



# City Budget

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FISCAL YEAR 2020-2021

Approved 06/09/2020





## Mayor and City Council



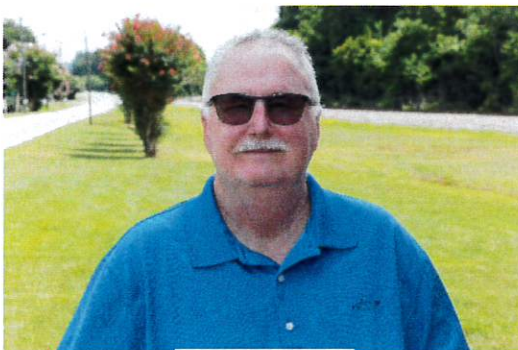
Mayor Sandy Railey



Mayor Pro Tempore Thomas Gillespie



Candy Funderburk



Ken Ervin



Phil Bonham



Shane Robinson



## EXECUTIVE OVERVIEW

### Fiscal Summary

The City of Lowell's fiscal outlook is positive due to conservative fiscal management and adherence to the City Council's Strategic Master Plan. The goal is to become fiscally resilient allowing us to withstand economic lows while still providing a high level of service. The city continues to maintain the lowest possible tax rate to provide services to our citizens. Maintaining a healthy fund balance of 50% of the annual budget and managing debt with a Capital Improvement Plan provides resilience needed to ensure robust economic health.

Situations arise such as the current COVID-19 pandemic that have lasting impacts on revenue, expenses and services that require local governments to adapt to the changes. Effects of COVID-19 are expected to reduce Sales Tax Revenue and the budget reflects this possibility. Understanding that other unknown factors may affect the upcoming budget, expenditures will be kept to essential items and revenues will be tracked to ensure overspending does not occur due to a loss of revenue from COVID-19.

Over the last four years the City has accomplished several goals all while increasing the City's General Fund Unobligated Fund balance to a healthy level. The current unobligated fund balance increased from \$786,133 to \$955,292 which equates to 42% (up from 17% in 2016) of the annual operating expenses for the City. This is an indicator that the City is in much better position to deal with unexpected needs that may arise.

The sustainability of the Water and Sewer Enterprise Fund has been a major focus of the City Council. This self-sufficient fund cannot be



### Highlights:

- No Tax Rate Increase. Maintain at \$0.43 cents
- \$10 Vehicle Tag Fee For Street Improvements and General Fund
- 3% increase to water rates / 1% increase to sewer rates which equate to \$1.07 for 4000 gallons



supported by tax dollars but instead must be funded through user fees. It was imperative to develop a plan to address the maintenance and capital improvements necessary to ensure the City could continue to provide water and sewer service to its customers well into the future. In 2017 the City Council commissioned a Capital Improvement Plan (CIP) along with a Utility Rate Study both of which were adopted. This 10-year plan provides the blueprint to meet our current and future needs while the rate study provides the recommended means to fund the CIP. The proposed budget includes an additional \$28,841 in debt service to purchase a Backhoe Loader, Camera System for viewing utility lines, and a Jet Vac Sewer Cleaning Machine.

The City continues to be aggressive in seeking grant funding and will continue to do so. In this upcoming fiscal year, the City will be administering two Community Development Block Grants (CDBG) awarded to the City in the first quarter of 2019. One grant for \$750,000 will fund home repairs for low/moderate income qualified applicants while \$155,000 will fund repairs to our Community Center. The other CDBG grant for \$2,000,000 will fund much needed sewer line replacement projects in the City. The sewer line replacements will also reduce Inflow/Infiltration (I&I) that will reduce the burden on the Wastewater Treatment Plant resulting in lower treatment cost and saving plant capacity. The City will also be administering a \$150,000 grant from the NC Department of Environmental Quality that will fund a project to digitally map our sewer system, purchase software, and conduct inflow and infiltration work that will reduce treatment cost at the Wastewater Treatment Plant.

The City's total long-term debt across both major funds remains exceptionally low at \$122,297 (\$138,766 general fund / \$79,516 water and sewer) which is a \$47,791 decrease from the previous fiscal year. This is an extremely low debt service number and equates to about \$33 per citizen. The City will utilize some of this debt capacity this fiscal year for needed capital items with long useful lives. The city's great fiscal standing and bond rating permit low interest rates. Utilizing debt over fund balance creates fairness because future citizens who reap the benefit of the services will also pay their fair share of the cost. A list of

proposed capital purchases recommended for debt financing are included in the budget spreadsheet titled "New Proposed Capital Expenses".

## Key Operational Focus Areas

The FY2020-21 budget addresses a range of operational needs with a specific focus on the following:

- **Public Safety** - Maintaining adequately staffed and trained Police Officers. Equip them with the necessary tools to perform their jobs at the highest level. The City funds the Lowell Volunteer Fire Department. To continue to provide adequate service, the department needs additional personnel resulting in a new paid position from 8:00am-4:00pm. This will provide two firemen during the day. This critical emergency service is needed for our citizens and must be staffed and equipped properly to provide this service. The additional expenses equal \$27,872.
- **Providing Needed Equipment to Departments** – The public works department desperately needs new equipment purchases to be able to provide uninterrupted service to our customers. We experienced the trials of poor equipment during leaf season and relied upon neighboring jurisdictions for assistance. The new equipment will allow more time for the employees to work in the field as opposed to repairing worn out equipment in the garage.
- **Stormwater** – Stormwater Phase 2 requirements are mandated upon Cities by the EPA. The City received a Notice of Violation in 2020 for not properly funding and maintaining the Stormwater Management Plan in the City. To maintain compliance and avoid costly fines the city will focus on developing the Stormwater management plan in 2020. A stormwater fund has been added to the proposed budget. There is no dedicated funding mechanism for this program so the expenses will be funded by the general fund revenue. To find out more about the EPA's Stormwater requirements visit <https://www.epa.gov/npdes/npdes->



[stormwater-program](#) and here

<https://www3.epa.gov/npdes/pubs/fact2-9.pdf>

- **Asset Inventory and Management Plan Sewer Fund** - To ensure the General Government and Proprietary funds continue to provide a high level of service well into the future and prepare now for future needs so we are well equipped to handle them. A \$150,000 grant from NCDEQ will assist in mapping the sewer system as well and performing Inflow and Infiltration work.
- **Maintaining streets, roads, and public facilities**—Well-maintained streets, roads, parks, and recreation facilities help protect property values and maintain Lowell’s quality of life. It is fiscally responsible to maintain our streets, roads, and public facilities now, so they do not deteriorate and become more costly to fix in the future. The cities completed Pedestrian and Bicycle plan will provide direction and focus for scheduling needed projects. The City plans another large-scale street paving project as Phase 2 begins on the approved street paving plan. This funding will come from the existing Powell Bill Fund Balance.
- **Strengthening the Local Economy** — Programs that retain, attract, and help expand local businesses in Lowell are important to creating a diverse and vibrant economy. The City will continue to work with business owners to provide resources available to assist them. This will be more important as businesses recover from the COVID-19 shutdown.
- **Improving our Utility Billing Efficiency** - The Meter Replacement Project will continue and be completed in the summer of 2020. This project will improve productivity, reduce reading errors, reduce staff time, reduce water loss, and reduce water purchase cost.
- **Land Use Planning**— To ensure the highest and best use for future development in Lowell. To promote the efficient use of

land and encourage uses that promote and improve the quality of life for Lowell and its residents. In 2019 the NC General Assembly passed new legislation pertaining the Land Use and Zoning Regulations. The Planning Department will be tasked with ensuring compliance with the new requirements and revisions to the Zoning ordinance will be adopted in this fiscal year.

## Revenue

### General Fund

Last fiscal year a property reappraisal was conducted by Gaston County. The reappraisal increased the total assessed value of real and personal property to \$306,549,088 equating to a total ad valorem tax levy of \$1,318,969. The reappraisal resulted in an additional \$140,000 in annual property tax revenue. The additional revenue was used to staff the Planning Director position, new capital equipment, and general inflation. No tax rate increase is being proposed and it is recommended to maintain the current tax rate at 43 cents per \$100 of valuation. (County average is 46 cents).

Beginning this fiscal year the City will implement a Vehicle Tag Fee of \$10/year. Lowell is currently the only one of twelve Gaston County City’s that do not collect the tag fee. The NC General Statutes permit a fee up to \$30 per tag. The \$10/year fee will generate approximately \$31,000. \$5 of the fee will go to street repairs while the remaining \$5 will be used to balance the general operating budget of the city. The fee is collected by the annual vehicle registration renewal form received from the NC Department of Motor Vehicles.

### Water and Sewer Fund

The City had adopted a Capital Improvement Plan that provides a plan to fund needed improvements to maintain a quality water and sewer system while maintaining compliance with State and Federal requirements. The proposed budget recommends a 3% increase to water rates and a 1% increase to sewer rates. To understand these

## CITY MANAGERS BUDGET MESSAGE

increases monetarily the average user consuming 4,000 gallons would see an increase of \$1.07 on their utility bill.

### Department Highlights

The City of Lowell Staff continues to provide a high level of service to Lowell residents. We have a dedicated group of public servants that care about the community. If you want to see results you must invest in your employees. The City is focused on providing our staff with the necessary tools to complete their jobs as efficiently as possible.

This proposed budget includes a 2.5% cost of living adjustment for all employees to maintain a competitive advantage in the marketplace. This is also a recommendation of the personnel policy. The cost to the city for this increase is \$30,114

#### Administration

Personnel	\$315,886
Operations	\$251,878
Capital	\$9,000
<b>Total</b>	<b>\$576,764</b>

Administration expenses are projected to remain steady from the previous year. Administration encompasses a wide range of activities including Council expenses, Manager, Finance, City Attorney and Auditor, Human Resources, Planning, Beautification, and other general expenses.

#### Public Safety

Personnel	\$637,916
Operations	\$117,603
Fire Dept.	\$237,572
Capital	\$68,376
<b>Total</b>	<b>\$1,061,467</b>

Public safety makes up 41% of the Lowell fiscal year budget. The police department consists of nine officers. The department had an increase in capital debt service in 2019-2020. The new debt service provided vehicles, new mobile radios, and new laptops for the vehicles. The proposed budget included funding for new outer carriers for the officers as well as replacing outdated tasers.

The VFD has requested additional funding for staffing. The need is justified to provide an additional daytime employee resulting in two full time employees during the day which will improve efficiency.

#### Public Works (Streets)

Personnel	\$105,517
Operations	\$165,600
Capital	\$18,407
<b>Total</b>	<b>\$289,524</b>

Public Works provides a variety of services that meet the needs of our citizens every day from streets to grass maintenance. Salaries saw a decrease as a portion of salaries was moved to the Stormwater Department to better reflect the actual cost of service. The proposed budget includes the purchase of a Dump Truck that will be financed.

#### Sanitation

Personnel	\$135,783
Operations	\$91,853
Capital	35,850
<b>Total</b>	<b>\$263,486</b>

The Sanitation Department is partially supported by fees with the remainder supported by tax dollars. No fee increase is recommended this year. The department saw the addition of recycling in 2019. This budget continues to fund the recycling center which has been an enormous success to date. Zero contamination has been seen once the



## CITY MANAGERS BUDGET MESSAGE

addition of security equipment was implemented. The proposed budget includes the purchase of a new Trash Truck resulting in additional debt service.

### Stormwater

Personnel	\$83,514
Operations	\$9,400
Capital	\$16,133
<b>Total</b>	<b>\$109,047</b>

Stormwater Phase 2 requirements are mandated upon Cities by the EPA. The City received a Notice of Violation in 2020 for not properly funding and maintaining the Stormwater Management Plan in the City. To maintain compliance and avoid costly fines the city will focus on developing the Stormwater management plan in 2020. A stormwater fund has been added to the proposed budget. There is no dedicated funding mechanism for this program so the expenses will be funded by the general fund revenue. To find out more about the EPA's Stormwater requirements visit <https://www.epa.gov/npdes/npdes-stormwater-program> and here <https://www3.epa.gov/npdes/pubs/fact2-9.pdf>

### Parks and Recreation

Personnel	\$58,872
Operations	\$131,062
Capital	0
<b>Total</b>	<b>\$189,934</b>

Parks and Recreation is much more than athletics and the department has grown to provide a broad range of offerings to increase the quality of life for our residents. Parks and recreation is essential to create a sense of place and community people so commonly desire. The largest expense line item is for Special Events. This expense is offset

by the revenue that is projected from the events as well as the sponsorships that the staff has been successful in recruiting to help pay for the events.

### Water and Sewer Fund

Water and Sewer	
Personnel	\$307,860
Operations	\$676,317
Capital	\$70,100
<b>Sub-Total</b>	<b>\$1,054,277</b>
Waste Water Treatment	
Personnel	\$48,000
Operations	\$195,961
Capital	\$9,416
<b>Sub-Total</b>	<b>\$253,377</b>
<b>Total</b>	<b>\$1,307,654</b>

To cover rising costs and meet the demands of the Capital Improvement Plan a 3% increase in water and 1% increase in sewer rates is recommended per the adopted rate study. The proposed budget included new capital expenditures including a Backhoe Loader, Camera System for Utility Lines, and a Jet Vac Sewer Cleaning Machine. The new debt service totals \$28,841. The rate increase will fund the needed equipment.

<b>General Fund Revenue</b>						
	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2020</b>	<b>FY 2020-21</b>	
<b>Line Item Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual*</b>	<b>Budget</b>	<b>Budget</b>	<b>Explanations/Comments</b>
Ad Valorem Taxes-Prior Years	8,642	7,264	44,128	8,000	27,000	Prior year delinquent tax payments
Gross Receipts Rev Tax	14,363	41,456	114,547	97,000	116,000	Rental Car Tax - added Enterprise in FY 18-19
Ad Valorem Taxes	1,160,628	1,190,327	1,165,687	1,317,764	1,308,966	Real & Personal
Tax Penalties & Interest	5,514	5,101	5,984	5,000	2,300	Assessed from Delinquent Taxes
Interest Income	3,838	8,971	17,164	7,500	10,600	Interest Earnings From Cash and Investments
Beer & Wine Tax	16,588	16,169	16,311	16,200	16,300	From State on Per Capita Basis
DMV Tag Tax					31,000	3153 Registered Tags (\$10.00)
Miscellaneous Revenue	46,963	29,867	16,651	2,000	4,800	Unclassified Revenue i.e. Insurance Claims
Insurance Proceeds	18,298		19,469	12,950	10,000	
Donations Received			2,742	2,727		
Utilities Franchise Tax	199,466	200,668	247,880	200,670	201,000	% of the revenues derived from sales of utilities
Solid Waste Disposal	2,462	2,480	2,637	2,480	2,600	From State on Per Capita Basis
Powell Bill Receipts	93,738	94,291	93,757	94,291	93,306	Revenue from State Assigned to Streets and Sidewalks
Local Sales Tax	426,941	438,428	457,851	430,000	450,000	Sales Tax estimated to be less due to Coronavirus
Zoning Permits	4,550	3,575	8,240	3,500	5,000	Zoning Permit Fees
Sanitation Fees	107,379	108,530	141,524	137,560	149,000	Sanitation Service Revenue
Other Landfill Fees	1,503	1,882	1,537	1,650	1,500	Rental truck landfill fee reimbursement
Recreation Revenue	24,828	12,977	7,023	13,000	7,500	Athletic Registratoin & Other Misc Recreation Revenue
Community Center	4,410	7,580	8,700	7,000	6,000	Decrease rent time during renovations
Festivals & Events		7,567	26,150	25,000	23,000	Freedom Festival
Stormwater Revenue					-	
Grants					43,156	
Lease Proceeds	56,000	3,850		-		
Sales of Fixed Assets		6,905	14,344	-	24,000	
Fund Balance Appropriated				23,726	50,500	Server for City Hall (9,000) UDO Updates (19,000), police outer carriers (4,000), PW Bay Door and Gutters (6,000),
FB Powell Bill				120,000		
	<b>\$2,196,111</b>	<b>\$2,187,888</b>	<b>\$2,412,326</b>	<b>\$2,528,018</b>	<b>\$2,583,528</b>	



<b>Administration</b>						
	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2020</b>	<b>FY 2021</b>	
<b>Line Item Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual*</b>	<b>Budget</b>	<b>Budget</b>	<b>Explanations/Comments</b>
Council	\$ 15,600	\$ 16,000	\$ 15,660	\$ 16,000	\$ 16,000	Salaries for Six Elected Officials / Travel and Training for Council
Administrative Salaries	\$ 141,830	\$ 140,821	\$ 162,243	\$ 218,305	\$ 211,601	Clerk (25%)
FICA Expenses	\$ 11,935	\$ 11,660	\$ 13,112	\$ 16,700	\$ 17,411	7.65% of salaries is FICA expense
Health Insurance	\$ 24,266	\$ 27,587	\$ 32,474	\$ 34,653	\$ 38,066	Health and dental insurance
Retirement Expenses	\$ 9,944	\$ 10,618	\$ 12,529	\$ 19,538	\$ 21,478	10.15% of salaries is retirement.
401(K) Retirement	\$ 6,840	\$ 6,961	\$ 8,067	\$ 10,915	\$ 10,580	5.0% 401K match
Unemployment Benefits	\$ 507	\$ 58	\$ -	\$ 750	\$ 750	No change from FY20
Professional Services	\$ 41,576	\$ 42,055	\$ 40,077	\$ 65,000	\$ 73,000	Legal \$25,000, Audit \$35,000, NCLM \$4900, \$3200 for Southern Software Support, Engineering, \$4000 Cavanaugh MacDonald
Telephone & Postage	\$ 13,996	9,189	8,505	9,200	10,500	VOIP Phones, Cell Phones, Postage
Electric Utilities	\$ 4,740	5,212	4,890	6,000	5,600	Utilities for City Hall
Travel & Training	\$ 4,729	2,038	6,578	6,000	7,000	Professional Development
Main. & Repairs - Bldg	\$ 1,910	486	4,872	15,000	8,620	Facility Use
Main. & Repairs - Equip	\$ 3,262	1,979	1,692	3,500	4,000	General maintenance (HVAC, etc.)
Election Expenses	\$ -	4,062	-	4,100	-	BOE Fees (no fees in 2021 - off election year)
Checking Acct	\$ 6,223	5,362	5,008	5,400	5,000	BB&T Fees
Advertising	\$ 201	1,254	3,007	2,000	4,000	Gaston Gazette Legal Fees
Supplies	\$ 14,027	11,048	11,776	11,000	14,500	Office supplies, new copier lease (\$2,484)
Beautification	\$ 12,695	7,263	6,171	25,000	5,000	New Signage, Banners, Flowers, Christmas Decor and other Projects
Fire Protection	\$ 204,200	209,700	209,700		-	Moved to Public Safety
Zoning Board	\$ 325	375	150	500	200	Payment to Board Members for Attendance
Code Enforcement	\$ -		427	2,500	1,000	Inspection Fees / Title Searches
Grants	\$ 47,779	5,581	4,000			
Rental Expense	\$ 1,800	2,400	2,500	3,000	3,000	To Richard Trado for Lease on Parking Area Downtown
Contracted Services	\$ 51,977	68,123	91,136	62,064	74,000	IT, Blackboard, Cleaning, Website, Fire Inspection, Sturgis, UDO
Tax Collection Fees	\$ 8,065	8,028	9,046	8,050	8,000	Cost for Gaston County to Collect Taxes
Dues & Subscriptions	\$ 7,644	6,925	10,745	7,500	10,500	COG (\$915), ASCAP (\$375), MPO (\$800), Int'l Institute of Municipal Clerks (\$180), Montross Chamber annual membership (\$600), Misc memberships (\$300), ICMA (\$1000)
Insurance & Bonds	\$ 7,062	6,719	7,690	7,000	7,325	Estimated workers comp & prop/liability
Miscellaneous Expenses	\$ 366	2,459	5,435	7,400	6,000	Volunteer dinner, Employee Appreciation, Other Misc
Capital Outlay - Equip			6,640		9,000	New server
Capital Outlay-Building						None anticipated for FY 21
Principal Maturities	\$ 3,641	3,721		3,721		None anticipated for FY 21
Interest on Debt	\$ 161	81		81		None anticipated for FY 21
Contingency				15,000	4,633	Contingency
<b>Totals</b>	<b>\$ 647,301</b>	<b>\$617,765</b>	<b>\$684,130</b>	<b>\$585,877</b>	<b>\$576,764</b>	



<b>Public Safety</b>						
<b>Line Item Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>Explanations/Comments</b>
Police Salaries	\$ 372,940	385,766	386,052	428,792	443,238	Salaries and special LEO allowance for Retirees
FICA Expenses	\$ 28,167	29,058	29,110	32,803	33,908	7.65% of salaries is FICA expense
Health Insurance	\$ 60,427	70,509	75,916	76,495	93,896	Health and dental insurance (some new officers have family coverage, resulting in increase). Also paying for
Retirement Expenses	\$ 29,168	30,449	30,656	41,593	45,845	10.9% of salaries is retirement for LEO
401(K) Retirement Expense	\$ 18,007	18,029	18,019	21,440	21,030	5.0% 401K match
Telephone & Postage	\$ 12,269	9,321	10,369	9,330	10,000	9 Cellphones, 9 Wireless aircards, Office Phones
Electric Utilities Expense	\$ 5,848	5,947	5,340	6,000	5,900	Utilities for Office
Travel & Training	\$ 104	50	-	2,000	1,500	Training and meal reimbursement / Most training is local
Main & Repairs - Bldg	\$ 245	1,671	21,894	1,000	3,000	Maintenance for Building / Secure Access (Door and Inside Glass)
Main & Repairs - Equip	\$ 752		769	1,500	800	Copier Contract, Hand Held & In Car Radios, Radars
Main & Repairs - Autos	\$ 18,614	17,386	16,577	17,000	12,500	Vehicle Maintenance
Automotive Supplies / Fuel	\$ 21,642	26,929	25,228	29,000	25,000	Wex contract for 9 officers
Departmental Supplies	\$ 8,088	9,735	9,034	14,000	22,800	Office Supplies / Ammunition
Police Uniforms	\$ 4,135	9,776	3,649	5,500	10,400	Purchase new Outer Carriers, Uniforms, Boots, Duty Gear
Contracted Services	\$ 7,570	6,981	8,450	5,300	6,200	Cleaning Contract, Southern Software RMS Annual Support, Verizon Connect (GPS for vehicles)
Dues & Subscriptions	\$ 650	300	300	465	332	DCI Fee, Gaston County Law Enforcement Assoc
Insurance & Bonds	\$ 13,344	16,311	17,505	16,500	17,071	Estimated workers comp & prop/liability
Miscellaneous Expenses	\$ 40	100	1,237	500	2,100	National Night Out and Miscellaneous expenses
Capital Outlay	\$ 53,442		19,680	33,000	43,792	Payment on 2 new in 2019 vehicles (\$11,538) HomeTrust Bank, New Computers (\$5867), 2 vehicles at BB&T (\$14,258), new police radios (\$12,129)
Principal Maturities		15,522	13,856	35,000	20,351	Lease on police vehicles at Enterprise
Interest on Debt		1,509	1,067	1,509	4,233	Interest on capital outlay amount above
Fire Protection				209,700	237,572	Payment to Lowell VFD
<b>Totals</b>	<b>\$ 655,452</b>	<b>\$655,349</b>	<b>\$694,708</b>	<b>\$988,426</b>	<b>\$1,061,467</b>	



<b>Streets</b>						
<b>Line Item Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2019-20 Budget</b>	<b>FY 2020-21 Budget</b>	<b>Explanations/Comments</b>
Salaries and wages	105,148	84,535	52,563	90,875	71,652	Salaries & Wages
FICA Expenses	7,425	5,919	3,497	6,952	5,481	Employer FICA (7.65% of wages)
Health Insurance	23,245	20,467	13,256	15,056	17,529	Health and dental insurance
Retirement Expenses	7,598	6,343	4,008	8,133	7,273	10.15% of salaries is retirement.
401(K) Retirement	5,228	4,157	2,578	4,544	3,583	5% of salaries is 401(K) expense
Professional Services	3,950			1,000		
Utilities	58,017	58,340	50,177	58,350	61,000	Includes increase by DPCO for street lighting (\$4213)
Travel & Training	-			500	500	
Maint & Repairs-Building	-		495	1,500	7,500	Replace guttering and One Bay Door
Maint & Repairs-Equipment	7,687	4,200	7,983	9,000	11,000	Increase for Mower Maintenance
Maint & Repairs-Trucks	11,203	12,352	7,405	12,000	7,000	
Automotive Supplies/Fuel	7,970	7,731	9,369	8,000	9,900	
Departmental Supplies	18,323	12,325	18,204	16,000	19,000	
Uniforms	2,806	2,612	3,213	2,900	3,300	
Contracted Services	36,074	23,404	33,714	40,000	35,400	Includes Verizon Connect
Insurance & Bonds	8,698	10,566	11,645	11,850	10,000	Estimated workers comp & prop/liability
Miscellaneous	152	978	950	7,000	1,000	
Capital Outlay-Equipment			15,963	5,332	17,934	2019 truck (\$5,406) New Dump Truck (\$12,528)
Principal Maturities						
Interest					473	Interest on capital
	<b>\$303,524</b>	<b>\$253,929</b>	<b>\$235,020</b>	<b>\$298,992</b>	<b>\$289,524</b>	



<b>Sanitation</b>						
<b>Line Item Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>Explanations/Comments</b>
Sanitation Salaries	\$ 65,876	71,738	104,043	98,531	96,851	Three Employees, Added Recycling salaries, plus 15% of Public Works Director Salary
FICA Expenses	\$ 4,993	5,402	7,722	7,538	7,409	7.65% of salaries is FICA expense
Health Insurance	\$ 15,586	18,456	22,661	24,750	20,001	Health and dental insurance
Retirement	\$ 4,761	4,926	7,672	8,818	7,719	10.15% of salaries is retirement
401K	\$ 3,274	3,248	4,951	4,927	3,803	5.0% 401K match (recycling not included here -
Main. & Repairs	\$ 6,212	21,572	5,832	14,000	12,000	Maintenance to Trash Truck, Tires twice per year
Automotive/Fuel	\$ 6,198	8,550	9,315	8,600	9,100	Fuel for Trash Truck
Departmental Supplies	\$ 5,548	6,075	6,193	9,000	6,500	General Supplies / Can purchases to restock
Recycling/Contract Svcs	\$ 24,246	1,176	13,286	31,000	14,500	Recycling expense, took out of here salaries for recycling staff and put above
Landfill Tipping Fees	\$ 42,947	39,986	43,795	40,000	44,253	Cost of Landfill Disposal
Insurance & Bonds	\$ 5,671	6,143	5,367	6,143	5,000	Estimated workers comp & prop/liability
Miscellaneous	\$ 100	312	3,112	2,000	500	Small Miscellaneous Uncatagorized Expenses
Capital Outlay	\$ -		2,283		35,850	New Trash Truck Payment
Principal Maturities	\$ 40,721	41,527	21,071			
Interest on Debt	\$ 1,836	1,030	208			Interest paid on trash truck
<b>Totals</b>	<b>\$ 227,969</b>	<b>\$230,140</b>	<b>\$257,511</b>	<b>\$255,306</b>	<b>\$263,486</b>	

<b>Parks &amp; Recreation</b>						
<b>Line Item Description</b>	<b>FY 2016 -17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>Explanations/Comments</b>
Salaries	\$ 37,309	\$ 28,078	\$ 47,723	48,830	51,482	Two part-time positions
FICA	\$ 2,778	\$ 2,148	\$ 3,651	3,736	3,938	7.65% of salaries is FICA expense
Health Insurance	5117			-		
Retirement	1485		\$ 1,805	2,996	3,451	10.15% of salaries is retirement
401(K)	1018		\$ -	-		
Telephone & Postage	\$ 2,195	\$ 1,393	\$ 2,241	1,200	1,950	Cell Phone / VOIP Line and postage
Utilities Rec Facilities	\$ 6,251	\$ 5,885	\$ 5,747	6,000	5,000	Utilities at Recreation Facilities
Utilities Community Center	\$ 3,436	\$ 3,423	\$ 3,902	3,500	4,500	Utilities at Community Center
Travel & Training	\$ -		\$ 243	1,000	1,500	CPR, First Aid, Athletic Maintenance Course
Main.& Repairs	\$ 2,634	\$ 2,805	\$ 6,635	8,750	55,156	\$43,156 is for Township Grant to make repairs to community center. Fields surface(2), mulch, Harold
Automotive Fuel	\$ 620		\$ 369	750	750	Reimbursement money to Staff
Supplies	\$ 5,384	\$ 895	\$ 5,374	4,500	4,500	Field Chalk, Gym Floor Conditioner, Basic Office Supplies and Cleaners
Athletics	\$ 9,175	\$ 20,134	\$ 6,334	8,000	7,000	Pay Pal and League Line Up Fees, Uniforms for 3 sports, League Fees, Umpire Fees
Special Events	\$ 37,119	\$ 3,806	\$ 36,804	35,000	41,000	Freedom Festival and other community events
Contracted Services	\$ 13,332	\$ 14,659	\$ 8,402	20,500	7,000	Cleaning Contract, Floor Repairs
Insurance & Bonds	\$ 1,886	\$ 1,475	\$ 2,890	1,500	2,706	Estimated workers comp & prop/liability
Capital Outlay			\$ 35,030			
<b>Totals</b>	<b>\$ 129,739</b>	<b>\$84,701</b>	<b>\$167,150</b>	<b>\$146,262</b>	<b>\$189,934</b>	



<b>Powell Bill</b>						
	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2020</b>	<b>FY 2021</b>	
<b>Line Item Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Explanations/Comments</b>
Professional Services	\$ 8,196	1,000		751	4,000	Engineering and Surveying
Departmental Supplies	\$ 1,677	1,400	3,072			Signs, cones, lights, caution tape
Sidewalks					20,000	Sidewalk Repair
Contracted Maintenance	\$ 37,000	78,375	12,672	90,000	67,306	Street Repairs not water and sewer related
Miscellaneous	\$ 21					
Cap. Outlay - Other Imp.						Downtown Improvements
City Signs				3,000	2,000	Signs
Totals	\$ 46,894	\$80,775	\$15,744	\$93,751	<b>\$93,306</b>	

<b>Utility Fund Revenues</b>						
<b>Line Item Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2020-21 Budget</b>	<b>Explanations/Comments</b>
Interest-Investments	7	16	5	15	5	
Miscellaneous Income	5,464	2,076	4,205	5,000	2,215	
Water Revenue	610,511	590,428	662,088	656,172	698,664	3% increase with half percent growth rate ( )
Sewer Revenue	490,418	497,888	539,190	545,900	562,770	1% increase with half percent growth rate ( )
Water Tap Fees	3,600	300	1,600	800	3,000	Based on 3 taps (\$800 per tap)
Sewer Tap Fees	4,000		3,000	1,000	4,000	Based on 3 taps (\$1000 per tap)
System Development Fee-Water	6,250	15,000	18,500	12,300	5,000	Based on 10 new homes (\$500 per new home)
System Development Fee-Sewer	12,000	54,460	72,645	19,500	12,000	Based on 10 new homes (\$1200 per new home)
Reconnects & Late Fee	39,114	14,864	1,847	14,500	10,000	Decrease as more pay on time
Activation Fee	3,850	12,157	14,900	8,000	10,000	New Customer Activation Fee
Fund Balance Appropriated						
Sale of Fixed Assets						
<b>Totals</b>	<b>\$1,175,214</b>	<b>\$1,187,189</b>	<b>\$1,317,980</b>	<b>\$1,263,187</b>	<b>1,307,654</b>	



<b>Water and Sewer</b>						
<b>Line Item Description</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>Explanations/Comments</b>
Salaries	\$ 180,484	206,807	220,959	219,694	209,718	3 Employees @85%, 45% of PW Director, 75% Clerk, 90% Admin Asst, 2.5% COLA
FICA	\$ 13,046	14,934	16,011	16,807	16,043	7.65% of salaries is FICA expense
Health Insurance	\$ 33,950	39,519	50,326	53,107	50,327	Health and dental insurance
Retirement	\$ 13,041	15,480	16,975	19,663	21,286	10.15% of salaries is retirement
401(K)	\$ 8,974	10,206	10,902	10,985	10,486	5.0% 401K match
Professional Services	\$ 15,700	6,940	2,750	35,000	35,000	(reimbursable)
Telephone & Postage	\$ 20,311	13,265	11,332	13,500	12,450	Postage Water Bills & Cell Phones and Desk Phones
Electric Utilities	\$ 10,537	15,296	17,820	16,000	18,219	For all facilities i.e. lift stations
Travel & Training	\$ -			1,000	-	Water and Sewer Certification classes and testing
Main. & Repairs	\$ 8,332	12,112	5,511	20,000	23,077	In-House and outsource repairs / Lift Stations
Checking Acct Expense	\$ 785	402	921	500	1,500	BB&T Fees
Automotive Suplies (Fuel)	\$ 6,618	16,216	12,532	12,150	10,500	Wex fuel Contract
Supplies	\$ 11,771	37,315	26,517	34,000	34,000	Repair parts, supplies and tools
Uniforms	\$ 4,377	3,012	2,457	3,377	3,000	
Contracted Services	\$ 29,310	40,974	50,888	35,000	33,976	Outsourced repairs, Lift Station Pump and Haul
Water Purchase	\$ 380,682	373,894	380,806	400,000	413,000	Two Rivers Water Purchase (added ~ \$25,000 per TRU)
Sewer Treatment	\$ 37,466	45,494	73,429	70,000	76,200	Fair Street Lift Station
Dues & Subsriptions	\$ 2,845	2,800	2,805	2,800	2,500	
Insurance & Bonds	\$ 10,836	10,597	11,173	11,000	12,895	Estimated workers comp & prop/liability
Capital Outlay	\$ -	94,724	1,947	42,000	53,920	Payment for Water Meters (15,462) / 2019 Service Truck (9,617) / Backhoe (\$12,557)/ Camera System for Lines
Prin. Maturities	\$ 6,374	6,513				Equipment Leases
Interest on Debt	\$ 282	143			16,180	Water Meters (15,338) / Truck (842)
Contingency				9,000		Contingency
<b>Totals</b>	<b>\$ 795,721</b>	<b>\$966,643</b>	<b>\$916,061</b>	<b>\$1,025,583</b>	<b>\$1,054,277</b>	

<b>Wastewater Treatment Plant</b>						
<b>Line Item Description</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2018-19 Actual*</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Budget</b>	<b>Explanations/Comments</b>
Professional Services	-	3,133	-	10,000	4,000	Engineering
Telephone and Internet	388	1,754	808	1,800	780	Land Line, Fax, Internet
Electric Utilities	30,800	25,690	31,417	27,000	31,796	Cost for Plant
Maint-Buildings & Grounds	75		-	1,000	2,000	
Maint & Repair-Equipment	5,790		6,683		10,000	
Chemical Supplies	35,154	31,957	31,672	35,000	35,000	Atco, Jones Chemical, Univar, Maryland Biochemical, Bio Chem Resources
Departmental Supplies	4,542	2,898	4,451	3,000	4,500	Bluebook Purchases
Contract Services	42,915	47,676	44,250	48,000	48,000	Plant Operator
Sampling and Analysis	30,492	30,579	32,321	31,000	32,000	Required Sampling
Sludge Disposal	7,133	41,126	12,978	38,000	39,500	EMA Pump and Haul plus Republic Services Dumpsters
Contract Maintenance	2,265	29,338	42,326	30,000	32,000	Kemp Inc, Snyder Tech, Piedmont Chlorinator, KNC, LB
Dues and Subscriptions	960	1,020	2,139	1,100	1,470	Required Dues to State
Miscellaneous	-		370	1,000	500	Misc
Insurance & Bonds	1,925	1,995	2,204	2,000	2,415	Estimated workers comp & prop/liability
Capital Outlay			2,346	8,704	8,562	New Backup Pumps
Principal on Debt	75,968	57,024	55,179		-	Payment for Work Done at Plant - Bar Screen (paid off-none due in FY21)
Interest on Debt	5,497	3,340	2,173		854	Interest
<b>Totals</b>	<b>\$243,904</b>	<b>\$277,531</b>	<b>\$271,317</b>	<b>\$237,604</b>	<b>\$253,377</b>	



<b>Stormwater</b>		
<b>FY 2020-2021</b>		
<b>Acct Description</b>	<b>Budget</b>	<b>Explanations/Comments</b>
Salaries	\$ 54,917	Salaries & Wages
FICA	\$ 4,201	Employer FICA (7.65% of wages)
Health Insurance	\$ 16,076	Health and dental insurance
Retirement	\$ 5,574	10.15% of salaries is retirement.
401(K)	\$ 2,746	5% of salaries is 401(K) expense
Professional Services		
Postage	\$ 150	
Travel & Training	\$ 1,000	
Main. & Repairs	\$ 5,000	
Checking Acct Expense		
Automotive Suplies (Fuel)		
Supplies	\$ 1,900	Spill Kits, Educational Materials, Mapping Cost
Contracted Services		
Dues & Subsriptions	\$ 1,350	Permit Fee and Regional SW Partnership Dues
Insurance & Bonds		
Capital Outlay	\$ 16,133	Leaf Vacuum (\$16,133)
Prin. Maturities - Bonds		
Interest on Bonds		
Totals	<b>\$109,047</b>	

**New Capital Expenses**

<b>New Capital Expenses</b>						
<b>GENERAL FUND</b>	<b>Cost</b>	<b>Priority</b>	<b>Useful Life</b>	<b>Explanation</b>	<b>Annual Payment</b>	<b>Terms</b>
<b>Streets</b>	\$ 80,000	Medium	10 years	Dump Truck	\$ 12,528	7
<b>Sanitation</b>	\$ 200,000	High	6 years	Trash Truck	\$ 35,850	6
<b>Police</b>	\$ 12,450	Medium	8 years	Generator	\$ 2,633	5
<b>Stormwater</b>	\$ 90,000	High	8 years	Leaf Vacuum	\$ 16,133	6
<b>Sub-Total</b>	<b>\$ 382,450</b>				<b>\$ 67,144</b>	
<b>WS FUND</b>	<b>Cost</b>	<b>Priority</b>	<b>Useful Life</b>	<b>Explanation</b>	<b>Annual Payment</b>	<b>Terms</b>
<b>Water/Sewer</b>	\$ 90,000	High	10 years	Back Hoe Loader	\$ 12,557	8
	\$ 12,000	Medium	10 years	Camera System for Utility Lines	\$ 2,538	5
	\$ 65,000	Medium	8 years	Jet Vac Sewer Cleaning Machine	\$ 13,746	5
<b>Sub-Total</b>	<b>\$ 167,000</b>				<b>\$ 28,841</b>	