

# TOWN OF KERNERSVILLE



## BUDGET FISCAL YEAR 2012-2013

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The Honorable Mayor and Board of Alderman  
Town of Kernersville

Dear Mayor and Alderman:

As required by the Local Government Budget and Fiscal Control Act, as amended; enclosed you will find a balanced budget recommendation for all funds of the Town of Kernersville for the Fiscal Year 2012-2013. The public hearing date for the FY 12-13 budget has been set for June 5, 2012 and notice of submission of this budget to the Board of Aldermen will be published in accordance with all the requirements of G.S. 159-12; as well as other State and Federal requirements. A copy of this budget has been placed on file with the Town Clerk, and in the Paddison Memorial Library for public inspection.

## **BUDGET PREPARATION**

Budget preparation for the last three budgets has been a very difficult task. The revenues have fluctuated and there has not been any predictable pattern of growth or decline. The tax base has increased and decreased during this three year period, making it even more difficult to forecast what will actually occur. However, at the end of each year it has turned out that the forecast has been very close to the actual revenues at the end of the years.

Going into the FY12-13 budget, we were encouraged by the positive news about the economy and by some of the growth that had occurred in the Town and the Triad. We felt that this would generate some more revenue for the Town and the budget for the year would be better. As it turns out, there is some growth in the tax base and the sales tax for FY12-13. However, this growth is minimal and does not cover the loss in revenue from other sources for FY12-13. Overall there will be a revenue decrease for the upcoming year.

Knowing that there would be a decrease in revenues for the year, the budget preparation was done slightly different this year. The departments were only allowed to request capital purchase items if they were retiring enough debt to cover the new item. Also, the departments were not initially allowed to increase their operating expenses above the amount approved for FY11-12. The only increases allowed initially were for insurance and salaries. After the initial budgets were submitted by the departments, minimal adjustments were made to both the capital and operating expenses.

## **REVENUE NEUTRAL**

The Guilford County Tax Assessor and the Guilford County Commissioners did a revaluation of all property in Guilford County in January 2011. Kernersville was impacted by this revaluation because there is a small portion of Kernersville that is in Guilford County.

According to G.S. 159-11(e), in each year in which a general reappraisal of real property has been conducted, the budget officer shall include in the budget, for comparison purposes, a statement of the revenue-neutral property tax rate for the budget. The revenue-neutral property tax rate is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue for the current fiscal year if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal, after adjustments for annexation, de-annexation, or merger.

Exhibit A shows the revenue neutral calculations based on the revaluation of property in Guilford County (**See Exhibit A**). Because this new rate is based on a revaluation of property in Guilford County and the tax base in Guilford County is nominal in comparison to the tax base within Forsyth County, we are not recommending applying this rate.

## **FY 2012-2013 Budget Highlights**

### **I. REVENUE**

The revenues for FY12-13 are estimated to be \$26,437,542 (**See Exhibit B**). This is a decrease from the \$27 million in approved revenues for FY11-12. The decrease in revenues for FY12-13 is caused by several things. For three years there was a transfer from the Transportation Capital Project Fund to the General Fund for operating costs. The fund was closed in FY11-12 and the remaining money transferred to the General Fund to be dedicated for future road projects, thus there is no transfer this year. Also, the revenues for project management are less in FY12-13. We also predicted a decrease in Restricted Governmental Revenues for FY12-13. This decrease does not impact us as much because these revenues are restricted in how they can be spent. If they decrease then most likely the associated expenditure also decreased.

### **Ad Valorem Taxes**

The largest revenue source for the Town is Ad Valorem Taxes (property taxes), which are derived from the tax base of the Town. The tax base for this fiscal year is projected to be \$2,554,355,241, which is an increase of \$17,272,241 over FY11-12. For the 2<sup>nd</sup> year in a row, the tax base for Forsyth County is down. We are projecting a decrease of about \$16,377,000 in the Forsyth County portion of our tax base. Fortunately the tax base for Guilford County increased enough to offset the loss from Forsyth County and also give us some growth. This comes from the FedEx Ground Hub being completed and accounted for on the tax books.

The increase in tax base allows us to forecast an increase in Ad Valorem Taxes for FY12-13 over the approved amount for FY11-12. We are also forecasting a \$25,000 increase in the amount of prior year taxes that will be collected in FY12-13. As more of the foreclosed properties are sold we anticipate seeing the taxes for those paid. Also,

as the developers and builders sell some of their stagnant properties they are paying their past due taxes.

## **Sales and Use Tax**

The other main source of revenue for the Town is proceeds from the Sales and Use Tax. This revenue source increased steadily from 1998-2007, seeing increases ranging from 4-15%. From 2007 to 2010 the revenues either decreased or remained flat. Last year we recommended a slight revenue increase of 3.5% and it appears that the increase will be about 3%.

Based on the FY11-12 collections, we predict that there will be a slight increase in FY12-13. The North Carolina League of Municipalities (NCLM) is forecasting an increase of 3-4% in Sales and Use tax for municipalities in FY12-13. While we do think there will be an increase we are not confident that it will be this much. We are estimating Sales and Use Tax revenue to be \$3,733,879 for FY12-13, an increase of about 2%.

## **Unrestricted Governmental Revenue**

The Unrestricted Governmental Revenues source is the third largest revenue source for the Town. These are revenues that are collected by the State on our behalf and then passed through to us. The revenues that make up this category are the ABC Tax, Sales Tax, Telecom Sales Tax, Utility Franchise Tax, Video Programming Tax and the Solid Waste Disposal Tax. The largest revenue source in this category is the Sales and Use Tax, as it accounts for more than half of the revenue generated by the category. For the last couple of years the revenues from this category have contributed more than \$6 million a year to the Town. This revenue source has increased just slightly each year for the last three years, and we are expecting another slight increase this year. However, this depends greatly on the Sales and Use Tax because it is the largest Unrestricted Governmental Revenue source that the Town receives.

## **Rent from Property**

This revenue source is one that has not been discussed much in past budget years. However, it has become a significant source of revenue for the Town over the last several years. The Town currently collects rent on the following property: the communication tower at Public Services, tower land leases, the Library, the Recycling Center, Allegacy Federal Credit Union, the Chamber of Commerce building and the new buildings on South Main Street that were purchased in FY11-12.

The amount of revenue generated from rent is projected to be \$421,000. This may vary depending on the renewal of leases that expire this year. Most of this revenue does not have an associated expense with it, the exception being the buildings on South Main Street. The rent from the S. Main Street property is estimated to be \$100,000 for FY12-13 (based on 75-80% occupancy) and the associated payment is

\$88,000, leaving a gain of \$12,000 before maintenance and repairs. This amount will fluctuate depending on occupancy and maintenance costs.

## **Fund Balance Appropriated**

The unrestricted General Fund fund balance of a municipality is to be used as a “rainy day” fund and to cover expenses that occur mid-year that are not budgeted at the beginning of the year. The Town has always been conservative in its appropriation of Fund Balance and thus has maintained a healthy Fund Balance throughout the years.

For the last several years, beginning with FY09-10, the Town has initially budgeted a large amount from the General Fund fund balance to help cover the shortfall in the budget. In FY09-10 there was \$600,000 budgeted at the beginning of the year. At the end of the year there was \$437,000 appropriated from the fund balance. In FY10-11 there was \$700,000 budgeted at the beginning of the year and none appropriated from fund balance at the end of the year. For FY11-12 we budgeted \$302,000 and we are expecting to spend that much and maybe more.

Because of the previous appropriations and the projections for future revenues, we are not recommending appropriating any money from Fund Balance for FY12-13. We feel as though the best alternative for this year is to operate without any initial appropriation.

## **II. EXPENSES**

Even though the Town is not required to provide any service other than building inspections, the Town of Kernersville is a full service provider. The Town currently has eleven departments that provide services to the citizens: Governing Body, Administration, Engineering, Fire/Rescue, Police, Public Services, Parks & Recreation, Community Development, Human Resources, Finance, and Information Systems. Through these departments the Town offers a full array of services to the citizens and businesses, ranging from permits and inspections to four full time Fire/Rescue departments. The three largest departments are Police, Public Services and Fire/Rescue. Together they account for 70% of the entire operating budget. These three departments also account for more than 75% of the employees of the Town.

The cost of the services provided by these departments makes up the expenses of the Town. Citizens always want to know what their tax dollar is used for. When the monthly tax bill is compared to other services the citizens pay for on a monthly basis, it reflects that the citizens are actually getting a lot of services for their dollars. The median property value of the homes in Kernersville is \$154,000. This equates to a tax bill of \$765 a year, or \$63.80 per month. Exhibit C shows how this monthly expense compares to other expenses the average household incurs. When you look at the exhibit and realize that it only costs the average household \$63 per month for police protection, fire protection, garbage collection, quality roads, parks and recreation,

sidewalks, leaf collection and many other services, it makes it easier to understand that the citizens get a lot of services for their money (**See Exhibit C**).

The expenses of the Town basically fall into two categories: Operating Expenses and Capital Expenses. The Operating Expenses are made up of several different areas and all of these are necessary for the daily operations of the Town. This is usually the largest portion of the budget. Exhibit D shows the General Fund expenditures by department (**See Exhibit D**).

## **Operating Expenses**

### **Personnel**

The employees are the Town's greatest asset. They provide the manpower for the services that all citizens enjoy. The Town has always operated with a smaller staff than many surrounding municipalities. FY10-11 marked the first time in many years that a reduction in force was necessary. In total there were ten positions that were eliminated or frozen in the budget for FY10-11, with three of these being occupied. This reduction in force was followed up in FY11-12 with another reduction in force. In this year there were eight occupied positions eliminated. With three of these the employee was transferred to another position so the actual reduction in workforce was five employees. There was also another position frozen in FY11-12.

With such a drastic impact occurring in FY10-11 and FY11-12, we were hopeful that another reduction in force could be avoided for FY12-13. However, this is not possible and we are again recommending another reduction in force using various methods. Exhibit E shows the changes in workforce for FY10-13 (**See Exhibit E**).

### ***Positions Eliminated***

For FY12-13 we are recommending eliminating three collector positions in the Sanitation Division of Public Services. One of these positions is currently vacant so an employee will not be impacted. However, the other two positions are occupied so there will be an impact to employees.

We are also recommending the elimination of a Lieutenant position in the Police Department. There is a Lieutenant retiring at the end of FY11-12 and we are not recommending filling this position. We are also recommending eliminating the vacant records assistant position that was initially recommended to be included in the FY12-13 budget.

There are two more positions that we are recommending eliminating that are currently occupied. We are recommending eliminating the ASA I position in Community Development and an Inspector in the Transportation Division.

### ***New Positions***

We are recommending adding one new position this year in Parks and Recreation. This will be a seasonal Park Maintenance Worker. This position is badly needed because of the lengthened season and the increased workload. It is not possible to accomplish everything that needs to be done with the current staff.

### **Benefits and Salaries**

The employees are the most critical part of the Town operations. Our employees constantly go above and beyond the call of duty when providing services to the citizens. Their dedication to the Town and their job shows in everything they do. For this reason, it is important that we offer competitive wages and benefits so that we can retain them. More now than ever, we are in an ongoing battle with other municipalities and employers in the private sector to attract and retain good employees. For the last four years and with the upcoming fiscal year, the employees have been asked to do more with less. This has increased even more because of the reductions in force. The expectations and services do not decrease in proportion to the decrease in manpower. However, the employees have answered this call and they are willing to answer it again.

The changes to benefits and salaries have been significant the last two years. In FY 10-11 the Town implemented a 35 hour furlough for all employees. Along with the furlough the Town did not give a Cost of Living Adjustment (COLA), merit increase or a 401K contribution. The situation did improve slightly for FY11-12. There were no furloughs implemented and a slight merit of 2% implemented. However, FY11-12 marked the first time that employees were required to pay a portion of their insurance coverage.

### ***COLA and Merit Increases***

For FY12-13 we are not recommending any COLA or Merit increases. With the increase in other mandatory operating expenses and the decrease in revenues, it is necessary to eliminate both of these increases for this year. We are hopeful that we will be able to offer these in upcoming years.

### ***Health Insurance***

The benefit package that the Town offers is competitive with other municipalities around us. The Town offers insurance coverage to the employee and the employee's family. In previous years the employee did not have to pay for any of their coverage but they did pay a percentage of the dependent coverage. As mentioned earlier, this changed in FY11-12 and the employee had to start paying for a portion of their insurance along with what they paid for dependent coverage.

Last year the employee only paid \$30 monthly for their coverage and the Town paid the other \$30. However, in FY12-13 the employee will have to pay the full amount of \$60 monthly unless they participate in wellness incentives. If they participate in these incentives they will only have to pay \$30 monthly. We are not recommending any change to the amount the employee's pay for dependent coverage.

### **401K Contribution**

For many years the Town contributed to a 401K plan for every employee. In FY08-09 and FY09-10 this amount was 2%. However, this benefit was eliminated in FY10-11. We are not able to recommend a 401K contribution for FY12-13 either. We are still hopeful that when the economy improves the employees can be given a 401K contribution.

### **Overtime**

Almost every department spends money on overtime throughout the year, from a few hundred dollars to over one hundred thousand dollars for different departments. In FY11-12 we recommended that the majority of overtime be eliminated from all of the departments except the Fire/Rescue Department. An employee was required to use compensatory time as compensation for overtime. A minimal amount of money was allocated for special events.

We are recommending this again for FY12-13. We noticed in FY11-12 that it does place more of a strain on the departments that have big surges in workload but overall it worked well. We will still allow overtime money for special events and compensatory time will be used otherwise.

### **Developmental Pay**

We are recommending that the Town continue the developmental pay adjustments that were started in 2000. This plan creates a pay plan for Kernersville based on the average salary range for like jobs in other municipalities our size. Under this plan we review 1/3 of the workforce every year and make adjustments to the salary grades. This program is designed to bring employees to mid-point of the salary scale and also as a way to keep the salaries of those employees that are above mid-point competitive. This program has been very successful so far and has given the Town a competitive pay plan for most positions. The developmental pay has decreased the amount of turnover for the Town and has helped improve employee morale, and therefore, we are recommending no changes to this plan. Also, it is not possible to eliminate developmental pay for just one year because of the way the plan is structured. If it is eliminated this year then only the departments that are in the pay study will be impacted. To be fair to all employees, developmental pay would have to be eliminated for three years so that all Town employees are treated equally. This would then put us about three years behind in the pay scale.

### **Other Operating Expenses**

In previous years there were no parameters on what the department heads could submit in their budget recommendations. They would submit their recommendations based on what their department needed and then they would justify their requests. This year the process worked differently.

This year the department heads were not allowed to submit their budgets with an increase in operating expenses over the amount that was approved for FY11-12. There

were allowances for increases in mandatory expenditures and salary increases. This resulted in fewer cuts being made after the requests were submitted by department heads. Overall, the operating expenses only increased an average of 3% for FY12-13.

### ***Non-Profit Funding***

The Town currently funds eight non-profit entities at different levels of funding. Each of these non-profits requested to be funded for FY12-13 at the same level they were funded in FY11-12. However, with the budget situation this year we are not recommending funding the non-profits at the same level as FY11-12. For FY12-13 we are recommending cutting the funding in half for all of the non-profits.

### **Capital Expenses**

The Capital Expenses are made up of capital purchases and this usually consists of equipment, infrastructure, and infrastructure improvements. While this is a large expense these items are usually purchased on an installment purchase plan and they are financed over a four year period or longer. This negates the need for a large one-time payment. This year a capital expense could only be requested by a department if they had an existing payment expiring that was equal to or greater than the requested expense.

### **Equipment**

The Town has a five year Capital Improvement Plan in place that projects the equipment that should be replaced each fiscal year. Because of the struggling economy and tight budgets several years ago, the Town fell behind in equipment replacement. While we were able to replace some of the old and broken equipment we did not replace all of it. However, we are very fortunate to have a good maintenance division that enables us to get the maximum amount of use out of every piece of equipment.

Even with the tight budget last year, the Town was able to purchase several new pieces of equipment and do several major repairs to the buildings/infrastructure. This new equipment and repairs were very much needed and they will allow the Town to operate better and more efficiently in the future.

There are several new pieces of equipment being recommended in this year's budget. All of these are desperately needed because they are replacing pieces of equipment that are old and worn out. In some cases the old equipment is costing the Town as much in maintenance and repair as what the payment will be on the new equipment, and this cost will only increase if we keep the equipment. In other cases the equipment is out of service for so many days that it is costing time and money. The pieces of equipment that are discussed in the following section are capital expenses to be purchased under the installment purchase method. These items meet the requirements for an installment purchase because of their value (over \$5000) and their

useful life. Exhibit F shows the recommended Capital Purchases for FY12-13 and the justifications for each (**See Exhibit F**).

### ***Fire Rescue Equipment***

This year we are recommending some new equipment for the Fire/Rescue Department. We are recommending the replacement of the Aerial Truck this year. The current Aerial Truck is 22 years old and is not reliable or cost efficient anymore. It has been out of service over 100 days during the last three years and the maintenance costs exceed \$17,000/year and continue to increase. This is the best year to replace the truck because the department has a large payment expiring on another piece of equipment. This payment can be rolled into the payment for the ladder truck.

We are also recommending replacing one-third of the breathing air cylinders this year. Federal guidelines mandate the replacement cycle on these and we are required to have all new ones by 2015. We replaced one-third of the cylinders last year and will replace one-third next year.

We are also recommending replacing 20 radios in the Fire/Rescue Department this year. Like the radios in the Police Department, the current radios used by the Fire/Rescue Dept. use technology that will soon be outdated. When this technology changes our radios will no longer work with any agency that uses the new technology. Also, our current radios are no longer supported by Motorola so any time one breaks we must purchase a new one.

### ***Police Equipment***

For about the last ten years, the Town has had a program in place to replace Police vehicles every year. For many years we replaced five to seven vehicles a year. This made the life cycle for a vehicle about 9-11 years. Last year we increased the amount of cars replaced to ten. Even after replacing ten cars there were still four that had over 100,000 miles. For FY12-13 we are recommending replacing five vehicles. This will help reduce the amount of cars with over 100,000 miles on them and it will help us keep a more reliable fleet of vehicles in the Police Department. If we do not replace any vehicles this year we will be further behind next year.

We are also recommending replacing thirty two radios in the Police Department this year. The current technology that our radios use is going to be phased out in the coming years. When this happens our radios will not work with the new technology. Also, the current radios are no longer maintained by Motorola and therefore they cannot be repaired when they break. Our plan is to replace half of the radios this year and half of the radios next year. This will have us ready when the technology change takes place. For FY12-13 we are paying for the radios with forfeiture funds.

### ***Parks and Recreation Vehicles/Equipment***

This year we are recommending two new pieces of equipment for the Parks and Recreation Department. We are recommending a new Crew Cab truck and a new mower. The Crew Cab truck will be used to transport the mowing crew. We are currently using two trucks all the time for the mowing crew. The new truck will allow us to eliminate the use of one truck or split into two crews when we need to, allowing the mowing crew to better utilize its time. The new mower is needed to replace one of the older ones that no longer works.

### ***Public Service Vehicles***

We are recommending the purchase of two Automated Trucks in the Public Services Department. Both of these vehicles will be for the Sanitation Division. One of these trucks will be used for recycling and the other truck will replace an old automated refuse truck.

### **Building and Infrastructure Improvements**

The Town did a lot of building and infrastructure improvements in FY11-12. There are still several that need to be done but at this time there are more critical needs. For that reason, we are not recommending any building and infrastructure improvements for FY12-13.

### **Road Resurfacing**

The Town did a Pavement Condition Rating (PCR) report in 2010 and rated 68% of the roads at a "B" or better. In FY11-2 we did not recommend any funding for resurfacing and there was none approved. It is extremely important that we fund resurfacing this year. It is projected that our PCR will drop to an average of C or worse in 2012 and will continue to decline if some resurfacing does not take place. Although we need to fund at least \$300,000 in resurfacing, we are only recommending \$125,000. While this is certainly not enough to do all that needs to be done it is better than nothing.

### **Change in Service**

We are also recommending a change in service that will impact the operating expenses of the Town. The Town currently collects recycling every week using employees to pick-up and empty the recycling bins. Beginning in FY12-13 we are recommending that the Town change to automated recycling, collected on a bi-weekly basis. The process will be done using a driver and an automated truck. By changing to automated recycling we can eliminate three collectors and reduce the amount of fuel and maintenance for the trucks. Exhibit G shows the justification of changing the service to an automated collection (**See Exhibit G**).

### **III. RECOMMENDATION FOR FY 12-13**

In order to meet the needs of the citizens and continue providing the high quality services they are accustomed to, we are recommending a tax rate of **51.75 cents per \$100 valuation for FY12-13, an increase of two cents from 49.75 cents.**

The recommendation of a tax increase is necessary this year in order to help maintain a good fund balance and quality services now and in the future. This increase in the tax rate will also allow us to purchase some equipment that we must purchase in order to replace old equipment that is outdated and obsolete. We are also aware of the pending situation for FY13-14 and we are hopeful that an increase this year can help offset a larger increase next year.

The citizens of Kernersville have been very fortunate over the last 17 years. There have only been four increases during this time. Three of these increases were due to circumstances that were really beyond the Town's control, such as road bonds and the state withholding sales tax money. Given the economy that we have experienced during this period and the increase in prices of all goods and services during this time, it is remarkable that the tax rate has only increased four times. Exhibit H shows a chart indicating the tax rate from FY1995-96 to the current year (**See Exhibit H**).

Even with a tax increase, the tax rate in Kernersville will still be lower than all of the municipalities around us, except Winston-Salem. This comparison is made with municipalities that provide all of the services that Kernersville provides. Exhibit I shows the current tax rate for nine surrounding municipalities and Forsyth/Guilford County. We compete against these municipalities in the economic development arena (**See Exhibit I**). As one can see, our tax rate is significantly lower than other municipalities now and will remain so with a 2 cent increase.

The Board of Alderman has done an excellent job planning the future growth of Kernersville. Kernersville has remained competitive in the marketplace by keeping a low tax rate and still providing high quality services. It is critical that Kernersville does all it can to remain competitive in this economy. The tax rate that is being proposed for FY12-13 allows Kernersville to remain competitive in attracting and retaining business in now and in the future.

### **IV. Financial Position of the Town**

The Town has always strived to maintain a strong financial position. Previous Boards have worked hard to make sure that the Town is not burdened with heavy long-term debt and low cash reserves. Because of these continued efforts, the fund balance has always been strong and the debt load of the Town has remained fairly low for many years. Recognizing the Town's very strong fund balance and low debt burden, the Standard and Poor's rating agency upgraded the Town's general obligation bond rating from AA- to AA two years ago. There are several indicators used to measure the financial position of municipalities, three of which are highlighted below.

### ***Solvency***

The solvency is a measure of the Town's ability to meet long-term obligations. This measure is calculated by determining the amount of fund balance available as a percentage of expenditures. Over the last 6 years the Town's solvency has ranged from a low of 26% in 2006 to a high of almost 38% in 2008. It is currently at 32.14%, which is very good considering the last three economic years. The Local Government Commission requires the available Fund Balance to be at least 8%; however they prefer that the Town is within the range of its peer municipalities. The range for our peer municipalities is 30-35%.

### ***Financing Obligation***

The financing obligation of a Town is the amount of Town expenditures committed to annual debt service. This indicator is measured by the debt service ratio of the Town, which is debt service divided by total expenditures. For the Town this consists mainly of the installment purchase payments for the yearly capital purchases and also the long-term debt related to infrastructure projects.

The debt service ratio for the Town has ranged from 8% to 11% over the last six years. The highest of these was 2009 at 11% and the lowest was 2006 at 8%. The variance is mainly dependent upon the amount of equipment purchased that year. The debt service ratio for 2011 decreased to 9% because of retired debt and a low amount of purchases. The bond rating agencies have cited a benchmark of not more than 20% for a local government so we are well within their requirements.

### ***Dependency***

The indicator of dependency shows the extent to which a local government relies on other governments (Federal, State) for resources. Dependency is analyzed using the intergovernmental ratio, which is intergovernmental revenue divided by total revenue. This takes into account the unrestricted government revenue sources and some of the grants that the Town receives. If a municipality is heavily dependent upon other governments for resources then it may be hit very hard if funding agencies face difficult economic times and are not able to provide the same amount of revenue.

The intergovernmental ratio for the Town is 30%. This means that 30% of our total revenue comes from other government resources. While this is not very high and is in line with other municipalities, it indicates that a significant portion of our revenues are beyond our control. Because of the uncertainty of funding from other government sources it is always good to have this ratio as low as possible. An example of this is the Sales Tax Hold Harmless revenue. We have depended on the revenue from this source and when it expires at the end of FY12-13 it will leave a shortfall in our operating revenues. The more dependent we are on other government resources the larger the potential shortfall may be in the future. We will continue to monitor this ratio and if it becomes too high we will alert the Board of Alderman.

Overall the Town is strong financially. We are well within the benchmarks that are set by the State and the bond rating agencies. We will continue to monitor our position on an ongoing basis and recommend any changes to the Board of Alderman.

## **V. FUTURE CONCERNS**

Beginning in FY09-10, this section was included in the Budget Message to make the Board of Alderman aware of some concerns with future Town budgets. These concerns ranged from an increase in fixed operating expenses to a projected decrease in revenues due to the loss of some revenue sources. The Board took these concerns into account each year and made adjustments with future budgets in mind. These adjustments helped offset some of the problems that will likely occur but they did not offset all of them.

The biggest concern that we had was the impending loss of the Sales and Use Tax Hold Harmless money. This source generates about \$650,000 to \$700,000 per fiscal year for the Town. In FY09-10, FY10-11 and FY11-12 the Board was informed that this source of revenue would expire at the end of FY12-13. However, because of the economy at the time it was nearly impossible to make provisions to operate without using this source as operating revenue. As far as we know right now, this revenue source will expire at the end of FY11-12. If this revenue source is no longer available the Town will have \$700,000 less revenue at the start of FY13-14. The loss of this revenue source is permanent and will not be available in the future.

Another revenue source that we expressed concern over beginning in FY09-10 is the transfer of revenue from the Transportation Fund to the General Operating Fund. This transfer was made in FY09-10, FY10-11 and FY11-12. It was expressed in all three years that continuing this transfer would eventually result in a zero balance in the Transportation Fund. However, because of the decline of other revenues it was necessary to use this fund to cover project related expenditures in the general fund. Because of accounting requirements this fund was closed in FY11-12 and the remaining money was directed to the Capital Reserves Fund for Future Transportation Projects. This money could be appropriated for operating purposes in FY12-13 if the Board chooses to do so. However, this would zero-out the fund and there would be no more money for future road projects, and knowing what the future holds this would not be a wise decision.

In addition to these revenue sources there are a few more in the FY12-13 budget that will not be available in FY13-14, or at least not for the same amount. These are revenues derived from grants, sales of assets, etc.

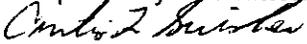
The other concern that we have is in regards to the cost of health insurance. The Town has been fortunate for the last two years as we have not seen a large increase in premiums. However, we know that this cannot continue and we are expecting an increase of at least 10% for FY13-14.

With the inevitable loss of revenue coupled with the increase in expenses, FY13-14 is going to be very difficult. The revenue loss will most likely be more than \$700,000. The increase in operating expenses alone will most likely be \$400,000 to \$500,000, and this does not take into account any capital purchases. This means that the starting deficit for FY13-14 will most likely be in excess of \$1,000,000. This is a true deficit because all of the loss is in revenue and fixed expenses. It is not a deficit that is resulting from a large amount of capital purchase requests that can be eliminated. This is a deficit that is the direct result of a loss in revenues, not overspending, and it is very difficult to overcome. Exhibit J shows the projected deficit for FY13-14 (**See Exhibit J**). **Also, this loss in revenue is not associated with the revaluation being done by Forsyth County. Any loss in tax base from the revaluation will be in addition to the revenue loss discussed above and it will have to be accounted for through a revenue neutral process, which will require an upward adjustment in the tax rate.**

There are several options to help overcome this deficit but all of them will involve some sort of tax increase for FY13-14. One cent on the tax rate currently generates about \$250,000, so if the deficit is \$1,000,000 then it would take a 4 cent increase to offset the loss in revenue. If the deficit comes in at \$1,500,000 then it would take 6 cents to offset the loss. We will of course look at a combination of different strategies to make the increase as low as possible but at this time we do not see any way to get by without having some sort of tax increase, unless the revenues come in better than we are forecasting. We also realize that it is impossible for the tax base to grow enough to offset the loss in revenue. The tax base would have to increase by \$200,000,000 to generate the revenue the Town needs. This simply will not happen in a year, and most likely will not happen in a five year period.

Kernersville is facing a difficult time for the next several years. The revenue loss will be permanent and will impact not only FY13-14 but many of the subsequent years. There will most likely have to be changes made to the tax rate and to the services that the Town offers. This change in services will impact the Town employees, the citizens and the businesses of the Town, but will be necessary in order for the Town to balance future budgets.

We completely understand the situation that the Town and the citizens are in because of the economy and we are hopeful that it will get better soon. Like last year's budget, we feel as though the budget being recommended for this year is one that is as lean as possible. We are again recommending eliminating positions, reducing and changing benefits and reducing operating costs. We have implemented minor service changes, but none that will significantly impact the quality the citizens expect and receive. As in all previous years, we will do everything possible to prevent this from happening. Kernersville is strong and vibrant and will continue to be so.

Respectfully submitted,  
  
Curtis L. Swisher

Note: On June 20<sup>th</sup>, 2012 the Board of Alderman approved the FY12-13 Annual Operating Budget. In adopting this budget, the Board of Alderman made the following changes to the proposed budget:

**Revenue Section:**

- Reduced the tax rate from the recommended rate of 51.75 cents to 49.75 cents.
- Appropriated \$500,654 from Fund Balance.

**EXHIBIT A. REVENUE NEUTRAL TAX RATE CALCULATION**

**Step 1. Annual Tax Base Growth Calculation**

			<b>% increase or decrease</b>
<b>2004-05</b>	(with annex)	<b>1,790,794,217</b>	<b>14.0%</b>
<b>2005-06</b>	(w/out annex)	<b>2,040,971,836</b>	
<b>2005-06</b>	(with annex)	<b>2,047,178,936</b>	<b>3.9%</b>
<b>2006-07</b>	(w/out annex)	<b>2,127,589,622</b>	
<b>2006-07</b>	(with annex)	<b>2,129,068,522</b>	<b>2.4%</b>
<b>2007-08</b>	(w/out annex)	<b>2,181,218,500</b>	
<b>2007-08</b>	(with annex)	<b>2,190,233,400</b>	<b>3.4%</b>
<b>2008-09</b>	(w/out annex)	<b>2,263,651,700</b>	
<b>2008-09</b>	(with annex)	<b>2,264,412,716</b>	<b>14.1%</b>
<b>2009-10</b>	(w/out annex)	<b>2,583,750,000</b>	
<b>2009-10</b>	(with annex)	<b>2,586,247,300</b>	<b>-2.2%</b>
<b>2010-11</b>	(w/out annex)	<b>2,529,595,427</b>	
<b>2010-11</b>	(with annex)	<b>2,529,595,427</b>	<b>0.3%</b>
<b>2011-12</b>	(w/out annex)	<b>2,537,083,000</b>	
<b>2012-13 Tax Base</b>		<b>\$2,554,355,241</b>	<b>8 yr avg growth 5.1%</b>

**Step 2.**  $\frac{\text{Tax Base (FY12-13)}}{100} = \frac{\$2,554,355,241}{100} = \$25,543,552$

**Step 3. Calculation of tax rate needed to produce equal tax levy**

Tax Base (FY12-13) x Rate Needed = AVT collection for FY11-12

*therefore:*

Rate Needed =  $\frac{\text{AVT collection (FY11-12)}}{\text{Tax Base (FY12-13)}}$

Rate Needed =  $\frac{\$12,621,988}{\$25,543,552}$

Rate Needed = .494 or 49.4 cents per \$100 valuation

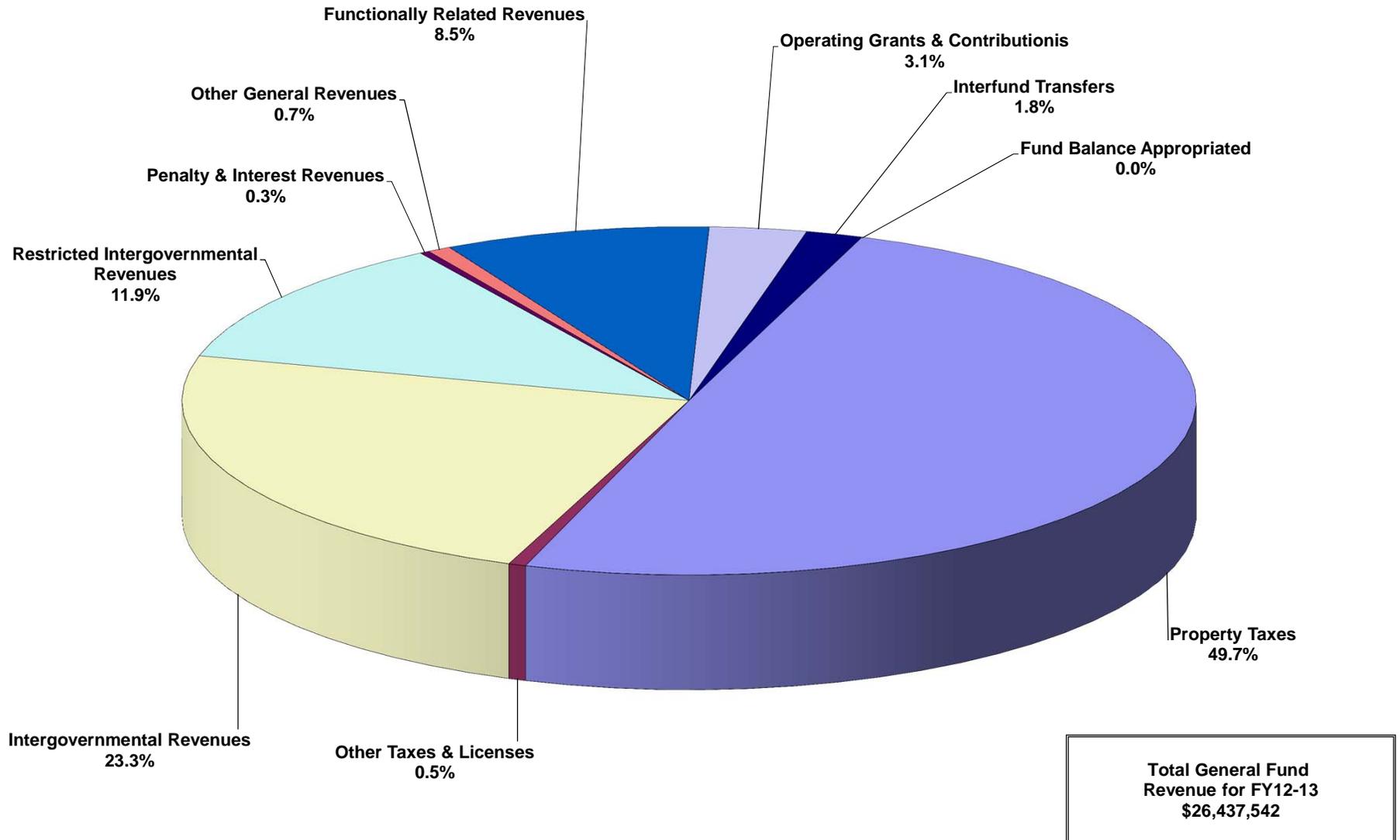
**Step 4. Calculation of Revenue Neutral**

Revenue Neutral Tax Rate = Revenue Neutral Rate x Growth Factor of 5.1%

49.4 x 105.1% = 52.0 cents per \$100 valuation

**EXHIBIT B**

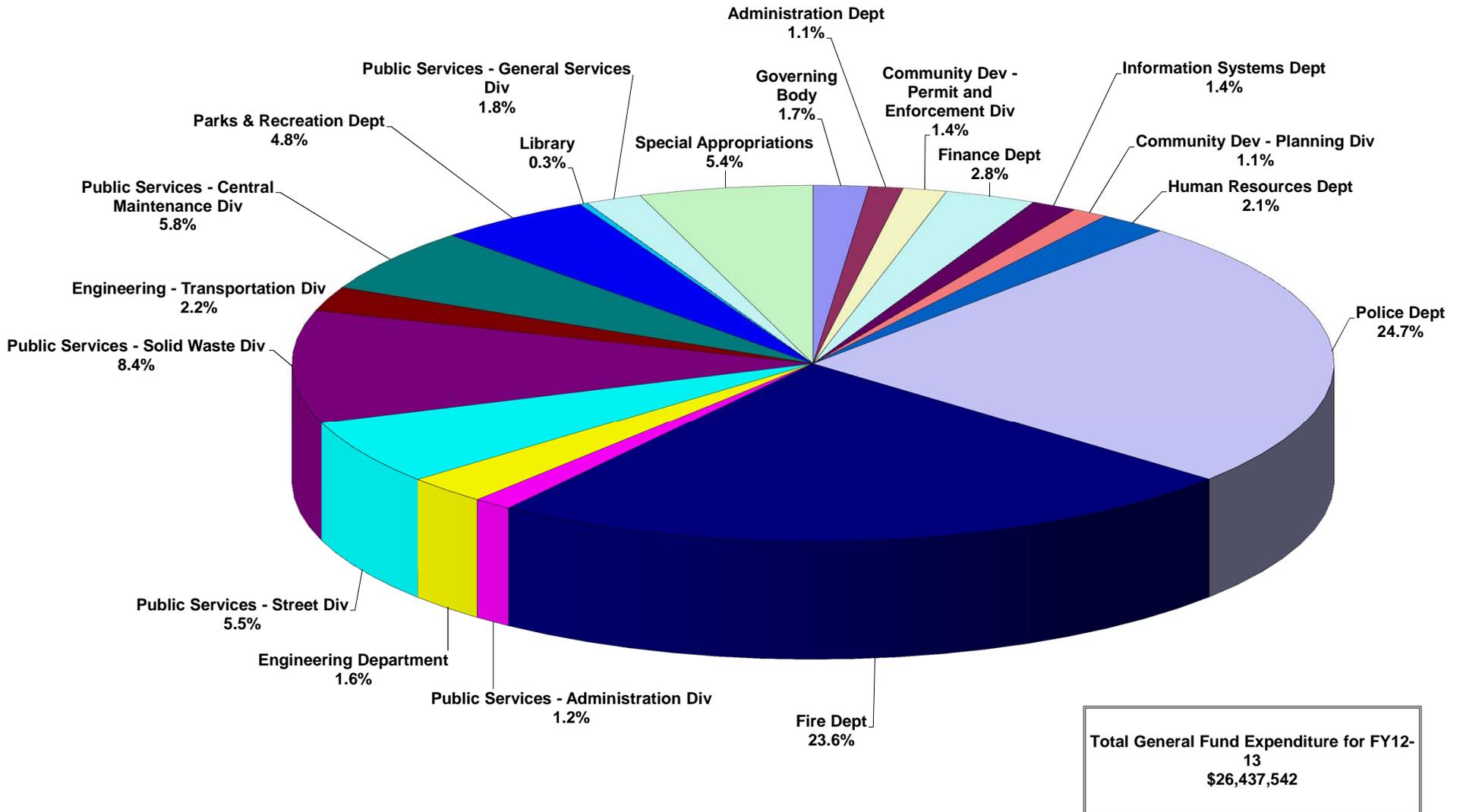
**GENERAL FUND REVENUES BY TYPE  
FISCAL YEAR 2012-13**



### Exhibit C: Comparison of Monthly Bills

Possible Resident Monthly Bills	Amount
House Payment (30 yr Fixed at 5% for \$155,000, 20% down)	\$ 665.66
Car Payment (5 year loan on 2012 Honda Civic Sedan @15,955)	\$ 301.09
Gas for Car (30 miles/day, 25 mpg, \$3.50/gallon)	\$ 126.00
Duke Power (all Electric-average of 900 kwh)	\$ 93.51
Cell Phone (Verizon-1 line with Unlimited Minutes and Messages, No Data)	\$ 89.99
YMCA Membership (Kernersville Branch-Household w/ dependents)	\$ 81.00
Time Warner Cable (Digital TV, 1 HD DVR Box and Service)	\$ 72.90
Water/Sewer Bill (CCUC) (\$143 bimonthly average)	\$ 71.50
Current Town Tax Bill (Median Single Family Owner @ 49.75 cent)	\$ 63.80
Clearwire Internet connection (Clearwire: up to 6 Mbps, unlimited data)	\$ 49.99
Home Phone (Centurylink)	\$ 46.40

**EXHIBIT D  
GENERAL FUND EXPENDITURES BY FUNCTION  
FISCAL YEAR 2012--13**



## EXHIBIT E

### Personnel Changes FY10-13

Department	Position	Outcome	Status of Position	Year
PW-Transportation	Transp. Engineer	Eliminated	Vacant	10-11
PW-Admin	Asst. PW Director	Eliminated	Vacant	10-11
PW-Sanitation Div.	Sanitation Collector	Eliminated	Occupied	10-11
PW-Transportation	Engineering Tech.	Eliminated	Occupied	10-11
PW-Engineering	Engineering Tech.	Eliminated	Occupied	10-11
P&R – Facilities Maint.	Facilities Maint. Supervisor	Eliminated	Emp. Transferred to open position	10-11
Engineering-Transportation Div.	Transp.Engineer	Eliminated- Employee transf. to Stormwater	Occupied	11-12
Engineering-Transportation Div.	Construction Inspector	Eliminated	Occupied	11-12
Engineering-Stormwater Division	ASA II	Eliminated	Occupied	11-12
Community Dev. Inspections	Code Inspector I	Eliminated	Occupied	11-12
PS- Solid Waste Div.	Solid Waste Collector	Eliminated	Occupied	11-12
PS- Sanitation Div.	½ time ASA I	Eliminated-Employee transf. to Stormwater	Occupied	11-12
Finance	Part-time Accountant	Eliminated	Occupied	11-12
Police Dept.	Public Info Officer	Eliminated- Employee transferred to patrol	Occupied	11-12
PS-Solid Waste Div.	Solid Waste Collector	Eliminated	Occupied	12-13
PS-Solid Waste Div.	Solid Waste Collector	Eliminated	Occupied	12-13
PS-Solid Waste Div.	Solid Waste Collector	Eliminated	Vacant	12-13
Police Dept.	Police Lieutenant	Eliminated	Vacant	12-13
Police Dept.	Records Assistant	Eliminated	Recommended for FY12-13 and then eliminated	12-13
ASA I	Community Dev.	Eliminated	Occupied	12-13

Construction Inspector	Transportation	Eliminated	Occupied	12-13
Police Dept.	Police Officer	Frozen	Vacant	10-11
Police Dept.	Police Officer	Frozen	Vacant	10-11
Police Dept.	Records Asst.	Frozen	Vacant	10-11
Police Dept.	Police Officer	Frozen	Vacant	11-12
Police Dept.	Records Asst.	Frozen	Vacant	10-11
Const.Mechanic	Public Services-Street	Frozen	Vacant	10-11
Parks and Recreation	Camp Counselor	Recommended	New	10-11
Parks and Recreation	Camp Counselor	Recommended	New	10-11
Parks and Recreation	Camp Counselor	Recommended	New	10-11
Parks and Recreation	Camp Counselor	Recommended	New	10-11
Parks and Recreation	Camp Counselor	Recommended	New	10-11
PW-Admin & HR	Shared ASA	Recommended	Move to FT Status	10-11
Finance	Acct.Services Manager	New Hire	Recommended	11-12
Parks and Recreation	Part-time Athletic Programmer	New Hire	Recommended	11-12
Parks and Recreation	Part-time Seasonal	New Hire	Recommended	12-13

## Exhibit F: Recommended Capital Purchases for FY12-13

### Fire/Rescue Department

Aerial Truck  
\$92,278/yr for 15 yrs

### Justification

This truck will replace the old Aerial Truck that was purchased in 1991. The current truck is unreliable and maintenance costs exceed \$17,000 per year. There is a \$59,000 payment on a Pumper Truck expiring at the end of FY11-12, so when combined with the maintenance savings the Town is only committing \$15,000 more.

Breathing Apparatus  
\$7,277/yr for 5 yrs

This is the second year of replacing the breathing apparatus's. OSHA mandates that these units be replaced by 2015. We are replacing 1/3 of the units each year for three years. The remaining 1/3 will be replaced next year.

20 Radios  
\$96,000

The radios currently used by the Fire/Rescue department will be obsolete in a few years and will not work with the new technology. Also, our current radios are not supported by Motorola and cannot be repaired when they break. We need to replace some every year so that we will be compliant when the technology changes.

### Police Dept.

5 New Cars  
\$25,679/yr for 5 yrs

These cars will replace four older models with 110,000+ miles. The older ones are unreliable and have high maintenance costs.

32 Radios  
\$153,600

The radios currently used by the officers will be obsolete in a few years and will not work with the new technology. Also, our current radios are not supported by Motorola and cannot be repaired when they break. We need to replace some every year so that we will be compliant when the technology changes.

### Parks and Recreation

Crew Cab Truck  
\$6,420/yr for 5 yrs

This will allow the mowing crew to utilize either one or two trucks instead of two all the time. This will reduce the gas usage and it will allow the crew to split up if necessary, thus better utilizing their time.

Mower  
\$2,782/yr for 5 yrs

This mower will replace one of the broken mowers that is used to mow the parks.

### Public Services/Sanitation

Automated Truck  
\$53,498/yr for 5 yrs

This truck will be used for new automated recycling program. The justifications for this program are in Exhibit E. (savings shown in change of service description)

Automated Truck  
\$53,498/yr for 5 yrs

This truck will replace the old automated truck. The old truck was out of service 102 days last year and maintenance cost exceeded \$40,000. It is much more logical to purchase a new truck than to continue repairing the old truck. We will sell the old truck and expect it to bring \$50,000.

## Exhibit G: Automated Recycling Cost Justifications

### Cost (Yr1)

\$53,498 Truck Payment  
\$292,000 Container Cost  
**\$345,498 Total Cost Yr.1**

### Savings/Revenue (Yr1)

\$75,000 Container Grant  
\$75,000 Sale of old trucks  
\$58,000 reduced Wages/benefits (1 full time, 2 ½ year salaries)  
\$10,000 Sales of current containers  
\$5,000 Fuel Savings  
\$15,000 Reduction in maintenance costs  
**\$238,000 Total savings/revenue for Year 1**

**In Year 1 the program will operate at a loss of \$107,498.**

### Cost (Yr. 2 and beyond)

\$53,498 Truck Payment

### Savings/Rev (Yr. 2 and beyond)

\$78,000 Savings in salaries  
\$28,000 Savings in insurance/benefits  
\$5,000 Savings in fuel  
\$15,000 Savings in maintenance costs  
**\$126,000 Total savings in Yr. 2 and beyond**

**In Year 2 and beyond the program will operate at a savings of \$72,502 per year. This will allow the initial loss from Year 1 to be offset in 2.5 years.**

### Exhibit H: Kernersville's Tax Rate FY1995-96 to Current

Tax Year	FY End	Tax Rate
1995	1996	0.56
1996	1997	0.56
1997*	1998	0.52
1998	1999	0.52
1999	2000	0.52
2000	2001	0.54
2001*	2002	0.47
2002	2003	0.495
2003	2004	0.495
2004	2005	0.525
2005*	2006	0.525
2006	2007	0.55
2007	2008	0.55
2008	2009	0.55
2009*	2010	0.4975
2010	2011	0.4975
2011	2012	0.4975

\* Revaluation  
Year

### Exhibit I: Current Tax Rate of Surrounding Municipalities

<u>Jurisdiction</u>	<u>Tax Rate</u>
Guilford County	0.7824
Reidsville	0.71
Forsyth County	0.674
High Point	0.662
Greensboro	0.6325
Eden	0.609
Burlington	0.58
Thomasville	0.56
Lexington	0.56
Asheboro	0.55
<b>Kernersville</b>	<b>0.4975</b>
Winston-Salem	0.475

## Exhibit J: Projected Deficit for FY13-14

### **REVENUES**

#### ***Revenue Expiring at End of FY12-13***

Sales and Use Tax Hold Harmless:	\$700,000
Grant for Recycling Bins:	\$75,000
Sale of fixed Assets:	<u>\$125,000</u>
Total Revenue Expiring at end of FY12-13	\$900,000

#### ***Projected New Revenue for FY13-14***

Projected Growth in Tax Base (Based on FY12-13):	\$100,000
Projected Growth in Sales and Use Tax (Based on FY12-13):	<u>\$100,000</u>
Total Projected New Revenue:	\$200,000

#### ***Projected Revenue Decrease for FY13-14***

Revenue Expiring	\$900,000
New Revenue	<u>-\$200,000</u>
<b>Projected Revenue Decrease for FY13-14</b>	<b>\$700,000</b>

### **EXPENSES**

#### ***Projected Expense Increase/Decrease FY13-14***

Retiring Debt:	(\$127,151)
Increase in Insurance (estimated 10%):	\$200,000
Increase in Operational Expenses (1%):	<u>\$200,000</u>
<b>Projected Total Increase/Decrease in Expenses:</b>	<b>\$272,849</b>

**Projected Deficit for FY13-14**

Projected Revenue Decrease \$700,000

Projected Increase in Expenses +\$272,849

**Projected Deficit for FY13-14: \$972,849\*\***

This does not include ANY Capital Purchases for FY13-14 and assumes all retiring debt will roll back into the budget. Also, this only assumes a very small increase in operational expenses. This does not assume any COLA, Merit or 401K contribution for the employees in departmental expenses. Also, this deficit DOES NOT take into account the loss in tax base due to revaluation.

**\*\* (This is the equivalent of a \$200,000,000 increase in the tax base)**

## General Fund Revenues

Revenues Detailed  
2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Property Taxes</b>							
Ad Valorem Taxes	12,455,507	\$12,369,548	\$12,369,548	12,466,401	12,407,222	12,453,759	\$12,453,759
Ad Valorem Taxes - Prior Yrs.	186,925	150,000	150,000	200,000	175,000	175,000	175,000
<b>Subtotal Property Taxes</b>	<b>12,642,432</b>	<b>12,519,548</b>	<b>12,519,548</b>	<b>12,666,401</b>	<b>12,582,222</b>	<b>12,628,759</b>	<b>12,628,759</b>
<b>Other Taxes &amp; Licenses</b>							
Local Vehicle Fee	87,980	82,287	82,287	88,789	87,500	87,500	87,500
Local Vehicle Fee - Prior Yrs.	8,941	8,000	8,000	10,332	8,000	8,000	8,000
Cable/Video Programming Revs.	49,998	45,000	45,000	49,704	49,735	49,735	49,735
<b>Subtotal Other Fees</b>	<b>146,919</b>	<b>135,287</b>	<b>135,287</b>	<b>148,825</b>	<b>145,235</b>	<b>145,235</b>	<b>145,235</b>
<b>Unrestricted Intergov'tal Revs.</b>							
Alcoholic Bev. Tax - County	204,960	214,000	214,000	221,464	220,000	225,893	225,893
Alcoholic Bev. Tax - State	101,357	65,433	65,433	66,000	67,230	67,320	67,320
Rental Vehicle Fees	19,749	21,150	21,150	19,410	20,400	20,400	20,400
Sales Tax Hold Harmless	754,967	700,000	700,000	681,997	700,000	700,000	700,000
Sales and Use Tax	3,490,607	3,673,156	3,673,156	3,580,614	3,733,879	3,733,879	3,733,879
Telecom Sales Tax	276,877	275,116	275,116	277,652	283,205	285,982	285,982
Utility Franchise Tax	852,125	844,826	844,826	774,541	805,523	844,826	844,826
Video Program	277,581	265,000	265,000	276,036	281,557	284,317	284,317
Solid Waste Disposal Tax	15,589	18,500	18,500	18,250	18,000	18,001	18,001
<b>Subtotal Unrestricted IG Revs.</b>	<b>5,993,812</b>	<b>6,077,181</b>	<b>6,077,181</b>	<b>5,915,964</b>	<b>6,129,793</b>	<b>6,180,618</b>	<b>6,180,618</b>
<b>Restricted Intergov'tal Revs.</b>							
CCUC Bond Reimbursement	0	0	0	0	0	0	0
CCUC Rate Differential Reimbursement	0	0	650,000	650,000	0	0	0
Loan for Installment Purchases	646,200	1,151,260	1,151,260	1,383,000	1,547,000	1,797,000	1,797,000
Federal Emergency Mgmt.	0	0	0	0	0	0	0
Federal Homeland Safety-Fire	83,054	63,085	63,085	49,021	16,240	16,240	16,240
Federal Homeland Safety-FF-32101	0	0	0	0	0	0	0
Federal Bullet Proof Vest Partnr	3,601	2,850	2,850	6,080	2,000	2,000	2,000
Gov. Highway Safety Program	2,475	0	0	14,250	0	0	0
Gov. Hwy Safety Grant-Forsyth CO.DWI	30,863	54,967	62,993	96,967	54,400	54,400	54,400
Org. Crime Drug Enf. Task Force	7,122	1,500	1,500	14,825	1,500	1,500	1,500
Gov. Crime Commission Grant	0	0	0	0	0	0	0
Gov. Crime Commission Grant-GREAT	43,982	0	0	4,946	0	0	0
Powell Bill	593,378	600,617	600,617	611,557	614,363	614,363	614,363
State Reimbursement - DENR	0	0	0	5,850	75,000	75,000	75,000
DENR- Urban & Comm. Forestry Grant	0	0	14,212	8,274	0	0	0
NC Dept. of Pollution Grant	25,000	25,000	25,000	21,300	0	0	0
State Energy Grant	14,463	0	67,250	0	0	0	0
State Energy Grant	0	0	138,728	0	0	0	0
Due fr. Piedmont Natural Gas	0	0	750	0	0	0	0
Due fr. NCDOT	20,000	0	0	0	0	0	0
Due fr. NCDOT - School St Sidewalk	0	100,000	100,000	100,000	0	0	0
Due fr. NCDOT - Piney Grove Widening	0	924,000	924,000	924,000	0	0	0
Due fr. NCDOT - Union Cross Turn-Ln	0	110,578	110,578	110,578	0	0	0
Due fr. NCDOT - W. Mountain Sidewalk	0	30,000	30,000	0	30,000	30,000	30,000
Due fr. NCDOT - Roundabout Og/Emt	12,309	0	0	0	0	0	0
Due fr. NCDOT - N. Cherry Sidewalk	0	0	0	0	20,000	20,000	20,000
Due from Metro Planning Org.	0	0	0	0	0	0	0
Due fr. Duke Energy	0	0	1,000	0	0	0	0
Due fr. Duke Energy	0	0	3,490	0	0	0	0
Due fr. Duke Energy	0	0	10,085	0	0	0	0
Due fr. CCUC - Project Reimbursement	37,154	260,000	20,000	0	0	0	0
Due fr. CCUC - Sanitary Sewer	0	0	150,000	150,000	0	0	0
Due fr. CCUC - Brookford/Hospital	8,651	0	50,000	47,000	470,000	470,000	470,000
Due fr. CCUC - Wastewater Treat. Plant Du	4,998	0	40,000	9,698	0	0	0
Due fr. CCUC - Duffield Court	0	0	68,480	15,961	0	0	0
City of W-S Grants - S. Main Traffic Study	0	0	0	50,800	80,000	80,000	80,000
Due from Metro Planning Org.	0	0	0	0	0	0	0
<b>Subtotal Restricted IG Revs.</b>	<b>1,533,249</b>	<b>3,323,857</b>	<b>4,285,878</b>	<b>4,274,107</b>	<b>2,910,503</b>	<b>3,160,503</b>	<b>3,160,503</b>
<b>Penalty &amp; Interest Revenues</b>							
Interest on Escrow	570	300	300	300	500	500	500
Interest on Investments	17,835	35,000	35,000	20,000	20,000	20,000	20,000
Interest/Penalties Property taxes	67,544	55,000	55,000	60,000	60,000	60,000	60,000
Interest on Powell Bill funds	404	500	500	500	500	500	500
<b>Subtotal Pen. &amp; Interest Revs.</b>	<b>86,353</b>	<b>90,800</b>	<b>90,800</b>	<b>80,800</b>	<b>81,000</b>	<b>81,000</b>	<b>81,000</b>
<b>Other General Revenues</b>							
Miscellaneous Revenues	84,564	35,000	36,670	29,083	22,512	22,512	22,512
Miscellaneous Reclass	1,276	0	0	0	0	0	0
Sale of Fixed Assets	35,165	12,500	12,500	34,000	165,000	175,000	175,000
Sale of Unclaimed Property	1,962	0	0	0	0	0	0
<b>Subtotal Other General Revs.</b>	<b>122,967</b>	<b>47,500</b>	<b>49,170</b>	<b>63,083</b>	<b>187,512</b>	<b>197,512</b>	<b>197,512</b>
continued on next page							

## General Fund Revenues

Revenues Detailed  
2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Functionally Related Revs.</b>							
Miscellaneous - Police Dept.	\$8,771	\$5,000	\$5,000	2,900	3,500	3,500	3,500
Miscellaneous - Solid Waste	112,809	111,740	79,740	111,925	109,620	109,620	109,620
Parking Fines	297	1,000	1,000	700	500	500	500
Fire Code	50	0	0	0	0	0	0
Zoning Fines	9,687	0	0	0	0	0	0
Building Inspections	175,357	145,000	145,000	140,000	165,000	165,000	165,000
Commercial Industrial Collection	644,023	751,620	751,620	704,495	700,376	700,376	700,376
Commercial Industrial Late Fee	3,360	3,600	3,600	3,220	3,600	3,600	3,600
Court Facility Fees	17,618	21,000	21,000	16,700	16,000	16,000	16,000
Court Officer Fees	8,556	9,000	9,000	7,500	7,500	7,500	7,500
Special Occ. Permit-Precious Metals	284	873	873	650	650	650	650
Driveway Permits	620	900	900	975	1,000	1,000	1,000
Fire Inspection Fees	21,421	17,500	17,500	12,500	16,000	16,000	16,000
Homeowner Recovery Fee	33	36	36	22	22	22	22
Off-Duty Police Officer Fee	107,003	130,000	130,000	49,725	75,000	75,000	75,000
Peddler Liscense	175	200	200	200	200	200	200
Recreation Revenues	207,616	220,000	220,000	215,000	213,400	213,400	213,400
Recycling Fees - Current Year	203,405	209,000	209,000	204,820	203,562	203,562	203,562
Recycling Fees - Prior Years	1,760	1,250	1,250	1,259	1,250	1,250	1,250
Rent on Dumpsters	41,555	44,160	44,160	48,384	61,032	61,032	61,032
Rent on Recycling Dumpsters	3,161	3,360	3,360	5,050	4,680	4,680	4,680
Rent on Town Property	107,367	107,529	107,529	107,520	182,520	182,520	182,520
Rent on Library - Forsyth Co.	76,667	76,667	76,667	76,667	78,583	78,583	78,583
Rent on Communication Towers	106,848	108,097	136,000	136,000	160,000	160,000	160,000
Road Development Fees	0	0	0	0	54,014	54,014	54,014
Road Development Fees (Single Famil	666	0	0	1,332	1,300	1,300	1300
Recreational Land Fees	266	0	0	0	31,920	31,920	31,920
Street Lighting Reimbursements	5,364	5,364	5,364	5,364	5,364	5,364	5,364
Street Signs	1,050	700	700	0	0	0	0
Subdivision Fees	0	2,400	2,400	2,100	2,400	2,400	2,400
Annual Yard Waste Cart Fee	0	108,000	108,000	113,210	113,000	113,000	113,000
Utility Access Fees	1,331	3,000	3,000	0	0	0	0
Utility Cut Permits	500	500	500	300	700	700	700
Watershed Fees	125	900	900	900	900	900	900
Yard Waste Container Sales	12,360	10,000	10,000	7,405	10,000	10,000	10,000
Extra Solid Waste Containers Sales	0	10,200	10,200	0	0	0	0
Zoning Fees	14,690	22,000	22,000	20,000	20,000	20,000	20,000
<b>Subtotal Other General Rev.</b>	<b>1,894,795</b>	<b>2,130,596</b>	<b>2,126,499</b>	<b>1,996,823</b>	<b>2,243,593</b>	<b>2,243,593</b>	<b>2,243,593</b>
<b>Operating Grants/Contribs.</b>							
Contrib. - Police Dept.	0	0	0	0	0	0	0
Contrib. - Community Appearance	0	0	0	0	0	0	0
Contrib. - Fire Dept.	0	0	0	1,750	750	750	750
Contrib. - Recreation	15,000	0	0	0	0	0	0
Due fr. - Medical Self-Ins. Fund	0	0	0	0	0	0	0
Due fr. Forsyth Co. Sch. Res. Officer	272,784	279,535	279,535	289,386	292,968	292,968	292,968
Due fr. CCUC - N. Main St.	0	0	0	0	0	0	0
Due fr. CCUC - Revolve. Loan	545,200	535,520	535,520	535,520	525,840	525,840	525,840
<b>Subtotal Operating Grants</b>	<b>832,984</b>	<b>815,055</b>	<b>815,055</b>	<b>826,656</b>	<b>819,558</b>	<b>819,558</b>	<b>819,558</b>
<b>Interfund Transfers</b>							
Trans. fr. Stormwater Fund - Street	133,410	133,410	133,410	133,410	133,410	133,410	133,410
Trans. fr. Stormwater Fund - San.	172,799	157,500	157,500	157,500	157,500	157,500	157,500
Trans. fr. Stormwater Fund - Loan	100,000	0	0	0	0	0	0
Trans. Fr. Stormwater Fund - Eng.	0	24,022	24,022	24,500	25,000	25,000	25,000
Trans. Fr. Stormwater Fund - Rent	0	0	0	0	25,000	25,000	25,000
Trans. fr. Occup. Tax - Recr.	37,823	35,000	35,000	35,000	35,000	35,000	35,000
Trans fr. JAG Fund Equity	0	0	0	0	0	0	0
Trans fr. TET Fund Equity	0	0	0	0	0	0	0
Trans fr. Capt. Reserve I.O.I.	0	200	200	200	200	200	200
Trans fr. LLEFSL-GHSP MATCH	1,100	0	0	0	0	0	0
Trans. fr. TCPO Fund - Project Labor	470,276	0	0	0	0	0	0
Trans. fr. Stormwater	0	0	903	903	0	0	0
Trans fr. KMG CPO - Project Labor	0	34,667	34,667	0	104,000	104,000	104,000
Trans. fr. TCPO - Fund Equity	0	1,181,689	1,181,689	1,294,904	0	0	0
<b>Subtotal Interfund Transfers</b>	<b>915,408</b>	<b>1,566,488</b>	<b>1,567,391</b>	<b>1,646,417</b>	<b>480,110</b>	<b>480,110</b>	<b>480,110</b>
<b>Fund Balances Approp.</b>							
Fund Balance Appropriated	0	302,337	515,353	0	0	500,654	500,654
* Fund Balance Unappropriated		8,646,183	8,433,167	9,200,033		8,630,395	8,630,395
* Not Included In Totals							
<b>Totals</b>	<b>24,168,919</b>	<b>27,008,649</b>	<b>28,182,162</b>	<b>27,619,076</b>	<b>25,579,526</b>	<b>26,437,542</b>	<b>26,437,542</b>

## General Fund Expenditures

### By Department

2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Governing Body	\$376,236	\$435,948	\$438,348	\$385,779	\$509,358	\$453,425	\$453,425
Administration Department	259,333	281,342	281,342	281,442	285,539	280,502	280,502
Community Dev - Permit/Enforcement Division	435,833	356,215	362,930	362,916	375,493	359,075	359,075
Finance Department	679,396	726,373	726,373	726,373	763,614	747,415	747,415
Information Systems Department	410,337	393,435	393,435	392,969	383,837	375,799	375,799
Community Development - Planning Division	314,217	338,437	338,437	348,531	359,286	294,019	294,019
Human Resources Department	478,664	560,126	589,920	577,129	591,804	562,315	562,315
Police Department	7,137,108	6,780,535	6,842,630	6,621,654	7,251,234	6,517,102	6,517,102
Fire Department	4,698,268	5,036,235	5,067,125	4,613,967	6,607,356	6,250,644	6,250,644
Engineering Department	251,371	444,164	512,644	1,085,293	706,314	675,083	675,083
Public Services - Street Division	1,463,281	1,481,004	1,481,004	1,462,901	2,052,159	1,560,945	1,560,945
Public Services - Solid Waste Division	1,883,959	2,272,963	2,272,963	2,219,314	2,899,598	2,702,546	2,702,546
Engineering - Transportation Division	417,489	2,000,842	2,000,842	2,090,702	801,677	584,557	584,557
Parks & Recreation Department	1,180,456	1,233,827	1,259,190	1,301,846	1,287,645	1,272,607	1,272,607
Public Services - Library	60,507	82,628	104,018	63,229	66,708	66,708	66,708
Public Services - General Services Division	268,631	574,830	732,352	794,788	469,607	464,515	464,515
Special Appropriations	2,208,808	2,256,505	2,286,505	2,286,505	1,503,983	1,424,586	1,424,586
Public Services - Administration Division	314,971	313,984	313,984	313,295	328,908	321,146	321,146
Public Services - Central Maintenance Division	1,325,540	1,439,256	1,441,256	1,438,929	1,597,971	1,524,553	1,524,553
<b>Totals</b>	<b>24,164,404</b>	<b>27,008,649</b>	<b>27,445,298</b>	<b>27,367,563</b>	<b>28,842,092</b>	<b>26,437,542</b>	<b>26,437,542</b>

# GOVERNING BODY

## GOALS & OBJECTIVES FY 2012-13

It is the mission of the Governing Body of the Town of Kernersville to continue to improve the quality of life for each citizen through proper planning and growth and by providing excellent service and protection at a cost affordable to all.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Continue to maintain the quality of life currently enjoyed by our citizens by providing a high level of services.
2. Have planned and managed quality growth and development.
3. Pursue and support economic development opportunities by increasing the tax base and maintaining a stable tax rate.
4. Continue to actively pursue improvements to the Transportation system in and around the Town to relieve the existing and future pressures on our current road network. Work with DOT for possible grant funding.
5. Continue the multi-year program to address street maintenance needs.
6. Continue to follow the CIP as closely as possible in order to ensure quality equipment and infrastructure for the future.
7. Subject to funding restrictions and projected work programs, the continuation of contributions will be administered as follows:
  - A. The Kernersville Chamber of Commerce for economic development activities.
  - B. The Senior Enrichment Center, the Shepherd's Center of Kernersville, by contributing funds and space for operating a senior center.
  - C. The Community Appearance Commission to continue beautification efforts for the Town.
  - D. Rehabilitation of houses through the HOME Program, administered by Forsyth County Housing Services Department.
  - E. The Kernersville Cares for Kids to assist with its implementation of a program that provides a drug abuse prevention program in our local schools.
  - F. The Kernersville Downtown Preservation & Development Council for the purpose of preserving and developing our Downtown as recommended by the Downtown Task Force.
  - G. The Sister City Commission to assist with developing relationships with similar towns in other countries.
8. Continue to analyze the services offered to the citizens and look for ways to offer them at a lower cost while maintaining the quality of the service.
9. Continue to promote the Town to developers and citizens.

<b>Governing Body</b>							
<b>Expenditures Detailed</b>							
2012-13 Annual Budget							
<b>Classification</b>	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Revised FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Dept'al Request FY 12-13</b>	<b>Manager Recom. FY 12-13</b>	<b>Board Approved FY 12-13</b>
<b>Personnel &amp; Professional</b>							
Fees Paid to Elected Officials	16,600	\$16,800	\$16,800	\$16,800	\$16,800	\$16,800	\$16,800
Expense Allowance	6,300	6,300	6,300	6,300	6,300	6,300	6,300
Professional Services	0	900	900	900	900	900	900
Legal Expense	165,168	170,000	170,000	170,000	170,000	170,000	170,000
FICA tax expense	1,752	1,767	1,767	1,767	1,767	1,767	1,767
Group Insurance Expense	5,903	7,641	7,641	7,641	9,043	7,730	7,730
<b>Subtotal Personnel</b>	<b>195,722</b>	<b>203,408</b>	<b>203,408</b>	<b>203,408</b>	<b>204,810</b>	<b>203,497</b>	<b>203,497</b>
<b>Operating and Maintenance</b>							
Telephone & Postage	2,993	2,020	2,020	1,500	600	600	600
Printing	2,865	600	600	900	600	600	600
Travel	5,756	9,000	9,000	9,000	9,000	8,000	8,000
Election Expense	21,758	27,500	27,500	15,000	0	0	0
Advertising	2,360	3,500	3,500	3,000	3,000	3,000	3,000
Advertising - Energy Grant 1	259	0	0	118	0	0	0
Advertising	260	0	0	0	0	0	0
Departmental Sup. & Mat.	999	2,500	2,500	2,700	2,500	2,500	2,500
Contracted Services	1,130	5,550	5,550	5,550	5,550	5,550	5,550
Contracted Services - Christmas	9,830	10,000	10,000	10,300	17,000	11,373	11,373
Dues - Council of Government	4,021	4,055	4,055	4,055	4,055	4,055	4,055
Dues - Institute of Government	2,352	2,450	2,450	2,352	2,511	2,511	2,511
Dues - NLC and NCLM	15,601	15,694	15,694	15,694	16,905	16,905	16,905
Dues - Piedmont Partnership	3,780	3,780	3,780	3,780	3,780	3,780	3,780
Insurance and Bonds	6,642	6,384	6,384	6,384	5,674	5,674	5,674
Miscellaneous	5,044	5,350	5,350	5,350	5,350	4,500	4,500
<b>Subtotal Operating</b>	<b>85,651</b>	<b>98,383</b>	<b>98,383</b>	<b>85,683</b>	<b>76,525</b>	<b>69,048</b>	<b>69,048</b>
<b>Capital Outlay</b>							
Capital Outlay - Land	0	0	0	0	0	0	0
Capital Outlay - Buildings	0	0	0	0	0	0	0
Capital Outlay - Econ. Dev. TBP	0	0	0	0	0	0	0
Capital Outlay - Equipment	3,515	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>3,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other</b>							
Econ. Develop. - Chamber	15,000	15,000	15,000	15,000	15,000	7,500	7,500
Econ. Develop. - Downtown	47,500	47,500	47,500	47,500	47,500	23,750	23,750
Econ. Develop TBP/Infr. Reimb.	0	39,870	39,870	0	44,940	44,940	44,940
Community Appearance	1,760	4,700	7,100	7,100	4,700	2,350	2,350
Arts Council Grant	1,500	1,500	1,500	1,500	1,500	750	750
Kernersville Cares for Kids Grant	6,500	6,500	6,500	6,500	6,500	3,250	3,250
Housing Grant Match	2,000	2,000	2,000	2,000	2,000	1,000	1,000
Shepherd Center Grant	15,000	15,000	15,000	15,000	15,000	7,500	7,500
Sister City Program Expense	2,087	2,087	2,087	2,087	2,087	1,044	1,044
<b>Subtotal Other</b>	<b>91,347</b>	<b>134,157</b>	<b>136,557</b>	<b>96,687</b>	<b>139,227</b>	<b>92,084</b>	<b>92,084</b>
<b>Installment Purchase</b>							
Installment Purchase	0	0	0	0	88,796	88,796	88,796
<b>Subtotal Installment Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>88,796</b>	<b>88,796</b>	<b>88,796</b>
<b>Totals</b>	<b>376,236</b>	<b>435,948</b>	<b>438,348</b>	<b>385,779</b>	<b>509,358</b>	<b>453,425</b>	<b>453,425</b>

**Governing Body Department - Capital Outlay**

Item	Remarks	Item or Project Cost
<b>Installment Purchase</b>		
Administrative Buildings	First of fifteen annual payments	\$88,796
<b>Subtotal Installment Purchase</b>		<b>88,796</b>
<b>Capital Outlay - Infrastructure (I.P.) *</b>		
<b>Subtotal Capital Outlay - Infrastructure (I.P.) *</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# ADMINISTRATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-13

The Town of Kernersville is dedicated to ensuring the health, safety and well being of our citizens. This mission is accomplished by managing the Town's resources efficiently and effectively in the provision of services for a growing, thriving community.

The Administration Department serves to develop an organization that is responsive to the desires of the Board of Aldermen and the needs of the citizens. Emphasis is placed upon formal and informal communication with the citizens, Governing Body, Department Heads and employees to assure that organizational goals are established and met.

The Administration Department is composed of: Town Manager, Assistant to the Town Manager/ Town Clerk and Deputy Town Clerk.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Aid the Board of Aldermen in determining priorities necessary to prepare the Town for the short-term and long-term future.
2. Monitor the Town's finances in order to maintain a healthy financial position.
3. Continue to provide a professional level of administrative support services in a timely manner to the Mayor, Board of Aldermen, Town Departments and the citizens of Kernersville.
4. Assist the Mayor and the Board of Aldermen through the Appointments Process, working closely with the Board of Aldermen Nominations Committee, to encourage wide citizen participation in local government policy-making and goal setting.
5. Continue to ensure the historical and legal integrity of Town records through preservation and archival of official records into a central database that can be accessed by Town Officials and citizens.
6. Identify ways that will provide better the communication between the citizens and the Town.
7. Complete the update to the Code of Ordinances.
8. Implement practices and policies that ensure an open and transparent government.
9. Pursue the next Level of the Green Challenge as presented by the North Carolina League of Municipalities.
10. Continue to seek and evaluate programs and awards that would bring recognition to the Town.

## Administration Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	185,268	\$192,774	\$192,774	\$192,774	\$190,839	\$189,879	\$189,879
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	59	0	0	0	0	0	0
Automobile Allowance	6,000	6,000	6,000	6,000	6,000	6,000	6,000
FICA Tax Expenses	14,262	15,206	15,206	15,206	15,058	14,985	14,985
Group Insurance Expenses	26,306	22,923	22,923	22,923	27,129	23,190	23,190
Retirement Expense - Reg.	11,349	13,263	13,263	13,263	12,863	12,798	12,798
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	1,968	4,515	4,515	4,515	4,515	4,515	4,515
<b>Subtotal Personnel</b>	<b>245,212</b>	<b>254,681</b>	<b>254,681</b>	<b>254,681</b>	<b>256,404</b>	<b>251,367</b>	<b>251,367</b>
<b>Operating and Maintenance</b>							
Professional Services	0	0	0	0	0	0	0
Telephone & Postage	3,615	1,920	1,920	1,920	910	910	910
Printing	640	3,400	3,400	3,400	5,900	5,900	5,900
Travel	2,161	6,200	6,200	6,200	6,200	6,200	6,200
Maintenance/Repair - Other	0	300	300	300	300	300	300
Advertising	0	0	0	0	0	0	0
Departmental Supplies/Mat.	652	6,200	6,200	6,200	6,292	6,292	6,292
Contracted Services	1,125	1,200	1,200	1,300	1,300	1,300	1,300
Dues & Subscriptions	1,822	2,276	2,276	2,276	2,276	2,276	2,276
Insurance & Bonds	3,711	4,165	4,165	4,165	4,957	4,957	4,957
Miscellaneous Expenses	394	1,000	1,000	1,000	1,000	1,000	1,000
<b>Subtotal Operating</b>	<b>14,120</b>	<b>26,661</b>	<b>26,661</b>	<b>26,761</b>	<b>29,135</b>	<b>29,135</b>	<b>29,135</b>
<b>Capital Outlay</b>							
Capital Outlay - Land	0	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>259,333</b>	<b>281,342</b>	<b>281,342</b>	<b>281,442</b>	<b>285,539</b>	<b>280,502</b>	<b>280,502</b>

## COMMUNITY DEVELOPMENT DEPARTMENT

### GOALS & OBJECTIVE FY 2012-13

The *Community Development Department* includes the *Planning Division* and *Permit & Enforcement Division*. The combined divisions allow the Town of Kernersville to have a one-stop office for all development needs. This enables the Department to work with an individual or company in finding developable property and/or assisting them in permitting, all the way through construction.

The *Community Development Department* is responsible for working towards maintaining a balance between attracting developments and regulating developments. That balance is achieved by the *Community Development Department* undertaking four broad community development activities:

1. Develop, recommend, and implement growth management plans.
2. Prepare, recommend, and administer growth management regulations.
3. Enforce Town ordinances and State Building Codes.
4. Undertake economic development activities to retain existing companies and attract new quality developments.

Growth management plans and regulations are designed to pursue the community's quality of life and development goals. They protect Kernersville's peaceful residential areas; enhance the commercial and industrial areas; protect the environment; create attractive highway corridors; and build a strong tax base. Code enforcement ensures that on-going compliance is followed. Business retention and attracting new developments are important elements in establishing Kernersville as a "unique high quality community within the Triad" and enhancing Kernersville's "small town atmosphere".

#### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Continue revising the *Kernersville Development Plan*. The *Development Plan* provides the growth management guidelines on how the community maintains and enhances its quality of life. The *Kernersville Development Plan* currently consists of the *Land Use Plan*, *Corridors Plan*, *Thoroughfare & Street Plan*, *Parks & Recreation Plan*, *Pedestrian and Bicycle Plan* and several area plans.
  - a. Continue to facilitate the revision of the *Parks and Recreation Master Plan*.
  - b. Undertake implementation recommendations of the "Thoroughfare and Street Plan Study".
    - i. Develop and maintain past, current and projected population, employment and traffic data.
    - ii. Facilitate the "Growth Data Review Committee" annual review.
    - iii. Develop a program and material to present to local real estate firms that provide information on the Thoroughfare and Street Plan.
    - iv. Develop a homeowner's association list to distribute information on future road projects.
  - c. Continue the preparation of the "fiscal impact analysis" of Kernersville's future growth to its fixed city limits to gain an understanding of future revenue, service cost, and capital improvements.
  - d. Begin studying corridor planning options of Bodenhamer, North Cherry, South Cherry, East Mountain, West Mountain and Beard Street.

## COMMUNITY DEVELOPMENT DEPARTMENT

### GOALS & OBJECTIVES FY 2012-13

2. Continue pursuing economic development activities to promote our private developments and coordinate with economic development partners that include Winston-Salem Business Incorporated, Greensboro Economic Development Alliance, Piedmont Triad Partnership, Kernersville Chamber of Commerce, and Kernersville Downtown Preservation Development Council.
  - a. Continue refining and updating the inventory of available industrial, office, commercial, and residential properties. During previous economic recoveries, inventories have been a valuable resource of matching prospective developers and businesses with available property.
  - b. Continue refining the marketing material that compliments and coordinates with Winston-Salem Business Incorporated, Greensboro Economic Development Alliance, Piedmont Triad Partnership, Kernersville Chamber of Commerce, and Kernersville Downtown Preservation Development Council.
  - c. Continue to enhance the website to meet developer's needs.
3. Administer and enforce the *Unified Development Ordinance (UDO)*. The *UDO* is the primary growth management tool that the Town has in guiding its growth towards a better future.
  - a. Continue to facilitate the development review process of rezoning cases.
  - b. Continue to evaluate special use districts and zoning districts to determine if changes need to be made to adjust to the new economy.
  - c. Update the *UDO* to include State Statute changes and review CCPB changes to consider for adoption.
4. Facilitate the Town's development review process and implement the Town's building and zoning inspection program. As Kernersville grows, so does the complexity of development issues. The development review process needs to assure that the public and developers are provided a fair and timely review process.
  - a. Continue refine the new building permit software functions.
5. Provide staff support to the Town Manager, Board of Aldermen, Planning Board, Board of Adjustment, Community Appearance Commission, Pedestrian and Bicycle Advisory Board, Downtown Preservation and Development Council, Parks and Recreation Advisory Committee, and Chamber of Commerce in growth management issues. In a growing and dynamic community, responding to special project requests is a constant activity.
  - a. Continue assisting the boards and commissions as requested.
6. Continue to refine the in-house *Geographic Information System (GIS)*. This computerized mapping and data capability is enhancing the Town's ability to better prepare growth management plans, promote economic development, administer the Unified Development Ordinance, and provide additional services to the public and developers.
  - a. Continue implementing the GIS Manual policies and recommendations.
  - b. Work towards placing on the web the GIS inventory of available industrial, office, and commercial properties.

## COMMUNITY DEVELOPMENT DEPARTMENT

### GOALS & OBJECTIVES FY 2012-13

7. Continue to work towards developing an enhanced electronic office. An electronic office will include efficient and accurate staff reviews of developments and electronic public access to the community data files, Unified Development Ordinance, application forms, zoning maps, plans, and development review files.
  - a. Continue developing a work program for the 2<sup>nd</sup> phase of the new building permit software to allow citizens and developers electronic access to the development review process.
  - b. Continue electronic communication, such as “e-mail newsletters”, to inform the citizens and developers of community development topics.
  - c. Continue revising website pages based on user comments.
  
8. Continue to implement *Kernersville 2020 Goals* by:
  - a. **Downtown:** Continue to provide planning and community development staff support to the KDPDC in the implementation of the *Downtown Strategic Plan*.
  - b. **Economic Development:** Continue to provide economic development support to existing and potential businesses in coordination with Winston-Salem Business Incorporated, Greensboro Economic Development Alliance, Piedmont Partnership, and NC Department of Commerce.
  - c. **Greenways:** Continue to facilitate the implementation of the *Pedestrian and Bike Plan*.
  - d. **Housing:** Continue to monitor and study the housing market supply and demands to allow housing information to be disseminated to the appointed and elected boards.
  - e. **Quality Development:** Continue to undertake thorough reviews of rezoning requests to ensure that the developer creates quality developments such as Triad Business Park, Carrollton, and Medical Business Park.
  - f. **Traffic:** Continue to monitor traffic patterns and draft growth management plans and regulations to address traffic issues and opportunities.
  - g. **Thoroughfare and Street Plan:** Continue to assist in implementing the *Plan*.
  - h. **Marketing:** Continue to develop marketing programs to promote the current I-40 developments of Triad Business Park, Medical Business Park, Carrollton, and other potential developments.
  
9. Continue to address blighted properties by enforcing the Town’s codes that pertain to dilapidated buildings, junk vehicles, and junk storage to protect the health, safety, and welfare of residents and businesses.

## Community Development Department - Planning Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	225,418	\$234,795	\$234,795	\$235,535	\$242,643	\$200,161	\$200,161
Salaries & Wages - Temp/PT	1,314	500	500	500	0	0	0
FICA Tax Expenses	16,787	18,000	18,000	18,057	17,972	15,312	15,312
Group Insurance Expenses	29,426	30,564	30,564	35,011	36,172	23,190	23,190
Retirement Expense - Reg.	13,968	16,154	16,154	16,205	15,834	13,491	13,491
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	2,230	2,000	2,000	2,000	2,000	2,000	2,000
<b>Subtotal Personnel</b>	<b>289,143</b>	<b>302,013</b>	<b>302,013</b>	<b>307,307</b>	<b>314,621</b>	<b>254,154</b>	<b>254,154</b>
<b>Operating and Maintenance</b>							
Professional Services	48	0	0	4,800	4,800	3,500	3,500
Telephone & Postage	5,657	3,920	3,920	3,920	3,920	3,920	3,920
Printing	3,177	6,000	6,000	6,000	6,000	6,000	6,000
Travel	1,347	3,300	3,300	3,300	3,300	3,300	3,300
Maintenance/Repair - Radio	336	329	329	329	329	329	329
Maintenance/Repair - Other	2,195	2,195	2,195	2,195	2,195	2,195	2,195
Advertising	907	1,500	1,500	1,500	1,500	1,500	1,500
Office Supplies	752	1,300	1,300	1,300	1,300	1,300	1,300
Departmental Supplies/Mat.	854	6,000	6,000	6,000	9,500	6,000	6,000
Contracted Services	0	3,000	3,000	3,000	3,000	3,000	3,000
Dues and Subscriptions	1,390	1,700	1,700	1,700	1,700	1,700	1,700
Insurance and Bonds	5,366	6,980	6,980	6,980	6,921	6,921	6,921
Miscellaneous Expenses	44	200	200	200	200	200	200
<b>Subtotal Operating</b>	<b>22,074</b>	<b>36,424</b>	<b>36,424</b>	<b>41,224</b>	<b>44,665</b>	<b>39,865</b>	<b>39,865</b>
<b>Capital Outlay</b>							
Sidewalk Construction/Repair	0	0	0	0	0	0	0
Capital Outlay - Equipment	3,000	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>314,217</b>	<b>338,437</b>	<b>338,437</b>	<b>348,531</b>	<b>359,286</b>	<b>294,019</b>	<b>294,019</b>

## Community Development Dept. - Permit and Enforcement Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	291,444	246,210	246,210	249,044	251,849	249,404	249,404
Salaries & Wages - Temp/PT	80	0	0	0	500	500	500
Salaries & Wages - Overtime	0	0	0	0	0	0	0
FICA Tax Expenses	21,349	18,835	18,835	19,052	19,305	19,118	19,118
Group Insurance Expenses	53,812	38,205	38,205	39,745	45,215	38,650	38,650
Retirement Expense - Reg.	17,684	16,939	16,939	17,134	16,975	16,810	16,810
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	2,801	3,700	3,700	3,700	3,700	3,700	3,700
<b>Subtotal Personnel</b>	<b>387,171</b>	<b>323,889</b>	<b>323,889</b>	<b>328,675</b>	<b>337,543</b>	<b>328,181</b>	<b>328,181</b>
<b>Operating and Maintenance</b>							
Professional Services	14,439	2,000	6,800	2,000	2,000	2,000	2,000
Telephone & Postage	7,048	4,296	4,296	4,296	4,296	4,296	4,296
Printing	1,105	1,100	1,100	1,100	1,100	1,100	1,100
Travel	1,768	3,600	3,600	3,600	3,600	3,600	3,600
Maintenance/Repair - Other	300	300	300	300	300	300	300
Advertising	0	500	500	500	500	500	500
Office Supplies	689	700	700	700	700	700	700
Departmental Supplies/Mat.	1,230	6,500	6,500	6,500	10,000	6,500	6,500
Uniforms and Accessories	955	1,200	1,200	1,200	1,200	1,200	1,200
Contracted Services	0	0	1,915	1,915	1,915	1,915	1,915
Dues and Subscriptions	447	900	900	900	900	900	900
Insurance and Bonds	16,970	7,474	7,474	7,474	7,683	7,683	7,683
Miscellaneous Expenses	155	200	200	200	200	200	200
<b>Subtotal Operating</b>	<b>45,106</b>	<b>28,770</b>	<b>35,485</b>	<b>30,685</b>	<b>34,394</b>	<b>30,894</b>	<b>30,894</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	0	0	0	0	0	0	0
Capital Outlay - Equipment (L.P.)	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	3,556	3,556	3,556	3,556	3,556	0	0
<b>Subtotal Installment Purchase</b>	<b>3,556</b>	<b>3,556</b>	<b>3,556</b>	<b>3,556</b>	<b>3,556</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>435,833</b>	<b>356,215</b>	<b>362,930</b>	<b>362,916</b>	<b>375,493</b>	<b>359,075</b>	<b>359,075</b>

# FINANCE DEPARTMENT

## GOALS & OBJECTIVES FY 2012-13

The Finance Department strives to provide quality financial services to all customers at the highest achievable levels of customer satisfaction. The Department provides sound financial management, financial reporting and cost effective acquisition of goods and services for Town government that is consistent with local, state and federal laws and governmental accounting and regulatory requirements.

The Department manages all the Town's funds, including investment and debt portfolios, plans and administers financial policies and develops long-range financial plans. The Finance department is also responsible for the revenue collections of all amounts due for governmental services, manages installment purchase contracts, and prepares numerous Town, state and federal reports.

### **Goals and Objectives for Fiscal Year 2012-13:**

1. Ensure complete and accurate accounting of all financial transactions and reporting of financial data in compliance with applicable accounting standards, laws, etc. Obtain another "clean" opinion from the audit of the Town's financial activities and statements. Receive the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association (GFOA) demonstrating the highest form of recognition of governmental accounting and financial reporting.
2. Identify cost saving opportunities by conducting energy audits, evaluating energy consumption and consolidating town purchases.
3. Improve financial processes and efficiencies by evaluating current financial procedures and updating financial software packages.
4. Reinforce Town financial stability through succession planning in the Finance Department. Promote the transfer of knowledge and development of leadership skills to accommodate current and future workloads. Continue the development of financial policies and operating procedures to ensure financial service continuity as retirements/vacancies occur.
5. Provide financial support and assistance to other Departments, the Town Manager's office, and the public. Assist the Town Manager in preparing a quality budget document that reflects the activities and financial needs of the Town. Maintain financial accuracy to facilitate the decision-making made by other departments, the Town Manager and Board of Aldermen.
6. Advance employee skills and knowledge-base through training, attending industry and professional conferences to achieve the following: learn new methods of increasing operational efficiencies, increase job knowledge and skills and stay abreast of changes in the regulations and standards of accounting and financial reporting.

## Finance Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	268,005	308,994	308,994	308,994	342,007	342,007	342,007
Salaries & Wages - Temp/PT	11,858	5,000	5,000	5,000	5,000	0	0
Salaries & Wages - Overtime	32,680	5,000	5,000	5,000	7,000	5,000	5,000
FICA Tax Expenses	23,946	24,403	24,403	24,403	27,082	26,546	26,546
Group Insurance Expenses	31,607	42,025	42,025	42,025	54,258	46,380	46,380
Retirement Expense - Reg.	18,744	21,603	21,603	21,603	23,523	23,388	23,388
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	3,754	6,025	6,025	6,025	6,025	6,025	6,025
<b>Subtotal Personnel</b>	<b>390,593</b>	<b>413,050</b>	<b>413,050</b>	<b>413,050</b>	<b>464,895</b>	<b>449,346</b>	<b>449,346</b>
<b>Operating and Maintenance</b>							
Professional Services	83,706	75,460	75,460	75,460	75,460	75,460	75,460
Telephone & Postage	7,107	4,680	4,680	4,680	4,680	4,680	4,680
Printing	4,764	4,500	4,500	4,500	4,500	4,500	4,500
Travel	8,821	12,530	12,530	12,530	12,530	12,530	12,530
Maintenance/Repair - Other	1,131	2,420	2,420	2,420	2,420	2,420	2,420
Maintenance/Repair - EDP	25,539	26,000	26,000	26,000	26,000	26,000	26,000
Advertising	0	650	650	650	650	0	0
Office Supplies	743	3,150	3,150	3,150	3,150	3,150	3,150
Departmental Supplies/Mat.	4,654	7,900	7,900	7,900	12,275	12,275	12,275
Contracted Services	131,604	128,000	128,000	128,000	128,000	128,000	128,000
Banking Services	7,477	5,900	5,900	5,900	12,900	12,900	12,900
Penalties/Interest	0	0	0	0	0	0	0
Dues and Subscriptions	974	950	950	950	950	950	950
Insurance and Bonds	7,528	8,325	8,325	8,325	9,384	9,384	9,384
Miscellaneous Expenses	55	250	250	250	250	250	250
Shortage/Overage	0	0	0	0	0	0	0
<b>Subtotal Operating</b>	<b>284,103</b>	<b>280,715</b>	<b>280,715</b>	<b>280,715</b>	<b>293,149</b>	<b>292,499</b>	<b>292,499</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	4,700	0	0	0	0	0	0
Capital Outlay - Equipment	0	26,860	26,860	26,860	0	0	0
<b>Subtotal Capital Outlay</b>	<b>4,700</b>	<b>26,860</b>	<b>26,860</b>	<b>26,860</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	0	5,748	5,748	5,748	5,570	5,570	5,570
<b>Subtotal Installment Purchase</b>	<b>0</b>	<b>5,748</b>	<b>5,748</b>	<b>5,748</b>	<b>5,570</b>	<b>5,570</b>	<b>5,570</b>
<b>Totals</b>	<b>679,396</b>	<b>726,373</b>	<b>726,373</b>	<b>726,373</b>	<b>763,614</b>	<b>747,415</b>	<b>747,415</b>

## Finance Department - Capital Outlay

Item	Remarks	Item or Project Cost
<b>Installment Purchase</b>		
MUNIS software upgrades	Second of five annual payments	\$5,570
<b>Subtotal Installment Purchase</b>		<b>5,570</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal Capital Outlay - Equipment</b>		<b>0</b>
<b>Capital Outlay - Equipment (I.P.) *</b>		
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# INFORMATION SYSTEMS DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013

Directs and coordinates local and wide area network (LAN/WAN) activities by performing the duties personally or through other employees or contracted services. Installs, configures, modifies, and troubleshoots client and server hardware and software, providing technical assistance and training to users and peers so as to support all departmental services provided to the citizens. Provides enterprise wide direction for all technology related projects.

This department strives to provide for the availability of data, exchange of information and protection of the information assets while maintaining a reasonable budget and complying with industry standard practices and regulations. The purpose of this department is to serve as an advisor to the Board of Alderman, Town Manager and to all other departments and staff within the organization in the management and use of information technology.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Provide 100% uptime for all network services supporting public safety and other departments.
2. Continue to build infrastructure to support all present networking functions and provide the base that future systems will be built upon.
3. Implement desktop virtualization pilot program
4. Deploy point-to-point wireless back haul in an effort to increase network speeds between all facilities.
5. Deploy WiFi and security camera system in July 4<sup>th</sup> park in order to support PD's and PR's efforts to reduce crime in the park.
6. Deploy wireless infrastructure to increase police department video upload speeds.
7. Increase server and client storage capacity on SAN to accommodate growing space requirements from all departments.
8. Maintain existing personal industry standard certifications and add certifications when appropriate by taking advantage of cost effective continuing education.
9. Enhance professional education by attending local and national industry trade shows and education development meetings.
10. Continue to implement the technology refresh plan by replacing the oldest computers in each department in FY12-13.
11. Support all departments in their departmental specific projects.
12. Lead strategic change and achieve operational results.

## Information Systems Department

### Expenditures Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	161,446	179,210	179,210	179,210	184,509	182,674	182,674
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	728	0	0	0	0	0	0
FICA Tax Expenses	12,256	13,710	13,710	13,710	14,115	13,975	13,975
Group Insurance Expenses	21,591	22,923	22,923	22,923	27,129	23,190	23,190
Retirement Expense - Reg.	10,021	12,330	12,330	12,330	12,436	12,312	12,312
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	10,804	6,535	6,535	4,800	5,800	4,800	4,800
<b>Subtotal Personnel</b>	<b>216,846</b>	<b>234,707</b>	<b>234,707</b>	<b>232,972</b>	<b>243,989</b>	<b>236,951</b>	<b>236,951</b>
<b>Operating and Maintenance</b>							
Professional Services	5,000	0	0	0	0	0	0
Telephone & Postage	4,179	40,020	40,020	40,905	43,920	43,920	43,920
Travel	4,474	6,900	6,900	5,100	5,000	4,000	4,000
Maintenance/Repair - Network	53,799	35,000	35,000	37,000	35,000	35,000	35,000
Departmental Supplies/Mat.	1,185	1,300	1,300	1,300	1,300	1,300	1,300
Equipment Replacement	0	4,000	4,000	4,000	0	0	0
Software Lic. Renewals/Updates	24,490	22,000	22,000	22,000	28,500	28,500	28,500
Dues and Subscriptions	208	200	200	225	200	200	200
Insurance and Bonds	5,299	5,811	5,811	5,811	6,432	6,432	6,432
Miscellaneous Expenses	261	300	300	60	300	300	300
<b>Subtotal Operating</b>	<b>98,895</b>	<b>115,531</b>	<b>115,531</b>	<b>116,401</b>	<b>120,652</b>	<b>119,652</b>	<b>119,652</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	16,000	0	0	0	0	0	0
Capital Outlay - Equipment (I.P.)	64,954	24,000	24,000	24,400	0	0	0
<b>Subtotal Capital Outlay</b>	<b>80,954</b>	<b>24,000</b>	<b>24,000</b>	<b>24,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	13,642	19,196	19,196	19,196	19,196	19,196	19,196
<b>Subtotal Installment Purchase</b>	<b>13,642</b>	<b>19,196</b>	<b>19,196</b>	<b>19,196</b>	<b>19,196</b>	<b>19,196</b>	<b>19,196</b>
<b>Totals</b>	<b>410,337</b>	<b>393,435</b>	<b>393,435</b>	<b>392,969</b>	<b>383,837</b>	<b>375,799</b>	<b>375,799</b>



# HUMAN RESOURCES DEPARTMENT

## GOALS & OBJECTIVES FY 2012-13

The mission of the Human Resources Department is to provide effective Human Resource and Safety Management by developing and implementing policies, programs, and services which contribute to the attainment of management and employee goals:

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Properly balancing the needs of the employees and the needs of Town management through training, review of policies & procedures, and one-on-one counseling.
2. Ensuring a diverse workforce in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations; providing management and employee training; developing policies and procedures; and actively participating in the onboarding process at the Department level on all new hires.
3. Managing the Town's Risk Management programs so that the Town will have quality and cost-effective coverage while implementing programs to help reduce the Town's liability for losses.
4. Providing training and development that enables effective leadership and career development of employees, monitor departmental workforce succession plans. Provide training in the area of employment law and government regulation and litigation avoidance.
5. Hiring the most qualified employees by: pre-planning staffing needs; ensuring an effective internal interview process; increasing organizational visibility in the employment marketplace; identifying the best and most cost effective recruitment sources, and conducting thorough reference checks.
6. Retaining our valued employees by: assuring effective leadership qualities in our managers; furnishing technical, interpersonal, and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.
7. Providing competitive wages and benefits for our employees by conducting annual market pay studies for employee groups and securing cost effective high quality benefits.
8. Completing the integration of the new Human Resources Information System.

## Human Resources Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	183,900	194,147	194,147	192,504	196,311	194,346	194,346
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
FICA Tax Expenses	13,733	14,852	14,852	14,727	15,018	14,867	14,867
Group Insurance Expenses	23,955	26,744	26,744	25,257	31,651	27,055	27,055
Retirement Expense - Reg.	11,342	13,357	13,357	13,244	13,231	13,099	13,099
Employee Appreciation	12,956	13,130	20,130	14,504	26,300	26,300	26,300
Unemployment Insurance	21,121	67,000	67,000	69,871	45,000	40,000	40,000
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	5,195	14,515	14,515	14,514	12,125	12,125	12,125
Retiree's Insurance Expense	103,672	96,440	96,440	103,461	131,462	120,317	120,317
<b>Subtotal Personnel</b>	<b>375,874</b>	<b>440,186</b>	<b>447,186</b>	<b>448,082</b>	<b>471,098</b>	<b>448,109</b>	<b>448,109</b>
<b>Operating and Maintenance</b>							
Professional Services	66,709	71,150	71,150	59,517	81,958	75,458	75,458
Telephone & Postage	5,223	3,039	3,039	2,317	3,039	3,039	3,039
Printing	66	200	200	200	200	200	200
Travel	21	3,365	3,365	2,947	2,115	2,115	2,115
Maintenance/Repair - Other	366	1,400	1,400	1,200	1,400	1,400	1,400
Maintenance/Repair - EDP	10,479	10,900	10,900	10,394	10,900	10,900	10,900
Advertising	0	0	0	0	0	0	0
Office Supplies	1,221	1,600	1,600	1,594	1,600	1,600	1,600
Departmental Supplies/Mat.	1,015	13,755	36,549	36,549	4,100	4,100	4,100
Contracted Services	7,750	7,750	7,750	7,750	7,750	7,750	7,750
Dues and Subscriptions	774	955	955	910	1,150	1,150	1,150
Insurance and Bonds	5,032	5,526	5,526	5,369	6,194	6,194	6,194
Miscellaneous Expenses	112	300	300	300	300	300	300
<b>Subtotal Operating</b>	<b>98,768</b>	<b>119,940</b>	<b>142,734</b>	<b>129,047</b>	<b>120,706</b>	<b>114,206</b>	<b>114,206</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	2,350	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>2,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	1,671	0	0	0	0	0	0
<b>Subtotal Installment Purchase</b>	<b>1,671</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>478,664</b>	<b>560,126</b>	<b>589,920</b>	<b>577,129</b>	<b>591,804</b>	<b>562,315</b>	<b>562,315</b>

# POLICE DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013

The Kernersville Police Department is responsible for maintaining the trust and confidence of our citizens through the deployment and utilization of highly trained, professional police personnel. The Department continues to be mindful of our economic environment and the challenges this may present to the Community. The members of this Department will remain dedicated to the delivery of outstanding police service.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. "Make the Difference" in our interactions with the public, coworkers and the larger community.
2. Implement Stage 1 of P25 Radio System transition through purchase of P25 compliant hand-held radios.
3. Replace high mileage, maintenance intensive, vehicles with safe, economical and more fuel efficient models.
4. Enhance community safety through participation in regional intelligence, enforcement and prosecutorial efforts including the Forsyth County DWI Taskforce, Chronic Offender Accountability Group, Sexual Offender Taskforce and Drug Enforcement Administration Taskforce.
5. Equip employees with computer and wireless technologies that improve their effectiveness and efficiency.
6. Reduce fuel consumption and improve community relationships through continuation of the Officer Foot Patrol Program.
7. Continue to develop, maintain and enhance community partnerships that improve the quality of life for individuals, families, neighborhoods and Kernersville.
8. Improve motorist safety through the use of speed surveys, enforcement, environmental design and public education.
9. Continue to develop and implement strategies to recruit, develop and retain a professional, ethical and diverse workforce.

## Police Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	696,342	\$738,853	\$738,853	672,508	\$770,033	\$745,523	\$745,523
Salaries & Wages - Reg. (Sworn)	3,025,247	3,166,036	3,166,036	3,132,394	3,189,052	3,156,955	3,156,955
Salaries & Wages - Off-Duty	102,040	75,000	75,000	56,500	75,000	75,000	75,000
Salaries & Wages - Temp/PT	0	0	0	7,133	0	0	0
Salaries & Wages - Overtime	25,257	13,224	13,224	29,765	13,224	13,224	13,224
Salaries & Wages - O.T. (Sworn)	20,661	40,000	40,000	12,101	40,000	40,000	40,000
Retirement Incentive	0	0	0	0	0	0	0
Salaries & Wages - Off-Duty OT	0	0	0	0	0	0	0
Clothing Allowance Expense	6,600	7,700	7,700	7,700	8,800	8,800	8,800
FICA Tax Expenses	292,639	308,533	308,533	299,146	312,679	308,349	308,349
Group Insurance Expenses	679,586	641,844	641,844	649,500	759,612	649,320	649,320
Retirement Expense - Reg.	44,580	51,743	51,743	48,316	52,792	51,140	51,140
Retirement Expense - LEO	191,985	225,705	225,705	221,372	218,607	216,434	216,434
Retirement Expense - 401K Reg	0	0	0	0	0	0	0
Retirement Exp. - 401K (Sworn)	149,753	160,302	160,302	157,225	161,453	159,848	159,848
Retirement Supplemental	67,325	67,325	67,325	67,325	95,215	95,215	95,215
Employee Training	12,443	21,865	21,865	13,000	24,765	24,765	24,765
<b>Subtotal Personnel</b>	<b>5,314,458</b>	<b>5,518,130</b>	<b>5,518,130</b>	<b>5,373,985</b>	<b>5,721,231</b>	<b>5,544,572</b>	<b>5,544,572</b>
<b>Operating and Maintenance</b>							
Professional Services	19,890	28,345	30,253	24,500	35,330	35,330	35,330
Telephone & Postage	31,196	30,690	30,690	34,000	39,140	39,140	39,140
Printing	988	3,750	3,750	1,500	2,250	2,250	2,250
Departmental Utilities Expense	10,510	12,840	12,840	10,950	12,900	12,900	12,900
Travel	15,344	20,995	20,995	20,995	23,495	23,495	23,495
Travel - FC - DWI Grant	0	1,400	1,400	0	1,400	1,400	1,400
Maintenance/Repair - Comm Tower	23,308	0	6,500	6,500	0	0	0
Maintenance/Repair - Radio	50,591	70,080	70,080	54,000	52,400	42,400	42,400
Maintenance/Repair - Other	70,879	92,890	92,890	70,000	96,510	91,000	91,000
Advertising	0	1,480	1,480	1,480	1,480	1,480	1,480
Office Supplies	14,041	17,000	17,000	16,000	17,000	17,000	17,000
Departmental Supplies/Mat.	73,106	93,846	127,116	127,116	110,046	90,046	90,046
Departmental Supplies/Mat. - DWI Grant	19,224	0	8,026	2,529	0	0	0
Gov Hwy Safety Materials	3,300	0	0	19,000	0	0	0
Uniforms & Accessories	31,857	48,500	60,891	55,843	53,020	38,020	38,020
Uniforms & Accessories - DWI Grant	0	0	0	0	0	0	0
Equipment Lease Expense	24,875	32,532	32,532	22,265	22,532	22,532	22,532
Dues and Subscriptions	1,628	3,190	3,190	3,190	4,060	4,060	4,060
Insurance and Bonds	167,749	84,134	84,134	81,441	100,236	100,236	100,236
Miscellaneous Expenses	9,213	2,140	2,140	1,012	2,140	2,140	2,140
Forsyth Co.- Park Fine, Unclaim	0	0	0	0	0	0	0
Information & Ammo Expense	36,000	41,450	41,450	36,715	41,450	41,450	41,450
<b>Subtotal Operating</b>	<b>603,699</b>	<b>585,262</b>	<b>647,357</b>	<b>589,036</b>	<b>615,389</b>	<b>564,879</b>	<b>564,879</b>
<b>Capital Outlay</b>							
Capital Outlay - General Improve.	0	0	0	0	0	0	0
Capital Outlay - Equipment	39,076	0	0	0	0	0	0
Capital Outlay - Equipment - DWI Grant	22,552	0	0	0	0	0	0
Capital Outlay - Equipment (I.P.)	532,728	220,000	220,000	206,871	537,600	120,000	120,000
<b>Subtotal Capital Outlay</b>	<b>594,356</b>	<b>220,000</b>	<b>220,000</b>	<b>206,871</b>	<b>537,600</b>	<b>120,000</b>	<b>120,000</b>
<b>Other</b>							
K-9 costs	3,775	4,950	4,950	4,950	5,950	5,950	5,950
<b>Subtotal Other</b>	<b>3,775</b>	<b>4,950</b>	<b>4,950</b>	<b>4,950</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>
<b>Installment Purchase</b>							
Installment Purchase	620,820	452,193	452,193	446,812	371,064	281,701	281,701
<b>Subtotal Installment Purchase</b>	<b>620,820</b>	<b>452,193</b>	<b>452,193</b>	<b>446,812</b>	<b>371,064</b>	<b>281,701</b>	<b>281,701</b>
<b>Totals</b>	<b>7,137,108</b>	<b>6,780,535</b>	<b>6,842,630</b>	<b>6,621,654</b>	<b>7,251,234</b>	<b>6,517,102</b>	<b>6,517,102</b>

<b>Police Department - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
Five Patrol Cars	Five of Five Annual Payments	26,998
Digital CCTV System	Four of Five Annual Payments	2,160
Enhancement In-Car Computer Program	Four of Five Annual Payments	33,759
6 - Patrol Car Replacements	Four of Five Annual Payments	32,398
4 - Police Car Replacements	Three of Five Annual Payments	16,263
Police In-Car Camera System Upgrade	Three of Five Annual Payments	97,366
10 - Patrol Car Replacements	Two of Five Annual Payments	47,078
5 - Patrol Car Replacements	One of Five Annual Payments	25,679
<b>Subtotal Installment Purchase</b>		<b>281,701</b>
<b>Capital Outlay - General Improvement</b>		
<b>Subtotal General Improvement</b>		
		<b>0</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal for Capital Outlay - Equipment</b>		
		<b>0</b>
<b>Capital Outlay - Equipment (I.P.) *</b>		
Vehicle Replacement Program (5 Cars)	Replace older higher maintenance vehicles with safer more fuel efficient models.	120,000
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>120,000</b>
* Item(s) is being paid for under installment purchase.		

# FIRE DEPARTMENT

## GOALS & OBJECTIVES FY 2012-13

The Kernersville Fire Rescue Department provides a number of emergency services - fire, medical, rescue and hazardous materials - to the people of this community. In 2011, the department answered 2729 calls for service; 69% of which were medical in nature. The department also responded to 90 fire related incidents through the year. When called on for assistance, this department is dedicated to rapid response and quality service. Our goal is to have an emergency crew arrive on-scene in less-than four (4) minutes of the time the alarm sounds. The Fire Rescue department's overall average emergency response time in 2011 was 3:21.

Through these economic hard times, this department remains committed to providing a high quality of service to the town's citizens – while attempting to keep our operating costs as low as possible. At the same time, we must continue to stress safety for our employees by enhancing our training program and replacing aging unreliable equipment. Also, in an effort to provide consistency in our operations, we need to continue to search for suitable sites on which to build future fire stations. The goals included in the FY 12/13 budget request reflect those objectives.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. *Continued development of the training program so that it better serves the needs of a professional fire rescue department and a growing community.* The addition of a full-time Training/Safety Officer would serve to provide focus and continuity to the department's training program. The position also gives the department a person who will develop and track safety programs and requirements.
2. *Maintain efforts to select sites for future fire station projects.* In an effort to continue to meet the department's 4-minute response goal, future station sites will need to be selected as soon as possible so the purchase of the location(s) may be planned in coming fiscal year budgets.
3. *Continue the 3-year replacement cycle of breathing air cylinders.* The department's budget request includes provisions for the second purchase of air cylinders as part of a 3-year cycle of replacement of this equipment. This project is being undertaken because DOT regulations set a 15 year usage cap on this style of air cylinder.
4. *Aerial apparatus replacement.* The department's aerial ladder truck is approaching 23 years of service. While the apparatus has been an asset to the community throughout that time, it has reached the point where it is frequently out of service – for extended time periods - for major repairs. These repairs can take a lengthy time to complete because parts for a truck of this type and age are not readily available. The frequency of needed repairs also brings into question the truck's ability to be operated safely and effectively when needed for emergency operations. Accordingly, this budget request includes the replacement of the aerial apparatus.
5. *Staff vehicle replacements.* The requested budget includes the replacement of two vehicles – one to be assigned to the Fire Prevention Division and the other to a Chief Officer. The current vehicles are older model sedans that have high mileage and escalating repair costs.

## Fire Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'l Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	2,804,067	\$3,020,766	\$3,020,766	\$2,909,343	\$3,089,658	\$3,058,568	\$3,058,568
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	141,834	203,814	203,814	231,630	238,000	238,000	238,000
Retirement Incentive	0	0	0	0	0	0	0
FICA Tax Expenses	217,196	246,680	246,680	240,284	254,566	252,187	252,187
Group Insurance Expenses	509,525	527,229	525,405	542,794	623,967	533,370	533,370
Retirement Expense - Reg.	184,347	221,851	221,851	216,099	224,284	222,189	222,189
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	19,495	23,000	23,000	21,000	23,000	23,000	23,000
<b>Subtotal Personnel</b>	<b>3,876,464</b>	<b>4,243,340</b>	<b>4,241,516</b>	<b>4,161,150</b>	<b>4,453,475</b>	<b>4,327,314</b>	<b>4,327,314</b>
<b>Operating and Maintenance</b>							
Professional Services	19,104	21,125	21,125	20,000	20,625	20,625	20,625
Telephone & Postage	23,374	15,494	15,494	12,750	13,250	13,250	13,250
Printing	294	1,500	1,500	775	1,000	1,000	1,000
Departmental Utilities Expense	47,105	64,248	64,248	50,000	55,000	55,000	55,000
Travel	6,919	4,000	4,000	5,500	6,000	6,000	6,000
Maintenance/Repair - Bldg.	27,744	22,000	22,000	21,650	22,000	22,000	22,000
Maintenance/Repair - Energy Grant	392	0	1,824	1,825	0	0	0
Maintenance/Repair - Bldg. Grant	0	0	5,852	5,852	0	0	0
Maintenance/Repair - Radio	13,132	12,100	12,100	7,300	8,500	8,500	8,500
Maintenance/Repair - Other	10,032	8,500	8,500	8,000	12,000	12,000	12,000
Maintenance/Repair - Fire Truck	24,998	20,000	37,264	25,500	20,000	20,000	20,000
Advertising	0	1,500	1,500	0	1,000	1,000	1,000
Office Supplies	2,605	3,500	3,500	2,850	3,000	3,000	3,000
Departmental Supplies/Mat.	66,564	60,525	61,525	54,000	173,250	154,175	154,175
Departmental Supplies/Mat. Grant	1,018	0	0	0	0	0	0
Fire Grant Supplies & Materials	0	0	0	0	0	0	0
Uniforms & Accessories	48,948	85,000	86,761	73,000	83,350	73,350	73,350
Equipment Lease Expense	787	1,600	1,600	1,600	1,600	1,600	1,600
Contracted Services	20,413	24,165	31,265	29,200	25,465	25,465	25,465
Dues and Subscriptions	6,281	8,070	8,070	8,000	8,505	8,505	8,505
Insurance and Bonds	120,768	73,933	71,846	71,947	85,343	85,343	85,343
Miscellaneous Expenses	1,201	1,500	1,500	1,465	1,500	1,500	1,500
Public Educ./Fire Prevention	5,768	4,000	4,000	3,800	4,000	4,000	4,000
<b>Subtotal Operating</b>	<b>447,447</b>	<b>432,760</b>	<b>465,474</b>	<b>405,014</b>	<b>545,388</b>	<b>516,313</b>	<b>516,313</b>
<b>Capital Outlay</b>							
Capital Outlay - Land	0	0	0	0	0	0	0
Capital Outlay - Bldgs.	0	0	0	0	0	0	0
Capital Outlay - Improvements	0	72,000	0	0	0	0	0
Capital Outlay - Improvements (I.P.)	0	65,000	72,000	40,303	0	0	0
Capital Outlay - Equipment	71,274	0	0	0	0	0	0
Capital Outlay - Equipment (IP)	41,972	0	65,000	0	1,323,000	1,134,000	1,134,000
<b>Subtotal Capital Outlay</b>	<b>113,246</b>	<b>137,000</b>	<b>137,000</b>	<b>40,303</b>	<b>1,323,000</b>	<b>1,134,000</b>	<b>1,134,000</b>
<b>Other</b>							
Fire Protection Contracts	7,500	7,500	7,500	7,500	10,000	10,000	10,000
<b>Subtotal Other</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Installment Purchase</b>							
Installment Purchase	253,611	215,635	215,635	0	275,493	263,017	263,017
<b>Subtotal Installment Purchase</b>	<b>253,611</b>	<b>215,635</b>	<b>215,635</b>	<b>0</b>	<b>275,493</b>	<b>263,017</b>	<b>263,017</b>
<b>Totals</b>	<b>4,698,268</b>	<b>5,036,235</b>	<b>5,067,125</b>	<b>4,613,967</b>	<b>6,607,356</b>	<b>6,250,644</b>	<b>6,250,644</b>

<b>Fire Department - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
Quint Equipment	Fifth of five annual payments - lease purchase.	12,959
Chief Officer Vehicle	Fifth of five annual payments - lease purchase.	5,508
Quint Ladder Truck	Fifth of seven annual payments - lease purchase.	91,917
HazMat Vehicle	Fourth of five annual payments	7,560
Fire Inspector Vehicle	Third of five annual payments	9,309
Station 42 driveway repair	Second of five annual payments	8,522
Gas detection equipment replacemant	Second of five annual payments	5,156
Breathing air cylinder replacement (1st year)	Second of five annual payments	7,012
Fire Station Land	First of fifteen annual payments	15,519
Aerial apparatus	First of fifteen annual payments	92,278
Breathing air cylindar replacement (2nd year)	First of five annual payments	7,277
<b>Subtotal Installment Purchase</b>		<b>263,017</b>
<b>Cap. Outlay - Land (I.P.)</b>		
<b>Subtotal Cap. Outlay - Land</b>		<b>0</b>
<b>Cap. Outlay - Improvements (I.P.)</b>		
<b>Subtotal Cap. Outlay - Bldg.</b>		<b>0</b>
<b>Capital Outlay - Equipment (I.P.) *</b>		
Aerial apparatus	Replacement for Ladder 41 truck	1,100,000
Breathing air cylinders	Cylinders to meet federal mandate	34,000
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>1,134,000</b>
* This item(s) is being paid for under installment purchase.		

# ENGINEERING DEPT - ENGINEERING DIVISION

## GOALS & OBJECTIVES FY 2012-13

The Engineering Division is responsible for the design of public improvements, plan reviews, land surveying, watershed management and various tasks associated with engineering and official Town mapping. Other services consist of assisting consulting engineers, architects, developers and the general public with technical information on streets, storm drainage, property lines, right-of-ways, construction standards, etc.

### **Goals and Objectives for Fiscal Year 2012-2013:**

#### Department Administration:

1. The primary goal for program development is to complete and/or continue comprehensive planning for meeting current and future Town of Kernersville transportation, storm water, and water and sewer needs. Of specific importance is the completion of program planning for the Stormwater Program.
2. Identify and develop additional revenues to support the Town's needs and functions of the Department.
3. Provide ongoing leadership within the new Engineering Department for planning, organizing, staffing, and controlling the functions and activities of the Engineering Department.
4. In conjunction with the HR Department and the Town Manager, generate a workforce management plan that addresses pending retirements within the Department.
5. Start and complete the several construction projects identified FY 12-13 for the Stormwater, Transportation and Sewer Utilities programs.

#### Engineering Division:

1. Assist the Director in the departmental functions.
2. Produce plans and contract documents, in house, for one, or more, projects with revenue producing potential.

## Engineering Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	139,355	\$145,846	\$145,846	\$146,493	\$151,884	\$150,349	\$150,349
Salaries & Wages - Overtime	45	0	0	0	0	0	0
FICA Tax Expenses	10,389	11,157	11,157	11,207	11,619	11,502	11,502
Group Insurance Expenses	15,828	15,282	15,282	15,157	18,086	15,460	15,460
Retirement Expense - Reg.	8,870	10,034	10,034	10,079	10,237	10,134	10,134
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	923	1,500	1,500	1,200	1,500	1,500	1,500
<b>Subtotal Personnel</b>	<b>175,410</b>	<b>183,819</b>	<b>183,819</b>	<b>184,135</b>	<b>193,326</b>	<b>188,944</b>	<b>188,944</b>
<b>Operating and Maintenance</b>							
Professional Services	629	350	350	0	350	350	350
Professional Services Duffield Ct	7,981	0	7,980	7,980	0	0	0
Prof. Serv. Sanitary Sewer Study	36,464	150,000	150,000	150,000	0	0	0
Prof. Serv. Eng Plan Brookford/Hospital	8,651	50,000	50,000	47,000	42,000	42,000	42,000
Prof. Serv. Env. Study WWTP	4,998	40,000	40,000	30,000	0	0	0
Telephone & Postage	3,531	1,820	1,820	1,820	1,820	1,820	1,820
Printing	274	1,075	1,075	1,075	1,075	1,075	1,075
Travel	446	900	900	925	900	900	900
Maintenance/Repair - Other	829	1,200	1,200	0	1,200	1,200	1,200
Advertising	0	175	175	0	175	175	175
Advertising Duffield Ct	0	0	500	0	0	0	0
Office Supplies	181	350	350	275	350	350	350
Departmental Supplies/Mat.	1,750	3,850	3,850	2,283	4,725	4,725	4,725
Contracted Services	80	0	0	650,000	0	0	0
Dues and Subscriptions	204	600	600	200	600	600	600
Insurance and Bonds	3,994	4,005	4,005	3,905	4,594	4,594	4,594
Miscellaneous Expenses	280	350	350	25	350	350	350
<b>Subtotal Operating</b>	<b>70,292</b>	<b>254,675</b>	<b>263,155</b>	<b>895,488</b>	<b>58,139</b>	<b>58,139</b>	<b>58,139</b>
<b>Capital Outlay</b>							
Capital Outlay - Gen Improvements	0	0	60,000	0	428,000	428,000	428,000
Capital Outlay - Equipment	0	0	0	0	21,179	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>449,179</b>	<b>428,000</b>	<b>428,000</b>
<b>Installment Purchase</b>							
Installment Purchase	5,669	5,670	5,670	5,670	5,670	0	0
<b>Subtotal Installment Purchase</b>	<b>5,669</b>	<b>5,670</b>	<b>5,670</b>	<b>5,670</b>	<b>5,670</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>251,371</b>	<b>444,164</b>	<b>512,644</b>	<b>1,085,293</b>	<b>706,314</b>	<b>675,083</b>	<b>675,083</b>

## Engineering Department - Capital Outlay

Item	Remarks	Item or Project Cost
<b>Installment Purchase</b>		
<b>Subtotal Installment Purchase</b>		<b>0</b>
<b>Capital Outlay - Gen Improvements</b>		
Sanitary Sewer Construction	Construction contract for sanitary sewer - Brookford Rd.	428,000
<b>Subtotal Capital Outlay - Gen Improvements</b>		<b>428,000</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal Capital Outlay - Equip.</b>		<b>0</b>

# PUBLIC SERVICES-STREET DIVISION

## GOALS & OBJECTIVES FY 2012-13

The Street Division provides three primary services for the Town: street maintenance, right-of-way maintenance, and emergency response. These services include roadway and drainage repairs, minor construction, asphalt resurfacing, mowing and landscaping along the public roadways, and emergency services such as snow removal, storm debris cleanup, assistance to the Police and Fire Departments in emergency street closures, and accident cleanup. The primary emphasis during this Fiscal Year will be the continuation of our pavement maintenance program. Other priorities also include the sign retroreflectivity and handicap ramp upgrades.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Assist Administration with the development of the Public Services Addendum to the County Emergency Management Plan.
2. Conduct the 2012 Pavement Condition Rating (PCR) Survey.
3. Develop a Sidewalk Condition Rating (SCR) program. Inventory and inspect all sidewalks using this new program and then develop a Capital Improvement Plan if needed.
4. Participate in the APWA Nationwide Pilot Program for Equipment and Technician Specialist Training and Certification.

## Public Services Street Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	526,568	\$557,618	\$557,618	\$544,925	\$558,052	\$546,344	\$546,344
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	15,608	9,500	9,500	7,200	9,500	9,500	9,500
FICA Tax Expenses	40,621	43,385	43,385	42,238	43,418	42,522	42,522
Group Insurance Expenses	117,562	129,897	129,897	129,150	153,731	131,410	131,410
Retirement Expense - Reg.	33,690	39,018	39,018	37,986	38,253	37,464	37,464
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	3,711	3,850	3,850	3,850	4,280	4,280	4,280
<b>Subtotal Personnel</b>	<b>737,760</b>	<b>783,267</b>	<b>783,267</b>	<b>765,349</b>	<b>807,234</b>	<b>771,520</b>	<b>771,520</b>
<b>Operating and Maintenance</b>							
Professional Services	546	6,400	6,400	2,670	3,900	3,900	3,900
Telephone & Postage	6,530	5,600	5,600	5,600	5,600	5,600	5,600
Printing	430	1,150	1,150	1,150	1,150	1,150	1,150
Street Lighting	322,785	340,200	340,200	340,200	364,361	364,361	364,361
Decorative Street Lighting	0	5,364	5,364	5,364	5,751	5,751	5,751
Departmental Utilities Expense	11,252	5,364	5,364	5,364	5,664	5,664	5,664
Travel	930	1,135	1,135	800	1,250	1,250	1,250
Maintenance/Repair - Bldg.	988	0	0	0	0	0	0
Maintenance/Repair - Other	480	700	700	700	700	700	700
Advertising	0	500	500	500	500	500	500
Office Supplies	1,054	900	900	500	900	900	900
Departmental Supplies/Mat.	11,988	15,150	15,150	15,000	16,750	16,750	16,750
Street Supplies and Materials	78,287	80,190	80,190	80,000	79,966	74,966	74,966
Signs	21,448	20,097	20,097	26,974	19,972	19,972	19,972
Uniforms & Accessories	7,979	8,424	8,424	7,858	6,000	6,000	6,000
Equipment Lease Expense	5,542	3,347	3,347	1,865	3,347	3,347	3,347
Landfill Tipping Fees	9,213	24,000	24,000	24,000	24,000	24,000	24,000
Contracted Services	83,473	69,175	69,175	69,000	68,875	68,875	68,875
Dues and Subscriptions	258	333	333	300	336	336	336
Insurance and Bonds	41,434	44,574	44,574	44,574	45,403	45,403	45,403
Miscellaneous Expenses	2,342	2,000	2,000	1,999	2,000	2,000	2,000
<b>Subtotal Operating</b>	<b>606,959</b>	<b>634,603</b>	<b>634,603</b>	<b>634,418</b>	<b>656,425</b>	<b>651,425</b>	<b>651,425</b>
<b>Capital Outlay</b>							
General Improvements	7,000	5,000	5,000	5,000	350,000	125,000	125,000
Sidewalk Construction/Repair	15,298	13,000	13,000	13,000	13,000	13,000	13,000
Capital Outlay - Equipment	13,750	0	0	0	0	0	0
Capital Outlay - Equipment (IP)	0	0	0	0	225,500	0	0
<b>Subtotal Capital Outlay</b>	<b>36,048</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>588,500</b>	<b>138,000</b>	<b>138,000</b>
<b>Installment Purchase</b>							
Installment Purchase	82,514	45,134	45,134	45,134	0	0	0
<b>Subtotal Installment Purchase</b>	<b>82,514</b>	<b>45,134</b>	<b>45,134</b>	<b>45,134</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>1,463,281</b>	<b>1,481,004</b>	<b>1,481,004</b>	<b>1,462,901</b>	<b>2,052,159</b>	<b>1,560,945</b>	<b>1,560,945</b>

<b>PS Street Division - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
<b>Subtotal Installment Purchase</b>		<b>0</b>
<b>Capital Outlay - General Improvement</b>		
Resurfacing		125,000
<b>Subtotal Capital Outlay - General Improvement</b>		<b>125,000</b>
<b>Sidewalk construction</b>		
Sidewalk construction/repair	General sidewalk construction and repair.	13,000
<b>Subtotal Sidewalk Constr.</b>		<b>13,000</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal Capital Outlay - Equipment</b>		<b>0</b>
<b>Capital Outlay - Equipment (IP) *</b>		
<b>Subtotal Capital Outlay - Equipment (IP)</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# PUBLIC SERVICES- SOLID WASTE DIVISION

## GOALS & OBJECTIVES FY 2012-13

The Solid Waste Division is responsible for the promotion of a healthy and clean environment through the timely collection and disposal of solid waste. However, a priority of this Division is not just disposal, but rather re-purposing of this material through an effective recycling program. The Division also provides special services to include, white good and bulky item collections, yard waste collections and public education programs.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Assist Administration with the development of the Public Services Addendum to the County Emergency Management Plan.
2. Analyze the Commercial Program and develop strategies to improve revenue and decrease expenses.
3. Implement the Automated Residential Recycling Program.
4. Create/construct debris management area in accordance with the approved County Emergency Management Plan and the Town's Master Plan for the Mulch and Debris Operations Site.

## Public Services Solid Waste Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	716,271	\$731,708	\$731,708	\$699,765	\$696,865	\$691,471	\$691,471
Salaries & Wages - Temp/PT	11,798	7,680	7,680	6,887	7,680	22,680	22,680
Salaries & Wages - Overtime	17,375	10,000	10,000	8,214	9,000	9,000	9,000
FICA Tax Expenses	55,666	57,328	57,328	54,687	54,586	55,321	55,321
Group Insurance Expenses	160,814	168,118	168,118	168,118	189,903	170,060	170,060
Retirement Expense - Reg.	45,254	51,030	51,030	48,709	47,575	47,212	47,212
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	1,908	2,160	2,160	2,100	3,000	3,000	3,000
<b>Subtotal Personnel</b>	<b>1,009,086</b>	<b>1,028,024</b>	<b>1,028,024</b>	<b>988,480</b>	<b>1,008,609</b>	<b>998,744</b>	<b>998,744</b>
<b>Operating and Maintenance</b>							
Professional Services	16,829	11,100	11,100	11,000	10,875	10,875	10,875
Telephone & Postage	6,975	5,900	5,900	4,946	5,900	5,900	5,900
Printing	8,893	10,760	10,760	10,250	10,760	10,760	10,760
Travel	1,301	1,280	1,280	1,219	1,125	1,125	1,125
Advertising	3,180	2,800	2,800	2,800	2,800	2,800	2,800
Office Supplies	1,889	2,000	2,000	1,950	2,000	2,000	2,000
Departmental Supplies/Mat.	35,910	44,065	44,065	43,838	41,865	36,865	36,865
Departmental Supplies/Recycle	22,856	62,868	62,868	60,700	346,793	311,355	311,355
Uniforms & Accessories	9,682	9,738	9,738	9,322	9,442	9,442	9,442
Landfill Tipping Fees	440,614	443,072	443,072	439,068	442,414	442,414	442,414
Solid Waste Fees Expense	15,684	18,500	18,500	18,000	18,000	18,000	18,000
Contracted Services	40,565	45,310	45,310	45,000	45,310	50,310	50,310
Dues and Subscriptions	398	747	747	650	739	739	739
Insurance and Bonds	35,884	38,806	38,806	38,806	40,846	40,846	40,846
Miscellaneous Expenses	998	1,500	1,500	1,500	1,500	1,500	1,500
<b>Subtotal Operating</b>	<b>641,658</b>	<b>698,446</b>	<b>698,446</b>	<b>689,049</b>	<b>980,369</b>	<b>944,931</b>	<b>944,931</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	0	0	0	0	0	0	0
Capital Outlay - Equipment (IP)	0	328,000	328,000	323,292	625,000	500,000	500,000
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>328,000</b>	<b>328,000</b>	<b>323,292</b>	<b>625,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Installment Purchase</b>							
Installment Purchase	233,215	218,493	218,493	218,493	285,620	258,871	258,871
<b>Subtotal Installment Purchase</b>	<b>233,215</b>	<b>218,493</b>	<b>218,493</b>	<b>218,493</b>	<b>285,620</b>	<b>258,871</b>	<b>258,871</b>
<b>Totals</b>	<b>1,883,959</b>	<b>2,272,963</b>	<b>2,272,963</b>	<b>2,219,314</b>	<b>2,899,598</b>	<b>2,702,546</b>	<b>2,702,546</b>

<b>PS Solid Waste Division- Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
Residential Automated Truck	Fifth of five annual payments	49,396
Rear Loader	Fifth of five annual payments	32,290
Front End Loader Refuse Collection Truck	Second of five annual payments	50,930
Container Collection/Set Truck	Second of five annual payments	19,259
Automated Refuse Collection Truck-Recycling	First of five annual payments	53,498
Automated Refuse Collection Truck-Refuse	First of five annual payments	53,498
<b>Subtotal Installment Purchase</b>		<b>258,871</b>
<b>Capital Outlay - Equipment (I.P.)</b>		
Automated Collection Truck - Recycling		250,000
Automated Collection Truck - Refuse		250,000
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>500,000</b>
* Item(s) is being paid for under installment purchase.		

# ENGINEERING DEPT - TRANSPORTATION DIVISION

## GOALS & OBJECTIVES FY 2012-13

The Transportation Division is responsible for ensuring the Town's transportation needs are served through the planning, design and construction of multi-modal transportation improvements as well as improving the safety and operational efficiency of the existing transportation network.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Assist the Director in managing the Transportation Program.
2. Perform more engineering design in-house to maximize revenue potential and increase internal staff capabilities. Begin final design for the following projects:
  - a. South Main Street/Old Winston Road Intersection Improvement
  - b. West Mountain Street Sidewalk
3. Implement the transportation element of the CIP from design and right-of-way acquisition through project management and construction contract administration. Including constructing the following projects:
  - a. Piney Grove Road Widening
  - b. North Cherry Street Sidewalk
  - c. Dobson/Bodenhamer Roundabout
  - d. Kerner Mill Creek Greenway
  - e. Kernersville Medical Parkway (construction inspection only)
4. Begin development and maintenance of a Comprehensive Transportation Plan that addresses all modes of travel, prioritizes the Town's short, mid and long-term transportation needs, and coordinates that plan with the three area MPOs and NCDOT.
5. Review and improve the safety and operational efficiency of the existing transportation network.
6. Keep the citizens informed and involved on all Town and State transportation projects depending on the situation with on-site signage, citizen coordination, public meetings, press releases, mailings, and website updates.
7. Secure and administer State and Federal funds available for local government transportation needs and insure compliance of all funding requirements.

## Engineering Department - Transportation Division

### Expenditures Detail 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	289,952	\$205,586	\$205,586	\$202,449	\$210,445	\$164,114	\$164,114
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	1,504	0	0	0	10,000	10,000	10,000
FICA Tax Expenses	21,266	15,727	15,727	15,487	16,864	13,320	13,320
Group Insurance Expenses	61,139	30,564	30,564	41,829	36,172	23,190	23,190
Retirement Expense - Reg.	18,238	14,144	14,144	13,928	14,858	11,735	11,735
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	1,146	6,200	6,200	5,190	6,650	6,650	6,650
<b>Subtotal Personnel</b>	<b>393,245</b>	<b>272,222</b>	<b>272,222</b>	<b>278,883</b>	<b>294,989</b>	<b>229,009</b>	<b>229,009</b>
<b>Operating and Maintenance</b>							
Professional Services	0	22,750	20,250	14,700	15,250	10,000	10,000
Prof. Services - Piney Grove	0	0	2,500	2,500	0	0	0
Prof. Services - S. Main Traffic Study	0	0	40,000	40,000	100,000	20,000	20,000
Telephone & Postage	2,493	2,580	2,580	2,211	1,500	1,500	1,500
Printing	136	1,700	1,300	970	1,500	1,500	1,500
Printing-School Street Sidewalk	0	200	200	200	0	0	0
Printing-Piney Grove	0	0	200	200	0	0	0
Printing-Union Cross	0	0	200	200	0	0	0
Printing-W Mountain Sidewalk	0	0	0	0	200	200	200
Printing-N Cherry Sidewalk	0	0	0	0	200	200	200
Printing-Angel Road	0	200	200	200	0	0	0
Departmental Utilities	0	3,000	3,000	0	2,000	2,000	2,000
Travel	1,421	2,715	2,715	2,926	3,450	3,450	3,450
Maint & Repair-Building	0	1,000	1,000	0	1,000	1,000	1,000
Maint & Repair-Other Equipment	0	1,000	1,000	0	1,000	1,000	1,000
Building Equipment Rental	0	10,200	10,200	10,200	10,200	0	0
Advertising-School St	0	500	500	500	0	0	0
Advertising-Piney Grove	0	500	500	500	0	0	0
Advertising-Union Cross	0	500	500	500	0	0	0
Advertising-N Cherry Sidewalk	0	0	0	0	500	500	500
Advertising-Angel Rd	0	500	500	500	0	0	0
Office Supplies	406	1,715	1,715	1,237	1,715	1,715	1,715
Departmental Supplies/Mat.	8,098	6,750	6,750	7,129	8,500	8,500	8,500
Uniforms & Accessories	648	800	800	750	700	700	700
Contracted Services	0	15,000	5,000	5,000	7,500	7,500	7,500
Contracted Services-School St	0	0	5,000	5,000	0	0	0
Contracted Services-Piney Grove	0	65,000	25,000	16,500	65,000	65,000	65,000
Contracted Services-Union Cross	0	5,000	5,000	5,000	0	0	0
Contracted Services-N Cherry	0	0	0	0	5,000	5,000	5,000
Contracted Services-Angel Rd	0	0	5,000	5,000	0	0	0
Dues and Subscriptions	722	798	798	893	966	966	966
Insurance and Bonds	6,512	7,085	7,085	6,916	8,330	8,330	8,330
Miscellaneous Expenses	194	250	250	175	250	250	250
Transportation Street Improvements	0	0	0	0	122,317	92,317	92,317
Transp. Improvements - N Cherry	0	0	0	0	60,000	60,000	60,000
<b>Subtotal Operating</b>	<b>20,630</b>	<b>149,743</b>	<b>149,743</b>	<b>129,907</b>	<b>417,078</b>	<b>291,628</b>	<b>291,628</b>
<b>Capital Outlay</b>							
School St Sidewalk Land	0	0	0	17,698	0	0	0
School St Sidewalk Gen Improve.	0	129,000	129,000	95,721	0	0	0
Piney Grove Road Widening	0	1,027,000	1,027,000	1,027,000	0	0	0
Union Cross Turn Lane	0	178,500	178,500	181,738	0	0	0
Capital Outlay - Equipment	0	0	0	0	21,179	0	0
Capital Outlay - Angel Rd. (I.P.)	0	201,300	201,300	300,000	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>1,535,800</b>	<b>1,535,800</b>	<b>1,622,157</b>	<b>21,179</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	3,614	43,077	43,077	59,755	68,431	63,920	63,920
<b>Subtotal Installment Purchase</b>	<b>3,614</b>	<b>43,077</b>	<b>43,077</b>	<b>59,755</b>	<b>68,431</b>	<b>63,920</b>	<b>63,920</b>
<b>Totals</b>	<b>417,489</b>	<b>2,000,842</b>	<b>2,000,842</b>	<b>2,090,702</b>	<b>801,677</b>	<b>584,557</b>	<b>584,557</b>

## Engineering Dept. Transportation Division - Capital Outlay

Item	Remarks	Item or Project Cost
<b>Installment Purchase</b>		
Angel Road	Second of five annual payments	63,920
<b>Subtotal Installment Purchase</b>		<b>63,920</b>
<b>Capital Outlay - Land</b>		
<b>Subtotal Capital Outlay - Equipment</b>		<b>0</b>
<b>Capital Outlay - Improvements</b>		
<b>Subtotal Capital Outlay - Improvements</b>		<b>0</b>
<b>Capital Outlay - Infrastructure (I.P.)*</b>		
<b>Subtotal Capital Outlay - Infrastructure (I.P.)*</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# PARKS AND RECREATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013

“Kernersville Parks and Recreation strives to improve the quality of life & safety for its citizens & employees by offering diverse quality programs, activities, parks & town facilities while also protecting the environment.”

The goal of Kernersville Parks and Recreation is to accomplish the above mission statement. This goal can be achieved through the update and implementation of the Parks and Recreation Comprehensive Master Plan. Kernersville is a leader when it comes to generating economic revenues due to tourism due to Beeson Road Park.

This Department operates eight current facilities which are Kernersville Recreation Center, Fourth of July, Harmon Park, Civitan Park, Old Lake Park, Beeson Road Park, Century Lake Park and Gralin St. Park.. The Department also maintains 33 additional acres of common space turf and landscape beds which are in addition to the park acreage. The Department currently produces 250-270 special events and programs per year, upholds 35+ corporate accounts, achieves numerous sponsorships, and maintains a high media presence. We also host 32 state and national level baseball tournaments, several large cross country meets, and, organize several large adult weeknight athletic leagues per year. Some near future additions to the system include Rotary Park, and Kerner Mill Greenway Park. Current staff is composed of 8 full-time and 9 seasonal part-time staff for a total of 17 total staff members.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Continue searching for external funding opportunities that will both advance the departments planning efforts and benefit the Town.
  - a) Continue seeking public-private partnerships for Beeson Park
  - b) Seek Local, State, Federal and Corporate Grants for capital, programming, marketing, organizational projects.
  - c) Establish field sponsorship packages for all fields at Beeson Park
  - d) Create and promote a special memorial program for larger capital items such as facilities and amenities.
2. Improve and Maintain Department landscaping.
  - a) Improve and better maintain all town welcome signs.
  - b) Improve and better maintain all park landscaping beds and plantings,
  - c) Improve and better maintain landscaping in Department managed common spaces.
3. Improving existing park facilities.
  - a) Continue the improvement of turf grass in the parks and athletic fields.
  - b) Continue to strive towards the reduced percentage of weed population in highly visited and visible locations managed by the department.
  - c) Continue implementing and refining the standards set forth in the Parks Maintenance and Landscaping policy manual.
  - d) Continue effective inspections, reporting, and, repairs of all system amenities and facilities.

# PARKS AND RECREATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013

4. Continue C.A.P.R.A accreditation process.
  - a) Implement new procedures, trainings, analysis, and reports.
  - b) Begin the education process with staff.
  - c) Set visitation date with visitation panel.
  - d) Begin continual maintenance of CAPRA files.
  
5. Increase overall departmental safety and risk awareness.
  - a) Complete at least 10 all employee trainings on risks, public safety, law enforcement, and environmental hazards.
  - b) Complete at least 2 equipment trainings with each employee on each piece of equipment they will operate (one initial and one review)
  - c) Inspect and maintain vehicles and equipment to operational standards.
  - d) Have and maintain first aid kits in all trucks and facilities for emergency use.
  - e) Train staff on accident and incident reports.
  
6. Provide well organized programs, athletics, and, special events to meet the needs of the citizens.
  - a) Recruit and contract 75 quality independent instructors and vendors
  - b) Offer at least 15 community special events
  - c) Offer at least 12 new programs, teams, or leagues
  - d) Maintain a Cancellation rate below 15 %
  - e) Contract at least 3 new providers to offer ½ day specialty camps in addition to current summer camp offerings
  
7. Maintain positive and effective avenues of departmental communications.
  - a) Obtain corporate sponsorship for at least 7 major events.
  - b) Design and distribute at least 3 departmental programming brochures.
  - c) Maintain routine updates of the departments cyber presence.
  - d) Maintain positive working relationship with the local media
  - e) Continue to promote and effectively use the department's listserve and Rec 1 software.

# PARKS AND RECREATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013 (Continued)

### **Goals and Objectives: Recreation Operations.**

1. Continue to provide well-organized programs and special events to the citizens of Kernersville.
  - a) Implement at least 200 recreation programs throughout the year.
  - b) Offer at least 12 community special events
  - c) Create and maintain relationships with local organizations and independent contractors to expand the number of program offering in Kernersville
  - d) Create partnerships with local organizations and businesses to utilize services to benefit parks and recreation facilities, events, and, programs.
  
2. Continue to manage first rate athletic opportunities for the community.
  - a) Offer softball leagues for spring and fall season generating at least 60 teams in each, and exceeding 600 games.
  - b) Provide at least 5 beginner sports programs for youth and adults.
  - c) Provide local competition sites for the NFL Punt/Pass/Kick program, Aquafina Pitch, Hit, and Run.
  - d) Provide at least 2 Sports opportunities for Senior Citizens in Kernersville.
  - e) Work with local organizations to expand athletic opportunities and use of facilities in Kernersville.
  - f) Continue to expand the Kernersville Cannons lacrosse program by offering girls lacrosse teams.
  
3. Continue to increase division revenue through program offerings. Aim to increase revenue through special events and programming by 5%
  
4. Continue department's involvement with community affairs with involvement with at least 20 community sponsored programs and events for the year.

### **Goals and Objectives: Marketing and Community Relations**

- 1) Take an active approach to surveying public interest and evaluation processes of our operations.
  - a) Produce evaluations for all of our program offerings.
  - b) Compile the results of the Public Needs Assessment Survey.
  - c) Complete a Departmental Data Analyze report at the end of the year.
  
- 2) Oversee a growing and active corporate partnership program.
  - a) Secure and maintain at least 50 active corporate partners.
  - b) Obtain corporate sponsorships for at least 3 major special events.

# PARKS AND RECREATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013 (Continued)

- 3) Take an active approach to Community Relations by informing the public of activities offered by Kernersville Parks & Recreation.
  - a) Maintain active involvement in community initiatives by serving on local boards of local agencies including Chamber of Commerce boards, Leadership Kernersville Day Chair, Employee Wellness Committee member, and liaison to school programs like PTA and Home Schooling groups.
  - b) Design and distribute at least 3 departmental programming brochures.
  - c) Maintain an email listserve for marketing purposes to target 750 households for target marketing strategies.
  - d) Routine updating and maintenance of the department website, Facebook, and twitter at least 4 updates per week.
  - e) Participate in at least 2 trade shows during the year.
  - f) Collect photos and video footage of events and facilities to archive in computer files.
- 4) Maintain a positive relationship with local media ensuring that Kernersville Parks & Recreation stays active in the public arena.
  - a) Send at least 25 press releases to the media
  - b) Produce at least 200 media coverage's through varied outlets.
  - c) Utilize the media as in-kind sponsors for our special events
- 5) Implement marketing strategies to improve the public image of the department and highlight Parks and Recreation Staff.

### **Goals and Objectives: Park Maintenance Division**

- 1) Enact routine and preventative maintenance plan for all facilities.
  - a) Address all hazardous situations at all facilities on an immediate basis.
  - b) Process work orders in an efficient and timely manner.
  - c) Continue turf management practices to ensure turf is suitable, safe and aesthetically pleasing.
- 2) Ensure safety of parks, Town properties, and athletic complexes.
  - a) Conduct monthly safety inspections on all parks and facilities.
  - b) Conduct monthly inspections on all playground equipment.
- 3) Increase departmental safety and risk awareness through training.
- 4) Improve and maintain division landscape areas.
  - a) Improve and maintain all park landscaping beds and plantings
  - b) Improve the maintain all town welcome signs
  - c) Continue to improve all park areas through new plantings.

# PARKS AND RECREATION DEPARTMENT

## GOALS & OBJECTIVES FY 2012-2013 (Continued)

### **Goals and Objectives: Landscaping Division**

- 1) Enhance and execute routine and preventative landscape maintenance plans for park landscapes and Town owned properties.
- 2) Continue renovation and maintenance all Town Welcome sign sites.
- 3) Strengthen landscape inspection practices and controls based on the maintenance mode specifications located in the Parks and Recreation Maintenance and Landscape Policy manual.
- 4) Continue to attend training opportunities and exhibits to stay current with Best Landscape Practices and arbor cultural management practices.
  - a) Attend at least 3 training events during the year.
  - b) Maintain Landscape, Right of Ways, and Aquatics Pesticide Applicators License.
  - c) Maintain ISA Arborist Certification.
  - d) Attend Annual NC Urban Forestry Certification.
  - e) Continue to work with the Kernersville Tree Committee
- 5) Continue to incorporate volunteer labor for projects.
  - a) Coordinate Boy Scout projects in parks.
  - b) Coordinate Civic group volunteer activities on Town properties..
- 6) Continue support of Community Appearance Commission including assistance in planning and project collaboration.

## Parks & Recreation Department

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	308,208	\$324,704	341,739	\$341,739	\$358,943	\$351,158	\$351,158
Salaries & Wages - Temp/PT	98,497	110,961	110,961	110,961	143,353	143,353	143,353
Salaries & Wages - Overtime	10,636	4,000	4,000	6,000	6,000	6,000	6,000
Retirement Incentive	0	0	0	0	0	0	0
FICA Tax Expenses	30,659	33,634	34,937	35,091	38,885	38,289	38,289
Group Insurance Expenses	69,484	61,128	61,128	61,128	72,344	61,840	61,840
Retirement Expense - Reg.	19,532	22,614	23,696	23,924	24,597	30,430	30,430
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	2,973	4,230	4,230	3,000	4,880	4,880	4,880
<b>Subtotal Personnel</b>	<b>539,989</b>	<b>561,271</b>	<b>580,691</b>	<b>581,843</b>	<b>649,002</b>	<b>635,951</b>	<b>635,951</b>
<b>Operating and Maintenance</b>							
Professional Services	15,190	35,800	35,800	35,800	17,650	17,650	17,650
Telephone & Postage	18,762	12,140	12,140	12,140	13,100	13,100	13,100
Printing	558	500	500	500	500	500	500
Departmental Utilities Expense	58,657	60,100	60,100	60,100	60,580	60,580	60,580
Travel	1,669	3,190	3,190	3,190	13,600	13,600	13,600
Maintenance/Repair - Bldg.	69,393	49,500	49,500	59,500	63,500	58,264	58,264
Maintenance/Repair - Bldg. Energy Grant	8,772	0	3,926	3,926	0	0	0
Maintenance/Repair - Radio	286	225	225	225	225	225	225
Maintenance/Repair - Other	19,772	4,800	4,800	4,800	4,800	4,800	4,800
Building & Equipment Rental	51,444	60,100	60,100	60,100	64,300	64,300	64,300
Advertising	133	500	500	500	500	500	500
Office Supplies	3,704	3,500	3,500	4,500	4,220	4,220	4,220
Departmental Supplies/Mat.	46,874	43,400	43,400	43,400	48,900	45,400	45,400
Departmental Supplies/Mat.	4,021	0	2,917	2,917	0	0	0
Landscaping Supplies/Mat.	11,604	14,660	14,660	14,660	14,660	11,660	11,660
Landscpg Supl/Mat. Roundabout	12,309	0	0	0	0	0	0
Landscpg Supl/Mat. Tree Care	0	0	0	8,274	0	0	0
Concession Supplies/Mat.	664	2,000	2,000	2,000	2,000	2,000	2,000
Uniforms & Accessories	2,891	3,400	3,400	3,400	3,400	3,400	3,400
Equipment Lease Expense	1,661	1,800	1,800	1,800	3,600	3,600	3,600
Special Events	21,675	26,500	26,500	26,500	29,200	29,200	29,200
Athletic Expenses	56,160	56,370	56,370	73,000	68,450	68,450	68,450
Recreational Activities - Gen Prog	32,912	22,000	22,000	22,000	22,000	22,000	22,000
Recreational Camps	15,749	27,580	27,580	27,580	27,580	27,580	27,580
Wildlife Maintenance	3,100	400	400	400	400	400	400
Marketing Activities	12,069	14,350	14,350	16,350	17,950	17,950	17,950
Contracted Services	6,782	4,000	3,100	2,000	4,000	4,000	4,000
Dues and Subscriptions	1,493	1,945	1,945	1,945	1,820	1,820	1,820
Insurance and Bonds	26,546	15,197	15,197	15,197	16,175	16,175	16,175
Miscellaneous Expenses	1,035	1,000	1,000	1,200	1,200	1,200	1,200
<b>Subtotal Operating</b>	<b>505,885</b>	<b>464,957</b>	<b>470,900</b>	<b>507,904</b>	<b>504,310</b>	<b>492,574</b>	<b>492,574</b>
<b>Capital Outlay</b>							
Capital Outlay - Land	0	0	0	0	0	0	0
Capital Outlay - Buildings	0	0	0	0	0	0	0
Capital Outlay - General Improvements	0	0	0	0	0	0	0
Capital Outlay - Improvements (I.P.)	0	60,000	60,000	64,500	0	0	0
Capital Outlay - Equipment	37,158	0	0	0	0	0	0
Capital Outlay - Equipment (I.P.)	5,526	35,000	35,000	35,000	43,000	43,000	43,000
<b>Subtotal Capital Outlay</b>	<b>42,684</b>	<b>95,000</b>	<b>95,000</b>	<b>99,500</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>
<b>Installment Purchase</b>							
Installment Purchase	91,898	112,599	112,599	112,599	91,333	101,082	101,082
<b>Subtotal Installment Purchase</b>	<b>91,898</b>	<b>112,599</b>	<b>112,599</b>	<b>112,599</b>	<b>91,333</b>	<b>101,082</b>	<b>101,082</b>
<b>Totals</b>	<b>1,180,456</b>	<b>1,233,827</b>	<b>1,259,190</b>	<b>1,301,846</b>	<b>1,287,645</b>	<b>1,272,607</b>	<b>1,272,607</b>

<b>Parks &amp; Recreation Department - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
Community Pool	Thirteen of fifteen annual payments	60,000
Service Truck	Four of five annual payments	4,536
Hustler Mowers	Four of five annual payments	5,184
Infield dragging Leveller	Third of five annual payments	1,284
John Deere Gator	Second of five annual payments	1,445
Self Contained Spray Unit	Second of five annual payments	5,156
Fourth of July Park - Tennis Courts	Second of five annual payments	14,275
Crew Cab Truck	First of five annual payments	6,420
Mower	First of five annual payments	2,782
<b>Subtotal Installment Purchase</b>		<b>101,082</b>
<b>Capital Outlay - General Improvements</b>		
<b>Subtotal Capital Outlay - General Improvements</b>		<b>0</b>
<b>Capital Outlay - Improvements (I.P.)</b>		
<b>Subtotal Capital Outlay - General Improvements</b>		<b>0</b>
<b>Capital Outlay - Equipment (I.P.) *</b>		
Crew Cab Truck	Truck for mowing crew	30,000
Mower	Replacement of broken mower	13,000
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>43,000</b>
* Item(s) is being paid for under installment purchase.		

# PADDISON MEMORIAL LIBRARY

## GOALS & OBJECTIVES FY 2012-13

The Paddison Memorial Library is a public gift which has been entrusted to the Town of Kernersville. Therefore, it is our responsibility to manage and maintain this facility in accordance with said Trust. The upper floor of this building is sub-leased to Forsyth County, except the Paddison Room, for the purpose of providing a public library. The lower floor is leased to the Kernersville Shepherd's Center. The Shepherd's Center is using this space to provide a Senior Enrichment Center. However, some of the space is periodically sub-leased to other community groups, when not in use by the Senior Enrichment Center. Expenses associated with this account are for cleaning supplies, electrical, plumbing, HVAC, building maintenance and utilities, as outlined in the lease agreement. Maintenance and custodial services are provided by the General Services Component of the Central Maintenance Division, Public Services Department.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Deliver first annual Performance Management Report.
2. Make elevator more ADA accessible by installing electronic door stops.

<b>Library</b>							
<b>Expenditures Detailed</b>							
2012-13 Annual Budget							
Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Telephone and Postage	800	816	816	125	0	0	0
Departmental Utilities Expense	21,615	40,200	40,200	21,850	24,432	24,432	24,432
Maintenance/Repair - Bldg.	13,730	15,250	15,250	15,000	18,050	18,050	18,050
Maintenance/Repair - Bldg. Grant	0	0	21,390	0	0	0	0
Maintenance/Repair - Other	7,092	8,000	8,000	8,000	8,000	8,000	8,000
Departmental Supplies	9,923	9,900	9,900	9,700	6,900	6,900	\$6,900
Contracted Services	5,495	6,283	6,283	6,400	7,230	7,230	7,230
Insurance and Bonds	1,793	1,879	1,879	1,879	1,796	1,796	1,796
Miscellaneous Expenses	59	300	300	275	300	300	300
<b>Subtotal Operating</b>	<b>60,507</b>	<b>82,628</b>	<b>104,018</b>	<b>63,229</b>	<b>66,708</b>	<b>66,708</b>	<b>66,708</b>
<b>Capital Outlay</b>							
Capital Outlay - Bldgs.	0	0	0	0	0	0	0
Capital Outlay - General Improv.	0	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	0	0	0	0	0	0	0
<b>Subtotal Installment Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>60,507</b>	<b>82,628</b>	<b>104,018</b>	<b>63,229</b>	<b>66,708</b>	<b>66,708</b>	<b>66,708</b>

# PUBLIC SERVICES-GENERAL SERVICES

## GOALS & OBJECTIVES FY 2012-13

General Services is one of the operational components of the Central Maintenance Division. This unit tasks have two primary functions; building maintenance and custodial services. Although these services vary by location, this unit is generally responsible for the following buildings: Town Hall, Stockton Law Enforcement Center, Paddison Library, Senior Center, all Public Services Buildings, Community House, Chamber of Commerce, Recycling Center and the Allegacy Bank Building. This unit also provides maintenance assistance to the Fire Department and the Parks and Recreation Department.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Facilities Supervisor to complete the education and training requirements to be awarded the APWA Public Works Supervisor (PWS) Credential.
2. Deliver first annual Performance Management Report.

**Public Services Department - General Services Division**

**Expenditures Detailed**  
2012-13 Annual Budget

<b>Classification</b>	<b>Actual FY 10-11</b>	<b>Approved FY 11-12</b>	<b>Revised FY 11-12</b>	<b>Estimated FY 11-12</b>	<b>Dept'al Request FY 12-13</b>	<b>Manager Recom. FY 12-13</b>	<b>Board Approved FY 12-13</b>
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	\$53,830	\$102,539	\$102,539	\$102,539	\$103,780	\$102,772	\$102,772
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	242	0	0	0	0	0	0
FICA Tax Expenses	4,091	7,844	7,844	7,844	7,939	7,862	7,862
Group Insurance Expenses	12,527	22,923	22,923	22,923	27,129	23,190	23,190
Retirement Expense - Reg.	3,438	7,055	7,055	7,055	6,995	6,927	6,927
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	0	525	525	500	1,700	1,700	1,700
<b>Subtotal Personnel</b>	<b>74,128</b>	<b>140,886</b>	<b>140,886</b>	<b>140,861</b>	<b>147,543</b>	<b>142,451</b>	<b>142,451</b>
<b>Operating and Maintenance</b>							
Professional Services	0	1,350	1,350	1,300	150	150	150
Telephone & Postage	5,457	2,888	2,888	2,800	2,936	2,936	2,936
Printing	0	860	860	800	460	460	460
Departmental Utilities Expense	93,987	151,026	151,026	149,126	159,378	159,378	159,378
Travel	0	550	550	450	450	450	450
Maintenance/Repair - Bldg.	20,851	36,678	36,678	36,500	37,638	37,638	37,638
Maintenance/Repair - Bldg. Energy	127	0	53,764	66,346	0	0	0
Maintenance/Repair - Bldg.	0	0	101,958	156,239	0	0	0
Maintenance/Repair - Radio	0	295	295	295	295	295	295
Maintenance/Repair - Other Equip.	29,538	32,710	32,710	32,710	32,710	32,710	32,710
Departmental Supplies/Mat.	20,381	32,240	32,240	32,240	26,800	26,800	26,800
Uniforms & Accessories	984	975	975	975	1,095	1,095	1,095
Equipment Lease Expense	0	0	0	0	0	0	0
Contracted Services	17,692	23,667	25,467	25,500	33,917	33,917	33,917
Insurance and Bonds	5,267	5,818	5,818	5,818	6,115	6,115	6,115
Miscellaneous Expenses	219	300	300	295	300	300	300
<b>Subtotal Operating</b>	<b>194,503</b>	<b>289,357</b>	<b>446,879</b>	<b>511,394</b>	<b>302,244</b>	<b>302,244</b>	<b>302,244</b>
<b>Capital Outlay</b>							
Capital Outlay - Buildings	0	0	0	0	0	0	0
Capital Outlay - Gen Improvements (I.P)	0	119,100	119,100	119,100	0	0	0
Capital Outlay - Equipment	0	0	0	0	0	0	0
Capital Outlay - Equipment (I.P.)	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>119,100</b>	<b>119,100</b>	<b>119,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	0	25,487	25,487	23,433	19,820	19,820	19,820
<b>Subtotal Installment Purchase</b>	<b>0</b>	<b>25,487</b>	<b>25,487</b>	<b>23,433</b>	<b>19,820</b>	<b>19,820</b>	<b>19,820</b>
<b>Totals</b>	<b>268,631</b>	<b>574,830</b>	<b>732,352</b>	<b>794,788</b>	<b>469,607</b>	<b>464,515</b>	<b>464,515</b>

## PS General Services Division - Capital Outlay

Item	Remarks	Item or Project Cost
<b>Installment Purchase</b>		
Resurface Public Services Yard	Second of five annual payments	11,720
Replace Roof at Public Services Admin Bldg	Second of five annual payments	4,050
Replace Roof and Gutters at Town Hall	Second of five annual payments	4,050
<b>Subtotal Installment Purchase</b>		<b>19,820</b>
<b>Capital Outlay - Buildings</b>		
<b>Subtotal Capital Outlay - Buildings</b>		<b>0</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal Capital Outlay - Equipment</b>		<b>0</b>
<b>Capital Outlay - General Improvements (I.P.)</b>		
<b>Subtotal Capital Outlay - General Improvements (I.P.)</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# SPECIAL APPROPRIATIONS

## GOALS & OBJECTIVES FY 2012-13

The items contained in this budget are generally transfer items where the Revenue is generated by the General Fund and the expenditures occur in other budgetary funds. The exceptions are departmental transfers for salary-related expenses and debt service payments for the general obligation bonds for street improvements.

## Special Appropriations

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Transfer to Cap Res/future Transp Projects	0	477,050	477,050	477,050	0	0	0
Transfer to Cap Res/future Fire Dept Projects	0	0	0	0	0	0	0
Transfer to Cap Res/CRF Development Fee	82,931	0	0	0	54,014	54,014	54,014
Transfer to Cap Reserve	65,000	0	0	0	0	0	0
GF Stormwater Fee	212,332	212,332	212,332	212,332	212,332	212,332	212,332
Transfer to Stormwater Fund	38,547	0	0	0	0	0	0
Transfer to Contribution - Recreational Project	0	0	30,000	30,000	35,000	35,000	35,000
Transfer to E911 - Debt Service	0	0	0	0	0	0	0
Transfer to Traffic Enf. Team	0	0	0	0	0	0	0
Transfer to Transportation-Ad Valorem Tax	0	0	0	0	0	0	0
Transfer to Transportation Fund -	1,264,798	0	0	0	0	0	0
Transfer to Kerner Mill Greenway CPO	0	338,806	338,806	338,806	0	0	0
Transfer to D-CFBB	0	0	0	0	0	0	0
Transfer to Stormwater Fund -	0	0	0	0	0	0	0
Transfer to Contributions - PD	0	0	0	0	0	0	0
<b>Subtotal Operating</b>	<b>1,663,608</b>	<b>1,028,188</b>	<b>1,058,188</b>	<b>1,058,188</b>	<b>301,346</b>	<b>301,346</b>	<b>301,346</b>
<b>Other</b>							
FY11-12 Reserve - Salaries	0	0	0	0	0	0	0
Reserve - DEVPR	0	26,609	26,609	26,609	26,609	0	0
Contingency	0	52,788	52,788	52,788	52,788	0	0
<b>Subtotal Other</b>	<b>0</b>	<b>79,397</b>	<b>79,397</b>	<b>79,397</b>	<b>79,397</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>							
Street Bond Payment - Principal	0	400,000	400,000	400,000	400,000	400,000	400,000
Street Bond Payment - Interest	0	213,400	213,400	213,400	197,400	197,400	197,400
Revolving Sewer Loan - Principal	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Revolving Sewer Loan - Interest	145,200	135,520	135,520	135,520	125,840	125,840	125,840
<b>Subtotal Debt Service</b>	<b>545,200</b>	<b>1,148,920</b>	<b>1,148,920</b>	<b>1,148,920</b>	<b>1,123,240</b>	<b>1,123,240</b>	<b>1,123,240</b>
<b>Totals</b>	<b>2,208,808</b>	<b>2,256,505</b>	<b>2,286,505</b>	<b>2,286,505</b>	<b>1,503,983</b>	<b>1,424,586</b>	<b>1,424,586</b>

# PUBLIC SERVICES -ADMINISTRATION DIVISION

## GOALS & OBJECTIVES FY 2012-13

The purpose of this Division is to provide leadership, planning, operational control, budgeting, training management and administrative support to the three operational divisions of the Department. As a separate function, the Administrative Division also provides various GIS Services to all Town employees and select services to our citizens.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Develop training and credentialing program for the Administrative Staff; rewrite job descriptions to match.
2. Develop and publish the Public Services Addendum to the County Emergency Management Plan.
3. Transfer the hosting of our public map (ConnectGIS) to Forsyth County's new portal (mapforsyth).
4. Assist Finance Department with the development of a new Solid Waste Billing Program; a program which will transfer the duties of Customer Service and Bill Adjustments to the Public Services Department.

## Public Services Administration Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	210,607	\$217,913	\$217,913	\$217,913	\$226,042	\$223,847	\$223,847
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	361	0	0	0	0	0	0
FICA Tax Expenses	15,347	16,670	16,670	16,670	17,292	17,124	17,124
Group Insurance Expenses	38,738	30,564	30,564	30,564	36,172	30,920	30,920
Retirement Expense - Reg.	13,223	14,992	14,992	14,992	15,235	15,087	15,087
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	2,263	6,209	6,209	6,200	6,149	6,149	6,149
<b>Subtotal Personnel</b>	<b>280,539</b>	<b>286,349</b>	<b>286,349</b>	<b>286,340</b>	<b>300,890</b>	<b>293,128</b>	<b>293,128</b>
<b>Operating and Maintenance</b>							
Professional Services	0	2,075	2,075	1,800	2,075	2,075	2,075
Telephone & Postage	5,394	3,680	3,680	3,600	3,570	3,570	3,570
Printing	965	1,000	1,000	1,000	1,250	1,250	1,250
Departmental Utilities Expense	0	0	0	0	0	0	0
Travel	1,476	2,060	2,060	2,000	2,025	2,025	2,025
Maintenance/Repair - Bldg.	726	0	0	0	0	0	0
Maint/Repair - Bldg. Energy Grant	7,918	0	0	0	0	0	0
Building & Equipment Rental	0	0	0	0	0	0	0
Advertising	140	125	125	0	125	125	125
Office Supplies	1,072	1,100	1,100	1,100	1,100	1,100	1,100
Departmental Supplies/Mat.	7,258	6,200	6,200	6,200	6,261	6,261	6,261
Uniforms & Accessories	647	750	750	650	500	500	500
Equipment Lease Expense	0	0	0	0	0	0	0
Contracted Services	0	250	250	250	0	0	0
Dues and Subscriptions	475	940	940	900	880	880	880
Insurance and Bonds	7,085	7,755	7,755	7,755	8,532	8,532	8,532
Miscellaneous Expenses	1,276	1,700	1,700	1,700	1,700	1,700	1,700
<b>Subtotal Operating</b>	<b>34,432</b>	<b>27,635</b>	<b>27,635</b>	<b>26,955</b>	<b>28,018</b>	<b>28,018</b>	<b>28,018</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	0	0	0	0	0	0	0
<b>Subtotal Installment Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>314,971</b>	<b>313,984</b>	<b>313,984</b>	<b>313,295</b>	<b>328,908</b>	<b>321,146</b>	<b>321,146</b>

# PUBLIC SERVICES-CENTRAL MAINTENANCE DIVISION

## GOALS & OBJECTIVES FY 2012-2013

The Central Maintenance Division tasks have three primary functions: fleet/equipment maintenance, building maintenance, and custodial services. However, the top priority of the Division is to maintain the Town's emergency response and critical equipment in an operational state that will insure timely, effective delivery of services. Another priority of the Division is cost reduction of building, vehicle and equipment maintenance through the use of an effective preventive maintenance program. Currently, the Division maintains 350 pieces of equipment and 12 buildings.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Assist Administration with the development of the Public Services Addendum to the County Emergency Management Plan.
2. ASE certification to be obtained by 50% of the Technician Staff.
3. Reduce fleet age by eliminating old and or under-utilized equipment and by assisting other departments with the purchasing of new equipment.

## Public Services Central Maintenance Division

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	350,828	\$328,489	\$328,489	\$328,489	\$339,643	\$336,270	\$336,270
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	5,359	2,250	2,250	1,250	2,250	2,250	2,250
Retirement Incentive	0	0	0	0	0	0	0
FICA Tax Expenses	26,004	25,302	25,302	25,225	26,155	25,897	25,897
Group Insurance Expenses	74,766	61,128	61,128	61,128	72,344	61,840	61,840
Retirement Expense - Reg.	22,354	22,755	22,755	22,686	23,044	22,816	22,816
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	4,284	5,070	5,070	5,000	4,895	4,895	4,895
<b>Subtotal Personnel</b>	<b>483,595</b>	<b>444,993</b>	<b>444,993</b>	<b>443,778</b>	<b>468,330</b>	<b>453,968</b>	<b>453,968</b>
<b>Operating and Maintenance</b>							
Professional Services	299	400	400	400	400	400	400
Telephone & Postage	4,804	3,792	3,792	3,792	3,792	3,792	3,792
Printing	744	895	895	825	795	795	795
Departmental Utilities Expense	38,251	0	0	0	0	0	0
Travel	1,355	3,970	3,970	2,500	2,700	2,700	2,700
Maintenance/Repair - Bldg.	30,987	0	0	0	0	0	0
Maintenance/Repair - Bldg. Energy Grant	0	0	0	0	0	0	0
Maintenance/Repair - Radio	2,883	7,650	7,650	4,500	6,650	6,650	6,650
Maintenance/Repair - Other	1,155	4,835	4,835	4,835	4,885	4,885	4,885
Subcontracted Vehicle Repair	78,646	92,800	94,800	94,800	93,200	68,200	68,200
Advertising					500	500	500
Office Supplies	434	800	800	800	800	800	800
Departmental Supplies/Mat.	20,087	29,922	29,922	29,800	26,638	26,638	26,638
Oil and Lubricant	12,552	13,608	13,608	13,600	14,568	14,568	14,568
Gasoline	205,133	275,683	275,683	265,310	325,348	325,348	325,348
Tires	69,243	74,715	74,715	83,500	95,997	95,997	95,997
Diesel Fuel	213,308	299,204	299,204	301,942	357,282	357,282	357,282
Parts & Accessories	118,127	129,314	129,314	134,950	144,674	119,674	119,674
Uniforms & Accessories	4,635	4,800	4,800	3,800	4,080	4,080	4,080
State Hwy Use Tax	4,724	13,100	13,100	11,580	13,200	7,782	7,782
Contracted Services	7,349	9,850	9,850	9,500	9,870	9,870	9,870
Dues and Subscriptions	165	483	483	358	483	483	483
Insurance and Bonds	17,375	18,879	18,879	18,879	19,681	19,681	19,681
Miscellaneous Expenses	650	460	460	450	460	460	460
<b>Subtotal Operating</b>	<b>832,906</b>	<b>985,160</b>	<b>987,160</b>	<b>986,121</b>	<b>1,126,003</b>	<b>1,070,585</b>	<b>1,070,585</b>
<b>Capital Outlay</b>							
Capital Outlay - Bldgs.	0	0	0	0	0	0	0
Capital Outlay - Equipment (IP)	0	0	0	0	17,000	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	9,039	9,103	9,103	9,030	3,638	0	0
<b>Subtotal Installment Purchase</b>	<b>9,039</b>	<b>9,103</b>	<b>9,103</b>	<b>9,030</b>	<b>3,638</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>1,325,540</b>	<b>1,439,256</b>	<b>1,441,256</b>	<b>1,438,929</b>	<b>1,597,971</b>	<b>1,524,553</b>	<b>1,524,553</b>

# FORFEITURE FUND

## GOALS & OBJECTIVES FY 2012-13

The Forfeiture Funds consist of three revenue and expenditure accounts associated with Law Enforcement. The revenue supporting these funds is derived primarily from drug investigations. The funds are utilized to enhance departmental operations; support the Emergency Response Team and enhance drug awareness programs. The utilization of these funds is managed under strict guidelines set by federal and state law. The use of these funds is to enhance law enforcement/criminal justice operations and may not be used to supplant normally budgeted operations.

These funds have most recently been utilized to aid in the implementation of the Mobile Data Program and the enhancement of the in-car camera system.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Deploy lap top computers specifically designed for law enforcement use to ensure reliability, continuity and consistency of hardware and peripherals, thereby supporting the proven efficiency and effectiveness of the mobile office concept.
2. Support for Drug Enforcement and Education Programs
3. Support for the Emergency Response Team

## Law Enforcement Forfeiture - Federal Justice

### Revenues Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	\$9	\$50	\$50	\$1	\$50	\$50	\$50
Forfeiture Funds - Fed. Justice	142,576	0	0	214,739	0	0	0
Fund Balance Appropriated	0	23,477	23,477	0	210,850	210,850	210,850
Fund Balance Unappropriated*	152,763	129,286	129,286	346,548	135,698	135,698	135,698
* Not included in totals							
<b>Totals</b>		<b>23,527</b>	<b>23,527</b>	<b>214,740</b>	<b>210,900</b>	<b>210,900</b>	<b>210,900</b>

## Law Enforcement Forfeiture - Federal Justice

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Departmental Supplies/Mat.	\$3,011	\$0	\$0	\$0	\$191,595	\$191,595	\$191,595
Information/Ammo Expense	22,221	23,527	23,527	15,075	9,885	9,885	9,885
Employee Training	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Professional Services	0	0	0	0	1,500	1,500	1,500
Uniforms	0	0	0	0	1,920	1,920	1,920
<b>Subtotal Operating</b>	<b>25,232</b>	<b>23,527</b>	<b>23,527</b>	<b>15,075</b>	<b>204,900</b>	<b>204,900</b>	<b>204,900</b>
<b>Capital Outlay</b>							
Capital Outlay - Improvements	0	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	0	0	6,000	6,000	6,000
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Installment Purchase</b>							
Installment Purchase	56,636	0	0	0	0	0	0
<b>Subtotal Installment Purchase</b>	<b>56,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>81,868</b>	<b>23,527</b>	<b>23,527</b>	<b>15,075</b>	<b>210,900</b>	<b>210,900</b>	<b>210,900</b>

**Law Enforcement Forfeiture - Federal Justice - Capital Outlay**

Item	Remarks	Item or Project Cost
<b>Capital Outlay - Other Improvements</b>		
<b>Subtotal Capital Outlay - Other Improvements</b>		<b>0</b>
<b>Capital Outlay - Equipment</b>		
Thermal Imager for Tactical Team	Ranger R Handheld Thermal Sensor	6,000
<b>Subtotal Capital Outlay - Equipment</b>		<b>6,000</b>

## Law Enforcement Forfeiture - US Treasury

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	\$7	\$50	\$50	\$1	\$50	\$50	\$50
Forfeiture Funds - US Treasurer	0	0	0	0	0	14,268	14,268
Fund Balance Appropriated	0	19,950	19,950	14,449	0	11,777	11,777
Fund Balance Unappropriated*	26,227	6,277	6,277	11,777	11,777	0	0
* Not included in totals							
<b>Totals</b>		<b>20,000</b>	<b>20,000</b>	<b>14,450</b>	<b>50</b>	<b>26,095</b>	<b>26,095</b>

## Law Enforcement Forfeiture - US Treasury

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Professional Services	\$0	\$2,500	\$2,500	\$0	\$1,250	\$1,250	\$1,250
Departmental Supplies/Mat.	0	0	0	0	10,845	10,845	10845
<b>Subtotal Operating</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>12,095</b>	<b>12,095</b>	<b>12,095</b>
<b>Capital Outlay</b>							
Capital Outlay - General Improve.	0	0	0				
Capital Outlay - Equipment	0	17,500	17,500	14,450	14,000	14,000	14,000
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>17,500</b>	<b>17,500</b>	<b>14,450</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Totals</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>14,450</b>	<b>26,095</b>	<b>26,095</b>	<b>26,095</b>

## Law Enforcement Forfeiture - State/Local

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	22	\$50	\$50	3	\$50	\$50	\$50
Forfeiture Funds - State/Local	0	0	0	100	0	5,000	5,000
State Unauth. Substance Tax	10,819	0	0	6,214	0	0	0
Fund Balance Appropriated	0	26,800	34,300	20,003	1,700	46,700	46,700
Fund Balance Unapropriated*	69,534	42,734	35,234	49,531	47,831	1,131	1,131
* Not included in totals							
<b>Totals</b>		<b>26,850</b>	<b>34,350</b>	<b>26,320</b>	<b>1,750</b>	<b>51,750</b>	<b>51,750</b>

## Law Enforcement Forfeiture - State/Local

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Professional Services	0	5,380	12,880	7,500	0	0	0
Employee Training	0	0	0	0	0	0	0
Travel	210	250	250	250	250	250	250
Departmental Supplies/Mat.	0	8,720	8,720	6,550	1,500	26,500	26,500
Trans. to GF-GHSP-Grant Match	1,100	0	0	0	0	0	0
<b>Subtotal Operating</b>	<b>1,310</b>	<b>14,350</b>	<b>21,850</b>	<b>14,300</b>	<b>1,750</b>	<b>26,750</b>	<b>26,750</b>
<b>Capital Outlay</b>							
General Improvements	0	0	0				
Capital Outlay - Equipment	0	12,500	12,500	12,020	0	25,000	25,000
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>12,020</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
<b>Totals</b>	<b>1,310</b>	<b>26,850</b>	<b>34,350</b>	<b>26,320</b>	<b>1,750</b>	<b>51,750</b>	<b>51,750</b>

# JUSTICE ASSISTANCE GRANT

## GOALS & OBJECTIVES FY 2012-13

The JAG Program, administered by the Bureau of Justice Assistance (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives

The JAG Program continues to be a viable program toward the purchase of law enforcement equipment and supplies for the Department.

## Justice Assistance Grant

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal J.A.G.	19,838	0	0	11,001	0	0	\$0
Federal J.A.G.	0	0	0	0	0	0	\$0
Trans. fr. Police Contributions	0	0	0	0	0	0	\$0
Fund Balance Appropriated	0	1,400	1,400	1,300	0	0	\$0
Fund Balance Unappropriated*	1,379	0	0	79			
* Not included in totals							
<b>Totals</b>	<b>19,838</b>	<b>1,400</b>	<b>1,400</b>	<b>12,301</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Justice Assistance Grant

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Telephone & Postage	\$5,283	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Supplies/Mat.	\$7,034	3,025	1,400	12,301	0	0	\$0
Departmental Supplies/Mat. - Grant	\$0	60,870	0	0	0	0	\$0
<b>Subtotal Operating</b>	<b>12,317</b>	<b>63,896</b>	<b>1,400</b>	<b>12,301</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>							
Capital Outlay - Equipment	6,500	7,100	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>6,500</b>	<b>7,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>18,817</b>	<b>70,996</b>	<b>1,400</b>	<b>12,301</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CONTRIBUTIONS

## GOALS & OBJECTIVES FY 2012-13

The Contributions Fund is comprised of a variety of projects/programs that are supported through private contributions and donations.

The Projects and Programs within this Fund serve to further enhance the quality of life for the Kernersville Community and impact our citizens through the provision of the Police Day Camp; Clean Slate; Impact Triad; Protector Fund; Teddy Bear Program; Buckle Bear and the Dog Park.

## Contributions

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	\$23	\$50	\$50	1	\$50	\$50	\$50
Contributions - Park Development	\$0	\$0	\$8,000	8,000	\$0	\$0	\$0
Contributions - Police Dept.	2,050	0	0	5,550	0	0	\$0
Contributions - Declans Playgroun	0	0	36,172	36,172	0	0	\$0
Contributions - Earth Day	200	500	500	0	0	0	\$0
Contributions - Explorers Prog.	0	0	0	0	0	0	\$0
Contributions - Police Day Camp	2,750	3,500	3,500	3,500	3,500	3,500	3,500
Contributions - Protector Prog.	0	0	0	0	0	0	0
Contributions - Teddy Bear	200	0	0	0	0	0	0
Contributions - Buckle Bear	945	200	200	0	0	0	0
Contributions - Dog Park Proj.	0	0	0	0	0	0	0
Transfer fr. GF - Police Contrib.	0	0	0	0	0	0	0
Transfer fr. GF - Fire Contrib.	0	0	0	0	0	0	0
Fund Balance Appropriated	0	2,000	2,000	22,425	2,550	2,550	2,550
Fund Balance Unappropriated*	39,883	37,833	37,833	17,458	14,908	14,908	14,908
* Not included in totals							
<b>Totals</b>	<b>6,168</b>	<b>6,250</b>	<b>50,422</b>	<b>75,648</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>

## Contributions

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Departmental Supplies/Mat.	203	\$2,000	\$7,550	\$7,594	\$2,000	\$2,000	\$2,000
Police Day Camp Expenses	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Protector Program Expenses	150	500	500	0	600	600	600
FD Buckle Bear	1,052	0	0	0	0	0	0
Reserve - PD Projects	0	0	0	0	0	0	0
Earth Day	0	250	250	0	0	0	0
<b>Subtotal Operating</b>	<b>4,905</b>	<b>6,250</b>	<b>11,800</b>	<b>11,094</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>
<b>Capital Outlay</b>							
Capital Outlay - Buildings	0	0	0	0	0	0	0
Capital Outlay - Equip. - Police	0	0	0	0	0	0	0
Capital Outlay - Equip. - Recr.	0	0	67,000	61,732	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>67,000</b>	<b>61,732</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>4,905</b>	<b>6,250</b>	<b>78,800</b>	<b>72,826</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>

## E-911 FUND

### GOALS & OBJECTIVES FY 2012-2013

The E-911 Fund is supported through general fund revenues and a reimbursement process from Forsyth County, which was obtained thorough a formal agreement between the Town and Forsyth County. The expenditures within this fund include expenses that are allowable as defined by the NC 911 Board and state law.

## E-911

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	59	0	0	3	0	0	0
Loan for Installment Purchases	0	0	197,500	197,500	0	0	0
Revenue from Telephone Co.	0	0	0	0	0	0	0
Revenue from Tower Rental	0	0	0	0	0	0	0
Forsyth County Reimb. E-911	71,231	64,000	64,000	64,000	32,000	32,000	32,000
Trans. from General Fund	0	0	0	0	0	0	0
Fund Balance Appropriated		45,823	45,823	43,712	50,697	50,697	50,697
Fund Balance Unapropriated*	132,088	86,265	86,265	88,376	37,679	37,679	37,679
* Not included in totals							
<b>Totals</b>	<b>71,290</b>	<b>109,823</b>	<b>307,323</b>	<b>305,215</b>	<b>82,697</b>	<b>82,697</b>	<b>82,697</b>

## E-911

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Professional Services	213	1,200	1,200	850	1,200	1,200	\$1,200
Telephone & Postage	7,105	\$7,201	\$7,201	\$8,000	\$9,600	\$9,600	9,600
Departmental Utilities	0	0	0	0	0	0	0
Travel	0	300	300	0	300	300	300
Maintenance & Repair - Equip.	31,045	28,088	55,141	42,549	28,088	28,088	28,088
Departmental Supplies/Mat.	0	0	0	0	0	0	0
E-911 Equipment Lease	22,301	45,981	5,251	2,781	2,781	2,781	2,781
Mapping & GIS Expense	0	27,053	0	0	0	0	0
<b>Subtotal Operating</b>	<b>60,664</b>	<b>109,823</b>	<b>69,093</b>	<b>54,180</b>	<b>41,969</b>	<b>41,969</b>	<b>41,969</b>
<b>Capital Outlay</b>							
Capital Outlay - Gen. Improve.	0	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	197,500	196,387	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>197,500</b>	<b>196,387</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Installment Purchase</b>							
Installment Purchase	20,650	0	40,730	40,728	40,728	40,728	40,728
<b>Subtotal Installment Purchase</b>	<b>20,650</b>	<b>0</b>	<b>40,730</b>	<b>40,728</b>	<b>40,728</b>	<b>40,728</b>	<b>40,728</b>
<b>Totals</b>	<b>81,314</b>	<b>109,823</b>	<b>307,323</b>	<b>291,295</b>	<b>82,697</b>	<b>82,697</b>	<b>82,697</b>

<b>E911 - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
E911 System	Two of Five Annual Payments	40,728
<b>Subtotal Installment Purchase</b>		<b>40,728</b>
<b>Capital Outlay - Equipment</b>		
<b>Subtotal for Capital Outlay - Equipment</b>		<b>0</b>
<b>Capital Outlay - Equipment (I.P.)</b>		
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

**WORKERS' COMPENSATION  
SELF-INSURANCE FUND**

**GOALS & OBJECTIVES FY 2012-13**

This fund was established in FY 2000-01 for the purpose of self insuring the Town's Workers' Compensation insurance coverage.

## Workers' Compensation Self-Insurance

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments		\$200	\$200	\$10	\$100	\$100	\$100
Charges for Services		156,870	156,870	249,766	171,540	171,540	171,540
Fund Balance Appropriated		0	0	0	0	0	0
Fund Balance Unappropriated*		158,746	158,746	158,746	158,746	158,746	158,746
* Not included in totals							
<b>Totals</b>	<b>0</b>	<b>157,070</b>	<b>157,070</b>	<b>249,776</b>	<b>171,640</b>	<b>171,640</b>	<b>171,640</b>

## Workers' Compensation Self-Insurance

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 11-12	Board Approved FY 11-12
<b>Personnel &amp; Professional</b>							
Workers' Comp. Claims/Serv.	403,195	120,000	120,000	215,000	135,000	135,000	135,000
Stop loss	26,800	29,070	29,070	27,276	28,640	28,640	28,640
<b>Subtotal Personnel</b>	<b>429,995</b>	<b>149,070</b>	<b>149,070</b>	<b>242,276</b>	<b>163,640</b>	<b>163,640</b>	<b>163,640</b>
<b>Operating and Maintenance</b>							
Professional Services	7,500	8,000	8,000	7,500	8,000	8,000	8,000
Increase in Reserves	0	0	0	0	0	0	0
<b>Subtotal Operating</b>	<b>7,500</b>	<b>8,000</b>	<b>8,000</b>	<b>7,500</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Special Appropriations</b>							
Increase in Reserves	0	0	0	0	0	0	0
<b>Subtotal Special Approp.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>437,495</b>	<b>157,070</b>	<b>157,070</b>	<b>249,776</b>	<b>171,640</b>	<b>171,640</b>	<b>171,640</b>

# STORMWATER ENTERPRISE FUND

## GOALS & OBJECTIVES FY 2012-13

The Stormwater Division is responsible for the implementation of the NPDES Permit for the discharge of stormwater into the municipal separate storm sewer system located within the jurisdictional area of the Town of Kernersville. Additionally, the Division manages and coordinates the operations and maintenance of the stormwater infrastructure and municipal stormwater activities.

### **Goals and Objectives for Fiscal Year 2012-2013:**

1. Educate our citizens on the importance of clean water and stormwater management through distribution of materials at local events, presentations and through activities coordinated with a regional municipality partnership.
2. Identify and remove illegal discharges to the stormwater sewer system through the illicit discharge detection and elimination program, enforce water quality ordinances, perform outfall inspections and manage and analyze water quality sampling data.
3. Implement post-construction stormwater management by following documented administrative procedures including plan review, ordinance updates and reviews.
4. Promote public involvement and participation with a variety of local programs for different age groups and interests.
5. Oversee the implementation of pollution prevention and good housekeeping for municipal operations, coordinate staff training and assist other Town Departments with stormwater best management practices implementation.
6. Maintain and document the Stormwater Division operations including an annual report submitted to the NC Division of Water Quality. Maintain records and data and conduct regular evaluations of relevant Federal, State and other local regulations as needed to ensure full Town compliance.
7. Perform project management for Town stormwater projects with contracted entities and Town staff and maintain a prioritized list of water quality and quantity projects.
8. Review, assess and update as necessary mandated policies, programs and ordinances related to stormwater and watershed management.
9. Maintain a stormwater impervious coverage database that is updated annually to manage the stormwater utility revenue. Coordinate stormwater utility billing with the Forsyth County Tax office annually.
10. Maintain ArcGIS data for the Engineering Department including storm drain infrastructure, roadways, easements, development projects, traffic data and more.

## Stormwater Enterprise Fund

### Revenues Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments		\$1,500	\$1,500	\$750	\$750	\$750	\$750
Interest and Penalties		0	0	3,000	3,000	3,000	3,000
Stormwater Fees		963,350	963,350	955,000	956,000	956,000	956,000
Transfer fr. GF - Trillium Pond Catch Basin		0	0	0	0	0	0
Transfer fr. GF - Town's SW fees		212,332	212,332	212,332	212,332	212,332	212,332
Fund Balance Appropriated		512,430	391,930	113,248	258,366	285,517	285,517
Fund Balance Unappropriated*		295,831	416,331	695,013	436,647	409,496	409,496
* Not included in totals							
<b>Totals</b>	<b>0</b>	<b>1,689,612</b>	<b>1,569,112</b>	<b>1,284,330</b>	<b>1,430,448</b>	<b>1,457,599</b>	<b>1,457,599</b>

## Stormwater Enterprise Fund

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Personnel &amp; Professional</b>							
Salaries & Wages - Regular	233,724	\$283,176	\$283,176	\$283,176	\$286,741	\$283,880	\$283,880
Salaries & Wages - Temp/PT	0	8,960	8,960	0	0	0	0
Salaries & Wages - Overtime	0	0	0	0	0	0	0
FICA Tax Expenses	17,401	22,348	22,348	21,663	21,936	21,717	21,717
Group Insurance Expenses	32,809	42,041	42,041	42,041	45,215	42,515	42,515
Retirement Expense - Reg.	14,106	19,483	19,483	19,483	19,326	19,134	19,134
Retirement Expense - 401K	0	0	0	0	0	0	0
Employee Training	2,028	5,500	5,500	5,365	5,500	5,500	5,500
<b>Subtotal Personnel</b>	<b>300,068</b>	<b>381,508</b>	<b>381,508</b>	<b>371,727</b>	<b>378,718</b>	<b>372,745</b>	<b>372,745</b>
<b>Operating and Maintenance</b>							
Professional Services	35,829	295,000	295,000	202,044	10,000	10,000	10,000
Professional Services - Duffield Ct	0	60,000	0	0	0	0	0
Professional Services - HT Retrofit	0	0	0	0	75,000	75,000	75,000
Telephone & Postage	5,115	5,200	5,200	5,020	5,000	5,000	5,000
Printing	2,234	4,500	4,500	4,465	4,500	4,500	4,500
Departmental Utilities	0	3,000	3,000	2,000	2,000	2,000	2,000
Travel	789	2,550	2,550	1,998	2,550	2,550	2,550
Maintenance Repair - Other	0	2,000	2,000	960	2,000	2,000	2,000
Maintenance Repair - Other	0	0	20,000	19,630	65,000	65,000	65,000
Building/Equipment Rental	20,400	10,200	10,200	10,200	10,200	0	0
Advertising	2,125	3,000	3,000	2,965	3,000	3,000	3,000
Advertising Duffield Ct Culvert	0	500	0	0	0	0	0
Advertising - HT Retrofit BMP	0	0	0	0	300	300	300
Office Supplies	3,924	3,100	3,100	2,980	3,100	3,100	3,100
Departmental Supplies/Mat.	16,595	17,518	17,518	17,293	19,268	19,268	19,268
Uniforms	1,126	1,200	1,200	1,182	1,200	1,200	1,200
Equipment Lease Expense	0	2,000	2,000	0	1,000	1,000	1,000
Contracted Services	47,707	44,600	44,600	54,020	58,000	58,000	58,000
Dues and Subscriptions	3,547	3,762	3,762	3,860	4,500	4,500	4,500
Insurance and Bonds	16,590	17,831	17,831	17,831	18,315	18,315	18,315
Miscellaneous Expenses	38	400	400	356	400	400	400
Transfer to GF - Street	133,410	133,410	133,410	133,410	133,410	133,410	133,410
Transfer to GF - Sanitation	172,799	157,500	157,500	157,500	157,500	157,500	157,500
Transfer to GF - Eng	0	24,022	24,022	24,022	0	25,000	25,000
Transfer to GF - Rent	0	0	0	0	25,000	25,000	25,000
Transfer to GF - FY 05/06 Loan	100,000	0	0	0	0	0	0
Stormwater Fees Expense	17,266	17,400	17,400	17,045	17,400	17,400	17,400
Transfer to PW-CPO	135,000	0	0	0	0	0	0
<b>Subtotal Operating</b>	<b>714,494</b>	<b>808,693</b>	<b>768,193</b>	<b>678,781</b>	<b>618,643</b>	<b>633,443</b>	<b>633,443</b>
<b>Capital Outlay</b>							
Cap. Outlay - Land-HT Retrofit	0	0	0	0	172,000	172,000	172,000
Capital Outlay - Gen. Improve.	61,933	400,000	400,000	195,000	0	0	0
Cap Out-Gen Imp Duffield	0	60,000	0	0	0	0	0
Cap Out-Gen Imp HT Retrofit	0	0	0	0	215,000	215,000	215,000
Cap Out-Gen Imp Trillium Pond	25,764	0	0	0	0	0	0
Capital Outlay - Equipment	0	0	0	0	25,000	25,000	25,000
Capital Outlay - Equipment (IP)	0	0	0	0	0	0	0
Capital Outlay - Reserve	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>87,697</b>	<b>460,000</b>	<b>400,000</b>	<b>195,000</b>	<b>412,000</b>	<b>412,000</b>	<b>412,000</b>
<b>Installment Purchase</b>							
Installment Purchase	38,821	39,411	39,411	38,821	44,761	39,411	39,411
<b>Subtotal Installment Purchase</b>	<b>38,821</b>	<b>39,411</b>	<b>39,411</b>	<b>38,821</b>	<b>44,761</b>	<b>39,411</b>	<b>39,411</b>
<b>Totals</b>	<b>1,141,080</b>	<b>1,689,612</b>	<b>1,589,112</b>	<b>1,284,330</b>	<b>1,454,122</b>	<b>1,457,599</b>	<b>1,457,599</b>

<b>Stormwater Enterprise Fund - Capital Outlay</b>		
<b>Item</b>	<b>Remarks</b>	<b>Item or Project Cost</b>
<b>Installment Purchase</b>		
Sweeper	Fifth of five annual payments - lease purchase.	39,411
<b>Subtotal Installment Purchase</b>		<b>39,411</b>
<b>Land</b>		
Harris Teeter Pond BMP retrofit		172,000
<b>Subtotal Capital Outlay - Land</b>		<b>172,000</b>
<b>General Improvement</b>		
Harris Teeter Pond BMP retrofit		215,000
<b>Subtotal Capital Outlay - General Improvement</b>		<b>215,000</b>
<b>Capital Outlay - Equipment</b>		
4WD SUV		25,000
<b>Subtotal Capital Outlay - Equipment</b>		<b>25,000</b>
<b>Capital Outlay - Equipment (I.P.)</b>		
<b>Subtotal Capital Outlay - Equipment (I.P.)</b>		<b>0</b>
* Item(s) is being paid for under installment purchase.		

# OCCUPANCY TAX FUND

## GOALS & OBJECTIVES FY 2012-13

This fund was established to control the revenue generated by the tax charged on motel and motel rooms. The revenue generated by this user fee was established in three (3) separate local bills approved by the North Carolina General Assembly.

The revenue generated from the 1983 and 1989 legislation is restricted for expenditures of a Cultural, Recreational, or Economic Development purpose.

The revenue generated from the 1997 legislation is restricted as follows:

- A. Two Thirds (2/3) of the revenue must be expended to “Promote Travel and Tourism”. The legislature defined this as:

Promote Travel and Tourism – To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area; the term includes administrative expenses incurred in engaging in these activities.

- B. One third (1/3) of the revenue must be expended for “Tourism-Related Expenditures.” The legislation defines this as:

Tourism – Related Expenditures – Expenditures that, in the judgment of the entity making the expenditure, are designed to increase the use of lodging and meeting and convention facilities in the area by attracting tourists or business travelers to the area; the term includes tourism-related capital expenditures.

## Occupancy Tax

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest Earned on Investments	\$56	\$75	\$75	\$7	\$7	\$7	\$7
Occupancy Tax Proceeds	85,142	84,425	84,425	84,425	84,425	84,425	84,425
Fund Balance Appropriated	0	1,823	1,823	68	15,068	15,068	15,068
Fund Balance Unappropriated*	41,161	39,338	39,338	41,093	26,025	26,025	26,025
* Not included in totals							
<b>Totals</b>	<b>85,198</b>	<b>86,323</b>	<b>86,323</b>	<b>84,500</b>	<b>99,500</b>	<b>99,500</b>	<b>99,500</b>

## Occupancy Tax

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Promotional/Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chamber of Commerce - Tourism	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Tourism Related Expenditures	0	0	0	0	0	0	0
Kerners Folly Grant	30,000	30,000	30,000	30,000	30,000	30,000	30,000
KDPDC Grant	12,000	12,000	12,000	12,000	12,000	12,000	12,000
PJC Botanical Gardens	0	0	0	0	15,000	15,000	15,000
Transfer to GF - Recreation	37,823	35,000	35,000	35,000	35,000	35,000	35,000
<b>Totals</b>	<b>87,323</b>	<b>84,500</b>	<b>84,500</b>	<b>84,500</b>	<b>99,500</b>	<b>99,500</b>	<b>99,500</b>

## Transportation Capital Project Ordinance

### Revenues Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest Earned on Investments		\$0	\$0	\$0	\$0	\$0	\$0
NCDOT Grants		0	0	0	0	\$0	\$0
NCDOT Grant-Spot Safety Funds		0	0	0	0	\$0	\$0
MPO Grants		0	0	0	0	\$0	\$0
Due fr. CCUC - Transp. Reimburse		0	0	0	0	\$0	\$0
Due fr. Norfolk Southern RR		0	0	0	0	\$0	\$0
Due fr. City of Winston-Salem - S. Main		0	0	0	0	\$0	\$0
Due fr. Private Developers		0	0	0	0	\$0	\$0
1998 Bond Referendum Proceeds		0	0	0	0	\$0	\$0
Trans. fr. GF - Ad Valorem Tax		0	0	0	0	\$0	\$0
Trans. fr. GF - Road Projects		0	0	0	0	\$0	\$0
Trans. fr. GF - Debt Service		0	0	0	0	\$0	\$0
Trans. fr. GF - Nonperform Perf.		0	0	0	0	\$0	\$0
Trans. fr. TF - Fund Equity		0	0	0	0	\$0	\$0
Trans. fr. GF - N. Main St. Rehab.		0	0	0	0	\$0	\$0
Sale of Fixed Assets		0	0	0	0	\$0	\$0
Fund Balance Appropriated		1,181,689	1,181,689	0	0	\$0	\$0
Fund Balance Unappropriated*		0	0				
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
* Not included in totals							
<b>Totals</b>	<b>0</b>	<b>1,181,689</b>	<b>1,181,689</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Transportation Capital Project Ordinance

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Professional Services	\$51,055	0	0	0	0	0	\$0
Prof. Services - Piney Grove	\$14,400	0	0	0	0	0	\$0
Prof. Services - Kerners Mill Greenway	\$2,338	0	0	0	0	0	\$0
Legal Expenses -- BANS	0	0	0	0	0	0	\$0
Printing	0	0	0	0	0	0	\$0
Printing - Piney Grove	360	0	0	0	0	0	\$0
Advertising	0	0	0	0	0	0	\$0
Departmental Supplies & Materials	0	0	0	0	0	0	\$0
Demo. Landfill Tipping Fees	0	0	0	0	0	0	\$0
Contracted Services	0	0	0	0	0	0	\$0
Contracted Services - Oakhurst Sidewalk	2,103	0	0	0	0	0	\$0
Lease Purchase Expenses	0	0	0	0	0	0	\$0
Property Taxes -- ROW	544	0	0	0	0	0	\$0
Resurfacing & Slurry Seal Program	440,539	0	0	0	0	0	\$0
Debt Service - P&I	629,400	0	0	0	0	0	\$0
Trans. To GF - Fund Equity	0	1,181,689	1,181,689	1,294,904	0	0	\$0
Trans. to GF - Project Labor	470,276	0	0	0	0	0	\$0
<b>Subtotal Operating</b>	<b>1,611,014</b>	<b>1,181,689</b>	<b>1,181,689</b>	<b>1,294,904</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>							
Capital Outlay - Land ROW	0	0	0	0	0	0	0
Capital Outlay - Land ROW- Piney Grove	135,000	0	0	0	0	0	0
C. O. Sidewalk Const./Repair	0	0	0	0	0	0	0
Capital Outlay - Improvements	0	0	0	0	0	0	0
Capital Outlay - Gen Imp - Downtown	52,752	0	0	0	0	0	0
Capital Outlay - Century Place Blvd	1,133	0	0	0	0	0	0
C.O.- Infrastructure	0	0	0	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>188,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<p>This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.</p>							
<b>Totals</b>	<b>1,799,898</b>	<b>1,181,689</b>	<b>1,181,689</b>	<b>1,294,904</b>	<b>0</b>	<b>0</b>	<b>0</b>

## KERNER MILL CREEK CAPITAL PROJECTS ORDINANCE FUND

### GOALS & OBJECTIVES FY 2012-13

This fund was created to plan, design and construct a greenway in response to an established greenway plan developed to enhance pedestrian mobility and recreation.

Expenditures associated with the greenway project such as design and construction will be accounted for through this Fund. This Fund's revenues will generally come from inter-fund transfers from the General Fund and grants from the Metropolitan Planning Organization (MPO).

## Kerner Mill Creek Greenway Capital Project Ordinance

### Revenues Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest Earned on Investments		\$0	\$0	\$0	\$0	\$0	\$0
NCDOT Grants		1,040,000	1,040,000	0	1,040,000	1,040,000	1,040,000
MPO Grants		0	0	0	0	0	0
Due fr. CCUC		250,000	250,000	0	0	0	0
Due fr. Private Developers		0	0	0	0	0	0
Trans. fr. GF- Operations		338,806	338,806	338,806	338,806	338,806	338,806
Fund Balance Appropriated		0	0	0	86,667	86,667	86,667
Fund Balance Unappropriated*		0	0	0	88,806	88,806	88,806
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
* Not included in totals							
<b>Totals</b>		<b>1,628,806</b>	<b>1,628,806</b>	<b>338,806</b>	<b>1,465,473</b>	<b>1,465,473</b>	<b>1,465,473</b>

## Kerner Mill Creek Greenway Capital Project Ordinance

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Operating and Maintenance</b>							
Professional Services	\$0	130,000	130,000	\$130,000	0	0	0
Printing	0	300	300	0	300	300	300
Advertising	0	600	600	0	600	600	600
Contracted Services	0	15,000	15,000	0	15,000	15,000	15,000
<b>Subtotal Operating</b>	<b>0</b>	<b>145,900</b>	<b>145,900</b>	<b>130,000</b>	<b>15,900</b>	<b>15,900</b>	<b>15,900</b>
<b>Capital Outlay</b>							
Capital Outlay - Land	0	33,333	33,333	33,333	0	0	0
Capital Outlay - Infrastructure	0	1,345,573	1,345,573	0	1,345,573	1,345,573	1,345,573
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>1,378,906</b>	<b>1,378,906</b>	<b>33,333</b>	<b>1,345,573</b>	<b>1,345,573</b>	<b>1,345,573</b>
<b>Interfund Transfers</b>							
Transfer to GF - Project Labor	0	104,000	104,000	0	104,000	104,000	104,000
<b>Subtotal Interfund Transfers</b>	<b>0</b>	<b>104,000</b>	<b>104,000</b>	<b>0</b>	<b>104,000</b>	<b>104,000</b>	<b>104,000</b>
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
<b>Totals</b>	<b>0</b>	<b>1,628,806</b>	<b>1,628,806</b>	<b>163,333</b>	<b>1,465,473</b>	<b>1,465,473</b>	<b>1,465,473</b>

## Kerner Mill Creek Greenway Capital Project Ordinance

Item	Remarks	Item or Project Cost
<b>Capital Outlay - Land</b>		
<b>Subtotal Capital Outlay - Land</b>		-
<b>Capital Outlay - Infrastructure</b>		
Greenway construction		1,345,573
<b>Subtotal Capital Outlay - Infrastructure</b>		<b>1,345,573</b>

## PUBLIC SERVICES FACILITY CAPITAL PROJECTS ORDINANCE FUND

### GOALS & OBJECTIVES FY 2012-13

The Public Services Facility Capital Project Ordinance was created in response to the need for an administration/operations building as identified in a master plan developed for all public service facilities.

This facility is scheduled for construction in fiscal year 2013-14 in accordance with the approved Capital Improvement Plan (CIP). This Fund's revenues will generally come from inter-fund transfers from the General Fund. Expenditures associated with the facility such as design and construction will be accounted for through this Fund.

1. Obtain funding source.
2. Acquire building permit.

## Public Services Facility - CPO

### Revenues Detailed 2011-12 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest on Investments	\$0	\$500	\$500	\$500	\$500	\$500	\$500
Trans. from General Fund	0	0	0	0	0	0	0
Trans. from Stormwater Fund	0	0	0	0	0	0	0
Installment Purchase Proceeds	0	0	0	0	0	0	0
Fund Balance Appropriated	0	82,856	82,856	82,856	0	0	0
Fund Balance Unappropriated*	0	456,396	456,396	456,396	456,396	456,396	456,396
This page It reflects project. ask for							
* Not included in totals							
<b>Totals</b>	<b>0</b>	<b>83,356</b>	<b>83,356</b>	<b>83,356</b>	<b>500</b>	<b>500</b>	<b>500</b>

## Public Services Facility - Capital Project Ordinance

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
<b>Capital Outlay</b>							
Professional Services	\$0	\$70,000	\$70,000	\$500	\$500	\$500	\$500
Property Tax	0	0	0	0	0	0	0
Capital Outlay - Buildings	0	0	0	0	0	0	0
Capital Outlay - Reserve	0	13,356	13,356	0	0	0	0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>83,356</b>	<b>83,356</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
<b>Totals</b>	<b>0</b>	<b>83,356</b>	<b>83,356</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>

## Public Services Facility CPO - Capital Outlay

Item	Remarks	Item or Project Cost
<b>Capital Outlay - General Improvements</b>		
<b>Subtotal Capital Outlay - General Improvements</b>		<b>0</b>
<b>Capital Outlay - Buildings</b>		
<b>Subtotal Capital Outlay - Buildings</b>		<b>0</b>
<b>Capital Outlay - Reserves</b>		
Capital Outlay Reserves		133,356
<b>Subtotal Capital Outlay - Reserves</b>		<b>133,356</b>

# CAPITAL RESERVE FUND

## GOALS & OBJECTIVES FY 2012-13

The Capital Reserve Fund was established as a mechanism for accumulating funds for large projects that are important to the future of the Town. Funds that accumulate will be dedicated for specific projects such as future transportation projects and fire station land acquisition and construction. Most likely in the future, funds will be accumulated for other large projects as capital needs are identified.

Capital Reserve Fund revenues will primarily come from inter-fund transfers from the General Fund. As identified projects come to fruition, funds will be transferred from the Capital Reserve Fund to either the General Fund or specific capital project ordinance funds to cover project expenditures.

## Capital Reserve Fund

### Revenues Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Interest Earned on Investments	\$2	\$200	\$200	\$200	\$200	\$200	\$200
Transfer from General Fund	65,000	0	0	0	0	0	0
Transfer fr Gen Fund-Transportation Projects	0	477,050	477,050	477,050	0	0	0
Transfer fr Gen Fund-Development Fee Projects	82,931	0	0	0	54,014	54,014	54,014
Fund Balance Appropriated	0	0	0	0	0	0	0
Fund Balance Unappropriated*	147,933	147,933	147,933	147,933	147,933	147,933	147,933
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
<b>Totals</b>	<b>147,933</b>	<b>477,250</b>	<b>477,250</b>	<b>477,250</b>	<b>54,214</b>	<b>54,214</b>	<b>54,214</b>

## Capital Reserve Fund

### Expenditures Detailed 2012-13 Annual Budget

Classification	Actual FY 10-11	Approved FY 11-12	Revised FY 11-12	Estimated FY 11-12	Dept'al Request FY 12-13	Manager Recom. FY 12-13	Board Approved FY 12-13
Transfer to General Fund - Interest	\$0	\$200	\$200	\$200	\$200	\$200	\$200
Reserved for Fire Department	0	0	0	0	0	0	0
Reserve Future Transportation Projects	0	477,050	477,050	477,050	0	0	0
Reserved for Future Development Fee P	0	0	0	0	54,014	54,014	54,014
This page is for informational purposes only. It reflects the total budget for a multi-year project. For the current or multi-year plan, ask for additional information.							
<b>Totals</b>	<b>0</b>	<b>477,250</b>	<b>477,250</b>	<b>477,250</b>	<b>54,214</b>	<b>54,214</b>	<b>54,214</b>

**O-2012-14**  
**AN ORDINANCE MAKING APPROPRIATIONS FOR THE OVERALL OPERATIONS**  
**OF THE TOWN OF KERNERSVILLE FOR THE YEAR JULY 1, 2012**  
**THROUGH JUNE 30, 2013**

**WHEREAS, this Board of Aldermen of the Town of Kernersville has received a budget with a recommended plan for the operation of the town government and its activities for the fiscal year 2012-2013 from the Town Manager, and**

**WHEREAS, after deliberations held in Open Session with the citizens of Kernersville, it is the desire of the Board of Aldermen to adopt said budget to provide for the effective and orderly provision of services to the Town of Kernersville.**

**NOW, THEREFORE, BE IT ORDAINED:**

**Section 1. That revenues for the General Fund be established as follows:**

**General Fund**

<b>2012-13 Ad Valorem &amp; Prior Years Taxes</b>	<b>12,628,759</b>
<b>Other Taxes &amp; Fees</b>	<b>145,235</b>
<b>Unrestricted Intergovernmental Revenue</b>	<b>6,180,618</b>
<b>Restricted Intergovernmental Revenue</b>	<b>3,160,503</b>
<b>Penalty and Interest</b>	<b>81,000</b>
<b>Other Revenue</b>	<b>197,512</b>
<b>Functionally Related Revenues</b>	<b>2,243,593</b>
<b>Operating Grants/Contributions</b>	<b>819,558</b>
<b>Interfund Transfers</b>	<b>480,110</b>
<b><u>Fund Balance Appropriated</u></b>	<b>500,654</b>
<b>Total Anticipated Revenues</b>	<b>26,437,542</b>

**Section 2.** That expenditures for the General Fund be appropriated as follows:

**General Fund**

Governing Body	453,425
Administrative Department	280,502
Inspections Permits & Enforcement (Division of Community Development)	359,075
Finance Department	747,415
Information Technology Department	375,799
Planning and Zoning (Division of Community Development)	294,019
Human Resources Department	562,315
Police Department	6,517,102
Fire Department	6,250,644
Engineering Department	675,083
Street (Division of Public Services)	1,560,945
Solid Waste (Division of Public Services)	2,702,546
Engineering-Transportation	584,557
Recreation and Parks Department	1,272,607
Paddison Memorial Library Department	66,708
General Services Department	464,515
Special Appropriations Department	1,424,586
Public Services Administration	321,146
<u>Central Maintenance (Division of Public Services)</u>	<u>1,524,553</u>
<b>Total</b>	<b>26,437,542</b>

**Section 3.** That there is hereby levied a tax rate of forty-nine seventy five cents (\$0.4975) per one hundred dollars assessed valuation on all real property and other applicable property within the Town of Kernersville, such rate based upon an estimated total assessed valuation of property for purposes of taxation of \$2,554,355,241 and an estimated collection rate of 98.00% through June 30, 2013.

**Section 4.** That anticipated revenues for the Law Enforcement Forfeiture Funds be established as follows:

Other Revenue	150
	19,268
<u>Fund Balance Appropriated</u>	<u>269,327</u>
Total Anticipated Revenues	288,745

The expenditures for the Law Enforcement Forfeiture Funds shall be authorized as follows:

<u>Law Enforcement Forfeiture Funds Expenses</u>	<u>288,745</u>
Total	288,745

**Section 5.** That anticipated revenues for the Contributions Fund be established as follows:

Other Revenue	50
Contributions	3,500
<u>Fund Balance Appropriated</u>	<u>2,550</u>
Total Anticipated Revenues	6,100

The expenditures for the Contributions Fund shall be authorized as follows:

<u>Contribution Fund Expenses</u>	<u>6,100</u>
Total	6,100

**Section 6.** That anticipated revenues for the E-911 Fund be established as follows:

Forsyth County Reimb. E-911	32,000
<u>Fund Balance Appropriated</u>	<u>50,697</u>
Total Anticipated Revenues	82,697

The expenditures for the E-911 Fund shall be authorized as follows:

<u>E-911 Expenses</u>	<u>82,697</u>
Total	82,697

**Section 7.** That a Worker's Comp Self-Insurance Fund be established with anticipated revenues as follows:

Other Revenue	100
<u>Charges for Services</u>	<u>171,540</u>
Total Anticipated Revenues	171,640

The expenditures for the Worker's Comp Self-Insurance Fund shall be authorized as follows:

<u>Workman's Comp Self-Insurance Expenses</u>	<u>171,640</u>
Total	171,640

**Section 8.** That an Stormwater Enterprise Fund be established with anticipated revenues as follows:

Other Revenues	3,750
Stormwater Fees	956,000
Due/fr General Fund - Town's Stormwater Fees	212,332
<u>Fund Balance Appropriated</u>	<u>285,517</u>
Total Anticipated Revenues	1,457,599

The expenditures for the Stormwater Enterprise Fund shall be authorized as follows:

Stormwater Fund Expenses	1,116,689
Transfer to General Fund - Engineering Department	25,000
Transfer to General Fund - Rent	25,000
Transfer to General Fund - Street Department	133,410
<u>Transfer to General Fund - Sanitation Department</u>	<u>157,500</u>
Total	1,457,599

**Section 9.** That an Occupancy Tax Fund be established with anticipated revenues as follows:

Occupancy Tax Revenue	84,425
Other Revenues	7
<u>Funds Balance Appropriated</u>	<u>15,068</u>
Total Anticipated Revenues	99,500

The expenditures for the Occupancy Tax Fund shall be authorized as follows:

Occupancy Tax Fund Expenses	64,500
<u>Transfer to General Fund - Recreation</u>	<u>35,000</u>
Total	99,500

**Section 10.** That an Capital Reserve Fund be established with anticipated revenues as follows:

Other Revenues	200
<u>Transfer fr. General Fund- Transportation Projects</u>	<u>54,014</u>
Total Anticipated Revenues	54,214

The expenditures for the Capital Reserve Fund shall be authorized as follows:

Transfer to General Fund- for Interest earned on investments	200
<u>Reserve for Transportation Projects</u>	<u>54,014</u>
Total	54,214

**Section 12.** That the Schedule of Fees and Charges be adopted for fiscal year 2012-2013 in accordance with Exhibit A attached and made a part of this Ordinance.

**Section 13.** That the Town Manager be authorized to establish rates and charges for all other use of Town Facilities and services other than special assessments or other charges regulated by State law or Local Ordinance.

**Section 14.** That the Town Manager, as Budget Officer, be authorized to make budget amendments to all departments and be required to have such amendments entered into the minutes of the next regular meeting of the Board of Alderman.

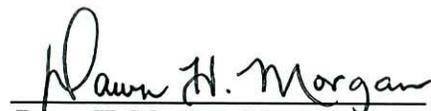
**Section 15.** That the Town Manager, as Budget Officer, be authorized to transfer amounts between line item expenditures within a department without limitation and without a report being required.

**Section 16.** That this budget ordinance be entered into the minutes of the Board and, within five days after adoption, copies thereof shall be filed with the Finance Officer, Budget Officer and Clerk to the Board of Aldermen.

Adopted this the 20th day of June, 2012.

Attest:

  
Dale F. Martin, Town Clerk

  
Dawn H. Morgan, Mayor



# Schedule of Fees

## July 1, 2012

*The Town Manager shall have the authority to set any fee not otherwise listed and shall have authority to make any interpretations of any fee listed on this schedule.*

<b>Administration, Finance, and All Departments</b>	
Agenda Packet	\$15.00
Agenda Sunshine List – Notice of Special Meetings – Fee set by State Law Annually	\$10.00
Audit Report	\$30.00
Auto License Plate – “Kernersville”	\$3.00
Auto License Tax per vehicle	\$5.00
CD	\$1.00
Burn a copy of CD	
Checks (Returned) Processing Fee	\$25.00
Code of Ordinances – Supplement Service Annually	\$50.00
Code of Ordinances (with notebook)	\$100.00
Computer Printout Reports (greenbar 8.5" X 15") Per page	\$0.20
Documents, Reprints etc. Per page color, 8.5" x 11 and 8.5" x 14"	\$0.25
Documents, Reprints etc. Per page black & white, 8.5" x 11 and 8.5" x 14"	\$0.15
Documents, Reprints, etc. Per page black & white, 11" x 17"	\$0.20
Documents, Reprints, etc. Per page color, 11" x 17"	\$0.30
Handicapped Parking - Sign (Sign and Sticker)	\$45.00
Handicapped Parking - Sign Only	\$35.00
Handicapped Parking Sign - Van Accessible Sign Only	\$20.00
Handicapped Sign - \$250 Sticker Only (sticker for Fine Increase)	\$5.00
Map of Kernersville (Chamber of Commerce)	\$2.16
Notary Service – Fee set by State Law	\$5.00
Peddling Sales Permit – Original issue for 60 days	\$10.00
Peddling Sales Permit – Renewal for 60 days	\$5.00
Recycling Fee (includes magazines, junk mail and pasteboard) Billed annually	\$32.40
Solid Waste Bill Late Fee	\$10.00
Street & Alley Closing Applications	\$1,030.50
Taxi Driver Permit Fee	\$15.00
Taxi Driver Renewal Fee	\$15.00
Taxi Franchise Application Fee	\$50.00
Taxi Franchise Renewal	\$50.00
Town Memorabilia: Mayors of Kernersville History Book	\$5.00
<b>Community Development Rezoning Fees</b>	
Adjoining Property Owner Letters	\$12.00
General Use District Rezoning	\$884.00
Re-Advertising	\$304.00

\* Fee revised or added FY 12-13

### Community Development Rezoning Fees

Special Use District Add a Use or Site Change requiring Community Development Dept. Review Only	\$884.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts Road Improvements/Dedication Reviews	\$2,032.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts High Density Project	\$2,032.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts >1.5 acres	\$1,713.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts <1.5 acres	\$1,391.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts II Phase Zoning: Final Development Plan Review High Density Project	\$1,602.00
Special Use District Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts II Phase Zoning: Final Development Plan Review	\$833.00
Special Use District Residential Single Family excluding PRD <1.5 acres	\$495.00
Special Use District Residential Single Family excluding PRD >1.5 acres	\$1,264.00
Special Use District Residential Single Family excluding PRD >5 acres With Road Improvement/Dedication Reviews	\$2,032.00
Vested Rights/Existing Development Application	\$641.00

### Community Development Subdivision Fees

Exempt Subdivisions/Staff Approval	\$128.00
Final Plat - Major	\$256.00
Final Plat - Minor	\$128.00
Preliminary Approval Extension	\$128.00
Preliminary Subdivision Per lot	\$38.00
Preliminary Subdivision Minimum (no Maximum)	\$384.00

### Community Development Board of Adjustment Fees

Appeals	\$256.00
Appeals Rehearing	\$256.00
Communication Towers See Special Note #1 at the end of fee schedule.	\$3,842.00
Special Use Permits By Board of Adjustment High Density Project	\$961.00
Special Use Permits By Board of Adjustment Residential	\$256.00
Special Use Permits By Board of Adjustment Non-Residential	\$641.00
Variances	\$320.00

### Community Development Zoning Fee for Building Permit / Plan Review

\* Fee revised or added FY 12-13

### Community Development Zoning Fee for Building Permit / Plan Review

Accessory Swimming Pool	\$52.00
Floodplain Development Permit	\$164.00
Fuel Tanks, Commercial and Industrial	\$114.00
Industrial and Commercial Unit Upfit Plus \$10 per 1,000 sq. ft.	\$114.00
Industrial, Commercial, Multi family & other Plus \$10 per 1,000 sq. ft.	\$114.00
Residential Additions	\$52.00
Single Family Residential per unit	\$52.00
Single Family, Accessory Building	\$52.00
Zoning Permit (Administrative only, no inspection)	\$52.00
Zoning Permit (requiring plan review on-site inspection)	\$80.00

### Community Development Sign Review Business

Ground On/Off Premise Signs 1st sign \$25 each additional	\$85.00
Off Premise Sign Review	\$401.00
Sign Panel Change-Out Only 1st sign, \$10 each add panel	\$52.00
Wall or Projecting Sign 1st sign, \$10 each add sign	\$85.00

### Community Development Miscellaneous Charges

Blue Prints 18" x 24"	\$3.84
Blue Prints 24" x 36"	\$3.84
Blue Prints 30" x 42"	\$6.73
Copier Print - Vellum 36" x any length Per foot	\$2.56
Copier Print 18" x 24"	\$3.84
Copier Print 24" x 36"	\$3.84
Copier Print Roll Feed 36"x any length Per foot	\$1.93
GIS Maps - Custom Minimum plus \$12 per 15 mins after 1st 15 mins	\$19.00
Reinspection after 1st inspection	\$80.00

#### **Other**

Application for Unified Development Ordinance Text Amendments	\$768.00
Home Occupation Review	\$65.00
Kernersville Development Plan Amendment	\$768.00
Letter to DMV & ABC	\$65.00
Plan Review by Planning Board	\$641.00
Postage & Mailing Charges	\$8.00
Public Plans No Fee	\$0.00
Research for Zoning Letters	\$65.00
Rezoning Signs - Charges for Sign after 1st Sign	\$65.00
Special Use Permits <1.5 acres	\$1,280.00

\* Fee revised or added FY 12-13

## Community Development Miscellaneous Charges

### Other

Non Board of Adjustment	
Special Use Permits >1.5 acres	\$1,602.00
Non Board of Adjustment	
Special Use Permits High Density Project	\$1,602.00
Non Board of Adjustment	
Special Use Permits Road Improve/Dedication Review	\$1,921.00
Non Board of Adjustment	
Staff Changes or Minor Changes (new plan & review)	\$320.00
Non Board of Adjustment	

## Building Inspection Fees

### **1-Miscellaneous Building/Trade Fees**

Construction Trailers	\$80.00
Daycare / Adult Day Care / Group Home Inspection	\$143.00
Demolition - Commercial/Industrial bldg.	\$114.00
Demolition - Residential buildings only	\$87.00
Foundation only permits	\$258.00
Mobile Homes - Double/Triple Wide	\$321.00 *
Mobile Homes - Single Wide	\$241.00
Modular Homes - Building	\$241.00
Each Additional Trade is \$80.00	
Relocation of residence to new foundation building permit	\$241.00 *
Each Additional Trade is \$80.00	

### **2-Accessory Structures (Minimum Fees)**

Carport, patio cover, screened porch	\$97.00
Decks, docks, open porches	\$97.00
Misc/Basic Building Permit	\$80.00
Swimming Pools - above ground (includes structural,plumb.,elect. inspec.)	\$80.00
Swimming Pools - underground (includes underground, roughs, final inspec.)	\$172.00
Workshop, storage bldg., pump house	\$97.00

### **3-Electrical**

Additional fee for lighted signs	\$80.00
Commercial service change, relocation, reconnect	\$143.00
Electrical Inspection for vacant structure	\$87.00
Misc/Basic Electrical Permit	\$50.00
Residential Service change, relocation, reconnect	\$80.00
Service pole with disconnect & meter base	\$80.00
Temporary Power - Individual meter	\$97.00

### **4-Plumbing**

Electric Water Heater Replacement Plus Additional \$50 Electrical Fee	\$50.00
Gas Water Heater Replacement	\$80.00
Misc/Basic Plumbing Permit	\$50.00
Pumps, Sump Pumps, Replacement Fixtures, Sewer Lines, Misc.	\$80.00

\* Fee revised or added FY 12-13

## BUILDING INSPECTION FEES

NEW RESIDENTIAL SINGLE-FAMILY					
	Building	Electrical	Plumbing	Heating/Air	Energy Eff.
0-2000 sq. ft.	\$319.00	\$128.00	\$128.00	\$128.00	\$128.00
2001-3000	\$340.00	\$193.00	\$193.00	\$193.00	\$128.00
3000+	\$377.00	\$256.00	\$256.00	\$256.00	\$128.00
Townhouses, Condos, Twin Home Urban Home, Duplex (per unit)	\$353.00	\$128.00	\$128.00	\$128.00	\$128.00
Apt. 1st unit	\$256.00	\$128.00	\$128.00	\$128.00	\$128.00
Each addt'l unit	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Additions/Remodeling/Sunroom	\$225.00	\$97.00	\$97.00	\$97.00	\$97.00
Garages, workshops, storage bldgs. 575 sq. ft. and below	\$161.00	\$80.00	\$80.00	\$80.00	\$80.00
Garages, workshops, storage bldgs. Above 575 sq. ft. See standard new residential construction fees.					
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL					
	Building	Electrical	Plumbing	Mechanical	Energy Eff.
<b>Minimum Fee</b>	\$384.00	\$141.00	\$141.00	\$141.00	\$141.00
1st 10,000 sq. ft. Assembly	0.166	0.039	0.039	0.039	0.032
2nd 10,00 sq. ft. Educational	0.077	0.022	0.022	0.022	0.020
20,001 + sq. ft. Institutional	0.052	0.027	0.027	0.027	0.010
1st 10,000 sq.ft. Business/Merchantile	0.166	0.039	0.039	0.039	0.027
2nd 10,00 sq. ft. Business/Merchantile	0.052	0.027	0.027	0.027	0.020
20,001 + sq. ft. Business/Merchantile	0.027	0.009	0.009	0.009	0.008
1st 10,000 sq.ft. Factory/Industrial	0.166	0.052	0.052	0.052	0.020
2nd 10,00 sq. ft. Factory/Industrial	0.052	0.027	0.027	0.027	0.010
20,001 + sq. ft. Factory/Industrial	0.027	0.027	0.009	0.009	0.008
1st 10,000 sq.ft. Hazardous	0.266	0.069	0.052	0.052	0.020
2nd 10,00 sq. ft. Hazardous	0.103	0.052	0.052	0.052	0.020
20,001 + sq. ft. Hazardous	0.052	0.039	0.039	0.039	0.010
1st 10,000 sq. ft. Storage	0.115	0.027	0.027	0.027	0.010
10,000 + sq. ft. Storage	0.004	0.003	0.003	0.003	0.020
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL - UPFIT OR RENOVATION					
	Building	Electrical	Plumbing	Mechanical	Energy Eff.
Minimum (or)	\$310.00	\$128.00	\$128.00	\$128.00	\$128.00
per square foot	0.080	0.023	0.023	0.023	0.023

## Building Inspection Fees

### **4-Plumbing**

Tankless Water Heater	\$80.00
Additional Fee for Electrical	

### **5-Refrigeration Units**

0 - 20 hp per system	\$80.00
20+ hp per system	\$319.00
Minimum Fee	\$80.00
Refrigeration lines, per line	\$27.00

### **6-Mechanical**

Exhaust systems, 0-3,000 CFM	\$161.00
Exhaust systems, 3,001- 5,000 CFM	\$193.00
Exhaust systems, 5,001 + CFM	\$641.00
Fuel storage (Installation - above ground) 1 tank 0-10,000 gal.	\$80.00
Heating Units above 25 tons	\$128.00
Hood & Duct Systems (Includes hoods, fans, ducts, fire ext. equip., dampers, grease removal equip.)	\$80.00
Multiple Unit Change Out (Per Trade)	\$80.00
Replace furnace, boiler, air handler, duct heater, ductwork, fireplace, woodstove, conversion burner, automatic flue damper, swimming pool heater, misc. minimum fee	\$80.00
Spray Booth	\$97.00
Tanks & Piping 1- Installation - underground 1 tank	\$80.00
Tanks & Piping 2- Removal - underground 1 tank	\$80.00
Tanks & Piping 3- Each additional tank	\$40.00

### **7-Other Fees**

All Other Services: A reasonable fee based on cost of installation or square footage will be established by the Director of Inspections for any work not included in this fee schedule

Any permit not listed	\$80.00
Minimum Fee	
Any re-inspection	\$80.00
Cancellation and/or Refunds: Upon written request and prior to the first inspection, permits may be cancelled by Permit Holder 75% of the permit fee will be refunded with the remaining 25% to be retained by the Town to cover administrative and processing expenses	
Change Out Fee i.e. Inspection after replacing hot water heater	\$100.00
Christmas Tree Lots	\$87.00
Expired Permit Renewal Fee: G.S.153A-358 If work does not commence within 6 months from permit issuance date or work is discontinued for 12 months, all permits shall be revoked FULL CALCULATED FEE TO RESTORE PERMITS	
Homeowners Recovery Fund Fee: G.S. 87-15.6 General Contractor shall be responsible for payment of this fee for construction/alteration of new single family homes, condos, and townhomes	\$10.00
Marquees, Canopies, Fixed Awnings (Inspect structural, wind design, clearances)	\$80.00
Printout of monthly permit list/month	\$10.00
Stop Work Order	\$258.00
Work commencing prior to permit issuance Double Calculated Fees	

\* Fee revised or added FY 12-13

## Building Inspection Fees

### **8-Green Building Rebates**

Geothermal Heat Pumps	
Existing Structures Mechanical Fee (50% Rebate/\$25 value)	
Geothermal Heat Pumps	
Existing Structures Electrical Fee (50% Rebate/\$25 value)	
Gray/Rain Water collection for flushing fixtures	
Existing Structures Plumbing Fee (50% Rebate/\$40 value)	
Green Building Rebates See Special Note #3 at the end of fee schedule	
ICC/NAHB National Green Building Standard Certification (currently in development)	
New Structures 25% Rebate of Blanket Permit Fee (Not to exceed \$500)	
NAHB Model Green Building Home Guideline Certification	
New Structures 25% Rebate of Blanket Permit Fee (Not to exceed \$500)	
NC HealthyBuilt Home Certification	
New Structures 25% Rebate of Blanket Permit Fee (Not to exceed \$500)	
Photovoltaic Energy Systems	
Existing Structures Electrical Fee (50% Rebate/\$40 value)	
Photovoltaic Energy Systems	
Existing Structures Building Fee (50% Rebate/\$40 value)	
Solar Hot Water Heating	
Existing Structures Building Fee (50% Rebate/\$40 value)	
Solar Hot Water Heating	
Existing Structures Electrical Fee (50% Rebate/\$25 value)	
Solar Hot Water Heating	
Existing Structures Plumbing Fee (50% Rebate/\$25 value)	
USEPA Energy Star Certification	
New Structures 25% Rebate of Blanket Permit Fee (Not to exceed \$500)	
USGBC Leadership in Energy & Environmental Design (LEED) Certification	
New Structures 25% Rebate of Blanket Permit Fee (Not to exceed \$500)	

## Engineering Division

Blue Prints 18" x 24"	\$3.84
Blue Prints 24" x 36"	\$3.84
Blue Prints 30" x 42"	\$6.73
Copier Print - Roll Feed - 36" x any length Per Foot	\$1.93
Copier Print - Vellum - 36" x any length Per Foot	\$2.56
Copier Prints 18" x 24"	\$3.84
Copier Prints 24" x 36"	\$3.84
Driveway Permit (Inspection required) - All Other Accesses	\$55.00
Driveway Permit (Inspection required) - Single Family Residential (Driveway Apron)	\$45.00
Fees for external reviews of infrastructure plans and Traffic Impact Analysis (TIA) To be paid in full by the entity submitting the plans and /or the TIA	
Forsyth County Dial-In Service - Printed Copy	\$3.00
Forsyth County Dial-In Service - Screen Only	\$2.00

## Engineering Environmental Compliance Fees

Environmental Buffer Signs	\$75.00
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\* Fee revised or added FY 12-13

### Engineering Environmental Compliance Fees

Lower Abbots Creek & Deep River Sewer Service Area Environmental Review 1 - 5 Acres	\$500.00
Lower Abbots Creek & Deep River Sewer Service Area Environmental Review 10 + Acres	\$1,500.00
Lower Abbots Creek & Deep River Sewer Service Area Environmental Review Less than One Acre, No Fee	
Lower Abbots Creek & Deep River Sewer Service Area Environmental Review 5 - 10 Acres	\$1,000.00

### Engineering Preliminary Subdivision Fees

Engineering Site Plan Review 1-5 Acres	\$300.00
Engineering Site Plan Review 5+ Acres	\$500.00
Engineering Site Plan Review Less than One Acre	\$150.00
Infrastructure Inspection Fee	\$1.00 *
Fee Per Linear Foot of Public Street	

### Engineering Fees for Watershed/Stormwater Permit Site Plan Review

Common Law Vesting Application	\$1,000.00 *
Copy of Watershed Ordinance with Map	\$15.00
Vested Rights Established, Watershed Permit	\$100.00
Watershed Map	\$10.00

#### **High Density Watershed Permit Review by Watershed Administrator**

High Density Residential and Multiple Users of High Density BMP's Any Size Parcel	\$1,100.00
Watershed Review Committee, Industrial, Commercial, MH and MF Districts - 5 + Acres	\$950.00
Watershed Review Committee, Industrial, Commercial, MH and MF Districts - Less than one acre	\$500.00
Watershed Review Committee, Industrial, Commercial, MH and MF Districts 1- 5 Acres	\$750.00

#### **Low Density Watershed Permit Review by Watershed Administrator**

Accessory Building No Fee	
Industrial, Commercial, MH and MF Districts - 5 + acres	\$125.00
Industrial, Commercial, MH and MF Districts - Under 5 acres	\$100.00
Low Density Residential 5 + acres	\$100.00
Low Density Residential Under 5 acres	\$50.00

### Fire Rescue

Absorbent-Hydrocarbon - Per Bag	\$30.00
Cars/Pickup Per hour	\$50.00
Engine/ladder Per hour	\$100.00
Fire Extinguisher - Per 20#	\$30.00
Foam - Actual cost + 20%	\$0.00
Squad/Brush Units Per hour	\$100.00
Stand By Firefighters	\$25.00

\* Fee revised or added FY 12-13

### Fire Rescue

Per hour per Firefighter (when required by Fire Official or requested by occupancy)	
Straw - Per Bale	
Actual Cost plus 20%	

### Fire Prevention

1st Inspection (Annual, Initial, Primary, First Complaint, or Request Inspection)	
No Fee	
2nd Inspection (Notice of Compliance Issued)	
No Fee	
3rd Inspection (This amount plus fines, fined \$100 for each outstanding Fire Code Violation)	\$50.00
4th Inspection (This amount plus fines, fined \$200 for each outstanding Fire Code Violation)	\$100.00
5th Inspection (This amount plus fines; fined \$300 for each o/s Fire Code Violation plus Court Costs)	\$150.00
ABC Permit Inspection	\$100.00
All other Permits Required by the Fire Prevention Code	\$100.00
Amusement Buildings (Haunted Houses, etc.)	\$100.00
Any other function Requiring Fire Prevention Inspection and Approval Not Previously Listed	\$50.00
Bon Fire Permit	\$20.00 *
Certificate of Occupancy Re-Inspection	\$50.00
Copies of Fire Report	\$0.25
No Charge for First Copy, \$0.25/page for additional copies	
Day Care Inspection	\$50.00
Fire Lane Violation	\$50.00
Fireworks for Public Display	\$125.00
Fireworks Standby (Fire Dept.)	\$100.00
Foster Homes, Charitable, Non-Profit Governmental Exempt	
General Fire Code Violation Fine	\$100.00
Hazardous Material Spills/Fires	\$100.00
Per hour per apparatus plus actual cost + 20%	
Keyholder Failure to Respond	\$100.00
Plans Review	\$50.00
Plus .03 per sq. ft.	
Removal of stop work order	\$300.00
State License Inspection Fee	\$50.00
Tank Installation, Abandonment or Removal	\$100.00
Each Additional Tank \$50	
Up-fit Review	\$50.00
Plus .03 per sq. ft.	
Working without Permit	\$100.00
Plus Double Permit Fee	
<b>Construction Permits</b>	
Installation all others not listed but required by N C Fire Code	\$100.00
Installation of Automatic Fire Extinguishing Systems	\$100.00
per 24,000 square feet of each floor level	
Installation of Fire Alarm and Detection Systems and related equipment	\$100.00
per 24,000 square feet of each floor level	
Installation of Fire Pumps and related equipment	\$100.00
Installation of Private Fire Hydrants	\$100.00
Installation of Standpipe Systems (New, Modification or Renovation)	\$100.00

\* Fee revised or added FY 12-13

## Fire Prevention

### Exceptions

Any assembly occupancy violation that is an imminent danger, life safety violation is an automatic \$250 fine per violation and possible evacuation of the occupancy.

Churches exempt from permit fees

Failure to report unwanted Fire per NC Fire Code per occurrence	\$500.00
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Locked or blocked exits are automatically a \$250 fine for first occurrence. Second occurrence within one year shall be a fine of \$500 per door. Third occurrence within one year shall be \$1000 per door.

Overcrowding \$250 per person in excess of posted occupant load

### Tents, Temporary Membrane & Air Structure

Per Permit Period	\$50.00
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## Police Dept

Finger Print Charges Per card	\$10.00
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Off Duty Police Officer Fee	\$22.00
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Hourly Rate for Off-Duty Officer Employment

Public Records Research  
See Special Note #2 at the end of document.

State Finger Print Processing Fee	\$38.00
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Taxi Driver Permit Fee	\$15.00
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Taxi Driver Renewal Fee	\$15.00
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Taxi Franchise Application Fee	\$50.00
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Taxi Franchise Renewal	\$50.00
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Video Copy, Research and Copy Costs - Police In-Camera Video System Per Video Retrieval & Copies of Other Recordings	\$5.00
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### Parking Fines

30 Day Late Fee for Non-Payment of Parking Fine	\$30.00
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Assessment of a \$30 late fee for all unpaid parking fines after 30 days

All Other Parking Violations	\$5.00
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Fire Lane Violation	\$50.00
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Oversized Vehicle Parking in Violation of CO 9-186	\$50.00
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Violation of Certain Vehicles to Be Parked only for loading and unloading

### Precious Metals Dealers Permit Fees

Annual Renewal Permit for Employee	\$3.00
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Dealers and Special Occasion Permits	\$142.00
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Employee Permits	\$10.00
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## Public Services Sanitation Division

### Cardboard Recycling Collection

Bi-Monthly Per Month	\$20.00
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Container Lease - 6 & 8 yard Per Month	\$10.00
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\* Fee revised or added FY 12-13

**Public Services Sanitation Division**

**Cardboard Recycling Collection**

Once per Week Service Per Month	\$35.00
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**Commercial Sanitation Collection**

Collection of one (1) 95 gallon comingle recycle roll out per roll out	\$5.00
Collection of one (1) 95 gallon rollout container (Small Business)	\$40.00
Collection of one (1) refuse dumpster - 2 yard	\$66.00
Collection of one (1) refuse dumpster - 4 yard	\$66.00
Collection of one (1) refuse dumpster - 6 Yard	\$76.00
Collection of one (1) refuse dumpster - 8 Yard	\$88.00

Collection: Fees Applicable to those non-residential establishments, restaurants, apartments and mobile home parks which contract solely with the Town of Kernersville for collection of solid waste.

Fees are for once per week collection. Additional weekly collections shall be charged in even multiples.

Each additional 95 gallon roll out up to three (3) per small business per extra roll out	\$20.00
Set Truck Service Per month for twice a week service	\$60.00
Set Truck Service Per month for three times a week	\$90.00
Set Truck Service Per month for once a week service	\$30.00
Special one time collection of one (1) refuse dumpster by special arrangement Each pick up	\$40.00

**Condominium/Townhouse Collection**

2nd weekly collection of (1) 95 gal rollout or 1 dumpster	\$35.00
Cardboard Recycling Collection - Bi Monthly Per Month	\$20.00
Cardboard Recycling Collection - once per week Per Month	\$35.00
Container Lease 6 & 8 Yard Per Month	\$5.00
Once per week (1) 95 gallon rollout or (1) dumpster (2, 4, 6, 8 Yard) No Fee	
Refuse Dumpster Lease - 95 gallon rollout No Fee	
Refuse dumpster Lease - 2 yard Per Month	\$22.00
Refuse dumpster Lease - 4 yard Per Month	\$22.00
Refuse dumpster Lease - 6 yard Per Month	\$22.00
Refuse dumpster Lease - 8 yard Per Month	\$27.00

**Residential Sanitation Collection**

Annual Fee for Additional Refuse Cart Collection	\$50.00
Annual Fee for Additional Recycling Container Collection	\$60.00 *
Annual Fee for Yard Cart Collection	\$30.00

\* Fee revised or added FY 12-13

**Public Services Sanitation Division**

**Residential Sanitation Collection**

Jan 1 - June 30	
Annual Fee for Yard Cart Collection	\$60.00
July 1 - June 30	
Knuckle Boom Truck Service First Load No Fee	
Knuckle Boom Truck Service Each Additional Half Load	\$30.00
Once per week collection of 95 Gallon rollout container No Fee	
Refuse Cart Purchase Price	\$60.00
Request for one time 8 hour use of flat bed truck, delivered & picked up by Town employee Per load	\$75.00
Request for one time use of refuse dumpster for 48 hr. period incl drop off and pickup	\$50.00
Yard Cart Purchase Price	\$60.00

**Public Services Street Division**

Industrial Street Improvement to Curb & Gutter (per linear foot) Add \$16 per linear foot for sidewalk plus drainage costs	\$118.00
Install Type III Barricades (Permanent Mount) Per unit	\$400.00
Installation of Stop Signs	\$150.00
Installation of Street Name Signs	\$200.00
Mowing Neglected Private Lots Cost + 50% min 1.5 hours	
Removal and Replacement of Failing Utility Patches & other street repairs related to negligence, faulty workmanship, and/or materials by Contractors, Sub-Contractors, Builders, Developers, Utility Companies, etc. Cost + 50%	
Residential Street Improvement to Curb & Gutter (per linear foot) Add \$16 per linear foot for sidewalk plus drainage costs	\$68.00
Street Cleaning @ Construction Sites Cost + 50%	
Street Flushing @ Construction Sites Per trip	\$250.00
Tight Radius/Zero Turn Mower Per hour	\$35.00
Tractor w/Flail Mower Per hour	\$65.00
Tractor w/Rotary Mower Per hour	\$75.00
Tractor w/Side Arm Mower Per hour	\$95.00
Utility Cut Penalty (Excavating in the ROW or cutting the street without a permit)	\$500.00
Utility Installation Permit (inspection required) and Encroachment Permit	\$100.00

**Recreation Facility Reservations**

Civitan Baseball Field (Non-Resident)	\$35.00
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\* Fee revised or added FY 12-13

<b>Recreation Facility Reservations</b>	
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Per 1.5 Hours	
Civitan Baseball Field (Resident)	\$25.00
Per 1.5 hours	
Harmon Park Wedding Gazebo	\$150.00
Half Day 5 hours	
Harmon Park Wedding Gazebo	\$250.00
Full Day	
Kernersville Recreation Center	\$75.00 *
Per hour	

<b>Recreation Beeson Park Softball Complex</b>	
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Beeson Park Softball Complex Additional Field Prep	\$25.00
Beeson Park Softball Complex if gate fee charged	\$100.00
Per day	
Beeson Park Softball Complex Tournament Usage(incl lights,bases,scoreboards,restrooms,init field prep)	\$1,000.00
Per day for 3 field complex Fri , Sat & Sun	
Beeson Park Softball Complex Tournament Usage(incl lights,bases,scoreboards,restrooms,init field prep)	\$135.00
Per day per field	
Beeson Park Softball Complex Tournament Usage(incl lights,bases,scoreboards,restrooms,init field prep)	\$800.00
Per day for 3 field complex Sat & Sun	
Beeson Park Softball Complex Vendor on Site Fee	\$50.00
Per weekend tourney or 10% of gross receipts for tournaments more than 3 days	
Beeson Practice Field Wednesday ONLY Per 1.5 hours	\$45.00
Non resident	
Beeson Practice Field Wednesday ONLY Per 1.5 hours	\$35.00
Resident	
Beeson Practice Field Wednesday ONLY Per 1.5 hours with Lights	\$55.00
Non resident	
Beeson Practice Field Wednesday ONLY Per 1.5 hours with Lights	\$45.00
Resident	

<b>Recreation Park Reservations</b>	
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Picnic Shelters	\$60.00 *
Full Day	
Picnic Shelters	\$35.00 *
Half Day	

\* Fee revised or added FY 12-13

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**Special Notes:**

#1 - Reference Communications Tower Fee: This amount is a surety to cover the cost of the Town's consultant who reviews the electronic technical portion of the submittal. If the review cost is less than \$3000, then a refund will take place. If the review cost is more, additional funds are required prior to final review. **The Special Use Permit fee is a separate fee.**

#2 - Requests for research of public records such as accident statistical data and summary reports on specific locations will be compiled at the cost of 15 cents per copy made plus a special service fee of \$15 per hour for the time involved compiling and researching the request. These requests require extensive use of technology resources and clerical assistance to complete.

#3 - Regular fees must be paid in full at time of plan review or permit issuance. Fee rebates will be refunded upon project completion and certification by a third party inspection agency.

\* Fee revised or added FY 12-13