

City of Lowell

www.lowellnc.com

ADOPTED 6/8/2021

FISCAL YEAR 2021 - 2022

ANNUAL OPERATING BUDGET



Lowell
North Carolina

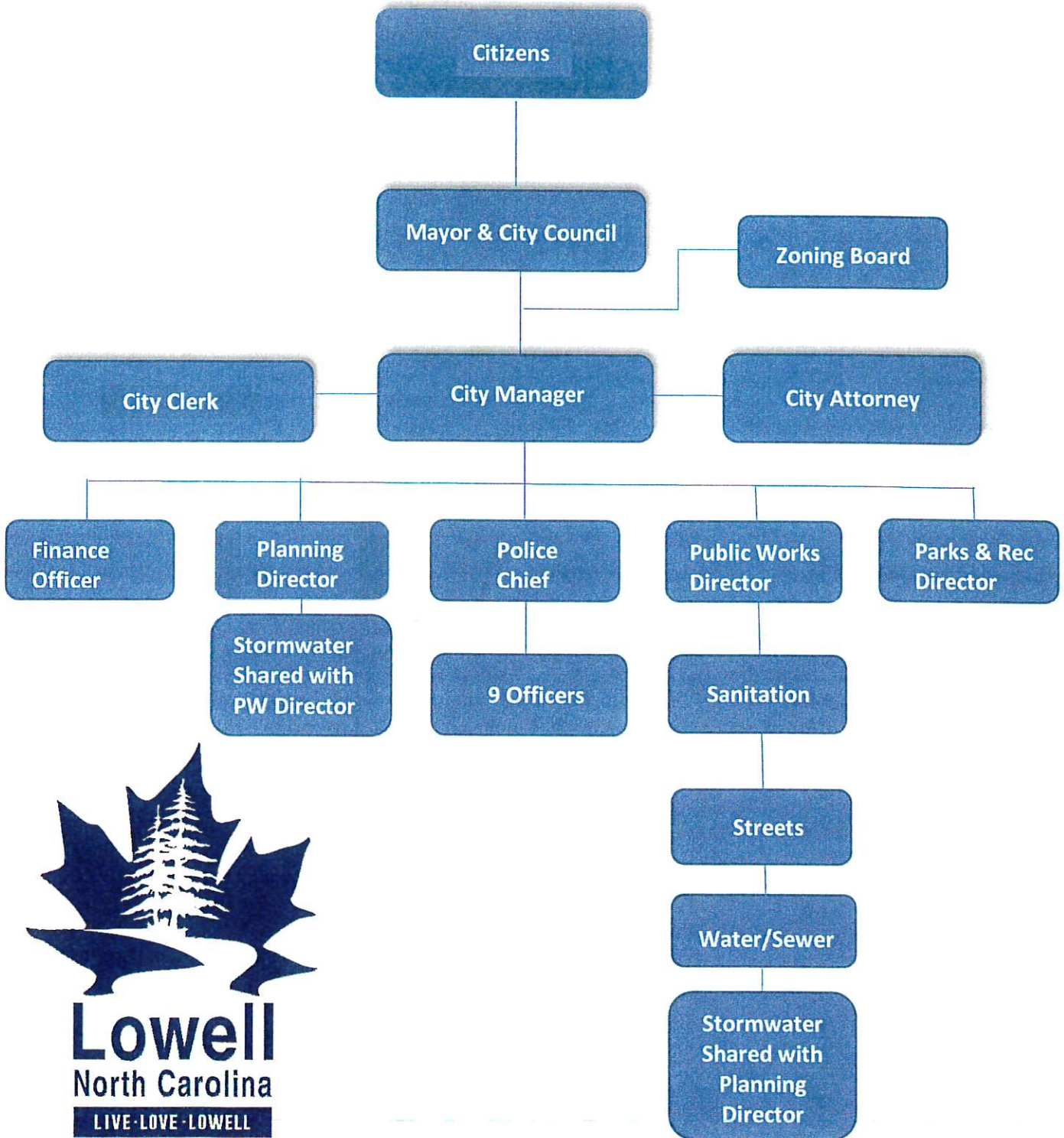
LIVE · LOVE · LOWELL

Scott Attaway
City Manager

Jared Pyles
Finance Officer

CITY OF LOWELL

ORGANIZATION CHART



Members of the City Council

Sandy Railey

Mayor

Thomas S. Gillespie

Mayor Pro-Tem

Phil Bonham
Council Member

Shane Robinson
Council Member

Ken Ervin
Council Member

Candy Funderburk
Council Member

Fee Schedule

CITY OF LOWELL, NORTH CAROLINA

Rates, Fees, and Charges FY 2021-2022 Adopted 6/8/2021

WATER RATES

RESIDENTIAL	<u>Inside</u>	<u>Outside</u>
Minimum 1500 Gallons	\$9.89	\$19.78
Per 1000 Gallons after Minimum	\$7.59	\$15.19
COMMERCIAL		
Minimum 1500 Gallons	\$13.83	\$27.65
Per 1000 Gallons after Minimum	\$10.05	\$20.11
IRRIGATION - Per 1000 Gallons - \$7.37		

SEWER RATES

RESIDENTIAL	<u>Inside</u>	<u>Outside</u>
Minimum 1500 Gallons	\$11.04	\$22.07
Per 1000 Gallons after Minimum	\$6.51	\$13.03
COMMERCIAL		
Minimum 1500 Gallons	\$15.44	\$24.02
Per 1000 Gallons after Minimum	\$8.30	\$13.60
SEWER ONLY CUSTOMER - Per 1000 Gallons - \$13.29		
SEPTIC SEWER - Minimum \$4.84 / Per 1000 Gallons \$2.86		

SYSTEM DEVELOPMENT FEE / TAP FEE / METER FEES

SYSTEM DEV. FEES:	<u>Water</u>	<u>Sewer</u>	WATER TAP FEES:	<u>Inside</u>	<u>Outside</u>
	¾ in - \$500	\$1,200		¾ in - \$800	\$1,100
	1 in - \$830	\$2,000		1 in - \$1,400	\$1,800
	1.5in - \$1,660	\$4,000		1-1/2" - \$2,000	\$2,400
	2 in - \$2,660	\$6,400		2" - \$2,600	\$3,000
	3 in - \$5,320	\$12,800			
	4 in - \$8,310	\$20,000	SEWER TAP FEES:	4" - \$1,000	\$1,400
	6 in - \$16,620	\$40,000		6" - \$1,500	\$1,900
	8 in - \$26,590	\$64,000		8" - \$3,000	\$3,500
	10 in - \$38,220	\$92,000			
	12 in - \$51,510	\$124,000			

IRRIGATION METER: \$500.00 **METER SET FEE:** \$225.00 ***No System Development Fees for Fire Protection Meters

GARBAGE COLLECTION CHARGES

RESIDENTIAL	
Roll Cart (1)	\$7.70
Ea. Add'l Roll Cart	\$7.70
COMMERCIAL	
Roll Cart (1)	\$15.00
Ea. Add'l Roll Cart	\$15.00

Stormwater Charges

Residential Stormwater Charge.....	\$6.75
Non-Residential Stormwater Charge	\$6.75/2,827 square feet of impervious surface

MISCELLANEOUS UTILITY SERVICE CHARGES

New Account Activation Fee	\$50.00
Deposit (<i>Waived for Homeowners – but must show proof of ownership</i>)	\$150.00
Penalty / Late Fee – If not paid by due date on bill.	\$5.00
Returned Check Fee	\$30.00
Delinquent Service Charge (<i>Scheduled for Cut-Off</i>).....	\$50.00
Water Meter Calibration Request (<i>Defective meter replaced free of charge</i>)	\$10.00
Replacement Meter (<i>Found to be damaged by customer</i>)	\$225.00
Tampering Fee (<i>Turning on water service that has been shut off by Public Works for non-pymt or hydrant tampering</i>)	\$250.00
Copies (per sheet).....	.25 cents

PLANNING AND ZONING FEES**Residential Zoning Permits**

New Home Construction	\$100
Multi-Family	\$100 + \$30 per unit
Home Additions/Expansions	\$50.00
Internal Up-Fit/Remodel (No Expansion)	\$25.00
Accessory Structures (350 sq ft or less)	\$25.00
Accessory Structures (Greater than 350 sq ft) ... <i>(May also require a conditional use permit)</i>	\$50.00

Non-Residential Zoning Permits

Change of Use.....	\$100.00
Up to 5,000 sq ft	\$250.00*
5,001 sq ft – 10,000 sq ft	\$350.00*
Over 10,000	\$350.00*

**(Plus \$100.00 for each additional 10,000 sq. ft + City Engineering Cost Billed Monthly During Project)*

Sign Permits	\$50.00
Zoning Verification Letter	\$50.00
Home Occupation Permit	\$25.00
Temporary Use Permit	\$50.00

Telecommunications Tower Permit (New)	\$5,500.00
Telecommunications Tower Permit (Co-Location)	\$300.00
Zoning Map Amendment	\$350.00
Text Change Application	\$350.00
Special Use Permit	\$350.00
Variance Application	\$450.00
Appeals	\$350.00

Subdivision Review

Preliminary Plat Submission	(0-50 lots)	\$300.00 + \$5.00 per lot*
	(51+ lots)	\$10.00 per lot*
Preliminary Plat Resubmission	(0-50 lots)	\$250.00 per lot*
	(51+ lots)	\$5.00 per lot*
Construction Plan Submission		\$500.00*

**(Plus City Engineering and Construction Inspection Cost Billed Monthly During Project)*

(To be applied to all Site Plans and Subdivision Plans that involve infrastructure installations. Construction Inspection/Engineering services to cover: Potable water, sanitary sewer, storm drainage, curb and gutter, streets, and sidewalk facilities.)

Final Plat Submission	\$250.00*
-----------------------------	-----------

**(Plus Final City Engineering Fees) (Balance of Above Fees Due Prior to Approval)*

Commercial / Industrial Site Plan Review	\$500.00*
------------------------------------------------	-----------

**(Plus Applicable City Engineering Fees)*

Recombination/Exempt/Easement Plats	\$75.00
-------------------------------------------	---------

Driveway Cut Permit	Residential \$25.00 / All Other \$50.00
---------------------------	-----------------------------------------

New Development Street Signage

The City of Lowell will provide street signage for new developments at cost plus twenty-five percent (25%).

RENTAL FEES

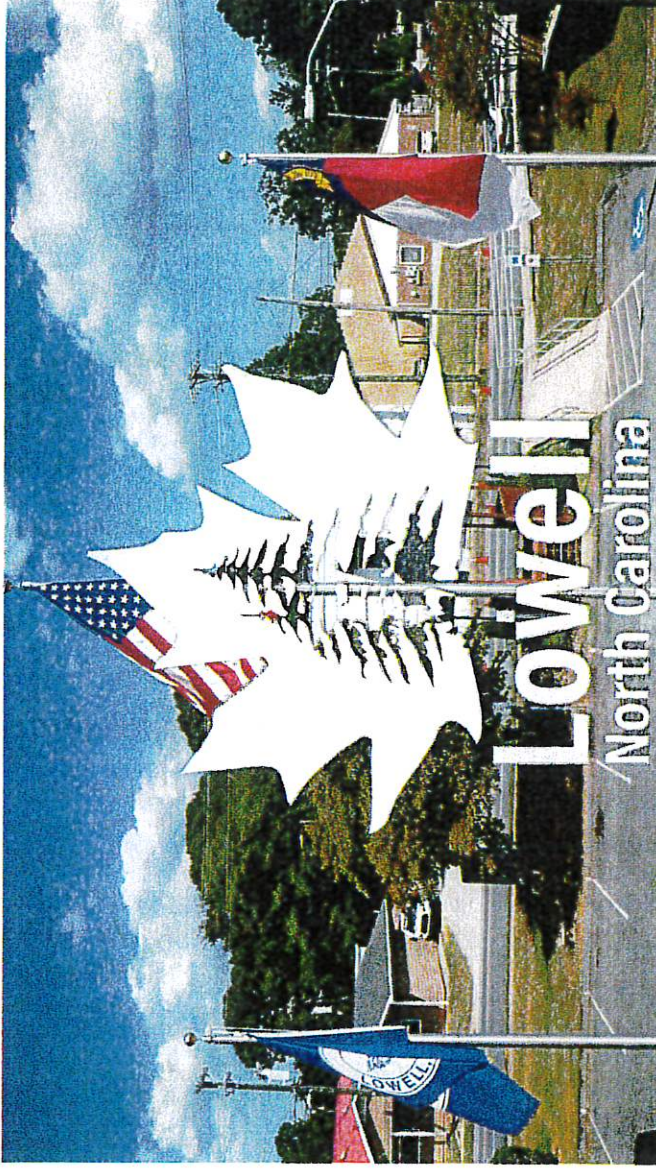
Community Center	<i>(Residents)</i> \$100 User Fee + \$100 Deposit = \$200 Total (Cash) <i>(Non-Residents)</i> \$150 User Fee + \$100 Deposit = \$250 Total (Cash)
Harold Rankin Park Picnic Shelter	\$15.00 (4 hour increments)
Truck Rental (Must have active water account) ... <i>(Charge subject to weight and specifications)</i>	\$67.47 Minimum Charge

PARKS & RECREATION FEES

Basketball Registration	<i>(Residents)</i> \$50.00 / <i>(Non-Residents)</i> \$65.00
Soccer (Fall & Spring) Registration	<i>(Residents)</i> \$50.00 / <i>(Non-Residents)</i> \$65.00
Baseball Registration	<i>(Residents)</i> \$50.00 / <i>(Non-Residents)</i> \$65.00
T-Ball Registration	<i>(Residents)</i> \$50.00 / <i>(Non-Residents)</i> \$65.00

City Manager's

Budget Message



EXECUTIVE OVERVIEW

Fiscal Summary

The City of Lowell's fiscal position is positive due to conservative fiscal management and strict adherence to the City Council's Strategic Master Plan. With the approved residential and commercial developments that have occurred during FY20 and FY21, there is much promise of resiliency in future revenues. Over the last four years the City has accomplished a number of strategic goals all while increasing the City's General Fund Unobligated Fund balance to a healthy level. The current unobligated fund balance increased from \$955,292 to \$1,275,706 which equates to 51.1% (up 4.5% since 2019) of the annual operating expenses for the City. Maintaining a strong fund balance allows the fiscal resiliency that is needed to withstand uncertainty. This is an indicator that the City is in much better position to deal with unexpected needs that may arise such as the Covid-19 pandemic, the aftermath of Covid-19, and other economic disasters.

During the current budget year, staff has kept a close eye on revenues and expenditures to ensure that shortfalls from the Covid-19 Pandemic were dealt with in a proactive manner.

The sustainability of the Water and Sewer Enterprise Fund has been a major focus of the City Council. This self-sufficient fund may not be supported by tax dollars but by 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.

In January 2020, the State of North Carolina Department of Environmental Quality issued the City of Lowell a Notice of Violation regarding our MS4 Stormwater Permit. To avoid costly fines from NCDEQ and the EPA, Lowell was required to submit a Stormwater Management Plan (SWMP) that NCDEQ had a guiding hand in

developing, in order to sufficiently address stormwater quality within our city limits. Since approval of the SWMP from NCDEQ, the City of Lowell needs a method to fund the program requirements. This unfunded mandate from the EPA has led the City to hire a 3rd party engineering firm to study the financial needs of the new stormwater requirements. The fee recommended from the study is \$6.75 for all residential properties and an Equivalent Residential Unit (ERU) of \$6.75 per 2,826 square feet for impervious surfaces on non-residential properties. The creation of a Stormwater Utility Fund is included in this budget in order to create accountable measures to administer the revenue resulting from the proposed stormwater fee.

The City continues to be aggressive in seeking grant funding and will continue to do so. In this upcoming fiscal year, the City will continue to administer 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 Waste Water Treatment Plant. The City plans to again apply for the AIA Water Line Mapping Grant this upcoming fiscal year. Part-F grant funding will be pursued after the Parks and Recreation Master Plan is completed this upcoming year. Funding from the American Recovery Act will assist the City in replacing lost revenue from the Covid-19 pandemic.

The City's total long-term debt across both major funds increased from \$159,563 last fiscal year to \$713,167. This remains an extremely low debt service number and equates to about \$196 per person in the City. 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. The use of debt financing for capital or infrastructure projects is justified by the benefits received principle meaning that capital expenditures that will provide benefit over many years will benefit future users as well as current tax payers, so the cost of the public investment should be borne by both. Using a portion of a tax payers dollars to pay off the debt for the capital expense is one way to ensure that future tax payers bear their fair share

of the cost. A list of capital projects is included in the budget document.

Key Operational Focus Areas

The FY2021-22 budget addresses a range of operational needs with a specific focus on the following:

- **Public Safety** – Recognize the deficiency of the amount of police officers in relation to call card numbers and increase staff appropriately. Increase transparency by adding body cameras. Increase training opportunities for Police staff.
- **Asset Inventory and Management Plan for both General Fund and Water and 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.
- **Continuously 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 don't deteriorate and become more costly to fix in the future. A pavement analysis plan will provide objective prioritization for street repair.
- **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 evaluate the effects of Covid-19 pandemic and look for opportunities to assist.
- **Continued Improvements to our Utility Billing Efficiency** – The new AMI technology meters were installed during FY21 and have increased efficiencies between our utility billing staff and water/sewer personnel. Continued efforts to improve utility billing include the rollout of the WaterSmart app which will give our citizens the ability to access their utility accounts from an app. This expedites inquiries related to usage and notifications

of leak alerts. This helps to conserve water resources and reduce unnecessary charges. This fiscal year also begins a new platform for digital work orders that will improve the speed of work order delivery to public works staff thereby improving overall efficiency of their duties and improved customer service.

- **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.

Revenue

General Fund

The assessed value of all personal property values totals \$317,713,464 equating the total ad valorem tax levy to \$1,367,005.44 based on our current tax rate of .43 cents per \$100 of evaluation. This has not changed since 2014. Considering the needs of Lowell, such as additions to public safety, facility maintenance and development, and infrastructure the current .43 cent tax rate can no longer support the demand of a growing budget. Therefore, the proposed budget includes a .06 cent tax increase. This will move the tax rate from .43 cents per 100 of evaluation to .49 cents. At .49 cents, Lowell will fall in the middle of the range of Gaston County property taxes. This increase is estimated to generate an additional \$193,626.96 in revenue to the General Fund. The cost to the residents of Lowell is calculated below using the median home value of \$135,738.47 (Lowell Median House Tax Value).

Median House Value (Lowell)	Taxes Paid at Current Rate (.43 cents)	Taxes Paid at Proposed Rate (.49 cents)	Difference
	\$135,738.47	\$583.68	

Department Highlights

The City of Lowell delivers excellent public services through transparent leadership and community engagement. In order to retain great employees, the City of Lowell has hired the MAPS Group to conduct a classification and pay study. It is recommended that this type of study be conducted every 4-5 years and the last time one was conducted was in 2016. It is important for the City of Lowell to invest in their staff who work tirelessly to deliver excellent public services to Lowell residents. This study found that Lowell was deficient in compensating their employees. The proposed budget contains a 5.9% increase in the overall (not each) expenditure of employee salaries. The cost to implement this recommended increase is \$60,840.

The NC State Retirement System increased the City's contribution percentage. The City will see an increase of 1.20% in retirement expenses for the non-police salaries and 1.14% for police salaries. This increase will cost the city an additional \$15,303 this fiscal year.

Administration

Personnel	\$307,918
Operations	\$315,053
Capital	0
Total	\$622,970

Administration expenses are projected to remain steady with a slight rise in professional services related to engineering and architecture work for current and future City facilities. Administration encompasses a wide range of activities including Council expenses, Manager, Finance, Human Resources, Planning, Beautification and other general expenses.

CITY MANAGERS BUDGET MESSAGE

Public Safety

Personnel	\$830,496
Operations	\$123,848
Fire Dept.	\$292,059
Capital	\$90,783
Total	\$1,337,185

Public safety makes up almost half of the Lowell fiscal year budget at 49% (Police 38% and LVFD 11%)

The addition of two (2) new police officer positions is the most notable characteristic of the budget. The Lowell Police Department has not added a position since 2008. Currently, there are 9 officers and this addition will bring them to 11. This will, at minimum, add a second officer (and sometimes a third officer) at any given shift and greatly increase the safety of our current officers. This budget proposes 3 police cruisers, which will cost \$120,00. 2 cruisers for each new position and 1 cruiser to replace the 2012 model. This proposed budget also includes the addition of body cameras that will offer more transparency, safety, and culpability. This will come at a cost of \$30,645.

This should be seen as a plan to achieve a standard per capita amount of officers for the safety of all. This addition of two police officers should be seen as a measure in achieving that goal.

The Lowell VFD has requested additional funding for the replacement of all the garage bay doors that are approximately 30 years old. Maintenance costs are rising each year and the doors are increasingly unreliable. The door replacements cost is \$21,288.52. This budget also includes the replacement of 5 sets of personnel protective equipment at a cost of \$17,400.

Public Works

Personnel	\$105,534
Operations	\$157,600
Capital	\$12,944
Total	\$276,078

Public Works provides a variety of services that meet the needs of our citizens every day from streets to grass maintenance. Certain incidental stormwater compliance/maintenance activities were previously conducted in this department. With the addition of the Stormwater Utility Enterprise Fund, allocations of certain supplies/materials, some percentages of capital outlay, and a percentage of salaries have been appropriately attributed to that SW Enterprise Fund. This has reduced the impact to GF revenues from the Stormwater Department that is proposed to utilize a user-based fee to fund the mandatory program requirements. This has also assisted the Public Works Department in implementing the salary study without a need for additional funding.

Sanitation

Personnel	\$138,366
Operations	\$92,500
Capital	\$33,682
Total	\$ 264,548

The Sanitation Department is partially supported by fees with the remainder supported by tax dollars. No fee increase is recommended this year. During the FY 20/21 the bulk policy was updated to reduce excessive trash collection, maintain existing sanitation fees, and promote a cleaner look of Lowell. The staffed recycling center continues to be a huge success and has become a model to neighboring municipalities as curbside recycling programs have become too costly due to excessive contamination. Lowell continues to be a zero-contamination recycling site and a great service to our residents.

CITY MANAGERS BUDGET MESSAGE

Parks and Recreation

Personnel	\$63,969
Operations	\$119,256
Capital	0
Total	\$183,225

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.

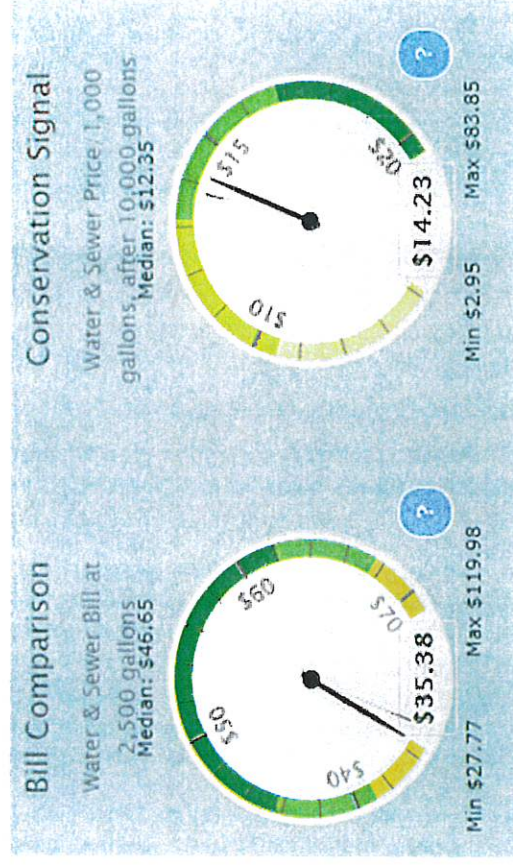
Formerly, the largest expense in operations has been special events, with one annual event. Covid-19 has caused Lowell to pivot from one large event, to offering numerous events throughout the year for our residents to enjoy. The City Council agrees with this approach of program provision. The largest expense line item proposed is contracted services, due to the need for a Master Plan for City of Lowell current and future parks and rec facilities. This will enable Lowell to apply and receive grants such as Part-F. This opportunity will focus on two (2) important goals of the City Council; *(1) Develop and Update Public Facilities (2) Enhance Multi-Generational Parks and Recreational Activities*

Water and Sewer Fund

Water and Sewer	
Personnel	\$329,046
Operations	\$702,913
Capital	\$61,560
Sub-Total	\$1,093,520
Waste Water Treatment	
Personnel	\$48,000
Operations	\$233,665
Capital	\$9,416
Sub-Total	\$291,081
Total	\$1,384,600.67

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 City of Lowell's current rates, even after recent rate increases in three of the last four fiscal years are amongst the lowest in the State of North Carolina. On the following page is a diagram that compares Lowell's average water and sewer bill against all other cities within a 50 miles radius.



Stormwater Fund

Personnel	\$130,394
Operations	\$82,100
Capital	\$34,277
Fund Balance	\$91,148
Total	\$ 337,919

A Stormwater Utility is proposed in this budget in order to create a sustainable revenue stream for the requirements of Lowell's MS4 Stormwater Permit. The National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program is mandated under the federal Clean Water Act. An NPDES MS4 permit is required for every MS4 owner or operator that has jurisdiction in a U.S. Census Bureau designated Urbanized Area. The City of Lowell is one of those areas. The Stormwater Department was formerly housed in the General Fund where it was minimally funded. It was not until the FY 20/21 Budget that stormwater expenses were shown in the budget as a separate department. This was prefaced by an audit of the City of Lowell's stormwater program in October of 2019 that resulted in a Notice of Violation from NCDEQ. Staff worked tirelessly on a way to resolve the violation and NCDEQ has accepted the City of Lowell's Stormwater Management Plan as of April 7, 2021. This is a 5-year plan that coincides with the 5-year MS4 permit. It provides a roadmap of how the City intends to address stormwater as it relates to public education, public involvement, illicit discharge and detection, construction site runoff control program, post construction site runoff controls, and good housekeeping and pollution prevention. The City hired Withers Ravenel to conduct a fee study and financial analysis of the required revenues for Lowell's stormwater program. The proposed fee is \$6.75/month for all residential customers and \$6.75/month per 2,827 square feet of impervious surface for all non-residential customers. This methodology is the most widely used fee structure in the state of North Carolina.

...

Budget Line Items

Revenues and Expenses

General Fund Revenue		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Explanations/Comments
Line Item Description	Actual	Actual	Actual	Actual	Budget	Budget	
Ad Valorem Taxes-Prior Years	7,264	44,128	35,674	27,000	27,000		Prior year delinquent tax payments
Gross Receipts Rev Tax	41,456	114,547	132,334	116,000	100,000		Rental Car Tax - added Enterprise in FY 18-20; decreased du
Ad Valorem Taxes	1,190,327	1,165,687	1,357,620	1,308,966	1,522,825		to Covid
Tax Penalties & Interest	5,101	5,984	948	2,300	2,000		Real & Personnel
Interest Income	8,971	17,164	10,228	10,600	16,000		Assessed from Delinquent Taxes
Beer & Wine Tax	16,169	16,311	16,340	16,300	17,500		Interest Earnings From Cash and Investments
DMV Tag Tax				31,000	31,000		From State on Per Capita Basis
Miscellaneous Revenue	29,867	16,651	3,684	4,800	2,000		3153 Registered Tags (\$10.00)
Insurance Proceeds		19,469	15,608	10,000	2,000		Unclassified Revenue i.e. Insurance Claims
Donations Received		2,742	2,590				
Utilities Franchise Tax	200,668	201,695	257,827	201,000	195,000		% of the revenues derived from sales of utilities
Solid Waste Disposal	2,480	2,637	2,887	2,600	2,900		From State on Per Capita Basis
Powell Bill Receipts	94,291	93,757	93,306	93,306	85,450		Per Gen Assembly calculation
Local Sales Tax	438,428	457,851	483,110	450,000	535,000		Local portion of Sales Tax
Zoning Permits	3,575	8,240	15,712	5,000	15,000		Zoning Permit Fees
Sanitation Fees	108,530	141,524	148,061	149,000	152,000		Sanitation Service Revenue
Other Landfill Fees	1,882	1,537	1,411	1,500	2,000		Rental truck landfill fee reimbursement
Recreation Revenue	12,977	7,023	8,102	7,500	9,675		Athletic Registration & Other Misc Recreation Revenue
Community Center	7,580	8,700	5,510	6,000	1,000		Decrease rent time during renovations and Covid
Festivals & Events	7,567	26,150	2,275	23,000	4,500		Offer Smaller Events
Stormwater Revenue							
Grants			70,733	43,156	48,156		Caramont for P&R \$5,000; Holding township grant placeholde
Lease Proceeds	3,850						for match on CDBG-NR Comm Center Repairs
Sales of Fixed Assets	6,905	14,344		24,000			
Fund Balance Appropriated				50,500			
Merchandise						2,000	New merchandise line item (City shirts, hats, etc)
FB Powell Bill							
	\$2,187,888	\$2,366,141	\$2,663,958	\$2,583,528	\$2,773,007		

Administration	FY 2017-18		FY 2018-19		FY 2019-20		FY 2021		FY 2022	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Council	16,000		15,660		16,055		16,000		16,000	
Administrative Salaries	140,821		162,243		217,526		211,601		200,116	
FICA Expenses	11,660		13,112		17,071		17,411		15,309	
Health Insurance	27,587		32,474		42,906		38,066		43,023	
Retirement Expenses	10,618		12,529		19,401		21,478		22,713	
401(K) Retirement	6,961		8,067		10,839		10,580		10,006	
Unemployment Benefits	58		0		0		750		750	
Professional Services	42,055		40,077		62,530		73,000		94,663	
Telephone & Postage	9,189		8,505		10,991		10,500		13,900	
Electric Utilities	5,212		4,890		4,758		5,600		5,750	
Travel & Training	2,038		6,578		7,466		7,000		7,500	
Main. & Repairs - Bldg	486		4,872		1,403		8,620		9,000	
Main. & Repairs - Equip	1,979		1,692		900		4,000		4,000	
Election Expenses	4,062		0		4,963		0		4,175	
Checking Acct	5,362		5,008		4,678		5,000		5,000	
Advertising	1,254		3,007		4,399		4,000		4,000	
Supplies	11,048		11,776		13,580		14,500		15,000	
Beautification	7,263		6,171		24,740		5,000		5,000	
Fire Protection	209,700		209,700				0			
Zoning Board	375		150				200		1,800	
Code Enforcement			427				1,000		9,000	
Grants	5,581		4,000							
Rental Expense	2,400		2,500		3,250		3,000		9,000	
Contracted Services	68,123		91,136		67,637		74,000		80,000	
Tax Collection Fees	8,028		9,046		8,994		8,000		9,900	
Dues & Subscriptions	6,925		10,745		10,997		10,500		10,500	
Insurance & Bonds	6,719		7,690		6,999		7,325		7,325	
Miscellaneous Expenses	2,459		5,435		4,729		6,000		6,500	
Capital Outlay - Equip			6,640				9,000			
Capital Outlay-Building										
Principal Maturities	3,721									
Interest on Debt	81									
Totals	\$617,765		\$684,130		\$566,811		\$576,764		\$622,970	

Explanations/Comments

Salaries for Six Elected Officials / Travel and Training for Council

Admin Salaries-Manager, Planning/Zoning Dir (70%), Finance Dir (25%), Clerk, CSR (10%)

7.65% of salaries is FICA expense

Health and dental insurance

11.35% of salaries is retirement.

5.0% 401K match

No change from FY21

Legal (\$30,000), Audit (\$35,000), NCLM (\$4,900), Southern Software Support, Engineering, Cavanaugh MacDonald (\$4,000)(OPEB)

VOIP Phones, Cell Phones, Postage, tablet service

Utilities for City Hall

Professional Development

Facility Use

General maintenance (HVAC, etc.)

Per Gaston County Board of Elections

BB&T Fees

Gaston Gazette Legal Fees

Office supplies, new copier lease (\$2,484)

New Signage, Banners, Flowers, Christmas Decor and other Projects

Moved to Public Safety

Payment to Board Members for Attendance

Inspection Fees / Title Searches / Minimum Housing

To Richard Trado for Lease on Parking Area Downtown and McCord

Master Planning, Architecture, Civil/Plans, IT, Blackboard, Cleaning, Website,

Cost for Gaston County to Collect Taxes *Increase per Gaston County COG (\$924), ASCAP (\$375), MPO (\$800), Int'l Institute of Municipal Clerks (\$180), Montross Chamber annual membership (\$600), Misc memberships (\$300), ICMA (\$1000)

Estimated workers comp & prop/liability

Volunteer dinner, Employee Appreciation, Other Misc

None anticipated for FY 22

None anticipated for FY 22

None anticipated for FY 22

Contingency

Public Safety		FY 2017-18	FY 2018-19	FY2020	FY 2021	FY 2022	
Line/Item Description	Actual	Actual	Actual*	Budget	Budget	Budget	Explanations/Comments
Police Salaries	385,766	386,052	421,811	443,238	560,856	560,856	Salaries w/2 new officers, Salary Study, Longevity
FICA Expenses	29,058	29,110	31,474	33,908	42,905	42,905	7.65% of salaries is FICA expense
Health Insurance	70,509	75,916	85,058	93,896	131,164	131,164	Health and dental insurance
Retirement Expenses	30,449	30,656	38,263	45,845	67,527	67,527	12.04% of salaries is retirement for LEO
401(K) Retirement Expense	18,029	18,019	19,671	21,030	28,043	28,043	5.0% 401K match
Telephone & Postage	9,321	10,369	10,684	10,000	8,500	8,500	2 phones, aircards
Electric Utilities Expense	5,947	5,340	5,378	5,900	6,000	6,000	Utilities for Office
Travel & Training	50	-	850	1,500	2,500	2,500	Training and meal reimbursement / Most training is local
Main & Repairs - Bldg	1,671	21,894		3,000	1,000	1,000	Maintenance for Building
Main & Repairs - Equip		769	521	800	1,000	1,000	Copier Contract, Hand Held & In Car Radios, Radars
Main & Repairs - Autos	17,386	16,577	15,238	12,500	15,300	15,300	Vehicle Maintenance
Automotive Supplies / Fuel	26,929	25,228	22,029	25,000	30,000	30,000	Wex contract for 11 officers
Departmental Supplies	9,735	9,034	9,995	22,800	23,000	23,000	Office Supplies / Ammunition
Police Uniforms	9,776	3,649	6,366	10,400	7,051	7,051	Purchase new Outer Carriers for new officers, Uniforms, Boots, Duty Gear
Contracted Services	6,981	8,450	6,031	6,200	6,200	6,200	Cleaning Contract, Southern Software RMS Annual Support,
Dues & Subscriptions	300	300	150	332	332	332	Verizon Connect (GPS for vehicles)
Insurance & Bonds	16,311	17,505	19,577	17,071	20,865	20,865	DCI Fee, Gaston County Law Enforcement Assoc
Miscellaneous Expenses	100	1,237	44	2,100	2,100	2,100	Estimated workers comp & prop/liability National Night Out and Miscellaneous expenses
Capital Outlay		19,680	51,232	43,792	34,209	34,209	3 Chargers (with upfit and radio/computer) Cost \$120,000 -- (\$25,060) ; \$9,148.63 for body cams
Principal Maturities	15,522	13,856	52,291	20,351	54,276	54,276	Generator (\$2,412), Police Radios (\$12,542), Police Vehicles (\$11,833), Police Computers (\$6,646.96) Enterprise (\$20,351)
Interest on Debt	1,509	1,067	2,060	4,233	2,299	2,299	Generator (\$184), Police Radios (\$796), Police Vehicles (\$892), Police Computers (\$426.51)
Fire Protection			209,700	237,572	292,059	292,059	Payment to Lowell VFD
Totals	\$655,349	\$694,708	\$1,008,422	\$1,061,467	\$1,337,185	\$1,337,185	

Streets	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual*	FY 2020-21 Budget	FY 2021-22 Budget	Explanation/Comments
Salaries and wages	84,535	52,563	66,187	71,652	71,017	Salaries & Wages
FICA Expenses	5,919	3,497	4,514	5,481	5,433	Employer FICA (7.65% of wages)
Health Insurance	20,467	13,256	20,481	17,529	17,473	Health and dental insurance
Retirement Expenses	6,343	4,008	5,834	7,273	8,060	11.35% of salaries is retirement.
401(K) Retirement	4,157	2,578	3,259	3,583	3,551	5% of salaries is 401(K) expense
Professional Services			3,200			
Utilities	58,340	50,177	48,502	61,000	61,000	
Travel & Training				500	500	
Maint & Repairs-Building		495	4,550	7,500	1,500	
Maint & Repairs-Equipment	4,200	7,983	18,899	11,000	11,000	
Maint & Repairs-Trucks	12,352	7,405	5,951	7,000	7,000	
Automotive Supplies/Fuel	7,731	9,369	7,906	9,900	10,000	
Departmental Supplies	12,325	18,204	17,043	19,000	15,000	
Uniforms	2,612	3,213	2,895	3,300	3,600	Uniform contract
Contracted Services	23,404	33,714	74,851	35,400	37,000	Includes Verizon Connect tablets, tablet service
Insurance & Bonds	10,566	11,645	12,351	10,000	10,000	Estimated workers comp & prop/liability
Miscellaneous	978	950	320	1,000	1,000	
Capital Outlay-Improvement			10,000			
Capital Outlay-Equipment		15,963	10,362	17,934		
Principal Maturities			5,295		11,990	2019 truck (\$5,528) New Dump Truck Changed to (\$6,462) from (\$12,528) due to SW 40%
Interest			782	473	954	Dump Truck (\$603), 2019 Truck (\$351)
	\$253,929	\$235,020	\$323,182	\$289,524	\$276,078	

Sanitation	FY 2017-18		FY 2018-19		FY 2020		FY 2021		FY 2022		Explanations/Comments
	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget		
Sanitation Salaries	71,738	104,043	108,387	96,851	95,745					Salaries & Wages	
FICA Expenses	5,402	7,722	8,116	7,409	7,324					Employer FICA (7.65% of wages)	
Health Insurance	18,456	22,661	22,425	20,001	19,642					Health and dental insurance	
Retirement	4,926	7,672	8,590	7,719	10,867					11.35% of salaries retirement	
401K	3,248	4,951	4,799	3,803	4,787					5.0% 401K match (recycling not included here - PT)	
Main. & Repairs	21,572	5,832	13,192	12,000	12,000					Maintenance to Trash Truck, Tires twice per year	
Automotive/Fuel	8,550	9,315	8,955	9,100	9,500					Fuel for Trash Truck	
Departmental Supplies	6,075	6,193	8,728	6,500	6,500					General Supplies / purchases to restock supply	
Recycling/Contract Svcs	1,176	13,286	15,119	14,500	14,500					Recycling expense, took out of here salaries for recycling staff and put above	
Landfill Tipping Fees	39,986	43,795	40,846	44,253	45,000					Cost of Landfill Disposal	
Insurance & Bonds	6,143	5,367	5,738	5,000	5,000					Estimated workers comp & prop/liability	
Miscellaneous	312	3,112	458	500						Small Miscellaneous Uncategorized Expenses	
Capital Outlay		2,283		35,850							
Principal Maturities	41,527	21,071								New Trash Truck Payment (\$30,929)	
Interest on Debt	1,030	208								Interest paid on trash truck	
Totals	\$230,140	\$257,511	\$245,352	\$263,486	\$264,548						

Parks & Recreation	FY 2017-18		FY 2018-19		FY 2020		FY 2021		FY 2022		Explanations/Comments
	Actual	Actual	Actual	Actual*	Actual	Budget	Budget	Budget	Budget		
Salaries	\$ 28,078	\$ 47,723	\$ 47,887		51,482	55,716			\$3,493 from salary study; 2.5% COLA other		
FICA	\$ 2,148	\$ 3,651	3,663		3,938	4,262			7.65% of salaries is FICA expense		
Health Insurance											
Retirement		\$ 1,805	2,812		3,451	3,991			10.15% of salaries is retirement		
401(K)		\$ -									
Telephone & Postage	\$ 1,393	\$ 2,241	2,077		1,950	2,800			Cell Phone / VOIP Line and postage		
Utilities Rec Facilities	\$ 5,885	\$ 5,747	4,870		5,000	5,000			Utilities at Recreation Facilities		
Utilities Community Center	\$ 3,423	\$ 3,902	3,801		4,500	4,500			Utilities at Community Center		
Travel & Training		\$ 243	1,068		1,500	1,500			CPR, First Aid, Athletic Maintenance Course		
Main. & Repairs	\$ 2,805	\$ 6,635	5,601		55,156	51,906			\$43,156 is for Township Grant to make repairs to community center		
Automotive Fuel		\$ 369	332		750	750			Fields surface(2), mulch, Harold Rankin sign repair		
Supplies	\$ 895	\$ 5,374	4,372		4,500	4,500			Reimbursement money to Staff		
Athletics	\$ 20,134	\$ 6,334	2,842		7,000	7,000			Field Chalk, Gym Floor Conditioner, Basic Office Supplies and Cleaners		
Special Events	\$ 3,806	\$ 36,804	19,877		41,000	16,400			Stack Sports Fees, Uniforms for 3 seasons, League Fees, Umpire Fees, Softball Equipment		
Contracted Services	\$ 14,659	\$ 8,402	785		7,000	22,000			Community Events		
Insurance & Bonds	\$ 1,475	\$ 2,890	3,031		2,706	2,900			Cleaning Contract, Floor Repairs, Master Plan (\$15k)		
Capital Outlay		\$ 35,030							Estimated workers comp & prop/liability		
Totals	\$84,701	\$167,150	\$103,015		\$189,934	\$183,225					

Powell Bill							
Line Item Description	FY 2017-18 Actual	FY 2018-19 Actual	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	Explanations/Comments	
Professional Services	1,000		-		2,000	Engineering and Surveying	
Departmental Supplies	1,400	3,072	-			Signs, cones, lights, caution tape	
Sidewalks				20,000	20,000	Sidewalk Repair	
Contracted Maintenance	78,375	12,672	215,512	67,306	65,000	Street Repairs not water and sewer related	
Miscellaneous			-				
Cap. Outlay - Other Imp.			6,765			Downtown Improvements	
City Signs				2,000	2,000	Signs	
Totals	\$80,775	\$15,744	\$222,277	\$89,306	\$89,000		

Water/Sewer Utility Fund

Revenues

Line Item Description	FY 2017-18 Actual	FY 2018-19 Actual	FY 2020 Actual*	FY 2020-21 Budget	FY 2021-22 Budget	Explanations/Comments
Interest-Investments	16	5	5	5	5	
Miscellaneous Income	2,076	4,205	1,120	2,215	2,500	Debt Setoff
Water Revenue	590,428	662,088	692,756	698,664	728,228	3% increase with half percent growth rate per Withers Ravenel
Sewer Revenue	497,888	539,190	562,520	562,770	550,868	1% increase with half percent growth rate per Withers Ravenel
Water Tap Fees	300	1,600	4,000	3,000	4,000	Based on 5 taps (\$800 per tap)
Sewer Tap Fees		3,000	5,300	4,000	5,000	Based on 5 taps (\$1000 per tap)
System Development Fee-Water	15,000	18,500	6,650	5,000	10,000	Based on 20 new homes (\$500 per home) True Homes
System Development Fee-Sewer	54,460	72,645	29,338	12,000	24,000	Based on 20 new homes (\$1200 per home) True Homes
Reconnects & Late Fee	14,864	1,847	234	10,000	15,000	
Activation Fee	12,157	14,900	9,800	10,000	10,000	New Customer Activation Fee
Fund Balance Appropriated						
Sale of Fixed Assets						
Proceeds from reimbursed Engineering					35,000	
Totals	\$1,187,189	\$1,317,980	\$1,311,723	\$1,307,654	\$1,384,601	

Water and Sewer		FY 2017-18 Actual	FY 2018-19 Actual	FY 2020 Actual*	FY 2021 Budget	FY 2022 Budget	Explanation/Comments
Salaries	206,807	220,959	236,427	209,718	224,906	3 Employees @85%, 45% of PW Director, 75% Finance Director, 90% Admin Asst,	
FICA	14,934	16,011	17,066	16,043	17,205	7.65% of salaries is FICA expense	
Health Insurance	39,519	50,326	46,223	50,327	50,163	Health and dental insurance	
Retirement	15,480	16,975	20,954	21,286	25,527	11.35% of salaries is retirement	
401(K)	10,206	10,902	11,706	10,486	11,245	5.0% 401K match	
Professional Services	6,940	2,750	6,282	35,000	35,000	Inspections Engineering	
Telephone & Postage	13,265	11,332	11,092	12,450	12,450	Postage Water Bills & Cell Phones and Desk Phones	
Electric Utilities	15,296	17,820	16,365	18,219	18,500	For all facilities i.e. lift stations	
Travel & Training					1,000	Water and Sewer Certification classes and testing	
Main. & Repairs	12,112	5,511	25,100	23,077	24,000	In-House and outsource repairs / Lift Stations	
Checking Acct Expense	402	921	2,023	1,500	1,500	BB&T Fees	
Automotive Suplies (Fuel)	16,216	12,532	8,289	10,500	10,000	Wex fuel Contract	
Supplies	37,315	26,517	24,288	34,000	34,058	Repair parts, supplies and tools; Water meters parts increase offset by SW materials being expensed to that fund	
Uniforms	3,012	2,457	2,496	3,000	3,000	Uniform Contract	
Contracted Services	40,974	50,888	30,411	33,976	34,000	Outsourced repairs, Lift Station Pump and Haul	
Water Purchase	373,894	380,806	384,130	413,000	434,000	up 5% per TRU	
Sewer Treatment	45,494	73,429	66,869	76,200	80,010	Fair Street Lift Station	
Dues & Subscriptions	2,800	2,805	3,180	2,500	2,500		
Insurance & Bonds	10,597	11,173	13,066	12,895	12,895	Estimated workers comp & prop/liability	
Capital Outlay	94,724	1,947	20,185	53,920	39,644	Payment for Water Meters (\$16,282) / 2019 3500 Service Truck (\$5901) / Backhoe (\$8,531)/ Camera System for Lines (\$1,214), Jet Vac (\$7,717.00)	
Prin. Maturities	6,513						
Interest on Debt	143			16,180	21,916	Meters (\$19,971), 2019 Chevy 3500 (\$374), Backhoe (\$796), JetVac	
Contingency							
Totals	\$966,643	\$916,061	\$946,152	\$1,054,277	1,093,520		

Wastewater Treatment Plant									
Line Item Description	FY 2018-19 Actual	FY 2018-19 Actual	FY 2020 Actual*	FY 2021 Budget	FY 2021-2022 Budget				Explanation/Comments
Professional Services	3,133	-	3,415	4,000	4,000				Engineering
Telephone and Internet	1,754	808	764	780	780				Land Line, Fax, Internet
Electric Utilities	25,690	31,417	28,825	31,796	37,000				Looked at Current Year Duke Billing
Maint-Buildings & Grounds		-	1,938	2,000	13,000				Generator Platform (\$5,000), Sandblast and Paint Building (\$8,000)
Maint & Repair-Equipment		6,683	6,433	10,000	10,000				Clarifier Improvements (\$13,000)removed ARP\$ tagged
Chemical Supplies	31,957	31,672	28,979	35,000	35,000				Atco, Jones Chemical, Univar, Maryland Biochemical, Bio Chem Resources
Departmental Supplies	2,898	4,451	9,502	4,500	4,500				Bluebook Purchases
Contract Services	47,676	44,250	44,090	48,000	48,000				Plant Operator
Sampling and Analysis	30,579	32,321	34,956	32,000	45,000				K&W Labs Increased sampling
Sludge Disposal	41,126	12,978	39,474	39,500	45,000				EMA Pump and Haul plus Republic Services Dumpsters
Contract Maintenance	29,338	42,326	31,839	32,000	35,000				Kemp Inc, Snyder Tech, Piedmont Chlorinator, Fortech, LB Electric, Kemp Inc (dry-bed maintenance)
Dues and Subscriptions	1,020	2,139	1,470	1,470	1,470				Required Dues to State
Miscellaneous		370	377	500	500				Misc
Insurance & Bonds	1,995	2,204	2,129	2,415	2,415				Estimated workers comp & prop/liability
Capital Outlay		2,346	8,850	8,562					Backup Pumps (carryover), Financing TBD Forced Main 75k* not totaled
Principal on Debt	57,024	55,179	53,222	-	8,658				(\$8,658) WWTP Pump
Interest on Debt	3,340	2,173	941	854	758				WWTP Pump (\$758)
Totals	\$277,531	\$271,317	\$297,205	\$253,377	291,081				

Stormwater		FY 2020-2021 Budget		FY 2021-2022 Budget		Explanations/Comments
Acct Description						
Salaries	\$	54,917	\$	88,173	Salaries & Wages	
FICA	\$	4,201	\$	6,745	Employer FICA (7.65% of wages)	
Health Insurance	\$	16,076	\$	21,060	Health and dental insurance	
Retirement	\$	5,574	\$	10,008	11.35% of salaries is retirement.	
401(K)	\$	2,746	\$	4,409	5% of salaries is 401(k) expense	
Professional Services			\$	50,000	Engineering, Mapping of infrastructure/outfalls, SWMP/CIP	
Postage	\$	150	\$	500	BMP #'s 5 Utility Mailers, No. 6 Target Audiences, No. 8, etc	
Travel & Training	\$	1,000	\$	1,750	SCM Inspection Certification Training (\$250x3=750)	
Main. & Repairs	\$	5,000	\$	15,000	Grates, Pipes, Boxes, Repairs	
Checking Acct Expense			\$	1,500	BB&T Fees for Utility Fund	
Automotive Supplies (Fuel)			\$	3,500	Need % from Thomas/Jared	
Supplies	\$	1,900	\$	8,500	Spill Kits, Educational Materials, Promo materials for events	
Contracted Services					Repairs to Infrastructure	
Dues & Subscriptions	\$	1,350	\$	1,350	Permit Fee and Regional SW Partnership Dues	
Insurance & Bonds						
Capital Outlay	\$	16,133				
Prin. Maturities			\$	31,547	Leaf Vac (\$13,832), Backhoe (\$5,688), F-750 Dump Truck (\$4,308), Jet Vac (\$3,934), Push Cam (\$1,214)	
Interest on Debt			\$	2,730	Leaf Vac (\$1,232), Backhoe (\$531), F-750 Dump Truck (\$402), Jet Vac (\$250), Push Cam (\$87)	
Anticipated Fund Balance Transfer			\$	91,148		
Totals		\$109,047		\$337,919		

Capital Items

New Capital Expenses

GENERAL FUND	Cost	Priority	Useful Life	Explanation	Annual Payment	Terms
Police	\$120,000.00	High	5 years	3 Police Cruisers	25,060.00	5 years
Police	\$30,644.31	Medium	5 Years	Police Body Cameras	9,148.63	5 years
TOTAL	\$150,644.31				34,208.63	