

TOWN OF KERNERSVILLE



BUDGET FISCAL YEAR 2020-2021

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Budget Fiscal Year 2020-2021

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The Honorable Mayor and Board of Aldermen
Town of Kernersville

Dear Mayor and Aldermen:

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 2020-2021. The public hearing date for the FY 20-21 budget has been set for June 2, 2020 and notice of submission of this budget to the Board of Aldermen will be published in accordance with all the requirements of N.C.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 is available online for citizens to view at www.toknc.com. If a citizen wishes to come to Town Hall to view the budget they will need to contact the Town Clerk at 336-992-0305 ahead of time to schedule a time to get the budget. A copy of the budget will be placed at the Paddison Memorial Library when they reopen.

BUDGET PREPARATION

When starting the initial planning for the budget in January/February 2020 all indications were the year would be a good one. There had been a lot of growth and development take place in 2019 and we anticipated that this would add to the tax base for FY2020-21. Also, the economy was as strong as it had been in many years, leading one to believe that all other revenue areas would be strong for FY20-21.

This optimistic outlook changed quickly beginning in March 2020. COVID-19 was becoming more widespread in the United States and the economy was starting to respond in a negative way. In less than a month, North Carolina was under a Stay at Home order and most businesses were shut down. As of the writing of this message, this order was in place until at least May 8th. This Stay at Home order drastically changed the budget outlook for FY19-20 and for FY20-21.

Adjustments were made in spending to help offset some of the projected revenue loss from Sales and Use Tax for FY19-20. We projected a loss of \$500,000 in revenue for the last 4 months of FY19-20. Hiring freezes and spending freezes were implemented to help offset some of the loss. It is anyone's guess as to what the actual loss will be.

For FY20-21 we were given many different scenarios for projecting revenues, especially Sales and Use Tax. Most of the experts agree that this will be the revenue that is impacted the most in the upcoming fiscal year. Some other revenues (Vehicle Registration Tax, Occupancy Tax, Permitting fees, Recreation fees) will also be impacted, but not nearly as much as Sales and Use Tax.

We projected decreases for all of the revenues mentioned above. The percentage of decrease is based on many different scenarios, and in all honesty, there is no good way to tell how close the projection will be to what we actually receive. However, we feel

that the projections are reasonable and that the actual revenue will be close to the projections.

FY 2020-2021 Budget Highlights

I. REVENUE

The revenues for FY20-21 are estimated to be \$33,590,431 (**See Exhibit A**). This is a decrease from what was approved in FY19-20. This decrease is mainly due to three revenue sources: Sales and Use Tax, Functionally Related Revenues and Loans for Installment Purchases (Capital Projects)

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. Almost 54% of the Town's revenue is derived from property taxes. During good economic times the growth rate for this category ranges from 4-6%. Kernersville has been fortunate in that we have experienced a growth in tax base even in years when the economy was slow. In FY19-20 it was projected to be slightly over 4%.

Even with the COVID 19 outbreak, we are projecting an increase in the tax base of 4.2% for FY20-21. The tax base is calculated by what is actually built and on the ground on January 1st of the year. Therefore, the tax base for FY20-21 was determined January 1st of 2020. The tax base for FY20-21 is projected to be \$3.164 billion. Based on this tax base, the Ad Valorem Tax revenue for FY20-21 is projected to be \$18,081,762. These numbers represent the taxes on property and vehicles and a small collection in prior year taxes. We feel confident that the COVID 19 pandemic will not drastically impact the collection of these property taxes. The Federal Government, State Government and lenders are all working with homeowners and commercial property owners to help them make sure their mortgage and taxes are paid. For this reason, we feel that this tax revenue will remain stable.

Unrestricted Intergovernmental Revenue

The Unrestricted Governmental Revenues source is the second largest revenue source for the Town. The revenues that make up this category are the ABC Tax, Sales and Use Tax, Telecom Sales Tax, Utility Franchise Tax, Video Programming Tax, Rental Vehicle 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.

Sales and Use Tax

The revenue we receive from Sales and Use Tax has seen a steady growth rate every year for the last several years. Kernersville has usually experienced a higher growth

rate than the average for the state. In FY18-19 we experienced growth of about 8-9%, while statewide it was about 6%. In FY19-20 we projected about a 6% growth in Sales and Use Tax. Through March 2020 we were on pace to hit this projection easily. We had budgeted \$5.86 million in revenues for FY19-20 and we were going to collect somewhere between \$5.9-6 million. However, when the Stay at Home orders started being implemented in March, the Sales and Use Tax revenue started declining rapidly. Our revised projection for Sales and Use Tax revenue for FY19-20 is \$5.61 million.

Before the COVID 19 pandemic hit, we would have projected Sales and Use Tax revenue of around \$6.1-6.2 million for FY20-21. However, with the uncertainty of when the economy will re-open and when people will start shopping again, we could not rightfully forecast that much of an increase in Sales and Use Tax. For that matter, we did not feel comfortable forecasting an increase at all. The challenge was trying to project how much of a decrease we will see in Sales and Use Tax revenue for FY20-21. The North Carolina League of Municipalities has given guidance in this area and they have shown three different scenarios; a severe, a most conservative, and a moderate. We are projecting a scenario that falls between the most conservative and moderate. We feel that based on prior experiences, the make-up of Kernersville's economy, and the projected re-opening date, Kernersville will fall along these lines. With that, we are projecting a 5% decrease from what was approved in FY19-20 and a 10-12% decrease over what we would have projected for FY20-21 if the economy had stayed on course.

Alcoholic Beverage Tax

The ABC Tax revenue is the portion of the tax that the Town receives from the sales through the local ABC store. This includes the transactions at the actual ABC store and the liquor and wine sold in restaurants. This revenue source has been good for the Town over the years. We have not seen this revenue source decrease due to the pandemic and we do not anticipate it decreasing in FY20-21. In fact, we are anticipating an increase in this source for FY20-21. We are projecting receiving \$500,000 from the County portion of this source and about \$200,000 from the State portion of this source.

Utility Franchise Tax

There was a projected increase for this source for FY19-20. However, we are actually going to realize less revenue than what was projected because of the COVID19. This revenue is based on what is collected on utility bills, and with people out of work these bills are being paid late if at all. Also, there is less of the product being used because of the businesses being closed. Based on this, we are projecting less Utility Franchise Tax revenue for FY20-21.

Functionally Related Revenue

Rent from Town Property

The Town currently collects rent on the following properties: Communications Tower at Public Services, tower land leases, the Recycling Center, Allegacy Federal Credit Union, the Chamber of Commerce building and the buildings on South Main Street (115-141 S.Main). All of these properties are a good source of revenue for the Town. We have contracts in place for at least the next year for most of these properties so we anticipate a continued source of revenue from them.

This revenue source is projected to increase this year because of the rent we are receiving from the Salvation Army for the old library building. We are projecting the revenue from Town property to be \$231,528 for FY20-21. However, if the economy continues to stay closed this could change. Several of the tenants in the buildings on South Main Street are small business owners and they may be forced to close if the economy does not rebound. However, these buildings typically require little work to get them ready to rent and they rent quickly. Hopefully we will not lose any tenants but if we do we are confident that we can rent the space to someone else.

We are also projecting about \$251,000 in rent from the communication towers. The main tower is the one at Public Services and there are several tenants on this tower. These are stable tenants and they are not likely to remove their equipment because of a downturn in the economy. We also lease space to some companies at the water tower on Gralin Street. We may lose these because of a buy-out of the lease, but if that happens there will be a lump sum payment.

Building Inspection Fees

Building inspection fees are directly related to the economy and the construction that is occurring. Requests for permits and inspections reached its highest point in years in FY18-19 and it stayed strong through FY19-20. This was because of the many commercial projects and residential projects occurring in Kernersville.

We are not certain what the downturn in the economy will do for building and development. However, we feel as though it will be impacted and we have projected a decline in Building Inspection revenues for that reason. For FY20-21 we are projecting a decrease of almost 15%, making the projected revenues from Building Inspections \$390,000.

Commercial Industrial Collection

This source is the revenue that is generated from our commercial solid waste collection. These are the dumpsters that are rented to businesses for their commercial use. The business pays for the dumpster and then pays to have it emptied. Some businesses choose to rent a dumpster from another provider and have us empty it.

This revenue source decreased for FY19-20 because of a service change. It was recommended, and approved by the Board of Alderman, to stop collecting the roll out cans that business use for recycling and solid waste. Though we saw a decline in revenue we also had an offsetting decline in expenses.

For FY20-21 we are expecting this revenue to decline more. This is due to another recommended change in service. Later in the budget, we are recommending a phasing out of the commercial solid waste collection program. This program is no longer operating at a profit, and we expect this loss to continue to increase. An increase in prices will not make a difference because then we anticipate a major loss of customers. While we will see a complete elimination of revenue in the next few years, we will see an offsetting decline in expenses.

Unassigned General Fund

The General Fund is broken out into several categories. The Unassigned General Fund portion should 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 the Unassigned General Fund fund balance and thus has maintained a healthy fund throughout the years.

Though we would prefer not to appropriate money from the Unassigned General Fund to balance the budget, there is usually an appropriation recommended. This has been especially true in the last eight years when the revenues did not meet the expenditures. However, it varies from year to year as to whether or not the money is actually spent. Some years the full amount appropriated is spent, some years more is spent, and some years there is less spent than what is appropriated.

Exhibit B shows the amount of Unassigned General Fund fund balance for the last several years and how it has increased/decreased over the years (**See Exhibit B**). The amount of savings/spending is not always a true depiction of what is spent or saved in the Unassigned General Fund. One year may show a significant savings when there is actually not one. This may occur because a budgeted project may not be completed or several large pieces of equipment may not be purchased in the year that they are budgeted. If this occurs the money is not spent and it shows as a savings in the Unassigned General Fund at the end of the fiscal year. However, this money is usually encumbered and spent the following fiscal year. If this happens it will look like more money is spent from the Unassigned General Fund in that year than what was actually appropriated. This makes it very difficult to look at the exhibit and determine what was actually spent from the Unassigned General Fund.

A good example of this was in FY18-19. We recommended appropriating \$473,110 from the Unassigned General Fund. However, at the end of the year it looked as though the Unassigned General Fund balance had increased almost \$3 million. That was not really the case, as several large expenditures were carried over to FY19-20 and the

money will be spent. The actual increase in unassigned Fund Balance for that year was closer to \$200,000-300,000.

For FY20-21 we are recommending appropriating about \$500,000 from the Unassigned General Fund. We are hopeful that not all of this amount will be spent during the year but it is possible. Our fund balance is still healthy and we have significantly more than the required amount, but appropriating money from the Unassigned General Fund fund balance indicates that the Town is most likely operating at a deficit.

II. EXPENSES

The Town of Kernersville is a full-service community, which means that we provide a full array of services to the citizens. The Town currently has ten departments that provide services to the citizens: Governing Body, Administration, Fire/Rescue, Police, Public Services, Parks & Recreation, Community Development, Human Resources, Finance, and Information Systems. The Town offers services to the citizens and businesses ranging from permits and inspections to four full-time Fire/Rescue stations. Kernersville and Winston-Salem are the only municipalities in Forsyth County that offers a full range of services. This wide offering of services makes our tax rate higher than municipalities like Clemmons, Lewisville, Walkertown, Rural Hall and Tobaccoville. None of these municipalities offer all of the services offered by Kernersville. The cost of the services offered by all of these departments makes up the expenses of the Town. All of the services that the citizens enjoy are provided by one of these departments.

The budget is comprised of two main expense categories; Operating Expenses and Capital Expenses. The Operating Expenses is comprised of expenses that are personnel related and operating/maintenance related. The Capital Expenses are comprised of capital equipment purchases and capital infrastructure improvements. Exhibit C shows the budget broken down into the different sub-categories (**See Exhibit C**). These categories are:

Operating Expenses (Personnel and Operating/Maintenance related)

- salaries/wages
- health insurance
- insurance/bonds
- special appropriations
- training/travel
- committed operating/maintenance expenses
- uncommitted operating/maintenance expenses

Capital Expenses (Equipment and Infrastructure)

- committed installment purchase payments
- recommended new capital purchases
- installment purchase payments for the recommended new capital purchases

All of these categories can be found in each department's budget. This breakdown gives a picture of how the expenses are actually allocated and what makes up the budget. The biggest single expense for the Town is Salaries/Wages. This category alone is about 45-50% of the budget every year, and this year it is expected to be about 50%. When combined with Health Insurance it is 58.7% of the budget this year. The second largest expense category for the Town is the committed Operations and Maintenance expenses.

When all of the categories that are fixed/committed are added together they account for about 93-94% of the budget. This leaves only a very small portion of the budget (uncommitted operating/maintenance expenses and new installment purchase payment) that is truly flexible, unless there are adjustments made to personnel and health insurance. **(See Exhibit C)**. This indicates that for significant cuts to be made in the budget, it is necessary to change services or employee count.

The three largest departments are Police, Public Services and Fire/Rescue, in that order. Together they account for about 73% of the entire operating budget. These three departments also account for more than 75% of the employees of the Town. Exhibit D shows the General Fund expenditures by function/department **(See Exhibit D)**.

Operating Expenses

As previously mentioned, the Operating Expenses are mainly made up of two categories: personnel related and operating/maintenance related. Both of these are necessary to perform the daily operations of the Town. This is usually the largest portion of the budget.

Personnel Related Operating Expenses

The employees are the Town's greatest asset as they provide the manpower for the services that all citizens enjoy. The Town has always operated with a smaller staff than many surrounding municipalities. Several years ago, the Town reduced the workforce by nearly 10%. This was done because of a decline in work for the positions and because of a decline in revenues for the Town.

Over the last several budget cycles the Town has added some of these positions back to the workforce. These positions have been necessary in order to continue providing the services that citizens want and demand. There were not any full-time positions added to the budget in FY18-19. There was one part-time position added in Parks and Recreation to help with additional programming. In FY19-20 there were two new full-time positions added to the budget, an Administrative Specialist for Fire/Rescue and a Computer Technician in IT.

There were several new positions requested for FY20-21. They were:

- ❖ Safety Captain for Fire/Rescue
- ❖ Service Technician for General Services
- ❖ Inclusive Programming Coordinator for Parks and Recreation

❖ Special Events Worker for Parks and Recreation

Because of the budget situation, we are only recommending one of these positions for FY20-21. We are recommending hiring a full-time Inclusive Programming Coordinator for Parks and Recreation. This position is already being filled on a part-time basis for about \$13,000/year, so moving it to full-time will not be that much difference. Also, we plan to use this position as the ADA Coordinator for all of the organization. This is a much-needed position now and going forward.

This year we are recommending freezing three positions for the full year and two positions for a half year. All of these positions are currently vacant so we will not have to eliminate any employees. The three positions frozen for a full year are: two Police Officers and one Construction Mechanic in the Street Division. The two positions we are recommending freezing for a half year are: one Technician in the Central Maintenance Division and one Technician in Information Systems.

We are also recommending a reorganization of some positions in the Fire/Rescue Department. We are recommending taking one of the Firefighter positions from each shift that is assigned to Station 44 and making that position a Safety Captain (two) and a Logistics Captain. We will not fill the vacant firefighter position and will just operate with a three-person company at Station 44. By doing this we will now have three Safety Captains, one for each shift, and this person will respond to all fire calls. The Logistics Captain will work a regular 8am-5pm shift every day. This reorganization will not impact service response from Station 43 as they will still have three individuals riding the truck answering calls and the Safety Captain will respond to the calls as well. Adding a Safety Captain to each shift will increase the number of individuals responding to calls from the other stations because the Safety Captain will also respond to those calls, which will add an additional person on scene. Doing this reorganization will allow us to have these needed safety positions, and we will be doing it without creating extra positions and adding additional cost to the budget.

Salaries/Wages and Benefits

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. We are always in competition with other municipalities, mainly High Point, Winston-Salem and Greensboro. We also face competition from the private sector when the economy is good.

The Town has been very proactive in providing competitive benefits and salaries for the last twenty years. A variety of pay incentives, pay increases, benefits, benefit plans, and a competitive insurance plan, have helped recruit and retain employees.

Minimum Starting Pay

The Town competes with other municipalities, counties and private employers for employees. We have remained competitive through the years because of a good pay plan and good benefits. A couple of years ago the Town fell behind just slightly in the area of minimum pay. This made it extremely difficult to fill some of the entry level positions in Public Services and Parks and Recreation.

To help make the Town more competitive when trying to fill entry level positions, the minimum starting pay was raised to \$13/hour in FY19-20. The total cost of doing this was around \$10,000. Also, the starting pay for seasonal park maintenance employees in Parks and Recreation was increased from \$10/hour to \$12/hour in FY19-20. This helped tremendously in attracting applicants for these positions.

We are recommending increasing the minimum pay to \$14/hour for FY20-21. The impact of doing this will be less than \$1,000 to the budget. However, it will allow us to retain some employees that are in those positions and it will make it easier to hire new employees should those positions become vacant. This starting pay will be equivalent to what similar jobs in the private sector pay.

Cost of Living Adjustment (COLA) and Merit Increases/401K Contribution

The Town has provided either a COLA or Merit increase to employees for the last several years. This increase has ranged from 1-2%. In FY17-18 we provided a 1% COLA. However, the Town did not provide a merit increase or COLA in FY18-19. The Town provided a 2% Merit increase to all employees based on performance for FY19-20. We are not recommending a Merit increase or a COLA for FY20-21 because of budget constraints.

For several years the Town was lacking in what employees were offered as a 401k contribution. The 401K contribution was eliminated completely several years ago and then was implemented at 1% five years ago. In FY17-18 the Board approved another 1% contribution, bringing the total contribution to 2%. For FY18-19 and FY19-20 the contribution to the 401K remained at 2%.

This year we hoped that we would be able to increase the contribution to 3%, which would get us closer to what other municipalities provide. However, we are not comfortable recommending an increase for this year and the 401K contribution is recommended to remain at 2%. We will continue to monitor this each year and will hopefully be able to recommend an increase next year.

Salary Study/Developmental Pay

Developmental Pay adjustments and the salary study were started in 2000. This pay plan is derived from the average salary range for like jobs in other municipalities our size. Developmental pay is designed so that an employee will be at the mid-point of the salary range within five years of being hired. An employee will receive pay adjustments each year if necessary to help move the salary closer to the mid-point. The mid-point of the range is the market rate for that position.

Under the salary study we review 1/3 of the workforce every year and make adjustments to the salary grades as necessary. This is designed to make sure that the Town's salaries remain competitive with others. Through the salary study we make pay grade adjustments for employees and we also make pay adjustments for their positions. This helps retain the employees that are above mid-point or maximum for their respective pay grade. This program has been very successful so far and has given the Town a competitive pay plan for most positions.

This year the salary study focused on all departments except Police and Fire/Rescue. The study did recommend a pay grade increase for several positions in each department and it also recommended leaving some positions at their current pay grade. The recommended pay grades help keep us at 90-100% of the market rate.

The salary study and developmental pay plan have decreased the amount of turnover for the Town and helped improve employee morale. Therefore, we are recommending no changes to this process. 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 currently being studied 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 adjustment of the pay scale and would cause our salaries to be out of line with other municipalities.

The benefits of our plan can be seen by looking at the problems other municipalities are experiencing with their workforce. Several of the municipalities around Kernersville were forced to spend a lot of money at once to bring their salaries to competitive levels. Winston-Salem spent over \$3 million in two years to get their salaries to a competitive level, and they are projecting that they will have to spend several million more in the coming years to finish out their workforce. Greensboro implemented a pay increase mid-year four years ago and another large one two years ago. The Forsyth County Sheriff's Department also raised the salaries of their employees to keep them competitive and another increase was slated for this year.

All of these municipalities have done this so that they will not lose their employees. Kernersville is fortunate that we have not really had this problem in recent years. We feel it is important to continue with developmental pay, even in tough economic times, so that we can continue to attract and retain good quality employees.

Health Insurance

Health insurance is an ever-changing cost to a municipality. Aside from salaries it is the greatest part of the benefits/salaries portion of the budget. The Town always works hard to obtain the best coverage possible for the employees for the most reasonable price. In recent years this has been a much tougher challenge, and we look for that trend to continue. 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. For many years the employee did not have to pay for any of their

coverage, but they did pay a percentage of the dependent coverage. This changed several years ago and the employee started having to pay for a portion of their insurance and a greater amount for dependent coverage. We evaluate the plan and the cost of the plan every year and make changes as necessary. Some years there are changes in coverage made and some years there are changes in employee cost made, and some years both are made.

In FY19-20 the Town joined NCHIP for its health insurance coverage. This is a type of self-funding through a pool of other municipalities in the state. This change allowed the Town to offer the employees a slightly better policy at a slightly cheaper price. Exhibit E shows a comparison of the Town's insurance offerings to other municipalities (**See Exhibit E**). Another benefit to joining NCHIP was that there was a cost savings to the Town for the coverage, and the Town is the beneficiary of any savings in premiums and not the insurance company. We felt as though this would allow the Town to experience slightly less increases in the future as well. Over the course of time this could provide a big savings to the Town, just like being self-funded for Worker's Compensation has done.

For FY20-21 we are projecting only a slight increase of about 2% in our health insurance coverage and 6% for our dental coverage. This is much less than the 10-20% increases we were experiencing in previous years. We are not recommending any plan changes or cost changes to the employee for FY20-21.

Operating/Maintenance Related Operating Expenses

Committed/Uncommitted Operating and Maintenance Expenses

The operating and maintenance category (committed and uncommitted) is the second largest expense category for the Town. For the last several years we have used the same process in budgeting the expenses for this category. We set the "Manager Recommend" column to what was approved the previous year and then a comparison is made to what the department heads are requesting. This allows us to fully see what is in each line item increase/decrease. It is then adjusted based on what is needed for the new fiscal year. The committed operating and maintenance expenses usually account for about 15-20% of the total budget. This category of expenses will experience a decrease of about 7% from FY19-20 to FY20-21. They will account for about 18.8% of the total budget for FY20-21 (**See Exhibit C**). The common expenses that fall into this category are professional services, dues/subscriptions, contracted services, telephone/postage, uniforms, software contracts, etc. These are expenses that the department must have to operate and their cost is already fixed.

The uncommitted operating/maintenance expenses make up about 3-5% every year. Last year they accounted for 4% of the budget and this year we are expecting them to account for about 4.4% of the budget (**See Exhibit C**). These expenses are things such as departmental supplies, miscellaneous expenses, office supplies, printing, etc. While some of this expense can be eliminated it is not possible to completely eliminate all of it. The increase in uncommitted operating/maintenance expenses is projected to be less than 4% for FY20-21. We have already cut this category in every department to the

maximum extent that we feel it can be cut. What is being recommended in the budget is necessary for the department to operate effectively.

Like last year, the staff has done an excellent job of keeping the increases in operating/maintenance items to a minimum. As mentioned earlier, every line item in this category was set to amount that was approved for FY19-20 and then an appropriate increase or decrease was determined. This gives a good view of each year and allows expenses to be held in check.

Capital Expenses

Capital Expenses primarily consist of capital equipment purchases and infrastructure improvements. While this is a large expense these items are usually purchased on an installment purchase plan and financed over a four-year period or longer. This negates the need for a large one-time payment.

Equipment

The Town has a five-year Capital Improvement Plan in place that projects the equipment that should be replaced each fiscal year. This plan considers the age of the equipment, the useful life of the equipment and the maintenance and repair expenses associated with a piece of equipment as it gets older. The Town strives to replace equipment before it becomes totally worn out. In recent years the Town has been able to replace its aging equipment and improve the fleet of vehicles.

Every year the departments request the equipment that is in the CIP for replacement. Most of the time not all of the equipment gets recommended for purchase. Last year there was very little equipment purchased. This year because of budget constraints, we are again recommending very little capital equipment. This is the least amount of equipment purchased in the last fifteen years. The equipment that is being recommended is the what we must have for safety reasons, contract reasons or because the current equipment is out of date and no longer serviced by the manufacturer. Exhibit F shows the recommended Capital Equipment Purchases for FY20-21 and the justifications for each (**See Exhibit F**).

Police Equipment

There is minimal equipment being recommended for the Police Department in FY20-21. We are recommending the following:

- A new SRO vehicle
- Eighteen computer replacements for the Special Operations Division. The current computers are old and will not run the new operating system, and this is required to retain the security level required by the authorities.
- A video camera system to be used on crime scenes and investigations to help process and capture evidence.

Fire/Rescue Department Equipment

For FY20-21 we are also recommending minimal equipment for the Fire/Rescue Department. All of this equipment is safety related and necessary to ensure the safety of our Fire/Rescue personnel. We are recommending the following for FY20-21:

- Fourteen SCBA air bottles. Our current reserve bottles will not work with the new devices, making it necessary to purchase new bottles to have as a second/reserve bottle. This is the second year of replacement/new bottles.
- Turnout gear. This new gear will replace some older gear that is worn out and some newer gear that has been damaged and is no longer safe to wear. These will be used as main sets of turnout gear and the current sets that are still usable will be made back-up gear.

Information Technology Department Equipment

Last year we replaced almost sixty (60) of our computers. This year we are recommending replacing another thirty-five (35) computers. Like the ones last year, the current computers are running the old Windows operating system and it will no longer be supported in the upcoming months. The current computers will not efficiently run the new operating system because of their processing power and speed, and therefore have to be replaced. Our plan is to have a sustained replacement plan where we replace computers on a yearly basis. That way by the time one reaches its useful life it is in the process of being replaced.

Capital Infrastructure Expenses/Improvements

The most expensive items that a Town faces are usually the improvements to infrastructure or the construction of new infrastructure. There have not been many capital infrastructure improvements recommended the last two years for this reason. In FY19- the only capital infrastructure improvement was the building of office walls in Community Development. For FY20-21 there are only three capital infrastructure improvements being recommended.

Parks and Recreation

We are recommending an improvement to the dam at New Kernersville Lake Park. The dam currently has multiple voids under the concrete slab of the spillway. The voids have been filled, but there needs to be a new under drain installed under and through the spillway. Without this repair, the spillway will fail causing the dam to fail. This is a high hazard dam and there are multiple structures in the floodplain that would be ruined if the dam ruptures.

Public Services- General Services Division

We are recommending two new roofs for Town structures, the Bellamy House and the Morris House. The roof on each of these structures is well beyond its useful life and both are leaking heavily. We have patched/repared them all we can and it is now time to replace them. If these roofs are not replaced the damage to the structure will far exceed the cost of replacing the roof. Both of these roofs are being recommended this year to

help mitigate further damage to the structure. Delaying this repair will only cause further damage to the structure, thereby increasing the cost in the future.

Change in Services

As is the case every year, all services offered by the Town are periodically evaluated to determine if they can be offered in a way that is more beneficial to the citizens and the organization. Several service changes have occurred the last several years as a result of this analysis.

This year we are recommending a slight change to our commercial solid waste services. We are recommending that we begin to phase out the collection of commercial solid waste. This will save us money in the future on new equipment purchases, maintenance on equipment, wear and tear on trucks and tipping fees for the solid waste. This phasing out would occur over a two to three-year period. To begin the process, we are recommending eliminating the vacant commercial solid waste driver position for FY20-21. However, if the Board chooses to continue offering this service this position would need to be filled.

III. Financial Position of the Town

The Town has always strived to maintain a strong financial position. Previous Boards worked hard to ensure that the Town is not burdened with heavy long-term debt and low cash reserves. Because of these continued efforts, the Unassigned General Fund fund balance has always been strong and the debt load fairly low for many years. There are several indicators used to measure the financial position of municipalities, six of which are highlighted below. Exhibit G shows these indicators and the trend since 2015. The most recent indicators are based on FY18-19 information (**See Exhibit G**).

Service Obligation

The service obligation of a town measures whether or not a government can pay for its annual operations through using its annual revenues. This measurement is done using an operations ratio, which is total revenues divided by total expenditures. The operations ratio for FY17-18 was 1.07. This is due to some large projects being carried over and we also did experience slightly higher revenues and slightly lower expenses for FY17-18. The service obligation for FY18-19 increased slightly to 1.11. This indicates that our revenues were slightly higher than our expenses again for FY18-19 and we were in a slightly better position than we were in FY17-18.

Dependency

The indicator of dependency shows the extent to which a local government relies on other governments (i.e. Federal, State) for resources. Dependency is analyzed using the intergovernmental ratio, which is intergovernmental revenue divided by total revenue. This takes into consideration the unrestricted government revenue sources and some Town grants. If a municipality is heavily dependent upon other governments for

resources, it may be hit very hard if funding agencies face difficult economic times and lower or eliminate financial support.

The intergovernmental ratio for the Town for FY17-18 was .33. For FY18-19 the intergovernmental ratio was decreased slightly to .30, which indicates our dependency on other governments decreased slightly. This is most likely due to having less projects that received grant funding.

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 .08 to .11 since FY05-06. For FY17-18 it was about .10. This was slightly higher than previous years and was mainly due to the additional paving and equipment that was purchased and financed during the year. For FY18-19 the debt service ratio increased slightly to .12, mainly due to some larger equipment purchases.

Liquidity

The liquidity measures the Town's ability to meet its short-term obligations and is determined by using a quick ratio, which is cash and investments divided by current liabilities. In FY16-17 the Town's liquidity was 11.82. Our position improved in FY17-18 as the liquidity increased to 13.24. The Town's liquidity was 11.80 in FY18-19. The Town remains in a good position to meet all of its short-term obligations.

Solvency

The solvency is a measure of the Town's ability to meet long-term obligations and is calculated by determining the amount of fund balance available as a percentage of expenditures. When doing this calculation, the entire General Fund is used in the calculations, not just the Unassigned portion of the General Fund. Over the last thirteen years the Town's solvency has ranged from a low of 26% in FY05-06 to a high of almost 43% in FY12-13. The Town's solvency position increased in FY17-18, as the percentage rose to 40.26%. In FY18-19 the Town's solvency position increased to 44.04%. This was mainly due to an increase in Fund Balance and a decrease in expenditures.

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, which is between 28-33%. In doing this calculation, only the Unassigned portion of the General Fund is used. The Town is currently at about 24-28%, which is well above the 8% but and at the lower end of our peer group.

Leverage

The Town's leverage measures the extent to which we rely on tax-supported debt, and it is calculated by dividing the tax-supported, long-term debt by the assessed value. From FY09-10 - FY15-16, the leverage ranged from .20-.23%. It increased to .45% in FY16-17 and increased again in FY17-18 to .67%. For FY18-19 the leverage ratio decreased slightly to .65%.

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.

IV. RECOMMENDATION FOR FY20-21

In order to meet the needs of the citizens and continue providing the high-quality services they deserve and desire, we are recommending a tax rate of **57 cents per \$100 valuation for FY20-21**. This rate will allow the Town to keep the tax rate at its current level. Exhibit H shows the Town's tax rate from 1995-2019 (**See Exhibit H**).

This rate allows the Town to keep most of the services that the citizens enjoy the same as they are now. The only change, if approved, would be the commercial solid waste collection.

This recommended budget allows for very little new or replacement Capital Equipment to be purchased. As mentioned earlier, about 93-94% of the budget is committed/fixed. This leaves very little room for any capital equipment or projects. Though there are many pieces of equipment that need replacing we do not have the revenue to replace them this year. There were also many projects discussed by the Board of Aldermen and staff during the year, and we were hopeful that some of those could be done in FY20-21. Some of the projects discussed were:

- Courtyard renovations at Town Hall
- Paving
- Improvements to Ivey Redmon Park and Pope Park
- Parking lot on North Cherry Street
- Improvements at the Public Services yard
- Improvements/renovations at Town Hall
- Improvements/renovations at PD Firing Range

The capital equipment purchases/projects being recommended for FY20-21 account for less than 1% of the total budget. In order to purchase more equipment or do more projects it is likely a tax increase would be necessary. Given the uncertainty of the economy this would not be good for the citizens. With this in mind, we are recommending doing these another year.

We will monitor the situation with the pandemic and economy closely in the upcoming months. If it appears as though we are going to have a better year than we initially forecasted, we may possibly come back to the Board mid-year and ask to move

forward with the purchase of some equipment and possible capital projects. This will depend entirely on the economy and revenue we are seeing.

Even though this budget contains only the basics, the citizens are still receiving a great value for their tax dollars. An analysis was conducted six years ago that compared other average monthly expenses to an average monthly tax bill. This comparison was based on the median priced home in Kernersville. That analysis is updated every year so that we can see what the citizens are getting for their tax dollars in comparison to other services they pay for. The comparison with updated data for FY20-21 is reflected in Exhibit I. The data again reflects that the citizens are actually getting a lot of services for their tax dollars. The taxes that citizens pay monthly is actually less than all of the other services they may use on a monthly basis, except gasoline and that will vary greatly. The taxes they pay provide them with multiple services compared to just the single service they get when paying the other monthly bills (**See Exhibit I**).

V. FUTURE CONCERNS

Beginning in FY09-10, this section was included in the Budget Message to inform the Board of Alderman of concerns regarding future Town budgets. Many of the past concerns have been addressed and they are no longer a major concern. However, some of them still remain and have increased in importance.

For the last four or five years the biggest concern has been the pace in which revenues are growing as compared to the increase in expenses. Our fixed operating/maintenance expenses usually increase 3-5% every year. These increases cannot be avoided because they are things like utilities, contracts, etc. We also experience an increase of about 1.5-2% to the retirement system every year. Health insurance and salaries also have a slight increase every year. These increases are in areas that do not have much room for changing.

We have been very fortunate in previous years that the growth in revenues was enough to cover the increase in expenses. Most years we would have enough revenue to also buy needed equipment and do some capital projects. However, this year we saw a flattening of the revenues, all due to the revenues that are impacted by the COVID-19 pandemic. The only major revenue source that we are projecting to see any significant growth is Ad Valorem Tax revenue.

This presents a major concern going forward for the next two or three years. We do not yet know the full impact the pandemic is going to have on the economy, and we do not yet know when the economy will rebound. Some economist predict it will start coming back in six months and some say that it will be a year or more. Even when the economy starts to improve, we do not know what the new normal will actually be like. If the revenues impacted by the pandemic continue to decline or stay flat and there is not significant growth in the tax base, then we will see a more drastic change in the budget. Even with declining revenues, the expenses will continue to increase slightly in several categories. Without an increase in revenues to offset this slight increase the Town will be

forced to take other steps necessary to balance future budgets and continue operations. It may be necessary in future years to change/eliminate some services, and to adjust the size of the workforce. We are hopeful that none of this will be necessary but it is definitely a future concern. We will monitor this situation and make future adjustments and recommendations accordingly.

Another concern that we have is the ability to do large capital projects in the future. This has been a problem in the past and now with the future economy so uncertain this is a major concern. There were no capital projects in the budget last year and only three small ones this year. As mentioned earlier, the annual budget for the Town is basically an operating budget that covers daily/yearly operations and some equipment replacement. The Town does not have a separate Capital Projects Budget and there is no separate funding mechanism for a Capital Projects Budget. All capital projects are included in the annual operating budget. This has restricted the Town's ability to do large capital projects in the past. If the economy declines any further it is likely that the Town will not undertake any large capital projects for the next several years. There are, however, several projects that we need to do and it will be necessary in the future to find a way to fund these projects. They can only be pushed back for so long.

Another concern that we have is the continued appropriation of the Unassigned General Fund fund balance to either help balance the budget or purchase items that were not budgeted for initially. Appropriating fund balance usually indicates that the Town is operating at a deficit, and is expending more than it is collecting. The Town was fortunate enough to slightly increase the fund balance in FY16-17, FY17-18 and FY18-19. It looks like we will appropriate money from the Unassigned General Fund in FY19-20. The amount of that is uncertain because we do not yet know the full impact of the economy on the revenues. There is a recommendation to appropriate \$490,000 from the fund balance in FY20-21. With the economy so unstable it would be safe to assume that all of that will be appropriated and possibly more. The Town still has a strong Unassigned General Fund fund balance, but it does not take much for that to change. We were in the 30% range for the fund balance and now we are down to around 24-28%. Our Fund Balance Policy states that once the balance goes below 20% the Town Manager must inform the Board and then create a plan for getting it back above 20%. We will continue to monitor the situation and inform the Board accordingly.

The Board of Alderman has done and continues to do an excellent job planning for the future growth of Kernersville. Kernersville has remained competitive in the marketplace by providing high quality services with a low tax rate. Kernersville has attracted and continues to attract residents and businesses. We are still seeing growth in both of these areas. We do expect this growth to slow down some in the coming months though, and we have made recommendations based on that.

Even with an uncertain economic outlook, it is critical that Kernersville remains competitive and provides high quality services to its residents and business customers. The tax rate being proposed for FY20-21 allows Kernersville to remain competitive in attracting and retaining new citizens and business both now and in the future, while

providing high-quality services that the citizens enjoy and deserve. At a rate of 57 cents Kernersville will likely still have the lowest tax rate in the Triad among the full-service municipalities. There are several municipalities in the Triad that are lower but none of these provide all of the services that Kernersville provides. Exhibit J shows the tax rate of surrounding municipalities (**See Exhibit J**).

Kernersville will continue to prosper and move forward. We are all facing difficult and uncertain times. However, Kernersville is, and will remain, in a good position. We are looking forward to the future and we will continue providing the high-quality services to the Town's businesses and citizens in FY20-21.

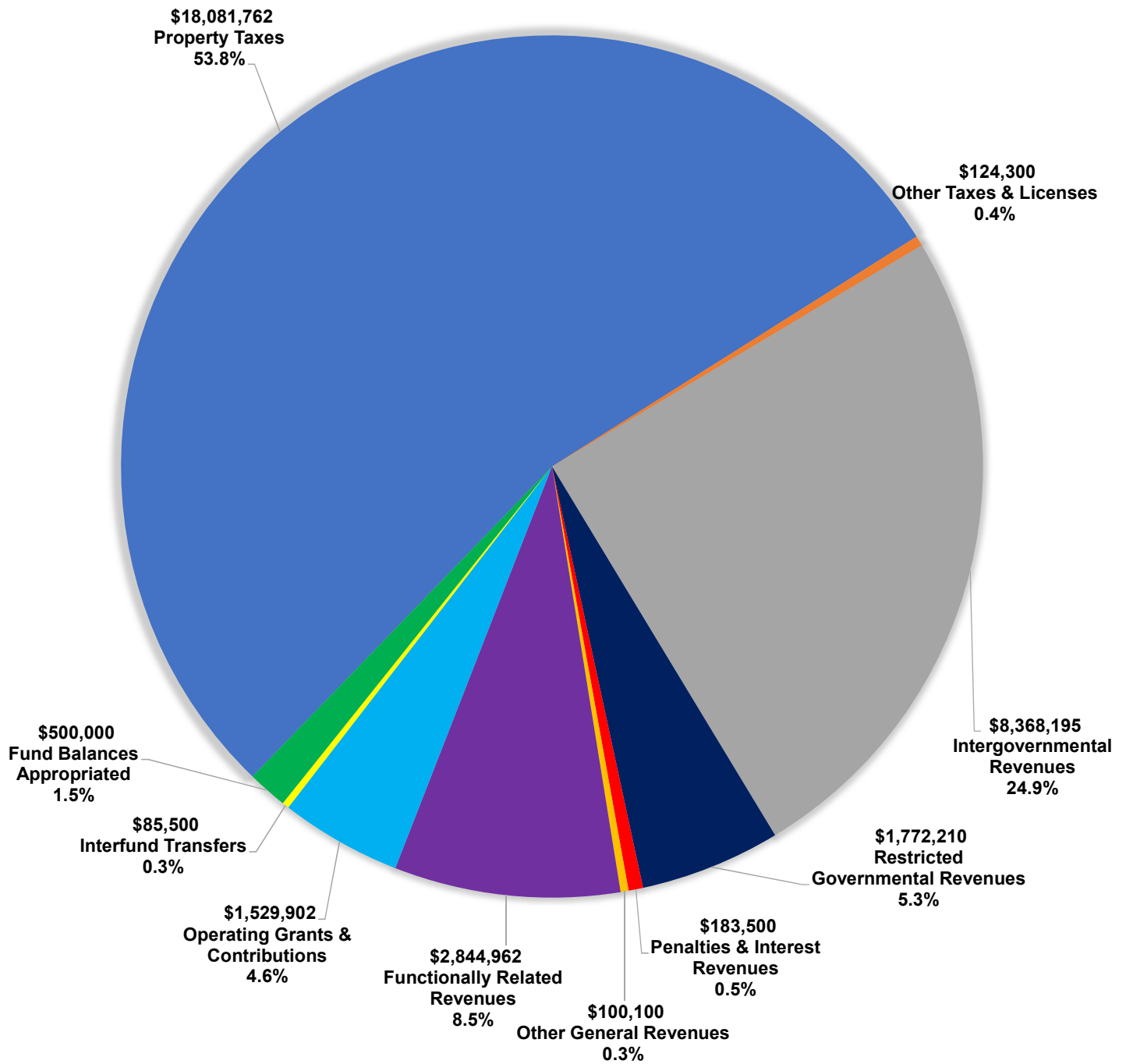
Respectfully submitted,

Curtis L. Swisher

EXHIBIT A

REVENUES BY TYPE

FISCAL YEAR 2020-21



Total General Fund Revenues
Fiscal Year 2020-21
\$33,590,431

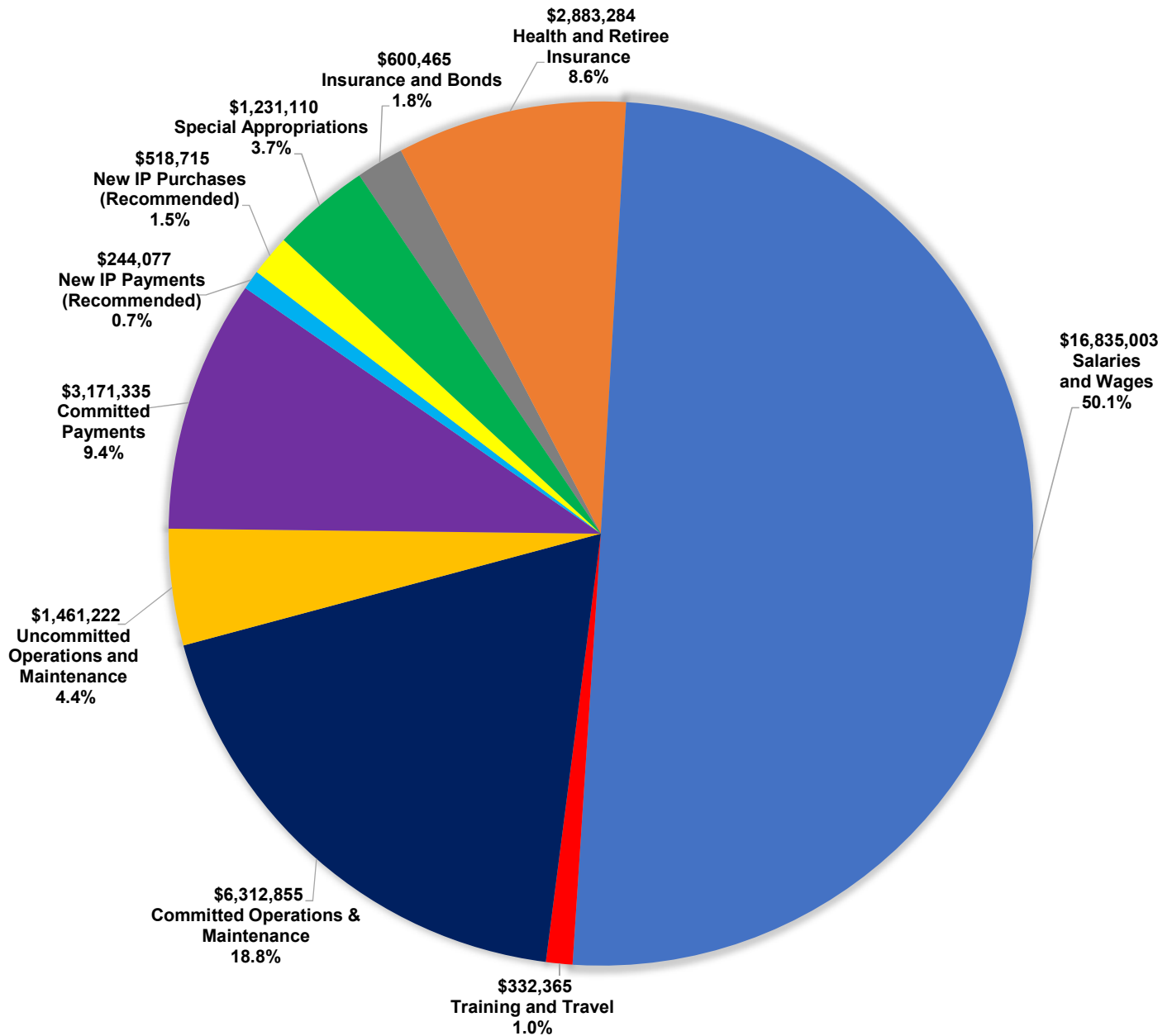
EXHIBIT B
TOWN OF KERNERSVILLE
FUND BALANCES
GOVERNMENTAL FUNDS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Fund										
Reserved	\$1,745,510	-	-	-	-	-	-	-	-	-
Unreserved	\$7,214,136	-	-	-	-	-	-	-	-	-
Non-spendable	-	\$22,917	\$14,490	\$16,479	\$222,957	\$5,250	\$5,935	\$261,570	\$2,700	\$6,044
Restricted	-	\$1,588,285	\$2,939,846	\$2,171,712	\$2,043,075	\$2,227,084	\$4,931,738	\$3,925,085	\$3,997,944	\$4,227,945
Committed	-	\$147,933	\$625,097	\$1,120,723	\$821,040	\$684,526	\$730,792	\$1,023,656	\$1,749,834	\$1,013,448
Assigned	-	\$302,337	\$500,654	\$397,654	\$226,126	\$253,144	\$527,009	-	\$473,110	\$385,994
Unassigned	-	\$7,034,981	\$5,619,305	\$7,733,398	\$7,178,931	\$8,348,194	\$6,209,156	\$7,571,262	\$7,982,176	\$10,990,040
Total General Fund	\$8,959,646	\$9,096,453	\$9,699,392	\$11,439,966	\$10,492,129	\$11,518,198	\$12,404,630	\$12,781,573	\$14,205,764	\$16,623,471
All Other Gov't Funds										
Reserved	\$144,729	-	-	-	-	-	-	-	-	-
Unreserved, Reported In:										
Special Revenue Funds	\$342,578	-	-	-	-	-	-	-	-	-
Capital Projects Funds	\$2,190,716	-	-	-	-	-	-	-	-	-
Restricted	-	\$429,216	\$200,460	\$258,598	\$362,304	\$385,268	\$363,958	\$386,441	\$451,004	\$470,773
Committed	-	\$1,766,051	\$798,805	\$719,729	\$658,824	\$651,339	\$562,150	\$3,725,147	\$3,708,905	\$371,183
Assigned	-	\$119,429	\$338,229	\$277,892	-	-	-	-	-	-
Total All Other Gov't Funds	\$2,678,023	\$2,314,696	\$1,337,494	\$1,256,219	\$1,021,128	\$1,036,607	\$926,108	\$4,111,588	\$4,159,909	\$841,956
Total Fund Balance	\$11,637,669	\$11,411,149	\$11,036,886	\$12,696,185	\$11,513,257	\$12,554,805	\$13,330,738	\$16,893,161	\$18,365,673	\$17,465,427

EXHIBIT C

EXPENSE CATEGORIES

FISCAL YEAR 2020-21

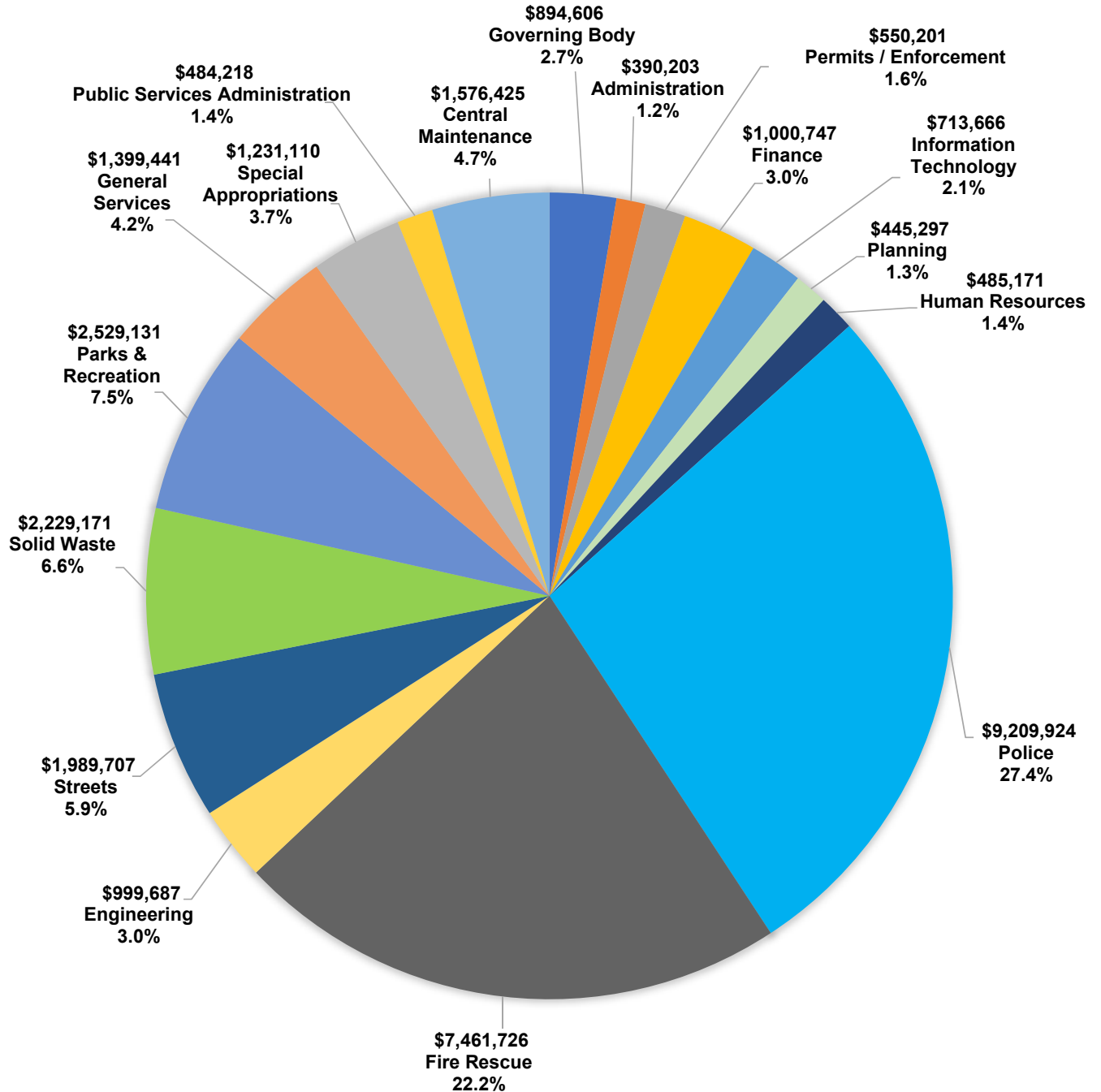


Total Expenditures by Category
Fiscal Year 2020-21
\$33,590,431

EXHIBIT D

GENERAL FUND EXPENDITURES BY FUNCTION

FISCAL YEAR 2020-21

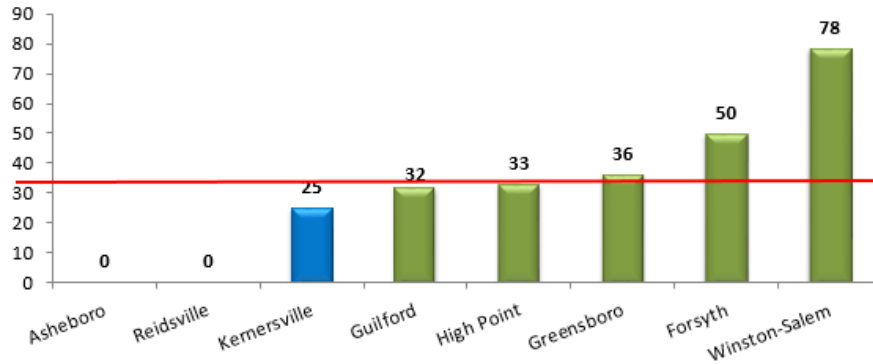


Total General Fund Expenditures
Fiscal Year 2020-21
\$33,590,431

Employee Contribution Coverage Tiers

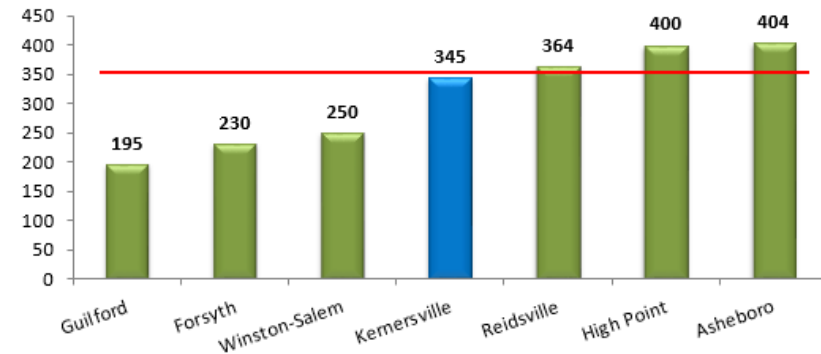
Employee Only

Median - \$33



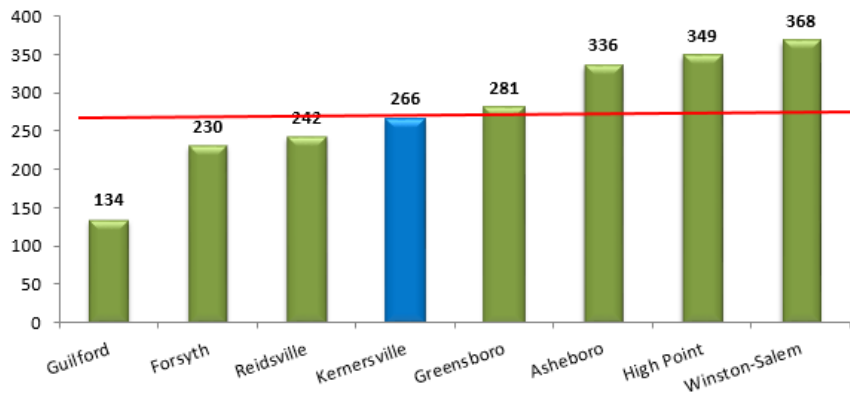
Employee + Spouse

Median - \$354



Employee + Child(ren)

Median - \$274



Employee + Family

Median - \$555

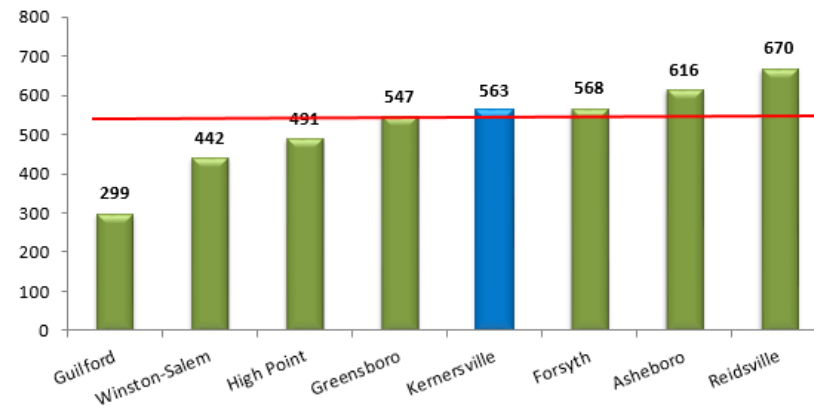


Exhibit E

EXHIBIT F

RECOMMENDED CAPITAL PURCHASES

FISCAL YEAR 2020-21

Information Technology Dept.		\$33,000	<p>These computers will replace aging office computers that are utilized for daily office use. Many of our current office computers are at their end of life for hardware and maintenance. The replacement computers will offer increased processing power, memory, and storage size needed to efficiently conduct Town business. We estimate to replace thirty-five (35) office computers in the upcoming fiscal year.</p>
➤ Computer Replacements		\$7,500 per year/5 years	
Police Dept.		\$62,000	<p>These computers will replace aging computers that are utilized by the Special Operations Division (SOD). Many of our current computers are at their end of life for hardware and maintenance. The replacement computers will offer increased processing power, memory, and storage size needed to efficiently conduct Town business and keep citizens safe. We estimate to replace eighteen (18) computers in the upcoming fiscal year.</p>
➤ Eighteen (18) Computer Replacements		\$14,080 per year/5 years	
Police Dept.		\$9,000	<p>This video camera system will be a standalone 360 video camera. It will aid in investigations and crime scenes to ensure efficient evidence is captured and continue to keep the community of Kernersville safe.</p>
➤ Video Camera System		\$2,044 per year/5 years	
Police Dept.		\$48,715	<p>The PD has a contract in place that details the Town's requirement to provide an SRO vehicle. The vehicle will be used by an officer that is assigned to a local school.</p>
➤ School Resource Officer Vehicle		\$10,600 per year/5 years	

Fire Rescue Dept.	\$14,000	This request will replace fourteen (14) SCBA air bottles. Our current reserve will work with our new devices, but can only be used in an emergency. Therefore, it is necessary to purchase new bottles in case the main bottle is depleted in a fire and the crew receives another call shortly thereafter.
➤ Fourteen (14) SCBA Bottles	\$3,180 per year/5 years	
Fire Rescue Dept.	\$85,000	This request will replace existing and worn out firefighter turnout gear. This gear is worn to protect our firefighters as they extinguish smoke and fire. Therefore, having a backup set of turnout gear while main sets of gear are being cleaned is imperative to ensure our firefighters remain safe and healthy while keeping our community safe.
➤ Turnout Gear	\$19,306 per year/5 years	
Parks & Recreation Dept.	\$200,000	This request includes improvements to the dam at New Kernersville Lake to address deteriorated concrete, spillway capacity, and repairing the infrastructure in order to maintain safety of the community.
➤ Dam Improvements at New Kernersville Lake	\$45,425 per year/5 years	
Public Services Dept. – General Services Division	\$67,000	The roof improvements project will include the Morris House Roof Renovation and the Kernersville Museum Roof Renovation. These improvements are needed to repair existing roof infrastructure and to maintain the integrity of these historic destinations.
➤ Roof Improvements	\$15,217 per year/5 years	

EXHIBIT G

KERNERSVILLE FINANCIAL POSITION

North Carolina Financial Condition Analysis

Key: KERNERSVILLE

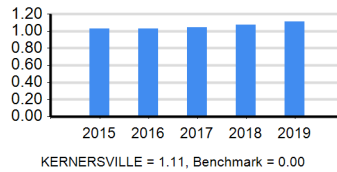
General Fund

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Resource Flow

Service Obligation

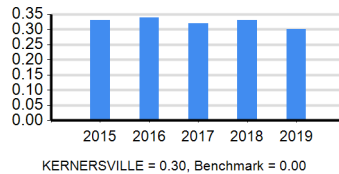
Operations ratio



Service obligation measures whether or not a government's annual revenues were sufficient to pay for annual operations. The operations ratio is calculated as total revenues divided by total expenditures (plus transfers to debt service fund).

Dependency

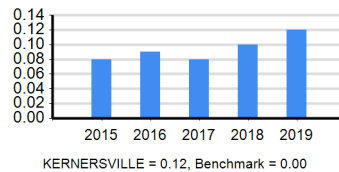
Intergovernmental ratio



Dependency measures the extent to which a government relies on other governments for resources. The intergovernmental ratio is calculated as total intergovernmental revenue divided by total revenue.

Financing Obligation

Debt service ratio

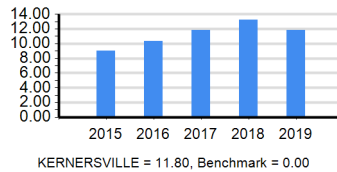


Financing obligation addresses service flexibility or the amount of expenditures committed to annual debt service. The debt service ratio is calculated as debt service divided by total expenditures (plus transfers to debt service fund).

Resource Stock

Liquidity

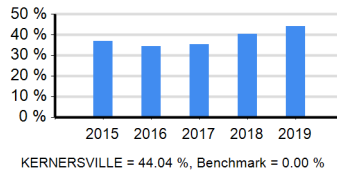
Quick ratio



Liquidity measures a government's ability to meet its short-term obligations. The quick ratio is calculated as cash & investments divided by current liabilities.

Solvency

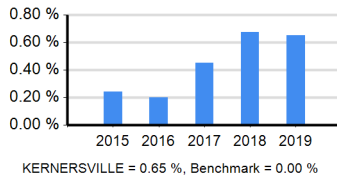
Fund balance available as percentage of expenditures



Solvency measures a government's ability to meet long-term obligations. Fund balance as a percentage of expenditures is calculated as available fund balance divided by expenditures plus transfers out.

Leverage

Debt as percentage of assessed value



Leverage measures the extent to which a government relies on tax-supported debt. The ratio of debt as a percentage of assessed value is calculated as tax-supported, long-term debt divided by assessed value.

[Selected Unit]

KERNERSVILLE			2015	2016	2017	2018	2019
<u>Dimension</u>	<u>Indicator</u>	<u>Elements</u>					
Service Obligation	Operations Ratio		1.03	1.03	1.04	1.07	1.11
		Total Revenues	25,509,418	26,443,421	28,434,123	30,244,528	32,039,236
		Total Expenditures	24,868,116	25,695,323	27,332,298	28,158,588	28,773,232
Dependency	Intergovernmental Ratio		0.33	0.34	0.32	0.33	0.30
		Total Intergovernmental Revenue	8,360,452	8,929,608	9,047,095	9,881,433	9,521,523
		Total Revenue	25,509,418	26,443,421	28,434,123	30,244,528	32,039,236
Financing Obligation	Debt Service Ratio		0.08	0.09	0.08	0.10	0.12
		Debt Service	2,095,201	2,231,677	2,302,496	2,726,302	3,550,879
		Total Expenditures	24,868,116	25,695,323	27,332,298	28,158,588	28,773,232
Liquidity	Quick Ratio		8.98	10.32	11.82	13.24	11.80
		Cash & Investments	9,836,993	8,268,463	9,389,486	11,038,715	13,537,137
		Current Liabilities (not including Deferred Revenue)	1,095,115	801,506	794,568	833,595	1,147,655
Solvency	Fund Balance Available as a Percentage of Expenditures	Dept. of State Treasurer Calculation	36.73	34.33	35.43	40.26	44.04
Leverage	Debt as a Percentage of Assessed Value		0.24	0.20	0.45	0.67	0.65
		Tax-Supported, Long-Term Debt	5,881,700	5,219,007	12,118,563	19,708,470	19,634,577
		Assessed Value	2,480,513,338	2,572,349,363	2,717,575,686	2,922,940,429	3,018,042,015

EXHIBIT H

KERNERSVILLE TAX RATE

FISCAL YEAR 1996-97 to CURRENT

Tax Year	Fiscal Year End	Tax Rate
1996	1997	0.5600
1997*	1998	0.5200
1998	1999	0.5200
1999	2000	0.5200
2000	2001	0.5400
2001*	2002	0.4700
2002	2003	0.4950
2003	2004	0.4950
2004	2005	0.5250
2005*	2006	0.5250
2006	2007	0.5500
2007	2008	0.5500
2008	2009	0.5500
2009*	2010	0.4975
2010	2011	0.4975
2011	2012	0.4975
2012	2013	0.4975
2013*	2014	0.5275
2014	2015	0.5425
2015	2016	0.5425
2016	2017	0.5700
2017*	2018	0.5545
2018	2019	0.5700
2019	2020	0.5700
2020	2021	0.5700 (proposed)

* Revaluation Year

EXHIBIT I

COMPARISON OF MONTHLY BILLS

FISCAL YEAR 2020-21

Possible Resident Monthly Bills	Amount
Car (30 miles/day, 25 mpg, \$2.00/gallon) (amount is monthly)	\$ 73.00
Current Tax Bill at 57 cent rate (Median Single Family Home of \$160,000)	\$ 76.00
Proposed Tax Bill at 57 cent rate (Median Single Family Home)	\$ 76.00
City of W-S Water/Sewer Usage (1500 cu ft bi-monthly) (amount is monthly)	\$ 80.19
YMCA Membership (Kernersville Branch-Household w/ dependents)	\$ 85.00
Century Link (Internet & Home Phone) with taxes/fees	\$ 93.94
Duke Power (Average of 900 kwh)	\$ 98.70
Cell Phone (AT&T 2 lines with unlimited minutes/text/data) includes tax	\$ 146.35
North State (Digital TV & Internet) with taxes/fees	\$ 150.00
Spectrum (Digital TV with 1 DVR & Internet) with taxes/fees	\$ 183.00
Car Payment (6-year loan on 2020 Honda Civic @ \$22,000 @ 2.9%)	\$ 333.00
House Payment (30 year Fixed at 3.375% for \$160,000, 20% down on \$200,000)	\$ 707.35

EXHIBIT J

CURRENT TAX RATE OF SURROUNDING MUNICIPALITIES

FISCAL YEAR 2020-21

Jurisdiction	Tax Rate
Forsyth County	0.7535
Reidsville	0.7390 (0.9890 downtown)
Guilford County	0.7305
Rockingham County	0.6950
Asheboro	0.6650
Greensboro	0.6625
Lexington	0.6500
High Point	0.6475
Winston-Salem	0.6374
Randolph County	0.6327
Eden	0.6090
Thomasville	0.6000
Burlington	0.5973 (0.7673 downtown)
Kernersville	0.5700 (no change proposed)

General Fund Revenues							
Revenues Detailed 2020-21 Annual Budget							
Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'l Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Property Taxes							
Ad Valorem Taxes - Current Year	\$15,824,574	\$15,775,353	\$15,775,353	\$15,900,000	\$16,477,670	\$16,477,670	\$16,477,670
Ad Valorem Taxes - Prior Years	2,111	75,000	75,000	78,500	83,750	83,750	83,750
NC Vehicle Tax & Tags - Current Year	1,436,271	1,496,547	1,496,547	1,500,000	1,520,342	1,520,342	1,520,342
Subtotal Property Taxes	17,262,956	17,346,900	17,346,900	17,478,500	18,081,762	18,081,762	18,081,762
Other Taxes & Licenses							
Local Vehicle Fee - Current Year	3,665	4,000	4,000	4,000	4,000	4,000	4,000
Local Vehicle Fee - Prior Years	160	200	200	300	300	300	300
Local Vehicle Tax - Prior Years	107,272	105,500	105,500	105,500	105,500	105,500	105,500
Cable/Video Programming Revenues	16,798	14,500	14,500	14,500	14,500	14,500	14,500
Subtotal Other Taxes & Licenses Fees	127,895	124,200	124,200	124,300	124,300	124,300	124,300
Unrestricted Intergovernmental Revenues							
Alcoholic Beverage Tax - County	549,819	480,000	480,000	480,000	500,000	500,000	500,000
Alcoholic Beverage Tax - State	108,729	116,394	116,394	116,394	200,000	200,000	200,000
Rental Vehicle Fees	71,906	74,500	74,500	74,500	74,500	74,500	74,500
Sales and Use Tax - Quarterly	5,640,887	5,861,336	5,861,336	5,611,172	5,620,399	5,564,695	5,564,695
Telecommunication Sales Tax	161,920	171,910	171,910	162,907	172,000	172,000	172,000
Utility Franchise Tax	1,613,113	1,658,098	1,658,098	1,596,853	1,595,000	1,595,000	1,595,000
Video Programming Sales Tax	229,750	238,987	238,987	237,387	237,000	237,000	237,000
Solid Waste Disposal Tax	18,696	16,927	16,927	16,927	25,000	25,000	25,000
Subtotal Unrestricted Intergovernmental	8,394,821	8,618,152	8,618,152	8,296,140	8,423,899	8,368,195	8,368,195
Restricted Intergovernmental Revenues							
Loan for Installment Purchases	2,849,150	1,827,344	1,827,944	1,827,944	470,000	518,715	518,715
Federal Emergency MGMT Assistance	0	0	0	7,100	0	0	0
Federal Bullet Proof Vest Partnership	9,285	12,750	12,750	390	4,485	4,485	4,485
Governors Highway Safety Program (GHSP)	0	0	0	0	0	0	0
GHSP - Forsyth County DWI Task Force	17,311	14,225	14,225	14,225	12,000	12,000	12,000
Governors' Crime Commission - Body Worn Cameras	42,164	0	0	0	0	0	0
Governors' Crime Commission - Rifle Replacement	0	0	0	0	0	0	0
GHSP - DWI Grant	37,773	21,714	21,714	21,714	12,000	12,000	12,000
Organized Crime Drug Enforcement Task Force	4,177	1,500	1,500	1,500	1,500	1,500	1,500
FBI Joint Terror Task Force	9,573	5,000	5,000	5,400	5,000	5,000	5,000
Powell Bill	649,335	649,500	649,500	661,480	662,500	662,500	662,500
NC Department of Pollution Grant	0	25,000	25,000	25,000	0	0	0
Due from NCDOT - Senior Shuttle	28,270	25,689	25,689	25,689	25,689	25,689	25,689
Due from Metro Planning Organization	0	0	0	0	28,566	28,566	28,566
Due from MPO - 2017 Transportation & Traffic Study	80,000	0	0	0	0	0	0
Due from CCUC - Project Reimbursement	0	0	0	0	0	0	0
Due from CCUC - Triad Bus. Park - Current Year	137,080	137,080	137,080	137,080	137,080	137,080	137,080
Due from CCUC - Triad Bus. Park - Prior Years	0	0	0	0	0	0	0
Due from CCUC - NPP - Water/Sewer	0	0	110,325	110,325	110,325	110,325	110,325
Due from CCUC - Sanitary Sewer Study	111,735	175,000	175,000	175,000	175,000	175,000	175,000
Due from CCUC - Brookford Sewer Project	0	963,700	963,700	0	0	79,350	79,350
Due from CCUC - Old Greensboro Rd - Sewer	0	100,000	100,000	0	0	0	0
Due from CCUC - Old Greensboro Rd - Water	0	0	0	0	0	0	0
Due from CCUC - General Fund Expenses	0	0	0	0	0	0	0
Subtotal Restricted Intergovernmental	3,975,852	3,958,502	4,069,427	3,012,847	1,644,145	1,772,210	1,772,210
Penalty & Interest Revenues							
Interest on Escrow	24,317	15,000	15,000	15,000	10,000	10,000	\$10,000
Interest on Investments	237,332	140,000	140,000	149,500	140,000	140,000	140,000
Interest/Penalties Property Taxes	74,386	28,500	28,500	28,500	28,500	28,500	28,500
Interest on Powell Bill Funds	5,638	5,000	5,000	5,000	5,000	5,000	5,000
Subtotal Penalty & Interest Revenues	341,674	188,500	188,500	198,000	183,500	183,500	183,500
<i>(Continued on next page)</i>							

General Fund Revenues							
Revenues Detailed 2020-21 Annual Budget							
Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'l Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Other General Revenues							
Miscellaneous Revenues	\$237,687	\$69,000	\$69,000	\$69,000	\$50,000	\$50,000	\$50,000
Miscellaneous Reclaim	0	0	0	0	0	0	0
Sale of Fixed Assets	8,231	15,000	614,027	643,300	50,000	50,000	50,000
Sale of Non-Capital Items	5,000	0	0	0	0	0	0
Sale of Unclaimed Property	0	500	500	500	100	100	100
Subtotal Other General Revenues	250,919	84,500	683,527	712,800	100,100	100,100	100,100
Functionally Related Revenues							
Blood Test Fee - Police Department	4,117	100	100	4,200	100	100	\$100
Miscellaneous - Police Department	4,316	2,000	2,000	2,000	2,000	2,000	2,000
Miscellaneous - Solid Waste Division	88,872	136,900	136,900	136,900	58,820	58,820	58,820
Parking Fines	101	500	500	500	500	500	500
Fire Code	0	0	0	0	0	0	0
Zoning Fines	12,466	9,000	9,000	13,900	0	0	0
Building Inspections	621,062	443,131	443,131	500,000	450,000	395,000	395,000
Commercial Industrial Collection	789,311	753,500	753,500	753,500	717,000	717,000	717,000
Commercial Industrial Late Fee	6,794	3,600	3,600	4,300	3,600	3,600	3,600
Court Facility Fees	15,284	5,000	5,000	5,000	5,000	5,000	5,000
Court Officer Fees	7,768	4,000	4,000	7,000	4,000	4,000	4,000
Special Occupancy Permit - Precious Metals	180	266	266	266	0	0	0
Driveway Permits	7,850	10,260	10,260	10,260	10,260	10,260	10,260
Environmental Compliance Fees	0	5,000	5,000	5,000	0	0	0
Fire Department Revenue/Inspection Fees	69,791	18,500	18,500	53,600	18,500	18,500	18,500
Homeowner Recovery Fee	352	228	228	228	228	228	228
Off-Duty Police Officer Fee	102,620	84,000	205,500	205,500	118,000	118,000	118,000
Peddler License	750	0	0	250	500	500	500
Range Use Fees - Police Department	600	2,000	2,000	2,000	600	600	600
Fire Department Training Center Fee	250	0	0	0	0	0	0
Recreation Revenues	286,714	289,000	289,000	195,000	289,000	240,000	240,000
Recycling Fees - Current Year	351,171	353,600	353,600	356,000	356,200	356,200	356,200
Recycling Fees - Prior Years	1,290	1,250	1,250	1,600	1,250	1,250	1,250
Rent on Dumpsters	94,483	89,500	89,500	89,500	99,500	99,500	99,500
Rent on Recycling Dumpsters	9,550	9,740	9,740	9,740	10,080	10,080	10,080
Rent on Town Property	204,753	192,529	192,529	192,529	231,528	231,528	231,528
Rent on Library - Forsyth County	46,706	0	0	0	0	0	0
Rent on Communication Towers	279,799	250,989	250,989	250,989	251,000	251,000	251,000
Road Development Fees - Caleb's Creek	49,926	78,444	78,444	78,444	70,862	70,862	70,862
Recreational Land Fees - Caleb's Creek	19,648	32,206	32,206	32,206	28,345	28,345	28,345
PM Development - Recreation Fee	4,500	61,000	61,000	61,000	10,000	10,000	10,000
Street Lighting Reimbursements	3,425	5,364	5,364	5,364	5,364	5,364	5,364
Street Signs	0	0	0	0	0	0	0
Subdivision Fees	21,619	10,000	10,000	12,000	15,000	15,000	15,000
External Plan Reviews	0	0	0	0	0	0	0
Annual Yard Waste Cart Fee	330	0	0	0	0	0	0
Annual Solid Waste Container Fee	4,980	0	0	5,300	0	0	0
Utility Access Fees - Caleb's Creek	99,852	154,126	154,126	154,126	141,725	141,725	141,725
Utility Cut Permits	0	1,500	1,500	1,500	1,500	1,500	1,500
Watershed Fees	14,735	8,000	8,000	8,000	8,000	8,000	8,000
Yard Waste Container Sales	9,370	10,800	10,800	10,800	10,500	10,500	10,500
Extra Solid Waste Containers Sales	0	0	0	0	0	0	0
Zoning Fees	70,925	45,000	45,000	37,600	30,000	30,000	30,000
Subtotal Functionally Related Revenues	3,306,259	3,071,033	3,192,533	3,206,102	2,948,962	2,844,962	2,844,962
Operating Grants and Contributions							
Medical Loss Ratio Rebate	5,958	0	0	0	0	0	\$0
Contribution - Recreation Programs	322	0	0	0	0	0	\$0
Contribution - Community Appearance	0	0	0	0	0	0	0
Contribution - Community Appearance - Downtown	0	0	0	0	0	0	0
Contribution - Community Appearance - Pope Park	0	0	0	0	0	0	0
<i>(Continued on next page)</i>							

General Fund Revenues	
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Revenues Detailed	
2020-21 Annual Budget	

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Totals	35,935,468	35,042,203	39,329,164	38,856,871	33,713,418	33,579,431	33,590,431
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General Fund Expenditures

2020-21 Annual Budget By Department

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Governing Body	\$1,253,668	\$953,160	\$996,098	\$986,441	\$982,206	\$883,606	\$894,606
Administration Department	362,012	381,317	381,317	379,817	390,203	390,203	390,203
Community Development - Permit/Enforcement Division	536,404	511,734	511,734	507,294	588,980	550,201	550,201
Finance Department	965,720	969,820	984,570	975,570	1,000,747	1,000,747	1,000,747
Information Systems Department	560,541	744,565	749,165	737,765	752,938	713,666	713,666
Community Development - Planning Division	376,448	500,477	500,477	495,878	445,431	445,297	445,297
Human Resources Department	485,514	490,857	490,857	485,857	485,171	485,171	485,171
Police Department	8,541,537	9,300,405	9,508,260	9,445,996	9,404,066	9,209,924	9,209,924
Fire Department	6,227,113	8,029,290	8,252,334	8,051,749	7,649,631	7,461,726	7,461,726
Community Development - Engineering Division	309,353	1,478,118	3,568,446	3,566,065	925,337	999,687	999,687
Public Services - Street Division	3,191,115	2,131,149	2,539,313	2,484,313	2,059,222	1,989,707	1,989,707
Public Services - Solid Waste Division	2,315,323	2,193,169	2,193,169	2,185,502	2,291,796	2,229,171	2,229,171
Parks & Recreation Department	2,299,714	2,443,960	3,360,966	3,317,966	2,716,762	2,529,131	2,529,131
Public Services - Library	58,911	0	0	0	0	0	0
Public Services - General Services Division	1,206,985	1,277,794	1,315,794	1,299,994	1,743,415	1,399,441	1,399,441
Special Appropriations	2,084,317	1,598,671	1,788,947	1,788,947	1,231,110	1,231,110	1,231,110
Public Services - Administration Division	449,351	469,901	469,901	462,901	483,118	484,218	484,218
Public Services - Central Maintenance Division	1,557,344	1,567,816	1,717,816	1,684,816	1,676,651	1,576,425	1,576,425
Totals	32,781,369	35,042,203	39,329,164	38,856,871	34,826,784	33,579,431	33,590,431

GOVERNING BODY

GOALS & OBJECTIVES FY 2019 – 2020

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 2020 – 2021:

1. Continue to maintain the high quality of life currently enjoyed by our citizens by providing a high level of services and to seek ways to enhance these services to improve the quality of life.
2. Have planned and managed quality growth and development.
3. Pursue and support economic development opportunities by increasing the tax base, maintaining a stable tax rate, and working with developers to develop Kernersville.
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 NCDOT for possible grant funding.
5. Continue to follow the CIP as closely as possible in order to ensure quality equipment and infrastructure for the future.
6. Continue to offer funding assistance to non-profit organizations.
7. Begin several large infrastructure-related projects.
8. Continue to foster a good working relationship with officials and representatives from other agencies and municipalities.
9. Continue to provide transparency of Town government by following best practices and procedures throughout the organization.

Governing Body							
Expenditures Detailed 2020-21 Annual Budget							
Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Fees Paid to Elected Officials	\$16,800	\$16,800	\$16,800	\$16,800	\$19,200	\$19,200	\$19,200
Expense Allowance	6,300	6,300	6,300	6,300	6,300	6,300	6,300
FICA tax expense	1,767	1,768	1,768	1,768	1,951	1,951	1,951
Group Insurance Expense	658	314	314	314	721	721	721
Subtotal Personnel	25,525	25,182	25,182	25,182	28,172	28,172	28,172
Operating and Maintenance							
Professional Services	0	501	501	0	501	501	501
Legal Expense	194,902	185,000	185,000	185,000	165,000	153,000	153,000
Property Tax Expense	237	0	7,500	7,344	0	0	0
Legal Trust	13,068	6,000	6,000	0	0	0	0
Legal Trust - Brookford/Hospital Sewer	66,000	0	0	0	0	0	0
Telephone & Postage	310	80	80	80	80	80	80
Printing	156	550	550	550	550	550	550
Travel	13,292	10,000	10,000	10,000	10,000	16,000	16,000
Software Maintenance Fees	0	0	0	0	0	0	0
Election Expense	0	33,175	33,175	33,175	0	0	0
Advertising	6,942	6,000	6,000	4,000	6,000	6,000	6,000
Departmental Supplies & Materials	1,451	1,500	1,500	1,500	1,500	1,500	1,500
Contracted Services - Software	0	0	0	0	0	0	0
Contracted Services	13,644	7,575	7,575	7,575	7,575	7,575	7,575
Contracted Services - Christmas	10,280	14,250	14,250	14,250	14,250	14,250	14,250
Software License & Renewal	0	0	0	0	0	0	0
Dues - Council of Government	5,193	5,193	5,193	5,193	5,193	5,193	5,193
Dues - Institute of Government	3,123	2,966	2,966	2,966	2,966	2,966	2,966
Dues - NLC & NCLM	22,939	22,900	22,900	22,900	22,900	22,900	22,900
Dues - Piedmont Partnership	0	0	0	0	0	0	0
Insurance and Bonds	6,429	7,328	7,328	7,328	16,439	16,439	16,439
Miscellaneous	2,815	2,000	2,000	1,000	2,000	2,000	2,000
Subtotal Operating and Maintenance	360,780	305,018	312,518	302,861	254,954	248,954	248,954
Other Improvements							
Capital Outlay Economic Development	0	0	35,438	35,438	0	0	0
Economic Development - Chamber	31,250	31,250	31,250	31,250	31,250	31,250	31,250
Economic Development - Downtown	0	0	0	0	0	0	0
Economic Development - Triad Business Park	137,080	137,080	137,080	137,080	137,080	137,080	137,080
Economic Development - Deere Hitachi	0	0	0	0	0	0	0
Economic Development - City of High Point	55,365	55,400	55,400	55,400	55,400	55,400	55,400
Subtotal Other Improvements	223,695	223,730	259,168	259,168	223,730	223,730	223,730
Special Appropriations							
Community Appearance	3,204	5,500	5,500	5,500	5,500	5,500	5,500
Arts Council Grant	750	750	750	750	750	750	750
War Memorial Foundation Grant	0	0	0	0	0	0	0
Kernersville Museum	42,000	36,000	36,000	36,000	107,500	25,000	36,000
Kernersville Little Theatre Grant	6,000	6,000	6,000	6,000	6,600	6,000	6,000
Kernersville Cares for Kids Grant	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Housing Grant Match	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Shepherd Center Grant	20,000	20,000	20,000	20,000	22,000	20,000	20,000
Sister City Program Expense	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Senior Services	12,500	12,500	12,500	12,500	15,000	12,500	12,500
PART Contribution	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Next Step Ministries	0	10,000	10,000	10,000	15,000	10,000	10,000
Subtotal Special Appropriations	110,054	116,350	116,350	116,350	197,950	105,350	116,350
<i>(Continued on next page)</i>							

Governing Body	
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Expenditures Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Capital Outlay							
Capital Outlay Land (I.P.)	\$215,000	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Land - Downtown Revitalization (DR)	0	0	0	0	0	0	0
Capital Outlay General Improvement (DR)	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	39,437	0	0	0	0	0	0
Subtotal Capital Outlay	254,437	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	279,177	282,880	282,880	282,880	277,400	277,400	277,400
Subtotal Installment Purchase	279,177	282,880	282,880	282,880	277,400	277,400	277,400
Totals	1,253,668	953,160	996,098	986,441	982,206	883,606	894,606

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Governing Body - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Administrative Buildings	Eight of Fifteen Annual Payments	\$80,700
Harmon Lane Land	Six of Fifteen Annual Payments	96,600
401 S. Main Street	Four of Ten Annual Payments	32,900
109 S. Cherry Street	Four of Ten Annual Payments	15,200
137 W. Mountain Street	Four of Ten Annual Payments	16,300
120 and 126 North Cherry St.	Three of Ten Annual Payments	27,000
Courtroom Furniture	Three of Five Annual Payments	8,700
Subtotal Installment Purchase		277,400
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

ADMINISTRATION DEPARTMENT

GOALS & OBJECTIVES FY 2019 – 2020

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 2020 – 2021:

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 an open and transparent government to the citizens at all levels.
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. Continue professional development of Town Clerk and Deputy Clerk.
7. Work with all departments to further expand and improve the annual benchmarking and performance measurement report.
8. Continue to work with other departments in seeking ways to improve efficiencies in operations.
9. Promote citizen engagement and awareness through social media.

Administration Department

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$229,727	\$235,259	\$235,259	\$235,259	\$243,285	\$243,285	\$243,285
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	0	0	0	0	0	0	0
Automobile Allowance	7,200	7,200	7,200	7,200	7,200	7,200	7,200
FICA Tax Expenses	16,416	18,006	18,006	18,006	18,620	18,620	18,620
Group Insurance Expenses	43,049	43,909	43,909	43,909	45,317	45,317	45,317
Retirees Insurance Expense	7,031	7,584	7,584	7,584	7,780	7,780	7,780
Retirement Expense - Regular	17,430	21,056	21,056	21,056	24,694	24,694	24,694
Employee Appreciation	105	105	105	105	105	105	105
Retirement Expense - 401K	8,621	9,006	9,006	9,006	4,866	4,866	4,866
Employee Training	4,886	6,000	6,000	4,500	6,000	6,000	6,000
Subtotal Personnel	334,466	348,125	348,125	346,625	357,867	357,867	357,867
Operating and Maintenance							
Professional Services	0	0	0	0	0	0	0
Property Tax Expense	0	0	0	0	0	0	0
Telephone & Postage	936	1,150	1,150	1,150	1,150	1,150	1,150
Printing	1,910	1,950	1,950	1,950	1,950	1,950	1,950
Travel	8,099	6,050	6,050	6,050	6,050	6,050	6,050
Maintenance & Repair - Building	0	0	0	0	0	0	0
Maintenance & Repair - Other	0	200	200	200	200	200	200
Software Maintenance Fees	0	0	0	0	0	0	0
Advertising	0	0	0	0	0	0	0
Departmental Supplies & Materials	2,407	2,250	2,250	2,250	2,250	2,250	2,250
Contracted Services - Software	0	9,180	9,180	9,180	9,180	9,180	9,180
Contracted Services	1,950	0	0	0	0	0	0
Software License & Renewal	0	0	0	0	0	0	0
Dues & Subscriptions	3,312	3,307	3,307	3,307	3,307	3,307	3,307
Insurance & Bonds	8,069	8,305	8,305	8,305	7,449	7,449	7,449
Miscellaneous Expenses	865	800	800	800	800	800	800
Subtotal Operating and Maintenance	27,547	33,192	33,192	33,192	32,336	32,336	32,336
Capital Outlay							
Capital Outlay Land	0	0	0	0	0	0	0
Capital Outlay Buildings	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	0	0	0	0	0	0	0
Subtotal Installment Purchase	0	0	0	0	0	0	0
Totals	362,012	381,317	381,317	379,817	390,203	390,203	390,203

Full-Time Positions - 3
Part-Time Positions - 0

Administration Department - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

COMMUNITY DEVELOPMENT DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

The Community Development Department includes the functional budget sections of Planning, Engineering, and Inspections. The Community Development Department has two teams. Those two teams are Development Services Division and Planning & Engineering Division. Their goals are:

- 1. Development Services** – Provide efficient development plan review, inspection, and code enforcement to better service our citizens and development clientele.
- 2. Planning & Engineering** – Undertake growth management planning and regulatory activities to address challenges and opportunities in the community development fields of economic development, land use planning, watershed protection, sewer expansion, and transportation planning.

It is the responsibility of the Community Development Department to promote the health, safety, and welfare of our citizens and businesses by providing services that relate to economic development, planning, engineering, watershed protection, transportation, sewer, zoning, building codes, GIS, and regulatory enforcement. A major responsibility of the Community Development Department is to maintain the integrity of the UDO and North Carolina Building Codes through the daily review and permitting of developments. Along with that responsibility, the Department also undertakes numerous long-range planning projects to accomplish the adopted Kernersville Development Plan goals of enhancing Kernersville's "small town atmosphere"; establishing Kernersville as a "unique high-quality community within the Triad"; developing a "progressive planning program"; and improving the "natural environment".

Goals and Objectives for Fiscal Year 2020 – 2021:

Planning & Engineering Division

1. Planning:

- a) Complete the Onward Kernersville visioning and begin developing programs and projects to achieve the Onward Kernersville adopted vision.

2. Transportation:

- a) Implement the recommendations of Transportation and Traffic Study.
- b) Continue operation of the senior transit service, and seek additional services opportunities.
- c) Work with Winston-Salem Urban Area Metropolitan Planning Organization, Greensboro Metropolitan Planning Organization, Forsyth County and Guilford County on pursuing funding for the final design and construction of the Piedmont Greenway – Triad Park Reedy Fork Section.
- d) Work with NCDOT on the design and construction of the Macy Grove Road Extension from Macy Grove Road Extension from North Main Street to Piney Grove Road, and the Big Mill Farm Road Interchange & Hopkins Road widening.
- e) Complete the design of the Old Winston Road sidewalk and pursue construction.
- f) Participate in the Winston Salem Urban Area Metropolitan Planning Organization's

COMMUNITY DEVELOPMENT DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

update to the Comprehensive Transportation Plan to accommodate Kernersville growth.

3. Stormwater and Watershed Regulations:

- a) Participate in stormwater and watershed workshops to stay updated on changes to the State's mandated stormwater and watershed regulations.
- b) Prepare required amendments to our stormwater and watershed regulations as required by the State of North Carolina.

4. Economic Development:

- a) Work with the commercial and industrial development community to identify sites for economic development.
- b) Inventory developable land and buildings available for development.
- c) Refine the marketing material that compliments and coordinates with Winston-Salem Business Incorporated, Greensboro Partnership Economic Development, and Kernersville Chamber of Commerce.
- d) Enhance the website to meet citizens and developer's needs.

5. Staff Support to Boards:

- a) Provide staff support to the Town Manager, Board of Aldermen, Planning Board, Board of Adjustment, Community Appearance, and Chamber in growth management activities.

6. Unified Development Ordinance (UDO):

- a) Prepare amendments to the UDO as State Statutes and development practices change regarding growth management regulations.

7. Geographic Information System (GIS):

- a) Continue to develop GIS map and data applications for the website.
- b) Prepare the 2019 and 2020 Growth and Traffic Data Report.
- c) Examine best business practices for Community Development and other Town departments, and develop recommended areas for applying GIS to daily tasks as applicable.

8. Sewer:

- a) Complete the sewer line construction to serve western portion of the Kernersville Medical Parkway.
- b) Implement the recommendations of the Strategic Sewer Investment Plan that would extend sewer lines to promote economic development.
- c) Rebid the Phase II Old Greensboro Road sewer extension, to determine if cost have come down.
- d) Work towards construction of the National Pipe and Plastic sewer, water and access street extension.

COMMUNITY DEVELOPMENT DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

Development Services Division

1. Development and Permit Reviews:

- a) Continue to enhance the plan review and permitting processes and procedures.
- b) Undertake modifications as needed to improve efficiency and service to our clientele.
- c) Continue building and maintaining strong professional working relationships with the business and development communities.
- d) Continue to staff and enhance the development review process within Development Services and with other Town departments including the outside agencies of North Carolina Department of Transportation and City County Utilities Commission.
- e) Remodel the Development Services Office to improve internal circulation of staff and the public.

2. Permit and Enforcement Software:

- a) Continue to enhance the new building and development review software to enhance the review process through automation and information technology systems in managing the development review process.
- b) Continue to enhance records management protocol for division operations.

3. Inspections and Enforcement:

- a) Staff to obtain additional building inspection certifications.
- b) Provide training on enhancing customer service.
- c) Provide additional educational opportunities for staff.
- d) Continue to enhance the code enforcement program.

Community Development Department - Permit/Enforcement Division

Expenditures Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$288,381	\$299,456	\$299,456	\$299,456	\$325,822	\$325,822	\$325,822
Salaries & Wages - Temp/PT	3,896	7,200	16,200	16,200	20,000	7,200	7,200
Salaries & Wages - Overtime	327	1,000	1,000	1,000	1,000	1,000	1,000
FICA Tax Expenses	20,082	23,550	23,550	23,550	26,546	25,567	25,567
Group Insurance Expenses	62,257	45,664	45,664	45,664	54,218	54,218	54,218
Retirees Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	21,840	26,891	26,891	26,891	33,173	33,173	33,173
Employee Appreciation	175	175	175	175	175	175	175
Retirement Expense - 401K	5,636	6,010	6,010	6,010	6,537	6,537	6,537
Employee Training	5,785	6,230	6,230	3,896	6,130	6,130	6,130
Subtotal Personnel	408,379	416,176	425,176	422,842	473,601	459,822	459,822
Operating and Maintenance							
Professional Services	7,597	13,000	4,000	4,000	13,000	13,000	13,000
Telephone & Postage	6,202	8,165	8,165	8,165	8,165	8,165	8,165
Printing	480	600	600	300	600	600	600
Travel	4,372	5,160	5,160	3,660	5,345	5,345	5,345
Software Maintenance Fees	0	0	0	0	0	0	0
Advertising	0	500	500	194	500	500	500
Office Supplies	235	650	650	650	650	650	650
Departmental Supplies & Materials	12,204	2,500	2,500	2,500	2,500	2,500	2,500
Uniforms and Accessories	1,346	1,750	1,750	1,750	1,750	1,750	1,750
Contracted Services - Software	73,940	0	0	0	0	0	0
Contracted Services	0	0	0	0	25,000	0	0
Software License & Renewal	0	39,658	39,658	39,658	42,031	42,031	42,031
Dues and Subscriptions	692	875	875	875	875	875	875
Insurance and Bonds	11,077	12,850	12,850	12,850	9,933	9,933	9,933
Miscellaneous Expenses	0	50	50	50	50	50	50
Subtotal Operating and Maintenance	118,145	85,758	76,758	74,652	110,399	85,399	85,399
Capital Outlay							
Capital Outlay Equipment	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	9,881	9,800	9,800	9,800	4,980	4,980	4,980
Subtotal Installment Purchase	9,881	9,800	9,800	9,800	4,980	4,980	4,980
Full-Time Positions - 5							
Part-Time Positions - 2							
Totals	536,404	511,734	511,734	507,294	588,980	550,201	550,201

Community Development - Permit/Enforcement Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Inspector Vehicle	Four of Five Annual Payments	\$4,980
Subtotal Installment Purchase		4,980
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

Community Development Department - Planning Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$254,163	\$262,774	\$262,774	\$262,774	\$277,527	\$277,527	\$277,527
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
FICA Tax Expenses	18,883	20,113	20,113	20,113	21,242	21,242	21,242
Group Insurance Expenses	35,512	35,978	35,978	35,978	36,960	36,960	36,960
Retiree's Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	19,377	23,519	23,519	23,519	28,169	28,169	28,169
Employee Appreciation	140	140	140	140	140	140	140
Retirement Expense - 401K	5,001	5,256	5,256	5,256	5,551	5,551	5,551
Employee Training	1,596	7,500	7,500	7,500	7,470	7,470	7,470
Subtotal Personnel	334,671	355,280	355,280	355,280	377,059	377,059	377,059
Operating and Maintenance							
Professional Services	5,177	19,740	19,740	19,740	15,000	15,000	15,000
Telephone & Postage	1,988	2,800	2,800	2,800	2,800	2,800	2,800
Printing	3,664	5,000	5,000	3,245	5,000	5,000	5,000
Travel	703	2,580	2,580	2,580	2,550	2,580	2,580
Software Maintenance Fees	4,865	6,935	6,935	5,628	0	0	0
Maintenance & Repair - Other	0	0	0	0	0	0	0
Advertising	1,889	2,500	2,500	963	2,500	2,500	2,500
Office Supplies	822	1,000	1,000	1,000	1,000	1,000	1,000
Departmental Supplies & Materials	6,107	8,500	8,500	8,500	8,500	8,500	8,500
Uniforms & Accessories	-50	0	0	0	0	0	0
Contracted Services - Software	0	0	0	0	0	0	0
Contracted Services	5,900	5,900	5,900	5,900	5,900	5,900	5,900
Contracted Services - Business 40 Interchange	0	0	0	0	0	0	0
Software License & Renewal	0	0	0	0	0	0	0
Dues and Subscriptions	1,251	1,200	1,200	1,200	1,364	1,200	1,200
Insurance and Bonds	9,452	9,454	9,454	9,454	9,608	9,608	9,608
Miscellaneous Expenses	9	50	50	50	50	50	50
Subtotal Operating and Maintenance	41,777	65,659	65,659	61,060	54,272	54,138	54,138
Capital Outlay							
Capital Outlay Buildings (I.P.)	0	65,000	65,000	65,000	0	0	0
Sidewalk Construction & Repair	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	65,000	65,000	65,000	0	0	0
Installment Purchase							
Installment Purchase	0	14,538	14,538	14,538	14,100	14,100	14,100
Subtotal Installment Purchase	0	14,538	14,538	14,538	14,100	14,100	14,100
Totals	376,448	500,477	500,477	495,878	445,431	445,297	445,297

Full-Time Positions - 4
Part-Time Positions - 0

Community Development - Planning Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Office Walls	Two of Five Annual Payments	\$14,100
Subtotal Installment Purchase		14,100
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

Community Development Department - Engineering Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'l Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$78,184	\$90,900	\$90,900	\$90,900	\$95,977	\$95,977	\$95,977
Salaries & Wages - Overtime	0	0	0	0	0	0	0
FICA Tax Expenses	5,972	6,957	6,957	6,957	7,345	7,345	7,345
Group Insurance Expenses	6,761	8,346	8,346	8,346	8,486	8,486	8,486
Retirees Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	5,848	8,136	8,136	8,136	9,742	9,742	9,742
Employee Appreciation	35	35	35	35	35	35	35
Retirement Expense - 401K	1,509	1,818	1,818	1,818	1,920	1,920	1,920
Employee Training	808	2,885	2,885	2,885	2,635	2,635	2,635
Subtotal Personnel	99,118	119,077	119,077	119,077	126,140	126,140	126,140
Operating and Maintenance							
Professional Services	41,220	20,000	20,000	20,000	30,000	25,000	25,000
Professional Services - Reedy Fork Creek	0	0	0	0	0	0	0
Prof. Serv. Sanitary Sewer Study	61,988	175,000	175,000	175,000	175,000	175,000	175,000
Professional Services - Brookford/Hospital	37,135	78,600	78,600	78,600	0	78,600	78,600
Professional Services - Old Winston Sidewalk	0	35,708	35,708	35,708	35,708	35,708	35,708
Professional Services - Caleb's Creek	465	0	33,495	33,495	0	0	0
Professional Services - NPP - Road	0	0	60,000	60,000	52,000	52,000	52,000
Professional Services - NPP - Water/Sewer	0	0	19,200	19,200	16,000	16,000	16,000
Telephone & Postage	1,015	1,352	1,352	1,352	1,352	1,352	1,352
Printing	245	600	600	600	600	600	600
Travel	2,175	2,500	2,500	2,500	2,450	2,450	2,450
Maintenance & Repair - Other	346	1,100	1,100	1,100	1,100	1,100	1,100
Software Maintenance Fees	652	2,381	2,381	0	0	0	0
Advertising	0	500	500	500	500	500	500
Advertising - Brookford/Hospital	0	750	750	750	0	750	750
Office Supplies	643	1,000	1,000	1,000	1,000	1,000	1,000
Departmental Supplies & Materials	1,661	3,400	3,400	3,400	3,400	3,400	3,400
Contracted Services - Software	0	0	0	0	0	0	0
Contracted Services	15,751	0	0	0	0	0	0
Contracted Services - Transit	26,378	32,111	32,111	32,111	32,111	32,111	32,111
Software License & Renewal	0	0	0	0	0	0	0
Dues and Subscriptions	1,229	1,100	1,100	1,100	550	550	550
Insurance and Bonds	8,530	8,239	8,239	8,239	25,821	25,821	25,821
Miscellaneous Expenses	0	350	350	350	350	350	350
Subtotal Operating	199,434	364,691	477,386	475,005	377,942	452,292	452,292
Capital Outlay							
Reimbursement to Developers	0	0	166,593	166,593	0	0	0
ROW - W. Mountain St. Turn Ln/Sidewalk	0	0	0	0	0	0	0
ROW - Brookford/Hospital	0	0	0	0	0	0	0
General Improvements	0	10,000	10,000	10,000	0	0	0
Gen Improvements - Brookford/Hospital Sewer	10,801	884,350	884,350	884,350	0	0	0
Gen Improvements - Old Greensboro Road Sewer	0	100,000	100,000	100,000	0	0	0
Gen Improvements - Old Greensboro Road Water	0	0	0	0	0	0	0
Gen Improvements - S. Main St/Old Winston Rd.	0	0	1,277,476	1,277,476	0	0	0
Gen Improvements - Cedar Knolls Project	0	0	123,509	123,509	0	0	0
Gen Improvements - NPP Road	0	0	304,095	304,095	312,095	312,095	312,095
Gen Improvements - NPP Water/Sewer	0	0	105,960	105,960	109,160	109,160	109,160
Subtotal Capital Outlay	10,801	994,350	2,971,983	2,971,983	421,255	421,255	421,255
Installment Purchase							
Installment Purchase	0	0	0	0	0	0	0
Subtotal Installment Purchase	0	0	0	0	0	0	0
Full-Time Positions - 1							
Part-Time Positions - 0							
Totals	309,353	1,478,118	3,568,446	3,566,065	925,337	999,687	999,687

Community Development - Engineering Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

FINANCE DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

The Finance Department strives to provide quality financial services to all customers at the highest achievable levels of customer satisfaction. In a spirit of integrity, excellence, and dedication, the Finance Department is committed to providing timely, accurate, clear, and complete financial information and support to other Departments, elected officials, and citizens. 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 2020 – 2021:

1. Continue to provide accurate financial information to the Public by utilizing professional accounting and reporting standards in compliance with the NC Local Government Budget and Fiscal Control Act.
2. Maintain adherence to approved financial management policies that maintain the Town's financial strength and integrity including continuation of conservative revenue estimates that reflect economic conditions and the aggressive pursuit of revenues collections.
3. Ensure the Town's financial statements are prepared in accordance with the criteria necessary to earn the "Certificate of Achievement for Excellence in Financial Reporting" award bestowed by the Government Finance Officers Association (GFOA).
4. Improve the Town's Capital Improvement Program with enhanced detailing of capital projects and assets, funding sources and cost estimates.
5. Advance and update the Town's financial processes with increased transparency, efficiency, and accuracy through the application of updated software modules and ongoing training for Finance Department staff.

Finance Department

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$377,509	\$381,079	\$381,079	\$381,079	\$395,821	\$395,821	\$395,821
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	0	1,250	1,250	1,250	0	0	0
FICA Tax Expenses	27,607	29,265	29,265	29,265	30,297	30,297	30,297
Group Insurance Expenses	58,973	58,314	58,314	58,314	63,323	63,323	63,323
Retirees Insurance Expense	5,244	5,710	5,710	5,710	0	0	0
Retirement Expense - Regular	28,668	34,219	34,219	34,219	40,176	40,176	40,176
Employee Appreciation	175	210	210	210	210	210	210
Retirement Expense - 401K	7,398	7,647	7,647	7,647	7,917	7,917	7,917
Employee Training	10,702	10,500	10,500	10,500	10,750	10,750	10,750
Subtotal Personnel	516,277	528,194	528,194	528,194	548,494	548,494	548,494
Operating and Maintenance							
Professional Services	64,001	82,435	90,935	90,935	81,435	81,435	81,435
Telephone & Postage	7,125	8,228	8,228	8,228	7,928	7,928	7,928
Printing	1,568	3,300	3,300	3,300	3,450	3,450	3,450
Travel	15,634	15,830	15,830	10,830	14,930	14,930	14,930
Maintenance & Repair - Building	0	0	0	0	0	0	0
Software Maintenance Fees	48,009	43,875	43,875	43,875	43,863	43,863	43,863
Advertising	0	0	0	0	0	0	0
Office Supplies	2,452	2,400	2,400	2,400	3,000	3,000	3,000
Departmental Supplies & Materials	11,534	10,500	11,750	7,750	6,896	6,896	6,896
Contracted Services - Software	0	0	0	0	0	0	0
Contracted Services	205,986	194,910	199,910	199,910	214,545	214,545	214,545
Banking Services	57,391	54,400	54,400	54,400	54,400	54,400	54,400
Software License & Renewal	0	1,500	1,500	1,500	1,500	1,500	1,500
Dues and Subscriptions	2,413	2,250	2,250	2,250	2,110	2,110	2,110
Insurance and Bonds	20,608	21,823	21,823	21,823	18,021	18,021	18,021
Miscellaneous Expenses	66	175	175	175	175	175	175
Shortage/Overage	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	436,789	441,626	456,376	447,376	452,253	452,253	452,253
Capital Outlay							
Capital Outlay Equipment	12,654	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	12,654	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	0	0	0	0	0	0	0
Subtotal Installment Purchase	0	0	0	0	0	0	0
Totals	965,720	969,820	984,570	975,570	1,000,747	1,000,747	1,000,747
Full-Time Positions - 6							
Part-Time Positions - 0							

Finance Department - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
<p>* Item(s) is being paid for under installment purchase financing.</p>		

INFORMATION TECHNOLOGY DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

Directs and coordinates local and wide area network (LAN/WAN) activities along with software, website and social media 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. Manages various websites delivery information to both internal customers and external citizens. Provides project management services for various enterprise level and department level projects related to technology.

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 2020 – 2021:

1. Provide 100% uptime for all network services supporting public safety and other departments.
2. Expand surveillance cameras and facility access controls to additional sites.
3. Produce a Catalog of Services document that includes inventory of services, software, hardware and networking equipment.
4. Replace aging networking equipment.
5. Continue the Cyber Security Awareness plan with employee accountability.
6. Address and update Business Continuity and Disaster Recovery plan.
7. Continue a Mobile Device Management program.
8. Add wireless data connectivity to Founder's Park.
9. Professional Development for Staff.
10. Implement ESRI Enterprise for Government.
11. Replace aging hypervisors.
12. Implement telephone upgrade cycle.
13. Implement bar-code inventory system.

Information Technology Department

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$272,351	\$297,008	\$297,008	\$297,008	\$299,303	\$274,870	\$274,870
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	0	0	0	0	0	0	0
Auto Allowance Expense	675	675	675	675	0	0	0
FICA Tax Expenses	20,342	22,732	22,732	22,732	22,911	21,041	21,041
Group Insurance Expenses	30,286	40,978	40,978	40,978	47,321	47,321	47,321
Retiree's Insurance Expense	0	0	0	0	7,780	7,780	7,780
Retirement Expense - Regular	20,608	23,019	23,019	23,019	30,380	27,900	27,900
Employee Appreciation	140	140	140	140	175	175	175
Retirement Expense - 401K	5,318	5,941	5,941	5,941	5,987	5,498	5,498
Employee Training	9,098	13,600	13,600	7,900	10,000	10,000	10,000
Subtotal Personnel	358,818	404,093	404,093	398,393	423,857	394,585	394,585
Operating and Maintenance							
Professional Services	0	0	0	0	0	0	0
Telephone & Postage	44,488	61,980	61,980	61,980	40,125	45,125	45,125
Travel	6,714	6,500	6,500	800	6,500	6,500	6,500
Software Maintenance Fees	0	0	0	0	0	0	0
Maintenance & Repair - Network	77,305	70,000	70,000	70,000	70,000	55,000	55,000
Departmental Supplies & Materials	835	700	5,300	5,300	5,000	5,000	5,000
Equipment Replacement	0	0	0	0	0	0	0
Contracted Services - Software	0	0	0	0	0	0	0
Software License & Renewal	22,770	33,040	33,040	33,040	100,417	100,417	100,417
Dues and Subscriptions	281	1,080	1,080	1,080	0	0	0
Insurance and Bonds	11,542	13,601	13,601	13,601	13,904	13,904	13,904
Miscellaneous Expenses	188	200	200	200	200	200	200
Subtotal Operating	164,122	187,101	191,701	186,001	236,146	226,146	226,146
Capital Outlay							
Capital Outlay Equipment	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	32,000	32,000	32,000	33,000	33,000	33,000
Non-Capital Loan (I.P.)	0	62,950	62,950	62,950	0	0	0
Subtotal Capital Outlay	0	94,950	94,950	94,950	33,000	33,000	33,000
Installment Purchase							
Installment Purchase	37,602	58,421	58,421	58,421	59,935	59,935	59,935
Subtotal Installment Purchase	37,602	58,421	58,421	58,421	59,935	59,935	59,935
Totals	560,541	744,565	749,165	737,765	752,938	713,666	713,666

Full-Time Positions - 4
Part-Time Positions - 0

Information Technology Department - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Internal Wifi Controller and Access Points	Five of Five Annual Payments	\$8,185
Server Storage Equipment	Four of Five Annual Payments	16,100
Courtroom Audio and Visual Update	Four of Five Annual Payments	7,500
Server Replacement	Two of Five Annual Payments	6,950
Computer Replacements	Two of Five Annual Payments	13,700
Computer Replacements	One of Five Annual Payments	7,500
Subtotal Installment Purchase		59,935
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Computer Replacements	New Request	33,000
Subtotal Capital Outlay Equipment (I.P.)*		33,000
* Item(s) is being paid for under installment purchase financing.		

HUMAN RESOURCES DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

The mission of the Human Resources Department is to provide effective Human Resource, Safety, and Risk Management through creation, by development and implementation of policies, programs, and services which contribute to the attainment of management and employee goals. Many of our goals for Fiscal Year 2020-2021 define what we continually strive to accomplish, including:

Recruiting and Hiring – Our continuing goal is to hire 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, conducting thorough reference checks, and actively participating in the onboarding process at the Department level for all new hires.

Employee Retention – Retaining our valued employees continues to be an ongoing goal. This is accomplished by: assuring effective leadership qualities in our managers; furnishing technical, interpersonal, and career development training and coaching; conducting exit interviews to supply relevant feedback to management; enhancing two-way communication between employees and management; and providing a safe workplace environment. We are also charged with providing competitive wages and benefits for our employees by conducting annual market pay studies for employee groups and securing cost effective, high quality benefits.

Legal Compliance – The Department ensures the Town has an inclusive workforce that is allowed to work in a safe and discrimination/harassment free environment by: maintaining compliance with employment laws and government regulations, developing policies and procedures and providing pertinent training for managers and employees.

Training and Development – Training and Development compliments our employee retention efforts. We continue to develop effective leadership skills and ensure career development of employees, by annually monitoring departmental workforce succession plans and providing training in the area of employment law, government regulations and litigation avoidance.

Safety and Risk Management – We continually utilize Risk Management practices to provide quality and cost-effective coverage while implementing programs to assist in the reduction of property and liability claims as well as reducing employee workplace injuries. This is accomplished by aggressively managing our safety programs, thoroughly conducting accident and injury investigations as well as liability claims, to develop a successful safety culture. Additionally, we continue to work closely with the Occupational Health and Safety Administration in a consultative capacity. This, in turn, will limit exposures to employees and property.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Continue the efforts to enhance the Town's recruiting efforts in conjunction with department managers to attract applicants. This will include enhanced staff support, and partnership with hiring managers, to provide focused recruiting for our various positions.

HUMAN RESOURCES DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

2. Enhance the benefit of being self-funded for our workers' compensation and health coverages by collaborating with an on-site clinic provider to evaluate the possibility of offering an on-site clinic to reduce costs associated with workers' compensation and health claims.
3. Complete the second year of inspections through Consultative Service with the North Carolina Department of Labor (NCDOL) for all Town Departments.
4. Continue to build on the organization's safety culture by enabling employee involvement in safety committees, cross-functional hazard assessment, and self-evaluations of overall departmental safety health.

Human Resources Department

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$238,082	\$244,204	\$244,204	\$244,204	\$261,712	\$261,712	\$261,712
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Medical Loss Ratio Rebate	0	0	0	0	0	0	0
FICA Tax Expenses	18,476	21,341	21,341	21,341	22,408	22,408	22,408
Group Insurance Expenses	34,869	33,549	33,549	33,549	42,618	42,618	42,618
Retiree's Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	18,089	21,857	21,857	21,857	26,564	26,564	26,564
Employee Appreciation	29,382	34,760	34,760	34,760	31,190	31,190	31,190
Retirement Expense - 401K	4,668	4,885	4,885	4,885	5,235	5,235	5,235
Employee Training	8,282	21,680	21,680	16,680	15,555	15,555	15,555
Subtotal Personnel	351,848	382,276	382,276	377,276	405,282	405,282	405,282
Operating and Maintenance							
Professional Services	57,750	7,800	7,800	7,800	8,050	8,050	8,050
Telephone & Postage	1,725	1,800	1,800	1,800	2,000	2,000	2,000
Printing	170	200	200	200	200	200	200
Travel	2,740	3,850	3,850	3,850	2,750	2,750	2,750
Maintenance & Repair - Building	0	0	0	0	0	0	0
Maintenance & Repair - Other	723	1,000	1,000	1,000	800	800	800
Software Maintenance Fees	43,680	40,750	40,750	40,750	44,750	44,750	44,750
Advertising	0	0	0	0	0	0	0
Office Supplies	712	1,600	1,600	1,600	1,600	1,600	1,600
Departmental Supplies & Materials	9,061	3,000	3,000	3,000	3,000	3,000	3,000
Contracted Services - Software	0	0	0	0	0	0	0
Contracted Services	0	0	0	0	0	0	0
Software License & Renewal	0	0	0	0	0	0	0
Dues and Subscriptions	2,430	2,490	2,490	2,490	2,170	2,170	2,170
Insurance and Bonds	8,387	11,953	11,953	11,953	9,319	9,319	9,319
Miscellaneous Expenses	124	300	300	300	300	300	300
Subtotal Operating and Maintenance	127,502	74,743	74,743	74,743	74,939	74,939	74,939
Capital Outlay							
Capital Outlay Equipment	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P)	0	22,615	22,615	22,615	0	0	0
Subtotal Capital Outlay	0	22,615	22,615	22,615	0	0	0
Installment Purchase							
Installment Purchase	6,163	11,223	11,223	11,223	4,950	4,950	4,950
Subtotal Installment Purchase	6,163	11,223	11,223	11,223	4,950	4,950	4,950
Totals	485,514	490,857	490,857	485,857	485,171	485,171	485,171

Full-Time Positions - 4
Part-Time Positions - 0

Human Resources Department - Capital Outlay		
Item	Remarks	Item or Project Cost
Installment Purchase	Two of Five Annual Payments	\$4,950
Staff Vehicle		
Subtotal Installment Purchase		4,950
Capital Outlay Land (I.P.)*		0
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		0
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		0
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

POLICE DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

The Kernersville Police Department and its personnel envision a community where all citizens enjoy the highest quality of life that is free of crime and disorder. We will accomplish this by providing outstanding police services in a legal, ethical, and professional manner. The Kernersville Police Department will enhance its reputation and practice of delivering “A Higher Level of Service”.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Deliver a higher level of service.

- Inform, educate, and collaborate with the community on all aspects of public safety.
- Participate, monitor and enhance social media for department info, news, and information.
- Partner with the community for social events such as “Coffee with a Cop”, “National Night Out” and Chamber of Commerce events.

2. Preserve the peace and maintain a high quality of life for all citizens.

- Continue to utilize crime analysis to be proactive in combating crime.
- Promote high visibility patrol efforts to deter and eliminate criminal activity.
- Collaborate with citizens, homeowners associations, business owners, etc. to foster relationships that discourage criminal activity and enhance the quality of life.
- Utilize every division in the department to focus on crime, trends, problems, and concerns effecting the citizens of Kernersville.

3. Continue to focus on roadway safety and traffic related problems.

- Utilize approved tactics to enforce roadway safety.
- Educate the community with various events to promote roadway safety.
- Focus on high crash areas to prevent, reduce or eliminate the area as a hazardous traffic area.
- Continue to seek voluntary compliance with speed limits by purchasing and installing electronic speed limit signs in needed areas.

POLICE DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

4. Continue to evaluate agency effectiveness and efficiency.

- Review and enhance methods and strategies for effectiveness and efficiency, to include reviewing and implementing resources to accomplish the mission.
- Review and redistribute tasks, as necessary, to meet the needs of the department and the town.
- Listen to community concerns and address issues as needed to maintain a successful partnership with the community we serve.

5. Provide a great work environment that attracts and retains diverse quality personnel, rewards excellence, and enhances the skills and opportunities for all who work for the Kernersville Police Department.

- Maintain strict hiring standards for the benefit of the agency and the community.
- Promote, submit, and utilize department awards for recognizing accomplishments and exceptional service to the community.
- Provide educational assistance to personnel pursuing Associates and/or Bachelor's Degrees from accredited colleges.
- Provide advanced training to those who seek to improve and advance their career.

Police Department							
Expenditures Detailed 2020-21 Annual Budget							
Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$805,932	\$814,452	\$814,452	\$814,452	\$854,713	\$854,713	\$854,713
Salaries & Wages - Regular (Sworn)	3,625,710	3,869,023	3,869,023	3,869,023	4,002,295	3,919,027	3,919,027
Salaries & Wages - Off-Duty	95,607	78,500	200,000	200,000	110,000	78,500	78,500
Salaries & Wages - Temp/PT	0	6,000	6,000	6,000	15,000	6,000	6,000
Salaries & Wages - Overtime (Reg)	29,113	36,000	36,000	36,000	36,000	36,000	36,000
Salaries & Wages - Overtime (Sworn)	24,146	45,000	45,000	45,000	45,000	45,000	45,000
Salaries & Wages - Off-Duty OT	0	0	0	0	0	0	0
Clothing Allowance Expense	6,400	6,100	6,100	6,100	6,100	6,100	6,100
FICA Tax Expenses	345,045	371,655	371,655	380,949	388,028	378,560	378,560
Group Insurance Expenses	811,249	849,565	849,565	849,565	882,068	882,068	882,068
Retirees Insurance Expense	73,360	87,361	87,361	87,361	94,459	94,459	94,459
Retirement Expense - Regular	63,691	76,116	76,116	76,116	90,408	90,408	90,408
Retirement Expense - Sworn	304,477	379,661	379,661	379,661	438,727	429,701	429,701
Employee Appreciation	2,905	3,150	3,150	3,150	3,153	3,153	3,153
Retirement Expense - 401K Reg	16,436	17,010	17,010	17,010	17,815	17,815	17,815
Retirement Exp. - 401K (Sworn)	179,105	195,702	195,702	195,702	202,365	198,202	198,202
Retirement Supplemental	168,379	150,779	150,779	150,779	191,433	191,433	191,433
Employee Training	36,607	40,000	40,000	40,000	50,000	45,000	45,000
Subtotal Personnel	6,588,162	7,026,074	7,147,574	7,156,868	7,427,564	7,276,139	7,276,139
Operating and Maintenance							
Professional Services	47,778	60,834	60,834	63,276	66,000	63,276	63,276
Professional Services - Lobby Security	0	0	2,762	2,762	0	0	0
Telephone & Postage	66,500	70,000	70,000	70,000	70,000	70,000	70,000
Printing	1,066	3,250	3,250	3,250	4,000	3,250	3,250
Departmental Utilities Expense	16,218	21,240	21,240	21,240	20,000	20,000	20,000
Travel	19,011	31,000	31,000	11,000	31,000	31,000	31,000
Maintenance & Repair - Radio	41,764	227,947	227,947	227,947	236,500	236,500	236,500
Maintenance & Repair - Other	27,516	80,575	80,175	75,175	80,000	80,000	80,000
Software Maintenance Fees	87,420	100,875	100,875	100,875	111,500	111,500	111,500
Building and Equipment Rental	23,958	24,438	24,518	24,518	24,960	24,960	24,960
Advertising	64	1,500	1,500	1,500	1,500	1,500	1,500
Office Supplies	14,056	15,000	15,000	15,000	15,000	15,000	15,000
Departmental Supplies & Materials	127,396	112,100	138,938	123,938	125,000	120,000	120,000
Range Use Fee Expenses	1,940	2,000	2,000	2,000	2,000	2,000	2,000
Uniforms & Accessories	18,481	72,100	72,100	57,100	72,000	60,757	60,757
Equipment Lease Expense	21,432	24,000	24,000	24,000	54,000	54,000	54,000
Contracted Services - Software	9,884	16,710	16,710	16,710	17,500	17,500	17,500
Software License & Renewal	8,074	10,000	10,000	10,000	10,000	10,000	10,000
Dues and Subscriptions	3,615	5,000	5,000	5,000	5,000	5,000	5,000
Insurance and Bonds	171,545	173,414	173,414	173,414	178,433	178,433	178,433
Miscellaneous Expenses	1,410	3,000	3,000	3,000	6,000	3,000	3,000
Forsyth Co.- Park Fine, Unclaimed	0	0	0	0	0	0	0
Information & Ammo Expense	18,828	44,000	44,000	25,000	44,000	24,000	24,000
Information Expense	8,025	5,000	7,895	7,895	5,000	5,000	5,000
Subtotal Operating and Maintenance	735,982	1,103,983	1,136,158	1,064,600	1,179,393	1,136,676	1,136,676
Capital Outlay							
Capital Outlay Buildings	27,450	0	27,550	27,550	0	0	0
Capital Outlay Buildings (I.P.)	0	0	0	0	0	0	0
Capital Outlay Equipment	77,087	0	26,630	26,630	0	0	0
Capital Outlay Equipment (I.P.)	427,694	377,076	377,076	377,076	119,715	119,715	119,715
Non-Capital Equipment (I.P.)	0	62,503	62,503	62,503	0	0	0
Subtotal Capital Outlay	532,232	439,579	493,759	493,759	119,715	119,715	119,715
<i>(Continued on next page)</i>							

Police Department

Expenditures Detailed	
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2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Special Appropriations							
K-9 costs	8,262	10,000	10,000	10,000	10,500	10,500	10,500
Governor's Crime Commission Grant	0	0	0	0	0	0	0
Subtotal Special Appropriations	8,262	10,000	10,000	10,000	10,500	10,500	10,500
Installment Purchase							
Installment Purchase	676,899	720,769	720,769	720,769	666,894	666,894	666,894
Subtotal Installment Purchase	676,899	720,769	720,769	720,769	666,894	666,894	666,894
Totals	8,541,537	9,300,405	9,508,260	9,445,996	9,404,066	9,209,924	9,209,924

Police Department - Capital Outlay		
Item	Remarks	Item or Project Cost
Installment Purchase		
Twenty (20) In-Car Radio Replacements	Five of Five Annual Payments	15,560
Seven (7) Patrol Car Replacements	Five of Five Annual Payments	59,440
Building Security System - Town Hall	Five of Five Annual Payments	16,570
Police Communication System	Five of Ten Annual Payments	267,000
Eight (8) Police Vehicles	Four of Five Annual Payments	80,700
Eight (8) In-Car Camera Replacements	Four of Five Annual Payments	9,700
Seven (7) Replacement Vehicles	Three of Five Annual Payments	83,900
Nine (9) In-Car Cameras	Three of Five Annual Payments	11,800
Five (5) Replacement Vehicles	Two of Five Annual Payments	61,900
Twenty (20) Computer Replacements	Two of Five Annual Payments	13,600
Eight (8) In-Car Camera Replacements	Two of Five Annual Payments	10,500
School Resource Officer Vehicle	Two of Five Annual Payments	9,500
Eighteen (18) Computer Replacements	One of Five Annual Payments	14,080
Video Camera System	One of Five Annual Payments	2,044
School Resource Officer Vehicle	One of Five Annual Payments	10,600
Subtotal Installment Purchase		666,894
Capital Outlay Equipment (I.P.)*		
Eighteen (18) Computer Replacements	New Request	62,000
Video Camera System	New Request	9,000
School Resource Officer Vehicle	New Request	48,715
Subtotal Capital Outlay Equipment (I.P.)*		119,715
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
* Item(s) is being paid for under installment purchase financing.		

FIRE RESCUE DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

The services provided by the Fire Rescue can be categorized in three areas; they are of equal importance, and each saves lives and property in given situations.

- Fire Prevention Codes and Inspections
- Public Education
- Incident Response

During Fiscal Year 2020-2021, our goals and objectives focus on these services by continual professional improvement, and seeking innovative and effective ways to enhance the services we provide.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Maintain effective community outreach and communications.

- Inform, educate, and collaborate with the community on all aspects of fire and life safety.
- Participate, monitor and enhance social media for department info, news, and information.
- Look for innovative ways to improve customer service and services provided to the community.
- Collaborate with civic/faith groups, community associations, and other stakeholders to assist with community outreach.
- Listen to community concerns and address issues as needed to maintain a successful partnership with the community we serve.

2. Embrace a healthy, safe and productive work environment that attracts and retains a quality and diverse workforce, acknowledges excellence, and provides opportunities for personal growth and professional development.

- Enhance firefighter recruitment efforts by actively participating in high school fire academy programs, career fairs, social media and other opportunities.
- Enhance the safety and wellness of our personnel. Focus areas are firefighter mental health and cancer prevention.
- Utilize department awards for recognizing accomplishments and exceptional service to the community.
- Provide educational assistance to personnel pursuing higher education.
- Continue to evaluate and implement professional development strategies that enhance the work environment of current employees. Focus area is company officer development.

FIRE RESCUE DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

3. Provide exceptional public safety and emergency services.

- Review and enhance methods and strategies for effectiveness and efficiency, to include reviewing and implementing resources to accomplish department mission.
- Enter into an agreement with Beeson's Crossroads Volunteer Fire Department for the modification of their station and co-location of Engine 44.
- Continue to evaluate Capital Improvement Plan (CIP) for replacement of equipment, and vehicles to ensure the safest and most economical options available.
- Use technology to expand and improve the services and abilities of the Department.
- Continue efforts toward earning an Insurance Services Office (ISO) Class 1 Community Fire Insurance Rating and Center for Public Safety Excellence (CPSE) Accreditation.

4. Continue to strengthen relationships with our strategic partners and assisting agencies.

- Coordination with Town departments (All Hazards Preparedness and Response).
- Continue to evaluate current relationships focusing on enhancing service delivery.
- Continue ongoing meetings and maintain open communications between agencies.
- Continue regular training sessions with our assisting agencies.
- Coordinate with State and Local Emergency Management to prepare and deploy to assist agencies during large-scale events and disasters.

Fire Department							
Expenditures Detailed							
2020-21 Annual Budget							
Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$3,275,743	\$3,503,136	\$3,503,136	\$3,503,136	\$3,566,029	\$3,566,029	\$3,566,029
Salaries & Wages - Temp/PT	28,009	0	0	0	30,000	0	0
Salaries & Wages - Overtime	299,038	240,000	240,000	240,000	240,000	240,000	240,000
FICA Tax Expenses	259,047	286,543	286,543	286,543	293,649	291,354	291,354
Group Insurance Expenses	793,396	825,237	825,237	825,237	813,041	813,041	813,041
Retirees Insurance Expense	73,388	109,267	109,267	109,267	119,920	119,920	119,920
Retirement Expense - Regular	275,942	335,011	335,011	335,011	386,312	386,312	386,312
Employee Appreciation	2,496	2,520	2,520	2,520	2,520	2,520	2,520
Retirement Expense - 401K	71,211	74,863	74,863	74,863	76,121	76,121	76,121
Employee Training	25,315	36,000	34,000	34,000	75,865	54,935	54,935
Subtotal Personnel	5,103,585	5,412,577	5,410,577	5,410,577	5,603,457	5,550,232	5,550,232
Operating and Maintenance							
Professional Services	47,277	38,831	38,831	38,831	49,710	49,710	49,710
Telephone & Postage	10,943	10,885	10,885	10,885	14,285	14,285	14,285
Printing	1,537	1,500	1,500	1,500	1,500	1,500	1,500
Departmental Utilities Expense	50,938	58,500	58,500	58,500	67,500	67,500	67,500
Travel	14,656	20,000	18,000	18,000	51,750	31,700	31,700
Maintenance & Repair - Buildings	47,720	40,200	44,200	44,200	41,800	41,800	41,800
Maintenance & Repair - Radios	7,268	13,138	13,138	13,138	14,510	14,510	14,510
Maintenance & Repair - Other Equipment	11,728	9,300	9,300	9,300	19,400	15,400	15,400
Software Maintenance Fees	0	21,092	21,092	21,092	26,624	26,624	26,624
Maintenance & Repair - Fire Trucks	23,288	15,000	15,000	15,000	30,000	25,000	25,000
Advertising	100	1,400	1,400	1,400	2,400	2,400	2,400
Office Supplies	2,027	3,000	3,000	3,000	3,000	3,000	3,000
Departmental Supplies & Materials	107,897	95,970	97,970	96,983	109,975	104,225	104,225
Uniforms & Accessories	82,266	76,000	98,700	98,700	58,950	50,000	50,000
Turnout Gear	0	0	0	0	85,040	0	0
Equipment Lease Expense	594	200	200	200	2,000	2,000	2,000
Contracted Services - Software	21,228	6,500	2,800	2,800	0	0	0
Contracted Services	18,767	37,920	39,964	39,964	27,138	27,138	27,138
Dues and Subscriptions	10,210	11,780	11,780	11,780	12,696	12,696	12,696
Insurance and Bonds	110,362	119,966	119,966	119,966	127,475	127,475	127,475
A/P Holding Expense	50	0	0	0	0	0	0
Miscellaneous Expenses	1,498	1,500	1,500	1,500	1,500	1,500	1,500
Public Education - Fire Prevention	6,471	7,000	7,000	7,000	16,040	10,150	10,150
Subtotal Operating and Maintenance	576,824	589,682	614,726	613,739	763,293	628,613	628,613
Capital Outlay							
Capital Outlay Building (I.P.)	0	0	0	0	0	0	0
Capital Outlay Equipment	36,677	0	200,000	402	0	0	0
Capital Outlay Equipment (I.P.)	121,285	868,200	868,200	868,200	0	0	0
Non-Capital Outlay Equipment (I.P.)	9,735	61,000	61,000	61,000	99,000	99,000	99,000
Subtotal Capital Outlay	167,697	929,200	1,129,200	929,602	99,000	99,000	99,000
Special Appropriations							
Fire Protection Contracts	22,500	64,000	64,000	64,000	121,200	121,200	121,200
Subtotal Special Appropriations	22,500	64,000	64,000	64,000	121,200	121,200	121,200
Installment Purchase							
Installment Purchase	356,507	1,033,831	1,033,831	1,033,831	1,062,681	1,062,681	1,062,681
Subtotal Installment Purchase	356,507	1,033,831	1,033,831	1,033,831	1,062,681	1,062,681	1,062,681
Full-Time Positions - 71							
Part-Time Positions - 0							
Totals	6,227,113	8,029,290	8,252,334	8,051,749	7,649,631	7,461,726	7,461,726

Fire Department - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Fire Station Land	Eight of Fifteen Annual Payments	\$13,700
Aerial apparatus	Eight of Twelve Annual Payments	93,910
Fire Engine with mounted equipment	Six of Nine Annual Payments	51,845
Fire Engine	Five of Ten Annual Payments	51,860
Fire Marshall Vehicle	Five of Five Annual Payments	7,255
Eight (8) AED Replacements	Four of Five Annual Payments	7,100
Battalion Chief Vehicle	Four of Five Annual Payments	8,300
Thermal Imaging Camera	Four of Five Annual Payments	4,200
Fire Hose Replacement	Three of Five Annual Payments	17,300
Two (2) Lawn Mowers	Three of Five Annual Payments	4,400
SCBA Bottles	Three of Five Annual Payments	2,200
Station 43 Roof Improvement	Three of Ten Annual Payments	6,300
New Fire Department Facility	Four of Fifteen Annual Payments	603,800
Hose Replacement	Two of Five Annual Payments	18,700
Ten (10) Mobile Tablets	Two of Five Annual Payments	10,700
Eleven (11) Air Bottles	Two of Five Annual Payments	2,700
Fire Staff Vehicle	Two of Five Annual Payments	9,200
Pumper Truck	First of Seven Annual Payments	126,725
SCBA Bottles	First of Five Annual Payments	3,180
Turnout Gear	First of Five Annual Payments	19,306
Subtotal Installment Purchase		1,062,681
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
Non-Capital Outlay Equipment (I.P.)*		
SCBA Bottles	New Request	14,000
Turnout Gear	New Request	85,000
Subtotal Non-Capital Outlay Equipment (I.P.)*		99,000
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – ADMINISTRATION DIVISION

GOALS & OBJECTIVES FY 2020 – 2021

The purpose of this Division is to provide leadership, planning, operational control, budgeting, training management and administrative support to the four operational divisions of the Department.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Continue to focus on Customer Satisfaction rating by developing and implementing communications systems to improve the overall communication experience with our citizens through increased utilization of social media such as ReCollect, Nextdoor, Facebook, Twitter and the Town's webpage.
2. Assist in the evaluation of the Solid Waste Residential daily routes. Gather data to determine if days need to be balanced by making changes to overloaded collection areas.
3. Assist Solid Waste with data analysis to support the process of eliminating the Commercial Program.
4. Evaluate cost effectiveness of migrating GIS to Cloud based ArcGIS Online.
5. Develop work order system for Facilities Maintenance using Mobile311.

Public Services Department - Administration Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$263,190	\$268,336	\$268,336	\$268,336	\$282,045	\$282,045	\$282,045
Salaries & Wages - Overtime	0	963	963	963	0	0	0
Auto Allowance Expense	0	0	0	0	0	0	0
FICA Tax Expenses	19,062	20,613	20,613	20,613	21,588	21,588	21,588
Group Insurance Expenses	44,337	44,998	44,998	44,998	47,673	47,673	47,673
Retirees Insurance Expense	14,491	7,584	7,584	7,584	7,780	7,780	7,780
Retirement Expense - Regular	19,982	24,103	24,103	24,103	28,628	28,628	28,628
Employee Appreciation	140	140	140	140	140	140	140
Retirement Expense - 401K	5,157	5,386	5,386	5,386	5,641	5,641	5,641
Employee Training	3,562	3,575	3,575	1,575	4,900	4,900	4,900
Subtotal Personnel	369,921	375,698	375,698	373,698	398,395	398,395	398,395
Operating and Maintenance							
Professional Services	40	275	275	275	275	275	275
Telephone & Postage	5,110	4,900	4,900	4,900	2,500	2,500	2,500
Printing	1,395	6,500	6,500	6,500	6,500	6,500	6,500
Travel	2,369	8,575	8,575	3,575	6,600	6,500	6,500
Software Maintenance Fees	0	0	0	0	0	0	0
Advertising	0	125	125	125	125	125	125
Office Supplies	1,204	1,595	1,595	1,595	1,595	1,595	1,595
Departmental Supplies & Materials	7,596	8,610	8,610	8,610	5,650	5,650	5,650
Uniforms & Accessories	706	850	850	850	900	900	900
Contracted Services - Software	352	600	600	600	800	500	500
Software License & Renewal	0	1,500	1,500	1,500	0	1,500	1,500
Dues and Subscriptions	1,386	1,470	1,470	1,470	1,470	1,470	1,470
Insurance and Bonds	9,118	9,323	9,323	9,323	9,108	9,108	9,108
Miscellaneous Expenses	1,823	2,400	2,400	2,400	2,500	2,500	2,500
Subtotal Operating and Maintenance	31,099	46,723	46,723	41,723	38,023	39,123	39,123
Capital Outlay							
Capital Outlay Building	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Non-Capital Equipment (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	48,331	47,480	47,480	47,480	46,700	46,700	46,700
Subtotal Installment Purchase	48,331	47,480	47,480	47,480	46,700	46,700	46,700
Totals	449,351	469,901	469,901	462,901	483,118	484,218	484,218

Full-Time Positions - 4
Part-Time Positions - 0

Public Services - Administration Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase	Four of Five Annual Payments	
Furniture and Appliances		\$46,700
Subtotal Installment Purchase		46,700
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – STREETS DIVISION

GOALS & OBJECTIVES FY 2020 – 2021

The Street Division provides four primary services for the Town: roadway construction, street maintenance, right-of-way maintenance, and emergency response. These services include roadway and drainage repairs, construction project management and inspections, 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.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Assist Stormwater in completing the replacement of pipes in the Corjon Study Area.
2. Evaluate crossline corrugated metal pipes 24" and larger. This will be performed in conjunction with the survey being conducted by the Stormwater Division.
3. Perform some pavement rejuvenation.

Public Services Department - Street Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Revised FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$624,042	\$649,006	\$649,006	\$649,006	\$667,474	\$636,722	\$636,722
Salaries & Wages - Overtime	22,467	35,500	35,500	35,500	30,500	30,500	30,500
Auto Allowance Expense	1,350	0	0	0	0	0	0
FICA Tax Expenses	47,486	52,408	52,408	52,408	53,438	51,086	51,086
Group Insurance Expenses	134,045	135,660	135,660	135,660	132,177	132,177	132,177
Retirees Insurance Expense	7,031	7,584	7,584	7,584	0	0	0
Retirement Expense - Regular	49,222	61,264	61,264	61,264	70,845	67,724	67,724
Employee Appreciation	660	560	560	560	560	560	560
Retirement Expense - 401K	12,703	13,691	13,691	13,691	13,960	13,345	13,345
Employee Training	6,266	12,920	12,920	12,920	9,380	9,380	9,380
Subtotal Personnel	905,272	968,593	968,593	968,593	978,334	941,494	941,494
Operating and Maintenance							
Professional Services	1,460	2,000	2,000	2,000	2,000	2,000	2,000
Professional Services - Downtown Development	10,000	15,000	15,000	15,000	0	0	0
Telephone & Postage	10,639	12,600	12,600	12,600	10,080	10,080	10,080
Printing	1,493	1,650	1,650	1,650	1,650	1,650	1,650
Street Lighting	373,691	462,228	462,228	412,228	412,428	412,428	412,428
Decorative Street Lighting	0	5,751	5,751	5,751	5,751	5,751	5,751
Departmental Utilities Expense	5,398	8,532	8,532	8,532	8,532	8,532	8,532
Travel	2,020	2,300	2,300	2,300	2,300	2,300	2,300
Maintenance & Repair - Other Equipment	995	2,000	2,000	2,000	2,000	2,000	2,000
Software Maintenance Fees	0	1,013	1,013	1,013	0	0	0
Advertising	549	1,000	1,000	1,000	1,000	1,000	1,000
Office Supplies	758	3,300	3,300	3,300	1,400	1,400	1,400
Departmental Supplies & Materials	12,878	18,230	18,230	18,230	15,550	15,550	15,550
Street Supplies and Materials	67,702	70,000	76,000	76,000	88,760	78,760	78,760
Signs	21,916	22,000	34,000	34,000	22,000	22,000	22,000
Uniforms & Accessories	7,781	7,200	7,200	7,200	7,200	7,200	7,200
Equipment Lease Expense	2,805	7,400	7,400	7,400	7,400	7,400	7,400
Landfill Tipping Fees	0	24,000	24,000	19,000	24,000	24,000	24,000
Contracted Services - Software	5,500	7,200	7,200	7,200	7,200	7,200	7,200
Contracted Services	136,143	102,425	102,425	102,425	122,675	100,000	100,000
Contracted Services - Downtown Development	74,905	0	15,100	15,100	0	0	0
Software License & Renewal	0	1,392	1,392	1,392	0	0	0
Dues and Subscriptions	1,302	1,570	1,570	1,570	1,570	1,570	1,570
Insurance and Bonds	36,862	39,295	39,295	39,295	39,092	39,092	39,092
Miscellaneous Expenses	1,828	2,300	2,300	2,300	2,500	2,500	2,500
Subtotal Operating and Maintenance	776,626	820,386	853,486	798,486	785,088	752,413	752,413
Capital Outlay							
Sidewalk Construction/Repair	14,177	15,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay General Improvements	245,504	0	375,064	375,064	0	0	0
Capital Outlay General Improvements (I.P.)	896,874	0	0	0	0	0	0
Capital Outlay Equipment	43,130	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	48,803	30,000	30,000	30,000	0	0	0
Subtotal Capital Outlay	1,248,488	45,000	420,064	420,064	15,000	15,000	15,000
Installment Purchase							
Installment Purchase	260,729	297,170	297,170	297,170	280,800	280,800	280,800
Subtotal Installment Purchase	260,729	297,170	297,170	297,170	280,800	280,800	280,800
Full-Time Positions - 16							
Part-Time Positions - 0							
Totals	3,191,115	2,131,149	2,539,313	2,484,313	2,059,222	1,989,707	1,989,707

Public Services - Streets Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Snow Plow Kit	Five of Five Annual Payments	8,290
Zero Turn Mower	Five of Five Annual Payments	3,110
Salt Brine Spray System	Four of Five Annual Payments	3,750
Salt Brine Mixer	Four of Five Annual Payments	7,300
Paving Improvements	Four of Ten Annual payments	116,400
Paving Improvements	Three of Ten Annual Payments	125,600
Utility Truck	Three of Five Annual Payments	9,800
Flail Mower	Two of Five Annual Payments	6,550
Subtotal Installment Purchase		280,800
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – SOLID WASTE DIVISION

GOALS & OBJECTIVES FY 2020 – 2021

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 2020 – 2021:

1. Maintain Customer Satisfaction rating above 95% approval.
2. Evaluate current Residential daily route plans. Gather data to determine if days need to be balanced by making changes to overloaded collection areas.
3. Decrease preventable accidents and injuries.
4. Plan, organize, begin the process of eliminating the Commercial Program.

Public Services Department - Solid Waste Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$670,645	\$672,783	\$672,783	\$672,783	\$715,198	\$676,180	\$676,180
Salaries & Wages - Temp/PT	10,072	17,400	3,400	3,400	22,400	17,400	17,400
Salaries & Wages - Overtime	11,466	14,000	28,000	28,000	14,000	14,000	14,000
FICA Tax Expenses	50,689	53,916	53,916	53,916	57,546	54,179	54,179
Group Insurance Expenses	150,084	155,793	155,793	155,793	157,221	157,221	157,221
Retirees Insurance Expense	27,732	30,253	30,253	30,253	31,073	31,073	31,073
Retirement Expense - Regular	51,871	61,468	61,468	62,721	74,014	70,054	70,054
Employee Appreciation	595	595	595	595	630	630	630
Retirement Expense - 401K	13,386	13,736	13,736	14,016	14,584	13,804	13,804
Employee Training	2,595	3,150	3,150	3,150	3,000	3,000	3,000
Subtotal Personnel	989,135	1,023,094	1,023,094	1,024,627	1,089,666	1,037,541	1,037,541
Operating and Maintenance							
Professional Services	62,842	58,000	58,000	58,000	58,800	58,800	58,800
Telephone & Postage	6,196	10,200	10,200	10,200	13,920	13,920	13,920
Printing	12,082	14,200	14,200	14,200	15,020	15,020	15,020
Travel	64	1,500	1,500	500	1,575	1,575	1,575
Software Maintenance Fees	0	0	0	0	0	0	0
Advertising	2,761	3,000	3,000	3,000	3,000	3,000	3,000
Office Supplies	1,766	2,100	2,100	2,100	4,400	4,400	4,400
Departmental Supplies & Materials	66,641	87,700	87,700	87,700	89,000	89,000	89,000
Departmental Supplies & Materials - Recycling	35,921	56,350	56,350	56,350	85,500	75,000	75,000
Uniforms & Accessories	5,929	9,000	9,000	9,000	8,000	8,000	8,000
Equipment Lease Expense	47,996	48,000	48,000	48,000	48,000	48,000	48,000
Landfill Tipping Fees	496,277	621,000	621,000	621,000	722,800	722,800	722,800
Solid Waste Fees Expense	30,720	25,000	25,000	16,800	25,000	25,000	25,000
Contracted Services - Software	5,500	12,500	12,500	12,500	12,500	12,500	12,500
Contracted Services	122,933	60,980	60,980	60,980	12,750	12,750	12,750
Software License & Renewal	256	753	753	753	0	0	0
Dues and Subscriptions	966	1,050	1,050	1,050	1,300	1,300	1,300
Insurance and Bonds	40,467	44,127	44,127	44,127	40,165	40,165	40,165
Miscellaneous Expenses	494	1,500	1,500	1,500	1,500	1,500	1,500
Earth Day Program Expenses	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	939,811	1,056,960	1,056,960	1,047,760	1,143,230	1,132,730	1,132,730
Capital Outlay							
Capital Outlay General Improvements	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	287,987	0	0	0	0	0	0
Subtotal Capital Outlay	287,987	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	98,391	113,115	113,115	113,115	58,900	58,900	58,900
Subtotal Installment Purchase	98,391	113,115	113,115	113,115	58,900	58,900	58,900
Totals	2,315,323	2,193,169	2,193,169	2,185,502	2,291,796	2,229,171	2,229,171

Full-Time Positions - 18
Part-Time Positions - 1

Public Services - Solid Waste Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Front-End Loader Trash Truck	Three of Five Annual Payments	\$58,900
Subtotal Installment Purchase		58,900
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – CENTRAL MAINTENANCE DIVISION

GOALS & OBJECTIVES FY 2020 – 2021

The Central Maintenance Division is tasked with 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 26 buildings with multiple private and public tenants.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Provide swift turnaround time of downed vehicles.
2. Maintain an above average equipment availability rating.
3. Conduct a customer satisfaction survey for fleet maintenance.
4. Replace entrance gate to the Public Service yard.

Public Services - Central Maintenance Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Revised FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$356,443	\$380,170	\$380,170	\$380,170	\$407,609	\$378,418	\$378,418
Salaries & Wages - Overtime	12,248	8,000	8,000	8,000	8,000	8,000	8,000
Auto Allowance Expense	182	0	0	0	0	0	0
FICA Tax Expenses	26,942	29,717	29,717	29,717	31,816	29,583	29,583
Group Insurance Expenses	74,580	78,030	78,030	78,030	95,490	95,490	95,490
Retirees Insurance Expense	6,401	7,584	7,584	7,584	7,780	7,780	7,780
Retirement Expense - Regular	28,108	30,084	30,084	30,084	42,185	39,222	39,222
Employee Appreciation	280	280	280	280	280	280	280
Retirement Expense - 401K	7,254	7,764	7,764	7,764	8,313	7,729	7,729
Employee Training	3,530	5,010	5,010	3,010	5,010	5,010	5,010
Subtotal Personnel	515,968	546,639	546,639	544,639	606,483	571,512	571,512
Operating and Maintenance							
Professional Services	1,037	400	400	400	400	400	400
Telephone & Postage	3,644	4,440	4,440	4,440	4,440	4,440	4,440
Printing	246	600	600	600	600	600	600
Departmental Utilities Expense	0	0	0	0	0	0	0
Travel	1,454	2,525	2,525	1,525	2,525	2,525	2,525
Maintenance & Repair - Buildings	0	0	0	0	0	0	0
Maintenance & Repair - Radios	2,798	2,950	2,950	2,950	1,950	1,950	1,950
Maintenance & Repair - Other Equipment	11,723	8,580	8,580	8,580	18,580	18,580	18,580
Software Maintenance Fees	0	0	0	0	0	0	0
Subcontracted Vehicle Repair	119,841	110,000	150,000	150,000	126,500	118,500	118,500
Advertising	0	0	0	0	0	0	0
Office Supplies	62	800	800	800	1,400	1,400	1,400
Departmental Supplies & Materials	17,746	14,155	14,155	14,155	14,155	14,155	14,155
Oil and Lubricant	14,806	14,568	14,568	14,568	18,000	16,000	16,000
Gasoline	179,756	173,916	173,916	168,916	173,916	168,916	168,916
Tires	137,463	144,739	144,739	124,739	144,739	144,739	144,739
Diesel Fuel	185,108	172,378	172,378	167,378	173,178	167,378	167,378
Parts & Accessories	286,555	260,000	260,000	260,000	300,842	275,000	275,000
Uniforms & Accessories	5,911	6,000	6,000	6,000	6,810	6,810	6,810
State Hwy Use Tax	19,196	11,516	11,516	11,516	19,898	1,285	1,285
Contracted Services - Software	5,718	9,350	9,350	9,350	9,350	9,350	9,350
Contracted Services	1,670	2,650	2,650	2,650	2,650	2,650	2,650
Software License & Renewal	8,636	9,800	9,800	9,800	9,800	9,800	9,800
Dues and Subscriptions	775	825	825	825	825	825	825
Insurance and Bonds	31,758	35,337	35,337	35,337	28,160	28,160	28,160
Miscellaneous Expenses	104	1,000	1,000	1,000	1,000	1,000	1,000
Subtotal Operating and Maintenance	1,036,006	986,529	1,026,529	995,529	1,059,718	994,463	994,463
Capital Outlay							
Capital Outlay Equipment	0	0	110,000	110,000	0	0	0
Capital Outlay Equipment (I.P.)	0	24,000	24,000	24,000	0	0	0
Subtotal Capital Outlay	0	24,000	134,000	134,000	0	0	0
Installment Purchase							
Installment Purchase	5,370	10,648	10,648	10,648	10,450	10,450	10,450
Subtotal Installment Purchase	5,370	10,648	10,648	10,648	10,450	10,450	10,450
Full-Time Positions - 8							
Part-Time Positions - 0							
Totals	1,557,344	1,567,816	1,717,816	1,684,816	1,676,651	1,576,425	1,576,425

Public Services - Central Maintenance Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Hydraulic Lift	Four of Five Annual Payments	\$5,200
Tire Mount Machine	Two of Five Annual Payments	2,850
Tire Balance Machine	Two of Five Annual Payments	2,400
Subtotal Installment Purchase		10,450
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – GENERAL SERVICES DIVISION

GOALS & OBJECTIVES FY 2020 – 2021

General Services is one of the operational components of the Central Maintenance Division. This unit is tasked with 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, Old Paddison Library, Senior Center, all Public Services Buildings, Community House, Chamber of Commerce, Crisis Center, Recycling Center, the Allegacy Bank Building and the rental buildings generally referred to as 115, 117, 119, 121, 123, 125, 133 and 141 South Main Street. This unit also provides maintenance assistance to the Fire Department and the Parks and Recreation Department.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Evaluate security measures within town owned properties.
2. Continue to improve on energy efficient upgrades to current buildings by replacing maintenance doors on the garage.
3. Conduct a customer satisfaction survey for building maintenance.
4. Repair roof on Kernersville Museum.

Public Services - General Services Division

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$168,829	\$172,996	\$172,996	\$172,996	\$183,499	\$183,499	\$183,499
Salaries & Wages - Temp/PT	0	0	0	0	0	0	0
Salaries & Wages - Overtime	885	5,000	5,000	5,000	5,000	5,000	5,000
FICA Tax Expenses	12,778	13,631	13,631	13,631	14,434	14,434	14,434
Group Insurance Expenses	38,709	38,520	38,520	38,520	40,985	40,985	40,985
Retirees Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	12,873	15,931	15,931	15,931	19,133	19,133	19,133
Employee Appreciation	140	175	175	175	175	175	175
Retirement Expense - 401K	3,322	3,560	3,560	3,560	3,770	3,770	3,770
Employee Training	500	1,900	1,900	1,900	1,900	1,950	1,950
Subtotal Personnel	238,036	251,713	251,713	251,713	268,896	268,946	268,946
Operating and Maintenance							
Professional Services	264	150	150	150	150	150	150
Stormwater Impervious Fee	0	0	20,000	20,000	20,000	20,000	20,000
Telephone & Postage	2,865	4,416	4,416	4,416	5,616	5,616	5,616
Printing	0	150	150	150	150	150	150
Departmental Utilities Expense	169,964	213,558	213,558	213,558	251,000	251,550	251,550
Travel	758	800	800	0	800	800	800
Maintenance & Repair - Buildings	114,559	100,000	110,500	110,500	294,000	99,000	99,000
Maintenance & Repair - Radios	0	2,255	2,255	2,255	2,255	2,255	2,255
Maintenance & Repair - Other Equipment	28,935	28,200	28,200	28,200	29,200	29,200	29,200
Software Maintenance Fees	12,900	0	0	0	0	0	0
Advertising	0	125	125	125	125	125	125
Departmental Supplies & Materials	28,180	34,000	34,000	34,000	33,700	33,700	33,700
Uniforms & Accessories	2,122	2,815	2,815	2,815	2,815	2,815	2,815
Contracted Services - Software	26,768	16,768	16,768	1,768	16,342	16,768	16,768
Contracted Services	44,671	51,894	59,394	59,394	197,838	47,838	47,838
Software License & Renewal	0	0	0	0	0	0	0
Insurance and Bonds	13,114	17,575	17,575	17,575	22,561	22,561	22,561
Miscellaneous Expenses	420	1,700	1,700	1,700	1,700	1,700	1,700
Subtotal Operating and Maintenance	445,519	474,406	512,406	496,606	878,252	534,228	534,228
Capital Outlay							
Capital Outlay Buildings	0	0	0	0	0	0	0
Capital Outlay Buildings (I.P.)	0	0	0	0	67,000	67,000	67,000
Capital Outlay Gen Improvements (I.P.)	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	30,000	30,000	30,000	0	0	0
Subtotal Capital Outlay	0	30,000	30,000	30,000	67,000	67,000	67,000
Installment Purchase							
Installment Purchase	523,429	521,675	521,675	521,675	529,267	529,267	529,267
Subtotal Installment Purchase	523,429	521,675	521,675	521,675	529,267	529,267	529,267
Full-Time Positions - 5							
Part-Time Positions - 0							
Totals	1,206,985	1,277,794	1,315,794	1,299,994	1,743,415	1,399,441	1,399,441

Public Services - General Services Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Public Services Facility - Paving	Six of Ten Annual Payments	\$25,500
Town Hall Parking Lots Paving	Five of Ten Annual Payments	61,500
Public Services Operations Building	Five of Fifteen Annual Payments	420,500
Service Truck	Two of Five Annual Payments	6,550
Roof Improvements	One of Five Annual Payments	15,217
Subtotal Installment Purchase		529,267
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Morris House Roof Renovation	New Request	37,000
Kernersville Museum Roof Renovation	New Request	30,000
Subtotal Capital Outlay Buildings		67,000
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PARKS AND RECREATION DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

“To provide quality experiences for our citizens.”

Kernersville Parks and Recreation is a main producer of economic revenues and tourism in the Town. According to our last annual report, facilities such as the Ivey M. Redmon Sports Complex, the Swaim Complex, and the Cash-Bagley Complex produced over 60,000 visits. Annually these facilities hosted over 50 state and national level athletic tournaments ranging in multiple sports for boys and girls. This is accomplished through the hosting of many high school cross-country meets, youth lacrosse leagues, and several large adult weeknight athletic leagues in soccer and softball.

This Department operates thirteen (13) current facilities. These facilities are Kernersville Recreation Center, Fourth of July, Harmon Park, Civitan Park, Old Lake Park, Ivey M. Redmon Sports Complex, Century Lake Park, Kernersville Mountain Bike Park, Rotary Park, Gralin Street Park, Bagely-Cash Sports Complex, Founders Park, and Etta Lea & Lawrence Pope Memorial Park. The Department also maintains additional acreage of common space turf and landscaping beds as well some DOT right of way in addition to the park acreage. The Department currently produces over 200 special events and programs per year, upholds more than 35 corporate accounts, achieves numerous sponsorships, and maintains a high media presence. Current staff is composed of 16 full-time and 16 seasonal or part-time staff.

Goals and Objectives for Fiscal Year 2020 – 2021:

- 1. Search and apply for external funding opportunities that will both advance the departments planning efforts and benefit the Town.**
 - Seek to apply for State and Federal grants for the renovation of Civitan Park.
 - Seek out and apply for applicable grants from private and non-profit organizations & trusts for capital projects, community initiatives, and programming improvements.
- 2. Maintain the upward trend of becoming a more self-sustaining department.**
 - Each fiscal year examine actual expenses, causes of increase or decrease in cost and attempt to expend no more than 90% of estimated expenses.
 - Continue to monitor our program offerings. Evaluate cost recovery, social benefit, competition in relation to our mission.
- 3. Improving & developing park facilities.**
 - Continue experiment with chemical programs on turf grass on all athletic fields.
 - Establish effective inspections, reporting, and, repairs of all amenities, equipment, and, facilities using “Facility Dude”.
 - Update ADA transitional plan to meet the inclusion standards including some Universal design concepts.
 - Evaluate future projected workload in association with future to staffing needs.
 - Seek to complete the renovation of Civitan Park in accordance to the site plan.
 - Complete the planning process for a Community Recreation Center Plan.
 - Seek to replace the shelter at Harmon Park.

PARKS AND RECREATION DEPARTMENT

GOALS & OBJECTIVES FY 2020 – 2021

- 4. Provide well-organized programs, athletics, and, special events to meet the needs of the citizens.**
 - Recruit and contract with seventy-five (75) quality independent instructors and vendors.
 - Offer at up to fifteen (15) community special events.
 - Contract up to three (3) providers to offer ½ day specialty camps in addition to current summer camp offerings.
 - Offer a December Christmas themed Special Event.
 - Expand programming offerings to target underserved populations in our service area.
- 5. Maintain positive and effective avenues of departmental communications.**
 - Obtain corporate sponsorship for all major events.
 - Reevaluate and update the departmental Marketing Plan to reflect an effective solution to current challenges.
 - Maintain positive working relationship with the local media.
 - Improve and maintain effective social media communications.

Parks and Recreation Department

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$586,381	\$614,848	\$614,848	\$614,848	\$693,362	\$693,362	\$693,362
Salaries & Wages - Temp/PT	80,113	160,002	180,002	180,002	158,952	160,002	160,002
Salaries & Wages - Overtime	15,040	14,000	14,000	14,000	17,000	14,000	14,000
Clothing Allowance	3,000	0	0	0	1,800	0	0
FICA Tax Expenses	48,935	60,388	60,388	60,388	66,681	66,394	66,394
Group Insurance Expenses	136,206	138,391	138,391	138,391	139,093	139,093	139,093
Retirees Insurance Expense	0	0	0	0	0	0	0
Retirement Expense - Regular	46,141	56,282	56,282	56,282	72,102	71,798	71,798
Employee Appreciation	607	525	525	525	525	525	525
Retirement Expense - 401K	11,754	12,577	12,577	12,577	14,208	14,148	14,148
Employee Training	6,886	6,025	7,225	7,225	10,710	8,500	8,500
Subtotal Personnel	935,064	1,063,038	1,084,238	1,084,238	1,174,433	1,167,822	1,167,822
Operating and Maintenance							
Professional Services	51,028	55,610	135,610	135,610	54,610	9,610	9,610
Telephone & Postage	17,713	18,700	18,700	18,700	17,832	17,832	17,832
Printing	197	500	500	500	500	500	500
Departmental Utilities Expense	77,834	89,400	89,400	89,400	89,400	89,400	89,400
Travel	7,256	6,295	6,295	6,295	8,145	8,145	8,145
Maintenance & Repair - Buildings	62,764	56,500	69,500	69,500	56,500	56,500	56,500
Maintenance & Repair - Radios	309	0	0	0	0	0	0
Maintenance & Repair - Ballfields	32,024	52,500	58,400	53,400	81,000	53,000	53,000
Maintenance & Repair - Other Equipment	7,301	6,800	6,800	6,800	6,800	6,800	6,800
Software Maintenance Fees	0	0	0	0	0	0	0
Building & Equipment Rental	83,001	76,000	76,000	76,000	80,400	80,400	80,400
Advertising	1,107	2,000	2,000	2,000	5,000	2,000	2,000
Office Supplies	3,549	4,920	4,920	4,920	6,120	6,120	6,120
Departmental Supplies & Materials	22,322	24,000	24,000	24,000	24,000	30,000	30,000
Departmental Supplies & Materials - Facilities	12,129	20,000	20,000	8,000	20,000	0	0
Landscaping Supplies & Materials	5,600	9,500	9,500	9,500	9,500	30,000	30,000
Landscaping Supplies & Materials - Parks	21,656	29,000	29,000	29,000	29,000	0	0
Concession Supplies & Materials	0	1,000	1,000	1,000	1,000	1,000	1,000
Uniforms & Accessories	4,296	6,690	6,690	6,690	6,635	6,635	6,635
Equipment Lease Expense	30,744	31,680	31,680	31,680	31,680	31,680	31,680
Special Events	41,861	45,600	45,600	45,600	67,600	58,600	58,600
Athletic Expenses	73,543	76,400	76,400	60,400	77,100	73,100	73,100
Recreational Activities - General Program	48,449	54,000	54,000	49,000	54,000	54,000	54,000
Recreational Activities - Camps	21,011	32,440	32,440	27,440	32,490	32,490	32,490
Wildlife Maintenance	0	400	400	400	4,400	400	400
Special Marketing Activities	26,376	31,500	31,500	31,500	49,800	38,300	38,300
Contracted Services - Software	10,388	16,260	16,260	16,260	15,500	15,500	15,500
Contracted Services	5,881	19,800	138,406	138,406	64,800	10,800	10,800
Contracted Services - KSA	12,393	0	0	0	0	0	0
Software License & Renewal	0	2,400	2,400	2,400	0	0	0
Dues and Subscriptions	2,462	2,895	2,895	2,895	3,065	3,065	3,065
Insurance and Bonds	35,842	37,511	37,511	37,511	44,977	44,977	44,977
Miscellaneous Expenses	2,752	2,100	2,100	2,100	2,120	2,100	2,100
Subtotal Operating and Maintenance	721,784	812,401	1,029,907	986,907	943,974	762,954	762,954
<i>(Continued on next page)</i>							

Parks and Recreation Department	
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Expenditures Detailed	
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2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Capital Outlay							
Capital Outlay General Improvements	\$14,003	\$0	\$675,000	\$675,000	\$0	\$0	\$0
Capital Outlay General Improvements (I.P.)	0	0	0	0	200,000	200,000	200,000
Capital Outlay Equipment	28,308	0	3,300	3,300	0	0	0
Capital Outlay Equipment (I.P.)	0	192,600	192,600	192,600	0	0	0
Capital Outlay Infrastructure	277,482	0	0	0	0	0	0
Capital Outlay Infrastructure (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	319,793	192,600	870,900	870,900	200,000	200,000	200,000
Installment Purchase							
Installment Purchase	323,072	375,921	375,921	375,921	398,355	398,355	398,355
Subtotal Installment Purchase	323,072	375,921	375,921	375,921	398,355	398,355	398,355
Totals	2,299,714	2,443,960	3,360,966	3,317,966	2,716,762	2,529,131	2,529,131

Parks and Recreation Department - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
General Improvements at Ivey Redmon Sports Complex	Six of Ten Annual Payments	\$95,600
Fourth of July Park - Shelter Improvements	Five of Ten Annual Payments	5,600
Harmon Park - Bathroom Improvements	Five of Ten Annual Payments	16,700
Maintenance Building Fencing - Ivey Redmon Park	Five of Ten Annual Payments	3,900
Crew Cab Pickup Truck	Four of Five Annual Payments	10,300
Jacobson Truckster	Four of Five Annual Payments	6,250
Park Automatic Gate	Four of Five Annual Payments	4,400
Bobcat Overseeder Attachment	Four of Five Annual Payments	1,380
Fourth of July Park - ADA Upgrade/Replacement	Four of Five Annual Payments	44,500
Founders Park	Three of Ten Annual Payments	37,500
Lights at Ivey Redmon Athletic Sports Complex	Three of Ten Annual Payments	84,800
Compact Track Loader	Two of Five Annual Payments	15,300
Replacement All-Terrain Utility Vehicle	Two of Five Annual Payments	2,750
Mobile Stage	Two of Five Annual Payments	23,950
Dam Improvement - New Kernersville Lake	One of Five Annual Payments	45,425
Subtotal Installment Purchase		398,355
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay General Improvements (I.P.)*		
Dam Improvement - New Kernersville Lake	New Request	200,000
Subtotal Capital Outlay General Improvements (I.P.)*		200,000
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – PADDISON MEMORIAL LIBRARY

GOALS & OBJECTIVES FY 2020 – 2021

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 2020 – 2021:

1. Due to the impending reuse and repurpose of this building in the near future, the only goals are to keep existing equipment operating.

Paddison Memorial Library

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Utilities Expense	33,514	0	0	0	0	0	0
Maintenance & Repair - Buildings	9,997	0	0	0	0	0	0
Maintenance & Repair - Other Equipment	350	0	0	0	0	0	0
Departmental Supplies & Materials	6,163	0	0	0	0	0	0
Contracted Services	7,688	0	0	0	0	0	0
Insurance and Bonds	1,198	0	0	0	0	0	0
Miscellaneous Expenses	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	58,911	0	0	0	0	0	0
Capital Outlay							
Capital Outlay Buildings	0	0	0	0	0	0	0
Capital Outlay General Improvements	0	0	0	0	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
Subtotal Capital Outlay	0	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	0	0	0	0	0	0	0
Subtotal Installment Purchase	0	0	0	0	0	0	0
Totals	58,911	0	0	0	0	0	0

Paddison Memorial Library - Capital Outlay	
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Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0

* Item(s) is being paid for under installment purchase financing.

SPECIAL APPROPRIATIONS FUND

GOALS & OBJECTIVES FY 2020 – 2021

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 refunding bonds for street improvements.

Special Appropriations

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Reserve for Future Group Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Capital Reserve Fund from General Fund	40,000	264,776	264,776	264,776	0	0	0
Transfer to Capital Reserve - Cedar Knoll	0	0	0	0	0	0	0
Transfer to Capital Reserve - Caleb's Creek	230,731	0	0	0	0	0	0
Transfer to Capital Reserve - Future Transportation Project	0	0	0	0	0	0	0
Transfer to Capital Reserve - Future Fire Dept Projects	0	0	0	0	0	0	0
Transfer to Capital Reserve - Development Fee Projects	7,000	61,000	251,276	251,276	0	0	0
Transfer to Capital Reserve - Future Group Insurance Exp	0	0	0	0	0	0	0
Transfer to Capital Reserve - Utility Access Fee	0	0	0	0	0	0	0
Transfer to Capital Reserve - Future Engineering Projects	0	0	0	0	0	0	0
Transfer to Stormwater Fund for Fees	220,579	231,805	231,805	231,805	232,305	232,305	232,305
Transfer to Stormwater Fund	0	0	0	0	0	0	0
Transfer to Contributions - Recreational Projects	0	0	0	0	0	0	0
Transfer to E911 from General Fund	32,819	84,150	84,150	84,150	60,252	60,252	60,252
Transfer to E911 - Debt Service	0	0	0	0	0	0	0
Transfer to Capital Reserve - Self-Medical Loss	0	0	0	0	0	0	0
Transfer to Capital Reserve - OPEB Liability	0	50,000	50,000	50,000	50,000	50,000	50,000
Transfer to Traffic Enforcement Team	0	0	0	0	0	0	0
Transfer to Transportation - Ad Valorem Tax	0	0	0	0	0	0	0
Transfer to PS Facility CPO Fund	0	0	0	0	0	0	0
Transfer to PS Facility CPO Fund - Debt Service	0	0	0	0	0	0	0
Transfer to FD Facility CPO Fund - Debt Service	627,860	0	0	0	0	0	0
Transfer to Kerner Mill Greenway CPO	0	0	0	0	0	0	0
Transfer to D-CFBB	0	0	0	0	0	0	0
Transfer to Contributions - FD/PD Contributions	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	1,158,989	691,731	882,007	882,007	342,557	342,557	342,557
Other							
Reserve for Future Development Fee Projects	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Subtotal Other	0	0	0	0	0	0	0
Debt Service							
Street Bond Payment - Principal	405,000	405,000	405,000	405,000	405,000	405,000	405,000
Street Bond Payment - Interest	52,568	43,860	43,860	43,860	35,153	35,153	35,153
Revolving Sewer Loan - Principal	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Revolving Sewer Loan - Interest	67,760	58,080	58,080	58,080	48,400	48,400	48,400
Subtotal Debt Service	925,328	906,940	906,940	906,940	888,553	888,553	888,553
Totals	2,084,317	1,598,671	1,788,947	1,788,947	1,231,110	1,231,110	1,231,110

FORFEITURE FUND

GOALS & OBJECTIVES FY 2020 – 2021

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 Special Weapons and Tactics 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.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Enhance agency capacity and capabilities by using funds to acquire items outside the normal expected budget process of the Town.
2. Enhance officer and citizen safety by acquiring additional training and equipment.
3. Leverage resources by using funds for the matching portion of various grants.
4. Continue to support drug enforcement and education programs.
5. Support the mission of the Special Weapons and Tactics Team, Narcotics Division, and the overall mission of the Department.

[illegible]

Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
LE Forfeiture Fund - Federal Justice							
Loan for Installment Purchases	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Forfeiture Funds - Federal Justice	138,227	0	21,684	21,684	0	0	0
Restitution Payments	2,063	0	1,180	1,180	0	0	0
Interest on Investments	192	25	25	0	0	0	0
Fund Balance Appropriated	0	73,805	50,941	50,966	5,025	5,025	5,025
Fund Balance Unappropriated*	198,426	124,621	147,485	147,460	142,435	142,435	142,435
* Not included in totals							
Totals	140,482	73,830	73,830	73,830	5,025	5,025	5,025

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Law Enforcement Forfeiture Fund - Federal Justice

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Supplies & Materials	0	0	0	0	25	25	25
Uniforms and Accessories	53,436	0	0	0	0	0	0
Information & Ammo Expense	0	0	0	0	0	0	0
Employee Training	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	53,436	0	0	0	25	25	25
Capital Outlay							
Capital Outlay Improvements	0	0	0	0	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
Subtotal Capital Outlay	0	0	0	0	0	0	0
Special Appropriations							
Transfer to General Fund	0	5,000	5,000	5,000	5,000	5,000	5,000
Subtotal Special Appropriations	0	5,000	5,000	5,000	5,000	5,000	5,000
Installment Purchase							
Installment Purchase	68,824	68,830	68,830	68,830	0	0	0
Subtotal Installment Purchase	68,824	68,830	68,830	68,830	0	0	0
Totals	122,260	73,830	73,830	73,830	5,025	5,025	5,025

Law Enforcement Forfeiture Fund - Federal Justice - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

<p>Law Enforcement Forfeiture Fund - US Treasury</p>

Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
LE Forfeiture Fund - US Treasury							
Interest on Investments	\$145	\$25	\$25	\$0	\$0	\$0	\$0
Forfeiture Funds - U.S. Treasurer	0	0	0	0	0	0	0
Fund Balance Appropriated	0	192	192	217	25	25	25
Fund Balance Unappropriated*	30,115	29,923	29,923	29,898	29,898	29,873	29,873
* Not included in totals							
Totals	145	217	217	217	25	25	25

Law Enforcement Forfeiture Fund - US Treasury

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Training	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Departmental Supplies & Materials	30,202	217	217	217	0	25	25
Subtotal Operating and Maintenance	30,202	217	217	217	0	25	25
Capital Outlay							
Capital Outlay General Improvements	0	0	0	0	0	0	0
Capital Outlay Equipment	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Totals	30,202	217	217	217	0	25	25

Law Enforcement Forfeiture Fund - US Treasury - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

Law Enforcement Forfeiture Fund - State/Local
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
LE Forfeiture Fund - State/Local							
Interest on Investments	\$1	\$25	\$25	\$0	\$25	\$0	\$0
Forfeiture Funds - State/Local	0	0	0	0	0	0	0
State Unauthorized Substance Tax	16,152	0	2,015	9,102	0	0	0
Loan for Installment Purchases	0	0	0	0	0	0	0
Fund Balance Appropriated	0	10,500	8,485	1,423	0	25	25
Fund Balance Unappropriated*	33,196	22,696	24,711	31,773	31,773	31,748	31,748
* Not included in totals							
Totals	16,153	10,525	10,525	10,525	25	25	25

Law Enforcement Forfeiture Fund - State/Local

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Training	0	0	0	0	0	0	0
Travel	210	250	250	250	0	0	0
Departmental Supplies & Materials	6,548	0	0	0	25	25	25
Information and Ammo Expense	0	0	0	0	0	0	0
Transfer to General Fund - GHSP - Grant Match	0	0	0	0	0	0	0
Subtotal Operating	6,758	250	250	250	25	25	25
Capital Outlay							
Capital Outlay General Improvements	0	0	0	0	0	0	0
Capital Outlay Equipment	6,910	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	6,910	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	10,272	10,275	10,275	10,275	0	0	0
Subtotal Installment Purchase	10,272	10,275	10,275	10,275	0	0	0
Totals	23,941	10,525	10,525	10,525	25	25	25

Law Enforcement Forfeiture Fund - State and Local - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

JUSTICE ASSISTANCE GRANT

GOALS & OBJECTIVES FY 2020 – 2021

The Justice Assistance Grant (JAG) Program is administered by the Bureau of Justice Assistance (BJA), a component of the United States Department of Justice. This program 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.

Justice Assistance Grant Fund	
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Justice Assistance Grant Fund							
Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal J.A.G.	0	0	0	0	0	0	0
Federal J.A.G. - Grant	0	0	0	0	0	0	0
Transfer from Police Contributions	0	0	0	0	0	0	0
Fund Balance Appropriated	0	0	0	0	0	0	0
Fund Balance Unappropriated*	0	0	0	0	0	0	0
* Not included in totals							
Totals	0	0	0	0	0	0	0

Justice Assistance Grant

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 20-21	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Telephone & Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
Departmental Supplies & Materials - Grant	0	0	0	0	0	0	0
Transfer to General Fund - Fund Equity	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	0	0	0	0	0	0	0
Capital Outlay							
Capital Outlay Equipment	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0

CONTRIBUTIONS FUND

GOALS & OBJECTIVES FY 2020 – 2021

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 by supporting programs such as the Police Day Camp; National Night Out; Explorer's Program; Protector Fund; Teddy Bear Program; Buckle Bear and the Dog Park.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Leverage funds for the benefit of the Agency and Community.

Contributions Fund					
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Contributions Fund							
Interest on Investments	\$436	\$25	\$25	\$0	\$25	\$25	\$25
Contributions - Park Development	0	0	0	0	0	0	0
Contributions - Police Dept.	350	3,300	0	0	0	0	0
Contributions - Care for Kids	1,136	0	0	0	0	0	0
Contributions - Fire Department	70	0	2,500	3,900	0	0	0
Contributions - Earth Day	0	0	0	0	0	0	0
Contributions - Explorers Program	0	2,000	2,000	0	0	0	0
Contributions - Recreation Special Events	0	0	0	0	0	0	0
Contributions - Police Day Camp	5,440	11,000	11,000	203	11,000	11,000	11,000
Contributions - National Night Out	500	0	6,000	6,500	10,000	10,000	10,000
Contributions - Protector Program	0	0	0	0	850	850	850
Contributions - Teddy Bear	0	0	0	0	0	0	0
Contributions - Buckle Bear	1,346	1,000	1,000	170	1,000	1,000	1,000
Contributions - Shop with a Cop	0	0	4,740	4,740	4,500	4,500	4,500
Transfer from General Fund - Police Contributions	0	0	0	0	0	0	0
Transfer from General Fund - Fire Contributions	0	0	0	0	0	0	0
Transfer from General Fund - Park Development	0	0	0	0	0	0	0
Fund Balance Appropriated	0	0	5,895	17,647	0	0	0
Fund Balance Unappropriated*	88,036	88,036	82,141	70,389	70,389	70,389	70,389
* Not included in totals							
Totals	9,278	17,325	33,160	33,160	27,375	27,375	27,375

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Contributions Fund

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Departmental Supplies & Materials	\$4,765	\$25	\$25	\$25	\$0	\$0	\$0
PD Shop with a Cop Program Expenses	0	3,300	7,135	7,135	4,500	4,500	4,500
National Night Out Program Expenses	0	0	9,500	9,500	10,000	10,000	10,000
PD Explorers Program Expenses	370	2,000	2,000	2,000	0	0	0
Police Day Camp Expenses	8,837	11,000	11,000	11,000	11,000	11,000	11,000
Protector Program Expenses	0	0	0	0	850	850	850
Care for Kids Program Expenses	834	0	0	0	0	0	0
Reserve - PD Projects	0	0	0	0	0	0	0
FD Explorer Program Expenses	0	0	0	0	0	0	0
FD Buckle Bear Program Expenses	0	1,000	1,000	1,000	1,025	1,025	1,025
Earth Day Program Expenses	0	0	0	0	0	0	0
Departmental Supplies - Park Development	0	0	0	0	0	0	0
Transfer to General Fund - Fire Department	0	0	2,500	2,500	0	0	0
Subtotal Operating and Maintenance	14,807	17,325	33,160	33,160	27,375	27,375	27,375
Capital Outlay							
Capital Outlay Buildings	0	0	0	0	0	0	0
Capital Outlay Equipment - Police	0	0	0	0	0	0	0
Capital Outlay Equipment - Recreation	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Totals	14,807	17,325	33,160	33,160	27,375	27,375	27,375

E-911 FUND

GOALS & OBJECTIVES FY 2020 – 2021

The primary purpose of the E-911 fund is to support E-911 call related efforts and activities. 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. The primary goal of this fund is to process E-911 calls in the most efficient and effective manner possible.

E-911 Fund	
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
E-911 Fund							
Interest on Investments	\$491	\$25	\$25	\$25	\$25	\$25	\$25
Loan for Installment Purchases	0	0	0	0	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 Reimbursement E-911	52,465	13,209	13,209	13,209	20,563	20,563	20,563
Transfer from General Fund	32,819	84,150	84,150	84,150	60,252	60,252	60,252
Fund Balance Appropriated	0	0	0	0	0	0	0
Fund Balance Unappropriated*	57,973	57,973	57,973	57,973	57,973	57,973	57,973
* Not included in totals							
Totals	85,775	97,384	97,384	97,384	80,840	80,840	80,840

E-911

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0
Telephone & Postage	8,057	10,020	10,020	10,020	8,820	8,820	8,820
Departmental Utilities	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Maintenance & Repair - Other Equip.	55,999	56,590	56,590	56,590	28,500	28,500	28,500
Departmental Supplies & Materials	0	615	615	615	1,520	1,520	1,520
E-911 Equipment Lease	2,614	30,159	30,159	30,159	42,000	42,000	42,000
Mapping & GIS Expense	0	0	0	0	0	0	0
Subtotal Operating and Maintenance	73,670	97,384	97,384	97,384	80,840	80,840	80,840
Capital Outlay							
Capital Outlay General Improvements	0	0	0	0	0	0	0
Capital Outlay Equipment (I.P.)	0	0	0	0	0	0	0
Subtotal Capital Outlay	0	0	0	0	0	0	0
Installment Purchase							
Installment Purchase	0	0	0	0	0	0	0
Subtotal Installment Purchase	0	0	0	0	0	0	0
Totals	73,670	97,384	97,384	97,384	80,840	80,840	80,840

E911 - Capital Outlay		
Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

WORKERS' COMPENSATION SELF-INSURANCE FUND

GOALS & OBJECTIVES FY 2020 – 2021

The mission of the Human Resources Department is to provide effective Human Resource, Safety, and Risk Management through creation, by development and implementation of policies, programs, and services which contribute to the attainment of management and employee goals.

The Town established this self-insurance fund in Fiscal Year 2000-2001 to provide quality and cost effective medical care for employees with compensable workplace injuries. Utilizing this fund for Workers' Compensation administration ensures an overall savings to the Town and avoids the need to purchase insurance coverage with higher annual premiums. Ongoing training efforts and injury review, along with departmental focus on safety, enables the Town to minimize excessive cost against this fund.

Workers' Compensation Self-Insurance Fund

Revenues Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Workers' Compensation Self-Insurance Fund							
Interest on Investments	\$23,292	\$7,500	\$7,500	\$7,500	\$10,000	\$10,000	\$10,000
Charges for Services	303,932	290,397	290,397	290,397	300,295	300,295	300,295
Fund Balance Appropriated	0	0	0	0	0	0	0
Fund Balance Unappropriated*	1,105,055	1,105,055	1,105,055	1,122,222	1,122,222	1,122,222	1,122,222
* Not included in totals							
Totals	327,224	297,897	297,897	297,897	310,295	310,295	310,295

Workers' Compensation Self-Insurance Fund

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Workers' Compensation Claims/Services	\$148,690	\$225,000	\$225,000	\$225,000	\$230,000	\$230,000	\$230,000
Stop Loss Insurance	63,397	63,397	63,397	63,397	70,345	70,345	70,345
Subtotal Personnel	212,087	288,397	288,397	288,397	300,345	300,345	300,345
Operating and Maintenance							
Professional Services	9,500	9,500	9,500	9,500	9,950	9,950	9,950
Increase in Reserves	-55,845	0	0	0	0	0	0
Subtotal Operating and Maintenance	-46,345	9,500	9,500	9,500	9,950	9,950	9,950
Special Appropriations							
Increase in Reserves	0	0	0	0	0	0	0
Subtotal Special Appropriations	0	0	0	0	0	0	0
Totals	165,742	297,897	297,897	297,897	310,295	310,295	310,295

STORMWATER ENTERPRISE FUND

GOALS & OBJECTIVES FY 2020 – 2021

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 2020 – 2021:

1. Continue to evaluate corrugated metal crossline pipes 24” and larger. This will be performed in conjunction with the survey being conducted by the Streets Division.
2. Evaluate riparian buffers to insure compliance with regulations.
3. Map and inspect major outfalls within Reedy Fork Watershed.
4. Complete phase II in the Corjon Study Area, which includes Thomas Drake and Kensal Green culverts.

<p align="center">Stormwater Enterprise Fund</p>	
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Stormwater Enterprise Fund							
Loan for Installment Purchases	\$365,000	\$60,100	\$60,100	\$60,100	\$0	\$0	\$0
NCDCR Clean Water Trust Fund	0	0	0	0	0	0	0
Due from NCDEQ Grant	0	0	0	42,925	0	0	0
NC Division of Water Resource Grant	0	0	0	0	0	0	0
Interest on Escrow	192	0	0	11	0	0	0
Interest on Investments	30,141	500	500	7,900	7,900	7,900	7,900
Interest and Penalties	7,428	3,000	3,000	3,000	3,000	1,500	1,500
Stormwater Fees	1,107,405	1,144,133	1,144,133	1,144,133	1,180,742	1,180,742	1,180,742
Medical Loss Rebate	0	0	0	0	0	0	0
Transfer from General Fund - Stormwater Fees	220,579	231,805	231,805	231,805	232,305	232,305	232,305
Fund Balance Appropriated	0	370,853	556,068	505,732	272,105	271,791	271,791
Fund Balance Unappropriated*	1,450,289	1,079,436	894,221	944,557	672,452	672,766	672,766
* Not included in totals							
Totals	1,730,745	1,810,391	1,995,606	1,995,606	1,696,052	1,694,238	1,694,238

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Stormwater Enterprise Fund

Expenditures Detailed

2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Personnel & Professional							
Salaries & Wages - Regular	\$458,733	\$472,405	\$472,405	\$472,405	\$497,194	\$497,194	\$497,194
Salaries & Wages - Temp/PT	7,200	0	0	0	7,200	7,200	7,200
Salaries & Wages - Overtime	8,000	8,000	8,000	8,000	8,000	8,000	8,000
FICA Tax Expenses	35,776	36,776	36,776	36,776	39,228	39,228	39,228
Group Insurance Expenses	94,351	103,839	103,839	103,839	101,861	101,861	101,861
Retirees Insurance Expense	0	0	0	0	6,864	6,864	6,864
Retirement Expense - Regular	35,661	42,997	42,997	42,997	51,278	51,278	51,278
Employee Appreciation	315	315	315	315	385	385	385
Retirement Expense - 401K	9,203	9,609	9,609	9,609	10,104	10,104	10,104
Employee Training	4,000	4,000	4,000	4,000	5,275	5,275	5,275
Subtotal Personnel	653,239	677,941	677,941	677,941	727,389	727,389	727,389
Operating and Maintenance							
Professional Services	175,500	90,000	102,000	102,000	55,600	55,600	55,600
Stormwater Fees Expense	19,500	0	0	0	0	0	0
Telephone & Postage	5,900	5,400	5,400	5,400	6,100	6,100	6,100
Printing	10,600	10,600	10,600	10,600	10,600	10,600	10,600
Departmental Utilities	0	0	0	0	0	0	0
Travel	3,556	4,600	4,600	4,600	4,006	4,006	4,006
Maintenance Repair - Other Equipment	2,000	2,000	2,000	2,000	0	0	0
Maintenance Repair - Storm Drains	102,000	70,000	70,000	70,000	70,000	70,000	70,000
Software Maintenance Fees	3,049	0	0	0	0	0	0
Building and Equipment Rental	60,000	40,000	40,000	40,000	40,000	40,000	40,000
Advertising	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Office Supplies	3,250	3,250	3,250	3,250	2,500	2,500	2,500
Departmental Supplies & Materials	37,500	34,500	34,500	34,500	34,500	34,500	34,500
Departmental Supplies & Materials - Sanitation	10,000	15,000	15,000	15,000	15,000	15,000	15,000
Departmental Supplies & Materials - Streets	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Street Supplies & Materials	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Diesel Fuel - Central Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Parts & Accessories - Central Maintenance	15,000	5,000	5,000	5,000	5,000	5,000	5,000
Uniforms	1,000	2,000	2,000	2,000	2,000	2,000	2,000
Equipment Lease Expense	5,000	2,500	2,500	2,500	2,500	2,500	2,500
Contracted Services - Software	6,900	6,900	6,900	6,900	5,500	5,500	5,500
Contracted Services	425,620	407,800	372,885	372,885	484,545	484,545	484,545
Contracted Services - Beeson Creek	753,000	130,000	301,130	301,130	0	0	0
Contracted Services - Bioretention (PS Building)	38,000	0	0	0	0	0	0
Software License & Renewal	3,274	3,274	3,274	3,274	0	0	0
Dues and Subscriptions	3,638	4,288	4,288	4,288	7,288	7,288	7,288
Insurance and Bonds	42,134	43,856	43,856	43,856	32,600	32,600	32,600
A/P Holding Expense	0	0	0	0	0	0	0
Miscellaneous Expenses	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Subtotal Operating and Maintenance	1,750,921	905,468	1,053,683	1,053,683	802,239	802,239	802,239
Capital Outlay							
Capital Outlay Equipment	233,731	0	37,000	37,000	0	0	0
Capital Outlay Equipment (I.P.)	365,000	60,100	60,100	60,100	0	0	0
Subtotal Capital Outlay	598,731	60,100	97,100	97,100	0	0	0
Installment Purchase							
Installment Purchase	204,822	166,882	166,882	166,882	164,610	164,610	164,610
Subtotal Installment Purchase	204,822	166,882	166,882	166,882	164,610	164,610	164,610
Full-Time Positions - 11							
Part-Time Positions - 0							
Totals	3,207,713	1,810,391	1,995,606	1,995,606	1,694,238	1,694,238	1,694,238

Public Services Department - Stormwater Division - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Skid Steer Loader	Five of Five Annual Payments	\$15,535
Swapbody Truck w/Attachments	Five of Five Annual Payments	29,000
Swapbody Dump Bed	Five of Five Annual Payments	3,110
Swapbody Water Tank	Five of Five Annual Payments	4,145
Swapbody Dump Flat Bed	Five of Five Annual Payments	3,110
Leaf Vacuum	Five of Five Annual Payments	17,610
Two (2) Utility Vehicles	Three of Five Annual Payments	17,300
One (1) Automated Yard Waste Truck	Three of Five Annual Payments	61,700
1/2 Ton Truck	Two of Five Annual Payments	7,200
All-Terrain Vehicle	Two of Five Annual Payments	5,900
Subtotal Installment Purchase		164,610
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

OCCUPANCY TAX FUND

GOALS & OBJECTIVES FY 2020 – 2021

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:

1. 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.

2. 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.

Goals and Objectives for Fiscal Year 2020 – 2021:

We will continue to disperse these funds to the agencies that promote tourism and economic development. Funding this year will be allocated to the Chamber of Commerce, Paul J. Ciener Botanical Gardens, Korner’s Folly, and the Parks and Recreation Department.

Occupancy Tax Fund	
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<p align="center">Revenues Detailed 2020-21 Annual Budget</p>	
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Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Occupancy Tax Fund							
Interest Earned on Investments	\$1,523	\$500	\$500	\$700	\$500	\$500	\$500
Occupancy Tax Proceeds	173,887	140,000	140,000	138,000	141,500	120,366	120,366
Fund Balance Appropriated	0	50,000	50,000	51,800	39,634	39,634	39,634
Fund Balance Unappropriated*	92,934	42,934	42,934	41,134	1,500	1,500	1,500
* Not included in totals							
Totals	175,410	190,500	190,500	190,500	181,634	160,500	160,500

Occupancy Tax Fund	
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Expenditures Detailed	
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2020-21 Annual Budget

[illegible]

FIRE RESCUE DEPARTMENT – CAPITAL ORDINANCE FUND

GOALS & OBJECTIVES FY 2020 – 2021

The Fire Department Facility Capital Project Ordinance was created by the need to establish a permanent location for Fire Station 42 that has been “temporarily” housed at 1385 South Park Drive since 1977.

The new Fire Station 42 is strategically located and provide a modern facility to support the operational and training needs of the Fire and Rescue Department and better serve the citizens and businesses of the Town of Kernersville.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. The new Fire Station 42 facility was completed in December 2019.

Fire Department Facility Capital Project Ordinance Fund

Revenues Detailed

2019-20 Annual Budget

Classification	Original Approved FY 16-17	Revised Life to Date FY 19-20	Actual Life to Date FY 19-20	Estimated Life to Date FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Fire Department Facility CPO Fund							
Installment Purchase Loan Proceeds	\$6,200,000	\$6,900,000	\$6,900,000	\$6,900,000	\$0	\$0	\$0
Interest on Investments	0	1,241	1,342	1,342	0	0	0
Interest on Escrow	0	632	632	632	0	0	0
Contributions - Fire Department Facility	0	25,000	25,000	25,000	0	0	0
Transfer from General Fund	530,875	1,158,735	1,158,735	1,158,735	0	0	0
Fund Balance Appropriated	0	0	0	0	0	0	0
Fund Balance Unappropriated*	0	0	334,652	334,652	0	0	0
<p style="text-align: center;">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>							
* Not included in totals							
Totals	6,730,875	8,085,608	8,085,709	8,085,709	0	0	0

Fire Department Facility - Capital Project Ordinance

Expenditures Detailed	
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2020-21 Annual Budget

[illegible]

Fire Department Facility - Capital Project Ordinance - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

PUBLIC SERVICES – KERNER MILL GREENWAY CAPITAL ORDINANCE FUND

GOALS & OBJECTIVES FY 2020 – 2021

The Kerner Mill Greenway Capital Project Ordinance was created to fund the design and construction of Phase I of the Kerner Mill Greenway.

Goals and Objectives for Fiscal Year 2020 – 2021:

1. Obtain approval from the North Carolina Department of Transportation (NCDOT) to proceed with project.
2. Continue construction through this fiscal year.

Public Services Facility - Capital Project Ordinance

Revenues Detailed

2019-20 Annual Budget

Classification	Original Approved FY 07-08	Revised Life to Date FY 19-20	Actual Life to Date FY 19-20	Estimated Life to Date FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Public Services Facility CPO Fund							
IP Loan Proceeds	\$0	\$5,130,000	\$5,130,000	\$0	\$0	\$0	\$0
Interest on Investments	0	33,676	34,998	34,998	0	0	0
Interest on Escrow	0	0	396	396	0	0	0
Trans. from General Fund	0	1,114,426	1,114,426	1,114,126	0	0	0
Trans. from Stormwater Fund	0	405,000	405,000	405,000	0	0	0
Fund Balance Appropriated	0	11,230	0	0	0	0	0
Fund Balance Unappropriated*	0	0	0	0	0	0	0
<p style="text-align: center;">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>							
<p>* Not included in totals</p>							
Totals	0	6,694,332	6,684,820	1,554,520	0	0	0

Kerner Mill Creek Greenway Capital Project Ordinance

Expenditures Detailed

2020-21 Annual Budget

Classification	Original Approved FY 11-12	Revised Life to Date FY 19-20	Actual Life to Date FY 19-20	Estimated Life to Date FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Operating and Maintenance							
Professional Services	\$130,000	\$270,063	\$242,201	\$242,201	\$0	\$0	\$0
Printing	300	300	0	0	0	0	0
Advertising	600	600	0	0	0	0	0
Contracted Services	15,000	15,000	5,950	5,950	0	0	0
Subtotal Operating	145,900	285,963	248,151	248,151	0	0	0
Capital Outlay							
Capital Outlay Land	33,333	117,333	84,730	84,730	0	0	0
Capital Outlay Infrastructure	1,345,573	1,236,573	1,750	1,750	0	0	0
Subtotal Capital Outlay	1,378,906	1,353,906	86,480	86,480	0	0	0
Interfund Transfers							
Transfer to General Fund - Project Loan	0	105,000	0	0	0	0	0
Transfer to General Fund - Project Labor	104,000	104,000	104,000	104,000	0	0	0
Subtotal Interfund Transfers	104,000	209,000	104,000	104,000	0	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.							
Totals	1,628,806	1,848,869	438,632	438,632	0	0	0

Kerner Mill Creek Greenway Capital Project Ordinance - Capital Outlay

Item	Remarks	Item or Project Cost
Installment Purchase		
Subtotal Installment Purchase		0
Capital Outlay Land (I.P.)*		
Subtotal Capital Outlay Land (I.P.)*		0
Capital Outlay Buildings		
Subtotal Capital Outlay Buildings		0
Capital Outlay Equipment (I.P.)*		
Subtotal Capital Outlay Equipment (I.P.)*		0
* Item(s) is being paid for under installment purchase financing.		

CAPITAL RESERVE FUND

GOALS & OBJECTIVES FY 2020 – 2021

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	
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Revenues Detailed	
2020-21 Annual Budget	

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Capital Reserve Fund							
Interest Earned on Investments	\$40,328	\$10,000	\$12,070	\$12,070	\$10,000	\$10,000	\$10,000
Transfer from General Fund	0	0	16,350	16,350	0	0	0
Transfer from General Fund - Transportation Projects	0	0	0	0	0	0	0
Transfer from General Fund - Development Fee	0	0	0	0	0	0	0
Transfer from General Fund - Dev. Fee - Cedar Knoll	0	0	0	0	0	0	0
Transfer from General Fund - Durham Street Project	0	0	0	0	0	0	0
Transfer from General Fund - OPEB Liability	0	50,000	50,000	50,000	0	0	0
Transfer from General Fund - Caleb's Creek Rec	27,806	32,206	19,648	19,648	0	0	0
Transfer from General Fund - Caleb's Creek Road	67,642	78,444	49,926	49,926	0	0	0
Transfer from General Fund - Caleb's Creek Sewer	135,283	154,125	99,852	99,852	0	0	0
Transfer from General Fund - PM Dev. Rec Fees	7,000	61,000	4,500	4,500	0	0	0
Transfer from Stormwater Fund - Group Insurance	0	0	0	0	0	0	0
Fund Balance Appropriated	0	646,741	1,011,378	75,344	938,104	938,104	938,104
Fund Balance Unappropriated*	1,013,448	366,707	2,070	938,104	0	0	0
Totals	278,059	1,032,516	1,263,724	327,690	948,104	948,104	948,104

Capital Reserve Fund	
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Expenditures Detailed	
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2020-21 Annual Budget

Classification	Actual FY 18-19	Approved FY 19-20	Revised FY 19-20	Estimated FY 19-20	Dept'al Request FY 20-21	Manager Recom. FY 20-21	Board Approved FY 20-21
Capital Reserve Fund							
Reserved for Future Development Fee Projects	\$0	\$171,902	\$0	\$0	\$0	\$0	\$0
Reserved for Future Group Insurance Expense	0	1,632	1,632	1,632	1,632	1,632	1,632
Reserved for Future OPEB	0	50,000	50,000	50,000	50,000	50,000	50,000
Reserved for Fire Department Projects	0	65,000	65,000	65,000	65,000	65,000	65,000
Reserved for Future PM Development Projects	0	120,750	64,250	64,250	64,250	64,250	64,250
Reserved for Future Project - Durham Street	0	141,648	0	0	0	0	0
Reserved for Future Project - Cedar Knolls Project	0	0	0	0	0	0	0
Reserved for Caleb's Creek Projects	0	0	0	0	0	0	0
Reserved for Caleb's Creek - Recreation Fees	0	105,563	93,005	93,005	93,005	93,005	93,005
Reserved for Caleb's Creek - Road Fees	0	211,896	199,728	199,728	199,728	199,728	199,728
Reserved for Caleb's Creek - Sewer Fees	0	154,125	464,489	464,489	464,489	464,489	464,489
Reserved for Transportation Projects	0	0	0	0	0	0	0
Transfer to General Fund - Interest	40,328	10,000	10,000	12,070	12,070	10,000	10,000
Transfer to General Fund	0	0	313,550	313,550	0	0	0
Transfer to General Fund - S Main / Old Winston Rd	800,608	0	0	0	0	0	0
Transfer to General Fund - Cedar Knolls Project	123,509	0	0	0	0	0	0
Transfer to General Fund - Caleb's Creek	50,000	0	0	0	0	0	0
Transfer to General Fund - Transportation Projects	0	0	0	0	0	0	0
Totals	1,014,445	1,032,516	1,261,654	1,263,724	950,174	948,104	948,104

ORDINANCE NO. O-2020-16
AN ORDINANCE MAKING APPROPRIATIONS FOR THE OVERALL OPERATIONS
OF THE TOWN OF KERNERSVILLE FOR THE YEAR JULY 1, 2020
THROUGH JUNE 30, 2021

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 2020-2021 from the Town Manager, and

WHEREAS, after a Public Hearing and deliberations 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

Ad Valorem Taxes	18,081,762
Other Taxes & Fees	124,300
Unrestricted Intergovernmental Revenue	8,368,195
Restricted Intergovernmental Revenue	1,772,210
Penalty and Interest	183,500
Other Revenues	100,100
Functionally Related Revenues	2,844,962
Operating Grants/Contributions	1,529,902
Interfund Transfers	85,500
<u>Fund Balance Appropriated</u>	<u>500,000</u>
Total Anticipated Revenues	33,590,431

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

General Fund

Governing Body	894,606
Administrative Department	390,203
Inspections Permits & Enforcement (Division of Community Development)	550,201
Finance Department	1,000,747
Information Technology Department	713,666
Planning and Zoning (Division of Community Development)	445,297
Human Resources Department	485,171
Police Department	9,209,924
Fire Department	7,461,726
Engineering Department	999,687
Street (Division of Public Services)	1,989,707
Solid Waste (Division of Public Services)	2,229,171
Recreation and Parks Department	2,529,131
General Services Department	1,399,441
Special Appropriations Department	1,231,110
Public Services Administration	484,218
<u>Central Maintenance (Division of Public Services)</u>	<u>1,576,425</u>
Total	33,590,431

Section 3. That there is hereby levied a tax rate of fifty-seven cents (\$0.57) 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 \$2,896,902,740. and an estimated collection rate of 99.79% through June 30, 2021.

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

Other Revenue	0
Fund Balance Appropriated	5,075
Total Anticipated Revenues	5,075

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

Transfer to General Fund	5,000
Law Enforcement Forfeiture Funds Expenses	75
Total	5,075

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

Other Revenue	25
Contributions	27,350
Fund Balance Appropriated	0
Total Anticipated Revenues	27,375

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

Contribution Fund Expenses	27,375
Total	27,375

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

Other Revenue	25
Forsyth County Reimb. E-911	20,563
Transfer from General Fund	60,252
Fund Balance Appropriated	0
Total Anticipated Revenues	80,840

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

E-911 Expenses	80,840
Total	80,840

Section 7. That a Workers' Compensation Self-Insurance Fund be established with anticipated

Other Revenue	10,000
Charges for Services	300,295
Total Anticipated Revenues	310,295

The expenditures for the Workers' Compensation Self-Insurance Fund shall be authorized as follows:

Workers' Compensation Self-Insurance Expenses	310,295
Total	310,295

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

Other Revenues	9,400
Stormwater Fees	1,180,742
Due/fr General Fund - Town's Stormwater Fees	232,305
Fund Balance Appropriated	271,791
Total Anticipated Revenues	1,694,238

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

Stormwater Enterprise Fund Expenses	1,694,238
Total	1,694,238

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

Other Revenues	500
Occupancy Tax Revenue	120,366
Fund Balance Appropriated	39,634
Total Anticipated Revenues	160,500

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

Occupancy Tax Fund Expenses	92,500
Transfer to General Fund - Recreation	68,000
Total	160,500

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

Other Revenues	10,000
Transfer from General Fund-OPEB Liability	0
Transfer from General Fund-Rec Fees (Calebs Creek)	0
Transfer from General Fund-Road Fees (Calebs Creek)	0
Transfer from General Fund-Sewer Fees (Calebs Creek)	0
Transfer from General Fund-PM Development Fees	0

Fund Balance Approp.	938,104
Total Anticipated Revenues	948,104

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

Reserve for Future Development Fee Projects	0
Reserve for Future Group Insurance Expense	1,632
Reserved for Future OBEB	50,000
Reserved for Fire Department	65,000
Reserved for PM Development Projects	64,250
Reserved for Calebs Creek - Recreation Fees	93,005
Reserved for Calebs Creek - Road Fees	199,728
Reserved for Calebs Creek - Sewer Fees	464,489
Reserved for Future Project - Durham Street	0
Transfer to General Fund- Interest on investments	10,000
Total	948,104

Section 11. That the Schedule of Fees and Charges be adopted for fiscal year 2020-21 in accordance with Exhibit A attached and made a part of this Ordinance.

Section 12. 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 13. 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 14. 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 15. That within funds appropriated a two percent (2.00%) 401-K contribution has been allocated for regular employees.

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 4th day of June, 2020.

Attest:



Keith Hooker, Town Clerk


Dawn H. Morgan, Mayor



Schedule of Fees

July 1, 2020

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.

Administration, Finance, and All Departments

Agenda Sunshine List

Notice of Special Meetings (Fee set by State Law)	\$10.00 / Annually
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Auto License Tax

	\$5.00 / Per Vehicle
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CD

Per Burned Copy of CD	\$1.00 / Per Copy
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Checks

Returned	\$25.00 / Processing Fee
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Code of Ordinances

Supplement Service	\$50.00 / Annually
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Code of Ordinances

With Notebook	\$100.00 / Per Copy
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Documents, Reprints etc.

8.5" x 11 and 8.5" x 14" - Black & White	\$0.15 / Per Page
8.5" x 11 and 8.5" x 14" - Color	\$0.25 / Per Page
11" x 17" - Black & White	\$0.20 / Per Page
11" x 17" - Color	\$0.30 / Per Page

Handicapped Parking

Sign and Sticker	\$45.00 / Per Sign & Sticker
Sign Only	\$35.00 / Per Sign
Van Accessible Sign Only	\$20.00 / Per Sign
Sticker for Fine Increase (Includes \$250 Sticker Only)	\$5.00 / Per Sticker

Notary Service (Fee set by State Law)

	\$5.00 / Per Notary
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Peddling Sales Permit

6 month period	\$50.00 / Per Permit
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Recycling Fee

Includes magazines, junk mail, and pasteboard	\$52.00 / Annually
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Solid Waste Bill

	\$10.00 / Per Late Fee
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Street & Alley Closing

	\$1,250.00 / Per Application
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Taxi Franchise & Driver

Taxi Franchise Application Fee	\$50.00 / Per Application
Taxi Franchise Renewal Fee	\$50.00 / Per Renewal
Initial Driver Permit Fee	\$15.00 / Per Permit
Renewal Fee	\$15.00 / Per Renewal

Community Development Department Fees

*Technology Fee of 8.62% may apply to cover the cost of ViewPoint Permit Software Maintenance**

Board of Adjustment Appeals

Initial Appeal	\$256.00 / Per Initial Appeal
Rehearing Appeal	\$256.00 / Per Rehearing Appeal

Communication Towers Permit

\$3,842.00 / Per Permit

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 and applicable Inspection Fees are a separate fee.

Community Development Subdivision Fees

Exempt - Subdivisions/Staff Approval	\$128.00 / Per Fee
Final Plat - Major	\$256.00 / Per Fee
Final Plat - Minor	\$128.00 / Per Fee
Preliminary Approval - Extension	\$128.00 / Per Fee
Preliminary Subdivision - Minimum (No Maximum)	\$384.00 / Per Fee
Preliminary Subdivision - Per Lot	\$38.00 / Per Lot
<i>Preliminary Subdivision (Single Family)</i>	\$30.00 / Per Lot + Engineering Fee *
<i>Preliminary Subdivision (Multi-Family)</i>	\$20.00 / Per Unit + Engineering Fee *
<i>Non-Residential Site Plans</i>	\$25.00 / Per 500 SF + Engineering Fee *

Copier Prints

36" x any length - Roll Feed	\$1.93 / Per Foot
36" x any length - Vellum	\$2.56 / Per Foot
18" x 24"	\$3.84 / Each
24" x 36"	\$3.84 / Each

Plan Review

By Planning Board	\$641.00 / Per Review
Public Plans	\$0.00 / No Fee
Staff Changes or Minor Changes - New Plan & Review - Non Board of Adjustment	\$160.00* / Per Review

Postage & Mailing Charges

\$8.00 / Per Charge

Rezoning Fees

Adjoining Property Owner Letters	\$12.00 / Per Fee
General Use District Rezoning	\$884.00 / Per Fee
Re-Advertising	\$304.00 / Per Re-Advertising

Rezoning Signs

First Sign	\$0.00 / No Fee
Additional Signs	\$65.00 / Per Sign After 1st

Special Use Permits

Less than 1.5 acres - Non Board of Adjustment	\$1,280.00 / Per Permit
Greater than 1.5 acres - Non Board of Adjustment	\$1,602.00 / Per Permit
High Density Project - Non Board of Adjustment	\$1,602.00 / Per Permit
Road Improve/Dedication Review - Non Board of Adjustment	\$1,921.00 / Per Permit
Road Improve/Dedication Review - Non Board of Adjustment - No Research	\$65.00* / Per Permit

Special Use Permits by Board of Adjustment

Special Use Permits - Board of Adjustment - Non-Residential	\$641.00 / Per Permit
Special Use Permits - By Board of Adjustment - Residential	\$256.00 / Per Permit
Special Use Permits - By Board of Adjustment - High Density Project	\$961.00 / Per Permit
Variances	\$320.00

Community Development Department Fees

Special Use District

Add a Use or Site Change requiring Community Development Department	\$884.00 / Review Only
Industrial, Commercial, Multifamily, PRD, Manufactured Housing Districts	
<i>Less than 1.5 acres</i>	\$1,391.00 / Per Fee
<i>Greater than 1.5 acres</i>	\$1,713.00 / Per Fee
<i>High Density Project</i>	\$2,032.00 / Per Fee
<i>Road Improvements / Dedication Reviews</i>	\$2,032.00 / Per Fee
<i>II Phase Zoning: Final Development Plan Review</i>	\$833.00 / Per Fee
<i>II Phase Zoning: Final Development Plan Review - High Density Project</i>	\$1,602.00 / Per Fee
Residential Single Family excluding PRD	
<i>Less than 1.5 acres</i>	\$495.00 / Per Fee
<i>Greater than 1.5 acres</i>	\$1,264.00 / Per Fee
<i>Greater than 5 acres - With Road Improvements / Dedication Reviews</i>	\$2,032.00 / Per Fee

Vested Rights

Existing Development Application	\$641.00 / Per Review
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INSPECTION FEES

Building Fees

Accessory Structure Permit ²	\$144.00 (Plus \$87.00 per P, M, E trade)
<i>2 - Carports, patio covers, screened porch, decks, docks, open porches, workshops, storage buildings, pump houses 575 sf and below.</i>	
Basic Building Permit ¹	\$87.00 / Per Fee
<i>1 - Non-area based permits, commercial re-roof, construction trailers, marquees, canopies, fixed awnings</i>	
Cell Tower - New	\$348.00 / Per Fee
Cell Tower - Equipment Additions or Upgrades	\$174.00 / Per Fee
Daycare/Group Homes	\$144.00 / Per Fee
Expired Permit Renewal	Full Cost
Demolition - Permit Fee	\$57.00 / Per Permit
Foundation Only - Permit Fee	25% of total / Per Permit
Mobile Home - Single Wide	\$262.00 (Includes P,M,E)
Mobile Home - Double / Triple Wide	\$349.00 (Includes P,M,E)
Modular Homes and House Relocations	\$262.00 (Plus \$87.00 per P, M, E trade)
Reinspection ⁸	\$50.00 / Per Re-Inspection
<i>8 - Each inspection type per permit will be granted one fail. If a second fail occurs, a \$50 reinspection fee will be charged.</i>	
Solar Panels	\$174.00 Up to 24 panels
Solar Panels - Additional	\$10.00 Per Panel After 24 Panels
Stop Work Order	\$280.00 / Per Fee
Swimming Pool - Above Ground	\$144.00 / Per Fee
Swimming Pool - In-Ground	\$230.00 / Per Fee
Work Prior to Permit Issuance	Double Fee

Electrical Fees

Basic Electrical Permit ⁵	\$87.00 / Per Fee
<i>5 - Lighted signs, cell tower-co locate, low voltage, residential service change/relocation/reconnect, service pole with disconnect and meter base.</i>	
Commercial Service - Change, Relocation, Reconnect Fee	\$155.00 / Per Fee
Generators	\$174.00 / Residential - Includes Mechanical
Solar Panel	\$174.00 / Includes Building
Temporary Power	\$105.00 / Per Fee

Community Development Department Fees

Mechanical Fees

Basic Mechanical Permit ⁴	\$87.00 / Per Fee
<i>4 - Replacement of the following (electrical included): furnace, boiler, air handler, duct heater, ductwork, fireplace, woodstove, conversion burner, automatic flue damper, swimming pool heater, misc. Basic permit also covers hood and duct systems and spray booths.</i>	
Mechanical Unit Change Out - 1st Unit	\$87.00 / Per Fee
Mechanical Unit Change Out - Each Additional Unit	\$50.00 / Per Fee
Refrigeration System - 1st Unit	\$87.00 / Per Fee
Refrigeration System - Each Additional System	\$50.00 / Per Fee
Generators - Residential (Includes Electrical)	\$174.00 / Per Fee
Exhaust System - 0-3,000 CFM	\$175.00 / Per Fee
Exhaust System - 3,001-5,000 CFM	\$210.00 / Per Fee
Exhaust System - 5,001+ CFM	\$696.00 / Per Fee

Sign Fees

Basic Sign Permit ⁷ - 1st Sign	\$57.00 / Per Initial (1st) Sign
<i>7- Non-lighted ground, wall, projecting, or panel change-outs.</i>	
Lighted Sign Permit - 1st Sign	\$114.00 / Per Initial (1st) Lighted Sign
Each Additional Sign	\$10.00 / Per Additional Sign
Sign Review	\$436.00 / Off-Premise
Late Fee	\$114.00 / Per Late Fee

Plumbing Fees

Basic Plumbing Permit ³	\$87.00 / Per Fee
<i>3 - Water heater replacement (gas, electric, tankless), grease traps, pumps, sump pumps, sewer lines, replacement fixtures, misc.</i>	

Zoning Fees

Basic Zoning Permit ⁶	\$57.00 / Per Fee
<i>6 - Swimming pools, residential additions, single family residential reviews, accessory building reviews, zoning permits (without required inspection, change of use permits require additional building inspection), home occupation reviews, zoning letters, DMV and ABC letters.</i>	
Change of Use	\$87.00 / Per Fee
Late Fee	\$114.00 / Per Fee

PERMIT FEES

Commercial Construction Permit

New Structure	
<i>ICC table value x square feet x 0.0045 for area less than or equal to 10,000 sf + value x 0.001 for any area greater than 10,000 sf. + Add-Ons</i>	
Addition	
<i>ICC table value x square feet x 0.0045 for area less than or equal to 10,000 sf + value x 0.001 for any area greater than 10,000 sf. + Add-Ons</i>	
Upfit - (Area-Based Alteration)	
<i>ICC table value x square feet x 0.0045 for area less than or equal to 10,000 sf + value x 0.001 for any area greater than 10,000 sf. x 50% + Add-Ons</i>	
Non-Area Based Alteration	\$87.00 / Per trade (B, P, M, E)

Commercial Construction Permit Add-Ons (if applicable to project)

Driveway Permit	\$55.00 / Per Fee
Fireplace	\$87.00 / Per Fee
Site Plumbing	\$87.00 / Per Fee
Hood	\$87.00 / Per Fee
Refrigeration	\$87.00 / Per Fee
Low Voltage	\$87.00 / Per Fee
Construction Trailer	\$87.00 / Per Fee
Temp Power	\$105.00 / Per Fee

Community Development Department Fees

Driveway Permits

Single Family Residential (Driveway Apron) - Inspection Required	\$45.00 / Per Permit
All Other Accesses - Inspection Required	\$55.00 / Per Permit

Fire Department - Applicable to All New Structures, Additions, and Upfits

\$50.00 / Plus (square feet x 0.03)

Green Building Permits

Geothermal Heat Pumps - Existing Structures

Mechanical Fee **50% Rebate / \$25 value**

Electrical Fee **50% Rebate / \$25 value**

Gray/Rain Water Collection for Flushing Fixtures - Existing Structures

Plumbing Fee **50% Rebate / \$40 value**

Green Building Rebates

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.

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 Healthy Built 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**

Building Fee **50% Rebate / \$40 value**

Solar Hot Water Heating - Existing Structures

Electrical Fee **50% Rebate / \$25 value**

Plumbing Fee **50% Rebate / \$25 value**

Building Fee **50% Rebate / \$40 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)**

Residential Construction Permit

New Single Family

ICC table value x square feet x 0.0045 for area less than or equal to 2,000 sf + value x 0.001 for any area greater than 2,000 sf. + Add-Ons

Addition

ICC table value x square feet x 0.0045 for area less than or equal to 2,000 sf + value x 0.001 for any area greater than 2,000 sf. + Add-Ons

Garages, Workshops, Storage Buildings

575 square feet and above

ICC table value x square feet x 0.0045 for area less than or equal to 2,000 sf + value x 0.001 for any area greater than 2,000 sf. + Add-Ons

New Apartment

ICC table value x square feet x 0.0045 for area less than or equal to 15,000 sf + value x 0.001 for any area greater than 15,000 sf. + Add-Ons

Upfit

\$87.00 / Per trade (B, P, M, E)

Community Development Department Fees

Residential Construction Permit Add-Ons (if applicable to project)

Driveway Permit	\$45.00 / Per Fee
Fireplace	\$87.00 / Per Fee
Temp Power	\$105.00 / Per Fee
Zoning Review - Applicable to All New Residential Projects	\$57.00 / Per Fee
NC Homeowner Recovery Fee - Applicable to All New Residential Projects	\$10.00 / Per Fee

Zoning Review - Applicable to All New Structures & Additions

Less than 10,000 sf	\$100.00 / Per Fee
10,000 to 20,000 sf	\$200.00 / Per Fee
Greater than 20,000 sf	\$300.00 / Per Fee
For Upfits	TBD / Half cost of new

Engineering Division Fees

Engineering Site Plan Review

Less than 1 Acre	\$150.00 / Per Review
Between 1 and 5 Acres	\$300.00 / Per Review
Between 1 and 5 Acres (Without Infrastructure)	\$150.00* / Per Review
Greater than 5 Acres	\$500.00 to \$800.00 / Per Review *

Fees for External Reviews

Infrastructure Plans and Traffic Impact Analysis (TIA)	To be Paid in Full by the Entity Submitting the Plans and/or the TIA
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Infrastructure Inspection Fee

Fee Per Linear Foot of Public Street	\$1.00 / Per Linear Foot
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Engineering Fees for Watershed / Stormwater Permit Site Plan Review

Common Law Vesting

Application Fee	\$1,000.00 / Per Application
Vested Rights Established - Watershed Permit	\$100.00 / Per Permit

Copy of Watershed Map

\$10.00 / Per Map

Copy of Watershed Ordinance

\$15.00 / Includes Map

High Density Watershed Permit Review by Watershed Administrator

Residential and Multiple Users - Any Size Parcel	\$1,100.00 / Per Permit
Residential and Multiple Users - Without Pond	\$65.00 / Per Permit
Industrial, Commercial, MH and MF Districts	
<i>Less than 1 Acre</i>	\$500.00 / Per Permit
<i>Between 1 and 5 Acres</i>	\$750.00 / Per Permit
<i>Greater than 5 Acres</i>	\$950.00 / Per Permit

Low Density Watershed Permit Review by Watershed Administrator

Accessory Building	\$0.00 / No Fee
Residential	
<i>Less than 5 Acres</i>	\$50.00 / Per Permit
<i>5 or more Acres</i>	\$100.00 / Per Permit
Industrial, Commercial, MH and MF Districts	
<i>Less than 5 Acres</i>	\$100.00 / Per Permit
<i>5 or more Acres</i>	\$125.00 / Per Permit

Fire Rescue Department Fees	
Absorbent - Hydrocarbon	\$30.00 / Per Bag
Cars/Pickup	\$50.00 / Per Hour
Engine/Ladder	\$100.00 / Per Hour
Fire Extinguisher	\$30.00 / Per 20#
Foam	Actual cost + 20%
Squad/Brush Units	\$100.00 / Per Hour
Stand By Firefighters	
When Required by Fire Official or Requested by Occupancy	\$25.00 / Per Hour / Per Firefighter
Stand By Fire Supervisor	
When Required by Fire Official or Requested by Occupancy	\$35.00* / Per Hour / Per Supervisor
<i>Required for 3 or More Firefighters</i>	
Training Facility	
Smoke Fluid	\$25.00* / Per Gallon
Supplies - Straw (Per Bale), Pallets, OSB, 2x4's, Sheetrock, forcible entry dowels	Actual cost + 20%*
Training Facility Instructor	\$30.00* / Per Hour
<i>1 Department Instructor Required for Live Fire Training up to 4 hours</i>	
<i>More than 4 Hours, 2 Department Instructors Required</i>	
Training Facility Use Fee	
For Use Up to 4 Hours	\$50.00* / Per Fee
For Use Over 4 Hours (Per Day)	\$100.00* / Per Fee
Fire Prevention Fees	
Fire Prevention	
1st Inspection Fee	
<i>Annual, Initial, Primary, First Complaint, or Request Inspection</i>	\$0.00 / No Fee
2nd Inspection Fee	
<i>Notice of Compliance Issued</i>	\$0.00 / No Fee
3rd Inspection Fee	
<i>Inspection Fee + Fines</i>	\$50.00 / Fee + Fines
<i>Fined \$100 for Each Outstanding Fire Code Violation</i>	
4th Inspection Fee	
<i>Inspection Fee + Fines</i>	\$100.00 / Fee + Fines
<i>Fined \$200 for Each Outstanding Fire Code Violation</i>	
5th Inspection Fee	
<i>Inspection Fee + Fines</i>	\$150.00 / Fee + Fines
<i>Fined \$300 for Each Outstanding Fire Code Violation PLUS Court Costs</i>	
ABC Permit Inspection Fee	\$100.00 / Per Inspection Fee
All Other Permits Fee	\$100.00 / Per Inspection Fee
<i>Required by the Fire Prevention Code</i>	
Amusement Buildings Fee	\$125.00 / Per Inspection Fee
<i>(Haunted Houses, etc.)</i>	
Any Other Function Requiring Fire Prevention Inspection and Approval	\$50.00 / Per Fee
<i>Not Previously Listed</i>	
Blasting Operations Permit Fee	\$120.00* / Per Inspection Fee
Bon Fire Permit Fee	\$20.00
Certificate of Occupancy Fee	
Re-Inspection	\$50.00 / Per Inspection Fee
Copies of Fire Report	
First Copy	\$0.00 / No Fee
Additional Copies After First	\$0.25 / Per Page
Day Care Inspection Fee	\$50.00 / Per Fee

Fire Rescue Department Fees	
Fire Lane Violation Fee	\$50.00 / Per Fee
Fireworks Display Fees	
Public Display Fee	\$125.00 / Per Fee
Fire Department Standby Fee	\$100.00 / Per Fee
Foster Homes, Charitable, Non-Profit Governmental	\$0.00 / Exempt
General Fire Code Violation Fine	\$100.00 / Per Fee
Hazardous Material Spills / Fires	
Per Hour Per Apparatus Plus Actual Cost + 20%	\$100.00 / Per Hour / Per Apparatus PLUS
Keyholder Failure to Respond	\$100.00 / Per Fee
Plans Review	
Plus .03 Per sq. ft.	\$50.00 / Per Review PLUS
Removal of Stop Work Order	\$300.00 / Per Fee
State License Inspection Fee	\$50.00 / Per Fee
Tank Installation, Abandonment or Removal	\$150.00 / Per Tank
Each Additional Tank	\$50.00 / Each Additional Tank
Upfit Review	
Plus .03 Per sq. ft.	\$50.00 / Per Review PLUS
Working Without Permit	\$100.00 / Fine PLUS Double Permit Fee
Fire Inspection Permits	
Installation Permits	
All Others Not Listed but required by N C Fire Code	\$120.00* / Per Fee
Automatic Fire Extinguishing Systems (i.e. Kitchen Hood System, Spray Booth)	\$120.00* / Per Fee
Commercial/Subdivision Gate(s)	\$50.00* / Per Fee
Emergency Responder Radio Coverage System	\$120.00* / Per Fee
Fire Alarm and Detection Systems and Related Equipment	\$100.00 / Per 24,000 sf of Each Floor Level
Fire Pumps and Related Equipment	\$100.00 / Per Fee
Private Fire Hydrants	\$100.00 / Per Fee
Fire Sprinkler Systems	
20 Heads or Less	\$120.00* / Per Fee
More than 20 Heads	\$120.00* / Per 24,000 square feet of Each Floor
Standpipe Systems	
New, Modification, or Renovation	\$120.00* / Per Fee
Life Safety Violation	
Any Assembly Occupancy Violation that is an Imminent Danger	
Life Safety Violation is an Automatic Fine Per Violation and Possible Evacuation of the Occupancy	\$250.00 / Per Violation
Church Permit Fees	\$0.00 / Exempt
Failure to Report Unwanted Fire Per NC Fire Code	\$500.00 / Per Occurrence
Locked or Blocked Exits	
First Occurrence	\$250.00 / Automatic Fine
Second Occurrence Within One Year	\$500.00 / Per Door
Third occurrence Within One Year Shall	\$1,000.00 / Per Door
Overcrowding	
In Excess of Posted Occupant Load	\$250.00 / Per Person
Tents, Temporary Membrane, & Air Structure	\$50.00 / Per Permit Period

Police Department Fees

Finger Print Charges

General Finger Prints	\$10.00 / Per Card
State Finger Prints	\$38.00 / Per Processing Fee

Off Duty Police Officer Fees

Police Officer Fee	\$30.00 / Per Hour / Per Police Officer
Supervisor Fee - Required for 5 or More Off-Duty Officers	\$35.00 / Per Hour / Per Supervisor

Public Records Research

Special Note: Requests for research of public records such as accident statistical data and summary reports on specific locations will be complied 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.

Range Fees

Range Instructor	\$30.00 / Per Hour
Range Use Fee	\$50.00 / For Use Up to 4 Hours
Range Use Fee	\$100.00 / For Use Over 4 Hours

Police In-Camera Video System

Video Copy, Research and Copy	\$5.00 / Per Video Retrieval & Copies of Other Recordings
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Parking Fines

30-Day Late Fee for Non-Payment	\$30.00 / Per Late Fee
<i>Assessment of a \$30 late fee for all unpaid parking fines after 30 days</i>	
All Other Parking Violations	\$5.00 / Per Fine
Fire Lane Violation	\$50.00 / Per Fine
Oversized Vehicle Parking in Violation of CO 9-186	\$50.00 / Per Fine
<i>Violation of Certain Vehicles to Be Parked only for loading and unloading</i>	

Precious Metals Dealers Permit Fees

Annual Renewal Permit for Employee	\$3.00 / Per Permit
Dealers and Special Occasion Permits	\$180.00 / Per Permit
<i>Fee Includes State Finger Print Processing Fee</i>	
Employee Permits	\$10.00 / Per Permit

Public Services Department - Sanitation Division Fees

Cardboard Recycling Collection Fees

Bi-Monthly	\$20.00 / Per Month
Container Lease - 6 & 8 yard	\$10.00 / Per Month
Once per Week Service	\$35.00 / Per Week

Commercial Sanitation Collection Fees

One (1) 95-Gallon Comingle Recycle Roll Out	\$10.00 / Per Roll Out
One (1) 95-Gallon Roll Out Container (Small Business)	\$40.00 / Per Roll Out
One (1) Refuse Dumpster - 2 yard	\$70.00 / Per Dumpster
One (1) Refuse Dumpster - 2 yard - Every Other Week	\$49.00 / Per Dumpster
One (1) Refuse Dumpster - 4 yard	\$70.00 / Per Dumpster
One (1) Refuse Dumpster - 4 yard - Every Other Week	\$49.00 / Per Dumpster
One (1) Refuse Dumpster - 6 yard	\$80.00 / Per Dumpster
One (1) Refuse Dumpster - 6 yard - Every Other Week	\$56.00 / Per Dumpster
One (1) Refuse Dumpster - 8 yard	\$92.00 / Per Dumpster
One (1) Refuse Dumpster - 8 yard - Every Other Week	\$62.00 / Per Dumpster

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	\$20.00 / Per Extra Roll Out
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Set Truck Service

One (1) Time Per Week	\$30.00 / Per Month
Two (2) Times Per Week	\$60.00 / Per Month
Three (3) Times Per Week	\$90.00 / Per Month
Special One Time Collection of One (1) Refuse Dumpster	\$45.00 / Each Pick Up / Special Arrangement

Condominium / Townhouse Collection

One (1) Time Per Week Collection	
95-Gallon Roll Out	\$0.00 / No Fee / Per Month
One (1) Refuse Dumpster (2, 4, 6, 8 Yard)	\$0.00 / No Fee / Per Month
Second Weekly Collection	
95-Gallon Roll Out	\$35.00 / No Fee / Per Month
One (1) Refuse Dumpster (2, 4, 6, 8 Yard)	\$35.00 / No Fee / Per Month
Cardboard Recycling Collection	
Bi-Monthly Collection	\$20.00 / Per Month
Once Per Week Collection	\$35.00 / Per Month
Refuse Dumpster Lease	
95-Gallon Roll Out	\$0.00 / No Fee / Per Month
One (1) Refuse Dumpster - 2 yard	\$22.00 / Per Month
One (1) Refuse Dumpster - 4 yard	\$22.00 / Per Month
One (1) Refuse Dumpster - 6 yard	\$22.00 / Per Month
One (1) Refuse Dumpster - 8 yard	\$27.00 / Per Month

Residential Sanitation Collection

One (1) Time Per Week Collection - First Yard Cart	\$0.00 / No Fee / Annually
Additional Refuse Cart Collection	\$60.00 / Annually
Knuckle Boom Truck Service	
First Load	\$0.00 / No Fee
Each Additional Half Load	\$60.00 / Per Load
Purchase Price For Extra Refuse Carts and Replacements	\$60.00 / Per Refuse Cart
Purchase Price For Extra Yard Carts and Replacements	\$60.00 / Per Yard Cart
Request for One (1) Time Use of Refuse Dumpster	\$70.00 / 48-Hour Period

Includes Drop Off & Pick Up

Public Services Department - Stormwater Division / Engineering Fees for Watershed

Common Law Vesting

Application Fee	\$1,000.00 / Per Application
Vested Rights Established - Watershed Permit	\$100.00 / Per Permit
Copy of Watershed Map	\$10.00 / Per Map
Copy of Watershed Ordinance	\$15.00 / Includes Map

High Density Watershed Permit Review by Watershed Administrator

Residential and Multiple Users - Any Size Parcel	\$1,100.00 / Per Permit
Residential and Multiple Users - Without Pond	\$65.00 / Per Permit
Industrial, Commercial, MH and MF Districts	
<i>Less than 1 Acre</i>	\$500.00 / Per Permit
<i>Between 1 and 5 Acres</i>	\$750.00 / Per Permit
<i>Greater than 5 Acres</i>	\$950.00 / Per Permit

Low Density Watershed Permit Review by Watershed Administrator

Accessory Building	\$0.00 / No Fee
Residential	
<i>Less than 5 Acres</i>	\$50.00 / Per Permit
<i>5 or more Acres</i>	\$100.00 / Per Permit
Industrial, Commercial, MH and MF Districts	
<i>Less than 5 Acres</i>	\$100.00 / Per Permit
<i>5 or more Acres</i>	\$125.00 / Per Permit

Watershed Protection

Fees and Violations for Chapter C, Article III:	
3-1.15 <i>Criminal Penalties - Any Violation of this Ordinance is a Misdemeanor and \$500/Day.</i>	\$500.00* / Per Day PLUS Criminal Penalties
3-1.16 <i>Civil Penalties & Remedies - Any Violation of this Ordinance is a Civil Penalty of \$1000/Day.</i>	\$1,000.00* / Per Day / Civil Penalties

Stormwater Runoff

Fees and Violations for Chapter C, Article IV:	
4-2.4 B 1. <i>Illicit Connections</i>	
a. <i>Civil Penalty of \$200 Per Violation Per Day</i>	\$200.00* / Per Violation
b. <i>Reconnected Connection: Civil Penalty of \$5000 & Increases 25% of the Previous Penalty Amount for Every Subsequent Illicit Connection by the Same Person.</i>	\$5,000.00* / Per Violation
4-2.4 B 2. <i>Improper disposal</i>	
a. <i>improper disposal process wastewater: civil penalty of \$5000</i>	\$5,000.00* / Per Violation
b. <i>Improper Disposal Substance Purchased at a Bulk Sales Location has an Adverse Affect on Water Quality: Civil Penalty of \$5000</i>	\$5,000.00* / Per Violation
c. <i>Improper Disposal Household Products: Civil Penalty of \$500</i>	\$500.00* / Per Violation
d. <i>Improper Disposal Yard Waste: Civil Penalty of \$500; Repeat Violators Increase Penalty 25% for Each Instance (In Addition to Clean-Up and Abatement)</i>	\$500.00* / Per Violation
4-2.5 F. <i>Criminal penalties - Any Violation of this Chapter is a Misdemeanor and a Fine up to \$500.00/Violation.</i>	\$500.00* / Per Violation
<i>Note: Any Violation that Occurs Inside a Designated Water-Supply Watershed Area: Increase Penalty 25%.</i>	
<i>Failure to Report: Increase Penalty 25%</i>	

Public Services Department - Stormwater Division / Engineering Fees for Watershed

Jordan Watershed

Fees and Violations for Chapter C, Article V: Riparian Buffer Protection:

5-1.10 B. Civil penalty: Any Violation of this Ordinance \$10,000/day; **\$10,000.00* / Per Violation**
If Continuous, up to \$25,000/day

5-1.10 C. Criminal penalty:

1. Negligent Violation is a Class 2 Misdemeanor, up to \$15,000/day, \$200,000 ma. **\$15,000.00* / Per Violation**

2. Knowingly or Willingly Violates Ordinance is a Class I Felony up to \$100,000/day, \$500,000 max for 30 days **\$100,000.00* / Per Violation**

3. Knowingly Violates Ordinance is a Class C Felony up to \$250,000/day, \$1,000,000 max for 30 days **\$250,000.00* / Per Violation**

Randleman Lake Watershed

Fees and Violations for Chapter C, Article VI: Riparian Buffer Protection:

6-1.10 B. Civil penalty: Any violation of this ordinance \$10,000/day; **\$10,000.00* / Per Violation**
if continuous, up to \$25,000/day

6-1.10 C. Criminal penalty:

1. Negligent Violation is a Class 2 Misdemeanor, up to \$15,000/day, \$200,000 max for 30 days **\$15,000.00* / Per Violation**

2. Knowingly or Willingly Violates Ordinance is a Class I Felony up to \$100,000/day, \$500,000 max for 30 days **\$100,000.00* / Per Violation**

3. Knowingly Violates Ordinance is a Class C Felony up to \$250,000/day, \$1,000,000 max for 30 days **\$250,000.00* / Per Violation**

Public Services Department - Street Division Fees

Curb & Gutter Fees

Industrial Street Improvement to Curb & Gutter	\$118.00 / Per Linear Foot
<i>Add \$16 Per Linear Foot for Sidewalk Plus Drainage Costs</i>	\$16.00 / Per Linear Foot PLUS
Residential Street Improvement to Curb & Gutter	\$68.00 / Per Linear Foot
<i>Add \$16 Per Linear Foot for Sidewalk Plus Drainage Costs</i>	\$16.00 / Per Linear Foot PLUS

Installation Fees

Type III Barricades - Permanent Mount	\$400.00 / Per Fee
Stop Signs	\$150.00 / Per Fee
Street Name Signs	\$200.00 / Per Fee

Mowing and Tractor Fees

Mowing Neglected Private Lots	Cost + 50% / Minimum 1.5 Hours
Tight Radius - Zero Turn Mower	\$35.00 / Per Hour
Tractor - With Flail Mower	\$65.00 / Per Hour
Tractor - With Rotary Mower	\$75.00 / Per Hour
Tractor - With Side Arm Mower	\$95.00 / Per Hour

Street & Utility Fees

Street Cleaning - Construction Sites	Cost + 50% / Per Fee
Street Flushing - Construction Sites	\$250.00 / Per Trip
Removal and Replacement of Failing Utility Patches & Other Street Repairs	Cost + 50% / Per Fee
<i>Related to Negligence, Faulty Workmanship, and/or Materials by Contractors, Sub-Contractors, Builders, Developers, Utility Companies, etc.</i>	
Utility Cut Penalty	\$500.00 / Per Fee
<i>(Excavating in the ROW or Cutting the Street Without a Permit)</i>	
Utility Installation Permit and Encroachment Permit	\$100.00 / Per Fee
<i>(Inspection Required for Utility Installation Permit)</i>	

Recreation Department Fees

Facility Reservations

Civitan Baseball Field	\$35.00 / Per Hour
Harmon Park Wedding Gazebo	\$150.00 / Per Half Day - 5 Hours
Kernersville Recreation Center	\$75.00 to \$90.00 / Per Hour *
Picnic Shelters	\$35.00 to \$40.00 / Per Half Day *
Picnic Shelters	\$70.00 to \$80.00 / Per Full Day *

Bagley Sports Complex Field Rental Fees

Per Field / Per Day - Saturday / Sunday	\$200.00 / Per Field/Per Day - Saturday/Sunday
Per Field - Friday Only	\$75.00 / Per Field - Friday Only
Weeklong	\$3,500.00 / Weeklong

Ivey M. Redmon Sports Complex Miscellaneous Fees

Additional Field Prep - Drag and Striping	\$40.00 / Per Fee
Gate Fee Charged/Per Day	\$100.00 / Per Fee
Temporary Fencing Fees	\$60.00 / Per Fee
Vendor on Site Fee	\$50.00 / Per Fee

Per Weekend Tournament OR 10% of Gross Receipts for Tournaments More than 3 Days

Ivey M. Redmon Sports Complex - Cross Country Rental Fees

Cross Country Track Rentals (Category 1)	\$0.00 / No Fee
<i>3 Teams or Less (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	
Cross Country Track Rentals (Category 2)	\$50.00 / Per Fee
<i>4-10 Teams (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	
Cross Country Track Rentals (Category 3)	\$100.00 / Per Fee
<i>11-20 Teams (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	
Cross Country Track Rentals (Category 4)	\$250.00 / Per Fee
<i>21-35 Teams (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	
Cross Country Track Rentals (Category 5)	\$400.00 / Per Fee
<i>36-50 Teams (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	
Cross Country Track Rentals (Category 6)	\$600.00 / Per Fee
<i>51 or More Teams (Team = 5 Runners or More)</i>	
<i>Fees are for course rental only.</i>	
<i>This does not include staff on day of even, porta johns or any equipment.</i>	

Ivey M. Redmon Sports Complex - Tournament Usage Rental Fees

Tournament Usage	\$185.00 to \$220.00 / Per Day / Per Field *
Tournament Usage - For 3 Field Complex	\$1,300.00 to \$1,980.00 / Per Fee *
<i>Friday, Saturday, & Sunday</i>	
<i>Saturday & Sunday</i>	
Weekday Hourly Field Rental	\$60.00 / Per Fee

(All Ivey M. Redmon Usage Rentals Include Lights, Bases, Scoreboards, Restrooms, Initial Field Prep)

Swaim Baseball Complex

Tournament Usage	\$185.00 to \$220.00 / Per Day / Per Field *
<i>(Includes Lights, Bases, Scoreboards, Restrooms, Initial Field Prep)</i>	