



# ***CITY OF GOLDSBORO***

## ***Manager's RECOMMENDED BUDGET***

***FY 2024-2025***

***May 15, 2024***





**TABLE OF CONTENTS**  
**FY 24-25 Manager’s Recommended Budget May 15, 2024**

**Main Chapters**

- I. Introduction Section**
- II. Departmental Detail**
  - a. Revenue by Fund**
  - b. Expenditures by Organization**
    - i. Narrative**
    - ii. Expenditures Budget Summary**
- III. January 18, 2024 Retreat Summary**

**I. INTRODUCTION SECTION**

1. Manager’s Message .....	8
2. Budget Calendar .....	15
3. Overall Summary Charts and Comparison .....	17
4. Summary by Fund.....	19
5. Summary by Organization .....	20
6. Revenue Summary .....	33
7. Attachment – Consultants Fees, Training and Travel Expenditures by Fund.....	43
8. Capital Outlay Summary.....	47
9. Debt Summary .....	59
10. Economic Development Agreements Summary .....	61
11. Position Summary.....	63
12. Fund Balance Comparison.....	99

**II. DEPARTMENTAL DETAIL (continued)**

1. General Fund

a. Revenue .....	103
b. Mayor & Council .....	112
c. City Manager .....	121
d. Human Resources .....	133
e. Community Relations .....	145
f. Paramount Theater .....	155
g. Finance Postage Service Credits.....	167
h. Goldsboro Event Center .....	173
i. Inspections .....	185
j. Downtown Development .....	195
k. Information Technology .....	207
l. Public Works Administration .....	221
m. Public Works - Garage .....	229
n. Finance Garage Services Credits .....	241
o. Public Works - Buildings & Grounds .....	245
p. Public Works - Cemetery .....	260
q. Finance .....	269
r. Finance Office Supply Credits.....	283
s. Finance PCard Transaction Clearing .....	287
t. Planning & Redevelopment.....	289
u. Public Works - Street Maintenance .....	301
v. Engineering - Street Utilities .....	313
w. Engineering - Street Paving .....	317
x. Public Works - Solid Waste .....	321
y. Engineering .....	331
z. Fire Department .....	343
aa. Police Department.....	367
bb. Agency Support .....	401
cc. Non-Recurring Capital Outlay.....	403
dd. Parks and Recreation .....	405

**DEPARTMENTAL DETAIL (continued)**

ee. Golf Course.....	421
ff. Transfers & Shared Services.....	433
gg. Debt.....	435
2. Stormwater Fund	
a. Revenue .....	437
b. Stormwater Operations .....	442
c. Transfers & Shared Services.....	455
d. Debt.....	457
3. Utility Fund	
a. Revenue .....	459
b. Billing, Inventory & Meter Services .....	465
c. Distribution & Collections.....	477
d. Water Treatment Plant .....	491
e. Water Reclamation Facility .....	509
f. Utility Fund Capital Expense.....	527
g. Compost Facility .....	531
h. Transfers & Shared Services.....	543
i. Debt.....	545
4. Downtown District Fund	
a. Revenue .....	547
b. Downtown District .....	551
5. Occupancy Tax Fund	
a. Revenue .....	555
b. Transfers & Shared Services.....	560
c. Civic Center.....	562
d. Travel & Tourism .....	565
6. General Fund Capital Reserve	
a. Revenue .....	577
b. Transfers & Shared Services.....	581
7. Cemetery Perpetual Care Fund	
a. Revenue .....	585
b. Transfers & Shared Services.....	589

**DEPARTMENTAL DETAIL (continued)**

8. Fuel System Internal Service Fund	
a. Revenue .....	593
b. Transfers & Shared Services.....	597
9. Utility Capital Reserve Fund	
a. Revenue .....	601
b. Transfers & Shared Services.....	605
10. System Development Fees Capital Reserve Fund	
a. Revenue .....	609
b. Transfers & Shared Services.....	613
III. Strategic Planning Retreat January 18, 2024 Summary .....	616

**End of Table of Contents**



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Introductory Section

**May 15, 2024**

**Honorable Mayor and Councilmembers:**

It is my pleasure to submit the fiscal year (FY) 2024-2025 budget for board consideration. Total proposed expenditures in all funds is \$86,473,189. This is an increase of \$9,837,251 or 12.84%. The budget represents very little increase in operational spending. For the most part it is a bare bones operational budget. The \$6,308,884 increase in general fund expenses is due primarily to increases in salary for both the Police and Fire Departments. Police department increases took effect in March of 2024. As per the City Council directive from the February 21<sup>st</sup> budget retreat Fire Department salaries are included. These increases will be effective for the first full pay cycle of July. One penny on the tax rate is estimated to be equivalent to \$233,000. The recommended 15 cent increase in property tax is needed to effectively recruit and retain police and fire personnel. As it stands today, the Goldsboro Fire Department is one of, if not the lowest paid fire departments in the region. As to our Police department we have been struggling to recruit and retain, we are currently at 75% staffing.

While it is always difficult to predict an uncertain economy there are factors that should be considered such as interest rates, inflation, employment data etc. On a positive note, inflation has slowly cooled down. Last year at this time it was hovering around five percent, today that rate has dropped to about 3.5 percent. However, historically long-term averages are around three percent. Ideally, bringing inflation below 2.5 percent would help stabilize the economy. Of note, is that while consumer spending has remained strong, many are using credit cards as such personal debt has more than doubled over the past five years. With the high level of uncertainty the Federal Government appears to be taking a wait and see approach on interest rates opting to hold rates steady. The plan or hope being that inflation has been tamed and the economy is in for a soft landing. If not, it is possible that we could end up with a phenomenon known as stagflation whereby prices continue to rise while economic activity or growth is flat or stagnant. While inflation has eroded buyers' purchasing power and led to increasing amounts of debt, consumer spending has remained brisk. Nevertheless, our budget approach on sales tax remains conservatively below the North Carolina League of Municipalities estimates as signs point to an economic slowdown after the November general election.

One of the most resilient pieces to our economy has been continued economic expansion coming out of the pandemic. Job growth has now continued beyond the pre-pandemic high. Job reports continue to surpass expected growth reports, however, while this is good it does lead to further concern about ongoing inflationary pressures. The Federal government has to be very careful about raising interest rates to the point that it could possibly squeeze the life out of an expanding economy and put us in a recession. Consumer confidence remains fairly strong but that said it has been dropping



over the last two years. This is likely one of the spillover effects of the unprecedented inflationary period over the past two years. The key to continued economic expansion will be ongoing job growth coupled with lowering of inflation.

The rising costs of construction, higher interest rates and stronger than average demand has made home ownership, particularly for first time home buyers immensely challenging. Throughout the United States we have various forms of affordable housing crisis. It affects property in both rural and urban settings. Most homeowners have likely experienced a dramatic rise in their homes value. Home values on average have increased by over sixty percent in the last five years. The average home price in North Carolina in 2024 increased by 4.8 percent and is at \$332,265. According to Zillow in Wayne County the average priced home is considerably lower at \$180,329. However, this past year alone estimated values have increased over a one-year period by almost seven percent. While not a metropolitan urban area like Charlotte or Raleigh, Goldsboro and Wayne County are starting to feel the creep of Raleigh and Johnston County growth. That trend is expected into the foreseeable future. What this means for Goldsboro and Wayne County in population growth and higher cost home prices. However, it also results in greater opportunities for wage growth as larger often well-paying companies invest in job expansion or relocate industry. The reality is that many home values have gone up considerably with some more than doubling since the last revaluation period in 2018. On average, existing home values have increased a minimum of 5 percent per year since 2018 such that now average homes once valued at \$180k in 2018 are now worth roughly \$235k. Home buyers are ironically paying more for new 1,500 square foot starter three-bedroom starter homes for over \$300k.

At minimum, counties are required to do revaluations once every eight years. Due to the significant change in property value many counties, especially more urban counties like Wake, do a revaluation once every four years. The net effect or goal is to not have such a dramatic impact on property owners as property values change. Wayne County generally does a county wide revaluation once every eight years. However, the state has required Wayne County to do a revaluation effective 2025 because the estimated market value on average for real property countywide was greater than twenty-five percent. Consequently, growth in real property has been largely due to increased building activity which has been minimal up until the last year and a half. Growth due to property values increasing will be reflected in next years budget making this years proposed budget very challenging.

Real property stagnation in 2018 assessed property values was a major driver of the proposed budget. Revenue assumptions remain conservative and include recommended tax and utility rate increases as with the rising costs of inflation. Like so many others, the City of Goldsboro is faced with higher costs for nearly everything from year-over-year inflation coupled with very modest revenue growth. As such, the city of the past several years has worked very hard to actually lower expenditures while still maintaining current service levels. City property value growth is estimated to be 1.14%, from \$2.61 billion to \$2.64 billion or \$30 million (M), generating \$257K in revenue. A property tax increase of \$.15/\$100 valuation is recommended to generate an additional \$3.8M in general fund (GF) revenue. Sales tax growth is estimated to be 2.2%, raising an additional \$266K. Appropriated fund balance is recommended in the amount of \$1.1M from the General fund primarily to pay for the 2.5% COLA (\$725K), two new positions in the General Fund (\$135K). Utility fund (UF) water and sewer rates increase 7%, generating \$700K in revenue and using \$558K in fund balance to enable current operations and future projects.

Notable new expenditures include: General Fund – Goldsboro Police Department (GPD) six (6) vehicles; public works garbage trucks and leaf machine being funded with \$2.4M loan; employee 2.5% cost of living pay increase effective for the first full pay period in July. Utility Fund – water and sewer line relocation on US117 (\$1.5M); repair 15 inch VCP sewer outfall line (\$2.8M); Mount Olive Pickle Company expansion (\$600K); Central Heights Road realignment (\$308K); Stormwater Fund – closed circuit tv camera system (\$160K).

**BUDGET PROCESS**

On January 18<sup>th</sup>, 2024, the city held a strategic planning retreat. One of the primary purposes of this retreat was to determine early on what the collective priorities of the Board were. This would also be a tool to provide budget guidance. During the retreat the City Council was given a list of fifteen urgent needs or issues that have been discussed as priorities. The Council was asked to prioritize that list while also given the opportunity to add their own concerns that might not have been listed. The prioritization exercise was done by way of assigning value as determined by sticker color. A red sticker represented an individual’s highest priority, a green sticker was considered a high priority and a yellow was slightly higher than a green sticker. The top priority the Council had was reducing crime, particularly violent crime and gang activity. Violent crimes and homicides year to date are up by 41% as of April 2024. Of note is the fact that while crime has risen dramatically our staffing levels, particularly patrol officers, have dropped to very dangerous levels. Whether there is a correlation or not, violent crime has skyrocketed while at the same time police vacancies continue to rise. The city council recognized this and implemented a new pay plan in March to sufficiently increase pay to match or exceed our region’s counterparts. As a result, we are now seeing more qualified applicants than we have had in several years.

All seven Council members listed reducing violent crime as their highest top priority. This budget reflects priority number one by funding police and fire pay increases up to and above the mid-point or average for our region. This strategy is already improving Goldsboro’s ability to attract more officers. The Police Chief and his staff have developed a strategy to reduce crime and will implement the plan as the city continues to increase its police department staffing levels by filling existing vacancies.

Other top priorities included improving the city’s overall fiscal health which received six highest priority votes. Job creation and economic development and finding solutions for the unhoused came in third and fourth respectively both receiving three highest priority votes. Below is a table that lists the costs associated with the goals and objectives of the Mayor and City Council to include a recommended 2.5% COLA for all employees.

**General Fund**

Police Raises approved by Council	\$1,743,781
Fire Raises approved by Council	\$1,501,770
2.5% Cola	\$724,936
New CD Position	\$62,030
New Minimum Housing Position	\$72,770
Total Addtl Incl in Mgr Rec	<u>\$4,105,286</u>

While over a dozen new positions were recommended only two were funded. to include a minimum housing position within planning and a Community Development Specialist. The two recommended new positions are needed to help the city with its community development goals of eliminating slums and blight and creating affordable housing opportunities for low to moderate income families. The minimum housing officer would be working within the planning department and be focused solely on demolition and rehabilitation of affordable housing throughout the city. The new Community Development Specialist would also be assigned to Planning. The city is also considering putting community development back under planning where there will be better coordination between the planning, inspections and code enforcement processes. It is also very important that the planning department and community development processes clearly reflect the plans and specifications associated with our land use plan and development design criteria.

**REVENUES**

Total City revenues are expected to continue to increase slightly, which is positive news, however, that must be tempered by the fact that over \$3 million of the increased revenue is due to a proposed increase in property taxes. Property taxes are the single largest source of revenue within the general fund. The proposed tax increase for police and fire was a primary goal for the City Council to ensure that the city could competitively recruit and retain public safety positions, something that has been increasingly challenging throughout the country. Gains in sales tax revenue, while they have been very strong in recent years, are anticipated to fall back below three percent and are budgeted accordingly. The budget recommends using fund balance as an alternative to relying one hundred percent on property tax increases. Neither option are what we as the city would have preferred but unfortunately there are no other attractive alternatives.

The use of unassigned fund balance to balance the budget is less than ideal. The City has made tremendous progress building its fund balance back up to exceed Board adopted policy and ideally is striving to continue to improve its finances. Furthermore, as the city is on the Unit Assistance List or (UAL) it will be cause for concern among Local government Commission staff. The proposed unassigned fund balance to be applied is \$1.1M which would be close to five additional pennies on the tax rate. With the city completing the 22/23 audit we will see an increase in unassigned fund balance that we anticipate should more than enough offset the withdrawal we are making.

Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Dec)
Total-Tax Revenues-0001	\$ 18,200,831.63	\$ 19,335,688.00	\$ 19,335,688.00	\$ 19,436,066.00	\$ 19,612,653.00	\$ 23,423,582.00	21.14%
Total-Licenses & Permits-0002	\$ 507,556.03	\$ 422,350.00	\$ 422,350.00	\$ 691,716.00	\$ 690,775.00	\$ 690,775.00	63.56%
Total-Revenue Other Agencies-0003	\$ 16,855,723.58	\$ 16,395,317.00	\$ 16,427,501.00	\$ 16,981,611.57	\$ 17,142,403.98	\$ 17,142,403.98	4.56%
Total-Charges for Services-0004	\$ 5,948,024.29	\$ 6,110,922.00	\$ 6,110,922.00	\$ 5,743,557.00	\$ 6,306,700.00	\$ 6,306,700.00	3.20%
Total-Capital Returns-0005	\$ 1,427,969.58	\$ 2,118,221.20	\$ 2,365,556.80	\$ 943,352.13	\$ 604,855.72	\$ 3,075,469.12	45.19%
Total-Miscellaneous Revenues-0006	\$ 184,430.11	\$ 49,700.00	\$ 59,700.00	\$ 99,529.54	\$ 10,200.00	\$ 49,700.00	0.00%
Total-Shared Services-0007	\$ 3,328,996.00	\$ 3,690,414.00	\$ 3,690,414.00	\$ 3,690,414.00	\$ 4,139,125.00	\$ 4,139,125.00	12.16%
Total-Transfers In Revenue-0008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*
Total-Fund Balance Withdrawal-0009	\$ -	\$ 1,500,000.00	\$ 4,364,860.43	\$ -	\$ -	\$ 1,103,741.00	-26.42%
Total Revenues	\$ 46,453,531.22	\$ 49,622,612.20	\$ 52,776,992.23	\$ 47,586,246.24	\$ 48,506,712.70	\$ 55,931,496.10	12.71%

**Model of Excellence in Government:**

The City Strategic Plan is used to evaluate the implementation of public services to meet the Council established vision, mission, values, and goals. Goldsboro is one of ten (10) North Carolina cities that participate in the UNC School of Government Benchmarking Project to compare services and performance trends and develop best practices. The Stantec utility rate and system development fee studies have been essential to fund current and future water and sewer infrastructure projects. The WRF expansion study funded in this budget will define the expected costs of providing additional sewer treatment capacity for the City. Unfortunately, ten (10) new requested positions to improve services for our residents and visitors were not funded.

**Recommended new Initiatives:**

As part of an effort to be more competitive recruiting and retaining employees the city will initiate a vacation buy back program. In addition, as was recommended by the Council the city will initiate a health insurance reimbursement for those employees that have other qualifying healthcare insurance.

**RECOMMENDED BUDGET OVERVIEW**

A comparison of the adopted FY 2023-24 budget (as amended) to the recommended FY 2024-25 budget is shown below.

<b>Fund</b>	<b>Adopted FY 2023-24 (as amended)</b>	<b>Recommended FY 2024-25</b>	<b>Difference</b>	<b>Explanation (if needed)</b>
General	\$52,776,992	\$55,931,496	\$3,154,504	Use of fund balance \$1.1M and property tax increase \$4.1M; very flat revenue growth
Stormwater	2,070,655	1,697,831	(372,824)	No use of fund balance, no fee increases; no debt borrowing; Capital \$186K
Utility	26,899,901	25,698,254	(1,201,647)	7% water and sewer rate increase \$700k; fund balance used \$558K; Capital requests \$10M, reduced to \$6.5M; no debt borrowing
Downtown District	112,215	100,225	(11,990)	Operational expense reduction; no tax increase; no fund balance used
Occupancy Tax	1,465,450	1,349,857	(115,593)	Operational expense reduction; no fund balance used
<b>Totals</b>	<b>\$83,325,213</b>	<b>\$84,777,663</b>	<b>\$1,473,175</b>	

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:

<b>Item</b>	<b>Change</b>	<b>Notes</b>
Tax Rate	Yes	15 cent increase from 73 to 88 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	See fee schedule.

Item	Change	Notes
Utility Rates & Fees	Yes	7% rate increase for water and sewer.
Stormwater Fee	No	See fee schedule.
Parks & Recreation Fees	No	See fee schedule.
New Debt General Fund	Yes	Financing for new equipment \$2.45M.
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.
Planning Fees	No	See fee schedule.
Number of Positions Authorized/Funded	Yes	Full-time Employee (FTE) increase 494 to 496.
New Positions Authorized/Funded	Yes	Total (2) - 1 FTE Minimum Housing Inspector, 1 FTE CDBG Specialist
Retirement Rates	Yes	General Employee 12.91% to 13.66%; Law Enforcement Employees 14.24% to 15.24%.
Health Insurance Changes	Yes	The City joined NC State Health Plan in January 2016. Employee only rate \$730.75/month expected to increase to \$804.00 effective January 2025. Aetna will replace Blue Cross Blue Shield as the third party administrator in 2025.
Employee Pay Increases	Yes	2.5% COLA effective for the first full pay period after July 1, 2023, and no merit is proposed.
Employee 401(k) Contribution	No	Continue Contribution 5% for sworn law enforcement and 4% for all non-sworn City employees.

## **CAPITAL EXPENDITURES**

The city is working on a new five-year capital improvement planning process. All departments have submitted a five-year plan for all capital items in excess of fifty thousand dollars. A capital plan allows the city to plan and act proactively to replace aging equipment before it completely breaks down and or is rendered obsolete. The city has a capital reserve fund but has struggled to fund it consistently. However, long term capital planning for major projects such as street resurfacing and new building construction requires detailed financial planning. The city inclusion on the Unit Assistance list administered by the Local Government Commission means that long term borrowing is prohibited. As such, the city has had to rely on pay go or installment finance options to fund capital. The city has a significant need to upgrade a lot of its machinery, large tractors and trash trucks. There were many needs that went unfunded but nearly all departments were able to get their top one or two essential capital items financed.

<b>Capital Outlay Type</b>	<b>FY24-25</b>		<b>FY23-24</b>	
	<b>Request</b>	<b>Manager Recommended</b>	<b>Request</b>	<b>Adopted</b>
<b>General Fund</b>				
Buildings & Improvements	602,000	4,250	1,800,023	47,172
Rolling				
Stock/Equipment/Furniture/Fixtures	3,023,794	1,149,573	2,327,243	840,878
Vehicles	3,475,892	1,656,372	3,554,604	1,218,184
Infrastructure	1,013,950	5,000	1,011,817	107,317
<b>Subtotal General Fund</b>	<b>8,115,636</b>	<b>2,815,195</b>	<b>8,693,687</b>	<b>2,213,551</b>

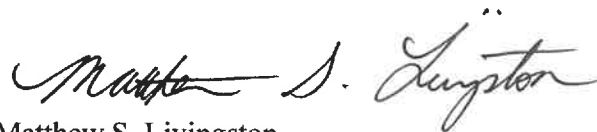
**BUDGET SUMMARY**

In closing, the total budget recommended budget for Fiscal Year 2024-25 is \$86.5M and is balanced as required by North Carolina General Statute §159-11. This total represents an increase of \$9.8M from Fiscal Year 2023-24. The recommended budget is summarized below:

	<b>Estimated Revenues</b>	<b>Estimated Expenditures</b>	<b>Fund Balance Appropriated</b>
General Fund	\$ 54,869,941	\$ 55,931,496	\$ 1,061,555
General Fund Capital Reserve	1,000	1,000	-
Cemetery Perpetual Reserve	53,105	53,105	-
Stormwater Fund	1,697,831	1,697,831	-
Utility Fund	25,139,789	25,698,254	558,465
Utility Fund Capital Reserve	-	-	-
System Development Fees Cap. Res.	280,000	280,000	-
Downtown District	100,225	100,225	-
Occupancy Tax	1,349,857	1,349,857	-
Fuel System Internal Service Fund	1,361,421	1,361,421	-
<b>Total Budget FY24-25</b>	<b>\$ 84,853,169</b>	<b>\$ 86,473,189</b>	<b>\$ 1,620,020</b>

I would like to thank the City department heads and administrative staff for helping to develop this budget. Without their diligent efforts, this document would not be possible.

Respectfully submitted,



Matthew S. Livingston  
Interim City Manager

## ***City of Goldsboro, NC FY 2024-25 Budget Calendar***

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Department</u></b>
Jan 2 – Feb 22	▪ Prepare prior & current year expenditure schedule and revenue estimates	Finance
Feb 23	▪ Department Budget Workbooks & Instructions Available	All Departments
Feb 20 & 21	▪ Council Retreat	CM/Council/Depts.
Feb 28	▪ Spreadsheet submitted for New Positions or Reclass Positions	Human Resources Due to HR
Mar 4	▪ Department Budget Workbooks Submitted to Finance	Finance
Mar 4 – Mar 12	▪ Compile documents, review requests, and summarize	Finance
Mar 11 – Mar 15	▪ Manager and HR review of Position Requests	City Manager/HR
Mar 11 – Mar 15	▪ Compile expenditure and revenue totals	Finance
Mar 18– Apr 1	▪ Revenue calculations	Finance
Mar 18 – Mar 22	▪ Meeting with all departments to review budget requests	City Mgr/Finance/Dept. Heads
Apr 1 – Apr 5	▪ Validating Department Request Spreadsheets to Banner	Finance
Apr 1 – Apr 19	▪ Balancing Manager’s Recommended Budget	City Manager/Finance
Apr 22 – Apr 26	▪ Prepare Schedules, Charts, Analysis for Manager’s Recommended Budget	Finance
April 29	▪ Publish statement regarding Manager’s Budget and proposed rate increases	Finance
April 29 – May 3	▪ Prepare Presentation Booklet for Manager’s Recommended Budget for the Budget Worksession	Finance
April 29 – May 13	▪ Prepare compiled FY24-25 Manager’s Recommended Budget for the Budget Worksession	Finance
May 15	▪ Submit official FY24-25 Manager’s Recommended Budget to City Council and LGC ▪ Publish printed copy of FY24-25 Manager’s Recommended Budget for the Budget Worksession	City Manager/Finance Finance/IT
May 15 – Jun 17	▪ Council’s budget work session meetings	CM/Council/Depts.
Jun 3	▪ Hold Public Hearing on recommended budget	City Council
Jun 17	▪ Formally adopt budget	City Council
Jun 17 - 28	▪ Prepare adopted budget allocations	Finance







# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Overall Summary



## FY24-25 Budget Summary by Fund

		FY24 Adopted			6/30/24	Manager	
		FY23 Actuals	Budget Original 6/20/23	FY24 Amended Budget Dec 31	Estimated Actuals (JUN30)	FY24-25 Dept Request (DEPT)	Submitted 5/15/24 (MGR02)
<b>Operating Fund</b>							
11-General Operating	Revenues	\$46,453,531	\$49,622,612	\$52,776,992	\$47,586,246	\$48,506,713	\$55,931,496
	Expenditures	\$40,917,225	\$49,622,612	\$52,776,992	\$51,050,013	\$63,193,098	\$55,931,496
<b>General Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$5,536,306</b>	<b>(\$0)</b>	<b>\$0</b>	<b>(\$3,463,767)</b>	<b>(\$14,686,386)</b>	<b>(\$0)</b>
1110-Capital Reserve	Revenues	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	Expenditures	\$0	\$1,000	\$1,000	\$0	\$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>
1113-COG Cemetery Perpetual Care Fund	Revenues	\$0	\$0	\$0	\$0	\$53,105	\$53,105
	Expenditures	\$0	\$0	\$0	\$0	\$53,105	\$53,105
<b>COG Cemetery Perpetual Care Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>
15-Stormwater Fund	Revenues	\$2,041,320	\$1,934,200	\$2,070,655	\$1,723,656	\$1,722,000	\$1,697,831
	Expenditures	\$1,904,155	\$1,934,200	\$2,070,655	\$1,869,037	\$2,426,357	\$1,697,831
<b>Stormwater Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$137,165</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$145,381)</b>	<b>(\$704,357)</b>	<b>\$0</b>
61-Utility Fund	Revenues	\$23,750,002	\$23,409,993	\$26,899,901	\$23,924,270	\$25,182,356	\$25,698,254
	Expenditures	\$15,832,248	\$23,409,993	\$26,899,901	\$21,319,954	\$30,322,264	\$25,698,254
<b>Utility Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$7,917,754</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,604,316</b>	<b>(\$5,139,908)</b>	<b>\$0</b>
6110-Utility Fund Cap Res.	Revenues	\$1,506,129	\$100,000	\$100,000	\$0	\$0	\$0
	Expenditures	\$1,173,402	\$100,000	\$100,000	\$367,100	\$0	\$0
<b>Utility Fund Cap. Res.</b>	<b>Surplus/(Deficit)</b>	<b>\$332,727</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$367,100)</b>	<b>\$0</b>	<b>\$0</b>
6111-System Devel. Fees Cap. Res.	Revenues	\$0	\$0	\$449,600	\$215,619	\$280,000	\$280,000
	Expenditures	\$0	\$0	\$449,600	\$215,619	\$280,000	\$280,000
<b>SDF Utility Fund Cap. Res.</b>	<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
70-Downtown Special District Fund	Revenues	\$105,744	\$102,683	\$112,215	\$105,016	\$100,225	\$100,225
	Expenditures	\$86,402	\$102,683	\$112,215	\$104,183	\$100,225	\$100,225
<b>Downtown Goldsboro Special District Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$19,342</b>	<b>\$0</b>	<b>\$0</b>	<b>\$833</b>	<b>\$0</b>	<b>\$0</b>
95-Occupancy Tax Fund	Revenues	\$1,242,732	\$1,465,450	\$1,465,450	\$1,296,724	\$1,349,857	\$1,349,857
	Expenditures	\$1,174,653	\$1,465,450	\$1,465,450	\$1,249,318	\$1,349,857	\$1,349,857
<b>Occupancy Tax Fund</b>	<b>Surplus/(Deficit)</b>	<b>\$68,079</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,406</b>	<b>(\$0)</b>	<b>\$0</b>
6021-Fuel System Int. Svc. Fd	Revenues	\$0	\$0	\$0	\$0	\$1,361,421	\$1,361,421
	Expenditures	\$0	\$0	\$0	\$0	\$1,361,421	\$1,361,421
<b>Fuel System Internal Svc. Fd.</b>	<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ALL FUNDS</b>	<b>Revenues</b>	<b>\$75,100,458</b>	<b>\$76,635,938</b>	<b>\$83,875,813</b>	<b>\$74,852,531</b>	<b>\$78,556,677</b>	<b>\$86,473,189</b>
	<b>Expenditures</b>	<b>\$61,088,085</b>	<b>\$76,635,938</b>	<b>\$83,875,813</b>	<b>\$76,175,223</b>	<b>\$99,087,328</b>	<b>\$86,473,189</b>
<b>Surplus/(Deficit)</b>		<b>\$14,012,373</b>	<b>(\$0)</b>	<b>\$0</b>	<b>(\$1,322,692)</b>	<b>(\$20,530,651)</b>	<b>\$0</b>

FY2024-25 Budget  
Summary by Fund and Organization

General Fund Revenues						
Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Tax Revenues	\$ 18,200,832	\$ 19,335,688	\$ 19,335,688	\$ 19,436,066	\$ 19,612,653	\$ 23,423,582
Licenses & Permits	\$ 507,556	\$ 422,350	\$ 422,350	\$ 691,716	\$ 690,775	\$ 690,775
Revenue Other Agencies	\$ 16,855,724	\$ 16,395,317	\$ 16,427,501	\$ 16,981,612	\$ 17,142,404	\$ 17,142,404
Charges For Services	\$ 5,948,024	\$ 6,110,922	\$ 6,110,922	\$ 5,743,557	\$ 6,306,700	\$ 6,306,700
Capital Returns	\$ 1,427,970	\$ 2,118,221	\$ 2,365,557	\$ 943,352	\$ 604,856	\$ 3,075,469
Miscellaneous Revenue	\$ 184,430	\$ 49,700	\$ 59,700	\$ 99,530	\$ 10,200	\$ 49,700
Shared Services	\$ 3,328,996	\$ 3,690,414	\$ 3,690,414	\$ 3,690,414	\$ 4,139,125	\$ 4,139,125
Transfer in Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ 1,500,000	\$ 4,364,860	\$ -	\$ -	\$ 1,103,741
<b>Total Revenues - General Fund</b>	<b>\$ 46,453,531</b>	<b>\$ 49,622,612</b>	<b>\$ 52,776,992</b>	<b>\$ 47,586,246</b>	<b>\$ 48,506,713</b>	<b>\$ 55,931,496</b>

General Fund Expenditures						
Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Mayor & Council	\$ 288,721	\$ 462,741	\$ 462,741	\$ 475,567	\$ 450,668	\$ 450,668
City Manager	\$ 738,335	\$ 874,122	\$ 875,060	\$ 832,204	\$ 983,402	\$ 970,748
Human Resources Management	\$ 612,404	\$ 758,598	\$ 780,714	\$ 751,766	\$ 846,625	\$ 853,632
Community Relations	\$ 160,391	\$ 203,037	\$ 203,037	\$ 285,908	\$ 323,326	\$ 319,637
Paramount Theater	\$ 865,507	\$ 911,558	\$ 942,210	\$ 1,001,443	\$ 1,058,744	\$ 931,228
Postage Service Credits	\$ 4,049	\$ -	\$ -	\$ -	\$ -	\$ -
Goldsboro Event Center	\$ 181,830	\$ 218,700	\$ 284,329	\$ 286,254	\$ 303,532	\$ 263,109
Inspections	\$ 529,670	\$ 630,765	\$ 630,765	\$ 641,960	\$ 672,686	\$ 667,130
Downtown Development	\$ 220,153	\$ 312,104	\$ 312,104	\$ 313,700	\$ 313,371	\$ 311,727
Information Technology	\$ 2,147,812	\$ 3,033,809	\$ 3,539,308	\$ 2,882,124	\$ 4,784,124	\$ 2,686,845
Public Works - Administration	\$ 381,638	\$ 629,026	\$ 643,587	\$ 642,191	\$ 653,058	\$ 654,534
Garage	\$ 1,450,684	\$ 1,737,340	\$ 1,756,959	\$ 1,647,071	\$ 1,952,375	\$ 1,916,635
Garage Service Credits	\$ (802,363)	\$ (749,750)	\$ (749,750)	\$ (600,740)	\$ (790,750)	\$ (790,750)
Buildings & Grounds	\$ 554,205	\$ 856,905	\$ 950,054	\$ 859,465	\$ 1,207,228	\$ 1,014,451
Cemetery	\$ 321,370	\$ 398,172	\$ 398,172	\$ 405,129	\$ 445,649	\$ 397,931

FY2024-25 Budget  
Summary by Fund and Organization

**General Fund Expenditures**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Finance	\$ 1,854,813	\$ 2,168,679	\$ 2,173,079	\$ 2,115,976	\$ 2,247,483	\$ 2,287,041
Office Supply Credits	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -
PCard Transaction Clearing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning & Redevelopment	\$ 1,100,341	\$ 1,382,180	\$ 1,381,243	\$ 1,264,357	\$ 1,668,741	\$ 1,613,734
Street Maintenance	\$ 679,612	\$ 902,005	\$ 1,030,718	\$ 995,426	\$ 1,449,439	\$ 1,042,988
Streets Utilities	\$ 578,479	\$ 497,000	\$ 497,000	\$ 497,000	\$ 515,000	\$ 501,000
Street Paving Division	\$ 267,607	\$ -	\$ 207,531	\$ 152,793	\$ 1,494,950	\$ -
Solid Waste	\$ 3,757,818	\$ 4,079,299	\$ 4,971,401	\$ 4,717,429	\$ 5,066,797	\$ 4,729,674
Engineering	\$ 1,100,341	\$ 1,405,475	\$ 1,431,612	\$ 1,273,231	\$ 1,424,381	\$ 1,297,712
Fire Department	\$ 6,378,998	\$ 7,666,957	\$ 7,727,003	\$ 7,874,555	\$ 10,397,237	\$ 9,241,147
Police Department	\$ 8,979,893	\$ 11,236,113	\$ 11,415,051	\$ 11,609,980	\$ 15,366,544	\$ 14,459,553
Agency Support (NPO's)	\$ 446,181	\$ 473,129	\$ 581,945	\$ 581,945	\$ 548,329	\$ 548,329
Non-Recurring Capital Outlay	\$ 243,513	\$ 482,593	\$ 873,893	\$ 432,315	\$ 478,994	\$ 478,994
Parks and Recreation	\$ 2,920,778	\$ 3,657,863	\$ 3,779,529	\$ 3,808,733	\$ 4,247,271	\$ 4,030,778
Golf Course	\$ 587,998	\$ 725,692	\$ 993,173	\$ 1,026,309	\$ 906,208	\$ 875,334
Transfers & Shared Services	\$ 1,000	\$ 397,000	\$ 404,385	\$ -	\$ 40,000	\$ 40,000
Debt Service	\$ 4,364,120	\$ 4,271,500	\$ 4,280,140	\$ 4,275,922	\$ 4,137,687	\$ 4,137,687
<b>Total Expenditures-General Fund</b>	<b>\$ 40,917,225</b>	<b>\$ 49,622,612</b>	<b>\$ 52,776,992</b>	<b>\$ 51,050,013</b>	<b>\$ 63,193,098</b>	<b>\$ 55,931,495</b>

**General Fund Capital Reserve**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Transfers In Revenue	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Fund Balance Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<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>
Transfers & Shared Services	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
<b>Total Expenditures-Gen Fd Capital Reserve</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

FY2024-25 Budget  
 Summary by Fund and Organization

**COG Cemetery Perpetual Care Fund**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Transfers In Revenue				\$ -	\$ 53,105	\$ 53,105
Fund Balance Withdrawal				\$ -	\$ -	\$ -
<b>Total Revenues-COG Cemetery Perpetual Care F</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,105</b>	<b>\$ 53,105</b>
Transfers & Shared Services				\$ -	\$ 53,105	\$ 53,105
<b>Total ExpendituresCOG Cemetery Perpetual Car</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,105</b>	<b>\$ 53,105</b>

**Stormwater Fund**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Charges For Services	\$ 1,622,426	\$ 1,684,200	\$ 1,684,200	\$ 1,685,070	\$ 1,685,000	\$ 1,685,000
Capital Returns	\$ 402,678	\$ 250,000	\$ 250,000	\$ 38,586	\$ 37,000	\$ 12,831
Miscellaneous Revenue	\$ 16,216	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ -	\$ 136,455	\$ -	\$ -	\$ -
<b>Total Revenues-Stormwater Fund</b>	<b>\$ 2,041,320</b>	<b>\$ 1,934,200</b>	<b>\$ 2,070,655</b>	<b>\$ 1,723,656</b>	<b>\$ 1,722,000</b>	<b>\$ 1,697,831</b>
Stormwater Division	\$ 1,131,258	\$ 1,342,341	\$ 1,478,796	\$ 1,338,386	\$ 1,582,167	\$ 1,353,641
Transfers & Shared Services	\$ 594,281	\$ 535,559	\$ 457,169	\$ 396,647	\$ 657,260	\$ 157,260
Debt Service	\$ 178,616	\$ 56,300	\$ 134,691	\$ 134,004	\$ 186,930	\$ 186,930
<b>Total Expenditures-Stormwater Fund</b>	<b>\$ 1,904,155</b>	<b>\$ 1,934,200</b>	<b>\$ 2,070,656</b>	<b>\$ 1,869,037</b>	<b>\$ 2,426,357</b>	<b>\$ 1,697,831</b>

FY2024-25 Budget  
Summary by Fund and Organization

**Utility Fund**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Revenue Other Agencies	\$ 428,036	\$ -	\$ -	\$ 147,919	\$ -	\$ -
Charges For Services	\$ 20,871,164	\$ 22,591,000	\$ 23,040,600	\$ 22,382,171	\$ 23,788,400	\$ 23,745,833
Capital Returns	\$ 429,007	\$ 201,921	\$ 201,921	\$ 692,734	\$ 693,956	\$ 693,956
Miscellaneous Revenue	\$ 1,046,505	\$ 517,072	\$ 517,072	\$ 701,446	\$ 700,000	\$ 700,000
Transfers In Revenue	\$ 975,289	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ -	\$ 3,040,308	\$ -	\$ -	\$ 558,465
<b>Total Revenues-Utility Fund</b>	<b>\$ 23,750,002</b>	<b>\$ 23,409,993</b>	<b>\$ 26,899,901</b>	<b>\$ 23,924,270</b>	<b>\$ 25,182,356</b>	<b>\$ 25,698,254</b>

Billing & Meter Services	\$ 601,386	\$ 893,571	\$ 897,971	\$ 936,276	\$ 942,315	\$ 909,001
Distribution & Collection	\$ 1,807,175	\$ 3,009,379	\$ 3,263,864	\$ 2,949,441	\$ 3,296,770	\$ 3,006,607
Water Treatment Plant	\$ 2,921,564	\$ 4,748,351	\$ 5,247,881	\$ 3,081,743	\$ 4,715,913	\$ 4,252,555
Water Reclamation Facility	\$ 2,223,852	\$ 4,730,007	\$ 6,647,289	\$ 3,995,281	\$ 4,207,363	\$ 4,240,984
Utility Fund Capital Expense	\$ -	\$ 165,028	\$ 165,028	\$ -	\$ 8,594,363	\$ 5,497,347
Compost Facility	\$ 611,398	\$ 808,111	\$ 1,093,566	\$ 1,374,912	\$ 1,013,931	\$ 840,151
Transfers & Shared Services	\$ 4,707,210	\$ 5,935,545	\$ 6,464,302	\$ 5,862,799	\$ 4,861,865	\$ 4,261,865
Debt Service	\$ 2,959,664	\$ 3,120,000	\$ 3,120,000	\$ 3,119,501	\$ 2,689,744	\$ 2,689,744
<b>Total Expenditures-Utility Fund</b>	<b>\$ 15,832,248</b>	<b>\$ 23,409,993</b>	<b>\$ 26,899,901</b>	<b>\$ 21,319,954</b>	<b>\$ 30,322,264</b>	<b>\$ 25,698,254</b>

**Utility Fund Capital Reserve**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Transfers In Revenue	\$ 1,506,129	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -
<b>Total Revenues-Utility Fd Capital Reserve</b>	<b>\$ 1,506,129</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Transfers & Shared Services	\$ 1,173,402	\$ 100,000	\$ 100,000	\$ 367,100	\$ -	\$ -
<b>Total Expenditures-Utility Fd Capital Reserve</b>	<b>\$ 1,173,402</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 367,100</b>	<b>\$ -</b>	<b>\$ -</b>

FY2024-25 Budget  
Summary by Fund and Organization

**System Developments Fees Capital Reserve**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Transfers In Revenue	\$ -	\$ -	\$ 449,600	\$ 215,619	\$ 280,000	\$ 280,000
Fund Balance Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues-System Develop Fees Capital Res</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 449,600</b>	<b>\$ 215,619</b>	<b>\$ 280,000</b>	<b>\$ 280,000</b>
Utility Fund Capital Expense	\$ -	\$ -	\$ 449,600	\$ 215,619	\$ 280,000	\$ 280,000
<b>Total Expenditures-System Develop Fees Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 449,600</b>	<b>\$ 215,619</b>	<b>\$ 280,000</b>	<b>\$ 280,000</b>

**Downtown Municipal Service District**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Tax Revenues	\$ 102,925	\$ 102,683	\$ 102,683	\$ 100,999	\$ 99,727	\$ 99,727
Capital Returns	\$ 2,819	\$ -	\$ -	\$ 4,017	\$ 498	\$ 498
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Withdrawal	\$ -	\$ -	\$ 9,532	\$ -	\$ -	\$ -
<b>Total Revenues-Downtown MSD</b>	<b>\$ 105,744</b>	<b>\$ 102,683</b>	<b>\$ 112,215</b>	<b>\$ 105,016</b>	<b>\$ 100,225</b>	<b>\$ 100,225</b>
Transfers & Shared Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Downtown District	\$ 86,402	\$ 102,683	\$ 112,215	\$ 104,158	\$ 100,225	\$ 100,225
<b>Total Expenditures-Downtown MSD</b>	<b>\$ 86,402</b>	<b>\$ 102,683</b>	<b>\$ 112,215</b>	<b>\$ 104,158</b>	<b>\$ 100,225</b>	<b>\$ 100,225</b>



FY2024-25 Budget  
Summary by Fund and Organization

**Occupancy Tax Fund**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Revenue Other Agencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges For Services	\$ 1,228,272	\$ 1,209,450	\$ 1,209,450	\$ 1,279,142	\$ 1,332,857	\$ 1,332,857
Capital Returns	\$ 7,680	\$ 5,000	\$ 5,000	\$ 16,932	\$ 16,000	\$ 16,000
Miscellaneous Revenue	\$ 6,779	\$ 1,000	\$ 1,000	\$ 650	\$ 1,000	\$ 1,000
Fund Balance Withdrawal	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -
<b>Total Revenues-Occupancy Tax</b>	<b>\$ 1,242,732</b>	<b>\$ 1,465,450</b>	<b>\$ 1,465,450</b>	<b>\$ 1,296,724</b>	<b>\$ 1,349,857</b>	<b>\$ 1,349,857</b>
Transfers & Shared Services	\$ -	\$ 37,886	\$ 37,886	\$ -	\$ 103,225	\$ 103,225
Occupancy Tax/Civic Center	\$ 802,748	\$ 992,380	\$ 992,380	\$ 860,470	\$ 779,143	\$ 779,143
Occupancy Tax/Travel & Tourism	\$ 371,905	\$ 435,184	\$ 435,184	\$ 388,848	\$ 467,489	\$ 467,489
<b>Total Expenditures-Occupancy Tax</b>	<b>\$ 1,174,653</b>	<b>\$ 1,465,450</b>	<b>\$ 1,465,450</b>	<b>\$ 1,249,318</b>	<b>\$ 1,349,857</b>	<b>\$ 1,349,857</b>

**Fuel System Fund**

Orgn Name	FY23 Actual	FY24 Adopted Budget	FY24 Amended Budget	Jun 30 Est	Dept Request	Manager Recomm. 05/15/24
Charges For Services					\$ 1,361,421	\$ 1,361,421
Capital Returns					\$ -	\$ -
Miscellaneous Revenue					\$ -	\$ -
Fund Balance Withdrawal					\$ -	\$ -
<b>Total Revenues-Fuel System Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361,421</b>	<b>\$ 1,361,421</b>
Fuel System Division					\$ 1,361,421	\$ 1,361,421
Transfers & Shared Services					\$ -	\$ -
Debt Service					\$ -	\$ -
<b>Total Expenditures-Fuel System Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,361,421</b>	<b>\$ 1,361,421</b>

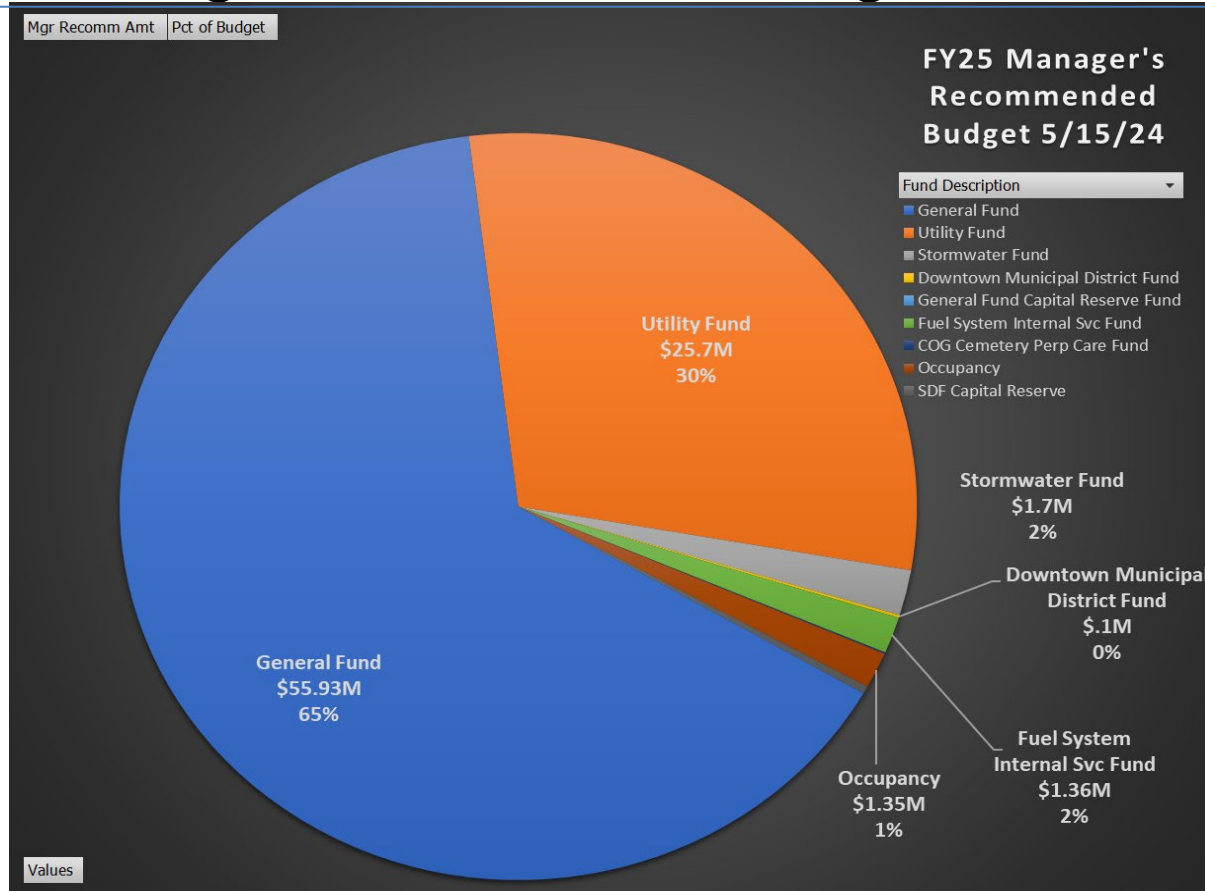


FY2024-25 Budget  
Summary by Fund and Organization

**Total All Funds**

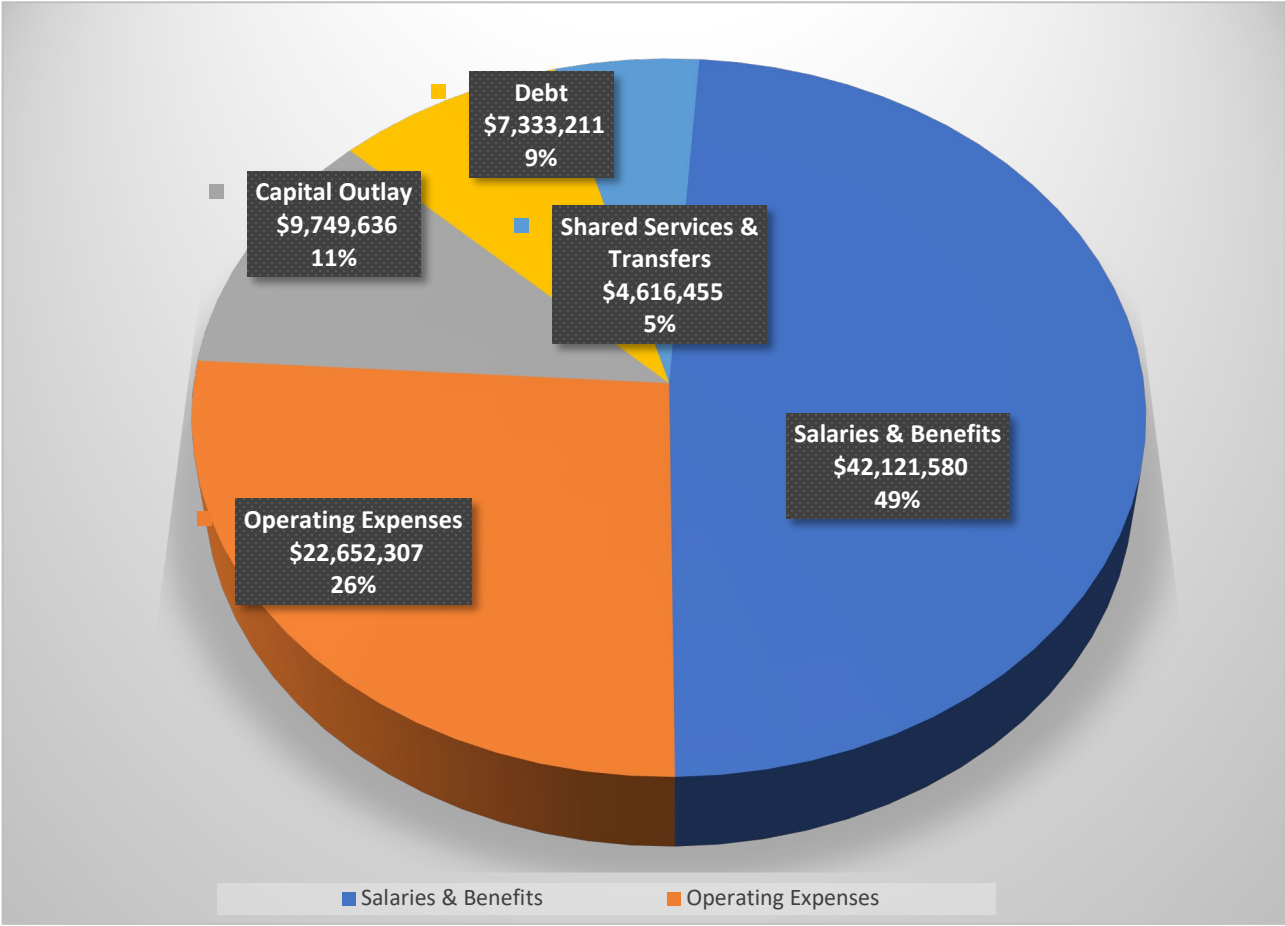
<b>Orgn Name</b>	<b>FY23 Actual</b>	<b>FY24 Adopted Budget</b>	<b>FY24 Amended Budget</b>	<b>Jun 30 Est</b>	<b>Dept Request</b>	<b>Manager Recomm. 05/15/24</b>
Revenue	\$ 75,100,457	\$ 76,635,938	\$ 83,875,813	\$ 74,852,531	\$ 78,556,677	\$ 86,473,189
Expenditures	\$ 61,088,086	\$ 76,635,938	\$ 83,875,814	\$ 76,175,198	\$ 99,087,327	\$ 86,473,187
<b>Surplus/(Deficit)</b>	<b>\$ 14,012,371</b>	<b>\$ (0)</b>	<b>\$ (1)</b>	<b>\$ (1,322,667)</b>	<b>\$ (20,530,650)</b>	<b>\$ 2</b>

# FY24-25 Manager's Recommended Budget All Funds 5/15/24



Fund	FY24 Adopted 6/20/23	FY25 Manager Recommended Budget 5/15/24	Change FY25 V. FY24	FY25 Mgr. Rec. % of Total
General Fund	\$ 49,622,612	\$ 55,931,496	\$ 6,308,884	65%
Utility	\$ 23,409,993	\$ 25,698,254	\$ 2,288,261	30%
Stormwater Fund	\$ 1,934,200	\$ 1,697,831	\$ (236,369)	2%
Occupancy Tax	\$ 1,465,450	\$ 1,349,857	\$ (115,593)	2%
Downtown District	\$ 102,683	\$ 100,225	\$ (2,458)	0%
General Fund Capital Reserve	\$ 1,000	\$ 1,000	\$ -	0%
COG Cemetery Perp Care Fund	\$ -	\$ 53,105	\$ 53,105	0%
Fuel System Internal Svc Fund	\$ -	\$ 1,361,421	\$ 1,361,421	2%
SDF Utility Fund Capital Reserve	\$ 100,000	\$ 280,000	\$ 180,000	0%
<b>All Operating Funds</b>	<b>\$ 76,635,938</b>	<b>\$ 86,473,189</b>	<b>\$ 9,837,251</b>	<b>100%</b>

# FY24-25 Manager's Recommended All Funds Expenditure Summary by Type



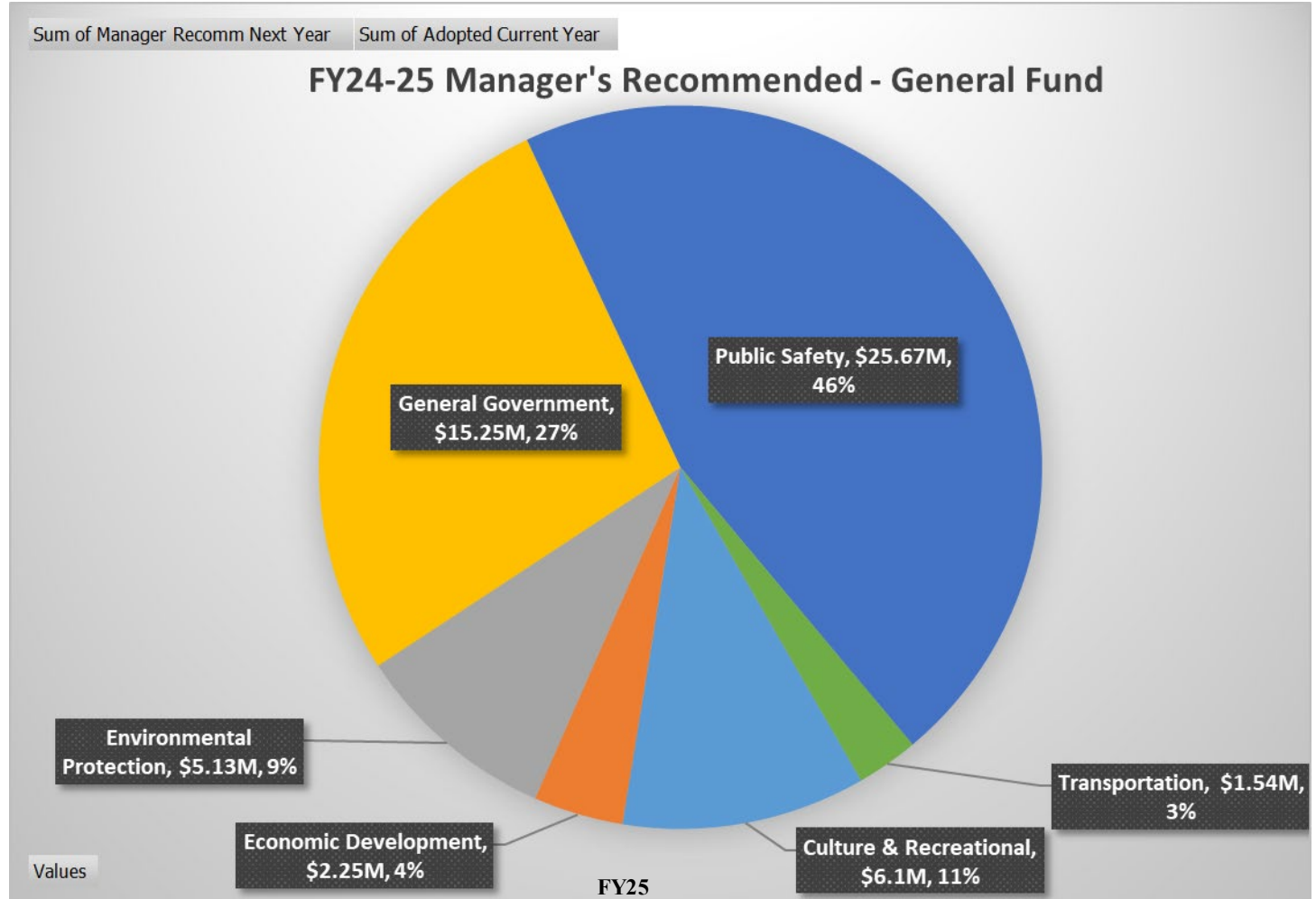
Expend Type	FY25 Manager				Mgr Recom % of Total
	FY24 Adopted 6/20/23	Recommended Budget 5/15/24	Change FY25 V. FY24		
Salaries & Benefits	\$ 36,731,126	\$ 42,121,580	\$ 5,390,454		49%
Operating Expenses	\$ 20,854,469	\$ 22,652,307	\$ 1,797,838		26%
Capital Outlay	\$ 4,275,853	\$ 9,749,636	\$ 5,473,783		11%
Debt	\$ 7,767,500	\$ 7,333,211	\$ (434,289)		8%
Shared Services & Transfers	\$ 7,006,990	\$ 4,616,455	\$ (2,390,535)		5%
<b>All Funds Expend.</b>	<b>\$ 76,635,938</b>	<b>\$ 86,473,189</b>	<b>\$ 9,837,251</b>		<b>100%</b>

# FY24-25 Manager's Recommended – General Fund Expenditures by Functional Group

The General Fund makes up \$55.93M or 65% of the \$86.4M Manager's Recommended budget. The table below outlines how dollars are allocated to a specific functional area of government.

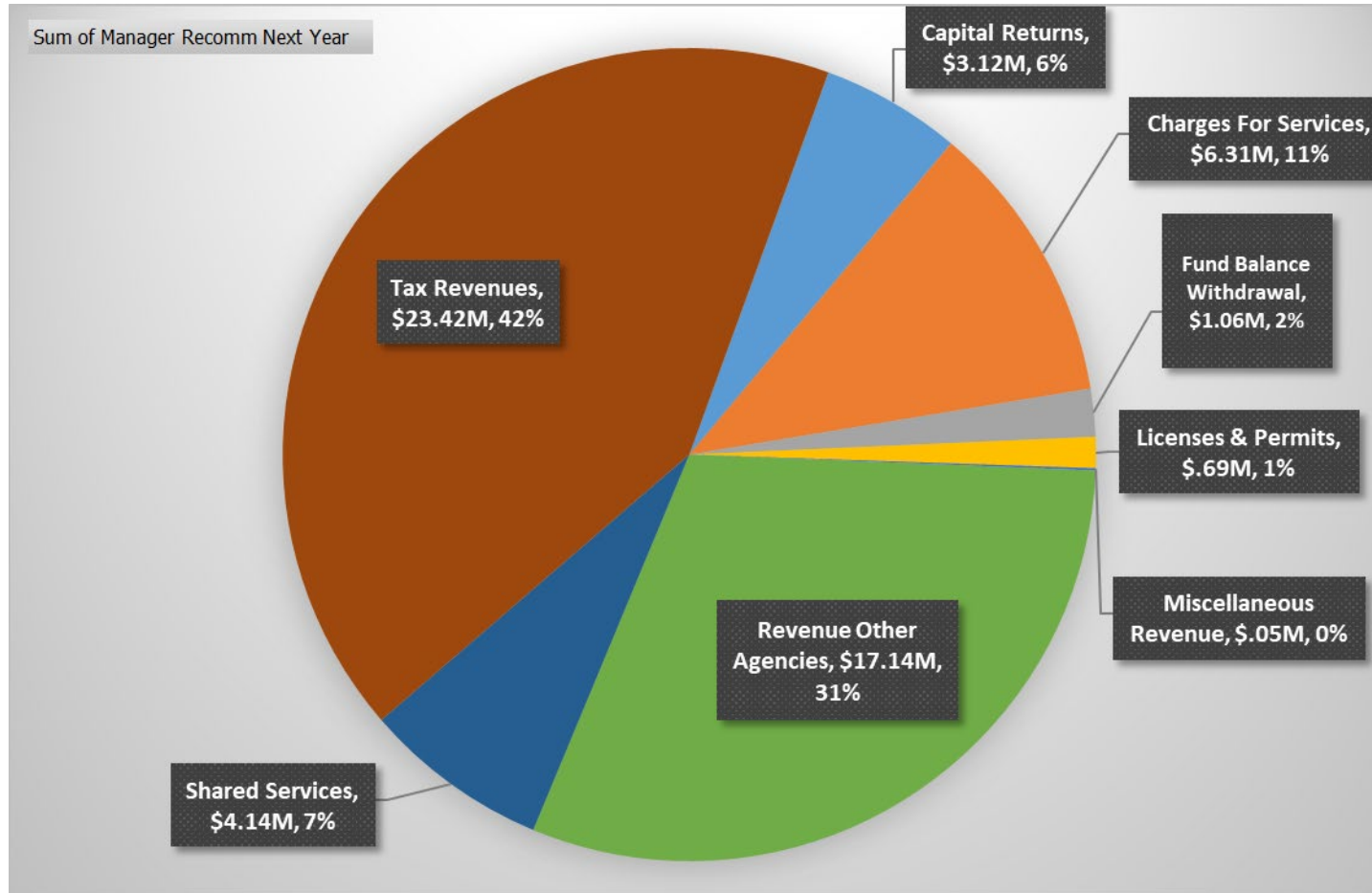
## Highlights

- ✓ **Public Safety \$25.6M**
  - Operations \$3.3M
  - Capital \$1.1M
  - Salary & Benefits \$21.1M
- ✓ **General Government \$15.2M**
  - Operations \$4.4M
  - Capital \$355K
  - Salary & Benefits \$6.3M
  - Debt \$4.1M
  - Transfers \$40K
- ✓ **Culture & Recreational \$6.1M**
  - Operations \$1.9M
  - Capital \$205K
  - Salary & Benefits \$3.9M
- ✓ **Environmental Protection \$5.1M**
  - Operations \$2.5M
  - Capital \$1M
  - Salary & Benefits \$1.6M
- ✓ **Economic Development \$2.2M**
- ✓ **Transportation \$1.5M**



Expend Type	FY25 Manager			% of Total
	FY24 Adopted 6/20/23	Recom. Budget 5/15/24	Change FY25 V. FY24	
Public Safety	\$20.94M	\$25.67M	\$4.73M	46%
General Government	\$15.4M	\$15.25M	-\$0.15M	27%
Culture & Recreational	\$5.51M	\$6.1M	\$.59M	11%
Environmental Protection	\$4.48M	\$5.13M	\$.65M	9%
Transportation	\$1.4M	\$1.54M	\$.14M	3%
Economic Development	\$1.9M	\$2.25M	\$.35M	4%
<b>General Fund Expend.</b>	<b>\$49.62M</b>	<b>\$55.93M</b>	<b>\$6.31M</b>	<b>100%</b>

# FY24-25 Manager's Recommended – General Fund Revenues



Revenue Type	FY25 Manager		Change FY25 V. FY24	% of Total
	FY24 Adopted 6/20/23	Recom. Budget 5/15/24		
Tax Revenues	\$19.34M	\$23.42M	\$4.09M	42%
Licenses & Permits	\$.42M	\$.69M	\$.27M	1%
Revenue Other Agencies	\$16.4M	\$17.14M	\$.75M	31%
Charges For Services	\$6.11M	\$6.31M	\$.2M	11%
Capital Returns	\$2.12M	\$3.12M	\$1.0M	6%
Miscellaneous Revenue	\$.05M	\$.05M	\$.0M	0%
Shared Services	\$3.69M	\$4.14M	\$.45M	7%
Fund Balance Withdrawal	\$1.5M	\$1.1M	-\$0.4M	2%
<b>General Fund Revenue</b>	<b>\$49.62M</b>	<b>\$55.97M</b>	<b>\$6.35M</b>	<b>100%</b>

# FY24-25 Manager's Recommended Budget Comparison of General Fund Revenues Actual Versus Budget



This analysis shows the difference between the budgeted General Fund revenue and the actual revenue from FY09 through FY24 (estimated).

In a perfect world, the budget and actual would equal indicating that actual revenue came in exactly as predicted in the budgeted figure. The red bar represents the budgeted revenue in the General Fund, and the green bar the actual results.

Ideally, the difference is only attributable to planned use of fund balance. Issues can arise when there is a greater shortfall of revenue caused by overestimating revenues during the budget process. For this reason, management takes a conservative approach to budgeting revenues. In estimating FY24 actual revenues, it is anticipated that there will be a \$5.19M shortfall in revenue, of which \$4.36M of fund balance has been appropriated by Council. In reviewing FY23, revenues were approximately \$1.5M short, of which \$1.195M was appropriated from fund balance.







# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Revenue Summary



# Revenues FY24-25

## General Fund Revenue - major changes are detailed below:

- ✓ Property tax increase is recommended from \$0.73 to \$0.88 to generate approximately \$3.8M gross revenue. See table below for dollar impact for taxpayers. See charts on following pages discussing tax rates and assessed values.

Annual Dollar Impact of Tax Increase Scenarios

Source	Median Property Value	Property Tax for Each 1 Cent Increase	1 cent increase	2 cent increase	3 cent increase	4 cent increase	5 cent increase	6 cent increase	18 cent increase
County-wide Tax Rate (Cents)			1.00	2.00	3.00	4.00	5.00	6.00	18.00
Impact on Average Taxable Home Value	\$ 88,000	\$ 9	\$ 9	\$ 18	\$ 26	\$ 35	\$ 44	\$ 53	\$ 158
Impact on Median Home Value Sold (Realtor.com®)	\$ 210,000	\$ 21	\$ 21	\$ 42	\$ 63	\$ 84	\$ 105	\$ 126	\$ 378
Impact on Median Home Value Sold (Zillow.com®)	\$ 194,561	\$ 19	\$ 19	\$ 39	\$ 58	\$ 78	\$ 97	\$ 117	\$ 350
Impact on Taxable Home Value \$100K	\$ 100,000	\$ 10	\$ 10	\$ 20	\$ 30	\$ 40	\$ 50	\$ 60	\$ 180

Average Taxable Home Value - Tax increase Annually, Monthly, or Daily

1 cent increase	2 cent increase	3 cent increase	4 cent increase	5 cent increase	6 cent increase	18 cent increase
\$ 9	\$ 18	\$ 26	\$ 35	\$ 44	\$ 53	\$ 158
\$ 0.73	\$ 1.47	\$ 2.20	\$ 2.93	\$ 3.67	\$ 4.40	\$ 13.20
\$ 0.02	\$ 0.05	\$ 0.07	\$ 0.10	\$ 0.12	\$ 0.14	\$ 0.43

- ✓ Sales tax increase of approximately 2.2% is recommended generating approximately \$258K.
- ✓ No fee increases are recommended.
- ✓ Debt revenues are included in the amount of \$2.4M.
- ✓ Use of Fund Balance is recommended in the amount of \$1.1M

## Utility Fund Revenue – major changes are detailed below:

- ✓ Water and sewer rates increased for all rates and classes by 7% effective for the billing period on or after August 1, 2024, and is expected to generate approximately \$583K.
- ✓ No debt funding is recommended for rolling stock items.
- ✓ Use of Fund Balance is recommended in the amount of \$558K.

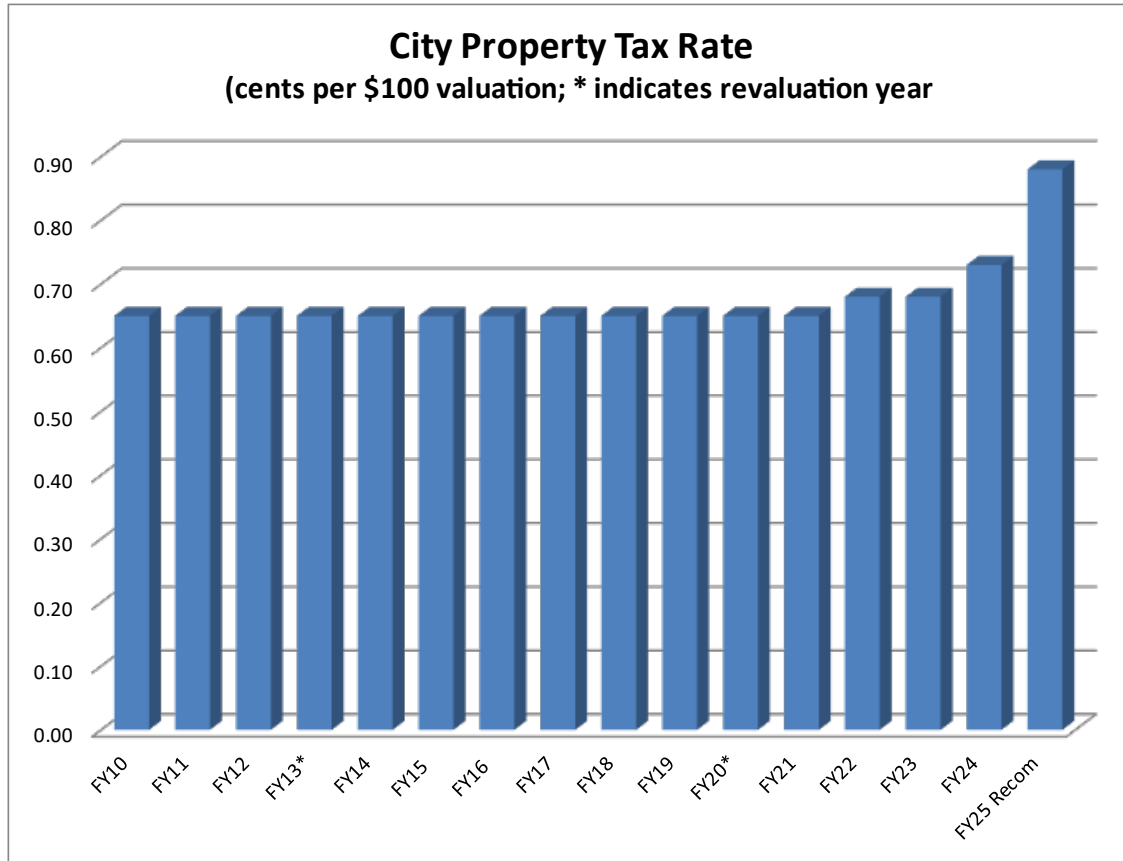
## Stormwater Fund Revenue - major changes are detailed below:

- ✓ No fee increases in stormwater fees are recommended.

## Manual of Fees and Charges

- ✓ Utility Fund water and sewer increases as noted above.

# Property Tax Trend Graphs

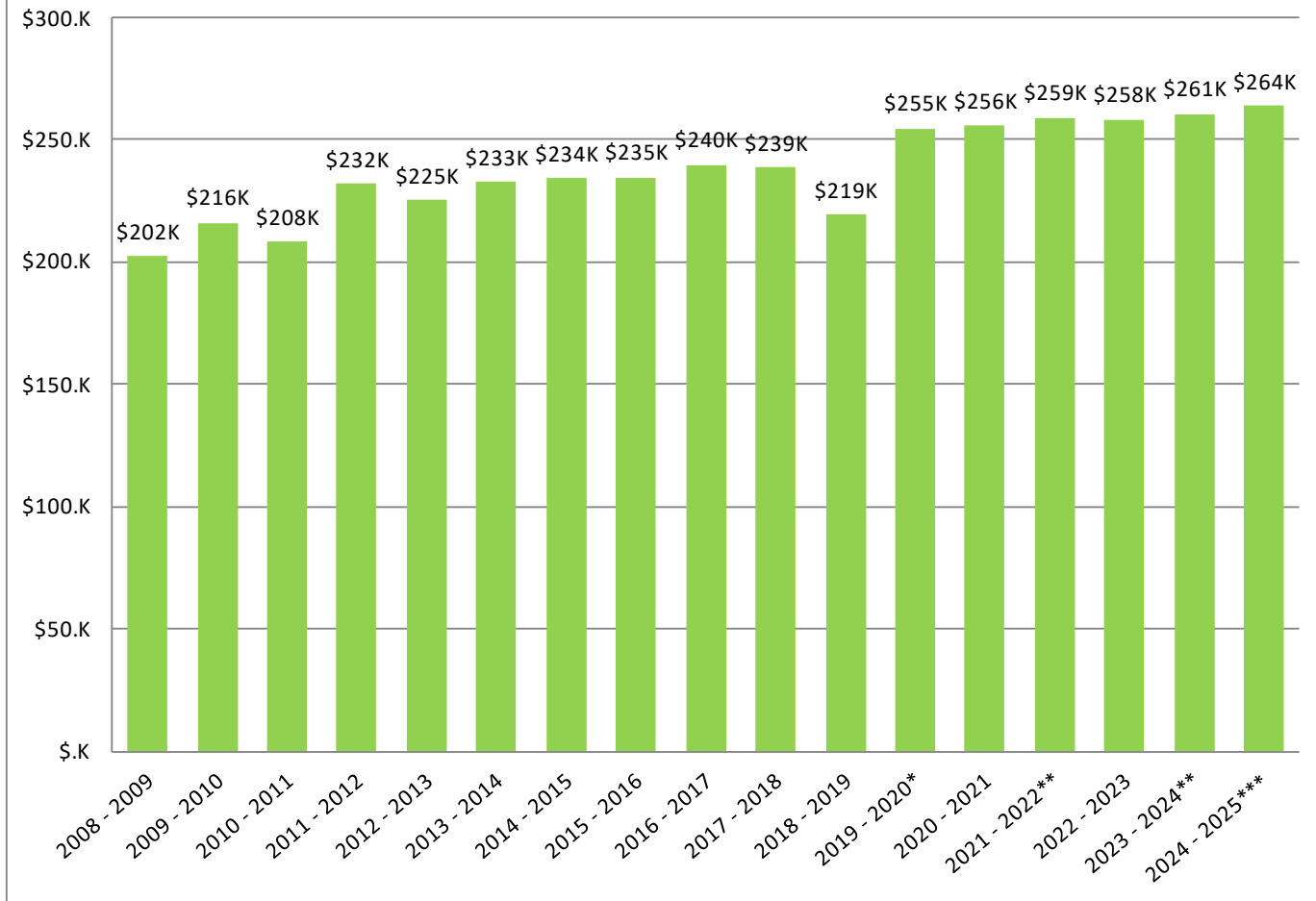


The City raised property taxes in FY04 from \$0.60 to \$0.65. Taxes were raised in FY21 from \$0.65 to \$0.68 to address poor fund balance. Taxes were raised again in FY23 from \$0.68 to \$0.73 due to rising costs and inflation to maintain service standards.

The current increase recommended for FY25 is \$0.18 to \$0.88. It is important to understand that property tax is an equation that is based on the assessed value of the property multiplied by the tax rate. The City’s last reappraisal was 6 years ago and was effective in FY20. Assessed value is based on the values at the year of assessment (2019 in Goldsboro’s case). Assessed value is not the same as fair market value. The reappraisal process “trues up” assessed value to fair market value. As per the North Carolina Department of Revenue (NCDR) 2023-2024 Tax Rates and Effective Tax Rates published document, the

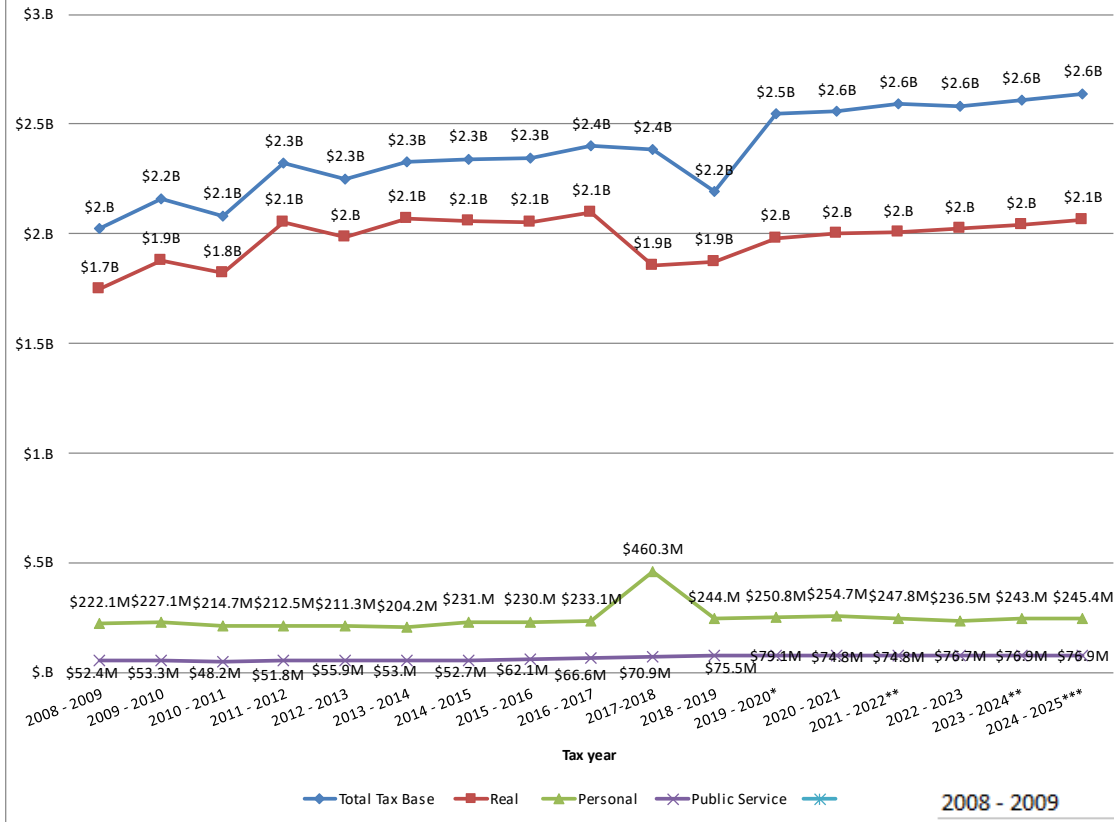
Sales Assessment Ratio for Goldsboro was 69.98% which means that property tax assessed value is 69.98% of the sale amount. According to the NCDR, when the median sales ratio of real property should be above 90 percent and below 110 percent. Once the median sales ratio falls outside this range, the county should begin the reappraisal process. According to this same document, **the effective municipal tax rate is \$0.5109, while the actual tax rate is \$0.73.** It is the disparity in the effective and actual tax rates that has made it difficult for the City to provide and maintain services related to the General Fund. Since the sales ratio is below the 90%, it has triggered a reappraisal which is currently being undertaken by Wayne County and will be effective on January 1, 2025 which means that it will affect the City’s FY26 budget.

## Penny Worth of Taxable Base (Not Reduced by Current Collection %)



The City’s taxable property is approximately \$2.6B which will generate approximately \$23.2M in property tax revenue at \$0.88. A penny worth of tax base equates to approximately \$264K in gross revenue, and approximately \$233K in net revenue when the collection fees are removed. The County Tax Administrator provided the following data to assist in analyzing the property tax. Currently (2024) there are 21,432 residential parcels within the city limits with a total value of \$1,897,323,987 which would provide an average of \$88,528 of taxable value per parcel. Contrast that with the current median sold home price in Goldsboro of \$210,000 as per Realtor.com®. This again demonstrates the disparity between taxable value and fair market value that the city has been struggling with over the past several years. The graph to follow presents a trend analysis of tax base.

### Tax Base Information - 16 Years



The property tax graph and table on this page shows a trend analysis from 2008 through 2024 (estimated) of the property tax base. These values are derived from information from the Wayne County Tax Office. The total taxable base is presented in blue, and the components are presented as real property (red), personal property (green), and public service (purple.). The assessed property tax base is multiplied by the tax rate to derive the property tax revenue.

The property tax base has grown approximately \$600M from \$2.0B to \$2.6B in the past 16 years (2008 to 2024) which represents a growth of approximately 30%.

It is important to note that although the tax base has expanded 30% in the past 16 years, inflation from 2008 through 2024 is approximately 45% so we are buying less today than we could in 2008.

The city has struggled to keep service levels the same while the incoming revenues have been stagnant or grown at proportionally smaller rates than inflation which affects salary, benefits cost, materials, supplies, contract services, etc... especially since COVID in 2020. Salaries and benefits make up about two-thirds of the City’s budget, and the job market has put an extreme strain on the City trying to recruit and retain qualified employees. This led to the presentations by the Public Safety departments to the Council in the fall of 2023 and winter 2024 appealing to the Council for relief so that they would have the tools necessary to recruit and retain employees. Council granted relief at the February 12, 2024 by passing a resolution to increase police department salaries according to the Police Chief’s proposal. These pay increases granted have budgetary implications in the form of a property tax increase.

	Total Tax Base	Real	Personal	Public Service
2008 - 2009	\$2.0B	\$1.7B	\$222.1M	\$52.4M
2009 - 2010	\$2.2B	\$1.9B	\$227.1M	\$53.3M
2010 - 2011	\$2.1B	\$1.8B	\$214.7M	\$48.2M
2011 - 2012	\$2.3B	\$2.1B	\$212.5M	\$51.8M
2012 - 2013	\$2.3B	\$2.0B	\$211.3M	\$55.9M
2013 - 2014	\$2.3B	\$2.1B	\$204.2M	\$53.0M
2014 - 2015	\$2.3B	\$2.1B	\$231.0M	\$52.7M
2015 - 2016	\$2.3B	\$2.1B	\$230.0M	\$62.1M
2016 - 2017	\$2.3B	\$2.1B	\$233.1M	\$66.6M
2017-2018	\$2.4B	\$2.1B	\$460.3M	\$70.9M
2018 - 2019	\$2.4B	\$1.9B	\$244.0M	\$75.5M
2019 - 2020*	\$2.2B	\$1.9B	\$244.0M	\$79.1M
2020 - 2021	\$2.5B	\$2.0B	\$250.8M	\$74.8M
2021 - 2022**	\$2.6B	\$2.0B	\$254.7M	\$74.8M
2022 - 2023	\$2.6B	\$2.0B	\$247.8M	\$76.7M
2023 - 2024**	\$2.6B	\$2.0B	\$236.5M	\$76.9M
2024 - 2025***	\$2.6B	\$2.1B	\$243.0M	\$76.9M
2024 - 2025***	\$2.6B	\$2.1B	\$245.4M	\$76.9M

## Total Tax Base & % Change Year/Year



The graph presented on Total Tax Base shows the assessed values in blue from FY09 through FY25 (estimated) (left side of the graph). Also, the dollar change year over year is presented in red. On the right side of the graph depicts the year over year percentage change in the line graph in green. The largest increases being in FY20 (reappraisal year) and FY12.

The rate of growth in the tax rate has been modest over the past 16 years, increasing approximately 30% since 2008. Reappraisals were conducted in 2003, 2012, and 2019, and all were on an octennial cycle (8 years). The current reappraisal will be on a 6 year cycle due to the sales ratio falling below 90%. It is not been determined if the County will conduct reappraisals on a shorter cycle than the state mandated 8 year cycle. The NC Department of Revenue Reappraisal Standards Guide (Nov. 2017) recommends reappraisals on a 4 year cycle. Reducing the reappraisal cycle will help alleviate the disparity between the effective tax rate and the actual tax rate issue that the City has experienced since the last 2019 reappraisal (\$0.5109 effective, actual \$0.73).



**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>
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								
	<b>Total Valuation</b>	<b>2,340,922,664</b>		<b>15,215,997</b>		<b>15,455,868</b>	<b>13,651,130</b>	<b>13,375,305</b>	<b>97.98%</b>
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								
	<b>Total Valuation</b>	<b>2,346,443,486</b>		<b>15,251,883</b>		<b>15,651,337</b>	<b>13,364,789</b>	<b>13,493,702</b>	<b>100.96%</b>
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								
	<b>Total Valuation</b>	<b>2,398,770,993</b>		<b>15,592,011</b>		<b>16,010,000</b>	<b>14,115,765</b>	<b>13,780,916</b>	<b>97.63%</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>
<b>2019-2020 Reval Year</b>	Real Property	1,981,833,310	0.65	12,881,917		14,694,791	15,052,622	14,745,932	
	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	1,500,587	1,500,587	
	<b>Total Valuation</b>	<b>2,545,983,241</b>		<b>16,548,891</b>		<b>16,194,791</b>	<b>16,553,209</b>	<b>16,246,519</b>	<b>98.15%</b>
2020-2021	Real Property	1,998,851,761	0.65	12,992,536		14,945,829	15,143,075	14,897,697	
	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	1,699,948	1,699,948	
	<b>Total Valuation</b>	<b>2,559,096,048</b>		<b>16,634,124</b>		<b>16,445,829</b>	<b>16,843,023</b>	<b>16,597,645</b>	<b>98.54%</b>





**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>	
2021-2022									
	Real Property		2,006,572,759	0.68	13,644,695	15,636,813	15,842,133	15,565,547	
	Personal Property		247,836,662		1,685,289				
	Public Service Companies		74,767,017		508,416				
	Motor Vehicle		262,456,912		1,784,707	1,571,031	1,784,707	1,784,707	
	<b>Total Valuation</b>		<b>2,591,633,350</b>		<b>17,623,107</b>	<b>17,207,844</b>	<b>17,626,840</b>	<b>17,350,254</b>	98.43%
2022-2023									
	Real Property		2,022,812,385	0.68	13,755,124	15,680,435	15,923,096	15,657,945	
	Personal Property		236,473,811		1,608,022				
	Public Service Companies		76,711,694		521,640				
	Motor Vehicle		247,975,294		1,686,232	1,686,232	1,914,099	1,914,099	
	<b>Total Valuation</b>		<b>2,583,973,184</b>		<b>17,571,018</b>	<b>17,366,667</b>	<b>17,837,196</b>	<b>17,572,044</b>	98.51%
<b>2023-2024 Estimate</b>									
	Real Property		2,038,433,273	0.73	14,880,563	16,930,438	16,651,288		
	Personal Property		243,018,070		1,774,032				
	Public Service Companies		76,915,335		561,482				
	Motor Vehicle		250,000,000		1,825,000	1,800,000	1,800,000		
	<b>Total Valuation</b>		<b>2,608,366,678</b>		<b>19,041,077</b>	<b>18,730,438</b>	<b>18,451,288</b>	<b>0</b>	98.37%
<b>2024-2025 Estimate</b>									
	Real Property		2,065,780,013	0.88	18,178,864				
	Personal Property		245,448,251		2,159,945				
	Public Service Companies		76,915,335		676,855				
	Motor Vehicle		250,000,000		2,200,000				
	<b>Total Valuation</b>		<b>2,638,143,599</b>		<b>23,215,664</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.00%

**City of Goldsboro, NC Utility Rate Sheet**  
**Rates Effective August 1, 2024**

	Inside City	Outside City
<b>Water Charges</b>		
<b>Water Volumetric Charges</b>		
Rate per 1,000 gallons	\$4.50	\$9.03
Industrial Bulk Rate per 1,000 gallons	\$3.67	\$6.67
<b>Water Minimum Charges</b>		
Meter Size		
3/4"	\$19.05	\$26.33
1"	\$19.74	\$27.71
1 1/2"	\$20.90	\$30.03
2"	\$22.33	\$32.89
3"	\$26.77	\$41.77
4"	\$32.74	\$53.72
6"	\$46.64	\$81.52
8"	\$70.44	\$129.11
10"	\$111.24	\$212.38
<b>Wastewater Charges</b>		
<b>Wastewater Volumetric Charges</b>		
Rate per 1,000 gallons	\$9.76	\$19.51
Industrial Bulk Rate per 1,000 gallons	\$8.73	\$17.49
<b>Capitalized Sewer Volumetric Charges</b>		
Industrial Bulk Rate per 1,000 gallons	\$4.31	\$8.63
Industrial Bulk Rate per 1,000 gallons	\$3.93	\$7.85
<b>Typical Residential Customer Bill</b>		
	\$90.36	\$169.02



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Expenditure Analysis

## Consultant Fees, Training & Travel

**Manager's Recommended Budget-FY2024-25  
Consultant Fees, Training & Travel**

Department	Consultant Fees (1991)			Training (2323)			Travel (3121)		
	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change
Mayor & City Council	\$ 46,125	\$ 106,125	\$ 60,000	\$ 12,050	\$ 11,500	\$ (550)	\$ 17,110	\$ 15,000	\$ (2,110)
City Managers Office	\$ 15,000	\$ 15,000	\$ -	\$ 11,785	\$ 10,475	\$ (1,310)	\$ 11,897	\$ 16,572	\$ 4,675
Human Resources	\$ 19,389	\$ 46,500	\$ 27,111	\$ 2,125	\$ 4,900	\$ 2,775	\$ 1,115	\$ 5,365	\$ 4,250
Community Relations	\$ -		\$ -	\$ 500	\$ -	\$ (500)	\$ 10,157	\$ 1,788	\$ (8,369)
Paramount	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 2,485	\$ 2,850	\$ 365
Event Center	\$ -		\$ -	\$ 400	\$ 199	\$ (201)	\$ 2,610	\$ 1,300	\$ (1,310)
Inspections	\$ -		\$ -	\$ 3,420	\$ 3,420	\$ -	\$ 8,467	\$ 2,867	\$ (5,600)
Downtown Development	\$ 5,500	\$ 5,500	\$ -	\$ 1,535	\$ 1,350	\$ (185)	\$ 2,580	\$ 3,780	\$ 1,200
Information Technology	\$ 48,000	\$ 49,000	\$ 1,000	\$ 41,100	\$ 48,550	\$ 7,450	\$ 13,000	\$ 20,300	\$ 7,300
P.W. -Administration	\$ -		\$ -	\$ 1,600	\$ 2,320	\$ 720	\$ 750	\$ 750	\$ -
Garage	\$ -		\$ -	\$ 935	\$ 935	\$ -	\$ -	\$ -	\$ -
Buildings & Grounds	\$ -		\$ -	\$ 325	\$ 1,885	\$ 1,560	\$ -	\$ 450	\$ 450
Cemetery	\$ -		\$ -	\$ 320	\$ 320	\$ -	\$ -	\$ -	\$ -
Finance	\$ 66,450	\$ 50,215	\$ (16,235)	\$ 3,640	\$ 3,340	\$ (300)	\$ 5,400	\$ 4,300	\$ (1,100)
Planning & Redevelopment	\$ -	\$ 175,000	\$ 175,000	\$ 6,145	\$ 5,170	\$ (975)	\$ 2,850	\$ 3,900	\$ 1,050
Street Maintenance	\$ -		\$ -	\$ 3,040	\$ 8,050	\$ 5,010	\$ 1,500	\$ 1,500	\$ -
Solid Waste	\$ -		\$ -	\$ 5,600	\$ 1,775	\$ (3,825)	\$ 1,500	\$ 2,500	\$ 1,000
Engineering	\$ 33,520	\$ 30,000	\$ (3,520)	\$ 6,400	\$ 5,300	\$ (1,100)	\$ 7,400	\$ 7,400	\$ -
Fire	\$ -		\$ -	\$ 25,035	\$ 30,450	\$ 5,415	\$ 14,700	\$ 11,645	\$ (3,055)
Police	\$ 25,000	\$ 25,000	\$ -	\$ 33,749	\$ 47,692	\$ 13,943	\$ 36,335	\$ 65,560	\$ 29,225
Parks & Recreation	\$ -	\$ 43,000	\$ 43,000	\$ 2,875	\$ 6,049	\$ 3,174	\$ 5,150	\$ 6,650	\$ 1,500
Golf	\$ -	\$ -	\$ -	\$ 3,300	\$ 2,950	\$ (350)	\$ 3,100	\$ 3,500	\$ 400
<b>TOTAL GENERAL FUND</b>	<b>\$ 258,984</b>	<b>\$ 545,340</b>	<b>\$ 286,356</b>	<b>\$ 165,879</b>	<b>\$ 196,630</b>	<b>\$ 30,751</b>	<b>\$ 148,106</b>	<b>\$ 177,977</b>	<b>\$ 29,871</b>
Stormwater	\$ 30,900	\$ 30,900	\$ -	\$ 5,500	\$ 8,250	\$ 2,750	\$ 1,500	\$ 1,500	\$ -
<b>TOTAL STORMWATER FUND</b>	<b>\$ 30,900</b>	<b>\$ 30,900</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ 8,250</b>	<b>\$ 2,750</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>
Billing & Meters Services	\$ -	\$ -	\$ -	\$ 2,250	\$ 2,250	\$ -	\$ 3,950	\$ 3,700	\$ (250)
Maintenance	\$ -	\$ -	\$ -	\$ 18,025	\$ 16,025	\$ (2,000)	\$ 4,500	\$ 4,500	\$ -
Water Treatment Plant	\$ 52,806	\$ 64,995	\$ 12,189	\$ 7,555	\$ 6,715	\$ (840)	\$ 1,650	\$ 1,500	\$ (150)
Water Reclamation	\$ 632,806	\$ 44,995	\$ (587,811)	\$ 21,100	\$ 19,950	\$ (1,150)	\$ 9,076	\$ 9,080	\$ 4
Compost	\$ 3,000	\$ 3,000	\$ -	\$ 5,505	\$ 14,970	\$ 9,465	\$ 740	\$ 1,240	\$ 500
<b>TOTAL UTILITY FUND</b>	<b>\$ 688,612</b>	<b>\$ 112,990</b>	<b>\$ (575,622)</b>	<b>\$ 54,435</b>	<b>\$ 59,910</b>	<b>\$ 5,475</b>	<b>\$ 19,916</b>	<b>\$ 20,020</b>	<b>\$ 104</b>
Travel & Tourism	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 11,000	\$ 11,900	\$ 900
<b>TOTAL OCCUPANCY TAX FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 11,000</b>	<b>\$ 11,900</b>	<b>\$ 900</b>

**Manager's Recommended Budget-FY2024-25**

**Consultant Fees, Training & Travel**

Department	Consultant Fees (1991)			Training (2323)			Travel (3121)		
	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change	FY23-24 Adopted 6/20/2023	FY24-25 Dept Recommended	Change
<b>TOTAL ALL FUNDS</b>	\$ 978,496	\$ 689,230	\$ (289,266)	\$ 227,314	\$ 266,290	\$ 38,976	\$ 180,522	\$ 211,397	\$ 30,875





# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Capital Outlay Summary

# Capital Summary FY24-25

The FY24-25 Department Request for Capital Outlay for all operating funds totaled \$18,533,093, and Manager Recommended was reduced to \$9,469,636 due to revenue constraints.

Capital Outlay Type	FY24-25		FY23-24	
	Request	Manager Recomm.	Request	Adopted
Buildings & Improvements	\$ 1,057,000	\$ 545,250	\$ 2,135,023	\$ 352,172
Rolling Stock/Equipment/Furniture/Fixtures	\$ 3,903,009	\$ 1,468,788	\$ 2,659,243	\$ 1,172,878
Vehicles	\$ 3,802,945	\$ 1,791,425	\$ 4,241,704	\$ 1,571,784
Infrastructure	\$ 1,013,950	\$ 5,000	\$ 1,011,817	\$ 107,317
Distribution System	\$ 8,756,189	\$ 5,659,173	\$ 1,704,142	\$ 721,702
<b>Total All Funds</b>	<b>\$ 18,533,093</b>	<b>\$ 9,469,636</b>	<b>\$ 11,751,929</b>	<b>\$ 3,925,853</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 detail can be found as the last item of the individual departments section.



# Summary By Fund & Capital Type

Capital Outlay Type	FY24-25		FY23-24	
	Request	Manager Recomm.	Request	Adopted
<b>General Fund</b>				
Buildings & Improvements	\$ 602,000	\$ 4,250	\$ 1,800,023	\$ 47,172
Rolling Stock/Equipment/Furniture/Fixtures	3,023,794	1,149,573	2,327,243	840,878
Vehicles	3,475,892	1,656,372	3,554,604	1,218,184
Infrastructure	1,013,950	5,000	1,011,817	107,317
<b>Subtotal General Fund</b>	<b>\$ 8,115,636</b>	<b>\$ 2,815,195</b>	<b>\$ 8,693,687</b>	<b>\$ 2,213,551</b>
<b>Utility Fund</b>				
Buildings & Improvements	\$ 455,000	\$ 505,000	\$ 320,000	\$ 305,000
Rolling Stock/Equipment/Furniture/Fixtures	499,215	169,215	312,000	312,000
Vehicles	277,053	135,053	118,600	118,600
Distribution System	8,756,189	5,659,173	1,704,142	721,702
<b>Subtotal Utility Fund</b>	<b>\$ 9,987,457</b>	<b>\$ 6,468,441</b>	<b>\$ 2,454,742</b>	<b>\$ 1,457,302</b>
<b>Stormwater Fund</b>				
Buildings & Improvements	\$ -	\$ 36,000	\$ 15,000	\$ -
Rolling Stock/Equipment/Furniture/Fixtures	380,000	150,000	20,000	20,000
Vehicles	50,000	-	568,500	235,000
<b>Subtotal Stormwater Fund</b>	<b>\$ 430,000</b>	<b>\$ 186,000</b>	<b>\$ 603,500</b>	<b>\$ 255,000</b>
<b>Downtown MSD Tax Fund</b>				
Rolling Stock/Equipment/Furniture/Fixtures	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Downtown MSD Tax Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Occupancy Tax Fund</b>				
Rolling Stock/Equipment/Furniture/Fixtures	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Occupancy Tax Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>All Funds Total</b>	<b>\$ 18,533,093</b>	<b>\$ 9,469,636</b>	<b>\$ 11,751,929</b>	<b>\$ 3,925,853</b>

Capital Outlay FY24-25  
 Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>General Fund</b>				
<b>Paramount</b>				
	HVAC Controls System	\$ 60,800	\$ -	
	Wheelchair lift	18,000	-	
		<u>\$ 78,800</u>	<u>\$ -</u>	
<b>Goldsboro Event Center</b>				
	Facility Updates-Carpet	\$ 30,000	\$ -	
	Facility Updates-Curtains for Ballroom	8,500	4,250	
		<u>\$ 38,500</u>	<u>\$ 4,250</u>	
<b>Information Technology</b>				
	Boiler, and Controls Replacement	\$ 347,200	\$ -	
	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	35,000	35,000	*
	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	35,000	35,000	*
	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	35,000	-	*
	UPS Replacement	100,000	-	*
	Network Equipment Upgrade (Entire City)	500,000	-	*
	MDT Replacement and Drone Upgrades for Public Safety	540,000	-	*
	Storage Expansion	120,000	-	*
	Lease and Consulting Fees	\$ 10,000	\$ -	*
		<u>\$ 1,722,200</u>	<u>\$ 70,000</u>	
<b>Garage</b>				
	Ford F-150 CRW Cab	\$ 48,000	\$ 48,000	*
	Heavy Duty Power Lifts	55,000	55,000	
		<u>\$ 103,000</u>	<u>\$ 103,000</u>	

Capital Outlay FY24-25  
Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>Building &amp; Grounds</b>				
	18x18 Roll-up garage door and motor Automated, electric chain driven gate with key fob access.	\$ 20,000	\$ -	
	Hustler FX1000 60" Deck 35 HP	20,000	-	
	F-150 4x4 Super Crew Pickup Truck	16,000	16,000	
	John Deere 6105E, mid mount boom mower, tag along rotary cutter.	55,150	-	*
	Skyjack SJIII3219 Scissors Lift	154,344	154,344	*
		<u>12,000</u>	<u>12,000</u>	
		<u>\$ 277,494</u>	<u>\$ 182,344</u>	
<b>Cemetery</b>				
	40x49x15 Metal Building	\$ 42,000	\$ -	
		<u>\$ -</u>	<u>\$ -</u>	
<b>Planning</b>				
	2024 F-150 4x2 Supercab	\$ 45,000	\$ -	*
		<u>\$ -</u>	<u>\$ -</u>	
<b>Street Maintenance</b>				
	Salt Spreader	\$ 20,000	\$ -	
	Salt Spreader	20,000	-	
	Western Stare 47 X tandem Axel dump truck	177,000	-	*
	F-750 10 Ton dump truck with snow plow. The snowplow alone is 18 K	155,000	-	*
	F-250 Service Body truck	69,000	69,000	*
		<u>\$ 441,000</u>	<u>\$ 69,000</u>	
<b>Street Utilities</b>				
	Railroad Signals	\$ 5,000	\$ 5,000	
	Switch out controllers for 4 traffic signals.	14,000	-	
		<u>\$ 19,000</u>	<u>\$ 5,000</u>	

Capital Outlay FY24-25  
Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>Street Paving</b>				
	Paving petition received on 6-30-14 for Branch Street from Vann St. to Southern End	\$ 598,950	\$ -	
	Dirt street paving for North Slocumb Street from Simmons Street to Deadend (\$211,200) and Atlantic Avenue from North Audubon Avenue to Deadend (\$184,800)	396,000	-	
		<b>\$ 994,950</b>	<b>\$ -</b>	
<b>Solid Waste</b>				
	2024 Econic Loadmaster XL rear-loading garbage truck	\$ 310,000	\$ 310,000	*
	2024 Crane Carrier Rotopac side-loading garbage truck	400,000	400,000	*
	2024 Fully automated leaf truck	300,000	300,000	*
	2024 Ford Super Duty long bed pickup w/liftgate	50,000	-	*
	Ottawa yard truck (yard dog)	100,000	-	*
	Perimeter fence w/ automated front gate.	55,500	-	
		<b>\$ 1,215,500</b>	<b>\$ 1,010,000</b>	
<b>Engineering</b>				
	2024 Sports Utility Vehicle	\$ 40,284	\$ -	*
		<b>\$ -</b>	<b>\$ -</b>	
<b>Fire Department</b>				
	Pumper Replacement	\$ 930,000	\$ -	*
	Hose and Appliances	41,000	41,000	
	Match for Assistance to Firefighters Grant (AFG) for portable radios	40,000	-	
	SCBA Equipment	60,000	60,000	
	Thermal Imaging Camera	7,400	-	
		<b>\$ 1,078,400</b>	<b>\$ 101,000</b>	

Capital Outlay FY24-25  
Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>Police Department</b>				
	86 Tasers (5 Yr Warranty)	\$ 417,663	\$ 417,663	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	2025 Chevrolet Tahoe PPV	58,000	58,000	*
	Equipment for 2025 Chevrolet Tahoe	18,562	18,562	*
	GreyKey Mobile Forensics(Hardware & Software)	21,194	-	
	20 BWCs and 20 in-car system	75,440	75,440	
	20 Portable Radios and Accessories	103,180	103,180	
	Replacement Drying Cabinet Filters/Airclean			
	Drysafe \$6,000.00	6,000	6,000	
	Foster & Freeman Discover Pro - Crime-Lite Auto			
	Kit with Oblique/Coaxial: Illumination	43,065	-	
	Forensic Buddy System	7,588	-	
	Replace K-9 Kenza	13,064	-	
	2025 Dodge Durango AWD	44,048	-	*
	Equipment for 2025 Dodge Durango	12,375	-	*
	2025 Dodge Durango AWD	44,048	-	*
	Equipment for 2025 Dodge Durango	12,375	-	*
	2025 Dodge Durango AWD	44,048	-	*
	Equipment for 2025 Dodge Durango	12,375	-	*
	2025 Dodge Durango AWD	44,048	-	*
	Equipment for 2025 Dodge Durango	12,375	-	*
	Ford F150 Super Crew Cab Truck	39,747	-	*
	Equipment for Ford F150 Super Crew Cab	16,106	-	*
	Stalker Message/RADAR Trailers	25,747	-	

Capital Outlay FY24-25  
Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>Police Department</b>				
	Voice Stress Analyzer (CVSA)	11,170	-	
	Canine Kennel	8,479		
	Converus Eye Detect System Hardware	7,970	-	
	2024 Ram 1500PU 4x4 STC	45,946	-	*
	Equipment for 2024 Ram 1500PU 4x4 STC	4,595	-	*
	Polygraph System	7,400	7,400	
	Office Furniture	156,644	-	
		<b>\$ 1,696,062</b>	<b>\$ 1,069,055</b>	
<b>Parks &amp; Recreation</b>				
	Sand Spreader - TT3065 Spreader	\$ 33,900	\$ -	*
	Kubota Tractor	76,860	76,860	*
	Mid-Size John Deere Tractor	75,000	-	*
	Hustler Super Z Mower with 60" Deck	14,186	14,186	
	Mower Attachment - Befco Super Flex Mower 15'	27,000	27,000	*
	Aerator - Stec CB200	43,500	43,500	*
		<b>\$ 270,446</b>	<b>\$ 161,546</b>	
<b>Golf</b>				
	Greens Roller	\$ 30,000	\$ 30,000	*
	Ball Dispensing Machine	10,000	10,000	
	Buffalo Blower	13,000	-	
		<b>\$ 53,000</b>	<b>\$ 40,000</b>	
<b>Total General Fund Capital Outlay</b>		<b>\$ 8,051,994</b>	<b>\$ 2,815,195</b>	

Capital Outlay FY24-25  
 Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25	*
<b>Stormwater Fund</b>				
<b>Stormwater</b>				
	2024 John Deere Backhoe	\$ 160,000	\$ -	*
	2024 F 150 4x4	50,000	-	*
	2024 John Deere Tractor	70,000	-	*
	Enclosed Equipment Shelter	-	36,000	
	CCTV Camera system	150,000	150,000	
		<u>\$ 430,000</u>	<u>\$ 186,000</u>	
<b>Total Stormwater Fund Capital Outlay</b>		<u>\$ 430,000</u>	<u>\$ 186,000</u>	
<b>Utility Fund</b>				
<b>Billing &amp; Meter Services</b>				
	2025 Toyota Tacoma	\$ 42,000	\$ -	*
		<u>\$ -</u>	<u>\$ -</u>	
<b>Distribution &amp; Collections</b>				
	2024 Ford F150	\$ 50,000	\$ -	
	2024 Ford F150	50,000	-	
	2024 Ford F350	90,000	90,000	
	2024 John Deere 6120 M	150,000	150,000	
	2024 Bobcat E60	90,000	-	
	2024 Woods Batwing Mower	25,000	-	
	Enclosed Equipment Shelter	-	50,000	
	2024 Ibak Orion Camera	34,000	-	
		<u>\$ 489,000</u>	<u>\$ 290,000</u>	
<b>Water Treatment Plant</b>				
	WTP Structure Repairs	\$ 255,000	\$ 255,000	
	Elevated Tank Asset Management	187,000	187,000	
		<u>\$ 442,000</u>	<u>\$ 442,000</u>	



Capital Outlay FY24-25  
 Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25 *
<b>Water Reclamation Facility</b>			
	Dewatering Building Roof Replacement	\$ 115,000	\$ 115,000
	Operations Building/Office Roof Replacement	75,000	75,000
	Operators Room & Chief		
	Operator/Superintendent Floors redone	10,000	10,000
	Sealer	7,206	7,206
	All Weather Sampler	10,474	10,474
	DR 6000 Spectrophotometer	12,999	12,999
	John Deere Gator HPX815E	19,215	19,215
		\$ 249,894	\$ 249,894
<b>Utility Fund Capital Expense</b>			
	2024 F150 Truck	\$ 45,053	\$ 45,053
	Petition received for Courtney Road from Bayleaf Drive to 103 Courtney Road on 6-10-08 estimated cost = \$158,400; Petition received for Smith Drive from North Marion Drive to Maplewood Drive on 8-1-12 estimated cost = \$166,320; Petition received for Granville Drive from existing manhole at 2004 Granville Drive to Old Mill Place on 4-29-21 estimated cost = \$524,700; Petition received for Old Mill Place from Granville Drive to the Terminus of Old Mill Place on 1-10-23 estimated cost = \$231,264	1,080,684	-
	City of Goldsboro water and sewer line relocations for the widening of US 117 North (North William Street Project) City 50% match \$1,232,116 per estimate. FY2024/25 = \$1,500,000.	1,500,000	1,500,000
	Old dilapidated 15" VCP sewer outfall line in poor condition (pipe bursting)	2,833,333	2,833,333



Capital Outlay FY24-25  
 Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24-25 *
<b>Utility Fund Capital Expense</b>			
	William Street water line replacement = \$741,600 and Granville Drive water line extension = \$674,732 - William Street water line has lots of calcium and no water volume and low water pressure. Granville Drive water line will loop existing lines for better water pressure.	<b>1,416,332</b>	-
	MOPCO Ph 1-3 Shortfall due from City to WCDA U- 5724 Central Heights Road Realignment Project	<b>1,200,000</b>	<b>600,000</b>
	NCDOT (25% city match) Moving water and sewer utilities	<b>308,161</b>	<b>308,161</b>
	Relocate 10 & 12" water lines under Royal Farms property on Grantham St property being sold by General Fund (by agreement with Royal Farms) not to exceed \$200K	<b>200,000</b>	<b>200,000</b>
		<b><u>\$ 8,583,563</u></b>	<b><u>\$ 5,486,547</u></b>
<b>Compost</b>			
	John Deere 184 G-Tier Small Front end Loader w/ 1 yard bucket	<b>\$ 91,000</b>	<b>\$ -</b>
	Airlift Separator	<b>90,000</b>	<b>-</b>
		<b><u>\$ 181,000</u></b>	<b><u>\$ -</u></b>
<b>Total Utility Fund Capital Outlay</b>		<b><u>\$ 9,966,457</u></b>	<b><u>\$ 6,468,441</u></b>

Capital Outlay FY24-25  
 Manager's Recommended Budget 5/15/2024

Fund/Department	Description of Capital Items	Budget Request FY24-25	Budget Recommended FY24- 25 *
<b>Occupancy Tax Fund</b>			
<b>Civic Center</b>			
		\$ -	\$ -
		<u>\$ -</u>	<u>\$ -</u>
<b>Total Occupancy Tax Fund Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>
<b>Grand Total Capital Outlay</b>		<u>\$ 18,448,451</u>	<u>\$ 9,469,636</u>

Items with an asterisk (\*) indicates there will be a loan associated with the item

General Fund amount to be borrowed	\$ 5,654,159	\$ 2,405,739
Stormwater Fund amount to be borrowed	280,000	-
Utility Fund amount to be borrowed	-	-
Occupancy Tax Fund amount to be borrowed	<u>-</u>	<u>-</u>
<b>Total amount recommended to be borrowed</b>	<u>\$ 5,934,159</u>	<u>\$ 2,405,739</u>



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Debt Summary



**Summary of Principal and Interest Due and Outstanding Debt Balances  
FY24-25 Budget**

	FY Paid	FY23-24 Adopted Princ & Int	FY24-25 Recom. Princ & Int	Outstanding Balance FY24	Outstanding Balance FY25	Tentative New Debt
<b>General Obligation Bonds</b>						
<b>Sewer &amp; Streets - 2013 Refunding GO</b>	2025	\$ 306,643	\$ 258,445	\$ 254,000	\$ -	
<b>Police Lawsuit Settlement - 2014 GO</b>	2025	\$ 177,480	\$ 172,550	\$ 170,000	\$ -	
Parks & Rec (54.5%) & Streets (45.50%) 2017 GO Bonds	2037	\$ 420,406	\$ 406,656	\$ 3,575,000	\$ 3,300,000	
Streets - 2018 GO	2039	\$ 356,625	\$ 345,375	\$ 3,375,000	\$ 3,150,000	
Streets (22.8%) & Sewer (77.20%) 2017 Refunding GO	2030	\$ 926,700	\$ 902,100	\$ 4,220,000	\$ 3,475,000	
<b>Subtotal - GO Bonds</b>		<u>\$ 2,187,854</u>	<u>\$ 2,085,126</u>	<u>\$ 11,594,000</u>	<u>\$ 9,925,000</u>	<u>\$ -</u>
<b>State Revolving Loans</b>						
Water Plant Phase I	2032	\$ 411,560	\$ 403,161	\$ 2,687,737	\$ 2,351,770	
Water Plant Phase II	2033	\$ 147,093	\$ 147,093	\$ 1,323,839	\$ 1,176,746	
Stoney Creek Sewer Project	2037	\$ 212,325	\$ 209,165	\$ 2,185,110	\$ 2,017,025	
Plate Settlers Project (W1112)	2041	\$ 98,568	\$ 97,217	\$ 1,262,173	\$ 1,187,927	
Phase IV Sewer Improvements SRF (S1102)	2040	\$ 420,284	\$ 420,284	\$ 6,133,163	\$ 5,749,840	
Gravity Sewer Rehab (Big Ditch) SRP (S1103)	2041 (Est.)	\$ 81,986	\$ 80,862	\$ 587,781	\$ 555,127	
Water Lines and Booster Pump New Hope (W1111) Project Deobligated	2041 (Est.)	\$ 246,452		\$ -	\$ -	\$ -
<b>Subtotal - State Revolving Loans</b>		<u>\$ 1,618,268</u>	<u>\$ 1,357,782</u>	<u>\$ 14,179,803</u>	<u>\$ 13,038,435</u>	<u>\$ -</u>
<b>Installment Loans</b>						
Paramount & City Hall (2014)	2024	\$ 126,275	x \$ -	\$ -	\$ -	
Gateway Transit Building, HVAC Police & Streetscape (2014)	2034	\$ 311,667	x \$ 304,052	\$ 2,277,000	\$ 2,049,000	
W.A. Foster & Goldsboro Events Center (2015)	2030	\$ 583,795	x \$ 569,681	\$ 2,910,000	\$ 2,425,000	
Bryan Multi-Sports Complex (2017)	2032	\$ 227,000	x \$ 224,000	\$ 1,600,000	\$ 1,400,000	
Utilities AMI Project (70.98%) & Equipment (29.02%) (2017)	2032	\$ 426,858	x \$ 426,687	\$ 3,078,000	\$ 2,724,000	
Police Evidence Rm & Fire Station Renovation (2018)	2034	\$ 486,479	x \$ 474,407	\$ 3,531,000	\$ 3,177,000	
IT Lease #06 Suntrust (2018)	2024	\$ 98,593	x \$ -	\$ -	\$ -	
Vehicles & Equipment (GF 56.07%; UF 43.93) General Fd Portion (2018)	2024	\$ 256,415	x \$ -	\$ -	\$ -	
SJAFB Commercial Garbage Trucks (2019)	2029	\$ 69,077	x \$ 68,496	\$ 317,000	\$ 257,000	
Herman Park Center	Not Taken	\$ -	\$ -	\$ -	\$ -	\$ 11,750,000
FY20 & FY21 Rolling Stock & Equipment (2021)	2027	\$ 341,884	x \$ 341,884	\$ 1,001,913	\$ 671,852	
FY22 Rolling Stock & IT Equipment	2027	\$ 503,113	x \$ 503,507	\$ 905,000	\$ 410,000	
FY23 Rolling Stock & IT Equipment	2028	\$ 522,601	\$ 522,915	\$ 1,939,000	\$ 1,476,000	
<b>FY24 Rolling Stock &amp; IT Equipment</b>	New	\$ -	\$ 454,675	\$ -	\$ -	\$ 2,019,924
<b>FY25 Rolling Stock &amp; IT Equipment</b>	New	\$ -	\$ -	\$ -	\$ -	\$ 2,405,739
<b>Subtotal - Installment Loans</b>		<u>\$ 3,953,757</u>	<u>\$ 3,890,304</u>	<u>\$ 17,558,913</u>	<u>\$ 14,589,852</u>	<u>\$ 16,175,663</u>
<b>Grand Total</b>		<u>\$ 7,759,879</u>	<u>\$ 7,333,212</u>	<u>\$ 43,332,716</u>	<u>\$ 37,553,287</u>	<u>\$ 16,175,663</u>

**Debt Paid Off FY24/FY25**  
**New Debt taken in FY24/FY25**

<b>Principal Outstanding by Fund Summary</b>		
General Fund	\$ 21,866,407	\$ 18,475,545
Utility Fund	\$ 21,013,049	\$ 18,747,435
Stormwater Fund	\$ 453,260	\$ 330,307
<b>Total</b>	<u>\$ 43,332,716</u>	<u>\$ 37,553,287</u>



**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Economic Development**  
**Agreements Summary**



**Economic Development Agreements  
FY2024-2025 Budget**

<b>Company</b>	<b>Agreement</b>	<b>Total</b>	<b>FY</b>	<b>FY25 Manager's Recommended Budget Amount</b>
Alta*	12/5/2016	\$ 25,000.00	2025	\$ -
Alta	12/17/2018	\$ 26,875.00	2025	\$ 6,719.00
AP Exhaust	5/4/2021	\$ 21,000.00	2025	\$ 14,000.00
Michael Aram	12/16/2019	\$ 440,000.00	2025	\$ 52,900.00
Atlantic Casualty	3/17/2020	\$ 100,000.00	2025	\$ 48,600.00
WNB Landlords**	2/25/2019	\$ 469,463.00	2025	\$ 62,595.00
Stromberg Foods	2/26/2017	\$ 26,110.00	2025	\$ 5,222.00
Wayne County Shell Building**	6/6/2017	\$ 425,000.00	2025	\$ 50,000.00
Mount Olive Pickle	3/1/2022	\$ 600,000.00	2025	\$ 130,000.00
<b>Total Economic Development Incentives</b>		<u>\$ 2,133,448.00</u>		<u>\$ 370,036.00</u>

\* Expired agreement

\*\* Final payment FY25



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Position & Benefits Summary

# Position & Benefit Summary FY24-25

## Background:

- ✓ In the adopted FY24 budget, Council added 4 FTE's (full-time) in the General Fund to address staffing issues. An Occupational Nurse, Administrative Assistant III (Engineering), Theater Technical Director, and Golf Maintenance Technician were added.
- ✓ At the January 8, 2024 meeting, Council authorized the reclassification and elimination of two permanent part-time (PPT) custodian positions to one full time (FT) changing the adopted position allocation to 494 full time employees. This arrangement did not work out between the departments. In the proposed Manager's Recommended, the custodian position will now be split equally between the General Fund and the Utility Fund. The PPT position is being restored to the Paramount Theater.

## Current:

- ✓ **Current Count**  
The recommended FY25 position allocation is 496 FTE's which includes 7 elected officials with a net of 489 FTE's.
- ✓ **New Positions**  
The proposed Manager's recommended budget includes adding 2 FTE's.
  - Community Relations & Development Specialist (General Fund)
  - Minimum Housing Inspector (General Fund)
- ✓ **Frozen Positions**  
In order to balance the General Fund budget, the following positions will be frozen.

Department	FTE Frozen	Approximate Salary	Total Savings	Funding %
Police*	20	\$ 51,380	\$ 1,027,600	90%
Fire**	3	\$ 69,819	\$ 209,457	96%
Planning	1	\$ 37,405	\$ 37,405	94%
Streets	1	\$ 35,624	\$ 35,624	93%
	25	<b>Total Savings</b>	<b>\$ 1,310,086</b>	

\*Police - 5 positions are frozen but fully funded for FY25

\*\*Fire - 3 positions are frozen for approximately 50% of FY25

## All Positions

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		2	7	489
FY2023	489				489
FY2024	489		4	1	494
FY2025	494		2	0	496

Red - Manager's Requested Budget

Note: the position count includes 7 elected officials

## Permanent Part-time Positions

FY	Beginning Adopted	Position Reductions	Requested & Approved thru Budget Process	Requested thru Budget Amendment	Ending Amended Position Budget
FY2018	2				2
FY2019	2	-1			1
FY2020	1				1
FY2021	1		16		17
FY2022	17	-3	4		18
FY2023	18	-4	1		15
FY2024	15	-4			11
FY2025	11		1	-2	10

Red - Manager's Requested Budget



✓ **Position Summary Allocation Reports will follow this summary section.**

✓ **Benefits Summaries**

- In the tables below are employee benefits summaries relating to overall employee benefits compared to the current FY. LGERS (defined benefit pension plan) rate history summary, and employee health insurance current year cost and estimated FY25 cost.

✓ **Benefits Changes**

- Vacation buy back as presented by the Human Resources Director, Bernadette Dove. This is not being budgeted due to the uncertainty of its use by specific employees. It would need to be covered within the existing departmental budgets.
- Health insurance stipend for employee's waiving the City's employee coverage is budgeted based on the current employee's waiving city insurance. The stipend amount is calculated at \$1,500 annually per employee, and the cost is estimated at \$61,500. The remaining savings of \$334,068 was used to assist in balancing the FY25 Manager's Recommended budget.
- 401K remains at 4% for all non-law enforcement employees and 5% for sworn law enforcement employees. The 4% costs approximately \$897,760 and the 5% costs approximately \$330,877 for a total cost of \$1,228,638.

✓ **Pay Changes**

- COLA - In the Manager's Recommended budget a 2.5% COLA is proposed to be effective for the first full pay period in FY25. The cost of the COLA is approximately \$656,360. This is budgeted for full-time and permanent part-time employees.
- Merit - No merit pay is proposed in the FY25 budget. A 1% merit raise would cost approximately \$270,050 for salary, and \$337,560 including benefits for all funds. In the General Fund only the cost would be \$229,390 for salary, and \$286,730 including benefits.
- Bonus – No bonus is proposed in the FY25 budget. A \$400 net bonus would cost approximately \$227K.
- An analysis of City paid bonuses is presented below.

FY	Bonus Amount	Count	Gross	Total Cost
FY11	No Bonus Given	0	\$ -	\$ -
FY12	\$750 Gross	442	330,375	382,710
FY13	\$250 Net	398	112,185	130,541
FY14	\$225-\$300 Net Merit	406	124,052	144,799
FY15	\$200-\$500 Net Merit	400	143,795	168,834
FY16	\$300 Net	383	132,521	156,280
FY17	\$300 Net	391	135,648	160,816
FY18	\$300 Net	389	134,953	160,325
FY19	\$400 Net	399	184,597	219,797
FY20	\$250 FT/\$125 PPT Net	419	171,280	207,234
FY21	\$125 FT/\$62.50 PPT	404	82,544	100,860
FY22	\$250 FT/\$125 PPT	406	156,834	193,457
FY23	1 Extra Vacation Day; FT 8 Hrs; FD 11.20; PS 8.56; PPT 4 Hr	420	81,504	101,879
FY24	\$400 FT/\$200 PPT	416	240,671	259,083
FY25			-	-
<b>Total</b>			<b>\$ 2,030,961</b>	<b>\$ 2,386,614</b>

# Employee Benefits Summary

Description	FY24 Adopted Budget	FY25 Manager's Recomm. Budget	Rate	FY24 Actual Est.	Rate	FY25 Budget
COLA	Y	Y	2.00%	\$ 607,651	2.50%	\$ 656,360
Merit	Y	N	1.00%	\$ 151,913	0.00%	\$ -
Bonus	Y	N	\$400 Net FT	\$ 242,352	None	\$ -
Health Insurance - State Health Plan (City Portion)	Y	Y		\$ 3,175,578		\$ 4,414,896
Group Term Life \$20,0000	Y	Y		\$ 17,415		\$ 17,568
Cell Phone Stipend	Y	Y		\$ 105,060		\$ 120,200
Wellness Program	Y	Y	\$300/Yr	\$ 170,700	\$300 Yr	\$ 141,300
Social Security	Y	Y	7.65%	\$ 2,022,721	7.65%	\$ 2,280,220
LGERS Regular & Fire	Y	Y	12.91%	\$ 2,593,103	13.66%	\$ 2,959,491
LGERS LEO	Y	Y	14.24%	\$ 797,439	15.24%	\$ 1,103,444
401K City Contribution	Y	Y	4% & 5%	\$ 1,083,832	4% & 5%	\$ 1,228,638
Retiree Health Insurance	Y	Y		\$ 79,440		\$ 76,858
Unemployment Costs	Y	Y		\$ 8,500		\$ 15,000
Worker's Comp Costs	Y	Y		\$ 60,518		\$ 158,658
<b>Total Benefits</b>				<b>\$ 11,116,222</b>		<b>\$ 13,172,633</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%
FY23	12.15%	0.74%	13.04%	1.00%
FY24	12.91%	0.76%	14.24%	1.20%
FY25	13.66%	0.75%	15.24%	1.00%

The Retirement System has implemented rate increases to fund retirement for local government employees. We anticipate another rate increase in FY25 due to funding requirements from actuarial studies performed for the Retirement System. The FY25 cost due to the increase rate for Non-LEO is approximately \$202,535 and for LEO is \$66,175 for a grand total of \$268,710.

# State Health Plan Current & Proposed Rates

The City of Goldsboro is a participating member of the NC State Health Plan administered by Blue Cross Blue Shield. On January 4, 2023, State Treasurer Dale Folwell announced that in 2025 Aetna will be the third party administrator for the State Health Plan. The table below presents the current rates in effect for 2024 and the estimated rates for 2025.

North Carolina State Health Plan Rates - Tobacco Attestion YES						
January-December 2024				January-December 2025 (ESTIMATED)		
	Employer Monthly Cost	Employee Monthly Cost		Employer Monthly Cost	Employee Monthly Cost	
		80/20	70/30		80/20	70/30
	<b>Employee</b>	\$ 674.54	\$ 50.00	\$ 25.00	\$ 804.00	\$ 50.00
<b>Emp/Child</b>	\$ 674.54	\$ 305.00	\$ 218.00	\$ 804.00	\$ 363.54	\$ 259.84
<b>Emp/Spouse</b>	\$ 674.54	\$ 700.00	\$ 590.00	\$ 804.00	\$ 834.35	\$ 703.23
<b>Family</b>	\$ 674.54	\$ 720.00	\$ 598.00	\$ 804.00	\$ 858.18	\$ 712.77

North Carolina State Health Plan Rates - Tobacco Attestion NO						
January-December 2024				January-December 2025 (ESTIMATED)		
	Employer Monthly Cost	Employee Monthly Cost		Employer Monthly Cost	Employee Monthly Cost	
		80/20	70/30		80/20	70/30
	<b>Employee</b>	\$ 674.54	\$ 110.00	\$ 85.00	\$ 804.00	\$ 110.00
<b>Emp/Child</b>	\$ 674.54	\$ 365.00	\$ 278.00	\$ 804.00	\$ 435.05	\$ 331.35
<b>Emp/Spouse</b>	\$ 674.54	\$ 760.00	\$ 650.00	\$ 804.00	\$ 905.86	\$ 774.75
<b>Family</b>	\$ 674.54	\$ 780.00	\$ 658.00	\$ 804.00	\$ 929.70	\$ 784.29

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>POSITIONS BY FUND/DEPARTMENT</b>	<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>	<b>FY23-24 Frozen</b>	<b>Request to Unfreeze</b>	<b>New Requests</b>	<b>Recommended</b>
<b>GENERAL FUND</b>									
<i>Mayor &amp; Council-Elected</i>	7	7	7	7	7				
City Manager	6	6	6	6	6				
Human Resources	5	5	5	6	6				
Community Relations & Development	3	3	3	3	4			1	1
Paramount	2	2	2	3	3			1	
Goldsboro Event Center	1	1	1	1	1				
Inspections	7	7	7	7	7				
Downtown Development Corporation	3	3	3	3	3				
Information Technology	8	12.2	12.2	12.2	12.2			4	
Public Works Administration	3	3	3	5	4.5				
Garage	12	12	12	12	12				
Building & Grounds	10	9	9	9	9			1	
Cemetery	5	5	5	5	5				
Finance	15	19	19	19	19				
Planning	10	10	9	9	10	1		1	1
Street Maintenance	12.5	12.5	12.5	12.5	12.5	1			
Solid Waste	35	35	35	34	34				
Engineering	10	11	12	13	13				
Fire	84	84	84	84	84	3	3		
Police	121	120	120	120	120	20	5		
Parks & Recreation	37	37	36	36	36				
Golf Course	2	3	3	4	4				
<b>General Fund Total</b>	<b>398.5</b>	<b>406.7</b>	<b>405.7</b>	<b>410.7</b>	<b>412.2</b>	<b>25</b>	<b>8</b>	<b>8</b>	<b>2</b>

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>POSITIONS BY FUND/DEPARTMENT</b>	<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>	<b>FY23-24 Frozen</b>	<b>Request to Unfreeze</b>	<b>New Requests</b>	<b>Recommended</b>
<b>STORMWATER FUND</b>									
Stormwater	11.5	11.9	11.9	11.9	11.9				
<b>Stormwater Fund</b>	<b>11.5</b>	<b>11.9</b>	<b>11.9</b>	<b>11.9</b>	<b>11.9</b>				
<b>UTILITY FUND</b>									
Meter & Utility Billing	6	6	6	6	6				
Distributions & Collections	24	24.4	24.4	24.4	24.4				
Water Treatment Plant	12	12	12	12	12				
Water Reclamation Facility	20	20	21	21	21.25				
Compost	5	5	5	5	5.25				
<b>Utility Fund Total</b>	<b>67</b>	<b>67.4</b>	<b>68.4</b>	<b>68.4</b>	<b>68.9</b>				
<b>Occupancy Tax Fund</b>									
Travel & Tourism	3	3	3	3	3				
<b>Occupancy Tax Fund Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>				
<b>TOTAL AUTHORIZED FTE ALL FUNDS</b>	<b>480</b>	<b>489</b>	<b>489</b>	<b>494</b>	<b>496</b>				
<b>TOTAL PPT ALL FUNDS</b>	<b>1</b>	<b>17</b>	<b>17</b>	<b>11</b>	<b>10</b>				

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Mayor &amp; Council</b>	<b>Salary Grade</b>	<b>FY20-21 Elected Positions</b>	<b>FY21-22 Elected Positions</b>	<b>FY22-23 Elected Positions</b>	<b>FY23-24 Elected Positions</b>	<b>FY24-25 Elected Positions</b>
<i>(General Fund)</i>						
Mayor		1	1	1	1	1
Council Members		6	6	6	6	6
<b>Mayor &amp; Counsel FTE Total</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Mayor &amp; Counsel PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>City Manager</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(General Fund)</i>						
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
Public Information Officer	81	1	1	1	1	1
City Clerk	78	1	1	1	1	1
Deputy City Clerk	74	1	1	1	1	1
<b>City Manager FTE Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>City Manager PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Human Resources</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(General Fund)</i>						
Human Resources Director	88	1	1	1	1	1
Occupational Health Nurse*	85	0	0	0	1	1
Senior Human Resources Consultant	80	1	1	1	1	1
Safety Coordinator	78	1	1	1	1	1
Human Resources Consultant	78	1	1	1	1	1
Human Resources Technician	74	1	1	1	1	1
<b>Human Resources FTE Total</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>Human Resources PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*New Position Added FY24*



**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Community Relations &amp; Development</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Community Relations Director	85	1	1	1	1	1
Sr Community Development & Relations Spec	76	1	1	1	1	1
Community Development & Relations Spec	73	1	1	1	1	1
Community Development & Relations Spec*	73	0	0	0	0	1
<b>Community Relations FTE Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Community Relations PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*New Position Added FY25*

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Paramount</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(General Fund)</i>						
Director of Paramount Theater	85	1	1	1	1	1
Technical Director*	77	0	0	0	1	1
Theater Service Manager	75	1	1	1	1	1
<b>Paramount FTE Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Paramount PPT Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

*\*New Position Added FY24*

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Goldsboro Event Center</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(General Fund)</i>						
Event Center Manager	74	1	1	1	1	1
<b>Goldsboro Event Center FTE Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Goldsboro Event Center PPT Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Inspections</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(General Fund)</i>						
Building Code Administrator	85	1	1	1	1	1
Plans Examiner	76	1	1	1	1	1
Master Building Inspector	76	1	1	0	0	0
Building Inspector	74	2	2	3	3	3
Administrative Assistant III	73	0	0	1	1	1
Administrative Assistant II	72	1	1	0	0	0
Minimum Housing Inspector	71	0	0	0	0	0
Permit Technician	70	1	1	1	1	1
<b>Inspections FTE Total</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Inspections PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Downtown Development</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
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>Downtown Development FTE Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Downtown Development PPT Total</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Information Technology</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Information Technology Director	88	1	1	1	1	1
Assistant Information Technology Director	85	1	1	1	1	1
Programmer Analyst	84	1	1	1	1	1
Cybersecurity Network Engineer	84	1	1	1	1	1
Computer Systems Administrator II	82	2	2	2	2	2
Computer Systems Administrator II (Cityworks)	82	0	0.2	0.2	0.2	0.2
Computer Systems Administrator I	79	2	4	4	4	4
Computer Systems Administrator I-Public Safety	79	0	1	1	1	1
Administrative Assistant III	73	0	1	1	1	1
<b>Information Technology FTE Total</b>		<b>8</b>	<b>12.2</b>	<b>12.2</b>	<b>12.2</b>	<b>12.2</b>
<b>Information Technology PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Administration</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Public Works Director	89	1	1	1	1	1
Public Works Deputy Director	85	1	1	1	1	1
Executive Assistant*	75	0	0	0	1	1
Administrative Assistant II	72	1	1	1	1	1
Custodian**	64	0	0	0	1	0.5
<b>Public Works-Administration FTE Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>4.5</b>
<b>Public Works-Administration PPT Total</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

\*Moved from Solid Waste to Public Works Administration FY24

\*\*Reclassified from PPT to FT FY24 (1111-50%, 4177-25%, 4179-25% FY25)

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Garage</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
<i>(General Fund)</i>						
Fleet Maintenance Superintendent	82	1	1	1	1	1
Fleet Maintenance Supervisor (Heavy Equip)	78	2	2	2	1	1
Fleet Maintenance Supervisor (Automotive)	77	0	0	0	1	1
Senior Fleet Mechanic (Heavy Equipment)	76	7	7	7	4	4
Senior Fleet Mechanic (Automotive)	74	0	0	0	3	3
Welder	73	1	1	1	1	1
Inventory Specialist	71	1	1	1	1	1
<b>Public Works-Garage FTE Total</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Public Works-Garage PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Building &amp; Grounds</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
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	0	0	0	0
Grounds Maintenance Equipment Operator	70	2	2	2	2	2
Grounds Maintenance Technician	68	2	2	2	2	2
<b>Public Works-Building &amp; Grounds FTE Total</b>		<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Public Works-Building &amp; Grounds PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Cemetery</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
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>Public Works-Cemetery FTE Total</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Public Works-Cemetery PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Finance</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Finance Director	89	1	1	1	1	1
Assistant Finance Director	82	1	1	1	1	1
Accountant	79	1	1	1	1	1
Customer Service Manager	79	1	1	1	1	1
Insurance Claims, Billing & Collections Manager	78	1	1	1	1	1
Customer Service Supervisor	76	1	1	1	1	1
Senior Accounting Specialist	76	1	1	1	1	1
Executive Assistant	75	1	1	1	1	1
Payroll Supervisor	75	0	1	1	1	1
Accounts Payable Supervisor	74	0	1	1	1	1
Payroll Technician	73	1	1	1	1	1
AR Technician	72	1	1	1	1	1
AP Technician	72	0	1	1	1	1
Billing Technician	71	1	1	1	1	1
Customer Service Representative	68	3	3	3	3	3
Office Assistant	68	1	2	2	2	2
<b>Finance FTE Total</b>		<b>15</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>Finance PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Planning</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Planning Director	86	1	1	1	1	1
Assistant Planning Director	81	1	1	1	1	1
Senior Planner	78	0	0	0	1	1
Code Enforcement Administrator	77	1	1	1	1	1
Planner I	76	1	1	1	1	1
GIS Specialist	75	1	1	0	0	0
Executive Assistant	75	1	1	0	0	0
Administrative Assistant III	73	0	0	1	1	1
Environmental Codes Inspector	71	3	3	3	2	2
Minimum Housing Inspector*	71	1	0	0	0	1
Administrative Assistant I	71	0	1	1	1	1
<b>Planning FTE Total</b>		<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>10</b>
<b>Planning PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*New Position Added FY25

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Street Maintenance</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Streets & Storms Superintendent	82	0.5	0.5	0.5	0.5	0.5
Street Maintenance Supervisor	78	1	1	1	1	1
Street Maintenance Senior Heavy Equipment Operator	74	1	1	1	1	1
Street Maintenance Heavy Equipment Operator	72	2	2	2	2	2
Utility Maintenance Mechanic*	71	1	1	1	1	1
Street Maintenance Equipment Operator	70	5	5	5	5	5
Street Maintenance Technician	68	2	2	2	2	2
<b>Public Works-Street Maintenance FTE Total</b>		<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>
<b>Public Works-Street Maintenance PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Unfunded

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Solid Waste</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(General Fund)</i>						
Solid Waste Superintendent	82	1	1	1	1	1
Solid Waste Supervisor -Refuse & Recycle	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
Executive Assistant*	75	1	1	1	0	0
Solid Waste Senior Heavy Equipment Operator	74	3	4	4	4	4
Solid Waste Heavy Equipment Operator	72	7	6	6	8	8
Solid Waste Equipment Operator	70	9	9	9	7	7
Solid Waste Technician	66	11	11	11	11	11
<b>Public Works-Solid Waste FTE Total</b>		<b>35</b>	<b>35</b>	<b>35</b>	<b>34</b>	<b>34</b>
<b>Public Works-Solid Waste PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*Moved to PW-Administration*

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Engineering</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
<i>(General Fund)</i>						
City Engineer	88	1	1	1	1	1
Civil Engineer	85	1	1	1	1	1
Traffic Engineer	84	1	1	1	1	1
GIS Manager	82	0	0	1	1	1
Engineering Service Manager	82	1	1	1	1	1
City Surveyor	81	0	1	1	1	1
Traffic Supervisor	78	1	1	1	1	1
Engineering Technician	76	1	0	0	0	0
Traffic Signal Technician II	75	1	1	2	1	1
Construction Inspector	75	1	1	1	1	1
Survey Technician	73	1	1	1	1	1
Traffic Sign Technician II	73	0	1	0	0	0
Property Technician	73	1	1	1	1	1
Administrative Assistant III*	73	0	0	0	1	1
Engineering Field Technician	72	0	0	0	1	1
<b>Engineering FTE Total</b>		<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>13</b>
<b>Engineering PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*New Position Added FY24*

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

Fire Department	Salary Grade	FY20-21 Authorized Positions	FY21-22 Authorized Positions	FY22-23 Authorized Positions	FY23-24 Authorized Positions	FY24-25 Recommended Positions
<i>(General Fund)</i>						
Fire Chief	89	1	1	1	1	1
Deputy Fire Chief	88	1	1	1	1	1
Assistant Fire Chief	85	4	3	2	3	3
Battalion Chief	82	2	3	4	3	3
Fire Captain II	80	0	0	0	15	15
Fire Captain	79	14	12	20	5	5
Fire Engineer II	77	0	0	0	10	10
Fire Lieutenant	76	6	8	0	0	0
Fire Engineer	76	18	18	18	8	8
Executive Assistant	75	1	1	1	1	1
Senior Fire Fighter	74	9	5	6	10	10
Fire Fighter	73	27	31	30	18	18
Fire Fighter Trainee	72	0	0	0	8	8
Administrative Assistant	70	1	1	1	1	1
<b>Fire Department FTE Total</b>		<b>84</b>	<b>84</b>	<b>84</b>	<b>84</b>	<b>84</b>
<b>Fire Department PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

Police Department	Salary Grade	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
		Authorized Positions	Authorized Positions	Authorized Positions	Authorized Positions	Recommended Positions
<i>(General Fund)</i>						
Police Chief	89	1	1	1	1	1
Police Major	86	3	3	3	3	3
Accreditation and Planning Manager	85	1	1	1	1	1
Police Captain	84	8	8	8	8	8
Police Sergeant	82	11	11	11	11	11
Assistant Training Specialist	80	1	1	1	1	1
Police Corporal	80	11	11	11	11	11
Police Investigator	80	11	11	11	11	11
Crime Scene Specialist	80	2	2	2	2	2
Senior Police Officer	80	0	0	1	3	3
Police Officer II	79	0	3	6	6	6
Police Officer I	78	0	0	0	4	4
Police Officer	77	61	55	53	41	41
Police Officer Trainee	76	1	3	1	6	6
Executive Assistant	75	1	1	1	1	1
Senior Maintenance Technician	74	1	1	1	1	1
Police Support Technician	74	0	0	0	1	1
Crime Analyst	74	1	1	1	1	1
Administrative Assistant III	73	0	1	1	1	1
Administrative Assistant II	72	2	1	1	1	1
Animal Control Officer	71	1	1	1	1	1
Police Equipment Maintenance Coordinator	70	1	1	1	1	1
Police Records Technician II	70	0	1	1	1	1
Police Records Technician	69	3	2	2	2	2
<b>Police Department FTE Total</b>		<b>121</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>
<b>Police Department PPT Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Sworn Positions</b>		<b>110</b>	<b>110</b>	<b>110</b>	<b>85</b>	<b>85</b>
<b>Non-Sworn Positions</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>15</b>	<b>15</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Parks &amp; Recreation</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized Positions</b>	<b>Authorized Positions</b>	<b>Authorized Positions</b>	<b>Authorized Positions</b>	<b>Recommended Positions</b>
<i>(General Fund)</i>						
Parks & Recreation Director	88	1	1	1	1	1
Assistant Parks & Recreation Director	85	1	1	1	1	1
Park Superintendent	84	1	1	1	1	1
Recreation Superintendent	82	1	1	0	0	0
Recreation Superintendent-Adaptive	82	1	1	1	1	1
Sports Turf Superintendent	82	1	1	1	1	1
Special Populations Program Supervisor I	79	1	1	1	0	0
Adaptive & Inclusive Recr Program Supervisor	79	0	0	0	1	1
Marketing & Special Events Supervisor	77	1	1	1	1	1
Assistant Superintendent-Sports Turf	75	1	1	1	1	1
Athletics Supervisor	75	1	1	1	1	1
Custodian Crew Supervisor	75	1	1	1	1	1
Park Maintenance Crew Supervisor	75	2	2	2	2	2
Administrative Assistant III	73	1	1	1	1	1
Golf and Sports Turf Mechanic	73	1	1	1	1	1
Multi-Sports Complex Manager	73	1	1	1	1	1
Recreation Coordinator (Athletics)	73	0	0	0	1	1
Recreation Center Leader	73	2	2	2	2	2
Heavy Equipment Operator	72	1	1	1	1	1
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	1	1
Park Technician	68	7	7	7	7	7
Custodian	64	3	3	3	3	3
<b>Parks &amp; Recreation FTE Total</b>		<b>37</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>36</b>
<b>Parks &amp; Recreation PPT Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Golf Course</b>	<b>Salary Grade</b>	<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
<i>(General Fund)</i>						
General Manager-Golf/Event Center	85	1	1	1	1	1
Golf Course Superintendent	76	1	1	1	1	1
Assistant Golf Professional	74	0	0	0	1	1
Clubhouse Manager	71	0	1	1	0	0
Maintenance Technician*	67	0	0	0	1	1
<b>Golf Course FTE Total</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
<b>Golf Course PPT Total</b>		<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>

*\*New Position Added FY24*

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Stormwater</b>	<b>Salary Grade</b>	<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
<i>(Stormwater Fund)</i>						
Streets & Storms Superintendent	82	0.5	0.5	0.5	0.5	0.5
Computer Systems Admin II (Cityworks)	82	0	0.4	0.4	0.4	0.4
Stormwater Maintenance Supervisor	78	1	1	1	1	1
SW Maintenance Sr Heavy Equipment Op	74	1	1	1	1	1
SW Maintenance Heavy Equipment Operator	72	3	3	3	3	3
Stormwater Maintenance Equipment Operator	70	4	4	4	4	4
Stormwater Maintenance Technician	68	2	2	2	2	2
<b>Stormwater FTE Total</b>		<b>11.5</b>	<b>11.9</b>	<b>11.9</b>	<b>11.9</b>	<b>11.9</b>
<b>Stormwater PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Billing &amp; Meter Services</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(Utility Fund)</i>						
Warehouse & Procurement Manager	81	1	1	1	1	1
Procurement Specialist	74	1	1	1	1	1
Meter Readers	69	4	4	4	4	4
<b>Billing &amp; Meter Services FTE Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Billing &amp; Meter Services PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Works-Distribution &amp; Collections</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(Utility Fund)</i>						
Distribution & Collections System Superintendent	83	1	1	1	1	1
Computer Systems Administrator II (Cityworks)	82	0	0.4	0.4	0.4	0.4
Distribution Operations Manager	80	1	1	1	1	1
Collections Operations Manager	80	1	1	1	1	1
Collections Supervisor	78	1	0	0	0	0
Preventative Maintenance Supervisor	76	1	1	1	1	1
Senior Heavy Equipment Operator	74	0	3	3	3	3
Procurement Specialist	73	1	1	0	0	0
Administrative Assistant III	73	0	0	1	1	1
Systems Integrity Operator	73	1	1	1	1	1
Systems Integrity Technician	72	3	3	2	2	2
Cross Connection Control Specialist	72	0	0	1	1	1
Utility System Operator	72	5	2	2	2	2
Utility Maintenance Mechanic	71	8	8	8	8	8
Utility Maintenance Technician	68	1	2	2	2	2
<b>Distribution &amp; Collections FTE Total</b>		<b>24</b>	<b>24.4</b>	<b>24.4</b>	<b>24.4</b>	<b>24.4</b>
<b>Distribution &amp; Collections PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Public Utilities-Water Treatment</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
<i>(Utility Fund)</i>						
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	3	2	3	4	4
Operator III-WTP	73	1	0	2	1	1
Plant Maintenance Mechanic/Operator II	72	1	1	0	1	1
Operator II-WTP	72	0	1	0	1	1
Operator I-WTP	70	2	4	3	1	1
Water Treatment Plant Specialist	68	1	1	1	1	1
<b>Public Utilities-Water Treatment FTE Total</b>		<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Water Treatment PPT Total</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Public Utilities-Water Reclamation</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(Utility Fund)</i>						
Public Utilities Director	89	1	1	1	1	1
Plant Superintendent	85	1	1	1	1	1
Deputy Public Works Director-Utilities	84	0	0	1	1	1
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	3	2	2	1	1
Pre-treatment Program Coordinator	74	1	1	1	1	1
Lead Laboratory Technician	73	0	0	0	1	1
Operator III-WRF	73	0	1	1	0	0
Maintenance Mechanic/Operator II-WRF	72	1	0	0	0	0
Operator II-WRF	72	2	0	0	1	1
Laboratory Technician	71	2	2	2	1	1
Operator I-WRF	70	3	6	7	8	8
Biosolid Operator/Driver	70	1	1	0	0	0
Custodian	64	0	0	0	0	0.25
<b>Public Utilities-Water Reclamation FTE Total</b>		<b>20</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>21.25</b>
<b>Water Reclamation PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**City of Goldsboro  
FY2024-25 Staffing and Position History Report**

<b>Public Utilities-Compost</b>		<b>FY20-21 Authorized Positions</b>	<b>FY21-22 Authorized Positions</b>	<b>FY22-23 Authorized Positions</b>	<b>FY23-24 Authorized Positions</b>	<b>FY24-25 Recommended Positions</b>
	<b>Salary Grade</b>					
<i>(Utility Fund)</i>						
Compost Plant Superintendent	83	1	1	1	1	1
Plant Maintenance Mechanic/Operator	72	1	1	1	1	1
Compost Plant Operator	70	3	3	3	3	3
Custodian	64	0	0	0	0	0.25
<b>Public Utilities-Compost FTE Total</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5.25</b>
<b>Compost PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Goldsboro**  
**FY2024-25 Staffing and Position History Report**

<b>Travel &amp; Tourism</b>		<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>
	<b>Salary Grade</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Recommended</b>
		<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
<i>(Occupancy Tax Fund)</i>						
Travel & Tourism Director	85	1	1	1	1	1
Communications & Creative Services Manager	73	1	1	1	1	1
Travel & Tourism Specialist	72	1	1	1	1	1
<b>Travel &amp; Tourism FTE Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Travel &amp; Tourism PPT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Fund Balance Comparison

## General Fund Appropriated Fund Balance

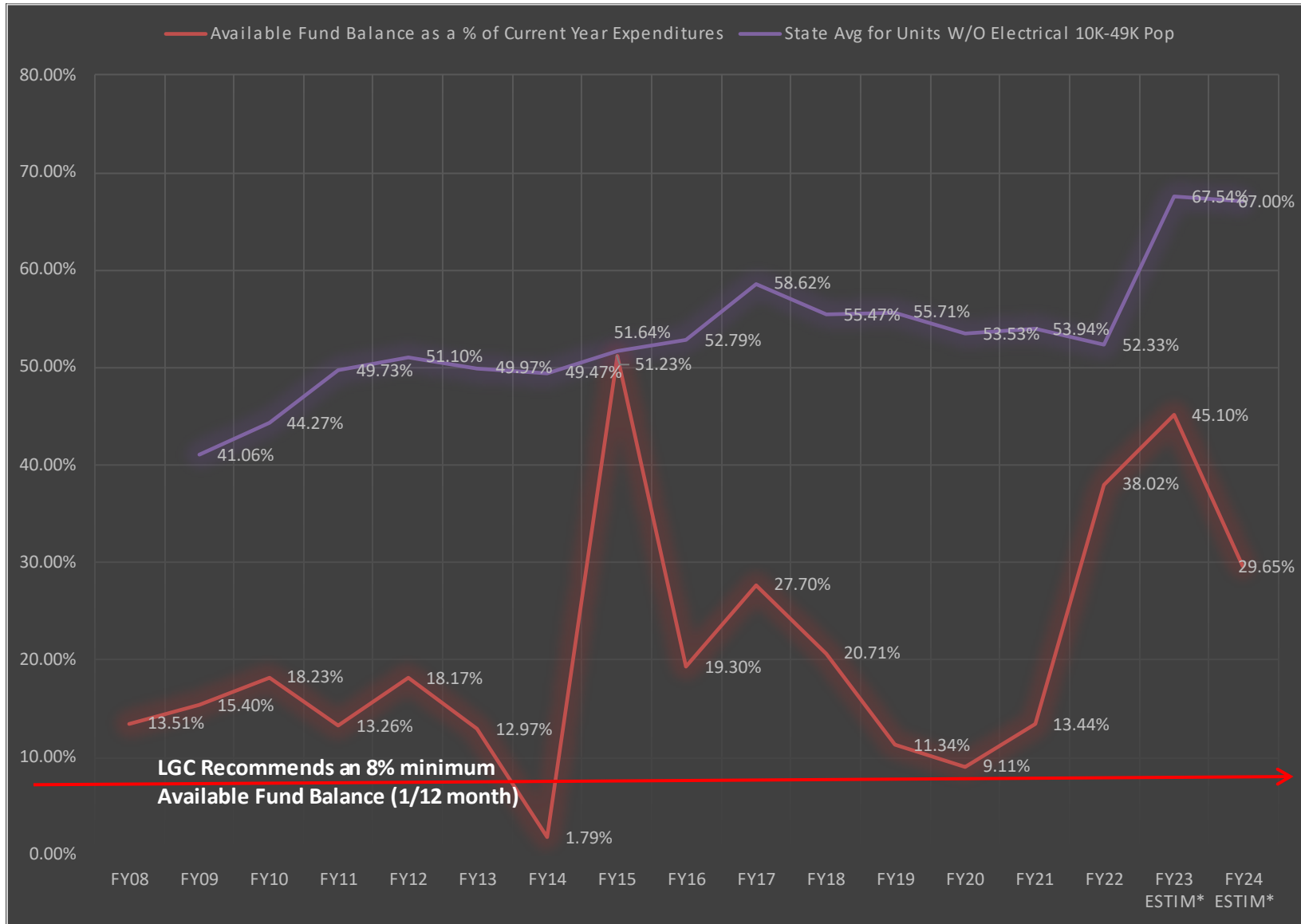
**DESCRIPTION:** The FY24-25 proposed budget proposes an appropriation of fund balance for the General Fund in the amount of \$1.1M. According to the North Carolina Local Government Commission, a local government entering a fiscal year with less than 8% available fund balance will not have sufficient resources to meet its obligations. The following table shows the available fund balance from FY08 to FY22.

Sales tax has continued to grow at a modest pace for Wayne County and Goldsboro, however according the North Carolina League of Municipalities has lowered its expectations and only recommends an overall increase of 2.2%. In estimating revenues, staff used the same recommended increase for the FY25 sales tax revenues. Utility franchise tax has been a difficult number to predict, and there is 1.8% growth expected for FY24 and a .10% decrease expected in FY25. There is anticipated borrowing of \$2.4M in the General Fund for rolling stock and IT equipment. Inflation estimates range from 2% to 4% with the Federal Reserve's goal to be 2% in December. Departments were asked to budget conservatively, however the impacts of inflation and personnel cost pressures resulted in personnel costs and operating expenses increasing approximately 3% over the prior fiscal year. In order to balance the General Fund budget, \$1.1M from appropriated fund balance is recommended which represents approximately \$725K to fund the 2.5% COLA proposed, \$135K to fund a new CDBG Specialist and a Minimum Housing Inspector, approximately \$240K to balance the budget. For the new fiscal year, spending freezes on operating and capital will remain in effect at least until January, when we can then gauge the revenue inflow. A trend analysis of Available Fund Balance as defined by the LGC is presented.

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	9.11%	53.53%
FY21*	13.44%	53.94%
FY22*	38.02%	52.33%
FY23 ESTIM*	45.10%	67.54%
FY24 ESTIM*	29.65%	67.00%

Available fund balance as defined by N.C. G.S. §159-8(a) sum cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year.

# LGC Available Fund Balance General Fund FY08-FY24 (Est.)



## Fund Balances Defined

Governmental fund types classify fund balances as follows:

**Nonspendable fund balance** – This classification includes amounts that cannot be spent because they are either (1) not in spendable form or (b) legally or contractually required to be maintained intact. Example, inventory and prepaid expenses.

**Restricted fund balance** – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law. Calculation includes Restricted for stabilization by state statute, public safety for restricted grants and donations, cemetery maintenance, other fund balances restricted by the nature of the special revenue and capital project funds.

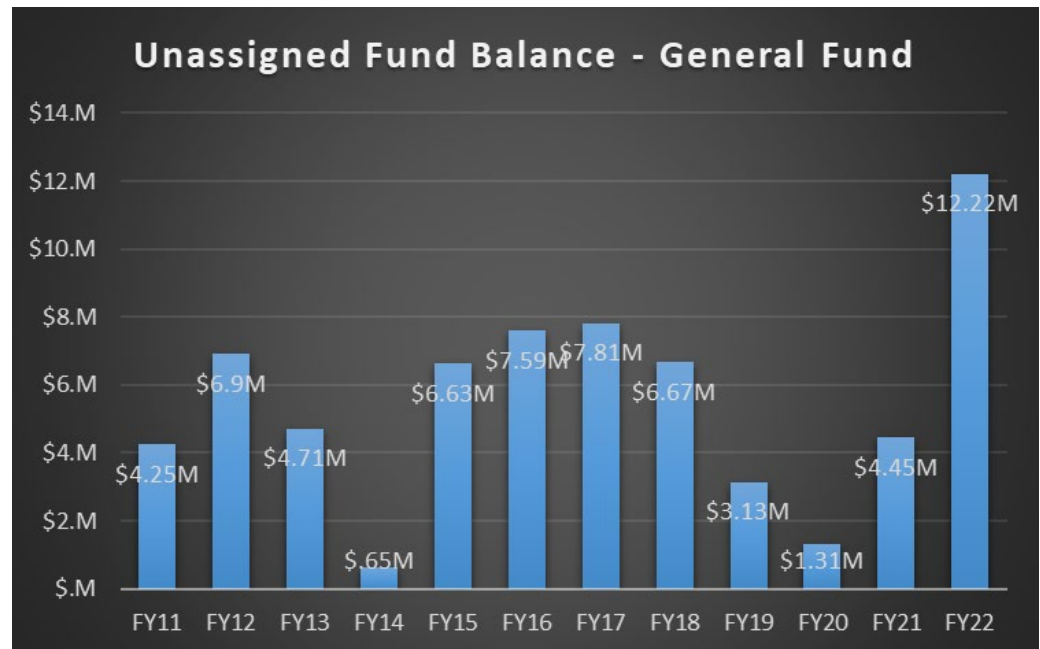
**Committed fund balance** – A portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by the most binding formal action (for example, legislation, resolution, ordinance) of the majority vote by quorum of the City of Goldsboro’s governing body (highest level of decision-making authority). The governing body can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation. Example, fund balance committed for repairs resulting from Hurricane Florence, or fund balances designated by the Board for specific uses in line with the nature of the related revenue sources.

**Assigned fund balance** – the portion of fund balance the City intends to use for specific purposes as designated by the governing body. Example, subsequent year’s expenditures the portion of fund balance appropriated in the next year’s budget that is not already classified in restricted or committed.

**Unassigned fund balance** – the portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds. The City has adopted a minimum fund balance policy for the general fund which instructs management to conduct the business of the City in such a manner that available fund balance will target at the close of each fiscal year equal to 15% of the general fund operating budget; at no time shall the available fund balance fall below 10% of the general fund operating budget.

Presented here is an analysis of the various types of fund balances in the General Fund and a chart showing historical trend of Unassigned fund balance.

FY	Unassigned	Assigned	Nonspendable	Restricted	Committed	Total
FY10						\$.M
FY11	\$4.25M	\$.M	\$.19M	\$4.24M	\$.M	\$8.67M
FY12	\$6.9M	\$.07M	\$.26M	\$2.35M	\$.M	\$9.58M
FY13	\$4.71M	\$.M	\$.21M	\$3.15M	\$.M	\$8.08M
FY14	\$.65M	\$.M	\$.34M	\$4.57M	\$.M	\$5.56M
FY15	\$6.63M	\$.M	\$.65M	\$8.95M	\$.M	\$16.23M
FY16	\$7.59M	\$.M	\$.59M	\$2.81M	\$.M	\$10.99M
FY17	\$7.81M	\$.M	\$.56M	\$5.27M	\$.M	\$13.65M
FY18	\$6.67M	\$.M	\$.61M	\$5.5M	\$.M	\$12.27M
FY19	\$3.13M	\$.78M	\$.19M	\$6.31M	\$.37M	\$10.79M
FY20	\$1.31M	\$.01M	\$.26M	\$5.36M	\$2.15M	\$9.08M
FY21	\$4.45M	\$.M	\$.26M	\$5.61M	\$.29M	\$10.61M
FY22	\$12.22M	\$.M	\$.43M	\$7.95M	\$.82M	\$21.41M





# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# General Fund Revenues

EXPENDITURE SHEET												
Fiscal Year FY24-25												
Fund: 11-General Fund				Dept. Head Catherine Gwynn								
Dept #: Revenues Finance				~ = Division by Zero								
Division: Revenues Revenues				* = Change < \$5,000								
Purple Cell-Finance Input												
Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
8101	0001	General	0001	Current Tax Levy	\$ 15,657,944.97	\$ 16,930,438.00	\$ 16,930,438.00	\$ 16,873,208.00	\$ 17,086,523.00	0.92%	\$ 20,597,452.00	21.66%
8102	0001	General	0001	Delinquent Taxes	\$ 217,126.97	\$ 180,000.00	\$ 180,000.00	\$ 192,192.00	\$ 192,000.00	6.67%	\$ 192,000.00	6.67%
8103	0001	General	0001	Current Vehicle Tax	\$ 1,890,507.82	\$ 1,800,000.00	\$ 1,800,000.00	\$ 1,936,401.00	\$ 1,900,000.00	5.56%	\$ 2,200,000.00	22.22%
8105	0001	General	0001	Delinquent Vehicle Tax	\$ 162.87	\$ 250.00	\$ 250.00	\$ 122.00	\$ 130.00	*	\$ 130.00	*
8106	0001	General	0001	Penalties & Interest	\$ 90,231.62	\$ 84,000.00	\$ 84,000.00	\$ 87,685.00	\$ 88,000.00	4.76%	\$ 88,000.00	4.76%
8106A	0001	General	0001	Penalties & Interest-NCVTS	\$ 18,138.87	\$ 15,000.00	\$ 15,000.00	\$ 18,675.00	\$ 19,000.00	26.67%	\$ 19,000.00	26.67%
8107	0001	General	0001	Vehicle Tax/Leases/Rentals	\$ 84,308.51	\$ 77,000.00	\$ 77,000.00	\$ 86,223.00	\$ 85,000.00	10.39%	\$ 85,000.00	10.39%
8108	0001	General	4134	Vehicle Tag Fee	\$ 242,410.00	\$ 249,000.00	\$ 249,000.00	\$ 241,560.00	\$ 242,000.00	-2.81%	\$ 242,000.00	-2.81%
<b>Total-Tax Revenues-0001</b>					<b>\$ 18,200,831.63</b>	<b>\$ 19,335,688.00</b>	<b>\$ 19,335,688.00</b>	<b>\$ 19,436,066.00</b>	<b>\$ 19,612,653.00</b>	<b>1.43%</b>	<b>\$ 23,423,582.00</b>	<b>21.14%</b>
8110	0002	Inspections	1024	Privilege Licenses	\$ 3,502.50	\$ 3,300.00	\$ 3,300.00	\$ 3,513.00	\$ 3,500.00	*	\$ 3,500.00	*
8113	0002	Inspections	1024	Building Inspections & Permits	\$ 150,935.58	\$ 126,000.00	\$ 126,000.00	\$ 259,273.00	\$ 260,000.00	106.35%	\$ 260,000.00	106.35%
8114	0002	Inspections	1024	Plumbing, Gas & Electrical Insp	\$ 135,945.60	\$ 109,000.00	\$ 109,000.00	\$ 165,351.00	\$ 165,000.00	51.38%	\$ 165,000.00	51.38%
8115	0002	Inspections	1024	Peddlers Permits	\$ 175.00	\$ 200.00	\$ 200.00	\$ 186.00	\$ 200.00	*	\$ 200.00	*
8116	0002	Planning	3151	Sign Permits	\$ 5,582.32	\$ 4,500.00	\$ 4,500.00	\$ 6,611.00	\$ 6,500.00	44.44%	\$ 6,500.00	44.44%
8117	0002	Inspections	1024	Mechanical Permits	\$ 69,040.58	\$ 66,000.00	\$ 66,000.00	\$ 96,170.00	\$ 96,000.00	45.45%	\$ 96,000.00	45.45%
8119	0002	Planning	3151	Plan Review Fee	\$ 25,156.25	\$ 21,000.00	\$ 21,000.00	\$ 48,776.00	\$ 48,000.00	128.57%	\$ 48,000.00	128.57%
8121	0002	Inspections	1024	Technology Surcharge	\$ 48,750.00	\$ 45,000.00	\$ 45,000.00	\$ 51,840.00	\$ 51,000.00	13.33%	\$ 51,000.00	13.33%
8125	0002	Police	6121	Golf Cart Permit Fees (Police)	\$ 75.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00	*	\$ 75.00	*
8126	0002	Fire	5120	Fire Inspections Fees				\$ 4,961.00	\$ 8,000.00	~	\$ 8,000.00	~
8239	0002	Fire	5120	Fire Inspections Permits	\$ 7,650.00	\$ 7,300.00	\$ 7,300.00	\$ 7,540.00	\$ 7,500.00	2.74%	\$ 7,500.00	2.74%
8249	0002	Inspections	1024	Business Reg. Fee	\$ 45,505.37	\$ 40,000.00	\$ 40,000.00	\$ 39,880.00	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
8253	0002	Planning	3151	Code Violations-Planning & Zoning	\$ 15,237.83	\$ -	\$ -	\$ 7,540.00	\$ 5,000.00	*	\$ 5,000.00	*
<b>Total-Licenses &amp; Permits-0002</b>					<b>\$ 507,556.03</b>	<b>\$ 422,350.00</b>	<b>\$ 422,350.00</b>	<b>\$ 691,716.00</b>	<b>\$ 690,775.00</b>	<b>63.56%</b>	<b>\$ 690,775.00</b>	<b>63.56%</b>
53151	0003	Specific Alloc	0000	Federal Grants-US Marshalls	\$ 32,358.09	\$ -	\$ -	\$ 8,405.00	\$ 8,000.00	~	\$ 8,000.00	~
53152	0003	Specific Alloc	0000	Federal Grants-DOJ Bulletproof Vest	\$ 6,109.27	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
53601	0003	Specific Alloc	0000	State Grants-NCDEQ DWI	\$ 772.20	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8130	0003	General	0001	Local Option Tax	\$ 11,847,628.22	\$ 11,729,080.00	\$ 11,729,080.00	\$ 11,736,781.00	\$ 11,994,990.00	2.27%	\$ 11,994,990.00	2.27%
8131	0003	General	0001	ABC Revenue	\$ 195,270.00	\$ 101,000.00	\$ 101,000.00	\$ 102,100.00	\$ 102,000.00	0.99%	\$ 102,000.00	0.99%
8132	0003	Police	6121	Beer & Wine Taxes	\$ 152,843.86	\$ 142,100.00	\$ 142,100.00	\$ 131,598.56	\$ 136,204.51	-4.15%	\$ 136,204.51	-4.15%
8134	0003	General	0001	Utility Franchise Tax	\$ 2,733,560.44	\$ 2,249,038.00	\$ 2,249,038.00	\$ 2,782,764.00	\$ 2,785,547.00	23.86%	\$ 2,785,547.00	23.86%
8135	0003	Streets	4134	Powell Bill	\$ 1,003,798.72	\$ 1,003,799.00	\$ 1,003,799.00	\$ 1,097,352.94	\$ 1,099,095.59	9.49%	\$ 1,099,095.59	9.49%
8149	0003	Police	6121	NC Controlled Substance Tax		\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8150	0003	General	0001	Payment in Lieu of Taxes	\$ 98,525.19	\$ 108,000.00	\$ 140,184.00	\$ 140,184.00	\$ 140,184.00	29.80%	\$ 140,184.00	29.80%
8173	0003	Planning	3151	Transportation Planning Grant	\$ 150,861.79	\$ 480,435.00	\$ 480,435.00	\$ 470,434.71	\$ 440,656.20	-8.28%	\$ 440,656.20	-8.28%
8175	0003	General	0001	Cable TV	\$ 184,113.48	\$ 187,626.00	\$ 187,626.00	\$ 210,207.26	\$ 203,690.83	8.56%	\$ 203,690.83	8.56%
8200	0003	Police	6121	SRO Reimbursement Contracts	\$ 44,485.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	0.00%	\$ 34,000.00	0.00%
8208	0003	IT	1114	GWTA IT Services & Spectrum Billing	\$ 14,391.62	\$ 14,393.00	\$ 14,393.00	\$ 14,397.69	\$ 14,400.00	0.05%	\$ 14,400.00	0.05%
8287	0003	Police	6121	Wayne Co Sch Reimb Resource Officer	\$ 36,947.79	\$ 36,948.00	\$ 36,948.00	\$ 36,948.00	\$ 36,948.00	0.00%	\$ 36,948.00	0.00%
8305	0003	Engineering	4172	NCDOT Grant Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8370	0003	Engineering	4172	NCDOT Reimb. Signals	\$ 181,217.81	\$ 150,000.00	\$ 150,000.00	\$ 70,253.82	\$ -	*	\$ -	*
8383	0003	Solid Waste	4143	Solid Waste Disposal Tax	\$ 27,186.02	\$ 27,844.00	\$ 27,844.00	\$ 26,171.55	\$ 26,668.81	-4.22%	\$ 26,668.81	-4.22%
8580	0003	Fire	5120	Cherry Hospital-Fire Reimbursement	\$ 55,994.00	\$ 56,600.00	\$ 56,600.00	\$ 55,994.00	\$ 56,000.00	-1.06%	\$ 56,000.00	-1.06%
8706	0003	General	0001	GWTA Rental	\$ 64,019.04	\$ 69,354.00	\$ 69,354.00	\$ 64,019.04	\$ 64,019.04	-7.69%	\$ 64,019.04	-7.69%
8922	0003	Agency	7310	State Grants-PEG Channel	\$ 25,641.04	\$ -	\$ -	\$ -	\$ -	*	\$ -	*



EXPENDITURE SHEET												
Fiscal Year FY24-25												
Fund:		11-General Fund			Dept. Head Catherine Gwynn							
Dept #:		Revenues Finance			~ = Division by Zero							
Division:		Revenues Revenues			* = Change < \$5,000							
Purple Cell-Finance Input												
Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ
8980	0003	Police	6121	Federal US Marshall OT Reimburse	\$ -	\$ 5,100.00	\$ 5,100.00	\$ -	\$ -	*	\$ -	*
<b>Total-Revenue Other Agencies-0003</b>					<b>\$ 16,855,723.58</b>	<b>\$ 16,395,317.00</b>	<b>\$ 16,427,501.00</b>	<b>\$ 16,981,611.57</b>	<b>\$ 17,142,403.98</b>	<b>4.56%</b>	<b>\$ 17,142,403.98</b>	<b>4.56%</b>
54690D	0004	Golf	7461	Lease Revenue 1501 Slocumb	\$ 2,180.90			\$ 9,311.00	\$ 7,200.00	~	\$ 7,200.00	~
8156	0004	Inspections	1024	Special Test Permits	\$ 10,572.00	\$ 9,500.00	\$ 9,500.00	\$ 8,195.00	\$ 8,100.00	-14.74%	\$ 8,100.00	-14.74%
8158	0004	Fire	5120	False Alarms	\$ 7,150.00	\$ 4,550.00	\$ 4,550.00	\$ 4,550.00	\$ 4,500.00	*	\$ 4,500.00	*
8174	0004	General	0001	General Fund-Miscellaneous Recv	\$ 107,328.24	\$ 95,000.00	\$ 95,000.00	\$ 93,813.00	\$ 94,000.00	-1.05%	\$ 94,000.00	-1.05%
8177	0004	Parks Rec	7460	Tennis Instructions				\$ -	\$ -	*	\$ -	*
8183	0004	General	0001	Insufficient Check Penalty		\$ 50.00	\$ 50.00	\$ -	\$ -	*	\$ -	*
8245	0004	Engineering	4172	Stormwater Management Fee	\$ 14,433.29	\$ 14,000.00	\$ 14,000.00	\$ 13,656.00	\$ 14,000.00	0.00%	\$ 14,000.00	0.00%
8251	0004	Planning	3151	Planning & Zoning Fees	\$ 70,895.96	\$ 50,000.00	\$ 50,000.00	\$ 104,649.00	\$ 105,000.00	110.00%	\$ 105,000.00	110.00%
8271	0004	Solid Waste	4143	Refuse Service	\$ 3,775,661.84	\$ 3,900,000.00	\$ 3,900,000.00	\$ 3,553,124.00	\$ 3,970,000.00	1.79%	\$ 3,970,000.00	1.79%
8271A	0004	Solid Waste	4143	Recycling Surcharge	\$ 122,041.27	\$ 137,900.00	\$ 137,900.00	\$ 124,069.00	\$ 137,000.00	-0.65%	\$ 137,000.00	-0.65%
8272	0004	Cemetery	1142	Cemetery Services	\$ 48,200.00	\$ 45,000.00	\$ 45,000.00	\$ 32,800.00	\$ 33,000.00	-26.67%	\$ 33,000.00	-26.67%
8274	0004	Solid Waste	4143	Trash Penalties	\$ 430.00	\$ 300.00	\$ 300.00	\$ 120.00	\$ 100.00	*	\$ 100.00	*
8283	0004	Solid Waste	4143	SJAFB Commercial Refuse Contract	\$ 276,435.07	\$ 303,922.00	\$ 303,922.00	\$ 275,000.00	\$ 275,000.00	-9.52%	\$ 275,000.00	-9.52%
8368	0004	Solid Waste	4143	Sale Of Recyclable Materials	\$ 8,915.12	\$ 7,500.00	\$ 7,500.00	\$ 5,350.00	\$ 5,300.00	-29.33%	\$ 5,300.00	-29.33%
8371	0004	Parks Rec	7460	Swimming Pools	\$ 9,561.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	0.00%	\$ 12,000.00	0.00%
8386	0004	Parks Rec	7460	Food & Beverage Sales-Parks & Rec	\$ 12,702.46	\$ 20,000.00	\$ 20,000.00	\$ 20,512.00	\$ 22,000.00	10.00%	\$ 22,000.00	10.00%
8387	0004	Parks Rec	7460	Merchandise Sales-Parks & Rec	\$ 1,404.06	\$ 1,000.00	\$ 1,000.00	\$ 1,778.00	\$ 1,500.00	*	\$ 1,500.00	*
8388	0004	Golf	7461	Golf-Tournament Revenue	\$ 22,307.00	\$ 26,000.00	\$ 26,000.00	\$ 25,226.00	\$ 30,000.00	15.38%	\$ 30,000.00	15.38%
8389	0004	DGDC	1025	HUB Rental Fees	\$ 3,125.00	\$ 3,500.00	\$ 3,500.00	\$ 2,750.00	\$ 2,800.00	*	\$ 2,800.00	*
8801	0004	GEC	1020	GEC-Building Rental	\$ 140,875.50	\$ 110,000.00	\$ 110,000.00	\$ 142,340.00	\$ 150,000.00	36.36%	\$ 150,000.00	36.36%
8802	0004	GEC	1020	GEC-Amenities Rentals/Sales	\$ 5,359.90	\$ 11,000.00	\$ 11,000.00	\$ 6,000.00	\$ 5,000.00	*	\$ 5,000.00	*
8803	0004	GEC	1020	GEC-Income from Deposits Retained	\$ 489.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	*	\$ 1,000.00	*
8821	0004	GEC	1020	GEC-Food & Beverage Sales	\$ 739.92	\$ 1,200.00	\$ 1,200.00	\$ 700.00	\$ 1,000.00	*	\$ 1,000.00	*
8822	0004	GEC	1020	GEC-Alcohol Sales	\$ 21,505.62	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 20,000.00	-20.00%	\$ 20,000.00	-20.00%
8840	0004	Paramount	1018	PARAMOUNT-PPAS Ticket Sales	\$ 47,027.67	\$ 50,000.00	\$ 50,000.00	\$ 50,159.00	\$ 50,000.00	0.00%	\$ 50,000.00	0.00%
8841	0004	Paramount	1018	PARAMOUNT-Rental Ticket Sales	\$ 295,256.07	\$ 260,000.00	\$ 260,000.00	\$ 302,444.00	\$ 305,000.00	17.31%	\$ 305,000.00	17.31%
8842	0004	Paramount	1018	PARAMOUNT-Ticket Sale Fee	\$ 38,856.67	\$ 40,000.00	\$ 40,000.00	\$ 40,880.00	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
8844	0004	Paramount	1018	PARAMOUNT-Setup Fee	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8845	0004	Paramount	1018	PARAMOUNT-Box Office Hours	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8861	0004	Paramount	1018	PARAMOUNT-Food & Beverage Sales	\$ 21,181.28	\$ 16,000.00	\$ 16,000.00	\$ 16,134.00	\$ 16,000.00	0.00%	\$ 16,000.00	0.00%
8862	0004	Paramount	1018	PARAMOUNT-Alcohol Sales	\$ 4,506.36	\$ 9,000.00	\$ 9,000.00	\$ 5,562.00	\$ 5,500.00	-38.89%	\$ 5,500.00	-38.89%
8863	0004	Paramount	1018	PARAMOUNT-Merchandise Sales	\$ 800.97	\$ -	\$ -	\$ 238.00	\$ 200.00	*	\$ 200.00	*
8864	0004	Paramount	1018	PARAMOUNT-Building Rental	\$ 111,444.29	\$ 110,000.00	\$ 110,000.00	\$ 107,412.00	\$ 110,000.00	0.00%	\$ 110,000.00	0.00%
8952	0004	Golf	7461	Golf Course Cart Fees	\$ 135,008.31	\$ 210,000.00	\$ 210,000.00	\$ 167,339.00	\$ 205,000.00	-2.38%	\$ 205,000.00	-2.38%
8953	0004	Golf	7461	Golf Course-Alcohol Sales	\$ 14,844.93	\$ 12,000.00	\$ 12,000.00	\$ 17,429.00	\$ 22,000.00	83.33%	\$ 22,000.00	83.33%
8955	0004	Golf	7461	Golf Course Concessions	\$ 24,286.51	\$ 7,000.00	\$ 7,000.00	\$ 15,899.00	\$ 14,000.00	100.00%	\$ 14,000.00	100.00%
8956	0004	Golf	7461	Golf Course Green Fees	\$ 207,915.94	\$ 272,000.00	\$ 272,000.00	\$ 226,836.00	\$ 270,000.00	-0.74%	\$ 270,000.00	-0.74%
8957	0004	Golf	7461	Golf Course Membership Dues	\$ 111,472.51	\$ 105,000.00	\$ 105,000.00	\$ 97,786.00	\$ 115,000.00	9.52%	\$ 115,000.00	9.52%
8958	0004	Golf	7461	Driving Range Fees-Taxable	\$ 19,090.66	\$ 22,000.00	\$ 22,000.00	\$ 20,400.00	\$ 25,000.00	13.64%	\$ 25,000.00	13.64%
8959	0004	Golf	7461	Pro Shop Sales	\$ 39,278.21	\$ 36,000.00	\$ 36,000.00	\$ 46,515.00	\$ 50,000.00	38.89%	\$ 50,000.00	38.89%
8960	0004	Golf	7461	Golf Lessons	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 400.00	\$ 2,000.00	*	\$ 2,000.00	*
8961	0004	Parks Rec	7460	Facility Rental Fees	\$ 17,890.00	\$ 27,000.00	\$ 27,000.00	\$ 20,683.00	\$ 23,000.00	-14.81%	\$ 23,000.00	-14.81%

EXPENDITURE SHEET												
Fiscal Year FY24-25												
Fund: 11-General Fund				Dept. Head Catherine Gwynn								
Dept #: Revenues Finance				~ = Division by Zero								
Division: Revenues Revenues				* = Change < \$5,000								
Purple Cell-Finance Input												
Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
8962	0004	Parks Rec	7460	Park Rental Fees	\$ 17,118.00	\$ 13,000.00	\$ 13,000.00	\$ 13,065.00	\$ 14,000.00	7.69%	\$ 14,000.00	7.69%
8963	0004	Parks Rec	7460	Youth Program Fees	\$ 162,527.38	\$ 125,000.00	\$ 125,000.00	\$ 121,174.00	\$ 125,000.00	0.00%	\$ 125,000.00	0.00%
8964	0004	Parks Rec	7460	Adult Program Fees	\$ 10,731.38	\$ 9,000.00	\$ 9,000.00	\$ 9,656.00	\$ 9,000.00	0.00%	\$ 9,000.00	0.00%
8965	0004	Parks Rec	7460	Special Event Fees	\$ 6,474.00	\$ 7,000.00	\$ 7,000.00	\$ 7,103.00	\$ 7,500.00	7.14%	\$ 7,500.00	7.14%
<b>Total-Charges for Services-0004</b>					<b>\$ 5,948,024.29</b>	<b>\$ 6,110,922.00</b>	<b>\$ 6,110,922.00</b>	<b>\$ 5,743,557.00</b>	<b>\$ 6,306,700.00</b>	<b>3.20%</b>	<b>\$ 6,306,700.00</b>	<b>3.20%</b>
55103	0005	General	0001	Other Fin Srce-Lease Finan (GASB87)	\$ -	\$ -	\$ 8,640.00	\$ -	\$ -	*	\$ -	*
8180	0005	General	0001	Investment Interest	\$ 405,737.21	\$ 310,721.20	\$ 312,441.80	\$ 644,584.00	\$ 580,125.60	86.70%	\$ 645,000.00	107.58%
8267	0005	Specific Alloc	0000	Loan Proceeds	\$ 881,400.00	\$ 1,788,184.00	\$ 1,788,184.00	\$ -	\$ -	*	\$ 2,405,739.00	34.54%
8282	0005	General	0000	Street Assessment Interest	\$ 3,725.00	\$ -	\$ -	\$ 860.00	\$ -	*	\$ -	*
8381	0005	General	0001	Street Paving Assessments	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8581	0005	General	0001	Equipment Sales	\$ 81,511.25	\$ -	\$ -	\$ 307.01	\$ -	*	\$ -	*
8582	0005	NonRecur CO	7315	Sale of Land	\$ 28,640.00	\$ -	\$ 236,975.00	\$ 272,871.00	\$ -	*	\$ -	*
8981	0005	NonRecur CO	7315	Land Lease Income (Farms)	\$ 23,956.12	\$ 19,316.00	\$ 19,316.00	\$ 24,730.12	\$ 24,730.12	28.03%	\$ 24,730.12	28.03%
<b>Total-Capital Returns-0005</b>					<b>\$ 1,427,969.58</b>	<b>\$ 2,118,221.20</b>	<b>\$ 2,365,556.80</b>	<b>\$ 943,352.13</b>	<b>\$ 604,855.72</b>	<b>-71.45%</b>	<b>\$ 3,075,469.12</b>	<b>45.19%</b>
56014	0006	General	0001	PCard Rebates	\$ 9,243.73	\$ 9,200.00	\$ 9,200.00	\$ -	\$ -	*	\$ 9,500.00	3.26%
56101	0006	General	0001	Donations	\$ 900.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
56203	0006	Paramount	1018	Local Grants - Paramount Theater	\$ 6,244.00	\$ -	\$ -	\$ 9,125.00	\$ -	*	\$ -	*
8153	0006	General	0001	Insurance Proceeds	\$ 170,962.08	\$ -	\$ 10,000.00	\$ 60,217.37	\$ -	*	\$ -	*
8190	0006	General	0001	Other Miscellaneous Revenue	\$ (14,363.66)	\$ 30,000.00	\$ 30,000.00	\$ 19,926.17	\$ -	*	\$ 30,000.00	0.00%
8192	0006	Police	6121	Officers Fees	\$ 9,063.18	\$ 8,000.00	\$ 8,000.00	\$ 8,161.00	\$ 8,000.00	0.00%	\$ 8,000.00	0.00%
8254	0006	General	0001	NCCOR ReBuild (Matthew) Rev/Reimb	\$ 144.68	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8293	0006	Police	6121	Parking Tickets	\$ 75.00	\$ 100.00	\$ 100.00	\$ 25.00	\$ 100.00	*	\$ 100.00	*
8298	0006	General	0001	Local Grants	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8593	0006	General	0001	Vending Machine Commission (Pepsi)	\$ 1,766.96	\$ 2,000.00	\$ 2,000.00	\$ 1,700.00	\$ 1,700.00	*	\$ 1,700.00	*
8595	0006	General	0001	Vending Machines Income	\$ 394.14	\$ 400.00	\$ 400.00	\$ 375.00	\$ 400.00	*	\$ 400.00	*
<b>Total-Miscellaneous Revenues-0006</b>					<b>\$ 184,430.11</b>	<b>\$ 49,700.00</b>	<b>\$ 59,700.00</b>	<b>\$ 99,529.54</b>	<b>\$ 10,200.00</b>	<b>-79.48%</b>	<b>\$ 49,700.00</b>	<b>0.00%</b>
58101	0007	General	0001	Shared Services - Utility (61)	\$ 3,201,081.00	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,981,865.00	11.82%	\$ 3,981,865.00	11.82%
58102	0007	General	0001	Shared Services - Stormwater (15)	\$ 127,915.00	\$ 129,533.00	\$ 129,533.00	\$ 129,533.00	\$ 157,260.00	21.41%	\$ 157,260.00	21.41%
<b>Total-Shared Services-0007</b>					<b>\$ 3,328,996.00</b>	<b>\$ 3,690,414.00</b>	<b>\$ 3,690,414.00</b>	<b>\$ 3,690,414.00</b>	<b>\$ 4,139,125.00</b>	<b>12.16%</b>	<b>\$ 4,139,125.00</b>	<b>12.16%</b>
<b>Total-Transfers In Revenue-0008</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8583	0009	Specific Alloc	0000	Fund Balance Withdrawal	\$ -	\$ 1,500,000.00	\$ 4,364,860.43	\$ -	\$ -	*	\$ 1,103,741.00	-26.42%
<b>Total-Fund Balance Withdrawal-0009</b>					<b>\$ -</b>	<b>\$ 1,500,000.00</b>	<b>\$ 4,364,860.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ 1,103,741.00</b>	<b>-26.42%</b>
<b>Total Revenues</b>					<b>\$ 46,453,531.22</b>	<b>\$ 49,622,612.20</b>	<b>\$ 52,776,992.23</b>	<b>\$ 47,586,246.24</b>	<b>\$ 48,506,712.70</b>	<b>-2.25%</b>	<b>\$ 55,931,496.10</b>	<b>12.71%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year <b>FY24-25</b>	Dept. Head-Catherine Gwynn	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Finance - Revenues		
Division:	Revenues - Revenues		

Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8101	0001	General	0001	Current Tax Levy	Tax	FY23 Tax Rate \$0.73/100; FY24 Tax Rate Dept Request \$0.73/100	\$ 16,930,438.00	\$ 16,873,208.00	\$ 17,086,523.00	\$ 20,597,452.00
8102	0001	General	0001	Delinquent Taxes	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 180,000.00	\$ 192,192.00	\$ 192,000.00	\$ 192,000.00
8103	0001	General	0001	Current Vehicle Tax	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 1,800,000.00	\$ 1,936,401.00	\$ 1,900,000.00	\$ 2,200,000.00
8105	0001	General	0001	Delinquent Vehicle Tax	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 250.00	\$ 122.00	\$ 130.00	\$ 130.00
8106	0001	General	0001	Penalties & Interest	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 84,000.00	\$ 87,685.00	\$ 88,000.00	\$ 88,000.00
8106A	0001	General	0001	Penalties & Interest-NCVTS	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 15,000.00	\$ 18,675.00	\$ 19,000.00	\$ 19,000.00
8107	0001	General	0001	Vehicle Tax/Leases/Rentals	Tax	PER PROPERTY TAX WORKSHEETS. ESTIMATED BASED ON HISTORICAL TREND	\$ 77,000.00	\$ 86,223.00	\$ 85,000.00	\$ 85,000.00
8108	0001	General	4134	Vehicle Tag Fee	Tax	\$10/VEHICLE @ 27,000 VEHICLES; Based on prior year actual collections @23,650 vehicles	\$ 249,000.00	\$ 241,560.00	\$ 242,000.00	\$ 242,000.00
<b>Total-Tax Revenues-0001</b>							<b>\$ 19,335,688.00</b>	<b>\$ 19,436,066.00</b>	<b>\$ 19,612,653.00</b>	<b>\$ 23,423,582.00</b>
8110	0002	Inspections	1024	Privilege Licenses	Insp	Generally ABC privilege licenses, rec'd in April when billed; trend FGITRND	\$ 3,300.00	\$ 3,513.00	\$ 3,500.00	\$ 3,500.00
8113	0002	Inspections	1024	Building Inspections & Permits	Insp	Trend FGITRND	\$ 126,000.00	\$ 259,273.00	\$ 260,000.00	\$ 260,000.00
8114	0002	Inspections	1024	Plumbing, Gas & Electrical Insp	Insp	Trend FGITRND	\$ 109,000.00	\$ 165,351.00	\$ 165,000.00	\$ 165,000.00
8115	0002	Inspections	1024	Peddlers Permits	Insp	Trend FGITRND	\$ 200.00	\$ 186.00	\$ 200.00	\$ 200.00
8116	0002	Planning	3151	Sign Permits	Insp	Trend FGITRND	\$ 4,500.00	\$ 6,611.00	\$ 6,500.00	\$ 6,500.00
8117	0002	Inspections	1024	Mechanical Permits	Insp	Trend FGITRND	\$ 66,000.00	\$ 96,170.00	\$ 96,000.00	\$ 96,000.00
8119	0002	Planning	3151	Plan Review Fee	Insp	Trend FGITRND	\$ 21,000.00	\$ 48,776.00	\$ 48,000.00	\$ 48,000.00
8121	0002	Inspections	1024	Technology Surcharge	Insp	Trend FGITRND	\$ 45,000.00	\$ 51,840.00	\$ 51,000.00	\$ 51,000.00
8125	0002	Police	6121	Golf Cart Permit Fees (Police)	Insp	Trend FGITRND	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00
8126	0002	Fire	5120	Fire Inspections Fees	Fire	Estimated by department head	\$ -	\$ 4,961.00	\$ 8,000.00	\$ 8,000.00
8239	0002	Fire	5120	Fire Inspections Permits	Fire	Trend FGITRND	\$ 7,300.00	\$ 7,540.00	\$ 7,500.00	\$ 7,500.00
8249	0002	Inspections	1024	Business Reg. Fee	Insp	Trend FGITRND	\$ 40,000.00	\$ 39,880.00	\$ 40,000.00	\$ 40,000.00
8253	0002	Planning	3151	Code Violations-Planning & Zoning	Insp	Trend FGITRND	\$ -	\$ 7,540.00	\$ 5,000.00	\$ 5,000.00
<b>Total-Licenses &amp; Permits-0002</b>							<b>\$ 422,350.00</b>	<b>\$ 691,716.00</b>	<b>\$ 690,775.00</b>	<b>\$ 690,775.00</b>
53151	0003	Specific Alloc	0000	Federal Grants-US Marshalls	Fed		\$ -	\$ 8,405.00	\$ 8,000.00	\$ 8,000.00
53152	0003	Specific Alloc	0000	Federal Grants-DOJ Bulletproof Vest	Fed		\$ -	\$ -	\$ -	\$ -
53601	0003	Specific Alloc	0000	State Grants-NCDEQ DWI	Fed		\$ -	\$ -	\$ -	\$ -
8130	0003	General	0001	Local Option Tax	State	Sales & Use Taxes FY23 estimated 5% Jun 30; FY24 Budget 3% increase	\$ 11,729,080.00	\$ 11,736,781.00	\$ 11,994,990.00	\$ 11,994,990.00
8131	0003	General	6121	ABC Revenue	Co	Wayne Co ABC Board distributions. Distributions are very erratic.	\$ 101,000.00	\$ 102,100.00	\$ 102,000.00	\$ 102,000.00
8132	0003	Police	6121	Beer & Wine Taxes	State	Alcoholic Beverages Tax shared revenue. Per NCLM memo (13.9%) decrease in growth in FY24 estimated year end, and 3.5% growth in FY25.	\$ 142,100.00	\$ 131,598.56	\$ 136,204.51	\$ 136,204.51

<b>JUSTIFICATION SHEET</b>	Fiscal Year <b>FY24-25</b>	Dept. Head-Catherine Gwynn	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Finance - Revenues		
Division:	Revenues - Revenues		

Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8134	0003	General	0001	Utility Franchise Tax	State	Combined Electricity Sales Tax, Local Video Programming Tax (minus PEG), Telecommunications Sales Tax, & Piped Natural Gas Sales Tax. 3% increase FY24 budget request	\$ 2,249,038.00	\$ 2,782,764.00	\$ 2,785,547.00	\$ 2,785,547.00
8135	0003	Streets	4134	Powell Bill	State	Forecast Powell Bill Revenue xls sheet. NCLM did not have the mileage rate or per capita rate in the FY24 memo; use same distribution as FY23. 162.61 miles @ \$1,675.48 and population 33,657 @ \$21.66/mile	\$ 1,003,799.00	\$ 1,097,352.94	\$ 1,099,095.59	\$ 1,099,095.59
8149	0003	Police	6121	NC Controlled Substance Tax	State	North Carolina Unauthorized Substance Tax program G.S. 105-113.113. Tracked in Special Revenue Fund P3101-0003-8149.	\$ -	\$ -	\$ -	\$ -
8150	0003	General	0001	Payment in Lieu of Taxes	Ha	This is Goldsboro Housing Authority and Eastern Carolina Housing Authority. I have no agreements for either.	\$ 108,000.00	\$ 140,184.00	\$ 140,184.00	\$ 140,184.00
8173	0003	Planning	3151	Transportation Planning Grant	State	As per 11-3151-9934 request from Planning Dept. 90% FY23 estimate.; FY24 per Planning #9934 - Transportation Planning PWP Funds -\$489,618	\$ 480,435.00	\$ 470,434.71	\$ 440,656.20	\$ 440,656.20
8175	0003	General	0001	Cable TV	State	NCLM Projection -2.9% FY23 and -3.1% FY24 estimate	\$ 187,626.00	\$ 210,207.26	\$ 203,690.83	\$ 203,690.83
8200	0003	Police	6121	SRO Reimbursement Contracts	SRO	Reimbursement for for Police Officer per agreement. We are limited to the amount per month. FY23 ECHRA \$25,971.84; Dillard \$7,860	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
8208	0003	IT	1114	GWTA IT Services & Spectrum Billing	GWTA	GWTA - reimbursement for fuel, IT Services (\$1,100/mo), Spectrum internet billing (~\$97/mo). Move fuel reimbursement portion to 1115-4972B	\$ 14,393.00	\$ 14,397.69	\$ 14,400.00	\$ 14,400.00
8287	0003	Police	6121	Wayne Co Sch Reimb Resource Officer	WCPS	Per MOU - 1 officer	\$ 36,948.00	\$ 36,948.00	\$ 36,948.00	\$ 36,948.00
8305	0003	Engineering	4172	NCDOT Grant Reimbursement	State	FY23 NCDOT EB5707 Stoney Creek Greenway Ord 2022-51 \$367,500. None expected in FY24.	\$ -	\$ -	\$ -	\$ -
8370	0003	Engineering	4172	NCDOT Reimb. Signals	State	Traffic signal reimbursement from NCDOT @ 87%; FY25 contract ends with NCDOT	\$ 150,000.00	\$ 70,253.82	\$ -	\$ -
8383	0003	Solid Waste	4143	Solid Waste Disposal Tax	State	State distributed revenue per capita basis. NCLM memo (0.8%) FY24, and +1.9% FY25 budget.	\$ 27,844.00	\$ 26,171.55	\$ 26,668.81	\$ 26,668.81
8580	0003	Fire	5120	Cherry Hospital-Fire Reimbursement	State	Local fire protection services for state-owned buildings, amount set by Commissioner of Insurance. FY23 estimate FY22 amount	\$ 56,600.00	\$ 55,994.00	\$ 56,000.00	\$ 56,000.00
8706	0003	General	0001	GWTA Rental	GWTA	For the rental of the building that the City owns to GWTA. Urban \$3,038.00 + Rural \$2,296.92=\$5,334.92/month.	\$ 69,354.00	\$ 64,019.04	\$ 64,019.04	\$ 64,019.04
8922	0003	Agency	7310	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. City could not certify for FY24 and not expected to be able to certify in FY25.	\$ -	\$ -	\$ -	\$ -
8980	0003	Police	6121	Federal US Marshall OT Reimburse	Fed	Federal Marshall overtime reimbursement for police. Moved to 53151.	\$ 5,100.00	\$ -	\$ -	\$ -
<b>Total-Revenue Other Agencies-0003</b>							<b>\$ 16,395,317.00</b>	<b>\$ 16,981,611.57</b>	<b>\$ 17,142,403.98</b>	<b>\$ 17,142,403.98</b>
54690D	0004	Golf	7461	Lease Revenue 1501 Slocumb		Lease 1501 Slocumb kitchen	\$ -	\$ 9,311.00	\$ 7,200.00	\$ 7,200.00
8156	0004	Inspections	1024	Special Test Permits	FD	Trend FGITRND - Inspections	\$ 9,500.00	\$ 8,195.00	\$ 8,100.00	\$ 8,100.00
8158	0004	Fire	5120	False Alarms	FD	Trend FGITRND - Police & Fire	\$ 4,550.00	\$ 4,550.00	\$ 4,500.00	\$ 4,500.00

<b>JUSTIFICATION SHEET</b>	<b>Fiscal Year FY24-25</b>	<b>Dept. Head-Catherine Gwynn</b>	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	<b>11-General Fund</b>		<b>Green Cell - Department Input</b>
<b>Dept #:</b>	<b>Finance - Revenues</b>		
<b>Division:</b>	<b>Revenues - Revenues</b>		

Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8174	0004	General	0001	General Fund-Miscellaneous Recv		Codes ADM, CLOT, DEMO, DIES, GAS, PK01 AND RPG; DIES and GAS are for GHA - move to 1115-4972C ~ \$44K	\$ 95,000.00	\$ 93,813.00	\$ 94,000.00	\$ 94,000.00
8177	0004	Parks Rec	7460	Tennis Instructions	PR	Estimated by department head	\$ -	\$ -	\$ -	\$ -
8183	0004	General	0001	Insufficient Check Penalty	GAR	Estimated	\$ 50.00	\$ -	\$ -	\$ -
8245	0004	Engineering	4172	Stormwater Management Fee	ENG	Trend FGITRND	\$ 14,000.00	\$ 13,656.00	\$ 14,000.00	\$ 14,000.00
8251	0004	Planning	3151	Planning & Zoning Fees	PLN	Trend FGITRND	\$ 50,000.00	\$ 104,649.00	\$ 105,000.00	\$ 105,000.00
8271	0004	Solid Waste	4143	Refuse Service	GAR	Rate increase FY23 - revenue for adopted was estimated by Isley. Looked at actual billings for FY23 thru March	\$ 3,900,000.00	\$ 3,553,124.00	\$ 3,970,000.00	\$ 3,970,000.00
8271A	0004	Solid Waste	4143	Recycling Surcharge	GAR	No change \$1/residential customer	\$ 137,900.00	\$ 124,069.00	\$ 137,000.00	\$ 137,000.00
8272	0004	Cemetery	1142	Cemetery Services	CEM	Trend FGITRND	\$ 45,000.00	\$ 32,800.00	\$ 33,000.00	\$ 33,000.00
8274	0004	Solid Waste	4143	Trash Penalties	GAR	Estimated	\$ 300.00	\$ 120.00	\$ 100.00	\$ 100.00
8283	0004	Solid Waste	4143	SJAFB Commercial Refuse Contract	GAR	Estimated by department head	\$ 303,922.00	\$ 275,000.00	\$ 275,000.00	\$ 275,000.00
8368	0004	Solid Waste	4143	Sale Of Recyclable Materials	GAR	Estimated	\$ 7,500.00	\$ 5,350.00	\$ 5,300.00	\$ 5,300.00
8371	0004	Parks Rec	7460	Swimming Pools	PR	Estimated by department head	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
8386	0004	Parks Rec	7460	Food & Beverage Sales-Parks & Rec	PR	Estimated by department head	\$ 20,000.00	\$ 20,512.00	\$ 22,000.00	\$ 22,000.00
8387	0004	Parks Rec	7460	Merchandise Sales-Parks & Rec	PR	Estimated by department head	\$ 1,000.00	\$ 1,778.00	\$ 1,500.00	\$ 1,500.00
8388	0004	Golf	7461	Golf-Tournament Revenue	GLF	Estimated by department head	\$ 26,000.00	\$ 25,226.00	\$ 30,000.00	\$ 30,000.00
8389	0004	DGDC	1025	HUB Rental Fees	DD	Estimated based on trend	\$ 3,500.00	\$ 2,750.00	\$ 2,800.00	\$ 2,800.00
8801	0004	GEC	1020	GEC-Building Rental	GEC	Estimated by department head	\$ 110,000.00	\$ 142,340.00	\$ 150,000.00	\$ 150,000.00
8802	0004	GEC	1020	GEC-Amenities Rentals/Sales	GEC	Estimated by department head	\$ 11,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00
8803	0004	GEC	1020	GEC-Income from Deposits Retained	GEC	Estimated by department head	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
8821	0004	GEC	1020	GEC-Food & Beverage Sales	GEC	Estimated by department head	\$ 1,200.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00
8822	0004	GEC	1020	GEC-Alcohol Sales	GEC	Estimated by department head	\$ 25,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
8840	0004	Paramount	1018	PARAMOUNT-PPAS Ticket Sales	PAR	Estimated by department head	\$ 50,000.00	\$ 50,159.00	\$ 50,000.00	\$ 50,000.00
8841	0004	Paramount	1018	PARAMOUNT-Rental Ticket Sales	PAR	Estimated by department head	\$ 260,000.00	\$ 302,444.00	\$ 305,000.00	\$ 305,000.00
8842	0004	Paramount	1018	PARAMOUNT-Ticket Sale Fee	PAR	Estimated by department head	\$ 40,000.00	\$ 40,880.00	\$ 40,000.00	\$ 40,000.00
8844	0004	Paramount	1018	PARAMOUNT-Setup Fee	PAR	Estimated by department head	\$ -	\$ -	\$ -	\$ -
8845	0004	Paramount	1018	PARAMOUNT-Box Office Hours	PAR	Estimated by department head	\$ -	\$ -	\$ -	\$ -
8861	0004	Paramount	1018	PARAMOUNT-Food & Beverage Sales	PAR	Estimated by department head	\$ 16,000.00	\$ 16,134.00	\$ 16,000.00	\$ 16,000.00
8862	0004	Paramount	1018	PARAMOUNT-Alcohol Sales	PAR	Estimated by department head	\$ 9,000.00	\$ 5,562.00	\$ 5,500.00	\$ 5,500.00
8863	0004	Paramount	1018	PARAMOUNT-Merchandise Sales	PAR	Estimated by department head	\$ -	\$ 238.00	\$ 200.00	\$ 200.00
8864	0004	Paramount	1018	PARAMOUNT-Building Rental	PAR	Estimated by department head	\$ 110,000.00	\$ 107,412.00	\$ 110,000.00	\$ 110,000.00
8952	0004	Golf	7461	Golf Course Cart Fees	GLF	Estimated by department head	\$ 210,000.00	\$ 167,339.00	\$ 205,000.00	\$ 205,000.00
8953	0004	Golf	7461	Golf Course-Alcohol Sales	GLF	Estimated by department head	\$ 12,000.00	\$ 17,429.00	\$ 22,000.00	\$ 22,000.00
8955	0004	Golf	7461	Golf Course Concessions	GLF	Estimated by department head	\$ 7,000.00	\$ 15,899.00	\$ 14,000.00	\$ 14,000.00
8956	0004	Golf	7461	Golf Course Green Fees	GLF	Estimated by department head	\$ 272,000.00	\$ 226,836.00	\$ 270,000.00	\$ 270,000.00
8957	0004	Golf	7461	Golf Course Membership Dues	GLF	Estimated by department head	\$ 105,000.00	\$ 97,786.00	\$ 115,000.00	\$ 115,000.00
8958	0004	Golf	7461	Driving Range Fees-Taxable	GLF	Estimated by department head	\$ 22,000.00	\$ 20,400.00	\$ 25,000.00	\$ 25,000.00
8959	0004	Golf	7461	Pro Shop Sales	GLF	Estimated by department head	\$ 36,000.00	\$ 46,515.00	\$ 50,000.00	\$ 50,000.00
8960	0004	Golf	7461	Golf Lessons	GLF	Estimated by department head	\$ 2,000.00	\$ 400.00	\$ 2,000.00	\$ 2,000.00
8961	0004	Parks Rec	7460	Facility Rental Fees	GLF	Estimated by department head	\$ 27,000.00	\$ 20,683.00	\$ 23,000.00	\$ 23,000.00
8962	0004	Parks Rec	7460	Park Rental Fees	GLF	Estimated by department head	\$ 13,000.00	\$ 13,065.00	\$ 14,000.00	\$ 14,000.00
8963	0004	Parks Rec	7460	Youth Program Fees	GLF	Estimated by department head	\$ 125,000.00	\$ 121,174.00	\$ 125,000.00	\$ 125,000.00
8964	0004	Parks Rec	7460	Adult Program Fees	GLF	Estimated by department head	\$ 9,000.00	\$ 9,656.00	\$ 9,000.00	\$ 9,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	Dept. Head-Catherine Gwynn	Blue Font - Detail Schedule Requested
Fund:	11-General Fund		Green Cell - Department Input
Dept #:	Finance - Revenues		
Division:	Revenues - Revenues		

Object of Expenditure	Rev Orgn	Specific Use	Specific Orgn	Account Name	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8965	0004	Parks Rec	7460	Special Event Fees	PR	Estimated by department head	\$ 7,000.00	\$ 7,103.00	\$ 7,500.00	\$ 7,500.00
<b>Total-Charges for Services-0004</b>							<b>\$ 6,110,922.00</b>	<b>\$ 5,743,557.00</b>	<b>\$ 6,306,700.00</b>	<b>\$ 6,306,700.00</b>
55103	0005	General	0001	Other Fin Srce-Lease Finan (GASB87)		None identified FY25	\$ -	\$ -	\$ -	\$ -
8180	0005	General	0001	Investment Interest		Per projection Quarterly Interest Income Allocation	\$ 310,721.20	\$ 644,584.00	\$ 580,125.60	\$ 645,000.00
8267	0005	Specific Alloc	0000	Loan Proceeds		D046-GE Truist 9/22/22 (original budget included new fire truck); FY24 Debt D047-GE - Will have to roll FY24 funding in to FY25	\$ 1,788,184.00	\$ -		\$ 2,405,739.00
8282	0005	General	0000	Street Assessment Interest			\$ -	\$ 860.00	\$ -	\$ -
8381	0005	General	0001	Street Paving Assessments			\$ -	\$ -	\$ -	\$ -
8581	0005	General	0001	Equipment Sales				\$ 307.01	\$ -	\$ -
8582	0005	NonRecur CO	7315	Sale of Land		9 properties sold in 2023 to date	\$ -	\$ 272,871.00	\$ -	\$ -
8981	0005	NonRecur CO	7315	Land Lease Income (Farms)		Farm Leases (8) farm tracts	\$ 19,316.00	\$ 24,730.12	\$ 24,730.12	\$ 24,730.12
<b>Total-Capital Returns-0005</b>							<b>\$ 2,118,221.20</b>	<b>\$ 943,352.13</b>	<b>\$ 604,855.72</b>	<b>\$ 3,075,469.12</b>
56014	0006	General	0001	PCard Rebates		Received in December from Truist	\$ 9,200.00	\$ -	\$ -	\$ 9,500.00
56101	0006	General	0001	Donations		None	\$ -			
56203	0006	Paramount	1018	Local Grants - Paramount Theater			\$ -	\$ 9,125.00	\$ -	\$ -
8153	0006	General	0001	Insurance Proceeds		Appropriated as accidents are paid	\$ -	\$ 60,217.37	\$ -	\$ -
8190	0006	General	0001	Other Miscellaneous Revenue			\$ 30,000.00	\$ 19,926.17	\$ -	\$ 30,000.00
8192	0006	Police	6121	Officers Fees			\$ 8,000.00	\$ 8,161.00	\$ 8,000.00	\$ 8,000.00
8254	0006	General	0001	NCCOR ReBuild (Matthew) Rev/Reimb			\$ -	\$ -	\$ -	\$ -
8293	0006	Police	6121	Parking Tickets			\$ 100.00	\$ 25.00	\$ 100.00	\$ 100.00
8298	0006	General	0001	Local Grants		Appropriated as grants are received	\$ -	\$ -	\$ -	\$ -
8593	0006	General	0001	Vending Machine Commission (Pepsi)		Commission from vending machines operated by outside vendor.	\$ 2,000.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
8595	0006	General	0001	Vending Machines Income		Commission from vending machines operated by outside vendor.	\$ 400.00	\$ 375.00	\$ 400.00	\$ 400.00
<b>Total-Miscellaneous Revenues-0006</b>							<b>\$ 49,700.00</b>	<b>\$ 99,529.54</b>	<b>\$ 10,200.00</b>	<b>\$ 49,700.00</b>
58101	0007	General	0001	Shared Services - Utility (61)		Per Calculation	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,981,865.00	\$ 3,981,865.00
58102	0007	General	0001	Shared Services - Stormwater (15)		Per Calculation	\$ 129,533.00	\$ 129,533.00	\$ 157,260.00	\$ 157,260.00
<b>Total-Shared Services-0007</b>							<b>\$ 3,690,414.00</b>	<b>\$ 3,690,414.00</b>	<b>\$ 4,139,125.00</b>	<b>\$ 4,139,125.00</b>
0	0000		0000	0			\$ -	\$ -	\$ -	\$ -
<b>Total-Transfers In Revenue-0008</b>							<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583	0009	Specific Alloc	0000	Fund Balance Withdrawal		Per ICM	\$ 1,500,000.00	\$ -	\$ -	\$ 1,103,741.00
<b>Total-Fund Balance Withdrawal-0009</b>							<b>\$ 1,500,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,103,741.00</b>
<b>Total Revenues</b>							<b>\$ 49,622,612.20</b>	<b>\$ 47,586,246.24</b>	<b>\$ 48,506,712.70</b>	<b>\$ 55,931,496.10</b>



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# General Fund Expenditures

## FISCAL YEAR 2024-2025 BUDGET

### DEPARTMENT/DIVISION: CITY COUNCIL

#### DEPARTMENT OVERVIEW:

The City of Goldsboro operates under the council-manager form of government. The city manager is appointed by the Council and administers the daily operations of the City through department heads.

The Council consists of a seven-member governing board that includes the mayor, elected by voters who reside in the City, and six council members who are elected by voters in the districts within the City limits. The mayor is a voting member of the Council and serves as its presiding officer. Council meetings are generally held the first and third Monday of each month in Historic City Hall.

The Council sets policy, enacts ordinances as required by law, and sets rates for City services and taxes. The Council reviews and adopts the annual budget and appoints members to various advisory boards, commissions, and committees.

#### VISION/MISSION/GOALS:

Vision: An extraordinary, diverse experience.

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.

Goals: Safe and Secure Community; Strong and Diverse Economy; Exceptional Quality of Life; Racial and Cultural Harmony; and Model for Excellence in Government.

#### FISCAL GOALS:

- Ensure a strong City financial position by managing fiscal resources in accordance with established guidelines.
- Proactively work with federal, state, and local legislators to advocate for needed policy changes and funding.
- Approve a balanced budget to accomplish the City's vision, mission, and goals in an effective, efficient, and safe manner.



EXPENDITURE SHEET Fiscal Year FY24-25									
Fund: 11-General Fund		Dept. Head Matthew Livingston							
Dept #: 1011 Mayor & Council		~ = Division by Zero							
Division: 1011 Mayor & Council		* = Change < \$500							
Purple Cell-Finance Input									
	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1211	Honorarium	\$ 64,389.35	\$ 65,475.00	\$ 65,475.00	\$ 61,600.96	\$ 65,475.00	0.00%	\$ 65,475.00	0.00%
1277	Clothing Allowance	\$ 147.58	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
1295	Board Member Stipend (1700)	\$ 22,435.14	\$ 22,800.00	\$ 22,800.00	\$ 22,800.00	\$ 22,800.00	0.00%	\$ 22,800.00	0.00%
1810	Social Security	\$ 6,653.40	\$ 6,829.54	\$ 6,829.54	\$ 6,533.17	\$ 6,829.54	-0.00%	\$ 6,829.54	-0.00%
1861	Worker's Compensation Insurance	\$ 551.97	\$ -	\$ -	\$ 616.00	\$ 653.00	~	\$ 653.00	~
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 94,177.44</b>	<b>\$ 96,104.54</b>	<b>\$ 96,104.54</b>	<b>\$ 92,550.13</b>	<b>\$ 96,757.54</b>	<b>0.68%</b>	<b>\$ 96,757.54</b>	<b>0.68%</b>
1922	Title Search & Legal Fees	\$ 113,312.66	\$ 150,000.00	\$ 142,766.00	\$ 142,766.00	\$ 150,000.00	0.00%	\$ 150,000.00	0.00%
1991	Consultant Fees	\$ 24,625.00	\$ 46,125.00	\$ 46,125.00	\$ 71,500.00	\$ 106,125.00	130.08%	\$ 106,125.00	130.08%
2201	Comm/Empl Awards & Functions	\$ 570.07	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2202	Luncheon/Dinner Meetings	\$ 2,641.85	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2323	Training		\$ 12,050.00	\$ 12,050.00	\$ 7,940.00	\$ 11,500.00	-4.56%	\$ 11,500.00	-4.56%
2601	Office Supplies	\$ 47.75	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
2993	Operational Supplies	\$ 5,921.41	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
3121	Travel	\$ 7,125.93	\$ 17,110.00	\$ 15,287.00	\$ 13,573.51	\$ 15,000.00	-12.33%	\$ 15,000.00	-12.33%
3703	Sponsorships	\$ 27,100.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 26,500.00	130.43%	\$ 26,500.00	130.43%
3997	City Election		\$ 100,000.00	\$ 101,823.00	\$ 103,603.89	\$ -	*	\$ -	*
4511	Multi-Peril Insurance	\$ 1,591.00	\$ 1,855.00	\$ 1,855.00	\$ 1,769.00	\$ 1,985.00	7.01%	\$ 1,985.00	7.01%
4543	Insurance Deductible Claims	\$ 2,780.57	\$ -	\$ 7,234.00	\$ 7,219.43	\$ 15,000.00	~	\$ 15,000.00	~
4912	Fees & Dues	\$ 8,770.00	\$ 11,605.00	\$ 11,605.00	\$ 10,995.00	\$ 11,550.00	-0.47%	\$ 11,550.00	-0.47%
9561	Office Supplies	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	*	\$ 100.00	*
3250A	Postage-Internal Charges only!	\$ 57.51	\$ 191.00	\$ 191.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 194,543.75</b>	<b>\$ 366,636.00</b>	<b>\$ 366,636.00</b>	<b>\$ 383,016.83</b>	<b>\$ 353,910.00</b>	<b>-3.47%</b>	<b>\$ 353,910.00</b>	<b>-3.47%</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Mayor &amp; Council-Mayor &amp; Council Budget</b>	<b>\$ 288,721.19</b>	<b>\$ 462,740.54</b>	<b>\$ 462,740.54</b>	<b>\$ 475,566.96</b>	<b>\$ 450,667.54</b>	<b>-2.61%</b>	<b>\$ 450,667.54</b>	<b>-2.61%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Matthew Livingston	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Mayor & Council - 1011		
<b>Division:</b>	Mayor & Council - 1011		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1211	Honorarium		7 FTE's - Mayor and 6 Council Members	\$ 65,475.00	\$ 61,600.96	\$ 65,475.00	\$ 65,475.00
1277	Clothing Allowance		City logo clothing for Mayor and 6 Councilmembers	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
1295	Board Member Stipend (1700)			\$ 22,800.00	\$ 22,800.00	\$ 22,800.00	\$ 22,800.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 6,829.54	\$ 6,533.17	\$ 6,829.54	\$ 6,829.54
1861	Worker's Compensation Insurance		Provided by Finance	\$ -	\$ 616.00	\$ 653.00	\$ 653.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 96,104.54</b>	<b>\$ 92,550.13</b>	<b>\$ 96,757.54</b>	<b>\$ 96,757.54</b>
1922	Title Search & Legal Fees		City Attorney fees and outside legal fees	\$ 150,000.00	\$ 142,766.00	\$ 150,000.00	\$ 150,000.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 46,125.00</b>	<b>\$ 71,500.00</b>	<b>\$ 106,125.00</b>	<b>\$ 106,125.00</b>
2201	Comm/Empl Awards & Functions		Retirement plaques, Citizen's Academy x2	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
2202	Luncheon/Dinner Meetings		Chamber Banquet, DGDC Annual Dinner, MLK Luncheon, Airshow food, etc.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 12,050.00</b>	<b>\$ 7,940.00</b>	<b>\$ 11,500.00</b>	<b>\$ 11,500.00</b>
2601	Office Supplies		Retreat notebooks and tabs, other office supplies as needed	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00
2993	Operational Supplies		Mayor and Council resources, Council meeting snacks and drinks, expenses throughout the year	\$ 10,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 17,110.00</b>	<b>\$ 13,573.51</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>
<b>3703</b>	<b>Sponsorships</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 11,500.00</b>	<b>\$ 11,500.00</b>	<b>\$ 26,500.00</b>	<b>\$ 26,500.00</b>
3997	City Election			\$ 100,000.00	\$ 103,603.89	\$ -	\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,855.00	\$ 1,769.00	\$ 1,985.00	\$ 1,985.00
4543	Insurance Deductible Claims			\$ -	\$ 7,219.43	\$ 15,000.00	\$ 15,000.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 11,605.00</b>	<b>\$ 10,995.00</b>	<b>\$ 11,550.00</b>	<b>\$ 11,550.00</b>
9561	Office Supplies		Paper, letterhead, envelopes	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
3250A	Postage-Internal Charges only!			\$ 191.00	\$ 150.00	\$ 150.00	\$ 150.00
	<b>Total Operating Expenditures</b>			<b>\$ 366,636.00</b>	<b>\$ 383,016.83</b>	<b>\$ 353,910.00</b>	<b>\$ 353,910.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Mayor &amp; Council-Mayor &amp; Council Budget</b>			<b>\$ 462,740.54</b>	<b>\$ 475,566.96</b>	<b>\$ 450,667.54</b>	<b>\$ 450,667.54</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Friends of Seymour	\$ 16,125.00	\$ 1,500.00	\$ 16,125.00	\$ 16,125.00
2	Other (Environmental Studies, Appraisals, TBD)	\$ -			
3	Roosevelt Group	\$ 30,000.00	\$ 20,000.00		
4	Crossroads Strategies		\$ 30,000.00	\$ 90,000.00	\$ 90,000.00
5	Consulting Firm-CM		\$ 20,000.00		
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 46,125.00</b>	<b>\$ 71,500.00</b>	<b>\$ 106,125.00</b>	<b>\$ 106,125.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

Fund: 11-General Fund  
 Dept #: Mayor & Council - 1011  
 Division: Mayor & Council - 1011  
 Account: 2323 Training

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCLM Annual City Vision Conference (2024 Winston Salem)	\$ 2,000.00	\$ 800.00		
2	Metro Mayors Annual Meeting (Chapel Hill)	\$ 375.00	\$ 375.00		
3	Metro Mayors Spring Meeting (Raleigh)	\$ 100.00	\$ 100.00		
4	Town and State Dinner (Raleigh)	\$ 300.00	\$ 480.00		
5	NC Mayors Association - Winter Meeting (2023 Raleigh)	\$ 100.00	\$ -		
6	Association of Defense Communities-National Summit (DC)	\$ 2,700.00	\$ 2,700.00		
7	NCLM-NCBEMO / NLC-NBC-LEO Conference	\$ 1,800.00	\$ 225.00		
8	NC Main Street Conference (2024 Goldsboro)	\$ 2,100.00	\$ 180.00		
9	Ethics and Newly Elected Officials Courses	\$ 1,050.00	\$ 1,580.00		
10	LGC/Utility Training/New Council Member Training	\$ 1,500.00	\$ 1,000.00		
11	NC Mayors Association - Fall Meeting	\$ 150.00	\$ -		
12	Cut \$125 for training for FOS per Tim S Email 5/24/2023 (Other expenses FY24)	\$ (125.00)	\$ 500.00		
13					
14	FY25 City related training for Council members \$1,500 x 6			\$ 9,000.00	\$ 9,000.00
15	FY25 City related training for the Mayor			\$ 2,500.00	\$ 2,500.00
16					
	<b>Total - 2323 Training</b>	<b>\$ 12,050.00</b>	<b>\$ 7,940.00</b>	<b>\$ 11,500.00</b>	<b>\$ 11,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Matthew Livingston

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Washington DC Legislative Trip - Date TBD (Mayor & Mayor Pro Tem)	\$ 1,300.00	\$ 1,300.00		
2	NCLM Annual City Vision Conference-Winston Salem- March 2024 (Mayor & 3 Councilmembers)	\$ 3,660.00	\$ 3,100.00		
3	Metro Mayors Annual Meeting, Metro Mayors Spring Meeting (Mayor)	\$ 1,250.00	\$ 1,250.00		
4	Town and State Dinner (Raleigh) (Mayor & 2 Councilmembers)	\$ 125.00	\$ -		
5	NC Mayors Association Winter Meeting -Raleigh	\$ 525.00	\$ -		
6	Association of Defense Communities-National Summit -Washington, DC-March 2024 (Mayor & 2 Councilmembers)	\$ 4,350.00	\$ 4,350.00		
7	Association of Defense Communities Installation Innovation-Orlando Florida-May 2023 (Mayor)	\$ -	\$ -		
8	NC Black Elected Officials Conference -Rocky Mount- July 2023 (3 Council members)	\$ 3,625.00	\$ 273.51		
9	Miscellaneous Dinners & Luncheons & UNC SOG Webinars	\$ 300.00	\$ 500.00		
10	NC Main Street Conference-Goldsboro -March 2024 (Mayor & 6 Councilmembers)	\$ -	\$ -		
11	Ethics and Newly Elected Officials Courses (newly elected)	\$ -	\$ 2,800.00		
12	LGC/Utility Training/New Councilmember Training	\$ -			
13	MAC Langley Event- Sept. 2023 (Virginia/DC) (Mayor & 1 Councilmember)	\$ 1,600.00	\$ -		
14	NC Mayors Fall Meeting (Mayor)	\$ 375.00	-		
15					
16	City related travel for council members \$2,000 x 6			\$ 12,000.00	\$ 12,000.00
17	City related travel for the mayor			\$ 3,000.00	\$ 3,000.00
	<b>Total - 3121 Travel</b>	<b>\$ 17,110.00</b>	<b>\$ 13,573.51</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

Fund: 11-General Fund  
 Dept #: Mayor & Council - 1011  
 Division: Mayor & Council - 1011  
 Account: 3703 Sponsorships

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Dillard Alumni	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00	\$ 10,250.00
2	Purple Heart Banquet	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
3					
4	TBD (FY23 Sponsorship funds included WOW Airshow)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total - 3703 Sponsorships</b>		<b>\$ 11,500.00</b>	<b>\$ 11,500.00</b>	<b>\$ 26,500.00</b>	<b>\$ 26,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Metro Mayors Annual Service Fees	\$ 8,250.00	\$ 8,169.00	\$ 8,200.00	\$ 8,200.00
2	NPO Membership (Mayor and 6 Councilmembers) \$300.00 each	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
3	DGDC Board (1 Councilmember)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
4	NCLM Military Host Cities	\$ 250.00	\$ 201.00	\$ 250.00	\$ 250.00
5	Miscellaneous	\$ -			
6	NC Mayors Association	\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00
7	NC Black Elected Municipal Officials (\$65.00 each) (Mayor and 6 Councilmembers)	\$ 455.00	\$ 75.00	\$ -	\$ -
8	Professional Membership Fees and Dues - 6 Councilmembers		\$ -	\$ 450.00	\$ 450.00
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 11,605.00</b>	<b>\$ 10,995.00</b>	<b>\$ 11,550.00</b>	<b>\$ 11,550.00</b>





## FISCAL YEAR 2024-2025 BUDGET

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

#### DEPARTMENT OVERVIEW:

The City Manager's Office provides organizational leadership and management of all municipal departments. This includes the development and approval of the annual budget, ordinances and policies, and citizen engagement.

The Manager's Office includes the following positions: city manager, assistant city manager, assistant to the city manager, city clerk, deputy city clerk, and public information officer. The staff in the city manager's office work closely with the Council, department heads, external support organizations, and citizens to accomplish the City's vision, mission, and goals. The city manager is the budget officer. The city manager's staff coordinates strategic planning efforts, oversees grants, maintains, and provides the permanent records of the City, and ensures effective communication with the residents and visitors of the City.

#### GOALS/MAJOR OBJECTIVES:

- Provide strategic recommendations to the Council for budget decision-making.
- Ensure the City's financial integrity, report to the Council on operations, finances, and policies.
- Develop and execute the City's annual budget; make necessary adjustments.
- Implement policies and directives approved by the Council.
- Maintain permanent records and respond to public records requests in a timely manner.
- Coordinate the use of public information outlets to optimize information sharing with the public.

#### SIGNIFICANT BUDGET ISSUES:

Development of a balanced budget to accomplish the City's vision, mission, and goals in a cost-effective, efficient, and safe manner. This includes recommended tax and fee increases to pay for adequate staff, infrastructure, equipment, operations, and maintenance costs.

The costs of inflation are a significant concern that must be addressed in the budget (e.g., employee cost of living allowance (COLA) and pay raises; higher equipment, operations, and maintenance costs).

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

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

**Dept #:**                **1012 City Manager**

**Division:**            **1012 CM**

**Dept. Head**            **Matthew Livingston**

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 534,985.19	\$ 551,289.02	\$ 552,226.52	\$ 503,351.05	\$ 553,708.12	0.44%	\$ 567,550.82	2.95%
1221	Employee Awards	\$ 14,013.69	\$ 6,050.00	\$ 6,050.00	\$ 6,050.00	\$ 6,050.00	0.00%	\$ 6,050.00	0.00%
1224	Cell Phone Stipend	\$ 721.91	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	0.00%	\$ 720.00	0.00%
1225	Car Allowance	\$ 11,323.45	\$ 11,325.00	\$ 11,325.00	\$ 9,450.00	\$ 11,300.00	-0.22%	\$ 11,300.00	-0.22%
1275	Salaries & Wages Bonus		\$ 3,692.94	\$ 3,692.94	\$ 3,601.90	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 189.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
1278	Wellness Earnings	\$ 1,514.98	\$ 1,800.00	\$ 1,800.00	\$ 1,500.00	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
1810	Social Security	\$ 40,557.71	\$ 44,001.03	\$ 44,001.03	\$ 40,160.43	\$ 43,901.68	-0.23%	\$ 44,960.64	2.18%
1820	LEOB-Retirement	\$ 270.38	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1821	NCLGERS-Retirement	\$ 66,631.14	\$ 73,778.59	\$ 73,778.59	\$ 71,711.30	\$ 78,391.75	6.25%	\$ 80,282.66	8.82%
1822	401-K Retirement	\$ 23,730.20	\$ 22,859.36	\$ 22,859.36	\$ 20,998.92	\$ 22,955.12	0.42%	\$ 23,508.83	2.84%
1830	Hospital Insurance	\$ 29,031.48	\$ 29,472.00	\$ 29,472.00	\$ 57,888.00	\$ 57,888.00	96.42%	\$ 57,888.00	96.42%
1835	Group Term Life Insurance Coverage	\$ 205.23	\$ 210.24	\$ 210.24	\$ 216.00	\$ 216.00	*	\$ 216.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 3,347.22	\$ 3,563.00	\$ 3,563.00	\$ 3,778.00	\$ 4,009.00	12.52%	\$ 4,009.00	12.52%
1899	Less: Reimbursed by Grants	\$ (75,489.54)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 651,032.04</b>	<b>\$ 749,061.18</b>	<b>\$ 749,998.68</b>	<b>\$ 719,725.60</b>	<b>\$ 781,239.67</b>	<b>4.30%</b>	<b>\$ 798,585.96</b>	<b>6.61%</b>
1932	Medical Exams	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	*	\$ 75.00	*
1991	Consultant Fees	\$ 5,950.00	\$ 15,000.00	\$ 13,380.00	\$ 10,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%
2202	Luncheon/Dinner Meetings		\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	0.00%	\$ 600.00	0.00%
2203	Employee Appreciation	\$ 100.00	\$ 120.00	\$ 2,387.00	\$ 2,386.58	\$ 120.00	*	\$ 120.00	*
2323	Training		\$ 11,785.00	\$ 11,785.00	\$ 5,954.31	\$ 10,475.00	-11.12%	\$ 10,475.00	-11.12%
2601	Office Supplies	\$ 703.75	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	-20.00%	\$ 1,200.00	-20.00%
2993	Operational Supplies	\$ 2,661.33	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 9,500.00	26.67%	\$ 9,500.00	26.67%
3121	Travel	\$ 10,755.91	\$ 11,897.00	\$ 11,897.00	\$ 9,503.02	\$ 16,572.00	39.30%	\$ 16,572.00	39.30%
3210	Telephone & Communication Svcs	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00%	\$ 2,100.00	0.00%
3421	Copy Machine Cost	\$ 1,889.47	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,700.00	-15.00%	\$ 1,700.00	-15.00%
3511	Building Maintenance	\$ 5.98		\$ -	\$ -	\$ -	*	\$ -	*
3700	Advertising	\$ 4,994.94	\$ 5,900.00	\$ 5,900.00	\$ 5,000.00	\$ 5,900.00	0.00%	\$ 5,900.00	0.00%
3702	Communications and Marketing	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
3911	Public Notices	\$ 2,215.68	\$ 4,600.00	\$ 4,600.00	\$ 3,000.00	\$ 1,500.00	-67.39%	\$ 1,500.00	-67.39%
3914	Contract Services	\$ 2,187.50		\$ -	\$ -	\$ 30,000.00	~	\$ -	*
3950	Education Reimbursement		\$ 2,500.00	\$ -	\$ -	\$ -	*	\$ -	*
3998	Codify Ordinances	\$ 973.00	\$ 4,000.00	\$ 5,050.00	\$ 10,089.36	\$ 15,000.00	275.00%	\$ 15,000.00	275.00%
4221	Software License Fees				\$ -	\$ 35,000.00	~	\$ 35,000.00	~

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Matthew Livingston**  
**Dept #:**                **1012**    **City Manager**                    ~ = Division by Zero  
**Division:**            **1012**    **CM**                                    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4511	Multi-Peril Insurance	\$ 1,364.00	\$ 1,590.00	\$ 1,590.00	\$ 1,519.00	\$ 1,705.00	7.23%	\$ 1,705.00	7.23%
4911	Subscriptions	\$ 162.01	\$ 165.00	\$ 165.00	\$ 165.00	\$ 290.00	*	\$ 290.00	*
4912	Fees & Dues	\$ 5,956.75	\$ 7,870.00	\$ 7,870.00	\$ 7,233.50	\$ 8,400.00	6.73%	\$ 8,400.00	6.73%
4913	UNC School of Government	\$ 14,761.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%
4914	NC League of Municipalities (NCLM)	\$ 25,741.00	\$ 26,000.00	\$ 26,803.00	\$ 26,803.00	\$ 27,000.00	3.85%	\$ 27,000.00	3.85%
4918	National League Of Cities	\$ 3,613.00	\$ 3,725.00	\$ 3,725.00	\$ 3,725.00	\$ 3,900.00	4.70%	\$ 3,900.00	4.70%
4990	Equipment Expense	\$ 599.00		\$ -	\$ -	\$ -	*	\$ -	*
9561	Office Supplies	\$ 424.63	\$ 475.00	\$ 475.00	\$ 475.00	\$ 475.00	*	\$ 475.00	*
3250A	Postage-Internal Charges only!	\$ 144.38	\$ 359.00	\$ 359.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 87,303.33</b>	<b>\$ 125,061.00</b>	<b>\$ 125,061.00</b>	<b>\$ 112,478.77</b>	<b>\$ 202,162.00</b>	<b>61.65%</b>	<b>\$ 172,162.00</b>	<b>37.66%</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-CM Budget</b>	<b>\$ 738,335.37</b>	<b>\$ 874,122.18</b>	<b>\$ 875,059.68</b>	<b>\$ 832,204.37</b>	<b>\$ 983,401.67</b>	<b>12.50%</b>	<b>\$ 970,747.96</b>	<b>11.05%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Dept. Head-Matthew Livingston</b>	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	City Manager - 1012		
<b>Division:</b>	CM - 1012		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		6 FTE's	\$ 551,289.02	\$ 503,351.05	\$ 553,708.12	\$ 567,550.82
1221	Employee Awards		Employee and Supervisor of the Quarter/Year	\$ 6,050.00	\$ 6,050.00	\$ 6,050.00	\$ 6,050.00
1224	Cell Phone Stipend		A2CM	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00
1225	Car Allowance		CM and ACM	\$ 11,325.00	\$ 9,450.00	\$ 11,300.00	\$ 11,300.00
1275	Salaries & Wages Bonus			\$ 3,692.94	\$ 3,601.90		
1277	Clothing Allowance		City logo clothing for CM Office staff	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,800.00	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 44,001.03	\$ 40,160.43	\$ 43,901.68	\$ 44,960.64
1820	LEOB-Retirement			\$ -			
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 73,778.59	\$ 71,711.30	\$ 78,391.75	\$ 80,282.66
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 22,859.36	\$ 20,998.92	\$ 22,955.12	\$ 23,508.83
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 29,472.00	\$ 57,888.00	\$ 57,888.00	\$ 57,888.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 210.24	\$ 216.00	\$ 216.00	\$ 216.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 3,563.00	\$ 3,778.00	\$ 4,009.00	\$ 4,009.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 749,061.18</b>	<b>\$ 719,725.60</b>	<b>\$ 781,239.67</b>	<b>\$ 798,585.96</b>
1932	Medical Exams		New hire medical exams	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 15,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>
2202	Luncheon/Dinner Meetings		Chamber lunches and Annual Banquet, DGDC Annual Dinner, MLK Luncheon, etc.	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
2203	Employee Appreciation		6 employees x \$20.00	\$ 120.00	\$ 2,386.58	\$ 120.00	\$ 120.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 11,785.00</b>	<b>\$ 5,954.31</b>	<b>\$ 10,475.00</b>	<b>\$ 10,475.00</b>
2601	Office Supplies		Minute books and paper, office supplies, ind. shredder	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
2993	Operational Supplies		Flags, reference books, flowers/cards, containers for safe, promo items, (F-86 painting-\$30k move to #3914), video camera for PIO, sleigh update, other items as needed	\$ 7,500.00	\$ 5,000.00	\$ 9,500.00	\$ 9,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 11,897.00</b>	<b>\$ 9,503.02</b>	<b>\$ 16,572.00</b>	<b>\$ 16,572.00</b>
3210	Telephone & Communication Svcs		On-hold messages	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
3421	Copy Machine Cost		Information provided by IT	\$ 2,000.00	\$ 2,000.00	\$ 1,700.00	\$ 1,700.00
3511	Building Maintenance			\$ -			
<b>3700</b>	<b>Advertising</b>	<b>Y</b>	See Detailed Schedule.	<b>\$ 5,900.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,900.00</b>	<b>\$ 5,900.00</b>
3702	Communications and Marketing		Citizen Recognition Program	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
3911	Public Notices		Public notices for city meetings	\$ 4,600.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Matthew Livingston	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	City Manager - 1012		
<b>Division:</b>	CM - 1012		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See Detailed Schedule.	\$ -	\$ -	\$ 30,000.00	\$ -
3950	Education Reimbursement			\$ 2,500.00	\$ -	\$ -	\$ -
3998	Codify Ordinances		Web hosting fees, codifying ordinances	\$ 4,000.00	\$ 10,089.36	\$ 15,000.00	\$ 15,000.00
4221	Software License Fees		Agenda Management Software	\$ -		\$ 35,000.00	\$ 35,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,590.00	\$ 1,519.00	\$ 1,705.00	\$ 1,705.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See Detailed Schedule.	\$ 165.00	\$ 165.00	\$ 290.00	\$ 290.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See Detailed Schedule.	\$ 7,870.00	\$ 7,233.50	\$ 8,400.00	\$ 8,400.00
4913	UNC School of Government		Membership	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4914	NC League of Municipalities (NCLM)		Membership	\$ 26,000.00	\$ 26,803.00	\$ 27,000.00	\$ 27,000.00
4918	National League Of Cities		Membership	\$ 3,725.00	\$ 3,725.00	\$ 3,900.00	\$ 3,900.00
4990	Equipment Expense			\$ -			
9561	Office Supplies		Paper for office, agendas, budget, Citizens Academy, letterhead and envelopes	\$ 475.00	\$ 475.00	\$ 475.00	\$ 475.00
3250A	Postage-Internal Charges only!			\$ 359.00	\$ 350.00	\$ 350.00	\$ 350.00
	<b>Total Operating Expenditures</b>			<b>\$ 125,061.00</b>	<b>\$ 112,478.77</b>	<b>\$ 202,162.00</b>	<b>\$ 172,162.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total City Manager-CM Budget</b>			<b>\$ 874,122.18</b>	<b>\$ 832,204.37</b>	<b>\$ 983,401.67</b>	<b>\$ 970,747.96</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Matthew Livingston

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Appraisals TBD	\$ 15,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 1991 Consultant Fees</b>		<b>\$ 15,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: CM - 1012  
 Account: 2323 Training

Dept. Head-Matthew Livingston

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	PRSA Crisis Communication Certificate Program (PIO)	\$ 975.00	\$ 975.00	\$ -	\$ -
2	Virtual Meetings/Webinars (UNC SOG, NCLM, etc)	\$ 2,000.00	\$ 380.00	\$ 2,000.00	\$ 2,000.00
3	Association of Defense Communities-National Summit (DC)	\$ 700.00	\$ 700.00	\$ 800.00	\$ 800.00
4	NC Main Street Conference (2024 - Goldsboro)	\$ 1,800.00	\$ -	\$ 400.00	\$ 400.00
5	NCLM Annual City Vision Conference (2024 Winston Salem)	\$ 1,500.00	\$ 450.00	\$ 1,350.00	\$ 1,350.00
6	NCCMA Winter Conference (Winston Salem)	\$ 800.00	\$ 700.00	\$ 800.00	\$ 800.00
7	Summer NCAMC Conference (Wilmington)	\$ 650.00	\$ 670.31	\$ 1,400.00	\$ 1,400.00
8	School of Govt Master Clerks Conference (Beaufort)	\$ 1,160.00	\$ 1,048.00	\$ 1,100.00	\$ 1,100.00
9	NCAMC Regional Class (One Day Session)	\$ 200.00	\$ 172.00	\$ 200.00	\$ 200.00
10	Town and State Dinner (Raleigh)	\$ 200.00	\$ 80.00	\$ 200.00	\$ 200.00
11	NC Planning Association Conference - no 2024 info	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
12	Government Social Media Conference (Virtual)	\$ 600.00	\$ 379.00	\$ 500.00	\$ 500.00
13	North Carolina Local Government Budget Association (NCLGBA) Summer Conference (Beaufort)	\$ 300.00	\$ 175.00	\$ 250.00	\$ 250.00
14	NCLGBA Winter Conference (Asheville-Biltmore)	\$ 300.00	\$ 225.00	\$ 250.00	\$ 250.00
15	ClearPoint Conference (Cary, NC)	\$ 200.00	\$ -	\$ -	\$ -
16	IIMC Region III Annual Conference (Orlando, FL)		\$ -	\$ 350.00	\$ 350.00
17	NC Metro Mayor's Spring Meeting			\$ 100.00	\$ 100.00
18	NC Metro Mayor's Annual Meeting			\$ 375.00	\$ 375.00
19	NC Defense Summit (Raleigh)				
20					
	<b>Total - 2323 Training</b>	<b>\$ 11,785.00</b>	<b>\$ 5,954.31</b>	<b>\$ 10,475.00</b>	<b>\$ 10,475.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Washington DC Legislative Trip (CM)	\$ 450.00	\$ 450.00	\$ 500.00	\$ 500.00
2	Association of Defense Communities - Washington, DC (CM)	\$ 1,200.00	\$ 1,200.00	\$ 1,700.00	\$ 1,700.00
3	NC Main Street Conference		\$ -	\$ 1,260.00	\$ 1,260.00
4	NCLM Annual City Vision Conference - Greenville, NC (CM, ACM, CC)	\$ 3,810.00	\$ 1,550.00	\$ 690.00	\$ 690.00
5	NCCCM Winter Conference - Winston Salem (CM & ACM)	\$ 1,600.00	\$ 748.04	\$ 1,430.00	\$ 1,430.00
6	Annual NCAMC Summer Conference- Charlotte (CC&DCC)	\$ 1,350.00	\$ 969.43	\$ 3,000.00	\$ 3,000.00
7	School of Govt Clerks Conference- Beaufort (CC and DCC)	\$ 1,180.00	\$ 1,008.55	\$ 1,190.00	\$ 1,190.00
8	NCAMC Regional Class (One Day Session) (CC and DCC)	\$ 207.00	\$ 125.00	\$ 212.00	\$ 212.00
9	Town and State Dinner - Raleigh (CM)	\$ 125.00	\$ -	\$ 125.00	\$ 125.00
10	NC Planning Conference (ACM)	\$ 1,275.00	\$ -	\$ 230.00	\$ 230.00
11	Metro Mayors Spring Meeting - Raleigh (CM)		\$ -	\$ 400.00	\$ 400.00
12	Metro Mayors Annual Meeting - Chapel Hill (CM)		\$ -	\$ 500.00	\$ 500.00
13	Government Social Media Conference -Virtual (PIO)	\$ -	\$ -	\$ -	\$ -
14	Professional Dev. Conf. Trainings (PIO)		\$ -	\$ -	\$ -
15	Professional Dev. Conf. Trainings (A2CM)-UNC Benchmarking Meetings	\$ 525.00	\$ 434.92	\$ 525.00	\$ 525.00
16	IIMC Region III Annual Conference (Orlando, FL)	\$ -	\$ -	\$ 2,050.00	\$ 2,050.00
17	NC Local Gov. Budget Association Conference (Winter and Spring) (A2CM)	\$ 1,840.00	\$ 1,742.08	\$ 1,900.00	\$ 1,900.00
18	ADC NC Defense Summit (Raleigh) (CM)		\$ -	\$ 240.00	\$ 240.00
19	Clearpoint Conference - Cary (A2CM)	\$ 275.00	\$ 275.00	\$ 120.00	\$ 120.00
20	Other travel expenses	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 500.00
20	<b>Manager's tentative cut #1 4/24/2023</b>	\$ (2,440.00)			
	<b>Total - 3121 Travel</b>	\$ 11,897.00	\$ 9,503.02	\$ 16,572.00	\$ 16,572.00



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: CM - 1012  
 Account: 3700 Advertising

Dept. Head-Matthew Livingston

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Wingspan Magazine	\$ 2,000.00	\$ 1,600.00	\$ 2,000.00	\$ 2,000.00
2	News Argus Progress Edition	\$ 900.00		\$ 900.00	\$ 900.00
3	Best of the Boot	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4	Other advertising as requested	\$ 1,000.00	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
	<b>Total - 3700 Advertising</b>	<b>\$ 5,900.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,900.00</b>	<b>\$ 5,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	F86 Painting			\$ 30,000.00	\$ -
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
<b>Total - 3914 Contract Services</b>		\$ -	\$ -	\$ 30,000.00	\$ -

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Matthew Livingston

Fund: 11-General Fund  
 Dept #: City Manager - 1012  
 Division: CM - 1012  
 Account: 4911 Subscriptions

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	News Argus	\$ 165.00	\$ 165.00	\$ 165.00	\$ 165.00
2	Wayne Week		\$ -	\$ 125.00	\$ 125.00
3					
4					
5					
6					
7					
8					
9					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 165.00</b>	<b>\$ 165.00</b>	<b>\$ 290.00</b>	<b>\$ 290.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Matthew Livingston</b>
<b>Dept #: City Manager - 1012</b>	
<b>Division: CM - 1012</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	IIMC, NC Association of Municipal Clerks (CC & DCC)	\$ 500.00	\$ 530.00	\$ 600.00	\$ 600.00
2	Wayne County Chamber (Military Affairs Comm.) (CM, ACM, ATCM)	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
3	NC City and County Managers Association (CM, ACM)	\$ 800.00	\$ 907.50	\$ 1,000.00	\$ 1,000.00
4					
5	DGDC (ACM)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
6	NPO Membership (CM, ACM, ATCM)	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
7	Association of Defense Communities (CM)	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
8	American Planning Association (ACM)	\$ 650.00	\$ 908.00	\$ 750.00	\$ 750.00
9	ICMA (CM, ACM)	\$ 2,200.00	\$ 2,056.00	\$ 2,200.00	\$ 2,200.00
10	Public Relations Society of America	\$ 270.00	\$ 382.00	\$ 400.00	\$ 400.00
11	NC Local Gov. Budget Association (A2CM)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
12	Miscellaneous	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
13					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 7,870.00</b>	<b>\$ 7,233.50</b>	<b>\$ 8,400.00</b>	<b>\$ 8,400.00</b>

**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).

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. Most recently the Safety Division has assumed additional responsibility of processing the filing and payment of risk management cases.

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, and COVID related programs 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 employees 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.

## 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.
- C. Develop cost efficient employee benefit, recruitment, and retention programs.
- D. Assist with the existing training program to keep employees informed about proper safety procedures and various related topics.
- E. Expand safety-training options through use of online/electronic training modules.
- F. Major emphasis on ways to reduce workplace accidents, thereby boosting employee morale, lowering workers' compensation costs and minimizing property damage.
- G. Ongoing implementation and revise safety policies and programs to ensure compliance with local, state and federal guidelines.
- H. Facilitate the Accident and Safety committees in effort to create and sustain a safe and accident free work environment for all city employees.
- I. Oversee DL and CDL to ensure NCDOT & Transportation Notification Inquiring system regulations.
- J. Provide wellness programs to ensure employees are receiving adequate medical information; provide lunch and learn with guest speakers.
- K. Provide effective and efficient services with pre-employment, health care clinics and health services to employees.
- L. Assess injured employees and provide first aid, as needed; refer injured employees in need of medical care to the appropriate medical provider.
- M. Documentation and maintenance of workers' compensation cases on First Report electronic program.
- N. Documentation and maintenance of Family Medical Leave Program and COVID related issues.
- O. Consistently provide one-on-one confidential counseling for all City employees.
- P. Provide annual Flu vaccines to city employees and dependents.
- Q. Oversee random drug screen program for new hires and safety sensitive positions.

### **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. Obtaining Recruitment Consultants (for vacant key positions) in efforts to target a larger pool of qualified applicants and a more diverse workforce at a rate of 59% - **Workforce Representation.**
3. External training for the Safety Officer, Human Resources Consultants and Director. With an emphasis of the National NeoGov Conference and leadership training for department heads.
4. Continued integration of Laserfiche in efforts to digitize personnel files and other pertinent records and files.

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. Daily duties of the safety coordinator also include processing and filing risk management claims.

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 be filed on individual employee's health insurance.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**  
**Dept #:**                **1016**    **Human Resources**  
**Division:**            1016    **HR**

**Dept. Head    Bernadette Dove**

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 357,046.18	\$ 460,909.38	\$ 459,178.38	\$ 451,786.50	\$ 474,109.84	2.86%	\$ 498,382.09	8.13%
1221	Employee Awards		\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00	*	\$ 400.00	*
1275	Salaries & Wages Bonus	\$ 164.45	\$ 3,692.94	\$ 3,692.94	\$ 3,362.00	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 300.00	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00	*	\$ 360.00	*
1278	Wellness Earnings	\$ 1,504.32	\$ 1,800.24	\$ 1,800.24	\$ 1,800.00	\$ 1,800.00	-0.01%	\$ 1,800.00	-0.01%
1280	Vacation Pay Out			\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 26,423.01	\$ 35,711.16	\$ 35,711.16	\$ 34,987.93	\$ 36,465.24	2.11%	\$ 38,322.07	7.31%
1821	NCLGERS-Retirement	\$ 43,605.88	\$ 59,788.74	\$ 59,788.74	\$ 62,475.17	\$ 65,113.10	8.91%	\$ 68,428.69	14.45%
1822	401-K Retirement	\$ 14,348.47	\$ 18,524.79	\$ 18,524.79	\$ 18,294.34	\$ 19,066.79	2.93%	\$ 20,037.68	8.17%
1830	Hospital Insurance	\$ 35,132.44	\$ 44,208.00	\$ 44,208.00	\$ 57,888.00	\$ 57,888.00	30.94%	\$ 57,888.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 140.73	\$ 210.24	\$ 210.24	\$ 216.00	\$ 216.00	*	\$ 216.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 2,254.38	\$ 2,400.00	\$ 2,400.00	\$ 2,626.00	\$ 2,786.00	16.08%	\$ 2,786.00	16.08%
1899	Less: Reimbursed by Grants	\$ (50,967.98)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>		<b>\$ 429,951.88</b>	<b>\$ 627,655.49</b>	<b>\$ 625,924.49</b>	<b>\$ 633,845.94</b>	<b>\$ 658,204.98</b>	<b>4.87%</b>	<b>\$ 688,620.53</b>	<b>9.71%</b>
1932	Medical Exams		\$ 200.00	\$ 200.00	\$ 40.00	\$ 200.00	*	\$ 200.00	*
1991	Consultant Fees	\$ 6,541.74	\$ 19,389.00	\$ 19,389.00	\$ 6,500.00	\$ 59,389.00	206.30%	\$ 46,500.00	139.83%
2124	Shoes-Steel Toe	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
2203	Employee Appreciation	\$ 120.22	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	*	\$ 120.00	*
2323	Training	\$ 1,549.00	\$ 2,125.00	\$ 2,125.00	\$ 1,025.00	\$ 5,650.00	165.88%	\$ 4,900.00	130.59%
2325	Employee Training	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	16.67%	\$ 2,000.00	-33.33%
2392	Health Maintenance Program	\$ 94,783.66	\$ 5,000.00	\$ 10,212.00	\$ 10,212.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
2393	Employee Assistance Program	\$ 6,499.44	\$ 6,499.44	\$ 6,499.44	\$ 5,499.00	\$ 6,500.00	0.01%	\$ 6,500.00	0.01%
2501A	Fleet Charges Internal Use Only!	\$ 967.08	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00%	\$ 750.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 350.32	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00%	\$ 750.00	0.00%
2601	Office Supplies	\$ 764.98	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	50.00%	\$ 750.00	-25.00%
2993	Operational Supplies	\$ 4,796.60	\$ 2,500.00	\$ 4,269.00	\$ 4,269.00	\$ 4,500.00	80.00%	\$ 3,500.00	40.00%
3121	Travel	\$ 2,321.75	\$ 1,115.00	\$ 1,115.00	\$ 1,336.01	\$ 5,365.00	381.17%	\$ 5,365.00	381.17%
3210	Telephone & Communication Svcs	\$ 1,039.79	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	0.00%	\$ 1,920.00	0.00%
3250A	Postage-Internal Charges only!	\$ 294.15	\$ 289.00	\$ 289.00	\$ 289.00	\$ 289.00	*	\$ 289.00	*
3410	Printing	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
3421	Copy Machine Cost	\$ 1,535.03	\$ 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	\$ 8,364.55	\$ 10,000.00	\$ 4,750.00	\$ 4,750.00	\$ 10,000.00	0.00%	\$ 8,986.00	-10.14%
3425	Health Fair	\$ 2,213.12		\$ -	\$ -	\$ 5,000.00	~	\$ -	*
3701	Employment Advertisements	\$ 936.34	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%



EXPENDITURE SHEET Fiscal Year FY24-25  
Fund: 11-General Fund Dept. Head: Bernadette Dove  
Dept #: 1016 Human Resources ~ = Division by Zero  
Division: 1016 HR \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3950 Education Reimbursement	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
4221 Software License Fees		\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 66,227.92	1.89%	\$ 66,227.92	1.89%
4511 Multi-Peril Insurance	\$ 1,138.00	\$ 1,327.00	\$ 1,327.00	\$ 1,519.00	\$ 1,705.00	28.49%	\$ 1,705.00	28.49%
4521 Auto Liability	\$ 361.52	\$ 423.00	\$ 423.00	\$ 406.00	\$ 431.00	*	\$ 431.00	*
4911 Subscriptions	\$ -	\$ 800.00	\$ 800.00	\$ 800.00	\$ 505.00	-36.88%	\$ -	*
4912 Fees & Dues	\$ 45,007.29	\$ 2,335.00	\$ 24,451.00	\$ 2,335.00	\$ 2,718.00	16.40%	\$ 2,718.00	16.40%
9561 Office Supplies	\$ 367.86	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ 250.00	*
<b>Total Operating Expenditures</b>	<b>\$ 182,452.44</b>	<b>\$ 130,942.44</b>	<b>\$ 154,789.44</b>	<b>\$ 117,920.01</b>	<b>\$ 188,419.92</b>	<b>43.90%</b>	<b>\$ 165,011.92</b>	<b>26.02%</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 Human Resources-HR Budget</b>	<b>\$ 612,404.32</b>	<b>\$ 758,597.93</b>	<b>\$ 780,713.93</b>	<b>\$ 751,765.95</b>	<b>\$ 846,624.90</b>	<b>11.60%</b>	<b>\$ 853,632.45</b>	<b>12.53%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Bernadette Dove	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Human Resources - 1016		
<b>Division:</b>	HR - 1016		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recomm. 05/15/24
1210	Salaries & Wages Regular		5 FTE's	\$ 460,909.38	\$ 451,786.50	\$ 474,109.84	\$ 498,382.09
1221	Employee Awards		5 year service award (1 employee)	\$ 50.00	\$ 50.00	\$ 400.00	\$ 400.00
1275	Salaries & Wages Bonus		6 @ \$615.49=\$400 Net	\$ 3,692.94	\$ 3,362.00		
1277	Clothing Allowance		Logo shirts for six employees	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,800.24	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
1280	Vacation Pay Out			\$ -	\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 35,711.16	\$ 34,987.93	\$ 36,465.24	\$ 38,322.07
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 59,788.74	\$ 62,475.17	\$ 65,113.10	\$ 68,428.69
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 18,524.79	\$ 18,294.34	\$ 19,066.79	\$ 20,037.68
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 44,208.00	\$ 57,888.00	\$ 57,888.00	\$ 57,888.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 210.24	\$ 216.00	\$ 216.00	\$ 216.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 2,400.00	\$ 2,626.00	\$ 2,786.00	\$ 2,786.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 627,655.49</b>	<b>\$ 633,845.94</b>	<b>\$ 658,204.98</b>	<b>\$ 688,620.53</b>
1932	Medical Exams		Funds will be used for medical expenses for department employees.	\$ 200.00	\$ 40.00	\$ 200.00	\$ 200.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	Funds will be used for background checks for all new hire employees and recommended Classification & Pay Study.	<b>\$ 19,389.00</b>	<b>\$ 6,500.00</b>	<b>\$ 59,389.00</b>	<b>\$ 46,500.00</b>
2124	Shoes-Steel Toe			\$ -	\$ -	\$ -	\$ -
2203	Employee Appreciation		Funds will be used for holiday party for department staff	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	Funds will be used for internal cost associated with professional development services, materials and supplies for department personnel.	<b>\$ 2,125.00</b>	<b>\$ 1,025.00</b>	<b>\$ 5,650.00</b>	<b>\$ 4,900.00</b>
2325	Employee Training		Funds will be used for internal professional development activities.	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 2,000.00
2392	Health Maintenance Program		Funds will be used for expenses for the Occupational Health Program.	\$ 5,000.00	\$ 10,212.00	\$ 5,000.00	\$ 5,000.00
2393	Employee Assistance Program		Funds will be used for providing the EAP programs for all employees as needed. \$541.62/month	\$ 6,499.44	\$ 5,499.00	\$ 6,500.00	\$ 6,500.00
2501A	Fleet Charges Internal Use Only!			\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2502A	Vehicle Fuel-Internal Charges			\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
2601	Office Supplies		Funds will be used to purchase office supplies,	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 750.00
2993	Operational Supplies		Funds will be used for Operational supplies for the HR office.	\$ 2,500.00	\$ 4,269.00	\$ 4,500.00	\$ 3,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Bernadette Dove	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Human Resources - 1016		
<b>Division:</b>	HR - 1016		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
	<b>3121 Travel</b>	<b>Y</b>	Funds will be used for travel expenditures for department staff to attend professional workshops and conferences. Expenses covered will include lodging and meals.	\$ 1,115.00	\$ 1,336.01	\$ 5,365.00	\$ 5,365.00
	3210 Telephone & Communication Svcs		Funds will be used to cover telephone expenses.	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
	3250A Postage-Internal Charges only!		Funds will be used for cost associated with certified mail, returns and other departmental correspondence.	\$ 289.00	\$ 289.00	\$ 289.00	\$ 289.00
	3410 Printing		Funds will be used for external printing services	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
	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	\$ 2,000.00
	3423 Employee Apprec Day/Meeting Support		Funds will be used to cover of of supplies, materials and awards for Employee Appreciation, Years of Service, Administration Assistant Day and retirements.	\$ 10,000.00	\$ 4,750.00	\$ 10,000.00	\$ 8,986.00
	3425 Health Fair		Funds will be used to cover the cost of supplies, materials and awards for the annual Health/Benefits Fair.	\$ -		\$ 5,000.00	\$ -
	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	\$ 1,500.00
	3950 Education Reimbursement		Education reimbursement for one FT employee	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	4221 Software License Fees		Funds will be used to cover cost of NeoGov Softere license for six modules.	\$ 65,000.00	\$ 65,000.00	\$ 66,227.92	\$ 66,227.92
	4511 Multi-Peril Insurance		Provided by Finance	\$ 1,327.00	\$ 1,519.00	\$ 1,705.00	\$ 1,705.00
	4521 Auto Liability		Provided by Finance	\$ 423.00	\$ 406.00	\$ 431.00	\$ 431.00
	<b>4911 Subscriptions</b>	<b>Y</b>	Funds will be used to cover cost of professional periodicals, resource materials and publications related to HR/Employment Law.	\$ 800.00	\$ 800.00	\$ 505.00	\$ -
	<b>4912 Fees &amp; Dues</b>	<b>Y</b>	Funds will be used to cover cost of Professional Association Dues career fairs and recruitment events.	\$ 2,335.00	\$ 2,335.00	\$ 2,718.00	\$ 2,718.00
	9561 Office Supplies		Funds will be used to purchase office supplies	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
	<b>Total Operating Expenditures</b>			<b>\$ 130,942.44</b>	<b>\$ 117,920.01</b>	<b>\$ 188,419.92</b>	<b>\$ 165,011.92</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Human Resources-HR Budget</b>			<b>\$ 758,597.93</b>	<b>\$ 751,765.95</b>	<b>\$ 846,624.90</b>	<b>\$ 853,632.45</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Background Checks	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
2	Recruitment & other Consultants	\$ 12,889.00		\$ 12,889.00	\$ -
3	Compensations & Classification Study			\$ 40,000.00	\$ 40,000.00
4					
5					
6					
7					
8					
9					
10					
<b>Total - 1991 Consultant Fees</b>		<b>\$ 19,389.00</b>	<b>\$ 6,500.00</b>	<b>\$ 59,389.00</b>	<b>\$ 46,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	1- National Safety Conference/registration	\$ 700.00	\$ -	\$ -	\$ -
2	1 - NC Prima Safety/registration	\$ -	\$ -	\$ 400.00	\$ 400.00
3	1 - NC Safety/NCALGESCO/registration	\$ -	\$ -	\$ -	\$ -
4	2 - NeoGov National Conference/registration	\$ -	\$ -	\$ 3,600.00	\$ 3,600.00
5	3 - Employment Law Update/registration	\$ 825.00	\$ -	\$ 200.00	\$ 200.00
6	2 - IPMA NC State Conference/registration	\$ 600.00	\$ 350.00	\$ 700.00	\$ 700.00
7	1 - Advance FMLA/registration	\$ -	\$ -	\$ -	\$ -
8	1- Leadership Wayne County/registration	\$ -	\$ -	\$ 750.00	\$ -
9	Other		\$ 675.00		
10					
	<b>Total - 2323 Training</b>	<b>\$ 2,125.00</b>	<b>\$ 1,025.00</b>	<b>\$ 5,650.00</b>	<b>\$ 4,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	2 - IPMA NC State Conference	\$ 625.00	\$ 625.00	\$ 1,000.00	\$ 1,000.00
2	2 - NeoGov National Conference	\$ -		\$ 3,100.00	\$ 3,100.00
3	1- NC Safety/NCALGESCO Conference	\$ -		\$ -	\$ -
4	2 - Community Relations Programs	\$ 140.00		\$ 140.00	\$ 140.00
0	1- OMPA Annual Conference	\$ 350.00	\$ 360.00	\$ 350.00	\$ 350.00
6	1 - National Safety Conference	\$ -		\$ 75.00	\$ 75.00
7	1- NC PRIMA Safety	\$ -		\$ 700.00	\$ 700.00
8	Car rental fuel		\$ 40.00		
9	car rental		\$ 223.11		
10	mileage reimbursement (Nurse)		\$ 87.90		
11					
12					
	<b>Total - 3121 Travel</b>	<b>\$ 1,115.00</b>	<b>\$ 1,336.01</b>	<b>\$ 5,365.00</b>	<b>\$ 5,365.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Supervisors Legal Update	\$ 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>\$ 505.00</b>	<b>\$ -</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Bernadette Dove

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	1 - NC Associaton of Safety Officials (Safety Officer)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
2	3 - IPMA Dues (Director, HR Consultants)	\$ 447.00	\$ 447.00	\$ 450.00	\$ 450.00
3	1- OPMA Dues (Director)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
4	2- SHRM Dues - (Diector, HR Consultant)	\$ 438.00	\$ 438.00	\$ 528.00	\$ 528.00
5	0	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
6	Career Fairs/Recruitment Events	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7	SHRM On Demand (HR Consultant)			\$ 290.00	\$ 290.00
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 2,335.00</b>	<b>\$ 2,335.00</b>	<b>\$ 2,718.00</b>	<b>\$ 2,718.00</b>



## FISCAL YEAR 2024-2025 BUDGET

### DEPARTMENT/DIVISION: COMMUNITY RELATIONS & DEVELOPMENT

#### DEPARTMENT OVERVIEW:

The Community Relations & Development 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 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 department is committed to assisting the citizens of Goldsboro to aid in helping to meet social and economic needs and linking to available community resources.

The Community Relations & Development Department also administers the 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, 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:**

- The department could benefit from adding one (1) permanent full-time staff. This position would be partly paid for by the General Fund and partly from HUD's CDBG and HOME allotted Administrative Costs.
- Properly budgeting for personnel is a challenge. It is difficult to determine how much of HUD funding should be budgeted for during budget preparation. HUD's Participating Jurisdictions (PJs) are not officially notified of annual allocations until the fall; therefore, forcing administration totals, within the budget, to be estimates versus true dollar amounts.

**EXPENDITURE SHEET**    Fiscal Year FY24-25

Fund: **11-General Fund**  
Dept #: **1017**    **Community Relations**  
Division: 1017 ~

Dept. Head    **Felecia Williams**  
~ = Division by Zero  
\* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 158,707.61	\$ 166,771.30	\$ 166,771.30	\$ 166,598.52	\$ 208,856.77	25.24%	\$ 213,047.20	27.75%
1220	Salaries & Wages Overtime			\$ -	\$ -	\$ -	*	\$ -	*
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -	*	\$ -	*
1275	Salaries & Wages Bonus		\$ 1,846.47	\$ 1,846.47	\$ 1,834.00	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 869.62	\$ 900.00	\$ 900.00	\$ 790.00	\$ 900.00	0.00%	\$ 900.00	0.00%
1280	Vacation Pay Out			\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 11,908.26	\$ 12,968.10	\$ 12,968.10	\$ 12,945.52	\$ 16,046.39	23.74%	\$ 16,366.96	26.21%
1821	NCLGERS-Retirement	\$ 19,398.69	\$ 21,646.37	\$ 21,646.37	\$ 23,115.80	\$ 28,652.77	32.37%	\$ 29,225.19	35.01%
1822	401-K Retirement	\$ 6,383.16	\$ 6,706.85	\$ 6,706.85	\$ 6,768.90	\$ 8,390.27	25.10%	\$ 8,557.89	27.60%
1830	Hospital Insurance	\$ 20,477.88	\$ 22,104.00	\$ 22,104.00	\$ 38,592.00	\$ 38,592.00	74.59%	\$ 38,592.00	74.59%
1835	Group Term Life Insurance Coverage	\$ 99.69	\$ 105.12	\$ 105.12	\$ 144.00	\$ 144.00	*	\$ 144.00	*
1860	Worker's Comp Claims Cost				\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,029.31	\$ 1,096.00	\$ 1,096.00	\$ 1,161.00	\$ 1,232.00	12.41%	\$ 1,232.00	12.41%
1899	Less: Reimbursed by Grants	\$ (64,652.28)	\$ (81,352.00)	\$ (81,352.00)	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>		<b>\$ 154,221.94</b>	<b>\$ 152,792.21</b>	<b>\$ 152,792.21</b>	<b>\$ 251,949.74</b>	<b>\$ 302,814.21</b>	<b>98.19%</b>	<b>\$ 308,065.24</b>	<b>101.62%</b>
1932	Medical Exams	\$ 29.00	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00	*	\$ 58.00	*
2121	Uniforms				\$ -	\$ 175.00	*	\$ 175.00	*
2201	Comm/Empl Awards & Functions	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,910.00	\$ 5,000.00	0.00%	\$ 3,500.00	-30.00%
2202	Luncheon/Dinner Meetings	\$ -	\$ 100.00	\$ 100.00	\$ 20.00	\$ 100.00	*	\$ -	*
2203	Employee Appreciation	\$ 49.59	\$ 60.00	\$ 60.00	\$ 51.00	\$ 60.00	*	\$ 60.00	*
2323	Training	\$ (72.00)	\$ 500.00	\$ 500.00	\$ 609.00	\$ 300.00	*	\$ -	*
2601	Office Supplies	\$ 1,079.94	\$ 700.00	\$ 700.00	\$ 300.00	\$ 600.00	-14.29%	\$ 400.00	*
2993	Operational Supplies	\$ 757.22	\$ 1,200.00	\$ 1,200.00	\$ 600.00	\$ 1,000.00	-16.67%	\$ 700.00	-41.67%
3121	Travel	\$ 158.86	\$ 10,157.00	\$ 10,157.00	\$ 2,829.00	\$ 8,020.00	-21.04%	\$ 1,788.00	-82.40%
3250A	Postage-Internal Charges only!	\$ 173.02	\$ 397.00	\$ 397.00	\$ 1,635.00	\$ 400.00	*	\$ 400.00	*
3421	Copy Machine Cost	\$ 2,020.48	\$ 1,930.00	\$ 2,061.00	\$ 1,248.00	\$ 1,900.00	-1.55%	\$ 1,900.00	-1.55%
3521	Office Machine Maintenance	\$ -	\$ 1,650.00	\$ 1,519.00	\$ 500.00	\$ 1,500.00	-9.09%	\$ 1,392.16	-15.63%
3700	Advertising	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	*	\$ -	*
3829	Comm Rel-MLK Commem. Exp.(8219)			\$ -	\$ -	\$ -	*	\$ -	*
3830	Comm Rel-Comm Disability Exp.(8220)			\$ -	\$ -	\$ -	*	\$ -	*
3831	Comm Rel-Mayor's Youth Counc (8221)	\$ 36.03		\$ -	\$ -	\$ -	*	\$ -	*
3914	Contract Services	\$ -	\$ 27,000.00	\$ 27,000.00	\$ 22,091.00	\$ -	*	\$ -	*
4511	Multi-Peril Insurance	\$ 680.00	\$ 793.00	\$ 793.00	\$ 757.00	\$ 849.00	7.06%	\$ 849.00	7.06%
4912	Fees & Dues	\$ 50.00	\$ 200.00	\$ 200.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
74001	Ineligible Grant Costs - CDBG	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
9561	Office Supplies	\$ 206.52	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
<b>Fund:</b>	11-General Fund	<b>Dept. Head</b>	Felecia Williams
<b>Dept #:</b>	1017 Community Relations	~ = Division by Zero	
<b>Division:</b>	1017 ~	* = Change < \$500	
		Purple Cell-Finance Input	

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. SUB % Δ Incr/(Decr)	FY24-25 MGR
Total Operating Expenditures	\$ 6,168.66	\$ 50,245.00	\$ 50,245.00	\$ 33,958.00	\$ 20,512.00	<b>-59.18%</b>	\$ 11,572.16	<b>-76.97%</b>	
				\$ -	\$ -	*	\$ -	*	
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
				\$ -	\$ -	*	\$ -	*	
Total Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*	
Total Community Relations-~ Budget	\$ 160,390.60	\$ 203,037.21	\$ 203,037.21	\$ 285,907.74	\$ 323,326.21	59.24%	\$ 319,637.40	57.43%	

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felecia Williams	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Community Relations - 1017		
<b>Division:</b>	~ - 1017		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		4 FTE's	\$ 166,771.30	\$ 166,598.52	\$ 208,856.77	\$ 213,047.20
1220	Salaries & Wages Overtime			\$ -	\$ -	\$ -	\$ -
1260	Salaries & Wages Part-Time	PT/TP		\$ -	\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 1,846.47	\$ 1,834.00	\$ -	\$ -
1278	Wellness Earnings		\$300 per participating employee per year	\$ 900.00	\$ 790.00	\$ 900.00	\$ 900.00
1280	Vacation Pay Out			\$ -	\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 12,968.10	\$ 12,945.52	\$ 16,046.39	\$ 16,366.96
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 21,646.37	\$ 23,115.80	\$ 28,652.77	\$ 29,225.19
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 6,706.85	\$ 6,768.90	\$ 8,390.27	\$ 8,557.89
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 22,104.00	\$ 38,592.00	\$ 38,592.00	\$ 38,592.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 105.12	\$ 144.00	\$ 144.00	\$ 144.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,096.00	\$ 1,161.00	\$ 1,232.00	\$ 1,232.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ (81,352.00)	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 152,792.21</b>	<b>\$ 251,949.74</b>	<b>\$ 302,814.21</b>	<b>\$ 308,065.24</b>
1932	Medical Exams			\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00
2121	Uniforms		City shirts for the department	\$ -	\$ -	\$ 175.00	\$ 175.00
2201	Comm/Empl Awards & Functions		To support department sponsored and community events (i.e. Juneteenth, Interfaith Breakfast, etc.)	\$ 5,000.00	\$ 2,910.00	\$ 5,000.00	\$ 3,500.00
2202	Luncheon/Dinner Meetings		Staff to attend community sponsored events	\$ 100.00	\$ 20.00	\$ 100.00	\$ -
2203	Employee Appreciation		3 FTE x \$20 per employee	\$ 60.00	\$ 51.00	\$ 60.00	\$ 60.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule.	<b>\$ 500.00</b>	<b>\$ 609.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>
2601	Office Supplies		To purchase necessary day-to-day supplies (i.e. copy paper, ink, toner, pens, special events program paper, etc.)	\$ 700.00	\$ 300.00	\$ 600.00	\$ 400.00
2993	Operational Supplies		To purchase/replace supplies and minor equipment necessary for day-to-day department operations (i.e. monitors, keyboards, chairs, Adobe licenses, etc.)	\$ 1,200.00	\$ 600.00	\$ 1,000.00	\$ 700.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule.	<b>\$ 10,157.00</b>	<b>\$ 2,829.00</b>	<b>\$ 8,020.00</b>	<b>\$ 1,788.00</b>
3250A	Postage-Internal Charges only!			\$ 397.00	\$ 1,635.00	\$ 400.00	\$ 400.00
3421	Copy Machine Cost		Rental cost and overage charges associated with printers and computers	\$ 1,930.00	\$ 1,248.00	\$ 1,900.00	\$ 1,900.00
3521	Office Machine Maintenance		Cost and repair associated with printers and computers	\$ 1,650.00	\$ 500.00	\$ 1,500.00	\$ 1,392.16
3700	Advertising		Goldsboro News-Argus: Non-legal advertising for department projects/programs	\$ 200.00	\$ -	\$ 200.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felecia Williams	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Community Relations - 1017		
<b>Division:</b>	~ - 1017		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
3829	Comm Rel-MLK Commem. Exp.(8219)		To support 2025 MLK event: will generate ticket sales which will be returned to this line item	\$ -			
3830	Comm Rel-Comm Disability Exp.(8220)		To support annual Disability Awareness Walk and Annual Awards Luncheon	\$ -			
3831	Comm Rel-Mayor's Youth Counc (8221)		To cover cost of conference registrations for no more than 10 GYC Members and 2 staff to attend annual conferences & to cover costs of annual end-of-year awards ceremony	\$ -			
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule.	<b>\$ 27,000.00</b>	<b>\$ 22,091.00</b>	<b>\$ -</b>	<b>\$ -</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 793.00	\$ 757.00	\$ 849.00	\$ 849.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule.	<b>\$ 200.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
74001	Ineligible Grant Costs - CDBG			\$ -			
9561	Office Supplies		Misellaneous office supply needs (i.e. pens, notebooks, sticky note pads, file tabs, file folders, pocket folders)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	<b>Total Operating Expenditures</b>			<b>\$ 50,245.00</b>	<b>\$ 33,958.00</b>	<b>\$ 20,512.00</b>	<b>\$ 11,572.16</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Community Relations-~ Budget</b>			<b>\$ 203,037.21</b>	<b>\$ 285,907.74</b>	<b>\$ 323,326.21</b>	<b>\$ 319,637.40</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Felecia Williams

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Local/Online Community Relations Trainings (Racial Equity, Fair Housing, Diversity, Inclusion, etc.)	\$ 500.00	\$ 609.00	\$ 300.00	\$ -
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 2323 Training</b>		<b>\$ 500.00</b>	<b>\$ 609.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY24-25</b>			
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head-Felecia Williams</b>			
<b>Dept #:</b>	<b>Community Relations - 1017</b>				
<b>Division:</b>	<b>~ - 1017</b>				
<b>Account:</b>	<b>3121 Travel</b>				

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	State Youth Council Team Building (Location TBD) @ \$59 per diem X 12 (10 GYC members + 2 staff) + registration, which includes hotel cost @ 2 nights (approx. \$175 x 12 attendees) + City Bus Fuel (\$150)	\$ 2,416.00	\$ 2,829.00	\$ 2,960.00	\$ 2,960.00
2	State Youth Council Service Learning Conference (Location TBD by State office) @ \$51 per diem x 5 GYC members + 2 staff + van rental of \$184 + registration (approx. \$75) x 7 attendees (5 GYC + 2 staff)	\$ 1,066.00	\$ -	\$ -	\$ -
3	State Youth Council Spring Convention (Location TBD) @ @ \$59 per diem X 12 (10 GYC members + 2 staff) + registration, which includes hotel cost @ 2 nights (approx. \$200 x 12 attendees) + City Bus Fuel (\$150)	\$ 1,955.00	\$ -	\$ 3,260.00	\$ 3,260.00
4	Annual Youth Legislative Assembly (YLA) at N.C. General Assembly @\$51 per diem x 5 GYC members + 2 staff + van rental of \$184 + hotel room @ \$280/person	\$ 2,685.00	\$ -	\$ -	\$ -
5	Affordable Housing Seminar by UNC SOG /Registration @ \$200 x 2 staff + mileage reimbursement (TBD)	\$ 520.00	\$ -	\$ -	\$ -
6	2024 Annual NCCDA Housing Solutions Training Conference (Location TBD) @ \$400 registration x 3 staff + \$51 per diem x 3 staff + mileage reimbursement (TBD)	\$ 1,515.00	\$ -	\$ -	\$ -
7	Statewide Human Rights/Civil Rights Conference by NC Chapter of National Association of Human Rights Workers (NAHRW) -Location TBD - Conference Cost @ est. \$100 + Hotel Stay @ 2 nights @ est. \$150/night x 3 staff + Mileage Reimbursement x 2 staff @ est. \$300 roundtrip		\$ -	\$ 1,800.00	\$ 1,800.00
8	Cut #1 4/15/24 per DH				\$ (6,232.00)
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 10,157.00</b>	<b>\$ 2,829.00</b>	<b>\$ 8,020.00</b>	<b>\$ 1,788.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Community Relations - 1017  
 Division: ~ - 1017  
 Account: 4912 Fees & Dues

Dept. Head-Felecia Williams

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Annual Youth Council Charter Dues/N.C. Dept. of Administration/Annual Charter cost	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2	NC Community Development Association (NCCDA) Membership x 3 staff @\$150/person/year	\$ 150.00	\$ -	\$ -	\$ -
3					
4					
5					
6					
7					
8					
9					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 200.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>



## FISCAL YEAR 2024-25 BUDGET

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

#### DEPARTMENT OVERVIEW:

The Paramount Theatre is a historically significant and vital cultural resource within the City of Goldsboro. We strive to enhance quality of life by providing a safe, professional venue for diverse and culturally enriching performing arts activity that is reflective of and accessible to our entire community. We seek to encourage broad participation both onstage and in the audience; to this end, we partner with many schools, local arts groups, and community organizations to ensure that beneficial impact of arts programming is available 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 our 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 Patron services and Administrative Coordinator is warranted by sustained growth, increased revenue, and demand for services. In addition to payroll, A/R and AP, this position manages online services, including website, social media, and box office, which now represents 90% of ticket revenue. Cost of increasing this position from current PTP to FT is offset by savings with part-time staff and efficiency.
2. Capital outlay includes replacement of obsolete HVAC Controls System (\$68,000 est.) and inoperable Wheelchair Lift (\$28,000 est.).
3. Paramount Performing Arts Series brings culturally diverse, high quality, professional touring artists to the theatre. The artists are not always finalized by budget time, but the cost averages \$60,000 and combined ticket and performing arts grant revenue fully offsets the cost.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

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

**Dept. Head**        **Adam Twiss**

**Dept #:**                **1018**    **Paramount**

~ = Division by Zero

**Division:**            **1018**    **Paramount**

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 140,046.59	\$ 193,527.06	\$ 193,527.06	\$ 226,631.99	\$ 230,679.55	19.20%	\$ 198,857.81	2.75%
1220	Salaries & Wages Overtime	\$ 1,297.45	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
1221	Employee Awards				\$ 82.23	\$ 50.00	*	\$ 50.00	*
1224	Cell Phone Stipend	\$ 721.91	\$ 700.00	\$ 700.00	\$ 700.00	\$ 1,400.00	100.00%	\$ 1,400.00	100.00%
1260	Salaries & Wages Part-Time	\$ 85,031.49	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00	6.25%	\$ 85,000.00	6.25%
1262	Salaries & Wages Perm. Part-Time	\$ 52,210.48	\$ 60,649.25	\$ 60,649.25	\$ 57,789.19	\$ 18,000.00	-70.32%	\$ 42,095.44	-30.59%
1275	Salaries & Wages Bonus		\$ 2,769.72	\$ 2,769.72	\$ 2,139.32	\$ -	*	\$ -	*
1277	Clothing Allowance		\$ 400.00	\$ 400.00	\$ -	\$ 200.00	*	\$ -	*
1278	Wellness Earnings	\$ 601.73	\$ 1,200.00	\$ 1,200.00	\$ 600.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
1280	Vacation Pay Out	\$ 309.06	\$ -	\$ -	\$ 386.99	\$ -	*	\$ -	*
1810	Social Security	\$ 20,901.68	\$ 26,067.07	\$ 26,067.07	\$ 28,291.97	\$ 25,859.26	-0.80%	\$ 25,252.90	-3.12%
1821	NCLGERS-Retirement	\$ 23,444.94	\$ 33,304.75	\$ 33,304.75	\$ 39,590.74	\$ 34,563.84	3.78%	\$ 33,481.10	0.53%
1822	401-K Retirement	\$ 7,714.34	\$ 10,319.06	\$ 10,319.06	\$ 11,593.19	\$ 10,121.18	-1.92%	\$ 9,804.13	-4.99%
1830	Hospital Insurance	\$ 14,052.98	\$ 22,104.00	\$ 22,104.00	\$ 38,592.00	\$ 38,592.00	74.59%	\$ 28,944.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 70.35	\$ 140.16	\$ 140.16	\$ 144.00	\$ 144.00	*	\$ 108.00	*
1860	Worker's Comp Claims Cost	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,587.18	\$ 1,690.00	\$ 1,690.00	\$ 1,947.00	\$ 2,066.00	22.25%	\$ 2,066.00	22.25%
1899	Less: Reimbursed by Grants	\$ (25,170.80)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 322,819.38</b>	<b>\$ 434,371.07</b>	<b>\$ 434,371.07</b>	<b>\$ 489,988.62</b>	<b>\$ 449,375.83</b>	<b>3.45%</b>	<b>\$ 429,759.38</b>	<b>-1.06%</b>
1915	Bank Fees	\$ 1,344.40	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00	0.00%	\$ 950.00	0.00%
1932	Medical Exams	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	*	\$ 60.00	*
2111	Cleaning Supplies	\$ 3,671.94	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	0.00%	\$ 2,800.00	0.00%
2121	Uniforms	\$ -	\$ -	\$ -	\$ -	\$ 200.00	*	\$ -	*
2203	Employee Appreciation	\$ -	\$ 400.00	\$ 400.00	\$ 200.00	\$ 400.00	*	\$ -	*
2391	First Aid	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	*	\$ 75.00	*
2601	Office Supplies	\$ 94.79	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ 250.00	*
2926	Food & Beverage Resale-PARAMOUNT	\$ 8,712.64	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	0.00%	\$ 4,000.00	-11.11%
2929	Alcohol for Resale-PARAMOUNT	\$ 2,126.39	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,500.00	25.00%	\$ 2,000.00	0.00%
2932	Food & Beverage Commiss-PARAMOUNT	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	0.00%	\$ 850.00	0.00%
2993	Operational Supplies	\$ 7,463.93	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%	\$ 7,500.00	0.00%
3121	Travel	\$ 795.18	\$ 2,485.00	\$ 2,485.00	\$ 1,850.00	\$ 2,850.00	14.69%	\$ 2,850.00	14.69%
3210	Telephone & Communication Svcs	\$ 493.87	\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00	*	\$ 490.00	*
3250	Postage	\$ -	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	*	\$ 25.00	*
3250A	Postage-Internal Charges only!	\$ 11.58	\$ 27.00	\$ 27.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3310	Electricity	\$ 37,491.57	\$ 27,000.00	\$ 27,000.00	\$ 32,000.00	\$ 32,000.00	18.52%	\$ 32,000.00	18.52%

**EXPENDITURE SHEET**      **Fiscal Year FY24-25**  
**Fund:**                      **11-General Fund**                      **Dept. Head**      **Adam Twiss**  
**Dept #:**                    **1018**      **Paramount**                      **~ = Division by Zero**  
**Division:**                **1018**      **Paramount**                      **\* = Change < \$500**  
**Purple Cell-Finance Input**

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3330	Natural Gas	\$ 1,647.22	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.00%	\$ 1,300.00	0.00%
3410	Printing	\$ 2,328.32	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
3421	Copy Machine Cost	\$ 368.49	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	0.00%	\$ 550.00	0.00%
3511	Building Maintenance	\$ 57,030.32	\$ 43,680.00	\$ 43,680.00	\$ 38,574.00	\$ 41,790.00	-4.33%	\$ 39,290.00	-10.05%
3700	Advertising	\$ 6,161.28	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00	\$ 6,000.00	3.45%	\$ 6,000.00	3.45%
3813	Paramount Ticket Payments	\$ 323,189.00	\$ 300,000.00	\$ 300,000.00	\$ 350,000.00	\$ 350,000.00	16.67%	\$ 335,000.00	11.67%
4511	Multi-Peril Insurance	\$ 10,047.00	\$ 11,710.00	\$ 11,710.00	\$ 9,647.00	\$ 10,825.00	-7.56%	\$ 10,825.00	-7.56%
4911	Subscriptions	\$ -	\$ 170.00	\$ 170.00	\$ 152.00	\$ 170.00	*	\$ 170.00	*
4912	Fees & Dues	\$ 2,017.91	\$ 1,965.00	\$ 1,965.00	\$ 1,981.00	\$ 2,083.00	6.01%	\$ 2,083.00	6.01%
4924	Performance Series	\$ 44,916.00	\$ 60,300.00	\$ 60,300.00	\$ 45,500.00	\$ 60,000.00	-0.50%	\$ 50,000.00	-17.08%
9561	Office Supplies	\$ 52.44	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 510,814.27</b>	<b>\$ 477,187.00</b>	<b>\$ 477,187.00</b>	<b>\$ 511,454.00</b>	<b>\$ 530,568.00</b>	<b>11.19%</b>	<b>\$ 501,468.00</b>	<b>5.09%</b>
5191	Facility Updates-Paramount Theater				\$ -	\$ 18,000.00	~	\$ -	*
5527	Miscellaneous Equipment				\$ -	\$ -	*	\$ -	*
5816	Furnace/Electric Air Conditioner	\$ 31,873.00	\$ -	\$ 30,651.43	\$ -	\$ 60,800.00	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 31,873.00</b>	<b>\$ -</b>	<b>\$ 30,651.43</b>	<b>\$ -</b>	<b>\$ 78,800.00</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 Paramount-Paramount Budget</b>	<b>\$ 865,506.65</b>	<b>\$ 911,558.07</b>	<b>\$ 942,209.50</b>	<b>\$ 1,001,442.62</b>	<b>\$ 1,058,743.83</b>	<b>16.15%</b>	<b>\$ 931,227.38</b>	<b>2.16%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	11-General Fund	Dept. Head-Adam Twiss	Green Cell - Department Input
<b>Dept #:</b>	Paramount - 1018		
<b>Division:</b>	Paramount - 1018		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		3 FTE's (1 New FTE Technical Director)	\$ 193,527.06	\$ 226,631.99	\$ 230,679.55	\$ 198,857.81
1220	Salaries & Wages Overtime			\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
1221	Employee Awards			\$ -	\$ 82.23	\$ 50.00	\$ 50.00
1224	Cell Phone Stipend		additional FT positions with essential cell phone use	\$ 700.00	\$ 700.00	\$ 1,400.00	\$ 1,400.00
1260	Salaries & Wages Part-Time	PT/TP	increase in business may warrant increase in supporting PT labor; any increase is offset by minimally 2/1 increase in revenue.	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00	\$ 85,000.00
1262	Salaries & Wages Perm. Part-Time	PPT	3 PPT's	\$ 60,649.25	\$ 57,789.19	\$ 18,000.00	\$ 42,095.44
1275	Salaries & Wages Bonus			\$ 2,769.72	\$ 2,139.32		
1277	Clothing Allowance			\$ 400.00	\$ -	\$ 200.00	\$ -
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,200.00	\$ 600.00	\$ 1,200.00	\$ 1,200.00
1280	Vacation Pay Out			\$ -	\$ 386.99	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 26,067.07	\$ 28,291.97	\$ 25,859.26	\$ 25,252.90
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 33,304.75	\$ 39,590.74	\$ 34,563.84	\$ 33,481.10
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 10,319.06	\$ 11,593.19	\$ 10,121.18	\$ 9,804.13
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 22,104.00	\$ 38,592.00	\$ 38,592.00	\$ 28,944.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 140.16	\$ 144.00	\$ 144.00	\$ 108.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,690.00	\$ 1,947.00	\$ 2,066.00	\$ 2,066.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 434,371.07</b>	<b>\$ 489,988.62</b>	<b>\$ 449,375.83</b>	<b>\$ 429,759.38</b>
1915	Bank Fees			\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
1932	Medical Exams			\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
2111	Cleaning Supplies			\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
2121	Uniforms			\$ -	\$ -	\$ 200.00	\$ -
2203	Employee Appreciation			\$ 400.00	\$ 200.00	\$ 400.00	\$ -
2391	First Aid			\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
2601	Office Supplies			\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
2926	Food & Beverage Resale-PARAMOUNT			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00
2929	Alcohol for Resale-PARAMOUNT		Large purchase for DGD NC Mainstreet event, residuals will be sold by Paramount concessions.	\$ 2,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,000.00
2932	Food & Beverage Commiss-PARAMOUNT			\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
2993	Operational Supplies			\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
3121	Travel	Y	See detailed schedule.	\$ 2,485.00	\$ 1,850.00	\$ 2,850.00	\$ 2,850.00
3210	Telephone & Communication Svcs			\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00
3250	Postage			\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Adam Twiss	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Paramount - 1018		
<b>Division:</b>	Paramount - 1018		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
3250A	Postage-Internal Charges only!			\$ 27.00	\$ 100.00	\$ 100.00	\$ 100.00
3310	Electricity		increased business and increased rates. New mini-splits provide increased efficiency.	\$ 27,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
3330	Natural Gas			\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
3410	Printing			\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
3421	Copy Machine Cost			\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	See detailed schedule.	<b>\$ 43,680.00</b>	<b>\$ 38,574.00</b>	<b>\$ 41,790.00</b>	<b>\$ 39,290.00</b>
3700	Advertising			\$ 5,800.00	\$ 5,800.00	\$ 6,000.00	\$ 6,000.00
3813	Paramount Ticket Payments		increased business warrants increased ticket payments, which are offset by minimally 110% revenue plus rental.	\$ 300,000.00	\$ 350,000.00	\$ 350,000.00	\$ 335,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 11,710.00	\$ 9,647.00	\$ 10,825.00	\$ 10,825.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See detailed schedule.	<b>\$ 170.00</b>	<b>\$ 152.00</b>	<b>\$ 170.00</b>	<b>\$ 170.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule.	<b>\$ 1,965.00</b>	<b>\$ 1,981.00</b>	<b>\$ 2,083.00</b>	<b>\$ 2,083.00</b>
<b>4924</b>	<b>Performance Series</b>	<b>Y</b>	See detailed schedule.	<b>\$ 60,300.00</b>	<b>\$ 45,500.00</b>	<b>\$ 60,000.00</b>	<b>\$ 50,000.00</b>
9561	Office Supplies			\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	<b>Total Operating Expenditures</b>			<b>\$ 477,187.00</b>	<b>\$ 511,454.00</b>	<b>\$ 530,568.00</b>	<b>\$ 501,468.00</b>
5191	Facility Updates-Paramount Theater			\$ -	\$ -	\$ 18,000.00	\$ -
5527	Miscellaneous Equipment			\$ -	\$ -	\$ -	\$ -
5816	Furnace/Electric Air Conditioner			\$ -	\$ -	\$ 60,800.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,800.00</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>			<b>\$ -</b>
	<b>Total Paramount-Paramount Budget</b>			<b>\$ 911,558.07</b>	<b>\$ 1,001,442.62</b>	<b>\$ 1,058,743.83</b>	<b>\$ 931,227.38</b>

CAPITAL OUTLAY Fiscal Year FY24-25																	
Fund:		11-General Fund			Dept. Head-Adam Twiss												
Dept #:		Paramount - 1018															
Division:		Paramount - 1018															
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information				Department Request	Manager Recommend. 05/15/24	New Debt?	
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
1	5816										new		HVAC Controls -	obsolete, at capacity, and can no longer be repaired. If we have anything go out, we will be unable to operate our system till the controls are replaced.	\$60,800	\$ -	
2	5191										new		Wheelchair Lift	Lift has been largely inoperable since 2019 and fully inoperable since 2020	\$18,000	\$ -	
3																\$ -	
4																\$ -	
5																\$ -	
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -					\$ 78,800.00	\$ -	



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Paramount - 1018  
 Division: Paramount - 1018  
 Account: 3121 Travel

Dept. Head-Adam Twiss

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC Presenters Consortium Summer Meeting - Adam Twiss (\$110 registration; \$110 mileage; \$330 hotel; \$50 meals)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
2	NC Presenters Consortium Summer Meeting - Service Manager (\$110 registration; \$172 mileage; \$330 hotel; \$120 meals)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
3	Arts Market - Every other year - Adam Twiss (\$125 registration; \$419.86 hotel & meal reimbursement)	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00
4	Arts Market - Every other year - Service Manager (\$599.02 hotel & meal reimbursement)	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00
5	NC Presenters Consortium - Bull Chat - Adam Twiss (ArtsMarket off years) (\$60 regsitration; \$250 hotel; \$25 mileage; \$60 meals)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
6	DGDC Annual Banquet - Adam Twiss	\$ 35.00	\$ -	\$ -	\$ -
7	Local Meetings and Events (Chamber of Commerce, United Way, Community Affairs, Arts Council of Wayne County)	\$ 150.00	\$ 150.00	\$ 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)	\$ 600.00	\$ -	\$ 600.00	\$ 600.00
10	NC Presenters Consortium - Winter Meeting - Adam Twiss (\$125 registration; \$125 hotel; \$125 mileage)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
11					
<b>Total - 3121 Travel</b>		<b>\$ 2,485.00</b>	<b>\$ 1,850.00</b>	<b>\$ 2,850.00</b>	<b>\$ 2,850.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Adam Twiss

Fund: 11-General Fund  
Dept #: Paramount - 1018  
Division: Paramount - 1018  
Account: 3511 Building Maintenance

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1					
2	Piedmont HVAC Full service contract	\$ 24,000.00	\$ 24,000.00	\$ 25,600.00	\$ 25,600.00
3	Southern Elevator	\$ 5,000.00	\$ 2,544.00	\$ 5,250.00	\$ 5,250.00
4	Griffin monthly exterminator service	\$ 700.00	\$ 630.00	\$ 735.00	\$ 735.00
5	Crossroads Fire Protection-sprinkler system service & inspection	\$ 1,300.00	\$ 570.00	\$ 1,365.00	\$ 1,365.00
6	Telecommunications Inc-Fire alarm service & inspection	\$ 600.00	\$ 2,950.00	\$ 630.00	\$ 630.00
7	Buck's Fire-estinguisher service & inspection	\$ 600.00	\$ 500.00	\$ 630.00	\$ 630.00
8	Stage Rigging Co - annual rigging inspection	\$ 3,200.00	\$ 2,600.00	\$ 2,800.00	\$ 2,800.00
9	FOB reader installed on front of building (IT dept)	\$ 3,500.00	\$ -	\$ -	\$ -
10	Miscellaneous-painting/electrical/facility and equipment repairs & upkeep	\$ 4,780.00	\$ 4,780.00	\$ 4,780.00	\$ 4,780.00
11					
12					
13	Cut 1 4/18/24 by DH				\$ (2,500.00)
14					
15					
16					
17					
18					
19					
20					
21					
<b>Total - 3511 Building Maintenance</b>		<b>\$ 43,680.00</b>	<b>\$ 38,574.00</b>	<b>\$ 41,790.00</b>	<b>\$ 39,290.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Adam Twiss

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Goldsboro News Argus (In 4912 for FY20)	\$ 170.00	\$ 152.00	\$ 170.00	\$ 170.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 4911 Subscriptions</b>		<b>\$ 170.00</b>	<b>\$ 152.00</b>	<b>\$ 170.00</b>	<b>\$ 170.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Adam Twiss

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	ASCAP Music License (covers all City Departments) Credit for 2022	\$ 435.00	\$ 443.00	\$ 465.00	\$ 465.00
2	BMI Music License (covers all City Departments)	\$ 370.00	\$ 379.00	\$ 398.00	\$ 398.00
3	SESAC Music License (covers all City Departments)	\$ 1,160.00	\$ 1,159.00	\$ 1,220.00	\$ 1,220.00
4					
5					
6					
7					
8					
9					
10					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 1,965.00</b>	<b>\$ 1,981.00</b>	<b>\$ 2,083.00</b>	<b>\$ 2,083.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Adam Twiss

Fund: 11-General Fund  
Dept #: Paramount - 1018  
Division: Paramount - 1018  
Account: 4924 Performance Series

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Diversity Programming: Coasters	\$ 25,000.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
2	Diversity Programming: Jarambe Mexicano	\$ 5,500.00	\$ 5,500.00	\$ 9,500.00	\$ 9,500.00
3	Diversity Programming: Alexander Star	\$ 4,000.00	\$ 4,000.00	\$ 7,500.00	\$ 7,500.00
4	Broadway Romance	\$ 5,500.00	\$ 5,500.00	\$ 4,500.00	\$ 4,500.00
5	NC Symphony Pops	\$ 14,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00
6	Diversity Youth Program: Buckets and Boards	\$ 2,500.00	\$ 2,500.00	\$ 9,500.00	\$ 9,500.00
7	Film Series events: Rocky Horror, Princesses & Heroes, Fanfest, Wonderful Life	\$ 3,800.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
8					
9	Cut 1 4/18/24 by DH				\$ (10,000.00)
10					
	<b>Total - 4924 Performance Series</b>	<b>\$ 60,300.00</b>	<b>\$ 45,500.00</b>	<b>\$ 60,000.00</b>	<b>\$ 50,000.00</b>



**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    11-General Fund                    **Dept. Head**    Catherine Gwynn  
**Dept #:**                1019    Finance                                ~ = Division by Zero  
**Division:**            1019    Postage Service Credits            \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	12/31/2022 Actual	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2603	Postage Machine Supplies	\$ 26,084.07	\$ 36,368.00	\$ 36,368.00	\$ 27,474.16	\$ 28,492.00	-21.66%	\$ -	*
4974	Postage Credits	\$ (22,035.10)	\$ (36,368.00)	\$ (36,368.00)	\$ (27,474.16)	\$ (28,492.00)	*	\$ -	*
	<b>Total Operating Expenditures</b>	<b>\$ 4,048.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Finance-Postage Service Credits Budget</b>	<b>\$ 4,048.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 1019		
<b>Division:</b>	Postage Service Credits - 1019		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
2603	Postage Machine Supplies	Y	See Schedule	\$ 36,368.00	\$ 27,474.16	\$ 28,492.00	\$ -
4974	Postage Credits	Y	See Schedule	\$ (36,368.00)	\$ (27,474.16)	\$ (28,492.00)	\$ -
	<b>Total Operating Expenditures</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-Postage Service Credits Budget</b>			\$ -	\$ -	\$ -	\$ -



<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>2603 Postage Machine Supplies</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Monthly Rent \$1,428.00/qtr (Quadient Leasing)	\$ 5,712.00	\$ 5,712.00	\$ 5,712.00	
2	Postage Costs	\$ 28,221.00	\$ 19,322.77	\$ 20,340.61	
3	Postage Supplies (ink, service kits, etc...)	\$ 755.00	\$ 755.00	\$ 755.00	
4	Property taxes on leased equipment	\$ 240.00	\$ 244.39	\$ 244.39	
5	Service agreement with Anza Mailing Systems	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	
6					
7					
8					
<b>Total - 2603 Postage Machine Supplies</b>		<b>\$ 36,368.00</b>	<b>\$ 27,474.16</b>	<b>\$ 28,492.00</b>	<b>\$ -</b>

**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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	<b>Internal Postage Charges - Acct #3250A</b>				
2	1011 1011-Mayor/Council	\$ (191.00)	\$ (150.00)	\$ (150.00)	
3	1012 1012-City Manager	\$ (359.00)	\$ (350.00)	\$ (350.00)	
4	1016 1016-HR	\$ (289.00)	\$ (289.00)	\$ (289.00)	
5	1017 1017-Community Relations	\$ (397.00)	\$ (1,635.00)	\$ (400.00)	
6	1018 1018-Paramount	\$ (27.00)	\$ (100.00)	\$ (100.00)	
7	1020 1020-GEC	\$ (27.00)	\$ -	\$ (25.00)	
8	1024 1024-Inspections	\$ (4,308.00)	\$ (2,500.00)	\$ (4,000.00)	
9	1025 1025-DGDC	\$ (250.00)	\$ (250.00)	\$ (250.00)	
10	1030 1030-Information Technology	\$ (101.00)	\$ (101.00)	\$ (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	\$ -	\$ -	\$ -	
14	1142 1142-PW-Cemetery	\$ (10.00)	\$ -	\$ (10.00)	
15	2111 2111-Finance	\$ (7,312.00)	\$ (7,312.00)	\$ (7,312.00)	
16	3151 3151-Planning	\$ (10,316.00)	\$ (10,316.00)	\$ (10,316.00)	
17	4134 4134-PW-Streets	\$ (10.00)	\$ (10.00)	\$ (10.00)	
18	4143 4143-PW-Solid Waste	\$ (52.00)	\$ (475.00)	\$ (52.00)	
19	4172 4172-Engineering	\$ (373.00)	\$ (373.00)	\$ (373.00)	
20	5120 5120-Fire	\$ (457.00)	\$ (450.00)	\$ (450.00)	
21	6121 6121-Police	\$ (1,508.00)	\$ (1,073.16)	\$ (1,500.00)	
22	7460 7460-Parks & Rec	\$ (405.00)	\$ (500.00)	\$ -	
23	7461 7461-Golf	\$ (10.00)	\$ (10.00)	\$ -	
24	4137 4137-Stormwater	\$ (2.00)	\$ (35.00)	\$ (35.00)	
25	4174 4174-Billing & Meters Services	\$ (200.00)	\$ (10.00)	\$ (200.00)	
26	4175 4175-PW-Maintenance	\$ (1,001.00)	\$ (1,000.00)	\$ (1,010.00)	

**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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
27	4176	4176-PU-Water	\$ (4,859.00)	\$ (325.00)	\$ (1,000.00)	
28	4177	4177-PU-Waste	\$ (2,509.00)	\$ (200.00)	\$ (500.00)	
29	4179	4179-PU-Compost		\$ -	\$ -	
30	9077	9077-T & T	\$ (1,335.00)	\$ -	\$ -	
		<b>Total - 4974 Postage Credits</b>	<b>\$ (36,368.00)</b>	<b>\$ (27,474.16)</b>	<b>\$ (28,492.00)</b>	<b>\$ -</b>



## FISCAL YEAR 2024-2025 BUDGET

### DEPARTMENT/DIVISION: PARKS AND RECREATION – GOLF COURSE/ EVENT CENTER

#### DEPARTMENT OVERVIEW:

The Goldsboro Event Center is now operated along with the Goldsboro Golf Course 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.
- 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:

- Essential exterior façade repairs due to long-term weather damage.
- Updating, renovating and improving interior décor inclusive of flooring and interior painting.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**  
**Dept #:**                **1020 Parks & Recreation**  
**Division:**            **1020 GEC**

**Dept. Head    Felicia Brown**

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 48,052.53	\$ 51,552.37	\$ 51,552.37	\$ 51,815.11	\$ 51,815.11	0.51%	\$ 53,110.49	3.02%
1221	Employee Awards				\$ -	\$ -	*	\$ -	*
1224	Cell Phone Stipend	\$ 721.91	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	0.00%	\$ 720.00	0.00%
1260	Salaries & Wages Part-Time	\$ 22,919.09	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
1262	Salaries & Wages Perm. Part-Time	\$ 10,524.89	\$ 17,425.00	\$ 17,425.00	\$ 18,065.00	\$ 22,480.00	29.01%	\$ 23,042.00	32.24%
1275	Salaries & Wages Bonus		\$ 923.24	\$ 923.24	\$ 923.24	\$ -	*	\$ -	*
1277	Clothing Allowance				\$ -	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 300.86	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
1280	Vacation Pay Out	\$ 12.48		\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 6,235.24	\$ 7,337.93	\$ 7,337.93	\$ 7,406.99	\$ 7,674.11	4.58%	\$ 7,816.20	6.52%
1821	NCLGERS-Retirement	\$ 7,159.38	\$ 12,264.15	\$ 12,264.15	\$ 9,811.07	\$ 10,288.04	-16.11%	\$ 10,541.76	-14.04%
1822	401-K Retirement	\$ 2,355.74	\$ 3,799.90	\$ 3,799.90	\$ 2,872.93	\$ 3,012.60	-20.72%	\$ 3,086.90	-18.76%
1830	Hospital Insurance	\$ 7,026.49	\$ 7,368.00	\$ 7,368.00	\$ 9,648.00	\$ 9,648.00	30.94%	\$ 9,648.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 35.18	\$ 35.04	\$ 35.04	\$ 36.00	\$ 36.00	*	\$ 36.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 475.70	\$ 506.00	\$ 506.00	\$ 585.00	\$ 621.00	22.73%	\$ 621.00	22.73%
1899	Less: Reimbursed by Grants	\$ (10,578.15)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>		<b>\$ 95,241.34</b>	<b>\$ 127,231.63</b>	<b>\$ 127,231.63</b>	<b>\$ 127,183.34</b>	<b>\$ 131,594.86</b>	<b>3.43%</b>	<b>\$ 133,922.34</b>	<b>5.26%</b>
1915	Bank Fees	\$ 2,620.88	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
1932	Medical Exams			\$ -	\$ -	\$ -	*	\$ -	*
2111	Cleaning Supplies	\$ 1,923.90	\$ 1,900.00	\$ 1,900.00	\$ 1,750.00	\$ 2,000.00	5.26%	\$ 2,000.00	5.26%
2121	Uniforms	\$ 210.00		\$ -	\$ -	\$ -	*	\$ -	*
2203	Employee Appreciation	\$ -	\$ 75.00	\$ 75.00	\$ 36.00	\$ 200.00	*	\$ 200.00	*
2323	Training		\$ 400.00	\$ 400.00	\$ 199.00	\$ 199.00	*	\$ 199.00	*
2391	First Aid	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
2601	Office Supplies	\$ 403.98	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	*	\$ 400.00	*
2927	Food & Beverage Resale-GEC	\$ 592.40	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2930	Alcohol for Resale-GEC	\$ 7,778.65	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	0.00%	\$ 7,000.00	0.00%
2993	Operational Supplies	\$ 7,745.67	\$ 10,000.00	\$ 6,500.00	\$ 10,000.00	\$ 3,500.00	-65.00%	\$ 3,500.00	-65.00%
3121	Travel		\$ 2,610.00	\$ 2,610.00	\$ 952.00	\$ 1,300.00	-50.19%	\$ 1,300.00	-50.19%
3210	Telephone & Communication Svcs	\$ 456.16	\$ -	\$ -	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3250A	Postage-Internal Charges only!	\$ 4.24	\$ 27.00	\$ 27.00	\$ -	\$ 25.00	*	\$ 25.00	*
3310	Electricity	\$ 18,864.93	\$ 20,000.00	\$ 20,000.00	\$ 20,770.00	\$ 24,000.00	20.00%	\$ 24,000.00	20.00%
3330	Natural Gas	\$ 3,270.99	\$ 2,800.00	\$ 2,800.00	\$ 2,600.00	\$ 2,800.00	0.00%	\$ 2,800.00	0.00%
3410	Printing	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	*	\$ 500.00	*

<b>EXPENDITURE SHEET</b>	Fiscal Year <b>FY24-25</b>		
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head</b>	<b>Felicia Brown</b>
<b>Dept #:</b>	<b>1020 Parks &amp; Recreation</b>	~ = Division by Zero	
<b>Division:</b>	<b>1020 GEC</b>	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3421	Copy Machine Cost			\$ -	\$ -	\$ -	*	\$ -	*
3511	Building Maintenance	\$ 13,771.60	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 15,500.00	55.00%	\$ 15,500.00	55.00%
3515	Roof Repairs		\$ 8,000.00	\$ 10,400.00	\$ 10,370.00	\$ -	*	\$ -	*
3522	Machine/Equipment Maintenance	\$ 270.00			\$ -	\$ -	*	\$ -	*
3700	Advertising	\$ 421.22	\$ 1,300.00	\$ -	\$ 1,300.00	\$ -	*	\$ -	*
3914	Contract Services	\$ 17,031.50	\$ 12,651.00	\$ 12,651.00	\$ 13,611.00	\$ 47,415.00	274.79%	\$ 38,915.00	207.60%
3994	Tree Service		\$ -	\$ 2,400.00	\$ 2,350.00	\$ 1,000.00	~	\$ 1,000.00	~
4511	Multi-Peril Insurance	\$ 6,722.00	\$ 7,835.00	\$ 7,835.00	\$ 6,263.00	\$ 7,028.00	-10.30%	\$ 7,028.00	-10.30%
4543	Insurance Deductible Claims	\$ 2,968.50		\$ -	\$ -	\$ -	*	\$ -	*
4912	Fees & Dues	\$ 1,495.00	\$ 1,895.00	\$ 1,895.00	\$ 1,895.00	\$ 1,895.00	0.00%	\$ 1,895.00	0.00%
4990	Equipment Expense				\$ -	\$ 14,500.00	~	\$ 14,500.00	~
9561	Office Supplies	\$ 37.18	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	*	\$ 75.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 86,588.80</b>	<b>\$ 91,468.00</b>	<b>\$ 91,468.00</b>	<b>\$ 96,171.00</b>	<b>\$ 133,437.00</b>	<b>45.88%</b>	<b>\$ 124,937.00</b>	<b>36.59%</b>
5187	Facility Updates-GEC	\$ -	\$ -	\$ 45,728.92	\$ 43,000.00	\$ 38,500.00	~	\$ 4,250.00	~
5189	HVAC		\$ -	\$ 19,900.00	\$ 19,900.00	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,628.92</b>	<b>\$ 62,900.00</b>	<b>\$ 38,500.00</b>	<b>~</b>	<b>\$ 4,250.00</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 Parks &amp; Recreation-GEC Budget</b>	<b>\$ 181,830.14</b>	<b>\$ 218,699.63</b>	<b>\$ 284,328.55</b>	<b>\$ 286,254.34</b>	<b>\$ 303,531.86</b>	<b>38.79%</b>	<b>\$ 263,109.34</b>	<b>20.31%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 1020		
<b>Division:</b>	GEC - 1020		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		1 FTE	\$ 51,552.37	\$ 51,815.11	\$ 51,815.11	\$ 53,110.49
1221	Employee Awards			\$ -			
1224	Cell Phone Stipend	PT/TP	J Shockley	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00
1260	Salaries & Wages Part-Time	PPT	1 PPT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
1262	Salaries & Wages Perm. Part-Time		Expected to work more hours inf FY25; still less than the 1500 hours	\$ 17,425.00	\$ 18,065.00	\$ 22,480.00	\$ 23,042.00
1275	Salaries & Wages Bonus			\$ 923.24	\$ 923.24		\$ -
1277	Clothing Allowance			\$ -			\$ -
1278	Wellness Earnings		\$300 per participating employee per year	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
1280	Vacation Pay Out			\$ -			\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 7,337.93	\$ 7,406.99	\$ 7,674.11	\$ 7,816.20
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 12,264.15	\$ 9,811.07	\$ 10,288.04	\$ 10,541.76
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 3,799.90	\$ 2,872.93	\$ 3,012.60	\$ 3,086.90
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 7,368.00	\$ 9,648.00	\$ 9,648.00	\$ 9,648.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 35.04	\$ 36.00	\$ 36.00	\$ 36.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 506.00	\$ 585.00	\$ 621.00	\$ 621.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 127,231.63</b>	<b>\$ 127,183.34</b>	<b>\$ 131,594.86</b>	<b>\$ 133,922.34</b>
1915	Bank Fees		Bank fees	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
1932	Medical Exams			\$ -			
2111	Cleaning Supplies		Trash bags, rags/towels, laundry detergent, carpet shampoo, cleaning materials for kitchen, bar, ballroom	\$ 1,900.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
2121	Uniforms		Shirts with new logo to provide uniform, professional appearance during events	\$ -	\$ -	\$ -	
2203	Employee Appreciation		10 staff @ cost of \$10 each x 2 events for FY25	\$ 75.00	\$ 36.00	\$ 200.00	\$ 200.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See attached schedule	\$ 400.00	<b>\$ 199.00</b>	<b>\$ 199.00</b>	<b>\$ 199.00</b>
2391	First Aid			\$ -	\$ -		\$ -
2601	Office Supplies		Legal pads, sticky notes, staples, pens, pencils, paperclips, money envelopes	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
2927	Food & Beverage Resale-GEC		Sum to pay for mixers for bar and 20oz drinks to sell during events	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2930	Alcohol for Resale-GEC		Sum to pay for Beer, Wine, Liquor to sell during events	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 1020		
<b>Division:</b>	GEC - 1020		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
2993	Operational Supplies		During FY24, \$6K was transferred to cover building maintenance and roof repairs; for FY25, using funds for linens, chair covers, sashes for rent; cups for bar sales; backdrops for photobooth; staff shirts	\$ 10,000.00	\$ 10,000.00	\$ 3,500.00	\$ 3,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See attached schedule	\$ 2,610.00	\$ 952.00	\$ 1,300.00	\$ 1,300.00
3210	Telephone & Communication Svcs			\$ -	\$ 100.00	\$ 100.00	\$ 100.00
3250A	Postage-Internal Charges only!			\$ 27.00	\$ -	\$ 25.00	\$ 25.00
3310	Electricity		Spending average is \$2K per month	\$ 20,000.00	\$ 20,770.00	\$ 24,000.00	\$ 24,000.00
3330	Natural Gas			\$ 2,800.00	\$ 2,600.00	\$ 2,800.00	\$ 2,800.00
3410	Printing		Sum to pay for outside print services for new pamphlets with updated pics and price sheets for GEC rentals	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
3421	Copy Machine Cost			\$ -	\$ -		
3511	Building Maintenance		Sum to paint hallway/gallery area (5K); bar sink/plumbing upgrade(1K); front awning lights upgrade to LED (\$500); front flower bed in front of awning upgrade with bench, rock, walkway(4K); new lights for ballroom above wood floor(3K); any emergency repairs(2K)	\$ 10,000.00	\$ 12,500.00	\$ 15,500.00	\$ 15,500.00
3515	Roof Repairs		Additional funds were transferred from 2993 line in FY24 to cover costs of roof repairs	\$ 8,000.00	\$ 10,370.00		
3522	Machine/Equipment Maintenance			\$ -	\$ -		
3700	Advertising		Money was transferred from this line during FY24 to line 3994 to cover cost of tree removal in front of GEC	\$ 1,300.00	\$ 1,300.00		
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See attached schedule	\$ 12,651.00	\$ 13,611.00	\$ 47,415.00	\$ 38,915.00
3994	Tree Service		Money was trasferred from lines 3700 and 3515 to cover cost of tree removal in front of gEC		\$ 2,350.00	\$ 1,000.00	\$ 1,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 7,835.00	\$ 6,263.00	\$ 7,028.00	\$ 7,028.00
4543	Insurance Deductible Claims			\$ -	\$ -		\$ -
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See attached schedule	\$ 1,895.00	\$ 1,895.00	\$ 1,895.00	\$ 1,895.00
<b>4990</b>	<b>Equipment Expense</b>	<b>Y</b>	See attached schedule	\$ -	\$ -	\$ 14,500.00	\$ 14,500.00
9561	Office Supplies			\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
	<b>Total Operating Expenditures</b>			<b>\$ 91,468.00</b>	<b>\$ 96,171.00</b>	<b>\$ 133,437.00</b>	<b>\$ 124,937.00</b>
5187	Facility Updates-GEC		New carpeting \$30K; Black out curtains \$8.5K	\$ -	\$ 43,000.00	\$ 38,500.00	\$ 4,250.00
5189	HVAC		See attached schedule	\$ -	\$ 19,900.00	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 62,900.00</b>	<b>\$ 38,500.00</b>	<b>\$ 4,250.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>			<b>\$ -</b>
	<b>Total Parks &amp; Recreation-GEC Budget</b>			<b>\$ 218,699.63</b>	<b>\$ 286,254.34</b>	<b>\$ 303,531.86</b>	<b>\$ 263,109.34</b>

CAPITAL OUTLAY Fiscal Year FY24-25																			
Fund:		11-General Fund			Dept. Head-Felicia Brown														
Dept #:		Parks & Recreation - 1020																	
Division:		GEC - 1020																	
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Maintenance Cost History				Replacement Asset Information			Department Request	Manager Recommend. 05/15/24	New Debt?
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement						
1	5187											N	1	Carpet Replacement - Entire Facility	The Carpet is dated and severely stained in several places as well as the color of the carpet has faded throughout the facility. Darker carpet will help with stains and it will take less time to clean carpet in-house as well as contracting with company to clean entire facility	\$30,000	\$ -		
2	5187											N	2	Black Curtains for Ballroom to separate during smaller events (1/2) Ballroom	Remove partition and replace with black curtains. Helps when events are only using 1/2 of the Ballroom. The partitioned walls are very heavy and are starting to not work properly due to age.	\$ 8,500.00	\$ 4,250.00		
3																			
4																			
5																			
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -						\$ 38,500.00	\$ 4,250.00		

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 1020  
 Division: GEC - 1020  
 Account: 2323 Training

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Registration fee for J Shockley to attend Wedding Expo in Las Vegas, NV	\$ 400.00	\$ 199.00	\$ 199.00	\$ 199.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 400.00</b>	<b>\$ 199.00</b>	<b>\$ 199.00</b>	<b>\$ 199.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 1020  
 Division: GEC - 1020  
 Account: 3121 Travel

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Wedding Expo in Las Vegas, NV for J Shockley; Interim City Manager has approved attending the conference during FY25 - it will be held in November 2024.	\$ 2,610.00	\$ 952.00	\$ 1,300.00	\$ 1,300.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 2,610.00</b>	<b>\$ 952.00</b>	<b>\$ 1,300.00</b>	<b>\$ 1,300.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 1020  
 Division: GEC - 1020  
 Account: 3914 Contract Services

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Rid-a-pest service for GEC	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
2	Piedmont Service Group (HVAC Quarterly Maintenance)	\$ 9,686.00	\$ 9,686.00	\$ 10,000.00	\$ 10,000.00
3	Carolina Phone & Alarm - yearly alarm system monitoring	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
4	Bucks Fire Extinguisher	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
5	Plumbing maintenance / emergencies	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00
6	Carpet Cleaning		\$ 125.00		
7	Backflow Testing - yearly	\$ 165.00		\$ 165.00	\$ 165.00
8	Camera Footage for plumbing issues		\$ 1,000.00		
9	Landscape company to convert side entrance flower bed to rock			\$ 4,000.00	\$ 4,000.00
10	Tree Removal / Landscaping (plants/shrubs/flowers)		\$ -	\$ 30,000.00	\$ 30,000.00
11	Snap It Photo Booth - Wedding Package Special (Last weekend of 2024 includes Photobooth included in weekend package) The cost for this service is included in our rental rate for this special package		\$ -	\$ 650.00	\$ 650.00
12					
13	Cut 1 per DH 4/15/24				\$ (8,500.00)
14					
15					
16					
17					
18					
19					
20					
<b>Total - 3914 Contract Services</b>		<b>\$ 12,651.00</b>	<b>\$ 13,611.00</b>	<b>\$ 47,415.00</b>	<b>\$ 38,915.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 1020  
 Division: GEC - 1020  
 Account: 4912 Fees & Dues

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC State Alcohol License: Goldsboro Event Center taking care of payment for licenses for GEC and Golf - beer and mixed drink/wine.	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
2	Wayne County ABC License	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
3	City of Goldsboro ABC License	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,895.00</b>	<b>\$ 1,895.00</b>	<b>\$ 1,895.00</b>	<b>\$ 1,895.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 1020  
 Division: GEC - 1020  
 Account: 4990 Equipment Expense

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Uplighting for weddings / rentals		\$ -	\$ 1,500.00	\$ 1,500.00
2	Shades - patio shades to go over patio		\$ -	\$ 2,000.00	\$ 2,000.00
3	Ice Maker - unit is 20 years old. Ice bin starting to rust and ice maker has had issues producing ice over past 6 months		\$ -	\$ 6,000.00	\$ 6,000.00
4	Chairs for Outdoor Weddings / Events		\$ -	\$ 3,000.00	\$ 3,000.00
5	Digital Sound Amplifier / Webcam w/ Microphone		\$ -	\$ 2,000.00	\$ 2,000.00
6					
7					
8					
9					
<b>Total - 4990 Equipment Expense</b>		\$ -	\$ -	\$ 14,500.00	\$ 14,500.00





## FISCAL YEAR 2024-25 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 **FY24-25**

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

**Dept. Head**              **Allen Anderson**

**Dept #:**                  **1024**      **Inspections**

~ = Division by Zero

**Division:**              **1024**      **Inspections**

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 391,385.12	\$ 407,417.59	\$ 411,353.59	\$ 403,764.88	\$ 416,370.30	2.20%	\$ 426,779.56	4.75%
1221	Employee Awards		\$ 150.00	\$ 150.00	\$ 207.87	\$ 300.00	*	\$ 300.00	*
1275	Salaries & Wages Bonus	\$ 411.14	\$ 4,308.43	\$ 4,308.43	\$ 4,278.61	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 1,782.11	\$ 2,100.00	\$ 2,100.00	\$ 1,668.00	\$ 1,800.00	-14.29%	\$ 1,800.00	-14.29%
1280	Vacation Pay Out	\$ 6,953.17		\$ -	\$ 589.00	\$ -	*	\$ -	*
1810	Social Security	\$ 29,655.67	\$ 31,669.16	\$ 31,669.16	\$ 31,403.89	\$ 32,012.98	1.09%	\$ 32,809.29	3.60%
1821	NCLGERS-Retirement	\$ 48,689.08	\$ 52,888.09	\$ 52,888.09	\$ 56,075.44	\$ 57,163.04	8.08%	\$ 58,584.95	10.77%
1822	401-K Retirement	\$ 16,021.06	\$ 16,386.71	\$ 16,386.71	\$ 16,420.33	\$ 16,738.81	2.15%	\$ 17,155.18	4.69%
1830	Hospital Insurance	\$ 49,185.42	\$ 51,576.00	\$ 51,576.00	\$ 67,536.00	\$ 67,536.00	30.94%	\$ 67,536.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 313.68	\$ 245.28	\$ 245.28	\$ 252.00	\$ 252.00	*	\$ 252.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 2,503.28	\$ 2,665.00	\$ 2,665.00	\$ 2,505.00	\$ 2,658.00	-0.26%	\$ 2,658.00	-0.26%
1899	Less: Reimbursed by Grants	\$ (58,282.51)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>		<b>\$ 488,617.22</b>	<b>\$ 569,406.26</b>	<b>\$ 573,342.26</b>	<b>\$ 584,701.03</b>	<b>\$ 594,831.13</b>	<b>4.47%</b>	<b>\$ 607,874.97</b>	<b>6.76%</b>
1915	Bank Fees	\$ 14,187.36	\$ 11,000.00	\$ 11,000.00	\$ 16,945.00	\$ 17,000.00	54.55%	\$ 17,000.00	54.55%
1932	Medical Exams	\$ 109.00	\$ 200.00	\$ 200.00	\$ 180.00	\$ 200.00	*	\$ 200.00	*
1991	Consultant Fees				\$ -	\$ -	*	\$ -	*
2123	Protective Clothing	\$ -	\$ 800.00	\$ 800.00	\$ 600.00	\$ 800.00	0.00%	\$ 800.00	0.00%
2203	Employee Appreciation	\$ 119.00	\$ 140.00	\$ 140.00	\$ 138.00	\$ 140.00	*	\$ 140.00	*
2323	Training	\$ 1,212.00	\$ 3,420.00	\$ 3,420.00	\$ 3,255.00	\$ 6,420.00	87.72%	\$ 3,420.00	0.00%
2501A	Fleet Charges Internal Use Only!	\$ 1,842.28	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2502	Vehicle Fuel				\$ 109.76	\$ -	*	\$ -	*
2502A	Vehicle Fuel-Internal Charges	\$ 5,414.87	\$ 5,500.00	\$ 5,500.00	\$ 5,400.00	\$ 5,500.00	0.00%	\$ 5,500.00	0.00%
2601	Office Supplies	\$ 1,360.27	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	0.00%	\$ 2,800.00	0.00%
2993	Operational Supplies	\$ 637.36	\$ 675.00	\$ 675.00	\$ 468.00	\$ 675.00	0.00%	\$ 675.00	0.00%
3121	Travel	\$ 1,079.89	\$ 8,467.00	\$ 8,467.00	\$ 6,900.00	\$ 8,467.00	0.00%	\$ 2,867.48	-66.13%
3210	Telephone & Communication Svcs	\$ 6,550.31	\$ 8,600.00	\$ 8,600.00	\$ 8,500.00	\$ 8,600.00	0.00%	\$ 8,600.00	0.00%
3250A	Postage-Internal Charges only!	\$ 2,705.55	\$ 4,308.00	\$ 4,308.00	\$ 2,500.00	\$ 4,000.00	-7.15%	\$ 4,000.00	-7.15%
3410	Printing	\$ 64.24	\$ 375.00	\$ 375.00	\$ 350.00	\$ 375.00	*	\$ 375.00	*
3421	Copy Machine Cost	\$ 1,614.87	\$ 1,856.00	\$ 1,856.00	\$ 1,377.00	\$ 1,856.00	0.00%	\$ 1,856.00	0.00%
3522	Machine/Equipment Maintenance	\$ -	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	0.00%	\$ 600.00	0.00%
3950	Education Reimbursement				\$ -	\$ 2,500.00	~	\$ 2,500.00	~
4221	Software License Fees		\$ 4,850.00	\$ 914.00	\$ -	\$ 10,000.00	106.19%	\$ -	*
4511	Multi-Peril Insurance	\$ 1,591.00	\$ 1,855.00	\$ 1,855.00	\$ 1,769.00	\$ 1,985.00	7.01%	\$ 1,985.00	7.01%
4521	Auto Liability	\$ 1,002.98	\$ 1,173.00	\$ 1,173.00	\$ 1,126.00	\$ 1,197.00	2.05%	\$ 1,197.00	2.05%

<b>EXPENDITURE SHEET</b>	Fiscal Year <b>FY24-25</b>			
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head</b>	<b>Allen Anderson</b>	
<b>Dept #:</b>	<b>1024</b>	<b>Inspections</b>	~ = Division by Zero	
<b>Division:</b>	<b>1024</b>	<b>Inspections</b>	* = Change < \$500	
Purple Cell-Finance Input				

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4911 Subscriptions	\$ 75.88	\$ 200.00	\$ 200.00	\$ 152.00	\$ 200.00	*	\$ 200.00	*
4912 Fees & Dues	\$ 1,204.00	\$ 1,640.00	\$ 1,640.00	\$ 1,439.00	\$ 1,640.00	0.00%	\$ 1,640.00	0.00%
9561 Office Supplies	\$ 281.61	\$ 400.00	\$ 400.00	\$ 350.00	\$ 400.00	*	\$ 400.00	*
<b>Total Operating Expenditures</b>	<b>\$ 41,052.47</b>	<b>\$ 61,359.00</b>	<b>\$ 57,423.00</b>	<b>\$ 57,258.76</b>	<b>\$ 77,855.00</b>	<b>26.88%</b>	<b>\$ 59,255.48</b>	<b>-3.43%</b>
				\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Inspections-Inspections Budget</b>	<b>\$ 529,669.69</b>	<b>\$ 630,765.26</b>	<b>\$ 630,765.26</b>	<b>\$ 641,959.79</b>	<b>\$ 672,686.13</b>	<b>6.65%</b>	<b>\$ 667,130.45</b>	<b>5.77%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	11-General Fund	Dept. Head-Allen Anderson	Green Cell - Department Input
<b>Dept #:</b>	Inspections - 1024		
<b>Division:</b>	Inspections - 1024		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		7 FTE's	\$ 407,417.59	\$ 403,764.88	\$ 416,370.30	\$ 426,779.56
1221	Employee Awards		\$300 Service Award A. Anderson	\$ 150.00	\$ 207.87	\$ 300.00	\$ 300.00
1275	Salaries & Wages Bonus			\$ 4,308.43	\$ 4,278.61		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 2,100.00	\$ 1,668.00	\$ 1,800.00	\$ 1,800.00
1280	Vacation Pay Out			\$ -	\$ 589.00	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 31,669.16	\$ 31,403.89	\$ 32,012.98	\$ 32,809.29
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 52,888.09	\$ 56,075.44	\$ 57,163.04	\$ 58,584.95
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 16,386.71	\$ 16,420.33	\$ 16,738.81	\$ 17,155.18
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 51,576.00	\$ 67,536.00	\$ 67,536.00	\$ 67,536.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 245.28	\$ 252.00	\$ 252.00	\$ 252.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 2,665.00	\$ 2,505.00	\$ 2,658.00	\$ 2,658.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 569,406.26</b>	<b>\$ 584,701.03</b>	<b>\$ 594,831.13</b>	<b>\$ 607,874.97</b>
1915	Bank Fees		Fees charged for credit card machine	\$ 11,000.00	\$ 16,945.00	\$ 17,000.00	\$ 17,000.00
1932	Medical Exams		Random drug testing (5 people)	\$ 200.00	\$ 180.00	\$ 200.00	\$ 200.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See detailed schedule attached	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
2123	Protective Clothing		Protective clothing for Inspectors	\$ 800.00	\$ 600.00	\$ 800.00	\$ 800.00
2203	Employee Appreciation		\$20 pp for annual Christmas Luncheon (7 people)	\$ 140.00	\$ 138.00	\$ 140.00	\$ 140.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached	<b>\$ 3,420.00</b>	<b>\$ 3,255.00</b>	<b>\$ 6,420.00</b>	<b>\$ 3,420.00</b>
2501A	Fleet Charges Internal Use Only!		Operation expenses for 4 vehicles	\$ 2,500.00	\$ 2,300.00	\$ 2,500.00	\$ 2,500.00
2502	Vehicle Fuel		Fuel purchased when city pumps were down	\$ -	\$ 109.76	\$ -	\$ -
2502A	Vehicle Fuel-Internal Charges		Fuel for 4 vehicles	\$ 5,500.00	\$ 5,400.00	\$ 5,500.00	\$ 5,500.00
2601	Office Supplies		General office supplies/toners	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
2993	Operational Supplies		Fire Extinguishers, batteries, tool boxes for trucks	\$ 675.00	\$ 468.00	\$ 675.00	\$ 675.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached	<b>\$ 8,467.00</b>	<b>\$ 6,900.00</b>	<b>\$ 8,467.00</b>	<b>\$ 2,867.48</b>
3210	Telephone & Communication Svcs		5 cell phones and 4 Ipads	\$ 8,600.00	\$ 8,500.00	\$ 8,600.00	\$ 8,600.00
3250A	Postage-Internal Charges only!		Mailing permits, Bus. Reg.,ABC License	\$ 4,308.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00
3410	Printing		Printing of Bldg. permit apps/job site cards	\$ 375.00	\$ 350.00	\$ 375.00	\$ 375.00
3421	Copy Machine Cost		Lease & Insurance for copier	\$ 1,856.00	\$ 1,377.00	\$ 1,856.00	\$ 1,856.00
3522	Machine/Equipment Maintenance		Estimated Maintenance	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
3950	Education Reimbursement		Tuition Assistance for AS Degree - S. Coor	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See detailed schedule attached	<b>\$ 4,850.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,855.00	\$ 1,769.00	\$ 1,985.00	\$ 1,985.00
4521	Auto Liability		Provided by Finance	\$ 1,173.00	\$ 1,126.00	\$ 1,197.00	\$ 1,197.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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>	Inspections - 1024		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4911	Subscriptions	Y	News Argus Subscription	\$ 200.00	\$ 152.00	\$ 200.00	\$ 200.00
4912	Fees & Dues	Y	Fees/Dues required to be maintained by Inspectors	\$ 1,640.00	\$ 1,439.00	\$ 1,640.00	\$ 1,640.00
9561	Office Supplies		Copy paper/envelopes for Bus. Reg./Permits/ABC License	\$ 400.00	\$ 350.00	\$ 400.00	\$ 400.00
	<b>Total Operating Expenditures</b>			<b>\$ 61,359.00</b>	<b>\$ 57,258.76</b>	<b>\$ 77,855.00</b>	<b>\$ 59,255.48</b>
				\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Inspections-Inspections Budget</b>			<b>\$ 630,765.26</b>	<b>\$ 641,959.79</b>	<b>\$ 672,686.13</b>	<b>\$ 667,130.45</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Inspections - 1024  
 Division: Inspections - 1024  
 Account: 2323 Training

Dept. Head-Allen Anderson

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	State Mandated Continuing Ed Classes (75 x 20) All Inspectors	\$ 820.00	\$ 820.00	\$ 820.00	\$ 820.00
2	Reg.for ICC/DOI Classes A. Anderson (Fire 111)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
3	Reg.for ICC/DOI Classes Ray Fields (Bldg II)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
4	Reg for ICC/DOI Classes Cindy Motsko (5 classes)	\$ 200.00	\$ 100.00	\$ 200.00	\$ 200.00
5	Reg for ICC/DOI Classes Gerald Maley (Plum 1 & Mech 1)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6	Reg. for Seminars (Mech, Elect, Energy) All Inspectors	\$ 200.00	\$ 135.00	\$ 200.00	\$ 200.00
7	ICC Exams - All Inspectors	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
8	DOI exams - All Inspectors	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
9	ICC/COI Certificate Fees - All Inspectors	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
10	Mgmt. Trng./Succession Plan (C. Motsko, R.Fields)		\$ -	\$ 3,000.00	
11					
	<b>Total - 2323 Training</b>	<b>\$ 3,420.00</b>	<b>\$ 3,255.00</b>	<b>\$ 6,420.00</b>	<b>\$ 3,420.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Allen Anderson

Fund: 11-General Fund  
Dept #: Inspections - 1024  
Division: Inspections - 1024  
Account: 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCBIA Meeting/Seminar (4days -All Inspectors)	\$ 1,100.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00
2	NC Electrical Insp Ann. Mtg. (3 days - Raleigh NC - Gerald Maley)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3	NC Fire Insp Meeting - 2 people	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
4	NC Mechanical Insp. Conf. (3 days - Atlantic Beach NC - Ray Fields)	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
5	NC Plumbing Insp. Ann. Mtg (3 days - Kitty Hawk NC	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
6	NC Bldg Insp. Ann. Conf (3 days-Atlantic Beach-Anderson/Motsko)	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
7	Proposed classes for all Inspectors for certification advancement	\$ 2,667.00	\$ 2,000.00	\$ 2,667.00	\$ 2,667.00
8	Energy Conference (2 days - Allen Anderson)	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
9	NC Permitting Person. Assoc Ann. Mtg. (2 days-Shanita Coor)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
10					
11	Cut 1 per DH 4/15/24				\$ (5,599.52)
12					
13					
	<b>Total - 3121 Travel</b>	<b>\$ 8,467.00</b>	<b>\$ 6,900.00</b>	<b>\$ 8,467.00</b>	<b>\$ 2,867.48</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Allen Anderson

Fund: 11-General Fund  
Dept #: Inspections - 1024  
Division: Inspections - 1024  
Account: 4221 Software License Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Fees to cover EnerGov upgrade for online plan review	\$ 4,850.00	\$ -	\$ 10,000.00	\$ -
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
<b>Total - 4221 Software License Fees</b>		<b>\$ 4,850.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Allen Anderson

Fund: 11-General Fund  
Dept #: Inspections - 1024  
Division: Inspections - 1024  
Account: 4911 Subscriptions

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Goldsboro News Argus (24 weeks sub. Renewed 2 times a year)	\$ 200.00	\$ 152.00	\$ 200.00	\$ 200.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 4911 Subscriptions</b>		<b>\$ 200.00</b>	<b>\$ 152.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Allen Anderson

Fund: 11-General Fund  
Dept #: Inspections - 1024  
Division: Inspections - 1024  
Account: 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Wayne County Home Builders Association- Allen Anderson	\$ 405.00	\$ 405.00	\$ 405.00	\$ 405.00
2	N.C. Building Insp. Assoc. Dues - Allen Anderson	\$ 200.00	\$ 55.00	\$ 200.00	\$ 200.00
3	N.C. Mechanical Insp. Assoc. Dues - Ray Fields	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
4	N.C. Electrical Insp. Assoc. Dues - Gerald Maley	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
5	N.C. Plumbing Insp. Assoc. Dues	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
6	N.C. Code Officials Qualif. Board (20 Certs. At \$10 ea) All Inspectors	\$ 200.00	\$ 144.00	\$ 200.00	\$ 200.00
7	N.C. Permitting Personnel Assoc. Shanita Coor	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
8	Int'l Code Council Mbrshp. - Allen Anderson	\$ 145.00	\$ 145.00	\$ 145.00	\$ 145.00
9	Int'l Assoc. of Electrical Inspectors - Gerald Maley	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
10	Cert. Renewal-Verisign Cert. for website credit cards	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
11					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,640.00</b>	<b>\$ 1,439.00</b>	<b>\$ 1,640.00</b>	<b>\$ 1,640.00</b>

## FISCAL YEAR 2024-2025 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. Encourage rehabilitation of and investment in existing properties.
3. Increase residential density and development, including identifying a developer for city-owned portions of 300 & 400 blocks of S. Center Street.
4. Continue to improve property inventory/data set. Decrease vacancy rates from approximately 40% overall to 25%.
5. Increase quantity, diversity and quality of businesses. Support existing businesses.
6. Advocate for Goldsboro Union Station stabilization and identify potential grant sources.

#### SIGNIFICANT BUDGET ISSUES:

- Full implementation of the recent and remaining public capital improvement projects approved in the Master Plan. Remaining initiatives include residential development and Union Station adaptive reuse.
- Plan for the next phase of a Downtown Master Plan.
- Need for adequate incentives to meet recruitment, occupancy, development and reinvestment goals.

**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    11-General Fund  
**Dept #:**                1025    Downtown Development  
**Division:**            1025    Downtown Development

**Dept. Head**        Erin Fonseca  
 ~ = Division by Zero  
 \* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 137,563.04	\$ 169,297.20	\$ 169,297.20	\$ 169,958.99	\$ 170,958.99	0.98%	\$ 175,232.96	3.51%
1221	Employee Awards				\$ -	\$ 100.00	*	\$ 100.00	*
1275	Salaries & Wages Bonus		\$ 1,846.47	\$ 1,846.47	\$ 1,529.00	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 731.14	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	0.00%	\$ 900.00	0.00%
1280	Vacation Pay Out		\$ -	\$ -	\$ 2,536.13	\$ -	*	\$ -	*
1810	Social Security	\$ 9,425.42	\$ 13,161.33	\$ 13,161.33	\$ 13,381.70	\$ 13,154.86	-0.05%	\$ 13,481.82	2.44%
1821	NCLGERS-Retirement	\$ 16,812.75	\$ 21,972.46	\$ 21,972.46	\$ 23,894.63	\$ 23,489.60	6.90%	\$ 24,073.42	9.56%
1822	401-K Retirement	\$ 5,531.87	\$ 6,807.89	\$ 6,807.89	\$ 6,996.96	\$ 6,878.36	1.04%	\$ 7,049.32	3.55%
1830	Hospital Insurance	\$ 17,625.41	\$ 22,104.00	\$ 22,104.00	\$ 28,944.00	\$ 28,944.00	30.94%	\$ 28,944.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 84.95	\$ 105.12	\$ 105.12	\$ 108.00	\$ 108.00	*	\$ 108.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,090.28	\$ 1,161.00	\$ 1,161.00	\$ 878.00	\$ 932.00	-19.72%	\$ 932.00	-19.72%
1899	Less: Reimbursed by Grants	\$ (22,489.51)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 166,375.35</b>	<b>\$ 237,355.47</b>	<b>\$ 237,355.47</b>	<b>\$ 249,127.41</b>	<b>\$ 245,465.81</b>	<b>3.42%</b>	<b>\$ 250,821.53</b>	<b>5.67%</b>
1932	Medical Exams	\$ 109.00	\$ -	\$ -	\$ 109.00	\$ -	*	\$ -	*
1991	Consultant Fees	\$ 9,640.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	0.00%	\$ 5,500.00	0.00%
2203	Employee Appreciation	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	*	\$ 60.00	*
2323	Training	\$ 1,240.00	\$ 1,535.00	\$ 1,535.00	\$ 950.00	\$ 2,000.00	30.29%	\$ 1,350.00	-12.05%
2601	Office Supplies	\$ 4,081.32	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%	\$ 3,500.00	-12.50%
2993	Operational Supplies	\$ 1,259.10	\$ 1,692.00	\$ 1,495.00	\$ 1,692.00	\$ 2,000.00	18.20%	\$ 1,400.00	-17.26%
3121	Travel	\$ 2,194.04	\$ 2,580.00	\$ 2,580.00	\$ 1,401.90	\$ 4,780.00	85.27%	\$ 3,780.00	46.51%
3210	Telephone & Communication Svcs	\$ 1,481.61	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 912.24	-34.84%	\$ 912.24	-34.84%
3250	Postage	\$ 176.00	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00	*	\$ 360.00	*
3250A	Postage-Internal Charges only!	\$ 0.70	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	*	\$ -	*
3310	Electricity	\$ 2,142.61	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	-28.57%	\$ 2,500.00	-28.57%
3421	Copy Machine Cost	\$ 3,278.77	\$ 3,430.00	\$ 3,627.00	\$ 3,430.00	\$ 1,800.00	-47.52%	\$ 1,800.00	-47.52%
3510	Repairs (Insurance Claims)	\$ 300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
3511	Building Maintenance	\$ 1,094.71	\$ 750.00	\$ 750.00	\$ -	\$ -	*	\$ -	*
3521	Office Machine Maintenance	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3702	Communications and Marketing	\$ 4,250.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
3914	Contract Services	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
4511	Multi-Peril Insurance	\$ 680.00	\$ 793.00	\$ 793.00	\$ 808.00	\$ 907.00	14.38%	\$ 907.00	14.38%
4521	Auto Liability	\$ 334.79	\$ 392.00	\$ 392.00	\$ 376.00	\$ 400.00	*	\$ 400.00	*
4911	Subscriptions	\$ 271.16	\$ 282.00	\$ 282.00	\$ 510.87	\$ 510.87	81.16%	\$ 510.87	81.16%
4912	Fees & Dues	\$ 344.12	\$ 925.00	\$ 925.00	\$ 625.00	\$ 625.00	-32.43%	\$ 625.00	-32.43%
4991	Downtown Projects	\$ 20,770.22	\$ 42,500.00	\$ 42,500.00	\$ 35,799.92	\$ 36,500.00	-14.12%	\$ 32,500.00	-23.53%

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
9561	Office Supplies	\$ 129.74	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 53,777.89</b>	<b>\$ 74,749.00</b>	<b>\$ 74,749.00</b>	<b>\$ 64,572.69</b>	<b>\$ 67,905.11</b>	<b>-9.16%</b>	<b>\$ 60,905.11</b>	<b>-18.52%</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 Downtown Development -Downtown Development</b>	<b>\$ 220,153.24</b>	<b>\$ 312,104.47</b>	<b>\$ 312,104.47</b>	<b>\$ 313,700.10</b>	<b>\$ 313,370.92</b>	<b>0.41%</b>	<b>\$ 311,726.64</b>	<b>-0.12%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Erin Fonseca	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Downtown Development - 1025		
<b>Division:</b>	Downtown Development - 1025		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		3 FTE's	\$ 169,297.20	\$ 169,958.99	\$ 170,958.99	\$ 175,232.96
1221	Employee Awards		10 year service award - E Fonseca	\$ -	\$ -	\$ 100.00	\$ 100.00
1275	Salaries & Wages Bonus			\$ 1,846.47	\$ 1,529.00	\$ -	\$ -
1278	Wellness Earnings		3 employees	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
1280	Vacation Pay Out		Kayla Jones	\$ -	\$ 2,536.13	\$ -	\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 13,161.33	\$ 13,381.70	\$ 13,154.86	\$ 13,481.82
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 21,972.46	\$ 23,894.63	\$ 23,489.60	\$ 24,073.42
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 6,807.89	\$ 6,996.96	\$ 6,878.36	\$ 7,049.32
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 22,104.00	\$ 28,944.00	\$ 28,944.00	\$ 28,944.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 105.12	\$ 108.00	\$ 108.00	\$ 108.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,161.00	\$ 878.00	\$ 932.00	\$ 932.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 237,355.47</b>	<b>\$ 249,127.41</b>	<b>\$ 245,465.81</b>	<b>\$ 250,821.53</b>
1932	Medical Exams			\$ -	\$ 109.00	\$ -	\$ -
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>
2203	Employee Appreciation		\$20 X 3 employees	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,535.00</b>	<b>\$ 950.00</b>	<b>\$ 2,000.00</b>	<b>\$ 1,350.00</b>
2601	Office Supplies		Special paper for printing needs, file folders and lables, legal pads and post its, envelopes, mailing lables, binders, light bulbs, Culligan Water Cooler Rental (\$15/mo), soap, pens/pencils, paper clips, staples, desk & chairs, storage etc.	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00
2993	Operational Supplies		Plaques, certificates, property advertising, downtown signage etc.	\$ 1,692.00	\$ 1,692.00	\$ 2,000.00	\$ 1,400.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 2,580.00</b>	<b>\$ 1,401.90</b>	<b>\$ 4,780.00</b>	<b>\$ 3,780.00</b>
3210	Telephone & Communication Svcs		Verizon \$38.01 x 2 units each month	\$ 1,400.00	\$ 1,400.00	\$ 912.24	\$ 912.24
3250	Postage			\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
3250A	Postage-Internal Charges only!		Grant requests, notifications etc.	\$ 250.00	\$ 250.00	\$ 250.00	\$ -
3310	Electricity		Electricity for office space	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
3421	Copy Machine Cost		Provided by IT	\$ 3,430.00	\$ 3,430.00	\$ 1,800.00	\$ 1,800.00
3510	Repairs (Insurance Claims)		Insurance claim for art damage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3511	Building Maintenance		Pest Control, Carolina Phone & Alarm, Fire Extinguisher	\$ 750.00	\$ -	\$ -	\$ -
3521	Office Machine Maintenance		(expenses moved to 3210)	\$ -	\$ -	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Erin Fonseca	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Downtown Development - 1025		
<b>Division:</b>	Downtown Development - 1025		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3702	Communications and Marketing		Mailings/advertisements for public meetings, digital marketing for downtown tourism, co-op advertising with Travel & Tourism	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
3914	Contract Services			\$ -			
4511	Multi-Peril Insurance		Provided by Finance	\$ 793.00	\$ 808.00	\$ 907.00	\$ 907.00
4521	Auto Liability		Provided by Finance	\$ 392.00	\$ 376.00	\$ 400.00	\$ 400.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 282.00</b>	<b>\$ 510.87</b>	<b>\$ 510.87</b>	<b>\$ 510.87</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 925.00</b>	<b>\$ 625.00</b>	<b>\$ 625.00</b>	<b>\$ 625.00</b>
<b>4991</b>	<b>Downtown Projects</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 42,500.00</b>	<b>\$ 35,799.92</b>	<b>\$ 36,500.00</b>	<b>\$ 32,500.00</b>
9561	Office Supplies		Copy paper from city	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	<b>Total Operating Expenditures</b>			<b>\$ 74,749.00</b>	<b>\$ 64,572.69</b>	<b>\$ 67,905.11</b>	<b>\$ 60,905.11</b>
				\$ -		\$ -	\$ -
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
				\$ -			
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Downtown Development -Downtown Dev</b>			<b>\$ 312,104.47</b>	<b>\$ 313,700.10</b>	<b>\$ 313,370.92</b>	<b>\$ 311,726.64</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Erin Fonseca

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Public Art Consultant	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 1991 Consultant Fees</b>		<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Erin Fonseca

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY24-25 Dept Request	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Misc. Opportunities	\$ 150.00	\$ -	\$ 150.00	\$ 150.00
2	UNC School of Government Classes - 2/yr x 3 employees	\$ 1,035.00	\$ 950.00	\$ 1,500.00	\$ 1,500.00
3	NC Idea Ecosystem Summit	\$ 350.00	\$ -	\$ 350.00	\$ 350.00
4					
5	Cut 1 per DH 4/15/24				\$ (650.00)
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 1,535.00</b>	<b>\$ 950.00</b>	<b>\$ 2,000.00</b>	<b>\$ 1,350.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 3121 Travel

Dept. Head-Erin Fonseca

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC Main Street Manager's Meeting-1/year required	\$ 400.00	\$ 401.90	\$ 400.00	\$ 400.00
2	NC Main Street Conference 3 persons at 2 nights @\$170/night plus food/travel at \$600	\$ -	\$ -	\$ 1,620.00	\$ 1,620.00
3	General Mileage Reimbursement 3 @ \$25/month	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
4	NCDDA Downtown Day & Meetings	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
5	Community Support Costs i.e: Chamber events, Community Affairs Events, etc.	\$ 300.00	\$ 100.00	\$ 300.00	\$ 300.00
6	Staff Hosted Meetings 3 @ \$250 each	\$ 370.00	\$ 350.00	\$ 750.00	\$ 750.00
7	NC Main Street Regional Meetings - 2/year required for accreditation	\$ 200.00	\$ 100.00	\$ 200.00	\$ 200.00
8	NC Main Street Orientation Classes - 4/year	\$ 400.00	\$ 150.00	\$ 400.00	\$ 400.00
9	Misc Opportunities	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00
10	NC Idea Ecosystem Summit 1 night @\$160/night plus food/travel at \$150	\$ 310.00	\$ -	\$ 310.00	\$ 310.00
11					
12	Cut 1 per DH 4/15/24				\$ (1,000.00)
	<b>Total - 3121 Travel</b>	<b>\$ 2,580.00</b>	<b>\$ 1,401.90</b>	<b>\$ 4,780.00</b>	<b>\$ 3,780.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Erin Fonseca

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Goldsboro News Argus	\$ 162.00	\$ 162.00	\$ 162.00	\$ 162.00
2	Canva-Graphic Design software	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
3	EventBrite (event registration management tool)		\$ 24.99	\$ 24.99	\$ 24.99
4	QR Chimp (dynamic QR code generator)		\$ 83.88	\$ 83.88	\$ 83.88
5	PixieSet (photo storage for public engagement)		\$ 120.00	\$ 120.00	\$ 120.00
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 282.00</b>	<b>\$ 510.87</b>	<b>\$ 510.87</b>	<b>\$ 510.87</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 4912 Fees & Dues

Dept. Head-Erin Fonseca

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Main Street Center	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
2	NC Downtown Development Association	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
3	Military Affairs Committee	\$ 300.00	\$ -	\$ -	
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 925.00</b>	<b>\$ 625.00</b>	<b>\$ 625.00</b>	<b>\$ 625.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Erin Fonseca

Fund: 11-General Fund  
 Dept #: Downtown Development - 1025  
 Division: Downtown Development - 1025  
 Account: 4991 Downtown Projects

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Public Art Lease	\$ 19,500.00	\$ 19,500.00	\$ 19,500.00	\$ 19,500.00
2	Crane Rental	\$ 2,000.00	\$ 1,099.92	\$ 2,000.00	\$ 2,000.00
3	New On-Street Parking Signage & Poles	\$ 6,000.00	\$ 200.00		
4	NCMS Conference Host Expense	\$ 15,000.00	\$ 15,000.00	\$ -	
5	Street Pole Hardware & Banner Update on Walnut/Carolina			\$ 15,000.00	\$ 15,000.00
6	Cut 1 per DH 4/15/24				\$ (4,000.00)
7					
8					
9					
10					
<b>Total - 4991 Downtown Projects</b>		<b>\$ 42,500.00</b>	<b>\$ 35,799.92</b>	<b>\$ 36,500.00</b>	<b>\$ 32,500.00</b>



## FISCAL YEAR 2024-25 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 **FY24-25**  
**Fund:**                    **11-General Fund**  
**Dept #:**                **1030**    **Information Technology**  
**Division:**            1030    **IT**

**Dept. Head**        **Scott Williams**

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 721,874.23	\$ 823,888.31	\$ 823,888.31	\$ 804,415.08	\$ 1,084,095.99	31.58%	\$ 866,211.69	5.14%
1221	Employee Awards				\$ -	\$ 150.00	*	\$ 150.00	*
1224	Cell Phone Stipend	\$ 8,090.21	\$ 9,360.00	\$ 9,360.00	\$ 9,360.00	\$ 12,240.00	30.77%	\$ 9,360.00	0.00%
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -	*	\$ -	*
1275	Salaries & Wages Bonus	\$ -	\$ 9,847.84	\$ 9,847.84	\$ 7,453.00	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 1,316.45	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,500.00	114.29%	\$ 1,500.00	114.29%
1278	Wellness Earnings	\$ 3,396.24	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 5,100.00	30.77%	\$ 3,900.00	0.00%
1280	Vacation Pay Out			\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 51,819.15	\$ 64,848.76	\$ 64,848.76	\$ 63,198.80	\$ 84,386.08	30.13%	\$ 67,405.81	3.94%
1821	NCLGERS-Retirement	\$ 88,168.60	\$ 108,166.21	\$ 108,166.21	\$ 112,849.10	\$ 150,681.55	39.31%	\$ 120,361.22	11.27%
1822	401-K Retirement	\$ 29,010.96	\$ 33,513.93	\$ 33,513.93	\$ 33,045.12	\$ 44,123.44	31.66%	\$ 35,244.87	5.16%
1830	Hospital Insurance	\$ 80,125.93	\$ 95,784.00	\$ 95,784.00	\$ 125,424.00	\$ 164,016.00	71.24%	\$ 125,424.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 386.86	\$ 560.64	\$ 560.64	\$ 468.00	\$ 612.00	9.16%	\$ 468.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 4,940.35	\$ 5,258.00	\$ 5,258.00	\$ 5,376.00	\$ 5,704.00	8.48%	\$ 5,704.00	8.48%
1899	Less: Reimbursed by Grants	\$ (93,619.40)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 895,509.58</b>	<b>\$ 1,155,827.69</b>	<b>\$ 1,155,827.69</b>	<b>\$ 1,166,489.10</b>	<b>\$ 1,552,609.05</b>	<b>34.33%</b>	<b>\$ 1,235,729.60</b>	<b>6.91%</b>
1932	Medical Exams	\$ 218.00	\$ 327.00	\$ 327.00	\$ -	\$ 436.00	*	\$ -	*
1991	Consultant Fees	\$ 55,599.24	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 49,000.00	2.08%	\$ 49,000.00	2.08%
2124	Shoes-Steel Toe	\$ 1,438.09	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 2,550.00	30.77%	\$ 1,950.00	0.00%
2203	Employee Appreciation	\$ 170.11	\$ 760.00	\$ 760.00	\$ 760.00	\$ 760.00	0.00%	\$ 760.00	0.00%
2323	Training	\$ 21,553.31	\$ 41,100.00	\$ 47,505.00	\$ 40,100.00	\$ 62,200.00	51.34%	\$ 48,550.00	18.13%
2501A	Fleet Charges Internal Use Only!	\$ 428.52	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 1,065.74	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2601	Office Supplies	\$ 3,316.01	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	16.67%	\$ 3,486.79	16.23%
2993	Operational Supplies	\$ 50,243.56	\$ 46,500.00	\$ 46,500.00	\$ 46,500.00	\$ 42,000.00	-9.68%	\$ 37,000.00	-20.43%
3121	Travel	\$ 5,489.67	\$ 13,000.00	\$ 13,000.00	\$ 9,500.00	\$ 29,300.00	125.38%	\$ 20,300.00	56.15%
3210	Telephone & Communication Svcs	\$ 98,408.70	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 118,000.00	7.27%	\$ 118,000.00	7.27%
3250	Postage	\$ 87.58		\$ -	\$ -	\$ -	*	\$ -	*
3250A	Postage-Internal Charges only!	\$ 0.99	\$ 101.00	\$ 101.00	\$ 101.00	\$ 100.00	*	\$ 100.00	*
3421	Copy Machine Cost	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 400.00	*	\$ 400.00	*
3511	Building Maintenance	\$ 47,268.71	\$ -	\$ -	\$ -	\$ 12,000.00	~	\$ -	*
3522	Machine/Equipment Maintenance	\$ 1,218.67	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 6,800.00	54.55%	\$ 6,800.00	54.55%
3702	Communications and Marketing	\$ 3,760.44	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	0.00%	\$ 3,700.00	0.00%
3914	Contract Services	\$ 74,227.95	\$ 168,000.00	\$ 173,768.77	\$ 163,000.00	\$ 168,000.00	0.00%	\$ 161,000.00	-4.17%



**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Scott Williams**  
**Dept #:**                **1030**    **Information Technology**                    ~ = Division by Zero  
**Division:**            1030    **IT**    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3950	Education Reimbursement	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 5,000.00	100.00%	\$ -	*
4211	Cisco Smart Net Maintenance	\$ 31,216.54	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 58,500.00	21.88%	\$ 44,850.00	-6.56%
4221	Software License Fees	\$ 675,686.51	\$ 743,722.00	\$ 775,903.60	\$ 758,245.00	\$ 871,300.00	17.15%	\$ 828,200.00	11.36%
4391	Equipment Rent		\$ -	\$ 181,979.00	\$ 181,979.00	\$ 37,500.00	~	\$ 18,750.00	~
4511	Multi-Peril Insurance	\$ 24,326.42	\$ 28,353.00	\$ 28,353.00	\$ 29,560.00	\$ 33,171.00	16.99%	\$ 33,171.00	16.99%
4521	Auto Liability	\$ 1,123.33	\$ 1,314.00	\$ 1,314.00	\$ 1,818.00	\$ 1,934.00	47.18%	\$ 1,934.00	47.18%
4912	Fees & Dues	\$ 164.00	\$ 154.00	\$ 154.00	\$ 164.00	\$ 164.00	*	\$ 164.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 1,097,012.09</b>	<b>\$ 1,267,981.00</b>	<b>\$ 1,494,315.37</b>	<b>\$ 1,453,877.00</b>	<b>\$ 1,509,315.00</b>	<b>19.03%</b>	<b>\$ 1,381,115.79</b>	<b>8.92%</b>
5189	HVAC				\$ -	\$ 347,200.00	~	\$ -	*
5200A	Technology Lease - FY21	\$ 96,839.30		\$ -	\$ -	\$ -	*	\$ -	*
5200D	Technology Lease - FY24		\$ 610,000.00	\$ 610,000.00	\$ -	\$ 1,270,000.00	108.20%	\$ -	*
5202	Technology Capital	\$ 32,451.56	\$ -	\$ 12,649.88	\$ 11,850.00	\$ -	*	\$ -	*
5423	Crew-Cab Pick-Up Truck	\$ 25,999.40	\$ -	\$ -	\$ -	\$ 105,000.00	~	\$ 70,000.00	~
5469	Utility Van			\$ -	\$ -	\$ -	*	\$ -	*
5540	Telephone System	\$ -	\$ -	\$ 266,515.42	\$ 249,907.46	\$ -	*	\$ -	*
5739	Building Expansion			\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 155,290.26</b>	<b>\$ 610,000.00</b>	<b>\$ 889,165.30</b>	<b>\$ 261,757.46</b>	<b>\$ 1,722,200.00</b>	<b>182.33%</b>	<b>\$ 70,000.00</b>	<b>-88.52%</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-IT Budget</b>	<b>\$ 2,147,811.93</b>	<b>\$ 3,033,808.69</b>	<b>\$ 3,539,308.36</b>	<b>\$ 2,882,123.56</b>	<b>\$ 4,784,124.05</b>	<b>57.69%</b>	<b>\$ 2,686,845.39</b>	<b>-11.44%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Dept. Head-Scott Williams</b>	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Information Technology - 1030		
<b>Division:</b>	IT - 1030		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		12.2 FTE's	\$ 823,888.31	\$ 804,415.08	\$ 1,084,095.99	\$ 866,211.69
1221	Employee Awards		Service Award - James Boyette	\$ -	\$ -	\$ 150.00	\$ 150.00
1224	Cell Phone Stipend		13 current positions + 4 requested positions (\$2,880)	\$ 9,360.00	\$ 9,360.00	\$ 12,240.00	\$ 9,360.00
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 9,847.84	\$ 7,453.00	\$ -	
1277	Clothing Allowance		These funds are for CoG logo apparel and safety clothing.	\$ 700.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,900.00	\$ 3,900.00	\$ 5,100.00	\$ 3,900.00
1280	Vacation Pay Out			\$ -	\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 64,848.76	\$ 63,198.80	\$ 84,386.08	\$ 67,405.81
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 108,166.21	\$ 112,849.10	\$ 150,681.55	\$ 120,361.22
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 33,513.93	\$ 33,045.12	\$ 44,123.44	\$ 35,244.87
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 95,784.00	\$ 125,424.00	\$ 164,016.00	\$ 125,424.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 560.64	\$ 468.00	\$ 612.00	\$ 468.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 5,258.00	\$ 5,376.00	\$ 5,704.00	\$ 5,704.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,155,827.69</b>	<b>\$ 1,166,489.10</b>	<b>\$ 1,552,609.05</b>	<b>\$ 1,235,729.60</b>
1932	Medical Exams		For 4 requested positions	\$ 327.00	\$ -	\$ 436.00	\$ -
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See SCH1991	<b>\$ 48,000.00</b>	<b>\$ 48,000.00</b>	<b>\$ 49,000.00</b>	<b>\$ 49,000.00</b>
2124	Shoes-Steel Toe		These funds are for safety shoes/boots required for the jobs in IT. 13 current positions.	\$ 1,950.00	\$ 1,950.00	\$ 2,550.00	\$ 1,950.00
2203	Employee Appreciation		These funds are for our employee Christmas Lunch and team building exercises. \$260 (\$20 x 17) Christmas Lunch, \$500 Team Building Exercises.	\$ 760.00	\$ 760.00	\$ 760.00	\$ 760.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See SCH2323	<b>\$ 41,100.00</b>	<b>\$ 40,100.00</b>	<b>\$ 62,200.00</b>	<b>\$ 48,550.00</b>
2501A	Fleet Charges Internal Use Only!		This line provides funds to maintain vehicles by IT.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2502A	Vehicle Fuel-Internal Charges		This line provides funds for fuel for vehicles used by IT.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2601	Office Supplies		This line provides funds for office supplies, key fobs, as well as for UPS battery replacement and standard battery replacement for microphones, remotes, and various devices.	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,486.79
2993	Operational Supplies		\$25,000 Replacement Parts/Supplies for IT; \$5,000 to Replace Microphones; \$2,500 Bulk Cable and Fiber; \$7,500 Desk phones for Depts and spares; \$2,000 Media Equipment	\$ 46,500.00	\$ 46,500.00	\$ 42,000.00	\$ 37,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 13,000.00</b>	<b>\$ 9,500.00</b>	<b>\$ 29,300.00</b>	<b>\$ 20,300.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Dept. Head-Scott Williams</b>	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Information Technology - 1030		
<b>Division:</b>	IT - 1030		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
3210	Telephone & Communication Svcs		This line covers the expense of the telephone service for the entire City. These 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.	\$ 110,000.00	\$ 110,000.00	\$ 118,000.00	\$ 118,000.00
3250	Postage			\$ -			
3250A	Postage-Internal Charges only!		This covers postage used by the IT Dept.	\$ 101.00	\$ 101.00	\$ 100.00	\$ 100.00
3421	Copy Machine Cost		This covers the cost of any copies made by the IT Dept.	\$ 100.00	\$ 100.00	\$ 400.00	\$ 400.00
3511	Building Maintenance		Carpet Replacement in IT Offices	\$ -	\$ -	\$ 12,000.00	\$ -
3522	Machine/Equipment Maintenance		This is for the machine maintenance for the wide format printer used by Engineering and Planning Departments.	\$ 4,400.00	\$ 4,400.00	\$ 6,800.00	\$ 6,800.00
3702	Communications and Marketing		Misc. videos for Mayor and CM Office	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See SCH3914	<b>\$ 168,000.00</b>	<b>\$ 163,000.00</b>	<b>\$ 168,000.00</b>	<b>\$ 161,000.00</b>
3950	Education Reimbursement		Scott Williams and Jesse Moore	\$ 2,500.00	\$ -	\$ 5,000.00	\$ -
4211	Cisco Smart Net Maintenance		Software/Hardware support from Atcom, Zoom, Mitel Assurance, and adding Soft Phones	\$ 48,000.00	\$ 48,000.00	\$ 58,500.00	\$ 44,850.00
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See SCH4221	<b>\$ 743,722.00</b>	<b>\$ 758,245.00</b>	<b>\$ 871,300.00</b>	<b>\$ 828,200.00</b>
4391	Equipment Rent		Chiller Rental - 2 Months	\$ -	\$ 181,979.00	\$ 37,500.00	\$ 18,750.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 28,353.00	\$ 29,560.00	\$ 33,171.00	\$ 33,171.00
4521	Auto Liability		Provided by Finance	\$ 1,314.00	\$ 1,818.00	\$ 1,934.00	\$ 1,934.00
4912	Fees & Dues		Dues for Project Mgmt. Institute	\$ 154.00	\$ 164.00	\$ 164.00	\$ 164.00
	<b>Total Operating Expenditures</b>			<b>\$ 1,267,981.00</b>	<b>\$ 1,453,877.00</b>	<b>\$ 1,509,315.00</b>	<b>\$ 1,381,115.79</b>
5189	HVAC		Boiler and Controls Replacement	\$ -	\$ -	\$ 347,200.00	\$ -
5200A	Technology Lease - FY21			\$ -	\$ -	\$ -	\$ -
5200D	Technology Lease - FY24			\$ 610,000.00	\$ -	\$ 1,270,000.00	\$ -
5202	Technology Capital		Plotter (Rollover from FY23)	\$ -	\$ 11,850.00	\$ -	\$ -
5423	Crew-Cab Pick-Up Truck		Ford Bronco Sport Base, 4DR, 4X4, 1.5L	\$ -	\$ -	\$ 105,000.00	\$ 70,000.00
5469	Utility Van			\$ -	\$ -	\$ -	\$ -
5540	Telephone System		Phone System (Rollover from FY23)	\$ -	\$ 249,907.46	\$ -	\$ -
5739	Building Expansion			\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 610,000.00</b>	<b>\$ 261,757.46</b>	<b>\$ 1,722,200.00</b>	<b>\$ 70,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Information Technology-IT Budget</b>			<b>\$ 3,033,808.69</b>	<b>\$ 2,882,123.56</b>	<b>\$ 4,784,124.05</b>	<b>\$ 2,686,845.39</b>

CAPITAL OUTLAY																
Fiscal Year FY24-25																
Fund:		11-General Fund				Dept. Head-Scott Williams										
Dept #:		Information Technology - 1030														
Division:		IT - 1030														
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. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24							
1	5200D	N/A	UPS Replacement	N/A	N/A	N/A	N/A	N/A	N/A	N	2	UPS Replacement	UPSs need replacement after 5 years of use on unit. These need to be purchased in conjunction with the Network Equipment in order to meet power requirements of new devices.	\$ 100,000.00	\$ -	
2	5200D	N/A	Network Equipment	N/A	N/A	N/A	N/A	N/A	N/A	N	2	Network Equipment Upgrade (Entire City)	The current network devices used by the city were purchased in September 2018. Many of the devices are end of sale and end of life for support and parts are difficult to find or unavailable. The life cycle on these devices is at an end and they need to be replaced to keep up with current technology and security updates. Existing system operating past their functional life cycle can create security concerns and vulnerabilities to our network and overall systems.	\$ 500,000.00	\$ -	
3	5200D	N/A	MDT Replacement and Drc	N/A	N/A	N/A	N/A	N/A	N/A	N	1	MDT Replacement and Drone Upgrades for Public Safety	Our current MDTs were purchased in November 2018. The Warranty on these will expire this coming year and we are having some system failures. In order to keep Public Safety fully operational and able to be updated to the latest security and operating system patches, we need to replace these devices as soon as the exiting warranty expires. Non-warranty repairs are costly and create downtime that negatively impact Public Safety. New units will be faster and better capable of operating with the new CAD system implemented this year.	\$ 540,000.00	\$ -	
4	5423	B733	1997 Van E-150	\$ 14,249.02	Broken Odometer	\$ 2,000.00	\$ 130.26	\$ 73.90	\$ 215.24	N	1	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	The IT Department performs many tasks that require a dependable vehicle with the ability to carry large capacity items. The Van is old and very weathered, unreliable, costly to repair and should be replaced.	\$ 35,000.00	\$ -	
5	5423	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N	1	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	The IT Department performs many tasks that require a dependable vehicle with the ability to carry large capacity items.	\$ 35,000.00	\$ 35,000.00	
6	5423	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N	2	Ford Bronco Sport Base, 4DR, 4X4, 1.5L EcoBoost, 8-Speed Auto	The IT Department performs many tasks that require a dependable vehicle with the ability to carry large capacity items.	\$ 35,000.00	\$ 35,000.00	
7	5189	N/A	Boiler and Controls Replacement	N/A	N/A	N/A	N/A	N/A	N/A	N	3	Boiler and Controls Replacement	The newest units are over 18 years old and have regular issues that require repairs. The cost of full coverage maintenance is high due to the type and age of the units. They have reached the point where we need to replace them for more efficient units which will save money our utility bills and a lower cost for yearly maintenance. Controls need to be upgraded and physical systems replaced due to age and difficulty getting support. Estimates for Boiler - \$127,700, Controls \$219,500	\$ 347,200.00	\$ -	
8	5200D	N/A	Storage Expansion	N/A	N/A	N/A	N/A	N/A	N/A	N	1	Storage Expansion	The city has added a large number of cameras, and had an increase in storage or items electronically. This had led to a need to increase our primary and back storage capacity.	\$ 120,000.00	\$ -	
9	5200D	N/A	Lease and Consulting Fees	N/A	N/A	N/A	N/A	N/A	N/A	N		Lease and Consulting Fees	Consultant fees associated with leases.	\$ 10,000.00	\$ -	
10																
<b>Total Capital Outlay Reques</b>				<b>\$ 14,249.02</b>		<b>\$ 2,000.00</b>	<b>\$ 130.26</b>	<b>\$ 73.90</b>	<b>\$ 215.24</b>					<b>\$ 1,722,200.00</b>	<b>\$ 70,000.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Information Technology - 1030  
 Division: IT - 1030  
 Account: 1991 Consultant Fees

Dept. Head-Scott Williams

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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.	\$ 28,000.00	\$ 28,000.00	\$ 29,000.00	\$ 29,000.00
2	Remote Network/Phone/Fiber Surveys/Support Services	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3	Penetration Testing/Monitoring - Imperva	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 48,000.00</b>	<b>\$ 48,000.00</b>	<b>\$ 49,000.00</b>	<b>\$ 49,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Scott Williams</b>
<b>Dept #: Information Technology - 1030</b>	
<b>Division: IT - 1030</b>	
<b>Account: 2323 Training</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	(1) NCLGISA Registration	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
2	(4) Microsoft, Cisco Training	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
3	(2) Energov Training	\$ 5,000.00	\$ 5,000.00	\$ 5,800.00	\$ 5,800.00
4	(4) Miscellaneous Training	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
5	(4) Books	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
6	(2) LinkedIn (formerly Lynda.com training)	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00
7	(2) KnowBe4 (per year contract)	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	\$ 2,700.00
8	(3) Cityworks Training	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
9	(2) UNC School of Government (PELA-Scott Williams)	\$ -	\$ -	\$ 5,300.00	\$ 5,300.00
10	(2) UNC School of Government (CIO-Donald Moore)	\$ 4,000.00	\$ 4,000.00	\$ 3,750.00	\$ 3,750.00
11	(2) NCAUG (ArcGIS) Registration	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00
12	(5) Finance/HR Overview & Configuration for Banner Self-Service	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
13	(5) Banner Employee Self-Service Training	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
14	(3) Wilson Fiber Basic	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
15	(4) Energov Conference	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
16	(4) Laserfische Training Conference	\$ 400.00	\$ -	\$ 1,500.00	\$ 1,500.00
17	(3) UNC SoG Fundamental Supervisory Practices Course	\$ 700.00	\$ -	\$ 3,500.00	\$ 3,500.00
18	(2) Leadership Wayne (Chris Cecchini)	\$ -	\$ -	\$ 700.00	\$ 700.00
19	(4) ESRI ArcGIS Enterprise Learning (James Boyette)	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00
20	(4) CityWorks Conference	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
21	( ) NCGIS Conference		\$ -	\$ 400.00	\$ 400.00
22	Cut #1 per DH 4/15/24				\$ (13,650.00)
<b>Total - 2323 Training</b>		<b>\$ 41,100.00</b>	<b>\$ 40,100.00</b>	<b>\$ 62,200.00</b>	<b>\$ 48,550.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Information Technology - 1030  
 Division: IT - 1030  
 Account: 3121 Travel

Dept. Head-Scott Williams

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	CIO School of Government Class Travel (PELA-Scott Williams)	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
2	CIO SOG Forum and Executive IT Summit (December)	\$ -	\$ -	\$ -	\$ -
3	NC Digital Summit	\$ -	\$ -	\$ -	\$ -
4	NCLGISA Fall Conference - Asheville, NC (3 days) - 5 Staff (Varies)	\$ 4,000.00	\$ 4,400.00	\$ 6,000.00	\$ 6,000.00
5	NCLGISA Spring Conference - Wilmington, NC (3 days) - 5 Staff (Varies)	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00
6	Misc. Tech Events	\$ 1,800.00		\$ 1,800.00	\$ 1,800.00
7	NCAUG Conference - (4 days) (James Boyette)	\$ 1,200.00	\$ 1,100.00	\$ -	\$ -
8	CityWorks Conference - Ohio, (5 days) (Donald Moore, James Boyette, CSA II)	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
9	Energov Travel	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
10	Laserfiche Travel	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
11	CIO School of Government Class Travel (CIO-Donald Moore)	\$ 2,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
12	NCGIS Conference - (3 days) (James Boyette)		\$ -	\$ -	
13	Cut #1 per DH 4/15/24				\$ (9,000.00)
14					
	<b>Total - 3121 Travel</b>	<b>\$ 13,000.00</b>	<b>\$ 9,500.00</b>	<b>\$ 29,300.00</b>	<b>\$ 20,300.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Information Technology - 1030  
 Division: IT - 1030  
 Account: 3914 Contract Services

Dept. Head-Scott Williams

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Piedmont (Quarterly)	\$ 42,000.00	\$ 38,000.00	\$ 42,000.00	\$ 42,000.00
2	Items not covered by Piedmont Contract	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
3	Managed Cybersecurity	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
4	Piedmont - For additional buildings	\$ 78,000.00	\$ 77,000.00	\$ 78,000.00	\$ 78,000.00
5					
6	Cut #1 per DH 4/15/24				\$ (7,000.00)
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
<b>Total - 3914 Contract Services</b>		<b>\$ 168,000.00</b>	<b>\$ 163,000.00</b>	<b>\$ 168,000.00</b>	<b>\$ 161,000.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Scott Williams

Fund: 11-General Fund  
Dept #: Information Technology - 1030  
Division: IT - 1030  
Account: 4221 Software License Fees

Line #	Primary User	Orgn #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 302	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	CM	1012	Strategy and Performance Management Support - Clear Gov	\$ 22,000.00	\$ 22,500.00	\$ 23,000.00	\$ 23,000.00
2	ENGINEER	4172	Engineering Items:		\$ -	\$ -	\$ -
3	ENGINEER	4172	Trimble Mobile/Arcpad (1 yr.)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
4	ENGINEER	4172	Trimble GPS Unit (2 yr. warranty)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
5	ENGINEER	4172	Trimble Software Maintenance	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
6	ENGINEER	4172	GPS Survey Software Maintenance	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7	ENGINEER	4172	Civil 3D Autocad Subscription (3)	\$ 4,500.00	\$ 4,250.00	\$ 4,500.00	\$ 4,500.00
8	FINANCE	2111	Banner Finance (Annual Maintenance)	\$ 42,500.00	\$ 42,500.00	\$ 42,500.00	\$ 42,500.00
9	FINANCE	2111	Banner HR	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00
10	FINANCE	2111	Oracle App Server	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
11	FINANCE	2111	Oracle Database	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00
12	IT (Citywide Use)	1030	Toolkit	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
13	IT (Citywide Use)	1030	Fire Central	\$ -	\$ 400.00	\$ 400.00	\$ 400.00
14	FINANCE	2111	Microfocus license FPROD (Replaced by NetCOBOL)	\$ -	\$ -	\$ -	\$ -
15	FINANCE	2111	Assessments (Logics)	\$ 2,500.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
16	FINANCE	2111	Maintenance & Support - UBL DBMS Licenses	\$ 400.00	\$ 270.00	\$ 400.00	\$ 400.00
17	FINANCE	2111	Tech Support	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
18	FINANCE	2111	ODBC Connectivity Software (UBL (2) (Classic DBMS Lic)	\$ 400.00	\$ 325.00	\$ 400.00	\$ 400.00
19	FINANCE	2111	Tech Support 1 year Doc-E-Serve	\$ 2,200.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
20	FINANCE	2111	Formax Folder Sealer support	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
21	FINANCE	2111	RedHat Enterprise Premium Renewal (Banner App Server OS)	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
22	FINANCE	2111	Vecmar	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
23	FIRE	5120	Fire - ESO FARO Technologies Inc	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
24	IT (Citywide Use)	1030	Energov Software Maintenance (Inspections Permits & Planning) (quarterly payments)	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
25	IT	1030	IT Software - DRI KernelApps (VHD Repair), BFPE International Fire Safety, FS *ColibriWP, 2CO.COM*TELESTREAM.NET Email support Renewal	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
26	IT	1030	Track-it (Was Numara software, now BMC Software) yearly maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
27	IT	1030	Add 4 Users	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
28	ENGINEER	4172	TBC Intermediate Network	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
29	ENGINEER	4172	MetaGeek Chanalyzer	\$ -	\$ 1,200.00	\$ 500.00	\$ 500.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Scott Williams

Fund: 11-General Fund  
Dept #: Information Technology - 1030  
Division: IT - 1030  
Account: 4221 Software License Fees

Line #	Primary User	Orgn #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 302	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
30	IT	1030	Botkind Allways Sync Pro	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
31	IT	1030	SmartDeploy Deployment Software	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
32	IT	1030	PDQ Inventory/ Deploy Licenses	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
33	IT (Citywide Use)	1030	Archive Social	\$ 8,400.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
34	IT (Citywide Use)	1030	Rock Solid (formerly City Sourced)	\$ 8,400.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
35	IT (Citywide Use)	1030	ESRI	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00
36	IT (Citywide Use)	1030	Drone - Pix4Dreact - Renewal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
37	IT (Citywide Use)	1030	Website Development Tools	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
38	IT (Citywide Use)	1030	Digital River	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
39	IT (Citywide Use)	1030	Keymetric Software	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
40	IT (Citywide Use)	1030	SMS Text Fee	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
41	IT (Citywide Use)	1030	Twilio SMS Messaging	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
42	IT (Citywide Use)	1030	Wordfence	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
43	IT (Citywide Use)	1030	Avada	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
44	IT (Citywide Use)	1030	Palo Alto	\$ 6,300.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
45	IT (Citywide Use)	1030	Palo Alto - Wildfire Sub	\$ 5,600.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
46	IT (Citywide Use)	1030	Palo Alto - URL Filtering	\$ 9,700.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
47	IT (Citywide Use)	1030	Palo Alto - Threat Prevention	\$ 5,600.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
48	IT (Citywide Use)	1030	Ruckus	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
49	IT (Citywide Use)	1030	Watchdog Support Renewal	\$ 2,600.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
50	IT (Citywide Use)	1030	Solar Winds Network Monitoring Yearly License Fee (Engineer's Toolkit)	\$ 500.00	\$ 550.00	\$ 550.00	\$ 550.00
51	IT (Citywide Use)	1030	SolarWinds Serv-U Managed File Transfer	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
52	IT (Citywide Use)	1030	SolarWinds IPAM	\$ 1,500.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
53	IT (Citywide Use)	1030	Tenable Nessus	\$ 3,600.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
54	IT (Citywide Use)	1030	SolarWinds Virtualization Manager VM16 Upgrade (with 1 yr. maint.)	\$ -	\$ -	\$ -	\$ -
55	IT (Citywide Use)	1030	SolarWinds Network Performance Monitor	\$ 4,500.00	\$ 4,900.00	\$ 4,900.00	\$ 4,900.00
56	IT (Citywide Use)	1030	SolarWinds Secure Event Manager	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
57	IT (Citywide Use)	1030	Dameware (Solar Winds Dameware Remote Support)	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
58	IT (Citywide Use)	1030	2 License	\$ -	\$ -	\$ -	\$ -
59	IT (Citywide Use)	1030	Brady Services (Security System Support) +Open Options	\$ 20,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00
60	IT (Citywide Use)	1030	Microsoft Enterprise Agreement & O365	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00
61	IT (Citywide Use)	1030	Nutanix Support Renewal	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Scott Williams

**Fund:** 11-General Fund  
**Dept #:** Information Technology - 1030  
**Division:** IT - 1030  
**Account:** 4221 Software License Fees

Line #	Primary User	Orgn #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 302	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
62	IT (Citywide Use)	1030	Cloud Storage	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00
63	IT (Citywide Use)	1030	Trend Micro 500 Users	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
64	IT (Citywide Use)	1030	Laserfiche Annual Maintenance	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00
65	IT (Citywide Use)	1030	Laserfiche License Expense (15)	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
66	IT (Citywide Use)	1030	Adobe Acrobat (30)	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
67	IT (Citywide Use)	1030	Adobe Creative Cloud (11)	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
68	IT (Citywide Use)	1030	Adobe Photoshop (3)	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
69	IT (Citywide Use)	1030	Jamf	\$ 6,700.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00
70	IT (Citywide Use)	1030	Barracuda Mail Archiver	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
71	IT (Citywide Use)	1030	WireCast	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
72	IT (Citywide Use)	1030	SingleWire Maintenance (50 Users)	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
73	IT (Citywide Use)	1030	Survey Monkey (10 Users)	\$ 3,000.00	\$ 8,200.00	\$ 9,000.00	\$ 9,000.00
74	IT (Citywide Use)	1030	UPS Maintenance	\$ 6,000.00	\$ 5,300.00	\$ 6,000.00	\$ 6,000.00
75	IT (Citywide Use)	1030	GoDaddy Renewal for Several Sites/SSL	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
76	CM	1012	City Clerk - SoniClear	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
77	IT (Citywide Use)	1030	Story Blocks Renewal	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
78	IT (Citywide Use)	1030	IPVM Video Surveillance	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
79	IT	1030	Monday	\$ 3,000.00	\$ 2,900.00	\$ 3,000.00	\$ 3,000.00
80	IT (Citywide Use)	1030	Trend Micro Add 100 Users	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
81	IT (Citywide Use)	1030	Identity Automation (2 Factor Authentication) (Citywide Use)	\$ -	\$ -	\$ -	\$ -
82	POLICE	6121	Police - CrimeView & Crime Mapping, Fire CrimeView	\$ 5,300.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
83	POLICE	6121	Identity Automation (2 Factor Authentication)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
84				\$ -	\$ -	\$ -	\$ -
85				\$ -	\$ -	\$ -	\$ -
86	PW	4137	Tokay Software (Backflow Prevention Management Software)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
87	PW-Cemetery	1142	Pontem Cemetery Software	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
88	PW-GARAGE	1114	Opus Inspection ESP Service Fee	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
89	PW-GARAGE	1114	Garage:		\$ -	\$ -	\$ -
90	PW-GARAGE	1114	RTA Yearly Maintenance (Garage Software)	\$ 4,000.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
91	PW-GARAGE	1114	Netmotion Maintenance	\$ 14,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00
92	PW-GARAGE	1114	Pro-Link Edge Master Kit Scan Tool	\$ -	\$ -	\$ -	\$ -
93	PW-GARAGE	1114	OBDII Emissions Test Unit Extended Service Contract (Opus)	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
94	PW-GARAGE	1114	Mitchell Maintenance Software---Diagnose problems with vehicles		\$ -	\$ -	\$ -

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Scott Williams

Fund: 11-General Fund  
Dept #: Information Technology - 1030  
Division: IT - 1030  
Account: 4221 Software License Fees

Line #	Primary User	Orgn #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 302	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
95	PW-GARAGE	1114	Mitchell1 - WEBGVTT - ONDEMAND5.com Government Subscription	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
96	PW-GARAGE	1114	Web MTR Government Sub	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
97	PW-GARAGE	1114	RTA Upgrade	\$ 300.00	\$ -	\$ 4,000.00	\$ 4,000.00
98	PW-GARAGE	1114	NED Engine Diagnostics	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
99	PW-GARAGE	1114	JPRO Maintenance Software NEXT STEP (JPRO Commercial Fleet Diagnostics)	\$ 1,500.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
100	PW-GARAGE	1114	Allison Transmission (Noregon)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
101	PW-GARAGE	1114	Caterpillar Maintenance Software (Electronic Technician 2010c v 1.0) (Gregory Poole)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
102	PW-GARAGE	1114	Cummins Maintenance Software (Insite Service) (Engines)	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
103	PW-GARAGE	1114	SA International (Garage)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
104	IT (Citywide Use)	1030	Yodeck		\$ 1,500.00	\$ 1,800.00	\$ 1,800.00
105	IT (Citywide Use)	1030	DocuSign (2,000 envelopes)	\$ 11,600.00	\$ 6,000.00	\$ 11,600.00	\$ 11,600.00
106	IT (Citywide Use)	1030	SpamTitan	\$ 3,000.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00
107	IT (Citywide Use)	1030	HYCU Data Protection 1 CPU Socket	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
108	IT (Citywide Use)	1030	HYCU Protégé for O365 - 1 Mailbox	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
109	IT (Citywide Use)	1030	NetCOBOL for Windows	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
110	IT (Citywide Use)	1030	NetCOBOL for Windows Maintenance/Support	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
111	IT (Citywide Use)	1030	Video Server License	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
112	IT (Citywide Use)	1030	DUO MFA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
113	IT (Citywide Use)	1030	Screenly	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
114	FINANCE	2111	Banner Employee Self Service License	\$ 772.00	\$ -	\$ 12,000.00	\$ 12,000.00
115	FINANCE	2111	Banner Employee Self Service Support	\$ 400.00	\$ -	\$ 2,400.00	\$ 2,400.00
116	POLICE	6121	PD - FARO Zone 2D/Network Soft Lock	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
117	POLICE	6121	PD-LiveScan (Possibly move to PD budget)	\$ 30,000.00	\$ 29,000.00	\$ 9,200.00	\$ 9,200.00
118							
119			Cut #1 per DH 4/15/24				\$ (43,100.00)
<b>Total - 4221 Software License Fees</b>				<b>\$ 743,722.00</b>	<b>\$ 758,245.00</b>	<b>\$ 871,300.00</b>	<b>\$ 828,200.00</b>

## FISCAL YEAR 2024-2025 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 & Stormwater Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Administrative Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Provide exceptional customer service to our citizens.
- Ensure prompt and effective support to all City departments.
- 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.
- Continue to implement Cityworks throughout all divisions within Public Works.

#### SIGNIFICANT BUDGET ISSUES:

- Acquiring staffing commensurate with the overall level of need in each division to ensure continued success of the department.
- Rising costs associated with 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 FY24-25

**Fund:**                    11-General Fund  
**Dept #:**                1111 Public Works  
**Division:**            1111 Public Works - Admin.

**Dept. Head**        Rick Fletcher

~ = Division by Zero

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 143,432.15	\$ 298,614.46	\$ 298,614.46	\$ 287,240.46	\$ 307,186.36	2.87%	\$ 314,866.02	5.44%
1221	Employee Awards		\$ 130.00	\$ 130.00	\$ 130.00	\$ -	*	\$ -	*
1224	Cell Phone Stipend	\$ 973.11	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	0.00%	\$ 1,440.00	0.00%
1260	Salaries & Wages Part-Time	\$ 9,623.14	\$ -	\$ -	\$ 176.66	\$ -	*	\$ -	*
1262	Salaries & Wages Perm. Part-Time		\$ 20,500.00	\$ 20,500.00	\$ 9,684.54	\$ -	*	\$ -	*
1275	Salaries & Wages Bonus		\$ 2,769.71	\$ 2,769.71	\$ 2,769.71	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 250.00	\$ 1,270.00	\$ 1,270.00	\$ 317.50	\$ 317.50	*	\$ 317.50	*
1278	Wellness Earnings	\$ 363.51	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	25.00%	\$ 1,500.00	25.00%
1280	Vacation Pay Out	\$ 846.58		\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 11,561.59	\$ 24,933.20	\$ 24,933.20	\$ 23,176.35	\$ 23,748.96	-4.75%	\$ 24,336.45	-2.39%
1821	NCLGERS-Retirement	\$ 18,759.16	\$ 41,719.23	\$ 41,719.23	\$ 41,360.05	\$ 42,406.63	1.65%	\$ 43,455.67	4.16%
1822	401-K Retirement	\$ 6,170.49	\$ 12,926.18	\$ 12,926.18	\$ 12,111.29	\$ 12,417.75	-3.93%	\$ 12,724.94	-1.56%
1830	Hospital Insurance	\$ 10,605.44	\$ 22,104.00	\$ 22,104.00	\$ 48,240.00	\$ 48,240.00	118.24%	\$ 40,092.00	81.38%
1835	Group Term Life Insurance Coverage	\$ 46.97	\$ 140.16	\$ 140.16	\$ 180.00	\$ 180.00	*	\$ 180.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,480.49	\$ 1,576.00	\$ 1,576.00	\$ 834.00	\$ 885.00	-43.85%	\$ 885.00	-43.85%
1899	Less: Reimbursed by Grants	\$ (23,379.64)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>		<b>\$ 180,732.99</b>	<b>\$ 429,322.94</b>	<b>\$ 429,322.94</b>	<b>\$ 428,860.56</b>	<b>\$ 438,322.20</b>	<b>2.10%</b>	<b>\$ 439,797.58</b>	<b>2.44%</b>
1932	Medical Exams	\$ 178.00	\$ -	\$ -	\$ 115.00	\$ 100.00	*	\$ 100.00	*
2121	Uniforms	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,560.00	56.00%	\$ 1,560.00	56.00%
2123	Protective Clothing	\$ 77.09	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
2124	Shoes-Steel Toe	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
2203	Employee Appreciation	\$ 783.92	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	0.00%	\$ 1,600.00	0.00%
2323	Training	\$ -	\$ 1,600.00	\$ 1,600.00	\$ 500.00	\$ 2,320.00	45.00%	\$ 2,320.00	45.00%
2501A	Fleet Charges Internal Use Only!	\$ 1,049.82	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	*	\$ 400.00	*
2502A	Vehicle Fuel-Internal Charges	\$ 176.60	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
2598	Fuel Tank Maintenance	\$ 1,260.00		\$ -	\$ -	\$ -	*	\$ -	*
2601	Office Supplies	\$ 2,796.95	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
2993	Operational Supplies	\$ 11,057.10	\$ 8,375.00	\$ 8,375.00	\$ 10,000.00	\$ 12,000.00	43.28%	\$ 12,000.00	43.28%
3121	Travel	\$ -	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	0.00%	\$ 750.00	0.00%
3210	Telephone & Communication Svcs	\$ 1,622.19	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	0.00%	\$ 2,400.00	0.00%
3250A	Postage-Internal Charges only!	\$ 7.57	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	*	\$ 50.00	*
3310	Electricity	\$ 109,040.44	\$ 110,000.00	\$ 110,000.00	\$ 115,000.00	\$ 120,000.00	9.09%	\$ 120,000.00	9.09%
3330	Natural Gas	\$ 39,048.75	\$ 36,000.00	\$ 36,000.00	\$ 32,000.00	\$ 36,000.00	0.00%	\$ 36,000.00	0.00%
3410	Printing	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	*	\$ 25.00	*

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3421	Copy Machine Cost	\$ 1,243.17	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	2.00%	\$ 5,100.00	2.00%
3914	Contract Services			\$ -	\$ -	\$ -	*	\$ -	*
4221	Software License Fees	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00	0.00%	\$ 15,750.00	0.00%
4511	Multi-Peril Insurance	\$ 11,168.00	\$ 13,017.00	\$ 13,017.00	\$ 11,531.00	\$ 12,940.00	-0.59%	\$ 12,940.00	-0.59%
4521	Auto Liability	\$ 244.26	\$ 286.00	\$ 286.00	\$ 274.00	\$ 291.00	*	\$ 291.00	*
4912	Fees & Dues	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	*	\$ 350.00	*
9561	Office Supplies	\$ 185.28	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 195,689.14</b>	<b>\$ 199,703.00</b>	<b>\$ 199,703.00</b>	<b>\$ 198,770.00</b>	<b>\$ 214,736.00</b>	<b>7.53%</b>	<b>\$ 214,736.00</b>	<b>7.53%</b>
5572	Security System	\$ 5,216.07	\$ -	\$ 14,560.70	\$ 14,560.70	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 5,216.07</b>	<b>\$ -</b>	<b>\$ 14,560.70</b>	<b>\$ 14,560.70</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>\$ 381,638.20</b>	<b>\$ 629,025.94</b>	<b>\$ 643,586.64</b>	<b>\$ 642,191.26</b>	<b>\$ 653,058.20</b>	<b>3.82%</b>	<b>\$ 654,533.58</b>	<b>4.06%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1111		
<b>Division:</b>	Public Works - Admin. - 1111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		5 FTE's	\$ 298,614.46	\$ 287,240.46	\$ 307,186.36	\$ 314,866.02
1221	Employee Awards			\$ 130.00	\$ 130.00	\$ -	
1224	Cell Phone Stipend		2 FTE's @ \$60/month (Rick and Jamie)	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
1260	Salaries & Wages Part-Time			\$ -	\$ 176.66	\$ -	
1262	Salaries & Wages Perm. Part-Time			\$ 20,500.00	\$ 9,684.54	\$ -	\$ -
1275	Salaries & Wages Bonus			\$ 2,769.71	\$ 2,769.71	\$ -	\$ -
1277	Clothing Allowance		1 FTE @250 (Rick) plus 27%	\$ 1,270.00	\$ 317.50	\$ 317.50	\$ 317.50
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00
1280	Vacation Pay Out			\$ -	\$ -	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 24,933.20	\$ 23,176.35	\$ 23,748.96	\$ 24,336.45
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 41,719.23	\$ 41,360.05	\$ 42,406.63	\$ 43,455.67
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 12,926.18	\$ 12,111.29	\$ 12,417.75	\$ 12,724.94
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 22,104.00	\$ 48,240.00	\$ 48,240.00	\$ 40,092.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 140.16	\$ 180.00	\$ 180.00	\$ 180.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,576.00	\$ 834.00	\$ 885.00	\$ 885.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 429,322.94</b>	<b>\$ 428,860.56</b>	<b>\$ 438,322.20</b>	<b>\$ 439,797.58</b>
1932	Medical Exams		Random drug tests	\$ -	\$ 115.00	\$ 100.00	\$ 100.00
2121	Uniforms		Uniform rental for 4 employees \$30 week x 52 weeks	\$ 1,000.00	\$ 1,000.00	\$ 1,560.00	\$ 1,560.00
2123	Protective Clothing		2 FTE's for safety jacket, safety vest, head, ear and eye protection	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
2124	Shoes-Steel Toe		2 FTE's @ \$150/ea (Rick and Jamie)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
2203	Employee Appreciation		80 FTE's @ \$20/ea=\$1600	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,600.00</b>	<b>\$ 500.00</b>	<b>\$ 2,320.00</b>	<b>\$ 2,320.00</b>
2501A	Fleet Charges Internal Use Only!		Maintenance for Admin's Ford Escape	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
2502A	Vehicle Fuel-Internal Charges		Gas for Admin's Ford Escape	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
2598	Fuel Tank Maintenance		moved to 1115 (Finance)	\$ -	\$ -	\$ -	
2601	Office Supplies		Funds to purchase office supplies for the complex	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
2993	Operational Supplies		Funds to purchase paper goods, janitorial supplies (all chemical cleaners, trash bags, etc) and waiting area supplies. Increase due to Cintas providing a toiletrie management service including monitoring and supplying as needed. (toilet paper, paper towels, hand soaps, and floor mat maintenance)	\$ 8,375.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 750.00</b>	<b>\$ -</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1111		
<b>Division:</b>	Public Works - Admin. - 1111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	Department Request	Manager Recommend. 05/15/24
3210	Telephone & Communication Svcs		Funds for cable service (Hulu & Live TV), data plan for (2) Ipads and 1 laptop (\$1200 TV service & \$913 Ipad service)	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
3250A	Postage-Internal Charges only!			\$ 50.00		\$ 50.00	\$ 50.00
3310	Electricity		Funds for electrical service @ City Hall and complex - Increase due to projected/confirmed Duke Energy rate increase of approx. 12%	\$ 110,000.00	\$ 115,000.00	\$ 120,000.00	\$ 120,000.00
3330	Natural Gas		Funds for natural gas service @ City Hall and complex. We had a very mild winter. Spent \$39K in FY22/23	\$ 36,000.00	\$ 32,000.00	\$ 36,000.00	\$ 36,000.00
3410	Printing			\$ 25.00	\$ -	\$ 25.00	\$ 25.00
3421	Copy Machine Cost		Contract price for maintenance and supplies - per I.T. (1 color copier for front office & 3 monochrome copiers for B&G, Garage & D&C). Increase to cover actual cost.	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
4221	Software License Fees		Cityworks software fees	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 13,017.00	\$ 11,531.00	\$ 12,940.00	\$ 12,940.00
4521	Auto Liability		Provided by Finance	\$ 286.00	\$ 274.00	\$ 291.00	\$ 291.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 350.00</b>	<b>\$ -</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>
9561	Office Supplies		Desk calendars	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
	<b>Total Operating Expenditures</b>			<b>\$ 199,703.00</b>	<b>\$ 198,770.00</b>	<b>\$ 214,736.00</b>	<b>\$ 214,736.00</b>
5572	Security System			\$ -	\$ 14,560.70	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 14,560.70</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Works-Public Works - Admin. Budget</b>			<b>\$ 629,025.94</b>	<b>\$ 642,191.26</b>	<b>\$ 653,058.20</b>	<b>\$ 654,533.58</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Chemical Spill Response 2 employees @ \$125 (Rick & Jamie)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
2	APWA Conference 1 Employees	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
3	Continuing Education for Admin - Exec and Admin II	\$ 500.00		\$ 500.00	\$ 500.00
4	Waste Water Collection (I) - Rick & Jamie (\$330 Each)	\$ 300.00		\$ 660.00	\$ 660.00
5	Water Distribution C - Rick & Jamie (\$330 Each)	\$ 300.00		\$ 660.00	\$ 660.00
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 1,600.00</b>	<b>\$ 500.00</b>	<b>\$ 2,320.00</b>	<b>\$ 2,320.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Travel expenses for educational workshops/Conferences	\$ 750.00		\$ 750.00	\$ 750.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 750.00</b>	<b>\$ -</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Funds for Membership to APWA, AWWA, EWWN Etc.	\$ 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>\$ -</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>

## FISCAL YEAR 2024-2025 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:

- Facilitate staff training to remain current with the maintenance and repair requirements on newer vehicles and equipment.
- Track and manage fuel usage Citywide.
- Continue to facilitate staff training to ensure compliance with state and federal requirements in regulated areas.
- Prioritize and balance costs between in-house and outside repair services.

#### SIGNIFICANT BUDGET ISSUES:

- High cost of maintaining an aging vehicle and equipment fleet, especially associated with acquiring less available and parts.
- Cost of replacing in-ground lifts for both light and heavy equipment bays.
- Cost of updating diagnostic equipment.
- Determining/approving competitive salaries to fill two long-term heavy equipment mechanic vacancies.
- Upgrading or adding maintenance bays to accommodate larger equipment.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

**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		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 483,891.36	\$ 575,876.91	\$ 575,876.91	\$ 505,474.66	\$ 582,863.29	1.21%	\$ 597,434.87	3.74%
1220	Salaries & Wages Overtime	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
1221	Employee Awards		\$ 65.00	\$ 65.00	\$ 16.75	\$ 450.00	*	\$ 450.00	*
1275	Salaries & Wages Bonus	\$ 205.57	\$ 7,385.88	\$ 7,385.88	\$ 6,112.30	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 250.00	\$ 317.50	\$ 317.50	\$ 317.50	\$ 317.50	*	\$ 317.50	*
1278	Wellness Earnings	\$ 2,707.78	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280	Vacation Pay Out	\$ 7,312.17		\$ -	\$ 7,400.00	\$ -	*	\$ -	*
1810	Social Security	\$ 35,749.87	\$ 45,077.26	\$ 45,077.26	\$ 40,156.47	\$ 45,076.16	-0.00%	\$ 46,190.88	2.47%
1821	NCLGERS-Retirement	\$ 60,063.05	\$ 75,118.05	\$ 75,118.05	\$ 71,704.24	\$ 80,488.93	7.15%	\$ 82,479.40	9.80%
1822	401-K Retirement	\$ 19,764.75	\$ 23,274.38	\$ 23,274.38	\$ 20,996.85	\$ 23,569.23	1.27%	\$ 24,152.09	3.77%
1830	Hospital Insurance	\$ 68,169.68	\$ 88,416.00	\$ 88,416.00	\$ 115,776.00	\$ 115,776.00	30.94%	\$ 115,776.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 384.05	\$ 420.48	\$ 420.48	\$ 432.00	\$ 432.00	*	\$ 432.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 3,528.89	\$ 3,756.00	\$ 3,756.00	\$ 3,210.00	\$ 3,405.00	-9.35%	\$ 3,405.00	-9.35%
1899	Less: Reimbursed by Grants	\$ (74,393.17)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 607,634.00</b>	<b>\$ 825,307.46</b>	<b>\$ 825,307.46</b>	<b>\$ 777,196.77</b>	<b>\$ 857,978.10</b>	<b>3.96%</b>	<b>\$ 876,237.75</b>	<b>6.17%</b>
1932	Medical Exams	\$ 340.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 200.00	*	\$ 200.00	*
2111	Cleaning Supplies	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
2121	Uniforms	\$ 16,962.86	\$ 18,500.00	\$ 18,500.00	\$ 7,500.00	\$ 7,500.00	-59.46%	\$ 7,500.00	-59.46%
2123	Protective Clothing	\$ -	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	*	\$ 450.00	*
2124	Shoes-Steel Toe	\$ 1,332.94	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	0.00%	\$ 1,900.00	0.00%
2323	Training	\$ 1,005.00	\$ 935.00	\$ 935.00	\$ 725.00	\$ 935.00	0.00%	\$ 935.00	0.00%
2501A	Fleet Charges Internal Use Only!	\$ 2,790.65	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 2,479.73	\$ 2,500.00	\$ 2,500.00	\$ 2,400.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2511	Oil & Lubricants	\$ 38,487.66	\$ 45,000.00	\$ 45,000.00	\$ 37,500.00	\$ 45,000.00	0.00%	\$ 45,000.00	0.00%
2520	Tires & Tubes	\$ 147,271.35	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ 185,000.00	8.82%	\$ 171,000.00	0.59%
2521	Tire Repairs	\$ 15,832.33	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
2531	Automotive Parts	\$ 345,192.45	\$ 370,000.00	\$ 376,808.52	\$ 460,000.00	\$ 480,000.00	29.73%	\$ 460,000.00	24.32%
2593	Batteries	\$ 13,929.75	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 25,000.00	25.00%	\$ 25,000.00	25.00%
2595	Car Wash	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2596	Diesel Fuel	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
2601	Office Supplies	\$ 727.68	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
2993	Operational Supplies	\$ 4,263.06	\$ 4,000.00	\$ 4,000.00	\$ 5,300.00	\$ 5,700.00	42.50%	\$ 5,700.00	42.50%
2994	Tools	\$ 5,312.41	\$ 10,000.00	\$ 10,000.00	\$ 7,100.00	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
2995	Welding Supplies	\$ 1,544.85	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%

**EXPENDITURE SHEET Fiscal Year FY24-25**
**Fund:** 11-General Fund  
**Dept #:** 1114 Public Works  
**Division:** 1114 Garage

**Dept. Head** Rick Fletcher

~ = Division by Zero

\* = Change &lt; \$500

Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2999 Welding Gases	\$ 683.28	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
3210 Telephone & Communication Svcs	\$ 1,559.61	\$ 1,620.00	\$ 1,620.00	\$ 1,620.00	\$ 2,160.00	33.33%	\$ 2,160.00	33.33%
3250A Postage-Internal Charges only!	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	*	\$ 10.00	*
3510 Repairs (Insurance Claims)			\$ -	\$ -	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 16,628.26	\$ 10,500.00	\$ 10,500.00	\$ 6,000.00	\$ 10,500.00	0.00%	\$ 10,500.00	0.00%
3531 Outside Repairs	\$ 157,731.21	\$ 156,983.00	\$ 169,793.00	\$ 100,000.00	\$ 155,000.00	-1.26%	\$ 135,000.00	-14.00%
3914 Contract Services		\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 18,000.00	5.88%	\$ 18,000.00	5.88%
3950 Education Reimbursement	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
4221 Software License Fees		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	0.00%	\$ 7,000.00	0.00%
4391 Equipment Rent	\$ 12,215.00	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
4511 Multi-Peril Insurance	\$ 4,024.29	\$ 4,691.00	\$ 4,691.00	\$ 3,274.00	\$ 3,674.00	-21.68%	\$ 3,674.00	-21.68%
4521 Auto Liability	\$ 1,020.66	\$ 1,194.00	\$ 1,194.00	\$ 1,145.00	\$ 1,218.00	2.01%	\$ 1,218.00	2.01%
4912 Fees & Dues	\$ -	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	0.00%	\$ 1,350.00	0.00%
<b>Total Operating Expenditures</b>	<b>\$ 791,335.03</b>	<b>\$ 872,033.00</b>	<b>\$ 891,651.52</b>	<b>\$ 869,874.00</b>	<b>\$ 991,397.00</b>	<b>13.69%</b>	<b>\$ 937,397.00</b>	<b>7.50%</b>
5423 Crew-Cab Pick-Up Truck		\$ 40,000.00	\$ 40,000.00	\$ -	\$ 48,000.00	20.00%	\$ 48,000.00	20.00%
5527 Miscellaneous Equipment	\$ 12,625.80		\$ -	\$ -	\$ -	*	\$ -	*
5553 Refrigerant Recovery System	\$ 11,440.06		\$ -	\$ -	\$ -	*	\$ -	*
5644 Power Lifts	\$ 27,649.23		\$ -	\$ -	\$ 55,000.00	~	\$ 55,000.00	~
<b>Total Capital Outlay</b>	<b>\$ 51,715.09</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ 103,000.00</b>	<b>157.50%</b>	<b>\$ 103,000.00</b>	<b>157.50%</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>\$ 1,450,684.12</b>	<b>\$ 1,737,340.46</b>	<b>\$ 1,756,958.98</b>	<b>\$ 1,647,070.77</b>	<b>\$ 1,952,375.10</b>	<b>12.38%</b>	<b>\$ 1,916,634.75</b>	<b>10.32%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1114		
<b>Division:</b>	Garage - 1114		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		12 FTE's	\$ 575,876.91	\$ 505,474.66	\$ 582,863.29	\$ 597,434.87
1220	Salaries & Wages Overtime		Funds for staff to assist other divisions for off schedule events i.e. winter storms, solid waste schedule changes, etc. Only a few events this year, but staff opted for Comp Time vs Over Time this year.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
1221	Employee Awards		3 Employees receiving service awards	\$ 65.00	\$ 16.75	\$ 450.00	\$ 450.00
1275	Salaries & Wages Bonus		12 @ \$615.49=\$400 Net bonus	\$ 7,385.88	\$ 6,112.30		
1277	Clothing Allowance		1 FTE @\$250 (Superintendent) plus 27%	\$ 317.50	\$ 317.50	\$ 317.50	\$ 317.50
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out			\$ -	\$ 7,400.00		
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 45,077.26	\$ 40,156.47	\$ 45,076.16	\$ 46,190.88
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 75,118.05	\$ 71,704.24	\$ 80,488.93	\$ 82,479.40
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 23,274.38	\$ 20,996.85	\$ 23,569.23	\$ 24,152.09
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 88,416.00	\$ 115,776.00	\$ 115,776.00	\$ 115,776.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 420.48	\$ 432.00	\$ 432.00	\$ 432.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 3,756.00	\$ 3,210.00	\$ 3,405.00	\$ 3,405.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 825,307.46</b>	<b>\$ 777,196.77</b>	<b>\$ 857,978.10</b>	<b>\$ 876,237.75</b>
1932	Medical Exams			\$ 100.00	\$ 300.00	\$ 200.00	\$ 200.00
2111	Cleaning Supplies		Funds to purchase high detergent soap used to clean small engines and automotive engine parts. (\$275 x 55gal drum)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
2121	Uniforms		Rental Service for 11 employees for Uniforms. Avg \$350/wk for uniform contract	\$ 18,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
2123	Protective Clothing		Funds for gloves, eye protection, aprons, ear protection, etc.	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
2124	Shoes-Steel Toe		Steel-toed shoes for twelve (12) FTEs, including 1 pair welder's boots -- \$150 X 11= \$1650 plus \$250 X 1= \$1,900	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	Funds for registration fees and certification classes (12) FTEs, NC State Vehicle Inspection Certification- \$70 X 12= \$840, NC State Vehicle Emissions Certification -\$70 X 12= \$840 (\$840+\$840=\$1680) and Chemical Spill Class - 3 @ \$125/ea	<b>\$ 935.00</b>	<b>\$ 725.00</b>	<b>\$ 935.00</b>	<b>\$ 935.00</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1114		
<b>Division:</b>	Garage - 1114		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
2501A	Fleet Charges Internal Use Only!		Operation of 4 vehicles and equipment--(1) 2001 Dodge Ram (1) 2017 Ford F250 (1) 2018 Dodge Durango (1) 2001 Ford Ranger--- 2001 Landa Portable Washer, 2014 Lincoln Portable Welder.	\$ 2,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
2502A	Vehicle Fuel-Internal Charges		Fuel for 4 vehicles & equipment - adjusted for fuel cost	\$ 2,500.00	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00
2511	Oil & Lubricants		Purchase oils & lubricants for the City's entire fleet of vehicles and equipment. The increase funds is due to the 20% increase of petroleum products	\$ 45,000.00	\$ 37,500.00	\$ 45,000.00	\$ 45,000.00
2520	Tires & Tubes		Funds to purchase tires for the City's fleet of vehicles and heavy equipment - increase due to rising costs of tires and increase of the city's fleet. The increase of funds is due to the increase of petroleum products. (Avg cost of tires; Police Vehicles-\$175 ea, Fire Truck \$600-\$730 ea, Heavy Duty Trucks \$274-\$390 ea.)	\$ 170,000.00	\$ 170,000.00	\$ 185,000.00	\$ 171,000.00
2521	Tire Repairs		Funds for contracted repairs or replacement of large truck and equipment tires. Tire repair costs reduced due to lack of service providers. Garage purchased extra rims to have tires installed on rims available to install as needed.	\$ 20,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
2531	Automotive Parts		Funds to purchase automotive parts to maintain & repair the City's fleet. Increased to meet actual costs to maintain aging fleet. Also increase of funds is due to the expiration of warranties on most of the city's police fleet and trucks causing a higher cost of purchasing parts needed for repairs to the city's fleet. (410 Rolling Stock vehicles & equipment per FY 20-21 benchmark; 11 adm cars; 112 patrol cars; 149 passenger vehicles; 16 heavy duty trash trucks; 4 heavy duty sewer trucks; 13 fire trucks; 3 street sweepers; 67 trailers; 34 construction equipment such as backhoes, excavators, etc.; 2 buses.) \$350K was spent as of February 2024 - short by \$120K by year end.	\$ 370,000.00	\$ 460,000.00	\$ 480,000.00	\$ 460,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1114		
<b>Division:</b>	Garage - 1114		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
2593	Batteries		Funds to purchase batteries for the City's fleet consisting of vehicles, equipment and specialty equipment as needed. The increase battery cost and the expiration of vehicle warranties is a factor of purchasing more batteries than previous years; Batteries have increased approx. \$150-\$190 for light duty vehicles and \$140-\$170 for heavy duty vehicles (20% - 30% increase) The total batteries replaced in FY 23-24: 150	\$ 20,000.00	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00
2595	Car Wash		Funds to purchase soap and supplies for car wash operation. Carwash soap \$250 x 55 gal drum; carwash wand \$150 x1; carwash heavy duty brushes with handles \$85 x1; Also funds to maintain hoses, valves, and other wearable parts on machine.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2596	Diesel Fuel		Managed by Finance	\$ -			
2601	Office Supplies		Funds to purchase office supply items such as paper, file folders, pens, thermal paper for fuel machine, etc. for the garage operation.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
2993	Operational Supplies		Funds to purchase NC Emission & Safety Inspection E-Stickers \$500; Shop Supplies (dry sweep,gasker sealer, etc) \$900; Miscellaneous supplies needed by mechanics \$2500--threaded stock, sealants, steel, etc.. Increase due to seperation of facility services from uniform line items. Cintas to total 2K /yr( weekly replacement of shop rags, fender covers and floor mats). Spent \$3,500 by Feb 2024 with 4 mnths remaining.	\$ 4,000.00	\$ 5,300.00	\$ 5,700.00	\$ 5,700.00
2994	Tools		Funds to purchase specialty tools used by division mechanics and to replace damaged or unserviceable tools. \$ 700/per 10 Mechanics for tool replacement = \$7,000, Heavy Duty floor Jack for Truck Shop -\$ 1,500, Heavy jack stands - \$500, \$1000-specialty tools replacement (Oversize wrenches/socket sets, Pry Bar, Lifting Devices, etc.)	\$ 10,000.00	\$ 7,100.00	\$ 10,000.00	\$ 10,000.00
2995	Welding Supplies		Funds to purchase welding supplies such as helmets, grinding wheels, welding wire, rods, etc.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2999	Welding Gases		Funds to purchase gases for cutting and welding.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
3210	Telephone & Communication Svcs		Funds for smart phone service for employees(3 phones @ \$60/per line = \$180/mth = \$2160/yr).	\$ 1,620.00	\$ 1,620.00	\$ 2,160.00	\$ 2,160.00
3250A	Postage-Internal Charges only!			\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	Green Cell - Department Input
<b>Dept #:</b>	Public Works - 1114		
<b>Division:</b>	Garage - 1114		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
3510	Repairs (Insurance Claims)			\$ -			
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 ( 6 ea serviceable in-ground vehicle lift; 3 ea diesel fuel pumps; 5 ea unleaded fuel pumps; 1 ea 500 waste oil tank; 3 ea solvent cleaning tanks)	\$ 10,500.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00
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.	\$ 156,983.00	\$ 100,000.00	\$ 155,000.00	\$ 135,000.00
3914	Contract Services		Wrecker service for City vehicles/equipment - increased. Cars \$250 and Heavy Equipment \$550 avg per tow. The age of the city's fleet, daily usage and more frequent breakdowns is a factor for the increased funding.	\$ 17,000.00	\$ 17,000.00	\$ 18,000.00	\$ 18,000.00
3950	Education Reimbursement			\$ -			
4221	Software License Fees		NC Emission Analyer Contract \$ 950, Heavy Duty Repair Software service contract (Mitchell Online, Cummins Insite - JPRO Commercial Vehicle Diagnostic, Allison Transmission Software) \$3500, SNAP-ON scanner updates \$2300	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
4391	Equipment Rent			\$ -			
4511	Multi-Peril Insurance		Provided by Finance	\$ 4,691.00	\$ 3,274.00	\$ 3,674.00	\$ 3,674.00
4521	Auto Liability		Provided by Finance	\$ 1,194.00	\$ 1,145.00	\$ 1,218.00	\$ 1,218.00
4912	<b>Fees &amp; Dues</b>	<b>Y</b>	Funds for membership dues for the A.P.W.A. Fleet Maintenance Division and the American Welders Society. Welders Society Membership Dues- \$200; A.P.W.A. Membership Dues- \$150. 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.	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>
<b>Total Operating Expenditures</b>				<b>\$ 872,033.00</b>	<b>\$ 869,874.00</b>	<b>\$ 991,397.00</b>	<b>\$ 937,397.00</b>
5423	Crew-Cab Pick-Up Truck			\$ 40,000.00		\$ 48,000.00	\$ 48,000.00
5527	Miscellaneous Equipment			\$ -		\$ -	\$ -
5553	Refrigerant Recovery System			\$ -		\$ -	\$ -
5644	Power Lifts			\$ -		\$ 55,000.00	\$ 55,000.00
<b>Total Capital Outlay</b>				<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ 103,000.00</b>	<b>\$ 103,000.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1114		
<b>Division:</b>	Garage - 1114		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
Total Debt Service			\$ -	\$ -	\$ -	\$ -
<b>Total Public Works-Garage Budget</b>			<b>\$ 1,737,340.46</b>	<b>\$ 1,647,070.77</b>	<b>\$ 1,952,375.10</b>	<b>\$ 1,916,634.75</b>

**CAPITAL OUTLAY**      Fiscal Year FY24-25  
 Fund: 11-General Fund      Dept. Head-Rick Fletcher  
 Dept #: Public Works - 1114  
 Division: Garage - 1114

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information						
			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. 05/15/24	New Debt?	
						Estim. Auction Proceeds?	FY21-22	FY22-23								FY23-24
1	5423	P889	2001 DODGE 1500	\$ 14,482.78	178,284	1,800	\$ 1,049.07	\$ 462.33	\$ 323.76	N	1	FORD F-150 CRW CAB	Replacing 2001 Dodge shop pickup with high mileage and a salvage title from accident, Maintenance cost is exceeding vehicle value, spent \$19,009 over life of vehicle	\$ 48,000.00	\$ 48,000.00	
2	5644									N	2	Heavy Duty Power Lifts	Funds to replace non-operational heavy duty in-ground hydraulic lifts in the truck shop with one set of (4) cloumn heavy duty portable truck lifts with the option of expanding in the future.	\$ 55,000.00	\$ 55,000.00	
3																
4																
5																
<b>Total Capital Outlay Request</b>				<b>\$ 14,482.78</b>		<b>\$ 1,800.00</b>	<b>\$ 1,049.07</b>	<b>\$ 462.33</b>	<b>\$ 323.76</b>					<b>\$ 103,000.00</b>	<b>\$ 103,000.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	On-Board Diagnostics Emissions (4 FTE's @\$70/ea)	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
2	Chemical Response Training (3 employees @ \$125/ea)	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
3	State Inspection certifications (4 FTE's @ \$70/ea)	\$ 280.00	\$ 70.00	\$ 280.00	\$ 280.00
4					
5					
6					
7					
8					
9					
10					
<b>Total - 2323 Training</b>		<b>\$ 935.00</b>	<b>\$ 725.00</b>	<b>\$ 935.00</b>	<b>\$ 935.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Funds for membership fees for APWA and Welders Society (Welders Society cost increased)	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2	Annual Safety Inspections and Repairs, service for UST's Testing per North Carolina State	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3	OSHA In-Ground Hydraulic lift annual safety inspections	\$ 500.00	\$ 500.00		
4	Tier II Hazard Report			\$ 500.00	\$ 500.00
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>	<b>\$ 1,350.00</b>





**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    11-General Fund                    Dept. Head    Catherine Gwynn  
**Dept #:**                1115    Finance                    ~ = Division by Zero  
**Division:**            1115    Garage Service Credits            \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2592	Gasoline	\$ 680,112.83	\$ 739,553.00	\$ 739,553.00	\$ 625,000.00	\$ -	*	\$ -	*
2596	Diesel Fuel	\$ 383,910.92	\$ 486,971.00	\$ 477,471.00	\$ 400,000.00	\$ -	*	\$ -	*
2598	Fuel Tank Maintenance		\$ 1,300.00	\$ 1,300.00	\$ 5,000.00	\$ -	*	\$ -	*
3522	Machine/Equipment Maintenance		\$ 2,500.00	\$ 2,500.00	\$ 15,000.00	\$ -	*	\$ -	*
4221	Software License Fees		\$ 4,188.00	\$ 4,188.00	\$ -	\$ -	*	\$ -	*
4511	Multi-Peril Insurance				\$ 225.00	\$ -	*	\$ -	*
4972	Garage Service Credits	\$ (813,362.16)	\$ (749,750.00)	\$ (749,750.00)	\$ (708,587.29)	\$ (790,750.00)	*	\$ (790,750.00)	*
4972A	Garage Service Credits-Fuel	\$ (699,279.79)	\$ (903,712.00)	\$ (903,712.00)	\$ (635,617.21)	\$ -	*	\$ -	*
4972B	Garage Service Credits-GWTA Fuel	\$ (320,723.98)	\$ (325,000.00)	\$ (325,000.00)	\$ (267,073.69)	\$ -	*	\$ -	*
4972C	Garage Service Credits-GHA Fuel	\$ (33,021.20)	\$ (36,000.00)	\$ (36,000.00)	\$ (34,686.56)	\$ -	*	\$ -	*
<b>Total Operating Expenditures</b>		<b>\$ (802,363.38)</b>	<b>\$ (779,950.00)</b>	<b>\$ (789,450.00)</b>	<b>\$ (600,739.75)</b>	<b>\$ (790,750.00)</b>	<b>*</b>	<b>\$ (790,750.00)</b>	<b>*</b>
5227	Fuel Island Refurbishing		\$ 30,200.00	\$ 39,700.00	\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 30,200.00</b>	<b>\$ 39,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Finance-Garage Service Credits Budget</b>		<b>\$ (802,363.38)</b>	<b>\$ (749,750.00)</b>	<b>\$ (749,750.00)</b>	<b>\$ (600,739.75)</b>	<b>\$ (790,750.00)</b>	<b>*</b>	<b>\$ (790,750.00)</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 1115		
<b>Division:</b>	Garage Service Credits - 1115		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2592	Gasoline		Transferred from 1114-2592; FY25 Transferred to 6021-1116	\$ 739,553.00	\$ 625,000.00	\$ -	\$ -
2596	Diesel Fuel		Transferred from 1114-2592; FY25 Transferred to 6021-1116	\$ 486,971.00	\$ 400,000.00	\$ -	\$ -
2598	Fuel Tank Maintenance		Transferred from 1114-2592; FY25 Transferred to 6021-1116	\$ 1,300.00	\$ 5,000.00	\$ -	\$ -
3522	Machine/Equipment Maintenance		Transferred from 1114-3522; FY25 Transferred to 6021-1116 general repair & maintenance, i.e tank sensors, parts	\$ 2,500.00	\$ 15,000.00	\$ -	\$ -
4221	Software License Fees		Monthly fee for cloud based fuel system. (RTA system is antiquated and can only be accessed by a few personnel in Fleet. This is going to a cloud based system for bulk fuel management, fuel site management and fuel card management). \$349/month	\$ 4,188.00	\$ -	\$ -	\$ -
4511	Multi-Peril Insurance			\$ -	\$ 225.00	\$ -	\$ -
4972	Garage Service Credits	Y	See detail schedule tab (Orgn 1114-2592 \$520K, 2596 \$325K)	\$ (749,750.00)	\$ (708,587.29)	\$ (790,750.00)	\$ (790,750.00)
4972A	Garage Service Credits-Fuel	Y	See detail schedule tab (Orgn 1114-2592 \$520K, 2596 \$325K)	\$ (903,712.00)	\$ (635,617.21)	\$ -	\$ -
4972B	Garage Service Credits-GWTA Fuel		Estimated Reimbursement from GWTA for Fuel - estimate \$23K per month	\$ (325,000.00)	\$ (267,073.69)	\$ -	\$ -
4972C	Garage Service Credits-GHA Fuel		Estimated Reimbursement from GHA for Fuel	\$ (36,000.00)	\$ (34,686.56)	\$ -	\$ -
	<b>Total Operating Expenditures</b>			<b>\$ (779,950.00)</b>	<b>\$ (600,739.75)</b>	<b>\$ (790,750.00)</b>	<b>\$ (790,750.00)</b>
5227	Fuel Island Refurbishing	Y		\$ 30,200.00	\$ -		\$ -
	<b>Total Capital Outlay</b>			<b>\$ 30,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Finance-Garage Service Credits Budget</b>			<b>\$ (749,750.00)</b>	<b>\$ (600,739.75)</b>	<b>\$ (790,750.00)</b>	<b>\$ (790,750.00)</b>

SUPPORTING SCHEDULE			Fiscal Year FY24-25			
Fund: 11-General Fund			Dept. Head-Catherine Gwynn			
Dept #: Finance - 1115						
Division: Garage Service Credits - 1115						
Account: 4972 Garage Service Credits						
Line #		Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1		Internal Fleet Charges - Acct #2501A				
2	1011	1011-Mayor/Council				
3	1012	1012-City Manager				
4	1016	1016-HR	\$ (750.00)	\$ (750.00)	\$ (750.00)	\$ (750.00)
5	1017	1017-Community Relations				
6	1018	1018-Paramount				
7	1020	1020-GEC				
8	1024	1024-Inspections	\$ (2,500.00)	\$ (2,300.00)	\$ (2,500.00)	\$ (2,500.00)
9	1025	1025-DGDC				
10	1030	1030-Information Technology	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)
11	1111	1111-PW-Admin	\$ (400.00)	\$ (400.00)	\$ (400.00)	\$ (400.00)
12	1114	1114-PW-Garage	\$ (2,500.00)	\$ (1,500.00)	\$ (2,500.00)	\$ (2,500.00)
13	1133	1133-PW-Bldg Maintanance	\$ (20,000.00)	\$ (25,000.00)	\$ (25,000.00)	\$ (25,000.00)
14	1142	1142-PW-Cemetery	\$ (5,000.00)	\$ (4,000.00)	\$ (5,000.00)	\$ (5,000.00)
15	2111	2111-Finance				
16	3151	3151-Planning	\$ (1,550.00)	\$ (1,550.00)	\$ (1,550.00)	\$ (1,550.00)
17	4134	4134-PW-Streets	\$ (25,000.00)	\$ (25,000.00)	\$ (30,000.00)	\$ (30,000.00)
18	4143	4143-PW-Solid Waste	\$ (280,000.00)	\$ (237,000.00)	\$ (280,000.00)	\$ (280,000.00)
19	4172	4172-Engineering	\$ (6,500.00)	\$ (6,500.00)	\$ (6,500.00)	\$ (6,500.00)
20	5120	5120-Fire	\$ (79,500.00)	\$ (102,800.00)	\$ (90,000.00)	\$ (90,000.00)
21	6121	6121-Police	\$ (150,000.00)	\$ (165,108.99)	\$ (150,000.00)	\$ (150,000.00)
22	7460	7460-Parks & Rec	\$ -	\$ (16,845.00)	\$ (19,000.00)	\$ (19,000.00)
23	7461	7461-Golf		\$ (471.00)		
24	4137	4137-Stormwater	\$ (45,000.00)	\$ (45,000.00)	\$ (45,000.00)	\$ (45,000.00)
25	4174	4174-Billing & Meters Services	\$ (4,550.00)	\$ (4,000.00)	\$ (4,550.00)	\$ (4,550.00)
26	4175	4175-PW-Maintenance	\$ (75,000.00)	\$ (50,000.00)	\$ (75,000.00)	\$ (75,000.00)
27	4176	4176-PU-Water	\$ (4,000.00)	\$ (5,500.00)	\$ (5,500.00)	\$ (5,500.00)
28	4177	4177-PU-Waste	\$ (6,000.00)	\$ (4,873.77)	\$ (6,000.00)	\$ (6,000.00)
29	4179	4179-PU-Compost	\$ (40,000.00)	\$ (8,488.53)	\$ (40,000.00)	\$ (40,000.00)
30	9077	9077-T & T				
31						
32						
		<b>Total - 4972 Garage Service Credits</b>	<b>\$ (749,750.00)</b>	<b>\$ (708,587.29)</b>	<b>\$ (790,750.00)</b>	<b>\$ (790,750.00)</b>



## FISCAL YEAR 2024-2025 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 & Stormwater Maintenance, Solid Waste and Garage. Goals, objectives, and significant budget issues for the Buildings & Grounds Maintenance Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Effectively and efficiently maintain all City facilities and supporting infrastructure, as well as City vacant lots and Right-of-Ways.
- Provide timely support to all departments citywide as needed.
- Continue to work towards significant Public Works compound repairs, including refurbishing the old car wash, replacing the rusted and decrepit perimeter fence, installing automated gates, providing heated storage for JetVacs & Sweeper under shelter, etc.
- Support City sponsored special events, including lights up, DGDC annual dinner, Center Street jams, Freedom Fest, Etc.
- Facilitate staff training to foster personal growth and accomplishment in their respective job functions.

#### SIGNIFICANT BUDGET ISSUES:

- Approval/funding for a supervisor position to effectively and safely manage the breadth of daily responsibilities.
- Increasing cost to maintain and repair City's aging infrastructure and facilities.
- Scheduled replacement of equipment per industry standard—mowers every 5-years and equipment/vehicles every 10-years.
- 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 **FY24-25**

**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		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 304,361.33	\$ 382,229.24	\$ 382,229.24	\$ 327,427.53	\$ 441,251.06	15.44%	\$ 397,804.53	4.07%
1220	Salaries & Wages Overtime	\$ 275.53	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	0.00%	\$ 5,500.00	0.00%
1221	Employee Awards				\$ -	\$ 100.00	*	\$ 100.00	*
1224	Cell Phone Stipend	\$ 185.92	\$ 1,440.00	\$ 1,440.00	\$ 600.00	\$ 2,160.00	50.00%	\$ 2,160.00	50.00%
1260	Salaries & Wages Part-Time	\$ 8,122.84	\$ 30,000.00	\$ 44,800.00	\$ 30,000.00	\$ 30,000.00	0.00%	\$ 30,000.00	0.00%
1275	Salaries & Wages Bonus		\$ 6,154.90	\$ 6,154.90	\$ 3,056.16	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 450.00	\$ 889.00	\$ 889.00	\$ 450.00	\$ 889.00	0.00%	\$ 889.00	0.00%
1278	Wellness Earnings	\$ 2,058.24	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 3,000.00	11.11%	\$ 3,000.00	11.11%
1280	Vacation Pay Out	\$ 7,571.65	\$ -	\$ -	\$ 5,005.40	\$ -	*	\$ -	*
1810	Social Security	\$ 24,159.85	\$ 32,811.85	\$ 34,011.85	\$ 28,667.54	\$ 36,941.85	12.59%	\$ 33,618.20	2.46%
1821	NCLGERS-Retirement	\$ 38,204.74	\$ 54,578.09	\$ 54,578.09	\$ 47,091.36	\$ 61,866.15	13.35%	\$ 55,931.35	2.48%
1822	401-K Retirement	\$ 12,570.52	\$ 16,910.33	\$ 16,910.33	\$ 13,789.56	\$ 18,116.00	7.13%	\$ 16,378.14	-3.15%
1830	Hospital Insurance	\$ 40,833.56	\$ 66,312.00	\$ 66,312.00	\$ 96,480.00	\$ 96,480.00	45.49%	\$ 86,832.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 290.25	\$ 350.40	\$ 350.40	\$ 360.00	\$ 360.00	*	\$ 324.00	*
1860	Worker's Comp Claims Cost	\$ 771.51	\$ 1,223.00	\$ 1,223.00	\$ 6,000.00	\$ 8,000.00	554.13%	\$ 8,000.00	554.13%
1861	Worker's Compensation Insurance	\$ 2,579.78	\$ 2,746.00	\$ 2,746.00	\$ 1,375.00	\$ 1,459.00	-46.87%	\$ 1,459.00	-46.87%
1899	Less: Reimbursed by Grants	\$ (46,123.39)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 396,312.33</b>	<b>\$ 603,844.81</b>	<b>\$ 619,844.81</b>	<b>\$ 568,502.55</b>	<b>\$ 706,123.07</b>	<b>16.94%</b>	<b>\$ 641,996.22</b>	<b>6.32%</b>
1932	Medical Exams	\$ 704.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
2121	Uniforms	\$ 2,928.37	\$ 3,250.00	\$ 3,250.00	\$ 4,200.00	\$ 4,260.00	31.08%	\$ 4,260.00	31.08%
2123	Protective Clothing	\$ 727.29	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	0.00%	\$ 800.00	0.00%
2124	Shoes-Steel Toe	\$ 1,168.67	\$ 1,350.00	\$ 1,350.00	\$ 1,500.00	\$ 1,500.00	11.11%	\$ 1,500.00	11.11%
2323	Training	\$ 325.63	\$ 325.00	\$ 325.00	\$ 1,125.00	\$ 1,885.00	480.00%	\$ 1,885.00	480.00%
2501A	Fleet Charges Internal Use Only!	\$ 21,931.05	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	25.00%	\$ 20,000.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 16,008.67	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 30,000.00	0.00%	\$ 30,000.00	0.00%
2593	Batteries			\$ -	\$ -	\$ -	*	\$ -	*
2993	Operational Supplies	\$ 10,940.78	\$ 33,500.00	\$ 33,232.00	\$ 33,500.00	\$ 33,500.00	0.00%	\$ 21,000.00	-37.31%
2994	Tools	\$ 4,172.51	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
3121	Travel			\$ -	\$ -	\$ 450.00	*	\$ 450.00	*
3210	Telephone & Communication Svcs	\$ 2,343.39	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00%	\$ 2,100.00	0.00%
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ -	*
3508	Repairs-Christmas Lights Water Twr	\$ 14,856.60	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	0.00%	\$ 10,000.00	-37.50%
3510	Repairs (Insurance Claims)		\$ -	\$ 268.00	\$ -	\$ -	*	\$ -	*
3511	Building Maintenance	\$ 15,670.87	\$ 64,300.00	\$ 84,235.56	\$ 57,890.00	\$ 64,490.00	0.30%	\$ 54,490.00	-15.26%
3522	Machine/Equipment Maintenance	\$ 3,981.88	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3591 Radio Maintenance			\$ -	\$ -	\$ -	*	\$ -	*
3914 Contract Services	\$ 9,973.33		\$ -	\$ -	\$ -	*	\$ -	*
4511 Multi-Peril Insurance	\$ 36,693.36	\$ 42,734.00	\$ 42,734.00	\$ 28,316.00	\$ 31,775.00	-25.64%	\$ 31,775.00	-25.64%
4521 Auto Liability	\$ 2,924.85	\$ 3,421.00	\$ 3,421.00	\$ 3,338.00	\$ 3,551.00	3.80%	\$ 3,551.00	3.80%
4912 Fees & Dues	\$ 364.99	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	*	\$ 300.00	*
4990 Equipment Expense			\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Operating Expenditures</b>	<b>\$ 145,716.24</b>	<b>\$ 226,080.00</b>	<b>\$ 246,015.56</b>	<b>\$ 206,769.00</b>	<b>\$ 223,611.00</b>	<b>-1.09%</b>	<b>\$ 190,111.00</b>	<b>-15.91%</b>
5086 Garage Bay Door		\$ 11,980.00	\$ 11,980.00	\$ 11,980.00	\$ 20,000.00	66.94%	\$ -	*
5099 Gates				\$ -	\$ 20,000.00	~	\$ -	*
5303 Heavy-Duty Mower		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00	6.67%	\$ 16,000.00	6.67%
5423 Crew-Cab Pick-Up Truck				\$ -	\$ 55,149.80	~	\$ -	*
5431 Riding Lawnmower	\$ 12,175.94		\$ -	\$ -	\$ -	*	\$ -	*
5436 Pick-Up Truck W/Extended Cab	\$ -	\$ -	\$ 44,184.74	\$ 44,184.74	\$ -	*	\$ -	*
5449 Tractor W/Boom Mower				\$ -	\$ 154,344.00	~	\$ 154,344.00	~
5527 Miscellaneous Equipment	\$ -	\$ -	\$ 13,028.88	\$ 13,028.88	\$ -	*	\$ -	*
5644 Power Lifts				\$ -	\$ 12,000.00	~	\$ 12,000.00	~
<b>Total Capital Outlay</b>	<b>\$ 12,175.94</b>	<b>\$ 26,980.00</b>	<b>\$ 84,193.62</b>	<b>\$ 84,193.62</b>	<b>\$ 277,493.80</b>	<b>928.52%</b>	<b>\$ 182,344.00</b>	<b>575.85%</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>\$ 554,204.51</b>	<b>\$ 856,904.81</b>	<b>\$ 950,053.99</b>	<b>\$ 859,465.17</b>	<b>\$ 1,207,227.87</b>	<b>40.88%</b>	<b>\$ 1,014,451.22</b>	<b>18.39%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1133		
<b>Division:</b>	Building Maintenance - 1133		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		9 FTE's	\$ 382,229.24	\$ 327,427.53	\$ 441,251.06	\$ 397,804.53
1220	Salaries & Wages Overtime		Overtime for City's special events - Center Street Jams, Lights-up, DGDC Annual Dinner, etc. Most personnel elected to take comp time rather than overtime for FY24-24, funds requested are calculated to cover staff opting for pay vs. Comp time.	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
1221	Employee Awards		Peter, Braswell	\$ -	\$ -	\$ 100.00	\$ 100.00
1224	Cell Phone Stipend		1 employee - Michael Braswell and 2 new employees	\$ 1,440.00	\$ 600.00	\$ 2,160.00	\$ 2,160.00
1260	Salaries & Wages Part-Time		Two (2) temp employees previously @14.50 per hour for 1000 hours each, increased to \$15 per hour.	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
1275	Salaries & Wages Bonus		10 @ \$615.49=\$400 Net bonus	\$ 6,154.90	\$ 3,056.16	\$ -	
1277	Clothing Allowance		Superintendent (\$250) Supervisor (\$450) plus 27%	\$ 889.00	\$ 450.00	\$ 889.00	\$ 889.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 2,700.00	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00
1280	Vacation Pay Out			\$ -	\$ 5,005.40	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 32,811.85	\$ 28,667.54	\$ 36,941.85	\$ 33,618.20
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 54,578.09	\$ 47,091.36	\$ 61,866.15	\$ 55,931.35
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 16,910.33	\$ 13,789.56	\$ 18,116.00	\$ 16,378.14
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 66,312.00	\$ 96,480.00	\$ 96,480.00	\$ 86,832.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 350.40	\$ 360.00	\$ 360.00	\$ 324.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ 1,223.00	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 2,746.00	\$ 1,375.00	\$ 1,459.00	\$ 1,459.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 603,844.81</b>	<b>\$ 568,502.55</b>	<b>\$ 706,123.07</b>	<b>\$ 641,996.22</b>
1932	Medical Exams		Drug testing - random and new hires, including part-time	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2121	Uniforms		Uniforms to cover 4 employees: ~\$82 x 52 wks	\$ 3,250.00	\$ 4,200.00	\$ 4,260.00	\$ 4,260.00
2123	Protective Clothing		PPE for Buildings and Grounds. This would consist of working gloves, eye protection, hearing protection, vests, dust masks, hard hats, electrical gloves and rubber gloves and boots. Increase due to (new) Supervisor position and general cost increases for products.	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
2124	Shoes-Steel Toe		Dept- \$150 per employee per City Policy @ 10 FTE. *Includes boots for "new" Supervisor position	\$ 1,350.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 325.00</b>	<b>\$ 1,125.00</b>	<b>\$ 1,885.00</b>	<b>\$ 1,885.00</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1133		
<b>Division:</b>	Building Maintenance - 1133		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2501A	Fleet Charges Internal Use Only!		Vehicle maintenance funds to keep, mowers, tractors, trailers, bucket truck and department vehicles operational.	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00
2502A	Vehicle Fuel-Internal Charges		Vehicle fuel for all B&G fleet rolling stock - vehicles, tractors, mowers, etc.	\$ 30,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
2593	Batteries		REMOVE	\$ -			
2993	Operational Supplies		Building Maintenance materials and supplies to cover Electrical, Plumbing, IT projects, HVAC repairs, Lighting, Carpentry and Painting supplies for general facility maintenance and repair. Also includes funds for Grounds Maintenance operational supplies-- chemicals to spray, etc. This is for the grounds department to maintain the city lots and right of ways. We currently have 256 lots that we maintain and about 160 miles of Right-of Ways.	\$ 33,500.00	\$ 33,500.00	\$ 33,500.00	\$ 21,000.00
2994	Tools		Funds to provide serviceable tools (power tool, wrenches, meters, hand tools, etc.) for all facility and grounds maintenance requirements citywide.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450.00</b>	<b>\$ 450.00</b>
3210	Telephone & Communication Svcs		Service for (3) iPads and (1) iPhone @ \$45 a month for the phone and \$38.01 for the I pads. Both x 12 months - per I.T.	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
3250A	Postage-Internal Charges only!			\$ -	\$ -	\$ -	\$ -
3508	Repairs-Christmas Lights Water Twr		Funds to purchase/replace Christmas decorations and string lights annually as needed. Also includes contracting a high elevation contractor annually to replace burnt out bulbs, sockets and replace wiring when needed on the water tower (\$4,200). Replacing GFCI receptacles, drop cords and sockets annually along Center Street, as well as replacing/repairing bulbs for Mega Tree, wreaths and overheads. Additional 400-500 tree light strings are needed each year, either for replacement or tree growth - 400 x \$20 = \$8K.	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 10,000.00
3510	Repairs (Insurance Claims)			\$ -	\$ -	\$ -	\$ -
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 64,300.00</b>	<b>\$ 57,890.00</b>	<b>\$ 64,490.00</b>	<b>\$ 54,490.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1133		
<b>Division:</b>	Building Maintenance - 1133		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3522	Machine/Equipment Maintenance		Funding to procure expendable parts and hardware for grounds maintenance equipment. Mower blades, trimmer string, 2 cycle oil, tires, belts and other parts to keep the zero turn mowers, trimmers, backpack blowers, and mowing tractors operational.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
3591	Radio Maintenance		Line item no longer needed.	\$ -			
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 42,734.00	\$ 28,316.00	\$ 31,775.00	\$ 31,775.00
4521	Auto Liability		Provided by Finance	\$ 3,421.00	\$ 3,338.00	\$ 3,551.00	\$ 3,551.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
4990	Equipment Expense			\$ -			
<b>Total Operating Expenditures</b>				<b>\$ 226,080.00</b>	<b>\$ 206,769.00</b>	<b>\$ 223,611.00</b>	<b>\$ 190,111.00</b>
5086	Garage Bay Door		Original door and motor (1978 - 45 yrs old) ). Failing and needs to be replaced. Limits access for heavy equipment repairs to one side - must back equipment into the bay.	\$ 11,980.00	\$ 11,980.00	\$ 20,000.00	\$ -
5099	Gates		The current gate is manually operated and presents security issues--inadvertently left open after hours. An automated gate, similar to the Water Treatment Plant's access gate, would limit access and automatically open and close to ensure compound security is not compromised. Cost of the gate would be split between Utility Funds, Storm Water Funds and General Funds, \$15K each for a \$45K total. Must be approved in all three budgets (B & G, Stormwater & D & C) to fund project.	\$ -	\$ -	\$ 20,000.00	\$ -
5303	Heavy-Duty Mower		This zero turn mower is 11 years old, industry standard for replacement is 5 years. Over the 11 years, \$19,336 has been spent on parts and labor to keep this mower operational.	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00
5423	Crew-Cab Pick-Up Truck		Replace a 15 year old F350 Super Duty Dually that has out lived its usefulness. The department is no longer in need of this heavy of a truck and downsizing to a F150 Super crew would be more cost efficient. Over the life of this vehicle we have spent \$15,400 to keep it operational.	\$ -	\$ -	\$ 55,149.80	\$ -
5431	Riding Lawnmower			\$ -	\$ -	\$ -	\$ -
5436	Pick-Up Truck W/Extended Cab			\$ -	\$ 44,184.74	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1133		
<b>Division:</b>	Building Maintenance - 1133		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
5449	Tractor W/Boom Mower		Replace tractor and mowing equipment that is not designed to perform the mowing that the department is required to do. The current tractor will not safely handle the boom mower that is needed to mow right-of-ways, ditches and also perform cut backs.\$11000 plus has been spent to keep the piece of equipment operational injust the 2 mowing seasons we have had it due to wear and tear. Trade in value for the current set-up is \$68000	\$ -	\$ -	\$ 154,344.00	\$ 154,344.00
5527	Miscellaneous Equipment		Replacement street lights 1 14 foot and 1 25 foot spares	\$ -	\$ 13,028.88	\$ -	\$ -
5644	Power Lifts		Purchase of this lift would enable the department to reach lighting issues safer than ladders, reach areas not serviceable with the bucket truck and to also work in conjunction with the bucket truck to more efficiently complete taskings.	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00
<b>Total Capital Outlay</b>				<b>\$ 26,980.00</b>	<b>\$ 84,193.62</b>	<b>\$ 277,493.80</b>	<b>\$ 182,344.00</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Building Maintenance Budget</b>				<b>\$ 856,904.81</b>	<b>\$ 859,465.17</b>	<b>\$ 1,207,227.87</b>	<b>\$ 1,014,451.22</b>

**CAPITAL OUTLAY**  
 Fiscal Year  
**FY24-25**  
 Fund: **11-General Fund** Dept. Head-Rick Fletcher  
 Dept #: **Public Works - 1133**  
 Division: **Building Maintenance - 1133**

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information				Department Request	Manager Recommend. 05/15/24
			Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement			
						Estim. Auction Proceeds?	FY21-22	FY22-23					FY23-24		
1	5099	N/A	Automatic access security gate for Public Works Complex.	N/A	N/A	N/A	\$ -	\$ -	\$ -	N	6	Automated, electric chain driven gate with key fob access.	The current gate is manually operated and presents security issues--inadvertently left open after hours. An automated gate, similar to the Water Treatment Plant's access gate, would limit access and automatically open and close to ensure compound security is not compromised. Cost of the gate would be split between Utility Funds, Storm Water Funds and General Funds, \$20 each for a \$60K total. Must be approved in all three budgets (B & G, Stormwater & D & C) to fund project.	\$ 20,000.00	\$ -
2	5086	N/A	1978 Roll-up door	N/A	N/A	N/A	\$ -	\$ -	\$ -	N	5	18x18 Roll-up garage door and motor	Original door and motor needing repairs slows work in the garage due to impeding Vehicle movement. Replacing the door and motor will eliminate down time for parts and repairs.	\$ 20,000.00	\$ -
3	5449	E1496	2020/John Deere/6100M	\$ 107,089.00	1,581	\$68,000	\$ 2,598.67	\$ 4,835.31	\$ 3,342.25	N	1	John Deere 6105E, mid mount boom mower, tag along rotary cutter.	Replace tractor and flail mowers. The current flail mower set up is not compatible with current operations--vibrations and uneven surfaces are causing excessive damage to the flail mowers. A boom and deck mower setup would be more practical, but the current tractor will not safely handle the boom mower that is needed to mow right-of-ways, ditches and also perform cut backs. Therefore, the tractor needs to be upgraded to the next higher model. \$15000 plus has been spent to keep the flail mower operational in just the 3 mowing seasons we have had it. Trade in value for the current set-up is \$60000 - reflected in the funds request.	\$ 154,344.00	\$ 154,344.00
4	5303	E1286	2007 Hustler 72" Deck 35HP	\$ 9,526.00	1,391	\$ 2,000.00	\$ 5,019.60	\$ 1,750.74	\$ 248.89	N	4	Hustler FX1000 60" Deck 35 HP	This zero turn mower is 11 years old, industry standard is 5 year replacement. Over the 11 years \$19,336 has been spent on parts and labor to keep this mower operational.	\$ 16,000.00	\$ 16,000.00
5	5644					\$ -	\$ -	\$ -	\$ -	U	3	2014 Skyjack SJIII3219 Scissors Lift	Purchase of this lift would enable the department to more effectively and safely reach higher elevations to perform repairs. It would be safer than ladders and would help reach places the bucket truck can't be used.	\$ 12,000.00	\$ 12,000.00

**Fiscal Year**  
 CAPITAL OUTLAY FY24-25  
**Fund:** 11-General Fund Dept. Head-Rick Fletcher  
**Dept #:** Public Works - 1133  
**Division:** Building Maintenance - 1133

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information				Department Request	Manager Recommend. 05/15/24
			Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement			
						Estim. Auction Proceeds?	FY21-22	FY22-23					FY23-24		
6	5423	P1098	2008 Ford F350 Super Duty Dually	\$ 22,066.00	93,912	\$ 8,000.00	\$ 510.56	\$ 1,266.11	\$ 1,051.50	N	2	F-150 4x4 SuperCrew Pickup Truck	This is to replace a 15 year old dually that has out lived its usefulness. The department is no longer in need of this heavy duty truck and downsizing would be more cost efficient. Over the life of this vehicle we have spent \$15,400 to keep it operational.	\$ 55,149.80	\$ -
7															
<b>Total Capital Outlay Request</b>				<b>\$ 138,681.00</b>		<b>\$ 78,000.00</b>	<b>\$ 8,128.83</b>	<b>\$ 7,852.16</b>	<b>\$ 4,642.64</b>					<b>\$ 277,493.80</b>	<b>\$ 182,344.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Chemical Spill class \$100 each x 2	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
2	Certification for Noth Carolina Pesticide Applicator certification - ~\$125 each. Required for grounds crew to apply chemicals.	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
3	HVAC techincian \$200 each x 4		\$ 800.00	\$ 800.00	\$ 800.00
4	AWPA Facility and Grounds Conference \$380 x2			\$ 760.00	\$ 760.00
5					
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 325.00</b>	<b>\$ 1,125.00</b>	<b>\$ 1,885.00</b>	<b>\$ 1,885.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	AWPA Conference Hotel for 2		\$ -	\$ 250.00	\$ 250.00
2	Rental or Mileage reimburse		\$ -	\$ 200.00	\$ 200.00
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	\$ -	\$ -	\$ 450.00	\$ 450.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

Fund: 11-General Fund  
Dept #: Public Works - 1133  
Division: Building Maintenance - 1133  
Account: 3511 Building Maintenance

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Dodson Pest Control Billed separate as follows DGDC @ \$30 per month Cemetery @ \$15 per month City Hall (both buildings) @ \$85 per month, Public Works @	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
2	Keen Plumbing - City Hall	\$ 3,000.00	\$ 3,000.00		
3	Evirocon - City Hall	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4	Carolina Phone and Alarm - City Hall	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5	Crossroads Fire protection- - City Hall	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
6	NC Department of Labor (Elevator Inspection) City Hall	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
7	Miscellaneous City Hall repairs. Increase for Historic City Hall wallpaper and paint--per Assistant City Manager request.	\$ 6,500.00		\$ 10,000.00	\$ 5,000.00
8					
9	Building Maintenance Funds: 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.(\$40,000)	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 23,000.00
10					
11	Fire sprinkler inspection for PW Complex.	\$ 450.00	\$ 540.00	\$ 540.00	\$ 540.00
12	Back Flow inspection for PW Complex.	\$ 450.00	\$ 450.00		
13	Boiler Safety inspection - City Hall.	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
14	Air Tank Pressure Vessel inspection	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
15	Generator inspection / service - PW	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
16	Envirocon - Annual Fire Alarm Maintenance	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
17	Security Central - Annual Security Monitoring at CH	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

Fund: 11-General Fund  
 Dept #: Public Works - 1133  
 Division: Building Maintenance - 1133  
 Account: 3511 Building Maintenance

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
18	Southern Elevator Company - Maintenance Contract & Repairs Both City Hall elevators and Handicap lift. Contract is actually \$9288 divided between Water Treatment Plant, Paramount Theater and City Hall.	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00
19	Cummins Atlantic-Generator City Hall	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
20	Crossroads--annual fire sprinkler system inspection for CH	\$ 1,300.00	\$ 1,300.00	\$ 1,350.00	\$ 1,350.00
21	Perrys Refridgeration Ice Machine Maintenance PW & CH	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
22					
23					
24					
<b>Total - 3511 Building Maintenance</b>		<b>\$ 64,300.00</b>	<b>\$ 57,890.00</b>	<b>\$ 64,490.00</b>	<b>\$ 54,490.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	American Public Works Association membership- William Peter	\$ 300.00		\$ 300.00	\$ 300.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>



**Department Overview:**

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

**Goals/Major Objectives:**

- Enforce updated ordinances and procedures to ensure cemetery standards and appearances are maintained.
- Continue to improve the overall appearance of both Cemeteries by repairing damaged or leaning markers and copings.
- Complete digital copies of all cemetery records and develop GIS mapping capabilities.
- Complete upgrades and repair work in the main office at Willowdale. (Extensive damage caused by termite infestation)

**Significant Budget Issues:**

- Funding to replace two part-time positions with one fulltime employee to help alleviate ongoing issues with unreliable part-time help that leaves the cemetery short-staffed.
- Funding to purchase mini-excavator to better maneuver around headstones and copings to open and close graves.
- Funding to replace a decrepit 40 year old metal building used to store and protect all maintenance equipment.
- Funds to remove multiple hazardous trees that are dead or dying, causing upheaval, damaging fences, etc.

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**

**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		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 200,350.54	\$ 205,921.00	\$ 205,921.00	\$ 205,707.82	\$ 210,104.14	2.03%	\$ 215,356.74	4.58%
1220	Salaries & Wages Overtime	\$ 1,907.92	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
1221	Employee Awards		\$ 130.00	\$ 130.00	\$ 130.00	\$ -	*	\$ -	*
1224	Cell Phone Stipend	\$ 1,443.84	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	0.00%	\$ 1,440.00	0.00%
1275	Salaries & Wages Bonus		\$ 3,692.94	\$ 3,692.94	\$ 3,056.15	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 700.00	\$ 889.00	\$ 889.00	\$ -	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 1,504.32	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
1280	Vacation Pay Out				\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 14,796.92	\$ 16,567.83	\$ 16,567.83	\$ 16,434.80	\$ 16,527.38	-0.24%	\$ 16,929.20	2.18%
1821	NCLGERS-Retirement	\$ 24,769.94	\$ 27,482.81	\$ 27,482.81	\$ 29,346.32	\$ 29,511.63	7.38%	\$ 30,229.14	9.99%
1822	401-K Retirement	\$ 8,150.54	\$ 8,515.20	\$ 8,515.20	\$ 8,593.36	\$ 8,641.77	1.49%	\$ 8,851.87	3.95%
1830	Hospital Insurance	\$ 35,132.45	\$ 36,840.00	\$ 36,840.00	\$ 48,240.00	\$ 48,240.00	30.94%	\$ 48,240.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 175.89	\$ 210.24	\$ 210.24	\$ 180.00	\$ 180.00	*	\$ 180.00	*
1860	Worker's Comp Claims Cost	\$ 816.93	\$ 1,295.00	\$ 1,295.00	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,272.45	\$ 1,355.00	\$ 1,355.00	\$ 1,491.00	\$ 1,582.00	16.75%	\$ 1,582.00	16.75%
1899	Less: Reimbursed by Grants	\$ (40,761.80)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 250,259.94</b>	<b>\$ 308,839.02</b>	<b>\$ 308,839.02</b>	<b>\$ 319,119.45</b>	<b>\$ 320,726.91</b>	<b>3.85%</b>	<b>\$ 327,308.95</b>	<b>5.98%</b>
1932	Medical Exams	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
2121	Uniforms	\$ 1,420.57	\$ 1,500.00	\$ 1,500.00	\$ 2,525.00	\$ 4,100.00	173.33%	\$ 4,100.00	173.33%
2123	Protective Clothing	\$ 708.78	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2124	Shoes-Steel Toe	\$ 652.62	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00%	\$ 750.00	0.00%
2323	Training	\$ 139.00	\$ 320.00	\$ 320.00	\$ 250.00	\$ 320.00	*	\$ 320.00	*
2501A	Fleet Charges Internal Use Only!	\$ 5,039.71	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 5,532.43	\$ 6,500.00	\$ 6,500.00	\$ 5,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
2993	Operational Supplies	\$ 12,928.46	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00	16.67%	\$ 12,200.00	1.67%
2994	Tools	\$ 196.84	\$ 400.00	\$ 400.00	\$ 400.00	\$ 500.00	*	\$ 500.00	*
3210	Telephone & Communication Svcs	\$ 1,283.83	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.00%	\$ 1,300.00	0.00%
3250A	Postage-Internal Charges only!	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	*	\$ 10.00	*
3310	Electricity	\$ 1,164.15	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,650.00	10.00%	\$ 1,650.00	10.00%
3321	Heating Fuel	\$ 438.05	\$ 1,200.00	\$ 1,200.00	\$ 800.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
3410	Printing	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3511	Building Maintenance	\$ 5,389.53	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 1,500.00	-50.00%
3522	Machine/Equipment Maintenance	\$ 5,783.37	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00	16.67%	\$ 6,000.00	0.00%
3914	Contract Services	\$ 18,571.00	\$ 22,400.00	\$ 22,400.00	\$ 22,400.00	\$ 25,000.00	11.61%	\$ 25,000.00	11.61%
3994	Tree Service	\$ 7,750.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	0.00%	\$ -	*

EXPENDITURE SHEET	Fiscal Year FY24-25		
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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4511	Multi-Peril Insurance	\$ 3,267.48	\$ 3,809.00	\$ 3,809.00	\$ 2,170.00	\$ 2,435.00	-36.07%	\$ 2,435.00	-36.07%
4521	Auto Liability	\$ 843.87	\$ 987.00	\$ 987.00	\$ 947.00	\$ 1,007.00	2.03%	\$ 1,007.00	2.03%
	<b>Total Operating Expenditures</b>	<b>\$ 71,109.69</b>	<b>\$ 75,826.00</b>	<b>\$ 75,826.00</b>	<b>\$ 72,502.00</b>	<b>\$ 82,922.00</b>	<b>9.36%</b>	<b>\$ 70,622.00</b>	<b>-6.86%</b>
5431	Riding Lawnmower		\$ 13,507.10	\$ 13,507.10	\$ 13,507.10	\$ -	*	\$ -	*
5825	Storage Building				\$ -	\$ 42,000.00	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 13,507.10</b>	<b>\$ 13,507.10</b>	<b>\$ 13,507.10</b>	<b>\$ 42,000.00</b>	<b>210.95%</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-Cemetery Budget</b>	<b>\$ 321,369.63</b>	<b>\$ 398,172.12</b>	<b>\$ 398,172.12</b>	<b>\$ 405,128.55</b>	<b>\$ 445,648.91</b>	<b>11.92%</b>	<b>\$ 397,930.95</b>	<b>-0.06%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1142		
<b>Division:</b>	Cemetery - 1142		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		5 FTE's	\$ 205,921.00	\$ 205,707.82	\$ 210,104.14	\$ 215,356.74
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	\$ 3,000.00
1221	Employee Awards		N/A	\$ 130.00	\$ 130.00	\$ -	
1224	Cell Phone Stipend		Cell Phone Stipend for Cemetery Superintendent and Cemetery Supervisor. \$60.00/mth each position	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
1275	Salaries & Wages Bonus		Employee Appreciation Bonus for 5 FTE	\$ 3,692.94	\$ 3,056.15	\$ -	
1277	Clothing Allowance		N/A	\$ 889.00	\$ -	\$ -	
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
1280	Vacation Pay Out		N/A	\$ -	\$ -	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 16,567.83	\$ 16,434.80	\$ 16,527.38	\$ 16,929.20
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 27,482.81	\$ 29,346.32	\$ 29,511.63	\$ 30,229.14
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 8,515.20	\$ 8,593.36	\$ 8,641.77	\$ 8,851.87
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 36,840.00	\$ 48,240.00	\$ 48,240.00	\$ 48,240.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 210.24	\$ 180.00	\$ 180.00	\$ 180.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ 1,295.00	\$ -	\$ -	
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,355.00	\$ 1,491.00	\$ 1,582.00	\$ 1,582.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 308,839.02</b>	<b>\$ 319,119.45</b>	<b>\$ 320,726.91</b>	<b>\$ 327,308.95</b>
1932	Medical Exams		Random drug testing	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2121	Uniforms		Uniform rental for 5 employees, ~\$78 per wk x 52 wks	\$ 1,500.00	\$ 2,525.00	\$ 4,100.00	\$ 4,100.00
2123	Protective Clothing		Funds to provide PPE such as rain suits, safety toe rubber boots, gloves, safety glasses, ear plugs, hard hats, dust mask etc.	\$ 1,000.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00
2124	Shoes-Steel Toe		Funds to purchase safety toe shoes for (5) Five Full Time Employees at \$150 each	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	Chemical Spill Class and Landscape Conference for (2) two NC Licensed Pesticide Applicators. Classes are used for obtaining the required continued education credits to maintain certifications.	<b>\$ 320.00</b>	<b>\$ 250.00</b>	<b>\$ 320.00</b>	<b>\$ 320.00</b>
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, tractor, trailers and other equipment needing repairs.	\$ 5,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
2502A	Vehicle Fuel-Internal Charges		Funds will provide fuel for all cemetery equipment	\$ 6,500.00	\$ 5,500.00	\$ 6,500.00	\$ 6,500.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 1142		
<b>Division:</b>	Cemetery - 1142		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2993		Operational Supplies Funds to purchase necessary materials and equipment needed for cemetery operations - e.g. grave boards, grass seed, herbicides, pesticides, seasonal flowers, weed eaters, blowers, hedge trimmers, sprayers, etc. Increase due to expected chemical and supply price increases.	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00	\$ 12,200.00
2994		Tools Funds used to purchase hand tools such as rakes, shovels, pruning shears and probes.	\$ 400.00	\$ 400.00	\$ 500.00	\$ 500.00
3210		Telephone & Communication Svcs Funds for cable and phone service (Spectrum)	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
3250A		Postage-Internal Charges only!	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
3310		Electricity Funds for electrical service for the office and equipment shop at Willowdale Cemetery	\$ 1,500.00	\$ 1,500.00	\$ 1,650.00	\$ 1,650.00
3321		Heating Fuel Funds to purchase LP gas used for heating the office at Willowdale Cemetery	\$ 1,200.00	\$ 800.00	\$ 1,200.00	\$ 1,200.00
3410		Printing Business cards for Superintendent and Supervisor	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
3511		Building Maintenance Estimated \$300.00 to pay for monthly pest control and yearly termite inspection. General maintenance and repair of cemetery office and equipment barn. Other funds allocated to repair rotten facial boards on the exterior of office and fix mortar joint cracks in brickwork.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00
3522		Machine/Equipment Maintenance Funds to replace wearable items on mowers, trimmers, sprayers, blowers, tamps, saws, leaf vacuum and other equipment. Items such as mower blades, weed eater heads and string, chainsaw chains, sprayer nozzles and pumps etc.	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00	\$ 6,000.00
<b>3914</b>	<b>Y</b>	<b>Contract Services</b> Funds to hire (2) two temporary employees through Holden Temporary Services	<b>\$ 22,400.00</b>	<b>\$ 22,400.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>
3994		Tree Service Funds to remove (1) one large oak tree with excessive limb rot and buttress rot that is a safety risk to persons and memorials around the area. If any additional funds are available, they will be used to remove any other safety hazards.	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
4511		Multi-Peril Insurance Provided by Finance	\$ 3,809.00	\$ 2,170.00	\$ 2,435.00	\$ 2,435.00
4521		Auto Liability Provided by Finance	\$ 987.00	\$ 947.00	\$ 1,007.00	\$ 1,007.00
<b>Total Operating Expenditures</b>			<b>\$ 75,826.00</b>	<b>\$ 72,502.00</b>	<b>\$ 82,922.00</b>	<b>\$ 70,622.00</b>
5431		Riding Lawnmower	\$ 13,507.10	\$ 13,507.10	\$ -	\$ -
5825		Storage Building	\$ -	\$ -	\$ 42,000.00	\$ -
<b>Total Capital Outlay</b>			<b>\$ 13,507.10</b>	<b>\$ 13,507.10</b>	<b>\$ 42,000.00</b>	<b>\$ -</b>
<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Public Works-Cemetery Budget</b>			<b>\$ 398,172.12</b>	<b>\$ 405,128.55</b>	<b>\$ 445,648.91</b>	<b>\$ 397,930.95</b>



CAPITAL OUTLAY																		
Fiscal Year FY24-25																		
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			Maintenance Cost History		Replacement Asset Information					Department Request	Manager Recommend. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement					
1	5825		Arch Style Metal Building	\$ 10,000.00		\$1,500												
2																		
<b>Total Capital Outlay Request</b>				<b>\$ 10,000.00</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>						<b>\$ 42,000.00</b>	<b>\$ -</b>		

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

Fund: 11-General Fund  
Dept #: Public Works - 1142  
Division: Cemetery - 1142  
Account: 2323 Training

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Landscape Conference in Rocky Mount (2) Licensed Staff. Unable to attend in 22/23 due to completion of office repairs	\$ 70.00	\$ -	\$ 70.00	\$ 70.00
2	Chemical Spill Class held @ Public Works (2) Licensed Staff. \$125 per person	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 320.00</b>	<b>\$ 250.00</b>	<b>\$ 320.00</b>	<b>\$ 320.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Public Works - 1142  
 Division: Cemetery - 1142  
 Account: 3914 Contract Services

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Holden Temporaries	\$ 22,400.00	\$ 22,400.00	\$ 25,000.00	\$ 25,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 3914 Contract Services</b>		<b>\$ 22,400.00</b>	<b>\$ 22,400.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>



## FISCAL YEAR 2024-2025 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 four sections: Accounting, Billing and Revenue Collections, Procurement and Warehouse, and Insurance Cost and Claims. The Accounting Division encompasses cash, debt management, maintaining accounting and financial records, payroll and benefits management, fixed assets, grant projects, accounts receivable and account collections, procurement card management, accounts payable, grant projects, conducting the annual audit and financial statement preparation, preparing the budget, and development, implementation and assessment of internal controls. The Billing and Revenue Collections Divisions are responsible for reading water meters, turning water meters on and off, billing over 15,000 customers per month for water, sewer, refuse, stormwater, and other miscellaneous services, receiving and posting of payments for utility bills and all other revenues. The Procurement and Warehouse Division is responsible for procurement and purchasing, inventory, and surplus property management. The Insurance Cost and Claims is responsible for renewal of non-health insurance related policies, management of insurance changes, payments of insurance premiums.

#### GOALS/MAJOR OBJECTIVES:

- Timely delivery of annual financial statement audit.
- Budget design, planning, preparation, implementation and execution.
- Maintain or improve the City's highest bond rating possible.
- Create a sound set of historical financial records.
- Create a sound set of written policies, procedures and workflow.
- Continue to improve and modify the internal controls through written policy, communication and training with Department Heads and staff.
- Safeguard the City's assets by receiving funds and paying obligations timely, as well as adhering to federal, state and local law ordinance and policy.

#### SIGNIFICANT BUDGET ISSUES:

- A. Staffing levels to complete the late FY23 audit and timely completion of FY24 audit.
- 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.
- C. Finding qualified professional and paraprofessional staff within salary grade minimums to adhere to City personnel policy.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Catherine Gwynn**  
**Dept #:**                **2111 Finance**                    ~ = Division by Zero  
**Division:**            **2111 Finance**                    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 940,091.88	\$ 1,000,832.03	\$ 1,006,964.03	\$ 974,364.09	\$ 1,017,987.82	1.71%	\$ 1,043,437.52	4.26%
1221	Employee Awards				\$ 411.16	\$ 250.00	*	\$ 250.00	*
1224	Cell Phone Stipend	\$ 1,443.84	\$ 1,440.00	\$ 1,440.00	\$ 1,428.01	\$ 1,440.00	0.00%	\$ 1,440.00	0.00%
1260	Salaries & Wages Part-Time	\$ 4,391.79		\$ -	\$ -	\$ -	*	\$ -	*
1262	Salaries & Wages Perm. Part-Time			\$ -	\$ -	\$ -	*	\$ -	*
1275	Salaries & Wages Bonus	\$ -	\$ 11,694.31	\$ 11,694.31	\$ 11,315.83	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 3,925.25	\$ 4,500.00	\$ 4,500.00	\$ 4,154.40	\$ 4,200.00	-6.67%	\$ 4,200.00	-6.67%
1280	Vacation Pay Out	\$ 2,549.83	\$ -	\$ -	\$ 6,892.77	\$ -	*	\$ -	*
1810	Social Security	\$ 69,619.66	\$ 77,912.67	\$ 77,912.67	\$ 76,390.32	\$ 78,326.65	0.53%	\$ 80,273.55	3.03%
1821	NCLGERS-Retirement	\$ 115,068.66	\$ 129,974.27	\$ 129,974.27	\$ 136,404.15	\$ 139,861.71	7.61%	\$ 143,338.14	10.28%
1822	401-K Retirement	\$ 37,862.76	\$ 40,270.88	\$ 40,270.88	\$ 39,942.65	\$ 40,955.11	1.70%	\$ 41,973.10	4.23%
1830	Hospital Insurance	\$ 97,984.01	\$ 110,520.00	\$ 110,520.00	\$ 101,452.90	\$ 183,312.00	65.86%	\$ 142,572.00	29.00%
1835	Group Term Life Insurance Coverage	\$ 652.99	\$ 665.76	\$ 665.76	\$ 684.00	\$ 684.00	2.74%	\$ 684.00	2.74%
1850	Unemployment Compensation	\$ 8,142.62	\$ 8,500.00	\$ 8,500.00	\$ 15,000.00	\$ 15,000.00	76.47%	\$ 15,000.00	76.47%
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 6,185.65	\$ 6,583.00	\$ 6,583.00	\$ 6,230.00	\$ 6,610.00	0.41%	\$ 6,610.00	0.41%
1899	Less: Reimbursed by Grants	\$ (85,710.96)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,202,207.98</b>	<b>\$ 1,392,892.92</b>	<b>\$ 1,399,024.92</b>	<b>\$ 1,374,670.28</b>	<b>\$ 1,488,627.30</b>	<b>6.87%</b>	<b>\$ 1,479,778.31</b>	<b>6.24%</b>
1911	Audit	\$ 63,250.00	\$ 95,000.00	\$ 95,000.00	\$ 102,375.00	\$ 80,000.00	-15.79%	\$ 80,000.00	-15.79%
1913	Lease/Rental of Office Space				\$ 2,200.00	\$ 9,000.00	~	\$ 9,000.00	~
1915	Bank Fees	\$ 19,918.11	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 30,000.00	30.43%	\$ 23,000.00	0.00%
1932	Medical Exams	\$ 505.00	\$ 138.00	\$ 138.00	\$ 258.00	\$ 138.00	*	\$ 138.00	*
1991	Consultant Fees	\$ 43,718.65	\$ 66,450.00	\$ 60,318.00	\$ 48,302.70	\$ 49,950.00	-24.83%	\$ 50,215.00	-24.43%
2203	Employee Appreciation	\$ 383.57	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	*	\$ 380.00	*
2323	Training	\$ 3,034.73	\$ 3,640.00	\$ 3,640.00	\$ 4,025.00	\$ 4,540.00	24.73%	\$ 3,340.00	-8.24%
2601	Office Supplies	\$ 5,304.38	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	0.00%	\$ 5,100.00	-8.93%
2603	Postage Machine Supplies	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
2912	Data Processing Forms	\$ 1,720.32	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00	0.00%	\$ 2,500.00	-28.57%
2993	Operational Supplies	\$ 5,544.79	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	0.00%	\$ 1,200.00	-50.00%
3121	Travel	\$ 4,413.98	\$ 5,400.00	\$ 5,400.00	\$ 3,093.24	\$ 7,300.00	35.19%	\$ 4,300.00	-20.37%
3210	Telephone & Communication Svcs	\$ 995.35	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	*	\$ 460.00	*
3250	Postage	\$ 498.75		\$ -	\$ 20.00	\$ 50.00	*	\$ 50.00	*
3250A	Postage-Internal Charges only!	\$ 6,487.41	\$ 7,312.00	\$ 7,312.00	\$ 7,312.00	\$ 7,312.00	0.00%	\$ 7,312.00	0.00%
3410	Printing	\$ 994.00	\$ 1,200.00	\$ 1,200.00	\$ 2,390.00	\$ 3,000.00	150.00%	\$ 3,000.00	150.00%
3421	Copy Machine Cost	\$ 5,835.78	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 5,172.00	-20.43%	\$ 5,172.00	-20.43%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Catherine Gwynn**  
**Dept #:**                **2111**    **Finance**                    ~ = Division by Zero  
**Division:**            **2111**    **Finance**                    \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3521 Office Machine Maintenance	\$ 480.00	\$ 1,500.00	\$ 1,500.00	\$ 480.00	\$ 1,500.00	0.00%	\$ 500.00	*
3522 Machine/Equipment Maintenance	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	*	\$ 500.00	*
3812 Cash Over/Short	\$ (975.55)	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3911 Public Notices				\$ -	\$ 2,500.00	~	\$ 2,000.00	~
3914 Contract Services	\$ 42,332.42	\$ 46,750.00	\$ 51,150.00	\$ 24,500.00	\$ 28,000.00	-40.11%	\$ 28,000.00	-40.11%
3950 Education Reimbursement	\$ 2,580.32	\$ 5,100.00	\$ 5,100.00	\$ 2,500.00	\$ 5,000.00	-1.96%	\$ 2,500.00	-50.98%
3999 Tax Listing	\$ 279,233.81	\$ 300,902.00	\$ 300,902.00	\$ 300,969.00	\$ 303,916.00	1.00%	\$ 360,108.00	19.68%
3999A Tax Listing Fees - NCVTS	\$ 72,056.56	\$ 88,154.00	\$ 88,154.00	\$ 93,357.00	\$ 91,843.00	4.18%	\$ 104,593.00	18.65%
3999B Tax Foreclosure Costs	\$ 926.75		\$ -	\$ -	\$ -	*	\$ -	*
4221 Software License Fees	\$ 30,774.41	\$ 39,920.00	\$ 39,920.00	\$ 43,779.00	\$ 44,920.00	12.53%	\$ 44,920.00	12.53%
4407 Penalties Payroll			\$ -	\$ -	\$ -	*	\$ -	*
4511 Multi-Peril Insurance	\$ 48,033.00	\$ 56,420.00	\$ 56,420.00	\$ 49,805.00	\$ 55,889.00	-0.94%	\$ 55,889.00	-0.94%
4531 Security Bonds	\$ 10,800.00	\$ 3,750.00	\$ 3,750.00	\$ 3,800.00	\$ 4,121.00	9.89%	\$ 4,121.00	9.89%
4911 Subscriptions	\$ 151.76	\$ 3,500.00	\$ 3,500.00	\$ 3,465.00	\$ 3,500.00	0.00%	\$ 3,500.00	0.00%
4912 Fees & Dues	\$ 3,155.03	\$ 4,910.00	\$ 4,910.00	\$ 3,935.00	\$ 4,965.00	1.12%	\$ 4,965.00	1.12%
4990 Equipment Expense		\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	0.00%	\$ -	*
9511 Stockroom-Office Supplies			\$ -	\$ -	\$ -	*	\$ -	*
9561 Office Supplies	\$ 451.33	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
<b>Total Operating Expenditures</b>	<b>\$ 652,604.66</b>	<b>\$ 775,786.00</b>	<b>\$ 774,054.00</b>	<b>\$ 741,305.94</b>	<b>\$ 758,856.00</b>	<b>-2.18%</b>	<b>\$ 807,263.00</b>	<b>4.06%</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-Finance Budget</b>	<b>\$ 1,854,812.64</b>	<b>\$ 2,168,678.92</b>	<b>\$ 2,173,078.92</b>	<b>\$ 2,115,976.22</b>	<b>\$ 2,247,483.30</b>	<b>3.63%</b>	<b>\$ 2,287,041.31</b>	<b>5.46%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 2111		
<b>Division:</b>	Finance - 2111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		19 Full-time positions; 1 non-exempt FTE ~50% assigned to ARP Records Management	\$ 1,000,832.03	\$ 974,364.09	\$ 1,017,987.82	\$ 1,043,437.52
1221	Employee Awards		Annual Service Awards	\$ -	\$ 411.16	\$ 250.00	\$ 250.00
1224	Cell Phone Stipend		Finance Director and Assistant Finance Director	\$ 1,440.00	\$ 1,428.01	\$ 1,440.00	\$ 1,440.00
1260	Salaries & Wages Part-Time		Peak Time CSR's \$18K	\$ -			
1262	Salaries & Wages Perm. Part-Time		-0- PPT's	\$ -			
1275	Salaries & Wages Bonus			\$ 11,694.31	\$ 11,315.83		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 4,500.00	\$ 4,154.40	\$ 4,200.00	\$ 4,200.00
1280	Vacation Pay Out			\$ -	\$ 6,892.77		
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 77,912.67	\$ 76,390.32	\$ 78,326.65	\$ 80,273.55
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 129,974.27	\$ 136,404.15	\$ 139,861.71	\$ 143,338.14
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 40,270.88	\$ 39,942.65	\$ 40,955.11	\$ 41,973.10
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 110,520.00	\$ 101,452.90	\$ 183,312.00	\$ 142,572.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 665.76	\$ 684.00	\$ 684.00	\$ 684.00
1850	Unemployment Compensation		Provided by Finance	\$ 8,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	
1861	Worker's Compensation Insurance		Provided by Finance	\$ 6,583.00	\$ 6,230.00	\$ 6,610.00	\$ 6,610.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,392,892.92</b>	<b>\$ 1,374,670.28</b>	<b>\$ 1,488,627.30</b>	<b>\$ 1,479,778.31</b>
1911	Audit		Audit Services - Forvis (split with Utility Fund) FY23 and FY24	\$ 95,000.00	\$ 102,375.00	\$ 80,000.00	\$ 80,000.00
1913	Lease/Rental of Office Space		\$9,000 for climate controlled storage units for Finance records 3 - 15x15 at \$250.00 month		\$ 2,200.00	\$ 9,000.00	\$ 9,000.00
1915	Bank Fees		PNC Monthly Bank Fees split 50/50 between 2111 & 4174	\$ 23,000.00	\$ 23,000.00	\$ 30,000.00	\$ 23,000.00
1932	Medical Exams		New hire physical & drug testing/AR	\$ 138.00	\$ 258.00	\$ 138.00	\$ 138.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See Schedule	<b>\$ 66,450.00</b>	<b>\$ 48,302.70</b>	<b>\$ 49,950.00</b>	<b>\$ 50,215.00</b>
2203	Employee Appreciation		19 FT Employees @ 20.00 each	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See Schedule	<b>\$ 3,640.00</b>	<b>\$ 4,025.00</b>	<b>\$ 4,540.00</b>	<b>\$ 3,340.00</b>
2601	Office Supplies		General and miscellaneous supplies(bankers boxes, calculators, calculator paper and ribbon, white-out, highlighters, file folders, pens, staplers, note pads, binder clips, receipt paper, etc) Tabs/dividers, covers, binder notebooks for budget books.	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,100.00
2603	Postage Machine Supplies		Moved to 11-1019	\$ -			



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	11-General Fund	Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Finance - 2111		
<b>Division:</b>	Finance - 2111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2912	Data Processing Forms		Accounts payable check stock & Payroll direct deposit stock \$2000; W2 forms & 1099 forms \$600 (Softdocs); deposit slips for Revenue Collections \$500	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00	\$ 2,500.00
2993	Operational Supplies		Amazon QS1 Receipt Paper \$600 split cost 70/30 between 2111/4174 ; Staples Chair Vacant Position \$200; Deposit Bags (Revenue), Cash Drawers for Vault (Revenue) Cash Drawers for Workstation (Revenue)	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>		<b>\$ 5,400.00</b>	<b>\$ 3,093.24</b>	<b>\$ 7,300.00</b>	<b>\$ 4,300.00</b>
3210	Telephone & Communication Svcs		Verizon charges for (1) Mi-fi	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
3250	Postage			\$ -	\$ 20.00	\$ 50.00	\$ 50.00
3250A	Postage-Internal Charges only!		Weekly accounts payable checks, certified, collections letters; certifiend mail for regulatory or legal filings	\$ 7,312.00	\$ 7,312.00	\$ 7,312.00	\$ 7,312.00
3410	Printing		Audit Books 20 books @ \$30 ea = \$600 Budget Books 12 books @ \$30 each = \$360.00-Tabs are included in price. Binders will come from Council or Manager's budgets depending on return of last year's recommended budget binders(includes FY23 audit books)	\$ 1,200.00	\$ 2,390.00	\$ 3,000.00	\$ 3,000.00
3421	Copy Machine Cost		Monthly copy machine lease costs J&M Leasing and CopyPro average combined per Angela Price (IT) \$1970 and \$750.00 (FY25 will not include the J&M Leasing costs)	\$ 6,500.00	\$ 6,500.00	\$ 5,172.00	\$ 5,172.00
3521	Office Machine Maintenance		Costs/Maintenance for folder/sealer in Finance/Billing	\$ 1,500.00	\$ 480.00	\$ 1,500.00	\$ 500.00
3522	Machine/Equipment Maintenance		Miscellaneous repairs of office equipment	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
3812	Cash Over/Short			\$ -			
3911	Public Notices		Budget and Audit Ads, Surplus Land Sales	\$ -	\$ -	\$ 2,500.00	\$ 2,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>		<b>\$ 46,750.00</b>	<b>\$ 24,500.00</b>	<b>\$ 28,000.00</b>	<b>\$ 28,000.00</b>
3950	Education Reimbursement		Tracy Barber Business Administration with HR Concentration (\$2500.00); Latanya Green (\$2500.00)	\$ 5,100.00	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00
3999	Tax Listing		FY25 reflects increased fees for proposed 18 cent tax increase	\$ 300,902.00	\$ 300,969.00	\$ 303,916.00	\$ 360,108.00
3999A	Tax Listing Fees - NCVTS		FY25 reflects increased fees for proposed 18 cent tax increase	\$ 88,154.00	\$ 93,357.00	\$ 91,843.00	\$ 104,593.00
3999B	Tax Foreclosure Costs			\$ -			
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See Schedule	<b>\$ 39,920.00</b>	<b>\$ 43,779.00</b>	<b>\$ 44,920.00</b>	<b>\$ 44,920.00</b>
4407	Penalties Payroll			\$ -			
4511	Multi-Peril Insurance		Provided by Finance (AJG annual fee)	\$ 56,420.00	\$ 49,805.00	\$ 55,889.00	\$ 55,889.00
4531	Security Bonds		Provided by Finance (J. Newell 1 year)	\$ 3,750.00	\$ 3,800.00	\$ 4,121.00	\$ 4,121.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See Schedule	<b>\$ 3,500.00</b>	<b>\$ 3,465.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 2111		
<b>Division:</b>	Finance - 2111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4912	Fees & Dues	Y	See Schedule	\$ 4,910.00	\$ 3,935.00	\$ 4,965.00	\$ 4,965.00
4990	Equipment Expense		Staples FORMAX AutoSeal Desktop Check Pressure Sealer \$2,878.99-IT pays the current annual maintenance cost	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ -
9511	Stockroom-Office Supplies		Moved to 11-2112	\$ -			
9561	Office Supplies		City Envelopes, Copier Paper, Labels for department	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	<b>Total Operating Expenditures</b>			\$ 775,786.00	\$ 741,305.94	\$ 758,856.00	\$ 807,263.00
				\$ -		\$ -	\$ -
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
				\$ -			
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-Finance Budget</b>			\$ 2,168,678.92	\$ 2,115,976.22	\$ 2,247,483.30	\$ 2,287,041.31

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #: Finance - 2111</b>	
<b>Division: Finance - 2111</b>	
<b>Account: 1991 Consultant Fees</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	RiskVersity-Risk Management - Monthly services \$375 per month	\$ 6,000.00	\$ 4,500.00	\$ 5,200.00	\$ 5,200.00
2	Cavanaugh Macdonald -GASB 73 LEO Separation Allowance Study	\$ 750.00	\$ 654.45	\$ 750.00	\$ 750.00
3	Davenport & Company - Financial Advisors	\$ 31,500.00	\$ 31,548.25	\$ 32,000.00	\$ 36,765.00
4	Implementation of GASB 87 and GASB 96	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -
5	Cavanuagh MacDonald - GASB Statement 75 OPEB Study	\$ 6,700.00	\$ 7,100.00	\$ 7,500.00	\$ 7,500.00
6		\$ 17,000.00	\$ -	\$ -	
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 66,450.00</b>	<b>\$ 48,302.70</b>	<b>\$ 49,950.00</b>	<b>\$ 50,215.00</b>

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY24-25</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>Finance - 2111</b>		
<b>Account:</b>	<b>2323 Training</b>		

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Finance Officer's Summer Conference (CG & TW) @ \$300 ea	\$ 600.00	\$ -	\$ 600.00	\$ -
2	Finance Officer's Spring Conference (CG, AL, TW) @ \$250 ea	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
3	Introduction to Local Government - Latanya Green		\$ 750.00		\$ -
4	UNC SOG - Classes UB & Collections (Marquita)		\$ -	\$ 300.00	\$ 300.00
5	GASB 87 and GASB 96 Training	\$ 200.00	\$ -	\$ -	\$ -
6	Other training for new staff	\$ 1,200.00	\$ -	\$ 800.00	\$ 800.00
7	NCPRIMA Conference Catherine & Latanya \$225 ea	\$ 450.00	\$ 310.00	\$ 450.00	\$ 450.00
8	UAL Training (CFG)		\$ 25.00		\$ -
9	UNC SOG - Classes Supervisor Training & UB & Collections (Latanya)		\$ 1,750.00	\$ 600.00	\$ 600.00
10	NCACPA CPE Select (CFG CPE requirements)	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00
11	Finance Officer's Fall Conference (CG & TW) @ \$300 ea			\$ 600.00	\$ -
12					
13					
	<b>Total - 2323 Training</b>	<b>\$ 3,640.00</b>	<b>\$ 4,025.00</b>	<b>\$ 4,540.00</b>	<b>\$ 3,340.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Catherine Gwynn

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Summer Finance Officers Conference (CFG,ALL & TW)-includes hotel, mileage reimbursement, meals	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
2	Spring Finance Officers Conference (CFG,ALL & TW)-includes hotel, mileage reimbursement, meals	\$ 1,500.00	\$ 1,565.62	\$ 1,500.00	\$ 1,500.00
3	Other Staff Travel	\$ 400.00	\$ 223.88	\$ 500.00	\$ 500.00
4	Fall Finance Officers Conference (CFG & TW)		\$ -	\$ 1,500.00	\$ -
5	Debt Set-Off Training (Latanya and Vacant Position)-mileage, meals	\$ 100.00		\$ 100.00	\$ 100.00
6	NCPRIMA Conference (Latanya & Catherine) (NC Public Risk Management Association)	\$ 1,800.00	\$ 1,303.74	\$ 1,800.00	\$ 1,800.00
7	Utility Billing and Collections Administration (Latanya and Marquita)			\$ 400.00	\$ 400.00
8	CAGP-Eastern Regional Training	\$ 100.00	\$ -		
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 5,400.00</b>	<b>\$ 3,093.24</b>	<b>\$ 7,300.00</b>	<b>\$ 4,300.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Catherine Gwynn

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Contract Professional Assistance-FY22 Audit, GASB 87 Leases, GASB 96 SBITAs - 125 hours @ \$150/hr	\$ 18,750.00	\$ -	\$ -	\$ -
2	Contract Clerical Services - assist in ARPA record management, reception duties 800 hrs @ \$17.38/hr (split with Utility Fund 70/30)	\$ 12,000.00	\$ 24,500.00	\$ 28,000.00	\$ 28,000.00
3	Contract Peak Time CSR (JMA) - 1,070 hrs @ \$15	\$ 16,000.00	\$ -	\$ -	\$ -
4					
5					
6					
7					
8					
9					
10					
<b>Total - 3914 Contract Services</b>		<b>\$ 46,750.00</b>	<b>\$ 24,500.00</b>	<b>\$ 28,000.00</b>	<b>\$ 28,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Finance - 2111  
 Division: Finance - 2111  
 Account: 4221 Software License Fees

Dept. Head-Catherine Gwynn

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Lobby Central \$840	\$ 840.00	\$ 840.00	\$ 840.00	\$ 840.00
2	TCS Online Time Clock	\$ 480.00	\$ 410.00	\$ 480.00	\$ 480.00
3	CFS Tax	\$ 505.00	\$ 505.00	\$ 505.00	\$ 505.00
4	ProWare Fixed Asset Keeper	\$ 500.00	\$ 429.00	\$ 500.00	\$ 500.00
5	ProWare Quick Trial Balance	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
6	CPA Trial Balance Financial Software	\$ 845.00	\$ 845.00	\$ 845.00	\$ 845.00
7	1095 Service	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
8	Debt Book	\$ 12,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
9	Vendor Registry	\$ 5,000.00	\$ 4,900.00	\$ 5,000.00	\$ 5,000.00
10	Quickbooks Enterprise (Assessments/Performance Bonds solution)	\$ 10,000.00	\$ 9,100.00	\$ 10,000.00	\$ 10,000.00
	<b>Total - 4221 Software License Fees</b>	<b>\$ 39,920.00</b>	<b>\$ 43,779.00</b>	<b>\$ 44,920.00</b>	<b>\$ 44,920.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Catherine Gwynn

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Annual Goldsboro News Argus subscription-Nona (legal ads for purchasing and surplus; obituaries)/News Services for NC	\$ 200.00	\$ 165.00	\$ 200.00	\$ 200.00
2	GAAP Guide Service	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
3	Budgeting & Auditing Guides	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
4	Miscellaneous	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
5	Accurint Lexis Nexis \$200/month	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 3,500.00</b>	<b>\$ 3,465.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>



<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #: Finance - 2111</b>	
<b>Division: Finance - 2111</b>	
<b>Account: 4912 Fees &amp; Dues</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCGFOA Membership Dues - CFG, Dre & Terrie @ \$50 each	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
2	ACFE Dues CFG	\$ 205.00	\$ 205.00	\$ 205.00	\$ 205.00
3	DOT.gov Domain Renewal	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
4	AICPA Membership Dues 12-Month Renewal(Regular) CFG	\$ 520.00	\$ 575.00	\$ 575.00	\$ 575.00
5					
6	CPE and Training	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
7	GFOA Certification-Annual CAFR	\$ 515.00	\$ -	\$ 515.00	\$ 515.00
8	GFOA Certification-Budget	\$ 515.00	\$ -	\$ 515.00	\$ 515.00
9	NC State Board of CPA Examiners CFG License	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
10	GFOA Renewal Fees-City of Goldsboro	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00
11	NCACPA CPE/Dues	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
12	Amazon Business Prime Membership Fees	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
13	PRIMA Conference Membership Fees (CFG, Nona & Latanya) @ \$50 ea	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
14	GFOA GAAFR Dues	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00
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>\$ 4,910.00</b>	<b>\$ 3,935.00</b>	<b>\$ 4,965.00</b>	<b>\$ 4,965.00</b>



**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4973 Office Supply Credits	\$ (5,354.46)	\$ (7,450.00)	\$ (7,450.00)	\$ (6,537.28)	\$ (7,900.00)	*	\$ (7,900.00)	*
9511 Stockroom-Office Supplies	\$ 6,682.65	\$ 7,450.00	\$ 7,450.00	\$ 6,537.28	\$ 7,900.00	6.04%	\$ -	*
<b>Total Operating Expenditures</b>	<b>\$ 1,328.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ (7,900.00)</b>	<b>*</b>
<b>Total Finance-Office Supply Credits Budget</b>	<b>\$ 1,328.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ (7,900.00)</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 2112		
<b>Division:</b>	Office Supply Credits - 2112		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4973	Office Supply Credits	Y	See attached detail schedule.	\$ (7,450.00)	\$ (6,537.28)	\$ (7,900.00)	\$ (7,900.00)
9511	Stockroom-Office Supplies		Letter and Legal and 11x17 paper; City envelopes; Annual Calendars for City Departments	\$ 7,450.00	\$ 6,537.28	\$ 7,900.00	
	<b>Total Operating Expenditures</b>			\$ -	\$ -	\$ -	\$ (7,900.00)
	<b>Total Finance-Office Supply Credits Budget</b>			\$ -	\$ -	\$ -	\$ (7,900.00)

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY20-21</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #: Finance - 2112</b>	
<b>Division: ~ - 2111</b>	
<b>Account: 4973 Office Supply Credits</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	<b>Stockroom Office Supplies - Acct #9511 (Inventory) #9561 (Expenditure)</b>				
2	1011-Mayor/Council	\$ (100.00)	\$ -	\$ (100.00)	\$ (100.00)
3	1012-City Manager	\$ (475.00)	\$ (475.00)	\$ (475.00)	\$ (475.00)
4	1016-HR	\$ (250.00)	\$ (250.00)	\$ (250.00)	\$ (250.00)
5	1017-Community Relations	\$ (300.00)	\$ (300.00)	\$ (300.00)	\$ (300.00)
6	1018-Paramount	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ (100.00)
7	1020-GEC	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)
8	1024-Inspections	\$ (400.00)	\$ (350.00)	\$ (400.00)	\$ (400.00)
9	1025-DGDC	\$ (300.00)	\$ (300.00)	\$ (300.00)	\$ (300.00)
10	1030-Information Technology		\$ -	\$ -	\$ -
11	1111-PW-Admin	\$ (200.00)	\$ (200.00)	\$ (200.00)	\$ (200.00)
12	1114-PW-Garage				
13	1133-PW-Bldg Maintanance				
14	1142-PW-Cemetery				
15	2111-Finance	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)
16	3151-Planning	\$ (200.00)	\$ (200.00)	\$ (200.00)	\$ (200.00)
17	4134-PW-Streets				
18	4143-PW-Solid Waste				
19	4172-Engineering	\$ (350.00)	\$ (350.00)	\$ (400.00)	\$ (400.00)
20	5120-Fire	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)
21	6121-Police	\$ (500.00)	\$ (453.66)	\$ (500.00)	\$ (500.00)
22	7460-Parks & Rec	\$ (1,500.00)	\$ (1,500.00)	\$ (1,750.00)	\$ (1,750.00)
23	7461-Golf	\$ (400.00)	\$ (400.00)	\$ (400.00)	\$ (400.00)
24	4137-Stormwater				
25	4174-Billing & Meters Services				
26	4175-PW-Maintenance				
27	4176-PU-Water	\$ (350.00)	\$ (87.62)	\$ (350.00)	\$ (350.00)
28	4177-PU-Waste	\$ (700.00)	\$ (346.00)	\$ (700.00)	\$ (700.00)
29	4179-PU-Compost	\$ (200.00)	\$ (100.00)	\$ (200.00)	\$ (200.00)
30	9077-T & T	\$ (50.00)	\$ (50.00)	\$ (200.00)	\$ (200.00)
	<b>Total - 4973 Office Supply Credits</b>	<b>\$ (7,450.00)</b>	<b>\$ (6,537.28)</b>	<b>\$ (7,900.00)</b>	<b>\$ (7,900.00)</b>



<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
<b>Fund:</b>	11-General Fund	<b>Dept. Head</b>	Catherine Gwynn
<b>Dept #:</b>	2114 Finance	~ = Division by Zero	
<b>Division:</b>	2114 PCard Transaction Clearing	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
71001	PCard Charges Incurred & Encumbered	\$ -	\$ 1,140,000.00	\$ 1,140,000.00	\$ -	\$ 1,125,000.00	-1.32%	\$ 1,125,000.00	-1.32%
71002	PCard Charges Billed Out	\$ -	\$ (1,140,000.00)	\$ (1,140,000.00)	\$ -	\$ (1,125,000.00)	*	\$ (1,125,000.00)	*
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Finance-PCard Transaction Clearing Budget</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 2114		
<b>Division:</b>	PCard Transaction Clearing - 2114		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
71001	PCard Charges Incurred & Encumbered			\$ 1,140,000.00	\$ -	\$ 1,125,000.00	\$ 1,125,000.00
71002	PCard Charges Billed Out			\$ (1,140,000.00)	\$ -	\$ (1,125,000.00)	\$ (1,125,000.00)
	<b>Total Operating Expenditures</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-PCard Transaction Clearing Budget</b>			\$ -	\$ -	\$ -	\$ -



**FISCAL YEAR 2024-2025 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:**

- Replace and fill vacant staff positions that were lost, deleted, or never refilled.
- Continued management of Code Enforcement and to secure funding for the removal of dilapidated housing stock.
- Provide new staff positions with safe and reliable transportation to be used for conducting official City business.
- Replace dated Comprehensive Land Use plan in preparation for a new Unified Development Ordinance.
- 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.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

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

**Dept. Head**        **Mark Helmer**

**Dept #:**            **3151**    **Planning**

~ = Division by Zero

**Division:**        **3151**    **Planning**

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 416,441.73	\$ 432,344.15	\$ 439,836.65	\$ 372,968.90	\$ 528,941.09	22.34%	\$ 540,905.30	25.11%
1224	Cell Phone Stipend	\$ 1,443.84	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	0.00%	\$ 2,880.00	0.00%
1260	Salaries & Wages Part-Time		\$ -	\$ 20,620.00	\$ 9,100.00	\$ 31,200.00	~	\$ 31,200.00	~
1275	Salaries & Wages Bonus		\$ 6,770.39	\$ 6,770.39	\$ 6,770.39	\$ -	*	\$ -	*
1277	Clothing Allowance				\$ -	\$ 3,300.00	~	\$ 3,300.00	~
1278	Wellness Earnings	\$ 2,082.97	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	0.00%	\$ 2,700.00	0.00%
1280	Vacation Pay Out	\$ 654.46	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 31,125.67	\$ 34,019.13	\$ 35,599.13	\$ 30,173.08	\$ 43,530.11	27.96%	\$ 44,445.38	30.65%
1821	NCLGERS-Retirement	\$ 50,957.30	\$ 56,536.01	\$ 56,536.01	\$ 52,634.62	\$ 73,466.36	29.95%	\$ 75,100.67	32.84%
1822	401-K Retirement	\$ 16,767.28	\$ 17,516.97	\$ 17,516.97	\$ 15,412.77	\$ 21,512.84	22.81%	\$ 21,991.41	25.54%
1830	Hospital Insurance	\$ 47,628.90	\$ 51,576.00	\$ 51,576.00	\$ 96,480.00	\$ 96,480.00	87.06%	\$ 96,480.00	87.06%
1835	Group Term Life Insurance Coverage	\$ 275.59	\$ 385.44	\$ 385.44	\$ 360.00	\$ 360.00	*	\$ 360.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 2,705.46	\$ 2,880.00	\$ 2,880.00	\$ 2,608.00	\$ 2,767.00	-3.92%	\$ 2,767.00	-3.92%
1899	Less: Reimbursed by Grants	\$ (181,619.37)		\$ -	\$ -	\$ (96,847.00)	*	\$ (96,847.00)	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 388,463.83</b>	<b>\$ 607,608.09</b>	<b>\$ 637,300.59</b>	<b>\$ 592,087.75</b>	<b>\$ 710,290.41</b>	<b>16.90%</b>	<b>\$ 725,282.77</b>	<b>19.37%</b>
1932	Medical Exams	\$ 129.00	\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00	*	\$ 440.00	*
1991	Consultant Fees	\$ 14,752.55		\$ -	\$ -	\$ 200,000.00	~	\$ 175,000.00	~
2121	Uniforms		\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ -	*	\$ -	*
2124	Shoes-Steel Toe		\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	0.00%	\$ 1,050.00	0.00%
2203	Employee Appreciation	\$ 160.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 180.00	*	\$ 180.00	*
2323	Training		\$ 6,145.00	\$ 6,145.00	\$ 6,145.00	\$ 5,170.00	-15.87%	\$ 5,170.00	-15.87%
2501A	Fleet Charges Internal Use Only!	\$ 971.74	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	0.00%	\$ 1,550.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 3,378.80	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	0.00%	\$ 5,200.00	0.00%
2601	Office Supplies	\$ 352.93	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	0.00%	\$ 1,600.00	0.00%
2603	Postage Machine Supplies	\$ -	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	*	\$ 75.00	*
2701	Advertising Legal Display Ads(1215)	\$ 14,176.66	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%
2993	Operational Supplies	\$ 3,700.83	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
3121	Travel	\$ 4,966.89	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 3,900.00	36.84%	\$ 3,900.00	36.84%
3210	Telephone & Communication Svcs	\$ 3,551.78	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00	0.00%	\$ 8,400.00	0.00%
3250A	Postage-Internal Charges only!	\$ 8,355.81	\$ 10,316.00	\$ 10,316.00	\$ 10,316.00	\$ 10,316.00	0.00%	\$ 10,316.00	0.00%
3410	Printing	\$ 606.43	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3421	Copy Machine Cost	\$ 2,921.16	\$ 2,190.00	\$ 3,010.00	\$ 2,190.00	\$ 2,190.00	0.00%	\$ 2,190.00	0.00%
3513	Tree Replacement	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3532	Maintenance of Enhancement Areas	\$ 58,289.69	\$ -	\$ -	\$ -	\$ -	*	\$ -	*

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Mark Helmer**  
**Dept #:**                **3151**    **Planning**                    ~ = Division by Zero  
**Division:**            **3151**    **Planning**                    \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3914 Contract Services	\$ 32,644.85	\$ 22,200.00	\$ 1,800.00	\$ 22,200.00	\$ -	*	\$ -	*
3950 Education Reimbursement	\$ 869.15	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	*	\$ -	*
3954 House Securement	\$ 1,034.64		\$ -	\$ -	\$ 6,000.00	~	\$ 6,000.00	~
3991 Commission Expenses	\$ 1,725.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00%	\$ 2,100.00	0.00%
3993 Building Demolition	\$ 20,455.00		\$ -	\$ -	\$ 100,000.00	~	\$ 100,000.00	~
3994 Tree Service	\$ 48,500.00		\$ -	\$ -	\$ -	*	\$ -	*
3996 Clean and Cut Lots	\$ 29,044.33	\$ 50,000.00	\$ 38,950.00	\$ 50,000.00	\$ 50,000.00	0.00%	\$ 50,000.00	0.00%
4511 Multi-Peril Insurance	\$ 2,272.00	\$ 2,648.00	\$ 2,648.00	\$ 2,276.00	\$ 2,554.00	-3.55%	\$ 2,554.00	-3.55%
4521 Auto Liability	\$ 680.27	\$ 796.00	\$ 796.00	\$ 1,182.00	\$ 1,258.00	58.04%	\$ 1,258.00	58.04%
4543 Insurance Deductible Claims			\$ -	\$ -	\$ -	*	\$ -	*
4911 Subscriptions	\$ 162.01	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	*	\$ 180.00	*
4912 Fees & Dues	\$ 2,040.00	\$ 1,490.00	\$ 1,490.00	\$ 1,490.00	\$ 1,370.00	-8.05%	\$ 1,370.00	-8.05%
9561 Office Supplies	\$ 301.71	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
9934 Transportation Planning Grant	\$ 268,334.22	\$ 522,705.23	\$ 522,705.23	\$ 522,705.23	\$ 489,618.00	-6.33%	\$ 489,618.00	-6.33%
<b>Total Operating Expenditures</b>	<b>\$ 524,377.45</b>	<b>\$ 668,255.23</b>	<b>\$ 637,625.23</b>	<b>\$ 668,269.23</b>	<b>\$ 913,451.00</b>	<b>36.69%</b>	<b>\$ 888,451.00</b>	<b>32.95%</b>
5221 Laptop Computer		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	*	\$ -	*
5412 Compact Pick-Up Trucks			\$ -	\$ -	\$ 45,000.00	~	\$ -	*
5423 Crew-Cab Pick-Up Truck				\$ -	\$ -	*	\$ -	*
5431 Riding Lawnmower				\$ -	\$ -	*	\$ -	*
5743 NCDOT ROW Purchase \$500K	\$ 187,500.00		\$ -	\$ -	\$ -	*	\$ -	*
5947 Sidewalks	\$ -	\$ 102,317.00	\$ 102,317.00	\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 187,500.00</b>	<b>\$ 106,317.00</b>	<b>\$ 106,317.00</b>	<b>\$ 4,000.00</b>	<b>\$ 45,000.00</b>	<b>-57.67%</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 Planning-Planning Budget</b>	<b>\$ 1,100,341.28</b>	<b>\$ 1,382,180.32</b>	<b>\$ 1,381,242.82</b>	<b>\$ 1,264,356.98</b>	<b>\$ 1,668,741.41</b>	<b>20.73%</b>	<b>\$ 1,613,733.77</b>	<b>16.75%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Mark Helmer	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Planning - 3151		
<b>Division:</b>	Planning - 3151		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		9 FTE's	\$ 432,344.15	\$ 372,968.90	\$ 528,941.09	\$ 540,905.30
1224	Cell Phone Stipend		2 FTE (director) @ 60.00 pp	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00	\$ 2,880.00
1260	Salaries & Wages Part-Time		Part-time for road side cleanup	\$ -	\$ 9,100.00	\$ 31,200.00	\$ 31,200.00
1275	Salaries & Wages Bonus			\$ 6,770.39	\$ 6,770.39	\$ -	
1277	Clothing Allowance			\$ -		\$ 3,300.00	\$ 3,300.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
1280	Vacation Pay Out		none anticipated	\$ -			
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 34,019.13	\$ 30,173.08	\$ 43,530.11	\$ 44,445.38
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 56,536.01	\$ 52,634.62	\$ 73,466.36	\$ 75,100.67
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 17,516.97	\$ 15,412.77	\$ 21,512.84	\$ 21,991.41
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 51,576.00	\$ 96,480.00	\$ 96,480.00	\$ 96,480.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 385.44	\$ 360.00	\$ 360.00	\$ 360.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 2,880.00	\$ 2,608.00	\$ 2,767.00	\$ 2,767.00
1899	Less: Reimbursed by Grants		Transportation grant participation estimate (K. Talton -50%-\$42,530, R. Publico 80%-\$54,317)	\$ -	\$ -	\$ (96,847.00)	\$ (96,847.00)
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 607,608.09</b>	<b>\$ 592,087.75</b>	<b>\$ 710,290.41</b>	<b>\$ 725,282.77</b>
1932	Medical Exams			\$ 440.00	\$ 440.00	\$ 440.00	\$ 440.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000.00</b>	<b>\$ 175,000.00</b>
2121	Uniforms		\$300/yr per employee (Planning & Code Enforcement)	\$ 3,300.00	\$ 3,300.00	\$ -	
2124	Shoes-Steel Toe		\$150/yr pp (Planning & Code Enforcement)	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
2203	Employee Appreciation		9 FTE @ \$20	\$ 220.00	\$ 220.00	\$ 180.00	\$ 180.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 6,145.00</b>	<b>\$ 6,145.00</b>	<b>\$ 5,170.00</b>	<b>\$ 5,170.00</b>
2501A	Fleet Charges Internal Use Only!		Provided by Maintenance Shop	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
2502A	Vehicle Fuel-Internal Charges		Provided by Maintenance Shop	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
2601	Office Supplies		General office supplies (pens,ink,notebooks, etc.)	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
2603	Postage Machine Supplies			\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
2701	Advertising Legal Display Ads(1215)		Legal ads for Public Hearing-Council & Planning Commission	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2993	Operational Supplies		General Code Enforcement needs for operation (Tags, door hangers,PPE)	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	Various conferences & School of Govnt Planning Courses	<b>\$ 2,850.00</b>	<b>\$ 2,850.00</b>	<b>\$ 3,900.00</b>	<b>\$ 3,900.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Mark Helmer	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Planning - 3151		
<b>Division:</b>	Planning - 3151		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3210	Telephone & Communication Svcs		Service for 7 I pads - 4 Code Enforcement (field) + 3 Office Use (\$3192.84) Service for 4 phones - 3 Code Enforcement + 1 Asst. Director (\$2700)	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
3250A	Postage-Internal Charges only!			\$ 10,316.00	\$ 10,316.00	\$ 10,316.00	\$ 10,316.00
3410	Printing		Printing Business Cards, Nameplates (Staff/Commission),UDO Amendments/Comprehensive Landuse Plan	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3421	Copy Machine Cost		Provided by IT	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00	\$ 2,190.00
3513	Tree Replacement		Tree Replacement and Beautification	\$ -			
3532	Maintenance of Enhancement Areas			\$ -			
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 22,200.00</b>	<b>\$ 22,200.00</b>	<b>\$ -</b>	<b>\$ -</b>
3950	Education Reimbursement			\$ 2,500.00	\$ 2,500.00	\$ -	
3954	House Securement		Prep for demolition @ Avg. \$500/dwelling	\$ -		\$ 6,000.00	\$ 6,000.00
3991	Commission Expenses		\$25/per meeting (12 Meetings) (7 members)	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
3993	Building Demolition		Will allow for up to 12 small structures to be removed	\$ -		\$ 100,000.00	\$ 100,000.00
3994	Tree Service		Citizen requests for maintenance, cutting, grinding stumps throughout year & emergencies. (Planning maintains a continuous list of trees that need attention - Every year there is roll over)	\$ -			
3996	Clean and Cut Lots			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 2,648.00	\$ 2,276.00	\$ 2,554.00	\$ 2,554.00
4521	Auto Liability		Provided by Finance	\$ 796.00	\$ 1,182.00	\$ 1,258.00	\$ 1,258.00
4543	Insurance Deductible Claims			\$ -			
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 180.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,490.00</b>	<b>\$ 1,490.00</b>	<b>\$ 1,370.00</b>	<b>\$ 1,370.00</b>
9561	Office Supplies		Paper & Envelopes	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
9934	Transportation Planning Grant			\$ 522,705.23	\$ 522,705.23	\$ 489,618.00	\$ 489,618.00
	<b>Total Operating Expenditures</b>			<b>\$ 668,255.23</b>	<b>\$ 668,269.23</b>	<b>\$ 913,451.00</b>	<b>\$ 888,451.00</b>
5221	Laptop Computer		Laptop Setups to allow for remote work- 7FTE @ \$1400/ea	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -
5412	Compact Pick-Up Trucks		1 new truck for Planning staff	\$ -		\$ 45,000.00	\$ -
5423	Crew-Cab Pick-Up Truck			\$ -		\$ -	\$ -
5431	Riding Lawnmower			\$ -		\$ -	\$ -
5743	NCDOT ROW Purchase \$500K			\$ -		\$ -	\$ -
5947	Sidewalks			\$ 102,317.00		\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 106,317.00</b>	<b>\$ 4,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Mark Helmer	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Planning - 3151		
<b>Division:</b>	Planning - 3151		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
Total Debt Service		Provided by Finance	\$ -	\$ -	\$ -	\$ -
<b>Total Planning-Planning Budget</b>			<b>\$ 1,382,180.32</b>	<b>\$ 1,264,356.98</b>	<b>\$ 1,668,741.41</b>	<b>\$ 1,613,733.77</b>

CAPITAL OUTLAY																
Fiscal Year FY24-25																
Fund:		11-General Fund					Dept. Head-Mark Helmer									
Dept #:		Planning - 3151														
Division:		Planning - 3151														
Current Asset Information																
Maintenance Cost History																
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?
1	5412	New	New vehicle being requested		0	\$ -	\$ -	\$ -	\$ -	N		2024 Ford F-150	New for Planning	\$ 45,000.00		
2	5412	New	New vehicle being requested		0	0	\$ -	\$ -	\$ -	N		2024 Ford F-150	New for Planning	\$ -		
3																
4																
5																
6																
7																
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -					\$ 45,000.00	\$ -	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mark Helmer

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Comprehensive Land Use plan			\$ 200,000.00	\$ 175,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 1991 Consultant Fees</b>		\$ -	\$ -	\$ 200,000.00	\$ 175,000.00



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mark Helmer

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCAHCO Annual Conference (2 Staff)	\$ 350.00	\$ 350.00	\$ 1,100.00	\$ 1,100.00
2	NCAPA State Conference - Online (3 Staff)	\$ 350.00	\$ 350.00	\$ 1,100.00	\$ 1,100.00
3	NCAZO Conference (3 Staff)	\$ -			
4	NCAZO Certification (3 Staff)	\$ 3,825.00	\$ 3,825.00		
5	AICP Certification (Registration and Test) (3 Staff)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6	Board Workshop for Planning and Development Regulation (7 Planning Commission & 7 Council)	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00	\$ 1,120.00
7	NCAFPM Fall Conference (1 Staff)			\$ 350.00	\$ 350.00
8	Professional Publications and Books			\$ 1,000.00	\$ 1,000.00
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 6,145.00</b>	<b>\$ 6,145.00</b>	<b>\$ 5,170.00</b>	<b>\$ 5,170.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Mark Helmer

Fund: 11-General Fund  
Dept #: Planning - 3151  
Division: Planning - 3151  
Account: 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCACHO Annual Conference (2) 3 nights	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00
2	NCAZO Conference (1) 3 days (Required Certification)	\$ 1,000.00	\$ 1,000.00		
3	NC School of Government - Planning Courses (2)	\$ 50.00	\$ 50.00		
4	NCAFPM Floodplain Institute (1) 3 days	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ 1,200.00
5	NCAPA State Planning Conference (3) daytrip to Greenville NC			\$ 300.00	\$ 300.00
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 2,850.00</b>	<b>\$ 2,850.00</b>	<b>\$ 3,900.00</b>	<b>\$ 3,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mark Helmer

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Goldsboro News Argus Print Edition	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 4911 Subscriptions</b>		<b>\$ 180.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Mark Helmer

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCAPA (Member Fees based on Salary) (1 AICP staff)	\$ 950.00	\$ 950.00	\$ 950.00	\$ 950.00
2	NCAHO (Code Enforcement-Member Fee + Conference) (3)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
3	IZO Member Fees-\$60 (1 Staff)	\$ 180.00	\$ 180.00	\$ 60.00	\$ 60.00
4	NCAFPM (Member Fees) (1 Staff)	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 1,490.00</b>	<b>\$ 1,490.00</b>	<b>\$ 1,370.00</b>	<b>\$ 1,370.00</b>

## FISCAL YEAR 2024-2025 BUDGET

### DEPARTMENT/DIVISION: STREET MAINTENANCE

#### DEPARTMENT OVERVIEW:

The Public Works Department is comprised of seven divisions-Administration, Buildings & Grounds Maintenance, Cemeteries, Distribution & Collection, Street & Stormwater 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 sections of city owned sidewalks.
- Improve focus on repair/maintenance of City streets, curb and gutter, and sidewalks.
- Continue to facilitate staff training to ensure compliance with state and federal requirements in regulated areas.
- Continue to broaden CityWorks capabilities to better track citizen requests, manpower and resource expenditures.

#### SIGNIFICANT BUDGET ISSUES:

- Maintenance and/or replacement costs associated with aging vehicle and equipment fleet.
- Increasing costs of raw materials and supplies needed for infrastructure repairs (concrete, asphalt, stone, dirt, etc.).
- Multiple City streets need to be resurfaced, significantly increasing our maintenance workload and material costs.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

**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		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 381,605.30	\$ 468,838.38	\$ 468,838.38	\$ 414,915.25	\$ 469,154.40	0.07%	\$ 480,883.26	2.57%
1220	Salaries & Wages Overtime	\$ 1,375.42	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
1221	Employee Awards		\$ 608.00	\$ 608.00	\$ 608.00	\$ -	*	\$ -	*
1274	Call Duty Pay	\$ 3,133.93	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	0.00%	\$ 3,250.00	0.00%
1275	Salaries & Wages Bonus	\$ 312.16	\$ 8,001.37	\$ 8,001.37	\$ -	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 575.00	\$ 735.00	\$ 735.00	\$ -	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 2,598.98	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280	Vacation Pay Out	\$ 4,520.00		\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 28,694.38	\$ 37,411.00	\$ 37,411.00	\$ 32,617.55	\$ 36,720.34	-1.85%	\$ 37,617.59	0.55%
1821	NCLGERS-Retirement	\$ 47,839.60	\$ 62,101.15	\$ 62,101.15	\$ 58,242.59	\$ 65,568.60	5.58%	\$ 67,170.76	8.16%
1822	401-K Retirement	\$ 15,741.92	\$ 19,241.25	\$ 19,241.25	\$ 17,054.93	\$ 19,200.18	-0.21%	\$ 19,669.33	2.22%
1830	Hospital Insurance	\$ 66,309.09	\$ 81,048.00	\$ 81,048.00	\$ 125,424.00	\$ 125,424.00	54.75%	\$ 117,276.00	44.70%
1835	Group Term Life Insurance Coverage	\$ 258.03	\$ 420.48	\$ 420.48	\$ 468.00	\$ 468.00	*	\$ 468.00	*
1860	Worker's Comp Claims Cost	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	~	\$ 1,000.00	~
1861	Worker's Compensation Insurance	\$ 2,878.82	\$ 3,064.00	\$ 3,064.00	\$ 2,725.00	\$ 2,892.00	-5.61%	\$ 2,892.00	-5.61%
1899	Less: Reimbursed by Grants	\$ (90,703.03)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 465,139.60</b>	<b>\$ 692,318.63</b>	<b>\$ 692,318.63</b>	<b>\$ 663,905.32</b>	<b>\$ 731,277.51</b>	<b>5.63%</b>	<b>\$ 737,826.95</b>	<b>6.57%</b>
1932	Medical Exams	\$ 752.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
2121	Uniforms	\$ 7,395.10	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 12,500.00	47.06%	\$ 12,500.00	47.06%
2123	Protective Clothing	\$ 1,661.81	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
2124	Shoes-Steel Toe	\$ 1,757.24	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
2323	Training	\$ 2,850.00	\$ 3,040.00	\$ 3,040.00	\$ 2,750.00	\$ 8,050.00	164.80%	\$ 8,050.00	164.80%
2501A	Fleet Charges Internal Use Only!	\$ 19,859.13	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	20.00%	\$ 25,000.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 22,766.56	\$ 38,000.00	\$ 38,000.00	\$ 30,000.00	\$ 38,000.00	0.00%	\$ 38,000.00	0.00%
2591	Fuel For Equipment	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	*	\$ -	*
2993	Operational Supplies	\$ 17,309.05	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 28,000.00	40.00%	\$ 22,000.00	10.00%
2994	Tools	\$ 3,844.96	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
3121	Travel	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3210	Telephone & Communication Svcs	\$ 3,099.72	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
3250A	Postage-Internal Charges only!	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	*	\$ 10.00	*
3410	Printing	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	*	\$ 100.00	*
3522	Machine/Equipment Maintenance	\$ 6,166.55	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
3593	Asphalt Repairs	\$ 16,428.18	\$ 24,000.00	\$ 14,000.00	\$ 24,000.00	\$ 26,000.00	8.33%	\$ 24,000.00	0.00%
3594	Concrete Repairs	\$ 28,010.42	\$ 24,000.00	\$ 34,000.00	\$ 24,000.00	\$ 26,000.00	8.33%	\$ 24,000.00	0.00%
3913	Landfill Charges	\$ 2,656.33	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	50.00%	\$ 9,500.00	-5.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3950 Education Reimbursement	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3994 Tree Service		\$ 19,115.00	\$ 19,115.00	\$ 19,115.00	\$ 50,000.00	161.57%	\$ 30,000.00	56.94%
4511 Multi-Peril Insurance	\$ 5,211.09	\$ 6,074.00	\$ 6,074.00	\$ 9,099.00	\$ 10,210.00	68.09%	\$ 10,210.00	68.09%
4521 Auto Liability	\$ 4,315.19	\$ 5,047.00	\$ 5,047.00	\$ 6,033.00	\$ 6,416.00	27.13%	\$ 6,416.00	27.13%
4912 Fees & Dues	\$ 150.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,075.00	7.50%	\$ 1,075.00	7.50%
4990 Equipment Expense		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
<b>Total Operating Expenditures</b>	<b>\$ 144,233.33</b>	<b>\$ 209,686.00</b>	<b>\$ 209,686.00</b>	<b>\$ 202,807.00</b>	<b>\$ 277,161.00</b>	<b>32.18%</b>	<b>\$ 236,161.00</b>	<b>12.63%</b>
5150 Excavator			\$ -	\$ -	\$ -	*	\$ -	*
5304 Salt Spreader				\$ -	\$ 40,000.00	~	\$ -	*
5420 Tandem Dump Truck	\$ -	\$ -	\$ 128,713.80	\$ 128,713.80	\$ 177,000.00	~	\$ -	*
5476 Crew Cab Pick-Up Tk W/Utility Body	\$ 56,575.76		\$ -	\$ -	\$ 69,000.00	~	\$ 69,000.00	~
5474 Dump Truck				\$ -	\$ 155,000.00	~	\$ -	*
5672 Utility Trailer	\$ 13,663.80		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 70,239.56</b>	<b>\$ -</b>	<b>\$ 128,713.80</b>	<b>\$ 128,713.80</b>	<b>\$ 441,000.00</b>	<b>~</b>	<b>\$ 69,000.00</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-Streets Budget</b>	<b>\$ 679,612.49</b>	<b>\$ 902,004.63</b>	<b>\$ 1,030,718.43</b>	<b>\$ 995,426.12</b>	<b>\$ 1,449,438.51</b>	<b>60.69%</b>	<b>\$ 1,042,987.95</b>	<b>15.63%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4134		
<b>Division:</b>	Streets - 4134		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		12 FTE's	\$ 468,838.38	\$ 414,915.25	\$ 469,154.40	\$ 480,883.26
			June 30: Anticipate this money being used by the end of budget. Street crews responded to several weather related events and flooding rain.				
			1 July: Funds used for overtime hours when crews are called in during after hours emergency situations and to respond to weather related events such as hurricanes, snow and ice storms. No major events occurred this year other than routine storm damage and downed limbs.				
1220	Salaries & Wages Overtime			\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
1221	Employee Awards		No Awards	\$ 608.00	\$ 608.00	\$ -	
			1				
1274	Call Duty Pay		July: To fund employees for call duty operations. \$125.00/wk x 26wks = \$3,250.	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00
1275	Salaries & Wages Bonus			\$ 8,001.37	\$ -	\$ -	
1277	Clothing Allowance		No allowance needed. Everyone uses CINTAS.	\$ 735.00	\$ -	\$ -	
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out		Retirement/resignations	\$ -	\$ -	\$ -	
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 37,411.00	\$ 32,617.55	\$ 36,720.34	\$ 37,617.59
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 62,101.15	\$ 58,242.59	\$ 65,568.60	\$ 67,170.76
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 19,241.25	\$ 17,054.93	\$ 19,200.18	\$ 19,669.33
1830	Hospital Insurance		# FTE X \$9648 (\$804 per employee per month)	\$ 81,048.00	\$ 125,424.00	\$ 125,424.00	\$ 117,276.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 420.48	\$ 468.00	\$ 468.00	\$ 468.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 3,064.00	\$ 2,725.00	\$ 2,892.00	\$ 2,892.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 692,318.63</b>	<b>\$ 663,905.32</b>	<b>\$ 731,277.51</b>	<b>\$ 737,826.95</b>
1932	Medical Exams			\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
			30 June: Foresee depleting the current available funds by end of year.				
			1 July: Uniforms provided by CINTAS. Funds used to provide Hi-visibility level 3 reflective uniform pants, shirts and winter jackets via contract for 10 employees, plus allowance for 1 supervisor and 1 superintendent. No charge for first two months of FY 24.				
2121	Uniforms			\$ 8,500.00	\$ 8,500.00	\$ 12,500.00	\$ 12,500.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4134		
<b>Division:</b>	Streets - 4134		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2123	Protective Clothing		30 June: Foresee depleting the current available funds by end of year. 1 July: Funds used to provide Hi-visibility level 3 reflective uniform pants, shirts and winter jackets via contract for 10 employees, plus allowance for 1 supervisor and 1 superintendent. 5% annual cost increase	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
2124	Shoes-Steel Toe		To purchase required steel-toe boots. 12 personnel at \$150 each = \$1,800	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached. Increase for CDL training costs.	<b>\$ 3,040.00</b>	<b>\$ 2,750.00</b>	<b>\$ 8,050.00</b>	<b>\$ 8,050.00</b>
2501A	Fleet Charges Internal Use Only!		Requesting additional \$5K to cover costs to upgrade/install hydraulic system on new tandem dump truck for salt spreader.	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00
2502A	Vehicle Fuel-Internal Charges		Costs based on worst case scenario for fuel cost ~5/gallon	\$ 38,000.00	\$ 30,000.00	\$ 38,000.00	\$ 38,000.00
2591	Fuel For Equipment		This is mostly used for out in the field, where we can not load up equipment to fuel up.	\$ 500.00	\$ -	\$ 500.00	\$ -
2993	Operational Supplies		30 June: Funds will be used for daily infrastructure repair projects. 1 July: Funds to purchase materials and supplies necessary for street maintenance operations -- including but not limited to: backfill dirt, traffic cones, lumber, cement, ABC stone, traffic signs, chemical tack for asphalt, brick, replenish, de-icing salt, seeding and land scape materials. Material costs have been gradually increasing every year. Additional cost will be to replenish salt this year - 50 tons @\$159 ton = \$8K (previous years had been \$60/load)	\$ 20,000.00	\$ 20,000.00	\$ 28,000.00	\$ 22,000.00
2994	Tools		30 June: Funds will be used to purchase various concrete/asphalt tools and materials. 1 July: Funds used to purchase replacement construction asphalt / concrete specific tools, pipe saws, pole saws, drills, trowels, floats, asphalt rakes, shovels, pitch forks and a variety of battery operated construction hand tools.	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4134		
<b>Division:</b>	Streets - 4134		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3210	Telephone & Communication Svcs		30 June: funds to cover cost of 3 cell phones and two I Pads. 1 July: Cost covers 3 city cell phones: Supervisor, Senior Operator and Call Duty. Additionally, 2 IPADs with data. The IPADs will be used by the concrete and asphalt crews to enter Cityworks info during field operations.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
3250A	Postage-Internal Charges only!			\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
3410	Printing		Business cards for Superintendent and Supervisor	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
3522	Machine/Equipment Maintenance		Funds to replace wearable items - e.g. snow plow skids, skid steer cutting blades (\$3,500), backhoe replacement cutting blades (\$2K), pothole patcher pan, front end loader replacement cutting blades, and mechanical repairs made to construction equipment. These wearable items are expensive. Replacement teeth for our Cat skidsteer went up from \$2,300 to \$4,000.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3593	Asphalt Repairs		30 June: Will continue to purchase hot/cold asphalt. 1 July: Used to cover the cost to purchase "hot" asphalt and cold mix in the repair of potholes, utility cuts, stormwater cave-ins, and making street patch repairs, causing hazardous driving conditions. Also to help off-set the rising cost of petroleum based materials. Pothole Patcher was down for 2.5 months this year--impacted total funds spent.	\$ 24,000.00	\$ 24,000.00	\$ 26,000.00	\$ 24,000.00
3594	Concrete Repairs		30 June: Will continue to purchase concrete, expansion board, and forms to repair sidewalks, etc. 1 July: Covers the cost to replace/repair broken sidewalks, curb, and gutter; supporting city wide infrustructure maintenance. Price increase is due to the rising cost of concrete from a contractor. \$10,000 was tranfered from Asphalt repairs, The Pothole patcher truck was down for an extended time , leaving excess funds available	\$ 24,000.00	\$ 24,000.00	\$ 26,000.00	\$ 24,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4134		
<b>Division:</b>	Streets - 4134		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3913	Landfill Charges		30 June: Cover costs of tipping fees at landfill. 1 July: Funds used to cover the cost of disposing of collected construction debris--concrete, asphalt, trees etc. Landfill prices expected to rise this year . Increased to cover additional costs associated wth taking over City's tree maintenance within the ROWs.	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 9,500.00
3950	Education Reimbursement			\$ -	\$ -	\$ -	
3994	Tree Service		Funds for maintaining trees within City ROWs. Funds were depleted within 6 months. This line item is severally underfunded. It was originally funded at \$50K under Planning.	\$ 19,115.00	\$ 19,115.00	\$ 50,000.00	\$ 30,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 6,074.00	\$ 9,099.00	\$ 10,210.00	\$ 10,210.00
4521	Auto Liability		Provided by Finance	\$ 5,047.00	\$ 6,033.00	\$ 6,416.00	\$ 6,416.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,000.00</b>	<b>\$ 500.00</b>	<b>\$ 1,075.00</b>	<b>\$ 1,075.00</b>
4990	Equipment Expense		Two electric Jacks for enclosed trailers	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	<b>Total Operating Expenditures</b>			<b>\$ 209,686.00</b>	<b>\$ 202,807.00</b>	<b>\$ 277,161.00</b>	<b>\$ 236,161.00</b>
5150	Excavator			\$ -	\$ -	\$ -	\$ -
5304	Salt Spreader		( 2 ) Stainless steel salt spreaders	\$ -	\$ -	\$ 40,000.00	\$ -
5420	Tandem Dump Truck		Western Stare 47 X tandom Axel dump truck	\$ -	\$ 128,713.80	\$ 177,000.00	\$ -
5476	Crew Cab Pick-Up Tk W/Utility Body		F 250 service body truck	\$ -	\$ -	\$ 69,000.00	\$ 69,000.00
5474	Dump Truck		10 ton dump truck with snow plow	\$ -	\$ -	\$ 155,000.00	\$ -
5672	Utility Trailer			\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 128,713.80</b>	<b>\$ 441,000.00</b>	<b>\$ 69,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Works-Streets Budget</b>			<b>\$ 902,004.63</b>	<b>\$ 995,426.12</b>	<b>\$ 1,449,438.51</b>	<b>\$ 1,042,987.95</b>

**Fiscal Year** FY24-25  
**CAPITAL OUTLAY**  
**Fund:** 11-General Fund      **Dept. Head-Rick Fletcher**  
**Dept #:** Public Works - 4134  
**Division:** Streets - 4134

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information				Department Request	Manager Recommend. 05/15/24	New Debt?
			Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
						Estim. Auction Proceeds?	FY21-22	FY22-23					FY23-24			
1	5474	D-1179	2010 10 ton dump truck with snow plow	\$ 68,831.00	49,820	\$ 20,000.00	\$ 3,880.00	\$ 9,913.00	\$ 877.02	N	1	F-750 10 Ton dumptruck with snow plow.	Funds will be used to replace a 2010 14 year old 10 dump truck with snow plow, that is in need of replacement. We have asked for this truck to be replaced last year. This truck has been in the shop on several occasions ,leaving the Asphalt crew without a dumptruck. This is costing the Street Maintenance department money as well as down time. this truck is a necessity for street maintenance repairs. this truck was denied last year.	\$ 155,000.00	\$ -	
2	5476	P-1227	2013 Service body truck	\$ 29,440.00	103,542	\$10,000	\$ 5,887.00	\$ 12,500.00	\$ 1,816.40	N	2	F 250 service body truck	Funds will be used to replace a 2013 service body truck that was wrecked in 2013 and bought back from the insurance company, with a salvaged tital. This truck is having electric issues as well as emission problems. This truck is used daily to fill potholes and put out road safety devices for the asphalt crew. When this truck is down it impedes our ability to schedule maintenance of utility/street repairs. we asked for this truck last year and was denied.	\$ 69,000.00	\$ 69,000.00	
3	5420	D-930	2002 16 Ton tandom Axle Dump Truck	\$ 64,874.00	128,326	\$20,000	\$ 953.91	\$ 2,412.94	\$ 1,099.18	N	3	Western Stare 47 X tandom Axel dump truck	Funds will be used to replace the current 2002 dump truck. This truck has 128,326 current miles. The bed was replaced three years ago, with the understanding we would be asking for replacement in three years.	\$ 177,000.00	\$ -	
4	5304	E-1018	2005 Salt Spreader	\$ 12,617.00		\$5,000			\$ 6,500 spent since 2005	N	4	New stanless steel salt spreader	This is a 2005 salt spreader that is rusting out and giving us problems finding parts for the gas motor. A new spreader will be hydraulic operated VS Gas motor and made out of stanless steel. This request was denied last year.	\$ 20,000.00	\$ -	
5	5304	E-1036	2005 Salt Spreader	\$ 12,617.00		\$ 5,000.00			\$ 6,500 spent since 2005	N	5	New stanless steel salt spreader	This is a 2005 salt spreader that is rusting out and giving us problems finding parts for the gas motor. A new spreader will be hydraulic operated VS Gas motor and made out of stanless steel. This request was denied last year.	\$ 20,000.00	\$ -	
6																
7																

CAPITAL OUTLAY      Fiscal Year Fund: 11-General Fund      FY24-25      Dept. Head-Rick Fletcher Dept #: Public Works - 4134 Division: Streets - 4134																
Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information						
			Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?
8																
9																
10																
<b>Total Capital Outlay Request</b>				\$ 188,379.00			\$ 60,000.00	\$ 10,720.91	\$ 24,825.94	\$ 3,792.60				\$ 441,000.00	\$ 69,000.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Trenching competent person training 4 @ \$175.00	\$ 700.00		\$ 700.00	\$ 700.00
2	Road safety Fundamentals 6 @ \$150.00	\$ 900.00	\$ 600.00		
3	Chemical Spill response OSHA Level II \$200 x 3 employees	\$ 600.00		\$ 600.00	\$ 600.00
4	Work Zone traffic control supervisor training 1 @ \$450.00	\$ 450.00			
5	Flagger certification training 4 @ \$150 ea	\$ 600.00	\$ 200.00		
6	intermediate work zone safety training 4 @ \$175	\$ 700.00		\$ 700.00	\$ 700.00
7	CDL Training class x 1 Employee \$ 5000 (3 days vs 8 wks)	\$ 1,800.00	\$ -	\$ 5,000.00	\$ 5,000.00
8	Unspecified Cut by DH	\$ (2,710.00)			
9	Keep your company out of court 150 ea		\$ 900.00		
10	Basic work zone installer 150 ea = 450.00		\$ 450.00		
11	Road Safety 365 150 ea = 600		\$ 600.00		
12	Reducing roadway departure crashes 150 EA =			\$ 1,050.00	\$ 1,050.00
	<b>Total - 2323 Training</b>	<b>\$ 3,040.00</b>	<b>\$ 2,750.00</b>	<b>\$ 8,050.00</b>	<b>\$ 8,050.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Used to cover the cost of lodging, rental car and meals for attendance at the annual American Public Works Association "Streets Maintenance" Conference for two staff - superinendent and supervisor. ( Unable to attend this year)	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 3121 Travel</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Waste Water Collection annual renewal fee 3@ \$125 ea	\$ 300.00	\$ 300.00	\$ 375.00	\$ 375.00
2	Pesticides License renewal 2@ \$100	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
3	APWA Annual Streets Conference fees 2 @\$250 ( unable to attend )	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 1,000.00</b>	<b>\$ 500.00</b>	<b>\$ 1,075.00</b>	<b>\$ 1,075.00</b>



**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Jonathan Perry**  
**Dept #:**                **4135**    **Engineering**                    ~ = Division by Zero  
**Division:**            **4135**    **Streets Utilities**                    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3310	Electricity			\$ -	\$ -	\$ -	*	\$ -	*
3311	Street Lights	\$ 556,961.47	\$ 470,000.00	\$ 470,000.00	\$ 470,000.00	\$ 470,000.00	0.00%	\$ 470,000.00	0.00%
3595	Railroad Signal Maintenance	\$ 21,518.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	0.00%	\$ 22,000.00	0.00%
3596	Bridge Inspections & Repairs	\$ -		\$ -	\$ -	\$ 4,000.00	~	\$ 4,000.00	~
	<b>Total Operating Expenditures</b>	<b>\$ 578,479.47</b>	<b>\$ 492,000.00</b>	<b>\$ 492,000.00</b>	<b>\$ 492,000.00</b>	<b>\$ 496,000.00</b>	<b>0.81%</b>	<b>\$ 496,000.00</b>	<b>0.81%</b>
5305	Computerized Signal System	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	~	\$ -	*
5993	Railroad Signals	\$ -	\$ 5,000.00	\$ 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>\$ 5,000.00</b>	<b>\$ 19,000.00</b>	<b>280.00%</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>\$ 578,479.47</b>	<b>\$ 497,000.00</b>	<b>\$ 497,000.00</b>	<b>\$ 497,000.00</b>	<b>\$ 515,000.00</b>	<b>3.62%</b>	<b>\$ 501,000.00</b>	<b>0.80%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Engineering - 4135		
<b>Division:</b>	Streets Utilities - 4135		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3310	Electricity			\$ -			
3311	Street Lights		Duke Progress Energy	\$ 470,000.00	\$ 470,000.00	\$ 470,000.00	\$ 470,000.00
3595	Railroad Signal Maintenance		City's 50% maintenance cost for railroad crossing signals	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
3596	Bridge Inspections & Repairs		City cost to NCDOT to inspect city maintained bridges. Bridge Inspections every two years - next inspection 2024	\$ -		\$ 4,000.00	\$ 4,000.00
	<b>Total Operating Expenditures</b>			<b>\$ 492,000.00</b>	<b>\$ 492,000.00</b>	<b>\$ 496,000.00</b>	<b>\$ 496,000.00</b>
5305	Computerized Signal System		Traffic Signal Controllers - 4 @\$3,500 = \$14,000	\$ -	\$ -	\$ 14,000.00	\$ -
5993	Railroad Signals		City's's 10% share of railroad crossing installations	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Total Capital Outlay</b>			<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 19,000.00</b>	<b>\$ 5,000.00</b>
				\$ -			\$ -
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Engineering-Streets Utilities Budget</b>			<b>\$ 497,000.00</b>	<b>\$ 497,000.00</b>	<b>\$ 515,000.00</b>	<b>\$ 501,000.00</b>

CAPITAL OUTLAY Fiscal Year FY24-25																	
Fund:		11-General Fund		Dept. Head-Jonathan Perry													
Dept #:		Engineering - 4135															
Division:		Streets Utilities - 4135															
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Maintenance Cost History				Replacement Asset Information			
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?	
1	5993	NA	NA	NA	NA	NA					NA		Railroad Signals	City's 10% share of railroad crossing installations	\$5,000.00	\$ 5,000.00	
2	5305													Cost to switch out controllers for 4 traffic signals @ \$3,500 each.	\$14,000.00	\$ -	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
<b>Total Capital Outlay Request</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 19,000.00	\$ 5,000.00	



<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
<b>Fund:</b>	11-General Fund	<b>Dept. Head</b>	Jonathan Perry
<b>Dept #:</b>	4136 Engineering	~ = Division by Zero	
<b>Division:</b>	4136 Street Paving	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3588	Street Resurfacing			\$ 154,700.00	\$ 152,793.00	\$ 500,000.00	~	\$ -	*
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ 154,700.00	\$ 152,793.00	\$ 500,000.00	~	\$ -	*
5733	Paving Multi-Use Areas	\$ 267,607.21	\$ -	\$ 52,830.56	\$ -	\$ 994,950.00	~	\$ -	*
	<b>Total Capital Outlay</b>	\$ 267,607.21	\$ -	\$ 52,830.56	\$ -	\$ 994,950.00	~	\$ -	*
				\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Engineering-Street Paving Budget</b>	\$ 267,607.21	\$ -	\$ 207,530.56	\$ 152,793.00	\$ 1,494,950.00	~	\$ -	*

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Dept. Head-Jonathan Perry</b>	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Engineering - 4136		
<b>Division:</b>	Street Paving - 4136		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
3588	Street Resurfacing		Paved streets in poor condition. Numerous phone calls are received from citizens throughout the year concerning poor condition of existing pavement.	\$152,793	\$152,793	\$500,000.00	\$ -
	<b>Total Operating Expenditures</b>				<b>\$ 152,793.00</b>	<b>\$ 500,000.00</b>	<b>\$ -</b>
5733	Paving Multi-Use Areas		Paving petition for Branch Street from Vann Street to southern end. Paving of dirt streets in poor condition: Slocumb Steet from Simmons Street to Deadend and Atlantic Avenue from North Audubon Avenue to Deadend	\$		\$ 994,950.00	\$ -
	<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ 994,950.00</b>	<b>\$ -</b>
	<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Engineering-Street Paving Budget</b>				<b>\$ 152,793.00</b>	<b>\$ 1,494,950.00</b>	<b>\$ -</b>

CAPITAL OUTLAY Fiscal Year FY24-25																	
Fund:		11-General Fund			Dept. Head-Jonathan Perry												
Dept #:		Engineering - 4136															
Division:		Street Paving - 4136															
Line	Acct #	Veh #	Year/Make/Model	Purchase Cost	Mileage or Hours	Current Asset Information			Maintenance Cost History			Replacement Asset Information					
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?	
1	5733	NA	NA	NA	NA	NA				NA		Paving petition received on 6-30-14 for Branch Street from Vann St. to Southern End	Dirt street in poor condition	\$598,950.00	\$ -		
2	5733	NA	NA	NA	NA	NA				NA		Dirt street paving for North Slocumb Street from Simmons Street to Deadend (\$211,200) and Atlantic Avenue from North Audubon Avenue to Deadend (\$184,800)	Dirt streets in poor condition	\$396,000.00	\$ -		
3																	
4																	
5																	
6																	
7																	
8																	
<b>Total Capital Ou</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 994,950.00	\$ -	





## FISCAL YEAR 2024-2025 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:

- Continue to ensure all personnel are fully trained on equipment and routes to promote safety and efficiency.
- Continue to facilitate staff training to ensure compliance with state and federal requirements in regulated areas.
- Extend useful life of equipment and vehicles through regular preventative maintenance.
- Maximize revenue generated from all business accounts.
- Continue to market and promote our residential and commercial dumpster service.
- Explore options to upgrade and relocate the City Transfer Station.

#### SIGNIFICANT BUDGET ISSUES:

- Costs associated with replacing aging Solid Waste fleet—29% over 20 yrs old, 47% over 15 yrs old and 66% over 10 yrs old.
- Subsequent maintenance and repair costs associated with supporting an aging Solid Waste fleet.
- Significant increase in County landfill tipping fees from \$31.50 to \$40 per ton – 23% or approximately \$140K annually.
- Extensive fuel costs associated with solid waste collections and challenges associated with unpredictable fluctuations in fuel costs.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

**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		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 1,116,293.24	\$ 1,300,272.02	\$ 1,300,272.02	\$ 1,231,617.29	\$ 1,307,763.20	0.58%	\$ 1,340,457.28	3.09%
1220	Salaries & Wages Overtime	\$ 20,486.01	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%
1221	Employee Awards		\$ 508.00	\$ 508.00	\$ 575.62	\$ 800.00	57.48%	\$ 800.00	57.48%
1224	Cell Phone Stipend	\$ 1,582.29	\$ 2,160.00	\$ 2,160.00	\$ 2,400.00	\$ 2,880.00	33.33%	\$ 2,880.00	33.33%
1260	Salaries & Wages Part-Time	\$ 50,872.11	\$ 55,000.00	\$ 55,000.00	\$ 53,000.00	\$ 55,000.00	0.00%	\$ 55,000.00	0.00%
1272	Holiday Pay	\$ 39,681.10	\$ 37,000.00	\$ 37,000.00	\$ 36,500.00	\$ 40,000.00	8.11%	\$ 40,000.00	8.11%
1275	Salaries & Wages Bonus	\$ 1,340.01	\$ 20,926.66	\$ 20,926.66	\$ 16,627.00	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 200.00	\$ 571.50	\$ 571.50	\$ -	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 8,024.66	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	0.00%	\$ 10,500.00	0.00%
1280	Vacation Pay Out	\$ 27,128.55	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
1810	Social Security	\$ 93,160.95	\$ 111,073.27	\$ 111,073.27	\$ 105,204.32	\$ 110,308.65	-0.69%	\$ 112,809.75	1.56%
1821	NCLGERS-Retirement	\$ 146,111.77	\$ 184,743.59	\$ 184,743.59	\$ 180,615.24	\$ 189,456.44	2.55%	\$ 193,922.45	4.97%
1822	401-K Retirement	\$ 48,073.65	\$ 57,240.46	\$ 57,240.46	\$ 52,888.80	\$ 55,477.73	-3.08%	\$ 56,785.49	-0.79%
1830	Hospital Insurance	\$ 198,707.27	\$ 235,776.00	\$ 235,776.00	\$ 328,032.00	\$ 328,032.00	39.13%	\$ 295,440.00	25.31%
1835	Group Term Life Insurance Coverage	\$ 1,080.97	\$ 1,191.36	\$ 1,191.36	\$ 1,224.00	\$ 1,224.00	2.74%	\$ 1,224.00	2.74%
1860	Worker's Comp Claims Cost	\$ 102,646.44	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	~	\$ 80,000.00	~
1861	Worker's Compensation Insurance	\$ 8,682.85	\$ 9,241.00	\$ 9,241.00	\$ 7,259.00	\$ 7,702.00	-16.65%	\$ 7,702.00	-16.65%
1899	Less: Reimbursed by Grants	\$ (163,227.52)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,700,844.35</b>	<b>\$ 2,051,203.86</b>	<b>\$ 2,051,203.86</b>	<b>\$ 2,130,443.27</b>	<b>\$ 2,214,144.02</b>	<b>7.94%</b>	<b>\$ 2,222,520.98</b>	<b>8.35%</b>
1932	Medical Exams	\$ 1,316.50	\$ 1,000.00	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2121	Uniforms	\$ 18,236.18	\$ 23,000.00	\$ 23,000.00	\$ 30,000.00	\$ 35,000.00	52.17%	\$ 33,000.00	43.48%
2123	Protective Clothing	\$ 5,159.39	\$ 4,000.00	\$ 4,000.00	\$ 3,550.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
2124	Shoes-Steel Toe	\$ 6,716.90	\$ 5,400.00	\$ 5,400.00	\$ 5,550.00	\$ 5,550.00	2.78%	\$ 5,550.00	2.78%
2323	Training	\$ 1,344.00	\$ 5,600.00	\$ 2,600.00	\$ 2,300.00	\$ 11,775.00	110.27%	\$ 1,775.00	-68.30%
2501A	Fleet Charges Internal Use Only!	\$ 346,538.02	\$ 280,000.00	\$ 280,000.00	\$ 237,000.00	\$ 280,000.00	0.00%	\$ 257,000.00	-8.21%
2502A	Vehicle Fuel-Internal Charges	\$ 218,962.51	\$ 290,063.00	\$ 290,063.00	\$ 185,000.00	\$ 250,000.00	-13.81%	\$ 225,000.00	-22.43%
2993	Operational Supplies	\$ 11,580.61	\$ 11,000.00	\$ 15,954.45	\$ 16,000.00	\$ 18,000.00	63.64%	\$ 18,000.00	63.64%
2994	Tools	\$ 2,222.70	\$ 2,500.00	\$ 2,500.00	\$ 2,800.00	\$ 3,000.00	20.00%	\$ 3,000.00	20.00%
3121	Travel	\$ 78.76	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	66.67%	\$ 2,500.00	66.67%
3210	Telephone & Communication Svcs	\$ 10,043.46	\$ 8,220.00	\$ 8,220.00	\$ 7,610.00	\$ 8,000.00	-2.68%	\$ 8,000.00	-2.68%
3250A	Postage-Internal Charges only!	\$ 3.76	\$ 52.00	\$ 52.00	\$ 475.00	\$ 52.00	*	\$ 52.00	*
3310	Electricity	\$ 5,610.62	\$ 4,500.00	\$ 4,500.00	\$ 4,400.00	\$ 5,000.00	11.11%	\$ 5,000.00	11.11%
3410	Printing	\$ 1,074.94	\$ 1,500.00	\$ 1,500.00	\$ 1,450.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3510	Repairs (Insurance Claims)	\$ 1,350.64		\$ -	\$ -	\$ -	*	\$ -	*
3522	Machine/Equipment Maintenance	\$ 36,546.85	\$ 5,000.00	\$ 12,000.00	\$ 25,000.00	\$ 30,000.00	500.00%	\$ 25,000.00	400.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3604 Trash Container Purchases	\$ 39,970.00	\$ 40,000.00	\$ 40,000.00	\$ 39,000.00	\$ 60,000.00	50.00%	\$ 55,000.00	37.50%
3607 Dumpsters	\$ 40,770.00	\$ 55,824.00	\$ 55,824.00	\$ 54,000.00	\$ 65,000.00	16.44%	\$ 55,000.00	-1.48%
3913 Landfill Charges	\$ 436,022.88	\$ 440,000.00	\$ 440,000.00	\$ 580,000.00	\$ 600,000.00	36.36%	\$ 560,000.00	27.27%
3914 Contract Services	\$ 370.97		\$ -	\$ -	\$ -	*	\$ -	*
3916 Recycling Fees	\$ 44,940.90	\$ 110,000.00	\$ 106,000.00	\$ 80,000.00	\$ 100,000.00	-9.09%	\$ 80,000.00	-27.27%
3950 Education Reimbursement	\$ 1,108.03	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
4511 Multi-Peril Insurance	\$ 19,330.78	\$ 12,067.00	\$ 12,067.00	\$ 17,869.00	\$ 17,900.00	48.34%	\$ 17,900.00	48.34%
4521 Auto Liability	\$ 46,422.63	\$ 45,250.00	\$ 45,250.00	\$ 55,215.00	\$ 55,300.00	22.21%	\$ 55,300.00	22.21%
4531 Security Bonds		\$ 22,530.00	\$ 22,530.00	\$ 17,868.00	\$ 20,051.00	-11.00%	\$ 20,051.00	-11.00%
4543 Insurance Deductible Claims	\$ 2,534.50	\$ 54,289.00	\$ 54,355.00	\$ 55,215.00	\$ 58,725.00	8.17%	\$ 58,725.00	8.17%
4912 Fees & Dues	\$ 1,870.80	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	0.00%	\$ 2,300.00	0.00%
<b>Total Operating Expenditures</b>	<b>\$ 1,300,127.33</b>	<b>\$ 1,428,095.00</b>	<b>\$ 1,433,115.45</b>	<b>\$ 1,427,902.00</b>	<b>\$ 1,637,153.00</b>	<b>14.64%</b>	<b>\$ 1,497,153.00</b>	<b>4.84%</b>
5457 1/2 Ton Pick-Up W/Lift Gate				\$ -	\$ 50,000.00	~	\$ -	*
5402 Garbage Packer	\$ 421,949.00	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 310,000.00	3.33%	\$ 310,000.00	3.33%
5407 Trash Truck	\$ 327,609.50	\$ -	\$ 366,986.00	\$ 364,506.00	\$ 400,000.00	~	\$ 400,000.00	~
5440 Leaf Vacuum Loader	\$ 1,270.00	\$ 300,000.00	\$ 470,095.94	\$ 447,078.00	\$ 300,000.00	0.00%	\$ 300,000.00	0.00%
5446 Refuse Transfer Trailer	\$ 6,018.00		\$ -	\$ -	\$ -	*	\$ -	*
5527 Miscellaneous Equipment				\$ -	\$ 100,000.00	~	\$ -	*
5613 Transfer Trash Compactor	\$ -	\$ -	\$ 350,000.00	\$ 347,500.00	\$ -	*	\$ -	*
5601 Fence/Railings				\$ -	\$ 55,500.00	~	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 756,846.50</b>	<b>\$ 600,000.00</b>	<b>\$ 1,487,081.94</b>	<b>\$ 1,159,084.00</b>	<b>\$ 1,215,500.00</b>	<b>102.58%</b>	<b>\$ 1,010,000.00</b>	<b>68.33%</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>\$ 3,757,818.18</b>	<b>\$ 4,079,298.86</b>	<b>\$ 4,971,401.25</b>	<b>\$ 4,717,429.27</b>	<b>\$ 5,066,797.02</b>	<b>24.21%</b>	<b>\$ 4,729,673.98</b>	<b>15.94%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4143		
<b>Division:</b>	Solid Waste - 4143		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		34 FTE's	\$ 1,300,272.02	\$ 1,231,617.29	\$ 1,307,763.20	\$ 1,340,457.28
1220	Salaries & Wages Overtime		Funds for any off schedule occurrences	\$ 15,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00
1221	Employee Awards		Years of service awards - six (6) recipients	\$ 508.00	\$ 575.62	\$ 800.00	\$ 800.00
1224	Cell Phone Stipend		4 FTE's @ \$60/mth - (3) Supervisors & Superintendent	\$ 2,160.00	\$ 2,400.00	\$ 2,880.00	\$ 2,880.00
1260	Salaries & Wages Part-Time		Funds for six (6) temps for leaf season and support with vacancies	\$ 55,000.00	\$ 53,000.00	\$ 55,000.00	\$ 55,000.00
1272	Holiday Pay		Funds for Solid Waste holiday schedule changes to include Juneteenth	\$ 37,000.00	\$ 36,500.00	\$ 40,000.00	\$ 40,000.00
1275	Salaries & Wages Bonus			\$ 20,926.66	\$ 16,627.00		
1277	Clothing Allowance		No allowance-all on uniform program	\$ 571.50	\$ -	\$ -	
1278	Wellness Earnings		\$300 per participating employee per year	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
1280	Vacation Pay Out		Numerous resignations/retirements	\$ 10,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 111,073.27	\$ 105,204.32	\$ 110,308.65	\$ 112,809.75
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 184,743.59	\$ 180,615.24	\$ 189,456.44	\$ 193,922.45
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 57,240.46	\$ 52,888.80	\$ 55,477.73	\$ 56,785.49
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 235,776.00	\$ 328,032.00	\$ 328,032.00	\$ 295,440.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 1,191.36	\$ 1,224.00	\$ 1,224.00	\$ 1,224.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 9,241.00	\$ 7,259.00	\$ 7,702.00	\$ 7,702.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
<b>Total Salaries &amp; Benefits</b>				<b>\$ 2,051,203.86</b>	<b>\$ 2,130,443.27</b>	<b>\$ 2,214,144.02</b>	<b>\$ 2,222,520.98</b>
1932	Medical Exams		Funds to cover drug screens/random drug screens	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00
2121	Uniforms		Thirty-four (34) FTE's with uniform contract service	\$ 23,000.00	\$ 30,000.00	\$ 35,000.00	\$ 33,000.00
2123	Protective Clothing		Funds to purchase PPE for employees: eyewear, ear plugs, gloves, etc.	\$ 4,000.00	\$ 3,550.00	\$ 4,000.00	\$ 4,000.00
2124	Shoes-Steel Toe		34 FTE's @ \$150 and 6 temps @ \$75	\$ 5,400.00	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4143		
<b>Division:</b>	Solid Waste - 4143		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2323	Training	Y	See detailed schedule attached.	\$ 5,600.00	\$ 2,300.00	\$ 11,775.00	\$ 1,775.00
2501A	Fleet Charges Internal Use Only!			\$ 280,000.00	\$ 237,000.00	\$ 280,000.00	\$ 257,000.00
2502A	Vehicle Fuel-Internal Charges			\$ 290,063.00	\$ 185,000.00	\$ 250,000.00	\$ 225,000.00
2993	Operational Supplies		Funds to purchase degreaser @ \$300/mth = \$3600, daily cleaners @ \$80/mth = \$960, City logos for dumpsters @ \$50/ea = \$5000, 2 pallets oil dry @ \$750/ea = \$1500, Annual Fire Extinguisher testing @ \$1000, etc. Funds to cover CDL reimbursement, purchasing chains and padlocks for dumpsters, replacement keys for equipment and John Street dumpster corral, replacement mailboxes, etc.	\$ 11,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00
2994	Tools		Funds to purchase rakes, shovels, pitch forks, spades, etc. for refuse, recycle and leaf/limb crews. Increase due to current price of hand tools has doubled. Previous years shovel/pitchforks approx \$18/ea now approx \$35/ea.	\$ 2,500.00	\$ 2,800.00	\$ 3,000.00	\$ 3,000.00
3121	Travel	Y	See detailed schedule attached.	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
3210	Telephone & Communication Svcs		Funds for data service currently (7) Ipads and (7) iPhones for trucks @ \$40/ea.	\$ 8,220.00	\$ 7,610.00	\$ 8,000.00	\$ 8,000.00
3250A	Postage-Internal Charges only!			\$ 52.00	\$ 475.00	\$ 52.00	\$ 52.00
3310	Electricity		Electricity @ Transfer Station - Duke Progress Energy rate increases	\$ 4,500.00	\$ 4,400.00	\$ 5,000.00	\$ 5,000.00
3410	Printing		Annual calendars, and door hangers for re-education of customers.	\$ 1,500.00	\$ 1,450.00	\$ 1,500.00	\$ 1,500.00
3510	Repairs (Insurance Claims)			\$ -			
3522	Machine/Equipment Maintenance		Funds to maintain large leaf vacuums and other equipment. Purchase pallet of air filters for leaf machines @ \$1100. Maintaining 30 year old transfer station.	\$ 5,000.00	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00
3604	Trash Container Purchases		Funds to purchase 95 gallon rollout containers - upgrade to larger containers and/or replace broken containers. Increased cost from \$45/container to \$65/container. 200+ plus new homes will need 2 each - \$26K alone.	\$ 40,000.00	\$ 39,000.00	\$ 60,000.00	\$ 55,000.00
3607	Dumpsters		Funds to replace dumpsters that are beyond repair and/or serviceable lifespan - approximately 50 plus several on SJAFB need to be replaced as well. Increase due to current rate per dumpster: \$1000 each	\$ 55,824.00	\$ 54,000.00	\$ 65,000.00	\$ 55,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4143		
<b>Division:</b>	Solid Waste - 4143		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3913	Landfill Charges		County landfill fees went up 23% or \$140K. Funds to cover tipping fees for refuse collection of residential, commercial and SJAFB. Tonnage is also increasing as new commercial and residential customers are gained.	\$ 440,000.00	\$ 580,000.00	\$ 600,000.00	\$ 560,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
3916	Recycling Fees		Funds to cover Material Recycling Facility (MRF) charges to take our collected recycled goods. Costs have fluctuated between \$90 and \$115 per ton. The City collects between 1,200 and 1,500 tons on average annually.	\$ 110,000.00	\$ 80,000.00	\$ 100,000.00	\$ 80,000.00
3950	Education Reimbursement		1 FTE-Tara Johnson	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
4511	Multi-Peril Insurance			\$ 12,067.00	\$ 17,869.00	\$ 17,900.00	\$ 17,900.00
4521	Auto Liability			\$ 45,250.00	\$ 55,215.00	\$ 55,300.00	\$ 55,300.00
4531	Security Bonds		Provided by Finance	\$ 22,530.00	\$ 17,868.00	\$ 20,051.00	\$ 20,051.00
4543	Insurance Deductible Claims		Provided by Finance	\$ 54,289.00	\$ 55,215.00	\$ 58,725.00	\$ 58,725.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>
	<b>Total Operating Expenditures</b>			<b>\$ 1,428,095.00</b>	<b>\$ 1,427,902.00</b>	<b>\$ 1,637,153.00</b>	<b>\$ 1,497,153.00</b>
5457	1/2 Ton Pick-Up W/Lift Gate			\$ -		\$ 50,000.00	\$ -
5402	Garbage Packer			\$ 300,000.00		\$ 310,000.00	\$ 310,000.00
5407	Trash Truck			\$ -	\$ 364,506.00	\$ 400,000.00	\$ 400,000.00
5440	Leaf Vacuum Loader			\$ 300,000.00	\$ 447,078.00	\$ 300,000.00	\$ 300,000.00
5446	Refuse Transfer Trailer			\$ -		\$ -	\$ -
5527	Miscellaneous Equipment			\$ -		\$ 100,000.00	\$ -
5613	Transfer Trash Compactor			\$ -	\$ 347,500.00	\$ -	\$ -
5601	Fence/Railings			\$ -	\$ -	\$ 55,500.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 600,000.00</b>	<b>\$ 1,159,084.00</b>	<b>\$ 1,215,500.00</b>	<b>\$ 1,010,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Works-Solid Waste Budget</b>			<b>\$ 4,079,298.86</b>	<b>\$ 4,717,429.27</b>	<b>\$ 5,066,797.02</b>	<b>\$ 4,729,673.98</b>

CAPITAL OUTLAY Fiscal Year FY24-25																
Fund:		11-General Fund			Dept. Head-Rick Fletcher											
Dept #:		Public Works - 4143														
Division:		Solid Waste - 4143														
Line	Acct #	Veh #	Current Asset Information					Maintenance Cost History				Replacement Asset Information				
			Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?
1	5407	W1268	2014 Autocar Sidewinder		68,298		\$ 20,184.00	\$ 22,222.00	\$ 16,050.00	N	1	2024 Crane Carrier Rotopac side-loading garbage truck	Funds to replace current 10yr vehicle used daily for residential garbage routes. Vehicle used to service approx 800-900 containers daily	\$ 400,000.00	\$ 400,000.00	
2	5440	T1051	2003 Leaf vacuum truck				\$ 5,865.00	\$ 10,252.00	\$ 7,748.00	N	2	2024 Fully automated leaf truck	Funds to replace leaf truck used daily for leaf collection. Leaf collection trailer is irreplaceable and beyond repair.	\$ 300,000.00	\$ 300,000.00	
3	5402	G689	1996 Rear loader garbage truck		N/A		N/A	N/A	N/A	N	3	2024 Eonic Loadmaster XL rear-loading garbage truck	Funds to replace rear loader that was sold on GovDeals over 3 yrs ago. Vehicle was inoperable and parts were obsolete	\$ 310,000.00	\$ 310,000.00	
4	5457	P715	1997 Ford Pickup w/ liftgate				\$ 1,478.00	\$ 1,986.00	\$ 984.00	N	4	2024 Ford Super Duty long bed pickup w/liftgate	Funds to replace current 26 yr old pickup used daily for container delivery and bulk pickup	\$ 50,000.00	\$ -	
5	5527									U	5	2019 Ottawa yard truck (yard dog)	Funds to purchase yard dog truck for transfer station used to move transfer trailers around the station without having to link up road tractor	\$ 100,000.00	\$ -	
6	5601									N	6	Perimeter fence w/ automated front gate.	Funds to purchase perimeter fence to enclose transfer station (360) to prevent trespassing or theft and safety for employees within the facility. Homeless have been wondering through the site as well. Also to prevent multiple key accesses to unknown number of people.	\$ 55,500.00	\$ -	
7																
<b>Total Capital Outlay Request</b>				\$ -	\$ -		\$ 27,527.00	\$ 34,460.00	\$ 24,782.00					\$ 1,215,500.00	\$ 1,010,000.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Rick Fletcher

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC-SWANA Transfer Station Cert (4 FTE's @ \$175/ea)	\$ 700.00	\$ 1,225.00	\$ 700.00	\$ 700.00
2	Chemical Spill Response Training (3 FTE's @ \$125/ea)	\$ 250.00	\$ 375.00	\$ 375.00	\$ 375.00
3	National Seminars Training for Administrative Assistants	\$ 350.00			
4	Renewal-SWANA Collection Operations Certification (1 FTE @ \$700)	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
5	CDL Training - 2 FTE's @ \$5000/ea	\$ 3,600.00		\$ 10,000.00	\$ -
6					
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 5,600.00</b>	<b>\$ 2,300.00</b>	<b>\$ 11,775.00</b>	<b>\$ 1,775.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Funds to attend training for employees i.e. transfer station certification, admin trainings, SWANA conference, APWA, etc.	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 1,500.00</b>	<b>\$ 1,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Public Works - 4143  
 Division: Solid Waste - 4143  
 Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Transfer Station Annual Permit Fee	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2	NC Industrial Commission	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
3	SWANA Conference (2 FTE's @ \$125/ea)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
4	APWA-Solid Waste Conference (2 FTE's @ \$125/ea)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
5					
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>

## FISCAL YEAR 2024-2025 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 127 NCDOT and City of Goldsboro signals. Staff is responsible for day-to-day operations, maintenance, timing of our 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
- GIS Mapping

#### SIGNIFICANT BUDGET ISSUES:

- Funding for infrastructure improvements
- Capital improvement projects

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Jonathan Perry**  
**Dept #:**                **4172 Engineering**                    ~ = Division by Zero  
**Division:**            **4172 Engineering**                    \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 760,634.51	\$ 845,124.60	\$ 845,124.60	\$ 650,588.03	\$ 764,025.65	-9.60%	\$ 702,816.52	-16.84%
1220 Salaries & Wages Overtime	\$ 3,863.48	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
1221 Employee Awards		\$ 750.00	\$ 750.00	\$ 750.00	\$ 100.00	*	\$ 100.00	*
1224 Cell Phone Stipend	\$ 2,562.02	\$ 3,600.00	\$ 3,600.00	\$ 1,605.00	\$ 1,440.00	-60.00%	\$ 1,440.00	-60.00%
1260 Salaries & Wages Part-Time				\$ 18,000.00	\$ 50,000.00	~	\$ 50,000.00	~
1274 Call Duty Pay	\$ 6,517.86	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275 Salaries & Wages Bonus	\$ 205.56	\$ 8,616.86	\$ 8,616.86	\$ 6,839.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 3,054.27	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280 Vacation Pay Out	\$ 8,256.88	\$ -	\$ -	\$ 28,424.27	\$ -	*	\$ -	*
1810 Social Security	\$ 57,660.44	\$ 66,799.15	\$ 66,799.15	\$ 55,179.93	\$ 63,545.92	-4.87%	\$ 58,863.42	-11.88%
1821 NCLGERS-Retirement	\$ 95,082.32	\$ 111,616.58	\$ 111,616.58	\$ 96,071.64	\$ 106,638.93	-4.46%	\$ 98,277.76	-11.95%
1822 401-K Retirement	\$ 31,288.27	\$ 34,582.98	\$ 34,582.98	\$ 28,132.25	\$ 31,226.63	-9.71%	\$ 28,778.26	-16.78%
1830 Hospital Insurance	\$ 83,425.82	\$ 88,416.00	\$ 88,416.00	\$ 125,424.00	\$ 125,424.00	41.86%	\$ 115,776.00	30.94%
1835 Group Term Life Insurance Coverage	\$ 313.71	\$ 490.56	\$ 490.56	\$ 468.00	\$ 468.00	*	\$ 432.00	*
1860 Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861 Worker's Compensation Insurance	\$ 4,902.73	\$ 5,218.00	\$ 5,218.00	\$ 5,262.00	\$ 5,583.00	7.00%	\$ 5,583.00	7.00%
1899 Less: Reimbursed by Grants	\$ (114,292.99)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>	<b>\$ 943,474.88</b>	<b>\$ 1,180,314.73</b>	<b>\$ 1,180,314.73</b>	<b>\$ 1,031,844.12</b>	<b>\$ 1,163,552.13</b>	<b>-1.42%</b>	<b>\$ 1,077,166.96</b>	<b>-8.74%</b>
1932 Medical Exams	\$ 211.00	\$ 160.00	\$ 160.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
1991 Consultant Fees	\$ 15,000.00	\$ 33,520.00	\$ 30,120.00	\$ 30,000.00	\$ 30,000.00	-10.50%	\$ 30,000.00	-10.50%
2121 Uniforms	\$ 368.80	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	0.00%	\$ 700.00	0.00%
2123 Protective Clothing	\$ 336.94	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
2124 Shoes-Steel Toe	\$ 894.29	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,440.00	6.67%	\$ 1,440.00	6.67%
2203 Employee Appreciation	\$ 156.06	\$ 260.00	\$ 260.00	\$ 153.00	\$ 260.00	*	\$ 260.00	*
2323 Training	\$ 6,908.00	\$ 6,400.00	\$ 6,400.00	\$ 3,195.00	\$ 5,300.00	-17.19%	\$ 5,300.00	-17.19%
2391 First Aid	\$ 26.98	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
2501A Fleet Charges Internal Use Only!	\$ 8,255.93	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
2502A Vehicle Fuel-Internal Charges	\$ 11,779.87	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
2601 Office Supplies	\$ 83.28	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	*	\$ 150.00	*
2993 Operational Supplies	\$ 3,873.36	\$ 4,000.00	\$ 3,900.00	\$ 9,000.00	\$ 6,000.00	50.00%	\$ 6,000.00	50.00%
2994 Tools	\$ 260.71	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	*	\$ 375.00	*
3121 Travel	\$ 4,899.39	\$ 7,400.00	\$ 7,400.00	\$ 4,400.00	\$ 7,400.00	0.00%	\$ 7,400.00	0.00%
3210 Telephone & Communication Svcs	\$ 3,208.40	\$ 3,900.60	\$ 3,900.60	\$ 3,900.60	\$ 5,808.96	48.92%	\$ 5,808.96	48.92%
3250A Postage-Internal Charges only!	\$ 242.50	\$ 373.00	\$ 373.00	\$ 373.00	\$ 373.00	*	\$ 373.00	*
3312 Traffic Signal Electricity	\$ 10,468.48	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	0.00%	\$ 9,500.00	0.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Jonathan Perry**  
**Dept #:**                **4172 Engineering**                    **~ = Division by Zero**  
**Division:**            **4172 Engineering**                    **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3410 Printing	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
3421 Copy Machine Cost	\$ 4,597.88	\$ 4,300.00	\$ 4,400.00	\$ 4,300.00	\$ 1,500.00	-65.12%	\$ 1,500.00	-65.12%
3422 Outside Copy Machine Cost	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3509 Signs & Markings Maint. Materials	\$ 17,933.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
3510 Repairs (Insurance Claims)			\$ -	\$ -	\$ -	*	\$ -	*
3521 Office Machine Maintenance	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
3522 Machine/Equipment Maintenance	\$ 749.99	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	0.00%	\$ 650.00	0.00%
3592 Maintenance Materials	\$ 30,794.01	\$ 50,000.00	\$ 48,901.00	\$ 50,000.00	\$ 46,000.00	-8.00%	\$ 46,000.00	-8.00%
3700 Advertising			\$ -	\$ -	\$ -	*	\$ -	*
3950 Education Reimbursement				\$ -	\$ 2,500.00	~	\$ 2,500.00	~
4221 Software License Fees	\$ 22,833.00	\$ 27,800.00	\$ 28,900.00	\$ 27,800.00	\$ 27,800.00	0.00%	\$ 27,800.00	0.00%
4511 Multi-Peril Insurance	\$ 3,385.57	\$ 3,946.00	\$ 3,946.00	\$ 3,442.00	\$ 3,862.00	-2.13%	\$ 3,862.00	-2.13%
4521 Auto Liability	\$ 2,391.25	\$ 2,797.00	\$ 2,797.00	\$ 2,474.00	\$ 2,632.00	-5.90%	\$ 2,632.00	-5.90%
4543 Insurance Deductible Claims			\$ 1,099.00	\$ -	\$ -	*	\$ -	*
4911 Subscriptions	\$ 3,026.76	\$ 3,144.00	\$ 3,144.00	\$ 3,144.00	\$ 4,104.00	30.53%	\$ 4,104.00	30.53%
4912 Fees & Dues	\$ 2,931.00	\$ 2,385.00	\$ 2,385.00	\$ 1,830.00	\$ 1,890.00	-20.75%	\$ 1,890.00	-20.75%
4990 Equipment Expense	\$ 950.23	\$ 4,000.00	\$ 6,300.00	\$ 6,300.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
9561 Office Supplies	\$ 299.48	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00	*	\$ 400.00	*
<b>Total Operating Expenditures</b>	<b>\$ 156,866.16</b>	<b>\$ 225,160.60</b>	<b>\$ 225,160.60</b>	<b>\$ 221,286.60</b>	<b>\$ 220,544.96</b>	<b>-2.05%</b>	<b>\$ 220,544.96</b>	<b>-2.05%</b>
5423 Crew-Cab Pick-Up Truck				\$ -	\$ -	*	\$ -	*
5462 Sports Utility Vehicle				\$ -	\$ 40,284.15	~	\$ -	*
5422 Bucket Truck	\$ -	\$ -	\$ 26,136.67	\$ 20,100.00	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,136.67</b>	<b>\$ 20,100.00</b>	<b>\$ 40,284.15</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-Engineering Budget</b>	<b>\$ 1,100,341.04</b>	<b>\$ 1,405,475.33</b>	<b>\$ 1,431,612.00</b>	<b>\$ 1,273,230.72</b>	<b>\$ 1,424,381.24</b>	<b>1.35%</b>	<b>\$ 1,297,711.92</b>	<b>-7.67%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Engineering - 4172		
<b>Division:</b>	Engineering - 4172		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		13 FTE's	\$ 845,124.60	\$ 650,588.03	\$ 764,025.65	\$ 702,816.52
1220	Salaries & Wages Overtime		Estimate of overtime for 2 Traffic Signal Employees	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
1221	Employee Awards		Service awards: Christopher Avery 10 yrs. @ \$100.00	\$ 750.00	\$ 750.00	\$ 100.00	\$ 100.00
1224	Cell Phone Stipend		Chris Avery @ 202-436-6430 (\$60 per month); Civil Engineer (vacant position) @ \$60 per month	\$ 3,600.00	\$ 1,605.00	\$ 1,440.00	\$ 1,440.00
1260	Salaries & Wages Part-Time		Part-time Civil Engineer	\$ -	\$ 18,000.00	\$ 50,000.00	\$ 50,000.00
1274	Call Duty Pay		Traffic Signal Call Duty Personnel (\$125.00 x 52 weeks)	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus			\$ 8,616.86	\$ 6,839.00		\$ -
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out			\$ -	\$ 28,424.27		\$ -
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 66,799.15	\$ 55,179.93	\$ 63,545.92	\$ 58,863.42
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 111,616.58	\$ 96,071.64	\$ 106,638.93	\$ 98,277.76
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 34,582.98	\$ 28,132.25	\$ 31,226.63	\$ 28,778.26
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 88,416.00	\$ 125,424.00	\$ 125,424.00	\$ 115,776.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 490.56	\$ 468.00	\$ 468.00	\$ 432.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 5,218.00	\$ 5,262.00	\$ 5,583.00	\$ 5,583.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,180,314.73</b>	<b>\$ 1,031,844.12</b>	<b>\$ 1,163,552.13</b>	<b>\$ 1,077,166.96</b>
1932	Medical Exams		Medical Exams for Engineering Positions	\$ 160.00	\$ 200.00	\$ 200.00	\$ 200.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See detailed schedule attached. Anticipated fees for on-call engineering services and grant acceptance fees.	<b>\$ 33,520.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>
2121	Uniforms		Engineering/Traffic Signal Staff Uniforms	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
2123	Protective Clothing		Boots, vests, hard hats, etc.	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2124	Shoes-Steel Toe		Safety shoes for employees working outside and/or near construction sites @ \$160.00 each for nine employees	\$ 1,350.00	\$ 1,350.00	\$ 1,440.00	\$ 1,440.00
2203	Employee Appreciation		Thirteen employees @ \$20.00 each	\$ 260.00	\$ 153.00	\$ 260.00	\$ 260.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached. Professional development, conferences/certifications	<b>\$ 6,400.00</b>	<b>\$ 3,195.00</b>	<b>\$ 5,300.00</b>	<b>\$ 5,300.00</b>
2391	First Aid		First aid supply kit	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2501A	Fleet Charges Internal Use Only!		Five Engineering trucks, one Engineering car, and one Traffic Signal Bucket Truck	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
2502A	Vehicle Fuel-Internal Charges		Fuel for 5 vehicles and 1 Traffic Signal Truck	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2601	Office Supplies		Misc. office supplies	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Engineering - 4172		
<b>Division:</b>	Engineering - 4172		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2993	Operational Supplies		Drafting supplies, misc. engineering supplies, and the increase in supplies required for utility locates for fiber optics and other companies working within City right of way	\$ 4,000.00	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00
2994	Tools			\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00
3121	Travel	Y	See detailed schedule attached. Meetings, seminars, conferences, schools, etc.	\$ 7,400.00	\$ 4,400.00	\$ 7,400.00	\$ 7,400.00
3210	Telephone & Communication Svcs		Cell phones: Surveyor, Survey Technician, Engineering Field Technician, and Traffic Signal Sign Tech II @ \$45.00 each x 4 x 12 months = \$2,160.00. I pads: Engineering Services Manager, GIS Manager, Traffic Supervisor, Traffic Signal Sign Tech II, Construction Inspector, Engineering Field Technician, Surveyor, and Survey Technician @ \$38.01 x 8 x 12 months = \$3,648.96	\$ 3,900.60	\$ 3,900.60	\$ 5,808.96	\$ 5,808.96
3250A	Postage-Internal Charges only!		Engineering correspondence, contracts, & certified mail	\$ 373.00	\$ 373.00	\$ 373.00	\$ 373.00
3312	Traffic Signal Electricity		Electricity for Traffic Signals	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
3410	Printing		Contract documents, forms, brochures, etc.	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
3421	Copy Machine Cost		Rental/maintenance costs for Konica Minolta bizhub 4050i copiers for Engineering Department & Traffic Signal Shop	\$ 4,300.00	\$ 4,300.00	\$ 1,500.00	\$ 1,500.00
3422	Outside Copy Machine Cost		Deeds, plats, etc. copies at Wayne County Courthouse	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
3509	Signs & Markings Maint. Materials		Maintenance materials for signs and markings	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
3510	Repairs (Insurance Claims)			\$ -			
3521	Office Machine Maintenance		Maintenance for office machines	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
3522	Machine/Equipment Maintenance		Annual testing for bucket truck calibration/certification	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
3592	Maintenance Materials		Traffic signal maintenance and repairs. (Additional cost to switch out controllers for 4 traffic signals.-moved \$14,000 to 11-4135-5305)	\$ 50,000.00	\$ 50,000.00	\$ 46,000.00	\$ 46,000.00
3700	Advertising		Previously used for CWEP - Moved to Stormwater	\$ -			
3950	Education Reimbursement		Education reimbursement for Jonathan Perry to obtain Engineering Degree.	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
4221	Software License Fees		Traffic signal software maintenance agreement @ \$15,000 and CCTV maintenance agreement @ \$9,100. 811 Software License agreement = \$3,700	\$ 27,800.00	\$ 27,800.00	\$ 27,800.00	\$ 27,800.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 3,946.00	\$ 3,442.00	\$ 3,862.00	\$ 3,862.00
4521	Auto Liability		Provided by Finance	\$ 2,797.00	\$ 2,474.00	\$ 2,632.00	\$ 2,632.00
4543	Insurance Deductible Claims			\$ -			

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Engineering - 4172		
<b>Division:</b>	Engineering - 4172		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4911	Subscriptions	Y	See detailed schedule attached. NC 811 notifications by email for utility locates - costs increased in January 2024 = \$342.00 per month.	\$ 3,144.00	\$ 3,144.00	\$ 4,104.00	\$ 4,104.00
4912	Fees & Dues	Y	See detailed schedule attached. Professional engineering and surveying licenses and membership renewals.	\$ 2,385.00	\$ 1,830.00	\$ 1,890.00	\$ 1,890.00
4990	Equipment Expense		Misc. equipment expense and I-pad for GIS Manager, Engineering Field Technician, and Traffic Signal-Sign Technician II	\$ 4,000.00	\$ 6,300.00	\$ 4,000.00	\$ 4,000.00
9561	Office Supplies		Office supplies - inventory (increased cost of copier paper)	\$ 350.00	\$ 350.00	\$ 400.00	\$ 400.00
<b>Total Operating Expenditures</b>				<b>\$ 225,160.60</b>	<b>\$ 221,286.60</b>	<b>\$ 220,544.96</b>	<b>\$ 220,544.96</b>
5423	Crew-Cab Pick-Up Truck		Surveyor is currently using a car transferred from the Police Department to carry survey equipment on various job sites. Cost includes 3% tax and cost for tags. (Moved to 4178)	\$ -	\$ -	\$ -	\$ -
5462	Sports Utility Vehicle		Shared vehicle for Engineering Department staff for in town and out of town use. Cost includes 3% tax and cost for tags.	\$ -		\$ 40,284.15	\$ -
5422	Bucket Truck			\$ -	\$ 20,100.00	\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ -</b>	<b>\$ 20,100.00</b>	<b>\$ 40,284.15</b>	<b>\$ -</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Engineering-Engineering Budget</b>				<b>\$ 1,405,475.33</b>	<b>\$ 1,273,230.72</b>	<b>\$ 1,424,381.24</b>	<b>\$ 1,297,711.92</b>



CAPITAL OUTLAY Fiscal Year FY24-25																	
Fund:		11-General Fund			Dept. Head-Jonathan Perry												
Dept #:		Engineering - 4172															
Division:		Engineering - 4172															
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Maintenance Cost History				Replacement Asset Information			
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24	New Debt?	
1	5423		2024 F150 Truck								N	1	F150 Extended Cab	Surveyor is currently using a car transferred from the Police Department to carry survey equipment on various job sites. Cost includes 3% tax and cost for tags.	\$ -	\$ -	
2	5462		2024 Sports Utility Vehicle								N	5	Sports Utility Vehicle	Shared vehicle for Engineering Department staff for in town and out of town use. Cost includes 3% tax and cost for tags.	\$ 40,284.15	\$ -	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -						\$ 40,284.15	\$ -	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Jonathan Perry

Fund: 11-General Fund  
Dept #: Engineering - 4172  
Division: Engineering - 4172  
Account: 1991 Consultant Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Anticipated fees for On-Call Engineering Services and Grant Acceptance Fees	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00
2	GIS 10 year Plan/Projects - Axim	\$ 15,000.00	\$ 15,000.00	\$ -	
3	Server & Database Management - Avineon	\$ 15,000.00	\$ -	\$ -	
4	Cut #2 Dept Head (line # unspecified)	\$ (11,480.00)			
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 33,520.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
Dept #: Engineering - 4172  
Division: Engineering - 4172  
Account: 2323 Training

Dept. Head-Jonathan Perry

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Professional Development - Training courses and seminars	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2	IMSA Continuing Education for Traffic Staff	\$ 2,600.00	\$845.00	\$1,500.00	\$ 1,500.00
3	NC ARC User Group Conference (2) GIS Manager & GIS Specialist - Conference 2024	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
4	SCM Recertification - Construction Inspector & Engineering Services Manager (Every 3 Years-Next Certification December 2026 for Engineering Services Manager and 2025 for Construction Inspector)	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
5	NCAFPM Floodplain Bi-Annual Managers Conference (Engineering Services Manager & Civil Engineer for FY24/25)	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00
6	Asphalt Certification for NCDOT Projects (Engineering Services Manager & Construction Inspector @ \$125.00 each)	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
7					
8					
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 6,400.00</b>	<b>\$ 3,195.00</b>	<b>\$ 5,300.00</b>	<b>\$ 5,300.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Jonathan Perry

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
2	NC ARC User Group Conference (2) GIS Manager & GIS Specialist - 3 nights	\$ 2,500.00	\$1,900.00	\$ 2,500.00	\$ 2,500.00
3	NCAFPM Floodplain Bi-Annual Managers Conference (Engineering Services Manager and Civil Engineer for FY24/25)	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 7,400.00</b>	<b>\$ 4,400.00</b>	<b>\$ 7,400.00</b>	<b>\$ 7,400.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund:</b> 11-General Fund	<b>Dept. Head-Jonathan Perry</b>
<b>Dept #:</b> Engineering - 4172	
<b>Division:</b> Engineering - 4172	
<b>Account:</b> 4911 Subscriptions	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC 811 Notifications by email for Utility Locations (Cost increase per month as of January 2024 = \$342.00)	\$ 3,144.00	\$3,144.00	\$4,104.00	\$ 4,104.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 3,144.00</b>	<b>\$ 3,144.00</b>	<b>\$ 4,104.00</b>	<b>\$ 4,104.00</b>

**SUPPORTING SCHEDULE** **Fiscal Year FY24-25**  
**Fund:** 11-General Fund **Dept. Head-Jonathan Perry**  
**Dept #:** Engineering - 4172  
**Division:** Engineering - 4172  
**Account:** 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Professional Engineer License Fees (Civil Engineer) @ \$75.00	\$ 225.00	\$ 75.00	\$ 75.00	\$ 75.00
2	American Public Works Association (Agency Membership)	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
3	NC Association of Floodplain Managers (Engineering Services Manager & Civil Engineer @ \$60.00 ea. for FY24-25)	\$ 120.00	\$ 60.00	\$120.00	\$ 120.00
4	ITE (Traffic Engineer)	\$ 345.00	\$ -	\$ -	\$ -
5	IMSA Membership for 2 Traffic Signal Employees	\$ 270.00	\$270.00	\$270.00	\$ 270.00
6	NC Society of Surveyors (City Surveyor License Fees)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
7	NC AUG Membership for GIS Manager & GIS Specialist	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
8					
9					
10					
11					
12					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 2,385.00</b>	<b>\$ 1,830.00</b>	<b>\$ 1,890.00</b>	<b>\$ 1,890.00</b>

## FISCAL YEAR 2024-25 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 School of Government metrics, NFPA, and ISO benchmarks related to response times, apparatus replacement, and staffing.
- Recruit and retain the best firefighters for service delivery to the citizens of Goldsboro by implementing the salary and incentive package presented at the Council Retreat 2024. Further, unfreeze three frozen positions and combine three part-time to two part-time positions to ensure service delivery.
- Implement CIP for all apparatus, equipment, and facilities to provide a safe work environment for our employees, as well as providing the best service to our community. Purchase two apparatus (short-build and spec-build) as presented to at Council Retreat 2024. Replace a 20 year-old vehicle A-979 to ensure we maintain an operational fleet in all divisions.
- Prepare for future growth with current and upcoming annexations of the City of Goldsboro.

#### SIGNIFICANT BUDGET ISSUES:

- Recruitment and Retention remain a serious concern moving forward. Ensure funding is available to implement the presented salary and incentive package.
- Continue upgrading/replacement of current SCBA to the 4500-psi operating system.
- Implement CIP by purchasing two apparatus to replace F-566 and F-1074 as they have exceeded NFPA recommended life cycles, replace one staff vehicle A-979, and begin feasibility study for replacement of Fire Station 3.
- Continue replacement schedule for fire hose, appliances, and firefighting turnout gear.

**EXPENDITURE SHEET**      **Fiscal Year FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**      **Ron Stempien**  
**Dept #:**                **5120 Fire Department**                    **~ = Division by Zero**  
**Division:**            **5120 Fire**                                        **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 3,974,433.31	\$ 4,277,099.06	\$ 4,277,099.06	\$ 4,212,929.95	\$ 5,449,873.12	27.42%	\$ 5,405,620.09	26.39%
1220 Salaries & Wages Overtime	\$ 202,689.47	\$ 198,000.00	\$ 198,000.00	\$ 293,400.00	\$ 198,000.00	0.00%	\$ 198,000.00	0.00%
1221 Employee Awards				\$ 500.00	\$ 3,750.00	~	\$ 3,750.00	~
1224 Cell Phone Stipend	\$ 1,443.84	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
1260 Salaries & Wages Part-Time	\$ 7,704.59	\$ 40,000.00	\$ 40,000.00	\$ 7,000.00	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
1272 Holiday Pay	\$ 160,531.67	\$ 169,000.00	\$ 169,000.00	\$ 161,000.00	\$ 195,000.00	15.38%	\$ 195,000.00	15.38%
1275 Salaries & Wages Bonus	\$ 123.34	\$ 52,951.16	\$ 52,951.16	\$ 45,000.00	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 20,692.86	\$ 25,200.00	\$ 25,200.00	\$ 21,600.00	\$ 25,800.00	2.38%	\$ 25,800.00	2.38%
1280 Vacation Pay Out	\$ 16,227.58	\$ 47,200.00	\$ 47,200.00	\$ 11,300.00	\$ 47,700.00	1.06%	\$ 47,700.00	1.06%
1810 Social Security	\$ 323,457.05	\$ 368,037.67	\$ 368,037.67	\$ 363,698.59	\$ 456,064.17	23.92%	\$ 452,678.81	23.00%
1821 NCLGERS-Retirement	\$ 531,787.46	\$ 614,419.06	\$ 614,419.06	\$ 648,471.61	\$ 808,893.72	31.65%	\$ 802,848.75	30.67%
1822 401-K Retirement	\$ 174,974.98	\$ 190,369.97	\$ 190,369.97	\$ 189,889.20	\$ 236,864.92	24.42%	\$ 235,094.80	23.49%
1830 Hospital Insurance	\$ 517,891.23	\$ 582,072.00	\$ 582,072.00	\$ 810,432.00	\$ 810,432.00	39.23%	\$ 777,840.00	33.63%
1835 Group Term Life Insurance Coverage	\$ 2,679.39	\$ 2,943.36	\$ 2,943.36	\$ 3,024.00	\$ 3,024.00	2.74%	\$ 3,024.00	2.74%
1860 Worker's Comp Claims Cost	\$ 6,032.47	\$ 45,000.00	\$ 45,000.00	\$ 15,000.00	\$ 16,000.00	-64.44%	\$ 16,000.00	-64.44%
1861 Worker's Compensation Insurance	\$ 25,440.43	\$ 27,074.00	\$ 27,074.00	\$ 30,535.00	\$ 32,397.00	19.66%	\$ 32,397.00	19.66%
1899 Less: Reimbursed by Grants	\$ (580,555.86)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>	<b>\$ 5,385,553.81</b>	<b>\$ 6,640,866.28</b>	<b>\$ 6,640,866.28</b>	<b>\$ 6,815,280.35</b>	<b>\$ 8,325,298.93</b>	<b>25.36%</b>	<b>\$ 8,237,253.46</b>	<b>24.04%</b>
1932 Medical Exams	\$ 23,179.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00	6.67%	\$ 32,000.00	6.67%
1991 Consultant Fees	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
2111 Cleaning Supplies	\$ 8,592.68	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ 13,300.00	-16.88%	\$ 13,300.00	-16.88%
2121 Uniforms	\$ 28,060.77	\$ 39,050.00	\$ 45,184.97	\$ 39,050.00	\$ 41,100.00	5.25%	\$ 39,100.00	0.13%
2123 Protective Clothing	\$ 103,298.79	\$ 91,000.00	\$ 96,359.95	\$ 91,000.00	\$ 85,100.00	-6.48%	\$ 85,100.00	-6.48%
2125 Shoes-Uniform	\$ 8,011.04	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	0.00%	\$ 13,500.00	0.00%
2203 Employee Appreciation	\$ 1,269.24	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	0.00%	\$ 1,740.00	0.00%
2323 Training	\$ 31,104.51	\$ 25,035.00	\$ 25,035.00	\$ 25,000.00	\$ 33,950.00	35.61%	\$ 30,450.00	21.63%
2391 First Aid	\$ 13,645.14	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 12,000.00	-33.33%	\$ 12,000.00	-33.33%
2501A Fleet Charges Internal Use Only!	\$ 86,606.48	\$ 79,500.00	\$ 79,500.00	\$ 102,800.00	\$ 90,000.00	13.21%	\$ 80,000.00	0.63%
2502 Vehicle Fuel	\$ 2,835.20	\$ 1,700.00	\$ 1,700.00	\$ 4,700.00	\$ 2,500.00	47.06%	\$ 2,500.00	47.06%
2502A Vehicle Fuel-Internal Charges	\$ 65,684.95	\$ 85,000.00	\$ 85,000.00	\$ 70,000.00	\$ 76,000.00	-10.59%	\$ 70,000.00	-17.65%
2511 Oil & Lubricants	\$ 1,499.11	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,600.00	6.67%	\$ 1,600.00	6.67%
2594 Vehicle Repairs	\$ 105,839.04	\$ 76,450.00	\$ 76,450.00	\$ 100,000.00	\$ 100,000.00	30.80%	\$ 80,000.00	4.64%
2601 Office Supplies	\$ 4,206.66	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 3,600.00	-21.74%	\$ 3,600.00	-21.74%
2934 Fire Prevention Supplies				\$ -	\$ 5,300.00	~	\$ 3,700.00	~
2993 Operational Supplies	\$ 62,799.18	\$ 43,800.00	\$ 39,800.00	\$ 43,800.00	\$ 60,800.00	38.81%	\$ 54,398.24	24.20%



**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**      **Ron Stempien**  
**Dept #:**                **5120 Fire Department**                    **~ = Division by Zero**  
**Division:**            **5120 Fire**    **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2994 Tools	\$ 6,223.45	\$ 7,700.00	\$ 7,700.00	\$ 7,700.00	\$ 12,200.00	58.44%	\$ 7,700.00	0.00%
3121 Travel	\$ 2,186.76	\$ 14,700.00	\$ 14,700.00	\$ 6,155.23	\$ 20,970.00	42.65%	\$ 11,645.00	-20.78%
3210 Telephone & Communication Svcs	\$ 18,351.06	\$ 23,500.00	\$ 23,500.00	\$ 20,000.00	\$ 13,700.00	-41.70%	\$ 13,700.00	-41.70%
3250 Postage	\$ 183.25	\$ 300.00	\$ 300.00	\$ 700.00	\$ 900.00	200.00%	\$ 900.00	200.00%
3250A Postage-Internal Charges only!	\$ 288.23	\$ 457.00	\$ 457.00	\$ 450.00	\$ 450.00	*	\$ 450.00	*
3310 Electricity	\$ 25,515.94	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 33,000.00	10.00%	\$ 30,000.00	0.00%
3330 Natural Gas	\$ 7,192.74	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 9,460.00	10.00%	\$ 9,460.00	10.00%
3410 Printing	\$ 568.71	\$ 750.00	\$ 725.00	\$ 750.00	\$ 750.00	0.00%	\$ 750.00	0.00%
3421 Copy Machine Cost	\$ 1,405.47	\$ 1,300.00	\$ 1,325.00	\$ 1,300.00	\$ 1,700.00	30.77%	\$ 1,700.00	30.77%
3510 Repairs (Insurance Claims)	\$ 51,590.56	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	*	\$ -	*
3511 Building Maintenance	\$ 24,237.45	\$ 22,150.00	\$ 37,750.00	\$ 30,100.00	\$ 57,700.00	160.50%	\$ 37,700.00	70.20%
3521 Office Machine Maintenance	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 19,033.22	\$ 25,000.00	\$ 25,000.00	\$ 19,900.00	\$ 32,415.00	29.66%	\$ 28,097.00	12.39%
3914 Contract Services	\$ 11,300.00	\$ 26,400.00	\$ 26,400.00	\$ 26,400.00	\$ 31,375.00	18.84%	\$ 31,375.00	18.84%
3950 Education Reimbursement	\$ 1,287.89	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 25,000.00	233.33%	\$ 25,000.00	233.33%
4221 Software License Fees	\$ 20,160.77	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 31,331.00	49.20%	\$ 31,331.00	49.20%
4391 Equipment Rent	\$ 4,200.00	\$ 5,200.00	\$ 5,200.00	\$ 4,200.00	\$ 5,400.00	3.85%	\$ 5,400.00	3.85%
4401 Generator Contract	\$ 4,167.38	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
4511 Multi-Peril Insurance	\$ 52,407.15	\$ 61,080.00	\$ 61,080.00	\$ 69,525.00	\$ 78,018.00	27.73%	\$ 78,018.00	27.73%
4521 Auto Liability	\$ 34,661.00	\$ 39,804.00	\$ 39,804.00	\$ 37,834.00	\$ 40,239.00	1.09%	\$ 40,239.00	1.09%
4911 Subscriptions	\$ 2,475.87	\$ 2,900.00	\$ 2,900.00	\$ 2,685.00	\$ 4,125.00	42.24%	\$ 4,125.00	42.24%
4912 Fees & Dues	\$ 7,071.20	\$ 8,150.00	\$ 8,150.00	\$ 7,260.00	\$ 8,315.00	2.02%	\$ 8,315.00	2.02%
4990 Equipment Expense	\$ 6,662.80	\$ 21,900.00	\$ 21,900.00	\$ 21,700.00	\$ 8,500.00	-61.19%	\$ 8,500.00	-61.19%
9561 Office Supplies	\$ 394.29	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	*	\$ 500.00	*
<b>Total Operating Expenditures</b>	<b>\$ 848,196.98</b>	<b>\$ 860,766.00</b>	<b>\$ 893,860.92</b>	<b>\$ 898,949.23</b>	<b>\$ 993,538.00</b>	<b>15.42%</b>	<b>\$ 902,893.24</b>	<b>4.89%</b>
5075 Paving - Fire Department				\$ -	\$ -	*	\$ -	*
5185 Facility Updates-Fire Station 5	\$ 18,735.36	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ -	*	\$ -	*
5186 Facility Updates-Fire Training				\$ -	\$ -	*	\$ -	*
5401 Administrative Car	\$ 62,958.06	\$ -	\$ 8,941.63	\$ -	\$ -	*	\$ -	*
5496 Aerial Fire Truck	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
5500 Fire Truck (Aerial/Pumper)				\$ -	\$ 930,000.00	~	\$ -	*
5521 Fire Hose	\$ 14,657.56	\$ 52,725.00	\$ 70,734.47	\$ 52,725.00	\$ 41,000.00	-22.24%	\$ 41,000.00	-22.24%
5527 Miscellaneous Equipment	\$ 23,682.37	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 40,000.00	48.15%	\$ -	*
5735 Air Packs	\$ 19,434.45	\$ 60,600.00	\$ 60,600.00	\$ 60,600.00	\$ 60,000.00	-0.99%	\$ 60,000.00	-0.99%
5736 Thermal Imaging Camera	\$ 5,779.00		\$ -	\$ -	\$ 7,400.00	~	\$ -	*

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
Fund:	11-General Fund	Dept. Head	Ron Stempien
Dept #:	5120 Fire Department	~ = Division by Zero	
Division:	5120 Fire	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
5183	Facility Updates-Fire Station 3				\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ 145,246.80	\$ 165,325.00	\$ 192,276.10	\$ 160,325.00	\$ 1,078,400.00	552.29%	\$ 101,000.00	-38.91%
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Fire Department-Fire Budget</b>	\$ 6,378,997.59	\$ 7,666,957.28	\$ 7,727,003.30	\$ 7,874,554.58	\$ 10,397,236.93	35.61%	\$ 9,241,146.70	20.53%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Fire Department - 5120	
<b>Division:</b>	Fire - 5120	
<b>Dept. Head-Ron Stempien</b>		

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		84 FTE's	\$ 4,277,099.06	\$ 4,212,929.95	\$ 5,449,873.12	\$ 5,405,620.09
1220	Salaries & Wages Overtime		Average payout of \$16,500 per month includes work cycle overtime and recalls for emergency events.	\$ 198,000.00	\$ 293,400.00	\$ 198,000.00	\$ 198,000.00
1221	Employee Awards			\$ -	\$ 500.00	\$ 3,750.00	\$ 3,750.00
1224	Cell Phone Stipend		2 employees (27.69*26 payrolls); Jennifer Boatright - 919-922-1867 and Jhante Reyes - 919-922-2082	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
1260	Salaries & Wages Part-Time		3 part time employees reclassified to 2 full time employees	\$ 40,000.00	\$ 7,000.00	\$ 40,000.00	\$ 40,000.00
1272	Holiday Pay		75 employees (13 holidays * \$15,000 each holiday)	\$ 169,000.00	\$ 161,000.00	\$ 195,000.00	\$ 195,000.00
1275	Salaries & Wages Bonus		Service Awards for 19 employees \$3,750	\$ 52,951.16	\$ 45,000.00		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 25,200.00	\$ 21,600.00	\$ 25,800.00	\$ 25,800.00
1280	Vacation Pay Out		(Max 336 Hrs)2 employees - retirement (Avg \$30/hr*336=\$10,080.00*2=\$20,160.00) + 5 employees-turnover (16.39/hr*336=5,507.04*5=\$27,535.20.)	\$ 47,200.00	\$ 11,300.00	\$ 47,700.00	\$ 47,700.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 368,037.67	\$ 363,698.59	\$ 456,064.17	\$ 452,678.81
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 614,419.06	\$ 648,471.61	\$ 808,893.72	\$ 802,848.75
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 190,369.97	\$ 189,889.20	\$ 236,864.92	\$ 235,094.80
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 582,072.00	\$ 810,432.00	\$ 810,432.00	\$ 777,840.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 2,943.36	\$ 3,024.00	\$ 3,024.00	\$ 3,024.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ 45,000.00	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 27,074.00	\$ 30,535.00	\$ 32,397.00	\$ 32,397.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
<b>Total Salaries &amp; Benefits</b>				<b>\$ 6,640,866.28</b>	<b>\$ 6,815,280.35</b>	<b>\$ 8,325,298.93</b>	<b>\$ 8,237,253.46</b>
1932	Medical Exams		Annual Physicals (80 employees)+bloodwork - \$30,500 /New Personnel/Promotion Physicals and Testing/Random Substance Testing - \$1,500.	\$ 30,000.00	\$ 30,000.00	\$ 32,000.00	\$ 32,000.00
1991	Consultant Fees	Y	See detailed schedule attached.	\$ -	\$ -	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Fire Department - 5120	
<b>Division:</b>	Fire - 5120	

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2111	Cleaning Supplies		Funds requested are to cover the cost of cleaning supplies for 5 Stations and the Training Facility. Reduction of cost resulted from the move from Unifirst to Cintas.	\$ 16,000.00	\$ 14,000.00	\$ 13,300.00	\$ 13,300.00
2121	Uniforms		These funds are requested for uniforms for uniformed employees to include Class A, B, C & D uniforms as well as special team uniforms.	\$ 39,050.00	\$ 39,050.00	\$ 41,100.00	\$ 39,100.00
2123	Protective Clothing		These funds are requested to purchase protective equipment for uniformed personnel to include body armor, safety vests, turnout gear pants and coats, helmets, boots, gloves and nomex hoods.	\$ 91,000.00	\$ 91,000.00	\$ 85,100.00	\$ 85,100.00
2125	Shoes-Uniform		These funds are requested to purchase non-slip OSHA-required safety shoes for personnel. Shoes are distributed annually and as needed. The amount requested will cover purchasing shoes for 86 personnel and additional purchases for new hires and when shoes are in need of replacement due to damage sustained during training, emergency response calls, etc. (90 pairs * \$150.00)	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
2203	Employee Appreciation		Christmas/Awards Ceremony * \$20 each	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 25,035.00</b>	<b>\$ 25,000.00</b>	<b>\$ 33,950.00</b>	<b>\$ 30,450.00</b>
2391	First Aid		These funds are requested to purchase emergency medical supplies to be used on emergency calls including surgical gloves, surgical masks, N-95 masks, mass casualty supplies, and hand sanitizer, medications (including but not limited to: epinephrin, albuterol, aspirin, glucose, and associated delivery devices) .	\$ 18,000.00	\$ 18,000.00	\$ 12,000.00	\$ 12,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Ron Stempien	<b>Green Cell - Department Input</b>
Dept #:	Fire Department - 5120		
Division:	Fire - 5120		

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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 our aging fleet of apparatus. We do not anticipate it being as much as FY24 due to new apparatus.	\$ 79,500.00	\$ 102,800.00	\$ 90,000.00	\$ 80,000.00
2502	Vehicle Fuel		These funds are requested for outside purchase of fuel for boats, lawn mowers, small engines, and other misc fuel purchases. This will also cover fuel for generators at stations 1 & 4 (\$1500). Tru Fuel was also moved from 2511 as it is more a fuel rather than an oil.	\$ 1,700.00	\$ 4,700.00	\$ 2,500.00	\$ 2,500.00
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 consideration for the ever fluctuating fuel prices.	\$ 85,000.00	\$ 70,000.00	\$ 76,000.00	\$ 70,000.00
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 monthly inspections.	\$ 1,500.00	\$ 1,500.00	\$ 1,600.00	\$ 1,600.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Ron Stempien	<b>Green Cell - Department Input</b>
Dept #:	Fire Department - 5120		
Division:	Fire - 5120		

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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. 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 four fiscal years, this repair was not accomplished. If the new Quick Build Apparatus is not approved, this line will need to increase by \$25,000 to cover the additional repair costs of the older fleet.	\$ 76,450.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00
2601	Office Supplies		These funds are requested to purchase office supplies for all stations and training facility, excluding items budgeted in account 9561, for the department. Reduction in this line is due to all copiers being contracted through the IT department and represented in line 3421. All ink and supplies are included in that contract and not needed to be purchased separately.	\$ 4,600.00	\$ 4,600.00	\$ 3,600.00	\$ 3,600.00
2934	Fire Prevention Supplies		These funds will be used to cover the cost of fire prevention supplies. Included in this will be code books, commentary books, fire safety materials for the public.	\$ -	\$ -	\$ 5,300.00	\$ 3,700.00

**JUSTIFICATION SHEET Fiscal Year FY24-25**

**Blue Font - Detail Schedule Requested**

**Fund:** 11-General Fund      **Dept. Head-Ron Stempien**  
**Dept #:** Fire Department - 5120  
**Division:** Fire - 5120

**Green Cell - Department Input**

Object of Expenditure		Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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, class A & B foam, station appliances, hose testing supplies, annual ceremony supplies (promotion/graduation/retirement), 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. These items were requested in previous four fiscal year budgets; however, due to budget cuts, this purchase was not accomplished. This line also includes a one time purchase of IT equipment necessary for all 5 stations.	\$ 43,800.00	\$ 43,800.00	\$ 60,800.00	\$ 54,398.24
2994	Tools		These funds are requested to purchase tools to replace broken equipment and purchase rescue equipment for special teams. 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. These funds are also requested to purchase necessary replacements of Rope Rescue equipment that is beyond is useful age.	\$ 7,700.00	\$ 7,700.00	\$ 12,200.00	\$ 7,700.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 14,700.00</b>	<b>\$ 6,155.23</b>	<b>\$ 20,970.00</b>	<b>\$ 11,645.00</b>
3210	Telephone & Communication Svcs		These funds are requested to cover the cost of telephone contract services for department. Contracted prices for Cell Phones \$45.00 x 8 / Ipads \$35.00 x 8 per IT Dept. These funds also include the cost for Hulu Live TV for all 5 stations. This is a change from last year as we dropped cable due to the astronomical price increase mid-fiscal year.	\$ 23,500.00	\$ 20,000.00	\$ 13,700.00	\$ 13,700.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Ron Stempien	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Fire Department - 5120		
<b>Division:</b>	Fire - 5120		

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3250	Postage		These funds are requested to cover the cost of postage of letters and packages mailed through the US Postal Service, UPS, and Fed Ex. Price increase due to higher cost to ship and the new need to ship PPE for repairs.	\$ 300.00	\$ 700.00	\$ 900.00	\$ 900.00
3250A	Postage-Internal Charges only!		These funds are requested to cover the mailing and shipping cost for various letters, brochures, and equipment that are postage charges from the postage machine allocated by the Finance Department.	\$ 457.00	\$ 450.00	\$ 450.00	\$ 450.00
3310	Electricity		These funds are requested to cover the cost of electricity for all stations and training facility paid to Duke Energy. The increase is due to a projected 10% increase in cost.	\$ 30,000.00	\$ 30,000.00	\$ 33,000.00	\$ 30,000.00
3330	Natural Gas		These funds are requested to cover the cost of natural gas used by the department. The increase is due to a projected 10% increase in cost.	\$ 8,600.00	\$ 8,600.00	\$ 9,460.00	\$ 9,460.00
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.	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
3421	Copy Machine Cost		These funds are requested to include copy contract for 6 printers for all 5 stations (2 at station 1). This budget is contracted through a leasing program through IT Department.	\$ 1,300.00	\$ 1,300.00	\$ 1,700.00	\$ 1,700.00
3510	Repairs (Insurance Claims)			\$ -	\$ 10,000.00		
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 22,150.00</b>	<b>\$ 30,100.00</b>	<b>\$ 57,700.00</b>	<b>\$ 37,700.00</b>
3521	Office Machine Maintenance		Line Item Not Needed	\$ -	\$ -	\$ -	\$ -
<b>3522</b>	<b>Machine/Equipment Maintenance</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 25,000.00</b>	<b>\$ 19,900.00</b>	<b>\$ 32,415.00</b>	<b>\$ 28,097.00</b>
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 26,400.00</b>	<b>\$ 26,400.00</b>	<b>\$ 31,375.00</b>	<b>\$ 31,375.00</b>



**JUSTIFICATION SHEET Fiscal Year FY24-25**

Blue Font - Detail Schedule Requested

**Fund:** 11-General Fund      **Dept. Head:** Ron Stempien  
**Dept #:** Fire Department - 5120  
**Division:** Fire - 5120

Green Cell - Department Input

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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 have had 10 employees express interest in education who we anticipate will receive the max reimbursement for education. 10 employees * \$2,500 = \$25,000 (Brandon Sutton, Brandon Holland, Scott Matthews, TJ Kaglic, Ryan Kearney, Thomas Weaver, Mike Twombly, Matt Pendergraph, Jennifer Boatright, Jeffrey Barnes).	\$ 7,500.00	\$ 7,500.00	\$ 25,000.00	\$ 25,000.00
4221	Software License Fees		These funds are requested to cover ESO Solutions - Fire Reporting Database Software - \$16,331 recurring fee each year. The Fire Department's portion of the CAD system through the county is \$15,000.	\$ 21,000.00	\$ 21,000.00	\$ 31,331.00	\$ 31,331.00
4391	Equipment Rent		These funds are requested to cover the annual fee for the mobile classroom at the Training Grounds (\$4700). These funds will also cover the cost of the Annual Fit Testing Machine Rental (\$700)	\$ 5,200.00	\$ 4,200.00	\$ 5,400.00	\$ 5,400.00
4401	Generator Contract		These funds are requested to cover an annual maintenance program for all fire station generators.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 61,080.00	\$ 69,525.00	\$ 78,018.00	\$ 78,018.00
4521	Auto Liability		Provided by Finance	\$ 39,804.00	\$ 37,834.00	\$ 40,239.00	\$ 40,239.00
<b>4911</b>	<b>Subscriptions</b>	Y	See detailed schedule attached.	\$ 2,900.00	\$ 2,685.00	\$ 4,125.00	\$ 4,125.00
<b>4912</b>	<b>Fees &amp; Dues</b>	Y	See detailed schedule attached.	\$ 8,150.00	\$ 7,260.00	\$ 8,315.00	\$ 8,315.00
<b>4990</b>	<b>Equipment Expense</b>	Y	See detailed schedule attached.	\$ 21,900.00	\$ 21,700.00	\$ 8,500.00	\$ 8,500.00
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	\$ 500.00
<b>Total Operating Expenditures</b>				<b>\$ 860,766.00</b>	<b>\$ 898,949.23</b>	<b>\$ 993,538.00</b>	<b>\$ 902,893.24</b>
5075	Paving - Fire Department			\$ -	\$ -	\$ -	\$ -
5185	Facility Updates-Fire Station 5		CUT ALL 3.18.24 RJS	\$ 25,000.00	\$ 20,000.00	\$ -	\$ -
5186	Facility Updates-Fire Training			\$ -	\$ -	\$ -	\$ -
5401	Administrative Car		CUT ALL 3.18.24 RJS	\$ -	\$ -	\$ -	\$ -

**JUSTIFICATION SHEET** Fiscal Year FY24-25 **Blue Font - Detail Schedule Requested**  
**Fund:** 11-General Fund **Dept. Head-Ron Stempien** **Green Cell - Department Input**  
**Dept #:** Fire Department - 5120  
**Division:** Fire - 5120

	Object of Expenditure	Sch ed?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
5496	Aerial Fire Truck			\$ -		\$ -	\$ -
5500	Fire Truck (Aerial/Pumper)		These funds are requested to order a Fire Engine Apparatus, to be committed to FY25. See attached Capital. Cut \$960,300 (second apparatus) 3.18.24 RJS	\$ -	\$ -	\$ 930,000.00	\$ -
5521	Fire Hose		These funds are requested to cover the cost Fire Hose and Accessories for the Fire Department. See attached Capital.	\$ 52,725.00	\$ 52,725.00	\$ 41,000.00	\$ 41,000.00
5527	Miscellaneous Equipment		These funds are requested to cover the cost of the AFG Grant match for portable Radios as approved by Council on January 22, 2024 for the Fire Department. See attached Capital.	\$ 27,000.00	\$ 27,000.00	\$ 40,000.00	\$ -
5735	Air Packs		These funds are requested to cover the cost of (4) Airpacks and (22) Cylinders, and Accessories for the Fire Department. See attached Capital. Cut \$59,260 3.18.24 RJS	\$ 60,600.00	\$ 60,600.00	\$ 60,000.00	\$ 60,000.00
5736	Thermal Imaging Camera		These funds are requested to cover the cost of a Thermal Imaging Camera for the Fire Department. See attached Capital. Cut \$7,400 3.18.24 RJS	\$ -	\$ -	\$ 7,400.00	\$ -
5183	Facility Updates-Fire Station 3		These funds are requested to cover the cost of concrete in the turn around areas in front of the station. See attached Capital. Cut all 3.18.24 RJS	\$ -	\$ -	\$ -	\$ -
0	0			\$ -		\$ -	\$ -
0	0			\$ -		\$ -	\$ -
0	0			\$ -		\$ -	\$ -
0	0			\$ -		\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 165,325.00</b>	<b>\$ 160,325.00</b>	<b>\$ 1,078,400.00</b>	<b>\$ 101,000.00</b>
<b>Total Debt Service</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fire Department-Fire Budg</b>				<b>\$ 7,666,957.28</b>	<b>\$ 7,874,554.58</b>	<b>\$ 10,397,236.93</b>	<b>\$ 9,241,146.70</b>

CAPITAL OUTLAY Fiscal Year FY24-25																			
Fund:		11-General Fund Dept. Head-Ron Stempien																	
Dept #:		Fire Department - 5120																	
Division:		Fire - 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. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement						
1	5735	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N	2	SCBA Equipment	These funds are requested to maintain the fire department replacement schedule of Self Contained Breathing Apparatus (SCBA) that was implemented several years ago. GFD currently maintains approximately 61 SCBA for IDLH atmospheres in the performance of our duties. Currently 16 of our SCBA are compliant to the NFPA 2007 standard and do not conform to our newer 4500 psi airpacks. (Replaces 4 airpacks, 22 cylinders) - Cut \$59,260 3.18.24 RJS	\$ 60,000.00	\$ 60,000.00			
2	5736	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N	4	Thermal Imaging Camera	These funds are requested to replace 1 thermal imaging camera in our replacement plan. Our plan requires the purchase of a new Thermal Imaging Camera every year, last year this item was cut from the budget. Cut \$7400 3.18.24 RJS	\$ 7,400.00	\$ -			
3	5183	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N		Facility. Updates - Station 3	The funds are requested to create a turn-around off the main road at Station 3 to minimize near-miss incidents of our personnel and equipment as stated in the request for a feasibility study in line 1991. Cut all 3.18.24 RJS					
4	5185	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N		Facility. Updates - Station 5	These funds are requested to maintain the facility in proper working order. Due to the age of the shingles and ongoing leaks, the roof needs to be replaced. The shingles on the roof are now 26 years old and we are experiencing leaks. These leaks will inevitably lead to mold and damage to the structure. Further, concrete on the front apron has begun to sink. We will need to repair this concrete as we are unable to utilize one bay due to the weight of the vehicles. Cut all 3.18.24 RJS					
5	5401	A-979	2004 Ford Taurus	\$ 13,241.00	166,175	\$ 2,000.00	\$ 1,373.40	\$ 391.84	\$ 496.38	N			Administrative Vehicle	These funds are requested to purchase a replacement vehicle for a 20 year old vehicle that is utilized by our Fire Prevention Division to inspect all businesses in the City and the ETJ. With the current age and mileage this vehicle is proving to be unreliable and is past its replacement schedule. We are requesting the replacement vehicle be a new 2024 Chevy Tahoe, or like vehicle. Cut all 3.18.24 RJS					

CAPITAL OUTLAY Fiscal Year FY24-25																			
Fund:		11-General Fund		Dept. Head-Ron Stempien															
Dept #:		Fire Department - 5120																	
Division:		Fire - 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. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement						
6	5521	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N	3	Hose and Appliances	These funds are requested to replace outdated and damaged fire hose. GFD maintains several thousand feet of fire hose that is carried on apparatus with a small amount for replacement after incidents and for incidental damage that can occur. NFPA 1982 recommends a life cycle of 10 years on all fire hose. GFD has maintained a replacement schedule for several years and this will continue the replacement schedule.	\$ 41,000.00	\$ 41,000.00			
7	5527	N/A	Addition	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N		Misc. Equipment	<b>These funds are requested to match a potential award of the Assistance to Firefighters Grant (AFG) for portable radios. The Fire Department presented the request to Council on Jan 22, 2024 and was approved to move forward with grant application. The grant amount requested is \$400,000 with a 90/10 match.</b>	\$ 40,000.00	\$ -			
8	5500	F-566	1991 Pierce Dash	\$ 185,657.55	15,500 hours	\$ 5,000.00	\$ 771.79	\$ 1,245.89	OOS	N	1	Pumper Replacement	This vehicle will be sent to surplus, it is 33 years old (1991), and has been out of service for over 1 ½ years. This is due to the inability to obtain parts on a vehicle this old. Further, this vehicle is over 6 NFPA editions of safety standards and eight years past NFPA 1911 recommended life cycle. Some safety features include anti-lock brakes, air bags, and rollover prevention, to name a few. This vehicle currently has 15,500 hours and translates to over 540,000 miles. The request is for a quick-build apparatus from Spartan at a cost of approximately \$895,000, which is a \$135,000 increase from December 2023 Quote. This also includes a 4.5% increase in the cost of the cab/chassis since the council retreat. This vehicle has been requested for replacement multiple times. Since 2019, the cost to purchase has increased significantly. Due to these funds for Budget FY25 not available until July, the current motors will stop being produced before the new budget year begins, requiring us to upgrade to a larger motor and a transmission to match new motor.	\$ 930,000.00	\$ -				

CAPITAL OUTLAY Fiscal Year FY24-25																			
Fund: 11-General Fund Dept. Head-Ron Stempien																			
Dept #: Fire Department - 5120																			
Division: Fire - 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. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement						
9	5500	F-746	1998 Marion	\$ 254,613.00	14,874 hours	\$ 7,500.00	\$ 810.00	\$ 18,108.00	\$ 13,448.00	N		Pumper Replacement	This vehicle will be sent to surplus; it is 26 years old (1998). As our primary pumper reserve, this apparatus has been unreliable due to breakdowns and inability to obtain parts from the age and supply chain. This vehicle currently has been out of service 78% of this fiscal year. Further, this apparatus is over 4 NFPA editions of safety standards and one year beyond NFPA 1911 recommended life cycle. Some safety features include anti-lock brakes, air bags, and rollover protection. The odometer on this apparatus is not working but does have 14,874 hours that translates into over 520,000 miles. The request is for a new Spartan pumper built to GFD specifications and needs. This apparatus, if agreed to in FY25, will require a two-year build at a cost of \$995,850.00, which is an increase of \$45,000 since the quote in December 2023. These funds will not be paid until acceptance of the vehicle. Cut all 3.18.24 RJS						
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<b>Total Capital Outlay Requ</b>				<b>\$ 453,511.55</b>		<b>\$ 14,500.00</b>	<b>\$ 2,955.19</b>	<b>\$ 19,745.73</b>	<b>\$ 13,944.38</b>						<b>\$ 1,078,400.00</b>	<b>\$ 101,000.00</b>			

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Ron Stempien

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Assessment Centers, Fire Training Media Resources	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
2	Candidate Physical Agility Test Materials (Hiring Process)	\$ 200.00			
3	Training Equipment (Fuel, Lumber, Prop Materials, OSB, Wheat Straw, Etc.).	\$ 8,600.00	\$ 19,000.00	\$ 10,000.00	\$ 10,000.00
4	Goldsboro Fire Explorer Program: Includes competition fees, travel, and lodging; training equipment.	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
5	Outside Training Schools/Conferences:Mid-Winter Chiefs Conference, NC Breathing Equipment Firefighter Survival School, FDIC , NC Fire Prevention School, SAFER conference, National Honor Guard Academy, FDTN - Live Fire and Eng/Trk , Fire Rescue International, Catawaba River Flood Exercise, National Fire Academy. Many trainings tentative due to class availability and limited seating. Selection can be based off of experience and prerequisites.	\$ 10,800.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00
6	Level I, II or III Inspections Training Certification Reimbursement (3 employees * \$150)	\$ 435.00	\$ -	\$ 450.00	\$ 450.00
7	Shelter for material storage at Training Facility			\$ 4,400.00	\$ 4,400.00
8	Container to complete storage shelter			\$ 4,100.00	\$ 4,100.00
9					
10	Cut 1 per DH 4/15/24				\$ (3,500.00)
11					
	<b>Total - 2323 Training</b>	<b>\$ 25,035.00</b>	<b>\$ 25,000.00</b>	<b>\$ 33,950.00</b>	<b>\$ 30,450.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	International Association of Fire Chief's Conference - Fire Chief and Deputy Chief (Includes travel expenses, meals, lodging and airfare)	\$ -	\$ -	\$ -	\$ -
2	NCFRAP Meetings (2) - Administrative Staff	\$ 2,400.00	\$ 700.00	\$ 900.00	\$ 900.00
3	SAFER Conference (Fuel, Food, Parking - 4 days/6 personnel)	\$ 800.00	\$ 150.00	\$ 600.00	\$ 600.00
4	Various Community Meetings, Luncheons & Events (Fire Chief & Command Staff Personnel)	\$ 600.00	\$ 100.00	\$ 300.00	\$ 300.00
5	Mid-Winter Chiefs Conference (Lodging, fuel, food - 5 days / 2 personnel)	\$ 3,800.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
6	Fire Rescue International	\$ 1,800.00	\$ -	\$ -	\$ -
7	NC Breathing Equipment Firefighter Survival School (Lodging, food, fuel - 5 days/4 personnel)	\$ 1,600.00	\$ -	\$ 3,250.00	\$ 3,250.00
8	FDIC - (Lodging, airfare, food, rental car - 6 days/2 personnel)	\$ 4,900.00	\$ 2,450.00	\$ 3,500.00	\$ 3,500.00
9	NC Fire Prevention School (Lodging, food, fuel - 5 days/2 personnel)	\$ 1,400.00	\$ -	\$ 3,350.00	\$ 3,350.00
10	FDTN (Lodging, airfare, food, rental - 5 days/4 personnel)	\$ 4,700.00	\$ -	\$ 5,000.00	\$ 5,000.00
11	National Honor Guard Academy	\$ 1,700.00	\$ -	\$ -	\$ -
12	NC Catawba Flood Exercises	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
13	National Fire Academy (Registration includes meal ticket for the duration of the academy)	\$ -	\$ 1,155.23	\$ 660.00	\$ 660.00
14	Cut #1 CM 4/23/23	\$ (10,000.00)			
15	Day trips to surrounding fire classes			\$ 160.00	\$ 160.00
16	Fayetteville Tech Water Rescue (40/\$30)			\$ 650.00	\$ 650.00
17	Cut 1 per DH 4/15/24				\$ (9,325.00)
	<b>Total - 3121 Travel</b>	<b>\$ 14,700.00</b>	<b>\$ 6,155.23</b>	<b>\$ 20,970.00</b>	<b>\$ 11,645.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: Fire - 5120  
 Account: 3511 Building Maintenance

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Emergency Bay Door Repairs for all 5 stations	\$ 5,000.00	\$ 9,100.00	\$ 5,000.00	\$ 5,000.00
2	HVAC Repairs and Maintenance (includes replacing HVAC Station 2)	\$ 6,000.00	\$ 2,400.00	\$ 20,000.00	\$ 20,000.00
3	Substation Plumbing Repairs (Stations 2-5)	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00
4	Window Blinds (Stations 1, 2, & 3)	\$ 800.00	\$ -	\$ -	\$ -
5	Storage Cabinets (4)	\$ 1,000.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
6	Bar Stools (8@\$130)	\$ 1,100.00	\$ -	\$ -	\$ -
7	Dining Room Set	\$ 750.00	\$ -	\$ -	\$ -
8	Misc Building Maintenance for all 5 stations	\$ 5,000.00	\$ 17,500.00	\$ 10,000.00	\$ 10,000.00
9	Substation Paint Repairs for stations 2 and 5			\$ 8,000.00	\$ 8,000.00
10	Repairs to Station 2 Parking Lot - These funds are to repair the concrete and asphalt at the entry to Station 2. This is the main entry for the fire truck and the road has dropped creating an exaggerated dip upon entry. This dip is causing undue stress to the chasis on the apparatus as it enters the grounds. This dip is a potential cause for the need to repair the water tank on the previous apparatus in service at this station.			\$ 4,000.00	\$ 4,000.00
11	LED Outdoor Lighting			\$ 800.00	\$ 800.00
12	Replacement Program for Aging Door Operators and Controllers - Moved from 4990			\$ 6,000.00	\$ 6,000.00
13	Piping for Grill Access			\$ 400.00	\$ 400.00
14					
15	Cut 1 per DH 4/15/24				\$ (20,000.00)
	<b>Total - 3511 Building Maintenance</b>	<b>\$ 22,150.00</b>	<b>\$ 30,100.00</b>	<b>\$ 57,700.00</b>	<b>\$ 37,700.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: Fire - 5120  
 Account: 3522 Machine/Equipment Maintenance

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Radio Maintenance Agreement	\$ 8,500.00			
2	Portable Radio Immersible Re-Certification (35@ \$100 each)	\$ 3,800.00		\$ 3,500.00	\$ 3,500.00
3	Miscellaneous costs to repair equipment	\$ 1,000.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00
4	Portable Radio Batteries (35@\$90 each)	\$ 1,800.00	\$ 1,800.00	\$ 3,150.00	\$ 3,150.00
5	Fire Mic Replacements & Repairs (15 @ \$125 each)	\$ 1,250.00	\$ 1,600.00	\$ 1,875.00	\$ 1,875.00
6	Radio Repairs - (Cases, Knobs, Antennas, etc)	\$ 6,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
7	Radio Harness and Installation for Radios	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
8	Base Stations/Speakers (5 @ \$1000 each)	\$ 5,000.00			
9	Repairs & Maintenance for 75 Air Packs and 80 Face Pieces	\$ 6,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
10	Chain Saw Maintenance	\$ 500.00			
11	Calibration of Fit Test Machine	\$ 900.00			
12	Ice Machine Repairs	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
13	Cut #1 CM 4/23/23	\$ (12,750.00)			
14	Calibration Gas for 58L and 34L		\$ 1,500.00	\$ 3,320.00	\$ 3,320.00
15	Gas Monitor Sensors		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
16	Internal Dust Filters			\$ 70.00	\$ 70.00
17					
18	Cut 1 per DH 4/15/24				\$ (4,318.00)
	<b>Total - 3522 Machine/Equipment Maintenance</b>	<b>\$ 25,000.00</b>	<b>\$ 19,900.00</b>	<b>\$ 32,415.00</b>	<b>\$ 28,097.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: Fire - 5120  
 Account: 3914 Contract Services

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Mar Mac Volunteer Fire Department	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
2	Belfast Volunteer Fire Department	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
3	Arrington Volunteer Fire Department	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
4	Rosewood Volunteer Fire Department	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
5	Roll-up Door Maintenance W/Contract	\$ 4,000.00		\$ 4,000.00	\$ 4,000.00
6	Breathing Air Compressor Annual Service	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7	Quarterly Air Sample Test Program	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8	Annual Aerial and Ground Ladder Certification	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
9	Annual Fire Extinguisher Service and Recharge	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
10	Annual Flow Test and Repair Labor for Air Packs and Rit Bags	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00
11	Hydrostatic Test for Cylinders (45 @ \$25 each)	\$ 1,150.00	\$ 1,150.00	\$ 1,125.00	\$ 1,125.00
12	Cut #1 CM 4/23/23	\$ (4,000.00)			
13					
14					
15					
	<b>Total - 3914 Contract Services</b>	<b>\$ 26,400.00</b>	<b>\$ 26,400.00</b>	<b>\$ 31,375.00</b>	<b>\$ 31,375.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: Fire - 5120  
 Account: 4911 Subscriptions

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NFPA Subscription Service (Online) - Fire Inspectors	\$ 1,700.00	\$ 1,725.00	\$ 1,980.00	\$ 1,980.00
2	Active911 - Emergency Response Subscription	\$ 1,200.00	\$ 960.00	\$ 1,375.00	\$ 1,375.00
3	Miss Excel Microsoft Courses - 1User			\$ 650.00	\$ 650.00
4	Canva -1 User			\$ 120.00	\$ 120.00
5					
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 2,900.00</b>	<b>\$ 2,685.00</b>	<b>\$ 4,125.00</b>	<b>\$ 4,125.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
Dept #: Fire Department - 5120  
Division: Fire - 5120  
Account: 4912 Fees & Dues

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	International Association of Fire Chiefs (4 employees +annual dues)	\$ 750.00	\$ 690.00	\$ 690.00	\$ 690.00
2	Fire Department Training Network Membership Renewal Fee	\$ 350.00	\$ 350.00	\$ 330.00	\$ 330.00
3	Explorer Post Renewal Fee	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
4	NC Association of EMS & Rescue Membership Dues	\$ 1,300.00	\$ 1,200.00	\$ 1,750.00	\$ 1,750.00
5	Fire Inspection Certification Renewals (30 @ \$20.00)	\$ 660.00	\$ 330.00	\$ 330.00	\$ 330.00
6	NC Fire Chief Association Dues (8 @ \$35.00, potential increase)	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00
7	NC Fire Marshal Dues (1 @ \$15.00)	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
8	NC State Firefighters Association Dues (85 @ \$25.00)	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
9	Wayne County Firefighter's Association (83 @ \$5.00)	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
10	NC Fire & Rescue Administrative Professionals Dues (2 @ \$50.00)	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00
11	Recertification Fee - Car Seat Safety Technicians (10 @ \$55.00)	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
12	NC Industrial Commission (Finance)	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
13	NC IAAI - 15 Members	\$ 350.00	\$ 350.00	\$ 425.00	\$ 425.00
14	Chief Fire Officer Candidate Fee (1 @\$395)	\$ 400.00	\$ -	\$ 400.00	\$ 400.00
15					
16					
17					
18					
19					
20					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 8,150.00</b>	<b>\$ 7,260.00</b>	<b>\$ 8,315.00</b>	<b>\$ 8,315.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Fire Department - 5120  
 Division: Fire - 5120  
 Account: 4990 Equipment Expense

Dept. Head-Ron Stempien

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Mattresses for Stations (13@ \$425 each)	\$ 14,400.00	\$ 14,200.00	\$ 5,600.00	\$ 5,600.00
2	Replacement Program for Aging Doors Operators and Controllers (3 @ \$1500 each) - Moved to 3511	\$ 7,500.00	\$ 7,500.00		
3	Gas Monitor			\$ 2,900.00	\$ 2,900.00
4	Misc Equipment needed for new Engine 5 (\$20,000 may be needed to cover new Quick Build Apparatus)				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	<b>Total - 4990 Equipment Expense</b>	<b>\$ 21,900.00</b>	<b>\$ 21,700.00</b>	<b>\$ 8,500.00</b>	<b>\$ 8,500.00</b>



## FISCAL YEAR 2022-2023 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 2021/2022, the Police Department was authorized 120 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).
- Fill vacancies outside of the twenty (20) frozen positions.
- Reestablish the School Resource Officer (SRO) program with three (3) full-time SROs and one (1) part-time SRO.
- 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; prepare for and earn North Carolina Law Enforcement Accreditation (NCLEA).
- 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.
- Overall salary adjustment(s) to address increases from local and benchmarked agencies.
- 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, (05) vehicles assigned to Investigations, (03) vehicles assigned to Support Services, and (01) vehicle to be utilized by the VICE Unit.
- Continued maintenance of the Public Safety Complex to include replacing the boiler, repaving of John Street Parking Lot(s), waterproofing exterior, and addressing other infrastructure concerns.
- Purchase/replace office furniture.
- Maintain ShotSpotter Flex: Subscription based service designed to detect, locate and alert on gunfire.
- Reestablish Polygraph Examiner capabilities –Training, equipment, and annual certifications.
- Replacement of essential equipment, including radios, vests, riot gear, gas masks, and weapons.
- Purchase latent evidence processing equipment to increase clearance rate.
- Purchase (02) drones to assist in searches and crime scene mapping.

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**      **Mike West**  
**Dept #:**                **6121**      **Police Department**                    ~ = Division by Zero  
**Division:**            **6121**      **Police**                                        \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)	
1210	Salaries & Wages Regular	\$ 5,023,828.88	\$ 5,787,592.80	\$ 5,787,592.80	\$ 5,492,683.95	\$ 7,076,026.00	22.26%	\$ 7,252,926.65	25.32%
1220	Salaries & Wages Overtime	\$ 115,685.23	\$ 55,000.00	\$ 55,000.00	\$ 81,246.28	\$ 55,000.00	0.00%	\$ 55,000.00	0.00%
1221	Employee Awards		\$ 1,300.00	\$ 1,300.00	\$ 2,571.38	\$ 3,000.00	130.77%	\$ 3,000.00	130.77%
1224	Cell Phone Stipend	\$ 33,027.57	\$ 67,680.00	\$ 67,680.00	\$ 39,128.17	\$ 82,840.00	22.40%	\$ 82,840.00	22.40%
1262	Salaries & Wages Perm. Part-Time	\$ 2,643.83	\$ 15,836.25	\$ 15,836.25	\$ 7,319.89	\$ 16,794.34	6.05%	\$ 17,214.20	8.70%
1271	Separation Pay	\$ 205,735.06	\$ 173,651.54	\$ 173,651.54	\$ 166,075.91	\$ 255,760.35	47.28%	\$ 255,760.35	47.28%
1272	Holiday Pay	\$ 114,893.01	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	0.00%	\$ 130,000.00	0.00%
1274	Call Duty Pay	\$ 18,151.79	\$ 26,000.00	\$ 26,000.00	\$ 14,488.10	\$ 26,000.00	0.00%	\$ 26,000.00	0.00%
1275	Salaries & Wages Bonus	\$ 829.89	\$ 74,166.55	\$ 74,166.55	\$ 48,957.03	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 17,010.99	\$ 19,200.00	\$ 19,200.00	\$ 21,636.01	\$ 21,600.00	12.50%	\$ 21,600.00	12.50%
1278	Wellness Earnings	\$ 24,329.61	\$ 31,500.00	\$ 31,500.00	\$ 19,330.05	\$ 31,500.00	0.00%	\$ 31,500.00	0.00%
1280	Vacation Pay Out	\$ 48,495.43	\$ 35,000.00	\$ 35,000.00	\$ 56,186.36	\$ -	*	\$ -	*
1810	Social Security	\$ 415,997.81	\$ 490,894.93	\$ 490,894.93	\$ 465,091.17	\$ 588,936.83	19.97%	\$ 602,501.85	22.74%
1820	LEOB-Retirement	\$ 621,031.23	\$ 797,439.32	\$ 797,439.32	\$ 1,073,363.44	\$ 1,078,782.10	35.28%	\$ 1,103,443.93	38.37%
1821	NCLGERS-Retirement	\$ 70,735.22	\$ 73,472.59	\$ 73,472.59	\$ 84,678.07	\$ 84,678.07	15.25%	\$ 86,795.02	18.13%
1822	401-K Retirement	\$ 260,608.46	\$ 302,764.31	\$ 302,764.31	\$ 376,949.28	\$ 378,727.05	25.09%	\$ 387,438.11	27.97%
1830	Hospital Insurance	\$ 564,814.76	\$ 692,592.00	\$ 692,592.00	\$ 1,157,760.00	\$ 1,157,760.00	67.16%	\$ 1,076,280.00	55.40%
1835	Group Term Life Insurance Coverage	\$ 3,131.60	\$ 4,204.80	\$ 4,204.80	\$ 4,320.00	\$ 4,320.00	2.74%	\$ 4,320.00	2.74%
1860	Worker's Comp Claims Cost	\$ 94,968.33	\$ -	\$ -	\$ 80,000.00	\$ 43,000.00	~	\$ 43,000.00	~
1861	Worker's Compensation Insurance	\$ 34,707.99	\$ 36,937.00	\$ 36,937.00	\$ 35,359.00	\$ 37,515.00	1.56%	\$ 37,515.00	1.56%
1899	Less: Reimbursed by Grants	\$ (676,572.06)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 6,994,054.63</b>	<b>\$ 8,815,232.09</b>	<b>\$ 8,815,232.09</b>	<b>\$ 9,357,144.08</b>	<b>\$ 11,072,239.74</b>	<b>25.60%</b>	<b>\$ 11,217,135.11</b>	<b>27.25%</b>
1932	Medical Exams	\$ 12,750.00	\$ 15,200.00	\$ 15,200.00	\$ 18,860.00	\$ 21,090.00	38.75%	\$ 21,090.00	38.75%
1991	Consultant Fees	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
2111	Cleaning Supplies	\$ 73.84	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,918.20	291.82%	\$ 3,918.20	291.82%
2121	Uniforms	\$ 40,946.95	\$ 60,000.00	\$ 60,000.00	\$ 58,398.02	\$ 172,502.20	187.50%	\$ 130,180.00	116.97%
2123	Protective Clothing	\$ 18,999.00	\$ 42,000.00	\$ 42,000.00	\$ 36,714.24	\$ 61,702.00	46.91%	\$ 61,702.00	46.91%
2125	Shoes-Uniform	\$ 8,951.32	\$ 10,200.00	\$ 10,200.00	\$ 9,200.00	\$ 16,680.00	63.53%	\$ 16,680.00	63.53%
2203	Employee Appreciation	\$ 2,057.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,420.00	0.83%	\$ 2,420.00	0.83%
2321	Police Library	\$ 272.73	\$ 1,500.00	\$ 1,500.00	\$ 8,450.80	\$ 23,914.00	1494.27%	\$ 23,914.00	1494.27%
2323	Training	\$ 23,354.76	\$ 33,749.00	\$ 33,749.00	\$ 50,120.95	\$ 113,775.40	237.12%	\$ 47,691.70	41.31%
2501	Vehicle Operation/Maintenance	\$ 48.00		\$ -	\$ -	\$ -	*	\$ -	*
2501A	Fleet Charges Internal Use Only!	\$ 175,218.28	\$ 150,000.00	\$ 150,000.00	\$ 165,108.99	\$ 150,000.00	0.00%	\$ 150,000.00	0.00%
2502	Vehicle Fuel	\$ 750.38	\$ 1,000.00	\$ 1,000.00	\$ 10,614.20	\$ -	*	\$ -	*
2502A	Vehicle Fuel-Internal Charges	\$ 203,553.29	\$ 200,000.00	\$ 200,000.00	\$ 133,188.43	\$ 190,000.00	-5.00%	\$ 190,000.00	-5.00%



<b>EXPENDITURE SHEET</b>	<b>Fiscal Year FY24-25</b>		
<b>Fund:</b>	<b>11-General Fund</b>	<b>Dept. Head</b>	<b>Mike West</b>
<b>Dept #:</b>	<b>6121 Police Department</b>	~ = Division by Zero	
<b>Division:</b>	<b>6121 Police</b>	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2601	Office Supplies	\$ 5,702.64	\$ 4,400.00	\$ 4,400.00	\$ 2,421.99	\$ 24,850.00	464.77%	\$ 15,000.00	240.91%
2916	Explorer Post 209	\$ 2,923.95	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 3,888.16	38.86%	\$ 3,888.16	38.86%
2918	Emergency Response Team	\$ 20,348.09	\$ 34,626.00	\$ 50,957.70	\$ 42,589.12	\$ 45,176.80	30.47%	\$ 45,176.80	30.47%
2984	Vending Machine Supplies			\$ -	\$ -	\$ -	*	\$ -	*
2986	Tasers	\$ 18,335.60	\$ 25,612.00	\$ 25,612.00	\$ 25,612.00	\$ -	*	\$ -	*
2987	Vehicle Equipment	\$ 14,175.62	\$ 25,000.00	\$ 25,000.00	\$ 6,489.33	\$ 4,000.00	-84.00%	\$ -	*
2993	Operational Supplies	\$ 103,786.12	\$ 130,000.00	\$ 135,509.90	\$ 132,624.55	\$ 316,677.93	143.60%	\$ 205,180.00	57.83%
3121	Travel	\$ 15,014.46	\$ 36,335.00	\$ 36,335.00	\$ 65,418.76	\$ 165,442.00	355.32%	\$ 65,560.14	80.43%
3130	Events Costs	\$ 825.50	\$ 1,810.00	\$ 1,810.00	\$ 786.67	\$ 26,810.00	1381.22%	\$ 15,000.00	728.73%
3210	Telephone & Communication Svcs	\$ 56,133.81	\$ 49,250.00	\$ 49,250.00	\$ 43,932.71	\$ 49,250.00	0.00%	\$ 49,250.00	0.00%
3250	Postage	\$ 21.75		\$ -	\$ -	\$ -	*	\$ -	*
3250A	Postage-Internal Charges only!	\$ 850.44	\$ 1,508.00	\$ 1,508.00	\$ 1,073.16	\$ 1,500.00	-0.53%	\$ 1,500.00	-0.53%
3310	Electricity	\$ 88,550.41	\$ 80,350.00	\$ 80,350.00	\$ 79,682.52	\$ 90,000.00	12.01%	\$ 90,000.00	12.01%
3330	Natural Gas	\$ 52,912.54	\$ 61,000.00	\$ 61,000.00	\$ 27,506.56	\$ 61,000.00	0.00%	\$ 61,000.00	0.00%
3410	Printing	\$ 27.69	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	0.00%	\$ 1,700.00	0.00%
3421	Copy Machine Cost	\$ 13,264.43	\$ 18,617.00	\$ 18,617.00	\$ 17,527.56	\$ 20,006.00	7.46%	\$ 20,006.00	7.46%
3510	Repairs (Insurance Claims)	\$ 11,890.90	\$ 10,000.00	\$ 10,000.00	\$ 20,234.37	\$ 15,000.00	50.00%	\$ 15,000.00	50.00%
3511	Building Maintenance	\$ 22,367.19	\$ 20,350.00	\$ 22,850.00	\$ 26,300.85	\$ 120,294.83	491.13%	\$ 60,971.41	199.61%
3521	Office Machine Maintenance	\$ -		\$ -	\$ -	\$ 1,100.00	~	\$ 1,100.00	~
3522	Machine/Equipment Maintenance	\$ 13.15	\$ 500.00	\$ 500.00	\$ 500.00	\$ 9,750.00	1850.00%	\$ -	*
3525	Police Car Camera Maintenance	\$ 238.75	\$ 2,000.00	\$ 2,000.00	\$ 890.69	\$ 6,000.00	200.00%	\$ 6,000.00	200.00%
3591	Radio Maintenance	\$ 5,521.29	\$ 8,000.00	\$ 8,000.00	\$ 7,630.00	\$ 12,596.00	57.45%	\$ 12,596.00	57.45%
3705	Police ShotSpotter Fees	\$ 228,250.00	\$ 221,000.00	\$ 221,000.00	\$ 226,625.00	\$ 221,000.00	0.00%	\$ 221,000.00	0.00%
3914	Contract Services	\$ 21,025.00		\$ -	\$ -	\$ -	*	\$ -	*
3950	Education Reimbursement	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 10,000.00	100.00%	\$ 10,000.00	100.00%
3952	BLET/Non-Certified Employee Prog	\$ 1,043.27	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 17,352.00	594.08%	\$ 17,352.00	594.08%
3953	Gangs Resist Education	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3995	VICE Operations	\$ 39,811.95	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 48,543.00	38.69%	\$ 48,543.00	38.69%
4221	Software License Fees	\$ 132,829.74	\$ 288,516.00	\$ 288,516.00	\$ 299,692.00	\$ 342,284.96	18.64%	\$ 331,924.96	15.05%
4402	Heating & Air Conditioner Contract	\$ -	\$ 40,280.00	\$ 40,280.00	\$ -	\$ -	*	\$ -	*
4511	Multi-Peril Insurance	\$ 108,930.23	\$ 126,840.00	\$ 126,840.00	\$ 97,582.00	\$ 109,502.00	-13.67%	\$ 109,502.00	-13.67%
4521	Auto Liability	\$ 29,639.22	\$ 34,662.00	\$ 34,662.00	\$ 35,691.00	\$ 37,961.00	9.52%	\$ 37,961.00	9.52%
4543	Insurance Deductible Claims	\$ 7,565.00		\$ -	\$ -	\$ -	*	\$ -	*
4911	Subscriptions	\$ -	\$ 220.00	\$ 220.00	\$ 220.00	\$ 242.00	*	\$ 242.00	*
4912	Fees & Dues	\$ 12,644.52	\$ 16,771.76	\$ 16,771.76	\$ 16,098.52	\$ 23,805.10	41.94%	\$ 23,805.10	41.94%

<b>EXPENDITURE SHEET</b>	Fiscal Year <b>FY24-25</b>		
Fund:	<b>11-General Fund</b>	Dept. Head	<b>Mike West</b>
Dept #:	<b>6121</b>	~ = Division by Zero	
Division:	<b>6121 Police</b>	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4990	Equipment Expense	\$ 20,509.00	\$ 2,000.00	\$ 2,000.00	\$ 418.51	\$ 31,008.50	1450.43%	\$ 31,008.50	1450.43%
9561	Office Supplies	\$ 443.39	\$ -	\$ -	\$ 453.66	\$ 500.00	*	\$ 500.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 1,525,071.20</b>	<b>\$ 1,828,696.76</b>	<b>\$ 1,853,038.36</b>	<b>\$ 1,736,557.16</b>	<b>\$ 2,598,242.08</b>	<b>42.08%</b>	<b>\$ 2,173,362.97</b>	<b>18.85%</b>
5189	HVAC	\$ -	\$ -	\$ 58,736.40	\$ -	\$ -	*	\$ -	*
5179	Police Canine				\$ -	\$ 21,542.93	~	\$ -	*
5190	Software-Capital Expense	\$ 72,223.32		\$ -	\$ -	\$ -	*	\$ -	*
5400	Police Car Upfits	\$ -	\$ 194,184.00	\$ 269,075.76	\$ 160,372.48	\$ 181,572.66	-6.49%	\$ 111,372.00	-42.65%
5401	Administrative Car	\$ 285,074.40	\$ 48,000.00	\$ 48,000.00	\$ 40,623.04	\$ -	*	\$ -	*
5404	Line Cars		\$ 336,000.00	\$ 336,000.00	\$ 294,314.50	\$ 609,885.68	81.51%	\$ 348,000.00	3.57%
5527	Miscellaneous Equipment	\$ 11,315.00		\$ -	\$ -	\$ 172,426.56	~	\$ 81,440.01	~
5560	Police Firearms/Tasers			\$ -	\$ -	\$ 417,663.00	~	\$ 417,663.00	~
5591	Portable Hand Held Radios	\$ 92,154.00		\$ -	\$ -	\$ 103,180.00	~	\$ 103,180.00	~
5514	Radar Equipment & Accessories				\$ -	\$ 25,747.00	~	\$ -	*
5816	Furnace/Electric Air Conditioner		\$ 14,000.00	\$ 14,000.00	\$ -	\$ -	*	\$ -	*
5572	Security System		\$ -	\$ 20,968.62	\$ 20,968.62	\$ -	*	\$ -	*
5515	Polygraph Machine				\$ -	\$ 7,400.00	~	\$ 7,400.00	~
5904	Office Furniture				\$ -	\$ 156,644.18	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 460,766.72</b>	<b>\$ 592,184.00</b>	<b>\$ 746,780.78</b>	<b>\$ 516,278.64</b>	<b>\$ 1,696,062.01</b>	<b>186.41%</b>	<b>\$ 1,069,055.01</b>	<b>80.53%</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-Police Budget</b>	<b>\$ 8,979,892.55</b>	<b>\$ 11,236,112.85</b>	<b>\$ 11,415,051.23</b>	<b>\$ 11,609,979.88</b>	<b>\$ 15,366,543.83</b>	<b>36.76%</b>	<b>\$ 14,459,553.09</b>	<b>28.69%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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:	Police - 6121		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		120 FTE'S (15 Frozen & Unfunded)	\$ 5,787,592.80	\$ 5,492,683.95	\$ 7,076,026.00	\$ 7,252,926.65
1220	Salaries & Wages Overtime		Overtime for call back pay for officers; ATF OT does reimburse a portion of the OT ~\$11K	\$ 55,000.00	\$ 81,246.28	\$ 55,000.00	\$ 55,000.00
1221	Employee Awards		20 Employee Service Awards	\$ 1,300.00	\$ 2,571.38	\$ 3,000.00	\$ 3,000.00
1224	Cell Phone Stipend		109 employees X \$760 annual (\$82840)	\$ 67,680.00	\$ 39,128.17	\$ 82,840.00	\$ 82,840.00
1262	Salaries & Wages Perm. Part-Time		Custodian (position reclassified and increase of hours to 25 hours per week)	\$ 15,836.25	\$ 7,319.89	\$ 16,794.34	\$ 17,214.20
1271	Separation Pay		Separation pay for 13 personnel **Reflecting \$109702.08**	\$ 173,651.54	\$ 166,075.91	\$ 255,760.35	\$ 255,760.35
1272	Holiday Pay		(13) Holidays x \$10,000 per Holiday	\$ 130,000.00	\$ 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	\$ 14,488.10	\$ 26,000.00	\$ 26,000.00
1275	Salaries & Wages Bonus			\$ 74,166.55	\$ 48,957.03		
1277	Clothing Allowance		24 officers @ \$900.00 annually	\$ 19,200.00	\$ 21,636.01	\$ 21,600.00	\$ 21,600.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 31,500.00	\$ 19,330.05	\$ 31,500.00	\$ 31,500.00
1280	Vacation Pay Out		Estimated VPO for possible retirements:	\$ 35,000.00	\$ 56,186.36		
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 490,894.93	\$ 465,091.17	\$ 588,936.83	\$ 602,501.85
1820	LEOB-Retirement		Sum of accounts 1210 - 1278 X 15.24% (Leo)	\$ 797,439.32	\$ 1,073,363.44	\$ 1,078,782.10	\$ 1,103,443.93
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo)	\$ 73,472.59	\$ 84,678.07	\$ 84,678.07	\$ 86,795.02
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 302,764.31	\$ 376,949.28	\$ 378,727.05	\$ 387,438.11
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 692,592.00	\$ 1,157,760.00	\$ 1,157,760.00	\$ 1,076,280.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 4,204.80	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ 80,000.00	\$ 43,000.00	\$ 43,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 36,937.00	\$ 35,359.00	\$ 37,515.00	\$ 37,515.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 8,815,232.09</b>	<b>\$ 9,357,144.08</b>	<b>\$ 11,072,239.74</b>	<b>\$ 11,217,135.11</b>
1932	Medical Exams		Pre-Employment, Post-Conditional, and Critical Incident Appointments (Medical, Drug Screen, Psychological, Hepatitis B): 15 Hepatitis Shots x \$150 = \$2,250 15 Pre-hire/Post Conditional Exams (Officers) x \$695 = \$10,425 15 Eye Exams for (Gas Mask Lenses) x \$100 = \$1500 15 Hepatitis B Series/A-titer x \$16 = \$240 120 TB Tests x \$5 = \$600 5 Critical Incident/Fitness for Duty Test x \$525 = \$2,625 6 Psychological Exams for ERT members x \$575 = \$3,450	\$ 15,200.00	\$ 18,860.00	\$ 21,090.00	\$ 21,090.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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:	Police - 6121		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1991	Consultant Fees	Y	See detailed schedule attached. **Still Reflecting \$25,000/ Change to \$30,000**	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2111	Cleaning Supplies		Supplies (disinfectants, trash bags, mops, etc.) necessary for cleaning of complex specific to PD needs. Cases 60 gal Trash Can Liners 10 x \$63 = \$630 Cases 5.5 gal Trash Can Liners 10 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	\$ 1,000.00	\$ 1,000.00	\$ 3,918.20	\$ 3,918.20
2121	Uniforms		Specialist Uniform (Sworn) \$3,060.00/ (Civilian) \$1,450.00 Tru- Spec TSP2088 24-7 Series LE Softshell Jackets \$660.00 Tru-Spec TSP2420 Grid Fleece Hoodies \$369.75 = \$5,539.75 (Investigators) (13) Tru-Spec Wind & Weather Resistant Call-Out Jackets \$103.95, ISB Heat-Plot \$12.00 = \$1,507.35 (13) Tru-Spec Fleece Hoodie \$61.95, Back ISB Heat-Plot \$12 = \$961.35 (4) Canine Uniform and Boots \$3350.00 New Hire Officers Uniforms (shirts & pants only) (15x \$2500)Officers replacement uniforms (108 x \$900)3ls,3ss,3pt Rain Coats, New Hire & Replacement (20x \$220) Police Officer equipment Maintenance (1x\$1000) Senior Maintenance Tech (1x\$1000) Administrative Support Staff (polo + embroidery \$85ea 7 civilians x 3 ea) new Part Time Custodian Traffic Vests - New and replacement (35 x \$54) Duty Belts (24 X \$70) Flash Light Holders (20 x \$10 nylon)+(20x\$12 leather) Uniform Whistle (24 x \$7) Uniform Whistle Chain (8 x \$13) (3paks) Handcuff Case (20 x \$32) Glove pouch (10 x \$26) Cuff/Mag Holder Inv & Admin(20 x \$57) OC Holder leather (30x\$30) Nylon (30x \$21) Belt Keepers Leather(40 x \$14) Nylon (10x14)	\$ 60,000.00	\$ 58,398.02	\$ 172,502.20	\$ 130,180.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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:	Police - 6121		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2123 Protective Clothing		New Hire Body Armor 18 x \$1314 = \$23652 Updated Body Armor replacements 25 x \$1314 = \$32850 Updated Body Armor Carrier replacements 25 x \$208 = \$5200 Updated	\$ 42,000.00	\$ 36,714.24	\$ 61,702.00	\$ 61,702.00
2125 Shoes-Uniform		Shoes (108 Officer, 8 Civilian, 8 Honor Guard, 15 Bike)(139x120)	\$ 10,200.00	\$ 9,200.00	\$ 16,680.00	\$ 16,680.00
2203 Employee Appreciation		121 employees x \$20.00	\$ 2,400.00	\$ 2,400.00	\$ 2,420.00	\$ 2,420.00
2321 Police Library		NC Motor Vehicle Laws 9 x \$44 UPDATED NC Criminal Law and Procedures 9 x \$62 UPDATED NC Crimes: Elements of Crime & Supplement 9 x \$273 UPDATED Arrests, Search and Investigations 9 x 189 UPDATED Radar Manuals (10x15+10+4+15) UPDATED LIDAR Manuals (10x27) UPDATED CJ Instructor Training Manuals (2x\$56) UPDATED **Spent 85.80 out of 2323 in 23-24** BLET MANUALS (NCJA SET+ medic book WCC)(1470+164)+10%x10 UPDATED **Spent \$6865 out of 2323 in 23-24**	\$ 1,500.00	\$ 8,450.80	\$ 23,914.00	\$ 23,914.00
<b>2323 Training</b>	<b>Y</b>	See detailed schedule attached.**Still Reflecting \$25,882.67**	<b>\$ 33,749.00</b>	<b>\$ 50,120.95</b>	<b>\$ 113,775.40</b>	<b>\$ 47,691.70</b>
2501 Vehicle Operation/Maintenance			\$ -			
2501A Fleet Charges Internal Use Only!			\$ 150,000.00	\$ 165,108.99	\$ 150,000.00	\$ 150,000.00
2502 Vehicle Fuel			\$ 1,000.00	\$ 10,614.20		
2502A Vehicle Fuel-Internal Charges		Fuel for vehicle fleet.	\$ 200,000.00	\$ 133,188.43	\$ 190,000.00	\$ 190,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
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Dept #:	Police Department - 6121		
Division:	Police - 6121		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2601	Office Supplies		Ink, standard office supplies, bankers boxes, file folders, writing utensils, & paper. <span style="float: right;">Laser</span> Printer Ink Cartridges (\$752 x 13) 01 Q6470A-K Blk 01 Q6471A-C Cyan;Q6472A-Y Yellow; Q6473M-Magenta #61XI Blk/Tri Ink Jet Cart Combo- (2x66) Internal Affairs Office #62 Blk#61 Tri Ink Cart Combo- (2x \$66) Records- Print sheet labels Dual Layer DVD x\$50x10 Updated CD Sleeves box of 2000x \$44 verbatim DVD+R Disks x \$75 x10 per year UPDATED Verbatim Blu Ray Disks\$50x6 UPDATED Envelopes box of 500x \$23 Legal Size Expandable Folders x \$54 500 End Tab Folders (5x \$96) Office Supplies (Pens, pencils, clips, binders, sheet protect, labels, binders, legal pads, organizers, white boards, folders) Cases File Folders -1000 Zebra 5294 label and ribbons (debrief label printer)	\$ 4,400.00	\$ 2,421.99	\$ 24,850.00	\$ 15,000.00
2916	Explorer Post 209		Vehicle rentals for out of area events, recruitment events and supplies, uniforms and supplies, training equipment, awards banquet, charter fees	\$ 2,800.00	\$ 2,800.00	\$ 3,888.16	\$ 3,888.16

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
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Dept #:	Police Department - 6121		
Division:	Police - 6121		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2918		Funding for uniforms, equipment, and operational needs of the ERT to continue activation of the Emergency Response Team and maintain 12 Operators: Active911-used for activating ERT/CNT members (30 devices/computers) \$390.00 (6) ERT Psych Test for new Members @575 \$ 3,450.00 (3) Entry Vests Safaril & W/Plates and Acc. (\$3,900)=\$11,700.00 (3) Ballistic Helmets (\$699)= \$ 2,097.00 (2) Pepperball Inert Training (375 per case @\$387.60) \$775.20 (10) Outdoor White Smoke Grenade (\$45.36 ea)= \$453.60 Twelve (12) ERT Boots OC Tactical (\$220)= \$2,640.00 (24) ERT Uniforms (two pair each for existing members and alt's) (125)= \$3,000.00 New/Replacement Equipment: (12) 5.56 Short Barrel (11.5") AR rifles (Lifetime Warranty) \$722 \$8,664.00 (250) TRMR-LE Cartridges (8.00)= \$ 2,000.00 (4) High Speed Gear Battle Belt (inner and outer)@250 \$1,000.00 (3) Lights for Handgun (replace and new) (260)= \$780.00 (3) Earmuffs Howard Leight (69)= \$207.00 (1) Tactical Mirror (search attic areas) \$150.00 (1) Closet/Attic Ladder \$350.00 Misc. for Training throughout the year (NTOA NCTOA and Recerts)* \$5,000.00 Misc. for Vehicle Equipment (Rails, Storage) \$2,000.00 (26) Replacement ERT uniform pins (20 ea) (gold/silver/nickel)\$520.00	\$ 34,626.00	\$ 42,589.12	\$ 45,176.80	\$ 45,176.80
2984		Vending Machine Supplies	\$ -	\$ -		
2986		Tasers	\$ 25,612.00	\$ 25,612.00		
2987		**Moved the Ford F150 Upfit to Line Item 5400** Installation of Existing In-Car Cameras \$4000	\$ 25,000.00	\$ 6,489.33	\$ 4,000.00	\$ -

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Dept #:	Police Department - 6121		
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	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
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. \$277,004.39 Animal Control: (3) Cat Traps (\$145) (1) North Carolina Guide to Animal Services Law by Aimee Wall (\$41.85) Crime Scene: Processing/Identification Supplies \$29,500.00 Canine Supplies \$10173.54	\$ 130,000.00	\$ 132,624.55	\$ 316,677.93	\$ 205,180.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached. <b>**Still Reflecting \$9601.03**</b>	<b>\$ 36,335.00</b>	<b>\$ 65,418.76</b>	<b>\$ 165,442.00</b>	<b>\$ 65,560.14</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 - \$5,500 GPAC - \$5,450 Chili Cook Off - \$400	\$ 1,810.00	\$ 786.67	\$ 26,810.00	\$ 15,000.00
3210	Telephone & Communication Svcs		Monthly Service - \$3892.52 x 12 = \$46710.24 Dedicated phone for Intelligence Room \$500 Vice - Spectrum Annual Cost \$2039.76	\$ 49,250.00	\$ 43,932.71	\$ 49,250.00	\$ 49,250.00
3250	Postage			\$ -	\$ -		
3250A	Postage-Internal Charges only!		\$125.00 per month x 12 months = \$1,500.00	\$ 1,508.00	\$ 1,073.16	\$ 1,500.00	\$ 1,500.00
3310	Electricity		\$6,250.00 pm x 12 months = \$75,000.00 (Increase due to new building/new on-demand system)	\$ 80,350.00	\$ 79,682.52	\$ 90,000.00	\$ 90,000.00
3330	Natural Gas		\$1,250 pm x 12 months = \$15,000.00 (Increase due to new building/new on-demand system)	\$ 61,000.00	\$ 27,506.56	\$ 61,000.00	\$ 61,000.00
3410	Printing		Receipt books = \$924 Fingerprint cards = \$200 Victim/witness brochures, ShotSpotter door hangers, business cards for Investigations, GPAC/VCTF brochures = \$1500	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00
3421	Copy Machine Cost		Lease and maintenance on 4 current copiers (I.T.) - \$11,256 Copy paper cost (100x\$52.50+\$2.50 inside delivery) - \$5,500 Staples: 20x\$162.50 (corner staples booklet) - \$3250	\$ 18,617.00	\$ 17,527.56	\$ 20,006.00	\$ 20,006.00



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Dept #:	Police Department - 6121		
Division:	Police - 6121		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3510		N/A	\$ 10,000.00	\$ 20,234.37	\$ 15,000.00	\$ 15,000.00
		Fire Ant Control \$544.50 Ceiling Tiles in Locker Rooms ( 5 x \$45 per 10 pack2x4) ( 5 x \$40 10pk 2x2) \$ 538.45 Fire Alarm System Monitoring (Carolina Phone & Alarm) \$1331 Commercial Vacuum Industrial quality (ULINE SANITARE H3480 \$309) + tax(21.63) & shipping (\$22) \$425.92 Annual Fire Extinguisher servicing, hydrotests, and parts \$638.88 Replacement bags for Commercial Vacuum (Uline S-13926 \$16 (5pk) x 5 + shipping) \$121 Quarterly Carpet Cleaning \$900 x 4= \$4356 Maintenance and repairs to Public Safety Complex (waterproofing, pressure washing, parking lot paving) \$60,500 "Fresh White" specialty bulbs for police/fire training rooms (State Standard) \$1694 Paint/Drywall repairs in PD/FD Complex \$1210 LED Light bulbs various sizes as needed \$1210 HVAC System Filters for Public Safety Complex (on quarterly replacement schedule total of 230 filters; \$503/quarter) \$18150 Carolina Phone and Alarm - Property/Evidence(add csu once brady contract is over) \$968 Southeastern Laboratories \$1573 IT Line Charge Command Center Locksmith \$605 Cleaning \$ Belts for air handlers (A25 (\$9) and A28 (\$8) x4) \$88.33 Generator Maintenance Contract (Nixon Power) \$1778.70 Siemans Industry, Inc. - Annual Service Contract for Fire System				
3511		Building Maintenance	\$ 20,350.00	\$ 26,300.85	\$ 120,294.83	\$ 60,971.41
3521		Office Machine Maintenance	\$ -	\$ -	\$ 1,100.00	\$ 1,100.00
3522		Machine/Equipment Maintenance	\$ 500.00	\$ 500.00	\$ 9,750.00	\$ -
3525		Police Car Camera Maintenance	\$ 2,000.00	\$ 890.69	\$ 6,000.00	\$ 6,000.00

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Dept #:	Police Department - 6121		
Division:	Police - 6121		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3591	Radio Maintenance		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 Ceritifications (10 x \$85) = \$850	\$ 8,000.00	\$ 7,630.00	\$ 12,596.00	\$ 12,596.00
3705	Police ShotSpotter Fees		Annual Contract - 5% increase	\$ 221,000.00	\$ 226,625.00	\$ 221,000.00	\$ 221,000.00
3914	Contract Services			\$ -			
3950	Education Reimbursement		Reimbursement for (4) officers x \$2,500 each	\$ 5,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
3952	BLET/Non-Certified Employee Prog		BLET-Non- Certified Employment Supplies (6x \$2892) see blet costs a/o 10/23	\$ 2,500.00	\$ -	\$ 17,352.00	\$ 17,352.00
3953	Gangs Resist Education			\$ -	\$ -		
3995	VICE Operations		Operations of the VICE Unit: ATN BinoX 4K \$4,780 Battle Belts/High Speed Gear - COBRA Belt System \$800 Sur-Tec CASPER \$2,963 Vice Operations \$40,000	\$ 35,000.00	\$ 35,000.00	\$ 48,543.00	\$ 48,543.00
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 288,516.00</b>	<b>\$ 299,692.00</b>	<b>\$ 342,284.96</b>	<b>\$ 331,924.96</b>
4402	Heating & Air Conditioner Contract		Service contract for heating and air: Siemens BAS Controls = \$16,800 Siemens HVAC contract = \$ 18,720 **No Expense Due To Transition to a City Contract Managed by IT**	\$ 40,280.00			
4511	Multi-Peril Insurance		Provided by Finance	\$ 126,840.00	\$ 97,582.00	\$ 109,502.00	\$ 109,502.00
4521	Auto Liability		Provided by Finance	\$ 34,662.00	\$ 35,691.00	\$ 37,961.00	\$ 37,961.00
4543	Insurance Deductible Claims			\$ -			
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 220.00</b>	<b>\$ 220.00</b>	<b>\$ 242.00</b>	<b>\$ 242.00</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 16,771.76</b>	<b>\$ 16,098.52</b>	<b>\$ 23,805.10</b>	<b>\$ 23,805.10</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
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Dept #:	Police Department - 6121		
Division:	Police - 6121		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4990	Equipment Expense		(50) Webcams (\$1,450.00) (19) Headset (wired)(\$380.00) (19) Headset (wireless) (\$665.00) (25) Speakers (\$500.00) (1) 27" Monitor (\$130.00) (1) Keyboard/mouse (\$30.00)           \$7405.00 Fujitsu FI-8170 Image Scanner \$1,011.09 PadTrax RFID Printer \$2,435.00 PadTrax RBN-5100 Zebra Resin Radio Frequency Printer Ribbon (x3) \$50.25 PadTrax RFID Handheld (Upgrade and Shipping) (\$3,450.00+\$227.97)=3,677.97 (4) Nikon D-7500 Digital SLR Body \$3,587.82 (4) Nikon AF-P DX 18-55mm VR Lens \$447.00 YoungNUO YN968N11 Speedlite Nikon/REG \$450.00 (4) Vello TTL Off Camera Cord for Nikon 3'.REG \$55.08 Nikon EN-EL 15C RCHRBL LI-ION Battery/REG \$47.70 Hoya 55mm NXT Plus UV Filter/REG \$21.68 (4) Venus 60mm f/2.8x Ultra-Macro Lens Nikon/REG \$1,197.00 (2) Milwaukee M18 Cordless Rocket Dual Tower Lights \$737.00 Milwaukee M18 Hammer Drill and Impact Combo Kit \$569.00 Milwaukee M18 18V Lithium-Ion Cordless Circular Saw \$129.00 Swift M3-F-BTI2 Forensic Microscope w/Tablet \$3,212.00 Mobile Device Storage Locker w/ USB \$855.31 Inv (2) Commercial File Cabinet (52x42 - 4 drawer) \$589.99 = \$1,205.48 Inv (4) Smith & Wesson Leg Irons \$48.99 = \$195.96	\$ 2,000.00	\$ 418.51	\$ 31,008.50	\$ 31,008.50
9561	Office Supplies		Office Supplies to include City envelopes, mailing labels, stationary, and calendars.	\$ -	\$ 453.66	\$ 500.00	\$ 500.00
<b>Total Operating Expenditures</b>				<b>\$ 1,828,696.76</b>	<b>\$ 1,736,557.16</b>	<b>\$ 2,598,242.08</b>	<b>\$ 2,173,362.97</b>
5189	HVAC		HVAC Boiler for Public Safety Complex \$180,000	\$ -		\$ -	\$ -
5179	Police Canine		Dual purpose Police K-9 to replace retiring K-9 (Line Item 5179) \$13K; Kennel \$8K			\$ 21,542.93	\$ -
5190	Software-Capital Expense		Computer Aided Dispatch (CAD) Software \$76000	\$ -		\$ -	\$ -
5400	Police Car Upfits		Equipment for 12 Line Cars	\$ 194,184.00	\$ 160,372.48	\$ 181,572.66	\$ 111,372.00
5401	Administrative Car		(2) 2022 Dodge Durangos (Approved FY 21-22) (1) 2022 Ford Mustang \$100664	\$ 48,000.00	\$ 40,623.04	\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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:	Police - 6121		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
5404 Line Cars		12 Line Cars	\$ 336,000.00	\$ 294,314.50	\$ 609,885.68	\$ 348,000.00
5527 Miscellaneous Equipment		20 Body Worn Cameras \$75K; Auto Crime Scene Kit \$43K; Mobile Forensics Kit \$21K; Voice stress analyzer \$11K; other miscellaneous equipment	\$ -		\$ 172,426.56	\$ 81,440.01
5560 Police Firearms/Tasers		86 Tasers (5 Yr Warranty)			\$ 417,663.00	\$ 417,663.00
5591 Portable Hand Held Radios		**Located Capital Expense**	\$ -	\$ -	\$ 103,180.00	\$ 103,180.00
5514 Radar Equipment & Accessories		**Located Capital Expense**	\$ -		\$ 25,747.00	\$ -
5816 Furnace/Electric Air Conditioner		**No Expense Due To Transition to a City Contract Managed by IT**	\$ 14,000.00	\$ -	\$ -	\$ -
5572 Security System			\$ -	\$ 20,968.62	\$ -	\$ -
5515 Polygraph Machine			\$ -		\$ 7,400.00	\$ 7,400.00
5904 Office Furniture		Office furniture to replace dilapidated, out-dated, and unserviceable furniture \$96,144.18 (Originally in 2601) + \$60,500 (Originally in 3511) = \$156,644.18	\$ -		\$ 156,644.18	\$ -
<b>Total Capital Outlay</b>			<b>\$ 592,184.00</b>	<b>\$ 516,278.64</b>	<b>\$ 1,696,062.01</b>	<b>\$ 1,069,055.01</b>
<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Police Department-Police Budget</b>			<b>\$ 11,236,112.85</b>	<b>\$ 11,609,979.88</b>	<b>\$ 15,366,543.83</b>	<b>\$ 14,459,553.09</b>

CAPITAL OUTLAY Fiscal Year FY24-25															
Fund: 11-General Fund Dept. Head-Mike West															
Dept #: Police Department - 6121															
Division: Police - 6121															
Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information					
			Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24
1	5404	B1163	2010 Chevrolet Tahoe	\$ 24,848.00	161,566	\$ 3,100.00	\$ 1,451.00	\$ 1,451.00		N	2	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
2	5400		2010 Chevrolet Tahoe	\$ 8,000.00		\$ 1,000.00				N	2	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
3	5404	A1207	2013 Chevrolet Caprice	\$ 27,181.00	71,654	\$ 4,000.00	\$ 1,488.00	\$ 3,487.00		N	3	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
4	5400		2013 Chevrolet Caprice	\$ 8,000.00		\$ 1,000.00				N	3	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
5	5404	A1211	2013 Chevrolet Caprice	\$ 27,181.00	176,759	\$ 2,200.00	\$ 2,097.00	\$ 2,693.00		N	4	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
6	5400		2013 Chevrolet Caprice	\$ 8,000.00		\$ 1,000.00				N	4	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
7	5404	A1216	2013 Chevrolet Caprice	\$ 27,181.00	128,616	\$ 2,200.00	\$ 4,409.00	\$ 1,117.00		N	5	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
8	5400		2013 Chevrolet Caprice	\$ 8,000.00		\$ 1,000.00				N	5	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
9	5404	A1217	2013 Chevrolet Caprice	\$ 27,181.00	116,433	\$ 3,500.00	\$ 2,012.00	\$ 1,558.00		N	6	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
10	5400		2013 Chevrolet Caprice	\$ 8,000.00		\$ 1,000.00				N	6	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
11	5404	A1219	2013 Chevrolet Caprice	\$27,181.00	137,853	\$ 3,500.00				N	7	2025 Chevrolet Tahoe PPV	End of Service Life	\$ 58,000.00	\$ 58,000.00
			Emergency Equipment for									Equipment for 2025 Chevrolet			
12	5400		2013 Chevrolet Caprice	\$ 8,000.00		\$ 1,000.00				N	7	Tahoe	New vehicle install	\$ 18,562.00	\$ 18,562.00
13	5404	A1242	2014 Chevrolet Impala	\$ 20,913.12	98,005	\$ 6,000.00				N	15	2025 Dodge Durango AWD	End of Service Life	\$ 44,048.00	\$ -
			Emergency Equipment for									Equipment for 2025 Dodge			
14	5400		2014 Chevrolet Impala	\$ 6,000.00		\$ 1,000.00				N	15	Durango	New vehicle install	\$ 12,375.00	\$ -
15	5404	A1243	2014 Chevrolet Impala	\$ 20,913.12	109,578	\$ 6,000.00				N	16	2025 Dodge Durango AWD	End of Service Life	\$ 44,048.00	\$ -
			Emergency Equipment for									Equipment for 2025 Dodge			
16	5400		2014 Chevrolet Impala	\$ 6,000.00		\$ 1,000.00				N	16	Durango	New vehicle install	\$ 12,375.00	\$ -
17	5404	A1152	2010 Chevrolet Impala	\$ 17,137.00	117,806	\$ 1,200.00				N	17	2025 Dodge Durango AWD	End of Service Life	\$ 44,048.00	\$ -
			Emergency Equipment for									Equipment for 2025 Dodge			
18	5400		2010 Chevrolet Impala	\$ 6,000.00		\$ 1,000.00				N	17	Durango	New vehicle install	\$ 12,375.00	\$ -
19	5404	A1153	2010 Chevrolet Impala	\$ 17,651.00	90,900	\$ 1,200.00				N	18	2025 Dodge Durango AWD	End of Service Life	\$ 44,048.00	\$ -
			Emergency Equipment for									Equipment for 2025 Dodge			
20	5400		2010 Chevrolet Impala	\$ 6,000.00		\$ 1,000.00				N	18	Durango	New vehicle install	\$ 12,375.00	\$ -
21	5404									N	19	Ford F150 Super Crew Cab Truck	New Crime Scene Unit Vehicle	\$ 39,747.68	\$ -
												Equipment for Ford F150 Super			
22	5400									N	19	Crew Cab	New Crime Scene Unit Vehicle	\$ 16,105.66	\$ -
23	5560	N/A	86 Tasers (5 Yr Warranty)	\$ 417,663.00	NA	NA	\$ -	\$ -	\$ -	N	1		Tasers 60 Annual Contract Pricing Taser Supplies: APPM Battery X2 (54x\$86), 25' Smart Cartridge (200x \$42), 25' non-conductive Train Smart Cartridge (25x\$41) Taser Dataport download cable 2 x \$230 Taser Conductive Targets 12x\$37 TASER 10 PROGRAM.	\$ 417,663.00	\$ 417,663.00

**CAPITAL OUTLAY** Fiscal Year FY24-25  
 Fund: 11-General Fund Dept. Head-Mike West  
 Dept #: Police Department - 6121  
 Division: Police - 6121

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information					
			Year/Make/Model	Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24
							FY21-22	FY22-23	FY23-24						
24	5515	NA	Polygraph System	\$ 7,400.00	NA	NA	\$ -	\$ -	\$ -	N	24		Polygraph System Equipment (hardware/software) basic package \$7,400.00	\$ 7,400.00	\$ 7,400.00
25	5179	NA	K-9 Purchase and Training	\$ 13,063.78	NA	NA	\$ -	\$ -	\$ -	N	14	Replace K-9 Kenza	K-9 Purchase and Training	\$ 13,063.78	\$ -
26	5527	NA	Replacement Drying Cabinet Filters/Airclean Drysafe \$6,000.00	\$ 6,000.00	NA	NA	\$ -	\$ -	\$ -	N	11		Replacement Drying Cabinet Filters/Airclean Drysafe \$6,000.00	\$ 6,000.00	\$ 6,000.00
27	5527	NA	Foster & Freeman Discover Pro - Crime-Lite Auto Kit with Oblique/Coaxial: Illumination \$42,815.08 + Shipping/Handling \$250.00= \$43065.08	\$ 43,065.08	NA	NA	\$ -	\$ -	\$ -	N	12		Foster & Freeman Discover Pro - Crime-Lite Auto Kit with Oblique/Coaxial: Illumination \$42,815.08 + Shopping/Handling \$250.00= \$43065.08 (Product Training \$2,050.00 listed in 2323)	\$ 43,065.08	\$ -
28	5527	NA	20 BWCs and 20 in-car system	\$ 75,440.01	NA	NA	\$ -	\$ -	\$ -	N	9		20 BWCs and 20 in-car system	\$ 75,440.01	\$ 75,440.01
29	5591	NA	20 Portable Radios and Accessories	\$ 103,180.00	NA	NA	\$ -	\$ -	\$ -	N	10		20 Portable Radios and Accessories	\$ 103,180.00	\$ 103,180.00
30	5179	NA	Canine Kennel \$5,870.18 - \$8,479.15	\$ 8,479.15	NA	NA	\$ -	\$ -	\$ -	N	22		Canine Kennel \$5,870.18 - \$8,479.15	\$ 8,479.15	\$ -
31	5527	NA	Forensic Buddy System 3-pack (lot of 2000 calls) (\$7,036.00, Shipping/Handling \$72.00, Taxes \$479.79) \$7,587.79	\$ 7,587.79	NA	NA	\$ -	\$ -	\$ -	N	13		Forensic Buddy System 3-pack (lot of 2000 calls) (\$7,036.00, Shipping/Handling \$72.00, Taxes \$479.79) \$7,587.79	\$ 7,587.79	\$ -
32	5404									N	23	2024 Ram 1500PU 4x4 STC	New Training Unit Vehicle	\$ 45,946.00	\$ -
33	5400									N	23	Equipment for 2024 Ram 1500PU 4x4 STC	New Training Unit Vehicle	\$ 4,595.00	\$ -
34	5514	NA	Stalker Message/RADAR Trailers	\$ 25,747.00	NA	NA	\$ -	\$ -	\$ -	N	20		Stalker Message/RADAR Trailers	\$ 25,747.00	\$ -
35	5527	NA	Voice Stress Analyzer (CVSA) \$11315	\$ 11,170.00	NA	NA	\$ -	\$ -	\$ -	N	21		Voice Stress Analyzer (CVSA) \$11315	\$ 11,170.00	\$ -
36	5527	N/A	Converus Eye Detect System Hardware \$4,800.00 + Software Subscription \$3120	\$ 7,970.00	NA	NA	\$ -	\$ -	\$ -	N	22		Converus Eye Detect System Hardware \$4,800.00 + Software Subscription \$3120	\$ 7,970.00	\$ -
37	5527	NA	GreyKey Mobile Forensics	\$21,193.68	NA	NA	\$ -	\$ -	\$ -	N	8		GreyKey Mobile Forensics(Hardware & Software) Base Pkg (30 Unlocks - \$21,193.68)	\$21,193.68	\$ -

CAPITAL OUTLAY Fiscal Year FY24-25															
Fund:		11-General Fund		Dept. Head-Mike West											
Dept #:		Police Department - 6121													
Division:		Police - 6121													
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information						Replacement Asset Information					
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement	Department Request	Manager Recommend. 05/15/24
38	5904	N/A	Office Furniture	\$ 156,644.18	NA	NA	\$ -	\$ -	\$ -	N	25		Office furniture to replace dilapidated, outdated, and unserviceable furniture \$96,144.18 (Originally in 2601) + \$60,500 (Originally in 3511)	\$ 156,644.18	\$ -
39															
40															
41															
<b>Total Capital Outlay Request</b>				<b>\$ 1,213,970.91</b>		<b>\$ 42,900</b>	<b>\$ 11,457</b>	<b>\$ 10,306</b>	<b>\$ -</b>					<b>\$ 1,696,062</b>	<b>\$ 1,069,055.01</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Assessment for anticipated Command Staff vacancy(s)	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>



**SUPPORTING SCHEDULE** **Fiscal Year FY24-25**  
**Fund:** 11-General Fund **Dept. Head-Mike West**  
**Dept #:** Police Department - 6121  
**Division:** Police - 6121  
**Account:** 2323 Training

Line #	(D)iscretionary or (R)equired	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1		One Solution Conference - Support Services - 3 people \$550	\$ 1,650.00			
2		NC Internal Affairs Conference - Registration for IA Sgt (\$175/person)	\$ 500.00	\$ 175.00	\$ 350.00	\$ 350.00
3		CALEA Conference Registration (\$780/person)	\$ 1,520.00	\$ -	\$ 3,120.00	\$ 3,120.00
4		NeoGov/Power DMS Ignite Conferenc Registration ( \$900/person) - CALEA	\$ 900.00	\$ -	\$ 1,800.00	\$ 1,800.00
5		NCLE Officer's Association (1 emp/\$65)	\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00
6		Children's Advocacy Conference (1 registration - Invest.) \$600	\$ 600.00	\$ 460.00	\$ 600.00	\$ 600.00
7		NC Juvenile Officers's Association (1 emp) \$150	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
8		Fingerprint Classification Sirchie (1 person/\$650)	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
9		Police Management Development (1 Officer = \$500)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
10		AOMP (Tuition for 2 positions; \$7223.70x2)	\$ 13,134.00	\$ 7,223.70	\$ 14,447.40	\$ 14,447.40
11		NC Association of Chiefs of Police Conference Registration for 2x\$175 = \$350)	\$ 350.00	\$ -	\$ 350.00	\$ 350.00
12		Emergency Response Training \$2000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
13		NC Law Enforcement Training Officers Association Conference Registration (2x\$75 = \$125)	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
14			\$ 395.00			
15		Crime Analysis (International Association of Crime Analysts) x2 (online) \$395/class	\$ 790.00	\$ 790.00	\$ 790.00	\$ 790.00
16		Shotgun Amorer's School (5x \$202)(3121 also)	\$ 404.00	\$ 404.00	\$ 1,010.00	\$ 1,010.00
17		AR Platform Armorers Course (5x \$205 reg fee)(3121 also)	\$ 510.00	\$ 510.00	\$ 1,025.00	\$ 1,025.00
18						
19		Taser instructor Recertification (2x\$412.50)	\$ 750.00	\$ 750.00	\$ 825.00	\$ 825.00
20		Crowd Control/Cold Case/Drug Enforce/DOJ Workshops \$3000	\$ 3,000.00	\$ 3,000.00	\$ 3,300.00	\$ 3,300.00
21		FBI Academy (1 officer) \$1000	\$ 1,000.00	\$ -	\$ 1,100.00	\$ 1,100.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY24-25</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>Police - 6121</b>	
<b>Account:</b>	<b>2323 Training</b>	

Line #	(D)iscretionary or (R)equired	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
22		NC Association of Identification Conference Registration for 4x\$140 = \$560) - CSU	\$ 420.00	\$ 280.00	\$ 560.00	\$ 560.00
23		Glock Instructor Workshop (5 pp - \$500 reg ea)	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
24		Promotional Assessments (1 assessment @ \$1000 x 5)	\$ 4,750.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
25		Glock Adv. Armorers Course (2 x \$440 reg ea)	\$ 800.00	\$ 800.00	\$ 880.00	\$ 880.00
26		Misc. Training - Administration/Training Office \$4400	\$ 4,000.00	\$ 4,000.00	\$ 4,400.00	\$ 4,400.00
27						
28		OCEDTF Conference Registration \$1935	\$ 1,805.00	\$ 1,321.25	\$ 1,935.00	\$ 1,935.00
29		CJIN/DCI Mobile Data Terminal Certifications - New Officers				
30		NC Firearms Instructors Conference (Conference Registration for 4x\$175=\$700)	\$ 350.00	\$ 350.00	\$ 700.00	\$ 700.00
31		NC Police Executives Association Conference Registration for 2x\$165 = \$330)	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00
32		Glock Armorers course (4x \$250 reg ea)	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
33		NCLEPAA (Conference Registration (\$185x3 = \$555)	\$ 580.00	\$ 240.00	\$ 555.00	\$ 555.00
34		NC Reentry Conference	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
35		NCLE Torch Run Conf (75x2=150)	\$ 75.00	\$ 75.00	\$ 150.00	\$ 150.00
36		NC School Directors Conference Fee 1 person	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00
37		Firearms Instructor Training ammo (5x 1500 rounds ea)(8- 1000 rd case x\$462)			\$ 3,696.00	\$ 3,696.00
38						
39		K-9 Conference (4 pp - 4 days) Registration (4x\$315= 1260)	\$ 1,260.00	\$ 945.00	\$ 1,260.00	\$ 1,260.00
40		NC Gang Investigator's Association Conference Registration (4x\$250= 1000)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
41		Virtual Crime Scene Processing and Photography hosted by Sirchie (\$650.00 x 2= \$1300)	\$ 1,300.00	\$ 1,100.00	\$ 1,300.00	\$ 1,300.00
42		Leadership Development for Law Enforcment Managers (x 2)				

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: Police - 6121  
 Account: 2323 Training

Dept. Head-Mike West

Line #	(D)iscretionary or (R)equired	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
43			\$ 510.00			
44		Ocean Systems (Forensic Digital Solutions) training. FVA-101. (2 x \$1,495.00 = \$2990.00)	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00
45		National Forensic Academy at University of Tennessee. 1 Employee 10 weeks/Tuition + Lodging (\$11,500)	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 11,500.00
46						
47		Community Oriented Policing (10x\$16=\$160)	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00
48		NC Child Abuse Intervention Training (1 pp x 3 days) \$823	\$ 823.00	\$ 823.00	\$ 823.00	\$ 823.00
49						
50						
51						
52		IAI Certification Prep, Testing & Materials (4 officers) \$5630	\$ 5,630.00	\$ 5,630.00	\$ 5,630.00	\$ 5,630.00
53		Crime Prevention (2 pp x 5 days) \$200	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
54		Fingerprint Classification Sirchie (1 person x 650)	\$ 650.00	\$ 650.00		
55		NC Law Enforcement Women's Association Conf. Registration (2x\$150)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
56		FTA Alcohol Testing (1 person - 1 day)				
57						
58						
59		Cellebrite Certified Operator Training (2 people)				
60		Cellebrite Certified Operator Recertification (2 ppl)				
61		IPMBA Police Cyclist Course (5 ppl - 5 days)				
62		Crisis Negotiator School (\$750x2=\$1500)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
63		Street Cop Training (2pplx\$600)	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
64		NC Traffic Safety Conference 5x\$150 Registration (new)	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
65		Cell Phone Analysis ( 2 persons - 3 days)				

**SUPPORTING SCHEDULE** **Fiscal Year FY24-25**  
**Fund:** 11-General Fund **Dept. Head-Mike West**  
**Dept #:** Police Department - 6121  
**Division:** Police - 6121  
**Account:** 2323 Training

Line #	(D)iscretionary or (R)equired	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
66		International Conference of Police Chaplains Conference Registration for Chaplain = \$250	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
67		K9 Supervisor School - Online (\$239)	\$ 239.00	\$ 239.00	\$ 239.00	\$ 239.00
68		NCLEAN Conference Registration (2x\$100)	\$ 100.00	\$ 50.00	\$ 200.00	\$ 200.00
69		Basic Narcotics Investigation (4 persons - 5 days)				
70		NC Association of School Resource Officers (Conference Registration for 3x\$300 = \$900)	\$ 900.00	\$ 825.00	\$ 900.00	\$ 900.00
71		NHTSA Child Passenger Safety Technician (Class Registration for 6x\$95 = \$570)	\$ 570.00	\$ 570.00	\$ 570.00	\$ 570.00
72		NCAPE CONFERENCE-SPRING (CSU) 2PPLX\$55/ NCAPE CONFERENCE FALL (CSU) 3PPLX \$55	\$ 225.00	\$ 225.00	\$ 275.00	\$ 275.00
73		International Association of Identification Conference Registration for 4 (\$395x4 = \$1580) - CSU	\$ 1,194.00	\$ 395.00	\$ 1,580.00	\$ 1,580.00
74		G.R.E.A.T. Training (1 emp - 10 days) \$495		\$ -	\$ 990.00	\$ 990.00
75		NARC 5 PPLX275	\$ 1,125.00	\$ 1,100.00	\$ 1,375.00	\$ 1,375.00
76		Cut #1 - CM 4/24/2023 - Line not specified	\$ (30,000.00)			
77		Cut #2 - DH 4/28/2023 - Line not specified	\$ (15,000.00)			
78		Polygraph Examiners Training (1 Invest. - tuition, reg. = \$6,400))		\$ -	\$ 6,400.00	\$ 6,400.00
<b>Total - 2323 Training</b>			<b>\$ 33,749.00</b>	<b>\$ 50,120.95</b>	<b>\$ 113,775.40</b>	<b>\$ 47,691.70</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mike West

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1		One Solution Conference (3x\$2000)	\$ 6,000.00	\$ -	\$ -	\$ -
2		NC Internal Affairs Conference - (\$2060/person) x2 empl	\$ 2,000.00	\$ 1,000.00	\$ 4,120.00	\$ 4,120.00
3		NC Assn for Property & Evidence (2 emp - 3 days x 5) \$1000/person	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
4		International Assn of Identification Conference (3ppl) \$1200/person	\$ 3,600.00	\$ -	\$ -	\$ -
5		NCLE Women's Association (2 emp - 5 days per diem + Lodg)	\$ 1,100.00	\$ 1,100.00	\$ 3,318.00	\$ 3,318.00
6		NC Crime Prevention Conf (3 emp - 4 days - ) total \$2500	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7		NCLE Officer's Association (1 emp - 4 days) \$500	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
8		NARC CONFERENCE 5PPLX5DAYS+LODGING & FUEL	\$ 5,000.00	\$ 5,000.00	\$ 4,175.00	\$ 4,175.00
9		NC Assn of Chiefs of Police (2 emp x3 daysx2) \$1100	\$ 2,200.00	\$ -	\$ 2,200.00	\$ 2,200.00
10		DCI Seminars/TAC Meeting (2 emp - quarterly) \$550	\$ 528.00	\$ 528.00	\$ 550.00	\$ 550.00
11		NC JUVENILE JUSTICE ASSOCIATION CONFERENCE (MITCHELL) 5 DAYS, LODGING, FUEL	\$ 1,140.00	\$ 815.72	\$ 1,340.00	\$ 1,340.00
12		NCLE Training Officers Assn Conf. (2 emp - 4 days) \$1608	\$ 1,608.00	\$ 1,608.00	\$ 1,608.00	\$ 1,608.00
13		NC Police Executive Assn. Conf. (2 emp - 4 days) \$2500	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
14		Standard Field Sobriety Testing (15 x 3 days) Initial	\$ 720.00	\$ 720.00	\$ 750.00	\$ 750.00
15		Scrap metal Theft Investigations x2 ppl x 1 day fleet fuel	\$ -	\$ -	\$ 32.00	\$ 32.00
16		NCJA Firearms Instructor Conference (5 emp - 3 days)	\$ 408.00	\$ 408.00	\$ 1,123.00	\$ 1,123.00
17		SFST x10 x 2 day fleet fuel/ SFST Refresher x10 x 1 day fleet fuel	\$ 730.00	\$ 730.00	\$ 820.00	\$ 820.00
18		FTO Instructor/Advanced Training (8 officers - 5 days = \$80ea.) \$400/ FT Officer x5ppl x5 days fleet fuel \$240	\$ 640.00	\$ 640.00	\$ 840.00	\$ 840.00
19		Administrative Officers Mgmt Prog. Conf. (2 emp - 4 days+ lodg)	\$ 3,000.00	\$ -	\$ 1,770.00	\$ 1,770.00
20		Cell Phone Analysis x3 ppl x 3 days fleet fuel	\$ 900.00	\$ 33.01	\$ 144.00	\$ 144.00

**SUPPORTING SCHEDULE** **Fiscal Year FY24-25**  
**Fund:** 11-General Fund **Dept. Head-Mike West**  
**Dept #:** Police Department - 6121  
**Division:** Police - 6121  
**Account:** 3121 Travel

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
21		SCHOOL DIRECTORS CONFERENCE 1X2 DAYS+LODGING&FUEL	\$ 402.00	\$ 402.00	\$ 320.00	\$ 320.00
22		PowerDMS Professional ReCertification Program (Recert Every Two Years)	\$ -	\$ -	\$ 150.00	\$ 150.00
23		FBI BASIC HOSTAGE AND CRISIS NEGOTIATIONS X1+LODGING +FUEL	\$ -	\$ 1,227.44	\$ 900.00	\$ 900.00
24		NC Community Watch Assn. (2 emp x \$6 x 8 times) \$50	\$ 48.00	\$ 48.00	\$ 50.00	\$ 50.00
25		NC PLANNERS AND ANALYST CONFERENCE (MARTIN, STYRON, STINE)X3 DAYS+LODGING+FUEL	\$ 3,000.00	\$ 2,200.00	\$ 1,500.00	\$ 1,500.00
26		Gangs Across the Carolinas 2ppls3days+lodging+fuel	\$ 2,000.00	\$ -	\$ 2,500.00	\$ 2,500.00
27		NC Assn for Identification Conference (3 emp - 4 days) \$750/person	\$ 2,250.00	\$ 1,500.00	\$ 2,250.00	\$ 2,250.00
28		NC Homicide Invest. Assn Conference (3 emp - 3 days) \$500/person	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
29		Southeastern Crime Stoppers Conference Fuel only (Adams)	\$ 320.00	\$ 320.00	\$ 500.00	\$ 500.00
30		National Police Officers Memorial Week (4 Hon Grd - 4 days) \$1949.75/person	\$ 5,176.00	\$ -	\$ 7,799.00	\$ 7,799.00
31		NC SPECIAL OLYMPICS TORCH RUN CONFERENCE (REG FEE INCLUDES LODGING & SOME MEALS) FOOD & FUEL	\$ 400.00	\$ 216.00	\$ 450.00	\$ 450.00
32		Organized Crime Drug Enforce. Task Force Conference \$1600 (5empx3days)	\$ 1,600.00	\$ 1,036.80	\$ 4,000.00	\$ 4,000.00
33		Field Liason Officer Training Workshop (1 emp - 4 days) \$628	\$ 628.00	\$ -	\$ 628.00	\$ 628.00
34		NC ASSOCIATION OF SRO 4PPLX5DAYS+LODGING+FUEL	\$ 690.00	\$ 1,140.00	\$ 3,600.00	\$ 3,600.00
35		CALEA Conference (4 emp - 5 days) \$1407.50	\$ 3,280.00	\$ -	\$ 5,630.00	\$ 5,630.00
36		NCLEAN Conference (2 emp - 4 days - CALEA) \$1427 (NCLEAN Paying for MStyron hotel room)	\$ 1,775.00	\$ 887.50	\$ 1,427.00	\$ 1,427.00
37		NCLEAN Meetings (1 emp - 5 per year - CALEA) \$500	\$ 500.00	\$ 381.95	\$ 500.00	\$ 500.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mike West

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
38		CJ Instructor Training Per Diem (x11 days) 5PPL	\$ 900.00	\$ 257.01	\$ 6,172.00	\$ 6,172.00
39		NeoGov/Power DMS Ignite Conf. (2 emp - 4 days - CALEA) \$1342.50/person	\$ 1,740.00	\$ -	\$ 2,685.00	\$ 2,685.00
40		Forensic analysis and ballistic Math 3ppl x 3days NCJA W	\$ 500.00	\$ 500.00	\$ 560.00	\$ 560.00
41		NC Traffic Safety Conference 5x\$575	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00
42		Expenses for out of town applicants/assessors	\$ 300.00	\$ -	\$ 400.00	\$ 400.00
43		Misc. Vehicle Rentals - Training/Meetings	\$ 500.00	\$ -	\$ 600.00	\$ 600.00
44		Traffic Crash Reconstruction x2ppl X10 days + \$100 fuel	\$ 433.00	\$ 552.45	\$ 1,226.00	\$ 1,226.00
45		Child Advocacy Centers of NC & SC Symposium (Mitchell)3day+lodging+fuel	\$ 733.00	\$ 787.82	\$ 540.00	\$ 540.00
46		Polygraph Examiners Training (1 emp - Inv. - 51 days) \$5610	\$ -	\$ -	\$ 5,610.00	\$ 5,610.00
47		NC Reentry Conference 1p x 3 days+lodging + fuel (Adams)	\$ 240.00	\$ 240.00	\$ 1,200.00	\$ 1,200.00
48		Intoxilyzer initial (10ppl x5 days) and Recertification (25 emp x 3 day)	\$ 320.00	\$ 481.58	\$ 2,000.00	\$ 2,000.00
49		Law Enforcement Management Institute (LEMI) 3x \$450	\$ 1,350.00	\$ 450.00	\$ 1,350.00	\$ 1,350.00
50		Advanced Traffic Crash x2 ppl x 10days +\$100 fuel	\$ 128.00	\$ 1,100.00	\$ 1,226.00	\$ 1,226.00
51		Preparing for Promotions x5 ppl x 2 days fleet fuel	\$ -	\$ -	\$ 160.00	\$ 160.00
52		Social Media and Open Source Intel for LE x3ppl x1 day fleet fuel	\$ 320.00	\$ -	\$ 48.00	\$ 48.00
53		Crime Scene Inv. X1 x 10 days fleet fuel	\$ 32.00	\$ 410.50	\$ 510.00	\$ 510.00
54		DWI Detection Testing (16 Officers - 4 days) \$1024	\$ 896.00	\$ 256.00	\$ 1,024.00	\$ 1,024.00
55		First Line Supervision (8 officers x 5 days x \$16)	\$ 640.00	\$ 160.00	\$ 640.00	\$ 640.00
56		Warrantless Searches x5 ppl x2 days fleet fuel	\$ 240.00	\$ -	\$ 160.00	\$ 160.00
57		K-9 Recert x4ppl X 1day \$225 fuel	\$ 3,200.00	\$ 1126.93	\$ 1,064.00	\$ 1,064.00
58		Radar Operator Certification (8 pp/x5 days= \$1000)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
59		DEPO X5PPLX3 DAYS FLEET FUEL	\$ 384.00	\$ 384.00	\$ 450.00	\$ 450.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mike West

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
60		Interview & Interrogation x 2 ppl (INV) and 5ppl (OPS) x 5 days CPLETC fleet fuel	\$ 480.00	\$ 130.00	\$ 560.00	\$ 560.00
61		Pedestrian Traffic Crash Inv. 2X3 ppl x3 days, fuel, NCJA W	\$ 320.00	\$ 484.00	\$ 660.00	\$ 660.00
62		Traffic Schools to Finish Traffic Cert Gilstrap ( Ped Recon 48, MC Crash Inv 32, RADAR 80) per diem only	\$ -	\$ -	\$ 160.00	\$ 160.00
63		Forensic analysis of Shooting Scene 2pplX5 days NCJA W	\$ 1,182.00	\$ 305.00	\$ 560.00	\$ 560.00
64		Advanced Interview & Interrogation (1 pp x 5 days) \$487	\$ 487.00		\$ 487.00	\$ 487.00
65		Forensic analysis of blood stain pattern 3pplX5 days NCJA W	\$ 730.00	\$ 695.00	\$ 805.00	\$ 805.00
66		Basic Gang Investigator x 5ppl x 3days + 50 fuel Eastern Reg.	\$ 1,007.00	\$ 125.35	\$ 490.00	\$ 490.00
67		Domestic Terrorism x2 ppl x1 day, CPLETC fleet fuel	\$ 750.00	\$ 32.00	\$ 32.00	\$ 32.00
68			\$ 192.00			
69		Child Death Investigations x4 ppl x 2 days CPLETC fleet fuel	\$ 192.00	\$ 75.00	\$ 150.00	\$ 150.00
70		Firearms Instructor Training Per Diem (5x10 days per diem)	\$ 600.00	\$ 1,217.00	\$ 3,055.00	\$ 3,055.00
71		DRE Inservice Training x3 ppl x1 day lodging, meal, fuel	\$ 2,930.00	\$ 2,750.00	\$ 2,880.00	\$ 2,880.00
72		DRE Inservice Instructor Update \$100 fuel	\$ 160.00	\$ 150.00	\$ 175.00	\$ 175.00
73		Motorcyle Crash Investigation x3ppl x5 days,fuel. NCJA W	\$ 175.00	\$ -	\$ 1,290.00	\$ 1,290.00
74		Ocean Systems (Forensic Digital Solutions) trains. 2 emp 5 days-5 nights \$3000	\$ 2,740.00	\$ 2,740.00	\$ 3,000.00	\$ 3,000.00
75		National Forensic Academy at University of Tennessee. 1 Employee 10 weeks/Per deim and fuel \$4170	\$ 4,170.00	\$ -	\$ 4,170.00	\$ 4,170.00
76		Police Law Institute x10ppl x 10 days fleet fuel	\$ 3,024.00	\$ 1,512.00	\$ 1,600.00	\$ 1,600.00
77		Crisis Intervention Training x10 x 5 days fleet fuel	\$ 640.00	\$ 847.00	\$ 1,000.00	\$ 1,000.00
78		Negotiators Challenge NCJA 7 ppl 2 days per diem(102*7)		\$ -	\$ 714.00	\$ 714.00
79		IALEFI REGIONAL TRAINING CONFERENCE NCJA RABUN L, SWEET, GREENFIELD, BOOKER, & PINER (3 LUNCHES EA 48*3 DAYS)		\$ -	\$ 240.00	\$ 240.00



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Mike West

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
80		NCAPE CONFERENCE SPRING (CSU) 2PPLX3 DAYS+LODGING & FUEL	\$ 520.00	\$ 1,100.00	\$ 1,556.00	\$ 1,556.00
81			\$ 48.00			
82		NCAPE CONFERENCE FALL (CSU) 2PPLX3 DAYS+LODGING & FUEL	\$ 320.00	\$ -	\$ 820.00	\$ 820.00
83		GREAT X2PPLX4 DAYS+LODGING+RENTAL+FUEL	\$ 500.00	\$ -	\$ 2,010.00	\$ 2,010.00
84		K-9 Conference (4 pp - 4 days) x\$750/person	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
85		Suicide Investigation x4 ppl (INV) and 3ppl (CSU) x 2 days CPLETC fleet fuel	\$ 128.00	\$ 175.00	\$ 282.00	\$ 282.00
86		National Forensics Academy at the University of Tennessee at Knoxville (CSU) 1 personx10 weeks+fuel Lodging incl w/ reg	\$ 50.00	\$ -	\$ 4,170.00	\$ 4,170.00
87		School Resource Officer Training (2 pp x 5 days) = \$500/person	\$ 948.00	\$ 948.00	\$ 1,000.00	\$ 1,000.00
88		MISC Training: Community Oriented Policing \$101.25/ PLI \$811.01/ Digital Inv. \$459.25/ Burglary Inv \$65.01/ ASTD \$49.01/ Modern Combative and Tactics \$223.54/ Trafficking in Children \$141.02/ Toll Fee \$33.45/ Property Mgmt \$82/ Financial Crime Inv \$16/ Surviving the 1st 3 seconds \$36/ Gang Encounters \$40	\$ 612.00	\$ 2,060.54	\$ 2,500.00	\$ 2,500.00
89		NCJA Crime Scene Inv. Training/Seminar (4 x \$1344 = \$5376)	\$ 5,376.00	\$ 5,376.00	\$ 5,376.00	\$ 5,376.00
90		Various NCDOJ/ NCDAC workshops lunches	\$ 16.00	\$ 150.00	\$ 320.00	\$ 320.00
91		Emergency Response Training (\$3000)	\$ 3,000.00	\$ 4,155.46	\$ 4,500.00	\$ 4,500.00
92		Fugitive Aprehension (Howell/Moncado)		\$ 177.01	\$ 250.00	\$ 250.00
93		FBI National Academy (1 emp) = \$1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
94		Hotel/ Motel Interdiction x5 ppl x1 day fleet fuel	\$ 16.00	\$ 50.00	\$ 80.00	\$ 80.00
95		CJ Standards Training x3 ppl x1 day twice a year		\$ -	\$ 96.00	\$ 96.00
96		Advanced Street Gang x2pplx 3 days + \$50 fuel Eastern Reg.	\$ 32.00	\$ 325.12	\$ 500.00	\$ 500.00
97		Emotional Survival x 5 ppl x 1 day fleet fuel	\$ 96.00	\$ 76.80	\$ 80.00	\$ 80.00

<b>SUPPORTING SCHEDULE</b>		<b>Fiscal Year FY24-25</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>Police - 6121</b>	
<b>Account:</b>	<b>3121 Travel</b>	

Line #	(D)iscretionary or (R)equi red	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
98		Basic Narcotics Investigation (4 persons - 5 days) (100 x 4 = \$400)	\$ 400.00	\$ 354.26	\$ 400.00	\$ 400.00
99		ICS 300 x5 ppl x3 days fleet fuel	\$ (19,726.00)			
100		Cut #1 CM 4/24/2023 (line not specified)	\$ (50,000.00)			
101		Cut #2 DH 4/28/2023 (ine not specified)	\$ (10,154.00)			
102		Shotgun (5x 3days lodg and per diem) \$3315/ AR-15 Armorer's School (5x 2days lodg and per diem) \$2210/ Glock Instructor Workshop (5pplx5days per diem + lodg) \$11055		\$ -	\$ 16,580.00	\$ 16,580.00
103		General Criminal Investigation 3x2 ppl x 5 days CPLETC fleet fuel		\$ 384.51	\$ 400.00	\$ 400.00
104		Cut #1 per DH 4/15/24				\$ (99,881.86)
<b>Total - 3121 Travel</b>			<b>\$ 36,335.00</b>	<b>\$ 65,418.76</b>	<b>\$ 165,442.00</b>	<b>\$ 65,560.14</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Mike West

Fund: 11-General Fund  
Dept #: Police Department - 6121  
Division: Police - 6121  
Account: 4221 Software License Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	One Solution RMS Fee = \$37,000; Fleet Vehicle Mgmt = \$1,520.00 (One time implementation cost = \$4640.00); Quartermaster = \$3300	\$ 37,600.00	\$ 37,600.00	\$ 46,460.00	\$ 46,460.00
2	Computer Aided Dispatch (CAD) Software = \$76,000	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00
3	GETAC Licensing and Maintenance (In-Car/BWC) = \$20855.51	\$ 19,726.00	\$ 19,726.00	\$ 20,855.51	\$ 20,855.51
4	PadTrax (Property/Evidence Inventory System) = \$10,985	\$ 10,985.00	\$ 10,983.00	\$ 10,985.00	\$ 10,985.00
5	Leads Online PowerPlus Investigation System = \$14,495	\$ 14,495.00	\$ 16,596.00	\$ 17,000.00	\$ 17,000.00
6	Tsunami Cameras- Annual Lease (6x\$6405 - includes taxes) Y2 of 3 year lease \$46870.56 & Tsunami Cameras Data plan (6 cameras x\$40 x 12 months) \$43560	\$ 39,000.00	\$ 39,000.00	\$ 90,430.56	\$ 90,430.56
7	North Carolina SBI for network database access = \$20,292	\$ 20,292.00	\$ 20,292.00	\$ 20,929.00	\$ 20,929.00
8	PowerDMS Document Management Software = \$6,612.31	\$ 6,300.00	\$ 6,300.00	\$ 6,612.31	\$ 6,612.31
9	AFIX Tracker = \$6,660	\$ 6,383.00	\$ 6,660.00	\$ 6,660.00	\$ 6,660.00
10	GreyKey Mobile Forensics(Hardware & Software) Base Pkg (30 Unlocks - \$21,193.68) ** Moved to Capital**	\$ 29,835.00	\$ 29,835.00		
11	CrimeStoppers Navigate 360 = \$700	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
12	Sur Tec, Inc Casper Phone Surveillance System \$3,585.23	\$ 3,000.00	\$ 3,000.00	\$ 3,585.23	\$ 3,585.23
13	e-Crash \$3,000	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
14	Lexis Nexis (@\$250/month)	\$ 3,000.00	\$ 3,000.00	\$ 2,418.00	\$ 2,418.00
15	Central Square Interface for e-Crash	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
16	Equifax **Moved to 2993**	\$ 1,200.00	MOVED	MOVED	MOVED

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Mike West

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: Police - 6121  
 Account: 4221 Software License Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
17	Multiple: Cellebrite = \$3,700 (Maybe replaced by GrayKey)/ D-TECTIVE \$1295/ OCEAN SYSTEMS (FORENSIC SOLUTIONS) \$348/ Canine Software \$696/ Faro Zone 2D Digital Download & Faro Zone 2D Network Soft Lock \$3010.35			\$ 9,049.35	\$ 9,049.35
18	Go-Live Wayne County		\$ 10,000.00	\$ 10,600.00	\$ 10,600.00
19	Cut #1 per DH 4/15/24				\$ (10,360.00)
<b>Total - 4221 Software License Fees</b>		<b>\$ 288,516.00</b>	<b>\$ 299,692.00</b>	<b>\$ 342,284.96</b>	<b>\$ 331,924.96</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: Police - 6121  
 Account: 4911 Subscriptions

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Search and Seizue Bulletin	\$ 90.00	\$ 90.00	\$ 99.00	\$ 99.00
2	BRB Publications - Online Records Research System	\$ 130.00	\$ 130.00	\$ 143.00	\$ 143.00
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 220.00</b>	<b>\$ 220.00</b>	<b>\$ 242.00</b>	<b>\$ 242.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
Dept #: Police Department - 6121  
Division: Police - 6121  
Account: 4912 Fees & Dues

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	National Association of Town Watch (NATW) M. Davis	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
2	NC Internal Affairs Investigators Association (Dues \$50)	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00
3	National Internal Affairs Investigators Assoc. (Dues IA Sgt \$40)	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
4	NC Law Enforcement Women's Association (Dues 2x\$25= \$50) M. Davis & M. Mitchell	\$ 50.00	\$ 25.00	\$ 50.00	\$ 50.00
5	NC Crime Prevention Officers Association (Dues & Conferenece Reg. for 3 Cpl.)	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
6	NC Law Enforcment Officers Association (Dues \$35 & Conference Registration for 1 Captain \$40)	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
7	NC Narcotics Enforcement Officers Associaton (Dues 5x\$35= \$175)	\$ 175.00	\$ 175.00	\$175	\$ 175.00
8	Organized Crime Drug Enforcement Task Force (Registration for 4 Vice Officers 4x\$290 = \$1160 and 1 ATF Task Force \$290) MOVED	\$ 50.00	MOVED	MOVED	MOVED
9	DCI Seminar - Dues & Conference for 2 TAC	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00
10	NC Law Enforcement Training Officers Association (Dues 2x\$25=\$50)	\$ 50.00	\$ 50.00	\$50	\$ 50.00
11	International Association of Crime Analysts	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
12	NC School Directors Conference - K. Rabun			\$ 110.00	\$ 110.00
13	National Tactical Officers Association - Dues for ERT Membership	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
14	NC Association of Chiefs of Police (Dues for Chief (\$150) & 2 Majors (3 x\$100 = \$300)	\$ 500.00	\$ 500.00	\$ 450.00	\$ 450.00
15	NC Police Executives Association (Dept. Dues (\$250 per agency)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
16	International Association of Chiefs of Police (Dues Chief & 3 Majors \$190x4 = 760)	\$ 760.00	\$ 620.00	\$ 760.00	\$ 760.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: Police - 6121  
 Account: 4912 Fees & Dues

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
17	National Association of Chiefs of Police (Dues for Chief = \$60)	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
18	NC Gang Investigator's Association (Dues 4x\$40=\$160)	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00
19	NC Community Watch Association (Dues for 3 CP Cpl) \$47/agency for National	\$ 47.00	\$ 47.00	\$ 47.00	\$ 47.00
20	NC Firearms Instructors Conference (Conference Registration for 5x\$175=\$875)			\$ 875.00	\$ 875.00
21	NC Juvenile Officers Association (Dues \$30)	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
22	Administrative Officers Management Program (Alumni Association Dues for Chief & 5 others \$35x6= \$210)	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
23					
24	International Association of Arson Investigators (Dues = \$75 for Arson Investigator)	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
25	NC Homicide Investigators Association ( Dues 4x\$20 = 80)	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
26	Gangs Across the Carolina 6x\$40			\$ 240.00	\$ 240.00
27	Siemen's Service Agreement		\$ 757.00	\$ 800.00	\$ 800.00
28	International Society of Crime Prevention (Dues for 3x \$35 = \$105)	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00
29	NC International Association Property & Evidence (Dues for 4 x\$43.75 = \$175) CSU	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
30	NC INTERNATIONAL ASSOCICATION OF IDENTIFICATION \$80X5PPL	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
31	NC Association of Identification (Dues for 4 (\$30x5 = \$150) CSU	\$ 175.00	\$ 60.00	\$ 150.00	\$ 150.00
32	NCLEAN (Dues (\$100 per agency) - CALEA	\$ 70.00	\$ 75.00	\$ 100.00	\$ 100.00
33	NCLEPAA (Dues (\$45x4 = 180) for 4	\$ 90.00	\$ 45.00	\$ 150.00	\$ 150.00
34	International Conference of Police Chaplains (Dues (\$125)	\$ 125.00	\$ -	\$ 125.00	\$ 125.00
35					

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Police Department - 6121  
 Division: Police - 6121  
 Account: 4912 Fees & Dues

Dept. Head-Mike West

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
36	NC ASSOC OF PROPERTY AND EVIDENCE (NCAPE)5X\$40		\$ 60.00	\$ 200.00	\$ 200.00
37	NCLEA On-Site Accrediation Visit NCLEA Assessors (Triennially)	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
38	CALEA On-site Accreditation Visit - CALEA assessors (Quadrenially)			\$ 5,000.00	\$ 5,000.00
39	Family Concepts Ltd (Elementary School book contract)	\$ 329.76	\$ 659.52	\$ 593.10	\$ 593.10
40	NCIADLEST	\$ 700.00	\$ 700.00	\$ 25.00	\$ 25.00
41	Wayne County Chamber Luncheon	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
42	Military Affairs Committee	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
43	Sam's club	\$ 45.00	\$ 45.00	\$ 50.00	\$ 50.00
44	IACPnet	\$ 1,225.00	\$ 1,225.00	\$ 1,225.00	\$ 1,225.00
45	CALEA Annual Dues	\$ 4,595.00	\$ 4,595.00	\$ 4,595.00	\$ 4,595.00
46	WCLEOA Range	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
47	AOMP Alumni Assc		\$ 175.00	\$ 200.00	\$ 200.00
48					
49					
50					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 16,771.76</b>	<b>\$ 16,098.52</b>	<b>\$ 23,805.10</b>	<b>\$ 23,805.10</b>



**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
6801 Agency Supp-4 Day Movement	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	*	\$ -	*
6802 Agency Supp-Arts Council	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	*	\$ -	*
6803 Agency Supp-Boys & Girls Club	\$ 13,533.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	*	\$ -	*
6804 Agency Supp-Communities in Schools	\$ 13,033.00	\$ -	\$ 13,500.00	\$ 13,500.00	\$ -	*	\$ -	*
6805 Agency Supp-Freedom Fam Youth Uhuru	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6806 Agency Supp-HGDC Community Crisis	\$ 7,086.00		\$ -	\$ -	\$ -	*	\$ -	*
6807 Agency Supp-Literacy Connections	\$ 9,601.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	*	\$ -	*
6808 Agency Supp-MLFL	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6809 Agency Supp-Passionate Beginnings	\$ 3,898.00		\$ -	\$ -	\$ -	*	\$ -	*
6810 Agency Supp-Rebuilding Broken Place	\$ -	\$ -	\$ 13,616.00	\$ 13,616.00	\$ -	*	\$ -	*
6811 Agency Supp-Vision of David	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6812 Agency Supp-W.A.T.C.H.	\$ 14,981.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	*	\$ -	*
6813 Agency Supp-W.I.S.H.	\$ 11,518.00	\$ -	\$ 11,500.00	\$ 11,500.00	\$ -	*	\$ -	*
6814 Agency Supp-WAGES	\$ 10,148.00	\$ -	\$ 11,000.00	\$ 11,000.00	\$ -	*	\$ -	*
6815 Agency Supp-Warm Body Warm Soul	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6816 Agency Supp-Wayne County Museum	\$ 13,783.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	*	\$ -	*
6817 Agency Supp-Wayne Preg Ctr/Cry Free	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6818 Agency Supp-Waynesborough Model RR	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
6819 Agency Supp-Wayne Co Chamber Comm	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	*	\$ -	*
6820 Agency Supp-United Way		\$ 100,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	-90.00%	\$ 10,000.00	-90.00%
6993 Boys and Girls Club Donation			\$ -	\$ -	\$ -	*	\$ -	*
6994 Arts Council			\$ -	\$ -	\$ -	*	\$ -	*
9901 Agency Support Annual Allocation	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 90,000.00	350.00%	\$ 90,000.00	350.00%
9915 Agency Support-Housing Auth Golds		\$ -	\$ 95,200.00	\$ 95,200.00	\$ 95,200.00	~	\$ 95,200.00	~
9920 Wayne County Schools-PEG Distrib	\$ 25,600.21	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
9947 Museum			\$ -	\$ -	\$ -	*	\$ -	*
9952 Communities In Schools Inc			\$ -	\$ -	\$ -	*	\$ -	*
9980 Goldsboro/Wayne Trans Authority	\$ 303,000.00	\$ 353,129.00	\$ 353,129.00	\$ 353,129.00	\$ 353,129.00	0.00%	\$ 353,129.00	0.00%
9982 MIP (Mephibosheth Project Inc) Allo			\$ -	\$ -	\$ -	*	\$ -	*
9996 WISH Donation			\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Operating Expenditures</b>	<b>\$ 446,181.21</b>	<b>\$ 473,129.00</b>	<b>\$ 581,945.00</b>	<b>\$ 581,945.00</b>	<b>\$ 548,329.00</b>	<b>15.89%</b>	<b>\$ 548,329.00</b>	<b>15.89%</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-Agency/Special Expense Budget</b>	<b>\$ 446,181.21</b>	<b>\$ 473,129.00</b>	<b>\$ 581,945.00</b>	<b>\$ 581,945.00</b>	<b>\$ 548,329.00</b>	<b>15.89%</b>	<b>\$ 548,329.00</b>	<b>15.89%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
Fund:	11-General Fund	Dept. Head-Catherine Gwynn	Green Cell - Department Input
Dept #:	Finance - 7310		
Division:	Agency/Special Expense - 7310		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
6801	Agency Supp-4 Day Movement			\$ -	\$ 9,000.00	\$ 9,000.00		
6802	Agency Supp-Arts Council			\$ -	\$ 6,000.00	\$ 6,000.00		
6803	Agency Supp-Boys & Girls Club			\$ -	\$ 9,000.00	\$ 9,000.00		
6804	Agency Supp-Communities in Schools			\$ -	\$ 13,500.00	\$ 13,500.00		
6805	Agency Supp-Freedom Fam Youth Uhuru			\$ -	\$ -			
6806	Agency Supp-HGDC Community Crisis			\$ -	\$ -			
6807	Agency Supp-Literacy Connections			\$ -	\$ 10,000.00	\$ 10,000.00		
6808	Agency Supp-MLFL			\$ -	\$ -			
6809	Agency Supp-Passionate Beginnings			\$ -	\$ -			
6810	Agency Supp-Rebuilding Broken Place			\$ -	\$ 13,616.00	\$ 13,616.00		
6811	Agency Supp-Vision of David			\$ -	\$ -			
6812	Agency Supp-W.A.T.C.H.			\$ -	\$ 15,000.00	\$ 15,000.00		
6813	Agency Supp-W.I.S.H.			\$ -	\$ 11,500.00	\$ 11,500.00		
6814	Agency Supp-WAGES			\$ -	\$ 11,000.00	\$ 11,000.00		
6815	Agency Supp-Warm Body Warm Soul			\$ -	\$ -			
6816	Agency Supp-Wayne County Museum			\$ -	\$ 5,000.00	\$ 5,000.00		
6817	Agency Supp-Wayne Preg Ctr/Cry Free			\$ -	\$ -			
6818	Agency Supp-Waynesborough Model RR			\$ -	\$ -			
6819	Agency Supp-Wayne Co Chamber Comm			\$ -	\$ 20,000.00	\$ 20,000.00		
6820	Agency Supp-United Way		Management of NPO selection process	\$ 100,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6993	Boys and Girls Club Donation			\$ -	\$ -			
6994	Arts Council			\$ -	\$ -			
9901	Agency Support Annual Allocation		Unallocated support allocation NPO's	\$ 20,000.00	\$ -		\$ 90,000.00	\$ 90,000.00
9915	Agency Support-Housing Auth Golds		Security Cameras contribution	\$ -	\$ 95,200.00	\$ 95,200.00	\$ 95,200.00	\$ 95,200.00
9920	Wayne County Schools-PEG Distrib			\$ -	\$ -			
9947	Museum			\$ -	\$ -			
9952	Communities In Schools Inc			\$ -	\$ -			
9980	Goldsboro/Wayne Trans Authority		Per budget request Don Willis, Director	\$ 353,129.00	\$ 353,129.00	\$ 353,129.00	\$ 353,129.00	\$ 353,129.00
9982	MIP (Mephibosheth Project Inc) Allo			\$ -	\$ -			
9996	WISH Donation			\$ -	\$ -			
<b>Total Operating Expenditures</b>				<b>\$ 473,129.00</b>	<b>\$ 581,945.00</b>	<b>\$ 581,945.00</b>	<b>\$ 548,329.00</b>	<b>\$ 548,329.00</b>
<b>Total Capital Outlay</b>								
<b>Total Debt Service</b>								
<b>Total Finance-Agency/Special Expense Budget</b>				<b>\$ 473,129.00</b>	<b>\$ 581,945.00</b>	<b>\$ 581,945.00</b>	<b>\$ 548,329.00</b>	<b>\$ 548,329.00</b>

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1834 City's Portion Retiree Health Insur	\$ 59,724.72	\$ 68,640.00	\$ 68,640.00	\$ 61,433.00	\$ 66,058.00	-3.76%	\$ 66,058.00	-3.76%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 59,724.72</b>	<b>\$ 68,640.00</b>	<b>\$ 68,640.00</b>	<b>\$ 61,433.00</b>	<b>\$ 66,058.00</b>	<b>-3.76%</b>	<b>\$ 66,058.00</b>	<b>-3.76%</b>
4801 Econ Devel Incent-Alta Foods	\$ 5,000.00	\$ 6,719.00	\$ 6,719.00	\$ -	\$ 6,719.00	0.00%	\$ 6,719.00	0.00%
4802 Econ Devel Incent-WNB Landlord	\$ 13,065.93	\$ 62,595.00	\$ 62,595.00	\$ 20,760.19	\$ 62,595.00	0.00%	\$ 62,595.00	0.00%
4803 Econ Devel Incent-Stromberg Foods	\$ -	\$ 5,222.00	\$ 5,222.00	\$ 5,222.00	\$ 5,222.00	0.00%	\$ 5,222.00	0.00%
4804 Econ Devel Incent-Michael Aram	\$ -	\$ 52,900.00	\$ 52,900.00	\$ 52,900.00	\$ 52,900.00	0.00%	\$ 52,900.00	0.00%
4805 Econ Devel Incent-Atlantic Casualty	\$ 9,100.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,600.00	1.25%	\$ 48,600.00	1.25%
4806 Econ Devel Incent-AP Exhaust	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 14,000.00	100.00%	\$ 14,000.00	100.00%
4807 Econ Devel-Wayne Co Shell Bldg	\$ 142,266.66	\$ 141,667.00	\$ 141,667.00	\$ 141,666.68	\$ 50,000.00	-64.71%	\$ 50,000.00	-64.71%
4808 Econ Devel-Mount Olive Pickle	\$ -	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 130,000.00	62.50%	\$ 130,000.00	62.50%
4907 NCCOR ReBuild Expenses	\$ 144.68		\$ -	\$ -	\$ -	*	\$ -	*
4908 Expenses for Sale of Real Property	\$ 4,382.50		\$ -	\$ -	\$ -	*	\$ -	*
4909 Land Lease Payable (Farms)	\$ 9,579.56	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	0.00%	\$ 9,600.00	0.00%
4910 Property Taxes - DGDC	\$ 248.54	\$ 250.00	\$ 250.00	\$ 199.21	\$ 300.00	*	\$ 300.00	*
4917 Wayne County Alliance	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	~	\$ 25,000.00	~
4937 Grant Match (Unallocated GF)	\$ -			\$ -	\$ 8,000.00	~	\$ 8,000.00	~
<b>Total Operating Expenditures</b>	<b>\$ 183,787.87</b>	<b>\$ 413,953.00</b>	<b>\$ 413,953.00</b>	<b>\$ 365,348.08</b>	<b>\$ 412,936.00</b>	<b>-0.25%</b>	<b>\$ 412,936.00</b>	<b>-0.25%</b>
5189 HVAC		\$ -	\$ 391,300.00	\$ 5,534.38	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 391,300.00</b>	<b>\$ 5,534.38</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>\$ 243,512.59</b>	<b>\$ 482,593.00</b>	<b>\$ 873,893.00</b>	<b>\$ 432,315.46</b>	<b>\$ 478,994.00</b>	<b>-0.75%</b>	<b>\$ 478,994.00</b>	<b>-0.75%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	11-General Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
Dept #:	Finance - 7315		
Division:	Non-recurring capital outlay - 7315		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1834	City's Portion Retiree Health Insur		FY23 - 7 retirees; FY24 estimate 9 retirees	\$ 68,640.00	\$ 61,433.00	\$ 66,058.00	\$ 66,058.00
	<b>Salaries &amp; Wages Overtime</b>			<b>\$ 68,640.00</b>	<b>\$ 61,433.00</b>	<b>\$ 66,058.00</b>	<b>\$ 66,058.00</b>
4801	Econ Devel Incent-Alta Foods		2016 Agreement expired \$0; 2018 Agreement \$6718.75	\$ 6,719.00	\$ -	\$ 6,719.00	\$ 6,719.00
4802	Econ Devel Incent-WNB Landlord		Agreement 2/15/19; FY24 year 2; FY25 year 3	\$ 62,595.00	\$ 20,760.19	\$ 62,595.00	\$ 62,595.00
4803	Econ Devel Incent-Stromberg Foods		No payments made FY21 & FY22; estimate 1 payment FY23; 1 payment FY24	\$ 5,222.00	\$ 5,222.00	\$ 5,222.00	\$ 5,222.00
4804	Econ Devel Incent-Michael Aram		No payments in FY21; 1 payment FY22; 1 payment FY23 + clawback	\$ 52,900.00	\$ 52,900.00	\$ 52,900.00	\$ 52,900.00
4805	Econ Devel Incent-Atlantic Casualty		No payments in FY21 or FY22; 1 payment FY23 and FY24	\$ 48,000.00	\$ 48,000.00	\$ 48,600.00	\$ 48,600.00
4806	Econ Devel Incent-AP Exhaust		No payments in FY21 or FY22; anticipate 1 payments in FY23 and FY24; anticipate 2 payments FY25	\$ 7,000.00	\$ 7,000.00	\$ 14,000.00	\$ 14,000.00
4807	Econ Devel-Wayne Co Shell Bldg		Wayne Co Shell Building Agreement 6/6/17 - Payment 2 of 3 FY23 and 3 of 3 FY24 \$141,667. Expect driveway Maxwell Center to be paid FY25 \$50K	\$ 141,667.00	\$ 141,666.68	\$ 50,000.00	\$ 50,000.00
4808	Econ Devel-Mount Olive Pickle		Agreement 3/1/22; FY23 no payment; FY24 2 pmts (includes clawback)	\$ 80,000.00	\$ 80,000.00	\$ 130,000.00	\$ 130,000.00
4907	NCCOR ReBuild Expenses			\$ -	\$ -	\$ -	\$ -
4908	Expenses for Sale of Real Property		Miscellaneous sales from surplus land	\$ -	\$ -	\$ -	\$ -
4909	Land Lease Payable (Farms)		1/2 proceeds owed to Wayne County for joint farm leases	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
4910	Property Taxes - DGDC			\$ 250.00	\$ 199.21	\$ 300.00	\$ 300.00
4917	Wayne County Alliance		Potential campaign match \$25K (Per CMO office 3/11/24)	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
4937	Grant Match (Unallocated GF)		10% Match for pavement condition survey (MPO funds) \$8K if awarded, transfer to 11-3151-9937.	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
	<b>Total Operating Expenditures</b>			<b>\$ 413,953.00</b>	<b>\$ 365,348.08</b>	<b>\$ 412,936.00</b>	<b>\$ 412,936.00</b>
5189	HVAC			\$ -	\$ 5,534.38	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 5,534.38</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Finance-Non-recurring capital outlay Budget</b>			<b>\$ 482,593.00</b>	<b>\$ 432,315.46</b>	<b>\$ 478,994.00</b>	<b>\$ 478,994.00</b>

## FISCAL YEAR 2024-2025 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 Goldsboro Event Center, 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 and the beautification of the Downtown Area to include the streets of Center, John, James, Mulberry, and Walnut. 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, leaving parks without play structures.
- Increases in acreage, facilities, projects, usage and public expectations while dealing with a reduction in FT staff and minimal growth in annual operating budget.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 1,364,383.18	\$ 1,607,868.26	\$ 1,607,868.26	\$ 1,481,888.37	\$ 1,623,168.69	0.95%	\$ 1,663,747.91	3.48%
1220	Salaries & Wages Overtime	\$ 10,415.95	\$ 5,000.00	\$ 5,000.00	\$ 8,950.00	\$ 7,500.00	50.00%	\$ 7,500.00	50.00%
1221	Employee Awards				\$ 500.00	\$ 200.00	*	\$ 200.00	*
1224	Cell Phone Stipend	\$ 5,688.32	\$ 6,500.00	\$ 6,500.00	\$ 6,140.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1260	Salaries & Wages Part-Time	\$ 230,810.81	\$ 347,725.98	\$ 331,575.98	\$ 349,575.98	\$ 365,000.00	4.97%	\$ 334,000.00	-3.95%
1262	Salaries & Wages Perm. Part-Time	\$ 69,554.71	\$ 82,722.62	\$ 82,722.62	\$ 82,722.65	\$ 85,190.79	2.98%	\$ 87,320.56	5.56%
1275	Salaries & Wages Bonus	\$ 82.22	\$ 25,235.12	\$ 25,235.12	\$ 21,000.00	\$ -	*	\$ -	*
1277	Clothing Allowance		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,250.00	5.00%	\$ 5,250.00	5.00%
1278	Wellness Earnings	\$ 6,695.67	\$ 11,700.00	\$ 11,700.00	\$ 11,700.00	\$ 11,700.00	0.00%	\$ 11,700.00	0.00%
1280	Vacation Pay Out	\$ 17,306.05	\$ -	\$ -	\$ 2,000.00	\$ -	*	\$ -	*
1810	Social Security	\$ 127,671.62	\$ 160,019.03	\$ 160,019.03	\$ 150,664.99	\$ 160,994.98	0.61%	\$ 161,890.71	1.17%
1821	NCLGERS-Retirement	\$ 178,484.03	\$ 221,056.76	\$ 221,056.76	\$ 220,439.76	\$ 236,729.09	7.09%	\$ 242,563.14	9.73%
1822	401-K Retirement	\$ 58,730.26	\$ 68,491.64	\$ 68,491.64	\$ 64,550.44	\$ 69,320.38	1.21%	\$ 71,028.74	3.70%
1830	Hospital Insurance	\$ 184,292.41	\$ 228,408.00	\$ 228,408.00	\$ 347,328.00	\$ 347,328.00	52.06%	\$ 306,588.00	34.23%
1835	Group Term Life Insurance Coverage	\$ 1,021.61	\$ 1,331.52	\$ 1,331.52	\$ 1,296.00	\$ 1,296.00	-2.67%	\$ 1,296.00	-2.67%
1860	Worker's Comp Claims Cost	\$ 4,595.90	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 11,793.09	\$ 12,551.00	\$ 12,551.00	\$ 10,804.00	\$ 11,463.00	-8.67%	\$ 11,463.00	-8.67%
1899	Less: Reimbursed by Grants	\$ (184,969.11)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,086,556.72</b>	<b>\$ 2,793,609.93</b>	<b>\$ 2,777,459.93</b>	<b>\$ 2,764,560.19</b>	<b>\$ 2,931,640.93</b>	<b>4.94%</b>	<b>\$ 2,911,048.06</b>	<b>4.20%</b>
1915	Bank Fees	\$ 3,393.09	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
1931	Medical Treatment	\$ -	\$ 250.00	\$ 250.00	\$ 100.00	\$ 250.00	*	\$ 250.00	*
1932	Medical Exams	\$ 876.00	\$ 500.00	\$ 500.00	\$ 900.00	\$ 650.00	30.00%	\$ 650.00	30.00%
1991	Consultant Fees				\$ -	\$ 43,000.00	~	\$ 43,000.00	~
2111	Cleaning Supplies	\$ 33,260.76	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	16.67%	\$ 30,500.00	1.67%
2121	Uniforms	\$ 9,698.27	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	25.00%	\$ 15,000.00	25.00%
2123	Protective Clothing	\$ 1,169.04	\$ 500.00	\$ 500.00	\$ 500.00	\$ 550.00	10.00%	\$ 550.00	10.00%
2124	Shoes-Steel Toe	\$ 1,384.90	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2203	Employee Appreciation	\$ 842.26	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,400.00	16.67%	\$ 1,400.00	16.67%
2323	Training	\$ 4,366.14	\$ 2,875.00	\$ 2,875.00	\$ 2,540.00	\$ 7,549.00	162.57%	\$ 6,049.00	110.40%
2391	First Aid	\$ 157.89	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.00%	\$ 1,300.00	0.00%
2501A	Fleet Charges Internal Use Only!	\$ 27,482.84	\$ -	\$ -	\$ 16,845.00	\$ 19,000.00	~	\$ 19,000.00	~
2502	Vehicle Fuel			\$ -	\$ -	\$ -	*	\$ -	*
2502A	Vehicle Fuel-Internal Charges	\$ 28,201.53	\$ -	\$ -	\$ 27,345.00	\$ 30,000.00	~	\$ 30,000.00	~
2591	Fuel For Equipment	\$ 1,156.43	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	11.11%	\$ 10,000.00	11.11%
2601	Office Supplies	\$ 2,919.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 3,500.00	0.00%	\$ 3,500.00	0.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2925 Merchandise for Resale-PARKS & REC	\$ 18,074.44	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	11.11%	\$ 18,000.00	0.00%
2989 Operational Supplies - Maint.	\$ 141,152.36	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 180,000.00	20.00%	\$ 155,000.00	3.33%
2993 Operational Supplies	\$ 102,170.18	\$ 125,000.00	\$ 125,000.00	\$ 130,000.00	\$ 140,000.00	12.00%	\$ 130,000.00	4.00%
2994 Tools	\$ 2,151.62	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	50.00%	\$ 4,500.00	50.00%
3121 Travel	\$ 4,584.33	\$ 5,150.00	\$ 5,150.00	\$ 5,230.00	\$ 11,650.00	126.21%	\$ 6,650.00	29.13%
3210 Telephone & Communication Svcs	\$ 5,068.31	\$ 7,920.00	\$ 7,920.00	\$ 7,920.00	\$ 5,000.00	-36.87%	\$ 5,000.00	-36.87%
3250A Postage-Internal Charges only!	\$ 352.03	\$ 405.00	\$ 405.00	\$ 500.00	\$ -	*	\$ -	*
3310 Electricity	\$ 153,485.11	\$ 125,880.00	\$ 125,880.00	\$ 125,880.00	\$ 126,000.00	0.10%	\$ 126,000.00	0.10%
3330 Natural Gas	\$ 9,418.27	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,500.00	6.25%	\$ 8,500.00	6.25%
3421 Copy Machine Cost	\$ 5,100.40	\$ 5,000.00	\$ 5,150.00	\$ 5,000.00	\$ 3,000.00	-40.00%	\$ 3,000.00	-40.00%
3510 Repairs (Insurance Claims)		\$ -	\$ 1,691.00	\$ 3,500.00	\$ -	*	\$ -	*
3511 Building Maintenance	\$ 17,465.65	\$ 30,000.00	\$ 27,615.00	\$ 15,000.00	\$ 30,000.00	0.00%	\$ 15,000.00	-50.00%
3522 Machine/Equipment Maintenance	\$ 9,063.63	\$ 25,108.00	\$ 25,108.00	\$ 24,000.00	\$ 26,000.00	3.55%	\$ 26,000.00	3.55%
3532 Maintenance of Enhancement Areas	\$ 140.05	\$ -	\$ -	\$ 700.00	\$ -	*	\$ -	*
3533 Downtown Beautification		\$ 18,400.00	\$ 18,400.00	\$ 18,400.00	\$ 25,000.00	35.87%	\$ 19,000.00	3.26%
3700 Advertising	\$ 4,395.96	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	33.33%	\$ 8,000.00	33.33%
3914 Contract Services	\$ 124,110.31	\$ 136,546.00	\$ 136,546.00	\$ 152,061.00	\$ 171,126.00	25.32%	\$ 171,126.00	25.32%
3950 Education Reimbursement	\$ -	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	0.00%	\$ 750.00	0.00%
3994 Tree Service	\$ -	\$ 8,000.00	\$ 9,500.00	\$ 8,000.00	\$ 15,000.00	87.50%	\$ 5,000.00	-37.50%
4221 Software License Fees	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	0.00%	\$ 8,000.00	0.00%
4391 Equipment Rent	\$ 2,373.97	\$ 9,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	11.11%	\$ 8,000.00	-11.11%
4404 TC Coley Expenses	\$ 7,835.92	\$ -	\$ -	\$ 5,000.00	\$ -	*	\$ -	*
4511 Multi-Peril Insurance	\$ 46,562.40	\$ 48,377.00	\$ 48,377.00	\$ 34,156.00	\$ 38,328.00	-20.77%	\$ 38,328.00	-20.77%
4521 Auto Liability	\$ 5,488.70	\$ 6,419.00	\$ 6,419.00	\$ 6,160.00	\$ 6,551.00	2.06%	\$ 6,551.00	2.06%
4543 Insurance Deductible Claims	\$ (750.00)	\$ -	\$ 694.00	\$ 694.00	\$ -	*	\$ -	*
4912 Fees & Dues	\$ 21,062.98	\$ 12,135.00	\$ 12,135.00	\$ 24,150.00	\$ 18,330.00	51.05%	\$ 18,330.00	51.05%
4990 Equipment Expense	\$ 136.46	\$ 16,000.00	\$ 16,000.00	\$ 10,000.00	\$ 16,000.00	0.00%	\$ 10,000.00	-37.50%
9561 Office Supplies	\$ 1,231.26	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	16.67%	\$ 1,750.00	16.67%
<b>Total Operating Expenditures</b>	<b>\$ 803,082.49</b>	<b>\$ 840,215.00</b>	<b>\$ 840,365.00</b>	<b>\$ 885,981.00</b>	<b>\$ 1,045,184.00</b>	<b>24.39%</b>	<b>\$ 958,184.00</b>	<b>14.04%</b>
5100 Park House Restoration				\$ -	\$ -	*	\$ -	*
5304 Salt Spreader				\$ -	\$ 33,900.00	~	\$ -	*
5687 Aerators				\$ -	\$ 43,500.00	~	\$ 43,500.00	~
5487 Tractor				\$ -	\$ 151,860.00	~	\$ 76,860.00	~
5488 72" Deck Mower	\$ 12,153.00	\$ 13,846.00	\$ 13,846.00	\$ 13,000.00	\$ 14,186.00	2.46%	\$ 14,186.00	2.46%
5649 Mower Attachment				\$ -	\$ 27,000.00	~	\$ 27,000.00	~

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
<b>Fund:</b>	11-General Fund	<b>Dept. Head</b>	Felicia Brown
<b>Dept #:</b>	7460 Parks & Recreation	~ = Division by Zero	
<b>Division:</b>	7460 Parks & Recreation	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
5819	Maintenance Shop Construction				\$ -	\$ -	*	\$ -	*
5821	Peacock Park Improvements		\$ 10,192.00	\$ 10,192.00	\$ 10,192.00	\$ -	*	\$ -	*
5829	Outdoor Pool Repair	\$ -	\$ -	\$ 95,000.00	\$ 95,000.00	\$ -	*	\$ -	*
5952	Tennis Court Reconstruction	\$ 18,986.25	\$ -	\$ 42,665.66	\$ 40,000.00	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 31,139.25</b>	<b>\$ 24,038.00</b>	<b>\$ 161,703.66</b>	<b>\$ 158,192.00</b>	<b>\$ 270,446.00</b>	<b>1025.08%</b>	<b>\$ 161,546.00</b>	<b>572.04%</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 Budget</b>	<b>\$ 2,920,778.46</b>	<b>\$ 3,657,862.93</b>	<b>\$ 3,779,528.59</b>	<b>\$ 3,808,733.19</b>	<b>\$ 4,247,270.93</b>	<b>16.11%</b>	<b>\$ 4,030,778.06</b>	<b>10.19%</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7460		
<b>Division:</b>	Parks & Recreation - 7460		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		36 FTE's	\$ 1,607,868.26	\$ 1,481,888.37	\$ 1,623,168.69	\$ 1,663,747.91
1220	Salaries & Wages Overtime		Sum to pay staff overtime due to working unexpected events and activities including but not limited to emergency repairs and special events	\$ 5,000.00	\$ 8,950.00	\$ 7,500.00	\$ 7,500.00
1221	Employee Awards		Service award for 5 employees in FY24, 2 employees in FY25	\$ -	\$ 500.00	\$ 200.00	\$ 200.00
1224	Cell Phone Stipend		F Brown, J Albert, S Blizzard, J Mozingo, R Stephens, J Walker, M Mozingo, G Fields, L Palush	\$ 6,500.00	\$ 6,140.00	\$ 6,500.00	\$ 6,500.00
1260	Salaries & Wages Part-Time	PT/TP	P/T Temporary	\$ 347,725.98	\$ 349,575.98	\$ 365,000.00	\$ 334,000.00
1262	Salaries & Wages Perm. Part-Time	PPT	5 PPT's (1 position abolished)	\$ 82,722.62	\$ 82,722.65	\$ 85,190.79	\$ 87,320.56
1275	Salaries & Wages Bonus			\$ 25,235.12	\$ 21,000.00	\$ -	
1277	Clothing Allowance		Allotment for full time staff to purchase gear to present a professional and unified appearance to our public. Allotment is \$250 per person for 21 people: T Ham, J Lee, T Rich, G McClary, K Sellars, T Daniels, S Booker, B Brown, J Walker, D Lee, R Stephens, F Brown, T Gomez, J Martikke, B Walston, P Savage, T Teel, T Sherman, J Hollifield, P Robbins, Turf Technician	\$ 5,000.00	\$ 5,000.00	\$ 5,250.00	\$ 5,250.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 11,700.00	\$ 11,700.00	\$ 11,700.00	\$ 11,700.00
1280	Vacation Pay Out		Lump sum vacation payout due to retirement or termination	\$ -	\$ 2,000.00		
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 160,019.03	\$ 150,664.99	\$ 160,994.98	\$ 161,890.71
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 221,056.76	\$ 220,439.76	\$ 236,729.09	\$ 242,563.14
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 68,491.64	\$ 64,550.44	\$ 69,320.38	\$ 71,028.74
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 228,408.00	\$ 347,328.00	\$ 347,328.00	\$ 306,588.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 1,331.52	\$ 1,296.00	\$ 1,296.00	\$ 1,296.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ 10,000.00	\$ -	\$ -	
1861	Worker's Compensation Insurance		Provided by Finance	\$ 12,551.00	\$ 10,804.00	\$ 11,463.00	\$ 11,463.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 2,793,609.93</b>	<b>\$ 2,764,560.19</b>	<b>\$ 2,931,640.93</b>	<b>\$ 2,911,048.06</b>
1915	Bank Fees		Fees charged by banks	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
1931	Medical Treatment			\$ 250.00	\$ 100.00	\$ 250.00	\$ 250.00
1932	Medical Exams		Fees for medical exams	\$ 500.00	\$ 900.00	\$ 650.00	\$ 650.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See detailed schedule attached.		<b>\$ -</b>	<b>\$ 43,000.00</b>	<b>\$ 43,000.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7460		
<b>Division:</b>	Parks & Recreation - 7460		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2111	Cleaning Supplies		Purchase supplies and equipment to facilitate cleaning and janitorial maintenance of facilities that include Historic City Hall, City Hall Annex, TC Coley Community Center, Bryan MSCX, WA Foster Center, Herman Park Admin Bldg, Goldsboro Golf Course Pro Shop / Goldsboro Event Center, Downtown Development, the HUB, and all park restrooms and facilities; janitorial supplies are also provided to Police Dept.	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 30,500.00
2121	Uniforms		Cost to outfit full and part time maintenance staff through uniform supply company. Also, cost to outfit part time staff to present unified and professional image to our customers.	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00
2123	Protective Clothing		Protective clothing for full and part time staff including gloves, rain gear, guards and other PPE's	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00
2124	Shoes-Steel Toe		Needed for foot protection by eligible staff; amount spent in line changes due to staff turnover	\$ 1,500.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00
2203	Employee Appreciation		Request for annual Christmas Party allowance and Retirement celebrations	\$ 1,200.00	\$ 1,200.00	\$ 1,400.00	\$ 1,400.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 2,875.00</b>	<b>\$ 2,540.00</b>	<b>\$ 7,549.00</b>	<b>\$ 6,049.00</b>
2391	First Aid		First aid supplies used in case of injury to personnel, volunteers, visitors, and program participants	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
2501A	Fleet Charges Internal Use Only!			\$ -	\$ 16,845.00	\$ 19,000.00	\$ 19,000.00
2502	Vehicle Fuel			\$ -	\$ -		
2502A	Vehicle Fuel-Internal Charges			\$ -	\$ 27,345.00	\$ 30,000.00	\$ 30,000.00
2591	Fuel For Equipment		Fuel (diesel and regular gas) for grounds maintenance equipment - mowers, edgers, trimmers, leaf blowers	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00
2601	Office Supplies		Legal pads, pens, folders, staples, tape, sticky notes, paper clips, toner cartridges, and other gernal office supplies; reduction in funds spent in FY24 due to expenses covered by grant received	\$ 3,500.00	\$ 2,000.00	\$ 3,500.00	\$ 3,500.00
2925	Merchandise for Resale-PARKS & REC		Items purchased for resale at Bryan MSCX, pottery, and seasonal pools to include sodas, chips, sports drinks, candy bars, water, ice cream, coffee, hot chocolate, swim diapers, clay	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 18,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7460		
<b>Division:</b>	Parks & Recreation - 7460		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2989	Operational Supplies - Maint.		Chemicals for pools, field paint, turf, grass seed, playground surfacing, concrete for sidewalk repair, rock for trails, turf chemicals, fertilizers, growth regulators for weed control, paint, borders, wood, metal, fasteners, fence supplies, batteries, annual plants and beautification for GEC, parks, recreation centers, Bryan MSCX, TC Coley	\$ 150,000.00	\$ 150,000.00	\$ 180,000.00	\$ 155,000.00
2993	Operational Supplies		Supplies for Specialized Recreation 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 inclusive of chairs, umbrellas; Refreshment 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, Youth and Adult Game Room supplies and traditional sports (Youth and Adult) - inclusive of sports balls, sports uniforms, nets, trophies, event shirts, refinishing pool tables	\$ 125,000.00	\$ 130,000.00	\$ 140,000.00	\$ 130,000.00
2994	Tools		Battery operated hand tools and replacements; tools for pruning, backpack blowers, string trimmers, hammers, rakes, shovels, screwdrivers	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 5,150.00</b>	<b>\$ 5,230.00</b>	<b>\$ 11,650.00</b>	<b>\$ 6,650.00</b>
3210	Telephone & Communication Svcs		Expected decrease due to City switching away from Spectrum and to streaming service	\$ 7,920.00	\$ 7,920.00	\$ 5,000.00	\$ 5,000.00
3250A	Postage-Internal Charges only!			\$ 405.00	\$ 500.00		\$ -
3310	Electricity		Sum for electricity costs for parks and facilities	\$ 125,880.00	\$ 125,880.00	\$ 126,000.00	\$ 126,000.00
3330	Natural Gas		Sum for natural gas costs	\$ 8,000.00	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00
3421	Copy Machine Cost		Even with adding another copier, expected decrease due to City renting copiers	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
3510	Repairs (Insurance Claims)		Repairs for insurance claims .. Money moved to line and waiting for all insurance checks to come due to refileing because one of the items could not be repaired and had to be purchased	\$ -	\$ 3,500.00		\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7460		
<b>Division:</b>	Parks & Recreation - 7460		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3511	Building Maintenance		General maintenance of all park structures, electrical upgrades and repairs in facilities - inclusive of plumbing repairs, floor repairs and carpet cleanings (City Hall/City Hall Annex)	\$ 30,000.00	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00
3522	Machine/Equipment Maintenance		General maintenance of chain link fence, swing seats, lubricants, grease, chain and hardware for playgrounds, parts and supplies for mowers, bed knives, blades, irrigation parts and repair	\$ 25,108.00	\$ 24,000.00	\$ 26,000.00	\$ 26,000.00
3532	Maintenance of Enhancement Areas		Funds to pay the utility bill for Welcome Signs .. Should this instead be included in the Electricity line?	\$ -	\$ 700.00		\$ -
3533	Downtown Beautification		Costs include cost of regular planting of annual flowers. Other items needed include shrubs, pre-emergent, fertilizer, potting soil, glyphosate, irrigation repairs. Planting area will be from Center and Ash Streets to Center and Spruce Streets, including pots on Center Street	\$ 18,400.00	\$ 18,400.00	\$ 25,000.00	\$ 19,000.00
3700	Advertising		Promoting our department, programs, activities and events through print media, social media, banners and other labeled items	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached. These funds pay for contracted services to include HVAC contracts, pest control, sports assigner	<b>\$ 136,546.00</b>	<b>\$ 152,061.00</b>	<b>\$ 171,126.00</b>	<b>\$ 171,126.00</b>
3950	Education Reimbursement		Funds to assist employees with their continuing education	\$ 750.00	\$ -	\$ 750.00	\$ 750.00
3994	Tree Service		Tree trimming and removal at our parks and facilities	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 5,000.00
4221	Software License Fees		CivicRec/Rec1 Software usage fee	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
4391	Equipment Rent		Rental equipment for events and festivals; janitorial rental equipment; port-a-johns; hand wash stations; 15 passenger van for outings; Bobcat with attachment; Lift used to change/adjust ballfield lights, to install Christmas lights and change out lights at WA Foster Center Gym (COG does not have tall enough lift in its inventory); trenchers	\$ 9,000.00	\$ 7,500.00	\$ 10,000.00	\$ 8,000.00
4404	TC Coley Expenses		Line initially created to track renovation expenses for TC Coley. With facility now being back under P&R, do we need this acct line?	\$ -	\$ 5,000.00		\$ -
4511	Multi-Peril Insurance		Provided by Finance	\$ 48,377.00	\$ 34,156.00	\$ 38,328.00	\$ 38,328.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7460		
<b>Division:</b>	Parks & Recreation - 7460		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4521	Auto Liability		Provided by Finance	\$ 6,419.00	\$ 6,160.00	\$ 6,551.00	\$ 6,551.00
4543	Insurance Deductible Claims		Traveller's Claim	\$ -	\$ 694.00		
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 12,135.00</b>	<b>\$ 24,150.00</b>	<b>\$ 18,330.00</b>	<b>\$ 18,330.00</b>
4990	Equipment Expense		Paint mixer/shaker; spreader; 3pt hitch sprayer; heaters for park restrooms	\$ 16,000.00	\$ 10,000.00	\$ 16,000.00	\$ 10,000.00
9561	Office Supplies		Copy paper, envelopes with City logo	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00
	<b>Total Operating Expenditures</b>			<b>\$ 840,215.00</b>	<b>\$ 885,981.00</b>	<b>\$ 1,045,184.00</b>	<b>\$ 958,184.00</b>
5100	Park House Restoration			\$ -		\$ -	\$ -
5304	Salt Spreader			\$ -		\$ 33,900.00	\$ -
5687	Aerators			\$ -		\$ 43,500.00	\$ 43,500.00
5487	Tractor			\$ -		\$ 151,860.00	\$ 76,860.00
5488	72" Deck Mower			\$ 13,846.00	\$ 13,000.00	\$ 14,186.00	\$ 14,186.00
5649	Mower Attachment			\$ -		\$ 27,000.00	\$ 27,000.00
5819	Maintenance Shop Construction			\$ -		\$ -	\$ -
5821	Peacock Park Improvements			\$ 10,192.00	\$ 10,192.00	\$ -	\$ -
5829	Outdoor Pool Repair		Per December 2023 City Council Meeting, monies appropriated from General Fund to pay for this project	\$ -	\$ 95,000.00	\$ -	\$ -
5952	Tennis Court Reconstruction		Encumbrance Rollover from FY23	\$ -	\$ 40,000.00	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 24,038.00</b>	<b>\$ 158,192.00</b>	<b>\$ 270,446.00</b>	<b>\$ 161,546.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Parks &amp; Recreation-Parks &amp; Recreation Bu</b>			<b>\$ 3,657,862.93</b>	<b>\$ 3,808,733.19</b>	<b>\$ 4,247,270.93</b>	<b>\$ 4,030,778.06</b>

Fiscal Year <b>CAPITAL OUTLAY</b> <b>FY24-25</b> Fund:      11-General Fund      Dept. Head-Felicia Brown Dept #:      Parks & Recreation - 7460 Division:      Parks & Recreation - 7460																
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. 05/15/24	New Debt?
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24							
1	5487	n/a								N	1	Kubota Tractor	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 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. This machine will save the two (2) small mowers we currently use much unneeded abuse. This tractor will also be capable of topdressign and grooming fields	\$ 76,860.00	\$ 76,860.00	
2	5649	n/a								N	1a	Mower Attachment - Befco Super Flex Mower 15'	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 Befco attachment will help greatly with mowing and reduce the need for additional part-time sports turf staff.	\$ 27,000.00	\$ 27,000.00	
3	5687	n/a								N	2	Aerator - Stec CB200	In order to keep the fields playable (level, firm, well drained), they will need to be verticut deeply. This machine removes all of the thatch and allows these things to happen.	\$ 43,500.00	\$ 43,500.00	
4	5304	n/a								N	3	Sand Spreader - TT3065 Spreader	This machine is to spread sand on the fields to level and control thatch	\$ 33,900.00		
5	5488	E1235	2012 Hustler Mower	\$ 9,200.00	2500 hrs	\$0	n/a	n/a	n/a	N	4	Hustler Super Z Mower with 60" Deck	Replacing older mowers with many work hours with new one	\$ 14,186.00	\$ 14,186.00	
6	5487	E949	2003 John Deere 5400 (obtained from Cemetery)	??	??	n/a	n/a	n/a	n/a	N	5	Mid-Size John Deere Tractor	Replace with mid-size tractor; can transfer this tractor to Golf Course	\$ 75,000.00		
7																
8																
9																
10																
11																
12																
13																
14																
15																
<b>Total Capital Outlay</b>				\$ 9,200.00		\$ -	\$ -	\$ -	\$ -					\$ 270,446.00	\$ 161,546.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Felicia Brown

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 1991 Consultant Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Comprehensive Parks and Recreation Master Plan-\$86,000, (1/2 funded FY25 & 1/2 FY26)		\$ -	\$ 43,000.00	\$ 43,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	\$ -	\$ -	\$ 43,000.00	\$ 43,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Hazardous Materials OSHA Level 2+ Training (5 people)	\$ 375.00	\$ 300.00	\$ 375.00	\$ 375.00
2	Women's Leadership Workshop (6 people)	\$ 625.00	\$ -	\$ 810.00	\$ 810.00
3	NC Recreation & Parks Annual Conference (5 people attended FY24)	\$ 775.00	\$ 1,775.00	\$ 2,130.00	\$ 2,130.00
4	Marketing & Events Summit (2 people)	\$ 280.00	\$ -	\$ 280.00	\$ 280.00
5	Parks and Recreation Directors Conference	\$ 130.00	\$ 115.00	\$ 130.00	\$ 130.00
6	1 day workshops/teleconferences	\$ 200.00	\$ 150.00	\$ 200.00	\$ 200.00
7	Eastern NC Landscape Conf. & Trade Show - held at various locations	\$ 140.00	\$ 90.00	\$ 140.00	\$ 140.00
8	NC Recreation & Parks Annual Therapeutic Recreation Conference (2 people)	\$ 350.00		\$ 350.00	\$ 350.00
9	Rain Bird Irrigation Conference/Workshop (1 person)		\$ -	\$ 1,000.00	\$ 1,000.00
10	Association of Aquatic Professionals Conference (received scholarship that covered the cost of registration in FY24)		\$ -	\$ 484.00	\$ 484.00
11	National Recreation & Parks Association Annual Conference - Atlanta, GA (2 people)		\$ -	\$ 1,200.00	\$ 1,200.00
12	Southeastern Turf Conference - Myrtle Beach, SC (4 people for FY25)		\$ 110.00	\$ 450.00	\$ 450.00
13					
14	Cut 1 per Felicia Brown 4/15/24				\$ (1,500.00)
	<b>Total - 2323 Training</b>	<b>\$ 2,875.00</b>	<b>\$ 2,540.00</b>	<b>\$ 7,549.00</b>	<b>\$ 6,049.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Hotel Room & Meals for NCRPA Annual Conf. (5 people attended in FY24; expenses listed includes cost of mini-van rental to transport all 5 staff)	\$ 1,300.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
2	Hotel Room & Meals for Marketing & Events Summit (2 people)	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
3	Hotel Room & Meals for LeadHership (7 people); did not attend in FY24	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,800.00
4	Special Pops Outings (Meals, fees, tickets for staff supervising groups)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
5	Hotel Room & Meals for NCRPA TR Conference - Did not attend in FY24	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
6	Hotel Room & Meals for NC Parks & Recreation Directors Conference	\$ 450.00	\$ 480.00	\$ 500.00	\$ 500.00
7	Meals/Parking for other 1 day workshops/teleconferences	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
8	50+ Outings (Meals, fees, tickets for staff supervising group)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
9	NC Recreation Therapy Association Conference -Did not attend in FY24	\$ 350.00			\$ -
10	Hotel Room, Flight, and Meals for Association of Aquatic Professionals Annual Conference (will be in FL for FY25)		\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
11	Hotel Room, Flight, and Meals for National Recreation and Park Association Conference in Atlanta, GA (2 people)		\$ -	\$ 3,000.00	\$ 3,000.00
12	Southeastern Turf Conference - Myrtle Beach, SC (4 people for FY25)		\$ 250.00	\$ 600.00	\$ 600.00
13					
14	Cut 1 per Felicia Brown 4/15/24				\$ (5,000.00)
15					
16					
	<b>Total - 3121 Travel</b>	<b>\$ 5,150.00</b>	<b>\$ 5,230.00</b>	<b>\$ 11,650.00</b>	<b>\$ 6,650.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 3914 Contract Services

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Sunday in the Park (Sound Tech)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2	50+ Dances - DJ and Food	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
3	Photo Booth, face painter, gaming truck, SS stables, Party & Paint	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
4	Santa for Jingle in the Park	\$ 600.00	\$ 600.00	\$ 750.00	\$ 750.00
5	Soccer Officials	\$ 10,000.00	\$ 22,850.00	\$ 15,000.00	\$ 15,000.00
6	Holden Temp Labor Services - 1 year round dedicated to Center Street and surrounding streets in Downtown Goldsboro (\$29,120) AND 3 spring/summer (cost is \$17,147 for each of the 3 temps for a total of \$51,440)	\$ 60,560.00	\$ 61,000.00	\$ 80,000.00	\$ 80,000.00
7	HVAC Service for WA Foster, Herman Park Admin Bldg/House, TC Coley, Bryan MSCX, Peacock Maint.	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
8	Pest Control - TC Coley Community Center, Herman Park Admin Bldg, Peacock Maint., Bryan MSCX, WA Foster Center	\$ 2,500.00	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00
9	Basketball Goals Maintenance at WA Foster (Fix breaker bar on goal 2 and tune up with all 6 goals). Budgeted for this in FY24. However, due to issues with getting maintenance scheduled, expect maintenance to now occur in FY25.	\$ 3,500.00		\$ 5,000.00	\$ 5,000.00
10	NC Party Pals	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
11	Snap It Photo Booth	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
12	Floor Mats for City Facilities - contracting with uniform company	\$ 15,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
13	Clay Tennis Court Repair for FY24; expenses for FY25 will be paid by Golf Course	\$ 5,000.00	\$ 6,600.00		
14	Fitness Equipment Maintenance at WA Foster	\$ 640.00	\$ 975.00	\$ 1,000.00	\$ 1,000.00
15	Alarm Monitoring at WA Foster	\$ 396.00	\$ 396.00	\$ 396.00	\$ 396.00
16	Alarm Monitoring at Herman Park Admin Bldg - Fee for FY24 charged to grant line; expected to pay fee for FY25	\$ 300.00	\$ -	\$ 300.00	\$ 300.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 11-General Fund  
 Dept #: Parks & Recreation - 7460  
 Division: Parks & Recreation - 7460  
 Account: 3914 Contract Services

Dept. Head-Felicia Brown

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
17	Band/Performer(s) for Sunday in the Park	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
18	Champions in Motion (Youth Karate)	\$ 11,350.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00
19	Welcome Sign Agreement with New Hope Friends Church		\$ 480.00	\$ 480.00	\$ 480.00
20	Baseball/Softball Officials		\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
21	Basketball Officials		\$ 8,060.00	\$ 9,000.00	\$ 9,000.00
22	Flag Football Officials			\$ 5,000.00	\$ 5,000.00
23					
24					
	<b>Total - 3914 Contract Services</b>	<b>\$ 136,546.00</b>	<b>\$ 152,061.00</b>	<b>\$ 171,126.00</b>	<b>\$ 171,126.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Felicia Brown

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

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Sunrise Kiwanis Membership (T Ham)	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
2	NCBRTL (D Lee and T Gomez)	\$ 80.00	\$ 85.00	\$ 170.00	\$ 170.00
3	NCTRC (D Lee and T Gomez)	\$ 80.00	\$ 85.00	\$ 170.00	\$ 170.00
4	NRPA Membership (F Brown)	\$ 175.00	\$ 180.00	\$ 180.00	\$ 180.00
5	NCRPA Agency Membership	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00	\$ 1,020.00
6	NC Youth Soccer Association (allows us to play under name)	\$ 9,000.00	\$ 21,000.00	\$ 15,000.00	\$ 15,000.00
7	NC Sports Association	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
8	Association of Aquatic Professionals	\$ 40.00	\$ 40.00	\$ 50.00	\$ 50.00
9	Rotary Membership (N Artis)	\$ 680.00	\$ 680.00	\$ 680.00	\$ 680.00
10	Kiwanis membership - J. Albert	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
11					
12					
13					
14					
15					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 12,135.00</b>	<b>\$ 24,150.00</b>	<b>\$ 18,330.00</b>	<b>\$ 18,330.00</b>

## FISCAL YEAR 2024-2025 BUDGET

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

#### DEPARTMENT OVERVIEW:

The mission 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 18-hole golf course with paved cart paths and a driving range.

#### 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 not been increased.
- Maintaining and retaining staff with the current pay scale.

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 126,721.15	\$ 197,782.46	\$ 197,782.46	\$ 196,270.55	\$ 210,051.29	6.20%	\$ 215,302.57	8.86%
1220	Salaries & Wages Overtime	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
1221	Employee Awards				\$ 50.00	\$ 50.00	*	\$ 50.00	*
1224	Cell Phone Stipend	\$ 227.45	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00	0.00%	\$ 720.00	0.00%
1260	Salaries & Wages Part-Time	\$ 107,167.05	\$ 85,000.00	\$ 85,000.00	\$ 118,000.00	\$ 120,000.00	41.18%	\$ 120,000.00	41.18%
1262	Salaries & Wages Perm. Part-Time	\$ 37,632.52	\$ 19,227.98	\$ 19,227.98	\$ 10,500.00	\$ 19,228.00	0.00%	\$ 19,708.70	2.50%
1275	Salaries & Wages Bonus		\$ 2,769.71	\$ 2,769.71	\$ 2,769.71	\$ -	*	\$ -	*
1277	Clothing Allowance		\$ 900.00	\$ 900.00	\$ 900.00	\$ 1,200.00	33.33%	\$ 1,200.00	33.33%
1278	Wellness Earnings	\$ 669.32	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
1280	Vacation Pay Out	\$ 6,790.29		\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 21,197.67	\$ 23,623.21	\$ 23,623.21	\$ 25,368.18	\$ 27,054.17	14.52%	\$ 27,492.67	16.38%
1821	NCLGERS-Retirement	\$ 20,885.78	\$ 28,535.03	\$ 28,535.03	\$ 29,179.16	\$ 31,916.49	11.85%	\$ 32,699.48	14.59%
1822	401-K Retirement	\$ 6,872.61	\$ 8,841.22	\$ 8,841.22	\$ 8,544.41	\$ 9,345.97	5.71%	\$ 9,575.25	8.30%
1830	Hospital Insurance	\$ 16,211.27	\$ 29,472.00	\$ 29,472.00	\$ 38,592.00	\$ 38,592.00	30.94%	\$ 38,592.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 114.41	\$ 140.16	\$ 140.16	\$ 144.00	\$ 144.00	*	\$ 144.00	*
1860	Worker's Comp Claims Cost	\$ 3,178.53	\$ -	\$ -	\$ 24,000.00	\$ 5,000.00	~	\$ 5,000.00	~
1861	Worker's Compensation Insurance	\$ 1,687.32	\$ 1,796.00	\$ 1,796.00	\$ 1,298.00	\$ 1,377.00	-23.33%	\$ 1,377.00	-23.33%
1899	Less: Reimbursed by Grants	\$ (28,217.48)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 321,137.89</b>	<b>\$ 401,207.77</b>	<b>\$ 401,207.77</b>	<b>\$ 458,736.02</b>	<b>\$ 467,078.93</b>	<b>16.42%</b>	<b>\$ 474,261.67</b>	<b>18.21%</b>
1915	Bank Fees	\$ 12,908.43	\$ 17,000.00	\$ 17,000.00	\$ 16,500.00	\$ 20,000.00	17.65%	\$ 20,000.00	17.65%
1931	Medical Treatment	\$ -	\$ 250.00	\$ 250.00	\$ 100.00	\$ 250.00	*	\$ 250.00	*
1932	Medical Exams	\$ 485.00	\$ 300.00	\$ 300.00	\$ 100.00	\$ 300.00	*	\$ 300.00	*
2111	Cleaning Supplies	\$ 142.72	\$ 700.00	\$ 700.00	\$ 600.00	\$ 700.00	0.00%	\$ 700.00	0.00%
2121	Uniforms	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
2123	Protective Clothing	\$ 132.57	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
2124	Shoes-Steel Toe	\$ -	\$ 500.00	\$ 500.00	\$ 400.00	\$ 500.00	*	\$ 500.00	*
2203	Employee Appreciation	\$ -	\$ 75.00	\$ 75.00	\$ 70.00	\$ 75.00	*	\$ 75.00	*
2323	Training	\$ 156.00	\$ 3,300.00	\$ 3,300.00	\$ 699.00	\$ 2,950.00	-10.61%	\$ 2,950.00	-10.61%
2391	First Aid	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	*	\$ 350.00	*
2501A	Fleet Charges Internal Use Only!	\$ 2.97	\$ -	\$ -	\$ 471.00	\$ -	*	\$ -	*
2502A	Vehicle Fuel-Internal Charges				\$ -	\$ -	*	\$ -	*
2591	Fuel For Equipment	\$ 22,935.08	\$ 18,000.00	\$ 18,000.00	\$ 17,300.00	\$ 18,000.00	0.00%	\$ 18,000.00	0.00%
2601	Office Supplies	\$ 252.07	\$ 500.00	\$ 500.00	\$ 400.00	\$ 700.00	40.00%	\$ 700.00	40.00%
2920	Pro Shop Expense	\$ 49,274.91	\$ 67,000.00	\$ 67,000.00	\$ 67,000.00	\$ 70,000.00	4.48%	\$ 70,000.00	4.48%
2925	Merchandise for Resale-PARKS & REC			\$ -	\$ -	\$ -	*	\$ -	*

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2933	Concessionaire Resale-GOLF	\$ 18,139.30	\$ 12,000.00	\$ 12,000.00	\$ 17,000.00	\$ 18,000.00	50.00%	\$ 18,000.00	50.00%
2993	Operational Supplies	\$ 49,792.41	\$ 68,731.00	\$ 68,731.00	\$ 71,000.00	\$ 80,000.00	16.40%	\$ 80,000.00	16.40%
2994	Tools	\$ 103.96	\$ 4,100.00	\$ 4,100.00	\$ 3,500.00	\$ 4,000.00	-2.44%	\$ 4,000.00	-2.44%
3121	Travel	\$ 1,958.05	\$ 3,100.00	\$ 3,100.00	\$ 2,889.00	\$ 3,500.00	12.90%	\$ 3,500.00	12.90%
3210	Telephone & Communication Svcs	\$ 2,447.55	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	\$ 3,000.00	-14.29%	\$ 3,000.00	-14.29%
3250A	Postage-Internal Charges only!	\$ 17.50	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	*	\$ -	*
3310	Electricity	\$ 21,415.75	\$ 18,500.00	\$ 18,500.00	\$ 18,500.00	\$ 21,000.00	13.51%	\$ 21,000.00	13.51%
3421	Copy Machine Cost	\$ 1,300.06	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 700.00	-65.00%	\$ 700.00	-65.00%
3511	Building Maintenance	\$ 2,946.55	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00	\$ 11,000.00	83.33%	\$ 11,000.00	83.33%
3522	Machine/Equipment Maintenance	\$ 21,427.46	\$ 25,000.00	\$ 25,000.00	\$ 24,000.00	\$ 30,000.00	20.00%	\$ 30,000.00	20.00%
3700	Advertising	\$ 1,196.80	\$ 4,000.00	\$ 4,000.00	\$ 3,800.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
3812	Cash Over/Short	\$ (195.05)	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
3914	Contract Services	\$ 3,486.67	\$ 6,900.00	\$ 6,900.00	\$ 4,240.00	\$ 15,340.00	122.32%	\$ 15,340.00	122.32%
3994	Tree Service	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 19,000.00	\$ 50,000.00	100.00%	\$ 24,943.69	-0.23%
4221	Software License Fees				\$ -	\$ 4,100.00	~	\$ 4,100.00	~
4391	Equipment Rent	\$ 9,329.10	\$ 9,840.00	\$ 9,840.00	\$ 9,840.00	\$ 9,840.00	0.00%	\$ 9,840.00	0.00%
4511	Multi-Peril Insurance	\$ 7,518.47	\$ 8,763.00	\$ 8,763.00	\$ 8,754.00	\$ 9,824.00	12.11%	\$ 9,824.00	12.11%
4912	Fees & Dues	\$ 2,099.00	\$ 13,015.00	\$ 13,015.00	\$ 11,700.00	\$ 1,950.00	-85.02%	\$ 1,950.00	-85.02%
4990	Equipment Expense	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 4,800.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
9561	Office Supplies	\$ 137.79	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	*	\$ 400.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 229,411.12</b>	<b>\$ 324,484.00</b>	<b>\$ 324,484.00</b>	<b>\$ 316,573.00</b>	<b>\$ 386,129.00</b>	<b>19.00%</b>	<b>\$ 361,072.69</b>	<b>11.28%</b>
5587	Golf Carts	\$ -	\$ -	\$ 267,481.49	\$ 251,000.00	\$ -	*	\$ -	*
5817	Golf Course Improvements	\$ 8,432.79		\$ -	\$ -	\$ -	*	\$ -	*
5922	Driving Range Effluent Irrigation	\$ 29,016.23		\$ -	\$ -	\$ -	*	\$ -	*
5508	Greens Roller				\$ -	\$ 30,000.00	~	\$ 30,000.00	~
5564	Leaf Blower				\$ -	\$ 13,000.00	~	\$ -	*
5527	Miscellaneous Equipment				\$ -	\$ 10,000.00	~	\$ 10,000.00	~
	<b>Total Capital Outlay</b>	<b>\$ 37,449.02</b>	<b>\$ -</b>	<b>\$ 267,481.49</b>	<b>\$ 251,000.00</b>	<b>\$ 53,000.00</b>	<b>~</b>	<b>\$ 40,000.00</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 Parks &amp; Recreation-Golf Course Budget</b>	<b>\$ 587,998.03</b>	<b>\$ 725,691.77</b>	<b>\$ 993,173.26</b>	<b>\$ 1,026,309.02</b>	<b>\$ 906,207.93</b>	<b>24.88%</b>	<b>\$ 875,334.36</b>	<b>20.62%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	Green Cell - Department Input
<b>Dept #:</b>	Parks & Recreation - 7461		
<b>Division:</b>	Golf Course - 7461		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		4 FTE's	\$ 197,782.46	\$ 196,270.55	\$ 210,051.29	\$ 215,302.57
1220	Salaries & Wages Overtime		Prepping for tournaments, chemical applications to course	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
1221	Employee Awards		Service awards for years of service with City - 1	\$ -	\$ 50.00	\$ 50.00	\$ 50.00
1224	Cell Phone Stipend		O Agbasi	\$ 720.00	\$ 720.00	\$ 720.00	\$ 720.00
1260	Salaries & Wages Part-Time	PT/TP		\$ 85,000.00	\$ 118,000.00	\$ 120,000.00	\$ 120,000.00
1262	Salaries & Wages Perm. Part-Time	PPT		\$ 19,227.98	\$ 10,500.00	\$ 19,228.00	\$ 19,708.70
1275	Salaries & Wages Bonus			\$ 2,769.71	\$ 2,769.71		
1277	Clothing Allowance		Allowance for staff to present unified professional appearance - O Agbasi, L Hayes, M Posey, A Gipson . . . 3 staff in FY24; 4 staff in FY25	\$ 900.00	\$ 900.00	\$ 1,200.00	\$ 1,200.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
1280	Vacation Pay Out			\$ -			
1810	Social Security		Sum of accounts 1210 - 1280 X 7.65%	\$ 23,623.21	\$ 25,368.18	\$ 27,054.17	\$ 27,492.67
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1280 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 28,535.03	\$ 29,179.16	\$ 31,916.49	\$ 32,699.48
1822	401-K Retirement		Sum of accounts 1210 - 1280 X 4% Reg, 5% LEO	\$ 8,841.22	\$ 8,544.41	\$ 9,345.97	\$ 9,575.25
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 29,472.00	\$ 38,592.00	\$ 38,592.00	\$ 38,592.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 140.16	\$ 144.00	\$ 144.00	\$ 144.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ 24,000.00	\$ 5,000.00	\$ 5,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,796.00	\$ 1,298.00	\$ 1,377.00	\$ 1,377.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 401,207.77</b>	<b>\$ 458,736.02</b>	<b>\$ 467,078.93</b>	<b>\$ 474,261.67</b>
1915	Bank Fees		Average spending is \$1,000 per month; expecting monthly increase as weather warms up	\$ 17,000.00	\$ 16,500.00	\$ 20,000.00	\$ 20,000.00
1931	Medical Treatment			\$ 250.00	\$ 100.00	\$ 250.00	\$ 250.00
1932	Medical Exams			\$ 300.00	\$ 100.00	\$ 300.00	\$ 300.00
2111	Cleaning Supplies		Sum to pay for mops, brooms, air fresheners, cleaning solvent	\$ 700.00	\$ 600.00	\$ 700.00	\$ 700.00
2121	Uniforms		Sum to pay for uniforms for PT staff	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
2123	Protective Clothing		Safety goggles, rubber boots, ear protection, gloves	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2124	Shoes-Steel Toe		Needed for foot protection for eligible staff	\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00
2203	Employee Appreciation		Yearly staff appreciation/meeting	\$ 75.00	\$ 70.00	\$ 75.00	\$ 75.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7461		
<b>Division:</b>	Golf Course - 7461		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 3,300.00</b>	<b>\$ 699.00</b>	<b>\$ 2,950.00</b>	<b>\$ 2,950.00</b>
2391	First Aid		First aid supplies (kit) for Pro Shop and Maint. Bldg.	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
2501A	Fleet Charges Internal Use Only!			\$ -	\$ 471.00		
2502A	Vehicle Fuel-Internal Charges			\$ -	\$ -		
2591	Fuel For Equipment		Fuel to maintain mainenance equipment; Golf Carts now electric powered	\$ 18,000.00	\$ 17,300.00	\$ 18,000.00	\$ 18,000.00
2601	Office Supplies		Calendar, pens, pencils, cardstock, paper, notepads, sticky notes, staples, paperclips	\$ 500.00	\$ 400.00	\$ 700.00	\$ 700.00
2920	Pro Shop Expense		Golf balls, gloves, tees, caps, shirts, hat clips, ball marks, putters, wedges, pickleball paddles, tennis raquets, tennis balls, pickleball balls and special orders .. Moving to new area has given us more merchandise display options and with the increase of play on the tennis and pickleball courts, it will be advantageous to carry some equipment; for FY24, \$5,000 was transferred to Concessions Resale line	\$ 67,000.00	\$ 67,000.00	\$ 70,000.00	\$ 70,000.00
2925	Merchandise for Resale-PARKS & REC			\$ -	\$ -		
2933	Concessionaire Resale-GOLF		Sum to pay for Pepsi products - water, sodas, sports drinks and alcohol that will be sold in Pro Shop. In FY24, \$5000 transferred from Pro Shop line to cover cost overage	\$ 12,000.00	\$ 17,000.00	\$ 18,000.00	\$ 18,000.00
2993	Operational Supplies		Sum to pay for herbicides, fertilizers, mower blades, reels replacements, range balls. Line increase due to increase in material costs. In FY24, funds were transferred into this line to help with the increased costs. Material for clay tennis court also added in for FY25 (~\$5K).	\$ 68,731.00	\$ 71,000.00	\$ 80,000.00	\$ 80,000.00
2994	Tools		Blowers, weed eaters, hole cutters	\$ 4,100.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 3,100.00</b>	<b>\$ 2,889.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>
3210	Telephone & Communication Svcs		Cable service (not for FY25), Cordless Phone for Pro Shop and upgrades	\$ 3,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
3250A	Postage-Internal Charges only!			\$ 10.00	\$ 10.00		
3310	Electricity		Average spending is about \$1,500 per month; expect monthly increase with increase in facility usage	\$ 18,500.00	\$ 18,500.00	\$ 21,000.00	\$ 21,000.00
3421	Copy Machine Cost		Copy machine/printer for Pro Shop and Office	\$ 2,000.00	\$ 2,000.00	\$ 700.00	\$ 700.00
3511	Building Maintenance		Repairs to Pro Shop (repair rotten wood walls, water intrusion issues), Cart Barn (floor repairs and door, security camera) and Middle Cart Barn Room (paint)	\$ 6,000.00	\$ 9,000.00	\$ 11,000.00	\$ 11,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	11-General Fund	Dept. Head-Felicia Brown	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Parks & Recreation - 7461		
<b>Division:</b>	Golf Course - 7461		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3522	Machine/Equipment Maintenance		Maintenance repair costs for aging golf maintenance equipment	\$ 25,000.00	\$ 24,000.00	\$ 30,000.00	\$ 30,000.00
3700	Advertising		Promoting the Golf Course on The Buzz and Geo mapping ads, Radio	\$ 4,000.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00
3812	Cash Over/Short			\$ -			
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 6,900.00</b>	<b>\$ 4,240.00</b>	<b>\$ 15,340.00</b>	<b>\$ 15,340.00</b>
3994	Tree Service		Ongoing tree removal program as this is a safety issue; \$6,000 transferred from this line to 2993 during FY24	\$ 25,000.00	\$ 19,000.00	\$ 50,000.00	\$ 24,943.69
4221	Software License Fees		Sum to pay software licensing fees for Carolina Golf Association (Ghin Handicap Fees) and software to create tournament events and organizing leagues (handicap fees previously paid in Fees & Dues line in FY24)	\$ -		\$ 4,100.00	\$ 4,100.00
4391	Equipment Rent		Rental equipment inclusive of port-a-johns and maintenance equipment (toro sprayer)	\$ 9,840.00	\$ 9,840.00	\$ 9,840.00	\$ 9,840.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 8,763.00	\$ 8,754.00	\$ 9,824.00	\$ 9,824.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 13,015.00</b>	<b>\$ 11,700.00</b>	<b>\$ 1,950.00</b>	<b>\$ 1,950.00</b>
4990	Equipment Expense		Converting cart room. Concrete fill in storage room	\$ 5,000.00	\$ 4,800.00	\$ 5,000.00	\$ 5,000.00
9561	Office Supplies		City of Goldsboro envelopes and Copy Paper	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
	<b>Total Operating Expenditures</b>			<b>\$ 324,484.00</b>	<b>\$ 316,573.00</b>	<b>\$ 386,129.00</b>	<b>\$ 361,072.69</b>
5587	Golf Carts			\$ -	\$ 251,000.00	\$ -	\$ -
5817	Golf Course Improvements			\$ -		\$ -	\$ -
5922	Driving Range Effluent Irrigation			\$ -		\$ -	\$ -
5508	Greens Roller			\$ -		\$ 30,000.00	\$ 30,000.00
5564	Leaf Blower			\$ -		\$ 13,000.00	\$ -
5527	Miscellaneous Equipment		Ball dispensing machine (recover cost in fees 8 Mo's)	\$ -		\$ 10,000.00	\$ 10,000.00
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 251,000.00</b>	<b>\$ 53,000.00</b>	<b>\$ 40,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Parks &amp; Recreation-Golf Course Budget</b>			<b>\$ 725,691.77</b>	<b>\$ 1,026,309.02</b>	<b>\$ 906,207.93</b>	<b>\$ 875,334.36</b>

**Fiscal Year**  
**CAPITAL OUTLAY**      **FY24-25**  
**Fund:**      11-General Fund      Dept. Head-Felicia Brow  
**Dept #:**      Parks & Recreation - 7461  
**Division:**      Golf Course - 7461

Line	Acct #	Veh #	Year/Make/Model	Current Asset Information				Replacement Asset Information				Department Request	Manager Recommend. 05/15/24	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?	FY21-22	FY22-23								FY23-24	
1	5508	E1236	2013/Rs48-11D/Tru turf	\$ 9,405.20			\$ 3,266.00	\$ 1,002.00	\$ 2,250.00	N	1	Greens Roller - This self driven piece of equipment will make our processes more efficient. The current piece of equipment has to be attached/towed by another piece of equipment (tractor). This takes that piece of equipment away from doing other things. And, when it needs repair, we cannot use the current greens roller at all.	This a 2011 model bought in 2013. It does not have a hr or mileage meter. We use it 4 time a week year round. We estimate 10,032 hr/8778 miles. Photos attached	\$ 30,000.00	\$ 30,000.00		
2	5527									N	2	Ball Dispensing Machine - Ball Dispenser/Ultima 8	It provides golfers with easy access to golf balls without needing to carry a large quantity themselves. Golfers can quickly refill their buckets without interrupting their practice sessions, thus maximizing their time on the range. Revenue Generation. By controlling the distribution of golf balls through a dispenser, we can ensure that golfers are safely separated from areas where balls are stored. Overall, a ball dispenser contributes to a better experience for golfers and helps driving range facilities operate efficiently.	\$ 10,000.00	\$ 10,000.00		
3	5564									N	3	Buffalo Blower - 2023 Turbine KB6 Blower	Efficient in clearing debris and leaves in landscaping or construction projects, its ability to save time and labor compared to manual methods, and its versatility in handling various outdoor cleanup tasks. Additionally, it is reliable, durable, and has potential cost savings over time due to increased productivity. This unit is pulled with golf carts or utility carts.	\$ 13,000.00			
4																	
5																	
6																	
7																	
8																	
9																	
10																	
<b>Total Capital</b>				\$ 9,405.20	\$ -	\$ 3,266.00	\$ 1,002.00	\$ 2,250.00					\$ 53,000.00	\$ 40,000.00			

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Felicia Brown

Fund: 11-General Fund  
Dept #: Parks & Recreation - 7461  
Division: Golf Course - 7461  
Account: 2323 Training

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Cert. Programs for Advance Golf Exec. Management - 2 programs at \$350 each	\$ 700.00	\$ 350.00	\$ 350.00	\$ 350.00
2	OSHA Hazmat Trainings - O Agbasi, L Hayes, M Posey	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
3	Pesticide Certification for 2 - M Posey, L Hayes	\$ 400.00	\$ 150.00	\$ 400.00	\$ 400.00
4	GCCSA Certification - L Hayes	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00
5	Wedding Conference/Expo in Las Vegas, NV		\$ 199.00		
6	PGA Golf Show (O Agbasi)... Registration is free/ \$500 for unlimited education.. Did not attend the last 2 years; plan to attend in FY25.	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
7	Carolina PGA Teaching Summit (O Agbasi); did not attend in FY24, plan to attend in FY25	\$ 300.00		\$ 300.00	\$ 300.00
8		\$ -			
9					
10					
	<b>Total - 2323 Training</b>	<b>\$ 3,300.00</b>	<b>\$ 699.00</b>	<b>\$ 2,950.00</b>	<b>\$ 2,950.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Carolinas PGA Conferences for O Agbasi and A Gipson - Greensboro, NC. This is a 2 night stay and transport for the PGA Section meeting and merchandise display. Needed for education and PGA status. Fees fluctuate. A Gipson attended one day in FY24; expect him to do the 2 night stay in FY25.	\$ 600.00	\$ 670.00	\$ 800.00	\$ 800.00
2	PGA Golf Show (O Agbasi)/Education, Player Development; did not attend in FY24, expect to attend in FY25	\$ 1,200.00		\$ 1,400.00	\$ 1,400.00
3	PGA Chapter Meetings. 1 day meeting/Education... Transport	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
4	Golf Course Superintendant (CGCSA) Conference - L Hayes	\$ 1,100.00	\$ 680.00	\$ 1,100.00	\$ 1,100.00
5	Wedding Conference/Expo in Las Vegas, NV		\$ 1,339.00	\$ -	
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 3,100.00</b>	<b>\$ 2,889.00</b>	<b>\$ 3,500.00</b>	<b>\$ 3,500.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 11-General Fund</b>	<b>Dept. Head-Felicia Brown</b>
<b>Dept #: Parks &amp; Recreation - 7461</b>	
<b>Division: Golf Course - 7461</b>	
<b>Account: 3914 Contract Services</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	HVAC Service for Pro Shop and Maintenance Shop	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
2	Pest Control	\$ 700.00	\$ 540.00	\$ 540.00	\$ 540.00
3	Emergency Contracted Services.	\$ 3,000.00	\$ 600.00	\$ 3,000.00	\$ 3,000.00
4	Carpet cleaning	\$ 400.00	\$ 200.00	\$ 600.00	\$ 600.00
5	Carolina Phone and Alarm Service	\$ 600.00	\$ 600.00	\$ 900.00	\$ 900.00
6	Bucks Fire Extinguisher and hood inspection. Replacing extinguishers as needed	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
7	Clay Tennis Courts Repair - previously accounted- for in Parks and Recreation Budget			\$ 8,000.00	\$ 8,000.00
8					
9					
10					
<b>Total - 3914 Contract Services</b>		<b>\$ 6,900.00</b>	<b>\$ 4,240.00</b>	<b>\$ 15,340.00</b>	<b>\$ 15,340.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	PGA Dues (O Agbasi and A Gipson)	\$ 1,400.00	\$ 700.00	\$ 1,400.00	\$ 1,400.00
2	CGCSA Class B (L Hayes)	\$ 450.00	\$ 460.00	\$ 510.00	\$ 510.00
3	Sam' Club Membeship	\$ 25.00	\$ 40.00	\$ 40.00	\$ 40.00
4	Carolina Golf Association (Ghin Handicap Fees) - Registered GHIN Golfers can login to post scores, track statistics, calculate Course & Playing Handicaps, lookup golfers and more. The Course charges \$25 per user. This price we are charged is dependent upon the number of golfers that register to use the system. Estimated 100 sign ups for FY23-24. For FY25, this funding request will be realized in the Software Licensing Fee Line (4221)	\$ 1,600.00	\$ 900.00		
5	Irrigation Essentials .. Option of \$2,679/year or \$9,540/5yrs .. Unlimited 24 Hour Toll Free Support by Licensed Irrigators, 24/7/365 Emergency Paging Service, Extended Warranty Fulfilled by Qualified Toro Technicians, Free Controller Software Service Packs & Discounted Enhancements, 24 Hour Hardware Replacement, NSN Connect for Remote Connection and NSN Portal. Recommending 5 yr (60 month) fee option. This will be a one-time payment in FY24.	\$ 9,540.00	\$ 9,600.00		
6					
7					
8					
9					
10					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 13,015.00</b>	<b>\$ 11,700.00</b>	<b>\$ 1,950.00</b>	<b>\$ 1,950.00</b>





**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    11-General Fund                    **Dept. Head**    Catherine Gwynn  
**Dept #:**                8101 Finance                            ~ = Division by Zero  
**Division:**            8101 GF Transfers & Shared Services                    \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1860	Worker's Comp Claims Cost	\$ -			\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
81002	Contingency				\$ -	\$ -	*	\$ -	*
81003	Transfer to Capital Projects		\$ 396,000.00	\$ 401,664.04	\$ -	\$ 40,000.00	-89.90%	\$ 40,000.00	-89.90%
81004	Transfer to Special Revenue Fund		\$ -	\$ 1,720.60	\$ -	\$ -	*	\$ -	*
81005	Transfer to Capital Reserve Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	*	\$ -	*
	<b>Total Transfers</b>	\$ 1,000.00	\$ 397,000.00	\$ 404,384.64	\$ -	\$ 40,000.00	-89.92%	\$ 40,000.00	-89.92%
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Finance-GF Transfers &amp; Shared Services Bud</b>	\$ 1,000.00	\$ 397,000.00	\$ 404,384.64	\$ -	\$ 40,000.00	-89.92%	\$ 40,000.00	-89.92%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 8101		
<b>Division:</b>	GF Transfers & Shared Services - 8101		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1860	Worker's Comp Claims Cost			\$ -			
	<b>Total Salaries &amp; Benefits</b>			\$ -	\$ -	\$ -	\$ -
81002	Contingency		FY22 - 3 cent tax increase to build fund balance.	\$ -			
81003	Transfer to Capital Projects		Grant Match FEMA AFG Grant (Fire) \$40K	\$ 396,000.00	\$ -	\$ 40,000.00	\$ 40,000.00
81004	Transfer to Special Revenue Fund			\$ -			
81005	Transfer to Capital Reserve Fund			\$ 1,000.00			
	<b>Total Transfers</b>			\$ 397,000.00	\$ -	\$ 40,000.00	\$ 40,000.00
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-GF Transfers &amp; Shared Services B</b>			\$ 397,000.00	\$ -	\$ 40,000.00	\$ 40,000.00

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **11-General Fund**                    **Dept. Head**    **Catherine Gwynn**  
**Dept #:**                **8111 Finance**                    ~ = Division by Zero  
**Division:**            **8111 GF Debt Service**                    \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4920 Arbitrage Rebate Fees	\$ 3,501.99	\$ 6,000.00	\$ 6,000.00	\$ 4,900.00	\$ 4,155.00	-30.75%	\$ 4,155.00	-30.75%
<b>Total Operating Expenditures</b>	<b>\$ 3,501.99</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 4,900.00</b>	<b>\$ 4,155.00</b>	<b>-30.75%</b>	<b>\$ 4,155.00</b>	<b>-30.75%</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	\$ 641,555.00	\$ 640,000.00	\$ 640,000.00	\$ 640,000.00	\$ 628,754.00	-1.76%	\$ 628,754.00	-1.76%
7131 Golf Course Equipment Loan	\$ 503,656.10	\$ 503,500.00	\$ 503,500.00	\$ 503,113.00	\$ 503,507.00	0.00%	\$ 503,507.00	0.00%
7132 Recreation Center Loan Payment	\$ 597,908.00	\$ 584,000.00	\$ 584,000.00	\$ 584,000.00	\$ 569,681.00	-2.45%	\$ 569,681.00	-2.45%
7160 Lease Purchase Payment	\$ 915,509.22	\$ 1,052,000.00	\$ 1,052,000.00	\$ 1,052,000.00	\$ 1,132,739.00	7.67%	\$ 1,132,739.00	7.67%
7161 City Hall Loan Payment	\$ 104,779.74	\$ 46,000.00	\$ 46,000.00	\$ 45,712.00	\$ -	*	\$ -	*
7164 Paramount Loan Payment	\$ 184,667.06	\$ 81,000.00	\$ 81,000.00	\$ 80,564.00	\$ -	*	\$ -	*
7167 Tiger Match/Settlement Loan	\$ 319,282.20	\$ 312,000.00	\$ 312,000.00	\$ 312,000.00	\$ 304,052.00	-2.55%	\$ 304,052.00	-2.55%
7168 Police Settlement Payment	\$ 182,070.00	\$ 178,000.00	\$ 178,000.00	\$ 177,480.00	\$ 172,550.00	-3.06%	\$ 172,550.00	-3.06%
7171 Police Evidence Loan	\$ 497,425.14	\$ 487,000.00	\$ 487,000.00	\$ 485,513.00	\$ 474,407.00	-2.59%	\$ 474,407.00	-2.59%
7173 SJAFB Comm Refuse Eq Loan	\$ 68,604.39	\$ 69,500.00	\$ 69,500.00	\$ 69,500.00	\$ 68,496.00	-1.44%	\$ 68,496.00	-1.44%
7200 Bond Interest	\$ 345,160.80	\$ 312,500.00	\$ 312,500.00	\$ 312,500.00	\$ 279,346.00	-10.61%	\$ 279,346.00	-10.61%
79004 Exp: Initial Direct Cost (GASB87)		\$ -	\$ 8,640.00					
<b>Total Debt Service</b>	<b>\$ 4,360,617.65</b>	<b>\$ 4,265,500.00</b>	<b>\$ 4,274,140.00</b>	<b>\$ 4,271,022.00</b>	<b>\$ 4,133,532.00</b>	<b>-3.09%</b>	<b>\$ 4,133,532.00</b>	<b>-3.09%</b>
<b>Total Finance-GF Debt Service Budget</b>	<b>\$ 4,364,119.64</b>	<b>\$ 4,271,500.00</b>	<b>\$ 4,280,140.00</b>	<b>\$ 4,275,922.00</b>	<b>\$ 4,137,687.00</b>	<b>-3.13%</b>	<b>\$ 4,137,687.00</b>	<b>-3.13%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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 - 8111		
<b>Division:</b>	GF Debt Service - 8111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
4920	Arbitrage Rebate Fees		Bingham Arbitrage Services -026-G \$750; 045-G \$1300; 046-GE \$1105; new debt \$1000	\$ 6,000.00	\$ 4,900.00	\$ 4,155.00	\$ 4,155.00
	<b>Total Operating Expenditures</b>			<b>\$ 6,000.00</b>	<b>\$ 4,900.00</b>	<b>\$ 4,155.00</b>	<b>\$ 4,155.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7100	Bond Principal		Per Debt Service Schedules	\$ 640,000.00	\$ 640,000.00	\$ 628,754.00	\$ 628,754.00
7131	Golf Course Equipment Loan		Per Debt Service Schedules	\$ 503,500.00	\$ 503,113.00	\$ 503,507.00	\$ 503,507.00
7132	Recreation Center Loan Payment		Per Debt Service Schedules	\$ 584,000.00	\$ 584,000.00	\$ 569,681.00	\$ 569,681.00
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 1,052,000.00	\$ 1,052,000.00	\$ 1,132,739.00	\$ 1,132,739.00
7161	City Hall Loan Payment		Per Debt Service Schedules	\$ 46,000.00	\$ 45,712.00	\$ -	\$ -
7164	Paramount Loan Payment		Per Debt Service Schedules	\$ 81,000.00	\$ 80,564.00	\$ -	\$ -
7167	Tiger Match/Settlement Loan		Per Debt Service Schedules	\$ 312,000.00	\$ 312,000.00	\$ 304,052.00	\$ 304,052.00
7168	Police Settlement Payment		Per Debt Service Schedules	\$ 178,000.00	\$ 177,480.00	\$ 172,550.00	\$ 172,550.00
7171	Police Evidence Loan		Per Debt Service Schedules	\$ 487,000.00	\$ 485,513.00	\$ 474,407.00	\$ 474,407.00
7173	SJAFB Comm Refuse Eq Loan		Per Debt Service Schedules	\$ 69,500.00	\$ 69,500.00	\$ 68,496.00	\$ 68,496.00
7200	Bond Interest		Per Debt Service Schedules-loan not expected to be taken by FY22	\$ 312,500.00	\$ 312,500.00	\$ 279,346.00	\$ 279,346.00
79004	Exp: Initial Direct Cost (GASB87)			\$ -	\$ 8,640.00	\$ -	
	<b>Total Debt Service</b>			<b>\$ 4,265,500.00</b>	<b>\$ 4,271,022.00</b>	<b>\$ 4,133,532.00</b>	<b>\$ 4,133,532.00</b>
	<b>Total Finance-GF Debt Service Budget</b>			<b>\$ 4,271,500.00</b>	<b>\$ 4,275,922.00</b>	<b>\$ 4,137,687.00</b>	<b>\$ 4,137,687.00</b>



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Stormwater Fund Revenues

EXPENDITURE SHEET										
Fiscal Year FY24-25										
Fund: 15-Stormwater Fund										
Dept #: Revenues Finance										
Division: Revenues Revenues										
Dept. Head Catherine Gwynn										
~ = Division by Zero										
* = Change < \$500										
Purple Cell-Finance Input										
Object of Expenditure	Rev Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
8269	0004	Stormwater Fee	\$ 1,622,425.84	\$ 1,684,200.00	\$ 1,684,200.00	\$ 1,685,070.00	\$ 1,685,000.00	0.05%	\$ 1,685,000.00	0.05%
		<b>Total-Charges for Services-0004</b>	<b>\$ 1,622,425.84</b>	<b>\$ 1,684,200.00</b>	<b>\$ 1,684,200.00</b>	<b>\$ 1,685,070.00</b>	<b>\$ 1,685,000.00</b>	<b>0.05%</b>	<b>\$ 1,685,000.00</b>	<b>0.05%</b>
8180	0005	Investment Interest	\$ 29,299.31	\$ 10,000.00	\$ 10,000.00	\$ 36,086.00	\$ 32,000.00	220.00%	\$ 7,831.00	-21.69%
8267	0005	Loan Proceeds	\$ 365,000.00	\$ 235,000.00	\$ 235,000.00	\$ -	\$ -	*	\$ -	*
8270	0005	Loan Proceeds Installment Financing	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8302	0005	Contrib in Aid of Construction (SWF	\$ 8,378.37	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
		<b>Total-Capital Returns-0005</b>	<b>\$ 402,677.68</b>	<b>\$ 250,000.00</b>	<b>\$ 250,000.00</b>	<b>\$ 38,586.00</b>	<b>\$ 37,000.00</b>	<b>-85.20%</b>	<b>\$ 12,831.00</b>	<b>-94.87%</b>
8153	0006	Insurance Proceeds	\$ 16,216.30			\$ -	\$ -	*	\$ -	*
8190	0006	Other Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
		<b>Total-Miscellaneous-0006</b>	<b>\$ 16,216.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8583	0009	Fund Balance Withdrawal	\$ -	\$ -	\$ 136,455.00	\$ -	\$ -	*	\$ -	*
		<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 136,455.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
		<b>Total Revenues</b>	<b>\$ 2,041,319.82</b>	<b>\$ 1,934,200.00</b>	<b>\$ 2,070,655.00</b>	<b>\$ 1,723,656.00</b>	<b>\$ 1,722,000.00</b>	<b>-10.97%</b>	<b>\$ 1,697,831.00</b>	<b>-12.22%</b>

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<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	15-Stormwater Fund	Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Finance - Revenues		
<b>Division:</b>	Revenues - Revenues		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
8269	Stormwater Fee		FY24-~5% increase in Stormwater Rates Adopted; FY25 No rate increase	\$ 1,684,200.00	\$ 1,685,070.00	\$ 1,685,000.00	\$ 1,685,000.00
	<b>Total-Charges for Services-0004</b>			<b>\$ 1,684,200.00</b>	<b>\$ 1,685,070.00</b>	<b>\$ 1,685,000.00</b>	<b>\$ 1,685,000.00</b>
8180	Investment Interest		Per Quarterly Interest Income Allocation.xlsx; Extrapolated Jun30 and Dept based on trend.	\$ 10,000.00	\$ 36,086.00	\$ 32,000.00	\$ 7,831.00
8267	Loan Proceeds		FY24 D#047-GE Tentative; FY25 Tentative ?	\$ 235,000.00	\$ -	\$ -	\$ -
8270	Loan Proceeds Installment Financing			\$ -	\$ -	\$ -	\$ -
8302	Contrib in Aid of Construction (SWF			\$ 5,000.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
	<b>Total-Capital Returns-0005</b>			<b>\$ 250,000.00</b>	<b>\$ 38,586.00</b>	<b>\$ 37,000.00</b>	<b>\$ 12,831.00</b>
8153	Insurance Proceeds			\$ -	\$ -	\$ -	\$ -
8190	Other Miscellaneous Revenue			\$ -	\$ -	\$ -	\$ -
	<b>Total-Miscellaneous-0006</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583	Fund Balance Withdrawal			\$ -	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Revenues</b>			<b>\$ 1,934,200.00</b>	<b>\$ 1,723,656.00</b>	<b>\$ 1,722,000.00</b>	<b>\$ 1,697,831.00</b>







# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Stormwater Fund Expenditures

## FISCAL YEAR 2024-2025 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 & Stormwater 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, as well as maintenance and cleaning of subsurface drainage systems, to help reduce the introduction of harmful debris into our major waterways.
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas.
- Continue to improve and advance the capabilities of the Stormwater Maintenance division through formal training and OJT.
- 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 costs between in-house and contracted stormwater projects.
- Funding to assess the City's entire stormwater infrastructure system—mapping on track to be completed by end of year.
- Funding for CCTV capabilities to enable Storm Water crews to locate, assess, prioritize, budget and plan for needed repairs without damaging infrastructure.

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 408,559.60	\$ 488,524.52	\$ 488,524.52	\$ 442,743.71	\$ 493,940.13	1.11%	\$ 506,288.63	3.64%
1220	Salaries & Wages Overtime	\$ 3,113.53	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
1221	Employee Awards		\$ 400.00	\$ 400.00	\$ 400.00	\$ -	*	\$ -	*
1224	Cell Phone Stipend	\$ 291.23	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
1274	Call Duty Pay	\$ 3,258.93	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	0.00%	\$ 3,250.00	0.00%
1275	Salaries & Wages Bonus	\$ 123.33	\$ 6,770.39	\$ 6,770.39	\$ -	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 601.70	\$ 730.25	\$ 730.25	\$ 33.08	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 1,989.33	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280	Vacation Pay Out	\$ 6,073.65		\$ -	\$ -	\$ -	*	\$ -	*
1810	Social Security	\$ 31,153.79	\$ 38,982.47	\$ 38,982.47	\$ 34,909.00	\$ 38,792.39	-0.49%	\$ 39,737.06	1.94%
1821	NCLGERS-Retirement	\$ 51,434.92	\$ 64,912.07	\$ 64,912.07	\$ 62,334.24	\$ 69,268.51	6.71%	\$ 70,955.32	9.31%
1822	401-K Retirement	\$ 16,924.65	\$ 20,112.18	\$ 20,112.18	\$ 18,253.07	\$ 20,283.61	0.85%	\$ 20,777.55	3.31%
1830	Hospital Insurance	\$ 47,921.76	\$ 58,944.00	\$ 58,944.00	\$ 106,128.00	\$ 106,128.00	80.05%	\$ 106,128.00	80.05%
1835	Group Term Life Insurance Coverage	\$ 246.24	\$ 385.44	\$ 385.44	\$ 396.00	\$ 396.00	*	\$ 396.00	*
1860	Worker's Comp Claims Cost	\$ 1,585.05	\$ -	\$ -	\$ 1,700.00	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 3,009.25	\$ 3,203.00	\$ 3,203.00	\$ 2,570.00	\$ 2,726.00	-14.89%	\$ 2,726.00	-14.89%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 576,286.96</b>	<b>\$ 696,114.32</b>	<b>\$ 696,114.32</b>	<b>\$ 682,617.10</b>	<b>\$ 744,684.64</b>	<b>6.98%</b>	<b>\$ 760,158.55</b>	<b>9.20%</b>
1932	Medical Exams	\$ 99.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
1991	Consultant Fees	\$ 7,950.00	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00	0.00%	\$ 30,900.00	0.00%
2121	Uniforms	\$ 6,747.94	\$ 8,500.00	\$ 8,500.00	\$ 13,000.00	\$ 13,500.00	58.82%	\$ 13,500.00	58.82%
2123	Protective Clothing	\$ 1,283.88	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	0.00%	\$ 2,250.00	0.00%
2124	Shoes-Steel Toe	\$ 1,270.72	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
2203	Employee Appreciation	\$ 205.55	\$ 240.00	\$ 240.00	\$ 240.00	\$ 240.00	*	\$ 240.00	*
2323	Training	\$ 2,175.00	\$ 5,500.00	\$ 5,500.00	\$ 3,700.00	\$ 8,250.00	50.00%	\$ 8,250.00	50.00%
2501A	Fleet Charges Internal Use Only!	\$ 40,871.87	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	0.00%	\$ 45,000.00	0.00%
2502A	Vehicle Fuel-Internal Charges	\$ 45,819.54	\$ 70,000.00	\$ 70,000.00	\$ 45,000.00	\$ 60,000.00	-14.29%	\$ 60,000.00	-14.29%
2993	Operational Supplies	\$ 58,932.34	\$ 75,000.00	\$ 72,397.00	\$ 75,000.00	\$ 75,000.00	0.00%	\$ 75,000.00	0.00%
2994	Tools	\$ 3,318.79	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
3121	Travel	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3210	Telephone & Communication Svcs	\$ 2,753.81	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%	\$ 3,500.00	0.00%
3250A	Postage-Internal Charges only!	\$ 10.80	\$ 2.00	\$ 2.00	\$ 35.00	\$ 35.00	*	\$ 35.00	*
3410	Printing	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
3510	Repairs (Insurance Claims)	\$ 375.00		\$ -	\$ -	\$ -	*	\$ -	*
3522	Machine/Equipment Maintenance	\$ 13,048.14	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
3594	Concrete Repairs	\$ 6,394.85	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	0.00%	\$ 15,000.00	0.00%

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3913 Landfill Charges	\$ 24,645.30	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00	25.00%	\$ 50,000.00	25.00%
3914 Contract Services	\$ 4,200.00	\$ 4,200.00	\$ 4,550.00	\$ 4,200.00	\$ 4,200.00	0.00%	\$ 4,200.00	0.00%
3994 Tree Service	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%	\$ 20,000.00	0.00%
4221 Software License Fees	\$ 15,750.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	0.00%	\$ 17,000.00	0.00%
4511 Multi-Peril Insurance	\$ 3,705.02	\$ 4,319.00	\$ 4,319.00	\$ 6,120.00	\$ 6,867.00	59.00%	\$ 6,867.00	59.00%
4521 Auto Liability	\$ 14,218.77	\$ 16,628.00	\$ 16,628.00	\$ 20,569.00	\$ 21,877.00	31.57%	\$ 21,877.00	31.57%
4912 Fees & Dues	\$ 4,360.00	\$ 4,488.00	\$ 4,488.00	\$ 4,088.00	\$ 5,163.00	15.04%	\$ 5,163.00	15.04%
<b>Total Operating Expenditures</b>	<b>\$ 258,136.32</b>	<b>\$ 391,227.00</b>	<b>\$ 388,974.00</b>	<b>\$ 362,802.00</b>	<b>\$ 407,482.00</b>	<b>4.15%</b>	<b>\$ 407,482.00</b>	<b>4.15%</b>
5410 Backhoe				\$ -	\$ 160,000.00	~	\$ -	*
5086 Garage Bay Door				\$ -	\$ 36,000.00	~	\$ 36,000.00	~
5420 Tandem Dump Truck		\$ 235,000.00	\$ 235,000.00	\$ 200,000.00	\$ -	*	\$ -	*
5476 Crew Cab Pick-Up Tk W/Utility Body	\$ -	\$ -	\$ 63,239.00	\$ -	\$ -	*	\$ -	*
5490 Street Sweeper	\$ 296,274.35		\$ -	\$ -	\$ -	*	\$ -	*
5436 Pick-Up Truck W/Extended Cab				\$ -	\$ 50,000.00	~	\$ -	*
5527 Miscellaneous Equipment		\$ 7,500.00	\$ 7,500.00	\$ 7,139.00	\$ -	*	\$ -	*
5526 Flail Mower		\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ -	*	\$ -	*
5697 Pipe Inspection Camera				\$ -	\$ 150,000.00	~	\$ 150,000.00	~
5487 Tractor				\$ -	\$ 70,000.00	~	\$ -	*
5632 Utility Vehicle	\$ 560.00	\$ -	\$ 75,469.00	\$ 73,327.58	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 296,834.35</b>	<b>\$ 255,000.00</b>	<b>\$ 393,708.00</b>	<b>\$ 292,966.58</b>	<b>\$ 466,000.00</b>	<b>82.75%</b>	<b>\$ 186,000.00</b>	<b>-27.06%</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>\$ 1,131,257.63</b>	<b>\$ 1,342,341.32</b>	<b>\$ 1,478,796.32</b>	<b>\$ 1,338,385.68</b>	<b>\$ 1,618,166.64</b>	<b>20.55%</b>	<b>\$ 1,353,640.55</b>	<b>0.84%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	Dept. Head-Rick Fletcher	Blue Font - Detail Schedule Requested
Fund:	15-Stormwater Fund		Green Cell - Department Input
Dept #:	Public Works - 4137		
Division:	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		11 FTE's	\$ 488,524.52	\$ 442,743.71	\$ 493,940.13	\$ 506,288.63
1220	Salaries & Wages Overtime		Funds used for overtime hours when crews are called in after hours for recovery operations or to respond to emergency situations - heavy rain event to include hurricanes that cause major flooding or downed trees. Snow and ice prep and/or removal operations. Crews responded to several weather and rain events.	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
1221	Employee Awards		no service awards	\$ 400.00	\$ 400.00	\$ -	
1224	Cell Phone Stipend		IT rep @ 1/3 rate \$20 x12	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
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	\$ 3,250.00
1275	Salaries & Wages Bonus			\$ 6,770.39			
1277	Clothing Allowance		no allowance needed	\$ 730.25	\$ 33.08	\$ -	
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out		June 30: retirement/resignations	\$ -	\$ -	\$ -	
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 38,982.47	\$ 34,909.00	\$ 38,792.39	\$ 39,737.06
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 64,912.07	\$ 62,334.24	\$ 69,268.51	\$ 70,955.32
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 20,112.18	\$ 18,253.07	\$ 20,283.61	\$ 20,777.55
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 58,944.00	\$ 106,128.00	\$ 106,128.00	\$ 106,128.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 385.44	\$ 396.00	\$ 396.00	\$ 396.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ 1,700.00	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 3,203.00	\$ 2,570.00	\$ 2,726.00	\$ 2,726.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 696,114.32</b>	<b>\$ 682,617.10</b>	<b>\$ 744,684.64</b>	<b>\$ 760,158.55</b>
1932	Medical Exams			\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
1991	Consultant Fees	Y	See detailed schedule attached.	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00
2121	Uniforms		Uniform rental: ~\$260 x 52 wks (10 employees)	\$ 8,500.00	\$ 13,000.00	\$ 13,500.00	\$ 13,500.00
2123	Protective Clothing		1 July: Used to purchase required personnel protective items such as rubber boots, gloves, respirators, safety glasses/goggles, hard hats, hearing protection and rain gear.	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00
2124	Shoes-Steel Toe		To purchase required steel-toe boots. Allowance is for \$150 for 10 employees, 1 supervisor and 1 superintendent. Funds were not used due to 3 perpetually vacant positions all year	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
2203	Employee Appreciation		\$20 each for 12 FTE	\$ 240.00	\$ 240.00	\$ 240.00	\$ 240.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	15-Stormwater Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4137		
<b>Division:</b>	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	\$ 5,500.00	\$ 3,700.00	\$ 8,250.00	\$ 8,250.00
2501A	Fleet Charges Internal Use Only!			\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
2502A	Vehicle Fuel-Internal Charges			\$ 70,000.00	\$ 45,000.00	\$ 60,000.00	\$ 60,000.00
2993	Operational Supplies		July 1: Funds used to purchase materials and supplies necessary for daily maintenance operations. Including but not limited too; repairing stormwater cave-ins, installation of new stromwater pipes and catch basins, repairing pipes, ditch maintenance of the major stormwater tributaries, purchasing catch basin frame and grates, backfill dirt, ABC stone, rip rap, cold mix asphalt, seeding and landscaping materials.	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
2994	Tools		June 30: all \$5,000 will be used 1 July: Funds to purchase/replace chain saws, pole saws, blowers, pipe saws, pipe saw blades, vibratory tamps and a variety of hand tools - e.g. shovels, rakes, pitchforks, brooms in support of daily and emergency operations.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
3210	Telephone & Communication Svcs		Cost covers 3 city cell phones: Supervisor, Senior Operator and Superintendent and 2 IPADS not yet received. The two IPADS will be used by the street sweeper and pipe crews for field operations.	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3250A	Postage-Internal Charges only!		Allocated cost from Finance (certified mail)	\$ 2.00	\$ 35.00	\$ 35.00	\$ 35.00
3410	Printing		Funds to purchase literature and other printed material	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
3510	Repairs (Insurance Claims)			\$ -			
3522	Machine/Equipment Maintenance		For the replacement of wearable equipment components - e.g. JetVac rodder hoses, suction pipes, nozzles, street sweeper hoses, curtains and brooms, flail mower blades and tracks for both mini excavators.	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
3594	Concrete Repairs		Concrete repairs: Cover the cost of purchasing cement, pallets of bricks for the repair of failed stormwater infrastrucutre and the installation of new pipes of various types and sizes. (Concrete repairs)	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
3913	Landfill Charges		Funds for the disposal of street sweepings, ditch clean out debris and collected construction debris. (Slight increase at County Landfill )	\$ 40,000.00	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See detailed schedule attached.	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	15-Stormwater Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Works - 4137		
<b>Division:</b>	Stormwater - 4137		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3994	Tree Service		Funds to source contractors to remove large trees impeding the flow of storm water through our major tributaries	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
4221	Software License Fees		Cityworks software licence fee	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 4,319.00	\$ 6,120.00	\$ 6,867.00	\$ 6,867.00
4521	Auto Liability		Provided by Finance	\$ 16,628.00	\$ 20,569.00	\$ 21,877.00	\$ 21,877.00
4912	Fees & Dues	Y	See detailed schedule attached.	\$ 4,488.00	\$ 4,088.00	\$ 5,163.00	\$ 5,163.00
<b>Total Operating Expenditures</b>				<b>\$ 391,227.00</b>	<b>\$ 362,802.00</b>	<b>\$ 407,482.00</b>	<b>\$ 407,482.00</b>
5410	Backhoe		Funds to replace E-1201 Backhoe. (Refer to Capital sheet).	\$ -		\$ 160,000.00	\$ -
5086	Garage Bay Door		Enclose Equipment Shelter at PW with garage doors/walls	\$ -		\$ 36,000.00	\$ 36,000.00
5420	Tandem Dump Truck		Funds to replace D-978 a Tandem Axle dump truck	\$ 235,000.00	\$ 200,000.00	\$ -	\$ -
5476	Crew Cab Pick-Up Tk W/Utility Body			\$ -		\$ -	\$ -
5490	Street Sweeper			\$ -		\$ -	\$ -
5436	Pick-Up Truck W/Extended Cab		Funds to replace a 2010 ford pickup with 108,087 miles	\$ -		\$ 50,000.00	\$ -
5527	Miscellaneous Equipment			\$ 7,500.00	\$ 7,139.00	\$ -	\$ -
5526	Flail Mower			\$ 12,500.00	\$ 12,500.00	\$ -	\$ -
5697	Pipe Inspection Camera			\$ -		\$ 150,000.00	\$ 150,000.00
5487	Tractor		Funds to replace a 1992 ( 32 Yrs old ) tractor	\$ -		\$ 70,000.00	\$ -
5632	Utility Vehicle			\$ -	\$ 73,327.58	\$ -	\$ -
<b>Total Capital Outlay</b>				<b>\$ 255,000.00</b>	<b>\$ 292,966.58</b>	<b>\$ 466,000.00</b>	<b>\$ 186,000.00</b>
7160	Lease Purchase Payment		Provided by Finance		\$ -	\$ -	
<b>Total Debt Service</b>				<b>\$ -</b>			<b>\$ -</b>
<b>Total Public Works-Stormwater Budget</b>				<b>\$ 1,342,341.32</b>	<b>\$ 1,338,385.68</b>	<b>\$ 1,618,166.64</b>	<b>\$ 1,353,640.55</b>

**CAPITAL OUTLAY**      Fiscal Year FY24-25  
 Fund:      15-Stormwater Fund      Dept. Head-Rick Fletcher  
 Dept #:      Public Works - 4137  
 Division:      Stormwater - 4137

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information					Department Request	Manager Recommend. 05/15/24	New Debt?
			Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement					
						Estim. Auction Proceeds?	FY21-22	FY22-23					FY23-24				
1	5410	E-1201	2012 John Deere Backhoe	\$ 99,899.00	5,352	\$40,000	\$ 475.69	\$ 983.04	\$ 60,000 +	N	1	2024 Johndeere Backhoe	Funds will be used to replace E-1201. This machine is currently out of service. Cost to fix this piece of Machinery is in excess of 60 Thousand dollars. This is a key piece of Machinery that is used everyday by the Storm Water department.. It makes no sense to spend over half of what a new Backhoe would cost us. this backhoe is used on a daily basis and is affecting our daily operations. this backhoe was scheduled for replacement in budget cycle Fy 26-27.,but has moved to the top of our CIP.	\$160,000.00	\$ -		
2	5697		CCTV ( New )	\$ 150,000.00						N	2	CCTV Camera system	Funds will be used to purchase this piece of equipment, that would enable the Storm Water crew to pin point repairs, assess damages, plan and budget for replacement or repair of ageing infructure..This CCTV would save us time and money in the field by giving us the ability to accurately assess damages and repairs.	\$150,000.00	\$ 150,000.00		
3	5436	P-1151	2010 Pickup Truck	\$ 20,148.00	\$ 108,087.00	\$10,000	\$ 1,181.00	\$ 1,275.00	\$ 352.00	N	3	2024 F 150 4x4	Funds will be used to replace a two wheel drive pick up that has 105,966 miles. This truck will be assigned to the Superintendent of the Stormwater department. This vehicle will be used on a daily basis and it is imperative to replace with a 4x4. Superintendent will be pulling light equipment such as arrow boards and trailers with equipment and materials to job sights. Vehicle will also be used in inclement weather such as snow and ice,.	\$ 50,000.00	\$ -		
4	5487	E-622	John Deere Tractor	\$ 18,432.00	5,352	\$ 20,000.00	Some maintenanse expenditures not available	\$ -	\$ -	N	4	2024	Funds will be used to replace a 32 Year old tractor. We have started a Herbicide program, where we spray Aquatic Herbicide, Roundup and select woody vegetation. For the safety of our employee's, a inclosed cab tractor would help to mitigate exposure to harmful chemicals.	\$ 70,000.00	\$ -		
5	5086												Enclose Equipment Shelter at PW with garage doors/walls	\$ 36,000.00	\$ 36,000.00		
6																	
7																	
8																	
9																	
10																	
<b>Total Capital Outlay</b>				<b>\$ 288,479.00</b>		<b>\$ 70,000.00</b>	<b>\$ 1,656.69</b>	<b>\$ 2,258.04</b>	<b>\$ 352.00</b>					<b>\$ 466,000.00</b>	<b>\$ 186,000.00</b>		



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 15-Stormwater Fund  
 Dept #: Public Works - 4137  
 Division: Stormwater - 4137  
 Account: 1991 Consultant Fees

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Annual Stormwater Reports-per Engineering (ES&GS Services)	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00	\$ 30,900.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 30,900.00</b>	<b>\$ 30,900.00</b>	<b>\$ 30,900.00</b>	<b>\$ 30,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 15-Stormwater Fund  
Dept #: Public Works - 4137  
Division: Stormwater - 4137  
Account: 2323 Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Basic Work Zone installer x 4 employees @ \$150ea = \$600	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
2	Work Zone traffic control Supervisor x 1 employee @ = \$450	\$ 450.00	\$ 450.00		
3	Trenching competent person training x 4 @ \$175 ea = \$700	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
4	Road Safety fundamentals x 4 employees @ 150 ea =	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
5	Reducing roadway crashes on line x9 employees @c\$150=	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
6	CDL training class x 1 employee @ \$5,000 (3 days vs 8 wks)	\$ 1,800.00	\$ -	\$ 5,000.00	\$ 5,000.00
7					
8	Basic concepts of supervision class 150ea = \$900				
9	Magagement techniques class 150ea = \$1200				
10	Basic Drainage/Roadway Maintenance 150 ea = 900				
	<b>Total - 2323 Training</b>	<b>\$ 5,500.00</b>	<b>\$ 3,700.00</b>	<b>\$ 8,250.00</b>	<b>\$ 8,250.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 15-Stormwater Fund  
 Dept #: Public Works - 4137  
 Division: Stormwater - 4137  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Used to cover the cost of registration fees, lodging, rental car and meals for attendance at the annual American Public Works Association "Storm Water Maintenance" Conference. Unable to attend 2023 due to weather.	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 3121 Travel</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Fee for trapper of aquatic animal control for ditches/streams	\$ 4,200.00	\$ 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>	<b>\$ 4,200.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Pesticides and Collections 1 renewals 3@ \$125.00 ea	\$ 300.00	\$ 300.00	\$ 375.00	\$ 375.00
2	Annual Stormwater permit fee for the PW Complex	\$ 166.00	\$ 166.00	\$ 166.00	\$ 166.00
3	Annual American Public Works Assoc. membership renewal	\$ 222.00	\$ 222.00	\$ 222.00	\$ 222.00
4	Annual Stormwater Conference fee for 2 employees	\$ 400.00		\$ 400.00	\$ 400.00
5	Clear Water Education Partnership dues...new state requirement must be paid	\$ 3,400.00	\$ 3,400.00	\$ 4,000.00	\$ 4,000.00
6					
7					
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 4,488.00</b>	<b>\$ 4,088.00</b>	<b>\$ 5,163.00</b>	<b>\$ 5,163.00</b>



**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    15-Stormwater Fund                    **Dept. Head**    Catherine Gwynn  
**Dept #:**                8101    Finance                                        ~ = Division by Zero  
**Division:**            8101    GF Transfers & Shared Services            \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
					\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
81002	Contingency		\$ 138,911.68	\$ 60,520.68	\$ -	\$ -	*	\$ -	*
81003	Transfer to Capital Projects	\$ 466,366.00	\$ 267,114.00	\$ 267,114.00	\$ 267,114.00	\$ 500,000.00	87.19%	\$ -	*
88102	Shared Services-Genl Fd to Stmwtr	\$ 127,915.00	\$ 129,533.00	\$ 129,533.00	\$ 129,533.00	\$ 157,260.00	21.41%	\$ 157,260.00	21.41%
	<b>Total Transfers &amp; Shared Services</b>	<b>\$ 594,281.00</b>	<b>\$ 535,558.68</b>	<b>\$ 457,167.68</b>	<b>\$ 396,647.00</b>	<b>\$ 657,260.00</b>	<b>22.72%</b>	<b>\$ 157,260.00</b>	<b>-70.64%</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Finance-GF Transfers &amp; Shared Services Bud</b>	<b>\$ 594,281.00</b>	<b>\$ 535,558.68</b>	<b>\$ 457,167.68</b>	<b>\$ 396,647.00</b>	<b>\$ 657,260.00</b>	<b>22.72%</b>	<b>\$ 157,260.00</b>	<b>-70.64%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	15-Stormwater Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101		
<b>Division:</b>	GF Transfers & Shared Services - 8101		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
0	0			\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			\$ -	\$ -	\$ -	\$ -
81002	Contingency		5% Contingency	\$ 138,911.68			
81003	Transfer to Capital Projects		Transfer to Stormwater CPF - T2201; FY25 \$500K to T2201 contingency for future Stormwater drainage projects	\$ 267,114.00	\$ 267,114.00	\$ 500,000.00	\$ -
88102	Shared Services-Genl Fd to Stmwtr		Per Service Fee calculation spreadsheet	\$ 129,533.00	\$ 129,533.00	\$ 157,260.00	\$ 157,260.00
	<b>Total Transfers &amp; Shared Services</b>			\$ 535,558.68	\$ 396,647.00	\$ 657,260.00	\$ 157,260.00
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-GF Transfers &amp; Shared Services B</b>			\$ 535,558.68	\$ 396,647.00	\$ 657,260.00	\$ 157,260.00





<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	15-Stormwater Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8111		
<b>Division:</b>	GF Debt Service - 8111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4920	Arbitrage Rebate Fees		Estimated arbitrage fees 046-E	\$ 300.00	\$ 195.00	\$ 195.00	\$ 195.00
	<b>Total Operating Expenditures</b>			\$ 300.00	\$ 195.00	\$ 195.00	\$ 195.00
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 56,000.00	\$ 133,809.00	\$ 186,735.00	\$ 186,735.00
	<b>Total Debt Service</b>			\$ 56,000.00	\$ 133,809.00	\$ 186,735.00	\$ 186,735.00
	<b>Total Finance-GF Debt Service Budget</b>			\$ 56,300.00	\$ 134,004.00	\$ 186,930.00	\$ 186,930.00



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Utility Fund Revenues

**EXPENDITURE SHEET**      Fiscal Year FY24-25  
**Fund:** 61-Utility Fund      Dept. Head Catherine Gwynn  
**Dept #:** Revenues Finance      ~ = Division by Zero  
**Division:** Revenues ~      \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	Rev Orgn	Related Orgn		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
8152	0003	None	FEMA Reimbursement	\$ 428,036.43	\$ -	\$ -	\$ 147,919.00	\$ -	*	\$ -	*
8950	0003	None	Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
53007A	0003	None	Federal Grants - UST ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
53400	0003	None	State Intergovt'l & Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
<b>Total-Revenue Other Agencies-0003</b>				<b>\$ 428,036.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,919.00</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8170	0004	W	Current Water Charges	\$ 8,898,997.95	\$ 9,300,000.00	\$ 9,300,000.00	\$ 9,241,211.00	\$ 9,832,900.00	5.73%	\$ 9,790,333.00	5.27%
8172	0004	W&S	Utility fund-Miscellaneous Recv	\$ 1,416,878.93	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,447,012.00	\$ 1,440,000.00	2.86%	\$ 1,440,000.00	2.86%
8183	0004	W&S	Insufficient Check Penalty	\$ 1,296.15	\$ 1,000.00	\$ 1,000.00	\$ 3,518.00	\$ 2,500.00	150.00%	\$ 2,500.00	150.00%
8277	0004	S	Current Sewer Charges	\$ 9,996,476.58	\$ 11,400,000.00	\$ 11,400,000.00	\$ 10,731,648.00	\$ 11,493,000.00	0.82%	\$ 11,493,000.00	0.82%
8279	0004	W&S	Late Payment Fee	\$ 430,385.23	\$ 350,000.00	\$ 350,000.00	\$ 404,441.00	\$ 404,000.00	15.43%	\$ 404,000.00	15.43%
8306	0004	W&S	System Development Fees Collected	\$ -	\$ -	\$ 449,600.00	\$ 215,619.00	\$ 280,000.00	~	\$ 280,000.00	~
8367	0004	W&S	Service Penalty	\$ (7,159.19)	\$ -	\$ -	\$ 1,437.00	\$ 1,000.00	~	\$ 1,000.00	~
8373	0004	W&S	Applied Deposits	\$ (2,902.40)	\$ 40,000.00	\$ 40,000.00	\$ 47,632.00	\$ 47,000.00	17.50%	\$ 47,000.00	17.50%
8375	0004	S	Sewer Taps	\$ 26,500.00	\$ 21,000.00	\$ 21,000.00	\$ 44,800.00	\$ 44,000.00	109.52%	\$ 44,000.00	109.52%
8384	0004	W	Reconnection Fee	\$ 8,451.83	\$ 5,000.00	\$ 5,000.00	\$ 97,982.00	\$ 98,000.00	1860.00%	\$ 98,000.00	1860.00%
8474	0004	W	Water Taps	\$ 27,850.00	\$ 21,000.00	\$ 21,000.00	\$ 63,974.00	\$ 64,000.00	204.76%	\$ 64,000.00	204.76%
8492	0004	C	Compost Revenue-Taxable	\$ 63,607.14	\$ 53,000.00	\$ 53,000.00	\$ 60,575.00	\$ 60,000.00	13.21%	\$ 60,000.00	13.21%
8492A	0004	C	Compost Revenue-Nontaxable	\$ 10,782.00	\$ -	\$ -	\$ 22,322.00	\$ 22,000.00	~	\$ 22,000.00	~
<b>Total-Charges for Services-0004</b>				<b>\$ 20,871,164.22</b>	<b>\$ 22,591,000.00</b>	<b>\$ 23,040,600.00</b>	<b>\$ 22,382,171.00</b>	<b>\$ 23,788,400.00</b>	<b>5.30%</b>	<b>\$ 23,745,833.00</b>	<b>5.11%</b>
8180	0005	W&S	Investment Interest	\$ 324,919.23	\$ 110,000.00	\$ 110,000.00	\$ 610,519.00	\$ 600,000.00	445.45%	\$ 600,000.00	445.45%
8303	0005	W	Lease Revenue - Cell Towers	\$ 67,098.25	\$ 67,821.00	\$ 67,821.00	\$ 67,821.00	\$ 69,856.00	3.00%	\$ 69,856.00	3.00%
8484	0005	W	Water Assessments	\$ 12,970.46	\$ 5,000.00	\$ 5,000.00	\$ 5,207.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
8485	0005	S	Sewer Assessments	\$ 15,319.48	\$ 8,000.00	\$ 8,000.00	\$ 8,083.00	\$ 8,000.00	0.00%	\$ 8,000.00	0.00%
8486	0005	W	Water Assessment Interest	\$ 1,240.77	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	*	\$ 100.00	*
8487	0005	S	Sewer Assessment Interest	\$ 7,458.72	\$ 1,000.00	\$ 1,000.00	\$ 1,004.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
8581	0005	W&S	Equipment Sales	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
<b>Total-Capital Returns-0005</b>				<b>\$ 429,006.91</b>	<b>\$ 201,921.00</b>	<b>\$ 201,921.00</b>	<b>\$ 692,734.00</b>	<b>\$ 693,956.00</b>	<b>243.68%</b>	<b>\$ 693,956.00</b>	<b>243.68%</b>
8153	0006	W&S	Insurance Proceeds	\$ 29,687.31	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8190	0006	W&S	Other Miscellaneous Revenue	\$ 1,016,817.28	\$ 517,072.00	\$ 517,072.00	\$ 701,446.00	\$ 700,000.00	35.38%	\$ 700,000.00	35.38%
<b>Total-Miscellaneous Revenues-0006</b>				<b>\$ 1,046,504.59</b>	<b>\$ 517,072.00</b>	<b>\$ 517,072.00</b>	<b>\$ 701,446.00</b>	<b>\$ 700,000.00</b>	<b>35.38%</b>	<b>\$ 700,000.00</b>	<b>35.38%</b>
58005	0008	W&S	Transfer from Capital Reserve	\$ 975,289.48	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	*	\$ -	*
58023	0008	W&S	Transfer from Capital Projects			\$ -	\$ -	\$ -	*	\$ -	*
8991	0008	None	Repayment - General Fund			\$ -	\$ -	\$ -	*	\$ -	*
<b>Total-Transfers In-0008</b>				<b>\$ 975,289.48</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8583	0009	W&S	Fund Balance Withdrawal	\$ -	\$ -	\$ 3,040,308.36	\$ -	\$ -	*	\$ 558,465.00	~
<b>Total-Fund Balance Withdrawal-0009</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,040,308.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ 558,465.00</b>	<b>~</b>
<b>Total Revenues</b>				<b>\$ 23,750,001.63</b>	<b>\$ 23,409,993.00</b>	<b>\$ 26,899,901.36</b>	<b>\$ 23,924,270.00</b>	<b>\$ 25,182,356.00</b>	<b>7.57%</b>	<b>\$ 25,698,254.00</b>	<b>9.77%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	61-Utility Fund	Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Finance - Revenues		
<b>Division:</b>	~ - Revenues		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8152	FEMA Reimbursement		Matthew FEMA Reimbursement (should be final)	\$ -	\$ 147,919.00	\$ -	\$ -
8950	Federal Grants		None	\$ -	\$ -	\$ -	\$ -
53007A	Federal Grants - UST ARPA		None	\$ -	\$ -	\$ -	\$ -
53400	State Intergovt'l & Grant Revenue		None	\$ -	\$ -	\$ -	\$ -
	<b>Total-Revenue Other Agencies-0003</b>			<b>\$ -</b>	<b>\$ 147,919.00</b>	<b>\$ -</b>	<b>\$ -</b>
8170	Current Water Charges		Dept Request includes 7% increase in water and sewer charges. Revised MGR per revised estimates Stantec	\$ 9,300,000.00	\$ 9,241,211.00	\$ 9,832,900.00	\$ 9,790,333.00
8172	Utility fund-Miscellaneous Recv		Includes BS01, BS02, HMTR, INMT, INWS, MISC, LHWT, PYAD, REPR	\$ 1,400,000.00	\$ 1,447,012.00	\$ 1,440,000.00	\$ 1,440,000.00
8183	Insufficient Check Penalty		Based on Trend	\$ 1,000.00	\$ 3,518.00	\$ 2,500.00	\$ 2,500.00
8277	Current Sewer Charges		Dept Request includes 7% increase in water and sewer charges.	\$ 11,400,000.00	\$ 10,731,648.00	\$ 11,493,000.00	\$ 11,493,000.00
8279	Late Payment Fee		Based on Trend	\$ 350,000.00	\$ 404,441.00	\$ 404,000.00	\$ 404,000.00
8306	System Development Fees Collected			\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00
8367	Service Penalty		Penalties are included in Late Payment Fee	\$ -	\$ 1,437.00	\$ 1,000.00	\$ 1,000.00
8373	Applied Deposits		Based on Trend	\$ 40,000.00	\$ 47,632.00	\$ 47,000.00	\$ 47,000.00
8375	Sewer Taps		Based on Trend	\$ 21,000.00	\$ 44,800.00	\$ 44,000.00	\$ 44,000.00
8384	Reconnection Fee		Based on Trend	\$ 5,000.00	\$ 97,982.00	\$ 98,000.00	\$ 98,000.00
8474	Water Taps		Based on Trend	\$ 21,000.00	\$ 63,974.00	\$ 64,000.00	\$ 64,000.00
8492	Compost Revenue-Taxable		Based on Trend	\$ 53,000.00	\$ 60,575.00	\$ 60,000.00	\$ 60,000.00
8492A	Compost Revenue-Nontaxable		Based on Trend	\$ -	\$ 22,322.00	\$ 22,000.00	\$ 22,000.00
	<b>Total-Charges for Services-0004</b>			<b>\$ 22,591,000.00</b>	<b>\$ 22,382,171.00</b>	<b>\$ 23,788,400.00</b>	<b>\$ 23,745,833.00</b>
8180	Investment Interest		Based on Trend	\$ 110,000.00	\$ 610,519.00	\$ 600,000.00	\$ 600,000.00
8303	Lease Revenue - Cell Towers		Based on detail excel schedule	\$ 67,821.00	\$ 67,821.00	\$ 69,856.00	\$ 69,856.00
8484	Water Assessments		Based on Trend	\$ 5,000.00	\$ 5,207.00	\$ 5,000.00	\$ 5,000.00
8485	Sewer Assessments		Based on Trend	\$ 8,000.00	\$ 8,083.00	\$ 8,000.00	\$ 8,000.00
8486	Water Assessment Interest		Based on Trend	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
8487	Sewer Assessment Interest		Based on Trend	\$ 1,000.00	\$ 1,004.00	\$ 1,000.00	\$ 1,000.00
8581	Equipment Sales		Based on Trend	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
	<b>Total-Capital Returns-0005</b>			<b>\$ 201,921.00</b>	<b>\$ 692,734.00</b>	<b>\$ 693,956.00</b>	<b>\$ 693,956.00</b>
8153	Insurance Proceeds			\$ -	\$ -	\$ -	\$ -
8190	Other Miscellaneous Revenue		Generally violations from industrial customers	\$ 517,072.00	\$ 701,446.00	\$ 700,000.00	\$ 700,000.00
	<b>Total-Miscellaneous Revenues-0006</b>			<b>\$ 517,072.00</b>	<b>\$ 701,446.00</b>	<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>
58005	Transfer from Capital Reserve		Per CM-SJAFB Mag Meter installation project \$100K	\$ 100,000.00	\$ -	\$ -	\$ -
58023	Transfer from Capital Projects		None anticipated	\$ -	\$ -	\$ -	\$ -
8991	Repayment - General Fund		None	\$ -	\$ -	\$ -	\$ -
	<b>Total-Transfers In-0008</b>			<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583	Fund Balance Withdrawal		Per ICM	\$ -	\$ -	\$ -	\$ 558,465.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utility Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - Revenues		
<b>Division:</b>	~ - Revenues		

Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
Total-Fund Balance Withdrawal-0009			\$ -	\$ -	\$ -	\$ 558,465.00
Total Revenues			\$ 23,409,993.00	\$ 23,924,270.00	\$ 25,182,356.00	\$ 25,698,254.00



# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Utility Fund Expenditures





## FISCAL YEAR 2024-2025 BUDGET

### DEPARTMENT/DIVISION: UTILITY METER READING, BILLING & INVENTORY

#### DEPARTMENT OVERVIEW:

The Utility Meter Reading, Billing and Inventory organization is a division of the Finance Department. 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 Procurement and 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, as well as the surplus of property.

#### GOALS/MAJOR OBJECTIVES:

- Maintain or improve meter reading services utilizing the AMR Sensus Software.
- Continue to service and satisfy utility customers.
- Ongoing improvements to the established formal perpetual inventory system for water, wastewater and other inventoried items.
- Update the City Procurement Policy.
- Continue development of a department buyer program to offer training and support to users.
- Expand the use of the Vendor Registry system for online vendor registration and electronic solicitation of goods and services.

#### 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 **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 254,493.75	\$ 260,667.00	\$ 268,787.00	\$ 268,920.24	\$ 277,284.09	6.37%	\$ 284,216.19	9.03%
1224 Cell Phone Stipend	\$ 721.91	\$ 1,440.00	\$ 1,440.00	\$ 2,313.86	\$ 1,440.00	0.00%	\$ 1,440.00	0.00%
1275 Salaries & Wages Bonus		\$ 3,692.85	\$ 3,692.85	\$ 3,667.68	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 1,805.19	\$ 1,800.00	\$ 1,800.00	\$ 1,773.86	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
1810 Social Security	\$ 19,259.33	\$ 20,470.31	\$ 20,470.31	\$ 21,165.69	\$ 21,460.09	4.84%	\$ 21,990.40	7.43%
1821 NCLGERS-Retirement	\$ 31,156.28	\$ 32,803.50	\$ 32,803.50	\$ 37,793.89	\$ 38,319.59	16.82%	\$ 39,266.52	19.70%
1822 401-K Retirement	\$ 10,251.80	\$ 10,556.24	\$ 10,556.24	\$ 11,067.03	\$ 11,220.96	6.30%	\$ 11,498.25	8.92%
1830 Hospital Insurance	\$ 42,158.94	\$ 44,208.00	\$ 44,208.00	\$ 47,527.05	\$ 57,888.00	30.94%	\$ 57,888.00	30.94%
1835 Group Term Life Insurance Coverage	\$ 205.92	\$ 210.24	\$ 210.24	\$ 216.00	\$ 216.00	*	\$ 216.00	*
1860 Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861 Worker's Compensation Insurance	\$ 1,581.67	\$ 1,684.00	\$ 1,684.00	\$ 1,862.00	\$ 1,975.00	17.28%	\$ 1,975.00	17.28%
1899 Less: Reimbursed by Grants	\$ (186,915.28)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>	<b>\$ 174,719.51</b>	<b>\$ 377,532.14</b>	<b>\$ 385,652.14</b>	<b>\$ 396,307.29</b>	<b>\$ 411,603.74</b>	<b>9.02%</b>	<b>\$ 420,290.35</b>	<b>11.33%</b>
1911 Audit	\$ 55,000.00	\$ 95,000.00	\$ 95,000.00	\$ 102,375.00	\$ 80,000.00	-15.79%	\$ 80,000.00	-15.79%
1915 Bank Fees	\$ 129,278.66	\$ 110,000.00	\$ 110,000.00	\$ 150,000.00	\$ 150,000.00	36.36%	\$ 150,000.00	36.36%
1932 Medical Exams			\$ -	\$ -	\$ -	*	\$ -	*
2121 Uniforms	\$ 2,533.63	\$ 2,700.00	\$ 2,700.00	\$ 5,200.00	\$ 5,200.00	92.59%	\$ 5,200.00	92.59%
2123 Protective Clothing	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
2124 Shoes-Steel Toe	\$ 257.31	\$ 660.00	\$ 660.00	\$ 622.77	\$ 960.00	45.45%	\$ 960.00	45.45%
2203 Employee Appreciation	\$ 102.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	*	\$ 120.00	*
2323 Training	\$ 3,141.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	0.00%	\$ 2,250.00	0.00%
2501A Fleet Charges Internal Use Only!	\$ 4,122.37	\$ 4,550.00	\$ 4,550.00	\$ 4,000.00	\$ 4,550.00	0.00%	\$ 4,550.00	0.00%
2502A Vehicle Fuel-Internal Charges	\$ 10,557.46	\$ 18,000.00	\$ 18,000.00	\$ 8,870.00	\$ 10,000.00	-44.44%	\$ 10,000.00	-44.44%
2601 Office Supplies			\$ -	\$ -	\$ 1,600.00	~	\$ 1,600.00	~
2993 Operational Supplies	\$ 6,423.85	\$ 6,500.00	\$ 6,500.00	\$ 2,900.00	\$ 1,400.00	-78.46%	\$ 1,400.00	-78.46%
2994 Tools	\$ 369.67	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3121 Travel	\$ 2,790.81	\$ 3,950.00	\$ 3,950.00	\$ 3,950.00	\$ 3,700.00	-6.33%	\$ 3,700.00	-6.33%
3210 Telephone & Communication Svcs	\$ 3,888.65	\$ 16,221.00	\$ 16,221.00	\$ 3,500.00	\$ 3,500.00	-78.42%	\$ 3,500.00	-78.42%
3250A Postage-Internal Charges only!	\$ 1.43	\$ 200.00	\$ 200.00	\$ 10.00	\$ 200.00	*	\$ 200.00	*
3410 Printing	\$ 53.38	\$ 200.00	\$ 200.00	\$ 259.12	\$ 300.00	*	\$ 300.00	*
3421 Copy Machine Cost	\$ 2,870.77	\$ 3,000.00	\$ 3,000.00	\$ 2,600.00	\$ 1,100.00	-63.33%	\$ 1,100.00	-63.33%
3522 Machine/Equipment Maintenance	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ 15.00	*	\$ 15.00	*
3914 Contract Services	\$ 146,420.02	\$ 150,000.00	\$ 146,280.00	\$ 150,000.00	\$ 150,000.00	0.00%	\$ 150,000.00	0.00%
4221 Software License Fees	\$ 56,031.22	\$ 64,520.00	\$ 64,520.00	\$ 62,513.36	\$ 68,720.00	6.51%	\$ 68,720.00	6.51%
4511 Multi-Peril Insurance	\$ 1,364.00	\$ 1,590.00	\$ 1,590.00	\$ 1,519.00	\$ 1,705.00	7.23%	\$ 1,705.00	7.23%

**EXPENDITURE SHEET**      Fiscal Year FY24-25  
 Fund:                      61-Utilities Fund                      Dept. Head      Catherine Gwynn  
 Dept #:      4174      Finance                      ~ = Division by Zero  
 Division:      4174      Utility Meter Reading, Billing & Inven      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
4521 Auto Liability	\$ 1,165.21	\$ 1,363.00	\$ 1,363.00	\$ 1,308.00	\$ 1,391.00	2.05%	\$ 1,391.00	2.05%
4912 Fees & Dues	\$ 295.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 300.00	*	\$ 300.00	*
4990 Equipment Expense			\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Operating Expenditures</b>	<b>\$ 426,666.44</b>	<b>\$ 483,439.00</b>	<b>\$ 479,719.00</b>	<b>\$ 503,297.25</b>	<b>\$ 488,711.00</b>	<b>1.09%</b>	<b>\$ 488,711.00</b>	<b>1.09%</b>
5471 1/2 Ton Pick-Up Truck		\$ 32,600.00	\$ 32,600.00	\$ 36,671.47	\$ 42,000.00	28.83%	\$ -	*
				\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 32,600.00</b>	<b>\$ 32,600.00</b>	<b>\$ 36,671.47</b>	<b>\$ 42,000.00</b>	<b>28.83%</b>	<b>\$ -</b>	<b>*</b>
<b>Total Finance-Utility Meter Reading, Billing &amp; Inve</b>	<b>\$ 601,385.95</b>	<b>\$ 893,571.14</b>	<b>\$ 897,971.14</b>	<b>\$ 936,276.01</b>	<b>\$ 942,314.74</b>	<b>5.45%</b>	<b>\$ 909,001.35</b>	<b>1.73%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		6 FTE's	\$ 260,667.00	\$ 268,920.24	\$ 277,284.09	\$ 284,216.19
1224	Cell Phone Stipend		2 employees (Tim & Richard)	\$ 1,440.00	\$ 2,313.86	\$ 1,440.00	\$ 1,440.00
1275	Salaries & Wages Bonus			\$ 3,692.85	\$ 3,667.68		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 1,800.00	\$ 1,773.86	\$ 1,800.00	\$ 1,800.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 20,470.31	\$ 21,165.69	\$ 21,460.09	\$ 21,990.40
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 32,803.50	\$ 37,793.89	\$ 38,319.59	\$ 39,266.52
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 10,556.24	\$ 11,067.03	\$ 11,220.96	\$ 11,498.25
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 44,208.00	\$ 47,527.05	\$ 57,888.00	\$ 57,888.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 210.24	\$ 216.00	\$ 216.00	\$ 216.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,684.00	\$ 1,862.00	\$ 1,975.00	\$ 1,975.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 377,532.14</b>	<b>\$ 396,307.29</b>	<b>\$ 411,603.74</b>	<b>\$ 420,290.35</b>
1911	Audit		Audit Fees - Forvis FY22 and FY23 (split with General Fund)	\$ 95,000.00	\$ 102,375.00	\$ 80,000.00	\$ 80,000.00
1915	Bank Fees		PNC Monthly Bank Fees(\$25,000) and Elavon(\$122,000)/First Citizens(\$3,000) Credit Card Fees	\$ 110,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
1932	Medical Exams		New hire physical & drug testing	\$ -	\$ -	\$ -	\$ -
2121	Uniforms		6 Employees \$100 every week at 52 weeks	\$ 2,700.00	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
2123	Protective Clothing		6 Employees Gloves & Glasses	\$ 1,000.00	\$ 200.00	\$ 200.00	\$ 200.00
2124	Shoes-Steel Toe		6 Employees @ \$160.00	\$ 660.00	\$ 622.77	\$ 960.00	\$ 960.00
2203	Employee Appreciation		6 Employees @ \$20.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See Schedule	<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>
2501A	Fleet Charges Internal Use Only!		4 meter reader vehicles, 1 warehouse vehicle	\$ 4,550.00	\$ 4,000.00	\$ 4,550.00	\$ 4,550.00
2502A	Vehicle Fuel-Internal Charges		4 meter reader vehicles, 1 warehouse vehicle	\$ 18,000.00	\$ 8,870.00	\$ 10,000.00	\$ 10,000.00
2601	Office Supplies		Basic office supplies (pens, pads, folders, Thermal paper)	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00
2993	Operational Supplies		Office Equipment and supplies for Billing Office and Meter Readers (\$850) (Tim)Rocelco 46" Large Height Adjustable Standing Desk Converter with Triple Monitor Mount BUNDLE - Sit/Stand Up Computer Workstation-\$350.00. Amazon QS1 Receipt Paper \$600 split cost 70/30 between 2111/4174	\$ 6,500.00	\$ 2,900.00	\$ 1,400.00	\$ 1,400.00
2994	Tools		Meter Readers and Warehouse Tech	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See Schedule	<b>\$ 3,950.00</b>	<b>\$ 3,950.00</b>	<b>\$ 3,700.00</b>	<b>\$ 3,700.00</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3210	Telephone & Communication Svcs		Verizon Connect \$64.76 per month(\$777.12); iPhone service for 4 Meter Readers (per Brad in IT-phone \$21.00 x 4(\$84.00=\$1008.00) Avg 205 per month	\$ 16,221.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
3250A	Postage-Internal Charges only!		Monthly Fees	\$ 200.00	\$ 10.00	\$ 200.00	\$ 200.00
3410	Printing		Door Tags for Meter Services	\$ 200.00	\$ 259.12	\$ 300.00	\$ 300.00
3421	Copy Machine Cost		Cost per copy of Utility Billing and Warehouse and Billing Office	\$ 3,000.00	\$ 2,600.00	\$ 1,100.00	\$ 1,100.00
3522	Machine/Equipment Maintenance		Buck's Fire Extinguisher Sales & Service	\$ 15.00	\$ -	\$ 15.00	\$ 15.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See Schedule	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>
<b>4221</b>	<b>Software License Fees</b>	<b>Y</b>	See Schedule	<b>\$ 64,520.00</b>	<b>\$ 62,513.36</b>	<b>\$ 68,720.00</b>	<b>\$ 68,720.00</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 1,590.00	\$ 1,519.00	\$ 1,705.00	\$ 1,705.00
4521	Auto Liability		Provided by Finance	\$ 1,363.00	\$ 1,308.00	\$ 1,391.00	\$ 1,391.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See Schedule	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
4990	Equipment Expense			\$ -	\$ -	\$ -	
	<b>Total Operating Expenditures</b>			<b>\$ 483,439.00</b>	<b>\$ 503,297.25</b>	<b>\$ 488,711.00</b>	<b>\$ 488,711.00</b>
5471	1/2 Ton Pick-Up Truck		See Schedule	\$ 32,600.00	\$ 36,671.47	\$ 42,000.00	\$ -
				\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 32,600.00</b>	<b>\$ 36,671.47</b>	<b>\$ 42,000.00</b>	<b>\$ -</b>
	<b>Total Finance-Utility Meter Reading, Billing &amp; In</b>			<b>\$ 893,571.14</b>	<b>\$ 936,276.01</b>	<b>\$ 942,314.74</b>	<b>\$ 909,001.35</b>

CAPITAL OUTLAY Fiscal Year FY24-25																
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. 05/15/24	New Debt?	
						Estim. Auction Proceeds?	FY21-22	FY22-23			FY23-24	Replacement Item Description				Justification for Replacement
1	5471	P1221	2012 Toyota Tacoma(Bill)	\$ 17,505.88	145,937	\$ 5,000.00	\$ 1,177.10	\$ 310.79	\$ 1,235.00	N		2025 Toyota Tacoma	Past 10 yr life expectancy & mileage	\$ 42,000.00	\$ -	
2																
3																
4																
5																
6																
7																
8																
9																
10																
<b>Total Capital Outlay Reques</b>				<b>\$ 17,505.88</b>		<b>\$ 5,000.00</b>	<b>\$ 1,177.10</b>	<b>\$ 310.79</b>	<b>\$ 1,235.00</b>					<b>\$ 42,000.00</b>	<b>\$ -</b>	

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund:</b> 61-Utilities Fund	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #:</b> Finance - 4174	
<b>Division:</b> Utility Meter Reading, Billing & Inventory - 4174	
<b>Account:</b> 2323 Training	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Registration fees - NCAGP Conference for Procurement Specialist & Procurement Manager, Continuing education & certification. \$225x2 = \$450.	\$ 2,250.00	\$ 2,250.00	\$ 450.00	\$ 450.00
2	Procurement Classes at UNC-SOG or other venues for Procurement Specialist. Points earned toward CLGPO Certification \$450x4=\$1800			\$ 1,800.00	\$ 1,800.00
3					
4	North Carolina Association Governmental Purchasing (NCAGP)				
5					
6					
7					
8					
9					
10					
<b>Total - 2323 Training</b>		<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>	<b>\$ 2,250.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25  
Dept. Head-Catherine Gwynn

Fund: 61-Utilities Fund  
Dept #: Finance - 4174  
Division: Utility Meter Reading, Billing & Inventory - 4174  
Account: 3121 Travel

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Procurement Classes at UNC-SOG or other venues - Procurement Specialist (RP) CLGPO certification and Procurement Manager (TW) continuing education, includes hotel, mileage and reimbursement of meals	\$ 1,050.00	\$ 1,050.00	\$ 1,700.00	\$ 1,700.00
2	NCAGP Conference - Procurement Specialist (RP) CLGPO certification and Procurement Manager (TW) continuing education, includes hotel, mileage and reimbursement of meals	\$ 2,900.00	\$ 2,900.00	\$ 2,000.00	\$ 2,000.00
3					
4					
5					
6	North Carolina Association Governmental Purchasing (NCAGP)				
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 3,950.00</b>	<b>\$ 3,950.00</b>	<b>\$ 3,700.00</b>	<b>\$ 3,700.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

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	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Publiq Software Monthly Billings for mailing/processing utility billings	\$ 122,350.00	\$ 139,500.00	\$ 129,000.00	\$ 129,000.00
2	Online Utility Exchange - Credit Check for Utility Customers	\$ 8,900.00	\$ -	\$ 9,000.00	\$ 9,000.00
3	Contract Clerical Services- assist record management. (split with General Fund 70/30)	\$ 18,750.00	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3914 Contract Services</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 150,000.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund:</b> 61-Utilities Fund	<b>Dept. Head-Catherine Gwynn</b>
<b>Dept #:</b> Finance - 4174	
<b>Division:</b> Utility Meter Reading, Billing & Inventory - 4174	
<b>Account:</b> 4221 Software License Fees	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	HRS Pro Escheat Software	\$ 420.00	\$ 419.00	\$ 420.00	\$ 420.00
2	Ferguson Analytical Annual Support	\$ 25,300.00	\$ 20,943.53	\$ 25,000.00	\$ 25,000.00
3	Ferguson Sensus AMI Support	\$ 25,300.00	\$ 23,715.83	\$ 25,000.00	\$ 25,000.00
4	Ferguson Base Station Extended Warranty	\$ 4,500.00	\$ 3,682.01	\$ 4,500.00	\$ 4,500.00
5	Publiq (QS1 software)	\$ 9,000.00	\$ 13,752.99	\$ 13,800.00	\$ 13,800.00
6					
7					
8					
9					
10					
<b>Total - 4221 Software License Fees</b>		<b>\$ 64,520.00</b>	<b>\$ 62,513.36</b>	<b>\$ 68,720.00</b>	<b>\$ 68,720.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund

Dept. Head-Catherine Gwynn

Dept #: Finance - 4174

Division: Utility Meter Reading, Billing & Inventory - 4174

Account: 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NCAGP membership for Purchasing - Tim	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2	NCAGP membership for Purchasing - Richard	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
3	NIGP membership for Purchasing - Richard and Tim			\$ 200.00	\$ 200.00
4					
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25					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>



## FISCAL YEAR 2024-2025 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 & Stormwater Maintenance, Solid Waste and Garage. Goals, objectives and significant budget issues for the Distributions and Collections Division are as follows:

#### GOALS/MAJOR OBJECTIVES:

- Continue to focus on mitigating Inflow and Infiltration problem areas.
- Expand the proactive assessment of our infrastructure (systems integrity project) including NASSCO standards.
- Continue to effectively perform preventative maintenance and repair of sewer collection and water distribution systems.
- Continue to encourage and expand staff education and certification levels.
- Facilitate staff training to ensure compliance with state and federal requirements in regulated areas

#### SIGNIFICANT BUDGET ISSUES:

- Increasing material and supply costs associated with maintaining aging water distribution and sewer collections infrastructure.
- Cost of maintaining and replacing an aging vehicle and equipment fleet.
- Staffing issues, while trying to compete with private contractors for quality candidates.

**EXPENDITURE SHEET**      **Fiscal Year FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 877,218.40	\$ 1,099,363.62	\$ 1,099,363.62	\$ 889,310.08	\$ 1,121,468.80	2.01%	\$ 1,149,505.52	4.56%
1220	Salaries & Wages Overtime	\$ 25,282.22	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
1221	Employee Awards		\$ 1,088.00	\$ 1,088.00	\$ 960.00	\$ 768.00	-29.41%	\$ 768.00	-29.41%
1224	Cell Phone Stipend	\$ 291.46	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	*	\$ 300.00	*
1260	Salaries & Wages Part-Time		\$ 20,000.00	\$ 20,000.00	\$ 33,000.00	\$ 35,000.00	75.00%	\$ 35,000.00	75.00%
1274	Call Duty Pay	\$ 7,017.86	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275	Salaries & Wages Bonus		\$ 15,387.25	\$ 15,387.25	\$ 10,943.23	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ 226.70	\$ 254.00	\$ 254.00	\$ 33.00	\$ 254.00	*	\$ 254.00	*
1278	Wellness Earnings	\$ 4,478.66	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	0.00%	\$ 6,900.00	0.00%
1280	Vacation Pay Out	\$ 4,845.32	\$ 5,925.00	\$ 5,925.00	\$ 1,063.00	\$ 13,764.00	132.30%	\$ 13,764.00	132.30%
1810	Social Security	\$ 68,553.24	\$ 91,472.39	\$ 91,472.39	\$ 74,511.71	\$ 93,709.04	2.45%	\$ 95,853.85	4.79%
1821	NCLGERS-Retirement	\$ 111,514.90	\$ 152,380.65	\$ 152,380.65	\$ 128,541.87	\$ 162,547.83	6.67%	\$ 166,377.64	9.19%
1822	401-K Retirement	\$ 36,720.45	\$ 47,213.21	\$ 47,213.21	\$ 37,640.37	\$ 47,598.19	0.82%	\$ 48,719.66	3.19%
1830	Hospital Insurance	\$ 134,674.93	\$ 184,200.00	\$ 184,200.00	\$ 231,552.00	\$ 231,552.00	25.71%	\$ 215,256.00	16.86%
1835	Group Term Life Insurance Coverage	\$ 735.86	\$ 876.00	\$ 876.00	\$ 864.00	\$ 864.00	-1.37%	\$ 864.00	-1.37%
1860	Worker's Comp Claims Cost	\$ 4,040.06	\$ 3,000.00	\$ 3,000.00	\$ 101,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
1861	Worker's Compensation Insurance	\$ 6,703.04	\$ 7,134.00	\$ 7,134.00	\$ 5,545.00	\$ 5,883.00	-17.54%	\$ 5,883.00	-17.54%
1899	Less: Reimbursed by Grants	\$ (634,436.18)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 647,866.92</b>	<b>\$ 1,681,994.12</b>	<b>\$ 1,681,994.12</b>	<b>\$ 1,553,664.27</b>	<b>\$ 1,770,108.86</b>	<b>5.24%</b>	<b>\$ 1,788,945.67</b>	<b>6.36%</b>
1932	Medical Exams	\$ 1,260.00	\$ 1,000.00	\$ 1,000.00	\$ 110.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2121	Uniforms	\$ 13,337.70	\$ 16,500.00	\$ 16,790.00	\$ 21,500.00	\$ 22,000.00	33.33%	\$ 22,000.00	33.33%
2123	Protective Clothing	\$ 7,472.33	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%	\$ 9,000.00	0.00%
2124	Shoes-Steel Toe	\$ 2,666.26	\$ 3,600.00	\$ 3,600.00	\$ 2,300.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
2203	Employee Appreciation	\$ 306.81	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00%	\$ 750.00	0.00%
2323	Training	\$ 7,513.55	\$ 18,025.00	\$ 18,025.00	\$ 13,300.00	\$ 16,025.00	-11.10%	\$ 16,025.00	-11.10%
2501	Vehicle Operation/Maintenance			\$ -	\$ -	\$ -	*	\$ -	*
2501A	Fleet Charges Internal Use Only!	\$ 47,751.87	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00	\$ 75,000.00	0.00%	\$ 75,000.00	0.00%
2502	Vehicle Fuel			\$ -	\$ -	\$ -	*	\$ -	*
2502A	Vehicle Fuel-Internal Charges	\$ 45,248.38	\$ 70,000.00	\$ 70,000.00	\$ 45,000.00	\$ 65,000.00	-7.14%	\$ 65,000.00	-7.14%
2993	Operational Supplies	\$ 217,416.34	\$ 265,000.00	\$ 249,992.00	\$ 250,000.00	\$ 265,000.00	0.00%	\$ 265,000.00	0.00%
2994	Tools	\$ 5,767.13	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 17,000.00	126.67%	\$ 17,000.00	126.67%
2997	Water Meters & Boxes	\$ 61,615.17	\$ 100,000.00	\$ 106,857.99	\$ 100,000.00	\$ 165,000.00	65.00%	\$ 100,000.00	0.00%
3121	Travel	\$ 2,094.20	\$ 4,500.00	\$ 4,500.00	\$ 2,693.00	\$ 4,500.00	0.00%	\$ 4,500.00	0.00%
3210	Telephone & Communication Svcs	\$ 7,328.11	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%	\$ 7,500.00	0.00%
3250A	Postage-Internal Charges only!	\$ 1,702.80	\$ 1,001.00	\$ 1,001.00	\$ 1,000.00	\$ 1,010.00	0.90%	\$ 1,010.00	0.90%

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3410 Printing	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	*	\$ 200.00	*
3510 Repairs (Insurance Claims)	\$ 29,614.41		\$ -	\$ -	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 25,918.07	\$ 55,000.00	\$ 54,500.00	\$ 55,000.00	\$ 60,000.00	9.09%	\$ 60,000.00	9.09%
3523 Fire Hydrants/Water Valve Repl	\$ 46,497.05	\$ 80,000.00	\$ 80,000.00	\$ 35,000.00	\$ 80,000.00	0.00%	\$ 35,000.00	-56.25%
3593 Asphalt Repairs	\$ 17,137.75	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	0.00%	\$ 25,000.00	0.00%
3914 Contract Services	\$ 68,313.06	\$ 115,500.00	\$ 115,500.00	\$ 58,500.00	\$ 128,000.00	10.82%	\$ 128,000.00	10.82%
3950 Education Reimbursement	\$ 4,648.86	\$ 5,000.00	\$ 5,000.00	\$ 1,974.00	\$ 2,500.00	-50.00%	\$ 2,500.00	-50.00%
4221 Software License Fees	\$ 15,750.00	\$ 31,000.00	\$ 45,555.38	\$ 32,000.00	\$ 40,000.00	29.03%	\$ 40,000.00	29.03%
4391 Equipment Rent	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
4511 Multi-Peril Insurance	\$ 9,971.54	\$ 11,622.00	\$ 11,622.00	\$ 11,957.00	\$ 13,418.00	15.45%	\$ 13,418.00	15.45%
4521 Auto Liability	\$ 18,031.62	\$ 21,087.00	\$ 21,087.00	\$ 27,932.00	\$ 29,708.00	40.88%	\$ 29,708.00	40.88%
4543 Insurance Deductible Claims	\$ 10,000.00	\$ -	\$ 500.00	\$ -	\$ -	*	\$ -	*
4912 Fees & Dues	\$ 1,694.00	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00	\$ 4,950.00	20.73%	\$ 4,950.00	20.73%
<b>Total Operating Expenditures</b>	<b>\$ 669,057.01</b>	<b>\$ 929,385.00</b>	<b>\$ 936,080.37</b>	<b>\$ 763,816.00</b>	<b>\$ 1,037,661.00</b>	<b>11.65%</b>	<b>\$ 927,661.00</b>	<b>-0.19%</b>
5476 Crew Cab Pick-Up Tk W/Utility Body				\$ -	\$ 90,000.00	~	\$ 90,000.00	~
5086 Garage Bay Door				\$ -	\$ -	*	\$ 50,000.00	~
5403 Jet-Vac Rodder	\$ 490,250.70		\$ -	\$ -	\$ -	*	\$ -	*
5410 Backhoe		\$ 174,000.00	\$ 174,000.00	\$ 166,845.00	\$ -	*	\$ -	*
5436 Pick-Up Truck W/Extended Cab				\$ -	\$ 100,000.00	~	\$ -	*
5454 Enclosed Equipment Trailer		\$ 17,000.00	\$ 17,000.00	\$ 17,099.88	\$ -	*	\$ -	*
5456 Utility Valve Truck	\$ -	\$ -	\$ 247,599.67	\$ 248,134.23	\$ -	*	\$ -	*
5487 Tractor				\$ -	\$ 150,000.00	~	\$ 150,000.00	~
5502 Bobcat		\$ 82,000.00	\$ 82,000.00	\$ 80,113.66	\$ 90,000.00	9.76%	\$ -	*
5514 Radar Equipment & Accessories		\$ 26,000.00	\$ 26,000.00	\$ 22,950.82	\$ -	*	\$ -	*
5649 Mower Attachment				\$ -	\$ 25,000.00	~	\$ -	*
5632 Utility Vehicle		\$ 86,000.00	\$ 86,000.00	\$ 83,627.43	\$ -	*	\$ -	*
5672 Utility Trailer		\$ 13,000.00	\$ 13,190.00	\$ 13,190.00	\$ -	*	\$ -	*
5697 Pipe Inspection Camera			\$ -	\$ -	\$ 34,000.00	~	\$ -	*
<b>Total Capital Outlay</b>	<b>\$ 490,250.70</b>	<b>\$ 398,000.00</b>	<b>\$ 645,789.67</b>	<b>\$ 631,961.02</b>	<b>\$ 489,000.00</b>	<b>22.86%</b>	<b>\$ 290,000.00</b>	<b>-27.14%</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-Maintenance Budget</b>	<b>\$ 1,807,174.63</b>	<b>\$ 3,009,379.12</b>	<b>\$ 3,263,864.16</b>	<b>\$ 2,949,441.29</b>	<b>\$ 3,296,769.86</b>	<b>9.55%</b>	<b>\$ 3,006,606.67</b>	<b>-0.09%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4175		
Division:	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		25 FTE's	\$ 1,099,363.62	\$ 889,310.08	\$ 1,121,468.80	\$ 1,149,505.52
1220	Salaries & Wages Overtime		Funds for after hours and/or emergency calls/repairs. Also covers jobs that must be completed after hours to accommodate water sensitive customers, such as restaraunts, daycare centers and doctors' offices.	\$ 40,000.00	\$ 25,000.00	\$ 40,000.00	\$ 40,000.00
1221	Employee Awards		Service awards for 3 employees. Preston Faison \$150, Charles Jacobs \$150 James Wells \$300	\$ 1,088.00	\$ 960.00	\$ 768.00	\$ 768.00
1224	Cell Phone Stipend		Donald Moore (40 %)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
1260	Salaries & Wages Part-Time		Salaries for 2 employees to mow sewer and water easements.	\$ 20,000.00	\$ 33,000.00	\$ 35,000.00	\$ 35,000.00
1274	Call Duty Pay		Funds for after hours and/or emergency calls/repairs. Also covers jobs that must be completed after hours to accommodate water sensitive customers, such as restaraunts, daycare centers and doctors' offices, etc.	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus		25 @ \$615.49=\$400 Net bonus (FY23-24)	\$ 15,387.25	\$ 10,943.23	\$ -	
1277	Clothing Allowance		Stipend for 1 FTE plus 27%	\$ 254.00	\$ 33.00	\$ 254.00	\$ 254.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00
1280	Vacation Pay Out		2 Employees eligible to retire Kenneth Spencer, James Wells.	\$ 5,925.00	\$ 1,063.00	\$ 13,764.00	\$ 13,764.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 91,472.39	\$ 74,511.71	\$ 93,709.04	\$ 95,853.85
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 152,380.65	\$ 128,541.87	\$ 162,547.83	\$ 166,377.64
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 47,213.21	\$ 37,640.37	\$ 47,598.19	\$ 48,719.66
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 184,200.00	\$ 231,552.00	\$ 231,552.00	\$ 215,256.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 876.00	\$ 864.00	\$ 864.00	\$ 864.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ 3,000.00	\$ 101,000.00	\$ 3,000.00	\$ 3,000.00
1861	Worker's Compensation Insurance		Provided by Finance	\$ 7,134.00	\$ 5,545.00	\$ 5,883.00	\$ 5,883.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,681,994.12</b>	<b>\$ 1,553,664.27</b>	<b>\$ 1,770,108.86</b>	<b>\$ 1,788,945.67</b>
1932	Medical Exams			\$ 1,000.00	\$ 110.00	\$ 1,000.00	\$ 1,000.00
2121	Uniforms		Funds to provide uniform service \$423.08 x 52 weeks	\$ 16,500.00	\$ 21,500.00	\$ 22,000.00	\$ 22,000.00
2123	Protective Clothing		Funds to purchase protective equipment items, such as rainwear, hard hats,rubber boots,waders, safety vests, gloves, hearing protection, coveralls, safety glasses.	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4175		
Division:	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2124	Shoes-Steel Toe		Funds to purchase the required steel toed safety shoes for 24 FTEs @ 150.00	\$ 3,600.00	\$ 2,300.00	\$ 3,600.00	\$ 3,600.00
2203	Employee Appreciation		Previously employee appreciation fund, but funds were typically used for the employee Christmas party. \$20 x 25 = \$500. Division gets called out all hours of the night to repair water and sewer mains, so funds have also been used to purchase occasional meals when working through the evening and into the night on emergency repairs and staff are not able to leave the jobsite.	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See attached detailed schedule.	<b>\$ 18,025.00</b>	<b>\$ 13,300.00</b>	<b>\$ 16,025.00</b>	<b>\$ 16,025.00</b>
2501	Vehicle Operation/Maintenance			\$ -	\$ -	\$ -	\$ -
2501A	Fleet Charges Internal Use Only!			\$ 75,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00
2502	Vehicle Fuel			\$ -	\$ -	\$ -	\$ -
2502A	Vehicle Fuel-Internal Charges			\$ 70,000.00	\$ 45,000.00	\$ 65,000.00	\$ 65,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4175		
Division:	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2993	Operational Supplies		Funds to purchase various miscellaneous items needed in the daily operation of the division. These items include, but are not limited to, the following: CDL renewal reimbursement, traffic cones, road construction warning signs, sewer deodorizer and emulsifier, rock for construction repairs, necessary materials to repair water & sewer mains, install water and sewer taps, meter parts for emergency repairs, annual fire extinguisher inspections, 50 -100 tons of cold patch to fill utility cuts until they can be permanently repaired, etc.	\$ 265,000.00	\$ 250,000.00	\$ 265,000.00	\$ 265,000.00
2994	Tools		Funds to purchase various tools such as shovels, rakes, probe rods, wrenches, tapping machine bits, pipe saw blades, drills, screwdrivers, work lights, flash lights, etc. Increase is due to needing to purchase a foot tamp, cart saw, cut off saw for ~ \$9,500 total.	\$ 7,500.00	\$ 7,500.00	\$ 17,000.00	\$ 17,000.00
2997	Water Meters & Boxes		Funds to purchase AMR water meter devices, water meters, water meter boxes and lids for new installations, as well as replacements for damaged devices. Funds are also used to purchase hydrant meters as needed. Increase is due to required 10 year register replacement (\$50K Cost) and two portable hydrant meter replacements.	\$ 100,000.00	\$ 100,000.00	\$ 165,000.00	\$ 100,000.00
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See attached detailed schedule.	<b>\$ 4,500.00</b>	<b>\$ 2,693.00</b>	<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>
3210	Telephone & Communication Svcs		Funds for 13 wireless devices, 8 cell phones and 5 tablets.	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
3250A	Postage-Internal Charges only!		Includes \$401 allocated costs from Finance	\$ 1,001.00	\$ 1,000.00	\$ 1,010.00	\$ 1,010.00
3410	Printing		Funds used to print business cards, door hangers for interruption of service and boil notices, and educational flyers for grease/sewer blockages.	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
3510	Repairs (Insurance Claims)			\$ -	\$ -	\$ -	\$ -
3522	Machine/Equipment Maintenance		Funds to purchase wearable items for various pieces of equipment and accessories, such as nozzles, hoses, tiger tails, root cutters, leader hoses repair parts for 3 combination sewer trucks, etc. \$12,000 + for maintenance of hand-held devices. Increase is due to price increases, especially on Jet-rodder hoses/equipment.	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 60,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4175		
Division:	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3523	Fire Hydrants/Water Valve Repl		Funds to purchase fire hydrants and control valves in an effort to maintain/improve the city's water distribution system and fire suppression capabilities. Hydrants alone are over \$3K each. The City has over 5K fire hydrants and many cannot be repaired due to unavailability of parts. Funds will also be used to purchase hydrant extensions, traffic repair kits for repairs, Alpha valves for upgrades that will not blow off when hydrants get hit by a vehicle. Funds not used this year were due to staffing shortages which hopefully will be resolved in the next year.	\$ 80,000.00	\$ 35,000.00	\$ 80,000.00	\$ 35,000.00
3593	Asphalt Repairs		Funds to purchase asphalt for permanent repairs to utility cuts.	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
<b>3914</b>	<b>Contract Services</b>	<b>Y</b>	See attached detailed schedule.	<b>\$ 115,500.00</b>	<b>\$ 58,500.00</b>	<b>\$ 128,000.00</b>	<b>\$ 128,000.00</b>
3950	Education Reimbursement		One FTE is currently enrolled in college courses. Matthew Langley.	\$ 5,000.00	\$ 1,974.00	\$ 2,500.00	\$ 2,500.00
4221	Software License Fees		Cityworks, Tokay and Redzone software. Increase is due to the cost of Redzone going up.	\$ 31,000.00	\$ 32,000.00	\$ 40,000.00	\$ 40,000.00
4391	Equipment Rent		Funds to rent equipment that we do not have available for special jobs e.g. trencher, disc, stump grinder, etc.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 11,622.00	\$ 11,957.00	\$ 13,418.00	\$ 13,418.00
4521	Auto Liability		Provided by Finance	\$ 21,087.00	\$ 27,932.00	\$ 29,708.00	\$ 29,708.00
4543	Insurance Deductible Claims			\$ -	\$ -		
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See attached detailed schedule.	<b>\$ 4,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 4,950.00</b>	<b>\$ 4,950.00</b>
	<b>Total Operating Expenditures</b>			<b>\$ 929,385.00</b>	<b>\$ 763,816.00</b>	<b>\$ 1,037,661.00</b>	<b>\$ 927,661.00</b>
5476	Crew Cab Pick-Up Tk W/Utility Body			\$ -	\$ -	\$ 90,000.00	\$ 90,000.00
5086	Garage Bay Door			\$ -	\$ -	\$ -	\$ 50,000.00
5403	Jet-Vac Rodder			\$ -	\$ -	\$ -	\$ -
5410	Backhoe			\$ 174,000.00	\$ 166,845.00	\$ -	\$ -
5436	Pick-Up Truck W/Extended Cab			\$ -	\$ -	\$ 100,000.00	\$ -
5454	Enclosed Equipment Trailer			\$ 17,000.00	\$ 17,099.88	\$ -	\$ -
5456	Utility Valve Truck			\$ -	\$ 248,134.23	\$ -	\$ -
5487	Tractor			\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
5502	Bobcat			\$ 82,000.00	\$ 80,113.66	\$ 90,000.00	\$ -
5514	Radar Equipment & Accessories			\$ 26,000.00	\$ 22,950.82	\$ -	\$ -
5649	Mower Attachment			\$ -	\$ -	\$ 25,000.00	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
Fund:	61-Utilities Fund	Dept. Head-Rick Fletcher	<b>Green Cell - Department Input</b>
Dept #:	Public Works - 4175		
Division:	Maintenance - 4175		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
5632	Utility Vehicle			\$ 86,000.00	\$ 83,627.43	\$ -	\$ -
5672	Utility Trailer			\$ 13,000.00	\$ 13,190.00	\$ -	\$ -
5697	Pipe Inspection Camera			\$ -		\$ 34,000.00	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 398,000.00</b>	<b>\$ 631,961.02</b>	<b>\$ 489,000.00</b>	<b>\$ 290,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Works-Maintenance Budget</b>			<b>\$ 3,009,379.12</b>	<b>\$ 2,949,441.29</b>	<b>\$ 3,296,769.86</b>	<b>\$ 3,006,606.67</b>

CAPITAL OUTLAY															Fiscal Year FY24-25	
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. 05/15/24	New Debt?	
						Estim. Auction Proceeds?	FY21-22	FY22-23			FY23-24	Replacement Item Description				Justification for Replacement
1	5487	E-757	1998 Ford Mowing Tract	\$ 35,673.00	5K		\$ 6,270.39	\$ 1,200.31	\$ 570.23	N	2	2024 John Deere 6120 M	Age and hours of machine - used to regularly cut outfalls, sprayfields, etc. Numerous repairs and downtime the last few years.	\$ 150,000.00	\$ 150,000.00	
2	5476	P-1272	2015 Ford F350	\$ 39,839.00	95K		\$ 2,719.80	\$ 4,396.15	\$ 1,589.84	N	1	2024 Ford F350	Age and mileage. Call duty truck--pulls utility trailer. Responds to every after hours call.	\$ 90,000.00	\$ 90,000.00	
3	5697		2016 EnviroSight Camera							N	3	2024 Ibak Orion Camera	Not working properly, camera is past useful life expectancy	\$ 34,000.00	\$ -	
4	5502	E-1353	2017 Bobcat E55 Excavat	\$ 60,367.00	3,591		\$ 843.37	\$ 2,356.43	\$ 847.67	N	4	2024 Bobcat E60	Number of hours - heavily used primary piece of equipment for collections. Quick connect bucket exchange has design flaws and has been replaced multiple times. Newer machines have been updated.	\$ 90,000.00	\$ -	
5	5649	E-1110	2010 Woods Batwing Mc	\$ 11,801.00			\$ 1,167.36	\$ 814.59	\$ 3,078.68	N	5	2024 Woods Batwing Mower	Age	\$ 25,000.00	\$ -	
6	5436	B-1316	2016 Ford Transit Van	\$ 27,189.00	81,047		\$ 452.37	\$ 1,292.34	\$ 257.86	N	6	2024 Ford F150	Originally scheduled to be replaced next year per the CIP, but the shelving has started to fail.	\$ 50,000.00	\$ -	
7																
8	5436	B-1317	2016 Ford Transit Van	\$ 27,189.00	67,000		\$ 682.66	\$ 221.45	\$ 159.51	N	6	2024 Ford F150	Originally scheduled to be replaced next year per the CIP, but the shelving has started to fail.	\$ 50,000.00	\$ -	
9		N/A		N/A	N/A	N/A	N/A	N/A	N/A				Funds for projects, supplies, equipment, etc. needed to accomplish in-house Inflow and Infiltration repairs on the City's sewer collection infrastructure.			
10	5086												Enclose Equipment Shelter at PW with garage doors/walls		\$ 50,000.00	
<b>Total Capital Outlay Requ</b>				<b>\$ 202,058.00</b>		<b>\$ -</b>	<b>\$ 12,135.95</b>	<b>\$ 10,281.27</b>	<b>\$ 6,503.79</b>					<b>\$ 489,000.00</b>	<b>\$ 290,000.00</b>	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Works - 4175  
 Division: Maintenance - 4175  
 Account: 2323 Training

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Wastewater Collection School-NCAWWA/NCRWA 6@325	\$ 1,650.00	\$ 1,600.00	\$ 1,950.00	\$ 1,950.00
2	Water Distribution School-NCAWWA 6@325	\$ 1,650.00	\$ 1,600.00	\$ 1,950.00	\$ 1,950.00
3	Wastewater Collection Exams- 10@85.00 (2)	\$ 850.00	\$ 700.00	\$ 850.00	\$ 850.00
4	Water Distribution Exams- 10@50.00 (5)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
5	Chemical Spill Response -Sigma Training Services 5@125.00	\$ 1,250.00	\$ 375.00	\$ 625.00	\$ 625.00
6	Nassco Training- 1@1800 (Required every 3 years)	\$ 3,775.00	\$ 3,775.00	\$ 1,800.00	\$ 1,800.00
7	Water/Wastewater Class-NC Safety Conference23@50.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
8	CDL training for 4 Employees (\$1800 per employee)	\$ 7,200.00	\$ 3,600.00	\$ 7,200.00	\$ 7,200.00
9					
10					
11					
12					
13					
14					
15					
	<b>Total - 2323 Training</b>	<b>\$ 18,025.00</b>	<b>\$ 13,300.00</b>	<b>\$ 16,025.00</b>	<b>\$ 16,025.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Works - 4175  
 Division: Maintenance - 4175  
 Account: 3121 Travel

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Travel for Distribution/Collection School	\$ 4,500.00	\$ 2,693.00	\$ 4,500.00	\$ 4,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 4,500.00</b>	<b>\$ 2,693.00</b>	<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Rick Fletcher

Fund: 61-Utilities Fund  
Dept #: Public Works - 4175  
Division: Maintenance - 4175  
Account: 3914 Contract Services

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Root control in sewer lines. To satisfy NCDEQ requirements	\$ 30,000.00	\$ 32,500.00	\$ 35,000.00	\$ 35,000.00
2	Valve insertion. Installallation of special insertion valves where valves can't be installed manually.	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00
3	Hydrant replacement. Upgrading outdated hydrants that do not function properly and can't be repaired.	\$ 17,000.00	\$ -	\$ 17,000.00	\$ 17,000.00
4	Spray sewer and water easements for weeds and brush.	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5	Cut trees from sewer and water easements	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
6					
7					
8					
9					
10					
	<b>Total - 3914 Contract Services</b>	<b>\$ 115,500.00</b>	<b>\$ 58,500.00</b>	<b>\$ 128,000.00</b>	<b>\$ 128,000.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
Dept #: Public Works - 4175  
Division: Maintenance - 4175  
Account: 4912 Fees & Dues

Dept. Head-Rick Fletcher

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	AWWA Membership Dues	\$ 240.00	\$ 240.00	\$ 240.00	\$ 240.00
2	NC Rural Membership Dues	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00
3	American Backflow Prevention Association	\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00
4	AWWA State Level Associate	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
5	NC Water Treatment Certification renewals	\$ 600.00	\$ 600.00	\$ 800.00	\$ 800.00
6	Water Pollution Control Certification renewals	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00
7	NC Waterworks Operators Association	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
8	NC Division of Water Quality Collection Permit	\$ 1,310.00	\$ 1,310.00	\$ 1,760.00	\$ 1,760.00
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 4,100.00</b>	<b>\$ 4,100.00</b>	<b>\$ 4,950.00</b>	<b>\$ 4,950.00</b>



## FISCAL YEAR 2024-25 BUDGET

### DEPARTMENT/DIVISION: P.U. / WATER TREATMENT PLANT

#### DEPARTMENT OVERVIEW:

The City of Goldsboro proudly operates a 14 million gallons per day (MGD) conventional surface water treatment plant, which has been in operation since 1952. In the year 2023, the plant consistently produced an average of 6.00 MGD of high-quality drinking water. Our treatment plant is diligently staffed around the clock, every day of the year, by a team of highly trained and State-certified operators. Each day, our dedicated water treatment plant staff conducts thorough bacteriological and other laboratory analyses on the drinking water to ensure its safety and quality before distribution to our valued customers. Through this rigorous monitoring process, the City of Goldsboro can confidently guarantee that our water supply consistently meets and exceeds all National Drinking Water Regulations. Rest assured, the City of Goldsboro is committed to providing clean, safe, and reliable drinking water to our community.

#### 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 Water Treatment Plant has structural damages that were identified in fiscal year 2022 and requires immediate repairs. The facility, which is 74 years old, needs these repairs to enhance the longevity of its structure.
- Clear Well #1 contains 2.75 million gallons of water and serves as the location where ammonia is introduced to create chloramines for disinfection purposes. Structural maintenance, including coating and sealing repairs, is required for this tank.
- Chemical prices continue to be a significant concern within the operating budget. While the erratic increases in cost appear to be leveling off, they still remain high.

**EXPENDITURE SHEET**    **Fiscal Year FY24-25**  
**Fund:**            **61-Utilities Fund**                            **Dept. Head**    **Robert Sherman**  
**Dept #:**        **4176**    **Public Utilities**                            **~ = Division by Zero**  
**Division:**     **4176**    **Water Plant**                                 **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210 Salaries & Wages Regular	\$ 541,846.25	\$ 603,075.19	\$ 606,745.19	\$ 605,030.46	\$ 613,973.39	1.81%	\$ 629,322.72	4.35%
1215 Salaries & Wages-Shift Differential	\$ 9,069.00	\$ 11,000.00	\$ 11,000.00	\$ 9,461.00	\$ 11,000.00	0.00%	\$ 11,000.00	0.00%
1220 Salaries & Wages Overtime	\$ 4,264.17	\$ 5,000.00	\$ 5,000.00	\$ 4,264.00	\$ 6,000.00	20.00%	\$ 6,000.00	20.00%
1221 Employee Awards			\$ 50.00	\$ 33.50	\$ 250.00	*	\$ 250.00	*
1272 Holiday Pay	\$ 6,910.64	\$ 9,000.00	\$ 9,000.00	\$ 8,091.81	\$ 9,000.00	0.00%	\$ 9,000.00	0.00%
1274 Call Duty Pay	\$ 375.00	\$ 750.00	\$ 750.00	\$ 375.00	\$ 750.00	0.00%	\$ 750.00	0.00%
1275 Salaries & Wages Bonus		\$ 7,385.88	\$ 7,385.88	\$ 7,029.15	\$ -	*	\$ -	*
1278 Wellness Earnings	\$ 3,055.63	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	0.00%	\$ 3,600.00	0.00%
1280 Vacation Pay Out	\$ 1,191.84	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
1810 Social Security	\$ 42,075.21	\$ 49,098.55	\$ 49,098.55	\$ 48,798.20	\$ 49,462.86	0.74%	\$ 50,637.09	3.13%
1821 NCLGERS-Retirement	\$ 68,892.95	\$ 81,904.29	\$ 81,904.29	\$ 87,135.08	\$ 88,321.93	7.84%	\$ 90,418.64	10.40%
1822 401-K Retirement	\$ 22,668.38	\$ 25,377.01	\$ 25,377.01	\$ 25,515.40	\$ 25,862.94	1.91%	\$ 26,476.91	4.33%
1830 Hospital Insurance	\$ 64,226.59	\$ 73,650.00	\$ 73,650.00	\$ 115,776.00	\$ 115,776.00	57.20%	\$ 83,184.00	12.95%
1835 Group Term Life Insurance Coverage	\$ 404.55	\$ 420.48	\$ 420.48	\$ 432.00	\$ 432.00	*	\$ 432.00	*
1860 Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861 Worker's Compensation Insurance	\$ 3,946.15	\$ 4,200.00	\$ 4,200.00	\$ 3,707.00	\$ 3,933.00	-6.36%	\$ 3,933.00	-6.36%
1899 Less: Reimbursed by Grants	\$ (398,230.71)		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Salaries &amp; Benefits</b>	<b>\$ 370,695.65</b>	<b>\$ 876,461.40</b>	<b>\$ 880,181.40</b>	<b>\$ 919,248.59</b>	<b>\$ 930,362.12</b>	<b>6.15%</b>	<b>\$ 917,004.37</b>	<b>4.63%</b>
1915 Bank Fees			\$ -	\$ -	\$ -	*	\$ -	*
1931 Medical Treatment	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	*	\$ 50.00	*
1932 Medical Exams	\$ 346.00	\$ 500.00	\$ 500.00	\$ 274.00	\$ 500.00	*	\$ 500.00	*
1991 Consultant Fees	\$ 43,916.75	\$ 52,806.00	\$ 69,314.53	\$ 39,404.37	\$ 64,995.00	23.08%	\$ 64,995.00	23.08%
2111 Cleaning Supplies	\$ 2,610.28	\$ 3,000.00	\$ 3,000.00	\$ 2,610.28	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2121 Uniforms	\$ 3,676.39	\$ 4,200.00	\$ 4,550.00	\$ 4,189.00	\$ 4,200.00	0.00%	\$ 4,200.00	0.00%
2123 Protective Clothing	\$ 5,633.16	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2124 Shoes-Steel Toe	\$ 1,392.69	\$ 1,950.00	\$ 1,950.00	\$ 1,650.00	\$ 1,950.00	0.00%	\$ 1,950.00	0.00%
2203 Employee Appreciation	\$ 235.96	\$ 280.00	\$ 280.00	\$ 279.91	\$ 300.00	*	\$ 300.00	*
2323 Training	\$ 1,720.46	\$ 7,555.00	\$ 7,555.00	\$ 3,000.00	\$ 6,715.00	-11.12%	\$ 6,715.00	-11.12%
2501 Vehicle Operation/Maintenance			\$ -	\$ -	\$ -	*	\$ -	*
2501A Fleet Charges Internal Use Only!	\$ 3,027.88	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00	37.50%	\$ 5,500.00	37.50%
2502 Vehicle Fuel				\$ 55.03	\$ 250.00	*	\$ 250.00	*
2502A Vehicle Fuel-Internal Charges	\$ 3,769.96	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2591 Fuel For Equipment	\$ 10,999.95	\$ 17,000.00	\$ 17,000.00	\$ 10,999.95	\$ 17,000.00	0.00%	\$ 17,000.00	0.00%
2601 Office Supplies	\$ 888.10	\$ 2,500.00	\$ 2,500.00	\$ 1,200.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%

**EXPENDITURE SHEET**    **Fiscal Year FY24-25**  
**Fund:**                    **61-Utilities Fund**                    **Dept. Head**    **Robert Sherman**  
**Dept #:**                **4176**    **Public Utilities**                    **~ = Division by Zero**  
**Division:**            **4176**    **Water Plant**                        **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)	
2993	Operational Supplies	\$ 71,540.47	\$ 90,000.00	\$ 90,000.00	\$ 71,540.47	\$ 90,000.00	0.00%	\$ 90,000.00	0.00%
2994	Tools	\$ 1,318.12	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2998	Chemicals	\$ 1,001,453.30	\$ 1,629,055.05	\$ 1,629,055.05	\$ 761,227.90	\$ 1,631,890.05	0.17%	\$ 1,631,890.05	0.17%
3121	Travel	\$ 1,498.57	\$ 1,650.00	\$ 1,650.00	\$ 998.00	\$ 1,500.00	-9.09%	\$ 1,500.00	-9.09%
3210	Telephone & Communication Svcs	\$ 4,096.42	\$ 3,000.00	\$ 3,000.00	\$ 2,855.26	\$ 3,700.00	23.33%	\$ 3,700.00	23.33%
3250	Postage	\$ 78.51	\$ 2,500.00	\$ 2,500.00	\$ 35.00	\$ 2,000.00	-20.00%	\$ 2,000.00	-20.00%
3250A	Postage-Internal Charges only!	\$ 191.89	\$ 4,859.00	\$ 4,859.00	\$ 325.00	\$ 1,000.00	-79.42%	\$ 1,000.00	-79.42%
3310	Electricity	\$ 303,245.02	\$ 325,000.00	\$ 325,000.00	\$ 303,245.02	\$ 325,000.00	0.00%	\$ 325,000.00	0.00%
3330	Natural Gas	\$ 10,193.72	\$ 13,000.00	\$ 13,000.00	\$ 10,193.72	\$ 13,000.00	0.00%	\$ 13,000.00	0.00%
3421	Copy Machine Cost	\$ 975.25	\$ 940.00	\$ 1,005.00	\$ 975.25	\$ 132.00	*	\$ 132.00	*
3511	Building Maintenance	\$ 24,625.76	\$ 35,000.00	\$ 35,000.00	\$ 14,562.20	\$ 35,949.00	2.71%	\$ 35,949.00	2.71%
3521	Office Machine Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
3522	Machine/Equipment Maintenance	\$ 449,269.43	\$ 345,765.00	\$ 338,830.00	\$ 136,615.87	\$ 188,700.00	-45.43%	\$ 188,700.00	-45.43%
3522A	PU Machine Equip Maint (Cap Out)				\$ 95,108.94	\$ 280,000.00	~	\$ 280,000.00	~
3603	Neuse River Intake Dredging		\$ 450,000.00	\$ 450,000.00	\$ 37,026.00	\$ 450,000.00	0.00%	\$ -	*
3606	River Intake Maintenance	\$ -	\$ 52,700.00	\$ 52,700.00	\$ 11,191.96	\$ 53,000.00	0.57%	\$ 53,000.00	0.57%
3914	Contract Services				\$ -	\$ 9,449.00	~	\$ 9,449.00	~
3950	Education Reimbursement	\$ 685.69	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
3992	Water Analysis	\$ 11,400.95	\$ 25,000.00	\$ 25,000.00	\$ 15,273.93	\$ 30,000.00	20.00%	\$ 30,000.00	20.00%
4221	Software License Fees	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 1,100.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
4391	Equipment Rent	\$ 1,502.00	\$ 2,500.00	\$ 2,500.00	\$ 1,502.00	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
4401	Generator Contract	\$ 7,611.74	\$ 10,000.00	\$ 10,000.00	\$ 8,116.07	\$ 10,000.00	0.00%	\$ 10,000.00	0.00%
4511	Multi-Peril Insurance	\$ 70,416.68	\$ 82,038.00	\$ 82,038.00	\$ 69,682.00	\$ 78,194.00	-4.69%	\$ 78,194.00	-4.69%
4521	Auto Liability	\$ 815.00	\$ 954.00	\$ 954.00	\$ 1,057.00	\$ 1,124.00	17.82%	\$ 1,124.00	17.82%
4543	Insurance Deductible Claims	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
4911	Subscriptions	\$ 151.76	\$ 162.01	\$ 162.01	\$ 162.01	\$ 162.01	*	\$ 162.01	*
4912	Fees & Dues	\$ 5,366.59	\$ 5,076.00	\$ 6,476.00	\$ 6,977.00	\$ 5,941.00	17.04%	\$ 5,941.00	17.04%
4990	Equipment Expense	\$ 2,248.99	\$ 5,500.00	\$ 6,900.00	\$ 6,428.75	\$ 10,000.00	81.82%	\$ 10,000.00	81.82%
9561	Office Supplies	\$ 84.24	\$ 350.00	\$ 350.00	\$ 87.62	\$ 350.00	*	\$ 350.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 2,046,987.68</b>	<b>\$ 3,191,890.06</b>	<b>\$ 3,204,678.59</b>	<b>\$ 1,630,499.51</b>	<b>\$ 3,343,551.06</b>	<b>4.75%</b>	<b>\$ 2,893,551.06</b>	<b>-9.35%</b>
5003	SJAFB Sewer Equip & Upgrades		\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	*	\$ -	*
5527	Miscellaneous Equipment	\$ 14,124.06	\$ 25,000.00	\$ 295,215.67	\$ 269,795.58	\$ -	*	\$ -	*
5755	Water Plant Improvements		\$ 255,000.00	\$ 255,000.00	\$ -	\$ 255,000.00	0.00%	\$ 255,000.00	0.00%
5913	Neuse River PS Auto Transf Switch	\$ -	\$ -	\$ 90,365.95	\$ -	\$ -	*	\$ -	*

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
Fund:	61-Utilities Fund	Dept. Head	Robert Sherman
Dept #:	4176 Public Utilities	~ = Division by Zero	
Division:	4176 Water Plant	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
5950	Elevated Tank Asset Management	\$ 489,757.00	\$ 300,000.00	\$ 422,439.28	\$ 262,199.53	\$ 187,000.00	-37.67%	\$ 187,000.00	-37.67%
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ 503,881.06	\$ 680,000.00	\$ 1,163,020.90	\$ 531,995.11	\$ 442,000.00	-35.00%	\$ 442,000.00	-35.00%
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Public Utilities-Water Plant Budget</b>	\$ 2,921,564.39	\$ 4,748,351.46	\$ 5,247,880.89	\$ 3,081,743.21	\$ 4,715,913.18	-0.68%	\$ 4,252,555.43	-10.44%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	Green Cell - Department Input
<b>Dept #:</b>	Public Utilities - 4176		
<b>Division:</b>	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		12 FTE'S	\$ 603,075.19	\$ 605,030.46	\$ 613,973.39	\$ 629,322.72
1215	Salaries & Wages-Shift Differential			\$ 11,000.00	\$ 9,461.00	\$ 11,000.00	\$ 11,000.00
1220	Salaries & Wages Overtime			\$ 5,000.00	\$ 4,264.00	\$ 6,000.00	\$ 6,000.00
1221	Employee Awards		Jackson (250)	\$ -	\$ 33.50	\$ 250.00	\$ 250.00
1272	Holiday Pay			\$ 9,000.00	\$ 8,091.81	\$ 9,000.00	\$ 9,000.00
1274	Call Duty Pay			\$ 750.00	\$ 375.00	\$ 750.00	\$ 750.00
1275	Salaries & Wages Bonus			\$ 7,385.88	\$ 7,029.15		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1280	Vacation Pay Out		Possible Employee Turnover Estimated Amount	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 49,098.55	\$ 48,798.20	\$ 49,462.86	\$ 50,637.09
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 81,904.29	\$ 87,135.08	\$ 88,321.93	\$ 90,418.64
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 25,377.01	\$ 25,515.40	\$ 25,862.94	\$ 26,476.91
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 73,650.00	\$ 115,776.00	\$ 115,776.00	\$ 83,184.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 420.48	\$ 432.00	\$ 432.00	\$ 432.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 4,200.00	\$ 3,707.00	\$ 3,933.00	\$ 3,933.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 876,461.40</b>	<b>\$ 919,248.59</b>	<b>\$ 930,362.12</b>	<b>\$ 917,004.37</b>
1915	Bank Fees			\$ -	\$ -		
1931	Medical Treatment			\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
1932	Medical Exams		Shots administered by the City Nurse	\$ 500.00	\$ 274.00	\$ 500.00	\$ 500.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See SCH191	<b>\$ 52,806.00</b>	<b>\$ 39,404.37</b>	<b>\$ 64,995.00</b>	<b>\$ 64,995.00</b>
2111	Cleaning Supplies		Housekeeping-type cleaning supplies, floor cleaner, toilet paper, paper towels.	\$ 3,000.00	\$ 2,610.28	\$ 3,000.00	\$ 3,000.00
2121	Uniforms		To lease uniforms (\$6.27x12)	\$ 4,200.00	\$ 4,189.00	\$ 4,200.00	\$ 4,200.00
2123	Protective Clothing		Used to purchase personal protective equipment items such as gloves, masks, ear protection, etc...	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2124	Shoes-Steel Toe		13 Water Plant Staff x \$150	\$ 1,950.00	\$ 1,650.00	\$ 1,950.00	\$ 1,950.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4176		
<b>Division:</b>	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2203	Employee Appreciation		15 staff x \$20	\$ 280.00	\$ 279.91	\$ 300.00	\$ 300.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See SCH2323	<b>\$ 7,555.00</b>	<b>\$ 3,000.00</b>	<b>\$ 6,715.00</b>	<b>\$ 6,715.00</b>
2501	Vehicle Operation/Maintenance			\$ -			
2501A	Fleet Charges Internal Use Only!			\$ 4,000.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
2502	Vehicle Fuel			\$ -	\$ 55.03	\$ 250.00	\$ 250.00
2502A	Vehicle Fuel-Internal Charges			\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
2591	Fuel For Equipment		Excerise generators	\$ 17,000.00	\$ 10,999.95	\$ 17,000.00	\$ 17,000.00
2601	Office Supplies		Miscellaneous office supplies such as pens, binders, & printer supplies	\$ 2,500.00	\$ 1,200.00	\$ 2,500.00	\$ 2,500.00
2993	Operational Supplies		Lab supplies, air monitor and accessories, traffic cones, batteries, mats, mops, first aid supplies, etc...	\$ 90,000.00	\$ 71,540.47	\$ 90,000.00	\$ 90,000.00
2994	Tools		Maintenance of equipment at the WTP & pump stations and hand tools for grounds maintenance	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
<b>2998</b>	<b>Chemicals</b>	<b>Y</b>	See SCH2998	<b>\$ 1,629,055.05</b>	<b>\$ 761,227.90</b>	<b>\$ 1,631,890.05</b>	<b>\$ 1,631,890.05</b>
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 1,650.00</b>	<b>\$ 998.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
3210	Telephone & Communication Svcs		Verizon \$271.93x12; Hulu & Live TV \$35.58x12	\$ 3,000.00	\$ 2,855.26	\$ 3,700.00	\$ 3,700.00
3250	Postage		FedEx shipments & mailing samples	\$ 2,500.00	\$ 35.00	\$ 2,000.00	\$ 2,000.00
3250A	Postage-Internal Charges only!			\$ 4,859.00	\$ 325.00	\$ 1,000.00	\$ 1,000.00
3310	Electricity		Includes \$59 for allocated costs from Finance	\$ 325,000.00	\$ 303,245.02	\$ 325,000.00	\$ 325,000.00
3330	Natural Gas			\$ 13,000.00	\$ 10,193.72	\$ 13,000.00	\$ 13,000.00
3421	Copy Machine Cost		Copies \$132/year	\$ 940.00	\$ 975.25	\$ 132.00	\$ 132.00
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	See SCH3511	<b>\$ 35,000.00</b>	<b>\$ 14,562.20</b>	<b>\$ 35,949.00</b>	<b>\$ 35,949.00</b>
3521	Office Machine Maintenance		Computers, printers copiers, etc	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
<b>3522</b>	<b>Machine/Equipment Maintenance</b>	<b>Y</b>	See SCH3522	<b>\$ 345,765.00</b>	<b>\$ 136,615.87</b>	<b>\$ 188,700.00</b>	<b>\$ 188,700.00</b>
<b>3522A</b>	<b>PU Machine Equip Maint (Cap Out)</b>	<b>Y</b>	See SCH3522A	<b>\$ -</b>	<b>\$ 95,108.94</b>	<b>\$ 280,000.00</b>	<b>\$ 280,000.00</b>
3603	Neuse River Intake Dredging		After Army COE project - can no longer dredge with track hoe - will be floating barge dredge moving forward	\$ 450,000.00	\$ 37,026.00	\$ 450,000.00	\$ -
3606	River Intake Maintenance		Repairs on pumps, controls, structure, etc.	\$ 52,700.00	\$ 11,191.96	\$ 53,000.00	\$ 53,000.00
3914	Contract Services		Piedmont contract services for A/C	\$ -		\$ 9,449.00	\$ 9,449.00
3950	Education Reimbursement			\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
3992	Water Analysis		State & Federal law require stringent laboratory testing & analysis of drinking water. These include testing for disinfection byproducts, long-term compliance & analysis for a long list of possible pollutants. UCMR V special sampling to include PFAS/PFOA; additional lab testing requirements	\$ 25,000.00	\$ 15,273.93	\$ 30,000.00	\$ 30,000.00
4221	Software License Fees			\$ 4,000.00	\$ 1,100.00	\$ 4,000.00	\$ 4,000.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4176		
<b>Division:</b>	Water Plant - 4176		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4391	Equipment Rent		Leasing of Ammonia Tank	\$ 2,500.00	\$ 1,502.00	\$ 2,500.00	\$ 2,500.00
4401	Generator Contract		Annual cost b-annual PM's and fuel testing 4 generators	\$ 10,000.00	\$ 8,116.07	\$ 10,000.00	\$ 10,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 82,038.00	\$ 69,682.00	\$ 78,194.00	\$ 78,194.00
4521	Auto Liability		Provided by Finance	\$ 954.00	\$ 1,057.00	\$ 1,124.00	\$ 1,124.00
4543	Insurance Deductible Claims			\$ -	\$ -		
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See SCH4911	<b>\$ 162.01</b>	<b>\$ 162.01</b>	<b>\$ 162.01</b>	<b>\$ 162.01</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See SCH4912	<b>\$ 5,076.00</b>	<b>\$ 6,977.00</b>	<b>\$ 5,941.00</b>	<b>\$ 5,941.00</b>
4990	Equipment Expense		Continue sample station purchases and purchase a combined dissolved oxygen/conductivity meter	\$ 5,500.00	\$ 6,428.75	\$ 10,000.00	\$ 10,000.00
9561	Office Supplies		Copy paper, city envelopes	\$ 350.00	\$ 87.62	\$ 350.00	\$ 350.00
	<b>Total Operating Expenditures</b>			<b>\$ 3,191,890.06</b>	<b>\$ 1,630,499.51</b>	<b>\$ 3,343,551.06</b>	<b>\$ 2,893,551.06</b>
5003	SJAFB Sewer Equip & Upgrades			\$ 100,000.00	\$ -	\$ -	\$ -
5527	Miscellaneous Equipment			\$ 25,000.00	\$ 269,795.58	\$ -	\$ -
5755	Water Plant Improvements		WTP intake screen structure repairs	\$ 255,000.00	\$ -	\$ 255,000.00	\$ 255,000.00
5913	Neuse River PS Auto Transf Switch			\$ -	\$ -	\$ -	\$ -
5950	Elevated Tank Asset Management		Utility Service Company	\$ 300,000.00	\$ 262,199.53	\$ 187,000.00	\$ 187,000.00
				\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 680,000.00</b>	<b>\$ 531,995.11</b>	<b>\$ 442,000.00</b>	<b>\$ 442,000.00</b>
	<b>Total Debt Service</b>			<b>\$ -</b>			<b>\$ -</b>
	<b>Total Public Utilities-Water Plant Budget</b>			<b>\$ 4,748,351.46</b>	<b>\$ 3,081,743.21</b>	<b>\$ 4,715,913.18</b>	<b>\$ 4,252,555.43</b>

CAPITAL OUTLAY															Fiscal Year FY24-25	
Fund: 61-Utilities Fund															Dept. Head-Robert Sherman	
Dept #: Public Utilities - 4176																
Division: Water Plant - 4176																
Line	Acct #	Veh #	Year/Make/Model	Current Asset Information				Maintenance Cost History			Replacement Asset Information		Department Request	Manager Recommend. 05/15/24		
				Purchase Cost	Mileage or Hours	Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24	(N)ew or (U)sed ?	Rating	Replacement Item Description			Justification for Replacement	
1	5950		Elevated Tank Asset Management									10 year contract	Utility Service Company	\$ 187,000.00	\$ 187,000.00	
2	5755		Water Plant Improvements									WTP Structure Repairs	Repairs need to extend the life of the WTP Structures; Repairs to WTP Bldg - repairs to rusting lintels and brick work; and sedimentation basin (7 total, but only repairing one) - they have to work up a scope of work so they can't tell me how to allocate the cost.	\$ 255,000.00	\$ 255,000.00	
3	5913															
4																
5																
6																
7																
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				\$ 442,000.00	\$ 442,000.00	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
Dept #: Public Utilities - 4176  
Division: Water Plant - 4176  
Account: 1991 Consultant Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Miscellaneous Professional Consulting Services for WTP Operation and Compliance, Study to resolve the wastewater discharge bottleneck at plant, PFAS/PFOA study	\$ 40,000.00	\$ 26,598.37	\$ 50,000.00	\$ 50,000.00
2	Professional Services for Stantec Utility Rate Study-split between 4176 & 4177 (Total for Year \$29,990)	\$ 12,806.00	\$ 12,806.00	\$ 14,995.00	\$ 14,995.00
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total - 1991 Consultant Fees</b>		<b>\$ 52,806.00</b>	<b>\$ 39,404.37</b>	<b>\$ 64,995.00</b>	<b>\$ 64,995.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 2323 Training

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Mandatory Annual Stormwater Training (ES&GS Svs.-Sabata)	\$ 500.00	\$ 475.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training	\$ 540.00	\$ 600.00	\$ 600.00	\$ 600.00
3	Pesticide Class & Exam (King)	\$ 150.00		\$ 150.00	\$ 150.00
4	Annual Surface Water Certification Schools (3x\$400/Exams 3x\$50-Myers, Brown, Carlisle)	\$ 2,250.00	\$ 1,805.00	\$ 1,350.00	\$ 1,350.00
5	Bacteriological (BacT) School - \$120 each (Ives, Myers, Carlisle)	\$ 360.00		\$ 360.00	\$ 360.00
6	Process Control Chemistry - \$120 each (Ives, Myers, Carlisle)	\$ 360.00	\$ 120.00	\$ 360.00	\$ 360.00
7	Leadership Schools (Ives)	\$ 500.00		\$ 500.00	\$ 500.00
8	NC AWWA Conference/Association Meetings	\$ 800.00		\$ 800.00	\$ 800.00
9	Required Certification Renewal Contact Hours - 13 x \$115	\$ 1,495.00		\$ 1,495.00	\$ 1,495.00
10	Manuals - AWWA Standards, Lab, Regulatory & Water Plant Operators	\$ 600.00		\$ 600.00	\$ 600.00
	<b>Total - 2323 Training</b>	<b>\$ 7,555.00</b>	<b>\$ 3,000.00</b>	<b>\$ 6,715.00</b>	<b>\$ 6,715.00</b>

<b>SUPPORTING SCHEDULE</b>	<b>Fiscal Year FY24-25</b>
<b>Fund: 61-Utilities Fund</b>	<b>Dept. Head-Robert Sherman</b>
<b>Dept #: Public Utilities - 4176</b>	
<b>Division: Water Plant - 4176</b>	
<b>Account: 2998 Chemicals</b>	

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Liquid Alum Sulfate (68 loads) \$416/Dry Ton)(12 Dry Tons/Load)	\$ 356,428.80	\$ 188,176.43	\$ 356,428.80	\$ 356,428.80
2	Liquid Caustic Soda (26 loads)(\$1128/Dry Ton)(12.5 Dry Tons/Load)	\$ 384,930.00	\$ 87,212.76	\$ 384,930.00	\$ 384,930.00
3	Sodium Hypochlorite (31 loads)(\$2.05/gal)(4,800 gal/load)	\$ 320,292.00	\$ 187,183.35	\$ 320,292.00	\$ 320,292.00
4	Anhydrous Ammonia (10 loads)(\$1.7466/lb)(3,030 lb/load) + (9 loads)(\$436.45 fuel surcharge+\$60 Haz Mat+ \$8.89 excise tax recovery fee)	\$ 60,874.80	\$ 39,750.52	\$ 60,874.80	\$ 60,874.80
5	Fluoride (3 full loads)(\$0.295/lb.)(48,000 lb./load)	\$ 44,604.00	\$ 26,286.00	\$ 44,604.00	\$ 44,604.00
6	C9 Zinc Orthophosphate [Corr. Inhibitor]-(3 full loads)(\$1.18/lb @ 45,000 lbs.)	\$ 164,430.00	\$ 103,306.00	\$ 167,265.00	\$ 167,265.00
7	Activated Carbon in 1,000 lb. bags (15 loads) @ \$1.85/lb (at 7,000 lb.);	\$ 203,962.50	\$ 77,850.00	\$ 203,962.50	\$ 203,962.50
8	Sodium Permanganate 20 Loads, \$13.4968/gal @330 gal.	\$ 93,532.95	\$ 51,462.84	\$ 93,532.95	\$ 93,532.95
9					
10					
<b>Total - 2998 Chemicals</b>		<b>\$ 1,629,055.05</b>	<b>\$ 761,227.90</b>	<b>\$ 1,631,890.05</b>	<b>\$ 1,631,890.05</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3121 Travel

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1		\$ 50.00			
2		\$ 50.00			
3		\$ 50.00			
4	Pesticide Class (travel & Meals)	\$ 200.00		\$ 200.00	\$ 200.00
5	Rental Car Expense	\$ 300.00		\$ 300.00	\$ 300.00
6	Leadership school - travel and meals	\$ 1,000.00	\$ 998.00	\$ 1,000.00	\$ 1,000.00
7					
8					
9					
10					
<b>Total - 3121 Travel</b>		<b>\$ 1,650.00</b>	<b>\$ 998.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3511 Building Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Elevator - Monthly Inspection/service contract, annual load tests, repairs, DOL Annual inspections.	\$ 15,000.00	\$ 1,604.04	\$ 10,000.00	\$ 10,000.00
2	16 heating/air condition units repairs	\$ 7,500.00	\$ 8,270.17	\$ 9,449.00	\$ 9,449.00
3	Alarm/phone services calls	\$ 2,500.00		\$ 1,500.00	\$ 1,500.00
4	miscellaneous repairs, lighting, electrical, plumbing, roof leaks, painting, annual fire extinguisher inspections).	\$ 10,000.00	\$ 4,687.99	\$ 15,000.00	\$ 15,000.00
5					
6					
7					
8					
9					
10					
	<b>Total - 3511 Building Maintenance</b>	<b>\$ 35,000.00</b>	<b>\$ 14,562.20</b>	<b>\$ 35,949.00</b>	<b>\$ 35,949.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3522 Machine/Equipment Maintenance

Line #		Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	PM	Equipment Inspections and Calibrations	\$ 30,000.00	\$ 10,717.71	\$ 30,000.00	\$ 30,000.00
2		OSHA Required Inspections (Hoist, Pressure Vessels)	\$ 1,400.00	\$ 950.08	\$ 1,400.00	\$ 1,400.00
3	PM	Misc. equipment parts, repairs, time change items (motors, electrical, compressors, high service pumps and feed pumps etc.)	\$ 125,000.00	\$ 101,413.00	\$ 125,000.00	\$ 125,000.00
4	PM	Annual PLC Inventory	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
5	PM	Vibration Analysis on all Water Pumps (14 each)	\$ 7,000.00	\$ 6,405.00	\$ 8,000.00	\$ 8,000.00
6	PM	TOC Analyzer Maintenance	\$ 5,250.00	\$ 5,373.80	\$ 6,000.00	\$ 6,000.00
7	PM	DR 6000 PM (benchtop analyzer)	\$ 1,700.00	\$ 1,468.88	\$ 1,850.00	\$ 1,850.00
8	PM	SCADA repairs, hardware, software	\$ 10,000.00	\$ 4,872.40	\$ 10,000.00	\$ 10,000.00
9	PM	SL1000 annual service	\$ 1,650.00	\$ 1,650.00	\$ 1,800.00	\$ 1,800.00
10	PM	TU5200 (Turbidimeter) annual service	\$ 665.00	\$ 665.00	\$ 750.00	\$ 750.00
11	PM	DraCor DI water system annual service	\$ 1,700.00	\$ 1,700.00	\$ 2,500.00	\$ 2,500.00
12						
13						
<b>Total - 3522 Machine/Equipment Maintenance</b>			<b>\$ 185,765.00</b>	<b>\$ 136,615.87</b>	<b>\$ 188,700.00</b>	<b>\$ 188,700.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 3522A Machine/Equipment Maintenance

Line #		Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	PM	Pump Repair	\$ 100,000.00	\$ 44,936.44	\$ 100,000.00	\$ 100,000.00
2	Specific	Scheduled Overhaul Pre-Sedimentation Pump or Raw Pump (1 per year)	\$ 60,000.00	\$ 50,172.50	\$ 60,000.00	\$ 60,000.00
3	Specific	Clear well #1 rehab/coating			\$ 120,000.00	\$ 120,000.00
4						
5						
<b>Total - 3522A Machine/Equipment Maintenance</b>			<b>\$ 160,000.00</b>	<b>\$ 95,108.94</b>	<b>\$ 280,000.00</b>	<b>\$ 280,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 4911 Subscriptions

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	News Argus	\$ 162.01	\$ 162.01	\$ 162.01	\$ 162.01
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4911 Subscriptions</b>	<b>\$ 162.01</b>	<b>\$ 162.01</b>	<b>\$ 162.01</b>	<b>\$ 162.01</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4176  
 Division: Water Plant - 4176  
 Account: 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	NC Water Treatment Facility Operators Certification Board	\$ 390.00	\$ 783.00	\$ 390.00	\$ 390.00
2	NC Waterworks Operators Association	\$ 650.00	\$ 973.00	\$ 840.00	\$ 840.00
3	NC Dept. of Environmental Quality - Plant Operating Permit	\$ 3,000.00	\$ 3,660.00	\$ 3,660.00	\$ 3,660.00
4	State Lab of Public Health-Drinking Water Certification Renewal	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
5	NC AWWA-WEA Maintenance Technology Certification	\$ 30.00	\$ 45.00	\$ 45.00	\$ 45.00
6	AWWA Membership Renewals (3) - \$259 x 3	\$ 756.00	\$ 816.00	\$ 756.00	\$ 756.00
7	Reimbursement for exam & school (taken out of wrong acct)		\$ 450.00		
8					
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 5,076.00</b>	<b>\$ 6,977.00</b>	<b>\$ 5,941.00</b>	<b>\$ 5,941.00</b>



## FISCAL YEAR 2024-25 BUDGET

### DEPARTMENT/DIVISION: P.U. / WATER RECLAMATION FACILITY

#### DEPARTMENT OVERVIEW:

The City of Goldsboro proudly operates a state-of-the-art 14.2 MGD advanced wastewater treatment facility. In the year 2024, an average of 8.66 MGD of wastewater was successfully treated, with 1.42 MGD being utilized through purchased capacity. Currently, there remains 0.85 MGD of unused Reserved Purchased Capacity. In addition to serving the citizens of Goldsboro, our facility also provides wastewater treatment services for residents of Wayne County (Genoa), Fremont, Eureka, Walnut Creek, and Fork Township Sanitary District. It is imperative that our Water Reclamation Facility consistently produces highly treated wastewater, as Goldsboro is situated along the Neuse River, a water body sensitive to nutrients. The city is dedicated to safeguarding the river's health and integrity. The exceptional quality of the treated wastewater allows for its beneficial use in irrigating the city's golf course and 144 acres of farmlands that yield hay. Furthermore, the city manages 40 acres of constructed wetlands that further refine the fully treated wastewater before it is discharged into the Neuse River. This comprehensive approach ensures that our operations are environmentally responsible and sustainable.

#### 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:

- Securing funding for the initial phases of the WRF plant expansion project the expansion would accommodate growth in the first phase to 17.6-MGD and the second phase would accommodate Regionalization Merger with local towns and the Wayne County.
- The UV system, Filter Belt Press system, Plant Site Generators, Sand Filter System, and Influent Structure and Westbrook Bar screen have been in service for over 24 years. They have exceeded their expected lifespan and need replacement. Obtaining parts and service for this equipment can be challenging at times.
- The bar screen at the Pecan lift station needs replacement. This lift station was constructed in 1994, and the current bar screen is the original equipment. However, a newer bar screen from the Big Cherry Hospital, which was installed in 2016, is available for use. As the Big Cherry lift station is set to be decommissioned, it is advisable for the city to utilize this newer bar screen to replace the one at the Pecan lift station. The cost involved would only be for the removal and replacement of the bar screen. This solution would not only be cost-effective but also ensure the continued efficient operation of the lift station.
- Clarifier #1 is scheduled for corrosion control maintenance, which is a routine practice conducted every five years to ensure optimal performance and longevity of the equipment.
- Regular maintenance is required to replace the sand in sand filter 4, as it becomes less effective or lost every 5-7 years. This maintenance practice is essential to ensure the proper treatment of wastewater.

<b>EXPENDITURE SHEET</b>	<b>Fiscal Year FY24-25</b>		
<b>Fund:</b>	<b>61-Utilities Fund</b>	<b>Dept. Head</b>	<b>Robert Sherman</b>
<b>Dept #:</b>	4177 <b>Public Utilities</b>	~ = Division by Zero	
<b>Division:</b>	4177 <b>Waste Treatment</b>	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 946,636.18	\$ 1,071,300.35	\$ 1,075,330.35	\$ 1,033,140.46	\$ 1,073,206.85	0.18%	\$ 1,100,037.02	2.68%
1215	Salaries & Wages-Shift Differential	\$ 8,984.36	\$ 10,400.00	\$ 10,400.00	\$ 9,001.00	\$ 10,400.00	0.00%	\$ 10,400.00	0.00%
1220	Salaries & Wages Overtime	\$ 16,659.86	\$ 13,500.00	\$ 13,500.00	\$ 10,421.00	\$ 13,500.00	0.00%	\$ 13,500.00	0.00%
1221	Employee Awards		\$ -	\$ 50.00	\$ -	\$ 650.00	~	\$ 650.00	~
1272	Holiday Pay	\$ 5,837.93	\$ 8,800.00	\$ 8,800.00	\$ 7,069.00	\$ 8,800.00	0.00%	\$ 8,800.00	0.00%
1274	Call Duty Pay	\$ 5,285.71	\$ 6,500.00	\$ 6,500.00	\$ 5,500.00	\$ 6,500.00	0.00%	\$ 6,500.00	0.00%
1275	Salaries & Wages Bonus	\$ 82.24	\$ 12,925.29	\$ 12,925.29	\$ 11,002.16	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 4,567.78	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	0.00%	\$ 5,700.00	0.00%
1280	Vacation Pay Out	\$ 5,850.27	\$ 7,000.00	\$ 7,000.00	\$ 619.53	\$ 7,000.00	0.00%	\$ 7,000.00	0.00%
1810	Social Security	\$ 73,762.40	\$ 86,913.61	\$ 86,913.61	\$ 82,807.67	\$ 86,120.40	-0.91%	\$ 88,172.91	1.45%
1821	NCLGERS-Retirement	\$ 120,897.20	\$ 145,005.16	\$ 145,005.16	\$ 147,863.10	\$ 153,778.39	6.05%	\$ 157,443.39	8.58%
1822	401-K Retirement	\$ 39,779.81	\$ 44,928.01	\$ 44,928.01	\$ 43,298.13	\$ 45,030.27	0.23%	\$ 46,103.48	2.62%
1830	Hospital Insurance	\$ 117,786.83	\$ 147,360.00	\$ 147,360.00	\$ 202,608.00	\$ 202,608.00	37.49%	\$ 202,608.00	37.49%
1835	Group Term Life Insurance Coverage	\$ 644.91	\$ 735.84	\$ 735.84	\$ 756.00	\$ 756.00	2.74%	\$ 756.00	2.74%
1860	Worker's Comp Claims Cost	\$ 495.15		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 7,121.36	\$ 7,579.00	\$ 7,579.00	\$ 5,862.00	\$ 6,220.00	-17.93%	\$ 6,220.00	-17.93%
1899	Less: Reimbursed by Grants	\$ (632,696.46)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 721,695.53</b>	<b>\$ 1,568,647.26</b>	<b>\$ 1,572,727.26</b>	<b>\$ 1,565,648.04</b>	<b>\$ 1,620,269.91</b>	<b>3.29%</b>	<b>\$ 1,653,890.80</b>	<b>5.43%</b>
1931	Medical Treatment	\$ -	\$ 50.00	\$ 150.00	\$ 60.00	\$ 75.00	*	\$ 75.00	*
1932	Medical Exams	\$ 1,334.00	\$ 900.00	\$ 900.00	\$ 213.00	\$ 900.00	0.00%	\$ 900.00	0.00%
1991	Consultant Fees	\$ 53,057.50	\$ 632,806.00	\$ 659,861.66	\$ 42,806.00	\$ 44,995.00	-92.89%	\$ 44,995.00	-92.89%
2111	Cleaning Supplies	\$ 5,533.49	\$ 8,000.00	\$ 8,000.00	\$ 7,449.00	\$ 8,000.00	0.00%	\$ 8,000.00	0.00%
2121	Uniforms	\$ 4,545.27	\$ 7,350.00	\$ 8,510.00	\$ 6,266.56	\$ 7,350.00	0.00%	\$ 7,350.00	0.00%
2123	Protective Clothing	\$ 2,597.36	\$ 2,400.00	\$ 2,400.00	\$ 2,326.25	\$ 2,400.00	0.00%	\$ 2,400.00	0.00%
2124	Shoes-Steel Toe	\$ 1,776.82	\$ 3,000.00	\$ 3,000.00	\$ 961.51	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2202	Luncheon/Dinner Meetings	\$ -	\$ -	\$ -	\$ -	\$ 500.00	*	\$ 500.00	*
2203	Employee Appreciation	\$ 300.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	*	\$ 400.00	*
2323	Training	\$ 4,635.00	\$ 21,100.00	\$ 21,100.00	\$ 8,220.00	\$ 19,950.00	-5.45%	\$ 19,950.00	-5.45%
2501A	Fleet Charges Internal Use Only!	\$ 6,447.85	\$ 6,000.00	\$ 6,000.00	\$ 4,873.77	\$ 6,000.00	0.00%	\$ 6,000.00	0.00%
2502	Vehicle Fuel			\$ 50.00	\$ 469.48	\$ 600.00	~	\$ 600.00	~
2502A	Vehicle Fuel-Internal Charges	\$ 9,939.46	\$ 34,396.00	\$ 34,396.00	\$ 14,451.00	\$ 34,000.00	-1.15%	\$ 34,000.00	-1.15%
2591	Fuel For Equipment	\$ 12,411.07	\$ 12,500.00	\$ 12,500.00	\$ 20,847.85	\$ 21,000.00	68.00%	\$ 21,000.00	68.00%
2601	Office Supplies	\$ 2,063.07	\$ 3,000.00	\$ 3,000.00	\$ 1,900.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2993	Operational Supplies	\$ 95,281.38	\$ 150,000.00	\$ 150,000.00	\$ 137,206.00	\$ 96,406.00	-35.73%	\$ 96,406.00	-35.73%
2994	Tools	\$ 11.99	\$ 1,000.00	\$ 1,000.00	\$ 201.48	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%

**EXPENDITURE SHEET**      **Fiscal Year FY24-25**  
**Fund:**                    **61-Utilities Fund**                    **Dept. Head**      **Robert Sherman**  
**Dept #:**                **4177**      **Public Utilities**                    **~ = Division by Zero**  
**Division:**            **4177**      **Waste Treatment**                    **\* = Change < \$500**  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2998 Chemicals	\$ 42,875.94	\$ 258,223.00	\$ 258,223.00	\$ 79,196.64	\$ 205,898.00	-20.26%	\$ 205,898.00	-20.26%
3121 Travel	\$ 5,567.19	\$ 9,076.00	\$ 9,076.00	\$ 5,785.61	\$ 9,080.00	0.04%	\$ 9,080.00	0.04%
3210 Telephone & Communication Svcs	\$ 10,090.96	\$ 9,000.00	\$ 9,000.00	\$ 7,272.00	\$ 9,000.00	0.00%	\$ 9,000.00	0.00%
3250 Postage	\$ 6,664.79	\$ 5,400.00	\$ 5,400.00	\$ 4,843.53	\$ 5,400.00	0.00%	\$ 5,400.00	0.00%
3250A Postage-Internal Charges only!	\$ 24.74	\$ 2,509.00	\$ 2,509.00	\$ 200.00	\$ 500.00	*	\$ 500.00	*
3310 Electricity	\$ 456,952.73	\$ 550,000.00	\$ 550,000.00	\$ 455,034.00	\$ 550,000.00	0.00%	\$ 550,000.00	0.00%
3421 Copy Machine Cost	\$ 2,289.04	\$ 2,240.00	\$ 2,400.00	\$ 2,301.00	\$ 1,572.00	-29.82%	\$ 1,572.00	-29.82%
3510 Repairs (Insurance Claims)	\$ 2,996.89	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	*	\$ 500.00	*
3511 Building Maintenance	\$ 18,806.18	\$ 26,060.00	\$ 26,060.00	\$ 4,028.64	\$ 12,400.00	-52.42%	\$ 12,400.00	-52.42%
3521 Office Machine Maintenance			\$ -	\$ -	\$ -	*	\$ -	*
3522 Machine/Equipment Maintenance	\$ 310,039.55	\$ 709,392.00	\$ 1,057,050.09	\$ 417,844.24	\$ 323,497.00	-54.40%	\$ 323,497.00	-54.40%
3522A PU Machine Equip Maint (Cap Out)				\$ 132,767.40	\$ 417,000.00	~	\$ 417,000.00	~
3608 Pump Stations Maintenance	\$ 129,087.50	\$ 214,000.00	\$ 214,000.00	\$ 206,000.00	\$ 223,000.00	4.21%	\$ 223,000.00	4.21%
3608A PU Pump Stations Maint (Cap Out)				\$ -	\$ 40,000.00	~	\$ 40,000.00	~
3914 Contract Services				\$ -	\$ 66,115.00	~	\$ 66,115.00	~
3950 Education Reimbursement	\$ 2,150.41	\$ 2,500.00	\$ 2,500.00	\$ 638.93	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
3990 Wastewater Analysis	\$ 33,290.32	\$ 40,000.00	\$ 40,000.00	\$ 36,017.00	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
4391 Equipment Rent	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	\$ 2,000.00	0.00%
4401 Generator Contract	\$ 3,872.84	\$ 20,403.00	\$ 20,403.00	\$ 9,732.99	\$ 21,000.00	2.93%	\$ 21,000.00	2.93%
4511 Multi-Peril Insurance	\$ 89,508.69	\$ 104,321.00	\$ 104,321.00	\$ 112,480.00	\$ 126,221.00	20.99%	\$ 126,221.00	20.99%
4521 Auto Liability	\$ 1,382.93	\$ 1,617.00	\$ 1,617.00	\$ 1,749.00	\$ 1,860.00	15.03%	\$ 1,860.00	15.03%
4911 Subscriptions	\$ -	\$ 176.00	\$ 176.00	\$ -	\$ -	*	\$ -	*
4912 Fees & Dues	\$ 5,980.00	\$ 11,090.00	\$ 11,090.00	\$ 12,305.00	\$ 12,380.00	11.63%	\$ 12,380.00	11.63%
9561 Office Supplies	\$ 411.71	\$ 700.00	\$ 700.00	\$ 346.00	\$ 700.00	0.00%	\$ 700.00	0.00%
9959 Neuse River Basin Association	\$ 14,756.60	\$ 16,777.00	\$ 16,927.00	\$ 16,880.03	\$ 17,000.00	1.33%	\$ 17,000.00	1.33%
<b>Total Operating Expenditures</b>	<b>\$ 1,336,683.27</b>	<b>\$ 2,868,886.00</b>	<b>\$ 3,245,219.75</b>	<b>\$ 1,754,073.91</b>	<b>\$ 2,337,199.00</b>	<b>-18.53%</b>	<b>\$ 2,337,199.00</b>	<b>-18.53%</b>
5193 Facility Updates-WRF				\$ -	\$ 200,000.00	~	\$ 200,000.00	~
5350 Lift Station-Pecan		\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	*	\$ -	*
5362 Biotank Blower		\$ 32,000.00	\$ 32,000.00	\$ -	\$ -	*	\$ -	*
5527 Miscellaneous Equipment	\$ 84,882.24	\$ 10,474.00	\$ 261,575.99	\$ 173,259.02	\$ 7,205.74	-31.20%	\$ 7,205.74	-31.20%
5557 Refrigerated Sampler				\$ -	\$ 10,474.00	~	\$ 10,474.00	~
5601 Fence/Railings		\$ 50,000.00	\$ 50,000.00	\$ 40,248.00	\$ -	*	\$ -	*
5685 Generator	\$ -	\$ -	\$ 815,165.16	\$ -	\$ -	*	\$ -	*
5871 Spectrophotometer				\$ -	\$ 12,999.25	~	\$ 12,999.25	~
5852 New Hope Lift Station-Bar Screen	\$ 80,384.48	\$ -	\$ 335,400.00	\$ 335,400.00	\$ -	*	\$ -	*

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**            **61-Utilities Fund**                            **Dept. Head**    **Robert Sherman**  
**Dept #:**    **4177**    **Public Utilities**                            ~ = Division by Zero  
**Division:**    **4177**    **Waste Treatment**                            \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
5855	Hwy 117 - Bar Screen	\$ 206.00			\$ -	\$ -	*	\$ -	*
5888	Hypo Day Tank	\$ -	\$ -	\$ 135,201.01	\$ 126,652.00	\$ -	*	\$ -	*
5928	Gator w/Sprayer				\$ -	\$ 19,215.00	~	\$ 19,215.00	~
	<b>Total Capital Outlay</b>	<b>\$ 165,472.72</b>	<b>\$ 292,474.00</b>	<b>\$ 1,829,342.16</b>	<b>\$ 675,559.02</b>	<b>\$ 249,893.99</b>	<b>-14.56%</b>	<b>\$ 249,893.99</b>	<b>-14.56%</b>
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Public Utilities-Waste Treatment Budget</b>	<b>\$ 2,223,851.52</b>	<b>\$ 4,730,007.26</b>	<b>\$ 6,647,289.17</b>	<b>\$ 3,995,280.97</b>	<b>\$ 4,207,362.90</b>	<b>-11.05%</b>	<b>\$ 4,240,983.79</b>	<b>-10.34%</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4177		
<b>Division:</b>	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		21 FTE's	\$ 1,071,300.35	\$ 1,033,140.46	\$ 1,073,206.85	\$ 1,100,037.02
1215	Salaries & Wages-Shift Differential		\$400 per pay period estimated x 26 pay periods	\$ 10,400.00	\$ 9,001.00	\$ 10,400.00	\$ 10,400.00
1220	Salaries & Wages Overtime		\$1125 per month estimate	\$ 13,500.00	\$ 10,421.00	\$ 13,500.00	\$ 13,500.00
1221	Employee Awards		Sherman(300); Thomas (200); Nelson (150)	\$ -		\$ 650.00	\$ 650.00
1272	Holiday Pay			\$ 8,800.00	\$ 7,069.00	\$ 8,800.00	\$ 8,800.00
1274	Call Duty Pay		52 weeks x \$125	\$ 6,500.00	\$ 5,500.00	\$ 6,500.00	\$ 6,500.00
1275	Salaries & Wages Bonus			\$ 12,925.29	\$ 11,002.16		
1278	Wellness Earnings		\$300 per participating employee per year	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00
1280	Vacation Pay Out		Possible Employee Turnover Estimate for next FY	\$ 7,000.00	\$ 619.53	\$ 7,000.00	\$ 7,000.00
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ 86,913.61	\$ 82,807.67	\$ 86,120.40	\$ 88,172.91
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 145,005.16	\$ 147,863.10	\$ 153,778.39	\$ 157,443.39
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 44,928.01	\$ 43,298.13	\$ 45,030.27	\$ 46,103.48
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 147,360.00	\$ 202,608.00	\$ 202,608.00	\$ 202,608.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 735.84	\$ 756.00	\$ 756.00	\$ 756.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 7,579.00	\$ 5,862.00	\$ 6,220.00	\$ 6,220.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 1,568,647.26</b>	<b>\$ 1,565,648.04</b>	<b>\$ 1,620,269.91</b>	<b>\$ 1,653,890.80</b>
1931	Medical Treatment			\$ 50.00	\$ 60.00	\$ 75.00	\$ 75.00
1932	Medical Exams		Covers shots	\$ 900.00	\$ 213.00	\$ 900.00	\$ 900.00
<b>1991</b>	<b>Consultant Fees</b>	<b>Y</b>	See SCH1991	<b>\$ 632,806.00</b>	<b>\$ 42,806.00</b>	<b>\$ 44,995.00</b>	<b>\$ 44,995.00</b>
2111	Cleaning Supplies		Housekeeping: floor cleaner, toilet paper, paper,towels,etc.	\$ 8,000.00	\$ 7,449.00	\$ 8,000.00	\$ 8,000.00
2121	Uniforms		\$6.86 x 17 employees for FY24-25 (rented)	\$ 7,350.00	\$ 6,266.56	\$ 7,350.00	\$ 7,350.00
2123	Protective Clothing		PPE for WRF Staff	\$ 2,400.00	\$ 2,326.25	\$ 2,400.00	\$ 2,400.00
2124	Shoes-Steel Toe		\$150 x 20 Employees next FY	\$ 3,000.00	\$ 961.51	\$ 3,000.00	\$ 3,000.00
2202	Luncheon/Dinner Meetings		LNBA meeting 9/2024 box lunches (\$15X30) & snacks	\$ -	\$ -	\$ 500.00	\$ 500.00
2203	Employee Appreciation		\$20 x 20 employees for FY	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See SCH2323	<b>\$ 21,100.00</b>	<b>\$ 8,220.00</b>	<b>\$ 19,950.00</b>	<b>\$ 19,950.00</b>
2501A	Fleet Charges Internal Use Only!		Maintenance & repairs for cars, trucks, & lawn mowers	\$ 6,000.00	\$ 4,873.77	\$ 6,000.00	\$ 6,000.00
2502	Vehicle Fuel			\$ -	\$ 469.48	\$ 600.00	\$ 600.00
2502A	Vehicle Fuel-Internal Charges		6 vehicles + Carboy for 12" hydraulic submersible pump	\$ 34,396.00	\$ 14,451.00	\$ 34,000.00	\$ 34,000.00
2591	Fuel For Equipment		Generators at the WRF, 5 Pump Stations, and 3 portable generators	\$ 12,500.00	\$ 20,847.85	\$ 21,000.00	\$ 21,000.00
2601	Office Supplies		Pens, spiral pads, post it notes, staples, tape, etc.	\$ 3,000.00	\$ 1,900.00	\$ 3,000.00	\$ 3,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4177		
<b>Division:</b>	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2993	Operational Supplies		(Bird Control-\$53,594 moved to #3914), Lab Supplies, Herbicides, Spray Field, mats, mops, first aid supplies, etc...	\$ 150,000.00	\$ 137,206.00	\$ 96,406.00	\$ 96,406.00
2994	Tools		Maintenance of equipment, pump stations, and grounds	\$ 1,000.00	\$ 201.48	\$ 1,000.00	\$ 1,000.00
<b>2998</b>	<b>Chemicals</b>	<b>Y</b>	See SCH2998	<b>\$ 258,223.00</b>	<b>\$ 79,196.64</b>	<b>\$ 205,898.00</b>	<b>\$ 205,898.00</b>
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See SCH3121	<b>\$ 9,076.00</b>	<b>\$ 5,785.61</b>	<b>\$ 9,080.00</b>	<b>\$ 9,080.00</b>
3210	Telephone & Communication Svcs		Verizon \$692.38*12; Hulu & Live TV \$35.58x12	\$ 9,000.00	\$ 7,272.00	\$ 9,000.00	\$ 9,000.00
3250	Postage		FedEx shipments for Lab	\$ 5,400.00	\$ 4,843.53	\$ 5,400.00	\$ 5,400.00
3250A	Postage-Internal Charges only!		Includes \$9 for allocated costs from Finance	\$ 2,509.00	\$ 200.00	\$ 500.00	\$ 500.00
3310	Electricity		Provided by Finance	\$ 550,000.00	\$ 455,034.00	\$ 550,000.00	\$ 550,000.00
3421	Copy Machine Cost		Copies \$1572	\$ 2,240.00	\$ 2,301.00	\$ 1,572.00	\$ 1,572.00
3510	Repairs (Insurance Claims)			\$ 500.00	\$ -	\$ 500.00	\$ 500.00
<b>3511</b>	<b>Building Maintenance</b>	<b>Y</b>	See SCH3511	<b>\$ 26,060.00</b>	<b>\$ 4,028.64</b>	<b>\$ 12,400.00</b>	<b>\$ 12,400.00</b>
3521	Office Machine Maintenance			\$ -			\$ -
<b>3522</b>	<b>Machine/Equipment Maintenance</b>	<b>Y</b>	See SCH3522	<b>\$ 709,392.00</b>	<b>\$ 417,844.24</b>	<b>\$ 323,497.00</b>	<b>\$ 323,497.00</b>
<b>3522A</b>	<b>PU Machine Equip Maint (Cap Out)</b>	<b>Y</b>	See SCH3522A		<b>\$ 132,767.40</b>	<b>\$ 417,000.00</b>	<b>\$ 417,000.00</b>
<b>3608</b>	<b>Pump Stations Maintenance</b>	<b>Y</b>	See SCH3608	<b>\$ 214,000.00</b>	<b>\$ 206,000.00</b>	<b>\$ 223,000.00</b>	<b>\$ 223,000.00</b>
<b>3608A</b>	<b>PU Pump Stations Maint (Cap Out)</b>	<b>Y</b>	See SCH3608A		<b>\$ -</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>
3914	Contract Services		Piedmont HVAC servicing agreement-\$12,521, Bird Control-\$53,594	\$ -	\$ -	\$ 66,115.00	\$ 66,115.00
3950	Education Reimbursement		Richard Hamilton	\$ 2,500.00	\$ 638.93	\$ 2,500.00	\$ 2,500.00
3990	Wastewater Analysis		Permit & process control testing for the WRF, Wetlands, Reuse	\$ 40,000.00	\$ 36,017.00	\$ 40,000.00	\$ 40,000.00
4391	Equipment Rent		Renting of Pumps, Lifts, bobcat etc.	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
4401	Generator Contract		Plant site stationary generator PMs , Lift station generator PMs, and Portable Generator PMs	\$ 20,403.00	\$ 9,732.99	\$ 21,000.00	\$ 21,000.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 104,321.00	\$ 112,480.00	\$ 126,221.00	\$ 126,221.00
4521	Auto Liability		Provided by Finance	\$ 1,617.00	\$ 1,749.00	\$ 1,860.00	\$ 1,860.00
<b>4911</b>	<b>Subscriptions</b>	<b>Y</b>	See SCH4911	<b>\$ 176.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See SCH4912	<b>\$ 11,090.00</b>	<b>\$ 12,305.00</b>	<b>\$ 12,380.00</b>	<b>\$ 12,380.00</b>
9561	Office Supplies		Copier paper, City envelopes, calenders	\$ 700.00	\$ 346.00	\$ 700.00	\$ 700.00
9959	Neuse River Basin Association		Annual Membership dues for LNBA and NRCA	\$ 16,777.00	\$ 16,880.03	\$ 17,000.00	\$ 17,000.00
<b>Total Operating Expenditures</b>				<b>\$ 2,868,886.00</b>	<b>\$ 1,754,073.91</b>	<b>\$ 2,337,199.00</b>	<b>\$ 2,337,199.00</b>
5193	Facility Updates-WRF		Dewatering Building Roof Replacement; Operations Building Roof Replacement; Operators Room Epoxy Floor install			\$ 200,000.00	\$ 200,000.00
5350	Lift Station-Pecan		Barscreen relocation from Big Cherry Hospital	\$ 200,000.00		\$ -	\$ -

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4177		
<b>Division:</b>	Waste Treatment - 4177		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
5362	Biotank Blower			\$ 32,000.00		\$ -	\$ -
5527	Miscellaneous Equipment		Sealer for samples	\$ 10,474.00	\$ 173,259.02	\$ 7,205.74	\$ 7,205.74
5557	Refrigerated Sampler			\$ -		\$ 10,474.00	\$ 10,474.00
5601	Fence/Railings			\$ 50,000.00	\$ 40,248.00	\$ -	\$ -
5685	Generator			\$ -		\$ -	\$ -
5871	Spectrophotometer			\$ -		\$ 12,999.25	\$ 12,999.25
5852	New Hope Lift Station-Bar Screen			\$ -	\$ 335,400.00	\$ -	\$ -
5855	Hwy 117 - Bar Screen			\$ -		\$ -	\$ -
5888	Hypo Day Tank			\$ -	\$ 126,652.00	\$ -	\$ -
5928	Gator w/Sprayer			\$ -		\$ 19,215.00	\$ 19,215.00
	<b>Total Capital Outlay</b>			<b>\$ 292,474.00</b>	<b>\$ 675,559.02</b>	<b>\$ 249,893.99</b>	<b>\$ 249,893.99</b>
				\$ -	\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Utilities-Waste Treatment Budget</b>			<b>\$ 4,730,007.26</b>	<b>\$ 3,995,280.97</b>	<b>\$ 4,207,362.90</b>	<b>\$ 4,240,983.79</b>

**CAPITAL OUTLAY**      Fiscal Year FY24-25  
 Fund: 61-Utilities Fund      Dept. Head-Robert Sherman  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177

Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information				Department Request	Manager Recommend. 05/15/24	New Debt?
			Year/Make/Model	Purchase Cost	Mileage or Hours	Maintenance Cost History			(N)ew or (U)sed ?	Rating	Replacement Item Description	Justification for Replacement				
						Estim. Auction Proceeds?	FY21-22	FY22-23					FY23-24			
1	5928									N	1	John Deere Gator HPX815E	Needed for field maintenance and operation checks on the plant site.	\$ 19,215.00	\$ 19,215.00	
2	5871									N	3	DR 6000 Spectrophotometer	Includes pre-programmed testing methods with additional ability to test for UV	\$ 12,999.25	\$ 12,999.25	
3	5557									N	1	All Weather Sampler	Designed to survive	\$ 10,474.00	\$ 10,474.00	
4	5527									N	1	Sealer	Used to seal and distribute fecal coliform samples into the wells of a Quanti-Tray	\$ 7,205.74	\$ 7,205.74	
5	5193									N		Dewatering Building Roof Replacement	Roof is 24 years old. Original roof (2000)	\$ 115,000.00	\$ 115,000.00	
6	5193									N		Operations Building/Office Roof Replacement	Roof is 24 years old This roof was replaced in 2000	\$ 75,000.00	\$ 75,000.00	
7	5193									N		Operators Room & Chief Operator/Superintendent Floors redone	Epoxy floor install	\$ 10,000.00	\$ 10,000.00	
8																
9																
10																
11																
12																
13																
14																
<b>Total Capital Outlay Request</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 249,893.99	\$ 249,893.99	

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
Dept #: Public Utilities - 4177  
Division: Waste Treatment - 4177  
Account: 1991 Consultant Fees

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Miscellaneous Professional Consulting Services for WRF Operation and Compliance	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
2	Professional Services for Integration of Asset Management	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
3	Professional Services for Stantec-Utility Rate Study- split between 4176 & 4177 (Total for year \$29,990)	\$ 12,806.00	\$ 12,806.00	\$ 14,995.00	\$ 14,995.00
4	Design for the Upgrade for the WRF (3.5MGD)	\$ 600,000.00	\$ 10,000.00	\$ -	\$ -
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10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 632,806.00</b>	<b>\$ 42,806.00</b>	<b>\$ 44,995.00</b>	<b>\$ 44,995.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
Dept #: Public Utilities - 4177  
Division: Waste Treatment - 4177  
Account: 2323 Training

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Annual Mandatory Stormwater Training (ES&GS/Bill Sabata)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training (\$135x11)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3	Annual Wastewater Operator Certification Schools/Exams - 8 schools @ \$475; 8 exams @ \$85 & 8 Training Manuals x \$200	\$ 5,680.00	\$ 85.00	\$ 6,080.00	\$ 6,080.00
4	1 Spray Irrigation School & 1 Electrical Safety School	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00
5	UNC Water and Wastewater National Leadership School (Lead Lab Tech & Deputy Director)	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
6	Association Meetings (Periodic professional/educational mtgs.)	\$ 100.00		\$ 100.00	\$ 100.00
7	Required Certification Renewal for Contact Hours - 20 x \$115	\$ 2,300.00	\$ 1,635.00	\$ 2,500.00	\$ 2,500.00
8	NC AWWA Annual Conf. & Misc. Leadership Programs	\$ 1,200.00		\$ 1,200.00	\$ 1,200.00
9	Pesticide Exam/Certification Fee & Manuals	\$ 170.00		\$ 170.00	\$ 170.00
10	AWWA, NCRWA, Compost Annual Conference (Director)	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00
11	Lab Analyst II x2 (Class \$290; Exam \$85)	\$ 750.00		\$ 750.00	\$ 750.00
12		\$ 1,750.00			
13	Laboratory Standards Manuals	\$ 150.00		\$ 150.00	\$ 150.00
14	Municipal & County Administration (Hamilton)		\$ 4,500.00		
	<b>Total - 2323 Training</b>	<b>\$ 21,100.00</b>	<b>\$ 8,220.00</b>	<b>\$ 19,950.00</b>	<b>\$ 19,950.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 2998 Chemicals

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Spray Field Hypo (Mini) - 400 Gallons X \$2.15 X 6 Months	\$ 7,032.00	\$ 1,927.48	\$ 5,160.00	\$ 5,160.00
2	Hypo Plant Site (Large) - 4800 Gallons X \$1.95 X 6 Months	\$ 56,450.00	\$ 20,208.40	\$ 56,160.00	\$ 56,160.00
3	Sodium Bisulfite - 1500 Gallons X \$3.29 X 12 Months	\$ 73,260.00	\$ 10,590.99	\$ 59,220.00	\$ 59,220.00
4	Dechlor Tablets (48 lbs.) 30 Buckets X \$175.4	\$ 5,581.00		\$ 5,264.00	\$ 5,264.00
5	CL2 Tablets - 50lb. bucket - 36 Buckets X \$249.99	\$ 9,756.00		\$ 9,000.00	\$ 9,000.00
6	Polymer - 1 Tote \$4259.60 X 15 Totes	\$ 73,140.00	\$ 43,085.79	\$ 63,894.00	\$ 63,894.00
7		\$ 15,264.00			
8		\$ 11,236.00			
9	CL2 Granular - 100 lb. bucket - 24 x \$300	\$ 6,504.00	\$ 3,383.98	\$ 7,200.00	\$ 7,200.00
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20					
<b>Total - 2998 Chemicals</b>		<b>\$ 258,223.00</b>	<b>\$ 79,196.64</b>	<b>\$ 205,898.00</b>	<b>\$ 205,898.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3121 Travel

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Rental Car Expense	\$ 300.00		\$ 300.00	\$ 300.00
2	Lab Analyst II - mileage and food	\$ 100.00		\$ 100.00	\$ 100.00
3	Spray Irrigation School (mileage)	\$ 240.00		\$ 240.00	\$ 240.00
4	Pretreatment Workshop (mileage & lunch)	\$ 256.00		\$ 260.00	\$ 260.00
5	Association Meetings (Periodic professional/educational mtgs.) - mileage and lunches	\$ 100.00		\$ 100.00	\$ 100.00
6	NC AWWA Annual Conf. & Misc. Leadership Programs - hotel, mileage food	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
7	Pesticide Exam/Certification - mileage & food	\$ 240.00		\$ 240.00	\$ 240.00
8	AWWA, NCRWA, Compost Annual Conference (Director) - mileage, food, & hotel	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
9	UNC Water and Wastewater National Leadership School (hotel, mileage & food)	\$ 1,500.00	\$ 1,585.61	\$ 1,500.00	\$ 1,500.00
10	Annual Wastewater Operator Certification School & Exam - mileage & food	\$ 2,140.00		\$ 2,140.00	\$ 2,140.00
11					
	<b>Total - 3121 Travel</b>	<b>\$ 9,076.00</b>	<b>\$ 5,785.61</b>	<b>\$ 9,080.00</b>	<b>\$ 9,080.00</b>



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3511 Building Maintenance

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Floor Maintenance	\$ 2,460.00	\$ 800.00	\$ 2,400.00	\$ 2,400.00
2	A/C Repairs	\$ 13,600.00	\$ 819.64	\$ -	\$ -
3	miscellaneous (for roof leaks & other building repairs, annual fire extinguisher inspections).	\$ 10,000.00	\$ 2,409.00	\$ 10,000.00	\$ 10,000.00
4	Dewatering Building Roof Replacement			\$ -	\$ -
5	Operations Building/Office Roof Replacement			\$ -	\$ -
6	Operators Room & Chief Operator/Superintendent Floors redone			\$ -	\$ -
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<b>Total - 3511 Building Maintenance</b>		<b>\$ 26,060.00</b>	<b>\$ 4,028.64</b>	<b>\$ 12,400.00</b>	<b>\$ 12,400.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3522 Machine/Equipment Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Inspect, Repair, Calibration	\$ 150,000.00	\$ 169,777.02	\$ 150,000.00	\$ 150,000.00
2	Electronic Maintenance (Calibrations, repairs, etc..)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
3	Vibration Analysis/Infrared Analysis	\$ 6,180.00		\$ 6,100.00	\$ 6,100.00
4	Hoist Inspections	\$ 1,041.00	\$ 1,040.81	\$ 1,041.00	\$ 1,041.00
5	Bio Blower Service-Annual	\$ 4,000.00	\$ 400.00	\$ 4,000.00	\$ 4,000.00
6	Turbo Blowers - Annual Service	\$ 18,735.00	\$ 15,920.00	\$ 15,920.00	\$ 15,920.00
7	Maintenance Contract for Smart System 6	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
8	Annual Belt Filter Press Inspection/Service	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
9	Dewatering Service Parts Seals, Doctor Blades, Polymer Feed	\$ 19,500.00	\$ 8,378.71	\$ 19,500.00	\$ 19,500.00
10	Replace Air Filters for Turbo Blowers & Panels	\$ 17,186.00	\$ 4,065.51	\$ 17,186.00	\$ 17,186.00
11	Replace Weir Brushes	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
12	Grit Chambers - #1 & #2 Clean Out	\$ 20,000.00		\$ 20,000.00	\$ 20,000.00
13	SCADA & PLC Service (CITI)	\$ 11,000.00	\$ 1,393.09	\$ 11,000.00	\$ 11,000.00
14	Bio Blower Replacement (includes removal of old & installation of new)	\$ 4,100.00		\$ 4,100.00	\$ 4,100.00
15	Laboratory Equipment Servicing	\$ 5,850.00	\$ 3,081.00	\$ 5,850.00	\$ 5,850.00
16	Sand Replacement for Sand filters #1 and #3	\$ 135,000.00	\$ 144,988.10		
	<b>Total - 3522 Machine/Equipment Maintenance</b>	<b>\$ 461,392.00</b>	<b>\$ 417,844.24</b>	<b>\$ 323,497.00</b>	<b>\$ 323,497.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3522A Machine/Equipment Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Pump/Motors Repair on WRF Site	\$ 100,000.00	\$ 95,000.00	\$ 100,000.00	\$ 100,000.00
2	UV Light Replacement Parts & Repairs	\$ 90,000.00	\$ 18,543.43	\$ 90,000.00	\$ 90,000.00
3	Replace 3 sets of Belts, Spray Nozzles & Shoes on Dewatering Belt Presses (yearly)	\$ 23,000.00	\$ 17,625.92	\$ 23,000.00	\$ 23,000.00
4	Instrumentation Sensors (DO, pH, Turbidity & Monitors)	\$ 35,000.00	\$ 1,598.05	\$ 35,000.00	\$ 35,000.00
5	Sand Replacement for Sand Filter #4			\$ 75,000.00	\$ 75,000.00
6	Paint Clarifier #1			\$ 48,000.00	\$ 48,000.00
7	Deragger Controller for WRF Pumps 7 Pumps @ \$5,000 ea			\$ 37,100.00	\$ 37,100.00
8	Pond Pump Station Control Panel Replacements			\$ 8,900.00	\$ 8,900.00
9					
	<b>Total - 3522A Machine/Equipment Maintenance</b>	<b>\$ 248,000.00</b>	<b>\$ 132,767.40</b>	<b>\$ 417,000.00</b>	<b>\$ 417,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3608 Pump Stations Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Maintenance Pump Stations (26 total)	\$ 214,000.00	\$ 206,000.00		
2	Pumps repair/replace			\$ 100,000.00	\$ 100,000.00
3	Outside contractor repairs			\$ 115,000.00	\$ 115,000.00
4	Miscellaneous parts			\$ 8,000.00	\$ 8,000.00
5					
6					
7					
<b>Total - 3608 Pump Stations Maintenance</b>		<b>\$ 214,000.00</b>	<b>\$ 206,000.00</b>	<b>\$ 223,000.00</b>	<b>\$ 223,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 3608A Pump Stations Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Deragger Modules (4 lift stations 8 modules @ \$5,000ea)	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
2					
3					
4					
5					
6					
7					
	<b>Total - 3608A Pump Stations Maintenance</b>	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4177  
 Division: Waste Treatment - 4177  
 Account: 4912 Fees & Dues

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Wastewater Operator Certification Renewals (14 x \$50 & 4x\$100-this includes 3 cross-certified staff in Water & Compost + 20 WRF staff)(Due in Dec)	\$ 1,150.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
2	NCAWWA-WEA Assn. Membership for Operators (\$90 x 17)(5 due in Feb & remainder in June)	\$ 1,800.00	\$ 1,530.00	\$ 1,530.00	\$ 1,530.00
3	NC AWWA-WEA Maintenance Technology Certification (Jay/Mechanic)	\$ 30.00	\$ 45.00	\$ 45.00	\$ 45.00
4	Annual NPDES Permit Fee (Discharge) due in November	\$ 3,440.00	\$ 4,625.00	\$ 4,625.00	\$ 4,625.00
5	Laboratory Annual Certification	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
6	Pretreatment Consortium (Pretreatment Coordinator)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
7	Water Environment Federation/National AWWA(Director)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
8	NC Rural Water Assoc.(City of Goldsboro System Membership)	\$ 1,085.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00
9	Reclaimed Water Annual Permit (Non-Discharge)(due July)	\$ 1,310.00	\$ 1,310.00	\$ 1,310.00	\$ 1,310.00
10	Renewal Notary Public (Proctor) once every 5 years			\$ 75.00	\$ 75.00
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 11,090.00</b>	<b>\$ 12,305.00</b>	<b>\$ 12,380.00</b>	<b>\$ 12,380.00</b>

<b>EXPENDITURE SHEET</b> Fiscal Year FY24-25									
<b>Fund:</b> 61-Utilities Fund		<b>Dept. Head</b> Jonathan Perry							
<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	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1834	City's Portion Retiree Health Insur	\$ -	\$ 10,800.00	\$ 10,800.00	\$ -	\$ 10,800.00	0.00%	\$ 10,800.00	0.00%
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ 10,800.00	\$ 10,800.00	\$ -	\$ 10,800.00	0.00%	\$ 10,800.00	0.00%
3510	Repairs (Insurance Claims)			\$ -	\$ -	\$ -	*	\$ -	*
4809	Econ Devel-Goldsboro Business Park				\$ -	\$ -	*	\$ -	*
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
5423	Crew-Cab Pick-Up Truck				\$ -	\$ 45,053.05	~	\$ 45,053.05	~
5527	Miscellaneous Equipment			\$ -	\$ -	\$ -	*	\$ -	*
5909	Utility Improvements		\$ 154,228.00	\$ 154,228.00	\$ -	\$ 6,041,494.25	3817.25%	\$ 5,441,494.25	3428.21%
5969	Sewer Improvements			\$ -	\$ -	\$ 1,080,684.00	~	\$ -	*
5982	Water Improvements				\$ -	\$ 1,416,332.00	~	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ 154,228.00	\$ 154,228.00	\$ -	\$ 8,583,563.30	5465.50%	\$ 5,486,547.30	3457.43%
7160	Lease Purchase Payment				\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Public Utilities-Utility Fund Capital Budget</b>	\$ -	\$ 165,028.00	\$ 165,028.00	\$ -	\$ 8,594,363.30	5107.82%	\$ 5,497,347.30	3231.16%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4178		
<b>Division:</b>	Utility Fund Capital - 4178		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1834	City's Portion Retiree Health Insur		1 Retiree	\$ 10,800.00	\$0.00	\$10,800.00	\$ 10,800.00
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 10,800.00</b>	<b>\$ -</b>	<b>\$ 10,800.00</b>	<b>\$ 10,800.00</b>
3510	Repairs (Insurance Claims)			\$ -	\$ -	\$ -	\$ -
4809	Econ Devel-Goldsboro Business Park		This will not be used per Tim S 3/21/2023 11:23 AM - off Patetown Rd. \$1.8M grant to County - supposed to cover at least \$750K, but state said it will cover the \$500K portion of the City's expenses	\$ -		\$ -	\$ -
	<b>Total Operating Expenditures</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5423	Crew-Cab Pick-Up Truck		Surveyor is currently using a car transferred from the Police Department to carry survey equipment on various job sites. Cost includes 3% tax and cost for tags.			\$ 45,053.05	\$ 45,053.05
5527	Miscellaneous Equipment			\$ -		\$ -	\$ -
5909	Utility Improvements		NCDOT Utility Construction Agreement NCDOT Project U-2714 US 117 North (North William Street Widening Project) = \$1,232,116 FY2024; Frank Street Area Sewer Rehab = \$2,833,333; and William Street and Granville Drive water lines = \$1,416,332	\$ 154,228.00	\$ -	\$ 6,041,494.25	\$ 5,441,494.25
5969	Sewer Improvements		Petitioned sanitary sewer improvements	\$ -		\$ 1,080,684.00	\$ -
5982	Water Improvements		William Street water line replacement = \$741,600 and Granville Drive water line extension = \$674,732. William Street water line has lots of calcium, no water volume, and low water pressure. Granville Drive water line will loop existing lines for better water pressure.	\$ -		\$ 1,416,332.00	\$ -
				\$ -		\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ 154,228.00</b>	<b>\$ -</b>	<b>\$ 8,583,563.30</b>	<b>\$ 5,486,547.30</b>
7160	Lease Purchase Payment			\$ -	\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Public Utilities-Utility Fund Capital Budget</b>			<b>\$ 165,028.00</b>	<b>\$ -</b>	<b>\$ 8,594,363.30</b>	<b>\$ 5,497,347.30</b>



CAPITAL OUTLAY      Fiscal Year Fund: 61-Utilities Fund      Dept. Head-Jonathan Perry Dept #: Public Utilities - 4178 Division: Utility Fund Capital - 4178															
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. 05/15/24
						Estim. Auction Proceeds?	FY21-22	FY22-23	FY23-24						
1	5969	NA	NA	NA	NA	NA				NA	5	Petitioned Sanitary Sewer Improvements	Petition received for Courtney Road from Bayleaf Drive to 103 Courtney Road on 6-10-08 estimated cost = \$158,400; Petition received for Smith Drive from North Marion Drive to Maplewood Drive on 8-1-12 estimated cost = \$166,320; Petition received for Granville Drive from existing manhole at 2004 Granville Drive to Old Mill Place on 4-29-21 estimated cost = \$524,700; Petition received for Old Mill Place from Granville Drive to the Terminus of Old Mill Place on 1-10-23 estimated cost = \$231,264	\$ 1,080,684.00	\$ -
2	5909	NA	NA	NA	NA	NA				NA	1	NCDOT Utility Construction Agreement NCDOT Project U-2714 US 117 North (North William Street widening project) FY2024/25	City of Goldsboro water and sewer line relocations for the widening of US 117 North (North William Street Project) City 50% match \$1,232,116 per estimate. FY2024/25 = \$1,500,000.	\$ 1,500,000.00	\$ 1,500,000.00
3	5909	NA	NA	NA	NA	NA				NA	6	NCDOT Utility Construction Agreement NCDOT Project B-4838 Replacement of Bridge No. 20 on US 70 Business (Grantham Street) FY2025/26	City of Goldsboro water and sewer line relocations for replacement of Bridge No. 20 on US 70 Business (Grantham Street) FY2025/26 = \$1,000,000 (25% city match, )	\$ -	
4	5909	NA	NA	NA	NA	NA				NA	7	Wayne Memorial Drive Improvements for Bulb Outs FY2025/26	NCDOT Project for Wayne Memorial Drive Improvements for Bulb Outs (25% city match) (Don't believe there's a signed agreement yet) between Lockhaven Dr and Country Day Rd	\$ -	
5	5909	NA	NA	NA	NA	NA				NA	3	Frank Street Area Sewer Rehab (Phase III Sewer Project) FY2024/25	Old dilapidated 15" VCP sewer outfall line in poor condition (pipe bursting)	\$ 2,833,333.00	\$ 2,833,333.00
6	5982	NA	NA	NA	NA	NA				NA	4	Water line replacement on William Street and Water Line Extension on Granville Drive FY2024/25	William Street water line replacement = \$741,600 and Granville Drive water line extension = \$674,732 - William Street water line has lots of calcium and no water volume and low water pressure. Granville Drive water line will loop existing lines for better water pressure.	\$ 1,416,332.00	\$ -
7	5909										8	NCDOT U-5724 Central Heights & Royall Ave Road Realignment	U- 5724Central Heights Road Realignment Project NCDOT (25% city match) Moving water and sewer utilities	\$ 308,161.25	\$ 308,161.25
8	5909										2	Water Line Relocate 800 Grantham St	Relocate 10 & 12" water lines under Royal Farms property on Grantham St property being sold by General Fund (by agreement with Royal Farms) not to exceed \$200K	\$ 200,000.00	\$ 200,000.00
9	5423												Surveyor is currently using a car transferred from the Police Department to carry survey equipment on various job sites. Cost includes 3% tax and cost for tags.	\$ 45,053.05	\$ 45,053.05

CAPITAL OUTLAY      Fiscal Year Fund: 61-Utilities Fund      FY24-25      Dept. Head-Jonathan Perry Dept #: Public Utilities - 4178 Division: Utility Fund Capital - 4178														
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. 05/15/24
						Estim. Auction Proceeds?	FY21-22	FY22-23						
10	5909										MOPCO Ph 1-3 Shortfall due from City to WCDA	Per 2/12/24 agenda Craig Foucht-due for shortfall in MOPCO Ph 1-3 for Ash St Pump Station, Pretreatment Facilities, River Bend Pump Station and US 117 Pump Station. Total \$23.6M project	\$ 1,200,000.00	\$ 600,000.00
<b>Total Capital Outlay Request</b>				\$ -		\$ -	\$ -	\$ -	\$ -				<b>\$ 8,583,563.30</b>	<b>\$ 5,486,547.30</b>

## FISCAL YEAR 2024-25 BUDGET

### DEPARTMENT/DIVISION: PUBLIC UTILITIES / COMPOST FACILITY

#### DEPARTMENT OVERVIEW:

The City of Goldsboro operates a state-of-the-art Compost Facility that transforms chipped yard waste and dewatered biosolids into top-quality compost. This biosolids management plan is specifically designed for the Water Reclamation Facility. The facility is equipped with advanced computer systems that meticulously monitor compost temperatures throughout the 30-day composting process. These computers also regulate blowers that supply air to the thermophilic composting organisms, ensuring optimal conditions for decomposition. Additionally, the blowers are programmed to cool down the compost if temperatures become too high. As a result of these cutting-edge technologies and processes, the Compost Facility consistently produces compost of exceptional quality, making it the preferred choice for landscapers and golf course developers.

#### 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:

- Small Frontend Loader: This loader is essential for loading smaller vehicles and trailers. It is equipped with a 1 cubic yard bucket, making it ideal for handling smaller loads. The use of a smaller loader is advantageous for ensuring safety and preventing damage to vehicles and equipment.

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**

**Fund:**                    **61-Utilities Fund**

**Dept. Head**        **Robert Sherman**

**Dept #:**                **4179**    **Public Utilities**

~ = Division by Zero

**Division:**            **4179**    **Compost**

\* = Change < \$500

Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 192,120.07	\$ 231,568.98	\$ 231,568.98	\$ 219,782.26	\$ 230,463.57	-0.48%	\$ 236,225.16	2.01%
1220	Salaries & Wages Overtime	\$ 1,183.60	\$ 2,200.00	\$ 2,200.00	\$ 1,183.60	\$ 2,200.00	0.00%	\$ 2,200.00	0.00%
1221	Employee Awards				\$ -	\$ 50.00	*	\$ 50.00	*
1275	Salaries & Wages Bonus		\$ 3,077.45	\$ 3,077.45	\$ 2,750.54	\$ -	*	\$ -	*
1278	Wellness Earnings	\$ 1,321.33	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%
1280	Vacation Pay Out		\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
1810	Social Security	\$ 14,587.82	\$ 18,371.19	\$ 18,371.19	\$ 17,252.00	\$ 18,055.04	-1.72%	\$ 18,495.80	0.68%
1821	NCLGERS-Retirement	\$ 23,660.31	\$ 30,605.61	\$ 30,605.61	\$ 30,805.54	\$ 32,239.45	5.34%	\$ 33,026.49	7.91%
1822	401-K Retirement	\$ 7,785.01	\$ 9,482.76	\$ 9,482.76	\$ 9,020.66	\$ 9,440.54	-0.45%	\$ 9,671.01	1.99%
1830	Hospital Insurance	\$ 30,697.17	\$ 36,840.00	\$ 36,840.00	\$ 48,240.00	\$ 48,240.00	30.94%	\$ 48,240.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 213.97	\$ 175.20	\$ 175.20	\$ 180.00	\$ 180.00	*	\$ 180.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 1,496.18	\$ 1,593.00	\$ 1,593.00	\$ 1,313.00	\$ 1,393.00	-12.55%	\$ 1,393.00	-12.55%
1899	Less: Reimbursed by Grants	\$ (126,860.51)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 146,204.95</b>	<b>\$ 337,214.19</b>	<b>\$ 337,214.19</b>	<b>\$ 332,327.60</b>	<b>\$ 345,561.60</b>	<b>2.48%</b>	<b>\$ 352,781.45</b>	<b>4.62%</b>
1915	Bank Fees	\$ 1,247.73	\$ 1,255.00	\$ 1,255.00	\$ 1,433.72	\$ 1,500.00	19.52%	\$ 1,500.00	19.52%
1932	Medical Exams	\$ 524.00	\$ 400.00	\$ 400.00	\$ 524.00	\$ 550.00	37.50%	\$ 550.00	37.50%
1991	Consultant Fees	\$ -	\$ 3,000.00	\$ 8,684.44	\$ 6,725.00	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
2111	Cleaning Supplies	\$ 690.08	\$ 1,500.00	\$ 1,500.00	\$ 2,350.00	\$ 2,500.00	66.67%	\$ 2,500.00	66.67%
2121	Uniforms	\$ 2,173.23	\$ 2,100.00	\$ 2,560.00	\$ 1,700.00	\$ 2,000.00	-4.76%	\$ 2,000.00	-4.76%
2123	Protective Clothing	\$ 1,229.06	\$ 1,650.00	\$ 1,650.00	\$ 1,291.78	\$ 1,650.00	0.00%	\$ 1,650.00	0.00%
2124	Shoes-Steel Toe	\$ 613.98	\$ 900.00	\$ 900.00	\$ 599.80	\$ 750.00	-16.67%	\$ 750.00	-16.67%
2203	Employee Appreciation	\$ 99.67	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00	*	\$ 160.00	*
2323	Training	\$ 2,271.00	\$ 5,505.00	\$ 5,505.00	\$ 2,720.00	\$ 14,970.00	171.93%	\$ 14,970.00	171.93%
2501	Vehicle Operation/Maintenance			\$ -	\$ -	\$ -	*	\$ -	*
2501A	Fleet Charges Internal Use Only!	\$ 8,488.53	\$ 40,000.00	\$ 40,000.00	\$ 8,488.53	\$ 40,000.00	0.00%	\$ 40,000.00	0.00%
2502	Vehicle Fuel				\$ 109.21	\$ 300.00	*	\$ 300.00	*
2502A	Vehicle Fuel-Internal Charges	\$ 2,812.78	\$ 18,103.00	\$ 18,103.00	\$ 2,812.78	\$ 18,103.00	0.00%	\$ 18,103.00	0.00%
2591	Fuel For Equipment	\$ 46,095.03	\$ 65,000.00	\$ 65,000.00	\$ 46,095.03	\$ 65,000.00	0.00%	\$ 65,000.00	0.00%
2601	Office Supplies	\$ 657.37	\$ 1,200.00	\$ 1,200.00	\$ 810.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
2993	Operational Supplies	\$ 12,678.43	\$ 23,500.00	\$ 23,500.00	\$ 12,678.00	\$ 23,500.00	0.00%	\$ 23,500.00	0.00%
2994	Tools	\$ 831.50	\$ 1,000.00	\$ 1,000.00	\$ 831.50	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
2998	Chemicals	\$ 2,505.86	\$ 3,000.00	\$ 3,000.00	\$ 2,505.86	\$ 3,000.00	0.00%	\$ 3,000.00	0.00%
3121	Travel	\$ 135.00	\$ 740.00	\$ 740.00	\$ -	\$ 1,240.00	67.57%	\$ 1,240.00	67.57%
3210	Telephone & Communication Svcs	\$ 2,922.72	\$ 4,000.00	\$ 4,000.00	\$ 2,922.72	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **61-Utilities Fund**                    **Dept. Head**    **Robert Sherman**  
**Dept #:**                **4179**    **Public Utilities**                    ~ = Division by Zero  
**Division:**            **4179**    **Compost**                            \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
3250A	Postage-Internal Charges only!				\$ -	\$ -	*	\$ -	*
3310	Electricity	\$ 56,516.41	\$ 68,000.00	\$ 68,000.00	\$ 57,000.00	\$ 68,000.00	0.00%	\$ 68,000.00	0.00%
3410	Printing	\$ 400.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	*	\$ 300.00	*
3421	Copy Machine Cost	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ 25.00	*	\$ 25.00	*
3511	Building Maintenance	\$ 2,053.15	\$ 49,800.00	\$ 49,800.00	\$ 34,297.80	\$ 15,900.00	-68.07%	\$ 15,900.00	-68.07%
3521	Office Machine Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 257.58	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
3522	Machine/Equipment Maintenance	\$ 88,926.50	\$ 151,550.34	\$ 151,090.34	\$ 110,410.00	\$ 166,731.06	10.02%	\$ 166,731.06	10.02%
3914	Contract Services				\$ -	\$ 1,735.00	~	\$ 1,735.00	~
4391	Equipment Rent	\$ 230.00	\$ 5,000.00	\$ 5,000.00	\$ 285.00	\$ 5,000.00	0.00%	\$ 5,000.00	0.00%
4401	Generator Contract	\$ 227.35	\$ 1,100.00	\$ 1,100.00	\$ 228.38	\$ 1,100.00	0.00%	\$ 1,100.00	0.00%
4403	Compost Analysis	\$ 5,232.04	\$ 6,600.00	\$ 6,600.00	\$ 5,337.00	\$ 6,600.00	0.00%	\$ 6,600.00	0.00%
4511	Multi-Peril Insurance	\$ 2,947.00	\$ 2,931.00	\$ 2,931.00	\$ 21,955.00	\$ 24,637.00	740.57%	\$ 24,637.00	740.57%
4521	Auto Liability	\$ 4,639.95	\$ 5,427.00	\$ 5,427.00	\$ 5,207.00	\$ 5,538.00	2.05%	\$ 5,538.00	2.05%
4543	Insurance Deductible Claims			\$ -	\$ -	\$ -	*	\$ -	*
4912	Fees & Dues	\$ 7,684.60	\$ 5,950.00	\$ 5,950.00	\$ 3,714.07	\$ 6,180.00	3.87%	\$ 6,180.00	3.87%
9561	Office Supplies	\$ 129.74	\$ 200.00	\$ 200.00	\$ 100.00	\$ 200.00	*	\$ 200.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 254,962.71</b>	<b>\$ 470,896.34</b>	<b>\$ 476,580.78</b>	<b>\$ 333,549.76</b>	<b>\$ 487,369.06</b>	<b>3.50%</b>	<b>\$ 487,369.06</b>	<b>3.50%</b>
5165	Agitator/Rehabilitate	\$ 689.35	\$ -	\$ 109,225.54	\$ 105,978.88	\$ -	*	\$ -	*
5166	Bulldozer	\$ 189,987.48		\$ -	\$ 189,987.48	\$ -	*	\$ -	*
5420	Tandem Dump Truck	\$ -	\$ -	\$ 170,545.00	\$ 168,515.00	\$ -	*	\$ -	*
5486	72" Cut Riding Mower	\$ 19,553.29		\$ -	\$ 19,553.29	\$ -	*	\$ -	*
5494	Front End Loader				\$ -	\$ 91,000.00	~	\$ -	*
5725	Tub Grinder				\$ 225,000.00	\$ -	*	\$ -	*
5756	Airlift Separator (Compost)				\$ -	\$ 90,000.00	~	\$ -	*
	<b>Total Capital Outlay</b>	<b>\$ 210,230.12</b>	<b>\$ -</b>	<b>\$ 279,770.54</b>	<b>\$ 709,034.65</b>	<b>\$ 181,000.00</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 Public Utilities-Compost Budget</b>	<b>\$ 611,397.78</b>	<b>\$ 808,110.53</b>	<b>\$ 1,093,565.51</b>	<b>\$ 1,374,912.01</b>	<b>\$ 1,013,930.66</b>	<b>25.47%</b>	<b>\$ 840,150.51</b>	<b>3.96%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4179		
<b>Division:</b>	Compost - 4179		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		5 FTE's	\$ 231,568.98	\$ 219,782.26	\$ 230,463.57	\$ 236,225.16
1220	Salaries & Wages Overtime			\$ 2,200.00	\$ 1,183.60	\$ 2,200.00	\$ 2,200.00
1221	Employee Awards		McCreary (50)	\$ -		\$ 50.00	\$ 50.00
1275	Salaries & Wages Bonus			\$ 3,077.45	\$ 2,750.54		
1278	Wellness Earnings			\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
1280	Vacation Pay Out			\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 18,371.19	\$ 17,252.00	\$ 18,055.04	\$ 18,495.80
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 30,605.61	\$ 30,805.54	\$ 32,239.45	\$ 33,026.49
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 9,482.76	\$ 9,020.66	\$ 9,440.54	\$ 9,671.01
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 36,840.00	\$ 48,240.00	\$ 48,240.00	\$ 48,240.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 175.20	\$ 180.00	\$ 180.00	\$ 180.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	\$ -
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,593.00	\$ 1,313.00	\$ 1,393.00	\$ 1,393.00
1899	Less: Reimbursed by Grants		Provided by Finance	\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 337,214.19</b>	<b>\$ 332,327.60</b>	<b>\$ 345,561.60</b>	<b>\$ 352,781.45</b>
1915	Bank Fees		Credit Card Charges	\$ 1,255.00	\$ 1,433.72	\$ 1,500.00	\$ 1,500.00
1932	Medical Exams			\$ 400.00	\$ 524.00	\$ 550.00	\$ 550.00
1991	Consultant Fees	Y	See SCH1991	\$ 3,000.00	\$ 6,725.00	\$ 3,000.00	\$ 3,000.00
2111	Cleaning Supplies		Housekeeping: Floor Cleaner, toilet paper, paper towels, etc.	\$ 1,500.00	\$ 2,350.00	\$ 2,500.00	\$ 2,500.00
2121	Uniforms		\$6.57 x 5 employees	\$ 2,100.00	\$ 1,700.00	\$ 2,000.00	\$ 2,000.00
2123	Protective Clothing		5 employees	\$ 1,650.00	\$ 1,291.78	\$ 1,650.00	\$ 1,650.00
2124	Shoes-Steel Toe		\$150 x 5 employees	\$ 900.00	\$ 599.80	\$ 750.00	\$ 750.00
2203	Employee Appreciation		\$20 x 8 employees	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00
2323	Training	Y	See SCH2323	\$ 5,505.00	\$ 2,720.00	\$ 14,970.00	\$ 14,970.00
2501	Vehicle Operation/Maintenance			\$ -			
2501A	Fleet Charges Internal Use Only!			\$ 40,000.00	\$ 8,488.53	\$ 40,000.00	\$ 40,000.00
2502	Vehicle Fuel			\$ -	\$ 109.21	\$ 300.00	\$ 300.00
2502A	Vehicle Fuel-Internal Charges			\$ 18,103.00	\$ 2,812.78	\$ 18,103.00	\$ 18,103.00
2591	Fuel For Equipment			\$ 65,000.00	\$ 46,095.03	\$ 65,000.00	\$ 65,000.00
2601	Office Supplies		Pens, paper, binders, printer supplies	\$ 1,200.00	\$ 810.00	\$ 1,200.00	\$ 1,200.00
2993	Operational Supplies		Operational expences that aren't Budgeted for in other line items (mats, mops, first aid supplies, etc...)	\$ 23,500.00	\$ 12,678.00	\$ 23,500.00	\$ 23,500.00
2994	Tools		Tools for maintenance of equipment and grounds	\$ 1,000.00	\$ 831.50	\$ 1,000.00	\$ 1,000.00
2998	Chemicals		Herbicides, aerosols, etc.	\$ 3,000.00	\$ 2,505.86	\$ 3,000.00	\$ 3,000.00

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utilities Fund	Dept. Head-Robert Sherman	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4179		
<b>Division:</b>	Compost - 4179		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3121	Travel	Y	See SCH3121	\$ 740.00	\$ -	\$ 1,240.00	\$ 1,240.00
3210	Telephone & Communication Svcs		Verizon \$153.96x12; Hulu & Live TV \$35.58 x 12	\$ 4,000.00	\$ 2,922.72	\$ 4,000.00	\$ 4,000.00
3250A	Postage-Internal Charges only!			\$ -			
3310	Electricity		Provided by Finance	\$ 68,000.00	\$ 57,000.00	\$ 68,000.00	\$ 68,000.00
3410	Printing		Compost bag Labels, Brochures, bills of lading	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
3421	Copy Machine Cost		Copies made at City Hall	\$ 25.00	\$ -	\$ 25.00	\$ 25.00
3511	Building Maintenance	Y	See SCH3511	\$ 49,800.00	\$ 34,297.80	\$ 15,900.00	\$ 15,900.00
3521	Office Machine Maintenance		Maintenance and repairs for office equipment	\$ 1,000.00	\$ 257.58	\$ 1,000.00	\$ 1,000.00
3522	Machine/Equipment Maintenance	Y	See SCH3522	\$ 151,550.34	\$ 110,410.00	\$ 166,731.06	\$ 166,731.06
3914	Contract Services		Piedmont service to HVAC systems	\$ -		\$ 1,735.00	\$ 1,735.00
4391	Equipment Rent		Renting lifts, Bobcat etc.	\$ 5,000.00	\$ 285.00	\$ 5,000.00	\$ 5,000.00
4401	Generator Contract		Annual and semi-annual servicing	\$ 1,100.00	\$ 228.38	\$ 1,100.00	\$ 1,100.00
4403	Compost Analysis		Testing of compost	\$ 6,600.00	\$ 5,337.00	\$ 6,600.00	\$ 6,600.00
4511	Multi-Peril Insurance		Provided by Finance	\$ 2,931.00	\$ 21,955.00	\$ 24,637.00	\$ 24,637.00
4521	Auto Liability		Provided by Finance	\$ 5,427.00	\$ 5,207.00	\$ 5,538.00	\$ 5,538.00
4543	Insurance Deductible Claims		Provided by Finance	\$ -	\$ -		
4912	Fees & Dues	Y	See SCH4912	\$ 5,950.00	\$ 3,714.07	\$ 6,180.00	\$ 6,180.00
9561	Office Supplies		Copier paper, Envelopes	\$ 200.00	\$ 100.00	\$ 200.00	\$ 200.00
	<b>Total Operating Expenditures</b>			\$ 470,896.34	\$ 333,549.76	\$ 487,369.06	\$ 487,369.06
5165	Agitator/Rehabilitate			\$ -	\$ 105,978.88	\$ -	\$ -
5166	Bulldozer		Remove	\$ -	\$ 189,987.48	\$ -	\$ -
5420	Tandem Dump Truck		Remove		\$ 168,515.00	\$ -	\$ -
5486	72" Cut Riding Mower		Remove	\$ -	\$ 19,553.29	\$ -	\$ -
5494	Front End Loader		Needed to load smaller vehicles and trailers safely	\$ -		\$ 91,000.00	\$ -
5725	Tub Grinder		FY24-New motor for Morbark Tub Grinder (FAK#2014-00091	\$ -	\$ 225,000.00	\$ -	\$ -
5756	Airlift Separator (Compost)			\$ -		\$ 90,000.00	\$ -
	<b>Total Capital Outlay</b>			\$ -	\$ 709,034.65	\$ 181,000.00	\$ -
				\$ -			
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Public Utilities-Compost Budget</b>			\$ 808,110.53	\$ 1,374,912.01	\$ 1,013,930.66	\$ 840,150.51

<b>CAPITAL OUTLAY</b> Fiscal Year FY24-25 Fund: 61-Utilities Fund      Dept. Head-Robert Sherman Dept #: Public Utilities - 4179 Division: Compost - 4179																	
Line	Acct #	Veh #	Current Asset Information							Replacement Asset Information							
			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. 05/15/24	New Debt?		
Estim. Auction Proceeds?	FY21-22	FY22-23				FY23-24											
1	5494										N	1	John Deere 184 G-Tier Small Front end Loader w/ 1 yard bucket	The loader will be used to load smaller vehicles and trailers safely and to avoid damage.	\$ 91,000.00	\$ -	
2	5756										N	4	Airlift Separator	This machine removes paper and such from the mulch	\$ 90,000.00	\$ -	
3	5725		Morbark Tub Grinder (FAK#2014-00042)	\$ 574,927.71										Replace Motor in FY24. Emergency repair.	\$ -		
4																	
5																	
6																	
7																	
8																	
9																	
10																	
<b>Total Capital Outlay Request</b>				\$ 574,927.71	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 181,000.00	\$ -	



**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 1991 Consultant Fees

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Miscellaneous Professional Consulting Services for Stormwater, Spill Prevention, etc.	\$ 3,000.00	\$ 6,725.00	\$ 3,000.00	\$ 3,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 1991 Consultant Fees</b>	<b>\$ 3,000.00</b>	<b>\$ 6,725.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
Dept #: Public Utilities - 4179  
Division: Compost - 4179  
Account: 2323 Training

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Annual Mandatory Stormwater Training (ES&GS/Bill Sabata)	\$ 500.00	\$ 450.00	\$ 500.00	\$ 500.00
2	Chemical Spill Response Training (\$135/person)	\$ 500.00	\$ 270.00	\$ 675.00	\$ 675.00
3	Certified Compost Training (Davis)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
4	Compost Conference	\$ 1,100.00		\$ 1,100.00	\$ 1,100.00
5	Public Utilities Director & 2 Compost Operators - Biosolids Seminars & Contact Hours Required to Keep Certifications 3 x \$115	\$ 345.00		\$ 345.00	\$ 345.00
6	Pesticide Exam/Certification Fees & Manuals for (Lee)	\$ 170.00		\$ 170.00	\$ 170.00
7	Caterpillar Loader Operations/Maintenance/Safety Class X's 2	\$ 180.00		\$ 180.00	\$ 180.00
8		\$ 710.00			
9	Class B CDL training. (Davis & Battle)			\$ 10,000.00	\$ 10,000.00
10					
	<b>Total - 2323 Training</b>	<b>\$ 5,505.00</b>	<b>\$ 2,720.00</b>	<b>\$ 14,970.00</b>	<b>\$ 14,970.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 3121 Travel

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Pesticide Exam/Class - mileage & food	\$ 240.00		\$ 240.00	\$ 240.00
2	Certified Compost Training - mileage & food	\$ 500.00		\$ 500.00	\$ 500.00
3	Class B CDL Class - milage and Food			\$ 500.00	\$ 500.00
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 3121 Travel</b>	<b>\$ 740.00</b>	<b>\$ -</b>	<b>\$ 1,240.00</b>	<b>\$ 1,240.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 3511 Building Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Heating and air conditioning units servicing (moved to 3912)	\$ 4,000.00			
2	stripping and waxing of office building floors	\$ 1,400.00	\$ 800.00	\$ 1,400.00	\$ 1,400.00
3	Painting Interior of office areas REMOVE Done in FY24	\$ 12,000.00	\$ 13,025.64		
4	Inside bay area lighting repairs	\$ 4,400.00		\$ 4,500.00	\$ 4,500.00
5	Painting exterior of building REMOVE Done in FY24	\$ 18,000.00	\$ 19,060.48		
6	Miscellaneous Building repairs, Annual fire Ex. Inspection, etc..	\$ 10,000.00	\$ 1,411.68	\$ 10,000.00	\$ 10,000.00
7					
8					
<b>Total - 3511 Building Maintenance</b>		<b>\$ 49,800.00</b>	<b>\$ 34,297.80</b>	<b>\$ 15,900.00</b>	<b>\$ 15,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 3522 Machine/Equipment Maintenance

Dept. Head-Robert Sherman

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Agitator repairs (conveyor drive, drum motor, bearings, chains, sprockets, cables, arm assembly, flights, filters, control boards, etc.)	\$ 28,872.72	\$ 23,068.97	\$ 31,750.00	\$ 31,750.00
2	Grinder repairs (hammers, teeth, screens, bolts, drum cylinders, rakers, mufflers, turbo piping, belts, bed belts, bed chains, nuts, etc.)	\$ 33,426.27	\$ 40,280.89	\$ 36,768.89	\$ 36,768.89
3	Trommel Screens repairs (rollers, belts, diesel fuel injector, etc.)	\$ 21,649.38	\$ 4,593.31	\$ 23,850.00	\$ 23,850.00
4	Front End Loader repairs (bucket blades, tires, oil filters, fuel filters, hydraulic filters, blade bolts, blade nuts, rim flange,steering valve assembly, etc.)	\$ 24,990.45	\$ 7,825.11	\$ 27,489.50	\$ 27,489.50
5	Excavator repairs ( swivel port, boom cylinders, dig cylinders, blade cylinders, track rollers, etc.)	\$ 12,009.30	\$ 12,000.00	\$ 13,210.23	\$ 13,210.23
6	Mixer belt repairs (conveyor belt, gear box, chains, breaker soft start, etc.)	\$ 6,006.22	\$ 7,538.71	\$ 6,606.84	\$ 6,606.84
7	Bay Area cooling fan replacements (4)	\$ 11,480.00	\$ 11,400.00	\$ 12,628.00	\$ 12,628.00
8	Bay fans contactor	\$ 3,116.00	\$ 3,100.00	\$ 3,427.60	\$ 3,427.60
9	Generator repairs	\$ 10,000.00	\$ 603.01	\$ 11,000.00	\$ 11,000.00
10					
11					
<b>Total - 3522 Machine/Equipment Maintenance</b>		<b>\$ 151,550.34</b>	<b>\$ 110,410.00</b>	<b>\$ 166,731.06</b>	<b>\$ 166,731.06</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Dept. Head-Robert Sherman

Fund: 61-Utilities Fund  
 Dept #: Public Utilities - 4179  
 Division: Compost - 4179  
 Account: 4912 Fees & Dues

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Certification Dues (4 operators x \$50)	\$ 120.00	\$ 200.00	\$ 200.00	\$ 200.00
2	Annual Compost Permit Fee	\$ 810.00	\$ 1,160.00	\$ 1,160.00	\$ 1,160.00
3	Annual NCDEQ Stormwater Discharge Permit Fee	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00
4	Seal of Testing Assurance Dues	\$ 750.00	\$ 425.00	\$ 425.00	\$ 425.00
5	U.S. Composting Council Dues	\$ 450.00	\$ 425.00	\$ 475.00	\$ 475.00
6	Annual Fertilizer License	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
7	Annual Fertilizer Registration	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
8	Monthly Fertilizer Fees to NCDA & Consumer Svs. (avg. \$300/mo.)	\$ 3,600.00	\$ 1,284.07	\$ 3,600.00	\$ 3,600.00
9					
10					
	<b>Total - 4912 Fees &amp; Dues</b>	<b>\$ 5,950.00</b>	<b>\$ 3,714.07</b>	<b>\$ 6,180.00</b>	<b>\$ 6,180.00</b>

EXPENDITURE SHEET	Fiscal Year FY24-25								
Fund:	61-Utility Fund	Dept. Head	Catherine Gwynn						
Dept #:	8101 Finance	~ = Division by Zero							
Division:	8101 GF Transfers & Shared Services	* = Change < \$500							
		Purple Cell-Finance Input							

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
		\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
		\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
79001	Contingency	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
81002	Contingency	\$ -	\$ 392,224.49	\$ 367,522.49	\$ -	\$ -	*	\$ -	*
81003	Transfer to Capital Projects		\$ 1,982,440.00	\$ 2,086,299.00	\$ 2,086,299.00	\$ 600,000.00	-69.73%	\$ -	*
81005	Transfer to Capital Reserve Fund	\$ 1,506,129.00	\$ -	\$ 449,600.00	\$ 215,619.20	\$ 280,000.00	~	\$ 280,000.00	~
88101	Shared Services-Genl Fd to Util Fd	\$ 3,201,081.00	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,981,865.00	11.82%	\$ 3,981,865.00	11.82%
	<b>Total Transfers</b>	\$ 4,707,210.00	\$ 5,935,545.49	\$ 6,464,302.49	\$ 5,862,799.20	\$ 4,861,865.00	-18.09%	\$ 4,261,865.00	-28.20%
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Finance-GF Transfers &amp; Shared Services Bud</b>	\$ 4,707,210.00	\$ 5,935,545.49	\$ 6,464,302.49	\$ 5,862,799.20	\$ 4,861,865.00	-18.09%	\$ 4,261,865.00	-28.20%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utility Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101		
<b>Division:</b>	GF Transfers & Shared Services - 8101		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
0	0			\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			\$ -	\$ -	\$ -	\$ -
0	0			\$ -	\$ -	\$ -	\$ -
	<b>Total Operating Expenditures</b>			\$ -	\$ -	\$ -	\$ -
79001	Contingency		Budgetary only (account number incorrect)	\$ -	\$ -	\$ -	\$ -
81002	Contingency			\$ 392,224.49	\$ -	\$ -	
81003	Transfer to Capital Projects		Transfer to fund Lead & Copper Project (1 of 2 \$2M FY24), Design for the Updgrade for the WRF (3.5MGD)-\$600,000	\$ 1,982,440.00	\$ 2,086,299.00	\$ 600,000.00	\$ -
81005	Transfer to Capital Reserve Fund		FY24 SDF Fees \$140K + 75K Est; FY25 SDF \$70K*4=\$280K	\$ -	\$ 215,619.20	\$ 280,000.00	\$ 280,000.00
88101	Shared Services-Genl Fd to Util Fd		Shared Services Charges as per calculation	\$ 3,560,881.00	\$ 3,560,881.00	\$ 3,981,865.00	\$ 3,981,865.00
	<b>Total Transfers</b>			<b>\$ 5,935,545.49</b>	<b>\$ 5,862,799.20</b>	<b>\$ 4,861,865.00</b>	<b>\$ 4,261,865.00</b>
	<b>Total Debt Service</b>			\$ -			\$ -
	<b>Total Finance-GF Transfers &amp; Shared Services B</b>			<b>\$ 5,935,545.49</b>	<b>\$ 5,862,799.20</b>	<b>\$ 4,861,865.00</b>	<b>\$ 4,261,865.00</b>





<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	61-Utility Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8111		
<b>Division:</b>	GF Debt Service - 8111		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
4920	Arbitrage Rebate Fees		Bingham Arbitrage Services - 001-E \$13M \$800;	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00
	<b>Total Operating Expenditures</b>			<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 800.00</b>	<b>\$ 800.00</b>
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7100	Bond Principal		Per Debt Service Schedules	\$ 798,000.00	\$ 798,000.00	\$ 770,246.00	\$ 770,246.00
7110	Wastewater Principal Payment		Per Debt Service Schedules	\$ 650,500.00	\$ 650,500.00	\$ 650,124.00	\$ 650,124.00
7120	Water Loan Principal		Per Debt Service Schedules	\$ 738,000.00	\$ 738,000.00	\$ 557,306.00	\$ 557,306.00
7160	Lease Purchase Payment		Per Debt Service Schedules	\$ 113,000.00	\$ 112,643.00		\$ -
7162	AMR Loan Payment		Per Debt Service Schedules	\$ 427,000.00	\$ 426,858.00	\$ 426,687.00	\$ 426,687.00
7200	Bond Interest		Per Debt Service Schedules	\$ 161,500.00	\$ 161,500.00	\$ 134,229.00	\$ 134,229.00
7210	Wastewater Interest Payment		Per Debt Service Schedules	\$ 65,000.00	\$ 65,000.00	\$ 60,187.00	\$ 60,187.00
7220	Water Loan Interest		Per Debt Service Schedules	\$ 166,000.00	\$ 166,000.00	\$ 90,165.00	\$ 90,165.00
	<b>Total Debt Service</b>			<b>\$ 3,119,000.00</b>	<b>\$ 3,118,501.00</b>	<b>\$ 2,688,944.00</b>	<b>\$ 2,688,944.00</b>
	<b>Total Finance-GF Debt Service Budget</b>			<b>\$ 3,120,000.00</b>	<b>\$ 3,119,501.00</b>	<b>\$ 2,689,744.00</b>	<b>\$ 2,689,744.00</b>



**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Downtown Development Fund**  
**Revenues**

<b>EXPENDITURE SHEET</b> Fiscal Year FY24-25									
<b>Fund:</b> 70-Downtown District Fund		<b>Dept. Head</b> Catherine Gwynn							
<b>Dept #:</b> Revenues    Revenue		~ = Division by Zero							
<b>Division:</b> Revenues    Revenues		* = Change < \$500							
		Purple Cell-Finance Input							
	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
8101	Current Tax Levy	\$ 94,323.73	\$ 94,933.00	\$ 94,933.00	\$ 92,280.00	\$ 91,327.00	-3.80%	\$ 91,327.00	-3.80%
8102	Delinquent Taxes	\$ 1,491.10	\$ 1,800.00	\$ 1,800.00	\$ 2,016.00	\$ 2,000.00	11.11%	\$ 2,000.00	11.11%
8103	Current Vehicle Tax	\$ 6,212.51	\$ 5,450.00	\$ 5,450.00	\$ 5,726.00	\$ 5,700.00	4.59%	\$ 5,700.00	4.59%
8106	Penalties & Interest	\$ 861.37	\$ 500.00	\$ 500.00	\$ 931.00	\$ 700.00	40.00%	\$ 700.00	40.00%
8106A	Penalties & Interest-NCVTS	\$ 36.58	\$ -	\$ -	\$ 46.00	\$ -	*	\$ -	*
	<b>Total-Tax Revenues-0001</b>	<b>\$ 102,925.29</b>	<b>\$ 102,683.00</b>	<b>\$ 102,683.00</b>	<b>\$ 100,999.00</b>	<b>\$ 99,727.00</b>	<b>-2.88%</b>	<b>\$ 99,727.00</b>	<b>-2.88%</b>
8180	Investment Interest	\$ 2,818.68	\$ -	\$ -	\$ 4,017.00	\$ 498.00	*	\$ 498.00	*
	<b>Total-Capital Returns-0005</b>	<b>\$ 2,818.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,017.00</b>	<b>\$ 498.00</b>	<b>*</b>	<b>\$ 498.00</b>	<b>*</b>
8190	Other Miscellaneous Revenue				\$ -	\$ -	*	\$ -	*
	<b>Total-Miscellaneous Revenues-0006</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8583	Fund Balance Withdrawal	\$ -	\$ -	\$ 9,531.51	\$ -	\$ -	*	\$ -	*
	<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,531.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Revenues</b>	<b>\$ 105,743.97</b>	<b>\$ 102,683.00</b>	<b>\$ 112,214.51</b>	<b>\$ 105,016.00</b>	<b>\$ 100,225.00</b>	<b>-2.39%</b>	<b>\$ 100,225.00</b>	<b>-2.39%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	70-Downtown District Fund	Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Revenue - Revenues		
<b>Division:</b>	Revenues - Revenues		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
8101	Current Tax Levy		FY24 Tax Rate \$0.235/100/ FY25 Tax Rate Dept Request \$0.235/100	\$ 94,933.00	\$ 92,280.00	\$ 91,327.00	\$ 91,327.00
8102	Delinquent Taxes		Per revenue estimate spreadsheet for property tax	\$ 1,800.00	\$ 2,016.00	\$ 2,000.00	\$ 2,000.00
8103	Current Vehicle Tax		FY24 Tax Rate \$0.235/100/ FY25 Tax Rate Dept Request \$0.235/100	\$ 5,450.00	\$ 5,726.00	\$ 5,700.00	\$ 5,700.00
8106	Penalties & Interest		Per revenue estimate spreadsheet for property tax	\$ 500.00	\$ 931.00	\$ 700.00	\$ 700.00
8106A	Penalties & Interest-NCVTS		Per revenue estimate spreadsheet for property tax	\$ -	\$ 46.00	\$ -	\$ -
	<b>Total-Tax Revenues-0001</b>			<b>\$ 102,683.00</b>	<b>\$ 100,999.00</b>	<b>\$ 99,727.00</b>	<b>\$ 99,727.00</b>
8180	Investment Interest			\$ -	\$ 4,017.00	\$ 498.00	\$ 498.00
	<b>Total-Capital Returns-0005</b>			<b>\$ -</b>	<b>\$ 4,017.00</b>	<b>\$ 498.00</b>	<b>\$ 498.00</b>
8190	Other Miscellaneous Revenue			\$ -	\$ -	\$ -	\$ -
	<b>Total-Miscellaneous Revenues-0006</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8583	Fund Balance Withdrawal			\$ -	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Revenues</b>			<b>\$ 102,683.00</b>	<b>\$ 105,016.00</b>	<b>\$ 100,225.00</b>	<b>\$ 100,225.00</b>





**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Downtown Development Fund**  
**Expenditures**

**BUDGET SHEET**      Fiscal Year FY24-25  
**Fund:** 70-Downtown District Fund      **Dept. Head** Erin Fonseca  
**Dept #:** 8350 Downtown Development      ~ = Division by Zero  
**Division:** 8350 Municipal Service District      \* = Change < \$500  
    Purple Cell-Finance Input

Object of Expenditure		FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1260	Salaries & Wages Part-Time				\$ -	\$ -	*	\$ -	*
1810	Social Security				\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
2113	Beautification Program	\$ 15,175.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	0.00%	\$ -	*
2993	Operational Supplies	\$ 19,123.66	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	-16.67%	\$ -	*
3410	Printing	\$ 3,135.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	\$ -	*
3700	Advertising	\$ 28,874.00	\$ 22,000.00	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00	13.64%	\$ -	*
3914	Contract Services	\$ 7,208.20	\$ 5,458.00	\$ 5,458.00	\$ 5,458.00	\$ -	*	\$ -	*
3999	Tax Listing	\$ 1,618.29	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	\$ -	*
3999A	Tax Listing Fees - NCVTS	\$ 167.56	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	*	\$ -	*
4988	Incentive Grant Program	\$ 11,100.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00	50.00%	\$ -	*
	<b>Total Operating Expenditures</b>	\$ 86,401.71	\$ 102,683.00	\$ 102,683.00	\$ 100,683.00	\$ 100,225.00	-2.39%	\$ -	*
5200	Technology Lease Group	\$ -	\$ -	\$ 9,531.51	\$ 3,500.00	\$ -	*	\$ -	*
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 9,531.51	\$ 3,500.00	\$ -	*	\$ -	*
					\$ -	\$ -	*	\$ -	*
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Downtown Development -Municipal Service District Budget</b>	\$ 86,401.71	\$ 102,683.00	\$ 112,214.51	\$ 104,183.00	\$ 100,225.00	-2.39%	\$ -	*



<b>ION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	70-Downtown District Fund	Dept. Head-Erin Fonseca	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Downtown Development - 8350		
<b>Division:</b>	Municipal Service District - 8350		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1260	Salaries & Wages Part-Time			\$ -	\$ -	\$ -	\$ -
1810	Social Security		Sum of accounts 1210 - 1290 X 7.65%	\$ -	\$ -	\$ -	\$ -
	<b>Total Salaries &amp; Benefits</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
2113	Beautification Program		Paint light poles, add string lighting in key locations, maintenance of existing murals and bike racks, landscaping support, clock repair, sidewalk planters, seating updates	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	
2993	Operational Supplies		Supplies for free annual events that benefit all of the city. Overhead swag for Christmas lights, Supplies for Downtown Lights Up, Trolley Ride rentals, movie rights for fall movies, sprinkler fun days, small business events, tours/open house events. promo items etc.	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	
3410	Printing		Seasonal A-frame sign inserts, event parking signs, maps, rack cards, tabletop informational pieces, flyers etc.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
3700	Advertising		Print, Digital and Radio expenses for Marketing and Advertising for downtown events/tourism : Billboards (\$6K), Videography/Photography (\$5K), Radio (\$3K), Print (\$3K), Digital (\$8K)	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00	
3914	Contract Services		Retail Radio service downtown (\$608.20), District 360 Monthly Maintenance for Bus/Prop CMS (\$300/mo.), Crexiand Annual EverWonder Website Plugin Update (\$1250)	\$ 5,458.00	\$ 5,458.00		
3999	Tax Listing			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
3999A	Tax Listing Fees - NCVTS		Fees from Wayne Co Tax Office for collection of property taxes.	\$ 225.00	\$ 225.00	\$ 225.00	
4988	Incentive Grant Program		Incentives for downtown properties and businesses. \$5,000 for two Building Rehab grants, \$5000 for Façade Grant program	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00	
	<b>Total Operating Expenditures</b>			<b>\$ 102,683.00</b>	<b>\$ 100,683.00</b>	<b>\$ 100,225.00</b>	<b>\$ -</b>
5200	Technology Lease Group			\$ -	\$ 3,500.00	\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>			<b>\$ -</b>
	<b>Total Downtown Development -Municipal Servi</b>			<b>\$ 102,683.00</b>	<b>\$ 104,183.00</b>	<b>\$ 100,225.00</b>	<b>\$ -</b>





**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Occupancy Tax Fund**  
**Revenues**

EXPENDITURE SHEET										
Fiscal Year FY24-25										
Fund: 95-Occupancy Tax Fund										
Dept #: Revenues Revenues										
Division: Revenues Revenues										
Dept. Head Catherine Gwynn										
~ = Division by Zero										
* = Change < \$500										
Purple Cell-Finance Input										
Object of Expenditure	Rev Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
53001	0003	Federal Grants				\$ -	\$ -	*	\$ -	*
		<b>Total-Revenue Other Agencies-0003</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8243	0004	Occupancy Tax/Civic Center	\$ 825,655.89	\$ 828,450.00	\$ 828,450.00	\$ 866,939.00	\$ 910,286.00	9.88%	\$ 910,286.00	9.88%
8244	0004	Occupancy Tax/Travel & Tourism	\$ 206,413.98	\$ 210,000.00	\$ 210,000.00	\$ 216,735.00	\$ 227,571.00	8.37%	\$ 227,571.00	8.37%
8248	0004	WC TDA Reimbursement Sal & Adv	\$ 196,172.50	\$ 171,000.00	\$ 171,000.00	\$ 195,468.00	\$ 195,000.00	14.04%	\$ 195,000.00	14.04%
		<b>Total-Charges for Services-0004</b>	\$ 1,228,242.37	\$ 1,209,450.00	\$ 1,209,450.00	\$ 1,279,142.00	\$ 1,332,857.00	10.20%	\$ 1,332,857.00	10.20%
8180	0005	Investment Interest	\$ 7,680.18	\$ 5,000.00	\$ 5,000.00	\$ 16,932.00	\$ 16,000.00	220.00%	\$ 16,000.00	220.00%
		<b>Total-Capital Returns-0005</b>	\$ 7,680.18	\$ 5,000.00	\$ 5,000.00	\$ 16,932.00	\$ 16,000.00	220.00%	\$ 16,000.00	220.00%
8190	0006	Other Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
8298	0006	Local Grants	\$ 5,037.15		\$ -	\$ -	\$ -	*	\$ -	*
8966	0006	Merchandise Sales	\$ 1,741.80	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
		<b>Total-Miscellaneous Revenues-0006</b>	\$ 6,778.95	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 1,000.00	0.00%	\$ 1,000.00	0.00%
8583	0009	Fund Balance Withdrawal		\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	*	\$ -	*
		<b>Total-Fund Balance Withdrawal-0009</b>	\$ -	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	*	\$ -	*
		<b>Total Revenues</b>	\$ 1,242,701.50	\$ 1,465,450.00	\$ 1,465,450.00	\$ 1,296,724.00	\$ 1,349,857.00	<b>-7.89%</b>	\$ 1,349,857.00	<b>-7.89%</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	95-Occupancy Tax Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Revenues - Revenues		
<b>Division:</b>	Revenues - Revenues		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
53001	Federal Grants		None	\$ -	\$ -	\$ -	\$ -
	<b>Total-Revenue Other Agencies-0003</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8243	Occupancy Tax/Civic Center		FGITRND - Trend analysis	\$ 828,450.00	\$ 866,939.00	\$ 910,286.00	\$ 910,286.00
8244	Occupancy Tax/Travel & Tourism		FGITRND - Trend analysis	\$ 210,000.00	\$ 216,735.00	\$ 227,571.00	\$ 227,571.00
8248	WC TDA Reimbursement Sal & Adv		Per Wayne County Finance Director - FY24 Dept Request @ 50% \$107,315.74 Salary & Benefits + \$xxx (Advertising) - Requested information but not available as of 4/14/23 3:07 pm	\$ 171,000.00	\$ 195,468.00	\$ 195,000.00	\$ 195,000.00
	<b>Total-Charges for Services-0004</b>			<b>\$ 1,209,450.00</b>	<b>\$ 1,279,142.00</b>	<b>\$ 1,332,857.00</b>	<b>\$ 1,332,857.00</b>
8180	Investment Interest		Per projection Quarterly Interest Income Allocation.xlsx cfg 4/26/2020 2:54 PM	\$ 5,000.00	\$ 16,932.00	\$ 16,000.00	\$ 16,000.00
	<b>Total-Capital Returns-0005</b>			<b>\$ 5,000.00</b>	<b>\$ 16,932.00</b>	<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>
8190	Other Miscellaneous Revenue		Current YTD \$0. FY19 \$12,055. Moved Tshirt Sales to Merchandise Sales per request of Director Ashlin Glatthar.	\$ -	\$ -	\$ -	\$ -
8298	Local Grants		FY23 - Reimbursement by NC Tennis Association	\$ -	\$ -	\$ -	\$ -
8966	Merchandise Sales		FY23 YTD \$0	\$ 1,000.00	\$ 650.00	\$ 1,000.00	\$ 1,000.00
	<b>Total-Miscellaneous Revenues-0006</b>			<b>\$ 1,000.00</b>	<b>\$ 650.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>
8583	Fund Balance Withdrawal		Equipment Shelter BMSC	\$ 250,000.00	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ 250,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Revenues</b>			<b>\$ 1,465,450.00</b>	<b>\$ 1,296,724.00</b>	<b>\$ 1,349,857.00</b>	<b>\$ 1,349,857.00</b>





**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Occupancy Tax Fund**  
**Expenditures**

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
Fund:	Occupancy Tax Fund	Dept. Head	Catherine Gwynn
Dept #:	8101 Finance	~ = Division by Zero	
Division:	8101 GF Transfers & Shared Services	* = Change < \$500	
Purple Cell-Finance Input			

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
81002	Contingency		\$ 37,886.23	\$ 37,886.23	\$ -	\$ 103,225.00	\$ 103,225.00
81003	Transfer to Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers</b>	\$ -	\$ 37,886.23	\$ 37,886.23	\$ -	\$ 103,225.00	\$ 103,225.00
					\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
	<b>Total Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-GF Transfers &amp; Shared Services Budget</b>	\$ -	\$ 37,886.23	\$ 37,886.23	\$ -	\$ 103,225.00	\$ 103,225.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	Occupancy Tax Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101		
<b>Division:</b>	GF Transfers & Shared Services - 8101		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
81002	Contingency			\$ 37,886.23	\$ -	\$ 103,225.00	\$ 103,225.00
81003	Transfer to Capital Projects			\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers</b>			<b>\$ 37,886.23</b>	<b>\$ -</b>	<b>\$ 103,225.00</b>	<b>\$ 103,225.00</b>
						\$ -	\$ -
	<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Debt Service</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Finance-GF Transfers &amp; Shared Services Budget</b>			<b>\$ 37,886.23</b>	<b>\$ -</b>	<b>\$ 103,225.00</b>	<b>\$ 103,225.00</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	95-Occupancy Tax Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 9076		
<b>Division:</b>	Occupancy Tax/Civic Center - 9076		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
9921	County's Share Occupancy Tax		#8243 & #8244 @ 40% (\$1,137,857 *.40)	\$ 415,380.00	\$ 433,469.60	\$ 455,142.80	\$ 455,142.80
	<b>Total Operating Expenditures</b>			\$ 415,380.00	\$ 433,469.60	\$ 455,142.80	\$ 455,142.80
5233	Multi Sports Complex		Construction equipment storage shed at BMSC	\$ 250,000.00	\$ 100,000.00	\$ -	\$ -
	<b>Total Capital Outlay</b>			\$ 250,000.00	\$ 100,000.00	\$ -	\$ -
7100	Bond Principal		D#020G max \$100K principal per year; DTCC Final Debt Payment 5/1/2037	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
7160	Lease Purchase Payment			\$ -	\$ -	\$ -	\$ -
7170	County of Wayne Loan		D#018-G Wayne County for BMSC; Final Debt Payment 3/1/2032	\$ 227,000.00	\$ 227,000.00	\$ 224,000.00	\$ 224,000.00
	<b>Total Debt Service</b>			\$ 327,000.00	\$ 327,000.00	\$ 324,000.00	\$ 324,000.00
	<b>Total Finance-Occupancy Tax/Civic Center Budg</b>			\$ 992,380.00	\$ 860,469.60	\$ 779,142.80	\$ 779,142.80





## FISCAL YEAR 2024-25 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:

- Increase visitor spending in Wayne County by securing more conventions and sporting events at The Maxwell Center and Bryan Multi-Sports Complex
- Act on the objectives outlined in the Tourism Master Plan to develop fixed assets and research-based marketing strategies that will drive visitation
- Implement a clear, effective marketing and communications plan using our Totally Fly ad campaign
- Leveraging the Wings Over Wayne Air Show 2025 as a means to spotlight Goldsboro-Wayne County as an attractive destination to both locals and nonlocals
- Serve as a resource to local tourism partners through valuable programming
- Continue growing our social media audiences, e-newsletter database, and awareness in our target markets

#### SIGNIFICANT BUDGET ISSUES:

- Access to tourism fund balance to finance future development projects identified in the Tourism Master Plan that will address our city's vision to provide an extraordinary, diverse experience for residents and visitors.

**EXPENDITURE SHEET**      Fiscal Year **FY24-25**  
**Fund:**                      **95-Occupancy Tax Fund**                      **Dept. Head**      **Amanda Justice**  
**Dept #:**                      **9077**      **Travel & Tourism**                      ~ = Division by Zero  
**Division:**                      **9077**      **Travel & Tourism**                      \* = Change < \$500  
Purple Cell-Finance Input

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
1210	Salaries & Wages Regular	\$ 150,738.41	\$ 155,683.00	\$ 155,683.00	\$ 156,903.66	\$ 156,903.46	0.78%	\$ 160,826.05	3.30%
1224	Cell Phone Stipend	\$ -	\$ 720.00	\$ 720.00	\$ -	\$ 720.00	0.00%	\$ 720.00	0.00%
1275	Salaries & Wages Bonus		\$ 1,846.47	\$ 1,846.47	\$ 1,834.00	\$ -	*	\$ -	*
1277	Clothing Allowance	\$ -	\$ 164.00	\$ 164.00	\$ -	\$ 164.00	*	\$ 164.00	*
1278	Wellness Earnings	\$ 881.16	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	0.00%	\$ 900.00	0.00%
1810	Social Security	\$ 11,366.05	\$ 12,187.48	\$ 12,187.48	\$ 12,212.28	\$ 12,139.59	-0.39%	\$ 12,439.67	2.07%
1821	NCLGERS-Retirement	\$ 18,431.39	\$ 20,329.01	\$ 20,329.01	\$ 21,806.50	\$ 21,676.71	6.63%	\$ 22,212.53	9.27%
1822	401-K Retirement	\$ 6,065.00	\$ 6,298.69	\$ 6,298.69	\$ 6,385.51	\$ 6,347.50	0.77%	\$ 6,504.40	3.27%
1830	Hospital Insurance	\$ 21,449.67	\$ 22,104.00	\$ 22,104.00	\$ 28,944.00	\$ 28,944.00	30.94%	\$ 28,944.00	30.94%
1835	Group Term Life Insurance Coverage	\$ 99.69	\$ 105.12	\$ 105.12	\$ 108.00	\$ 108.00	*	\$ 108.00	*
1860	Worker's Comp Claims Cost	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
1861	Worker's Compensation Insurance	\$ 949.73	\$ 1,011.00	\$ 1,011.00	\$ 1,017.00	\$ 1,080.00	6.82%	\$ 1,080.00	6.82%
1899	Less: Reimbursed by Grants	\$ (2,431.58)		\$ -	\$ -	\$ -	*	\$ -	*
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 207,549.52</b>	<b>\$ 221,348.77</b>	<b>\$ 221,348.77</b>	<b>\$ 230,110.95</b>	<b>\$ 228,983.26</b>	<b>3.45%</b>	<b>\$ 233,898.65</b>	<b>5.67%</b>
1915	Bank Fees	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	*	\$ 50.00	*
1932	Medical Exams	\$ 69.00		\$ -	\$ -	\$ -	*	\$ -	*
2203	Employee Appreciation	\$ 50.00	\$ 60.00	\$ 60.00	\$ -	\$ 60.00	*	\$ 60.00	*
2323	Training		\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
2921	Merchandise for Resale-T&T	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	0.00%	\$ 2,500.00	0.00%
2993	Operational Supplies	\$ 182.25	\$ 1,500.00	\$ 1,500.00	\$ 1,300.00	\$ 1,500.00	0.00%	\$ 1,500.00	0.00%
3121	Travel	\$ 6,550.81	\$ 11,000.00	\$ 11,000.00	\$ 3,000.00	\$ 11,900.00	8.18%	\$ 11,900.00	8.18%
3250	Postage	\$ 124.98	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	0.00%	\$ 4,000.00	0.00%
3250A	Postage-Internal Charges only!	\$ 106.07	\$ 1,335.00	\$ 1,335.00	\$ -	\$ -	*	\$ -	*
3410	Printing	\$ 61.96	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 5,000.00	-44.44%	\$ 5,000.00	-44.44%
3421	Copy Machine Cost	\$ 827.63	\$ 1,200.00	\$ 1,200.00	\$ 800.00	\$ 1,200.00	0.00%	\$ 1,200.00	0.00%
3700	Advertising	\$ 99,363.53	\$ 102,247.00	\$ 102,247.00	\$ 87,330.00	\$ 102,747.00	0.49%	\$ 102,747.00	0.49%
3703	Sponsorships	\$ -		\$ -	\$ -	\$ -	*	\$ -	*
3914	Contract Services	\$ 25.00		\$ -	\$ -	\$ -	*	\$ -	*
4405	Event Expenses - Travel & Tourism	\$ 35,063.28	\$ 50,000.00	\$ 50,000.00	\$ 44,000.00	\$ 50,000.00	0.00%	\$ 45,085.00	-9.83%
4406	Fam Tours & Travel Riders	\$ 1,495.47	\$ 10,000.00	\$ 10,000.00	\$ 500.00	\$ 5,000.00	-50.00%	\$ 5,000.00	-50.00%
4511	Multi-Peril Insurance	\$ 680.00	\$ 793.00	\$ 793.00	\$ 757.00	\$ 849.00	7.06%	\$ 849.00	7.06%
4912	Fees & Dues	\$ 9,687.79	\$ 9,000.00	\$ 9,000.00	\$ 9,400.00	\$ 10,000.00	11.11%	\$ 10,000.00	11.11%
4916	Chamber Of Commerce	\$ 10,045.88	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 42,000.00	337.50%	\$ 42,000.00	337.50%
9561	Office Supplies	\$ 21.98	\$ 50.00	\$ 50.00	\$ 50.00	\$ 200.00	*	\$ 200.00	*
	<b>Total Operating Expenditures</b>	<b>\$ 164,355.63</b>	<b>\$ 213,835.00</b>	<b>\$ 213,835.00</b>	<b>\$ 158,737.00</b>	<b>\$ 238,506.00</b>	<b>11.54%</b>	<b>\$ 233,591.00</b>	<b>9.24%</b>



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	95-Occupancy Tax Fund	Dept. Head-Amanda Justice	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Travel & Tourism - 9077		
<b>Division:</b>	Travel & Tourism - 9077		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1210	Salaries & Wages Regular		3 FTE's	\$ 155,683.00	\$ 156,903.66	\$ 156,903.46	\$ 160,826.05
1224	Cell Phone Stipend			\$ 720.00	\$ -	\$ 720.00	\$ 720.00
1275	Salaries & Wages Bonus			\$ 1,846.47	\$ 1,834.00		
1277	Clothing Allowance			\$ 164.00	\$ -	\$ 164.00	\$ 164.00
1278	Wellness Earnings		\$300 per participating employee per year	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
1810	Social Security		Sum of accounts Salary Accounts 12XX * 7.65%	\$ 12,187.48	\$ 12,212.28	\$ 12,139.59	\$ 12,439.67
1821	NCLGERS-Retirement		Sum of accounts 1210 - 1278 X 13.66% (Non-Leo); 15.24% (Leo)	\$ 20,329.01	\$ 21,806.50	\$ 21,676.71	\$ 22,212.53
1822	401-K Retirement		Sum of accounts 1210 - 1278 X 4% Reg, 5% LEO	\$ 6,298.69	\$ 6,385.51	\$ 6,347.50	\$ 6,504.40
1830	Hospital Insurance		# FTE X \$9,648 (\$804 per employee per month)	\$ 22,104.00	\$ 28,944.00	\$ 28,944.00	\$ 28,944.00
1835	Group Term Life Insurance Coverage		multiply the group term life insurance and AD&D cost \$3.00 per month per Employee for \$20,000 of coverage	\$ 105.12	\$ 108.00	\$ 108.00	\$ 108.00
1860	Worker's Comp Claims Cost		Provided by Finance	\$ -	\$ -	\$ -	
1861	Worker's Compensation Insurance		Provided by Finance	\$ 1,011.00	\$ 1,017.00	\$ 1,080.00	\$ 1,080.00
1899	Less: Reimbursed by Grants			\$ -	\$ -	\$ -	
	<b>Total Salaries &amp; Benefits</b>			<b>\$ 221,348.77</b>	<b>\$ 230,110.95</b>	<b>\$ 228,983.26</b>	<b>\$ 233,898.65</b>
1915	Bank Fees			\$ 50.00		\$ 50.00	\$ 50.00
1932	Medical Exams			\$ -			
2203	Employee Appreciation			\$ 60.00	\$ -	\$ 60.00	\$ 60.00
<b>2323</b>	<b>Training</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
2921	Merchandise for Resale-T&T			\$ 2,500.00		\$ 2,500.00	\$ 2,500.00
<b>2993</b>	<b>Operational Supplies</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 1,500.00</b>	<b>\$ 1,300.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
<b>3121</b>	<b>Travel</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 11,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 11,900.00</b>	<b>\$ 11,900.00</b>
3250	Postage		Mailing out new Visitor's Guides	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
3250A	Postage-Internal Charges only!			\$ 1,335.00			
3410	Printing			\$ 9,000.00		\$ 5,000.00	\$ 5,000.00



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	95-Occupancy Tax Fund	Dept. Head-Amanda Justice	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Travel & Tourism - 9077		
<b>Division:</b>	Travel & Tourism - 9077		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
3421	Copy Machine Cost			\$ 1,200.00	\$ 800.00	\$ 1,200.00	\$ 1,200.00
<b>3700</b>	<b>Advertising</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 102,247.00</b>	<b>\$ 87,330.00</b>	<b>\$ 102,747.00</b>	<b>\$ 102,747.00</b>
3703	Sponsorships			\$ -	\$ -		
3914	Contract Services			\$ -			
<b>4405</b>	<b>Event Expenses - Travel &amp; Tourism</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 50,000.00</b>	<b>\$ 44,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 45,085.00</b>
<b>4406</b>	<b>Fam Tours &amp; Travel Riders</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 10,000.00</b>	<b>\$ 500.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>
4511	Multi-Peril Insurance		Provided by Finance	\$ 793.00	\$ 757.00	\$ 849.00	\$ 849.00
<b>4912</b>	<b>Fees &amp; Dues</b>	<b>Y</b>	See detailed schedule attached.	<b>\$ 9,000.00</b>	<b>\$ 9,400.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>
4916	Chamber Of Commerce		Rent for new location	\$ 9,600.00	\$ 9,600.00	\$ 42,000.00	\$ 42,000.00
9561	Office Supplies			\$ 50.00	\$ 50.00	\$ 200.00	\$ 200.00
	<b>Total Operating Expenditures</b>			<b>\$ 213,835.00</b>	<b>\$ 158,737.00</b>	<b>\$ 238,506.00</b>	<b>\$ 233,591.00</b>
				\$ -			
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
	<b>Total Debt Service</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Travel &amp; Tourism-Travel &amp; Tourism Budge</b>			<b>\$ 435,183.77</b>	<b>\$ 388,847.95</b>	<b>\$ 467,489.26</b>	<b>\$ 467,489.65</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 2323 Training

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	TBD	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00
2					
3					
4					
5					
6					
7					
	<b>Total - 2323 Training</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 2993 Operational Supplies

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Copy Paper, Office Supplies, ETC	\$ 1,500.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 2993 Operational Supplies</b>	<b>\$ 1,500.00</b>	<b>\$ 1,300.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 3121 Travel

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Public Relations Media Mission (State & Regional)*	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
2	NC Coast Host Meetings*	\$ 300.00		\$ 500.00	\$ 500.00
3	NC Sports Association*	\$ 300.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00
4	Tourism Week I-95N Center*	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
5	GTC/WCTDA Board Meetings*	\$ 900.00	\$ 800.00	\$ 900.00	\$ 900.00
6	Hotelier Meetings*	\$ 1,000.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00
7	2024 Visit NC 365 Conference*	\$ 4,000.00	\$ 800.00	\$ 4,000.00	\$ 4,000.00
8	Showfest*	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
9					
10					
11					
12					
13					
14					
15					
16					
17					
	<b>Total - 3121 Travel</b>	<b>\$ 11,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 11,900.00</b>	<b>\$ 11,900.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 3700 Advertising

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Compas Media	\$ 30,000.00	\$ 17,000.00	\$ 30,000.00	\$ 30,000.00
2	Laurie Rowe Communications-Travel Media Press Room	\$ 15,000.00	\$ -		
3	Guest Quest	\$ 2,000.00		\$ 3,000.00	\$ 3,000.00
4	Interstate - Billboards	\$ 5,400.00	\$ 830.00		
5	Visit NC Co-op Partneship	\$ 15,000.00			
6	Lynn Advertising Agency	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
7	TBD	\$ 31,347.00	\$ 28,000.00	\$ 20,747.00	\$ 20,747.00
8	57 Marketing		\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
9	New Old North		\$ 32,000.00		
10	Air Show 2025			\$ 35,000.00	\$ 35,000.00
	<b>Total - 3700 Advertising</b>	<b>\$ 102,247.00</b>	<b>\$ 87,330.00</b>	<b>\$ 102,747.00</b>	<b>\$ 102,747.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund

Dept. Head-Amanda Justice

Dept #: Travel & Tourism - 9077

Division: Travel & Tourism - 9077

Account: 4405 Event Expenses - Travel & Tourism

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	USTA	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00	\$ 7,000.00
2	QuadBall	\$ 5,000.00	\$ -		
3	NC LaxFest Girls	\$ 8,000.00			
4	NC Boys LaxFest	\$ 8,000.00	\$ 8,000.00		
5	AJGA	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
6	Mainstreet Conference	\$ 5,000.00	\$ 5,000.00		
7	TBD- this allows us to bid on sports events that we haven't had yet	\$ 8,000.00		\$ 18,000.00	\$ 18,000.00
8	Cut #1 per DH				\$ (4,915.00)
9					
10					
	<b>Total - 4405 Event Expenses - Travel &amp; Tourism</b>	<b>\$ 50,000.00</b>	<b>\$ 44,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 45,085.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 4406 Fam Tours & Travel Riders

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	Travel writers, including meals, hotel expenses, attraction fees and fees - 2025 is an Air Show year	\$ 10,000.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
	<b>Total - 4406 Fam Tours &amp; Travel Riders</b>	<b>\$ 10,000.00</b>	<b>\$ 500.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>

**SUPPORTING SCHEDULE**

Fiscal Year FY24-25

Fund: 95-Occupancy Tax Fund  
 Dept #: Travel & Tourism - 9077  
 Division: Travel & Tourism - 9077  
 Account: 4912 Fees & Dues

Dept. Head-Amanda Justice

Line #	Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1	MapMe	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
2	RDU Rack Space	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
3	NC Coast Host	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
4	NC Festival & Events (NCAF&E)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
5	Civil War Trail Signs	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
6	NC Travel Industry Association (NCTIA)	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
7	NC Sports Association	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
8	Smith Travel Research (STR)- fees increase next FY	\$ 3,100.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
9	Sports ETA	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00
10	Southeast Tourism Society			\$ 600.00	\$ 600.00
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total - 4912 Fees &amp; Dues</b>		<b>\$ 9,000.00</b>	<b>\$ 9,400.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>





**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**General Fund Capital Reserve**  
**Revenues**

**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    1110-General Fund Capital Reserve                    **Dept. Head**    Catherine Gwynn  
**Dept #:**                Revenues    Revenues                    ~ = Division by Zero  
**Division:**            Revenues    ~                                \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 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~ 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>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	1110-General Fund Capital Reserve	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Revenues - Revenues	
<b>Division:</b>	~ - Revenues	
<b>Dept. Head-Catherine Gwynn</b>		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
58011	Transfer From General Fund		Pay-Go for Future Capital Outlay	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	<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>
8583	Fund Balance Withdrawal		None	\$ -	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Revenues-~ Budget</b>			<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>





# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# General Fund Capital Reserve Expenditures



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	1110-General Fund Capital Reserve Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101	
<b>Division:</b>	GF Transfers & Shared Services - 8101	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
81002	Contingency			\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
81003	Transfer to Capital Projects			\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers &amp; Shared Services</b>			\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
	<b>Total Finance-GF Transfers &amp; Shared Services Bud</b>			\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00







FY2024-2025 Manager's Recommended Budget  
May 15, 2024

Cemetery Perpetual Care Fund  
Revenues

<b>EXPENDITURE SHEET</b>	<b>Fiscal Year FY24-25</b>	
<b>Fund:</b>	1113-COG Cemetery Perpetual Care Fund	<b>Dept. Head</b> Catherine Gwynn
<b>Dept #:</b>	Revenues	~ = Division by Zero
<b>Division:</b>	Revenues ~	* = Change < \$500
		Purple Cell-Finance Input

Object of Expenditure	Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
56301A	0006	Cemetery Trust-Rosenfeld,Simon/Sadi		\$ 53,105.24	\$ 53,105.24	\$ -	\$ 53,105.24	0.00%	\$ 53,105.24	0.00%
		<b>Total-Miscellaneous Revenue-0006</b>	\$ -	\$ 53,105.24	\$ 53,105.24	\$ -	\$ 53,105.24	0.00%	\$ 53,105.24	0.00%
8583	0009	Fund Balance Withdrawal				\$ -	\$ -	*	\$ -	*
		<b>Total-Fund Balance Withdrawal-0009</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
		<b>Total Revenues-~ Budget</b>	\$ -	\$ 53,105.24	\$ 53,105.24	\$ -	\$ 53,105.24	0.00%	\$ 53,105.24	0.00%

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	Blue Font - Detail Schedule Requested
<b>Fund:</b>	1113-COG Cemetery Perpetual Care Fu Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Revenues - Revenues	
<b>Division:</b>	~ - Revenues	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
56301A	Cemetery Trust-Rosenfeld,Simon/Sadi		Not received FY24 to date; Budget FY25	\$ 53,105.24	\$ -	\$ 53,105.24	\$ 53,105.24
	<b>Total-Miscellaneous Revenue-0006</b>			\$ 53,105.24	\$ -	\$ 53,105.24	\$ 53,105.24
8583	Fund Balance Withdrawal			\$ -	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Revenues-~ Budget</b>			\$ 53,105.24	\$ -	\$ 53,105.24	\$ 53,105.24





FY2024-2025 Manager's Recommended Budget  
May 15, 2024

Cemetery Perpetual Care Fund  
Expenditures



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	1113-COG Cemetery Perpetual Care Fu Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101	
<b>Division:</b>	Transfers and Shared Services - 8101	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
82001A	Non-Spendable Principal-Rosenfeld,S		Doesn't appear that we will receive the funds in FY24. Budget in FY25.	\$ 53,105.24	\$ -	\$ 53,105.24	\$ 53,105.24
				\$ -	\$ -	\$ -	\$ -
	<b>Total Transfers &amp; Shared Services</b>			<b>\$ 53,105.24</b>	<b>\$ -</b>	<b>\$ 53,105.24</b>	<b>\$ 53,105.24</b>
	<b>Total Finance-Transfers and Shared Services Budget</b>			<b>\$ 53,105.24</b>	<b>\$ -</b>	<b>\$ 53,105.24</b>	<b>\$ 53,105.24</b>







FY2024-2025 Manager's Recommended Budget  
May 15, 2024

Fuel System Internal Service Fund  
Revenues

**EXPENDITURE SHEET**                      **Fiscal Year FY24-25**  
**Fund:**                                      **6021-Fuel System Internal Service Fund**      **Dept. Head**      **#N/A**  
**Dept #:**                                      **Revenues**                                      **~ = Division by Zero**  
**Division:**                                      **Purple Cell-Finance Input**                                      **\* = Change < \$500**

Object of Expenditure	Rev Orgn	Account Name	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
54131	0004	Internal Fuel Charges	\$ -	\$ -	\$ -	\$ -	\$ 1,050,421.00	~	\$ 1,050,421.00	~
54131A	0004	GWTA Fuel Charges	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00	~	\$ 275,000.00	~
54131B	0004	GHA Fuel Charges				\$ -	\$ 36,000.00	~	\$ 36,000.00	~
		<b>Total Charges for Services-0004</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>1,361,421.00</b>	~	\$ <b>1,361,421.00</b>	~
8180	0005	Investment Interest	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
		<b>Total-Capital Returns-0005</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
		<b>Total Revenues- Budget</b>	\$ -	\$ -	\$ -	\$ -	\$ <b>1,361,421.00</b>	~	\$ <b>1,361,421.00</b>	~

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	6021-Fuel System Internal Service Fund	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Revenues -	
<b>Division:</b>	-	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
54131	Internal Fuel Charges	Y		\$ -	\$ -	\$ 1,050,421.00	\$ 1,050,421.00
54131A	GWTA Fuel Charges		Estimate per schedule (ALL)	\$ -	\$ -	\$ 275,000.00	\$ 275,000.00
54131B	GHA Fuel Charges		Estimate per schedule (ALL)	\$ -	\$ -	\$ 36,000.00	\$ 36,000.00
	<b>Total Charges for Services-0004</b>			\$ -	\$ -	\$ 1,361,421.00	\$ 1,361,421.00
8180	Investment Interest			\$ -	\$ -	\$ -	
	<b>Total-Capital Returns-0005</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Revenues- Budget</b>			\$ -	\$ -	\$ 1,361,421.00	\$ 1,361,421.00

SUPPORTING SCHEDULE			Fiscal Year FY24-25			
Fund: 6021-Fuel System Internal Service Fund			Dept. Head-Catherine Gwynn			
Dept #: Revenues -						
Division: Charges for Services						
Account: 54131 Internal Fuel Charges						
Line #		Description-Activity/Vendor/Employee/Purpose	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
1		<b>Internal Fuel Charges - Acct #2502A</b>				
2	1011	1011-Mayor/Council				
3	1012	1012-City Manager				
4	1016	1016-HR	\$ (750.00)	\$ (750.00)	\$ 750.00	\$ 750.00
5	1017	1017-Community Relations			\$ -	\$ -
6	1018	1018-Paramount			\$ -	\$ -
7	1020	1020-GEC			\$ -	\$ -
8	1024	1024-Inspections	\$ (5,500.00)	\$ (5,400.00)	\$ 5,500.00	\$ 5,500.00
9	1025	1025-DGDC			\$ -	\$ -
10	1030	1030-Information Technology	\$ (1,500.00)	\$ (1,500.00)	\$ 1,500.00	\$ 1,500.00
11	1111	1111-PW-Admin	\$ (200.00)	\$ (200.00)	\$ 200.00	\$ 200.00
12	1114	1114-PW-Garage	\$ (2,500.00)	\$ (2,400.00)	\$ 2,500.00	\$ 2,500.00
13	1133	1133-PW-Bldg Maintanance	\$ (30,000.00)	\$ (25,000.00)	\$ 30,000.00	\$ 30,000.00
14	1142	1142-PW-Cemetery	\$ (6,500.00)	\$ (5,500.00)	\$ 6,500.00	\$ 6,500.00
15	2111	2111-Finance			\$ -	\$ -
16	3151	3151-Planning	\$ (5,200.00)	\$ (5,200.00)	\$ 5,200.00	\$ 5,200.00
17	4134	4134-PW-Streets	\$ (38,000.00)	\$ (30,000.00)	\$ 38,000.00	\$ 38,000.00
18	4143	4143-PW-Solid Waste	\$ (290,063.00)	\$ (185,000.00)	\$ 250,000.00	\$ 250,000.00
19	4172	4172-Engineering	\$ (25,000.00)	\$ (25,000.00)	\$ 25,000.00	\$ 25,000.00
20	5120	5120-Fire	\$ (85,000.00)	\$ (70,000.00)	\$ 76,000.00	\$ 76,000.00
21	6121	6121-Police	\$ (200,000.00)	\$ (133,188.43)	\$ 190,000.00	\$ 190,000.00
22	7460	7460-Parks & Rec		\$ (27,345.00)	\$ 30,000.00	\$ 30,000.00
23	7461	7461-Golf			\$ -	\$ -
24	4137	4137-Stormwater	\$ (70,000.00)	\$ (45,000.00)	\$ 60,000.00	\$ 60,000.00
25	4174	4174-Billing & Meters Services	\$ (18,000.00)	\$ (8,870.00)	\$ 10,000.00	\$ 10,000.00
26	4175	4175-PW-Maintenance	\$ (70,000.00)	\$ (45,000.00)	\$ 65,000.00	\$ 65,000.00
27	4176	4176-PU-Water	\$ (3,000.00)	\$ (3,000.00)	\$ 3,000.00	\$ 3,000.00
28	4177	4177-PU-Waste	\$ (34,396.00)	\$ (14,451.00)	\$ 34,000.00	\$ 34,000.00
29	4179	4179-PU-Compost	\$ (18,103.00)	\$ (2,812.78)	\$ 18,103.00	\$ 18,103.00
30	9077	9077-T & T			\$ -	\$ -
31		Estimated overage			\$ 199,168.00	\$ 199,168.00
32					\$ -	
33					\$ -	
34					\$ -	
		<b>Total - 54131 Internal Fuel Charges</b>	<b>\$ (903,712.00)</b>	<b>\$ (635,617.21)</b>	<b>\$ 1,050,421.00</b>	<b>\$ 1,050,421.00</b>



**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Fuel System Internal Service Fund**  
**Expenditures**

**EXPENDITURE SHEET**    Fiscal Year **FY24-25**  
**Fund:**                    **6021-Fuel System Fund**                    **Dept. Head**    **Catherine Gwynn**  
**Dept #:**                **1116**    **Finance**                    ~ = Division by Zero  
**Division:**            **1116**    **Fuel System Division**                    \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
2592 Gasoline				\$ -	\$ 861,981.00	~	\$ 861,981.00	~
2596 Diesel Fuel				\$ -	\$ 490,000.00	~	\$ 490,000.00	~
2598 Fuel Tank Maintenance				\$ -	\$ 2,500.00	~	\$ 2,500.00	~
3522 Machine/Equipment Maintenance				\$ -	\$ 2,500.00	~	\$ 2,500.00	~
4221 Software License Fees				\$ -	\$ 4,188.00	~	\$ 4,188.00	~
4511 Multi-Peril Insurance				\$ -	\$ 252.00	*	\$ 252.00	*
<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,361,421.00	~	\$ 1,361,421.00	~
5227 Fuel Island Refurbishing				\$ -	\$ -	*	\$ -	*
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
<b>Total Finance-Fuel System Division Budget</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,361,421.00	~	\$ 1,361,421.00	~

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	6021-Fuel System Fund	Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 1116		
<b>Division:</b>	Fuel System Division - 1116		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
2592	Gasoline		Transferred from 11-1115-2592	\$ -	\$ -	\$ 861,981.00	\$ 861,981.00
2596	Diesel Fuel		Transferred from 11-1115-2596	\$ -	\$ -	\$ 490,000.00	\$ 490,000.00
2598	Fuel Tank Maintenance		Transferred from 1111-2598; DEQ permit	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
3522	Machine/Equipment Maintenance		Transferred from 11-1115-3522; general repair & maintenance, i.e tank sensors, parts	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
4221	Software License Fees		Monthly fee for cloud based fuel system. (RTA system is antiquated and can only be accessed by a few personnel in Fleet. This is going to a cloud based system for bulk fuel management, fuel site management and fuel card management). \$349/month	\$ -	\$ -	\$ 4,188.00	\$ 4,188.00
4511	Multi-Peril Insurance			\$ -	\$ -	\$ 252.00	\$ 252.00
	<b>Total Operating Expenditures</b>			\$ -	\$ -	<b>\$ 1,361,421.00</b>	<b>\$ 1,361,421.00</b>
5227	Fuel Island Refurbishing	Y		\$ -	\$ -		\$ -
	<b>Total Capital Outlay</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Finance-Fuel System Division Budget</b>			\$ -	\$ -	<b>\$ 1,361,421.00</b>	<b>\$ 1,361,421.00</b>







**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**Utility Capital Reserve Fund**  
**Revenues**

**EXPENDITURE SHEET**    Fiscal Year FY24-25  
**Fund:**                    6110-Utility Fund Capital Reserve                    **Dept. Head**    Catherine Gwynn  
**Dept #:**                Revenues    Revenues                    ~ = Division by Zero  
**Division:**            Revenues    ~                                \* = Change < \$500  
Purple Cell-Finance Input

Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
58012 Transfer from Utilities Fund	\$ 1,506,129.00		\$ -	\$ -	\$ -	*	\$ -	*
<b>Total-Transfers &amp; Shared Services-0008</b>	<b>\$ 1,506,129.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
8583 Fund Balance Withdrawal		\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	*	\$ -	*
<b>Total-Fund Balance Withdrawal-0009</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
<b>Total Revenues~ Budget</b>	<b>\$ 1,506,129.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25		Blue Font - Detail Schedule Requested
<b>Fund:</b>	6110-Utility Fund Capital Reserve	Dept. Head-Catherine Gwynn	Green Cell - Department Input
<b>Dept #:</b>	Revenues - Revenues		
<b>Division:</b>	~ - Revenues		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
58012	Transfer from Utilities Fund		Pay-Go for Future Capital Outlay ; Dept Request is an estimated amount;	\$ -			\$ -
	<b>Total-Transfers &amp; Shared Services-0008</b>			\$ -	\$ -	\$ -	\$ -
8583	Fund Balance Withdrawal		FY24 Per CM-SJAFB Mag Meter install	\$ 100,000.00	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			\$ 100,000.00	\$ -	\$ -	\$ -
	<b>Total Revenues-~ Budget</b>			\$ 100,000.00	\$ -	\$ -	\$ -





# FY2024-2025 Manager's Recommended Budget

## May 15, 2024

# Utility Capital Reserve Fund

## Expenditures

<b>EXPENDITURE SHEET</b>	Fiscal Year FY24-25		
<b>Fund:</b>	6110-Utility Fund Capital Reserve	<b>Dept. Head</b>	Catherine Gwynn
<b>Dept #:</b>	8101 Finance	~ = Division by Zero	
<b>Division:</b>	8101 Transfers & Shared Services	* = Change < \$500	
		Purple Cell-Finance Input	

	Object of Expenditure	FY22-23 Actual	FY23-24 Adopted 6/20/2023	FY23-24 Adopted Amended 12/31/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Adopted V. FY23-24 Request % Δ Incr/(Decr)	FY24-25 Manager Recommend. 05/15/24	FY23-24 Adopted V. FY24-25 MGR SUB % Δ Incr/(Decr)
81002	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	*	\$ -	*
81003	Transfer to Capital Projects	\$ 1,173,402.08	\$ 100,000.00	\$ 100,000.00	\$ 367,100.00	\$ -	*	\$ -	*
	<b>Total Transfers &amp; Shared Services</b>	<b>\$ 1,173,402.08</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 367,100.00</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>
	<b>Total Finance-Transfers &amp; Shared Services Budget</b>	<b>\$ 1,173,402.08</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 367,100.00</b>	<b>\$ -</b>	<b>*</b>	<b>\$ -</b>	<b>*</b>

<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	6110-Utility Fund Capital Reserve	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Finance - 8101	
<b>Division:</b>	Transfers & Shared Services - 8101	
Dept. Head-Catherine Gwynn		

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
81002	Contingency			\$ -			\$ -
81003	Transfer to Capital Projects		FY24 SJAFB Mag Meter \$100K; Morbark tub grinder \$222K; Bay 8 Enclosure \$45.1K	\$ 100,000.00	\$ 367,100.00	\$ -	\$ -
	<b>Total Transfers &amp; Shared Services</b>			<b>\$ 100,000.00</b>	<b>\$ 367,100.00</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Finance-Transfers &amp; Shared Services Budget</b>			<b>\$ 100,000.00</b>	<b>\$ 367,100.00</b>	<b>\$ -</b>	<b>\$ -</b>







**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**System Development Fees Capital Reserve**  
**Revenues**



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	6111-System Development Fees Capit: Dept. Head-Catherine Gwynn	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Revenues - Revenues	
<b>Division:</b>	~ - Revenues	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	Manager Recommend. 05/15/24
58012	Transfer from Utilities Fund		(Fund 61-0004-8306)	\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00
	<b>Total-Transfers &amp; Shared Services-0008</b>			\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00
8583	Fund Balance Withdrawal			\$ -	\$ -	\$ -	\$ -
	<b>Total-Fund Balance Withdrawal-0009</b>			\$ -	\$ -	\$ -	\$ -
	<b>Total Revenues-~ Budget</b>			\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00





**FY2024-2025 Manager's Recommended Budget**  
**May 15, 2024**

**System Development Fees Capital Reserve**  
**Expenditures**



<b>JUSTIFICATION SHEET</b>	Fiscal Year FY24-25	<b>Blue Font - Detail Schedule Requested</b>
<b>Fund:</b>	6111-System Development Fees Capit: Dept. Head-Jonathan Perry	<b>Green Cell - Department Input</b>
<b>Dept #:</b>	Public Utilities - 4178	
<b>Division:</b>	Utility Fund Capital - 4178	

	Object of Expenditure	Sched?	Detailed Justification	FY23-24 Adopted 6/20/2023	Estimated Year End Jun 30	FY24-25 Dept Request	FY24-25 Manager Recommend. 05/15/24
77704	Future Utility Capital Proj. (6111)		FY24 Estimate \$215K; FY25 Estimate 61-8101 \$280K	\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00
				\$ -	\$ -	\$ -	\$ -
	<b>Total Utility Fund Capital</b>			\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00
	<b>Total Public Utilities-Utility Fund Capital Budget</b>			\$ -	\$ 215,619.00	\$ 280,000.00	\$ 280,000.00



# FY2024-2025 Manager's Recommended Budget

May 15, 2024

January 18, 2024

Retreat Summary



# Retreat Summary Report:

On January 18<sup>th</sup> 2024 the Mayor and City Council held a special public meeting to focus as a new Board on main priorities. This was not intended to be a budget retreat. It was intended, however, to provide an overall framework for the upcoming budget session. Through the identification and prioritization of long-term challenges and opportunities the new Mayor and City Council will be facing. As part of the management staff's desire to evaluate our strategic planning sessions an overall survey was requested from the Mayor and Council. Each topic matter was asked to be ranked or scored in accordance with how they felt about the presentation or subject material. They were ranked from (1) very low to (5) very high. We received a total of six responses. In some cases, not all respondents answered or rated the category so adjustments were made to the average for comparative purposes. This can be seen by the number of scores given in each category. Also, included is a section on comments for each rating category and overall comments. The objective is to better understand what the Mayor and City Council felt was important and why and what the City Management team can change or do differently in the future to add value to future events.

## **Overall Evaluation Results Summary:**

Overall General Comments:

- 1). Great event
- 2). I like stuff like this!
- 3). All necessary

## **Comments on program expectations:**

- 1). Thank you for all your hard work. I loved being able to gather informally!
- 2). Yes! This is so necessary as we move forward as a group to move the city forward.
- 3). I did not have expectations but overall experience was great.

## **Other Comments:**

- 1). Light sandwiches and diet soda everything was amazing.
- 2). Fruit and healthier options

**Was the retreat location/environment setting conducive to learning/interaction with others?**

						Total Score	Average
5	5	5	5	5	4	29	4.8

The event location was rated high. The city has invested substantially in the event center and it has now become a very popular and affordable attraction for many Goldsboro residents and out of town guests. It also has worked well for city sponsored events and informal gatherings.

<b>How would you rate overall retreat environment?</b>						Total Score	Average
4	5	5	5	5	4	28	4.6

<b>Do you feel there was ample food and drink?</b>						Total Score	Average
4	5	4	4	3		19	3.8

<b>Was the food and drink satisfactory?</b>						Total Score	Average
4	5	4	4	4	3	24	4

<b>How would you rate Strategic Plan Update?</b>						Total Score	Average
4	5	4	4	5	3	25	4.1

<b>Session rating on group dynamics?</b>						Total Score	Average
4	5	5	5	5	5	29	4.8

<b>10 Highly effective Habits session?</b>						Total Score	Average
4	5	3	4	5	5	26	4.3

<b>Visioning and Prioritization session?</b>						Total Score	Average
4	5	5	4	5	5	28	4.6

<b>Did the program content meet expectations?</b>	Total Score	Average
5    5    5    4	19	4.75
<b>Overall Satisfaction?</b>	Total Score	Average
5    5    5    4    5	24	4.8

**Future Recommendations:**

The Mayor and Council felt that this special session was successful and needed to help guide the city’s future. Based on the survey feedback and discussions with the Mayor and Council the following recommendations are given.

- Have a better selection of food and drink options. If retreat or special session is happening over the course of a day have breakfast/lunch or dinner options available
- An informal atmosphere is preferred among the Board members. Future sessions should emphasize informal attire and a more casual atmosphere.
- Room setup should optimize group and table interactions that encourage maximum participation and exchange of thoughts and ideas.

Using a form of priority budgeting based on planning and special strategy sessions does add value and provide benefit to the Mayor, Council and City Administration. It can be particularly effective for framing the budget at a very high level. When drafting the retreat agenda, it was challenging to keep the meeting to 2.5 hours while affording enough time to address all the issues. Fortunately, we were able to keep the meeting just under 2.5 hours, however, it should be noted that there is significantly more follow-up work to be done. The prioritization process was simply our initial first step. The next and likely most challenging step is researching and recommending strategies and action items as part of a series of implementation goals. This will require in-depth discussion and evaluation of significant priorities as identified by the Mayor and Council to ensure that City Management and staff have a clear understanding of the expectations and specific goals associated with the cities adopted main priorities. This would be followed up with the drafting of a long-range strategy to address the main priorities over the next several years.

# Roles & Expectations:

The purpose of the roles and expectations was to develop a framework and better understanding amongst the new Mayor, Council and Administrative staff. Oftentimes, with new Boards there are issues or concerns that may go unspoken or undetermined because in some cases others the Mayor or other Board members may not recognize the situation or understand how it may be a concern or an issue to another Board member, the Mayor or City Manager.

## **How do you see the role of the...**

### Mayor

- Provide leadership and vision for the city.
- Spokesperson for the city.
- Engage constituency understand the needs of the city.
- Help to advance the city's priorities.
- A leader who has sound judgement and can represent the city well
- Keep an open mind.
- Be open to ideas.
- Be the voice of the city government.
- Go between liaison and mediator.
- Be a leader and a collaborator.
- Connect with all people.
- Communicate effectively.
- Fair and impartial.
- Lead by example.

### Council

- Responsible for setting policy
- Make decisions on budget allocations, land use, and organizational goals and objectives.
  - Ensure the city complies with all ordinances, laws and regulations.
  - Evaluate the performance of the Manager.
  - Communicating with the community to make sure citizens voices matter.
  - To provide leadership.
  - Plan for the future as well as enact policies.
  - Ensure quality of life for all citizens

### City Manager

- Administer day to day operations of the city.
- Implementation of polices and recommendations to the City Council
- Encourage financial responsibility and provide transparent financial reports.
- Serve as the liaison between City Council, staff and community.
- Manage the city on a daily basis.
- Provide information to the Council/Mayor to aid in the decision-making process.
- Serves as the information hub and standard bearer.
- Serves at the pleasure of the City Council.

### Assistant City Manager

- Assist and advise the City Manager.
- Manage half the departments.
- Support the City Manager.
- To help assist the City Manager.
- Have a set of priorities/goals/subjects that they work on independently.
- Fact finder.
- What works and doesn't work.
- Subject matter expert.
- Assist City Manager in overseeing various departments.

### Clerks Office

- Critical role.
- Maintain city records.
- Public Access to information.
- Ensuring legal compliance with record keeping.
- Go to for all things.
- Gatekeeper has the knowledge to assist the City Manager/Council/Mayor
- Responsible for office running smoothly.
- Support staff
- Record keeper
- Navigator/advisor
- Maintain accurate records.

- Source of communication between Council and Manager
- Gateway between Manager and elected officials

## **What are your expectations of the ...**

### Mayor

- Be a leader.
- Be open minded.
- Chair all Council Meetings
- To be a mediator

### Council

- Communicating with the community to make sure the citizens have a voice
- Set the vision mission and policy.
- Provide leadership and help plan for the future.
- Read agenda information and be prepared as much as possible for official meetings.

### City Manager

- Be responsible for what staff do and don't do.
- Follow through with Council guidance/directives.
- Be unbiased.

# Do's and Dont's

## Do's

### Mayor

- Do be open to ideas.
- Do be the voice of City government.
- Do communicate effectively.
- Do be fair and impartial.
- Do lead by example.
- Do keep council focused on achieving goals.
- Do be the spokesman of the group.
- Do respect the will of the few.

### Council

- Do be open minded and understanding that all citizen concerns matter as well as how they feel.
- Do advocate for citizens as well as for the things in the best interest of the city.
- Do ask questions.
- Do be decisive.
- Do be prepared for meetings.
- Do be open minded.
- Do focus on constituents needs and agenda.
- Do help promote efficiency in government.
- Do be a liaison with the community.
- Do change policy as needed to meet expectations.

### City Manager

- Do remember that everyone thinks and feels differently.
- Do manage to the best of your ability while also working with Mayor and Council.
- Do communicate to all Council equally send information to one send it to all.
- Do include Council on decisions deemed necessary.
- Do conduct business as transparently as possible.
- Do implement city policy as directed.

- Do manage day to day operations of the city.
- Do guide and advise Council.

#### Assistant City Manager

- Do assist the City Manager in overseeing various departments.

#### Clerks Office

- Do Maintain accurate records
- Do be a source of information and communication between Council and Manager.
- Do be the gateway between Manager and elected officials.

#### **Dont's**

##### Mayor

- Do not make a decision that the Council should.
- Do not direct staff.
- Do not show bias or favoritism.
- Do not abuse power or use influence of office for a self-agenda.

##### Council

- Do not be publicly disrespectful of each other or staff.
- Do not do favors.
- Do not be vindictive and refrain from personal attacks.
- Do not camp in breakrooms.
- Do not use influence to sway enforcement actions
- Do not micromanage.

##### City Manager

- Do not act when you don't have the authority.
- Do not support one council member over another.
- Do not withhold information based on personal opinion



- Do not make decisions that are council level
- Do not micromanage.
- Do not undermine the values of Council

Clerk's Office

- None given.

## **Priorities and Future Vision Session:**

Table.-7.

Councilwoman.Taylor?Councilwoman.Jones?City.Manager.Salmon?Deputy.Clerk.  
Jones?

### **What growth would you like to see, if any and where?**

- Would like to see economic growth and expansion to include jobs, businesses, stockholders.
- Would like to see more affordable housing for all income levels.
- Would like to see growth in our Police Department Fire/public safety.

### **What problems/issues would you like to see reduced/resolved?**

- Crime
- Blight
- Unhoused

### **What problems should we be prepared for?**

- Infrastructure needs above and underground as our economy grows.
- Public Safety complex
- Herman Park Center
- Possibility of catastrophes/unknown pandemic breakouts

Table.-8..

Mayor.Gaylor?Councilwoman.Weeks?Councilman.Boyette?Assistant.to.the.City.  
Manager.Murphy;

**What growth would you like to see, if any and where?**

- Would like to see population growth.
- Would like to see economic expansion new business and Industry.
- Would like to see growth in recreational activities both private and publicly owned.
- Would like to see more community respect and engagement.

What problems/issues would you like to see reduced/resolved?

- Need to address gaps in activities for youth.
- Need a more walkable city.
- Need effective communications to all constituents.
- Need to shorten planning and review timelines.
- Development services must be more customer friendly.

What problems should we be prepared for?

- Water and sewer expansion to meet the needs of growth.
- Need for additional housing.
- Public service capacity (police, fire, etc.)

Table.-9..

Mayor.Pro\_tempore.Matthews?Councilman.White?Assistant.City.Manager.Livingston;

1). We've all been a part of teams or groups before in considering that, what does it mean for you to be a part of a team or a group? What are the traits you feel great team or groups exhibit or must have to be successful? What about unsuccessful experiences with groups or teams you may have had?

Answer;

Effective; Good teams have mutual respect for one another and welcome everyone's thoughts and are playing on the same team;..

Ineffective; Leading with self interests instead of the city as a whole;

2). As newly elected leaders you now have a lot of community expectations upon you. It can be a bit overwhelming, however, we also should consider the obligations and responsibilities we have to each other as a working, dynamic elected body. What are your expectations of each other in your leadership roles?

Answer;

Show respect? share information? be honest? creative and open minded

3). What is your future vision for the City of Goldsboro?

Answer;

A city where we all feel welcome and included having thriving businesses, neighborhoods, schools. Abolish systems that used to be exclusive.

4). Are there specific priorities you believe we must address to achieve your vision of the future?

Answer;

- Open communication
- Innovation
- Commitment to staying in the weeds if that's what it takes
- Go through charter and city ordinances

“There is no one person bigger than the group” We all traveled the same road to get here.

**Prioritization exercise:**

The Mayor and City Council were given a list of fifteen significant issues or items that have been previously discussed and considered important matters to the community. The Mayor and Council was also given the flexibility to add additional items they felt were needed. It was noted that all of the topics were very important to the City Council. This is also reflected in the individual and group scoring sheets. The Mayor and each council member was given a total of nine votes by way of sticky dots. A red dot represented the Board members highest rated priority, yellow was the second highest and green was the third highest rated priority. As the highest priority red dots were assigned five points. The green and yellow dots represented a higher and higher priority category and were assigned a rating of 3 and 4 respectively. The below list is what was given to them for prioritization purposes.

1). **Violent Crime and gang activity**

Violent crime, such as homicides, armed robberies, burglaries have all increased dramatically. The homicides and gun violence has been particularly troubling as many of our very young in the community are being killed or seriously injured. Gang related violence is seen as a primary driver for many of the shooting and other gun related and violent crimes.

\*\*\* \*\*                      7 highest priority votes  
7 votes total

2). **City Finances and overall financial health**

The City of Goldsboro finances have improved tremendously over the past 4 years in all funds, however, while this is excellent news, the picture still needs to improve to be on par with some of our similar sized sister cities. The City remains behind on its FY 22/23 audit submittal and as such cannot borrow funds and remains on the UAL or Unit Assistance List.

\*\*\* \*\*                      6 highest priority votes  
6 votes total

3). **Homelessness/Unhoused**

While not a new challenge the matter of homelessness or unhoused population is becoming more problematic as those numbers rise and new camps crop up. There has also been a noticeable uptick in crime within these communities. There is also growing concern as significant crime is being seen amongst those that are

unhoused. The community will continue to turn to City elected leaders and ask for a solution...we have no plan in place.

\* \* \*           3 highest priority votes

\* \*             2 Higher priority vote

5 votes total

4). **Job Creation/Economic Development**

The creation and retention of jobs is essential to the well-being and quality of life of our region. Without commerce and job retention and creation there can be no growth and economic well-being in our community. At present, the City works with others such as Wayne County Development Alliance to assist with economic development matters but does not have a specific internal plan or a way ahead when it comes to an overall economic development strategy.

\* \* \*           3 highest priority votes

\*               1 Higher priority vote

4 votes total

5). **WWTP expansion**

The City of Goldsboro is beginning to see significant new growth particularly in its suburbs. We welcome this growth as it can potentially address some of the issues the City has been struggling to keep up with, such as affordable housing in close proximity to our major employers such as Seymour Johnson Air Force base. That said, new growth will continue to reduce our available capacity at our wastewater treatment plant which already has an average daily flow of 62% plant capacity. Such expansion will be needed soon or the City may be faced with a development moratorium in five to seven years depending on the rate and extent of growth. Expansion would be funded through the water and sewer fund.

\* \* \* \* \* \* \* \*           8 Higher priority votes

8 votes total

**Affordable housing**

- 6). The cost and demand for housing has risen exponentially over the past 5 or more years in part due to increasing demand, stagnating supply and increasing costs associated with building and financing homes. At present, the City has approved over 2,500 new residential homes, much of that in the past 18 months and more growth is expected. However, that will take 5-10 years or more to build out.

\* 1 highest priority vote.

\* \* \* \* \* 4 Higher priority vote.

\* 1 high priority vote.

6 votes total

- 7). **Elimination of blight throughout the city**

Blight has been somewhat of an unchecked cancer around the city. This is particularly true of those areas surrounding the downtown area. There are many who believe the key to revitalization is the elimination of slum and blight encouraging reinvestment and redevelopment of those areas for affordable workforce housing. Little investment has occurred in these areas and crime is an issue. Until such time as blight is removed, many are afraid to invest in these areas as property values are declining.

\* 1 highest priority vote.

\* \* \* \* \* 5 high priority vote.

6 votes total

- 8). **Employee recruitment and retention**

The City of Goldsboro, like other local governments, struggles to recruit and retain qualified employees throughout the organization. However, the City has not conducted and implemented a full pay study in over a decade. Our HR office often does in house pay and salary comparisons when filling open positions and when able tries to compensate for the gap in salary as compared to other more competitive locations such as Raleigh, Wilson, Johnston County and Clayton to name a few. One of the most often cited reasons for employees leaving is higher pay. This is a situation throughout the organization and is not simply a police and fire challenge.

\* \* 2 Higher priority votes

2 votes total

9). **City beautification/appearance**

When you drive around Goldsboro you can see a city in need of beautification. Outside of downtown Goldsboro, the City has significant challenges with trash and debris that greatly detracts from the appearance of the City. This is especially true in the lower to moderate income and public housing authority locations where trash has accumulated over time in the ditch lines and culverts.

\*\*\* 3 high priority votes.

3 votes total

10). **Maintaining General Fund Infrastructure**

This consists of City roads, sidewalks, recreation facilities, and City owned buildings/property. In short, there is much to take care of, roads in particular in certain areas of the City are in very poor shape. Most funding in this area comes from the general fund where balances are relatively low when compared to need. Some of our buildings such as the Public Safety Center have significant issues that if left unchecked could result in a health and safety issue for our employees.

\*\* 2 high priority votes.

2 votes total

11). **Water and Sewer Infrastructure maintenance**

The City of Goldsboro has an aging water and sewer collections and distribution system, the backbone of which was put in place over 70 years ago. As such, many of our lines have aged or are aging out making it critical for us to replace them. Not replacing them leads to further demise of our system and increasing costs through inflow and infiltration. Money for this infrastructure is funded through water and sewer revenues.

\*\* 2 high priority votes.

2 votes total

12). **Police-Fire/Public safety equipment**

The City has major personnel shortfalls within the police and fire department, but it also has needs for new and improved equipment such as radios, fire apparatus, station improvements/renovations etc. There is also a need to bulk up our

community policing initiative which presently has very little capability due in part to a shortage of personnel and funding.

\* \* \* 3 Higher priority votes

\* \* 2 high priority votes.

5 votes total

13). **Parks and Recreation/open space planning**

Several years ago, the City spent over 500k to design a new Herman Park Center. The estimated cost for the new center was around 11 million. The plan was to replace the now defunct old Herman Park Center which the city has secured some demolition funding for. Considering inflation, it is estimated that the same building would now cost over 15 million. There is also a need as the City grows to consider future open spaces and parks, however, the City's Parks and Recreation Master Plan is over 10 years old and as such is considered outdated for grant application purposes.

\* \* \* \* \* 5 high priority votes.

5 votes total

14). **Community and cultural relations**

The City of Goldsboro is a racially and culturally diverse community which has been blessed by good relations throughout the City. However, to maintain and improve upon community relations, the city must stay focused and allow all people an equal voice and equal opportunities. The Commission on Community Relations and Development works to make sure this continues to happen by planning or sponsoring events and educating the public.

\* 1 Higher priority votes

1 vote total

15). **Quality of life more opportunities for youth**

Quality of life is sometimes a difficult concept for us all to completely acknowledge. We understand it but yet it means different things to different people. For example, to dog owners, a nice dog park within walking distance from their home would drastically improve their quality of life, however, to those who have no dogs it would hold little if any value. In most cases, quality of life is seen as having access to a



good education system, affordable housing, top notch healthcare system, various forms of entertainment both indoor and outdoor, low crime, community walkability, open space, and a low cost of living.

\* 1 high priority vote.

1 vote total



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Safe & Secure  
Community



Strong & Diverse  
Economy



Exceptional Quality  
of Life



Racial & Cultural  
Harmony



Model for Excellence in  
Government

*The City provides services, promotes equality, and protects the well-being of all residents and visitors to enhance our quality of life everyday*