\$ 52,000.00	\$ -		
4	5697	N/A	Addition	N/A	N/A	N/A				N	2	Pipe inspection cameras	2 robotic cameras to CCTV sanitary sewer lines. Currently have 2 cameras that are wearing out. Need new cameras to continue mapping system, old squad will be used as back up.	\$ 135,000.00	\$ 135,000.00		
5	5697	N/A	Addition	N/A	N/A	N/A				N	3	Manhole Camera	Camera will allow inspection of manholes in addition to main lines with no additional personnel.	\$ 8,500.00	\$ -		
6	5590	N/A	Addition	N/A	N/A	N/A				N	4	Push Camera	Camera will allow better inspection of lateral lines , with latest technology.	\$ 8,500.00	\$ -		
7	5419	E1067	Replace	\$ 21,900.00	1499 Hours	1,000	\$ 193.51	\$ 1,059.75	\$ 458.68	N	7	Forklift	To replace 2006 fork lift with new heavier lift.	\$ 35,000.00	\$ -		
8	5527	N/A	Addition	\$ 8,873.76	N/A	N/A				N	8	Hydraulic breaker with nail point,for bobcat excavator	Breaker is used for breaking concrete under asphalt.	\$ 8,873.76	\$ -		
9																	
10																	
<b>Total Capital Outlay Reque</b>				<b>\$ 81,507.76</b>		<b>\$ 3,000.00</b>	<b>\$ 1,219.79</b>	<b>\$ 1,212.72</b>	<b>\$ 571.38</b>					<b>\$ 344,873.76</b>	<b>\$ 135,000.00</b>		

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #: Public Works - 4175</b>	
<b>Division: Maintenance - 4175</b>	
<b>Account: 2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	Wastewater Collection School-NCAWWA/NCRWA 8@220 2@350	\$ 800.00	\$ 2,460.00	\$ 2,460.00
2	Water Distribution School-NCAWWA 8@220 2@350	\$ 800.00	\$ 2,620.00	\$ 2,620.00
3	Wastewater Collection Exams- 10@55.00 (2)	\$ 300.00	\$ 550.00	\$ 550.00
4	Water Distribution Exams- 10@85.00 (5)	\$ 500.00	\$ 850.00	\$ 850.00
5	Chemical Spill Response -Sigma Training Services 10@95.00	\$ 425.00	\$ 950.00	\$ 950.00
6	Nassco Training-2@975.00	\$ 1,950.00	\$ -	\$ -
7	Water/Wastewater Class-NC Safety Conference 18@50.00	\$ 900.00	\$ 900.00	\$ 900.00
8	Carolinas Assoc. Government. Purchasing Conference-Tina	\$ 225.00	\$ 225.00	\$ 225.00
9	Continuing Education- MS Office 6@120.00	\$ -	\$ 360.00	\$ 360.00
10	Pesticide Classes/Books Materials	\$ -	\$ 275.00	\$ 275.00
	<b>Total - 2323 Other Training</b>	<b>\$ 5,900.00</b>	<b>\$ 9,190.00</b>	<b>\$ 9,190.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Works - 4175  
 Division: Maintenance - 4175  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	Travel for Distribution/Collection School	\$ 500.00	\$ 4,500.00	\$ 4,500.00
2	Travel for CAGP Conference- Tina	\$ 200.00	\$ 1,000.00	\$ 1,000.00
3	Lunch for Chemical Spill Class	\$ 200.00	\$ 200.00	\$ 200.00
4	Travel for NASSCO Certification	\$ -	\$ -	\$ -
5	Travel for City Works Conference/Training	\$ -	\$ 1,200.00	\$ 1,200.00
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 900.00</b>	<b>\$ 6,900.00</b>	<b>\$ 6,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Works - 4175  
 Division: Maintenance - 4175  
 Account: 3914 Contract Services

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	Root control in sewer lines. To satisfy NCDEQ requirements	-	\$ 30,000.00	\$ 30,000.00
2	Valve insertion. Insertion valves where valves cant be installed manually.	\$ -	\$ 60,000.00	\$ 60,000.00
3	Hydrant replacement. Help to get old hydrants that do not function properly out of the system.		\$ 25,000.00	\$ 25,000.00
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 3914 Contract Services</b>	\$ -	\$ 115,000.00	\$ 115,000.00

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Rick Fletcher</b>
<b>Dept #: Public Works - 4175</b>	
<b>Division: Maintenance - 4175</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/1/21
1	AWWA Membership Dues	\$ 240.00	\$ 240.00	\$ 240.00
2	NC Rural Membership Dues	\$ 160.00	\$ 160.00	\$ 160.00
3	American Backlow Prevention Association	\$ 130.00	\$ 130.00	\$ 130.00
4	AWWA State Level Associate	\$ 800.00	\$ 800.00	\$ 800.00
5	NC Water Treatment Certification renewels	\$ 700.00	\$ 700.00	\$ 700.00
6	Water Pollution Control Certification renewels	\$ 600.00	\$ 600.00	\$ 600.00
7	NC Waterworks Operators Association	\$ 60.00	\$ 60.00	\$ 60.00
8	NC Division of Water Quality Collection Permit	\$ 1,310.00	\$ 1,310.00	\$ 1,310.00
9	CAGP Membership-Tina	\$ 50.00	\$ 50.00	\$ 50.00
10	NIGP Membership	\$ -	\$ -	\$ -
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 4,050.00</b>	<b>\$ 4,050.00</b>	<b>\$ 4,050.00</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: P.U. / WATER TREATMENT PLANT

#### DEPARTMENT OVERVIEW:

The City of Goldsboro operates a 12 MGD conventional surface water treatment plant that was constructed in 1952. In 2020, an average of 6.386 MGD of drinking water was produced. The treatment plant is staffed 24 hours a day, 365 days a year, by highly trained, State-certified operators. On a daily basis, the water plant staff runs bacteriological and other laboratory analyses on the drinking water before it is sent to our customers. Through this monitoring process, the City can assure its water customers that the water supply meets all National Drinking Water Regulations.

#### GOALS/MAJOR OBJECTIVES:

The Water Treatment Plant aligns their major objectives with “Grow Goldsboro’s” strategic goals of Safe and Secure Community, Strong and Diverse Economy, and Exceptional Quality of Life. They are to:

- Produce high quality drinking water meeting all federal and state regulations at an affordable cost.
- Ensure that an adequate supply of raw water is available for treatment, even during drought periods.
- Maintain the water treatment infrastructure and equipment to maximize its life and reliability.
- Have highly trained water treatment staff that respond correctly to changing treatment conditions.

#### SIGNIFICANT BUDGET ISSUES:

- The last update to the Utilities Master Plan was in 2009, with information from 2008. It is now 13 years old since evaluation commenced and the future operational and maintenance needs for the water and sewer system need to be re-evaluated.
- The generators at the Water Treatment Plant and Neuse River continue to have Automatic Transfer Switch (ATS) failures. Upgrading to new switches is imperative to safely and successfully operate during a power failure.
- Phase III- Elevated tank remote SCADA monitoring controls are critical assets in need of upgrade and replacement in the distribution system. This is to ensure water quality is consistent through the management of elevated tank levels.
- The sedimentation in the Neuse River continues to create difficulties around the City’s water intake structure.
- The addition of a Laboratory Technician and SCADA/Instrumentation Technician are important for managing the New Lead and Copper Rule, maintaining assets, succession planning, and growth. Operation and maintenance of critical equipment has become specialized and a full-time position is needed.





**EXPENDITURE SHEET**      Fiscal Year **FY21-22**  
**Fund:**                      **61-Utilities Fund**  
**Dept #:**                    **4176**      **Public Utilities**  
**Division:**                **4176**      **Water Plant**  
    **Dept. Head**      **Mike Wagner**  
    **~ = Division by Zero**  
    **\* = Change < \$500**  
    **Purple Cell-Finance Input**

Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
2994	Tools	\$ 751.47	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2998	Chemicals	\$ 764,720.83	\$ 900,792.00	\$ 900,792.00	\$ 900,000.00	\$ 978,534.33	8.63%	\$ 978,534.33	8.63%
3121	Travel	\$ 3,374.69	\$ 6,995.00	\$ 6,995.00	\$ 5,000.00	\$ 6,995.00	0.00%	\$ 6,995.00	0.00%
3210	Telephone	\$ 990.21	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
3250	Postage	\$ 60,985.49	\$ 1,000.00	\$ 1,000.00	\$ 4,800.00	\$ 4,800.00	380.00%	\$ -	*
3310	Electricity	\$ 296,957.73	\$ 300,000.00	\$ 300,000.00	\$ 302,432.57	\$ 300,000.00	0.00%	\$ 300,000.00	0.00%
3330	Natural Gas	\$ 4,678.59	\$ 7,000.00	\$ 7,000.00	\$ 8,050.29	\$ 7,500.00	7.14%	\$ 7,500.00	7.14%
3410	Printing	\$ 177.26			\$ -	\$ -	*	\$ -	*
3421	Copy Machine Cost	\$ -	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	*	\$ 25.00	*
3511	Building Maintenance	\$ 20,328.48	\$ 25,000.00	\$ 25,000.00	\$ 40,000.00	\$ 30,000.00	20.00%	\$ 30,000.00	20.00%
3521	Office Machine Maintenance	\$ 1,407.40	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3522	Machine/Equipment Maintenance	\$ 817,221.15	\$ 415,614.00	\$ 420,138.24	\$ 420,000.00	\$ 805,300.00	93.76%	\$ 805,300.00	93.76%
3603	Neuse River Intake Dredging	\$ 75,668.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	0.00%	\$ 79,000.00	0.00%
3606	River Intake Maintenance	\$ 20,430.00	\$ 42,700.00	\$ 52,700.00	\$ 52,700.00	\$ 52,700.00	23.42%	\$ 52,700.00	23.42%
3950	Education Reimbursement		\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	~	\$ 1,000.00	~
3992	Water Analysis	\$ 17,575.88	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
4221	Software License Fees	\$ -			\$ 4,000.00	\$ 4,000.00	~	\$ 4,000.00	~
4391	Equipment Rent	\$ 1,798.50	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
4401	Generator Contract	\$ 7,392.31	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	0.00%	\$ 8,000.00	0.00%
4511	Multi-Peril Insurance	\$ 65,375.00	\$ 69,959.00	\$ 69,959.00	\$ 70,214.17	\$ 72,321.00	3.38%	\$ 72,321.00	3.38%
4521	Auto Liability	\$ 1,705.00	\$ 1,790.00	\$ 1,790.00	\$ 1,859.41	\$ 1,915.00	6.98%	\$ 1,915.00	6.98%
4541	Employee Personal Liability	\$ 49.00	\$ 49.00	\$ 49.00	\$ 43.06	\$ 44.00	*	\$ 44.00	*
4543	Insurance Deductible Claims	\$ 903.23	\$ -	\$ -	\$ 8,000.00	\$ 3,000.00	~	\$ 3,000.00	~
4911	Subscriptions	\$ 1,289.78	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	0.00%	\$ 1,750.00	0.00%
4912	Fees & Dues	\$ 4,943.00	\$ 5,105.00	\$ 5,105.00	\$ 5,010.00	\$ 6,236.00	22.15%	\$ 6,236.00	22.15%
4990	Equipment Expense		\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	\$ 7,000.00	-2.78%	\$ 7,000.00	-2.78%
9561	Office Supplies	\$ 249.70	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 4,000.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 3,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 4,800.00	~
<b>Total Operating Expenditures</b>		<b>\$ 2,407,246.21</b>	<b>\$ 2,054,599.00</b>	<b>\$ 2,158,523.24</b>	<b>\$ 2,166,228.50</b>	<b>\$ 3,069,640.33</b>	<b>49.40%</b>	<b>\$ 3,069,640.33</b>	<b>49.40%</b>
5093	Pump				\$ -	\$ 252,000.00	~	\$ -	*
5094	Flood Control Structure	\$ 645,000.00	\$ -	\$ 23,000.00	\$ 23,000.00	\$ -	*	\$ -	*
5202	Technology Capital	\$ -			\$ -	\$ -	*	\$ -	*

EXPENDITURE SHEET		Fiscal Year FY21-22							
Fund:		61-Utilities Fund							
Dept #:		4176		Public Utilities		Dept. Head		Mike Wagner	
Division:		4176		Water Plant		~ = Division by Zero		* = Change < \$500	
				Purple Cell-Finance Input					
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
5401	Administrative Car	\$ 69,862.00			\$ -	\$ 21,706.00	~	\$ 21,706.00	~
5527	Miscellaneous Equipment				\$ -	\$ 73,000.00	~	\$ 23,000.00	~
5801	Equipment Shelter				\$ -	\$ 100,000.00	~	\$ -	*
5855	Hwy 117 Pump Station Upgrade				\$ -	\$ 160,000.00	~	\$ 160,000.00	~
5950	Elevated Tank SCADA				\$ -	\$ 490,000.00	~	\$ 490,000.00	~
					\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ 714,862.00</b>	<b>\$ -</b>	<b>\$ 23,000.00</b>	<b>\$ 23,000.00</b>	<b>\$ 1,096,706.00</b>	<b>~</b>	<b>\$ 694,706.00</b>	<b>~</b>
7120	Water Loan Principal				\$ -	\$ -	*	\$ -	*
7220	Water Loan Interest				\$ -	\$ -	*	\$ -	*
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Public Utilities-Water Plant Budget</b>		<b>\$ 3,806,131.26</b>	<b>\$ 2,837,647.60</b>	<b>\$ 2,964,571.84</b>	<b>\$ 2,946,575.51</b>	<b>\$ 5,156,477.42</b>	<b>81.72%</b>	<b>\$ 4,581,199.65</b>	<b>61.44%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike Wagner	Blue Font - Detail Schedule Requested
Fund:	61-Utilities Fund		Green Cell - Department Input
Dept #:	Public Utilities - 4176		
Division:	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		NOTE: 12 FT employees current FY & 1 PT; requesting 2 more FT next FY - for 14 FT and 1 PT total	\$ 513,759.64	\$ 680,168.42	\$ 555,059.89
1215	Salaries & Wages-Shift Differential		\$400 per pay period estimate x 26 pay periods	\$ 5,600.00	\$ 10,400.00	\$ 10,400.00
1220	Salaries & Wages Overtime			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
1262	Salaries & Wages Perm. Part-Time			\$ 10,234.66	\$ 16,963.89	\$ 16,963.89
1272	Holiday Pay			\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
1274	Call Duty Pay		6 On-Call Duty Weeks x \$125	\$ 750.00	\$ 750.00	\$ 750.00
1275	Salaries & Wages Bonus		Leave Blank for next FY per T. Odom/C. Gwynn on 3/17/21	\$ 2,056.00		\$ -
1278	Wellness Earnings		\$300 per year x 12 employees; 14 next FY	\$ 3,600.00	\$ 4,200.00	\$ 4,200.00
1280	Vacation Pay Out		Possible Employee Turnover Estimated Amount	\$ 4,738.00	\$ 2,000.00	\$ 2,000.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 42,437.48	\$ 55,728.90	\$ 46,158.09
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 56,638.78	\$ 82,391.35	\$ 68,241.57
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 22,189.53	\$ 29,139.29	\$ 24,134.95
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 77,472.00	\$ 90,384.00	\$ 71,016.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 496.08	\$ 534.24	\$ 457.92
1850	Unemployment Compensation		Provided by Finance	\$ 175.00	\$ 175.00	\$ 175.00
1860	Worker's Compensation		Provided by Finance	\$ 3,199.84	\$ 3,296.00	\$ 3,296.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 757,347.01</b>	<b>\$ 990,131.09</b>	<b>\$ 816,853.32</b>
1911	Audit			\$ -	\$ -	\$ -
1915	Bank Fees		Audit & Bank Fees are coded to 4174 per T. Odom 3/17/21	\$ -	\$ -	\$ -
1931	Medical Treatment			\$ 50.00	\$ 50.00	\$ 50.00
1932	Medical Exams			\$ 500.00	\$ 500.00	\$ 500.00
1986	Consultant Fees - IT	Y	See I.T. Department	\$ -	\$ -	\$ -
1991	Consultant Fees	Y	See SCH1991	\$ 119,210.00	\$ 571,096.00	\$ 571,096.00
2111	Cleaning Supplies		Housekeeping-type cleaning supplies, floor cleaner, toilet paper, paper towels, etc.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
2121	Uniforms		These funds are used to purchase uniforms for 11 operators + 2 new positions at the Water Plant.	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
2123	Protective Clothing		These funds are used to purchase personal protective items, such as gloves, rubber boots, safety glasses, masks, ear plugs, etc.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike Wagner	Blue Font - Detail Schedule Requested
Fund:	61-Utilities Fund		Green Cell - Department Input
Dept #:	Public Utilities - 4176		
Division:	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2124	Shoes-Steel Toe		14 FT next FY x \$150	\$ 1,610.00	\$ 2,100.00	\$ 2,100.00
2203	Employee Appreciation		\$16 x 14 FT	\$ 224.00	\$ 224.00	\$ 224.00
2323	Other Training	Y	See SCH2323	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2501	Vehicle Operation/Maintenance			\$ 4,000.00	\$ 4,000.00	\$ -
2502	Vehicle Fuel			\$ 3,000.00	\$ 3,000.00	\$ -
2591	Fuel For Equipment		These funds are for diesel fuel for the generators at the Water Plant and the Neuse River Pump Station. The generators are exercised on a weekly basis, and adequate fuel is needed on hand at all times in case the generators run during an emergency power outage.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2601	Office Supplies		Miscellaneous office supplies, such as pens, binders, printer supplies, etc.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
2993	Operational Supplies		Laboratory Supplies, Misc. Operations and Supplies (First Aid/AED Supplies, Battery Backups, Signage on Plant Site, Office Furniture, Emergency Food Purchases for Inclement Weather, Light Bulbs, Weed Killer)	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
2994	Tools		Maintenance of equipment at the WTP and pump stations, and hand tools for grounds maintenance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2998	Chemicals	Y	See SCH2998	\$ 900,000.00	\$ 978,534.33	\$ 978,534.33
3121	Travel	Y	See SCH3121	\$ 5,000.00	\$ 6,995.00	\$ 6,995.00
3210	Telephone			\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
3250	Postage			\$ 4,800.00	\$ 4,800.00	\$ -
3310	Electricity			\$ 302,432.57	\$ 300,000.00	\$ 300,000.00
3330	Natural Gas			\$ 8,050.29	\$ 7,500.00	\$ 7,500.00
3410	Printing		Line Item No Longer Used	\$ -	\$ -	\$ -
3421	Copy Machine Cost		Copies made at City Hall	\$ 25.00	\$ 25.00	\$ 25.00
3511	Building Maintenance		Elevator maintenance monthly visits, load tests, repairs, Annual Elevator Inspection, Annual Maintenance on 7 heating/air cond. Units + alarm/phone service calls, Miscellaneous (for roof leaks, other misc. bldg. repairs, Annual Fire Extinguisher Inspection)	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00
3521	Office Machine Maintenance		Computers, printers, copiers, etc...	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3522	Machine/Equipment Maintenance	Y	See SCH3522	\$ 420,000.00	\$ 805,300.00	\$ 805,300.00
3603	Neuse River Intake Dredging		Sediment removal around intake screen	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike Wagner	Blue Font - Detail Schedule Requested
Fund:	61-Utilities Fund		Green Cell - Department Input
Dept #:	Public Utilities - 4176		
Division:	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3606	River Intake Maintenance		Intake maintenance requiring divers	\$ 52,700.00	\$ 52,700.00	\$ 52,700.00
3950	Education Reimbursement		\$782 spent YTD; Mike - estimated \$1000 for each yr.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
3992	Water Analysis		State & Federal laws require stringent laboratory testing and analysis of drinking water. These include testing for disinfection byproducts, long-term compliance, and analysis for a long list of possible pollutants. UCMR IV special sampling; Additional Lab Testing Requirements	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
4221	Software License Fees		\$4000 spent YTD -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
4391	Equipment Rent		Ammonia Tank and miscellaneous equipment for processes	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
4401	Generator Contract		annual cost bi-annual PM's and fuel testing 4 generators	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 70,214.17	\$ 72,321.00	\$ 72,321.00
4521	Auto Liability		Provided by Finance	\$ 1,859.41	\$ 1,915.00	\$ 1,915.00
4541	Employee Personal Liability		Provided by Finance	\$ 43.06	\$ 44.00	\$ 44.00
4543	Insurance Deductible Claims		\$8000 spent YTD	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00
4911	<b>Subscriptions</b>	Y	See SCH4911	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
4912	<b>Fees &amp; Dues</b>	Y	See SCH4912	\$ 5,010.00	\$ 6,236.00	\$ 6,236.00
4990	Equipment Expense			\$ 7,200.00	\$ 7,000.00	\$ 7,000.00
9561	Office Supplies		Copier Paper, City Envelopes, Calendars	\$ 350.00	\$ 350.00	\$ 350.00
2501A	Fleet Charges Internal Use Only!		Vehicle Fuel (3 City Vehicles)			\$ 4,000.00
2502A	Vehicle Fuel-Internal Charges		Vehicle Fuel (3 City Vehicles)			\$ 3,000.00
3250A	Postage-Internal Charges only!		\$3100 spent thru 2/21			\$ 4,800.00
	<b>Total Operating Expenditures</b>			\$ 2,166,228.50	\$ 3,069,640.33	\$ 3,069,640.33
5093	Pump		Upsize #4 High Service Pump - increased flow		\$ 252,000.00	\$ -
5094	Flood Control Structure			\$ 23,000.00	\$ -	\$ -
5202	Technology Capital		No Listing for this Line Item in Banner this FY	\$ -	\$ -	\$ -
5401	Administrative Car		See Capital	\$ -	\$ 21,706.00	\$ 21,706.00
5527	Miscellaneous Equipment		See Capital		\$ 73,000.00	\$ 23,000.00
5801	Equipment Shelter		See Capital		\$ 100,000.00	\$ -
5855	Hwy 117 Pump Station Upgrade		Neuse River Pump Station Automatic Transfer Switch (over-engineered, been very unreliable. If it goes down, we are getting no raw water into the water system.		\$ 160,000.00	\$ 160,000.00
5950	Elevated Tank SCADA		Elevated Tank Asset Management 4 X's		\$ 490,000.00	\$ 490,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Mike Wagner	<b>Green Cell - Department Input</b>
Dept #:	Public Utilities - 4176		
Division:	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
0	0				\$ -	\$ -
	<b>Total Capital Outlay</b>			\$ 23,000.00	\$ 1,096,706.00	\$ 694,706.00
7120	Water Loan Principal		Provided by Finance			
7220	Water Loan Interest		Provided by Finance			
	<b>Total Debt Service</b>					\$ -
	<b>Total Public Utilities-Water Plant Budget</b>			\$ 2,946,575.51	\$ 5,156,477.42	\$ 4,581,199.65

CAPITAL OUTLAY Fiscal Year FY21-22																
Fund: 61-Utilities Fund Dept. Head-Mike Wagner																
Dept #: Public Utilities - 4176																
Division: Water Plant - 4176																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Asset Information		Department Request	Manager Recommend. 6/01/21	New Debt ?
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21			Replacement Item Description	Justification for Replacement			
1	5401	P1009	2005 Ford Ranger	\$ 11,124.00	127,716	\$ 4,000.00	\$ 983.42	\$ 983.42	\$ 983.42	N	1	2021 Ford Escape	End of life 15yo +100,000 miles (Used to collect water samples from around town)	\$ 21,706.00	\$ 21,706.00	
2	5527		2014 Unit Total Organic Carbon A			N/A				N	1	Total Organic Carbon Analyzer	End of life - MFG support is only thru used/refurbished parts. Warranty now reduced to "Best Effort" levels.	\$ 23,000.00	\$ 23,000.00	
3	5527	N/A	Addition	N/A	N/A	N/A				N	2	Flood Barriers, Concrete Work for Generator Area (this is the 2nd and final piece of the flood stop barriers) This will take care of the generators and transformers for Duke - per Rick. Cfg 4/28/2020 2:05 PM	Removal of eathern berm which limits equipment access	\$ 50,000.00	\$ -	
4	5801	N/A	1970-80 Equipment Shelter	UNKNOWN	N/A	N/A				N	3	Equipment Building	Age/Recent Storms	\$ 100,000.00	\$ -	
5	5950											Elevated Tank Asset Management 4 X's	Per Mike, increase maintenance cost in #3522 if this is cut from budget	\$ 490,000.00	\$ 490,000.00	
6	5855											Neuse River Pump Station Automatic Transfer Switch (over-engineered, been very unreliable. If it goes down, we are getting no raw water into the water system.	Per Mike, increase maintenance cost in #3522 if this is cut from budget	\$ 160,000.00	\$ 160,000.00	
7	5093											Upsize #4 High Service Pump - increased flow	Per Mike, increase maintenance cost in #3522 if this is cut from budget	\$ 252,000.00	\$ -	
8																
9																
10																
<b>Total Capital Outlay Request</b>				<b>\$ 11,124.00</b>		<b>\$ 4,000.00</b>	<b>\$ 983.42</b>	<b>\$ 983.42</b>	<b>\$ 983.42</b>					<b>\$ 1,096,706.00</b>	<b>\$ 694,706.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 1991 Consultant Fees

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Miscellaneous Professional Consulting Services for WTP Operation and Compliance		\$ 10,000.00	\$ 10,000.00
2	Engineering Services for updating Utility Master Plan (13 Years old and there are several items that have changed. Arcadis was the firm that did it originally 12 years ago. This is for all Water and Sewer, and not just Water.)	\$ -	\$ 550,000.00	\$ 550,000.00
3	Professional Services for Stantec Utility Rate Study-split between 4176 & 4177 (Total for Year \$22,192)	\$ 19,210.00	\$ 11,096.00	\$ 11,096.00
4		\$ 100,000.00		
5				
6				
7				
8				
9				
10				
<b>Total - 1991 Consultant Fees</b>		<b>\$ 119,210.00</b>	<b>\$ 571,096.00</b>	<b>\$ 571,096.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY21-22</b>
<b>Fund:</b>	<b>61-Utilities Fund</b>	<b>Dept. Head-Mike Wagner</b>
<b>Dept #:</b>	<b>Public Utilities - 4176</b>	
<b>Division:</b>	<b>Water Plant - 4176</b>	
<b>Account:</b>	<b>2323 Other Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Mandatory Annual Stormwater Training (ES&GS Svs.-Sabata)	\$ 500.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training	\$ 500.00	\$ 500.00	\$ 500.00
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 2323 Other Training</b>		<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 61-Utilities Fund	<b>Dept. Head-Mike Wagner</b>
<b>Dept #:</b> Public Utilities - 4176	
<b>Division:</b> Water Plant - 4176	
<b>Account:</b> 2998 Chemicals	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Liquid Alum Sulfate (68 loads) \$292/Dry Ton)(12 Dry Tons/Load)		\$ 238,272.00	\$ 238,272.00
2	Liquid Caustic Soda (26 loads)(\$600/Dry Ton)(12 Dry Tons/Load)		\$ 187,200.00	\$ 187,200.00
3	Sodium Hypochlorite (31 loads)(\$0.90/gal)(4,500 gal/load)		\$ 125,550.00	\$ 125,550.00
4	Anhydrous Ammonia (9 loads)(\$1.08/lb)(3,030 lb/load) + (9 loads)(\$200.97 fuel surcharge+\$45 Haz Mat)		\$ 31,665.33	\$ 31,665.33
5	Fluoride (3 full loads)(\$0.22/lb.)(48,000 lb./load)		\$ 31,680.00	\$ 31,680.00
6	C9 Zinc Orthophosphate [Corr. Inhibitor]-(3 full loads)(\$0.810/lb @ 44,000 lbs.)		\$ 106,920.00	\$ 106,920.00
7	Activated Carbon in 1,000 lb. bags(15 loads) @ \$1.50/lb (at 7,000 lb.);		\$ 157,500.00	\$ 157,500.00
8	Sodium Permanganate 15 Loads, \$9.80/gal @330 gal.		\$ 48,510.00	\$ 48,510.00
9	Polymer (6 loads of 6 pails @ \$130/pail)		\$ 4,680.00	\$ 4,680.00
10	5% inflation factor		\$ 46,557.00	\$ 46,557.00
11	Total Estimated Chemical FY 20-21 Year End	\$ 900,000.00		
12				
	<b>Total - 2998 Chemicals</b>	<b>\$ 900,000.00</b>	<b>\$ 978,534.33</b>	<b>\$ 978,534.33</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3121 Travel

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Surface Water Certification Schools (5x\$400/Exams 5x\$50)		\$ 2,250.00	\$ 2,250.00
2	Bacteriological (BacT) School - Brandon Ives & B.Kalin - \$120 each		\$ 240.00	\$ 240.00
3	Process Control Chemistry - Brandon Ives & B.Kalin - \$120 each		\$ 240.00	\$ 240.00
4	Leadership Schools - 3 x \$500		\$ 1,500.00	\$ 1,500.00
5	NC AWWA Conference/Association Meetings		\$ 800.00	\$ 800.00
6	Required Certification Renewal Contact Hours - 13 x \$115		\$ 1,495.00	\$ 1,495.00
7	Pesticide Exam/Certification Fee & Manuals		\$ 170.00	\$ 170.00
8	Rental Car Expense		\$ 300.00	\$ 300.00
9	Estimated Total Travel Expense Year End June 30	\$ 5,000.00		
10				
	<b>Total - 3121 Travel</b>	<b>\$ 5,000.00</b>	<b>\$ 6,995.00</b>	<b>\$ 6,995.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 61-Utilities Fund	<b>Dept. Head-Mike Wagner</b>
<b>Dept #:</b> Public Utilities - 4176	
<b>Division:</b> Water Plant - 4176	
<b>Account:</b> 3522 Machine/Equipment Maintenance	

Line #	PM	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	PM	Inspect, Repair, Calibration		\$ 35,000.00	\$ 35,000.00
2	PM	Electronic Maintenance (Upgrade finished water Mag Meters \$135k)		\$ 170,000.00	\$ 170,000.00
3	PM	Pump Repair		\$ 90,000.00	\$ 90,000.00
4	PM	Annual Hoist Inspections		\$ 1,400.00	\$ 1,400.00
5	PM	Misc. equipment repairs (motors, electrical, compressors, etc.)		\$ 120,000.00	\$ 120,000.00
6	PM	Annual PLC Inventory		\$ 1,200.00	\$ 1,200.00
7	PM	Vibration Analysis on all Finished Water Pumps		\$ 5,500.00	\$ 5,500.00
8	PM	TOC Analyzer Maintenance		\$ 6,000.00	\$ 6,000.00
9	PM	DR 6000 PM (benchtop analyzer)		\$ 1,200.00	\$ 1,200.00
10	Specific	Crack Repair, Paint, and seal clear well #2		\$ 130,000.00	\$ 130,000.00
11	Specific	Elevated Tank Asset Management 4 X's -(move to capital-#5950) Per Mike-increase maintenance \$ if this is not approved in capital		\$ -	\$ -
12	Specific	Concrete foundations for Flood Barriers (on hand barriers)		\$ 100,000.00	\$ 100,000.00
13	Specific	Overhaul Pre-Sedimentation Pump or Raw Pump		\$ 45,000.00	\$ 45,000.00
14	Specific	Upsize #4 High Service Pump - increased flow (move to capital #5093) per Mike-increase maintenance \$ is this is not approved in capital		\$ -	\$ -
15	Specific	Neuse River Pump Station Automatic Transfer Switch (over-engineered, been very unreliable. If it goes down, we are getting no raw water into the water system.)-move to capital #5855-increase maintenance \$ is this is not approved in capital		\$ -	\$ -
16	Specific	Main Plant generator manual transfer switch. Currently no ability to utilize the 600kw generator.		\$ 100,000.00	\$ 100,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3522 Machine/Equipment Maintenance

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
17	Reduce \$XXX,XXX per Mike.		\$ -	\$ -
18	Total Estimated Machine/Equip. Maint. FY 20-21 Year End	\$ 420,000.00		
	<b>Total - 3522 Machine/Equipment Maintenance</b>	<b>\$ 420,000.00</b>	<b>\$ 805,300.00</b>	<b>\$ 805,300.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Mike Wagner</b>
<b>Dept #: Public Utilities - 4176</b>	
<b>Division: Water Plant - 4176</b>	
<b>Account: 4911 Subscriptions</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Manuals - AWWA Standards, Lab, Regulatory & Water Plant Operators	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 4911 Subscriptions</b>	<b>\$ 1,750.00</b>	<b>\$ 1,750.00</b>	<b>\$ 1,750.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 4912 Fees & Dues

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	NC Water Treatment Facility Operators Certification Board	\$ 420.00	\$ 550.00	\$ 550.00
2	NC Waterworks Operators Association	\$ 650.00	\$ 650.00	\$ 650.00
3	NC Dept. of Environmental Quality - Plant Operating Permit	\$ 2,925.00	\$ 3,000.00	\$ 3,000.00
4	State Lab of Public Health-Drinking Water Certification Renewal	\$ 250.00	\$ 250.00	\$ 250.00
5	NC AWWA-WEA Maintenance Technology Certification	\$ 30.00	\$ 30.00	\$ 30.00
6	AWWA Membership Renewals (3) - \$252 x 3	\$ 735.00	\$ 756.00	\$ 756.00
7	National Association of Clean Water Agencies		\$ 1,000.00	\$ 1,000.00
8				
9				
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 5,010.00</b>	<b>\$ 6,236.00</b>	<b>\$ 6,236.00</b>

## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: P.U. / WATER RECLAMATION FACILITY

#### DEPARTMENT OVERVIEW:

The City of Goldsboro operates a 14.2 MGD advanced wastewater treatment facility. In 2020, an average of 11.16 MGD of wastewater was treated. Of this amount, 1.39 MGD was used purchased capacity. There is still 0.88 MGD of unused Reserved Purchased Capacity. Not only does the City treat the wastewater for its citizens, but also for citizens of Wayne County (Genoa), Fremont, Eureka, Walnut Creek, and Fork Township Sanitary District. It is essential that the Water Reclamation Facility produce highly treated wastewater since Goldsboro is located on the Neuse River, a nutrient sensitive water body, and the City is committed to protecting the river. The high quality of the wastewater, is used to irrigate the city's golf course and 144-acres of farmlands producing hay. The City also operates 40 acres of constructed wetlands that further "polishes" the fully treated wastewater before it is discharged to the Neuse River.

#### GOALS/MAJOR OBJECTIVES:

The Water Reclamation Facility aligns their major objectives with “Grow Goldsboro’s” strategic goals of Safe and Secure Community, Strong and Diverse Economy, and Exceptional Quality of Life. They are to:

- Produce high quality wastewater meeting all federal and state regulations and protecting the environment at an affordable cost.
- Maintain the Water Reclamation Facility and twenty-six wastewater pump stations, the constructed wetlands, and 144-acre farmlands to maximize the infrastructure life span and treatment capability.
- Have highly trained wastewater treatment operators that respond correctly to changing treatment conditions.

#### SIGNIFICANT BUDGET ISSUES:

The Water Reclamation Facility faces several significant issues in the upcoming fiscal year:

- UV system has 22 years of service; it has surpassed its working life expectancy and needs to be replaced; it is difficult at times to get parts and service for the equipment. It is running at 100% and should be running at >50% most of the time.
- Barscreens at the 117, Little Cherry, and New Hope Pump Stations are due to be replaced. Each has experienced costly failures in FY 19-20 and FY 20-21. The 117 barscreen is from the 1960’s and Little Cherry from the 1970’s.
- The Westbrook Pump Station generator has 26 years of service, has reached its working life expectancy, and needs to be replaced. This generator operation is critical to our master pump station and has been vital during Hurricane Matthew and Florence.
- Phase III- Telemetry equipment for the remote monitoring control system is outdated and critical parts are now obsolete. It is essential that this system for the Water Treatment Plant, Raw Water Pump Station, 4-Elevated Tanks, Water Reclamation Facility, 26-Pump Stations, Compost Facility, wetlands, and sprayfield is replaced with new and reliable technologies to remain permit compliant.
- The addition of an Assistant Director is important for succession planning and growth.



**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **61-Utilities Fund**  
**Dept #:**                 **4177**    **Public Utilities**  
**Division:**             **4177**    **Waste Treatment**

**Dept. Head**            **Mike Wagner**  
 ~ = Division by Zero  
 \* = Change < \$500  
 Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 954,775.07	\$ 982,301.81	\$ 982,301.81	\$ 921,229.63	\$ 1,074,707.86	9.41%	\$ 966,915.28	-1.57%
1215	Salaries & Wages-Shift Differential		\$ -	\$ -	\$ 5,600.00	\$ 10,400.00	~	\$ 10,400.00	~
1220	Salaries & Wages Overtime	\$ 8,851.84	\$ 12,000.00	\$ 12,000.00	\$ 13,500.00	\$ 13,500.00	12.50%	\$ 13,500.00	12.50%
1272	Holiday Pay	\$ 7,553.84	\$ 8,300.00	\$ 8,300.00	\$ 8,800.00	\$ 8,800.00	6.02%	\$ 8,800.00	6.02%
1274	Call Duty Pay	\$ 6,535.71	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275	Salaries & Wages Bonus	\$ 7,928.06	\$ -	\$ -	\$ 3,238.00	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 4,073.62	\$ -	\$ -	\$ 4,125.00	\$ 6,300.00	~	\$ 6,300.00	~
1280	Vacation Pay Out	\$ 1,412.59	\$ 12,448.80	\$ 12,448.80	\$ 17,482.00	\$ 5,000.00	-59.84%	\$ 5,000.00	-59.84%
1810	Social Security	\$ 72,679.77	\$ 78,148.62	\$ 78,148.62	\$ 75,006.31	\$ 86,078.40	10.15%	\$ 77,832.27	-0.40%
1821	NCLGERS-Retirement	\$ 89,847.67	\$ 104,300.32	\$ 104,300.32	\$ 100,106.46	\$ 127,261.01	22.01%	\$ 115,069.67	10.33%
1822	401-K Retirement	\$ 39,645.27	\$ 40,862.02	\$ 40,862.02	\$ 39,218.99	\$ 45,008.31	10.15%	\$ 40,696.61	-0.40%
1830	Hospital Insurance	\$ 119,066.72	\$ 130,800.00	\$ 130,800.00	\$ 129,120.00	\$ 135,576.00	3.65%	\$ 122,740.00	-6.16%
1835	Group Term Life Insurance Coverage	\$ 546.10	\$ 839.52	\$ 839.52	\$ 763.20	\$ 801.36	-4.55%	\$ 763.20	-9.09%
1850	Unemployment Compensation		\$ 449.00	\$ 449.00	\$ 449.00	\$ 310.00	*	\$ 310.00	*
1860	Worker's Compensation	\$ 4,347.00	\$ 4,328.00	\$ 4,328.00	\$ 5,263.74	\$ 5,422.00	25.28%	\$ 5,422.00	25.28%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,317,263.26</b>	<b>\$ 1,381,278.09</b>	<b>\$ 1,381,278.09</b>	<b>\$ 1,330,402.32</b>	<b>\$ 1,525,664.94</b>	<b>10.45%</b>	<b>\$ 1,380,249.03</b>	<b>-0.07%</b>
1911	Audit	\$ 13,312.50	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1915	Bank Fees	\$ 81,004.36			\$ -	\$ -	*	\$ -	*
1931	Medical Treatment	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
1932	Medical Exams	\$ 474.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	0.00%	\$ 550.00	0.00%
1991	Consultant Fees	\$ 5,000.00	\$ 104,210.00	\$ 104,210.00	\$ 104,210.00	\$ 31,096.00	-70.16%	\$ 31,096.00	-70.16%
2111	Cleaning Supplies	\$ 3,994.68	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
2121	Uniforms	\$ 4,143.03	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	0.00%	\$ 5,250.00	0.00%
2123	Protective Clothing	\$ 2,168.37	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
2124	Shoes-Steel Toe	\$ 1,587.55	\$ 2,415.00	\$ 2,415.00	\$ 2,415.00	\$ 3,000.00	24.22%	\$ 3,000.00	24.22%
2203	Employee Appreciation	\$ 316.94	\$ 336.00	\$ 336.00	\$ 336.00	\$ 320.00	*	\$ 320.00	*
2323	Other Training	\$ 950.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2501	Vehicle Operation/Maintenance	\$ 6,177.78	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	0.00%	\$ -	*
2502	Vehicle Fuel	\$ 7,654.18	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	0.00%	\$ -	*
2591	Fuel For Equipment	\$ 11,086.24	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	0.00%	\$ 9,500.00	0.00%
2601	Office Supplies	\$ 2,991.97	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2993	Operational Supplies	\$ 126,290.94	\$ 139,622.00	\$ 139,622.00	\$ 139,600.00	\$ 149,600.00	7.15%	\$ 149,600.00	7.15%
2994	Tools	\$ 917.45	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2998	Chemicals	\$ 85,633.37	\$ 154,236.50	\$ 154,236.50	\$ 141,353.00	\$ 161,021.00	4.40%	\$ 161,021.00	4.40%

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **61-Utilities Fund**  
**Dept #:**                 **4177**    **Public Utilities**  
**Division:**             **4177**    **Waste Treatment**

**Dept. Head**            **Mike Wagner**  
 ~ = Division by Zero  
 \* = Change < \$500  
 Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3121	Travel	\$ 5,184.34	\$ 13,620.00	\$ 13,620.00	\$ 13,620.00	\$ 29,850.00	119.16%	\$ 29,850.00	119.16%
3210	Telephone	\$ 3,204.54	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
3250	Postage	\$ 62,331.78	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ -	*
3310	Electricity	\$ 585,720.49	\$ 650,000.00	\$ 650,000.00	\$ 505,793.14	\$ 600,000.00	-7.69%	\$ 600,000.00	-7.69%
3410	Printing	\$ 208.00			\$ -	\$ -	*	\$ -	*
3421	Copy Machine Cost	\$ 59.90	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	*	\$ 175.00	*
3510	Repairs (Insurance Claims)	\$ 341.92	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
3511	Building Maintenance	\$ 18,585.24	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 31,300.00	11.79%	\$ 31,300.00	11.79%
3521	Office Machine Maintenance	\$ 1,516.73	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
3522	Machine/Equipment Maintenance	\$ 771,911.92	\$ 600,084.00	\$ 600,084.00	\$ 600,000.00	\$ 973,162.00	62.17%	\$ 703,162.00	17.18%
3608	Pump Stations Maintenance	\$ 172,475.45	\$ 160,000.00	\$ 176,012.50	\$ 176,000.00	\$ 160,000.00	0.00%	\$ 175,000.00	9.38%
3990	Wastewater Analysis	\$ 14,860.11	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
4221	Software License Fees	\$ 50,049.09			\$ -	\$ -	*	\$ -	*
4391	Equipment Rent	\$ 1,753.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
4401	Generator Contract	\$ 47,516.51	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
4511	Multi-Peril Insurance	\$ 199,083.00	\$ 211,730.00	\$ 211,730.00	\$ 241,007.28	\$ 248,237.00	17.24%	\$ 248,237.00	17.24%
4521	Auto Liability	\$ 2,059.00	\$ 2,162.00	\$ 2,162.00	\$ 2,245.84	\$ 2,313.00	6.98%	\$ 2,313.00	6.98%
4541	Employee Personal Liability	\$ 85.00	\$ 85.00	\$ 85.00	\$ 74.69	\$ 77.00	*	\$ 77.00	*
4911	Subscriptions	\$ 150.00	\$ 150.00	\$ 150.00	\$ 232.00	\$ 326.00	*	\$ 326.00	*
4912	Fees & Dues	\$ 10,893.00	\$ 11,270.00	\$ 11,270.00	\$ 10,715.00	\$ 11,180.00	-0.80%	\$ 11,180.00	-0.80%
4920	Arbitrage Rebate Fees	\$ 332.62			\$ -	\$ -	*	\$ -	*
4990	Equipment Expense	\$ 2,465.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00	\$ -	*	\$ -	*
9561	Office Supplies	\$ 414.48	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	0.00%	\$ 700.00	0.00%
9959	Neuse River Basin Association	\$ 14,816.45	\$ 17,285.82	\$ 17,285.82	\$ 17,286.00	\$ 14,834.00	-14.18%	\$ 14,834.00	-14.18%
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 12,000.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 19,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 2,500.00	~
	<b>Total Operating Expenditures</b>	<b>\$ 2,319,720.93</b>	<b>\$ 2,215,731.32</b>	<b>\$ 2,231,743.82</b>	<b>\$ 2,103,412.95</b>	<b>\$ 2,532,741.00</b>	<b>14.31%</b>	<b>\$ 2,277,741.00</b>	<b>2.80%</b>
5401	Administrative Car	\$ 11.00			\$ -	\$ 50,000.00	~	\$ 50,000.00	~
5412	Compact Pick-Up Trucks	\$ 24,014.98			\$ -	\$ -	*	\$ -	*
5486	72" Cut Riding Mower	\$ 14,426.25			\$ -	\$ -	*	\$ -	*
5527	Miscellaneous Equipment	\$ 81,130.40	\$ 6,000.00	\$ 6,000.00	\$ 6,264.00	\$ 25,800.00	330.00%	\$ 25,800.00	330.00%
5579	Electric Golf Carts		\$ 35,000.00	\$ 35,000.00	\$ 26,000.00	\$ -	*	\$ -	*
5685	Generator				\$ -	\$ 500,000.00	~	\$ 500,000.00	~

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund: 61-Utilities Fund Dept. Head Mike Wagner									
Dept #: 4177 Public Utilities ~ = Division by Zero									
Division: 4177 Waste Treatment * = Change < \$500									
Purple Cell-Finance Input									
	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
5687	Aerators				\$ -	\$ 122,055.00	~	\$ 122,055.00	~
5746	WASS Valve Replacement				\$ -	\$ 95,000.00	~	\$ 95,000.00	~
5747	U.V. System Replacement				\$ -	\$ 1,030,000.00	~	\$ -	*
5852	New Hope Lift Station Upgrade				\$ -	\$ 200,000.00	~	\$ 200,000.00	~
5855	Hwy 117 Pump Station Upgrade				\$ -	\$ 225,000.00	~	\$ 225,000.00	~
5873	Water Pump	\$ 21,315.00			\$ -	\$ -	*	\$ -	*
5888	Hypo Day Tank				\$ -	\$ 45,000.00	~	\$ 45,000.00	~
5910	Bar Screen/Cherry Hospital				\$ -	\$ 225,000.00	~	\$ -	*
5936	Westside Pump Station Pump				\$ -	\$ 240,000.00	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 140,897.63</b>	<b>\$ 41,000.00</b>	<b>\$ 41,000.00</b>	<b>\$ 32,264.00</b>	<b>\$ 2,757,855.00</b>	<b>6626.48%</b>	<b>\$ 1,262,855.00</b>	<b>2980.13%</b>
7100	Bond Principal				\$ -	\$ -	*	\$ -	*
7110	Wastewater Principal Payment				\$ -	\$ -	*	\$ -	*
7200	Bond Interest				\$ -	\$ -	*	\$ -	*
7210	Wastewater Interest Payment				\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Public Utilities-Waste Treatment Budget</b>	<b>\$ 3,777,881.82</b>	<b>\$ 3,638,009.41</b>	<b>\$ 3,654,021.91</b>	<b>\$ 3,466,079.27</b>	<b>\$ 6,816,260.94</b>	<b>87.36%</b>	<b>\$ 4,920,845.03</b>	<b>35.26%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike Wagner	Blue Font - Detail Schedule Requested
Fund:	61-Utilities Fund		Green Cell - Department Input
Dept #:	Public Utilities - 4177		
Division:	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
			NOTE: 21 employees (20 including J. Boyette in Engineering + 1 new next FY) in Salaries; 20 employees in Operational Costs			
1210	Salaries & Wages Regular			\$ 921,229.63	\$ 1,074,707.86	\$ 966,915.28
1215	Salaries & Wages-Shift Differential		\$400 per pay period estimate x 26 pay periods	\$ 5,600.00	\$ 10,400.00	\$ 10,400.00
1220	Salaries & Wages Overtime		\$1125 per month estimate	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
1272	Holiday Pay			\$ 8,800.00	\$ 8,800.00	\$ 8,800.00
1274	Call Duty Pay		\$125 Operator On-Call Duty once per week x 52 weeks	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus		Leave Blank for next FY per T. Odom/C. Gwynn on 3/17/21	\$ 3,238.00		\$ -
1278	Wellness Earnings		\$300 per year x 21 employees	\$ 4,125.00	\$ 6,300.00	\$ 6,300.00
1280	Vacation Pay Out		Possible Employee Turnover Estimate for next FY	\$ 17,482.00	\$ 5,000.00	\$ 5,000.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 75,006.31	\$ 86,078.40	\$ 77,832.27
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24 (Leo)	\$ 100,106.46	\$ 127,261.01	\$ 115,069.67
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 39,218.99	\$ 45,008.31	\$ 40,696.61
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 129,120.00	\$ 135,576.00	\$ 122,740.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 763.20	\$ 801.36	\$ 763.20
1850	Unemployment Compensation		Provided by Finance	\$ 449.00	\$ 310.00	\$ 310.00
1860	Worker's Compensation		Provided by Finance	\$ 5,263.74	\$ 5,422.00	\$ 5,422.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,330,402.32</b>	<b>\$ 1,525,664.94</b>	<b>\$ 1,380,249.03</b>
1911	Audit			\$ -	\$ -	\$ -
1915	Bank Fees		Audit & Bank Fees are coded to 4174 per T. Odom 3/17/21	\$ -	\$ -	\$ -
1931	Medical Treatment			\$ 50.00	\$ 50.00	\$ 50.00
1932	Medical Exams			\$ 550.00	\$ 550.00	\$ 550.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See SCH1991	<b>\$ 104,210.00</b>	<b>\$ 31,096.00</b>	<b>\$ 31,096.00</b>
2111	Cleaning Supplies		Housekeeping: floor cleaner, toilet paper, paper towels, etc	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
2121	Uniforms		\$250 x 21 employees for FY20-21	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00
2123	Protective Clothing			\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
2124	Shoes-Steel Toe		\$150 x 20 employees next FY	\$ 2,415.00	\$ 3,000.00	\$ 3,000.00
2203	Employee Appreciation		\$16 x 20 employees next FY	\$ 336.00	\$ 320.00	\$ 320.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See SCH2323	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
2501	Vehicle Operation/Maintenance			\$ 12,000.00	\$ 12,000.00	\$ -
2502	Vehicle Fuel			\$ 19,000.00	\$ 19,000.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	<b>Dept. Head-Mike Wagner</b>	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4177		
<b>Division:</b>	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2591	Fuel For Equipment		Generators at the WRF, 5 pump stations, and 3 portables	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
2601	Office Supplies			\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
2993	Operational Supplies		Bird Control-\$49,334, Lab Supplies, Herbicides, Spray Field, etc.	\$ 139,600.00	\$ 149,600.00	\$ 149,600.00
2994	Tools		Maintenance of equipment, pump stations, and grounds	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>2998</b>	<b>Chemicals</b>	<b>Y</b>	See SCH2998	<b>\$ 141,353.00</b>	<b>\$ 161,021.00</b>	<b>\$ 161,021.00</b>
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 13,620.00</b>	<b>\$ 29,850.00</b>	<b>\$ 29,850.00</b>
3210	Telephone			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3250	Postage			\$ 2,500.00	\$ 2,500.00	\$ -
3310	Electricity		Provided by Finance	\$ 505,793.14	\$ 600,000.00	\$ 600,000.00
3410	Printing		Line Item No Longer Used	\$ -	\$ -	\$ -
3421	Copy Machine Cost		Copies made at City Hall	\$ 175.00	\$ 175.00	\$ 175.00
3510	Repairs (Insurance Claims)			\$ 500.00	\$ 500.00	\$ 500.00
3511	Building Maintenance		Blower Bldg. Roof Replacement - \$20,000; A/C Servicing - \$3000; Exterminator - \$300; Floor Cleaning - \$2000; Fire Extinguisher - \$1000; Misc. Painting, Glass, Signage, Building Repairs - \$5000	\$ 28,000.00	\$ 31,300.00	\$ 31,300.00
3521	Office Machine Maintenance		Copier Lease	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>3522</b>	<b>Machine/Equipment Maintenance</b>	<b>Y</b>	See SCH3522	<b>\$ 600,000.00</b>	<b>\$ 973,162.00</b>	<b>\$ 703,162.00</b>
<b>3608</b>	<b>Pump Stations Maintenance</b>	<b>Y</b>	Pump Replacement & Repairs, Replacement of Barscreen and Generators, #5 VFD for Westbrook PS- Moved most to capital outlay	<b>\$ 176,000.00</b>	<b>\$ 160,000.00</b>	<b>\$ 175,000.00</b>
3990	Wastewater Analysis		Permit & process control testing for WRF, Wetlands, Reuse	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
4221	Software License Fees		See IT			\$ -
4391	Equipment Rent		Renting of pumps, lifts, bobcat, etc.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4401	Generator Contract		Servicing and repairs to 14 emergency generators	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 241,007.28	\$ 248,237.00	\$ 248,237.00
4521	Auto Liability		Provided by Finance	\$ 2,245.84	\$ 2,313.00	\$ 2,313.00
4541	Employee Personal Liability		Provided by Finance	\$ 74.69	\$ 77.00	\$ 77.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See SCH4911	<b>\$ 232.00</b>	<b>\$ 326.00</b>	<b>\$ 326.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See SCH4912	<b>\$ 10,715.00</b>	<b>\$ 11,180.00</b>	<b>\$ 11,180.00</b>
4920	Arbitrage Rebate Fees		Not Listed in Banner-probably coded to 4174 per Terrie-3/17	\$ -	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Mike Wagner	<b>Green Cell - Department Input</b>
Dept #:	Public Utilities - 4177		
Division:	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4990	Equipment Expense		\$2500 YTD spent of \$4100 approved;	\$ 4,100.00		\$ -
9561	Office Supplies		Copier Paper, City Envelopes, Calendars	\$ 700.00	\$ 700.00	\$ 700.00
9959	Neuse River Basin Association		Annual Membership Dues for LNBA and NRCA	\$ 17,286.00	\$ 14,834.00	\$ 14,834.00
2501A	Fleet Charges Internal Use Only!		Maintenance & Repairs for cars, trucks & lawn mowers			\$ 12,000.00
2502A	Vehicle Fuel-Internal Charges		6 Vehicles + Carboy for 12" Hydraulic Submersible Pump			\$ 19,000.00
3250A	Postage-Internal Charges only!					\$ 2,500.00
	<b>Total Operating Expenditures</b>			<b>\$ 2,103,412.95</b>	<b>\$ 2,532,741.00</b>	<b>\$ 2,277,741.00</b>
5401	Administrative Car		See Capital	\$ -	\$ 50,000.00	\$ 50,000.00
5412	Compact Pick-Up Trucks			\$ -	\$ -	\$ -
5486	72" Cut Riding Mower			\$ -	\$ -	\$ -
5527	Miscellaneous Equipment		See Capital	\$ 6,264.00	\$ 25,800.00	\$ 25,800.00
5579	Electric Golf Carts		\$26,000 YTD Committed for Gator & 2 Golf Carts - \$9100 bal.	\$ 26,000.00	\$ -	\$ -
5685	Generator		See Capital		\$ 500,000.00	\$ 500,000.00
5687	Aerators		See Capital		\$ 122,055.00	\$ 122,055.00
5746	WASS Valve Replacement		See Capital		\$ 95,000.00	\$ 95,000.00
5747	U.V. System Replacement		See Capital		\$ 1,030,000.00	\$ -
5852	New Hope Lift Station Upgrade		See Capital		\$ 200,000.00	\$ 200,000.00
5855	Hwy 117 Pump Station Upgrade		See Capital		\$ 225,000.00	\$ 225,000.00
5873	Water Pump		See Capital	\$ -	\$ -	\$ -
5888	Hypo Day Tank		See Capital		\$ 45,000.00	\$ 45,000.00
5910	Bar Screen/Cherry Hospital		See Capital		\$ 225,000.00	\$ -
5936	Westside Pump Station Pump		See Capital		\$ 240,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 32,264.00</b>	<b>\$ 2,757,855.00</b>	<b>\$ 1,262,855.00</b>
7100	Bond Principal		Provided by Finance			
7110	Wastewater Principal Payment		Provided by Finance			
7200	Bond Interest		Provided by Finance			
7210	Wastewater Interest Payment		Provided by Finance			
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Utilities-Waste Treatment Budget</b>			<b>\$ 3,466,079.27</b>	<b>\$ 6,816,260.94</b>	<b>\$ 4,920,845.03</b>

**CAPITAL OUTLAY**      Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund      Dept. Head-Mike Wagner  
**Dept #:** Public Utilities - 4177  
**Division:** Waste Treatment - 4177

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information					Department Request	Manager Recommend. 6/01/21	New Debt?
				Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement					
						Estim. Auction Proceeds?	FY18-19	FY19-20					FY20-21				
1	5401	A1104	2007/Toyota/Yaris	\$ 15,000.00	73,800	\$ 5,000.00	\$ 845.48	\$ 845.48	\$ 845.48	N	2	Ford Ranger	Age/ Not meeting transportation/travel needs	\$ 25,000.00	\$ 25,000.00		
2	5401	A1196	2011/Toyota Yaris hatchback	\$ 15,000.00	41,500	\$ 7,000.00	\$ 649.29	\$ 649.29	\$ 649.29	N	3	Ford Escape	Age/ Not meeting sampling and transportation needs	\$ 25,000.00	\$ 25,000.00		
3	5527	N/A	Hach Multi-Bottle Sampler	\$ 5,500.00		\$ -				N	2	Refrigerated Sampler	No back-up Sampler	\$ 7,300.00	\$ 7,300.00		
4	5527	N/A	2007 Buchi-Distillation (of water)	\$ 15,000.00	N/A		\$ 352.00	\$ 157.00	\$ 1,066.00	N	1	Lab Distillation Unit	14 years old; Maint. Issues	\$ 18,500.00	\$ 18,500.00		
5	5888	N/A	1999/Part of Upgrade		N/A					N	1	Bulk Chemical Tank - Hypochlorite (10,000 gallon tank; for re-use water; if anything happens to the UV system they use this.	Past Life Expectancy (20 year)	\$ 45,000.00	\$ 45,000.00		
6	5746											WASS Valve Replacement	Replace valves that are >40-years old and are failing. This is an estimate to replace all four valves.	\$ 95,000.00	\$ 95,000.00		
7	5747											U.V. System Replacement (if not approved-need to add back \$50K-\$100K in #3522 in maintenance costs	Currently have a U.V. System to disinfect the water being discharged into the Neuse River that is over 20-years old. Parts are becoming harder to source and we have spent >\$260k in the last 3-years keeping it running. We are asking to replace the current asset.	\$ 1,030,000.00	\$ -		
8	5687											Aerator Rehabilitation	We have four (4) aerators, one on each basin. They are each past their working life expectancy and need rehabbed. One per year at an estimated cost of \$122,055 (EACH).	\$ 122,055.00	\$ 122,055.00		
9	5936											VFD for Pump #5 @ Westbrook Pump Station		\$ 240,000.00	\$ -		
10	5855											Bar Screen At Hwy 117		\$ 225,000.00	\$ 225,000.00		
11	5910											Bar Screen At Cherry Hospital		\$ 225,000.00	\$ -		
12	5852											Barscreen At New Hope		\$ 200,000.00	\$ 200,000.00		
13	5685											Westbrook Pump Station 650 KW Generator		\$ 500,000.00	\$ 500,000.00		

CAPITAL OUTLAY															Fiscal Year FY21-22		
Fund: 61-Utilities Fund Dept. Head-Mike Wagner																	
Dept #: Public Utilities - 4177																	
Division: Waste Treatment - 4177																	
Current Asset Information										Replacement Asset Information							
Maintenance Cost History																	
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?	
14																	
<b>Total Capital Outlay Request</b>				\$ 50,500.00		\$ 12,000.00	\$ 1,846.77	\$ 1,651.77	\$ 2,560.77					\$ 2,757,855.00	\$ 1,262,855.00		

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 1991 Consultant Fees

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Miscellaneous Professional Consulting Services for WRF Operation and Compliance	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	Professional Services for Integration of Asset Management	\$ 75,000.00	\$ 10,000.00	\$ 10,000.00
3	Professional Services for Stantec-Utility Rate Study- split between 4176 & 4177 (Total for year \$22,192)	\$ 19,210.00	\$ 11,096.00	\$ 11,096.00
4				
5				
6				
7				
8				
9	Total Estimated Consultant Fees FY 20-21 Year End			
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 104,210.00</b>	<b>\$ 31,096.00</b>	<b>\$ 31,096.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 2323 Other Training

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Mandatory Stormwater Training (ES&GS/Bill Sabata)	\$ 500.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training	\$ 500.00	\$ 500.00	\$ 500.00
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 2998 Chemicals

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Spray Field Hypo (Mini) - 500 gallons x 2.15 x 6 months	\$ 6,450.00	\$ 6,450.00	\$ 6,450.00
2	Hypo Plant Site (Large) - 5,000 gallons x 0.80 x 6 months	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
3	Sodium Bisulfite - 1500 gallons x 12 months x 2.63	\$ 33,800.00	\$ 47,340.00	\$ 47,340.00
4	Dechlor Tablets (48 lbs.) 157 x 30 buckets	\$ 8,100.00	\$ 4,710.00	\$ 4,710.00
5	CL2 Tablets - 50 lb. bucket - 150.01 x 50 buckets	\$ 4,500.00	\$ 7,500.50	\$ 7,500.50
6	Polymer - 1 Tote 3495 x 16 totes	\$ 55,920.00	\$ 55,920.00	\$ 55,920.00
7	Polymer (Drums) 450 lbs. x 1.54 x 4 Drums	\$ -	\$ 2,772.00	\$ 2,772.00
8	Poly Aluminum Chloride Tote (275 Gallons) - 6 x \$1872.75	\$ 7,491.00	\$ 11,236.50	\$ 11,236.50
9	CL2 Granular - 100 lb. Drums - 6 x \$182	\$ 1,092.00	\$ 1,092.00	\$ 1,092.00
10				
	<b>Total - 2998 Chemicals</b>	<b>\$ 141,353.00</b>	<b>\$ 161,021.00</b>	<b>\$ 161,021.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Mike Wagner</b>
<b>Dept #: Public Utilities - 4177</b>	
<b>Division: Waste Treatment - 4177</b>	
<b>Account: 3121 Travel</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Wastewater Operator Certification Schools/Exams - 8 schools @ \$425; 8 exams @ \$85 & 8 Training Manuals x \$200		\$ 5,680.00	\$ 5,680.00
2	1 Spray Irrigation School & 1 Electrical Safety School		\$ 950.00	\$ 950.00
3	Pretreatment Workshop		\$ 100.00	\$ 100.00
4	Association Meetings (Periodic professional/educational mtgs.)		\$ 100.00	\$ 100.00
5	Required Certification Renewal for Contact Hours - 20 x \$115		\$ 2,300.00	\$ 2,300.00
6	NC AWWA Annual Conf. & Misc. Leadership Programs		\$ 1,200.00	\$ 1,200.00
7	Pesticide Exam/Certification Fee & Manuals		\$ 170.00	\$ 170.00
8	Rental Car Expense		\$ 300.00	\$ 300.00
9	AWWA, NCRWA, Compost Annual Conference (Director)		\$ 3,000.00	\$ 3,000.00
10	UNC Water and Wastewater National Leadership School		\$ 13,550.00	\$ 13,550.00
11	Lab Analyst II X's 2 (\$290 + \$85 x 2)		\$ 750.00	\$ 750.00
12	NC Rural Water Association Apprentice Service Fee - \$1750		\$ 1,750.00	\$ 1,750.00
13				
14				
15				
16				
17				
18	<b>Total Estimated Travel FY 20-21 Year End</b>	<b>\$ 13,620.00</b>		
19				
	<b>Total - 3121 Travel</b>	<b>\$ 13,620.00</b>	<b>\$ 29,850.00</b>	<b>\$ 29,850.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY21-22**  
**Fund: 61-Utilities Fund** **Dept. Head-Mike Wagner**  
**Dept #: Public Utilities - 4177**  
**Division: Waste Treatment - 4177**  
**Account: 3522 Machine/Equipment Maintenance**

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Inspect, Repair, Calibration		\$ 150,000.00	\$ 150,000.00
2	Electronic Maintenance (Calibrations, repairs, etc..)		\$ 50,000.00	\$ 50,000.00
3	Vibration Analysis/Infrared Analysis		\$ 6,180.00	\$ 6,180.00
4	Pump/Motors Repair on WRF Site		\$ 45,000.00	\$ 45,000.00
5	Hoist Inspections		\$ 1,100.00	\$ 1,100.00
6	Bio Blower Service-Annual		\$ 3,000.00	\$ 3,000.00
7	Turbo Blowers - Annual Service		\$ 15,195.00	\$ 15,195.00
8	Maintenance Contract for Smart System 5		\$ 4,429.00	\$ 4,429.00
9	UV Light Replacement Parts & Repairs		\$ 18,750.00	\$ 48,750.00
10	Annual Belt Filter Press Service		\$ 6,800.00	\$ 6,800.00
11	Replace 3 sets of Belts, Spray Nozzles & Shoes on Dewatering Belt Presses (yearly)		\$ 15,160.00	\$ 15,160.00
12	Dewatering Service Parts Seals,Doctor Blades,Polymer Feed		\$ 16,000.00	\$ 16,000.00
13	Annual PLC Program Inventory		\$ 1,300.00	\$ 1,300.00
14	Replace Air Filters for Turbo Blowers & Panels		\$ 17,186.00	\$ 17,186.00
15	Replace Weir Brushes		\$ 5,200.00	\$ 5,200.00
16	Instrumentation Sensors (DO, pH, Turbidity & Monitors)		\$ 29,322.00	\$ 29,322.00
17	Grit Chambers - #1 & #2 Clean Out		\$ 18,800.00	\$ 18,800.00
18	SCADA & PLC Service (CITI)		\$ 9,270.00	\$ 9,270.00
19	WASS Valve Replacement-moved to capital (#5746) incr. maintenance \$ if not approved in capital		\$ -	\$ -
20	Bio Tank Blower Replacement		\$ 25,000.00	\$ 25,000.00
21	Bio Blower Replacement (includes removal of old & installation of new)		\$ 29,870.00	\$ 29,870.00
22	U.V. System Replacement-moved to capital (#5747) incr. maintenance \$ if not approved in capital		\$ -	\$ -

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3522 Machine/Equipment Maintenance

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
23	Aerator Rehabilitation-moved to capital (#5687) incr. maintenance \$ if not approved in capital		\$ -	\$ -
24	EQ Basin #1 Sludge Removal		\$ 200,000.00	\$ -
25	Phase III of III Telemetry Upgrade at 40-locations		\$ 300,000.00	\$ 200,000.00
26	Per Mike reduce \$XXX,XXX. Detail not specified			
27	Laboratory Equipment Servicing		\$ 5,600.00	\$ 5,600.00
28	Total Estimated Machine/Equip. Maint. FY 20-21 Year End	\$ 600,000.00		
	<b>Total - 3522 Machine/Equipment Maintenance</b>	<b>\$ 600,000.00</b>	<b>\$ 973,162.00</b>	<b>\$ 703,162.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 4911 Subscriptions

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Laboratory Standards Manuals	\$ 150.00	\$ 150.00	\$ 150.00
2	Goldsboro News Argus Subscription	\$ 82.00	\$ 176.00	\$ 176.00
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 4911 Subscriptions</b>		<b>\$ 232.00</b>	<b>\$ 326.00</b>	<b>\$ 326.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Mike Wagner</b>
<b>Dept #: Public Utilities - 4177</b>	
<b>Division: Waste Treatment - 4177</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Wastewater Operator Certification Renewals (23 x \$50-this includes 3 cross-certified staff in Water & Compost + 20 WRF staff)(Due in Dec)	\$ 900.00	\$ 1,150.00	\$ 1,150.00
2	NCAWWA-WEA Assn. Membership for Operators (\$85 x 20)(3 due in Feb & remainder in May); 19 x \$80 this FY	\$ 1,520.00	\$ 1,700.00	\$ 1,700.00
3	NC AWWA-WEA Maintenance Technology Certification (Jay/Mechanic)	\$ 30.00	\$ 30.00	\$ 30.00
4	Annual NPDES Permit Fee (Discharge) due in November	\$ 3,440.00	\$ 3,440.00	\$ 3,440.00
5	Laboratory Annual Certification (due in Oct)	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
6	Pretreatment Consortium (Pretreatment Coordinator)	\$ 25.00	\$ 25.00	\$ 25.00
7	Water Environment Federation/National AWWA(Director)	\$ 465.00	\$ 500.00	\$ 500.00
8	NC Rural Water Assoc.(City of Goldsboro System Membership)	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00
9	Reclaimed Water Annual Permit (Non-Discharge)(due July)	\$ 1,310.00	\$ 1,310.00	\$ 1,310.00
10	NC Association of Municipal Clerks/International Institute of Municipal Clerks	\$ 190.00	\$ 190.00	\$ 190.00
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 10,715.00</b>	<b>\$ 11,180.00</b>	<b>\$ 11,180.00</b>

<b>EXPENDITURE SHEET</b> Fiscal Year <b>FY21-22</b>									
<b>Fund:</b> 61-Utilities Fund		<b>Dept. Head</b> Marty Anderson							
<b>Dept #:</b> 4178    Public Utilities		~ = Division by Zero							
<b>Division:</b> 4178    Utility Fund Capital		* = Change < \$500							
Purple Cell-Finance Input									
	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1834	City's Portion Retiree Health Insur		\$ 38,000.00	\$ 38,000.00	\$ 12,000.00	\$ 14,000.00	-63.16%	\$ 14,000.00	-63.16%
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ 38,000.00	\$ 38,000.00	\$ 12,000.00	\$ 14,000.00	-63.16%	\$ 14,000.00	-63.16%
1991	Consultant Fees	\$ -			\$ -	\$ -	*	\$ -	*
3599	Storm Damage Cleanup	\$ -			\$ -	\$ -	*	\$ -	*
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
5152	Meter Reading Device Upgrade	\$ 107,810.92			\$ -	\$ -	*	\$ -	*
5412	Compact Pick-Up Trucks		\$ 24,000.00	\$ 24,000.00	\$ 25,690.00	\$ -	*	\$ -	*
5527	Miscellaneous Equipment		\$ 8,100.00	\$ 8,100.00	\$ -	\$ 9,410.00	16.17%	\$ 9,410.00	16.17%
5734	GPS Equipment	\$ 50,285.90	\$ 6,110.00	\$ 6,110.00	\$ 6,108.00	\$ -	*	\$ -	*
5741	Sewer Bond Exp-Engineering	\$ 107,185.00			\$ 380,000.00	\$ -	*	\$ -	*
5744	Sewer Capacity Purchased	\$ 687,000.00			\$ -	\$ -	*	\$ -	*
5745	NCDOT U57-24 Ctrl Hts Realignmt	\$ 27,875.69			\$ -	\$ -	*	\$ -	*
5909	Utility Improvements		\$ 125,000.00	\$ 125,000.00	\$ -	\$ -	*	\$ -	*
5912	Water Tank Painting	\$ 823,295.00	\$ 500,000.00	\$ 500,000.00	\$ 245,000.00	\$ -	*	\$ -	*
5969	Sewer Improvements				\$ -	\$ 974,000.00	~	\$ 110,000.00	~
5982	Water Improvements				\$ -	\$ 44,000.00	~	\$ -	*
	<b>Total Capital Outlay</b>	\$ 1,803,452.51	\$ 663,210.00	\$ 663,210.00	\$ 656,798.00	\$ 1,027,410.00	54.91%	\$ 119,410.00	-82.00%
7160	Lease Purchase Payment				\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Public Utilities-Utility Fund Capital Budget</b>	\$ 1,803,452.51	\$ 701,210.00	\$ 701,210.00	\$ 668,798.00	\$ 1,041,410.00	48.52%	\$ 133,410.00	-80.97%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Marty Anderson	<b>Green Cell - Department Input</b>
Dept #:	Public Utilities - 4178		
Division:	Utility Fund Capital - 4178		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1834	City's Portion Retiree Health Insur			\$ 12,000.00	\$ 14,000.00	\$ 14,000.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 12,000.00</b>	<b>\$ 14,000.00</b>	<b>\$ 14,000.00</b>
1991	<b>Consultant Fees</b>	Y		\$ -	\$ -	\$ -
3599	Storm Damage Cleanup				\$ -	\$ -
	<b>Total Operating Expenditures</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5152	Meter Reading Device Upgrade			\$ -	\$ -	\$ -
5412	Compact Pick-Up Trucks		2021 F-150 4x2 Super Crew Cab	\$ 25,690.00	\$ -	\$ -
5527	Miscellaneous Equipment		Survey Utility Box for transporting survey equipment	\$ -	\$ 9,410.00	\$ 9,410.00
5734	GPS Equipment		Trimble GPS Unit	\$ 6,108.00	\$ -	\$ -
5741	Sewer Bond Exp-Engineering		Wastewater System Improvements	\$ 380,000.00	\$ -	\$ -
5744	Sewer Capacity Purchased			\$ -	\$ -	\$ -
5745	NCDOT U57-24 Ctrl Hts Realignmt		Central Heights Road Realignment (FY2022/23)	\$ -	\$ -	\$ -
5909	Utility Improvements		Wayne Memorial Drive Improvements (FY 2022/23) (Bulb outs)	\$ -	\$ -	\$ -
5912	Water Tank Painting		Water Tank Painting/Maintenance	\$ 245,000.00	\$ -	\$ -
5969	Sewer Improvements			\$ -	\$ 974,000.00	\$ 110,000.00
5982	Water Improvements			\$ -	\$ 44,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 656,798.00</b>	<b>\$ 1,027,410.00</b>	<b>\$ 119,410.00</b>
7160	Lease Purchase Payment			\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Utilities-Utility Fund Capital Budget</b>			<b>\$ 668,798.00</b>	<b>\$ 1,041,410.00</b>	<b>\$ 133,410.00</b>

CAPITAL OUTLAY      Fiscal Year Fund: 61-Utilities Fund      FY21-22      Dept. Head-Marty Anderson Dept #: Public Utilities - 4178 Division: Utility Fund Capital - 4178																	
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information				Department Request	Manager Recommend. 6/01/21	New Debt?	
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
1	5527	NA	NA	NA	NA	NA					NA		Survey Utility Box	Transport Survey Equipment	\$ 9,410.00	\$ 9,410.00	
2	DWSRF	NA	NA	NA	NA	NA					NA		Water System Improvements	\$3,066,120.00 - Construction cost for water system improvements - this is approved for an SRF loan and should not be included in department request - cgwynn 5/8/2021 6:32 PM	\$ -	\$ -	
3	5909	NA	NA	NA	NA	NA					NA		Wayne Memorial Dr. Improvements NCDOT Project U-5994	Relocation/replace of utility lines. Total cost = \$500,000 NCDOT will reimburse City 75% of construction. Due to delay of NCDOT projects Wayne Memorial Drive Improvements (\$125,000.00) are delayed until FY 2022/23.	\$ -	\$ -	
4	5969	NA	NA	NA	NA	NA					NA		Inflow & Infiltration Repairs	Sanitary sewer rehabilitation repairs based on I&I Study	\$ 110,000.00	\$ 110,000.00	
5	5969	NA	NA	NA	NA	NA					NA		Petitioned Sanitary Sewer Improvements	Oak Forest Road, Courtney Road, US 117 South, and Smith Drive	\$ 864,000.00	\$ -	
6	5982	NA	NA	NA	NA	NA					NA		Petitioned Water Improvements	Branch Street from Vann Street to Truman Street	\$ 44,000.00	\$ -	
<b>Total Capital Outlay Request</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 1,027,410.00	\$ 119,410.00	



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: PUBLIC UTILITIES / COMPOST FACILITY

#### DEPARTMENT OVERVIEW:

The City of Goldsboro operates a Compost Facility that produces an "Exceptional Quality" compost from chipped yard waste and dewatered biosolids. This is the biosolids management plan for the Water Reclamation Facility. This facility is largely controlled by computers to track compost temperatures during the 30-day composting period. The computers also control blowers that cycle on and off to provide air to the thermophilic composting organisms and to cool them off when temperatures get too hot. The Compost Facility consistently produces a very high quality of compost making it the preferred compost for landscapers, and golf course builders.

#### GOALS/MAJOR OBJECTIVES:

The Compost Facility aligns their major objectives with "Grow Goldsboro's" strategic goals of Strong and Diverse Economy, Exceptional Quality of Life, and Model for Excellence in Government. They are to:

- Produce high quality compost that meets all federal and state regulations.
- Make a beneficial end product from two waste streams: yard waste and biosolids.
- Maintain the Compost Facility assets, to maximize the infrastructure life span and productivity.
- Have highly trained compost facility operators that understand the biology of the process, as well as the equipment that is used in production.

#### SIGNIFICANT BUDGET ISSUES:

- The Compost Facility operators duties doubled when wasting to the EQ Basins ended in 2017. Valuable maintenance time was lost and the Superintendent is involved in daily operations and processes. An additional staff member and reclassification are needed to meet the operations and maintenance needs of the facility, ensure efficiency with biosolids and stormwater permits, re-establish maintenance plans and training, and avoid potential injuries in this industrial environment.
- The Compost Facility operates a 2003 dump truck with 132,500 miles on it. It is 18-years old and needs to be replaced.
- The metal structure is in a harsh environment and the rafters need to be recoated to extend the building life.



**EXPENDITURE SHEET Fiscal Year FY21-22**

**Fund:** 61-Utilities Fund      **Dept. Head** Mike Wagner  
**Dept #:** 4179      **Public Utilities**      ~ = Division by Zero  
**Division:** 4179      **Compost**      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 200,542.52	\$ 201,124.07	\$ 201,124.07	\$ 201,124.17	\$ 284,890.43	41.65%	\$ 224,341.42	11.54%
1220 Salaries & Wages Overtime	\$ 2,740.86	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
1275 Salaries & Wages Bonus	\$ 2,063.31	\$ -	\$ -	\$ 1,028.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,188.62	\$ -	\$ -	\$ 1,500.00	\$ 1,800.00	~	\$ 1,800.00	~
1280 Vacation Pay Out	\$ 4,312.50			\$ -	\$ -	*	\$ -	*
1810 Social Security	\$ 15,677.25	\$ 15,554.29	\$ 15,554.29	\$ 15,747.69	\$ 22,100.12	42.08%	\$ 17,468.12	12.30%
1821 NCLGERS-Retirement	\$ 19,111.05	\$ 20,759.38	\$ 20,759.38	\$ 21,017.51	\$ 32,673.51	57.39%	\$ 25,825.41	24.40%
1822 401-K Retirement	\$ 8,434.05	\$ 8,132.97	\$ 8,132.97	\$ 8,234.09	\$ 11,555.62	42.08%	\$ 9,133.66	12.30%
1830 Hospital Insurance	\$ 30,247.50	\$ 32,700.00	\$ 32,700.00	\$ 32,280.00	\$ 38,736.00	18.46%	\$ 32,280.00	-1.28%
1835 Group Term Life Insurance Coverage	\$ 120.89	\$ 228.96	\$ 228.96	\$ 228.96	\$ 228.96	*	\$ 190.80	*
1850 Unemployment Compensation		\$ 98.00	\$ 98.00	\$ 98.00	\$ 63.00	*	\$ 63.00	*
1860 Worker's Compensation	\$ 1,117.00	\$ 1,166.00	\$ 1,166.00	\$ 1,418.00	\$ 1,461.00	25.30%	\$ 1,461.00	25.30%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 285,555.55</b>	<b>\$ 281,963.67</b>	<b>\$ 281,963.67</b>	<b>\$ 284,876.41</b>	<b>\$ 395,708.63</b>	<b>40.34%</b>	<b>\$ 314,763.41</b>	<b>11.63%</b>
1915 Bank Fees	\$ 908.75	\$ 825.00	\$ 825.00	\$ 1,225.00	\$ 1,225.00	48.48%	\$ 1,225.00	48.48%
1932 Medical Exams	\$ 79.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
1991 Consultant Fees	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2111 Cleaning Supplies	\$ 1,284.48	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2121 Uniforms	\$ 1,658.95	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
2123 Protective Clothing	\$ 1,293.92	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,650.00	20.00%	\$ 1,650.00	20.00%
2124 Shoes-Steel Toe	\$ 509.95	\$ 690.00	\$ 690.00	\$ 690.00	\$ 900.00	30.43%	\$ 900.00	30.43%
2203 Employee Appreciation	\$ 80.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	*	\$ 96.00	*
2323 Other Training	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	50.00%	\$ 3,000.00	50.00%
2501 Vehicle Operation/Maintenance	\$ 25,090.63	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 40,000.00	-11.11%	\$ -	*
2502 Vehicle Fuel	\$ 3,801.10	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 10,000.00	-20.00%	\$ -	*
2591 Fuel For Equipment	\$ 30,045.83	\$ 36,000.00	\$ 36,000.00	\$ 30,000.00	\$ 30,000.00	-16.67%	\$ 30,000.00	-16.67%
2601 Office Supplies	\$ 937.74	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2993 Operational Supplies	\$ 19,451.73	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	0.00%	\$ 22,000.00	0.00%
2994 Tools	\$ 896.09	\$ 750.00	\$ 750.00	\$ 750.00	\$ 1,000.00	33.33%	\$ 1,000.00	33.33%
2998 Chemicals	\$ 1,675.79	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
3121 Travel	\$ 297.74	\$ 1,795.00	\$ 1,795.00	\$ 1,795.00	\$ 1,795.00	0.00%	\$ 1,795.00	0.00%
3210 Telephone	\$ 171.33			\$ -	\$ 1,000.00	~	\$ 1,000.00	~
3250 Postage	\$ 3,550.92	\$ 2,300.00	\$ 2,300.00	\$ 3,600.00	\$ 3,600.00	56.52%	\$ -	*
3310 Electricity	\$ 57,071.32	\$ 52,000.00	\$ 52,000.00	\$ 67,685.14	\$ 68,000.00	30.77%	\$ 68,000.00	30.77%
3410 Printing	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ 250.00	*

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		61-Utilities Fund		Dept. Head Mike Wagner					
Dept #:		4179 Public Utilities		~ = Division by Zero					
Division:		4179 Compost		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure		FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
3421	Copy Machine Cost	\$ -	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	*	\$ 25.00	*
3511	Building Maintenance	\$ 48,809.88	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 133,000.00	343.33%	\$ 33,000.00	10.00%
3521	Office Machine Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
3522	Machine/Equipment Maintenance	\$ 108,958.77	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	0.00%	\$ 108,000.00	0.00%
4391	Equipment Rent	\$ 1,985.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	100.00%	\$ 5,000.00	100.00%
4401	Generator Contract	\$ 794.13	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
4403	Compost Analysis	\$ 3,924.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	0.00%	\$ 6,600.00	0.00%
4511	Multi-Peril Insurance	\$ 22,071.00	\$ 23,871.00	\$ 23,871.00	\$ 24,158.86	\$ 24,884.00	4.24%	\$ 24,884.00	4.24%
4521	Auto Liability	\$ 8,443.78	\$ 8,866.00	\$ 8,866.00	\$ 9,209.80	\$ 9,486.00	6.99%	\$ 9,486.00	6.99%
4541	Employee Personal Liability	\$ 22.00	\$ 22.00	\$ 22.00	\$ 19.33	\$ 22.00	*	\$ 22.00	*
4911	Subscriptions	\$ -			\$ -	\$ -	*	\$ -	*
4912	Fees & Dues	\$ 3,468.54	\$ 5,945.00	\$ 5,945.00	\$ 5,945.00	\$ 5,975.00	0.50%	\$ 5,975.00	0.50%
9561	Office Supplies	\$ 81.16	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
2501A	Fleet Charges Internal Use Only!				\$ -	\$ -	*	\$ 40,000.00	~
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ 10,000.00	~
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 3,600.00	~
<b>Total Operating Expenditures</b>		<b>\$ 349,363.53</b>	<b>\$ 375,060.00</b>	<b>\$ 375,060.00</b>	<b>\$ 387,074.13</b>	<b>\$ 489,158.00</b>	<b>30.42%</b>	<b>\$ 389,158.00</b>	<b>3.76%</b>
5067	Compost Bagger	\$ 8,450.00			\$ -	\$ -	*	\$ -	*
5078	Conveyor Loading System	\$ 199,780.00			\$ -	\$ -	*	\$ -	*
5165	Agitator/Rehabilitate	\$ 4,770.00			\$ -	\$ -	*	\$ -	*
5302	Mixing Truck		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 150,000.00	500.00%	\$ -	*
5509	Heavy Duty Wheel Loader		\$ 156,000.00	\$ 156,000.00	\$ 156,000.00	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ 213,000.00</b>	<b>\$ 181,000.00</b>	<b>\$ 181,000.00</b>	<b>\$ 181,000.00</b>	<b>\$ 150,000.00</b>	<b>-17.13%</b>	<b>\$ -</b>	<b>*</b>
<b>Total Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Public Utilities-Compost Budget</b>		<b>\$ 847,919.08</b>	<b>\$ 838,023.67</b>	<b>\$ 838,023.67</b>	<b>\$ 852,950.54</b>	<b>\$ 1,034,866.63</b>	<b>23.49%</b>	<b>\$ 703,921.41</b>	<b>-16.00%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22	Dept. Head-Mike Wagner	Blue Font - Detail Schedule Requested
Fund:	61-Utilities Fund		Green Cell - Department Input
Dept #:	Public Utilities - 4179		
Division:	Compost - 4179		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		note add Gabby's reclass & new pos. to next yr. request	\$ 201,124.17	\$ 284,890.43	\$ 224,341.42
1220	Salaries & Wages Overtime			\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
1275	Salaries & Wages Bonus		Leave Blank for next FY per T. Odom/C. Gwynn on 3/17/21	\$ 1,028.00		\$ -
1278	Wellness Earnings		\$300 per year x 5 employees; 6 next FY	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
1280	Vacation Pay Out		N/A	\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 15,747.69	\$ 22,100.12	\$ 17,468.12
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24 (Leo)	\$ 21,017.51	\$ 32,673.51	\$ 25,825.41
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 8,234.09	\$ 11,555.62	\$ 9,133.66
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 32,280.00	\$ 38,736.00	\$ 32,280.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 228.96	\$ 228.96	\$ 190.80
1850	Unemployment Compensation		Provided by Finance	\$ 98.00	\$ 63.00	\$ 63.00
1860	Worker's Compensation		Provided by Finance	\$ 1,418.00	\$ 1,461.00	\$ 1,461.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 284,876.41</b>	<b>\$ 395,708.63</b>	<b>\$ 314,763.41</b>
1915	Bank Fees		Estimate \$102 per month per Terrie Odom 3/11/21	\$ 1,225.00	\$ 1,225.00	\$ 1,225.00
1932	Medical Exams			\$ 200.00	\$ 200.00	\$ 200.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	Miscellaneous professional services for stormwater, spill prevention, and composting	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>
2111	Cleaning Supplies		Housekeeping: floor cleaner, toilet paper, paper towels, etc	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2121	Uniforms		\$300 x 6 employees	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
2123	Protective Clothing		\$275 x 6 employees	\$ 1,375.00	\$ 1,650.00	\$ 1,650.00
2124	Shoes-Steel Toe		\$150 x 6 employees	\$ 690.00	\$ 900.00	\$ 900.00
2203	Employee Appreciation		\$16 x 6 employees	\$ 96.00	\$ 96.00	\$ 96.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	See SCH2323	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
2501	Vehicle Operation/Maintenance			\$ 45,000.00	\$ 40,000.00	\$ -
2502	Vehicle Fuel			\$ 12,500.00	\$ 10,000.00	\$ -
2591	Fuel For Equipment		\$30,000 spent FY20; \$15,000 spent YTD	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
2601	Office Supplies		Miscellaneous: such as pens, binders, printer supplies, etc.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2993	Operational Supplies		Opp. expenses that aren't budgeted for in other line items	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
2994	Tools		Tools for maintenance of equipment and grounds	\$ 750.00	\$ 1,000.00	\$ 1,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utilities Fund  
**Dept #:** Public Utilities - 4179  
**Division:** Compost - 4179

Dept. Head-Mike Wagner

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
2998	Chemicals		Herbicides, aerosols, etc.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 1,795.00</b>	<b>\$ 1,795.00</b>	<b>\$ 1,795.00</b>
3210	Telephone		Per Jamie/IT on 3/15/21 - \$45 per cell phone x 12 mos.; \$38.01 per IPAD x 12 mos.; This Line Item 3210 not in Banner for current year-Rod's cell phone paid out of WRF Budget-Requesting Rod's Cell Phone & 1 IPAD in next FY		\$ 1,000.00	\$ 1,000.00
3250	Postage			\$ 3,600.00	\$ 3,600.00	\$ -
3310	Electricity		Per Finance	\$ 67,685.14	\$ 68,000.00	\$ 68,000.00
3410	Printing		Compost bag labels, brochures, bills of lading	\$ 250.00	\$ 250.00	\$ 250.00
3421	Copy Machine Cost		Copies made at City Hall	\$ 25.00	\$ 25.00	\$ 25.00
3511	Building Maintenance		Miscellaneous Building Repairs, Annual Fire Ex. Inspection, (Paint interior metal compost bays \$100,000)	\$ 30,000.00	\$ 133,000.00	\$ 33,000.00
3521	Office Machine Maintenance		Maintenance and repairs for office equipment	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
3522	Machine/Equipment Maintenance		Operations and Preventative and Corrective Maintenance of Equipment	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00
4391	Equipment Rent		Scissor Lift for Lights, Bulldozer for leveling leaves, etc.	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
4401	Generator Contract		Annual & semi-annual servicing	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4403	Compost Analysis		Prices for testing	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 24,158.86	\$ 24,884.00	\$ 24,884.00
4521	Auto Liability		Provided by Finance	\$ 9,209.80	\$ 9,486.00	\$ 9,486.00
4541	Employee Personal Liability		Provided by Finance	\$ 19.33	\$ 22.00	\$ 22.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See SCH4911	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See SCH4912	<b>\$ 5,945.00</b>	<b>\$ 5,975.00</b>	<b>\$ 5,975.00</b>
9561	Office Supplies		Copier Paper, Calendars, Envelopes	\$ 150.00	\$ 150.00	\$ 150.00
2501A	Fleet Charges Internal Use Only!		\$26,000 spent FY20; \$7700 spent YTD (newer vehicles)			\$ 40,000.00
2502A	Vehicle Fuel-Internal Charges		\$4,000 spent FY20; \$1500 spent YTD			\$ 10,000.00
3250A	Postage-Internal Charges only!		\$3,600 spent FY20; \$2000 spent YTD			\$ 3,600.00
<b>Total Operating Expenditures</b>				<b>\$ 387,074.13</b>	<b>\$ 489,158.00</b>	<b>\$ 389,158.00</b>
5067	Compost Bagger				\$ -	\$ -
5078	Conveyor Loading System				\$ -	\$ -
5165	Agitator/Rehabilitate				\$ -	\$ -
5302	Mixing Truck		See Capital	\$ 25,000.00	\$ 150,000.00	\$ -
5509	Heavy Duty Wheel Loader			\$ 156,000.00	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Mike Wagner	<b>Green Cell - Department Input</b>
Dept #:	Public Utilities - 4179		
Division:	Compost - 4179		

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
Total Capital Outlay			\$ 181,000.00	\$ 150,000.00	\$ -
Total Debt Service			\$ -	\$ -	\$ -
Total Public Utilities-Compost Budget			\$ 852,950.54	\$ 1,034,866.63	\$ 703,921.41

CAPITAL OUTLAY																
Fiscal Year FY21-22																
Fund: 61-Utilities Fund Dept. Head-Mike Wagner																
Dept #: Public Utilities - 4179																
Division: Compost - 4179																
Current Asset Information										Replacement Asset Information						
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/01/21	New Debt?
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21							
1	5302	D968-45	2003/Sterling	\$ 100,000.00	132,500	\$ 8,500.00	\$ 4,536.14	\$ 4,536.14	\$ 4,536.14	N	2	Dump Truck	Age	\$ 150,000.00	\$ -	
2																
3																
4																
5																
6																
7																
8																
9																
10																
<b>Total Capital Outlay Request</b>				<b>\$ 100,000.00</b>		<b>\$ 8,500.00</b>	<b>\$ 4,536.14</b>	<b>\$ 4,536.14</b>	<b>\$ 4,536.14</b>					<b>\$ 150,000.00</b>	<b>\$ -</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 1991 Consultant Fees

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Miscellaneous Professional Consulting Services for Stormwater, Spill Prevention, etc.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 2323 Other Training

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Annual Mandatory Stormwater Training (ES&GS/Bill Sabata)	\$ 500.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training	\$ 500.00	\$ 500.00	\$ 500.00
3	Certified Compost Training (Class canceled in FY20-21)	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
4				
5				
6				
7				
8				
9				
10				
	<b>Total - 2323 Other Training</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 61-Utilities Fund	<b>Dept. Head-Mike Wagner</b>
<b>Dept #:</b> Public Utilities - 4179	
<b>Division:</b> Compost - 4179	
<b>Account:</b> 3121 Travel	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Public Utilities Director & 2 Compost Operators - Biosolids Seminars & Contact Hours Required to Keep Certifications 3 x \$115	\$ 345.00	\$ 345.00	\$ 345.00
2	Pesticide Exam/Certification Fees & Manuals	\$ 170.00	\$ 170.00	\$ 170.00
3	Caterpillar Loader Operations/Maintenance/Safety Class X's 2	\$ 180.00	\$ 180.00	\$ 180.00
4	Compost Conference	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
5				
6				
7				
8				
9				
10				
	<b>Total - 3121 Travel</b>	<b>\$ 1,795.00</b>	<b>\$ 1,795.00</b>	<b>\$ 1,795.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 4912 Fees & Dues

Dept. Head-Mike Wagner

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Certification Dues (2 operators x \$60)	\$ 120.00	\$ 120.00	\$ 120.00
2	Annual Compost Permit Fee	\$ 810.00	\$ 810.00	\$ 810.00
3	Annual NCDEQ Stormwater Discharge Permit Fee	\$ 100.00	\$ 100.00	\$ 100.00
4	Seal of Testing Assurance Dues	\$ 650.00	\$ 665.00	\$ 665.00
5	U.S. Composting Council Dues	\$ 415.00	\$ 430.00	\$ 430.00
6	Carolinas Composting Council Dues	\$ 130.00	\$ 130.00	\$ 130.00
7	Annual Fertilizer License	\$ 100.00	\$ 100.00	\$ 100.00
8	Annual Fertilizer Registration	\$ 20.00	\$ 20.00	\$ 20.00
9	Monthly Fertilizer Fees to NCDA&Consumer Svs. (avg. \$300/mo.)	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
10				
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 5,945.00</b>	<b>\$ 5,975.00</b>	<b>\$ 5,975.00</b>

EXPENDITURE SHEET Fiscal Year FY21-22											
Fund: 61-Utility Fund		Dept. Head Catherine Gwynn									
Dept #: 8101 Finance		~ = Division by Zero									
Division: 8101 Transfers & Shared Services		* = Change < \$500									
Purple Cell-Finance Input											
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. SUB % Δ Incr/(Decr)	FY21-22 Adopted 06/XX/21	FY21-22 Adopted V. FY20-21 Δ Incr/(Decr)	
1276 Salary Reserve				\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	\$ -	*	
4993 General Overhead				\$ -	\$ -	*	\$ -	*	\$ -	*	
4996 Finance				\$ -	\$ -	*	\$ -	*	\$ -	*	
4998 Engineers				\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	\$ -	*	
81002 Transfer to Fund Balance	\$ -	\$ 214,475.00	\$ 214,475.00	\$ -	\$ -	*	\$ -	*	\$ -	*	
81003 Transfer to Capital Projects	\$ 346,000.00	\$ 650,000.00	\$ 650,000.00	\$ 650,000.00	\$ -	*	\$ -	*	\$ -	*	
88101 Shared Services-Genl Fd to Util Fd	\$ 2,869,532.00	\$ 2,938,105.00	\$ 2,938,105.00	\$ 2,938,105.00	\$ 3,097,595.00	5.43%	\$ 3,097,595.00	5.43%	\$ -	*	
<b>Total Transfers</b>	\$ 3,215,532.00	\$ 3,802,580.00	\$ 3,802,580.00	\$ 3,588,105.00	\$ 3,097,595.00	-18.54%	\$ 3,097,595.00	-18.54%	\$ -	*	
				\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total Finance-Transfers &amp; Shared Services Budge</b>	\$ 3,215,532.00	\$ 3,802,580.00	\$ 3,802,580.00	\$ 3,588,105.00	\$ 3,097,595.00	-18.54%	\$ 3,097,595.00	-18.54%	\$ -	*	

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 61-Utility Fund  
**Dept #:** Finance - 8101  
**Division:** Transfers & Shared Services - 8101

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1276	Salary Reserve		None	\$ -	\$ -	\$ -
<b>Total Salaries &amp; Benefits</b>				\$ -	\$ -	\$ -
4993	General Overhead		Shared Services from the General Fund			
4996	Finance		Shared Services from the General Fund; moved to 88101			
4998	Engineers		Shared Services from the General Fund; moved to 88101			
<b>Total Operating Expenditures</b>				\$ -	\$ -	\$ -
81002	Transfer to Fund Balance		Budgetary only, no Jun 30 entry			
81003	Transfer to Capital Projects		Transfer for Tiger Project R1103 \$200K; Transfer to S1104 SJAFB Outfall funded by 2010 Sewer Bond remaining proceeds ~\$450K	\$ 650,000.00	\$ -	\$ -
88101	Shared Services-Genl Fd to Util Fd		Shared Services from the General Fund	\$ 2,938,105.00	\$ 3,097,595.00	\$ 3,097,595.00
<b>Total Transfers</b>				\$ 3,588,105.00	\$ 3,097,595.00	\$ 3,097,595.00
<b>Total Debt Service</b>						\$ -
<b>Total Finance-Transfers &amp; Shared Services Budg</b>				\$ 3,588,105.00	\$ 3,097,595.00	\$ 3,097,595.00

**EXPENDITURE SHEET Fiscal Year FY21-22**

Fund: 61-Utilities Fund

Dept #: 8111 Debt Service

Division: 8111 ~

Dept. Head

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
4920 Arbitrage Rebate Fees	\$ 1,425.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	0.00%	\$ 7,400.00	0.00%
<b>Total Operating Expenditures</b>	<b>\$ 1,425.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>0.00%</b>	<b>\$ 7,400.00</b>	<b>0.00%</b>
				\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
7100 Bond Principal	\$ 1,108,034.00	\$ 965,680.00	\$ 965,680.00	\$ 965,680.00	\$ 965,700.00	0.00%	\$ 965,700.00	0.00%
7110 Wastewater Principal Payment	\$ 168,085.40	\$ 588,369.00	\$ 588,369.00	\$ 588,369.00	\$ 650,200.00	10.51%	\$ 650,200.00	10.51%
7120 Water Loan Principal	\$ 483,060.35	\$ 572,928.00	\$ 572,928.00	\$ 572,928.00	\$ 753,500.00	31.52%	\$ 753,500.00	31.52%
7160 Lease Purchase Payment	\$ 269,325.40	\$ 276,864.00	\$ 276,864.00	\$ 276,864.00	\$ 180,100.00	-34.95%	\$ 180,100.00	-34.95%
7162 AMR Loan Payment	\$ 718,332.29	\$ 589,300.00	\$ 589,300.00	\$ 589,300.00	\$ 530,700.00	-9.94%	\$ 530,700.00	-9.94%
7200 Bond Interest	\$ 273,023.54	\$ 249,764.00	\$ 249,764.00	\$ 249,764.00	\$ 219,200.00	-12.24%	\$ 219,200.00	-12.24%
7210 Wastewater Interest Payment	\$ 56,880.10	\$ 53,720.00	\$ 53,720.00	\$ 53,720.00	\$ 75,500.00	40.54%	\$ 75,500.00	40.54%
7220 Water Loan Interest	\$ 109,189.32	\$ 133,626.00	\$ 133,626.00	\$ 133,626.00	\$ 195,000.00	45.93%	\$ 195,000.00	45.93%
<b>Total Debt Service</b>	<b>\$ 3,185,930.40</b>	<b>\$ 3,430,251.00</b>	<b>\$ 3,430,251.00</b>	<b>\$ 3,430,251.00</b>	<b>\$ 3,569,900.00</b>	<b>4.07%</b>	<b>\$ 3,569,900.00</b>	<b>4.07%</b>
<b>Total Debt Service-~ Budget</b>	<b>\$ 3,187,355.40</b>	<b>\$ 3,437,651.00</b>	<b>\$ 3,437,651.00</b>	<b>\$ 3,437,651.00</b>	<b>\$ 3,577,300.00</b>	<b>4.06%</b>	<b>\$ 3,577,300.00</b>	<b>4.06%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-	<b>Green Cell - Department Input</b>
Dept #:	Debt Service - 8111		
Division:	~ - 8111		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
4920	Arbitrage Rebate Fees		Bingham Arbitrage Services - 001-E \$13M \$900; 007-G \$9.1M \$900; 019-GE \$7.5M \$1300; 020-G \$12.9M \$1300; 025-G \$5.3M \$1300; 026-G \$4.5M \$1300; 032-G \$11.7M \$1300	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00
	<b>Total Operating Expenditures</b>			<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7100	Bond Principal		Per Debt Service Schedules	\$ 965,680.00	\$ 965,700.00	\$ 965,700.00
7110	Wastewater Principal Payment		Per Debt Service Schedules	\$ 588,369.00	\$ 650,200.00	\$ 650,200.00
7120	Water Loan Principal		Per Debt Service Schedules	\$ 572,928.00	\$ 753,500.00	\$ 753,500.00
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 276,864.00	\$ 180,100.00	\$ 180,100.00
7162	AMR Loan Payment		Per Debt Service Schedules	\$ 589,300.00	\$ 530,700.00	\$ 530,700.00
7200	Bond Interest		Per Debt Service Schedules	\$ 249,764.00	\$ 219,200.00	\$ 219,200.00
7210	Wastewater Interest Payment		Per Debt Service Schedules	\$ 53,720.00	\$ 75,500.00	\$ 75,500.00
7220	Water Loan Interest		Per Debt Service Schedules	\$ 133,626.00	\$ 195,000.00	\$ 195,000.00
	<b>Total Debt Service</b>			<b>\$ 3,430,251.00</b>	<b>\$ 3,569,900.00</b>	<b>\$ 3,569,900.00</b>
	<b>Total Debt Service-~ Budget</b>			<b>\$ 3,437,651.00</b>	<b>\$ 3,577,300.00</b>	<b>\$ 3,577,300.00</b>

EXPENDITURE SHEET Fiscal Year FY21-22											
Fund: 70-Downtown District Fund		Dept. Head Catherine Gwynn									
Dept #: Revenues Revenues-Downtown District		~ = Division by Zero									
Division: Revenues ~		* = Change < \$500									
Purple Cell-Finance Input											
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY21-22 MGR SUB % Δ Incr/(Decr)	FY21-22 Adopted 06/XX/21	FY21-22 Adopted V. FY20-21 Δ Incr/(Decr)	
8101 Current Tax Levy	\$ 84,330.32	\$ 89,300.00	\$ 89,300.00	\$ 83,231.00	\$ 87,174.00	-2.38%	\$ 87,174.00	-2.38%	\$ -	*	
8102 Delinquent Taxes	\$ 1,901.44	\$ 1,700.00	\$ 1,700.00	\$ 3,128.00	\$ 2,000.00	17.65%	\$ 2,000.00	17.65%	\$ -	*	
8103 Current Vehicle Tax	\$ 5,556.73	\$ 5,500.00	\$ 5,500.00	\$ 5,436.00	\$ 5,500.00	0.00%	\$ 5,500.00	0.00%	\$ -	*	
8106 Penalties & Interest	\$ 510.12	\$ 575.00	\$ 575.00	\$ 421.00	\$ 500.00	*	\$ 500.00	*	\$ -	*	
8106A Penalties & Interest-NCVTS	\$ 26.68	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total-Tax Revenues-0001</b>	<b>\$ 92,325.29</b>	<b>\$ 97,075.00</b>	<b>\$ 97,075.00</b>	<b>\$ 92,216.00</b>	<b>\$ 95,174.00</b>	<b>-1.96%</b>	<b>\$ 95,174.00</b>	<b>-1.96%</b>	<b>\$ -</b>	<b>*</b>	
8180 Investment Interest	\$ 693.42	\$ 823.00	\$ 823.00	\$ 20.00	\$ -	*	\$ -	*	\$ -	*	
<b>Total-Capital Returns-0005</b>	<b>\$ 693.42</b>	<b>\$ 823.00</b>	<b>\$ 823.00</b>	<b>\$ 20.00</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
8190 Other Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 400.00	\$ -	*	\$ -	*	\$ -	*	
<b>Total-Miscellaneous Revenues-0006</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
Anticipated Revenue Control	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total-Shared Services-0007</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
8583 Fund Balance Withdrawal	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	*	\$ -	*	\$ -	*	
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
<b>Total Revenues</b>	<b>\$ 93,018.71</b>	<b>\$ 97,898.00</b>	<b>\$ 117,898.00</b>	<b>\$ 92,636.00</b>	<b>\$ 95,174.00</b>	<b>-2.78%</b>	<b>\$ 95,174.00</b>	<b>-2.78%</b>	<b>\$ -</b>	<b>*</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 70-Downtown District Fund **Dept. Head-Catherine Gwynn** **Green Cell - Department Input**  
**Dept #:** Revenues-Downtown District - Revenues  
**Division:** ~ - Revenues

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21	Adopted 06/XX/21
8101	Current Tax Levy		PER PROPERTY TAX WORKSHEETS FY22 Property Tax JUN30 Estimate.xlsx; 2021-2022 Property Tax Revenue.xlsx	\$ 83,231	\$ 87,174	\$ 87,174	
8102	Delinquent Taxes		PER PROPERTY TAX WORKSHEETS FY22 Property Tax JUN30 Estimate.xlsx; 2021-2022 Property Tax Revenue.xlsx	\$ 3,128	\$ 2,000	\$ 2,000	
8103	Current Vehicle Tax		PER PROPERTY TAX WORKSHEETS FY22 Property Tax JUN30 Estimate.xlsx; 2021-2022 Property Tax Revenue.xlsx	\$ 5,436	\$ 5,500	\$ 5,500	
8106	Penalties & Interest		PER PROPERTY TAX WORKSHEETS FY22 Property Tax JUN30 Estimate.xlsx; 2021-2022 Property Tax Revenue.xlsx	\$ 421	\$ 500	\$ 500	
8106A	Penalties & Interest-NCVTS		PER PROPERTY TAX WORKSHEETS FY22 Property Tax JUN30 Estimate.xlsx; 2021-2022 Property Tax Revenue.xlsx	\$ -	\$ -	\$ -	
<b>Total-Tax Revenues-0001</b>				<b>\$ 92,216</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>	<b>\$ -</b>
8180	Investment Interest		Per projection Quarterly Interest Income Allocation	\$ 20	\$ -		
<b>Total-Capital Returns-0005</b>				<b>\$ 20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8190	Other Miscellaneous Revenue		Sheet-Desktop Tools.xlsx	\$ 400	\$ -		
<b>Total-Miscellaneous Revenues-0006</b>				<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
0	Anticipated Revenue Control			\$ -	\$ -		
<b>Total-Shared Services-0007</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583	Fund Balance Withdrawal		None requested in Dept. Request	\$ -	\$ -		
<b>Total-Fund Balance Withdrawal-0009</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenues</b>				<b>\$ 92,636</b>	<b>\$ 95,174</b>	<b>\$ 95,174</b>	<b>\$ -</b>



**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 70-Downtown District Fund  
**Dept #:** Downtown Development - 8350  
**Division:** Municipal Service District - 8350

Dept. Head-Erin Fonseca

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%		\$ -	\$ -
<b>Total Salaries &amp; Benefits</b>				\$ -	\$ -	\$ -
2113	Beautification Program		Hanging basket replacements, tree replacements, mural addition and maintenance, alley project, additional lighting for Mulberry Street, planters and plants purchased, Hub banners & sign, historic neighborhood signs, Black Business District marker	\$ 20,000.00	\$ 20,000.00	\$ 19,021.00
2993	Operational Supplies		Supplies for free annual events that benefit all of the city. Downtown Lights Up, Trolley Rides, movie series, sprinkler fun days, tours, shopping events, open houses etc.	\$ 14,999.00	\$ 20,000.00	\$ 20,000.00
3410	Printing		A-frame signs, maps, business listing rack cards, promo items etc.	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00
3700	Advertising		Print, Digital and Radio expenses for Marketing and Advertising for downtown events/tourism: Branding refresh, general marketing to promote Downtown , Go and Buzz magazines, New Old North, Cutis Media ads, WNCT, billboards etc.	\$ 19,000.00	\$ 22,000.00	\$ 22,000.00
3702	Communications and Marketing			\$ -		
3914	Contract Services		Retail Radio Annual Contract @ \$40/mo	\$ 497.00	\$ 500.00	\$ 500.00
3999	Tax Listing		Fees from Wayne Co Tax Office for collection of property taxes.	\$ 1,500.00	\$ 2,050.00	\$ 2,050.00
4910	Property Taxes - DGDC			\$ 213.00		
4988	Incentive Grant Program			\$ -	\$ 15,000.00	\$ 15,000.00
3999A	Tax Listing Fees - NCVTS		Fees from NCVTS/Wayne Co Tax Office for collection of property taxes.	\$ 103.00	\$ 103.00	\$ 103.00
<b>Total Operating Expenditures</b>				\$ 57,812.00	\$ 83,153.00	\$ 82,174.00
5142	Parking Lot Paving/Improvement				\$ -	\$ -
5820	Center Street Park		Percussion Park		\$ 13,000.00	\$ 13,000.00
5941	Concrete Pad				\$ -	\$ -
<b>Total Capital Outlay</b>				\$ -	\$ 13,000.00	\$ 13,000.00

**JUSTIFICATION SHEET** Fiscal Year FY21-22

Fund: 70-Downtown District Fund

Dept. Head-Erin Fonseca

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Dept #: Downtown Development - 8350

Division: Municipal Service District - 8350

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
Total Debt Service					\$ -
Total Downtown Development -Municipal Servi			\$ 57,812.00	\$ 96,153.00	\$ 95,174.00

<b>CAPITAL OUTLAY</b> Fiscal Year FY21-22 Fund:      70-Downtown District Fu. Dept. Head-Erin Fonseca Dept #:     Downtown Development - 8350 Division:   Municipal Service District - 8350																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History				(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 6/1/21	New Debt?
						Estim. Auction Proceeds?	FY18-19	FY19-20	FY20-21							
1	5820									N		Percussion park planned for South Center (\$13K)	\$ 13,000.00	\$ 13,000.00		
2																
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -				\$ 13,000.00	\$ 13,000.00		



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	70-Downtown District Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
Dept #:	Finance - 8101		
Division:	Transfers & Shared Services - 8101		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
81002	Transfer to Fund Balance					
81003	Transfer to Capital Projects					
	<b>Total Transfers</b>			\$ -	\$ -	\$ -
					\$ -	\$ -
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -
	<b>Total Finance-Transfers &amp; Shared Services Budg</b>			\$ -	\$ -	\$ -

EXPENDITURE SHEET Fiscal Year FY21-22									
Fund:		95-Occupancy Tax Fund		Dept. Head Catherine Gwynn					
Dept #:		Revenues Revenues-Travel & Tourism		~ = Division by Zero					
Division:		Revenues ~		* = Change < \$500					
Purple Cell-Finance Input									
Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/1/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)	
53001 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ 28,492.63	~	
<b>Total-Revenue Other Agencies-0003</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ 28,492.63</b>	<b>~</b>	
8243 Occupancy Tax/Civic Center	\$ 675,320.73	\$ 686,100.00	\$ 686,100.00	\$ 594,060.00	\$ 625,000.00	-8.91%	\$ 625,000.00	-8.91%	
8244 Occupancy Tax/Travel & Tourism	\$ 178,646.39	\$ 175,700.00	\$ 175,700.00	\$ 146,861.00	\$ 155,000.00	-11.78%	\$ 155,000.00	-11.78%	
8248 WC TDA Reimbursement Sal & Adv	\$ 141,042.35	\$ 170,000.00	\$ 170,000.00	\$ 134,976.00	\$ 125,000.00	-26.47%	\$ 175,975.00	3.51%	
<b>Total-Charges for Services-0004</b>	<b>\$ 995,009.47</b>	<b>\$ 1,031,800.00</b>	<b>\$ 1,031,800.00</b>	<b>\$ 875,897.00</b>	<b>\$ 905,000.00</b>	<b>-12.29%</b>	<b>\$ 955,975.00</b>	<b>-7.35%</b>	
8180 Investment Interest	\$ 4,532.86	\$ 5,500.00	\$ 5,500.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*	
8203 Investment Interest/Civic Center	\$ -			\$ -	\$ -	*	\$ -	*	
8204 Investment Interest/Travel&Tourism	\$ -			\$ -	\$ -	*	\$ -	*	
<b>Total-Capital Returns-0005</b>	<b>\$ 4,532.86</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>*</b>	<b>\$ 200.00</b>	<b>*</b>	
8190 Other Miscellaneous Revenue	\$ -			\$ -	\$ -	*	\$ -	*	
8298 Local Grants	\$ 5,711.87			\$ 4,534.00	\$ -	*	\$ -	*	
8966 Merchandise Sales	\$ 7,904.50	\$ 6,581.00	\$ 6,581.00	\$ 5,000.00	\$ 5,000.00	-24.02%	\$ 5,000.00	-24.02%	
<b>Total-Miscellaneous Revenues-0006</b>	<b>\$ 13,616.37</b>	<b>\$ 6,581.00</b>	<b>\$ 6,581.00</b>	<b>\$ 9,534.00</b>	<b>\$ 5,000.00</b>	<b>-24.02%</b>	<b>\$ 5,000.00</b>	<b>-24.02%</b>	
Anticipated Revenue Control	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
<b>Total-Shared Services-0007</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>	
8583 Fund Balance Withdrawal		\$ 155,963.00	\$ 155,963.00	\$ -	\$ 110,000.00	-29.47%	\$ 110,000.00	-29.47%	
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ 155,963.00</b>	<b>\$ 155,963.00</b>	<b>\$ -</b>	<b>\$ 110,000.00</b>	<b>-29.47%</b>	<b>\$ 110,000.00</b>	<b>-29.47%</b>	
<b>Total Revenues</b>	<b>\$ 1,013,158.70</b>	<b>\$ 1,199,844.00</b>	<b>\$ 1,199,844.00</b>	<b>\$ 885,631.00</b>	<b>\$ 1,020,200.00</b>	<b>-14.97%</b>	<b>\$ 1,099,667.63</b>	<b>-8.35%</b>	

**JUSTIFICATION SHEET** Fiscal Year FY21-22 **Blue Font - Detail Schedule Requested**  
**Fund:** 95-Occupancy Tax Fund **Green Cell - Department Input**  
**Dept #:** Revenues-Travel & Tourism - Revenues Dept. Head-Catherine Gwynn  
**Division:** ~ - Revenues

Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/1/21
53001 Federal Grants		American Rescue Plan - Revenue Replacement per CM	\$ -	\$ -	\$ 28,492.63
<b>Total-Revenue Other Agencies-0003</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,492.63</b>
8243 Occupancy Tax/Civic Center		5 Year Trend has been \$636,080. 3 Year Trend \$686,059. Current YTD \$554,061. FY20 \$675,321. Significant effect from Covid-19. (Sheet-Desktop Tools FY10.xlsx)	\$ 594,060.00	\$ 625,000.00	\$ 625,000.00
8244 Occupancy Tax/Travel & Tourism		5 Year Trend has been \$194,340. Current YTD \$136,861. FY20 \$178,646. Expect significant effect from Covid-19. (Sheet-Desktop Tools .xlsx)	\$ 146,861.00	\$ 155,000.00	\$ 155,000.00
8248 WC TDA Reimbursement Sal & Adv		Per Wayne County Finance Director - \$94713 Salary & Benefits + \$81262 (Advertising)	\$ 134,976.00	\$ 125,000.00	\$ 175,975.00
<b>Total-Charges for Services-0004</b>			<b>\$ 875,897.00</b>	<b>\$ 905,000.00</b>	<b>\$ 955,975.00</b>
8180 Investment Interest		Per projection Quarterly Interest Income Allocation.xlsx cfg 4/26/2020 2:54 PM	\$ 200.00	\$ 200.00	\$ 200.00
8203 Investment Interest/Civic Center		Consolidated to Acct #8180	\$ -	\$ -	\$ -
8204 Investment Interest/Travel&Tourism		Consolidated to Acct #8180	\$ -	\$ -	\$ -
<b>Total-Capital Returns-0005</b>			<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>
8190 Other Miscellaneous Revenue		Current YTD \$0. FY19 \$12,055. Moved Tshirt Sales to Merchandise Sales per request of Director Glatthar. Sheet-Desktop Tools FY10-Fy20 Revenues Only 04-18-20.xlsx) cfg 4/26/2020 6:09 PM	\$ -	\$ -	\$ -
8298 Local Grants		FY20 - Reimbursement by NC Tennis Association for expenses incurred by T&T in FY20	\$ 4,534.00	\$ -	\$ -
8966 Merchandise Sales		FY20 \$8K; FY21 YTD \$4K	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Total-Miscellaneous Revenues-0006</b>			<b>\$ 9,534.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
0 Anticipated Revenue Control					\$ -
<b>Total-Shared Services-0007</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583 Fund Balance Withdrawal		Fund Balance Request Musco Lighting payment BMSC per City Manager 5/11/21	\$ -	\$ 110,000.00	\$ 110,000.00
<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ -</b>	<b>\$ 110,000.00</b>	<b>\$ 110,000.00</b>
<b>Total Revenues</b>			<b>\$ 885,631.00</b>	<b>\$ 1,020,200.00</b>	<b>\$ 1,099,667.63</b>



**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 95-Occupancy Tax Fund  
**Dept #:** Finance - 9076  
**Division:** Occupancy Tax/Civic Center - 9076

Dept. Head-Catherine Gwynn

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
7160	Lease Purchase Payment		Musco Finance Final Debt Payment 12/15/2022	\$ 110,621.00	\$ 110,622.00	\$ 110,622.00
9921	County's Share Occupancy Tax		#8243 & #8244 @ 40% (\$780,000 *.40)	\$ 296,368.40	\$ 312,000.00	\$ 312,000.00
<b>Total Operating Expenditures</b>				<b>\$ 406,989.40</b>	<b>\$ 422,622.00</b>	<b>\$ 422,622.00</b>
0	0			\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7100	Bond Principal		DTCC Final Debt Payment 5/1/2037	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
7170	County of Wayne Loan		Final Debt Payment 3/1/2032	\$ 236,000.00	\$ 236,000.00	\$ 236,000.00
<b>Total Debt Service</b>				<b>\$ 336,000.00</b>	<b>\$ 336,000.00</b>	<b>\$ 336,000.00</b>
<b>Total Finance-Occupancy Tax/Civic Center Budg</b>				<b>\$ 742,989.40</b>	<b>\$ 758,622.00</b>	<b>\$ 758,622.00</b>



## FISCAL YEAR 2021-22 BUDGET

### DEPARTMENT/DIVISION: TRAVEL & TOURISM

#### DEPARTMENT OVERVIEW:

The role of Goldsboro-Wayne County Travel and Tourism Department is to brand, market, and sell the area to nonresidents as a preferred leisure, convention, and business destination to generate positive economic growth. From sporting events and group travel to supporting the arts and agricultural heritage, the department works closely with numerous public and private organizations and implements destination marketing strategies to drive visitor demand for local lodging facilities. Furthermore, the department strives to enhance the quality of life and image of the community making Goldsboro Wayne County a great place to visit and to live.

#### GOALS/MAJOR OBJECTIVES:

- Completing the Tourism Master Plan that will serve as a roadmap for our department's long-term efforts for marketing and destination enhancement
- Restoring our visitor economy after the impacts of Covid-19 by focusing on: recruiting sporting events, securing new meetings/convention groups for Maxwell Center and area venues, and attracting leisure travel to our attractions, events, and unique small businesses
- Updating Wayne County's Civil War Trail historical markers that reflect the local African American heritage
- Leveraging the Wings Over Wayne Air Show 2022 to spotlight Goldsboro-Wayne County as an attractive destination for visitors and residents
- Growing the funding available in the Tourism Resource Program to better help small businesses, attractions, and events with their advertising needs
- Reclassifying the current Admin Assistant 1 position to a higher paygrade and title of Visitors Center/Office Manager to reflect the actual job duties, and be comparable and competitive to similar positions in other tourism offices in the state.
- Identifying the most advantageous land route for the Mountains-to-Sea Trail that connects Johnston and Lenoir Counties

#### SIGNIFICANT BUDGET ISSUES:



**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **95-Occupancy Tax Fund**  
**Dept #:**                 **9077**    **Travel & Tourism**  
**Division:**              **9077**    ~

**Dept. Head**            **Ashlin Glatthar**  
 ~ = Division by Zero  
 \* = Change < \$500  
 Purple Cell-Finance Input

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 138,861.40	\$ 147,080.96	\$ 147,080.96	\$ 133,274.23	\$ 150,900.39	2.60%	\$ 145,725.62	-0.92%
1224	Cell Phone Stipend	\$ 723.90	\$ 780.00	\$ 780.00	\$ 780.00	\$ 780.00	0.00%	\$ 780.00	0.00%
1275	Salaries & Wages Bonus	\$ 1,206.02	\$ 1,239.00	\$ 1,239.00	\$ 1,206.00	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 484.68	\$ 900.00	\$ 900.00	\$ 700.00	\$ 900.00	0.00%	\$ 900.00	0.00%
1280	Vacation Pay Out		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 10,731.58	\$ 11,475.00	\$ 11,475.00	\$ 10,400.96	\$ 11,672.40	1.72%	\$ 11,276.53	-1.73%
1821	NCLGERS-Retirement	\$ 12,745.39	\$ 15,225.00	\$ 15,225.00	\$ 13,881.54	\$ 17,256.84	13.35%	\$ 16,671.58	9.50%
1822	401-K Retirement	\$ 5,622.11	\$ 6,000.00	\$ 6,000.00	\$ 5,438.41	\$ 6,103.22	1.72%	\$ 5,896.22	-1.73%
1830	Hospital Insurance	\$ 6,401.73	\$ 6,540.00	\$ 6,540.00	\$ 6,540.00	\$ 6,540.00	0.00%	\$ 6,540.00	0.00%
1835	Group Term Life Insurance Coverage	\$ 76.22	\$ 114.48	\$ 114.48	\$ 114.48	\$ 114.48	*	\$ 114.48	*
1850	Unemployment Compensation				\$ -	\$ 46.00	*	\$ 46.00	*
1860	Worker's Compensation	\$ 68.00	\$ 71.00	\$ 71.00	\$ 86.00	\$ 89.00	*	\$ 89.00	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 176,921.03</b>	<b>\$ 189,425.44</b>	<b>\$ 189,425.44</b>	<b>\$ 172,421.62</b>	<b>\$ 194,402.33</b>	<b>2.63%</b>	<b>\$ 188,039.43</b>	<b>-0.73%</b>
1915	Bank Fees	\$ 61.88	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00	*	\$ 21.00	*
1991	Consultant Fees	\$ 24,000.00			\$ -	\$ -	*	\$ -	*
2203	Employee Appreciation	\$ 54.98	\$ 215.00	\$ 215.00	\$ -	\$ 215.00	*	\$ 215.00	*
2323	Other Training	\$ 3,345.86	\$ 3,500.00	\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	42.86%	\$ -	*
2921	Merchandise for Resale-T&T	\$ 8,085.19	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 5,000.00	-33.33%	\$ 5,000.00	-33.33%
2993	Operational Supplies	\$ 23,687.15	\$ 18,603.56	\$ 18,603.56	\$ 16,000.00	\$ 25,920.00	39.33%	\$ 20,000.00	7.51%
3121	Travel	\$ 6,965.95	\$ 7,245.00	\$ 9,545.00	\$ 3,800.00	\$ 9,545.00	31.75%	\$ 6,000.00	-17.18%
3210	Telephone	\$ 722.07			\$ -	\$ -	*	\$ -	*
3250	Postage	\$ 2,322.12	\$ 1,800.00	\$ 1,800.00	\$ 1,100.00	\$ 1,800.00	0.00%	\$ -	*
3410	Printing	\$ 14,226.92	\$ 14,500.00	\$ 14,500.00	\$ 12,000.00	\$ 12,000.00	-17.24%	\$ 9,600.00	-33.79%
3421	Copy Machine Cost	\$ 753.37	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3700	Advertising	\$ 131,268.53	\$ 119,819.00	\$ 115,819.00	\$ 95,819.00	\$ 115,819.00	-3.34%	\$ 92,655.20	-22.67%
3703	Air Show Donation		\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	0.00%	\$ -	*
3950	Education Reimbursement		\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00	0.00%	\$ -	*
4511	Multi-Peril Insurance		\$ -	\$ -	\$ 55.00	\$ 57.00	*	\$ 57.00	*
4541	Employee Personal Liability	\$ 9.00	\$ 9.00	\$ 9.00	\$ 8.00	\$ 8.00	*	\$ 8.00	*
4912	Fees & Dues	\$ 7,240.00	\$ 7,850.00	\$ 8,050.00	\$ 7,950.00	\$ 8,050.00	2.55%	\$ 8,050.00	2.55%
4916	Chamber Of Commerce	\$ 8,450.36	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	0.00%	\$ 9,600.00	0.00%
9561	Office Supplies	\$ 7.22	\$ -	\$ -	\$ -	\$ -	~	\$ -	*
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ 1,800.00	~
	<b>Total Operating Expenditures</b>	<b>\$ 231,200.60</b>	<b>\$ 214,412.56</b>	<b>\$ 214,412.56</b>	<b>\$ 148,853.00</b>	<b>\$ 216,785.00</b>	<b>1.11%</b>	<b>\$ 153,006.20</b>	<b>-28.64%</b>

**EXPENDITURE SHEET**    Fiscal Year **FY21-22**  
**Fund:**                    **95-Occupancy Tax Fund**  
**Dept #:**                **9077**    **Travel & Tourism**  
**Division:**            **9077**    ~  
    **Purple Cell-Finance Input**

**Dept. Head**            **Ashlin Glatthar**  
 ~ = Division by Zero  
 \* = Change < \$500

	Object of Expenditure	FY19-20 Actual	FY20-21 Adopted 6/17/2020	FY20-21 Adopted Amended 12/31/2020	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Adopted V. FY20-21 Request % Δ Incr/(Decr)	FY21-22 Manager Recommend. 6/01/21	FY20-21 Adopted V. FY21-22 MGR SUB % Δ Incr/(Decr)
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
5200A	Technology Lease - FY21		\$ 4,665.00	\$ 4,665.00	\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ 4,665.00	\$ 4,665.00	\$ -	\$ -	*	\$ -	*
	<b>Total Travel &amp; Tourism~ Budget</b>	\$ 408,121.63	\$ 408,503.00	\$ 408,503.00	\$ 321,274.62	\$ 411,187.33	0.66%	\$ 341,045.63	-16.51%

**JUSTIFICATION SHEET** Fiscal Year FY21-22  
**Fund:** 95-Occupancy Tax Fund  
**Dept #:** Travel & Tourism - 9077  
**Division:** ~ - 9077

Dept. Head-Ashlin Glatthar

Blue Font - Detail Schedule Requested

Green Cell - Department Input

Object of Expenditure		Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
1210	Salaries & Wages Regular		3 FTE's-closingout the FY less than budgeted due to marternity leave and vacany of Comm Managers position	\$ 133,274.23	\$ 150,900.39	\$ 145,725.62
1224	Cell Phone Stipend		Director's stipend	\$ 780.00	\$ 780.00	\$ 780.00
1275	Salaries & Wages Bonus			\$ 1,206.00	\$ -	\$ -
1278	Wellness Earnings		This FY will end less than the projected amount for next year because the wellness benefit lapsed when we were looking to fill the Comm Manager Position	\$ 700.00	\$ 900.00	\$ 900.00
1280	Vacation Pay Out					\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 10,400.96	\$ 11,672.40	\$ 11,276.53
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1290 X 11.31% (Non-Leo) 12.24% (Leo)	\$ 13,881.54	\$ 17,256.84	\$ 16,671.58
1822	401-K Retirement		Sum of accounts 1210 - 1290 X 4% Reg, 5% LEO	\$ 5,438.41	\$ 6,103.22	\$ 5,896.22
1830	Hospital Insurance		# FTE X \$6,456 (\$538 per employee per month)	\$ 6,540.00	\$ 6,540.00	\$ 6,540.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.18 per month per Employee for \$20,000 of coverage	\$ 114.48	\$ 114.48	\$ 114.48
1850	Unemployment Compensation		Provided by Finance		\$ 46.00	\$ 46.00
1860	Worker's Compensation		Provided by Finance	\$ 86.00	\$ 89.00	\$ 89.00
<b>Total Salaries &amp; Benefits</b>				<b>\$ 172,421.62</b>	<b>\$ 194,402.33</b>	<b>\$ 188,039.43</b>
1915	Bank Fees		Miscellaneous fees	\$ 21.00	\$ 21.00	\$ 21.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	No consultant fees requested at this time	\$ -	\$ -	\$ -
2203	Employee Appreciation		3 @ \$16		\$ 215.00	\$ 215.00
<b>2323</b>	<b>Other Training</b>	<b>Y</b>	Familiarization tours for journalists (2x/year)	\$ 2,500.00	\$ 5,000.00	\$ -
2921	Merchandise for Resale-T&T		Budgeted money to buy inventory for e-store		\$ 5,000.00	\$ 5,000.00
2993	Operational Supplies		Promotional Items; Office Supplies; Copier Lease; Uniforms; Event Fees/Tournament Rights; E-newsletter Subscription; Event support and supplies	\$ 16,000.00	\$ 25,920.00	\$ 20,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	Expanding our reach to bring in new sports/meeting events to our market	\$ 3,800.00	\$ 9,545.00	\$ 6,000.00
3210	Telephone		N/A			\$ -
3250	Postage			\$ 1,100.00	\$ 1,800.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY21-22		<b>Blue Font - Detail Schedule Requested</b>
Fund:	95-Occupancy Tax Fund	Dept. Head-Ashlin Glatthar	<b>Green Cell - Department Input</b>
Dept #:	Travel & Tourism - 9077		
Division:	~ - 9077		

	Object of Expenditure	Sched?	Detailed Justification	Estimated Year End Jun 30	Department Request	Manager Recommend. 6/01/21
3410	Printing		Reorder and update to visitors guides, tournament guides, flyers, etc.	\$ 12,000.00	\$ 12,000.00	\$ 9,600.00
3421	Copy Machine Cost		Copy Lease costs factored into operational supplies #2993			\$ -
<b>3700</b>	<b>Advertising</b>	<b>Y</b>	Goldsboro-Wayne County Marketing Plans and Programs to include: destination, sports, meetings/conventions, and tourism resource program	<b>\$ 95,819.00</b>	<b>\$ 115,819.00</b>	<b>\$ 92,655.20</b>
3703	Air Show Donation		Wings Over Wayne Air Show Media Plan		\$ 20,000.00	\$ -
3950	Education Reimbursement		3 FTE's @ \$2,500 (keeping this at a budget cut into FY 21)		\$ 3,750.00	\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 55.00	\$ 57.00	\$ 57.00
4541	Employee Personal Liability		Provided by Finance	\$ 8.00	\$ 8.00	\$ 8.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	Dues/Fees for data research, association affiliations and tourism programs	<b>\$ 7,950.00</b>	<b>\$ 8,050.00</b>	<b>\$ 8,050.00</b>
4916	Chamber Of Commerce		Rent	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
9561	Office Supplies		-	-	-	
3250A	Postage-Internal Charges only!		Shipping costs for visitors guides and online orders			\$ 1,800.00
	<b>Total Operating Expenditures</b>			<b>\$ 148,853.00</b>	<b>\$ 216,785.00</b>	<b>\$ 153,006.20</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5200A	Technology Lease - FY21		IT Updates for Department completed in FY20-21		\$ -	\$ -
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Travel &amp; Tourism-~ Budget</b>			<b>\$ 321,274.62</b>	<b>\$ 411,187.33</b>	<b>\$ 341,045.63</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: ~ - 9077  
 Account: 2323 Other Training

Dept. Head-Ashlin Glatthar

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Familiarization tours for journalists	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
2	Per Ashlin's notes 2/25/21 - reduce if necessary			\$ (5,000.00)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 2323 Other Training</b>		<b>\$ 2,500.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: ~ - 9077  
 Account: 3121 Travel

Dept. Head-Ashlin Glatthar

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Public Relations Media Mission (State & Regional)		\$ 800.00	\$ 800.00
2	Association of Executives of NC (AENC) Tradeshow	\$ 1,200.00	\$ 300.00	\$ 300.00
3	Connect Sports (Parks & Rec attended this year on behalf of tourism)			
4	Sports ETA		\$ 1,500.00	\$ 1,500.00
5	S.P.O.R.T.S. (replace TEAMS Conference with this conference to connect with smaller event rights-holders)	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
6	NC Coast Host Meetings		\$ 200.00	\$ 200.00
7	Mountains to Sea Trail Conference		\$ 500.00	\$ 500.00
8	NC Sports Association		\$ 500.00	\$ 500.00
9	Tourism Week I-95N Center			
10	GTC/WCTDA Board Meetings	\$ 600.00	\$ 600.00	\$ 600.00
11	Hotelier Meetings		\$ 400.00	\$ 400.00
12	2021 Visit NC 365 Conference		\$ 1,445.00	\$ 1,445.00
13	Other	\$ 500.00	\$ 800.00	\$ 800.00
14	Per Ashlin's note 2/25/21 reduce 20% if necess			\$ (1,909.00)
15	Per CM 5/17/21 9:00 cut			\$ (1,636.00)
	<b>Total - 3121 Travel</b>	<b>\$ 3,800.00</b>	<b>\$ 9,545.00</b>	<b>\$ 6,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY21-22</b>
<b>Fund:</b> 95-Occupancy Tax Fund	<b>Dept. Head-Ashlin Glatthar</b>
<b>Dept #:</b> Travel & Tourism - 9077	
<b>Division:</b> ~ - 9077	
<b>Account:</b> 3700 Advertising	

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1		\$ 95,819.00	\$ 115,819.00	\$ 115,819.00
2	Per Ashlin's note 2/25/21 reduce 20% if necess			\$ (23,163.80)
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total - 3700 Advertising</b>		<b>\$ 95,819.00</b>	<b>\$ 115,819.00</b>	<b>\$ 92,655.20</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY21-22

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: ~ - 9077  
 Account: 4912 Fees & Dues

Dept. Head-Ashlin Glatthar

Line #	Description-Activity/Vendor/Employee/Purpose	Estimated Year End Jun 30	FY21-22 Dept Request	FY21-22 Manager Recommend. 6/01/21
1	Association Executives of NC (AENC)	\$ 350.00	\$ 350.00	\$ 350.00
2	RDU Rack Space	\$ 800.00	\$ 800.00	\$ 800.00
3	NC Coast Host	\$ 400.00	\$ 400.00	\$ 400.00
4	NC Festival & Events (NCAF&E)	\$ 300.00	\$ 300.00	\$ 300.00
5	Civil War Trail Signs		\$ 800.00	\$ 800.00
6	NC Travel Industry Association (NCTIA)	\$ 1,200.00	\$ 500.00	\$ 500.00
7	NC Sports Association	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8	Smith Travel Research (STR)- fees increase next FY	\$3,100	\$ 3,100.00	\$ 3,100.00
9	Sponsorship Fees for local organizations			
10	Sports ETA	\$ 800.00	\$ 800.00	\$ 800.00
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 7,950.00</b>	<b>\$ 8,050.00</b>	<b>\$ 8,050.00</b>

