

CITY OF ELIZABETH CITY

2019-2020

BUDGET

CITY OF ELIZABETH CITY, NORTH CAROLINA

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MAYOR
BETTIE J. PARKER
MAYOR PRO-TEM
RICKEY KING
CITY MANAGER
RICHARD C. OLSON
INTERIM CITY CLERK
APRIL ONLEY



CITY COUNCIL MEMBERS
GABRIEL M. ADKINS
BILLY CAUDLE
DARIUS J. HORTON
ANITA HUMMER
KEM K. SPENCE
JOHNNIE WALTON
JEANNIE YOUNG

CITY OF ELIZABETH CITY

July 3, 2019

The Honorable Bettie J. Parker, Mayor
And Members of the City Council
City of Elizabeth City
Elizabeth City, NC 27909

Ladies and Gentleman:

On March 27, 2019, I presented to the City Council the Manager's proposed Fiscal Year 2019-2020 City of Elizabeth City Budget. I realize that this budget warranted a great deal of discussion and debate based on what is included in the document, but more so, the items that are not included. Each budget I prepare has a theme associated with it; in the past, those themes have included investing in technology and addressing the needs of our youth. This budget can be summed up by saying we are investing in our human capital / our employees. Over the last year, we have seen an exodus of Public Safety employees going to other jurisdictions due to our existing pay plan. I will provide more details on how I plan to address that issue later in this document.

Pursuant to NCGS 160A-148(5), the City Manager is required to provide a Balanced Budget to the City Council. The budget, which is attached, fulfills that requirement for Fiscal Year 2019-2020. Through the budget process a number of changes were adopted, nonetheless the Budget still remains balanced. The City anticipates revenues in the General Fund of \$22,640,317; \$35,885,608 in the Electrical Fund; \$13,221,746 in the Water and Sewer Fund; \$591,000 in the Storm Water Fund; and lastly, \$1,897,352 in the Solid Waste Fund. The total amount of revenue reflected in the Fiscal Year 2019-2020 Budget is \$74,236,024. This amount is reduced for inter-fund payments of \$1,875,000. The net amount anticipated is \$72,361,024.

The City's Tax Levy for Fiscal Year 2019-2020 will be \$.655 per \$100 of valuation. The valuation is estimated to be \$1,187,589,114.

On February 18, 2019, the City Council held a pre-budget work session. City staff explained some of the challenges we are facing next fiscal year; in addition, the City Council held a public hearing to gather input from our citizens on items they would like the City Council to address. Staff did evaluate their requests, and some, but not all, have been incorporated into the Fiscal Year 2019-2020 Budget.

The Fiscal Year 2019-2020 budget reflects a 3% overall increase for all non-public safety employees. Due to market conditions, a 6% increase for police and fire employees has been incorporated into the Budget; a 6% increase for electrical employees has also been included to keep their wages competitive. The total cost of the COLA in next Fiscal Year's Budget is \$534,779. In addition to the COLA increase, the City has received notice that our health insurance will be increased by 3%; this increase will cost the City \$213,291. Though we experienced an increase, it will be below the 8% medical inflation rate that is the industry's trend. In January, the City was notified by the State Retirement System that all local units of government will see a substantial increase in their retirement contribution to ensure the state pools are adequately funded in the future. Next year, our retirement rate will increase from 7.75% to 8.95%; however, the Retirement System plans to increase contribution rates to 13.41% in 2023. The total additional cost reflective in the FY 2019-2020 Budget is \$193,866. The City Council continues to authorize 64 certified police officers; however, the Budget reflects only 60 being budgeted.

For the last several years, the City Council has expressed their concerns about the cost of dependent health insurance coverage for our employees; there is little that can be done to address this. The budget includes the cost of an employee's health clinic, which would be embedded in one of the City's existing providers. Employees, retirees, and dependents will be able to utilize the clinic at no cost to them. The clinic will be used to perform our pre-employment physicals, drug testing, and workers' compensation evaluations. The cost of the clinic will be \$225,000. I am in negotiations with our insurance provider to provide the City a Managed Care Credit, which should cover more than half of the operating cost of the clinic. Our health insurance carrier sees the advantage of utilizing the clinic to manage health care costs.

The Budget reflects two major projects that will affect the General Fund. First, the purchase and adaptive reuse of The Daily Advance Building into a Senior Citizens' Center at a total cost of \$1,500,000. The City and County will each be responsible for one-half of the total debt payments. The annual debt payment is \$174,150; the City will be responsible for \$87,075 of it each year. In addition to the debt payments, the City and County will need to increase personnel to operate the facility; these are the only new positions incorporated into the budget. The total annual cost to operate the Center will be \$167,111, which amounts to \$0.012 per \$100 of the proposed tax increase.

The second major project is the construction of the Oxford Heights Bridge, which has grown in scope. Due to actions taken by the Railroad, we have been forced to forego finding a second exit out of the subdivision. The Oxford Heights Bridge project will utilize Golden Leaf money, Powell Bill funds, and Stormwater funds for construction. The expected cost of the new bridge has grown to \$1,000,000.

The budget will transfer \$925,000 from the Electrical Fund to the General Fund "in lieu of taxes" payment. This amount equates to 3% of our capital assets and is compliant with NCGS 159-B 2-7. In addition, \$600,000 will be transferred "in lieu of services" in FY

2019-2020. This is the same amount that has been incorporated into the budget for the last eight years, and equates to the dollar amount we would have received if we had an investor-owned utility in Elizabeth City. In April 2019, the City Council approved a 1.2% increase in our retail electric rates. Based on the rate plan adopted by the North Carolina Eastern Municipal Power Agency (NCEMPA), we can expect an additional 3% increase in 2020. However, the budget does not reflect the 3% increase in our wholesale cost of electricity or a 3% increase in our retail rate. The proposed increase will be addressed in March 2020 when we have a more definitive cost increase. The City plans to purchase \$24,800,000 in electricity next fiscal year. Staff projects our power sale to generate \$32,500,000 in revenue. The total anticipated revenue in this fund is \$35,812,298.

In November 2019, our largest project, which is the implementation of the Nexgrid Load Management System, is scheduled to begin; this project has been on the drawing board since 2012. In June 2019, we will be going live with our new utility billing software Tyler Incode, which will allow us to finally begin this transition. This process will take 18 months to complete but will allow our customers more control over their electrical cost. The cost to implement the Nexgrid System is estimated at \$2,250,000, and will be an installment purchase. The Budget reflects discontinuation of the Weatherization program, which was started in July 2004. The City will continue to provide energy audits on our customers' homes and businesses. We will continue to develop a scope of work that our customers can provide an outside contractor; however, we will not provide funding for the improvement. Included in the Electrical Distribution Budget is \$700,000 to address providing power to a number of subdivisions along Halstead Boulevard extended. In addition, a new digger truck will be purchased in FY 2019-2020.

The Water Utility is where most of the large capital projects can be found. The City has been fortunate and received almost \$2,000,000 in grant funds to address the needs within the utility. The Raw Water Transmission line project should be out to bid in July and award should take place in the latter part of August. The City has received \$903,000 in CDBG funding for this project. City staff will not know if any local funds will be needed until we bid the project. The City received notice that the State Water Infrastructure Authority had provided the City \$804,977 in principal forgiveness and a low interest loan for \$268,326; however, the City will still need to pay \$526,697 from local funds. Due to the complexity of how the funds were provided by the State Installment Purchase, payment of this amount will be difficult. The FY 2019-2020 Budget continues the City's water and sewer line replacement program with \$500,000 budgeted for sewer line replacement and \$300,000 budgeted for water line replacement. This work will be financed through an installment purchase. In addition, the first phase of the AMI water replacement program will begin November 2019 and should be completed by November 2021. The cost for the first phase will be \$1,305,920; this project will also be through an installment purchase. A table reflecting the major projects in Water & Sewer is listed below:

Proposed Project	
Raw Water Transmission Line	\$903,000
Water & Sewer Line Replacement	\$800,000
Raw Water Reservoir	\$1,600,000
AMI Water Meter Replacement Project	\$1,305,920
Total	\$4,608,920

The total expenses for the Sanitation Department will be \$1,866,453. Only one capital item is involved in the Budget, which is the purchase of a new grapple truck. This truck will replace the truck provided by Pasquotank County to the City in September 2004. The grapple truck will be purchased via installment purchase. No additional increase in solid waste fees are anticipated in FY 2019-2020.

In the Storm Water Fund, the City anticipate spending \$591,000. The major project in this fund will be the replacement of the Oxford Heights bridge. The Budget proposes utilizing \$200,000 to help address storm water issue assessment with the bridge replacement. All available remaining funds have been placed in a contingency fund to address projects the City Council approves.

I would like to thank the City's department directors for their flexibility and the realistic approach they have demonstrated in the preparation of the 2019-2020 Fiscal Year Budget.

The attached Budget was approved by the City Council during their May 28, 2019, meeting.

Sincerely,

Richard C. Olson
City Manager

RCO/daw



FY 2019-2020 BUDGET

BE IT ORDAINED by the City Council of the City of Elizabeth City, North Carolina:

SECTION 1. It is estimated that the following revenues will be available for the City of Elizabeth City for the fiscal year beginning July 1, 2019 and ending June 30, 2020;

General Fund

Current Year's Property Taxes	\$7,998,300
Delinquent Property Taxes	463,655
Sales Taxes	1,526,000
Powell Bill Funds	480,000
Local Option Sales Tax	3,833,992
Investment Earnings	245,000
Licenses and Permits	533,000
Sales and Services	1,660,232
Payments in Lieu of Taxes and Services	1,775,000
Other Revenues	4,125,138
TOTAL GENERAL FUND REVENUES	\$22,640,317

Electric Fund

Energy Sales	\$32,500,000
Other revenues	3,385,608
TOTAL ELECTRIC FUND REVENUES	\$35,885,608

Water and Sewer Fund

Water Sales	\$5,102,073
Sewer Sales	3,134,000
Other revenues	4,985,673
TOTAL WATER AND SEWER FUND REVENUES	\$13,221,746

Stormwater Utility Fund

Residential Revenue	\$220,000
Commercial Revenue	363,000
Other revenues	8,000
TOTAL STORMWATER AND SEWER FUND REVENUES	\$591,000

Solid Waste Fund

Residential revenue	\$1,637,453
Other revenue	259,900
TOTAL SOLID WASTE FUND REVENUES	\$1,897,353

SUBTOTAL	\$74,236,024
LESS INTERFUND PAYMENTS	(1,875,000)
TOTAL	\$72,361,024

SECTION 2. It is hereby appropriated for the operation of the City of Elizabeth City and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020; the General Fund is budgeted by departments as listed below, and the Enterprise Funds are budgeted by fund. The detail provided is for internal use only.

General Fund

Legislative	\$140,874
Administrative	543,867
Finance	492,392
Tax	140,000
Legal	68,800
Code Enforcement	164,265
Planning	343,167
Public Building	554,781
Police	7,126,234
Fire	4,074,529
Fire Inspections	318,363
Building Inspections	310,782
Public Utilities	2,084,991
Parks and Recreation	4,498,881
Non-Departmental	1,085,388
Human Resources	352,897
Information Technology	340,106
TOTAL GENERAL FUND	\$22,640,317

Electric Fund

Data Processing	\$112,934
Warehouse and Purchasing	233,790
Non-Departmental	27,598,125
Customer Service Department	422,143
Electric Distribution	6,423,040
Energy Management	1,095,576
TOTAL ELECTRIC FUND	\$35,885,608

Water and Sewer Fund

Data Processing	\$112,774
Non-Departmental	1,318,845
Customer Service Department	420,293
Water Supply and Treatment	5,095,591
Wastewater Treatment	1,860,468
Water and Sewer Maintenance	4,413,775
TOTAL WATER AND SEWER FUND	\$13,221,746

Stormwater Utility Fund

Stormwater Utility	\$591,000
TOTAL STORMWATER FUND	\$591,000

Solid Waste Fund

Solid Waste	\$1,897,353
TOTAL SOLID WASTE FUND	\$1,897,353

SUBTOTAL	\$74,236,024
LESS INTERFUND PAYMENTS	(1,875,000)
TOTAL	\$72,361,024

SECTION 3. There is hereby levied a tax at the rate of \$.655 per \$100 valuation of property as listed for taxes as of January 1, 2019 for the purpose for the purpose of raising the revenue listed as "Current Year's Property Taxes" as set forth in the foregoing estimates of revenue and a motor vehicle fee of \$15.00 per vehicle.

The tax rate is based on an estimate total valuation of property for the purpose of taxation of \$1,187,589,114 and an estimated rate of collection of 96 percent.

SECTION 4. There is hereby levied a tax that at the rate of \$.085 per \$100 valuation of property listed for taxes as January 1, 2019 located within the Municipal Service Tax District.

SECTION 5. That an increase of 3 percent cost of living adjustments be established for general personnel and 6 percent for police, fire and electric personnel.

SECTION 6. That a holiday bonus of \$300 be given to all FLSA exempt employees in November.

SECTION 7. That a longevity payment be continues at the rate of \$125 per year of employment.

SECTION 8. That the health insurance coverage be authorized with Municipal Insurance Trust and employees and eligible retirees shall pay \$39.72 per month towards their health insurance coverage.

SECTION 9. That the parking rental fee remain \$25 monthly for City-owned parking lots.

SECTION 10. That the City of Elizabeth City fee schedule be adopted by reference which includes the adoption of the new system development fees.

SECTION 11. That the City of Elizabeth City Capital Improvement Program be adopted.

SECTION 12. The Budget Officer shall be authorized to reallocate departmental appropriations among the various expenditures within each department.

SECTION 13. Outstanding purchase orders and projects as of June 30, 2019, are hereby re-appropriated to this budget.

SECTION 14: All ordinances or parts of the Ordinances in conflict herewith are hereby repealed.

Adopted on this 10th day of June 2019.

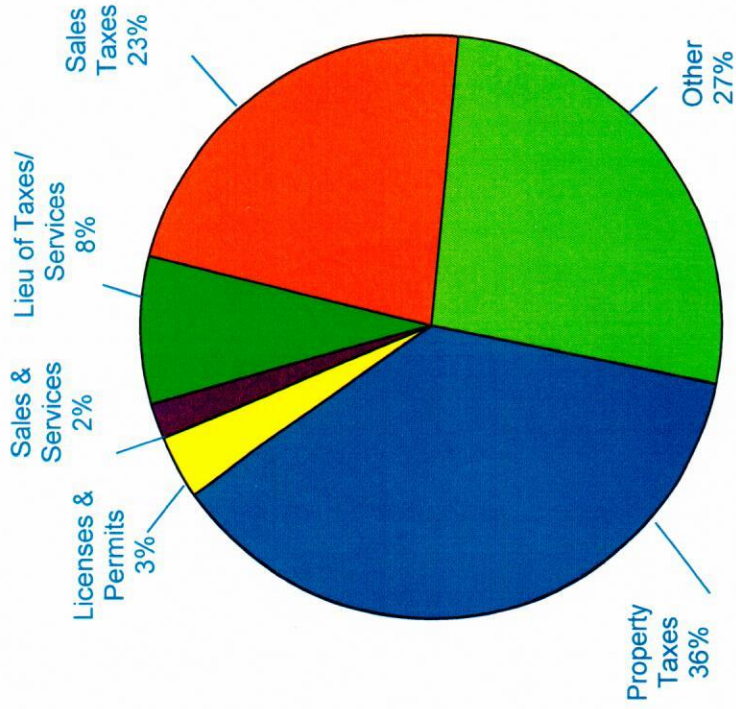
Bettie J. Parker
Mayor

April Onley
Interim City Clerk

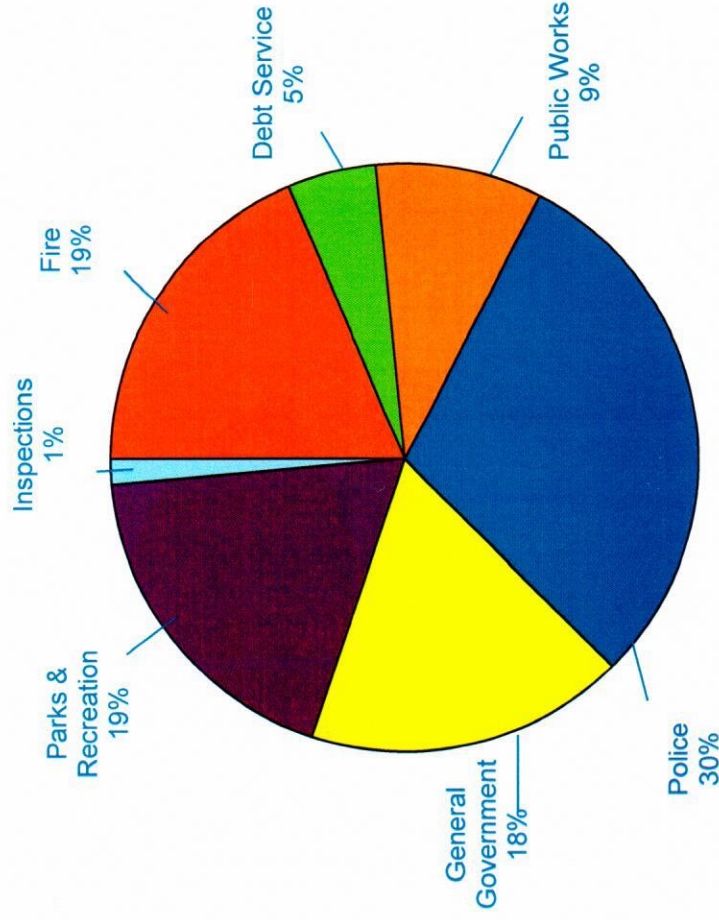


CITY OF ELIZABETH CITY

GENERAL FUND FY 2019/2020



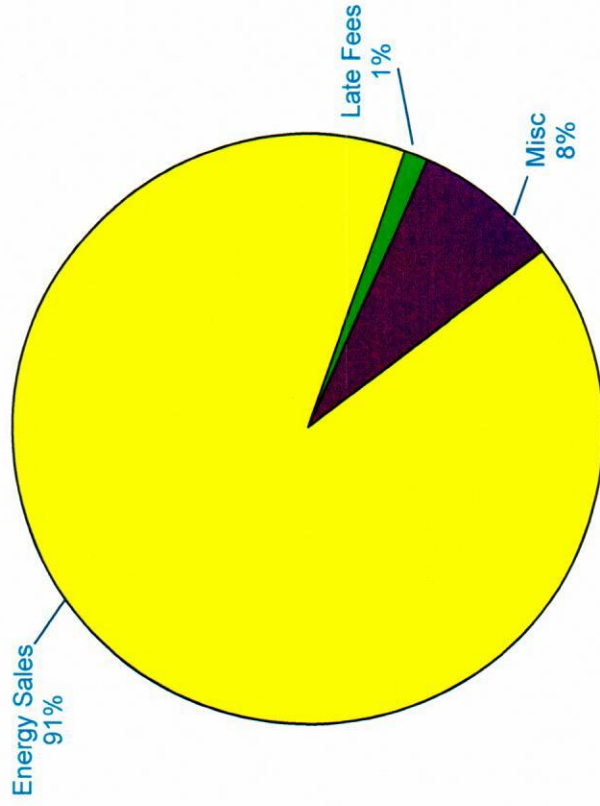
Revenues



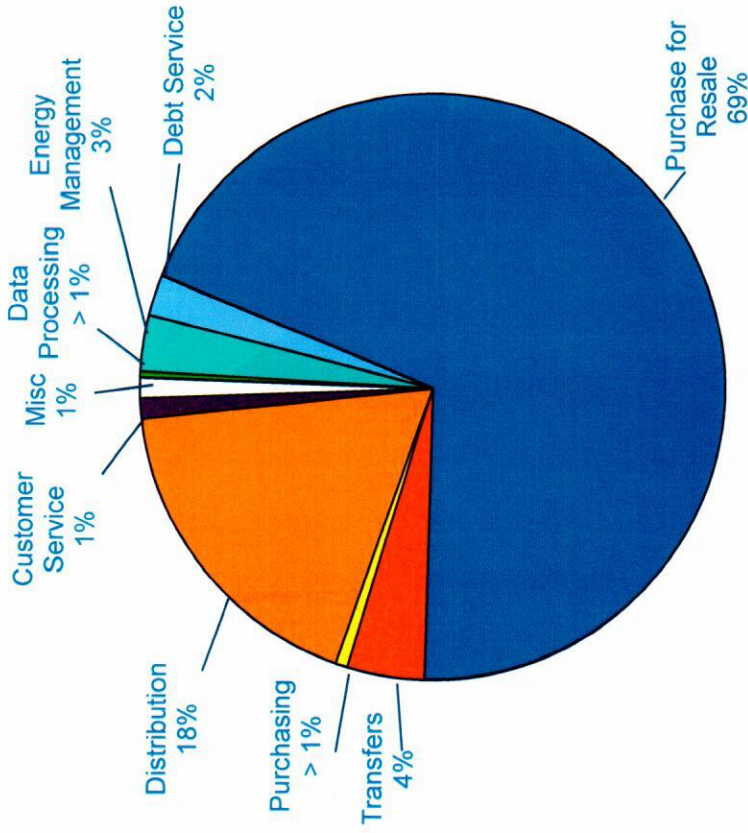
Expenditures

CITY OF ELIZABETH CITY

ELECTRIC FUND FY 2019/2020



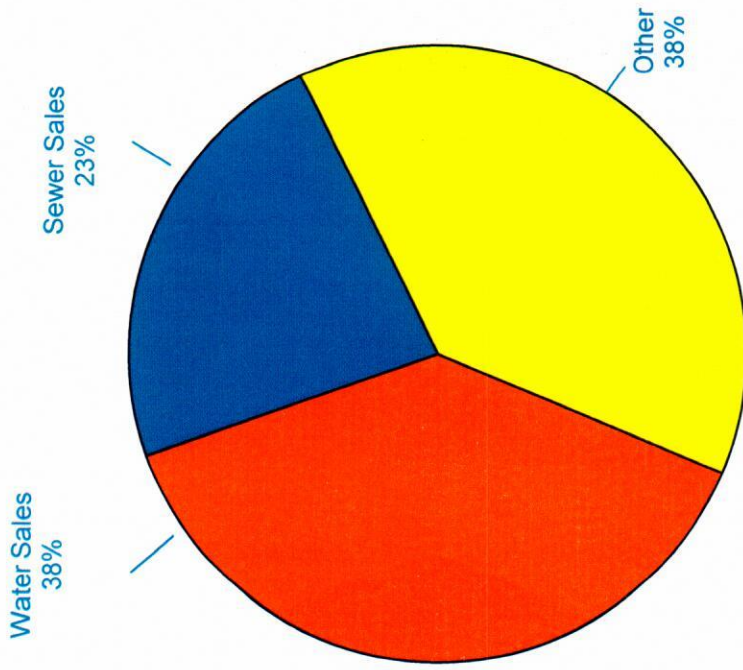
Revenues



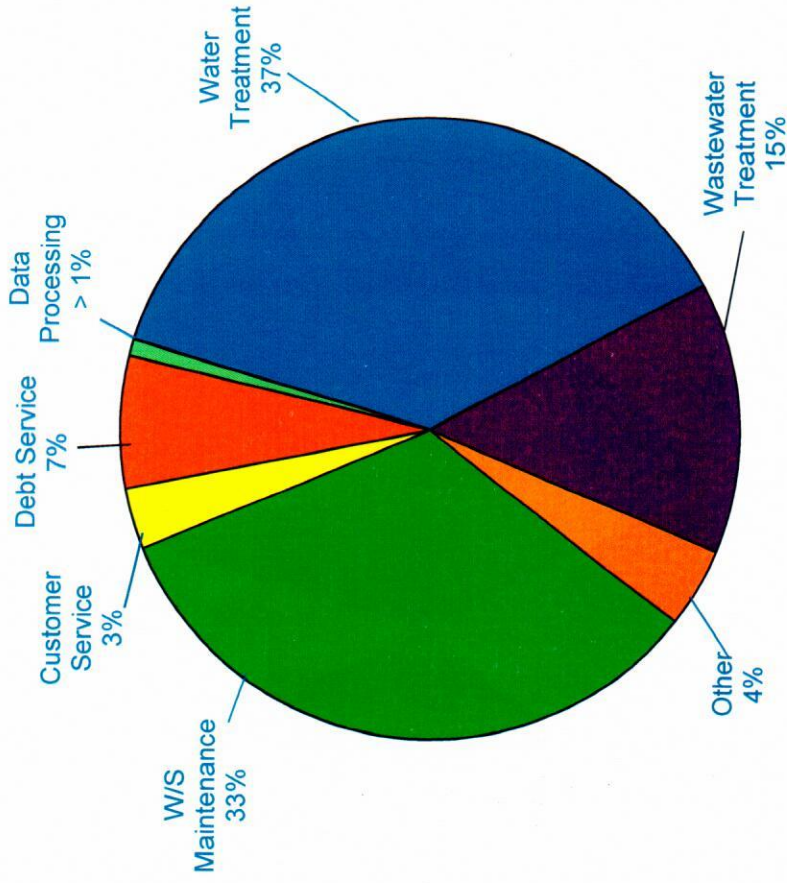
Expenditures

CITY OF ELIZABETH CITY

WATER AND SEWER FUND FY 2019/2020



Revenues



Expenditures

Range of Revenue Accounts: 10-0000-0000 to 10-9999-9999
For Revenue: %PY = ((Anticipated / Anticipated) - 1) * 100

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated	Anticipated	
CASH OVERAGE & SHORTAGE													
10-3001-0000	100.00- 216.45-	0.00 256.48-	0.00 515.07-	0.00 288.15-	0.00 436.31-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00				0.00
TAX OVER PAYMENTS													
10-3002-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00				0.00
CASH DISC AD VALOREM TAX													
10-3010-0000	14,000.00- 14,926.65-	14,950.00- 15,946.38-	16,000.00- 16,836.71-	16,000.00- 17,550.88-	17,000.00- 17,430.89-	17,000.00- 17,000.00-	17,000.00- 17,000.00-	17,000.00- 17,000.00-	0.00 0.00	17,000.00-	17,000.00-	17,000.00-	0.00
MUNICIPAL SERVICE TAX 13													
10-3010-0130	0.00 1,011.06	0.00 215.70	0.00 590.64-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00				0.00
MUNICIPAL SERVICE TAX 14													
10-3010-0140	31,000.00 32,349.95	0.00 70.64	0.00 671.76	0.00 163.12	0.00 192.27	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00				0.00
MUNICIPAL SERVICE TAX 15													
10-3010-0150	0.00 0.00	31,000.00 31,138.30	0.00 1,973.15	0.00 163.12	0.00 802.93	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	200.00	200.00	200.00	0.00
MUNICIPAL SERVICE TAX 16													
10-3010-0160	0.00 0.00	0.00 0.00	31,000.00 31,888.36	0.00 812.29	0.00 913.69	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	400.00	400.00	400.00	0.00
MUNICIPAL SERVICE TAX 17													
10-3010-0170	0.00 0.00	0.00 0.00	0.00 0.00	31,500.00 30,468.02	2,300.00 2,799.95	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	400.00	400.00	400.00	82.61-
MUNICIPAL SERVICE TAX 18													
10-3010-0180	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	31,500.00 29,804.07	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,600.00	1,600.00	1,600.00	94.92-
MUNICIPAL SERVICE TAX 19													
10-3010-0190	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	31,700.00	31,700.00	31,700.00	0.00
CURRENT YEAR TAX 2013													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		Admin. Recmnd	Anticipated	%PY	
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Estimated Full Year Actual	Anticipated Actual	Anticipated	Anticipated				
10-3010-2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
CURRENT YEAR TAX 2014																
10-3010-2014	6,410,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	6,303,249.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR TAX 2015																
10-3010-2015	0.00	6,700,921.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	0.00	6,601,049.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR TAX 2016																
10-3010-2016	0.00	0.00	7,074,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	0.00	0.00	7,078,685.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR TAX 2017																
10-3010-2017	0.00	0.00	0.00	7,233,633.00	0.00	0.00	7,233,633.00	0.00	0.00	0.00					0.00	
	0.00	0.00	0.00	7,152,455.64	0.00	0.00	7,152,455.64	0.00	0.00	0.00						
CURRENT YEAR TAX 2018																
10-3010-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,331,810.00	0.00	7,331,810.00					0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,133,388.57	0.00	7,133,388.57						
CURRENT YEAR PROPERTY TAX 2019																
10-3010-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00	7,431,000.00	7,431,000.00	7,431,000.00	7,431,000.00	*****	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,131.49	7,131.49	0.00	0.00	0.00	0.00		
CURRENT YEAR DWV TAX 2013																
10-3011-2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR DWV TAX 2014																
10-3011-2014	350,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	471,068.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR DWV TAX 2015																
10-3011-2015	0.00	350,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	0.00	509,709.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR DWV TAX 2016																
10-3011-2016	0.00	0.00	0.00	450,000.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	
	0.00	0.00	0.00	557,049.16	0.00	0.00	0.00	0.00	0.00	0.00						
CURRENT YEAR DWV TAX 2017																

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
10-3011-2017	0.00	0.00	0.00	0.00	0.00	0.00	452,100.00	0.00	0.00	0.00	0.00	0.00	0.00
CURRENT YEAR DMV TAX 2018													
10-3011-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	535,000.00	0.00	0.00	0.00	0.00	0.00
CURRENT YEAR DMV TAX 2019													
10-3011-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550,000.00	550,000.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2010	20.00	14.56	10.00	8.18	0.00	0.00	0.00	0.00	0.00	0.82	0.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2011	25.00	15.78	20.00	22.53	10.00	6.98	0.00	10.25	0.00	0.60	0.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2012	100.00	100.52	25.00	115.30	20.00	13.26	10.00	14.92	0.00	20.95	0.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2013	200.00	335.17	100.00	138.90	25.00	49.09	20.00	7.52	10.00	43.93	0.00	0.00	0.00
DELINQUENT TAX LATE FEE													
10-3012-2014	4,000.00	5,644.72	200.00	234.65	100.00	80.68	25.00	36.39	20.00	55.91	0.00	10.00	50.00-
DELINQUENT TAX LATE FEE													
10-3012-2015	0.00	9.44	4,000.00	3,605.50	200.00	201.03	100.00	122.51	25.00	49.11	0.00	20.00	20.00-
DELINQUENT TAX LATE FEE													
10-3012-2016	0.00	0.00	0.00	0.00	4,000.00	3,294.65	200.00	546.30	100.00	42.18	0.00	25.00	75.00-
DELINQUENT TAX LATE FEE													
DELINQUENT TAX LATE FEE													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Actual	Anticipated			
10-3012-2017	0.00	0.00	0.00	0.00	0.00	4,000.00	200.00	200.00	100.00	100.00	100.00	100.00	50.00-		
DELINQUENT TAX LATE FEE	0.00	0.00	0.00	0.00	0.00	2,833.78	140.31	0.00	0.00	0.00	0.00	0.00	50.00-		
10-3012-2018	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	200.00	200.00	200.00	200.00	200.00	95.00-		
DELINQUENT TAX LATE FEES	0.00	0.00	0.00	0.00	0.00	0.00	2,725.46	0.00	0.00	0.00	0.00	0.00	95.00-		
10-3012-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00		
DELINQUENT TAXES: AD VALOREM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
10-3020-2007	300.00	250.00	150.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
DELINQUENT TAXES: AD VALOREM	102.94	44.73	109.72	401.71	401.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
10-3020-2008	500.00	300.00	250.00	150.00	150.00	150.00	100.00	100.00	100.00	100.00	100.00	100.00	33.33-		
DELINQUENT TAXES: AD VALOREM	343.89	285.58	359.10	411.75	411.75	0.00	52.29	0.00	0.00	0.00	0.00	0.00	33.33-		
10-3020-2009	900.00	1,797.00	300.00	250.00	250.00	250.00	150.00	150.00	150.00	150.00	150.00	150.00	40.00-		
DELINQUENT TAXES: AD VALOREM	869.50	2,931.94	359.10	544.17	544.17	0.00	593.37	0.00	0.00	0.00	0.00	0.00	40.00-		
10-3020-2010	3,500.00	2,370.00	500.00	300.00	300.00	300.00	250.00	250.00	250.00	250.00	250.00	250.00	16.67-		
DELINQUENT TAXES: AD VALOREM	2,119.04	11,842.57	811.65	461.57	461.57	0.00	1,538.79	0.00	0.00	0.00	0.00	0.00	16.67-		
10-3020-2011	4,000.00	7,216.00	900.00	500.00	500.00	500.00	300.00	300.00	300.00	300.00	300.00	300.00	40.00-		
DELINQUENT TAXES: AD VALOREM	10,380.75	17,367.11	4,064.47	4,087.64	4,087.64	0.00	2,361.47	0.00	0.00	0.00	0.00	0.00	40.00-		
10-3020-2012	50,000.00	8,226.00	3,500.00	900.00	900.00	900.00	500.00	500.00	500.00	500.00	500.00	500.00	94.71-		
DELINQUENT TAXES: AD VALOREM	32,117.74	32,515.63	8,057.19	10,520.46	10,520.46	0.00	4,874.14	0.00	0.00	0.00	0.00	0.00	94.71-		
10-3020-2013	150,000.00	52,245.00	4,000.00	3,500.00	3,500.00	3,500.00	9,450.00	9,450.00	9,450.00	9,450.00	9,450.00	9,450.00	45.95-		
DELINQUENT TAXES: AD VALOREM	171,061.14	81,892.47	63,638.75	15,260.35	15,260.35	0.00	9,453.17	0.00	0.00	0.00	0.00	0.00	45.95-		
10-3020-2014	0.00	151,047.00	50,000.00	4,000.00	4,000.00	4,000.00	11,100.00	11,100.00	6,000.00	6,000.00	6,000.00	6,000.00	45.95-		
DELINQUENT TAXES: AD VALOREM	0.00	136,122.87	72,116.35	3,575.59	3,575.59	0.00	11,105.55	0.00	0.00	0.00	0.00	0.00	45.95-		
10-3020-2015	0.00	151,047.00	50,000.00	4,000.00	4,000.00	4,000.00	11,100.00	11,100.00	6,000.00	6,000.00	6,000.00	6,000.00	45.95-		
DELINQUENT TAXES: AD VALOREM	0.00	136,122.87	72,116.35	3,575.59	3,575.59	0.00	11,105.55	0.00	0.00	0.00	0.00	0.00	45.95-		

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
10-3020-2015	0.00	0.00	0.00	169,425.00	50,000.00	17,500.00	17,500.00	17,592.42	0.00	10,000.00	10,000.00	42.86-	
DELIQUENT TAXES: AD VALOREM													
10-3020-2016	0.00	0.00	0.00	0.00	166,250.00	50,000.00	50,000.00	125,976.95	0.00	12,000.00	12,000.00	76.00-	
DELIQU TAXES: AD VALOREM													
10-3020-2017	0.00	0.00	0.00	0.00	0.00	166,250.00	151,506.14	0.00	0.00	50,000.00	50,000.00	69.92-	
DELIQU TAXES: AD VALOREM													
10-3020-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00	0.00	
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2006	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	215.93	104.15	92.16	0.00	0.00	0.00	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2007	150.00	50.00	0.00	0.00	0.00	0.00	0.00	6.07	0.00			0.00	
	83.13	41.79	13.58-	0.00	0.00	0.00	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2008	150.00	150.00	50.00	0.00	0.00	0.00	0.00	49.61	0.00			0.00	
	93.58	106.52	37.42	0.00	0.00	41.93	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2009	200.00	150.00	100.00	0.00	0.00	0.00	0.00	73.40	0.00			0.00	
	253.96	106.43	180.87	0.00	0.00	12.90	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2010	500.00	200.00	150.00	0.00	0.00	0.00	0.00	86.63	0.00			0.00	
	345.43	206.29	165.48	0.00	0.00	12.46	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2011	1,000.00	500.00	200.00	150.00	150.00	0.00	0.00	321.12	0.00			0.00	
	1,084.43	600.87	367.10	260.14	0.00	0.00	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													
10-3021-2012	4,000.00	1,000.00	500.00	200.00	200.00	0.00	0.00	608.41	0.00			0.00	
	3,592.23	1,806.16	1,010.96	274.54	0.00	0.00	0.00	0.00	0.00				
DELIQUENT DMV TAXES: AD VALOREM													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3021-2013	40,000.00 137,231.87	40,000.00 1,282.65	1,000.00 923.45	500.00 391.89	1,000.00 558.56	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT DMV TAXES: AD VALOREM													
10-3021-2014	0.00 0.00	150,000.00 142,610.21	10,000.00 50.73-	1,000.00 65.44	0.00 136.71-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT DMV TAXES: AD VALOREM													
10-3021-2015	0.00 0.00	0.00 0.00	10,000.00 145,501.70	10,000.00 344.83-	1,000.00 558.98-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT DMV TAXES: AD VALOREM													
10-3021-2016	0.00 0.00	0.00 0.00	0.00 0.00	148,690.00 148,732.44	10,000.00 652.92-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT DMV TAXES: AD VALOREM													
10-3021-2017	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	141,750.00 141,740.59	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT DMV TAXES: AD VALOREM													
10-3021-2018	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150,000.00	150,000.00	0.00
DELINQUENT TAXES MSD 13													
10-3025-0135	1,000.00 0.00	100.00 228.60	100.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT TAXES MSD 14													
10-3025-0145	0.00 0.00	1,000.00 1,029.14	100.00 236.99	100.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT TAXES MSD 15													
10-3025-0155	0.00 0.00	0.00 0.00	1,000.00 926.25	100.00 0.00	100.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT TAXES MSD 16													
10-3025-0165	0.00 0.00	0.00 0.00	0.00 0.00	1,000.00 0.00	100.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
DELINQUENT TAXES MSD 17													
10-3025-0175	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,000.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
TAXES-PREVIOUSLY WRITTEN OFF													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3040-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PREPAID TAXES													
10-3050-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
REVENUE-SR CITIZENS EXEMP LOSS													
10-3050-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
AIRCRAFT TAXES													
10-3050-0020	75,000.00	90,000.00	80,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00	20,000.00	20.00-
	80,030.34	79,052.33	21,058.14	18,857.52	18,857.52	18,984.10	18,984.10	18,984.10	18,984.10	18,984.10			
TAX PENALTIES & INTEREST													
10-3170-0000	50,000.00	55,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	60,000.00	60,000.00	20.00
	46,929.22	53,864.68	63,648.71	61,210.06	61,210.06	48,103.49	48,103.49	48,103.49	48,103.49	48,103.49			
TDA GRANT													
10-3180-0000	23,895.00	0.00	91,768.00	0.00	0.00	19,100.00	19,100.00	19,100.00	19,100.00	19,100.00			0.00
	23,895.00	25,000.00	91,768.00	0.00	0.00	18,800.00	18,800.00	18,800.00	18,800.00	18,800.00			
MOTOR VEHICLE LICENSES													
10-3190-0000	50,000.00	0.00	44,000.00	180,000.00	180,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	230,000.00	0.00
	62,453.38	59,990.20	59,925.50	151,434.54	151,434.54	196,358.04	196,358.04	196,358.04	196,358.04	196,358.04			
SHORT TERM LEASE RENT RECEIPTS													
10-3190-1000	42,000.00	45,000.00	45,000.00	53,000.00	53,000.00	81,700.00	81,700.00	81,700.00	81,700.00	81,700.00	65,000.00	65,000.00	20.44-
	53,480.14	62,433.26	69,220.10	65,818.67	65,818.67	81,720.44	81,720.44	81,720.44	81,720.44	81,720.44			
PARKING REVENUE - OFF STREET													
10-3220-0000	17,000.00	2,500.00	9,000.00	9,000.00	9,000.00	35,500.00	35,500.00	35,500.00	35,500.00	35,500.00	15,000.00	15,000.00	57.75-
	6,885.00	10,080.00	15,566.00	15,300.00	15,300.00	35,551.00	35,551.00	35,551.00	35,551.00	35,551.00			
ABC ENFORCEMENT CONTRIBUTIONS													
10-3220-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
INFORMANT FEES COURT ORDERED													
10-3220-0020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
RESTITUTION													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3220-0022	0.00	0.00	894.73	0.00	2,146.63	0.00	546.38	0.00	0.00	0.00			0.00
POLICE REIMBURSEMENT													
10-3220-0023	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CONFISCATED POLICE FUNDS													
10-3220-0030	0.00	0.00	40.00	0.00	2,140.84	0.00	0.00	0.00	1,920.06	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
DRUG TASK FORCE REVENUE													
10-3220-0040	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
DRUG TAX STAMP													
10-3220-0041	0.00	0.00	3,145.44	0.00	17,506.47	15,645.68	0.00	0.00	1,856.62	0.00	5,000.00	5,000.00	0.00
	3,062.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
POLICE DONATIONS													
10-3220-0050	0.00	2,250.00	2,250.00	2,500.00	2,250.00	2,500.00	2,785.32	2,500.00	2,785.32	0.00	2,500.00	2,500.00	10.24-
	75.00	2,365.00	3,200.00	2,600.00	3,200.00	2,600.00	2,635.32	2,600.00	2,635.32	0.00			
DONATIONS													
10-3220-0051	0.00	0.00	340.00	4,066.86	4,316.86	0.00	0.00	500.00	0.00	0.00			0.00
	27.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
POLICE K-9 DONATIONS													
10-3220-0052	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
FOURTH OF JULY DONATIONS													
10-3220-0062	12,000.00	7,500.00	6,460.00	12,000.00	7,285.00	12,000.00	3,350.00	8,000.00	3,640.00	0.00	5,000.00	5,000.00	37.50-
	12,837.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
K-9 PURCHASE													
10-3220-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PRIVILEGE LICENSE													
10-3250-0000	240,000.00	0.00	3,607.38	0.00	3,271.69	0.00	0.00	0.00	35.00	0.00			0.00
	216,268.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
BUSINESS REGISTRATION													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	2020	2020				
10-3250-1000	0.00	0.00	25,000.00	22,500.00	23,100.00	23,100.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00	0.43-
BUS LIC - PENALTY & INTEREST															
10-3270-0000	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,927.21	172.47	97.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EARNED ON INVESTMENTS															
10-3290-0000	7,000.00	11,000.00	20,000.00	134,125.00	239,850.00	239,850.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	2.15
	11,897.03	36,930.51	85,244.93	158,463.33	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	240,053.20	0.00
GROUP INS RETIRE															
10-3300-1000	7,500.00	8,500.00	14,000.00	35,768.00	35,768.00	35,768.00	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	0.05-
	10,784.54	18,145.84	17,670.83	33,580.47	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	30,803.04	0.00
EMPLOYEE - HEALTH INS															
10-3300-1001	0.00	0.00	40,082.00	85,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	507.36	3,604.55	2,498.99	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	9,455.54	0.00
CAROLINA TELEPHONE LEASE															
10-3310-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE MISCELLANEOUS															
10-3350-0000	4,000.00	4,000.00	4,000.00	21,200.00	67,150.00	67,150.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	55.32-
	21,914.07	29,849.22	20,931.41	29,164.89	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	83,117.41	0.00
REVENUES - SNACK BAR															
10-3350-0010	800.00	500.00	500.00	500.00	500.00	500.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	60.00-
	446.40	453.04	194.70	299.28	152.20	152.20	152.20	152.20	152.20	152.20	152.20	152.20	152.20	152.20	0.00
REIMBURSEMENT BY EMPLOYEE															
10-3350-0100	0.00	0.00	635.00	700.00	2,500.00	2,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	200.00
	12,815.20	8,444.12	4,736.12	3,920.25	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	9,786.37	0.00
ELECTRICITIES BOARD COMP															
10-3350-4200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PASSPORT EXECUTION FEE															
10-3350-4210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE MISCELLANEOUS PLANNING															

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
10-3350-4900	20,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00	0.00
	28,445.00	30,380.00	25,555.00	27,030.00	22,980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HISTORIC PRESERVATION FUNDS													
10-3350-4901	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV INS REPORTS/MISC POLICE													
10-3350-5100	2,000.00	3,500.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00
	4,335.10	5,400.00	5,415.40	4,573.20	3,625.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OJT/PSE PAYMENTS													
10-3350-5102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VENDOR FEE - N NIGHT OUT BOOTH													
10-3350-5103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	200.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REGISTRATION FEE JR POLICE ACADEMY													
10-3350-5104	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	1,500.00	640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REV MISC FIRE DEPT													
10-3350-5300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE MISC INSPECTION DEPT													
10-3350-5400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE MISC-PUBLIC WORKS													
10-3350-5800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	19,977.60	6,645.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEASE OF FEMA PROPERTY													
10-3350-6611	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEASE - 822 PRICE ST													
10-3350-6612	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	0.00
	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLNESS PROGRAM MIT													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
10-3350-6800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
EAP GRANT-MIT													
10-3350-6801	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
SAFETY PROGRAM IRFFNC													
10-3350-6802	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
INDUSTRIAL DEV-COMM LAND SALES													
10-3350-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
INDUSTRIAL DEV COMM-RT OF WAY													
10-3350-7310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
REVENUE-INSURANCE DAMAGE													
10-3350-8300	115,342.56	3,294.00	33,504.60	43,124.00	35,000.00	20,000.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00	42.86-
	90,825.54	20,192.79	60,807.47	17,972.35	10,853.92								
FRANCHISE TAX (UTILITIES)													
10-3370-0000	965,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	4,609.46	0.00	0.00	0.00	0.00								
SALES TAX ON ELECTRICITY													
10-3370-0001	0.00	1,020,000.00	1,138,500.00	1,161,270.00	1,161,270.00	1,113,000.00	1,113,000.00	1,113,000.00	0.00	1,113,000.00	1,113,000.00	1,113,000.00	4.16-
	1,138,864.31	1,200,768.96	1,108,673.35	1,094,579.03	535,784.31								
EXCISE TAX-NATURAL GAS													
10-3370-0010	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	437.00-	0.00	0.00	0.00	0.00								
SALES TAX ON PIPED NATURAL GAS													
10-3370-0011	0.00	14,300.00	22,000.00	20,350.00	21,000.00	21,000.00	21,000.00	21,000.00	0.00	21,000.00	21,000.00	21,000.00	0.00
	14,577.76	80,541.08	22,396.10	30,390.01	10,890.48								
SALES TAX-TELECOMMUNICATION SE													
10-3370-0020	225,000.00	225,000.00	195,000.00	181,350.00	170,000.00	150,000.00	150,000.00	150,000.00	0.00	150,000.00	150,000.00	150,000.00	11.76-
	226,577.51	200,862.62	179,338.82	141,697.97	78,982.54								
SALES TAX - VIDEO PROGRAMMING													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year Actual	Recmnd	Anticipated			
10-3370-0030	140,000.00 146,469.23	147,000.00 138,858.70	135,000.00 123,008.71	135,000.00 121,504.01	130,000.00 59,198.20	0.00	120,000.00	120,000.00	120,000.00	120,000.00	7.69-				
FRANCHISE TAX															
10-3370-0100	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	15,000.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00				
FRANCHISE FILING FEE															
10-3370-0110	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00				
FRANCHISE FEES - WASTE															
10-3370-0200	0.00 36,072.14	39,000.00 35,926.80	36,000.00 39,176.02	36,000.00 42,808.69	40,000.00 35,191.22	0.00	42,000.00	42,000.00	42,000.00	5.00					
SOLID WASTE DISPOSAL															
10-3370-0300	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
BEER & WINE TAX															
10-3410-0000	80,000.00 86,106.24	87,000.00 78,935.01	85,000.00 80,683.76	85,000.00 77,828.61	85,000.00 76,085.41	0.00	80,000.00	80,000.00	80,000.00	5.88-					
STATE STREET AID ALLOCATION															
10-3430-0000	500,000.00 490,312.13	485,000.00 484,663.24	485,000.00 475,522.16	480,000.00 474,937.05	480,000.00 461,092.28	0.00	480,000.00	480,000.00	480,000.00	0.00					
LOCAL OPTION SALES TAX 1%															
10-3450-0000	1,266,261.00 1,232,992.19	1,418,237.00 1,306,382.55	1,485,000.00 1,466,175.30	1,516,214.00 1,424,937.55	1,516,322.00 997,173.57	0.00	1,561,811.00	1,561,811.00	1,561,811.00	3.00					
LOCAL OPTION SALES TAX - 1/2%															
10-3450-0100	1,266,260.00 1,222,437.36	1,378,337.00 1,276,009.65	1,450,000.00 1,421,073.86	1,481,213.00 1,453,580.39	1,481,321.00 977,661.15	0.00	1,497,181.00	1,497,181.00	1,497,181.00	1.07					
LOCAL OPTION SALES TAX-1/2%															
10-3450-0200	0.00 25.07	0.00 54.18	0.00 5,092.19	0.00 9,611.16	0.00 3,969.64	0.00	10,000.00	10,000.00	10,000.00	0.00					
CITY HOLD HARMLESS															
10-3450-0300	520,000.00 527,279.38	550,000.00 553,444.64	615,000.00 720,029.83	615,000.00 765,784.00	625,000.00 469,033.31	0.00	765,000.00	765,000.00	765,000.00	22.40					
REVENUES ABC (NET)															

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated		
10-3470-0000	150,000.00 183,653.61	150,000.00 179,460.00	180,000.00 202,150.00	181,000.00 158,000.00	200,000.00 200,000.00	0.00	0.00	210,000.00 210,000.00	210,000.00	210,000.00	210,000.00	5.00	
HURRICANE MATTHEW ASSISTANCE													
10-3490-2016	0.00 0.00	0.00 0.00	0.00 80,564.27	53,550.00 80,922.52	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DOWNTOWN INTERNET - ELECTRICITIES													
10-3490-4200	0.00 0.00	0.00 1,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ELECTRICITIES GRANT													
10-3490-4201	0.00 0.00	0.00 0.00	0.00 0.00	0.00 7,000.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TDA GRANT - COAST GUARD DAY													
10-3490-4202	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	2,500.00	0.00	2,500.00	2,500.00	0.00	
COPS GRANT													
10-3490-5102	25,649.00 12,405.24	38,474.00 56,340.63	75,839.00 48,994.13	0.00 0.00	0.00 17,098.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BULLETPROOF VEST GRANT													
10-3490-5104	9,500.00 2,500.00	9,500.00 2,500.00	2,500.00 2,500.00	5,000.00 7,267.03	7,000.00 4,787.05	0.00	0.00	7,000.00	0.00	7,000.00	7,000.00	0.00	
GANG GRANT													
10-3490-5111	11,137.50 0.00	13,863.00 23,603.64	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COPS REHIRING GRANT													
10-3490-5115	0.00 0.00	29,550.00 28,756.05	29,550.00 76,760.73	58,127.00 71,488.47	58,147.00 31,071.53	0.00	0.00	58,147.00	0.00	58,147.00	58,147.00	0.00	
GOVERNOR'S HIGHWAY GRANT													
10-3490-5118	0.00 3,495.75	0.00 0.00	0.00 0.00	15,000.00 8,199.03	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GOVERNOR'S CAMERA GRANT													
10-3490-5122	0.00 0.00	27,284.00 26,909.70	0.00 0.00	0.00 5,902.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ATF TASK FORCE GRANT													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3490-5123	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
LLEBG-2													
10-3490-5141	0.00	0.00	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
GOV'S CRIME COMM GRANT													
10-3490-5144	0.00	56,250.00	0.00	49,360.00	0.00	168,321.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	56,219.40	0.00	0.00	49,360.00	0.00	0.00	0.00	0.00			0.00
WALMART GRANT													
10-3490-5145	0.00	0.00	2,500.00	2,500.00	0.00	2,000.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	2,500.00	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
FIREHOUSE AED GRANT													
10-3490-5150	0.00	0.00	0.00	8,127.94	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	8,127.94	0.00	0.00	0.00	0.00	0.00	0.00			0.00
DRONE GRANT													
10-3490-5155	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00			0.00
PAL MENTORING GRANT													
10-3490-5160	0.00	0.00	0.00	0.00	0.00	18,825.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	18,825.27	0.00	0.00	0.00	0.00			0.00
FIRE ASSISTANCE GRANT													
10-3490-5303	0.00	0.00	0.00	12,023.31	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	12,023.31	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CAMA MINOR PERMIT TRAINING													
10-3490-5400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	200.00	200.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00			0.00
BIKE TRAIL DEVELOPMENT FEES													
10-3490-6207	128,188.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	3,817.98	0.00	17,279.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
HARNEY TENNIS COURT GRANT													
10-3490-6214	0.00	0.00	48,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00			0.00
JENNETTE WATER ACCESS GRANT													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3490-6215	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00			0.00
PARTI COAST GUARD PARK													
10-3490-6216	0.00	0.00	0.00	0.00	0.00	160,000.00	147,950.00	0.00	0.00	0.00			0.00
ROSE BUDDIES MEMORIAL FUND													
10-3490-6250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
WATERFRONT MARKET - COMMITTEE OF 100													
10-3490-6260	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
WATERFRONT MARKET - TDA													
10-3490-6261	0.00	0.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
WATERFRONT MARKET-DBPA													
10-3490-6262	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
SENIOR CENTER GRANT													
10-3490-6301	3,893.00	0.00	0.00	0.00	0.00	3,625.00	0.00	0.00	0.00	0.00			0.00
	3,003.00	10,578.00	6,625.00	6,897.00	2,750.00	0.00	0.00	0.00	0.00	0.00			0.00
HABITAT FOR HUMANITY													
10-3490-6600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	1,805.57	1,388.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
TEEN CENTER LEASE													
10-3490-6610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
GOLDEN LEAF GRANT													
10-3490-6700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
ELECTRICITIES GRANT FOR GIS SYS IMPROVEM													
10-3490-6900	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PASQ. CO. REIMBURSE													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated	
10-3500-5100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	5.00	61,695.00	0.00	5.00	8.00	0.00							
PASQ COUNTY DSS SECURITY REIMB													
10-3500-5105	0.00	0.00	0.00	0.00	60,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	5.00
	0.00	0.00	0.00	27,212.47	38,817.57	0.00							
PASQ CO FIRE INSPECTION FEE													
10-3500-5300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CAMDEN CO FIRE INSPECTION FEE													
10-3500-5301	37,000.00	38,110.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	0.00
	34,689.62	32,718.26	35,775.18	27,290.69	34,315.96	0.00							
DOT STREET SWEEPING													
10-3500-5700	17,200.00	34,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	18,713.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PMT FROM NC DOT													
10-3500-5800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PMT FROM NC DOT - VETERANS PARK													
10-3500-5801	0.00	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PASQ COUNTY RECREATION FEE													
10-3500-6200	915,679.00	1,044,662.00	900,929.00	935,860.00	1,003,033.00	1,192,732.00	1,192,732.00	1,192,732.00	1,192,732.00	1,192,732.00	1,192,732.00	1,192,732.00	18.91
	894,279.24	864,092.65	965,847.79	844,882.19	924,141.05	0.00							
PASQ COUNTY SOUTH PARK													
10-3500-6201	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CAMDEN COUNTY RECREATION FEE													
10-3500-6210	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
RECREATION FEES-DEVELOPMENT													
10-3500-6220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	6,590.00	11,602.00	0.00	7,500.00	0.00							0.00
SENIOR CENTER ACTIVITY FUNDS													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3500-6301	7,000.00 7,089.34	0.00 6,851.14	5,000.00 5,703.00	5,000.00 3,615.84	5,000.00 3,269.69	5,000.00 0.00	3,500.00 3,500.00	30.00-					
PASQ CO CONFERENCE CENT REIMB													
10-3500-6310	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
EC DOWNTOWN SALARY													
10-3500-6700	55,303.00 50,354.55	54,748.00 55,916.44	60,000.00 60,571.03	65,000.00 54,092.90	65,000.00 21,014.04	65,000.00 0.00	65,000.00 65,000.00	0.00					
PAVILLION CONTRIBUTION													
10-3500-6701	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
POLICE PROT-HOUSING AUTHORITY													
10-3510-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
POLICE PROT-SCHOOL BOARD													
10-3510-0100	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
POLICE PROT - DSS - COUNTY													
10-3510-0200	0.00 0.00	0.00 0.00	0.00 0.00	0.00 10,213.64	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
BANK ESCORTS													
10-3510-4000	0.00 0.00	0.00 0.00	0.00 40.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00					
OFFICERS ARREST FEES													
10-3510-5100	10,000.00 11,118.79	10,000.00 9,507.28	10,000.00 6,967.73	10,000.00 6,392.14	10,000.00 6,978.75	10,000.00 0.00	7,500.00 7,500.00	25.00-					
PARKING VIOLATION PENALTIES													
10-3520-0000	11,000.00 9,430.00	11,000.00 8,330.00	9,000.00 5,459.95	9,000.00 6,578.00	9,000.00 6,675.00	9,000.00 0.00	7,500.00 7,500.00	16.67-					
FIRE PROTECTION CHARGES-COUNTY													
10-3530-0000	374,794.00 374,984.00	386,038.00 386,048.00	405,340.00 397,619.00	409,507.00 409,548.00	421,833.00 316,375.50	421,833.00 0.00	447,523.00 447,523.00	6.09					
FIRE PROTECTION FOR ST BLDG													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year	Admin. Recmnd	Anticipated	
10-3530-0010	53,000.00	53,000.00	49,744.00	51,000.00	49,764.00	51,000.00	49,456.00	51,000.00	48,583.00	0.00	51,000.00	51,000.00	0.00
FIRE CODE FEES													
10-3530-1000	1,800.00	1,000.00	2,785.00	1,000.00	1,000.00	1,000.00	1,193.00	1,000.00	968.00	0.00	1,000.00	1,000.00	0.00
FIRE REINSPECTION CITY													
10-3530-2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
FIRE REINSPECTION FR PASQ													
10-3530-3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
FIRE REINSPECTION FR CAMDEN													
10-3530-4000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
FIRE EMS - PASQ													
10-3530-9000	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	96,000.00	0.00	96,000.00	96,000.00	0.00
BLDG. PERMIT INSP. FEES													
10-3550-0000	150,000.00	130,000.00	138,001.50	130,500.00	31,700.00	130,500.00	162,569.00	136,150.00	140,640.00	0.00	150,000.00	150,000.00	10.17
HOMEOWNER RECOVERY FUND-LOCAL													
10-3550-0100	50.00	50.00	48.00	50.00	30,440.00	50.00	54.00	2,015.40	0.00	0.00			0.00
HOUSING INSPECTION FEE													
10-3550-1000	42,000.00	42,000.00	48,160.00	50,000.00	96,970.75	50,000.00	60,660.00	57,000.00	58,320.00	0.00	60,000.00	60,000.00	5.26
ELECTRICAL INSPECTION FEES													
10-3570-0000	55,000.00	45,000.00	75,129.80	45,000.00	48,752.50	45,000.00	52,721.30	48,300.00	49,126.20	0.00	50,000.00	50,000.00	3.52
PLUMBING INSPECTION FEES													
10-3570-0010	14,000.00	14,000.00	26,340.00	20,000.00	11,177.00	20,000.00	14,825.00	20,000.00	20,200.00	0.00	20,000.00	20,000.00	0.00
IMPACT FEES													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Estimated Full Year Actual	2020 Actual	2020 Actual					
10-3570-0020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
RENTAL INSPECTION FEES															
10-3580-0000	48,000.00	35,000.00	32,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	36,016.39	32,891.11	28,835.00	3,780.00				75.00							
COMMERCIAL SANITATION FEE															
10-3590-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CEMETERY REVENUES															
10-3610-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PROGRAM FEES															
10-3650-0010	40,000.00	40,000.00	40,000.00	38,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	38,000.00	38,000.00	5.00-
	43,923.24	36,536.00	29,892.00	34,457.50				31,852.10							
PHYSICAL FITNESS PROGRAM FEES															
10-3650-0020	8,000.00	5,000.00	5,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	3,000.00	3,000.00	25.00-
	3,845.00	3,587.00	3,381.48	2,981.00				4,965.00							
GOLF COURSE FEES															
10-3650-0030	50,000.00	50,000.00	40,000.00	37,500.00	40,000.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	27,500.00	27,500.00	26.67-
	40,555.17	34,095.57	33,404.00	26,897.92				27,622.65							
BUILDING/FACILITY RENTAL FEES															
10-3650-0040	30,000.00	20,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00
	25,075.00	23,727.50	26,745.00	36,322.50				31,538.00							
SPONSORSHIPS															
10-3650-0050	11,000.00	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00			0.00
	1,492.74	1,300.00	2,800.00	275.85				0.00							
SPONSORSHIPS-KCRC															
10-3650-0055	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00
	0.00	0.00	0.00	4,000.00				7,000.00							
RIVER ROAD FEES															
10-3650-0060	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00
	600.00	25.00-	4,555.83	1,397.90				976.97							
SOUTH PARK FEES															

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
10-3650-0061	30,000.00	40,000.00	43,400.00	38,400.00	35,000.00	30,000.00	30,000.00	30,000.00	14.29-				
COAST GUARD PARK FEES													
10-3650-0062	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
CONCESSION FEES													
10-3650-0070	30,000.00	35,000.00	50,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	40,000.00	0.00
	51,571.94	33,822.82	37,274.90	45,992.09	43,476.96								
MARTINER'S WHARF SHOWER FEES													
10-3650-0080	0.00	1,500.00	1,500.00	1,500.00	1,500.00	500.00	500.00	500.00	66.67-				
	1,460.00	1,025.00	385.00	0.00	850.00								
WATERFRONT MARKET - VENDOR FEES													
10-3650-1000	9,000.00	9,000.00	7,500.00	7,500.00	5,000.00	4,000.00	4,000.00	4,000.00	20.00-				
	7,422.00	5,860.00	4,978.00	6,469.00	4,212.00								
SENIOR CENTER-PASQ COUNTY													
10-3650-6300	91,194.00	104,425.00	95,147.00	104,052.00	99,253.00	264,000.00	264,000.00	264,000.00	165.99				
	97,043.74	75,352.05	87,260.97	90,818.61	91,135.13								
SENIOR CENTER RENTAL FEES													
10-3650-6301	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00								
DRIVEWAY PERMITS													
10-3660-0000	0.00	0.00	60.00	60.00	0.00	0.00	0.00	0.00	0.00				0.00
	60.00	105.00	135.00	55.00	55.00								
DRIVEWAY CURB CUTS													
10-3660-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00								
DRIVEWAY PIPE													
10-3660-2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00								
BAD CHECK CHARGE													
10-3780-0000	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	0.00	0.00				0.00
	0.00	0.00	4,800.00	0.00	0.00								
SALE OF FIXED ASSETS & SURPLUS													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated		
10-3810-0000	10,000.00 7,198.16	5,000.00 1,071.05	500.00 3,018.78	500.00 23,750.91	500.00 22,500.00 23,341.27	0.00	15,000.00	15,000.00	15,000.00	15,000.00	33.33-		
SALE OF CONFISCATED ITEMS													
10-3810-0010	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SALE OF LAND													
10-3810-0020	0.00 0.00	0.00 17,996.23	0.00 1,500.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SALE OF BUILDING													
10-3810-0030	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
HOUSING AUTHORITY(LIEU OF TAX)													
10-3910-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ADMINISTRATIVE FEES													
10-3920-0000	7,000.00 7,464.23	11,862.00 15,318.20	22,700.00 9,504.89	20,000.00 20,683.89	20,000.00 6,375.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	50.00-		
LOT CLEARING													
10-3920-0010	20,000.00 15,165.37	47,595.00 38,177.99	28,098.00 23,979.47	32,000.00 34,915.73	32,000.00 20,107.35	0.00	34,000.00	34,000.00	34,000.00	34,000.00	6.25		
ASMT HOUSING DEMOLITION													
10-3920-0020	10,000.00 4,437.85	23,772.00 19,530.22	16,101.00 13,010.84	17,000.00 34,398.55	20,000.00 14,282.35	0.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00		
JUNK VEHICLES													
10-3920-0030	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ASSESSMENTS-OTHER													
10-3930-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ASSESSMENTS-COLLECTED STREETS													
10-3930-0020	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00		
PUBLIC WORKS-RESALE ITEMS													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated		
10-3930-0030	2,500.00 2,344.00	0.00 2,740.00	2,000.00 3,244.80	2,000.00 2,284.71	2,000.00 1,680.00	0.00 0.00	2,000.00 2,000.00	2,000.00 2,000.00	0.00 0.00	2,000.00	2,000.00	0.00	
TRANS FROM W/S - LIEU OF SERV													
10-3930-3600	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 186,145.00	0.00 0.00	250,000.00 250,000.00	250,000.00 250,000.00	0.00 0.00	250,000.00	250,000.00	0.00	
TRANSFER FROM AVIATION PARK													
10-3930-6300	80,000.00 0.00	160,000.00 160,000.00	91,070.00 91,070.00	145,000.00 80,000.00	80,000.00 0.00	0.00 0.00	80,000.00 80,000.00	80,000.00 80,000.00	0.00 0.00	80,000.00	80,000.00	0.00	
TRANSFER FROM MIDDLE SCHOOL													
10-3930-6400	0.00 0.00	681.00 681.34	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	
INTEREST ON SPECIAL ASSESSMENT													
10-3950-0000	2,000.00 1,382.96	2,654.00 7,996.61	2,000.00 9,078.68	0.00 8,325.72	69,750.00 9,771.44	0.00 0.00	7,500.00 7,500.00	7,500.00 7,500.00	0.00 0.00	7,500.00	7,500.00	89.25-	
USCG RENT (PILOT)													
10-3970-1000	0.00 0.00	60,000.00 50,000.00	0.00 10,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	
TRANSFER FR FUN JUNKTION													
10-3970-2000	0.00 0.00	0.00 0.00	0.00 0.00	1,062.65 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	
TRANS. FROM ELEC-LIEU OF TAXES													
10-3970-3000	925,000.00 925,000.00	925,000.00 925,000.00	925,000.00 925,000.00	925,000.00 925,000.00	925,000.00 925,000.00	0.00 0.00	925,000.00 925,000.00	925,000.00 925,000.00	0.00 0.00	925,000.00	925,000.00	0.00	
TRANS. FROM ELEC-LIEU OF SERV													
10-3970-3010	600,000.00 600,000.00	600,000.00 600,000.00	600,000.00 600,000.00	600,000.00 600,000.00	600,000.00 374,200.00	0.00 0.00	600,000.00 600,000.00	600,000.00 600,000.00	0.00 0.00	600,000.00	600,000.00	0.00	
TRANS FROM CAPITAL RESERVE - BLDG													
10-3970-3030	0.00 0.00	0.00 0.00	0.00 0.00	13,499.94 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	
TRANS FROM CIP													
10-3970-3031	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	
TRANSFER FROM CAPITAL RES FUND													

Description Revenue Account Number	2015	2016	2017	2018	2019	2020	Admin. Recmd	Anticipated	%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	***** *****			
10-3970-3050	0.00	59,861.30	0.00	0.00	0.00	0.00			0.00
	0.00	59,861.30	0.00	0.00	0.00	0.00			
TRANSFER FROM STORMWATER									
10-3970-3400	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00			
TRANS FROM CAPITAL RESERVE									
10-3970-5100	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00			
TRANS FROM GRANT FUND									
10-3970-6000	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00			
OTHER FINANCING SOURCE									
10-3980-0000	1,031,000.00	230,000.00	998,659.00	1,409,017.00	1,994,920.00	2,071,902.00	2,071,902.00	2,071,902.00	3.86
	331,000.00	230,000.00	947,505.08	1,409,017.00	494,920.00	0.00			
PAYMENT FROM WATER & SEWER									
10-3980-2000	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00			
FUND BALANCE APPROPRIATED									
10-3990-0000	1,325,642.91	332,118.82	228,521.00	260,165.00	202,155.00	307,116.00	307,116.00	307,116.00	51.92
	0.00	0.00	0.00	0.00	0.00	0.00			
FUND BAL APPRO-POMELL BILL									
10-3990-0010	544,127.00	434,127.00	0.00	757,178.00	100,000.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00			
CANCELLED PRIOR YEAR EXPENDITURES									
10-3998-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	7,848.23	590.21	8,041.46	1,287.05	32,050.98	0.00			
Revenue Fund Total									
	20,094,900.97	18,977,970.12	19,767,900.46	21,722,334.25	22,241,018.32	22,640,317.00	22,640,317.00	22,640,317.00	1.80
	17,485,754.65	18,185,822.82	19,856,157.87	20,138,311.11	16,970,782.87	0.00			
Year Total									
	20,094,900.97	18,977,970.12	19,767,900.46	21,722,334.25	22,241,018.32	22,640,317.00	22,640,317.00	22,640,317.00	1.80
	17,485,754.65	18,185,822.82	19,856,157.87	20,138,311.11	16,970,782.87	0.00			

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT LEGISLATIVE

FISCAL YEAR 2020

DATE 6/10/2019

ACCOUNT NO. 104100

DESCRIPTION CONTINUING

1. SERVICE LEVEL NARRATIVE:

This service level funds the City's legislative body, which includes the Mayor and eight members of the Council, along with all associated costs and equipment.

2. BENEFITS OF FUNDING THIS LEVEL:

By funding this service level, the City will continue to provide for the on-going activities of the Mayor and City Council, a function that is mandated by the City's Charter and North Carolina Law. This cost center provides funding for the Mayor and City Council to have an opportunity to gain awareness and knowledge of current municipal government policies and procedures to enhance our municipal government. As a participant in intergovernmental affairs, funding is important to continue memberships with the necessary agencies and organizations, as authorized by the City Council.

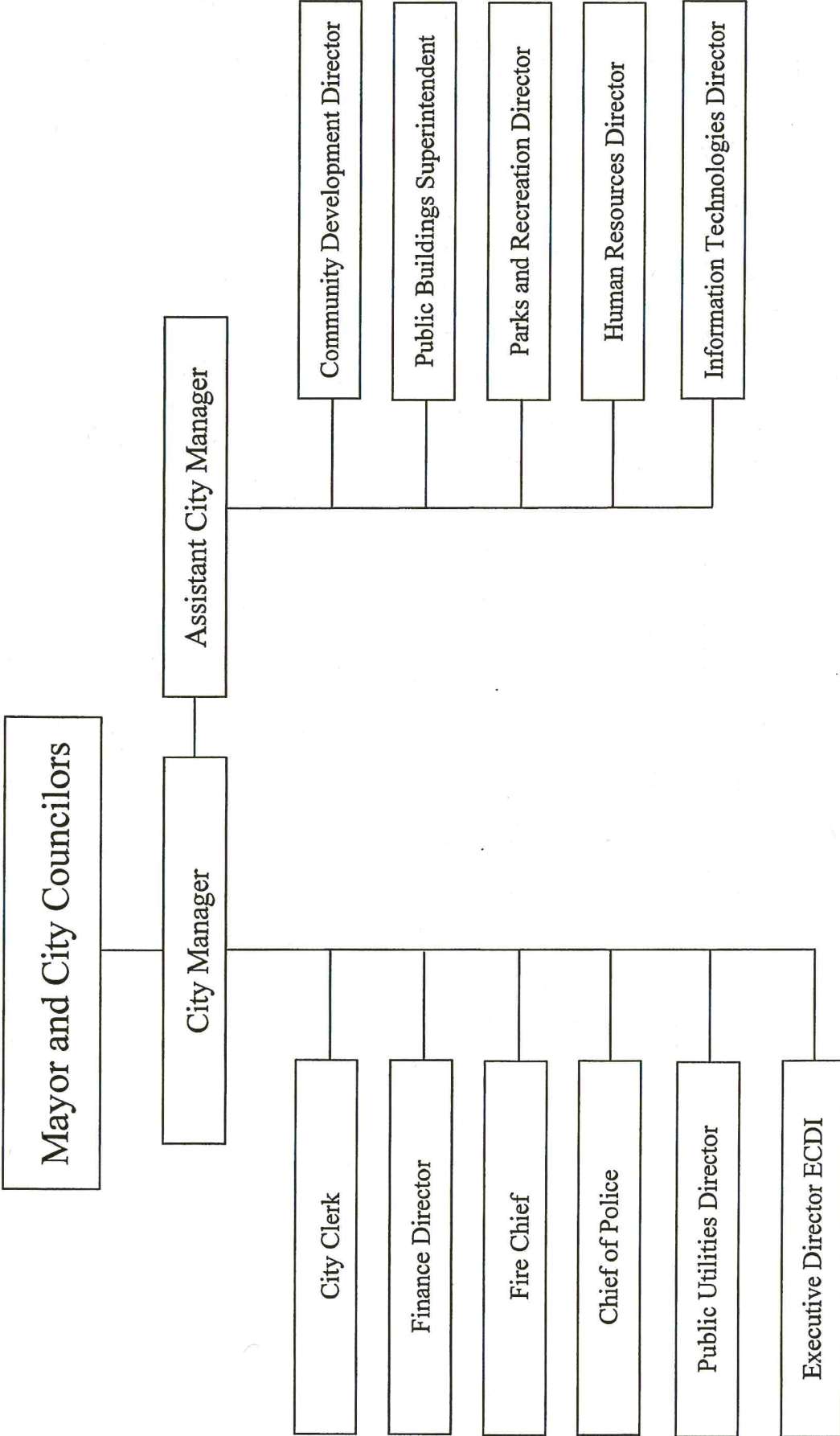
3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$71,695	\$79,223	\$80,015	\$82,419
Operating Expenditures	43,100	67,895	64,200	58,455
Capital Expenditures				
Other Expenditures				
General Fund Totals	\$114,795	\$147,118	\$144,215	\$140,874
No. of Budgeted Positions	9	9	9	9

4. ACTIVITY/PERFORMANCE MEASURES: Not Applicable.

RECOMMENDED BY CITY MANAGER: YES (X) NO () **APPROVED BY CITY COUNCIL: YES (X) NO ()**

City of Elizabeth City Administration



Range of Expend Accounts: 10-4100-0000 to 10-9999-9999
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	
LEGISLATIVE:													
10-4100-0000													
SALARIES & WAGES-REGULAR													
10-4100-0200	67,815.00	67,815.00	66,600.00	73,593.00	74,329.00	76,562.00	76,562.00	76,562.00	76,562.00	76,562.00	76,562.00	76,562.00	3.00
	65,415.00	69,615.00	66,600.00	77,018.50	74,267.63								
F. I. C. A.													
10-4100-0500	5,188.00	5,188.00	5,188.00	5,630.00	5,686.00	5,857.00	5,857.00	5,857.00	5,857.00	5,857.00	5,857.00	5,857.00	3.01
	5,004.33	5,325.63	5,094.96	5,891.98	5,681.84								
COMMUNICATIONS													
10-4100-1100	750.00	750.00	1,950.00	1,950.00	2,000.00	2,300.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	999.99	1,428.32	1,811.62	3,245.18	1,083.28								
POSTAGE													
10-4100-1101	0.00	0.00	0.00	200.00	250.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	16.00
	4.62	117.90	3.39	176.28	0.00								
PRINTING													
10-4100-1200	500.00	500.00	500.00	500.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
	25.00	447.98	107.87	4.83	200.00								
MAYOR & COUNCIL EXPENSE-TRAVEL													
10-4100-1400	13,250.00	17,000.00	15,000.00	15,000.00	15,000.00	20,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13.33-
	9,993.48	8,098.67	7,454.06	9,556.16	1,446.90								
COUNCIL LOCAL TRAVEL													
10-4100-1401	8,100.00	8,100.00	8,100.00	14,600.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	0.00
	7,875.00	8,175.00	8,175.00	15,330.88	8,075.00								
COUNCIL DISCRETIONARY TRAVEL													
10-4100-1402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00								
INAUGURATION													
10-4100-1403	0.00	0.00	0.00	3,200.00	0.00	3,620.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	0.00	0.00	0.00	2,529.00	0.00								
ADVERTISING													

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-4100-0000	LEGISLATIVE:												
10-4100-2600	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	2,500.00	2,500.00	2,500.00	37.50-
	2,811.97	5,206.15	4,385.30	3,084.50	2,276.75	0.00							
OFFICE SUPPLIES													
10-4100-3200	1,500.00	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	2,516.13	2,156.66	1,182.16	322.42	448.17	0.00							
DEPARTMENTAL SUPPLIES & EXP													
10-4100-3300	13,000.00	7,000.00	9,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	20,000.00	11,000.00	11,000.00	0.00
	10,608.43	9,851.21	7,031.08	9,600.37	7,153.94	0.00							
VISION 2020													
10-4100-3310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES													
10-4100-4500	1,100.00	1,100.00	3,100.00	8,245.00	8,245.00	8,245.00	8,245.00	8,245.00	8,245.00	3,370.00	3,370.00	3,370.00	59.13-
	3,468.50	350.00	671.25	1,676.00	686.00	0.00							
TELEVISION COUNCIL MEETING													
10-4100-4501	8,500.00	8,500.00	8,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,700.00	9,700.00	9,700.00	2.11
	8,499.96	8,499.96	8,542.46	9,561.96	10,275.96	0.00							
DUES & SUBSCRIPTIONS													
10-4100-5300	4,700.00	3,700.00	4,700.00	4,700.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00
	3,301.32	3,366.00	3,345.32	3,229.00	0.00	0.00							
WORKERS COMP/INS & BOND													
10-4100-5400	225.00	253.00	284.00	0.00	360.00	360.00	360.00	360.00	360.00	250.00	250.00	250.00	30.56-
	241.21	283.62	338.20	312.07	300.31	0.00							
INSURANCE LIABILITY													
10-4100-5410	114.00	120.00	51.00	0.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	0.00
	106.13	51.05	52.64	42.83	41.39	0.00							
UNEMPLOYMENT INSURANCE													
10-4100-5420	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE-CLAIMS PAID													
10-4100-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	
Department: 10-4100-0000													
10-4100-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
LEGISLATIVE:													
HURRICANE FLORENCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
10-4100-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CAPITAL OUTLAY	1,500.00	4,163.25	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00			0.00
10-4100-7400	0.00	3,900.00	2,983.00	2,983.00	2,983.00	2,983.00	126.24	0.00	0.00	0.00			0.00
Control Total	130,242.00	129,689.25	130,473.00	130,473.00	130,473.00	130,473.00	153,618.00	144,215.00	144,215.00	158,294.00	140,874.00	140,874.00	2.32-
	120,871.07	126,873.15	117,778.31	117,778.31	117,778.31	117,778.31	141,658.20	111,937.17	111,937.17	0.00			0.00
Department Total	130,242.00	129,689.25	130,473.00	130,473.00	130,473.00	130,473.00	153,618.00	144,215.00	144,215.00	158,294.00	140,874.00	140,874.00	2.32-
	120,871.07	126,873.15	117,778.31	117,778.31	117,778.31	117,778.31	141,658.20	111,937.17	111,937.17	0.00			0.00

INCREASE/
DECREASE/ MANAGER

ACCOUNT TITLE	CONTINUATION	INCREASE/ DECREASE	TOTAL	RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Communications	2,000	300	2,300	2,000	2,000	Google Mail and web hosting, and purchasing of the Channel 11 digital signal
Postage	250	40	290	290	290	Various mailing and shipping costs for Mayor and Council
Printing	200		200	200	200	Municipal Code printing
Mayor and Council Travel	15,000	5,000	20,000	13,000	13,000	Costs associated with convention registration fees, transportation, lodging and meals for elected officials: \$1,500 -- Per councilor (x 8 councilors) \$3,000 -- Mayor \$5,000 -- Required New Council Training
Council Local Travel	8,100		8,100	8,100	8,100	This line item includes NC League of Municipalities (NCLM) conference, workshops, and retreats \$75.00 per elected official per month
Council Discretionary Travel	0		0			No planned costs associated with this account center line item. Discretionary Travel 'DELETED' by Council action.
Inauguration	0	3,620	3,620	2,500	2,500	\$2,500 -- Inauguration Catering \$ 200 -- Flowers for Inauguration \$ 230 -- Programs for Inauguration \$ 100 -- Engraved Bible and Gavel for Mayor \$ 200 -- Plaques for Retiring Council (\$50 each) \$ 250 -- Business Cards and Lapel Nametags \$ 140 -- New Nameplates for Council Chambers (\$35 each) \$3,620 -- Total Estimated Budget

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Advertising	4,000	(1,500)	2,500	2,500	2,500	Advertisement of council meetings in the local paper
Office Supplies	2,000		2,000	2,000	2,000	Costs associated with the Legislative cost-sharing of copier paper, supplies and machine maintenance
Departmental Supplies & Expense	11,000	9,000	20,000	11,000	11,000	\$9,000 -- Document production / reproduction, purchase of miscellaneous supplies for council meetings, town hall meetings, and presentations. \$1,100 -- Supplies and materials for Annual Council retreats (New- and Mid-Term) \$10,000 -- Replacement of dais chairs
Vision 2020	0		0			This project was completed as of FY 2016-2017. No planned costs associated with this account center line item.
Contracted Services	8,245	(4,875)	3,370	3,370	3,370	\$350 -- Panic/Access control system in Council Chambers \$420 -- Survey Monkey annual subscription for periodic satisfaction surveys authorized by the Council \$2,600 -- NCLM (for American Legal) Annual Code Supplement (\$2,000); Annual maintenance of Online Code (\$500); and Posting of new legislation (\$100 at \$10 each)

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Televise Council Meeting	9,500	200	9,700	9,700	9,700	\$8,500 - Annual labor to record Council meetings; provide online live streaming of regular meetings and work sessions
Dues & Subscriptions	3,500		3,500	3,500	3,500	\$1,200 - Occasional auxiliary services (budget recording / streaming) and system repair.
SAF Shoes / Eye Exam /Phy / Glasses	0		0			Annual cost of UNC School of Government (SOG) and NCLM memberships
Hurricane Florence	0		0			Rehabilitation, repairs and restoration costs associated with 2018 named storm, Hurricane Florence. No costs planned for this account center line item.
Capital Outlay (Equipment)	0		0			

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT ADMINISTRATIVE

FISCAL YEAR

2020

DIVISION

DATE

6/10/2019

ACCOUNT NO. 104200

DESCRIPTION

CONTINUING

1. SERVICE LEVEL NARRATIVE:

This service level funds the position of City Manager, Assistant City Manager, City Clerk, and Deputy City Clerk along with all associated costs and equipment.

2. BENEFITS OF FUNDING THIS LEVEL:

By funding this level, the City Manager's Office shall provide on-going planning, organizing and management, as well as coordination of all the City's operating departments. The City Manager will provide oversight of the annual operating budget and Capital Improvements Program (CIP); will formulate and execute the City's policies and procedures, and will provide the research and preparation of special projects and reports, pursuant to City Council direction.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$371,936	\$414,919	\$442,448	\$476,740
Operating Expenditures	30,742	40,395	54,489	60,897
Capital Expenditures			28,900	
Other Expenditures	844		6,100	6,230
General Fund Totals	\$403,562	\$455,314	\$531,937	\$543,867
No. of Budgeted Positions	3 FT 1/4 PT	4FT	4FT	4FT

4. ACTIVITY/PERFORMANCE MEASURES:

The City Manager shall oversee the day-to-day management and operation of all City departments; will formulate and present policy proposals to be considered by the City Council; will provide research, coordination and preparation of special projects; and will present and maintain the annual operating budget and Capital Improvement Program (CIP).

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-4200-0000 ADMINISTRATIVE:													
ADMINISTRATIVE: 10-4200-0000													
SALARIES & WAGES-REGULAR													
10-4200-0200	253,380.00	257,456.00	285,707.00	330,547.00	333,000.00	338,618.18	342,090.00	342,090.00	342,090.00	342,090.00	342,090.00	342,090.00	2.73
	256,350.01	260,231.72	286,352.96	323,085.06	328,618.18	328,618.18	328,618.18	328,618.18	328,618.18	328,618.18	328,618.18	328,618.18	0.00
OVERTIME													
10-4200-0220	2,500.00	1,500.00	2,500.00	0.00	6,000.00	4,422.20	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
	6,717.00	2,168.07	0.00	1,598.62	4,422.20	4,422.20	4,422.20	4,422.20	4,422.20	4,422.20	4,422.20	4,422.20	0.00
SALARIES & WAGES P/T & TEMP													
10-4200-0300	7,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3,304.80	0.00	4,473.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.													
10-4200-0500	20,126.00	19,886.00	19,918.00	25,595.00	25,818.00	23,996.25	26,361.00	26,361.00	26,361.00	26,361.00	26,361.00	26,361.00	2.10
	18,625.02	17,969.93	20,398.94	23,419.10	23,996.25	23,996.25	23,996.25	23,996.25	23,996.25	23,996.25	23,996.25	23,996.25	0.00
GROUP INSURANCE													
10-4200-0600	25,438.00	25,758.00	20,078.00	31,204.00	33,556.00	34,336.47	34,568.00	34,568.00	34,568.00	34,568.00	34,568.00	34,568.00	3.02
	23,289.84	24,041.40	25,477.97	31,692.12	34,336.47	34,336.47	34,336.47	34,336.47	34,336.47	34,336.47	34,336.47	34,336.47	0.00
RETIREMENT													
10-4200-0700	31,785.00	30,336.00	31,558.00	38,573.00	44,074.00	42,549.31	47,721.00	47,721.00	47,721.00	47,721.00	47,721.00	47,721.00	8.27
	30,569.12	31,398.27	35,232.53	40,787.85	42,549.31	42,549.31	42,549.31	42,549.31	42,549.31	42,549.31	42,549.31	42,549.31	0.00
COMMUNICATIONS													
10-4200-1100	4,000.00	4,000.00	4,000.00	4,500.00	5,654.00	7,630.40	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	32.65
	5,023.06	4,587.73	4,624.69	8,245.06	7,630.40	7,630.40	7,630.40	7,630.40	7,630.40	7,630.40	7,630.40	7,630.40	0.00
POSTAGE													
10-4200-1101	1,000.00	700.00	700.00	700.00	700.00	60.62	700.00	700.00	700.00	700.00	700.00	700.00	0.00
	508.72	290.50	1,018.77	385.36	60.62	60.62	60.62	60.62	60.62	60.62	60.62	60.62	0.00
PRINTING													
10-4200-1200	500.00	500.00	500.00	500.00	500.00	284.16	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	0.00	0.00	0.00	0.00	284.16	284.16	284.16	284.16	284.16	284.16	284.16	284.16	0.00
TRAVEL & EDUCATION													
10-4200-1400	12,000.00	12,000.00	12,000.00	29,000.00	29,500.00	26,371.15	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00	18.64-
	12,573.43	11,533.44	7,412.58	30,752.35	26,371.15	26,371.15	26,371.15	26,371.15	26,371.15	26,371.15	26,371.15	26,371.15	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-4200-0000 ADMINISTRATIVE:													
MAINTENANCE & REPAIR EQUIPMENT													
10-4200-1600	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,300.00	1,300.00	1,300.00	18.18
	301.71	407.91	1,016.42	538.98	1,225.82	0.00							
MAINTENANCE OF VEHICLES													
10-4200-1700	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	5,750.00	5,000.00	5,000.00	150.00
	757.62	568.91	1,651.26	3,047.43	5,202.77	0.00							
PERSONAL COMPUTER EXPENSE													
10-4200-1701	700.00	700.00	900.00	900.00	1,700.00	1,700.00	1,700.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	17.65
	162.50	207.71	68.97	379.84	1,211.93	0.00							
ADVERTISING													
10-4200-2600	3,000.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	2,905.60	2,233.75	732.70	798.75	5,919.25	0.00							
AUTO SUPPLIES													
10-4200-3100	1,750.00	1,750.00	1,750.00	1,750.00	1,950.00	1,950.00	1,950.00	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00	17.95
	3,059.49	1,141.21	1,953.32	1,837.45	2,532.43	0.00							
OFFICE SUPPLIES													
10-4200-3200	1,500.00	1,000.00	1,500.00	1,750.00	2,000.00	2,000.00	2,000.00	2,350.00	2,350.00	2,350.00	2,350.00	2,350.00	17.50
	1,839.52	1,202.31	2,042.17	3,080.40	1,565.29	0.00							
DEPARTMENTAL SUPPLIES & EXP													
10-4200-3300	2,500.00	2,500.00	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	17.67
	1,244.06	2,661.39	1,714.27	5,676.59	4,283.70	0.00							
CONTRACTED SERVICES													
10-4200-4500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	129.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS													
10-4200-5300	2,500.00	2,000.00	2,500.00	2,600.00	3,940.00	3,940.00	3,940.00	4,640.00	4,640.00	4,640.00	4,640.00	4,640.00	17.77
	2,378.36	2,990.38	3,567.37	3,183.45	6,248.00	0.00							
WORKERS COMP/INS & BOND													
10-4200-5400	719.00	915.00	1,014.00	1,223.00	1,230.00	1,230.00	1,230.00	750.00	750.00	750.00	750.00	750.00	39.02-
	871.37	1,014.23	1,251.26	1,069.14	1,223.32	0.00							
INSURANCE LIABILITY													
10-4200-5410	2,896.00	2,930.00	3,254.00	3,254.00	9,000.00	9,000.00	9,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	61.11-
	2,790.25	3,254.28	3,495.52	3,466.58	8,600.87	0.00							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-4200-0000 ADMINISTRATIVE:													
UNEMPLOYMENT INSURANCE													
10-4200-5420	880.00	271.00	220.00	118.00	315.00	152.99	0.00	0.00	327.00	327.00	327.00	327.00	3.81
	270.66	220.16	117.06	315.11			0.00						
INSURANCE-CLAIMS PAID													
10-4200-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES													
10-4200-5870	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	400.00	400.00	400.00	0.00
	214.79	44.64	75.17	49.69	0.00		0.00						
HURRICANE FLORENCE													
10-4200-7205	0.00	0.00	0.00	0.00	0.00	81.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00		0.00						
CAPITAL OUTLAY EQUIPMENT													
10-4200-7400	0.00	0.00	0.00	0.00	28,900.00	28,847.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00		0.00						
DEBT SERVICE - VEHICLE													
10-4200-8101	5,306.00	5,306.00	0.00	0.00	6,100.00	2,595.85	0.00	0.00	6,230.00	6,230.00	6,230.00	6,230.00	2.13
	5,306.40	5,306.40	884.40	0.00	0.00		0.00						
Control Total	382,580.00	373,608.00	400,199.00	480,314.00	542,937.00	537,959.91	0.00	0.00	540,107.00	544,267.00	543,867.00	543,867.00	0.17
	379,063.33	373,603.34	403,561.92	483,408.93	537,959.91								
Department Total	382,580.00	373,608.00	400,199.00	480,314.00	542,937.00	537,959.91	0.00	0.00	540,107.00	544,267.00	543,867.00	543,867.00	0.17
	379,063.33	373,603.34	403,561.92	483,408.93	537,959.91								

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Administration

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Overtime	6,000		6,000	6,000	6,000	Costs related to frequent overtime hours generated by the Deputy City Clerk
Salaries/Wages-P/T-Temp	0	10,000	10,000	20,000	20,000	<i>Lead for North Carolina</i> , a pilot program, aims to recruit, train, and place the state's most promising young leaders in two-year paid fellowships in local governments. <i>Lead for North Carolina</i> will recruit and select up to 40 fellows—most of them either from North Carolina and/or graduates from UNC System schools—and place them in local governments across the state beginning in September 2019. Fellows are specifically placed in small towns and counties across the state where the challenges are many and the need for young talent and ideas is significant.
Communications	5,654	2,646	8,300	7,500	7,500	Costs for landlines, smartphones, iPads, gmail and internet services for City Administration.
Postage	700		700	700	700	First Class / Certified Mail and miscellaneous shipping costs
Printing	500	90	590	500	500	Imaging costs for City promotional advertisements, announcements, invitations, etc.
Travel & Education	24,000	4,200	28,200	24,000	24,000	City Manager, Assistant City Manager, City Clerk and Deputy City Clerk training and travel, including earning and maintaining professional certifications

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Administration

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance/Repair Equipment	1,100	200	1,300	1,300	1,300	Copier maintenance and repairs to office equipment
Vehicle Maintenance	2,000	3,750	5,750	5,000	5,000	Routine and non-routine vehicle maintenance for the 2013 Chevy Tahoe (City Manager) and the 2018 Ford Explorer
Personal Computer Expense	1,700	300	2,000	2,000	2,000	Costs associated with desktop work stations and personal computing devices used within the Managers' and Clerks' Offices -- printer supplies, OS upgrades and repairs
Advertising	2,500		2,500	2,500	2,500	Annual Chamber of Commerce publication
Auto Supplies	1,950	350	2,300	2,300	2,300	Fuel purchase for City Manager's vehicle and Administration Department's use of the fleet vehicle
Office Supplies	2,000	350	2,350	2,350	2,350	Supplies for City Manager, Assistant City Manager, City Clerk and Deputy City Clerk
Departmental Supplies	3,000	530	3,530	3,530	3,530	Departmental supplies for City Administration, including special meetings, events, local / regional site visits
Contracted Services	0		0	0	0	No costs planned for this account center line item.

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION Administration

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Dues and Subscriptions	3,940	700	4,640	4,640	4,640	Increase in dues and membership fees for City Manager, Assistant City Manager, City Clerk and Deputy City Clerk
SAF Shoes / Eye Exam /Phy / Glasses	400		400			Equipment for City Manager and Assistant City Manager; testing for City Manager, Assistant City Manager, City Clerk and Deputy City Clerk
Hurricane Florence	0		0	0	0	Rehabilitation, repairs and restoration costs associated with 2018 named storm, Hurricane Florence. No costs planned for this account center line item.
Capital Outlay (Equipment)	28,900	(28,900)				Replace 2005 Ford Crown Victoria fleet vehicle Mileage: 120,000
Debt Service -- Vehicle (Fleet)	6,100	130	6,230	6,230	6,230	Annual debt service payment for new 2018 Ford Explorer (Administration Fleet) vehicle

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT FINANCE	FISCAL YEAR	2020
DIVISION ADMINISTRATION AND ACCOUNTING	DATE	6/10/2019
ACCOUNT NO. 104400	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Administrative/Accounting Division which includes the Finance Director, one Deputy Finance Director, two Accounting Technicians, one Grants Management Specialist, and one Administrative Assistant. The Director is responsible for the execution of the City's financial management, accounting, customer service, data processing, and purchasing/warehousing services and supervises 24 employees involved in the implementation of these services. This Division is responsible for accounts payable, maintenance of the City's financial records, preparing the annual audited financial reports, coordinating the annual audit conducted by external certified public accountants, and preparing special reports and analysis.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this division, personnel in this cost center input budgetary data into the City's financial accounting system, maintain the accounting system and produce monthly statements of revenue and expenses, reconcile the City's cash balance, receive and properly account for over \$60 million annually. Other benefits include the timely processing of over 1,000 invoices and 500 vendor checks each month. Management of approximately \$13 million in the City's cash and investment accounts to obtain the highest interest return possible (consistent with prudent business practices), monitors the City's internal controls, coordinates with auditors and oversees the capital asset accounts.

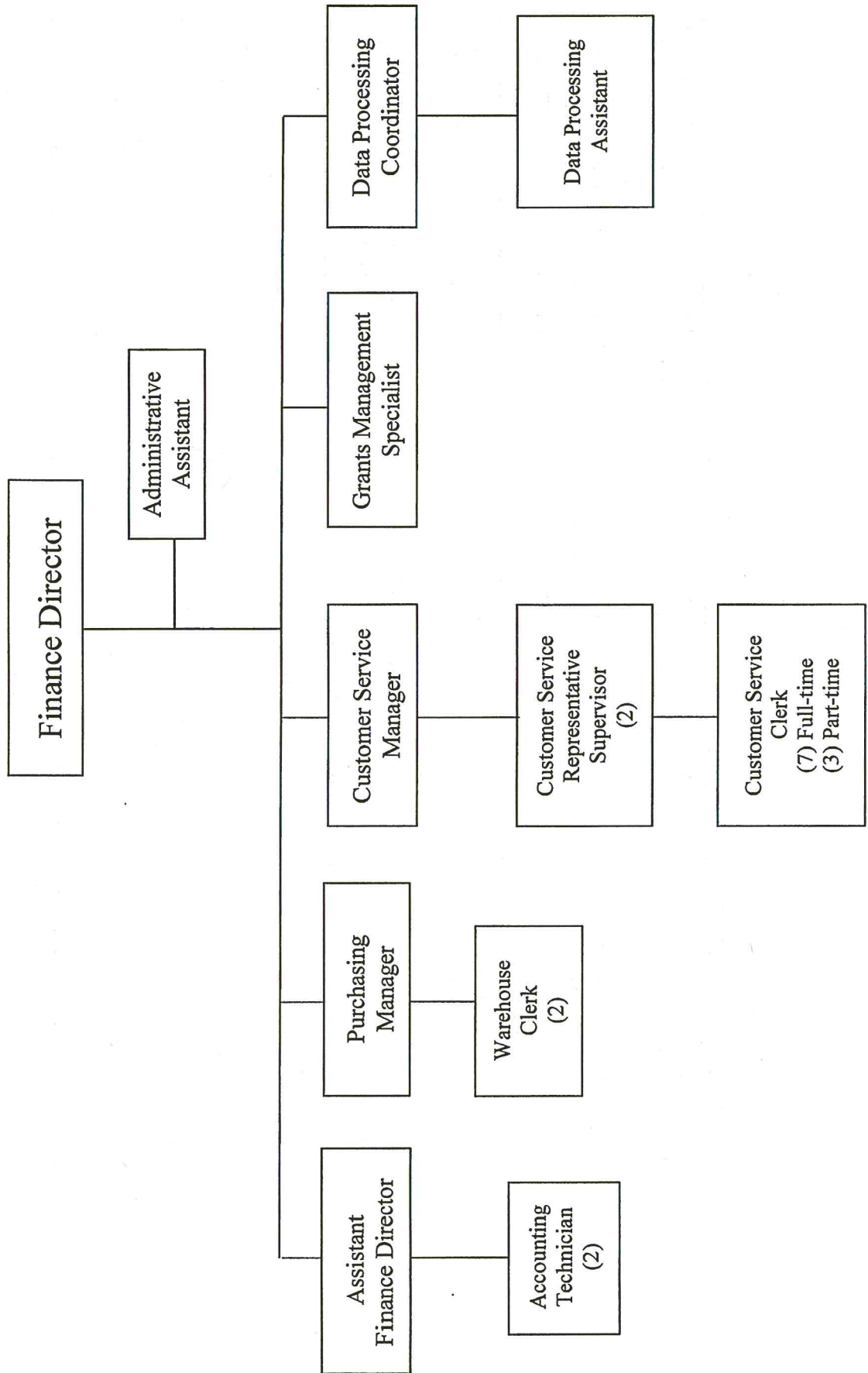
3. **EXPENDITURES:**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2020 APPROVED
Personnel Services Expenditures	\$321,544	\$241,847	\$351,397	\$434,127
Operating Expenditures	51,044	48,679	55,850	58,265
Capital Expenditures	0	2,800		
Other Expenditures				
General Fund Totals	\$372,588	\$393,326	\$407,247	\$492,392
No. of Budgeted Positions	5FT/ 1PT	5FT/ 1PT	5FT/ 1PT	6FT/1PT

4. **ACTIVITY/PERFORMANCE MEASURES:** This division shall provide accurate and timely financial information to the City Council, City Manager, department heads and external agencies in order to comply with local, state, and federal laws, and governmental accounting and regulatory requirements, provide accurate and timely issuance of payments to vendors in order to maximize the City's cash flows, provide accurate and timely budget information, and manage the City's investment portfolio to maximize revenues while maintaining safety.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

City of Elizabeth City Finance Department



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-4400-0000	FINANCE- ADMIN & ACCOUNTING:												
FINANCE- ADMIN & ACCOUNTING:													
10-4400-0000													
SALARIES & WAGES-REGULAR													
10-4400-0200	259,932.00	240,544.00	251,044.00	244,976.00	269,585.00	269,585.00	269,585.00	269,585.00	269,585.00	308,901.00	308,901.00	308,901.00	14.58
	253,679.79	240,692.78	236,275.46	228,948.48	262,099.85	262,099.85	262,099.85	262,099.85	262,099.85	308,901.00	308,901.00	308,901.00	
SALARIES & WAGES-OVERTIME													
10-4400-0220	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	1,000.00	1,000.00	1,000.00	100.00
	243.27	237.51	713.81	731.69	1,320.38	1,320.38	1,320.38	1,320.38	1,320.38	1,000.00	1,000.00	1,000.00	
SALARIES & WAGES P/T & TEMP													
10-4400-0300	0.00	1,148.00	7,000.00	7,000.00	7,070.00	7,070.00	7,070.00	7,070.00	7,070.00	7,200.00	5,000.00	5,000.00	29.28-
	0.00	1,764.64	4,529.20	5,106.96	0.00	0.00	0.00	0.00	0.00	7,200.00	5,000.00	5,000.00	
PROFESSIONAL SERVICES													
10-4400-0400	24,000.00	24,000.00	27,500.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	0.00
	24,000.00	24,000.00	27,500.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00	
F. I. C. A.													
10-4400-0500	19,980.00	18,989.00	19,524.00	19,246.00	19,672.00	19,672.00	19,672.00	19,672.00	19,672.00	24,282.00	24,282.00	24,282.00	23.43
	19,374.70	18,515.46	18,433.53	17,893.70	20,117.56	20,117.56	20,117.56	20,117.56	20,117.56	24,282.00	24,282.00	24,282.00	
GROUP INSURANCE													
10-4400-0600	34,149.00	32,015.00	33,126.00	39,005.00	41,950.00	41,950.00	41,950.00	41,950.00	41,950.00	51,852.00	51,852.00	51,852.00	23.60
	33,383.78	32,281.34	32,366.30	36,684.90	41,416.56	41,416.56	41,416.56	41,416.56	41,416.56	51,852.00	51,852.00	51,852.00	
RETIREMENT													
10-4400-0700	31,785.00	27,684.00	30,115.00	31,120.00	32,620.00	32,620.00	32,620.00	32,620.00	32,620.00	43,092.00	43,092.00	43,092.00	32.10
	29,489.01	28,818.53	29,226.10	28,767.02	33,655.65	33,655.65	33,655.65	33,655.65	33,655.65	43,092.00	43,092.00	43,092.00	
COMMUNICATIONS													
10-4400-1100	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	6,000.00	5,000.00	5,000.00	13.64
	4,761.45	4,425.67	4,334.69	5,431.39	4,917.37	4,917.37	4,917.37	4,917.37	4,917.37	6,000.00	5,000.00	5,000.00	
POSTAGE													
10-4400-1101	4,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	4,000.00	3,500.00	3,500.00	0.00
	3,226.84	3,756.95	3,415.13	2,792.82	3,305.21	3,305.21	3,305.21	3,305.21	3,305.21	4,000.00	3,500.00	3,500.00	
PRINTING													
10-4400-1200	2,000.00	250.00	1,750.00	1,750.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,750.00	1,750.00	12.50-
	1,462.70	1,124.84	553.32	1,707.40	879.00	879.00	879.00	879.00	879.00	2,000.00	1,750.00	1,750.00	

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
FINANCE- ADMIN & ACCOUNTING:														
TRAVEL & EDUCATION														
10-4400-1400	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,500.00	9,000.00	6,500.00	6,500.00	0.00	
	880.73	1,397.74	1,661.91	1,661.91	8,036.21	8,036.21	0.00	0.00						
MAINTENANCE & REPAIR EQUIPMENT														
10-4400-1600	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	
	649.45	1,017.91	1,555.40	1,555.40	659.75	659.75	0.00	0.00						
PERSONAL COMPUTER EXPENSE														
10-4400-1701	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	0.00	500.00	500.00	500.00	0.00	
	458.98	661.92	422.03	422.03	0.00	0.00	0.00	0.00						
ADVERTISING														
10-4400-2600	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	1,500.00	1,500.00	1,500.00	200.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
OFFICE SUPPLIES														
10-4400-3200	4,500.00	3,250.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,750.00	6,000.00	5,250.00	5,250.00	10.53	
	4,633.94	3,759.21	4,662.37	4,662.37	4,393.39	4,393.39	0.00	0.00						
DEPARTMENTAL SUPPLIES & EXP														
10-4400-3300	2,000.00	500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	4,000.00	4,000.00	3,000.00	3,000.00	25.00-	
	758.15	346.58	1,143.27	1,143.27	4,742.75	4,742.75	0.00	0.00						
CONTRACTED SERVICES														
10-4400-4500	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	5,250.00	8,200.00	7,000.00	7,000.00	7,000.00	14.63-	
	765.50	5,217.75	774.25	774.25	6,810.00	6,810.00	0.00	0.00						
DUES & SUBSCRIPTIONS														
10-4400-5300	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,500.00	3,000.00	3,000.00	0.00	
	2,691.60	2,732.82	2,645.51	2,645.51	2,984.92	2,888.20	0.00	0.00						
WORKERS COMP/INS & BOND														
10-4400-5400	332.00	441.00	695.00	695.00	750.00	750.00	750.00	750.00	750.00	600.00	600.00	600.00	20.00-	
	420.12	555.84	567.85	567.85	602.09	602.09	0.00	0.00						
INSURANCE LIABILITY														
10-4400-5410	240.00	268.00	142.00	142.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00	
	255.09	141.58	149.47	149.47	137.68	137.68	0.00	0.00						
UNEMPLOYMENT INSURANCE														
10-4400-5420	1,100.00	340.00	206.00	206.00	113.00	113.00	113.00	113.00	250.00	315.00	315.00	315.00	26.00	
	338.34	205.70	112.44	112.44	233.56	233.56	0.00	0.00						

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
FINANCE- ADMIN & ACCOUNTING:														
INSURANCE-CLAIMS PAID														
10-4400-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-4400-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	150.00			0.00
	35.00	0.00	0.00	60.00	130.00	244.18								
HURRICANE FLORENCE														
10-4400-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	49.98								
CAPITAL OUTLAY EQUIPMENT														
10-4400-7400	7,000.00	1,822.00	5,000.00	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	5,259.99	321.46	1,487.00	0.00	0.00									
Control Total	409,118.00	372,351.00	403,702.00	393,326.00	429,747.00	492,392.00	492,392.00	492,392.00	501,242.00	492,392.00	492,392.00	492,392.00	492,392.00	14.58
	386,768.43	371,976.23	372,589.04	375,961.78	414,428.56									
Department Total	409,118.00	372,351.00	403,702.00	393,326.00	429,747.00	492,392.00	492,392.00	492,392.00	501,242.00	492,392.00	492,392.00	492,392.00	492,392.00	14.58
	386,768.43	371,976.23	372,589.04	375,961.78	414,428.56									

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance/Accounting

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	500	500	1,000	1,000	1,000	Overtime for Accounting Staff.
Salaries & Wages - P/T & Temp	7,070	130	7,200	5,000	5,000	Part-time and temporary assistance.
Professional Services	19,000		19,000	19,000	19,000	Annual Audit (Per Contract).
Communications	4,400	1,600	6,000	5,000	5,000	Annual telephone service.
Postage	3,500	500	4,000	3,500	3,500	Mailing vendor checks, correspondence.
Printing	2,000		2,000	1,750	1,750	Forms, binders and tabs for financial statements and budget documents.
Travel & Education	6,500	2,500	9,000	6,500	6,500	Training and travel. Includes Grant Management.
Maintenance & Repair - Equipment	1,200		1,200	1,200	1,200	Copier maintenance based on number of copies made (700), Maintain and repair seven computers six printers, and one scanner (500).
Personal Computer Expense	0	500	500	500	500	
Advertising	500	1,000	1,500	1,500	1,500	Vacant positions, and grant advertising.
Office Supplies	4,750	1,250	6,000	5,250	5,250	Copier paper, copier toner, folders, pens, etc.
Departmental Supplies	4,000		4,000	3,000	3,000	General supplies for the operation of the department.
Contracted Services	5,700	1,300	7,000	7,000	7,000	Actuarial studies required for Separation Benefit, and OPEB, GFOA Fees.
Dues & Subscriptions	3,000	500	3,500	3,000	3,000	Accounting procedure updates, Local Government Commission updates.
Capital Outlay						

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT FINANCE	FISCAL YEAR	2020
DIVISION TAX	DATE	6/10/2019
ACCOUNT NO. 104600	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the tax collection fees paid to Pasquotank County.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the City provides funding for the City's tax collection by Pasquotank County.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$ 119,241	140,000	145,000	140,000
Operating Expenditures				
Capital Expenditures				
Other Expenditures	76,585			
General Fund Totals	\$195,826	\$140,000	\$145,000	\$140,000
No. of Budgeted Positions				

4. **ACTIVITY/PERFORMANCE MEASURES:** Measures include timely and accurate billing and tax collection rate.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	
FINANCE- TAX COLLECTION:													
FINANCE- TAX COLLECTION:													
10-4600-0000													
CONTRACTED SERVICES													
10-4600-4500	100,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	115,000.00	115,000.00	4.17-
	100,406.98	106,623.87	114,833.35	114,974.36	113,832.17	0.00							
NCVTS BILLING COST													
10-4600-4501	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00	0.00	30,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
	22,269.87	22,623.63	25,922.93	27,275.67	26,931.39	0.00							
PURCH OF FORECLOSED PROPERTY													
10-4600-4600	0.00	94,070.00	50,662.00	71,510.00	40,000.00	0.00							0.00
	0.00	75,578.37	50,661.70	83,227.93	35,445.35	0.00							
TAXES FORECLOSED PROPERTY													
10-4600-4601	0.00	0.00	3,490.00	23,505.00	7,000.00	0.00							0.00
	0.00	0.00	4,407.98	20,702.28	3,291.12	0.00							
Control Total	120,000.00	234,070.00	194,152.00	235,015.00	192,000.00	0.00	150,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	27.08-
	122,676.85	204,825.87	195,825.96	246,180.24	179,500.03	0.00							
Department Total	120,000.00	234,070.00	194,152.00	235,015.00	192,000.00	0.00	150,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	27.08-
	122,676.85	204,825.87	195,825.96	246,180.24	179,500.03	0.00							

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance/ Accounting - Tax

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Tax Collection Fees	120,000		120,000	115,000	115,000	Fees charged by County for tax collection.
NCVTS Billing Cost	25,000	5,000	30,000	25,000	25,000	Billing costs for North Carolina Vehicle Tax System.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT FINANCE	FISCAL YEAR	2020
DIVISION LEGAL	DATE	6/10/2019
ACCOUNT NO. 104700	DESCRIPTION	CONTINUING

- 1. SERVICE LEVEL NARRATIVE:** This service level funds the position of City Attorney, along with all associated costs and equipment.
- 2. BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the City provides funding for the on-going activities of legal counsel for the Mayor, City Council, City Manager and City staff.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY2020 APPROVED
Personnel Services Expenditures				
Operating Expenditures	\$ 62,595	68,800	68,800	68,800
Capital Expenditures				
Other Expenditures				
General Fund Totals	\$62,595	\$68,800	\$68,800	\$68,000
No. of Budgeted Positions				

4. ACTIVITY/PERFORMANCE MEASURES: Legal Counsel for the Mayor, City Council, City Manager and City staff; preparation of and/or legal review of ordinances and resolutions, as well as representation in litigation and special negotiations on behalf of the City.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-4700-0000	LEGAL:													
LEGAL: 10-4700-0000														
MISCELLANEOUS LEGAL WORK														
10-4700-0401	68,000.00	66,466.02	86,000.00	77,754.09	70,000.00	62,594.63	82,000.00	82,794.00	68,000.00	50,758.50	68,000.00	68,000.00	68,000.00	0.00
DUES & SUBSCRIPTIONS														
10-4700-5300	800.00	0.00	800.00	0.00	800.00	0.00	800.00	0.00	800.00	0.00	800.00	800.00	800.00	0.00
Control Total	68,800.00	66,466.02	86,800.00	77,754.09	70,800.00	62,594.63	82,800.00	82,794.00	68,800.00	50,758.50	75,800.00	68,800.00	68,800.00	0.00
Department Total	68,800.00	66,466.02	86,800.00	77,754.09	70,800.00	62,594.63	82,800.00	82,794.00	68,800.00	50,758.50	75,800.00	68,800.00	68,800.00	0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance/ Accounting - Legal

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Miscellaneous Legal Work	68,000	7,000	75,000	68,000	68,000	Includes legal fees for legal services.
Dues & Subscriptions	800		800	800	800	Various Municipal Law Updates.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	COMMUNITY DEVELOPMENT	FISCAL YEAR	2020
DIVISION	CODE ENFORCEMENT	DATE	6/10/2019
ACCOUNT NO.	104800	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the position of two Code Enforcement Officers and a half-time intern plus all necessary costs for them to keep Elizabeth City safe and clean as well as ensuring adherence to City ordinances. These officers use careful notification and processing methods as well as personal contact with its customers. This year we will be adding a mobile application to increase our service to the citizens of the city. These officers will also be enforcing an increased number of zoning codes.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the City provides funding for a customer-friendly staff and systems to keep the city clean and to address unsightly property which makes life in the City safer, healthier, more enjoyable, promotes order among neighbors, maintains the reputation of the city, encourages visitors to come and stay longer, and improves property values.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$	\$102,670	\$105,593	\$109,990
Operating Expenditures		58,363	65,235	54,275
Capital Expenditures		1,200		
Other Expenditures				
General Fund Totals	\$0	\$162,233	\$170,858	\$164,265
No. of Budgeted Positions		2FT	2FT	2FT

4. **ACTIVITY/PERFORMANCE MEASURES:**

The Code Enforcement Division will respond to reports of more than 1,700 violators, issue more than 1,400 citations, abate more than 200 violations, and remove at least 500 signs annually. At least 6 of the abatements will be major such as the demolition of accessory structures, tree removal, or clearing large amounts of trash and debris from lots.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted		
Department: 10-4800-0000	COMM DEV - CODE ENFORCEMENT:												
COMM DEV - CODE ENFORCEMENT: 10-4800-0000													
SALARIES & WAGES-REGULAR 10-4800-0200	0.00	0.00	0.00	71,523.00	72,574.00	75,416.00	75,416.00	75,416.00	75,416.00	75,416.00	75,416.00	75,416.00	3.92
	0.00	0.00	0.00	72,623.16	72,022.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME 10-4800-0220	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	0.00	0.00	104.78	51.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL SERVICES 10-4800-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A. 10-4800-0500	0.00	0.00	0.00	5,502.00	5,628.00	5,769.00	5,769.00	5,769.00	5,769.00	5,769.00	5,769.00	5,769.00	2.51
	0.00	0.00	0.00	5,563.57	5,513.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE 10-4800-0600	0.00	0.00	0.00	15,602.00	16,778.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	3.02
	0.00	0.00	0.00	14,649.12	15,826.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT 10-4800-0700	0.00	0.00	0.00	9,043.00	9,613.00	10,521.00	10,521.00	10,521.00	10,521.00	10,521.00	10,521.00	10,521.00	9.45
	0.00	0.00	0.00	9,069.08	9,162.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS 10-4800-1100	0.00	0.00	0.00	1,400.00	1,400.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	28.57
	0.00	0.00	0.00	1,495.19	1,459.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE 10-4800-1101	0.00	0.00	0.00	10,000.00	7,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	28.57
	0.00	0.00	0.00	4,310.83	6,953.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRINTING 10-4800-1200	0.00	0.00	0.00	1,000.00	1,250.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	52.00
	0.00	0.00	0.00	575.00	838.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TRAVEL & EDUCATION 10-4800-1400	0.00	0.00	0.00	2,000.00	1,700.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	47.06
	0.00	0.00	0.00	4,751.82	420.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-4800-0000	COMM DEV - CODE ENFORCEMENT:													
MAINT & REPAIR-BLDGS & REALTY														
10-4800-1500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT														
10-4800-1600	0.00	0.00	0.00	0.00	0.00	0.00	150.00	331.17	400.00	91.60	300.00	300.00	300.00	25.00-
MAINTENANCE OF VEHICLES														
10-4800-1700	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	2,251.79	1,000.00	522.97	1,500.00	1,500.00	1,500.00	50.00
PERSONAL COMPUTER EXPENSE														
10-4800-1701	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	1,038.65	1,600.00	0.00	500.00	500.00	500.00	68.75-
EQUIPMENT RENTAL														
10-4800-2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING														
10-4800-2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00	250.00	250.00	0.00
AUTO SUPPLIES														
10-4800-3100	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	248.31	2,000.00	2,393.81	3,500.00	2,500.00	2,500.00	25.00
OFFICE SUPPLIES														
10-4800-3200	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00	3,221.48	2,875.00	722.01	2,000.00	2,000.00	2,000.00	30.43-
DEPARTMENTAL SUPPLIES														
10-4800-3300	0.00	0.00	0.00	0.00	0.00	0.00	265.00	1,097.55	1,465.00	1,065.30	1,500.00	1,500.00	1,500.00	2.39
LAUNDRY														
10-4800-3500	0.00	0.00	0.00	0.00	0.00	0.00	100.00	120.12	100.00	120.12	100.00	100.00	100.00	0.00
UNIFORMS														
10-4800-3600	0.00	0.00	0.00	0.00	0.00	0.00	900.00	614.59	500.00	766.64	600.00	600.00	600.00	20.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-4800-0000 COMM DEV - CODE ENFORCEMENT:														
CONTRACTED SERVICES														
10-4800-4500	0.00	0.00	0.00	0.00	0.00	0.00	7,250.00	7,300.00	8,700.00	8,700.00	8,700.00	8,700.00	19.18	
	0.00	0.00	0.00	0.00	0.00	0.00	7,238.63	8,333.06	0.00	0.00	0.00	0.00		
LOT CLEARING														
10-4800-4601	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	20,000.00	20,000.00	20,000.00	20,000.00	42.86-	
	0.00	0.00	0.00	0.00	0.00	0.00	19,205.88	14,877.60	0.00	0.00	0.00	0.00		
DUES & SUBSCRIPTIONS														
10-4800-5300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	150.00	150.00	150.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00		
WORKERS COMP/INS & BOND														
10-4800-5400	0.00	0.00	0.00	0.00	0.00	0.00	58.00	565.00	150.00	150.00	150.00	150.00	73.45-	
	0.00	0.00	0.00	0.00	0.00	0.00	491.27	175.08	0.00	0.00	0.00	0.00		
INSURANCE LIABILITY														
10-4800-5410	0.00	0.00	0.00	0.00	0.00	0.00	75.00	610.00	600.00	600.00	600.00	600.00	1.64-	
	0.00	0.00	0.00	0.00	0.00	0.00	607.97	561.00	0.00	0.00	0.00	0.00		
UNEMPLOYMENT INSURANCE														
10-4800-5420	0.00	0.00	0.00	0.00	0.00	0.00	15.00	70.00	75.00	75.00	75.00	75.00	7.14	
	0.00	0.00	0.00	0.00	0.00	0.00	68.19	33.34	0.00	0.00	0.00	0.00		
INSURANCE-CLAIMS PAID														
10-4800-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-4800-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	150.00	150.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	410.00	134.99	0.00	0.00	0.00	0.00		
HURRICANE FLORENCE														
10-4800-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY IMPROVEMENTS														
10-4800-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY-EQUIPMENT														
10-4800-7400	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	26,000.00	26,000.00	26,000.00	26,000.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-4800-0000	COMM DEV - CODE ENFORCEMENT:													
Control Total	0.00	0.00	0.00	0.00	0.00	0.00	169,483.00	170,828.00	170,828.00	0.00	205,765.00	190,265.00	164,265.00	3.84-
Department Total	0.00	0.00	0.00	0.00	0.00	169,483.00	170,828.00	170,828.00	0.00	205,765.00	190,265.00	164,265.00	3.84-	

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION Community Development - Code Enforcement

ACCOUNT TITLE	2017/18 ALLOCATED	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	1,000		1,000	1,000	1,000	Public education meetings
Professional Services	0		0			
Communications	1,400	400	1,800	1,800	1,800	'18 Exp = \$1600; + increased cost for 2 cell phones, tablet with hot spot connection, iPad
Postage	7,000	2,000	9,000	9,000	9,000	'18 Exp = \$7,500; Violations postings (regular and certified mail) + 20% increase in violation notices.
Printing	1,250	650	1,900	1,900	1,900	Violation stickers (900), door tags, utility bill mailing (700), vehicle door logo
Travel and Education	1,700	800	2,500	2,500	2,500	Professional certification with scholarship (1450), continuing education and training (1050).
Maintenance & Repair of Equipment	400	(100)	300	300	300	Unexpected repairs of computer and printers.
Maintenance & Repair of Vehicle	1,000	500	1,500	1,500	1,500	Repairs and labor on one old vehicles and one new one.
Personal Computer Expense	1,600	(1,600)	0	500	500	Computers, monitors, software.
Advertising	250		250	250	250	Public education meetings.
Auto Supplies	2,000	1,500	3,500	2,500	2,500	'18 Exp = \$3,200; Increased cost for gas, oil, and tires for two vehicles.
Office Supplies	2,875	(875)	2,000	2,000	2,000	General office supplies, including toner, Konica copies
Departmental Supplies	1,465	35	1,500	1,500	1,500	Supplies, replace cabinets, miscellaneous tools.
Laundry	100		100	100	100	Laundrying of pants for uniforms.
Uniforms	500	100	600	600	600	Shirts, pants, shoes, and snake gaiters.

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Community Development - Code Enforcement

ACCOUNT TITLE	2017/18 ALLOCATED	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Services	7,300	1,400	8,700	8,700	8,700	Comcate subscription (7900), help desk (800)
Lot Clearing	35,000		35,000	20,000	20,000	Lot clearings, mowing, abatements, and supplies.
Dues & Subscriptions	150		150	150	150	Professional association memberships.
Capital Outlay	0	26,000	26,000	0	0	2019 Nissan Frontier Extended Cab 2WD-autom.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	COMMUNITY DEVELOPMENT	FISCAL YEAR	2020
DIVISION	ADMINISTRATION & PLANNING	DATE	6/10/2019
ACCOUNT NO.	104900	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** The Community Development Service Level includes the Director of Community Development, The Administrative Assistant, and the Planning Division. The Director is responsible for the execution of the City's planning, zoning enforcement, land use, and community development activities as well as code enforcement and building inspections, all of which involve a total of nine to ten employees. The Code Enforcement Division and the Building Inspections Division each have their own Service Level. The Planning Division is responsible for providing staff to the Planning Commission, Historic Preservation Commission, Board of Zoning Adjustment, and Technical Review Committee.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this division, the Director and Administrative Assistant will manage the Department. The Planning staff administers all long-range planning work done in-house or by planning consultants and will continue to enforce the Unified Development Ordinance and provide zoning enforcement for the City and the Extra-Territorial Jurisdiction. The Planning Division also reviews all applications for business registrations, home occupation permits, zoning permits, conditional use permits, sign permits, rezoning applications, special use permits, variance applications, and certificates of appropriateness. The Planning Division provides site plan and planning review of all projects and development proposed in the City.

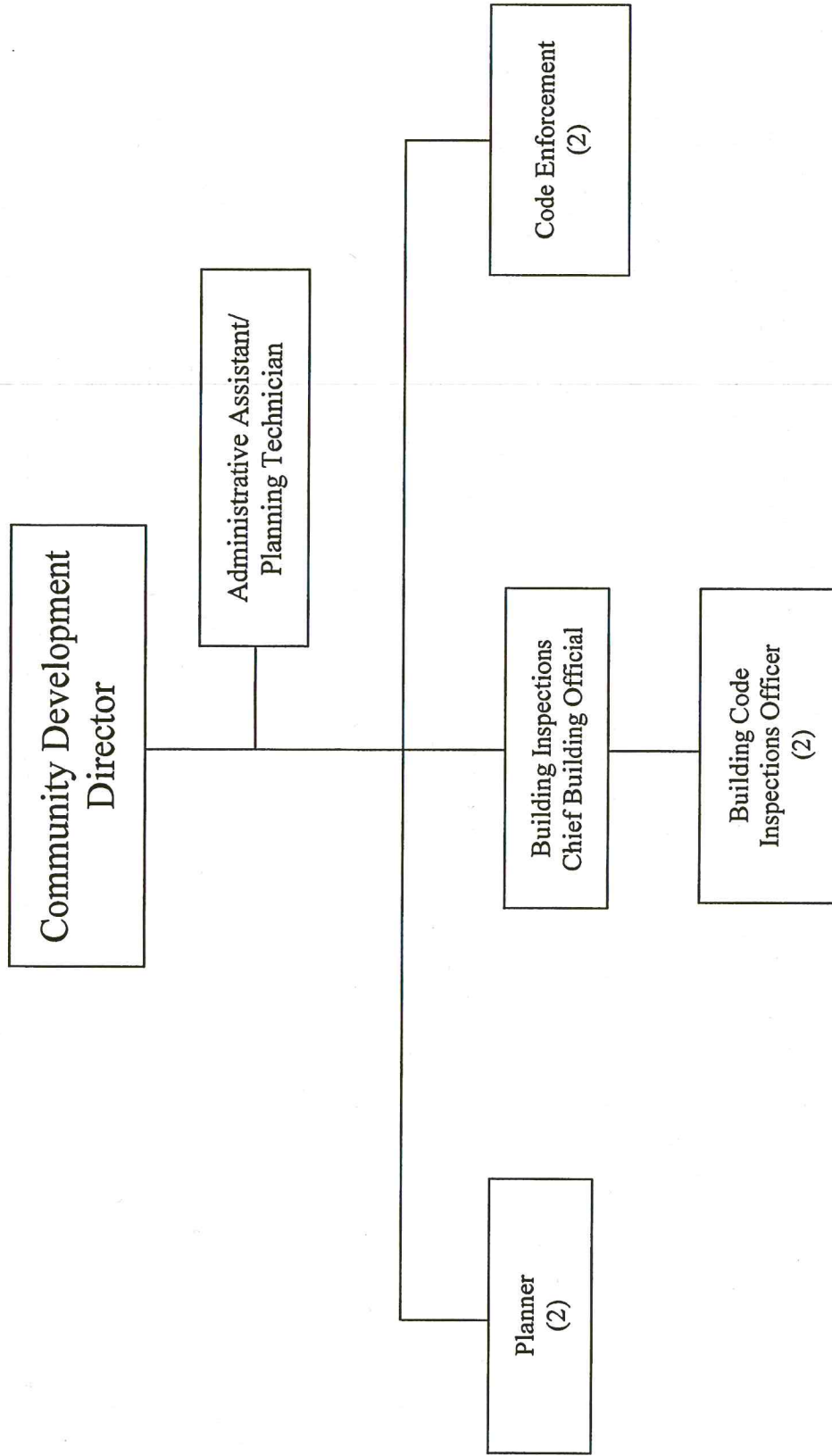
3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 20178 ACTUAL	FY 2019 BUDGET	FY2020 APPROVED
Personnel Services Expenditures	\$319,142	\$336,869	\$354,021	\$296,567
Operating Expenditures	40,226	63,541	39,475	41,275
Capital Expenditures	21,213	7,200	7,700	
Other Expenditures	3,992	5,322	5,325	5,325
General Fund Totals	\$384,573	\$412,932	\$406,521	\$343,167
No. of Budgeted Positions	5FT	5FT	5FT	4FT

4. **ACTIVITY/PERFORMANCE MEASURES:** The department provides accurate and timely information on land use, planning and zoning issues to the City Council, City Manager, department heads and external agencies. The department is responsible for administering and reporting on Community Development activities and funding. The department provides accurate information to clients and other officials with regards to the Unified Development Ordinance, zoning and flood zone maps. The department oversees the review and approval process on all development and land use projects. The department provides enforcement of the Unified Development Ordinance and land use requirements.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

**City of Elizabeth City
Community Development Department**



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	
Department: 10-4900-0000	COMMUNITY DEVELOPMENT:												
COMMUNITY DEVELOPMENT:													
10-4900-0000													
SALARIES & WAGES-REGULAR													
10-4900-0200	265,683.00	262,102.00	266,322.00	246,814.00	238,309.00	214,189.00	214,189.00	214,189.00	214,189.00	214,189.00	214,189.00	214,189.00	17.08-
	251,475.25	264,028.06	236,334.04	239,927.57	230,699.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
10-4900-0220	600.00	600.00	3,100.00	650.00	200.00	3,100.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	650.00
	45.43	26.35	873.54	266.99	1,210.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP													
10-4900-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,400.00	10,400.00	0.00
	322.83	0.00	1,723.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL SERVICES													
10-4900-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A.													
10-4900-0500	20,371.00	20,097.00	20,147.00	18,931.00	19,776.00	16,431.00	16,431.00	16,431.00	16,431.00	16,431.00	16,431.00	16,431.00	16.91-
	19,185.16	20,118.64	18,700.52	18,294.13	17,661.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
10-4900-0600	32,015.00	32,015.00	33,126.00	39,005.00	41,950.00	34,568.00	34,568.00	34,568.00	34,568.00	34,568.00	34,568.00	34,568.00	17.60-
	31,030.44	32,097.60	32,393.90	29,874.24	25,763.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
10-4900-0700	32,407.00	30,587.00	31,950.00	31,469.00	33,786.00	29,879.00	29,879.00	29,879.00	29,879.00	29,879.00	29,879.00	29,879.00	11.56-
	29,624.42	30,980.82	29,617.11	30,162.45	30,965.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
10-4900-1100	3,950.00	3,950.00	3,950.00	4,200.00	4,200.00	7,200.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	42.86
	4,477.03	3,923.27	4,408.83	4,348.11	6,445.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
10-4900-1101	1,750.00	1,000.00	1,500.00	1,250.00	1,250.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	60.00
	1,035.69	650.23	1,340.84	1,118.66	2,932.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRINTING													
10-4900-1200	500.00	0.00	500.00	500.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	50.00	0.00	25.00	340.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
COMMUNITY DEVELOPMENT:													
TRAVEL & EDUCATION 10-4900-1400	3,500.00 2,063.87	3,000.00 1,399.53	3,500.00 8,294.52	4,000.00 9,982.30	13,000.00 5,335.13	0.00	24,420.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	23.08-
TRAVEL-COMMISSIONS 10-4900-1410	3,500.00 2,077.90	3,000.00 1,214.84	3,000.00 2,195.65	3,000.00 2,000.00	3,000.00 3,072.70	0.00	5,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT 10-4900-1600	3,500.00 784.80	1,000.00 244.89	692.00 590.58	800.00 1,391.20	350.00 367.48	0.00	350.00	350.00	350.00	350.00	350.00	350.00	0.00
MAINTENANCE OF VEHICLES 10-4900-1700	1,250.00 518.54	650.00 816.88	1,250.00 78.60	1,000.00 686.71	1,000.00 265.66	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
PERSONAL COMPUTER EXPENSE 10-4900-1701	500.00 374.97	300.00 75.00	500.00 1,128.18	2,444.00 49.52	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING 10-4900-2600	4,000.00 1,447.30	2,250.00 1,535.55	3,500.00 3,350.25	4,000.00 3,092.39	3,400.00 3,222.00	0.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	32.35
AUTO SUPPLIES 10-4900-3100	1,200.00 127.97	600.00 42.90	700.00 239.53	700.00 724.75	250.00 243.19	0.00	250.00	250.00	250.00	250.00	250.00	250.00	0.00
OFFICE SUPPLIES 10-4900-3200	2,000.00 2,112.72	1,500.00 1,223.03	2,000.00 3,887.54	1,750.00 5,439.10	4,000.00 6,062.51	0.00	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00	15.00
DEPARTMENTAL SUPPLIES & EXP 10-4900-3300	3,000.00 3,416.37	3,000.00 2,907.73	3,500.00 5,984.09	4,100.00 3,653.41	4,100.00 6,694.65	0.00	5,200.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	2.44-
CONTRACTED SERVICES 10-4900-4500	1,000.00 0.00	500.00 569.00	1,000.00 1,619.88	1,000.00 0.00	26,000.00 26,722.92	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	96.15-
DUES & SUBSCRIPTIONS 10-4900-5300	1,000.00 1,046.04	1,000.00 981.50	1,200.00 886.32	1,200.00 1,264.38	1,450.00 940.99	0.00	2,150.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	37.93

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-4900-0000 COMMUNITY DEVELOPMENT:													
WORKERS COMP/TNS & BOND													
10-4900-5400	377.00	457.00	591.00	600.00	500.00	600.00	591.00	600.00	500.00	400.00	400.00	400.00	20.00-
	436.31	591.28	601.63	94.38	623.14				0.00				
INSURANCE LIABILITY													
10-4900-5410	395.00	366.00	278.00	278.00	725.00	278.00	278.00	725.00	725.00	725.00	725.00	725.00	0.00
	349.04	278.22	394.92	713.20	589.80				0.00				
UNEMPLOYMENT INSURANCE													
10-4900-5420	1,100.00	340.00	224.00	119.00	250.00	119.00	224.00	250.00	250.00	250.00	250.00	250.00	0.00
	338.33	224.13	119.28	235.31	118.68				0.00				
INSURANCE-CLAIMS PAID													
10-4900-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	2,500.00				0.00				
LAND USE PLAN													
10-4900-5800	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00				0.00				
WATERFRONT LAND USE PLAN													
10-4900-5801	0.00	0.00	0.00	32,500.00	0.00	32,500.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	32,500.00	0.00				0.00				
COMPREHENSIVE PLAN													
10-4900-5802	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00		0.00
	0.00	0.00	0.00	0.00	0.00				0.00				
ZONING MAP													
10-4900-5810	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	200.00	200.00	200.00	0.00
	0.00	0.00	0.00	0.00	0.00				0.00				
SAF SHOE/EYE EXAM/PHY/GLASSES													
10-4900-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	214.79	0.00	242.00	74.69	40.00				0.00				
HURRICANE FLORENCE													
10-4900-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00				0.00				
CAPITAL OUTLAY-EQUIPMENT													
10-4900-7400	1,500.00	1,250.00	26,308.00	7,200.00	7,700.00	7,200.00	26,308.00	138,000.00	7,700.00	138,000.00	138,000.00		0.00
	864.00	1,202.91	26,050.35	0.00	7,249.00	0.00	26,050.35		7,249.00				

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd Budgeted	
Department: 10-4900-0000	COMMUNITY DEVELOPMENT:												
DEBT SERVICE VEHICLE													
10-4900-8100	0.00	0.00	0.00	0.00	5,000.00	5,322.00	5,322.00	5,325.00	5,325.00	0.00	5,325.00	5,325.00	0.00
	0.00	0.00	0.00	0.00	3,991.50	5,322.00	5,322.00	5,322.00	5,322.00	0.00	5,325.00	5,325.00	0.00
Control Total	385,598.00	369,564.00	413,838.00	412,932.00	413,838.00	412,932.00	431,521.00	431,521.00	431,521.00	0.00	588,637.00	566,567.00	20.48-
	333,419.20	365,132.36	384,571.64	391,555.49	384,571.64	391,555.49	385,999.34	385,999.34	385,999.34	0.00	588,637.00	566,567.00	20.48-
Department Total	385,598.00	369,564.00	413,838.00	412,932.00	413,838.00	412,932.00	431,521.00	431,521.00	431,521.00	0.00	588,637.00	566,567.00	20.48-
	333,419.20	365,132.36	384,571.64	391,555.49	384,571.64	391,555.49	385,999.34	385,999.34	385,999.34	0.00	588,637.00	566,567.00	20.48-

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	200	2,900	3,100	1,500	1,500	Night mtgs PC, HPC, BOA, CC. (add PI II = 2600)
Salaries & Wages P/T & Temp	0	10,400	10,400			Add part-time Office Assistant.
Communications	4,200	3,000	7,200	6,000	6,000	'18 EXP: \$6250; Service increase for 6 gmail accounts, 3 iPads, and 3 smartphones (add: Sr PI: 1 gmail, 1 iPad, 1 smartphone; PL II: 1 iPad)
Postage	1,250	750	2,000	2,000	2,000	Mailing of letters, packages to clients, boards, etc.
Printing	1,000	1,000	2,000	1,000	1,000	General office printing, replace zoning signs, plots, posters, and flyers for public meetings and workshops, surveys, sets of draft and final plans.
Travel & Education	13,000	11,420	24,420	10,000	10,000	Various workshops, seminars, conferences by SOG, NC Preservation, APA, NC Main St, & online.
Travel - Planning Commissions	3,000	2,500	5,500	3,000	3,000	'18 EXP: \$4750; Payment for PC & BZA members (3100), and expenses for workshops, conferences (3 members) for PC, BZA, and HPC boards (2300).
Maintenance & Repair of Equipment	350		350	350	350	Normal maintenance of equipment.
Maintenance & Repair of Vehicle	1,000		1,000	1,000	1,000	General maintenance of departmental vehicle.
Personal Computer Expense	0		0			To IT: 2 Computer stations and software, 1 color printer, 2 iPads.
Advertising	3,400	1,100	4,500	4,500	4,500	'18 EXP: \$4470; Cost of advertising proposed rezoning; BZA and PC items; public meetings for plans; Fair Housing advertising (300).
Auto Supplies	250		250	250	250	Gasoline, wipers, & other related supplies.
Office Supplies	4,000	600	4,600	4,600	4,600	Normal consumable supplies, including toner; FH, Comp Plan, UDO meetings (600).

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies	4,100	1,100	5,200	4,000	4,000	Normal & non-consumable office supplies specific to department functions: desk, chairs, plotter supplies, flat files, file cabinet, etc.
Contracted Services	1,000		1,000	1,000	1,000	Contracting of consultants (i.e. graphic design).
Dues and Subscriptions	1,450	700	2,150	2,000	2,000	Dues for professional organizations (APA, AICP, NCAZO, NCAFPM) and literature.
Waterfront Plan	0		0			Costs related to Waterfront Plan.
Zoning Map	0	200	200	200	200	Revised zoning map printing and framing.
Capital Outlay - Equipment	7,700	130,300	138,000			Costs for consultant, split with County. \$75,000 Costs for consultant. \$55,000 Illustrations, public meeting costs. \$8,000
Debt Service Vehicle	5,325		5,325	5,325	5,325	2017 Impala.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	ADMINISTRATIVE	FISCAL YEAR	2020
DIVISION	PUBLIC BUILDINGS	DATE	6/10/2017
ACCOUNT NO.	105000	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE:

This service level funds two full-time Building Maintenance / Custodial workers who perform multiple janitorial and repair tasks throughout the City's two Colonial Avenue buildings, the Hugh Cale Community Resource Center, Police Sub-station, 709 Herrington Road and the Public Safety Administration, and surrounding grounds and parking lot. The staff also facilitate building and systems maintenance at the Knobbs Creek Recreation Center, Public Works (garage) facility, and Customer Service satellite office.

2. BENEFITS OF FUNDING THIS LEVEL:

Addressing the needs of the City's administrative and community buildings by maintaining the physical plant with attention to sanitation and aesthetics as well as employee and public safety. In addition, workers provide assistance to the City Manager and Clerk's Offices in moving of furniture, supplies and records for storage.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$113,002	\$112,838	\$117,893	\$122,041
Operating Expenditures	173,529	163,458	183,386	251,460
Capital Expenditures	26,601	325,000	54,400	15,000
Other Expenditures	97,224	164,097	169,335	166,280
General Fund Totals	\$410,356	\$765,393	\$525,014	\$554,781
No. of Budgeted Positions	2FT	2FT	2FT	2FT

4. ACTIVITY/PERFORMANCE MEASURES: The following janitorial tasks are rendered: vacuuming carpeted areas, maintaining tiled/terrazzo floored areas by mopping and buffing, cleaning bathrooms and replenishing paper products daily, window cleaning, daily trash disposal, dusting, maintaining breakrooms, microwave and refrigerator cleaning, clearing exterior entryways to buildings and trash/landscaping waste pick-up on grounds and parking areas. The following maintenance and repair tasks are rendered: changing light bulbs/ballasts, painting, minor plumbing repairs, HVAC system troubleshooting, watering and fertilizing plants in atrium of the Municipal Building, trash removal from outside receptacles, application of oil absorbent material and snow melt in pedestrian and vehicular drive-thru areas, as needed. Coordinating the moving furniture, supplies, building remodel etc.

RECOMMENDED BY CITY MANAGER: YES (X) NO () **APPROVED BY CITY COUNCIL: YES (X) NO ()**

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Estimated Full Year	Requested	Admin. Recmnd	
Department: 10-5000-0000 ADMIN - PUBLIC BUILDINGS:													
ADMIN - PUBLIC BUILDINGS: 10-5000-0000													
SALARIES & WAGES-REGULAR 10-5000-0200	72,329.00 73,133.86	73,619.00 73,823.93	74,865.00 76,335.03	75,435.00 81,814.67	77,774.00 79,223.55	0.00	80,963.00	80,963.00	80,963.00	80,963.00	80,963.00	80,963.00	4.10
SALARIES & WAGES-OVERTIME 10-5000-0220	6,000.00 6,645.93	7,500.00 9,378.01	7,500.00 6,926.39	6,000.00 4,737.75	6,000.00 7,295.23	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
SALARIES & WAGES P/T & TEMP 10-5000-0300	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	22,021.00	22,021.00	22,021.00	22,021.00	22,021.00	22,021.00	0.00
F. I. C. A. 10-5000-0500	5,839.00 6,011.82	5,938.00 6,334.75	5,958.00 6,207.19	6,260.00 6,511.86	6,409.00 6,475.50	0.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	1.42
GROUP INSURANCE 10-5000-0600	12,806.00 12,805.92	12,806.00 12,805.92	13,554.00 13,364.40	15,602.00 15,259.50	16,780.00 15,886.14	0.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	3.00
RETIREMENT 10-5000-0700	9,289.00 9,412.45	8,591.00 9,982.38	9,454.00 10,168.71	9,541.00 10,832.64	10,930.00 10,989.61	0.00	11,294.00	11,294.00	11,294.00	11,294.00	11,294.00	11,294.00	3.33
COMMUNICATIONS 10-5000-1100	1,200.00 813.97	1,200.00 1,048.64	1,200.00 1,092.41	1,200.00 1,086.00	1,200.00 809.73	0.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00
POSTAGE 10-5000-1101	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES 10-5000-1300	78,000.00 75,282.21	70,000.00 74,461.95	70,000.00 78,518.39	70,000.00 78,585.64	75,000.00 77,218.19	0.00	86,500.00	86,500.00	86,500.00	86,500.00	86,500.00	86,500.00	6.67
TRAVEL & EDUCATION 10-5000-1400	1,000.00 495.67	1,500.00 1,169.00	1,500.00 23.00	1,500.00 921.95	3,411.00 125.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	94.14-

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5000-0000 ADMIN - PUBLIC BUILDINGS:													
MAINT & REPAIR-BLDGS & REALTY													
10-5000-1500	22,723.97	22,500.00	26,254.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	0.00	90,350.00	55,000.00	55,000.00	144.44
	49,555.77	25,030.48	26,047.20	20,995.45	17,701.90								
MAINTENANCE & REPAIR-EQUIPMENT													
10-5000-1600	8,000.00	8,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	8,000.00	8,000.00	20.00-
	6,635.80	9,564.56	10,048.43	4,924.90	8,392.07								
MAINTENANCE OF VEHICLES													
10-5000-1700	400.00	400.00	3,054.00	750.00	11,000.00	11,000.00	900.00	900.00	0.00	900.00	900.00	900.00	91.82-
	0.00	585.92	3,489.79	955.36	3,652.22								
AUTO SUPPLIES													
10-5000-3100	500.00	500.00	500.00	700.00	750.00	750.00	900.00	900.00	0.00	900.00	900.00	900.00	20.00
	808.45	677.76	650.66	627.62	833.10								
DEPARTMENTAL SUPPLIES & EXP													
10-5000-3300	7,500.00	10,695.00	10,000.00	12,350.00	14,000.00	14,000.00	16,000.00	16,000.00	0.00	16,000.00	16,000.00	16,000.00	14.29
	8,093.00	11,400.93	10,733.59	12,674.09	15,545.07								
LAUNDRY													
10-5000-3500	300.00	300.00	300.00	600.00	900.00	900.00	1,350.00	1,000.00	0.00	1,350.00	1,000.00	1,000.00	11.11
	940.69	584.52	626.11	931.96	771.86								
CONTRACTED SERVICES													
10-5000-4500	12,600.00	17,500.00	18,500.00	18,500.00	37,000.00	37,000.00	66,530.00	61,530.00	0.00	66,530.00	61,530.00	61,530.00	66.30
	14,577.38	20,755.83	19,719.34	18,696.87	25,333.48								
TIPPING FEES													
10-5000-4501	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00	7,000.00	0.00
	0.00	0.00	0.00	0.00	0.00								
WORKERS COMP/INS & BOND													
10-5000-5400	4,447.00	5,325.00	2,339.00	5,797.00	6,400.00	6,400.00	3,200.00	3,200.00	0.00	3,200.00	3,200.00	3,200.00	50.00-
	5,070.56	2,339.46	5,491.92	2,951.92	5,003.62								
INSURANCE LIABILITY													
10-5000-5410	9,722.00	10,244.00	19,048.00	19,048.00	20,700.00	20,700.00	22,000.00	22,000.00	0.00	22,000.00	22,000.00	22,000.00	6.28
	9,755.88	12,045.29	14,146.81	12,693.34	20,489.66								
UNEMPLOYMENT INSURANCE													
10-5000-5420	440.00	135.00	63.00	63.00	75.00	75.00	80.00	80.00	0.00	80.00	80.00	80.00	6.67
	135.33	62.95	33.53	71.92	35.73								

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5000-0000 ADMIN - PUBLIC BUILDINGS:													
INSURANCE-CLAIMS PAID													
10-5000-5430	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES													
10-5000-5870	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	570.00	450.00	450.00	0.00
	154.80	15.18-	132.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY BUILDING													
10-5000-7100	700,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	10,330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													
10-5000-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY IMPROVEMENTS													
10-5000-7300	52,754.63	2,000.00	25,000.00	0.00	27,000.00	100,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	44.44-
	688.94	0.00	26,400.00	0.00	25,409.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REFURBISH WIDGETT BUILDING													
10-5000-7301	51,321.00	0.00	93,150.00	401,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	93,150.00	269,886.37	2,678.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY													
10-5000-7400	13,800.00	0.00	0.00	0.00	37,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	31,669.98	0.00	0.00	0.00	28,385.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE PUBLIC SAFETY BLDG													
10-5000-8100	80,000.00	60,000.00	97,215.00	95,311.00	93,410.00	91,510.00	91,510.00	91,510.00	91,510.00	91,510.00	91,510.00	91,510.00	2.03-
	0.00	49,321.68	97,223.74	95,311.38	93,407.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE REFURBISH WIDGETT BLDG													
10-5000-8101	0.00	0.00	0.00	68,786.00	70,125.00	68,860.00	68,860.00	68,860.00	68,860.00	68,860.00	68,860.00	68,860.00	1.80-
	0.00	0.00	0.00	35,536.76	70,122.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - VEHICLE													
10-5000-8102	0.00	0.00	0.00	0.00	5,800.00	5,910.00	5,910.00	5,910.00	5,910.00	5,910.00	5,910.00	5,910.00	1.90
	0.00	0.00	0.00	0.00	2,461.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	1,152,421.60	332,203.00	490,904.00	841,393.00	556,014.00	718,122.00	583,802.00	554,781.00	554,781.00	583,802.00	554,781.00	554,781.00	0.22-
	312,688.41	331,688.78	500,529.34	676,007.95	518,300.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	1,152,421.60	332,203.00	490,904.00	841,393.00	556,014.00	718,122.00	583,802.00	554,781.00	554,781.00	583,802.00	554,781.00	554,781.00	0.22-

Description Budget Account Number	2015 Approp Actual	2016 Approp Actual	2017 Approp Actual	2018 Approp Actual	2019 Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	%PY
Department: 10-5000-0000 ADMIN - PUBLIC BUILDINGS:	312,688.41	331,688.78	500,529.34	676,007.95	518,300.81	0.00				

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	6,000		6,000	6,000	6,000	Call-backs are related to after-hours maintenance emergencies. Emergency calls are related to high-priority maintenance / service calls and inclement weather affecting City property.
Salaries & Wages P/T & Temp	0	22,021	22,021			The responsibilities and expectations of the Public Buildings (Maintenance) Division have expanded to include special project, grounds and parking area upkeep, work order request from (previously unserved) City departments and divisions, including Parks & Recreation, Senior Center, and Public Works garage). Current workload extends beyond the two-person workers staffing the division.
Communications	1,200		1,200	1,200	1,200	Two (2) mobile phones at \$30 each per month; and two (2) Gmail accounts
Postage	0		0			Mailing and shipping-related costs. No costs planned for this account center line item.
Utilities	75,000	11,500	86,500	80,000	80,000	This line item captures the annual utility costs for City Hall, A.P. Midgett Municipal Building, Public Safety Administration Building (Police and Fire Administration), 709 Herrington Road, and Hugh Cale Community Resource Center. Annual utility averages for City facilities charged to this account have been increasing; combined utilities generate at an average per month of \$6,600, \$78,600 annually.

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Laundry	900	450	1,350	1,000	1,000	Regular uniform costs and laundering charges for division employees. Division costs have leveled off, following four consecutive fiscal years of steady increase.
Contracted Services	37,000	29,530	66,530	61,530	61,530	\$450 -- Added to accommodate additional (part-time) Division employee. \$23,530 -- Annual inspections of elevators, fire alarm fire extinguisher, and phone systems; annual pest control / extermination service for all City facilities and properties, including downtown government buildings, Knobbs Creek Recreation Center, Public Works / Utilities facilities, Purchasing / Electric Warehouse, ECSU Water Tower location, etc.); annual carpet cleaning; and specialized equipment servicing that Division personnel are unable to complete in-house.
Tipping Fees	0	7,000	7,000	0	0	\$43,000 -- (New) Annual Full-Service Planned Maintenance contract for all HVAC equipment located at the City Hall, A.P. Midgett, Public Safety Administration, Public Works Administration (Garage), and Knobbs Creek Recreation Center Dumping and landfill costs associated with planned major repairs and demolition costs. \$7,000 -- Dumping / tipping fees associated with the demolition of 709 Herrington Road.

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair -- Equipment	10,000		10,000	8,000	8,000	\$10,000 -- Refurbishment of City Hall Council Chambers and Meeting Room, including painting, restaining, carpeting, and miscellaneous.
Maintenance of Vehicles	1,000	(100)	900	900	900	Repairs to facility mechanical equipment, fire alarms and extinguishers, plumbing hardware and systems, and other equipment repairs.
Auto Supplies	750	150	900	900	900	Division vehicle annual inspection, unexpected repairs, routine maintenance, and quarterly detailing. Annual costs are not expected to increase due to new vehicle assignment.
						Gasoline, motor oil and other fluids for Division vehicle, and equipment (e.g. weed eater, lawn mower, blower, etc.)

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Safety/Shoes & Glasses/Physicals	450	570	450	450	Hearing tests, OSHA required uniform/ materials: two (2) pair of steel-toed shoes per year for two (2) each Public Buildings personnel.
Public Safety Building	0	0			\$120 -- Added to line item to accommodate one (1) pair of steel-toed shoes for additional (part-time) Division-employee.
Hurricane Florence	0	0			Acquisition, rehabilitation and relocation costs associated with acquisition of the City's (new) Public Safety Administration Bldg., 305 E Main Street. No costs planned for this account center line item.
Capital Outlay - Improvements	27,000	100,000	15,000	15,000	Rehabilitation, repairs and restoration costs associated with 2018 named storm, Hurricane Florence. No costs planned for this account center line item. \$15,000 -- Replacement of one (1) HVAC unit at Public Safety Administration Bldg.
Refurbish Midgett Building	0	0			\$85,000 -- Replacement of chiller at A. P. Midgett Bldg. Rehabilitation, repairs and refurbishment costs associated with the relocation of Planning, Building Inspections, and Code Enforcement to the first floor of the A.P. Midgett Municipal Building. The project upgrades are complete. No costs planned for this account center line item.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Administration - Public Buildings

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies & Expenditures	14,000	2,000	16,000	16,000	16,000	<p>\$14,000 -- Cleaning supplies, paper products, floor care products filters, light bulbs, ballasts, paint, ladders, miscellaneous supplies for repair jobs, grounds maintenance supplies, etc. for City Hall, A.P. Midgett and Public Safety Administration buildings, CS satellite, HCCRC building, Public Works Administration building and ECPD substation.</p> <p>\$2,000 -- Purchase of plants / shrubbery / mulch for landscape beds at City Hall, A.P. Midgett, and HCCRC grounds, Public Safety Administration parking lot</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Administration - Public Buildings

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Capital Outlay - Equipment	27,400		0			No costs planned for this account center line item during FY2019-2020.
Debt Service Public Safety Building	93,410	(1,900)	91,510	91,510	91,510	Annual debt service payment for Public Safety Administration Building acquisition.
Debt Service Refurbish Midgett Bldg	70,125	(1,265.00)	68,860	68,860	68,860	Annual debt service payment for A. P. Midgett Building First Floor Refurbishment Project.
Debt Service -- Vehicle	5,800	110	5,910	5,910	5,910	Annual debt service payment for new 2018 Ford F150 division vehicle.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	POLICE	FISCAL YEAR	2020
DIVISION		DATE	6/10/2019
ACCOUNT NO.	105100	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the on-going activities of the Elizabeth City Police Department, comprised of 74 F/T and 2 1/2 P/T employees. The ECPD consists of three Divisions: the Administration/Office of Chief of Police, the Operations Division, and the Administrative Services Division. With grant funding awarded through COPS Office (a division of Department of Justice) the Elizabeth City Police Department was awarded an additional sworn police officer position (awarded by COPS Office on 09/01/14; approved by City Council of Elizabeth City on 10/06/14) as well as an additional sworn police officer position (awarded by COPS Office on 09/01/15; 09/01/16; and 09/01/17 and subsequently approved by Council).

2. BENEFITS OF FUNDING THIS LEVEL: By funding this service level, the Administration of the Elizabeth City Police Department will continue to maintain charge, management, supervision, and control of all members of the department. It will further continue its efforts in the enforcement of all Federal, State, and Local ordinances utilizing the philosophy of community-oriented/problem oriented policing, including the positive interaction with the youth of our community.

3. EXPENDITURES:

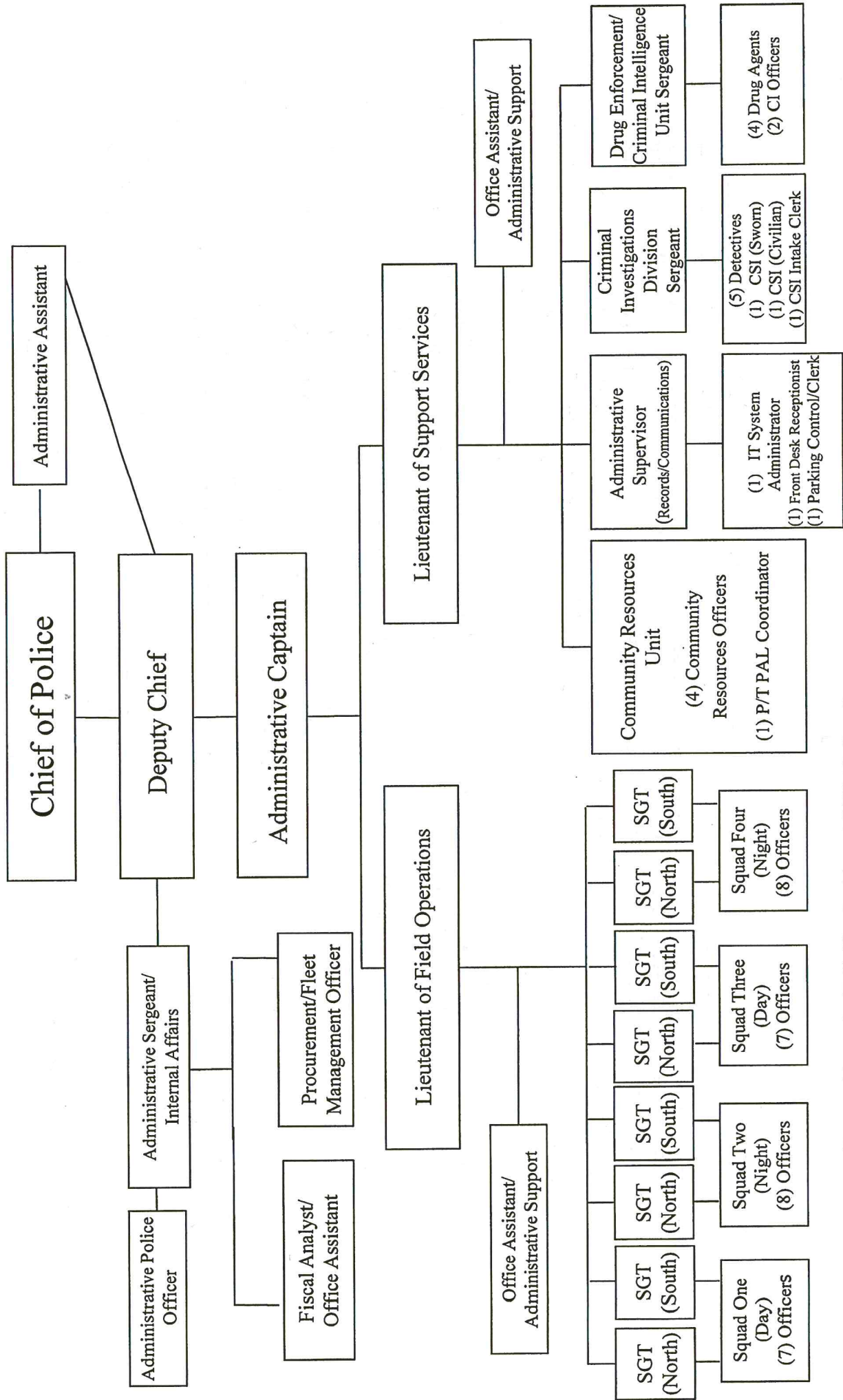
	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$4,450,295	\$4,542,820	\$4,659,405	\$4,979,185
Operating Expenditures	2,017,796	1,373,035	1,435,332	1,513,372
Capital Expenditures	251,449	311,875	299,950	271,902
Other Expenditures	238,247	321,459	348,000	361,775
General Fund Totals	\$6,957,787	\$6,549,189	\$6,742,687	\$7,126,234
No. of Budgeted Positions	74FT 2 1/2PT*	74FT 2 1/2PT*	74FT 2 1/2PT*	74FT 2 1/2PT*

* Total of sworn officers increased from 63 to 64 in FY17-18, reflecting internal change of one of the CSI positions to sworn and the addition of COPS2017 police officer slot.

4. ACTIVITY/PERFORMANCE MEASURES: The Administration of the Elizabeth City Police Department shall see that the Department continues to preserve the public peace, prevent crimes, detect and arrest offenders, protect the rights of persons and property in the City, preserve order generally, regulate traffic, enforce and carry out the ordinances and laws of the city, state, and nation. The Department will adhere to the mission of the organization while performing and adhering to Department values which are respect, professionalism, honesty, integrity, fairness and responsibility.

RECOMMENDED BY CITY MANAGER: YES (X) NO () **APPROVED BY CITY COUNCIL: YES (X) NO ()**

City of Elizabeth City Police Department



Reflects 64 F/T Sworn Officer Positions; 10 F/T Civilian Positions; 1 P/T PAL Coordinator

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5100-0000 POLICE:													
10-5100-0000													
SALARIES & WAGES-REGULAR													
10-5100-0200	2,925,103.00	2,999,049.00	3,127,577.00	3,087,821.00	2,989,821.00	3,531,600.00	3,310,937.00	3,310,937.00	3,310,937.00	3,310,937.00	3,310,937.00	3,310,937.00	10.74
	2,958,792.06	2,952,973.68	3,022,388.77	3,059,174.18	2,958,873.86				0.00				
SALARIES & WAGES COPS GRANT													
10-5100-0201	34,199.00	74,311.00	90,721.00	0.00	50,000.00				0.00				0.00
	21,280.04	41,780.85	45,115.66	44,653.08	50,067.11								
SALARIES & WAGES-OVERTIME													
10-5100-0220	118,000.00	116,500.00	116,500.00	116,500.00	268,000.00	190,000.00	160,318.00	160,318.00	160,318.00	160,318.00	160,318.00	160,318.00	40.18-
	115,728.36	116,498.53	148,349.22	184,686.10	265,881.48				0.00				
SALARIES & WAGES - OVERTIME GRANT													
10-5100-0221	25,000.00	23,631.68	0.00	0.00	0.00				0.00				0.00
	0.00	23,631.68	0.00	0.00	0.00								
SALARIES & WAGES P/T & TEMP													
10-5100-0300	32,000.00	32,000.00	32,000.00	32,000.00	42,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	23.81-
	40,883.62	44,135.62	33,139.54	37,791.17	41,366.11				0.00				
SALARIES & WAGES - RESERVE OFFICERS													
10-5100-0301	0.00	0.00	0.00	0.00	0.00				0.00				0.00
	0.00	0.00	0.00	0.00	0.00								
PROFESSIONAL SERVICES													
10-5100-0400	7,000.00	7,000.00	7,635.00	2,860.00	7,000.00	10,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	6,750.00	8,149.00	10,750.00	3,090.00	10,444.00				0.00				
F. I. C. A.													
10-5100-0500	241,496.00	255,605.00	256,989.00	248,575.00	271,502.00	293,739.00	269,997.00	269,997.00	269,997.00	269,997.00	269,997.00	269,997.00	0.55-
	242,314.35	246,026.47	252,082.68	259,800.48	259,641.80				0.00				
GROUP INSURANCE													
10-5100-0600	461,016.00	467,419.00	497,458.00	546,070.00	620,800.00	639,508.00	604,940.00	604,940.00	604,940.00	604,940.00	604,940.00	604,940.00	2.55-
	431,739.36	430,448.01	447,380.10	471,950.56	497,357.99				0.00				
RETIREMENT													
10-5100-0700	383,241.00	372,927.00	413,086.00	412,897.00	455,640.00	516,724.00	484,287.00	484,287.00	484,287.00	484,287.00	484,287.00	484,287.00	6.29
	376,810.24	379,347.36	414,706.25	431,076.68	438,209.73				0.00				

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
POLICE:														
POLICE SEPARATION PAY														
10-5100-0710	61,402.00	63,254.00	63,254.00	86,132.00	115,625.00	130,012.00	116,706.00	116,706.00	116,706.00	0.00	130,012.00	116,706.00	116,706.00	0.93
	68,326.05	68,147.48	87,132.88	110,730.96	120,758.88									
FEES FOR INVESTIGATION														
10-5100-1060	10,000.00	6,000.00	6,000.00	6,000.00	10,000.00	20,000.00	10,000.00	10,000.00	10,000.00	0.00	20,000.00	10,000.00	10,000.00	0.00
	10,000.00	6,000.00	8,500.00	12,000.00	10,500.00									
COMMUNICATIONS														
10-5100-1100	81,500.00	65,000.00	65,000.00	70,000.00	90,000.00	75,300.00	70,000.00	70,000.00	70,000.00	0.00	75,300.00	70,000.00	70,000.00	22.22-
	68,126.75	70,051.21	83,283.48	97,318.70	90,875.13									
POSTAGE														
10-5100-1101	5,000.00	5,000.00	8,500.00	3,500.00	3,500.00	3,500.00	3,518.22	3,500.00	3,500.00	0.00	3,500.00	3,500.00	3,500.00	0.00
	4,657.88	12,172.79	9,502.63	3,518.22	1,638.58									
PRINTING														
10-5100-1200	4,000.00	2,000.00	3,500.00	2,500.00	3,000.00	13,000.00	5,000.00	5,000.00	5,000.00	0.00	13,000.00	5,000.00	5,000.00	66.67
	2,530.92	3,212.17	3,937.26	3,656.51	4,141.27									
UTILITIES														
10-5100-1300	12,000.00	12,000.00	1,000.00	3,000.00	3,000.00	6,000.00	4,000.00	4,000.00	4,000.00	0.00	6,000.00	4,000.00	4,000.00	33.33
	10,322.00	3,299.35	3,828.67	7,830.36	4,555.07									
TRAVEL & EDUCATION														
10-5100-1400	59,901.00	40,300.00	57,000.00	54,700.00	75,000.00	72,950.00	65,000.00	65,000.00	65,000.00	0.00	72,950.00	65,000.00	65,000.00	13.33-
	55,600.54	46,944.41	45,190.12	52,235.42	73,268.00									
FIREARMS TRAINING														
10-5100-1401	19,021.01	19,000.00	18,171.88	12,800.00	17,500.00	20,000.00	15,000.00	15,000.00	15,000.00	0.00	20,000.00	15,000.00	15,000.00	14.29-
	19,151.90	19,112.74	13,326.07	12,799.52	14,599.12									
MAINT & REPAIR-BLDGS & REALTY														
10-5100-1500	10,000.00	3,400.00	7,500.00	7,500.00	5,000.00	10,000.00	9,000.00	9,000.00	9,000.00	0.00	10,000.00	9,000.00	9,000.00	80.00
	5,837.63	5,746.19	5,560.47	7,464.54	9,005.06									
MAINTENANCE & REPAIR-EQUIPMENT														
10-5100-1600	63,539.81	50,096.50	55,000.00	43,300.00	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	0.00	55,000.00	55,000.00	55,000.00	0.00
	48,673.37	50,909.86	67,906.88	47,203.93	41,216.51									
MAINTENANCE OF VEHICLES														
10-5100-1700	140,880.00	148,621.29	169,403.72	171,380.00	197,200.00	195,000.00	195,000.00	195,000.00	195,000.00	0.00	195,000.00	195,000.00	195,000.00	1.12-
	210,028.63	213,976.37	227,599.65	227,811.17	195,915.12									

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Admin. Recmnd	Requested	Budgeted		
POLICE:														
PERSONAL COMPUTER EXPENSE														
10-5100-1701	13,540.00	4,500.00	7,500.00	7,500.00	7,500.00	14,031.62	9,133.59	5,000.00	5,000.00	5,000.00	4,000.00	4,000.00	20.00-	
	17,904.91	5,906.94						1,319.87	0.00					
EQUIPMENT RENTAL														
10-5100-2100	3,500.00	0.00	2,000.00	1,800.00	2,000.00	1,800.00	1,800.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	
	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	2,430.00	0.00					
LEGAL ADVERTISING														
10-5100-2600	1,500.00	0.00	1,000.00	4,000.00	1,000.00	6.30	172.00	500.00	500.00	500.00	500.00	500.00	0.00	
	0.00	82.75						0.00	0.00					
AUTO SUPPLIES														
10-5100-3100	190,000.00	157,000.00	151,500.00	114,000.00	151,500.00	124,643.93	135,220.57	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00	0.00	
	156,928.18	112,773.65						140,753.51	0.00					
OFFICE SUPPLIES														
10-5100-3200	13,500.00	15,000.00	25,000.00	20,000.00	25,000.00	31,008.34	23,031.73	22,000.00	22,000.00	27,000.00	24,000.00	24,000.00	9.09	
	20,472.28	27,046.32						18,933.44	0.00					
DEPARTMENTAL SUPPLIES & EXP														
10-5100-3300	57,842.25	37,530.00	34,200.00	222,072.94	34,200.00	49,698.42	223,607.83	201,884.00	201,884.00	70,000.00	70,000.00	70,000.00	65.33-	
	60,947.19	51,249.21						211,626.04	0.00					
CRIME PREVENTION EXPENSES														
10-5100-3302	10,000.00	9,000.00	9,750.00	8,703.39	9,750.00	5,033.12	10,521.67	6,285.32	6,285.32	10,000.00	8,000.00	8,000.00	27.28	
	8,614.29	6,616.19						8,534.30	0.00					
PAL EXPENSES														
10-5100-3303	55,963.00	50,000.00	50,000.00	47,096.61	50,000.00	52,433.33	61,202.86	69,277.00	69,277.00	50,452.00	50,452.00	50,452.00	27.17-	
	65,239.89	55,855.87						66,055.00	0.00					
JAG GRANT - SWAT														
10-5100-3305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00						0.00	0.00					
CAMERA GRANT														
10-5100-3306	0.00	14,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00						0.00	0.00					
DOG EXPENSE														
10-5100-3320	7,000.00	5,000.00	6,500.00	5,500.00	6,500.00	4,013.68	5,720.83	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	
	4,016.19	4,084.79						1,745.43	0.00					

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
POLICE:													
Department: 10-5100-0000													
UNIFORMS													
10-5100-3600	43,082.18	46,043.30	43,000.00	38,000.00	53,500.00	58,500.00	58,500.00	58,500.00	58,500.00	58,500.00	58,500.00	58,500.00	9.35
	49,216.48	40,282.37	46,923.72	38,441.99	58,678.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BULLETPROOF VEST GRANT													
10-5100-3601	19,590.00	19,000.00	10,000.00	17,000.00	14,135.00	14,135.00	14,135.00	14,135.00	14,135.00	14,135.00	14,135.00	14,135.00	0.00
	13,976.26	8,332.07	10,147.63	13,318.70	21,980.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAMERAS IN CAR													
10-5100-3602	0.00	0.00	0.00	0.00	7,442.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MDT TERMINALS													
10-5100-3603	0.00	0.00	0.00	0.00	6,325.00	15,325.00	15,325.00	15,325.00	15,325.00	15,325.00	15,325.00	15,325.00	142.29
	0.00	0.00	0.00	0.00	6,240.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TASERS													
10-5100-3604	0.00	0.00	0.00	0.00	0.00	39,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CONTRACTED SERVICES													
10-5100-4500	45,870.00	65,544.00	65,000.00	58,100.00	62,500.00	81,875.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	12.00
	23,016.17	64,472.76	56,167.12	60,234.90	58,000.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CONTRACTED SERVICES/911													
10-5100-4501	197,455.00	212,009.00	338,145.00	237,528.00	243,338.00	243,338.00	243,338.00	243,338.00	243,338.00	243,338.00	243,338.00	243,338.00	0.00
	194,514.99	212,874.48	241,880.75	206,558.51	211,528.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ANIMAL CONTROL													
10-5100-4503	121,246.00	144,388.00	147,688.00	148,338.00	133,922.00	133,922.00	133,922.00	133,922.00	133,922.00	133,922.00	133,922.00	133,922.00	0.00
	122,826.92	134,261.31	125,418.36	141,377.22	122,866.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ALBEMARLE HOPELINE													
10-5100-4504	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CODE ENFORCEMENT													
10-5100-4601	35,000.00	35,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	34,298.00	33,717.26	38,289.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DUES & SUBSCRIPTIONS													
10-5100-5300	2,000.00	2,000.00	2,000.00	1,700.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	25.00
	3,072.00	1,943.00	1,872.32	1,681.33	2,445.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-5100-0000 POLICE:														
WORKERS COMP/INS & BOND														
10-5100-5400	74,979.00	90,969.00	106,104.00	143,833.00	143,833.00	136,950.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	12.38-	
	86,637.24	106,103.84	146,043.71	119,086.71	119,086.71	136,523.32	0.00	0.00	0.00	0.00	0.00	0.00		
INSURANCE LIABILITY														
10-5100-5410	47,074.00	44,942.00	52,235.00	52,235.00	52,235.00	52,235.00	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00	1.46	
	44,568.85	54,605.08	54,349.62	47,876.82	47,876.82	50,523.40	0.00	0.00	0.00	0.00	0.00	0.00		
UNEMPLOYMENT INSURANCE														
10-5100-5420	16,720.00	5,150.00	2,641.00	1,401.00	1,401.00	3,000.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	6.67	
	5,142.61	2,641.23	1,400.83	2,956.13	2,956.13	1,399.37	0.00	0.00	0.00	0.00	0.00	0.00		
INSURANCE-CLAIMS PAID														
10-5100-5430	55,000.00	0.00	10,260.00	12,000.00	12,000.00	16,500.00	16,500.00	16,500.00	16,500.00	16,500.00	12,500.00	12,500.00	24.24-	
	51,883.38	18,684.93	18,669.10	16,834.94	16,834.94	12,755.05	0.00	0.00	0.00	0.00	0.00	0.00		
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-5100-5870	4,000.00	4,000.00	4,000.00	2,500.00	2,500.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	
	4,088.48	5,100.41	3,417.25	2,254.07	2,254.07	4,372.14	0.00	0.00	0.00	0.00	0.00	0.00		
HURRICANE FLORENCE														
10-5100-7205	0.00	0.00	0.00	0.00	0.00	0.00	834.34	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CONSTRUCTION OF FIRING RANGE														
10-5100-7300	25,000.00	0.00	69,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	1,520.00	67,336.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY-EQUIPMENT														
10-5100-7400	217,017.36	355,494.00	264,319.00	285,960.00	285,960.00	344,092.00	332,648.00	271,902.00	271,902.00	271,902.00	271,902.00	271,902.00	20.98-	
	226,988.21	341,384.95	265,830.48	294,877.59	294,877.59	350,275.93	0.00	0.00	0.00	0.00	0.00	0.00		
NC TRAFFIC SAFETY GRANT														
10-5100-7401	0.00	0.00	0.00	7,830.00	7,830.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY-GOVERNORS HIGHWAY GRANT														
10-5100-7409	0.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY VIPER														
10-5100-7411	0.00	0.00	477,753.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	468,466.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Description Budget Account Number Department: 10-5100-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
DEBT SERVICE VEHICLES 2017 10-5100-8100	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	47,832.00 39,566.00	47,370.00 47,479.20	0.00	47,370.00	47,370.00	47,370.00	0.00
DEBT SERVICE VEHICLES 2018 10-5100-8105	18,702.00 18,702.48	18,702.00 17,143.94	17,017.00 17,018.36	0.00 0.00	57,100.00 24,642.75	0.00	59,070.00	59,070.00	0.00	59,070.00	59,070.00	59,070.00	3.45
DEBT SERVICE VEHICLES 2019 10-5100-8106	24,337.00 24,336.60	8,112.00 8,112.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	62,540.00	62,540.00	62,540.00	0.00
DEBT SERVICE RADIOS 10-5100-8108	0.00 0.00	0.00 0.00	96,000.00 50,606.81	100,008.00 99,989.28	98,385.00 98,357.20	0.00	96,765.00	96,765.00	0.00	96,765.00	96,765.00	96,765.00	1.65-
DEBT SERVICE VEHICLES 2013 10-5100-8109	46,513.00 46,512.84	46,513.00 48,071.38	46,513.00 46,512.84	46,513.00 46,512.84	18,035.00 22,674.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE VEHICLES 2014 10-5100-8110	34,538.00 31,083.84	41,445.00 41,445.12	41,445.00 41,445.12	41,445.00 41,445.12	41,445.00 41,445.12	41,445.00 41,445.12	10,365.00	10,365.00	0.00	10,365.00	10,365.00	10,365.00	74.99-
DEBT SERVICE VEHICLES 2015 10-5100-8112	0.00 0.00	41,000.00 21,536.28	43,073.00 43,072.56	43,073.00 43,072.56	43,075.00 43,072.54	0.00	43,075.00	43,075.00	0.00	43,075.00	43,075.00	43,075.00	0.00
DEBT SERVICE VEHICLES 2016 10-5100-8113	0.00 0.00	0.00 0.00	41,000.00 31,941.00	42,588.00 42,588.00	42,590.00 42,588.00	0.00	42,590.00	42,590.00	0.00	42,590.00	42,590.00	42,590.00	0.00
Control Total	6,090,267.61 6,029,341.98	6,251,005.77 6,185,212.10	7,216,438.60 7,004,158.56	6,711,091.94 6,818,875.37	7,169,973.32 6,913,395.65	0.00	7,551,963.00	7,126,234.00	0.00	7,551,963.00	7,126,234.00	7,126,234.00	0.61-
Department Total	6,090,267.61 6,029,341.98	6,251,005.77 6,185,212.10	7,216,438.60 7,004,158.56	6,711,091.94 6,818,875.37	7,169,973.32 6,913,395.65	0.00	7,551,963.00	7,126,234.00	0.00	7,551,963.00	7,126,234.00	7,126,234.00	0.61-

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Police

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	118,000	72,000	190,000	160,618	160,618	Costs for mandatory court appearances, operations, City-wide special events, PAL functions, and increase due to implementation of Novatime/punch clock system
Salaries & Wages P/T & Temp	32,000		32,000	32,000	32,000	Police Athletic League (PAL) Coordinator, School Crossing Guards and part-time employees.
Professional Services	7,000	3,000	10,000	7,000	7,000	Employment background investigations including psychological exams, polygraphs, assessments, the National Police Officer Selection Test in seeking best qualified candidates, and filling current vacancies.
Fees for Investigation	10,000	10,000	20,000	10,000	10,000	Fees to purchase information from confidential informants on criminal activity/crimes and to purchase items from pawn shops, and continued support of Regional Drug Task Force's controlled buys/operations.
Communications	70,000	5,300	75,300	70,000	70,000	Costs for telephone services, cell phones for officers, air cards, MDT inventory, Internet, Gmail; and Smart Phones for all of Support Services Division.
Postage	3,500		3,500	3,500	3,500	Postage for US Mail and certified mail for Evidence and Parking.
Printing	2,500	10,500	13,000	5,000	5,000	Costs for the printing of warning ticket books, parking tickets, business cards, field interview cards, policy books, security checks, crime prevention pamphlets/brochures; and Departmental "Re-Branding" project.
Utilities	3,000	3,000	6,000	4,000	4,000	Electricity for police sub-station and firearms range (includes LP gas for heating sub-station). Necessary increase to cover cost of increased use of Road Street Sub-Station by expanded Community Policing Unit.
Travel & Education	45,000	27,950	72,950	65,000	65,000	Training to increase professionalism and retain required certifications; Command Staff training (LEEP); Supervisor training (West Point Academy); with more Supervisors attending leadership courses & employees seeking higher education/degree. Also, seeking to pursue accreditation through CALEA.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Police

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Firearms Training	17,500	2,500	20,000	15,000	15,000	Costs for the purchase of ammunition, paper targets rebuilt targets, range supplies, SWAT firearms/ training equipment and conferences for instructors. Increase firearms qualification from once to twice yearly; and addition of 9mm weapons/rifles with ammo.
Maintenance & Repair of Buildings	5,000	5,000	10,000	9,000	9,000	Maintenance and repair of police facilities, reroute maintenance to substations and existing firing range, addition of Traffic Unit, & "Re-Branding" improvements.
Maintenance & Repair of Equipment	55,000		55,000	55,000	55,000	Costs of maintaining & repairing fax machines, communication equipment, hardware, printers, & technical support; purchase and repair/replacement of surveillance cameras; and cost of maintaining all RMS/CAD system application modules, to include CA+Net and P2C (Police to Citizen).
Maintenance of Vehicles	195,000		195,000	195,000	195,000	Maintenance costs for repair & operation of police vehicles; repairs for the Department's aging vehicles (10 years and older).
Personal Computer Costs	5,000		5,000	4,000	4,000	Expenses for personal computers under \$500; upgrades/repairs to MDT's.
Equipment Rental	2,000		2,000	2,000	2,000	DCI terminal lease for (6) base stations and the Department's expanding stock of MDT's.
Legal Advertising	500		500	500	500	Fees for legal advertising and employment vacancies.
Auto Supplies	120,000	15,000	135,000	135,000	135,000	Costs for gas, oil, & other petroleum products, to include continued fluctuation (increase) of fuel prices
Office Supplies	22,000	5,000	27,000	24,000	24,000	Costs for office supplies: pens, paper products, ink cartridges, toner, & other general supplies to accommodate daily operations and all departmental functions to include the PAL Program & community policing programs offered to residents/youth of EC; new copier to replaced aged one in Records Division;

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Police

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Office Supplies (Continued)						
Departmental Supplies	52,000	18,000	70,000	70,000	70,000	and continued 21st Century Policing initiatives that have been implemented, for continuance of said programs. General departmental supplies under \$500: includes crime scene supplies, property bags, intoxilizers, tape recorders, digital cameras, audio surveillance equipment, handcuffs, flashlight, batteries, desks/chairs, computer speakers, hemo-static clotting agents, filing cabinets for audit files, lockers, road spikes, alco-sensors, drug test kits, tint meters, glass punches, printers, copiers, replacement of duty wear due to age; replacement of expired Narcan (opioid antidote medicine) units for Patrol; civil disobedience protective gear; and all other general supplies need for 24/7 hours of operation for depart w/ 74 FT, 2 1/2 P/T members & approx 25 volunteers.
Crime Prevention Supplies	6,000	4,000	10,000	8,000	8,000	Crime prevention/community policing supplies and educational materials & brochures to support NNO Event, increase in (2) Citizen's Police Academy a year, Explorers Program, & Junior Police Academy for youth.
Police Athletic League Expenses	50,452		50,452	50,452	50,452	Building maintenance and continuing upgrades to the PAL gymnasium; insurance, supplies, and increased fuel costs to heat gymnasium; expansion of PAL's sports/ education curriculum and associated costs of refurbishing gym floor.
Dog Expenses	5,500		5,500	5,500	5,500	Certifications, training, food and medical care to maintain the Department's K-9 program;
Uniforms	43,500	15,000	58,500	58,500	58,500	Costs associated with the annual uniform budget, including \$600 allotment per officer for plain clothes allowance, volunteer chaplain uniforms, Traffic Unit/ Bicycle Patrol uniforms/gear; and replacement of all hat badges, as well as uniforms for new hires and replenishing aging/worn uniforms of existing employees

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Police

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Bulletproof Vest Grant	14,135		14,135	14,135	14,135	50% of purchasing costs for bulletproof vests contingent on Federal government grant award; upgrade SWAT Unit with ballistic helmets/body plates.
MDT Terminals	6,325	9,000	15,325	15,325	15,325	GETAC Mobile Data Terminals (5 MDT's).
Taser Replacement	(NEW LINE ITEM)		39,000	30,000	30,000	1st year of Department-wide Taser replacement.
Contracted Services	62,500	19,375	81,875	70,000	70,000	Service contracts for following: 21,000 - (Anthony Peete) Citywide surveillance camera system/CompStat software. (Existing) 12,705 - (Pasq. Co.) City's portion of 25 licenses held from Central Square/Sunguard Public Sector. (Ex) 4,728 - (Leads On Line) Investigative module for Investigative Unit to be used to track stolen property. (Existing) 2,042 - (Eastern Data Plastic) Access Control Sys Metal Detection/Alert Access Control. (Existing) 749 - (Kyocera) Copier maintenance agreement.(NEW) 3,219 - (Spectrum Cable) Maint contract.(Ex) 7,000 - NMS Labs (replaces ArroGen vendor), as network computer app used to submit evidence(Ex) 1,225 - IACP Net yearly access fee (Existing) 1,995 - Susteen cell phone forensic software - (Ex) (Note: License renewal, which expires 06/30/19.) 500 - Linstar ID System printer renewal (NEW) 11,700 - WatchGuard Body camera maintenance.(Ex) 2,388 - ArchiveSocial Inc. (social records stor) (Ex) 1,200 - Transunion Risk & Alternative (TLO) - (Ex) 2,080 - PowerDetail software/app - (Ex) 3,904 - Academy training software- to certify sworn law enforcement officers/in-service training (NEW) 3,150 - Idemia - for use of fingerprint machine (NEW) 1,689 - Waste Industries - trash pick-up (NEW) 600 - Proteck Interactive Kiosk machine- (NEW)
Contracted Services - 911	243,338		243,338	243,338	243,338	Contractual fees for 911 services.
Animal Control	133,922		133,922	133,922	133,922	City portion of funds for animal control.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Police

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Albemarle Hopeline	15,000		15,000	15,000	15,000	Non-profit donation to abused women and children.
Dues & Subscriptions	2,000	500	2,500	2,500	2,500	Dues, subscriptions, & memberships to professional organizations/subscription to Equifax credit reports for background checks; added subscriptions for Captain.
Safety Shoes/Eye Exams/Physicals	4,000		4,000	4,000	4,000	
Capital Outlay - Equipment			332,648	271,902	271,902	Capital Outlay Requests Itemized as Follows: (3) New (Replacement) Marked Police Patrol Vehicles at \$50,000 per unit fully outfitted for use in Field Operations. (Installation Purchase) (2) New (Replacement) Unmarked Police Vehicles at \$43,000 per unit outfitted for use of unmarked/ investigative work. (Installation Purchase) Single Prisoner Transport Systems (5-Additional Units for Current Vehicle Fleet) City-Wide Surveillance Cameras (2 New Cameras) 30-Desk Top Computers (Monitors and Towers/GPU's) to replace outdated ones throughout Department Automated License Plate Reader Radar Speed Trailer 2 New Police Canines to be assigned to Field Ops Division (to replace retiring Canine Officers)
			150,000			
			86,000			
			8,081			
			7,830			
			33,000			
			19,665			
			9,072			
			19,000			

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT FIRE	FISCAL YEAR
DIVISION	DATE
ACCOUNT NO. 105300	DESCRIPTION

2020

6/10/2019

CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funding provides the Elizabeth City Fire Department with the ability to obtain the goal of providing the highest level of life and property safety through the extension of Fire Prevention, Life Safety Operations and Public Education Programs. These funds provide support for two administrative staff, 40 full-time Life Safety personnel and sufficient vehicles and equipment to provide services needed.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the Elizabeth City Fire Department will continue to maintain quick response times to all emergencies within the designated fire districts by maintaining and replacement of defective equipment. These funds will also ensure that all personnel maintain departmental mandated training to keep skill levels above satisfactory. Also, funding is needed to continue programs such as child safety seats, smoke detector installations, public and school age fire prevention and in-service fire inspections.

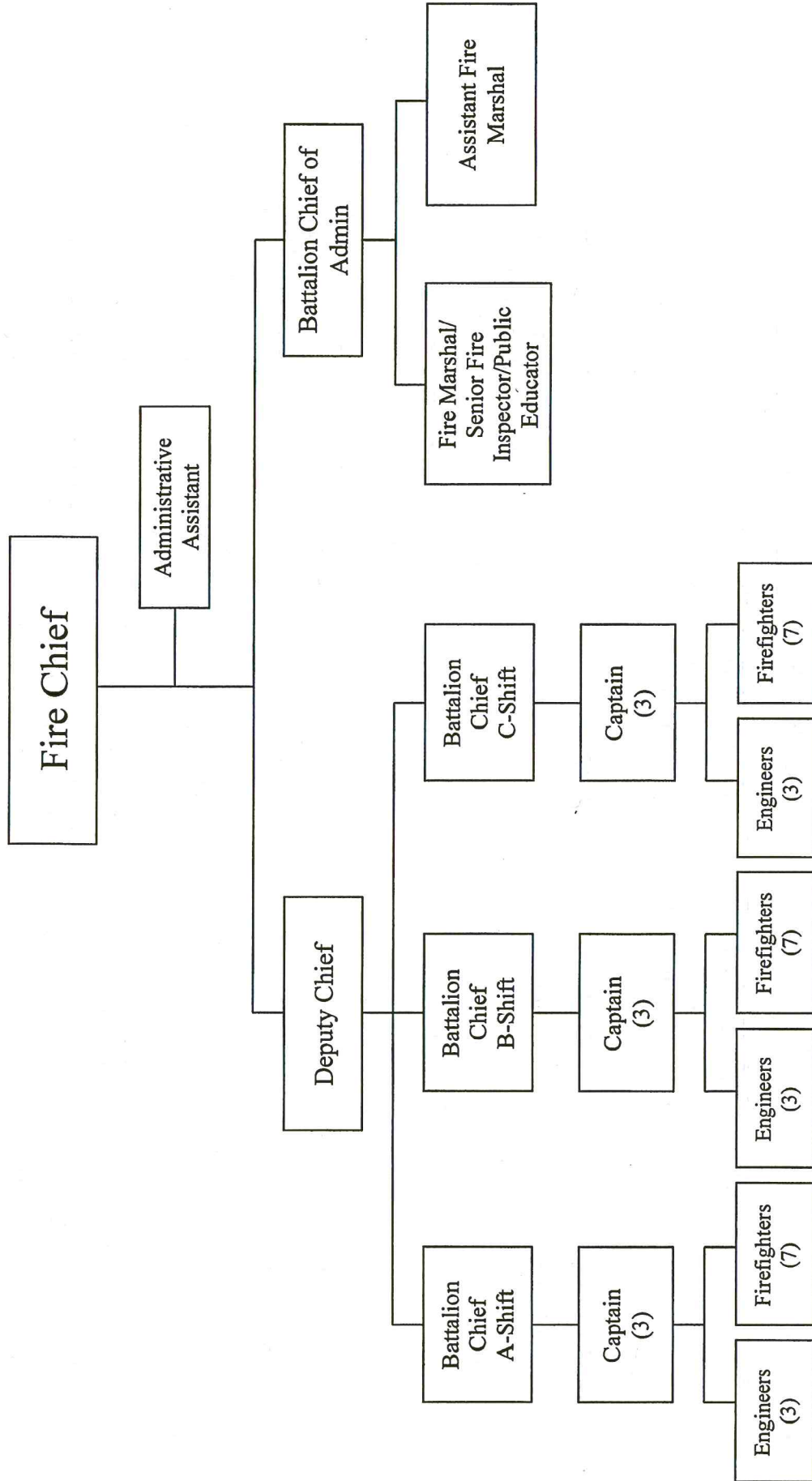
3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$2,553,105	\$2,545,833	\$2,762,393	\$2,935,476
Operating Expenditures	1,053,341	875,658	935,983	890,123
Capital Expenditures	36,729	584,000	67,250	78,800
Other Expenditures	331,040	466,118	166,186	170,130
General Fund Totals	\$3,974,215	\$4,471,609	\$3,931,812	\$4,074,529
No. of Budgeted Positions	42FT	43FT	43FT	43FT

4. **ACTIVITY/PERFORMANCE MEASURES:** This component will ensure that requirements of 240 hours of on-duty training for Life Safety personnel will be met in addition to any necessary outside training to ensure that our department is utilizing any new techniques used in the fire service. It will also insure that the requirements of the State of North Carolina Fire Prevention Codes are accomplished through in-service inspections. This component will allow the department to meet the needs of our citizens by providing free smoke detectors and installation, providing proper installation advice and free child safety seats from grants to low income families. Elizabeth City Fire Department's average response from time of alarm to arrival on scene is three minutes and thirty seconds.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

City of Elizabeth City Fire Department



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-5300-0000													
FIRE:													
10-5300-0000													
SALARIES & WAGES-REGULAR													
10-5300-0200	1,719,167.00	1,695,963.00	1,731,361.00	1,764,372.00	1,917,006.00	1,875,241.68	2,080,337.00	2,029,260.00	2,029,260.00	2,029,260.00	2,029,260.00	5.86	
	1,730,763.40	1,763,381.23	1,825,069.58	1,816,997.69	1,875,241.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-GRANT													
10-5300-0201	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
10-5300-0220	45,000.00	45,000.00	43,000.00	43,000.00	88,000.00	83,726.21	43,000.00	43,000.00	43,000.00	43,000.00	43,000.00	51.14-	
	39,701.95	38,109.17	55,298.42	50,658.70	83,726.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES - EMS INCENTIVE													
10-5300-0250	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP													
10-5300-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	17,462.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A.													
10-5300-0500	130,534.00	135,333.00	133,867.00	137,315.00	148,502.00	147,938.80	162,588.00	158,528.00	158,528.00	158,528.00	158,528.00	6.75	
	135,288.97	135,491.18	141,725.42	140,588.83	147,938.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
10-5300-0600	265,725.00	272,288.00	283,629.00	327,642.00	369,116.00	337,832.45	371,606.00	371,606.00	371,606.00	371,606.00	371,606.00	0.67	
	258,848.95	266,065.89	285,141.64	305,834.27	337,832.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
10-5300-0700	207,659.00	201,198.00	212,661.00	223,504.00	253,577.00	238,880.77	290,207.00	283,082.00	283,082.00	283,082.00	283,082.00	11.64	
	208,652.42	212,249.30	231,911.49	233,303.28	238,880.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
10-5300-1100	31,000.00	16,000.00	26,000.00	21,000.00	21,000.00	16,587.46	22,000.00	21,000.00	21,000.00	21,000.00	21,000.00	0.00	
	17,576.75	14,930.18	16,055.02	17,238.02	16,587.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
10-5300-1101	500.00	400.00	400.00	400.00	400.00	406.68	400.00	400.00	400.00	400.00	400.00	0.00	
	274.72	567.64	322.23	434.62	406.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description	2015	2016	2017	2018	2019	Estimated	Requested	Admin. Recmnd	Budgeted	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Full Year				
Department: 10-5300-0000										
FIRE:										
PRINTING										
10-5300-1200	800.00 263.34	600.00 497.21	600.00 533.56	600.00 531.29	600.00 852.74	0.00	500.00	500.00	500.00	16.67-
UTILITIES										
10-5300-1300	31,000.00 32,107.27	28,500.00 27,418.24	28,500.00 28,564.59	28,500.00 30,677.62	28,500.00 28,473.88	0.00	30,000.00	30,000.00	30,000.00	5.26
TRAVEL & EDUCATION										
10-5300-1400	50,000.00 40,924.86	38,000.00 30,492.47	46,350.00 40,610.14	48,000.00 47,866.12	48,000.00 44,778.31	0.00	51,500.00	45,000.00	45,000.00	6.25-
MAINT & REPAIR-BLDGS & REALTY										
10-5300-1500	15,500.00 14,924.26	23,000.00 14,688.87	35,000.00 23,092.20	21,000.00 12,532.64	26,000.00 21,063.19	0.00	34,800.00	24,000.00	24,000.00	7.69-
MAINTENANCE & REPAIR-EQUIPMENT										
10-5300-1600	50,814.00 43,383.17	51,800.00 53,042.72	35,099.00 18,599.31	45,580.00 37,828.67	39,400.00 35,275.48	0.00	40,350.00	39,400.00	39,400.00	0.00
MAINTENANCE OF VEHICLES										
10-5300-1700	70,000.00 57,329.91	71,697.87 86,059.09	80,000.00 124,228.36	88,500.00 137,845.38	92,000.00 90,858.79	0.00	102,500.00	90,000.00	90,000.00	2.17-
MAINTENANCE OF BOAT										
10-5300-1701	2,000.00 993.25	1,000.00 599.99	1,000.00 847.17	1,000.00 973.16	1,000.00 93.00	0.00	1,000.00	1,000.00	1,000.00	0.00
EQUIPMENT RENTAL										
10-5300-2100	300.00 399.77	300.00 0.00	300.00 0.00	300.00 0.00	300.00 0.00	0.00	300.00	300.00	300.00	0.00
ADVERTISING										
10-5300-2600	900.00 0.00	900.00 0.00	500.00 0.00	500.00 0.00	500.00 90.00	0.00	500.00	500.00	500.00	0.00
AUTO SUPPLIES										
10-5300-3100	37,500.00 37,758.26	37,500.00 29,262.08	37,500.00 34,632.94	37,500.00 33,898.96	34,500.00 44,333.37	0.00	38,500.00	36,000.00	36,000.00	4.35
OFFICE SUPPLIES										
10-5300-3200	4,500.00 3,036.66	4,000.00 4,413.21	5,500.00 4,672.68	4,500.00 5,060.49	4,000.00 3,725.84	0.00	4,000.00	4,000.00	4,000.00	0.00

Description	2015	2016	2017	2018	2019	2020	Requested	Admin. Recmnd	Budgeted	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	*****	*****	*****	*****
Department: 10-5300-0000 FIRE:										
DEPARTMENTAL SUPPLIES & EXP										
10-5300-3300	46,000.00	28,750.00	36,035.00	49,000.00	43,000.00	0.00	83,000.00	50,000.00	50,000.00	16.28
	44,051.95	39,970.43	33,319.27	57,246.77	91,302.27					
EMS DEPARTMENTAL SUPPLIES										
10-5300-3303	46,000.00	45,482.00	46,000.00	46,000.00	46,000.00	0.00	46,000.00	46,000.00	46,000.00	0.00
	0.00	105.24	1,848.74	355.43	1,321.65					
UNIFORMS										
10-5300-3600	45,000.00	43,000.00	43,000.00	56,623.31	43,100.00	0.00	50,500.00	43,100.00	43,100.00	0.00
	38,899.94	41,759.90	41,256.32	61,013.19	48,925.28					
CONTRACTED SERVICES										
10-5300-4500	18,000.00	20,000.00	22,500.00	26,950.00	24,250.00	0.00	48,750.00	30,750.00	30,750.00	26.80
	19,729.02	24,452.15	27,227.18	20,222.64	23,367.88					
CONTRACTED SERVICES/911										
10-5300-4501	200,000.00	212,009.00	333,344.00	237,325.00	243,338.00	0.00	243,338.00	243,338.00	243,338.00	0.00
	197,986.79	214,374.48	241,880.74	206,558.53	208,973.73					
DUES & SUBSCRIPTIONS										
10-5300-5300	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	0.00	6,000.00	6,000.00	6,000.00	25.00-
	8,460.40	8,145.76	6,590.45	9,288.76	5,686.49					
WORKERS COMP/TNS & BOND										
10-5300-5400	51,149.00	65,794.00	77,855.00	91,710.00	115,000.00	0.00	100,000.00	100,000.00	100,000.00	13.04-
	62,661.25	77,854.14	96,992.92	100,468.62	97,093.18					
INSURANCE LIABILITY										
10-5300-5410	47,821.00	42,377.00	46,397.00	46,397.00	46,300.00	0.00	51,750.00	51,750.00	51,750.00	11.77
	40,958.79	47,704.79	45,708.26	44,720.55	48,413.00					
UNEMPLOYMENT INSURANCE										
10-5300-5420	9,240.00	2,850.00	1,475.00	776.00	1,700.00	0.00	2,085.00	2,085.00	2,085.00	22.65
	2,841.97	1,474.32	775.47	1,682.14	872.10					
INSURANCE-CLAIMS PAID										
10-5300-5430	0.00	0.00	2,664.00	2,500.00	4,000.00	0.00	5,000.00	5,000.00	5,000.00	25.00
	9,989.67	4,138.81	2,754.64	6,995.28	4,371.78					
SAF SHOE/EYE EXAM/PHY/GLASSES										
10-5300-5870	25,000.00	22,000.00	25,000.00	20,000.00	15,000.00	0.00	25,000.00	20,000.00	20,000.00	33.33
	22,706.14	16,926.48	16,028.53	15,190.94	19,221.70					

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-5300-0000 FIRE:														
HURRICANE FLORENCE														
10-5300-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,794.25	0.00			0.00	
CAPITAL OUTLAY IMPROVEMENTS														
10-5300-7300	0.00	0.00	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00	0.00	0.00			0.00	
CAPITAL OUTLAY-EQUIPMENT														
10-5300-7400	58,500.00	11,009.00	44,478.00	590,820.00	44,478.00	590,820.00	597,148.42	78,800.00	67,250.00	739,800.00	78,800.00	78,800.00	17.17	
	71,445.42	9,019.85	47,506.76	597,148.42	47,506.76	597,148.42	25,090.63		25,090.63					
CAPITAL OUTLAY VIPER														
10-5300-7404	0.00	0.00	265,406.00	0.00	265,406.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	236,071.00	0.00	236,071.00	0.00	0.00	0.00	0.00	0.00			0.00	
DEBT SERVICE FIRE TRUCK														
10-5300-8100	0.00	0.00	0.00	0.00	0.00	0.00	111,094.00	110,500.00	110,500.00	110,500.00	110,500.00	110,500.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	64,446.69	110,480.04	0.00	0.00			0.00	
DEBT SERVICE TANKER														
10-5300-8102	17,064.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	16,655.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
DEBT SERVICE ENGINE														
10-5300-8103	81,270.00	81,270.00	81,270.00	81,270.00	81,270.00	81,270.00	81,270.00	27,091.00	27,091.00	0.00			0.00	
	81,270.48	81,270.48	81,270.48	81,270.48	81,270.48	81,270.48	27,090.12		0.00	0.00			0.00	
DEBT SERVICE PAGING SYSTEM														
10-5300-8104	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
DEBT SERVICE PUMPER														
10-5300-8105	28,593.00	28,593.00	28,593.00	28,593.00	28,593.00	28,593.00	28,593.00	28,595.00	28,595.00	9,535.00	9,535.00	9,535.00	66.66-	
	28,593.48	28,593.48	28,593.48	28,593.48	28,593.48	28,593.48	28,593.48	28,593.48	28,593.48	0.00			0.00	
DEBT SERVICE VEHICLE														
10-5300-8106	3,511.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	3,510.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
DEBT SERVICE VEHICLE														
10-5300-8107	6,368.00	6,368.00	1,061.00	0.00	1,061.00	0.00	0.00	0.00	0.00	0.00			0.00	
	6,367.68	6,367.68	1,061.28	0.00	1,061.28	0.00	0.00	0.00	0.00	0.00			0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5300-0000	FIRE:												
DEBT SERVICE - LADDER TRUCK 2012													
10-5300-8108	195,069.00	195,069.00	195,069.00	195,069.00	195,069.00	195,069.00	195,069.00	195,069.00	0.00	0.00	0.00	0.00	0.00
	195,068.76	195,068.76	195,068.76	195,068.76	195,068.76	195,068.76	32,512.46	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE RADIOS													
10-5300-8109	0.00	0.00	0.00	64,000.00	50,092.00	50,092.00	50,091.84	50,095.00	50,095.00	50,095.00	50,095.00	50,095.00	0.00
	0.00	0.00	0.00	25,045.92	50,091.84	50,091.84	50,091.84	50,091.84	0.00	0.00	0.00	50,095.00	0.00
Control Total	3,597,484.00	3,484,050.87	4,101,414.00	4,513,632.31	4,513,632.31	3,995,620.00	3,995,620.00	3,995,620.00	3,995,620.00	4,895,441.00	4,074,529.00	4,074,529.00	1.97
	3,491,088.49	3,484,050.22	3,960,304.95	4,300,912.59	4,300,912.59	3,762,848.07	3,762,848.07	3,762,848.07	0.00	0.00	0.00	4,074,529.00	1.97
Department Total	3,597,484.00	3,484,050.87	4,101,414.00	4,513,632.31	4,513,632.31	3,995,620.00	3,995,620.00	3,995,620.00	0.00	4,895,441.00	4,074,529.00	4,074,529.00	1.97
	3,491,088.49	3,484,050.22	3,960,304.95	4,300,912.59	4,300,912.59	3,762,848.07	3,762,848.07	3,762,848.07	0.00	4,895,441.00	4,074,529.00	4,074,529.00	1.97

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	43,000		43,000	43,000	43,000	Based on actual and projected use
Salaries & Wages - EMS Incentive	50,000		50,000	50,000	50,000	50,000 - Incentive for EMS training.
Communications	21,000	1,000	22,000	21,000	21,000	22,000 - Based on actual, projected and any increases in operations at Station I, Station II and Administrative Office. Mobile cards for MDTs, gmail, & cell phone usage and alert app
Postage	400		400	400	400	Based on actual, projected and any increases in operations at Station I, Station II and Administrative Office.
Printing	600	(100)	500	500	500	Based on actual, projected and any increases in operations for various forms used, business cards, flyers, posters, etc.
Utilities	28,500	1,500	30,000	30,000	30,000	Based on actual, projected and any increases in operations at Station I, Station II and Administrative Office.
Travel and Education	48,000	3,500	51,500	45,000	45,000	The Elizabeth City Fire Department is certified by the State of NC to train and certify firefighters for employment. To maintain this certification we must meet the required training mandates for all of our fire service instructors. With the addition of 9 new hires and more stringent training guidelines additional costs are anticipated 9,500 Fire Department Instructors Conference (FDIC) This state of the art training takes place in Indiana and provides innovative ideas to bring back to local departments to learn new and better ways to perform job tasks.

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED APPROVED	JUSTIFICATION/ITEMIZATION
Travel and Education (Cont'd)				<p>5,000 - These funds would allow two officers to attend the Fire and Rescue Management Institute at the University of North Carolina at Charlotte. This is a professional development program for current and future fire service leaders that all of our officers are required to attend.</p> <p>3,000 Firehouse Expo - This venue allows our personnel to participate in a fast growing field of information similar to the FDIC, but is more hands on and product oriented. This amount would allow four personnel to attend.</p> <p>16,000 Career Development - To support certification, Bachelor and Associates degree salary increases that meet requirements of City handbook.</p> <p>4,000 - Wilson Leadership School To send 2 personnel to the Eastern NC Senior Fire Officer Leadership Inst. at Wilson CC. This unique leadership training is 2 days each wk for 10 wks and spans over 10 months. 160 hours of management and leadership training is required for graduation.</p> <p>1,500- Firefighter training manuals for new personnel This is for text books that are part of the FF II certification</p> <p>2,000 - CPS Certification - Our entire department is required to maintain Child Passenger Seat (CPS) certification. These funds would go to recertification fees and to cover instructor fees to schedule a class to get all new personnel certified.</p> <p>2,500 - To send two personnel to the NC High-Angle Rescue School and Rescue (Trench) Training for four firefighters</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED APPROVED	JUSTIFICATION/ITEMIZATION
Travel and Education (Cont'd)				8,000 - Funds would cover the expenses incurred during both our hiring and promotional processes. Funds would be used to purchase FF I and II training aids and props and non-scheduled training and instructors
Maintenance & Repair - Buildings	26,000	34,800	24,000	15,000 - These funds would cover costs for general maintenance and repairs at all department facilities. 5,000- Upgrade St 2 to natural gas appliances. We are in need of replacing the water heater and a heater for the engine bay. Parts are no longer available for the heater and now is the time to switch to natural gas and eliminate the need for a propane tank which is subject to running out.
				2,400 -- Replace floor covering at station one
				3,000 -Station ground maintenance -- funds are used to reseed grass and maintain shrubs, flag pole, message board and yard beds.
				1,000 -- Complete interior of Rescue Truck building. This structure needs electrical wiring completed. At this time extension cords are being utilized for this building
				5000- Funds would be for the completion of the training tower at St 1 that the previous administration began. This will be a vital prop for our training and FF certification program
				3,400 -- Sta. 1 Bay floor. Floor is damaged beyond repair and needs to be stripped, holes in concrete repaired and resurfaced.

FY 20192020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair - Equipment	39,400	950	40,350	39,400	39,400	<p>Based on actual, projected and any increases in operations for equipment maintained at Station I, Station II and Administrative Office such as rescue tools, breathing air compressor, radios, fire extinguishers, hydrants, appliances, computers and copiers.</p> <p>11,000 General maintenance and repair of equipment.</p> <p>4000 - Funds would be used to flow test 59 SCBA air packs per OSHA & NFPA regulations</p> <p>500 - To hydrostatic test 10 cylinders per OSHA & NFPA regulations</p> <p>5,050- High Rise packs for all front-line apparatus. A recent fire brought to our attention the water pressure in our high rise buildings is not sufficient for old packs to work efficiently. New high-rise packs will offer single jacketed hose and a low-pressure nozzle to ensure adequate water flow is available when combatting these fires.</p> <p>*6,000 - During this year's air pack repairs, numerous straps and other worn parts had to be replaced. This will allow us to keep extra parts on hand to replace worn parts immediately when they are damaged so the pack doesn't have to be out of service</p> <p>3,000 Yearly maintenance on our breathing air compressor and for quarterly air quality testing on same.</p> <p>4,500 - Funds used for recertification/calibration of ground ladders and pump testing devices. All devices are required to be calibrated annually.</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair - Equipment (Cont'd)						<p>800 - Funds would be used to support the hydrant maintenance program for nearly 700 hydrants in the City limits.</p> <p>3,000 - For maintenance and repair of nozzles appliances, and hose.</p> <p>2,000 - Funds would be used to provide yearly maintenance and parts for our Holmatro extrication equipment</p> <p>500 - Funds would be used for annual replacement of batteries and other accessories for our thermal imagers.</p>
Maintenance & Repair - Vehicles	92,000	10,500	102,500	90,000	90,000	<p>Based on actual, projected and any increase in operations for vehicles maintained at Station I and Station II. This covers annual scheduled services of all vehicles used by the department on a daily basis.</p> <p>50,000 - Garage Interfund</p> <p>18,000 - Funding to provide a Maintenance Program for the new Fire Engines and Ladder Co. This Program allows comprehensive diagnostics and repairs by a C.E.V.T. (Certified Emergency Vehicle Technician) to apparatus that is beyond the capabilities of City Garage.</p> <p>3,000 -- E4 is the 1923 antique apparatus that will require a clutch rebuild and major work completed to the motor. This piece of apparatus is a piece of history for the dept and is maintained each year as a part of the fleet. These funds will complete work needed to keep in it running order.</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair - Vehicles (Cont'd)						20,000 Funds to cover non-scheduled repair and parts from certified vendors for specialized equipment. 5,000 - Funds to be used for yearly recertification and non-destructive testing of the aerial platform ladder on both ladders. 6,500 - For purchase and installation of equipment to maintain the mobile data terminals.
Maintenance & Repair - Boat	1,000		1,000	1,000	1,000	Funding for the maintenance and upkeep of the rescue boats.
Equipment Rental	300		300	300	300	Based on actual, projected and any increases in operations. These funds are used for any equipment needed during situations beyond the normal day-to-day operations.
Advertising	500		500	500	500	Funds enable us to utilize local newspaper and computer publications to ensure safety messages & prevention programs are available throughout the year
Auto Supplies	34,500	4,000	38,500	36,000	36,000	Based on actual and projected expenditures for fuel, oil and tires for all department vehicles and fire apparatus. Increase in this item is a reflection of our current expenditures
Office Supplies	4,000		4,000	4,000	4,000	Based on actual, projected and any increases in required day-to-day operations for administrative office and both stations for various office supplies.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies	43,000	40,000	83,000	50,000	50,000	<p>This increase reflects items that were previously considered capital purchases but now fall under the \$5000 cap</p> <p>12,000 - These funds are used for support of the daily operational needs for Station I, Station II and the Administrative Office.</p> <p>1,500 - Funds would be used to replace medical diagnostic equipment used on EMS responses</p> <p>3,800- To purchase AR-AFFF and Class A foam for firefighting at flammable liquid, car fires and all structure fires.</p> <p>4,000 - Used to purchase tools and appliances damaged or worn due to normal use on frontline apparatus and reserve apparatus.</p> <p>2,000 - To replace appliances and electronic equipment in use at both stations.</p> <p>5,000 - For purchase of replacement computers & truck-mounted tough books to maintain compliance with current city equipment</p> <p>1,200 - Used to replace rechargeable lights. These lights are used as part of the firefighter's attire during response, incl. lights, battery & chargers E-2 & E-32 halogen lights changed to LED scene lights.</p> <p>11,000 - To replace existing 1 3/4", 2 1/2", and 5" hose that is now required to be replaced on a 10 year cycle</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies (cont)				<p>5,000-Pagers for personnel. Due to the need for utilizing call back personnel pagers are needed by all persons. This will replace pagers that are broken and allow the department to purchase new ones</p> <p>4,200-Funds used to replace sensors in our three gas meters. These sensors require replacement periodically. This will allow our meters to be up to in working order for several more years</p> <p>*3,800- SCBA bottles. Funds will replace 5 bottles that have exceeded their lifespan. This maintains our inventory of spare cylinders as needed.</p> <p>*15,000-SCBA masks and voice emitters. These items are needed for personnel to replace worn and broken masks. This is part of our PPE that is required to be tested annually and requires replacement as needed.</p> <p>3,500- Funds will be used to purchase a new fit test machine to replace an obsolete one that the software is no longer compatible with our computers. This cost would be our share of the machine that is shared with the county VFD's.</p> <p>2,400- With the increased risk of cancer in the fire service, these funds would be for an ultrasonic cleaning system for our SCBA masks that removes carcinogens from the mask making it safer to wear</p> <p>3,500- Funds used to upgrade E-2 scene lights. This will complete the replacement of our current scene lights with LED ones that provide more light on emergency scenes.</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Fire

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
EMS Departmental Supplies	46,000		46,000	46,000	46,000	Funding to support instructors and materials to implement an EMT Basic program for the department.
Uniforms	43,100	7,400	50,500	43,100	43,100	1,500- Funds used to purchase Narcan for overdose patients and to maintain a kit on each vehicle for fire department personnel in the event they come in contact with opioids in the field 24,000 Based on actual, projected and any increases in operations for special clothing required to be worn by the personnel of the department. 1500 - Funding to issue extrication gloves to new personnel and replacement of damaged or worn gloves. 26,000 - Replace 10 sets of firefighting gear. (Bunker pants, coat, firefighting boots, helmet and nomex hood).
Contracted Services	24,250	24,500	48,750	30,750	30,750	5,200 - Funds would support a yearly I.T. maintenance services contract to monitor the security and infrastructure of the department's computer system. 2,775 - For yearly maintenance of apparatus exhaust systems at both stations with Plymovent. 3,000 - These funds will be used to support our yearly maintenance contract with Eastern Data/ASI for our entry security system at Station I, Station II, and Fire Administration. 1,500 - Contract with Albemarle Pest. 4,300 - Maintenance and support contract for Records Management System for firehouse.

FY 2018/2019 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION FIRE

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Services/911	243,338		243,338	243,338	2,675 - Contract with Waste Industries. 4,800 - Annual contract for maintenance and support for our OSS software with Sungard. 6,500--Radio maintenance contract. This service is to check and tune radios so they are in proper working order and transmitting correctly. 18,000- Funds would be used for a study to determine station locations based on response times and to plan for future growth.
Dues & Subscriptions	8,000	(2,000)	6,000	6,000	City's share for 911 Communication Center upgrade to Reverse 911. 5,000 Mobile Command Post - Maintenance and technology upgrades. Based on actual, projected and any increases in operations for dues to organizations such as NFPA and Fire Chief's Associations. This fund is also used for subscriptions to the Daily Advance for both stations as well as various fire publications.
Safety Shoe/Eye Exam/Phy/Glasses	15,000	10,000	25,000	20,000	OSHA required physicals, exams & equipment New personnel and a cost increase in our required physicals warrant this additional funding. Our physicals will include body scans for early cancer detection in our personnel. Cancer is now being considered a LODD and illness in some cases.

FY 2018/2019 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION FIRE

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Capital Outlay - Equipment	67,250	672,550	739,800	78,800	78,800	<p>7,800 - We are requesting to replace the oldest Thermal Imaging Camera we have. The current one is 10 years old and has been subjected to normal wear and tear over the years.</p> <p>Maintenance costs exceed the value of current camera. The newer camera has a higher pixel count and provides a much clearer picture when doing a search for fire victims. It also allows the viewer to find hidden fire easier using color to differentiate temps.</p> <p>*24,000 -- Replacement of 4 air packs that will bring air packs up to current standards and begin an annual replacement schedule to keep all packs current with necessary safety devices, etc.</p> <p>13,500-- Funds would be used to purchase a gear/hose dryer for Station II. With the purchase of the washer last year this will conclude this project in allowing personnel to clean turnout gear and dry it in a timely manner and double as a hose dryer to prevent hose from hanging on the tower to dry and avoid undo wear from the weather.</p> <p>44,000-- Vehicle replacement. These funds would replace our Tahoe command vehicle. We would replace it with a crew cab truck that has a higher ground clearance to allow them to access more areas during flooding events. This has become a recent issue with the last several storms we had. The Tahoe is a frontline response vehicle that is still reliable and can be moved to replace a fleet vehicle that is used to travel to schools. This rotation allows us to maintain a new frontline response vehicle and in turn provide a reliable vehicle to travel in.</p>

FY 2018/2019 SUPPLEMENTAL BUDGET WORKSHEET

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	DEPARTMENT/DIVISION	FIRE	JUSTIFICATION/ITEMIZATION
Capital Outlay (cont)						<p>32,000--Vehicle repeaters. These funds would be to place mobile repeaters on the 3 frontline apparatus so that communications will be enhanced throughout the city. Even with the radio upgrades we still have areas throughout the city that coverage is not reliable. Communication issues are the biggest reason for firefighter injuries and deaths. This will give personnel the ability to relay important communications with reliable service.</p> <p>12,500--Hydraulic Extrication tool. This tool would be utilized on the Ladder truck to enhance their ability regarding forcible entry and assist with extrications as needed. This tool is portable and can be carried to the location needed quickly and without setup.</p> <p>585,000--New Fire Engine. Funds would be used to purchase a new fire engine to replace Engine 2. This aligns us with our rotation program allowing frontline apparatus to be in service for 10 years and then put in reserve for an additional 10 years. E-2 has a ladder on it and we are requesting to replace it as an Engine only which is less expensive and will put a ladder in reserve that can also be and engine.</p> <p>21,000- Funds will be used to outfit E-1 with an electric hydraulic pump and cord reels for extrication tools. Our current pump needs replacing and this will allow tools to remain preconnected for quick access.</p> <p>Requested funds with an * beside them would not be needed if awarded the AFG FEMA grant. (48,800) A 5% match would be required totaling (\$6,225)</p>

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT FIRE	FISCAL YEAR	2020
DIVISION FIRE INSPECTIONS	DATE	6/10/2019
ACCOUNT NO. 105310	DESCRIPTION	CONTINUING

- SERVICE LEVEL NARRATIVE:** his service level funding provides the Elizabeth City Fire Prevention Bureau with the ability to provide the highest level of life and property safety through extensive Fire Prevention and Public Education Programs. These funds support a Fire Marshal, one Assistant Fire Marshal and one Public Education Officer/ Fire Inspector.
- BENEFITS OF FUNDING THIS LEVEL:**By funding this service level, the prevention bureau will continue to provide fire investigations, inspections and public education for the City of Elizabeth City and Camden County. These funds will ensure proper training of personnel as well as outfitting them with protective clothing to complete tasks safely. With mandatory fire inspection schedules in North Carolina, it is imperative that personnel be trained to review building plans and inspect new and existing businesses for compliance with state and local codes. General Statutes as well as local ordinances require investigators to respond to fire scenes in order to determine cause and origin of fires.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$225,565	\$222,035	\$232,716	\$250,388
Operating Expenditures	45,672	51,554	53,330	54,845
Capital Expenditures	0	0	36,075	
Other Expenditures	3,992	5,322	12,950	13,130
General Fund Totals	\$275,229	\$278,911	\$335,071	\$318,363
No. of Budgeted Positions	3FT	3FT	3FT	3FT

- ACTIVITY/PERFORMANCE MEASURES:** This component will ensure that personnel attend necessary training throughout the year to be efficient in their duties. It will also ensure mandatory inspection schedules are maintained with assistance from the fire suppression division. Personnel will be on a 24-hour on-call basis and be able to respond to fire calls in Camden County and the City upon a moments notice. Night inspections of assemblies such as night clubs and restaurants will be maintained on a quarterly basis. Public education programs will be expanded to each elementary school in the City and Camden County. North Carolina certified Fire Inspectors will conduct fire safety inspections in 500 original occupancies as well as follow-up inspections for corrected violations to these same locations.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
FIRE INSPECTIONS:													
10-5310-0000													
SALARIES & WAGES - REGULAR													
10-5310-0200	174,238.00	179,014.00	151,031.00	166,857.00	159,955.00	180,277.00	172,191.00	172,191.00	172,191.00	172,191.00	172,191.00	172,191.00	7.65
	162,592.68	148,358.59	155,636.58	158,649.40	147,294.14				0.00				
10-5310-0220	6,000.00	5,500.00	6,500.00	19,500.00	12,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	16.67
	3,637.23	9,462.43	15,805.21	18,767.34	17,916.43				0.00				
F. I. C. A.													
10-5310-0500	13,030.00	14,171.00	11,862.00	14,390.00	13,155.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	14,250.00	8.32
	12,527.24	11,900.02	12,931.59	13,417.66	12,470.43				0.00				
GROUP INSURANCE													
10-5310-0600	22,411.00	22,571.00	20,078.00	24,403.00	25,170.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	3.00
	19,742.46	17,833.11	20,046.60	21,973.68	21,761.07				0.00				
10-5310-0700	20,728.00	21,618.00	18,823.00	23,885.00	22,436.00	25,150.00	24,021.00	24,021.00	24,021.00	24,021.00	24,021.00	24,021.00	7.06
	19,887.09	18,436.82	21,145.02	22,233.25	21,073.19				0.00				
COMMUNICATIONS													
10-5310-1100	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	1,238.39	1,175.10	1,256.14	1,507.93	888.38				0.00				
POSTAGE	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	0.00
10-5310-1101	150.20	301.64	118.90	242.17	207.11				0.00				
PRINTING	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
10-5310-1200	25.00	463.92	411.04	122.00	315.50				0.00				
TRAVEL & EDUCATION	6,000.00	6,000.00	5,500.00	4,000.00	3,620.00	3,620.00	3,620.00	3,620.00	3,620.00	3,620.00	3,620.00	3,620.00	0.00
10-5310-1400	3,861.90	3,106.33	3,752.84	3,999.22	8,542.20				0.00				
MAINTENANCE & REPAIR-EQUIPMENT	1,000.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
10-5310-1600	5,211.15	17.91	80.36	145.93	161.32				0.00				

Description Budget Account Number Department: 10-5310-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
FIRE INSPECTIONS:														
MAINTENANCE OF VEHICLES														
10-5310-1700	6,000.00	4,000.00	6,500.00	6,500.00	6,500.00	4,000.00	4,000.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	62.50	
	0.00	4,458.78	5,858.31	7,808.88	9,135.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
EQUIPMENT RENTAL														
10-5310-2100	600.00	600.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ADVERTISING														
10-5310-2600	1,000.00	500.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	0.00	
	200.00	0.00	279.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
AUTO SUPPLIES														
10-5310-3100	7,500.00	7,500.00	6,500.00	4,000.00	4,000.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	
	6,137.00	3,369.73	3,626.87	3,083.70	4,061.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
OFFICE SUPPLIES														
10-5310-3200	2,250.00	2,250.00	3,250.00	2,500.00	2,500.00	2,420.00	2,420.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	3.31	
	2,862.96	2,387.15	2,173.61	1,711.96	2,122.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
DEPARTMENTAL SUPPLIES & EXP														
10-5310-3300	7,000.00	5,000.00	3,000.00	4,500.00	6,690.00	6,690.00	6,690.00	6,690.00	6,690.00	6,690.00	6,690.00	6,690.00	0.00	
	4,457.68	4,601.00	2,827.93	3,715.36	4,677.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
FIRE PREVENTION SUPPLIES & EXP														
10-5310-3301	8,000.00	4,300.00	6,000.00	7,000.00	7,000.00	6,750.00	6,750.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	11.11-	
	6,032.26	3,885.10	5,353.57	7,212.60	3,183.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
UNIFORMS														
10-5310-3600	6,000.00	5,000.00	3,405.52	4,500.00	4,000.00	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	12.50	
	4,577.02	1,446.08	3,133.06	5,514.03	2,127.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
DUES & SUBSCRIPTIONS														
10-5310-5300	2,500.00	3,000.00	3,000.00	2,500.00	3,500.00	3,500.00	3,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	28.57-	
	1,836.61	2,170.38	1,595.50	1,927.50	3,285.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
WORKERS COMP/INS & BOND														
10-5310-5400	245.00	303.00	408.00	340.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	0.00	
	285.74	407.34	337.82	280.59	385.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INSURANCE LIABILITY														
10-5310-5410	11,207.00	11,104.00	11,746.00	11,746.00	11,746.00	12,400.00	12,400.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	0.81	
	10,575.27	11,745.88	12,339.34	12,306.86	11,404.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-5310-0000 FIRE INSPECTIONS:													
UNEMPLOYMENT INSURANCE													
10-5310-5420	660.00	210.00	154.00	68.00	150.00	73.49	185.00	185.00	185.00	185.00	185.00	185.00	23.33
	203.00	153.08	67.65	149.55					0.00				
SAF SHOE/EYE EXAM/PHY/GLASSES	0.00	0.00	0.00	0.00	0.00	14.18	50.00	50.00	50.00	50.00	50.00	50.00	0.00
10-5310-5870	27.34	179.66	0.00	44.07					0.00				
HURRICANE FLORENCE													
10-5310-7205	0.00	0.00	0.00	0.00	0.00	35.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-EQUIPMENT													
10-5310-7400	0.00	2,300.00	30,932.48	3,000.00	36,075.00	37,243.99	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	0.00
	0.00	4,800.68	33,548.98	1,122.97					0.00				
DEBT SERVICE - VEHICLE													
10-5310-8100	0.00	0.00	5,000.00	5,322.00	5,350.00	5,322.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	0.00
	0.00	0.00	3,991.50	5,322.00	5,322.00				0.00				
DEBT SERVICE - VEHICLE													
10-5310-8101	0.00	0.00	0.00	0.00	7,600.00	3,277.80	7,780.00	7,780.00	7,780.00	7,780.00	7,780.00	7,780.00	2.37
	0.00	0.00	0.00	0.00					0.00				
Control Total													
	299,169.00	297,641.00	297,590.00	308,911.00	335,071.00	316,980.06	397,828.00	381,363.00	318,363.00	318,363.00	318,363.00	318,363.00	4.99-
	266,068.22	250,660.73	306,318.38	291,258.65					0.00				
Department Total													
	299,169.00	297,641.00	297,590.00	308,911.00	335,071.00	316,980.06	397,828.00	381,363.00	318,363.00	318,363.00	318,363.00	318,363.00	4.99-
	266,068.22	250,660.73	306,318.38	291,258.65					0.00				

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

FIRE INSPECTIONS

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	12,000	2,000	14,000	14,000	14,000	After hours inspections of occupancies that are not open during regular business hours and on-call fire investigations utilize this line item. We have seen an increase in after hours calls and investigations that contributed to this increase over the last two years. Lack of shift inspectors is a contributing factor along with the use of shift personnel to assist with the increase in volume of required fire inspections.
Communications	1,500		1,500	1,500	1,500	Based on previous and projected cell phone use in the field rather than radio usage.
Postage	300		300	300	300	Based on actual, projected and any increases in operations of service for Fire Prevention Bureau.
Printing	500		500	500	500	Funds are used for various forms, business cards, flyers, posters, etc. with a projected increase in smoke detector awareness.
Travel and Education	3,620		3,620	3,620	3,620	Funds are used for training in: Fire Prevention, Fire Investigations, Plans Review, Public Education and Asbestos. A mandatory Continuing Education requirement of six hours for every certified fire inspector in the department places more demand on this line item. Annual training is required to attend recertification out-of-state with the Arson K-9. With new code being adopted this year these funds will be needed to allow personnel to attend more trainings
Maintenance & Repair - Equipment	1,000		1,000	1,000	1,000	Funds are used for maintenance of investigative tools, educational items, fire extinguisher training equipment, and daycare training equipment. Figure is based on anticipated use.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

FIRE INSPECTIONS

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair - Vehicles	4,000	2,500	6,500	6,500	6,500	Funds are used for maintenance of six vehicles and three trailers. A decrease of last year's funding is based on average maintenance costs for maintaining this fleet and with the <u>replacement</u> of the 2007 Dodge truck
Equipment Rental	300		300	300	300	Occasionally fire scenes require equipment other than hand tools. Such items would be rented from a local business.
Advertising	300		300	300	300	Funds enable us to utilize the local newspaper and computer publications to ensure safety messages and prevention programs are available throughout the year. Advertisement of various functions during fire prevention week and an advanced smoke detector initiative will utilize this line item.
Auto Supplies	5,500		5,500	5,500	5,500	Based on the use of previous years and an estimated cost of maintaining auto supplies for six vehicles utilized in the bureau. Fuel consumption is a major cost to this line item.
Office Supplies	2,420	80	2,500	2,500	2,500	Based on previous and anticipated use of this line item.
Departmental Supplies	6,690		6,690	6,690	6,690	Based on normal equipment replacement as well as tools and equipment for the inspections and investigations division. Continues to provide funds for the Arson K-9 and other prevention events throughout the year along with items used for investigation purposes. 1,500- Used to purchase tablets with built in cell capabilities to use for fire inspections so the occupant will receive their order to comply upon completion of an inspection.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

FIRE INSPECTIONS

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Fire Prevention Supplies	6,750	6,500	13,250	6,000	6,000	3000- Used to purchase an additional module for Firehouse Software to enhance fire inspections. This module allows inspectors to complete the inspection in the field and deliver the order to comply immediately. It will eliminate mailing the notices out and will insure that the occupant receives the notification. It also allows our division to begin going paperless. Recent local fire report data has shown that these funds provide the greatest impact on our community with regards to fire prevention and safety. It provides for the annual fire prevention production at ECSU Fine Arts Center during fire prevention week in October. It supports the City's free smoke detector installation program which directly benefits every household in our community. It maintains items and equipment used with educational programs that have been implemented in local elementary schools. It provides for operation of the new FEMA fire safety trailer that was added to our division seven years ago.
Uniforms	4,000	500	4,500	4,500	4,500	3000- Used to upgrade our fire safety trailer and add the safety props that are included in a new trailer. Work will be done by on duty staff as time permits. The addition of these supplies will enhance the learning experience for children and adults. Based on recent and projected costs of daily uniforms as well as field inspections and investigation gear (i.e. turn-out gear, coveralls, etc.) along with outfitting new personnel within our division.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

FIRE INSPECTIONS

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Dues & Subscriptions	3,500	(1,000)	2,500	2,500	2,500	
Capital Outlay - Equipment	36,075	26,925	63,000			This truck used the entire vehicle maintenance budget with electrical issues and has not been successfully repaired. We are seeking to purchase and outfit a Ford F-250 that can be utilized for investigations and pulling the fire safety trailer. It will serve as an alternate of our Dodge dually that is not dependable and has transmission problems (Installation Purchase)

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	COMMUNITY DEVELOPMENT	FISCAL YEAR	2020
DIVISION	BUILDING INSPECTIONS	DATE	6/10/2019
ACCOUNT NO.	105400	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the on-going operations of the Building Inspections which is responsible for the administration and enforcement of the NC State Building Code and the City's Minimum Housing Code. The Inspections Division is also responsible for reviewing construction plans, issuance of permits, field inspections, records management, contractor registrations, investigation and processing of code violations, and the preparation of cases before the State Licensing Boards when applicable. In addition, we assist with the interpretation and enforcement of various sections of the City's Unified Development Ordinance. This service level includes the Chief Building Inspector, who is the Supervisor of this division, and two full-time Building Code Enforcement Officers.

2. BENEFITS OF FUNDING THIS LEVEL: By funding this service level, the Building Inspections Division will be able to continue serving the citizens of Elizabeth City by ensuring the public's health, safety, and welfare through code enforcement of various State and local codes.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$290,905	\$214,790	\$222,878	\$229,286
Operating Expenditures	74,592	79,850	85,350	75,115
Capital Expenditures	0		0	
Other Expenditures	10,816	38,551	10,111	6,381
General Fund Totals	\$376,313	\$333,191	\$318,339	\$310,782
No. of Budgeted Positions	5FT	3 FT	3 FT	3FT

4. ACTIVITY/PERFORMANCE MEASURES: The Building Inspections Division will prepare monthly and annual statistical reports. On a yearly basis they issue approximately 1,000 permits, perform minimum housing inspections when warranted (complaint driven and by exterior observation), review 250 construction plans, investigate 25 complaints, and perform 2,500 code inspections for the various trades.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-5400-0000														
COMM DEV - BUILDING INSPECTIONS:														
COMM DEV - BUILDING INSPECTIONS:														
10-5400-0000														
SALARIES & WAGES-REGULAR														
10-5400-0200	245,751.00	232,654.00	249,994.00	156,200.00	158,064.00	164,404.00	164,404.00	164,404.00	164,404.00	164,404.00	164,404.00	164,404.00	164,404.00	4.01
	242,653.05	232,908.33	218,059.35	155,989.23	141,270.62	0.00								
SALARIES & WAGES-OVERTIME														
10-5400-0220	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	0.00
	656.28	0.00	1,184.53	148.77	433.32	0.00								
SALARIES & WAGES P/T AND TEMPORARY														
10-5400-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.														
10-5400-0500	19,045.00	19,360.00	19,119.00	12,148.00	12,337.00	12,822.00	12,822.00	12,822.00	12,822.00	12,822.00	12,822.00	12,822.00	12,822.00	3.93
	18,527.87	17,706.10	16,698.07	11,911.86	10,808.37	0.00								
GROUP INSURANCE														
10-5400-0600	32,015.00	32,015.00	33,126.00	23,403.00	25,170.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	3.00
	31,564.02	28,896.12	27,925.30	22,056.48	19,246.35	0.00								
RETIREMENT														
10-5400-0700	30,297.00	25,534.00	30,328.00	19,839.00	24,107.00	22,934.00	22,934.00	22,934.00	22,934.00	22,934.00	22,934.00	22,934.00	22,934.00	4.87-
	29,481.25	27,407.50	27,038.18	19,556.77	17,390.37	0.00								
COMMUNICATIONS														
10-5400-1100	6,000.00	8,000.00	8,000.00	8,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	7,336.17	7,545.39	6,498.55	5,703.21	6,702.59	0.00								
POSTAGE														
10-5400-1101	850.00	900.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	0.00
	308.83	392.80	253.48	209.48	265.10	0.00								
PRINTING														
10-5400-1200	1,500.00	1,500.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & EDUCATION														
10-5400-1400	5,000.00	4,000.00	4,000.00	5,000.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00	42.03-
	1,766.08	2,695.73	3,996.20	2,296.45	2,529.33	0.00								

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description	2015	2016	2017	2018	2019	2020	Requested	Admin. Recmnd	Budgeted	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year				
Department: 10-5400-0000 COMM DEV - BUILDING INSPECTIONS:										
MAINTENANCE & REPAIR-EQUIPMENT										
10-5400-1600	1,500.00 268.14	1,500.00 167.74	1,000.00 718.14	1,000.00 243.79	1,000.00 258.25	0.00	1,000.00	500.00	500.00	50.00-
MAINTENANCE OF VEHICLES										
10-5400-1700	2,500.00 3,513.00	3,500.00 8,444.65	5,000.00 2,911.77	3,500.00 1,615.04	3,500.00 877.64	0.00	3,500.00	2,500.00	2,500.00	28.57-
LEGAL ADVERTISING										
10-5400-2600	1,500.00 1,040.70	1,800.00 2,494.50	2,100.00 1,288.50	2,100.00 1,759.50	2,100.00 848.00	0.00	2,100.00	1,500.00	1,500.00	28.57-
AUTO SUPPLIES										
10-5400-3100	8,500.00 7,694.88	9,000.00 3,152.62	9,000.00 3,291.50	7,500.00 2,115.84	7,500.00 2,215.65	0.00	7,500.00	5,000.00	5,000.00	33.33-
OFFICE SUPPLIES										
10-5400-3200	1,000.00 1,119.82	1,000.00 830.13	1,000.00 1,203.49	1,000.00 924.40	1,000.00 921.27	0.00	1,000.00	1,000.00	1,000.00	0.00
DEPARTMENTAL SUPPLIES & EXP										
10-5400-3300	5,000.00 1,204.83	5,000.00 909.91	5,000.00 1,589.33	4,000.00 1,320.43	4,000.00 3,119.53	0.00	4,000.00	3,500.00	3,500.00	12.50-
LAUNDRY										
10-5400-3500	2,850.00 749.38	2,850.00 544.66	2,000.00 640.43	1,500.00 340.02	1,500.00 372.33	0.00	1,500.00	750.00	750.00	50.00-
CONTRACTED SERVICES										
10-5400-4500	8,750.00 6,436.00	10,000.00 6,929.80	10,000.00 7,095.69	10,000.00 7,513.00	11,000.00 7,822.99	0.00	11,000.00	10,000.00	10,000.00	9.09-
HOUSING DEMOLITIONS										
10-5400-4600	36,000.00 26,346.36	24,654.00 20,587.07	30,000.00 41,862.07	35,000.00 13,228.00	35,000.00 22,704.00	0.00	35,000.00	35,000.00	35,000.00	0.00
LOT CLEARING										
10-5400-4601	0.00 275.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS										
10-5400-5300	900.00 943.00	1,000.00 335.00	1,000.00 345.00	1,000.00 197.00	1,000.00 595.00	0.00	1,000.00	750.00	750.00	25.00-

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5400-0000													
	416,733.70		400,008.32		376,313.20		283,533.08		250,155.99				0.00
	COMM DEV - BUILDING INSPECTIONS:												

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION Community Development - Building Inspections

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages-Overtime	3,200	3,200	3,200	3,200	Required continuing education. Most schools are held on weekend.
Communications	7,000	7,000	7,000	7,000	Email, iPad, cell account increases & 3 smart phones.
Postage	750	750	750	750	"Certified" and general mail expenses.
Printing	500	500	500	500	Permits, notices, etc..
Travel & Education	6,900	6,900	4,000	4,000	State Required continuing education for each inspector certification (15).
Maintenance & Repair-Equipment	1,000	1,000	500	500	Computers, radios, pagers, FAX/copy machine.
Maintenance of Vehicles	3,500	3,500	2,500	2,500	Vehicle repairs.
Legal Advertising	2,100	2,100	1,500	1,500	Condemnations of Heir properties may require advertising.
Auto Supplies	7,500	7,500	5,000	5,000	Gas cost increases.
Office Supplies	1,000	1,000	1,000	1,000	
Departmental Supplies	4,000	4,000	3,500	3,500	Computer software, iPads, code books, etc.
Laundry	1,500	1,500	750	750	Uniforms.
Contracted Services	11,000	11,000	10,000	10,000	Legal fees, asbestos testing, computer programming.
Housing Demolitions	35,000	35,000	35,000	35,000	There are 5-6 bldgs. that may have to be demolished.
Dues & Subscriptions	1,000	1,000	750	750	Required inspector certification renewals and professional organization dues, etc.
Safe Shoe/Eye Exam/Phy/Glasses	600	600	600	600	Safety equipment.
Capital Outlay - Equipment					

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	ADMINISTRATION	DATE	6/10/2019
ACCOUNT NO.	105450	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE** This service level funds all activities of the Public Utilities Administrative Section. This division is committed to providing citizens with information to resolve their concerns associated with the services and policies of the City of Elizabeth City. It provides secretarial support to all Public Utilities divisions as requested, picks up and distributes departmental mail, prepares payroll, prepares various departmental monthly reports, implements and enforces safety policies, prepares departmental budget, and processes the Public Utilities Departments' invoices for payment.

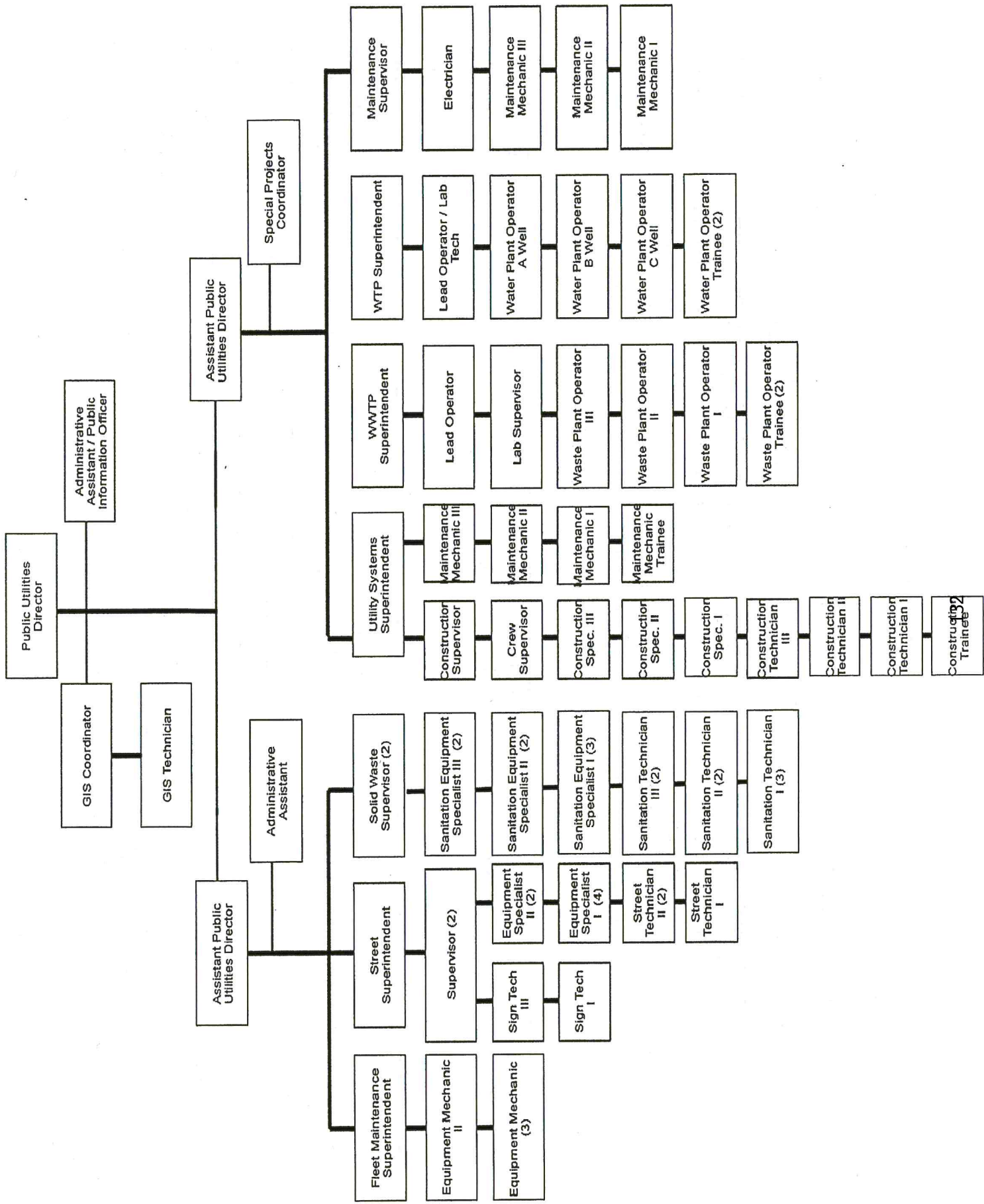
2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, continue to provide support to the Public Utilities divisions as well as excellent service to the citizens of Elizabeth City.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$40,912	\$32,352	\$33,576	\$31,604
Operating Expenditures	27,043	23,588	23,545	33,500
Capital Expenditures		2,250		
Other Expenditures				
General Fund Totals	\$67,955	\$58,190	\$57,121	\$65,104
No. of Budgeted Positions	.25FT*	.25FT*	.25FT*	.25FT*

* One full-time position funded from General, Electric, Water/Sewer, and Stormwater Funds.

4. **ACTIVITY/PERFORMANCE MEASURES:** This section supports various Public Utilities programs/projects by supplying information and necessary supplies and/or directions required to complete programs/projects.



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-5450-0000 PUBLIC UTILITIES - ADMINISTRATION:													
PUBLIC UTILITIES - ADMINISTRATION:													
10-5450-0000													
SALARIES & WAGES-REGULAR													
10-5450-0200	24,961.00	25,156.00	29,873.00	25,225.00	26,076.00	24,213.00	24,213.00	24,213.00	24,213.00	24,213.00	24,213.00	24,213.00	7.14-
	25,265.85	25,865.27	32,585.53	20,456.73	21,586.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
10-5450-0220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES													
10-5450-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A													
10-5450-0500	1,894.00	1,924.00	1,927.00	1,930.00	1,995.00	1,852.00	1,852.00	1,852.00	1,852.00	1,852.00	1,852.00	1,852.00	7.17-
	1,872.80	1,917.18	2,437.03	1,564.89	1,590.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
10-5450-0600	1,601.00	1,601.00	1,631.00	1,950.00	2,097.00	2,161.00	2,161.00	2,161.00	2,161.00	2,161.00	2,161.00	2,161.00	3.05
	1,562.62	1,605.02	1,960.64	1,541.90	1,937.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
10-5450-0700	3,013.00	2,936.00	3,056.00	3,247.00	3,408.00	3,378.00	3,378.00	3,378.00	3,378.00	3,378.00	3,378.00	3,378.00	0.88-
	2,925.54	2,925.76	3,929.22	2,571.31	2,664.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
10-5450-1100	6,000.00	4,000.00	4,000.00	3,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
	3,462.01	3,460.18	3,108.80	2,905.50	2,684.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
10-5450-1101	200.00	150.00	150.00	150.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00
	74.86	89.89	39.58	13.09	15.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TRAVEL & EDUCATION													
10-5450-1400	5,000.00	3,700.00	5,000.00	4,500.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00
	1,640.27	3,660.05	3,534.44	2,012.63	3,310.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MAINTENANCE & REPAIR-EQUIPMENT													
10-5450-1600	2,000.00	1,500.00	2,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	1,305.84	1,622.05	438.32	1,351.14	437.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted	
Department: 10-5450-0000 PUBLIC UTILITIES - ADMINISTRATION:													
MAINTENANCE OF VEHICLES													
10-5450-1700	2,000.00	4,702.00	5,662.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	2,576.80	4,946.94	6,479.60	3,688.29	403.08								
LEGAL ADVERTISING													
10-5450-2600	500.00	300.00	300.00	300.00	200.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00	0.00
	0.00	0.00	0.00	185.50	285.00								
AUTO SUPPLIES													
10-5450-3100	2,750.00	1,600.00	1,750.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	1,198.59	917.42	594.08	1,031.99	922.69								
OFFICE SUPPLIES													
10-5450-3200	2,500.00	1,600.00	1,500.00	3,215.29	1,500.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	1,387.74	2,119.22	537.31	3,125.46	1,480.47								
DEPARTMENTAL SUPPLIES & EXP													
10-5450-3300	1,500.00	1,500.00	1,500.00	1,500.00	3,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	33.33-
	1,423.05	1,776.32	3,366.44	3,986.55	3,494.85								
CONTRACTED SERVICES													
10-5450-4500	4,000.00	5,806.00	2,000.00	2,000.00	2,800.00	2,800.00	2,800.00	0.00	2,800.00	2,800.00	2,800.00	2,800.00	0.00
	4,500.00	5,806.00	2,700.00	2,700.00	2,700.00								
DUES & SUBSCRIPTIONS													
10-5450-5300	2,250.00	1,000.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.00	9,825.00	9,825.00	9,825.00	9,825.00	461.43
	1,391.00	1,453.32	2,604.00	1,110.13	1,566.94								
WORKERS COMP/INS & BOND													
10-5450-5400	35.00	43.00	52.00	58.00	70.00	70.00	70.00	0.00	50.00	50.00	50.00	50.00	28.57-
	40.93	52.11	57.80	44.85	62.91								
INSURANCE LIABILITY													
10-5450-5410	2,706.00	2,903.00	3,318.00	3,318.00	3,600.00	3,600.00	3,600.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	38.89
	2,765.04	3,318.30	3,505.93	3,520.79	6,778.84								
UNEMPLOYMENT INSURANCE													
10-5450-5420	5,500.00	1,700.00	22.00	12.00	25.00	25.00	25.00	0.00	25.00	25.00	25.00	25.00	0.00
	1,691.65	21.51	11.46	24.05	11.98								
INSURANCE-CLAIMS PAID													
10-5450-5430	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	1,000.00	0.00	0.00	0.00								

Description Budget Account Number	2015		2016		2017		2018		2019 *****		2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-5450-0000 PUBLIC UTILITIES - ADMINISTRATION:													
SAF SHOE/EYE EXAM/PHY/GLASSES 10-5450-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE 10-5450-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	329.53	0.00	0.00	0.00	0.00
CAPITAL OUTLAY 10-5450-7400	0.00	0.00	0.00	0.00	0.00	534.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE VEHICLE 10-5450-8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	68,410.00	63,121.00	65,491.00	58,190.00	58,621.00	58,190.00	58,621.00	58,621.00	58,621.00	65,104.00	65,104.00	65,104.00	11.06
Department Total	55,034.59	62,651.54	68,100.18	52,369.51	52,263.31	52,369.51	52,263.31	52,263.31	52,263.31	65,104.00	65,104.00	65,104.00	11.06

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - Administration

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Communications	3,000		3,000	3,000	3,000	General telephone use, internet access, email and (1) cell phone and (1) iPad plan.
Postage	100		100	100	100	Cost of stamps, FED-X, UPS shipping of plans and related items.
Printing	0	500	500			Professional Printing Services for Departmental Vacancy Recruitments, Printing of Educational Materials
Travel & Education	4,000		4,000	4,000	4,000	Meetings, seminars, APWA & AWWA events and other necessary meetings or events required for director of the department also training/seminars for the office staff.
Maintenance & Repair - Equipment	1,500		1,500	1,500	1,500	Maintenance of four computers, one iPad, four printers, one typewriter and two copiers.
Maintenance & Repair - Vehicle	2,000		2,000	2,000	2,000	Maintenance and repairs to PW Director veh.#120.
Legal Advertising	200		200	200	200	Legal advertising for city projects and employment opportunities.
Auto Supplies	1,500		1,500	1,500	1,500	Fuel and tires for PW Director vehicle.
Office Supplies	1,500		1,500	1,500	1,500	General office supplies for director and 3 office personnel. Supplies for 5 computers, 4 printers, 1 fax machine and 1 copier Paper and ink supplies.
Departmental Supplies	1,500	500	2,000	2,000	2,000	Safety supplies for office and field work. Supplies for special meetings and events.
Contracted Service	2,800		2,800	2,800	2,800	Required maintenance and service for the copiers.
Dues & Subscriptions	1,750	8,075	9,825	9,825	9,825	Dues for APWA, AWWA, WEF, NCRWA, NC Board of Examiners, American Society of Civil Engineers, technical publications, Daily Advance and related magazines. Citiworks
Capital Outlay						

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	GIS	DATE	6/10/2019
ACCOUNT NO.	105500	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds GIS activities of City Departments. GIS activities include the mapping of City owned infrastructure as well as analytic information available by request to City Departments and the Public as needed.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, continue to provide support to City Departments, Administration, and the public through database compilation as well as digital and hard copy rendering.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personal Services Expenditures	\$110,446	\$155,978	\$165,527	\$132,449
Operating Expenditures	29,659	36,313	45,120	51,980
Capital Expenditures		750		
Other Expenditures				
General Fund Totals	\$140,105	\$193,041	\$210,647	\$184,429
No. of Budgeted Positions	2FT 1/2 PT	2FT 1/2PT	2FT 1/2PT	2FT 1/2PT

4. **ACTIVITY/PERFORMANCE MEASURES:** This section supports City Departments and Administration by supplying information and mapping. The GIS Division is also responsible for the assistance with various Public Utilities Special Projects including but not limited to stormwater structure inspections, water leak detection, and floodplain issues.

RECOMMENDED BY CITY MANAGER: YES (X) NO () **APPROVED BY CITY COUNCIL: YES (X) NO ()**

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-5500-0000 PUBLIC UTILITIES - GIS:													
PUBLIC UTILITIES - GIS:													
10-5500-0000													
SALARIES & WAGES-REGULAR													
10-5500-0200	104,154.00	104,933.00	107,672.00	106,675.00	109,096.00	94,709.00	94,709.00	94,709.00	0.00	94,709.00	94,709.00	94,709.00	13.19-
	103,261.46	106,269.56	76,407.85	54,837.08	69,449.98								
SALARIES & WAGES-OVERTIME													
10-5500-0220	1,000.00	0.00	0.00	0.00	0.00				0.00				0.00
	0.00	0.00	0.00	0.00	36.88								
SALARIES & WAGES P/T & TEMP													
10-5500-0300	12,000.00	12,000.00	12,000.00	12,000.00	15,835.00	15,750.00	15,750.00		0.00	15,750.00			0.00
	18,445.88	12,625.96	8,243.81	11,762.26	0.00								
FICA													
10-5500-0500	8,833.00	8,964.00	9,197.00	8,138.00	9,557.00	8,450.00	7,245.00	7,245.00	0.00	8,450.00	7,245.00	7,245.00	24.19-
	9,276.16	9,003.43	6,348.04	4,951.62	5,222.30								
GROUP INSURANCE													
10-5500-0600	12,806.00	12,806.00	13,047.00	15,602.00	16,780.00	17,284.00	17,284.00	17,284.00	0.00	17,284.00	17,284.00	17,284.00	3.00
	12,805.92	12,805.92	10,023.30	7,324.56	11,269.97								
RETIREMENT													
10-5500-0700	12,554.00	12,246.00	12,885.00	13,563.00	14,259.00	13,211.00	13,211.00	13,211.00	0.00	13,211.00	13,211.00	13,211.00	7.35-
	12,341.76	12,404.97	9,422.97	6,895.06	8,908.28								
COMMUNICATIONS													
10-5500-1100	2,000.00	2,500.00	2,500.00	2,500.00	2,200.00	2,200.00	2,200.00	2,200.00	0.00	2,200.00	2,200.00	2,200.00	0.00
	2,393.13	2,135.35	2,160.62	1,843.50	1,495.32								
POSTAGE													
10-5500-1101	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	100.00	0.00
	0.00	0.00	0.00	0.00	0.00								
PRINTING													
10-5500-1200	0.00	0.00	0.00	0.00	0.00				0.00				0.00
	0.00	0.00	0.00	0.00	75.00								
TRAVEL & EDUCATION													
10-5500-1400	5,000.00	1,100.00	2,500.00	2,000.00	1,500.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00	33.33
	2,171.71	1,239.52	742.55	1,394.30	1,041.83								

Description Budget Account Number Department: 10-5500-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
PUBLIC UTILITIES - GIS:														
MAINTENANCE & REPAIR-EQUIPMENT														
10-5500-1600	3,000.00	1,300.00	2,500.00	1,500.00	2,500.00	1,500.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.00
	492.49	1,265.01	1,107.97	115.37	2.61	0.00								
OFFICE SUPPLIES														
10-5500-3200	3,000.00	1,000.00	2,000.00	2,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	3,098.74	545.62	1,254.96	1,275.41	1,978.26	0.00								
DEPARTMENTAL SUPPLIES														
10-5500-3300	2,200.00	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	2,107.49	1,650.04	1,445.36	2,686.18	2,503.50	0.00								
CONTRACTED SERVICES														
10-5500-4500	19,500.00	12,350.00	17,500.00	15,800.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
	19,140.96	10,086.00	11,485.00	4,324.66	25,000.00	0.00								
DUES & SUBSCRIPTIONS														
10-5500-5300	250.00	550.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	8,675.00	8,675.00	8,675.00	*****
	490.00	610.00	640.00	470.00	454.26	0.00								
WORKERS COMP/INS & BOND														
10-5500-5400	5,192.00	6,238.00	6,962.00	10,199.00	10,700.00	10,700.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	15.89-
	5,941.45	6,962.17	10,709.73	9,295.14	9,822.78	0.00								
INSURANCE LIABILITY														
10-5500-5410	105.00	117.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	0.00
	110.94	64.63	64.75	60.20	59.78	0.00								
UNEMPLOYMENT INSURANCE														
10-5500-5420	440.00	150.00	90.00	49.00	110.00	110.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	13.64-
	135.33	89.73	48.23	101.70	50.12	0.00								
Insurance Claims Paid														
10-5500-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00								
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-5500-5870	0.00	0.00	0.00	0.00	0.00	0.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	0.00
	108.67	0.00	0.00	95.00	135.00	0.00								
HURRICANE FLORENCE														
10-5500-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00								

Description Budget Account Number Department: 10-5500-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Approp Actual	750.00 0.00	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	
PUBLIC UTILITIES - GIS:													
CAPITAL OUTLAY	17,450.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00
10-5500-7400	17,177.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	209,584.00	177,854.00	191,118.00	193,041.00	193,041.00	193,041.00	193,041.00	210,647.00	210,647.00	201,384.00	200,179.00	184,429.00	12.45-
	209,449.26	177,757.91	140,105.14	107,432.04	107,432.04	107,432.04	107,432.04	137,505.87	137,505.87	0.00	0.00	0.00	0.00
Department Total	209,584.00	177,854.00	191,118.00	193,041.00	193,041.00	193,041.00	193,041.00	210,647.00	210,647.00	201,384.00	200,179.00	184,429.00	12.45-
	209,449.26	177,757.91	140,105.14	107,432.04	107,432.04	107,432.04	107,432.04	137,505.87	137,505.87	0.00	0.00	0.00	0.00

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES - GIS

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries-Overtime	0		0			Overtime in case of storms, etc.
Salaries & wages- P/T	15,835	(85)	15,750	0	0	Part time employee to assist GIS department.
Communications	2,200		2,200	2,200	2,200	Cell phones, emails, website, ipad, and internet.
Postage	100		100	100	100	Cost of stamps, FED-X, UPS shipping of plans and related items.
Travel & Education	1,500	500	2,000	2,000	2,000	Meetings, seminars, GIS conferences, CFM necessary meetings or events required for management of the department and training for certifications and on software for GIS Coordinator and fulltime GIS Technician
Maintenance & Repair Equipment	1,250		1,250	1,250	1,250	Maintenance of computers, printers, plotter, scanner, servers, and Sql Server
Office Supplies	1,500		1,500	1,500	1,500	General office supplies for GIS.
Departmental Supplies	2,000		2,000	2,000	2,000	Safety supplies for office and field work, traffic counters.
Contracted Service	25,000		25,000	25,000	25,000	Required maintenance and service: software
Dues & Subscriptions	600	8,075	8,675	8,675	8,675	Dues for GISP, CURISA, NCPMA, NCARCUSER Stormwater Association and NCBEL fees.
Safety Shoe/Eye Exam/Phy/Glasses	95		95	95	95	Citiworks
Capital Outlay Equipment	0		0			

SERVICE LEVEL SUMMARY

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	FLEET MAINTENANCE	DATE	6/10/2019
ACCOUNT NO.	105550	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** The funding of this level provides for the maintenance, repairs and inspection of the City's fleet. The fleet consists of approximately 67 cars, 143 trucks and 100 pieces of other equipment. Fleet Maintenance performs service work and repairs on vehicles and equipment. Warranty work or recalls on vehicles and equipment are also delegated through the Fleet Maintenance Division to various certified dealers when work is to be performed.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, Fleet Maintenance can continue to provide the City with a cost efficient maintenance program. Maintenance on vehicles/equipment will be done to ensure maximum service and performance.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$266,074	\$395,888	\$403,523	\$294,261
Operating Expenditures	(266,074)	(395,888)	(403,523)	(294,261)
Capital Expenditures			12,420	11,200
Other Expenditures				
General Fund Totals	\$0	\$0	\$12,420	\$11,200
No. of Budgeted Positions	5FT	5FT	5FT	5FT

4. **ACTIVITY/PERFORMANCE MEASURES:** Work toward obtaining and maintaining 100% preventative maintenance services for entire fleet. On average, Fleet Maintenance will inspect at least 210 vehicles/trucks, respond to numerous road calls and perform many preventative maintenance services. Fleet Maintenance provides a wide variety of services ranging from preventative maintenance, engine exchange, metal fabrication, mechanical repair, electrical repairs, and tire services.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
PUBLIC UTILITIES - FLEET MAINTENANCE:													
PUBLIC UTILITIES - FLEET MAINTENANCE:													
10-5550-0000													
SALARIES & WAGES-REGULAR													
10-5550-0200	185,576.00	190,186.00	201,140.00	197,502.00	195,153.00	178,550.40	201,144.00	201,144.00	201,144.00	201,144.00	201,144.00	201,144.00	3.07
	187,272.22	191,454.21	188,842.82	194,258.58	178,550.40	0.00	201,144.00	201,144.00	201,144.00	201,144.00	201,144.00	201,144.00	0.00
SALARIES & WAGES-OVERTIME													
10-5550-0220	6,500.00	6,500.00	6,500.00	6,000.00	6,000.00	6,843.92	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
	5,214.90	5,661.40	5,192.86	6,257.88	6,843.92	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
SALARIES & WAGES P/T & TEMP													
10-5550-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.													
10-5550-0500	14,656.00	15,008.00	15,228.00	15,147.00	15,388.00	14,031.06	15,847.00	15,847.00	15,847.00	15,847.00	15,847.00	15,847.00	2.98
	14,606.91	14,960.45	14,695.58	15,223.25	14,031.06	0.00	15,847.00	15,847.00	15,847.00	15,847.00	15,847.00	15,847.00	0.00
GROUP INSURANCE													
10-5550-0600	32,015.00	32,015.00	35,154.00	41,005.00	41,950.00	36,987.83	43,210.00	43,210.00	43,210.00	43,210.00	43,210.00	43,210.00	3.00
	32,014.80	32,014.80	33,411.00	36,622.80	36,987.83	0.00	43,210.00	43,210.00	43,210.00	43,210.00	43,210.00	43,210.00	0.00
RETIREMENT													
10-5550-0700	23,315.00	22,895.00	24,161.00	24,416.00	26,272.00	23,599.60	28,060.00	28,060.00	28,060.00	28,060.00	28,060.00	28,060.00	6.81
	23,019.06	23,319.23	23,931.81	25,071.18	23,599.60	0.00	28,060.00	28,060.00	28,060.00	28,060.00	28,060.00	28,060.00	0.00
COMMUNICATIONS													
10-5550-1100	4,000.00	4,000.00	4,000.00	4,000.00	3,500.00	2,748.67	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00
	3,080.80	3,169.39	2,950.83	3,400.64	2,748.67	0.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00
POSTAGE													
10-5550-1101	200.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
	18.66	10.10	11.88	9.93	0.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
PRINTING													
10-5550-1200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES													
10-5550-1300	42,000.00	28,000.00	28,000.00	27,000.00	27,500.00	23,895.28	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	0.00
	28,600.28	20,749.94	25,184.07	28,577.56	23,895.28	0.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-5550-0000	PUBLIC UTILITIES - FLEET MAINTENANCE:												
TRAVEL & EDUCATION													
10-5550-1400	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	519.00	1,348.17	145.00	280.00	1,108.17	0.00							
MAINT & REPAIR-BDGGS & REALTY													
10-5550-1500	5,000.00	5,000.00	5,000.00	8,000.00	7,800.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	92.31
	2,986.95	4,105.46	2,269.81	7,496.48	10,459.26	0.00							
MAINTENANCE & REPAIR-EQUIPMENT													
10-5550-1600	2,000.00	2,000.00	2,500.00	2,500.00	4,000.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	12.50
	1,585.69	3,110.72	2,429.62	4,112.36	2,599.21	0.00							
MAINTENANCE OF VEHICLES													
10-5550-1700	7,300.00	8,000.00	8,000.00	8,000.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00
	7,218.78	5,320.51	5,460.76	2,948.23	803.32	0.00							
AUTOMOTIVE SUPPLIES													
10-5550-3100	5,000.00	2,000.00	3,000.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	2,798.64	2,470.65	2,200.46	2,597.00	2,318.93	0.00							
OFFICE SUPPLIES													
10-5550-3200	1,000.00	1,000.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	0.00
	1,282.27	4,547.13	567.02	710.37	1,020.59	0.00							
DEPARTMENTAL SUPPLIES & EXP													
10-5550-3300	18,500.00	19,500.00	18,000.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	0.00
	19,595.62	17,687.93	20,070.74	17,266.73	14,379.90	0.00							
LAUNDRY													
10-5550-3500	3,800.00	2,500.00	2,800.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
	2,824.95	2,518.37	2,486.58	2,632.36	2,291.09	0.00							
CONTRACTED SERVICES													
10-5550-4500	3,000.00	3,000.00	3,000.00	4,500.00	3,500.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	14.29
	2,944.00	2,938.40	4,295.67	6,217.55	4,410.06	0.00							
PURCHASE FOR RESALE													
10-5550-4850	36,000.00	36,664.00	38,000.00	38,000.00	39,000.00	45,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	0.00
	50,083.77	46,739.81	41,880.57	46,199.44	45,672.76	0.00							
WORKERS COMP/INS & BOND													
10-5550-5400	593.00	174.00	1,707.00	1,707.00	250.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	*****
	166.25	1,706.72	703.25	189.78	263.18	0.00							

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5550-0000													
	2,973.07		247.50-		9.24		4,499.98		62,820.67				0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - Fleet Maintenance

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	6,000		6,000	6,000	6,000	Fleet Maintenance has a mechanic on call seven days a week.(6,000) for on call. 10hrs OT per month after hrs plus weekends.
Communications	3,500		3,500	3,500	3,500	Cell phones and hiperweb maintenance program
Postage	200		200	200	200	Parts shipped for repair etc.
Utilities	27,500		27,500	27,500	27,500	Utility Costs based on current use and cost. (Heating oil, electric, propane.)
Travel & Education	1,500		1,500	1,500	1,500	Training with ATG for education on repairs and maintenance on new vehicles. Voluntary ASE Certification for advancement.
Maintenance & Repair-Building	7,800	7,200	15,000	15,000	15,000	Repairs and routine maintenance of aging crew rooms, sheds and main building.
Maintenance & Repair-Equipment	4,000	500	4,500	4,500	4,500	Updates of diagnostic equipment, repairs and maintenance of jacks. Annual lift inspection. Calibration of a/c recycling machine.
Maintenance & Repair-Vehicles	5,500		5,500	5,500	5,500	Maintenance and repair of aging fleet vehicles, #520, #878, #524, #525
Automotive Supplies	2,500		2,500	2,500	2,500	Fuel and tires.
Office Supplies	1,300		1,300	1,300	1,300	Office supplies-paper, pencils, forms, computer and printer updates etc.
Departmental Supplies	15,500		15,500	15,500	15,500	Paper products, welding supplies, oxygen, acetylene, cleaning supplies and tools.
Laundry	3,000		3,000	3,000	3,000	Uniform service.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES - Fleet Maintenance

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Services	3,500	500	4,000	4,000	4,000	Service of parts washer and used oil pickup.
Purchase For Resale	39,000	6,000	45,000	39,000	39,000	Bulk items such as motor oil, anti-freeze and hydraulic oil. Parts inventory for the entire fleet such as heater hose, air filters, wiper blades, bulbs, fuses and brake pads. DEF which is used on new diesel trucks.
Safety Shoes/Eye Exams/Glasses	500		500	500	500	Safety Shoes for Fleet Maintenance.
Capital Outlay Improvements			0			
Capital Outlay Equipment	0	34,200	34,200	11,200	11,200	Replacement of refrigerant machine - Priority 1 Replacement of tire balancer - Priority 1 Fleet Management GPS system Startup--Priority-3

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	STREET	DATE	6/10/2019
ACCOUNT NO.	105600	DESCRIPTION	CONTINUING

- SERVICE LEVEL NARRATIVE:** This service level funds the maintenance and repair of streets, right-of-ways, City owned lots, drainage, signage, and day-to-day customer concerns.
- BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, continued efforts can be directed to implement safe and practical programs for our citizens to ensure efficient street maintenance and repair.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$617,517	\$661,497	\$731,040	\$736,458
Operating Expenditures	389,560	395,443	403,641	402,898
Capital Expenditures		36,934	10,500	24,200
Other Expenditures				
General Fund Totals	\$1,007,077	\$1,093,874	\$1,145,181	\$1,163,556
No. of Budgeted Positions	13FT	13FT	13FT	13FT

- ACTIVITY/PERFORMANCE MEASURES:** Continued improvements to the drainage system maintenance program. Development of a service response team to address customer concerns regarding street and drainage issues within a 24-hour period.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number Department: 10-5600-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Budgeted	%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted			
PUBLIC UTILITIES - STREETS:															
PUBLIC UTILITIES - STREETS:															
10-5600-0000															
SALARIES & WAGES-REGULAR															
10-5600-0200	430,010.00	424,513.00	442,551.00	452,588.00	493,315.00	492,864.00	492,864.00	492,864.00	492,864.00	492,864.00	492,864.00	492,864.00	492,864.00	492,864.00	0.09-
	435,791.89	423,468.83	430,660.37	418,109.07	386,904.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARIES & WAGES-OVERTIME															
10-5600-0220	15,000.00	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	11,245.31	13,390.92	16,095.35	14,930.61	6,376.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES															
10-5600-0400	0.00	7,549.00	5,000.00	5,000.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	7,549.00	0.00
	0.00	7,548.75	7,548.75	4,685.40	8,217.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.															
10-5600-0500	34,043.00	34,808.00	35,212.00	35,403.00	38,886.00	38,852.00	38,852.00	38,852.00	38,852.00	38,852.00	38,852.00	38,852.00	38,852.00	38,852.00	0.09-
	33,563.90	32,834.51	33,533.16	32,688.03	29,521.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP INSURANCE															
10-5600-0600	83,239.00	83,239.00	87,343.00	101,413.00	117,450.00	120,988.00	120,988.00	120,988.00	120,988.00	120,988.00	120,988.00	120,988.00	120,988.00	120,988.00	3.01
	82,704.90	83,654.46	82,413.80	90,336.24	88,493.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETIREMENT															
10-5600-0700	54,158.00	53,100.00	55,879.00	57,093.00	66,389.00	68,754.00	68,754.00	68,754.00	68,754.00	68,754.00	68,754.00	68,754.00	68,754.00	68,754.00	3.56
	52,771.09	50,809.10	54,813.93	54,043.44	49,118.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNICATIONS															
10-5600-1100	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	2,331.09	2,383.36	2,368.14	3,178.96	2,361.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POSTAGE															
10-5600-1101	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00
	83.22	0.97	10.73	13.02	40.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING															
10-5600-1200	500.00	100.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	0.00
	495.80	0.00	134.74	408.20	133.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES															
10-5600-1300	210,000.00	182,000.00	175,000.00	160,000.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	178,625.00	0.00
	218,468.29	192,360.82	190,168.74	209,012.80	191,248.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted		
Department: 10-5600-0000 PUBLIC UTILITIES - STREETS:													
TRAVEL & EDUCATION													
10-5600-1400	4,000.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	1,433.14	774.72	1,390.39	1,624.63	38.00	0.00							
MAINT & REPAIR-BLDGS & REALTY													
10-5600-1500	3,000.00	2,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	5,000.00	5,000.00	66.67
	2,771.46	1,046.79	378.54	656.50	16,283.25	0.00							
MAINTENANCE & REPAIR-EQUIPMENT													
10-5600-1600	25,000.00	22,000.00	22,000.00	22,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	15,000.00	15,000.00	15,000.00	11.76-
	13,744.27	22,229.23	13,008.83	9,935.02	9,902.99	0.00							
MAINTENANCE & REPAIR - STREETS													
10-5600-1610	30,000.00	30,000.00	30,000.00	30,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
	17,229.47	17,724.30	23,429.04	31,699.45	55,389.10	0.00							
TORNADO DAMAGE													
10-5600-1650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE OF VEHICLES													
10-5600-1700	25,000.00	37,945.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	0.00
	43,028.77	42,415.18	24,260.26	50,383.33	30,343.71	0.00							
LEGAL ADVERTISING													
10-5600-2600	1,000.00	250.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	105.90	0.00	0.00	1,075.15	0.00	0.00							
AUTO SUPPLIES													
10-5600-3100	34,000.00	25,450.00	34,000.00	34,000.00	30,307.00	30,307.00	30,307.00	30,307.00	30,307.00	30,307.00	30,307.00	30,307.00	0.00
	31,552.61	16,146.55	18,606.08	23,230.25	28,880.17	0.00							
OFFICE SUPPLIES													
10-5600-3200	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	1,587.94	3,402.88	1,026.52	963.16	524.03	0.00							
DEPARTMENTAL SUPPLIES & EXP													
10-5600-3300	16,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	0.00
	17,027.12	12,222.10	14,757.28	15,825.74	12,784.64	0.00							
STREET SIGNS													
10-5600-3310	10,000.00	9,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	8,337.95	8,811.91	15,664.01	13,302.34	15,889.22	0.00							

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-5600-0000 PUBLIC UTILITIES - STREETS:														
LAUNDRY														
10-5600-3500	6,000.00	5,747.51	6,000.00	5,664.53	6,000.00	6,395.63	6,000.00	5,881.35	6,000.00	5,362.75	6,000.00	6,000.00	6,000.00	0.00
CONTRACTED SERVICES														
10-5600-4500	16,050.00	36,202.66	53,476.00	10,453.84	15,000.00	11,080.47	15,000.00	5,043.00	15,000.00	2,754.00	15,000.00	12,500.00	12,500.00	16.67-
TIPPING FEES														
10-5600-4501	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PURCHASE FOR RESALE														
10-5600-4850	1,000.00	0.00	500.00	5.04	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00	500.00	0.00
DUES AND SUBSCRIPTIONS														
10-5600-5300	500.00	110.00	200.00	180.00	200.00	240.00	200.00	286.50	200.00	411.52	8,275.00	8,275.00	8,275.00	*****
WORKERS COMP/INS & BOND														
10-5600-5400	33,876.00	26,612.01	27,943.00	34,948.03	34,948.00	43,203.13	39,462.00	32,065.23	36,875.00	36,124.06	30,000.00	30,000.00	30,000.00	18.64-
INSURANCE LIABILITY														
10-5600-5410	6,248.00	5,714.55	5,930.00	7,633.48	7,633.00	7,717.58	7,633.00	7,771.97	7,700.00	7,081.51	7,700.00	7,700.00	7,700.00	0.00
UNEMPLOYMENT INSURANCE														
10-5600-5420	3,960.00	1,217.99	1,220.00	376.27	376.00	198.22	198.00	431.49	435.00	226.65	492.00	492.00	492.00	13.10
INSURANCE-CLAIMS PAID														
10-5600-5430	0.00	1,887.25	0.00	5,178.16	2,500.00	3,202.54	2,000.00	1,605.08	2,000.00	2,625.00	2,500.00	2,500.00	2,500.00	25.00
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-5600-5870	2,000.00	2,104.00	2,000.00	1,990.95	2,000.00	1,696.47	2,000.00	3,096.36	2,000.00	1,246.32	2,000.00	2,000.00	2,000.00	0.00
HURRICANE FLORENCE														
10-5600-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	
Department: 10-5600-0000 PUBLIC UTILITIES - STREETS:													
CAPITAL OUTLAY IMPROVEMENTS													
10-5600-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	672,000.00	672,000.00	0.00
POINDEXTER ST PARKING LOT													
10-5600-7302	0.00	47,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-EQUIPMENT													
10-5600-7400	18,500.00	1,930.00	2,035.00	36,934.00	10,500.00	13,588.71	55,700.00	24,200.00	24,200.00	24,200.00	24,200.00	24,200.00	130.48
	14,941.42	1,735.28	1,872.13	34,552.20									
Control Total	1,067,234.00	1,098,083.00	1,052,627.00	1,093,874.00	1,145,181.00	1,145,181.00	1,871,556.00	1,835,556.00	1,835,556.00	1,835,556.00	1,163,556.00	1,163,556.00	1.60
	1,068,831.51	1,047,170.96	1,053,654.83	1,066,834.52	1,005,654.19	1,005,654.19							
Department Total	1,067,234.00	1,098,083.00	1,052,627.00	1,093,874.00	1,145,181.00	1,145,181.00	1,871,556.00	1,835,556.00	1,835,556.00	1,835,556.00	1,163,556.00	1,163,556.00	1.60
	1,068,831.51	1,047,170.96	1,053,654.83	1,066,834.52	1,005,654.19	1,005,654.19							

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Public Utilities - Street

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	15,000		15,000	15,000	15,000	On call/stand by, Signage repair/removal, tree limbs and debris from roadways, and storm/snow debris removal. Parades and special events.
Professional Services	7,549		7,549	7,549	7,549	Engineering services for miscellaneous projects. Aecom Services
Communications	2,500	0	2,500	2,500	2,500	Mobile communication; (2) Superintendent and supervisor cell phones, telephones.
Postage	150	0	150	150	150	Cost of stamps, Fed-X, UPS and Bid Packages
Printing	300	0	300	300	300	Flyers, brochures, and forms.
Utilities	178,625	0	178,625	178,625	178,625	Street lights, traffic signals, and lighting annexed areas.
Travel & Education	2,500	0	2,500	2,500	2,500	Seminars and training sessions; OSHA 10-Hour Safety Training, Trenching Competent Person, Basic Drainage Roadway Drainage Maintenance, Motor grader Operator Safety Training, Basic Work Zone Safety Training, Intermediate Work Zone Safety Training, Advance Work Zone Safety Training, Backhoe Operator Safety Training. LTAP.
Maintenance & Repair - Buildings	3,000	2,000	5,000	5,000	5,000	Repairs and replace rotten wood in equipment rooms, Roof & building repairs.
Maintenance & Repair - Equipment	17,000	0	17,000	15,000	15,000	Excavator (1), Roller (1), Tractors (3), portable storm pumps (2), Motor Graders (1), Mowers (3), etc. batteries, PM.
Maintenance & Repair - Street	25,000	0	25,000	25,000	25,000	Spare parts and repair to storm pump, hoses, discharges, and portable pump accessories. Street repairs, curb, gutters, asphalt and concrete. Grass cutting of Halstead Blvd.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Public Utilities - Street

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance Of Vehicles	35,000	0	35,000	35,000	35,000	Maintenance and repair of trucks (5).
Legal Advertising	500	0	500	500	500	Street overlay, repairs and Alley closing notices, Ditch Program, and Bids notifications.
Auto Supplies	30,307	0	30,307	30,307	30,307	Diesel fuel, gasoline, propane, batteries, tires for 30 vehicles and equipment.
Office Supplies	1,500	0	1,500	1,500	1,500	Tape, staples, pencils, pens, Post-It Notes, copier paper, legal pads, ink cartridges, computer disk, blank video tapes, camera film, batteries and etc.
Departmental Supplies & Expense	14,000	0	14,000	14,000	14,000	Hand tools, shovels, pick axes, axes, lutes, etc. Lumber for construction, PPE, street paint and rock salt.
Street Signs	15,000	0	15,000	15,000	15,000	Replace St. markers, posts and signs. Replace the 6"x6" white post with MUTCD complaint signs.
Laundry	6,000	0	6,000	6,000	6,000	Uniforms, coveralls, t-shirts, and ball caps.
Contracted Services	15,000		15,000	12,500	12,500	Trees/stump removal. Storm debris/snow removal. Exterminating services Rental of equipment. Ditch digging.
Purchase For Resale	500	0	500	500	500	Grates, frames and pipes.
Dues & Subscriptions	200	8,075	8,275	8,275	8,275	Membership in APWA, Traffic Control certifications and Pavement Management annual update dues. Arbor Day Foundation membership dues. Citeworks Work Order System.
Safety Shoes, Eye Exams	2,000	0	2,000	2,000	2,000	Safety Shoes, Eye Exams for employees.
Capital Outlay-Improvement	0	672,000	672,000			Water Street Road Diet / Parallel Parking-w/ Mill and Overlay - Priority 4
Capital Outlay-Equipment	10,500	45,200	55,700	24,200	24,200	Pick-Up Truck - Priority 4 Stump Grinder - Priority 1

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	POWELL BILL	DATE	6/10/2019
ACCOUNT NO.	105700	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds a number of programs for the efficient repair of 72.93 miles of streets and roadways including maintenance of drainage, sidewalks, bridges, street sweeping, and asphalt patching. Other programs included are snow removal, ice control and grading.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the maintenance and repair programs will continue to provide efficient, safe and well-maintained streets, sidewalks, right-of-ways and drainage.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$91,580	\$92,646	\$97,471	\$103,438
Operating Expenditures	106,124	338,862	183,904	188,264
Capital Expenditures	44,592	956,270	341,906	300,000
Other Expenditures				69,000
General Fund Totals	\$242,296	\$1,387,778	\$623,281	\$660,702
No. of Budgeted Positions	2FT	2FT	2FT	2FT

4. **ACTIVITY/PERFORMANCE MEASURES:** Every two years bridge inspections and improvements. Continued improvements through sidewalk and curb and gutter installation and repair programs. Further development of aggressive pothole repair and street resurfacing programs.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number Department: 10-5700-0000	2015		2016		2017		2018		2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested Admin. Recmnd	Budgeted		
PUBLIC UTILITIES - POWELL BILL:													
PUBLIC UTILITIES - POWELL BILL:													
10-5700-0000													
SALARIES & WAGES-REGULAR													
10-5700-0200	60,425.00	61,534.00	62,605.00	63,223.00	65,844.00	69,965.00	69,965.00	69,965.00	69,965.00	69,965.00	69,965.00	69,965.00	6.26
	60,893.99	61,851.91	60,753.33	35,183.41	51,065.60	0.00							
SALARIES & WAGES-OVERTIME													
10-5700-0220	1,600.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	640.72	774.41	1,241.77	73.92	1,693.52	0.00							
PROFESSIONAL SERVICES													
10-5700-0400	0.00	0.00	20,000.00	20,000.00	30,326.00	30,326.00	30,326.00	30,326.00	30,326.00	30,326.00	30,326.00	30,326.00	0.00
	0.00	43,276.25	15,326.25	25,838.85	6,563.40	0.00							
F.I.C.A													
10-5700-0500	4,668.00	4,783.00	4,773.00	4,837.00	5,114.00	5,398.00	5,429.00	5,429.00	5,429.00	5,429.00	5,429.00	5,429.00	6.16
	4,666.30	4,748.03	4,679.27	2,661.06	3,980.74	0.00							
GROUP INSURANCE													
10-5700-0600	12,806.00	12,806.00	13,047.00	15,602.00	16,780.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	3.00
	12,805.92	14,328.25	13,364.40	9,766.08	12,528.73	0.00							
RETIREMENT													
10-5700-0700	7,427.00	7,251.00	7,572.00	7,984.00	8,733.00	9,760.00	9,760.00	9,760.00	9,760.00	9,760.00	9,760.00	9,760.00	11.76
	7,242.44	7,451.30	7,646.21	4,357.45	5,987.64	0.00							
COMMUNICATIONS													
10-5700-1100	3,000.00	3,000.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00							
MAINTENANCE & REPAIR-EQUIPMENT													
10-5700-1600	12,500.00	10,000.00	10,000.00	10,000.00	13,968.00	13,968.00	13,968.00	13,968.00	13,968.00	13,968.00	13,968.00	13,968.00	0.00
	4,901.63	25,804.00	11,361.00	8,203.32	6,907.92	0.00							
PATCHING & REPAIR OF STREETS													
10-5700-1610	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	14.29
	40,564.19	33,506.36	35,368.83	42,716.99	39,618.47	0.00							
DRAINAGE													
10-5700-1620	20,000.00	20,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	11,609.53	19,868.30	2,846.48	8,080.96	18,593.36	0.00							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-5700-0000 PUBLIC UTILITIES - POWELL BILL:													
MAINTENANCE OF VEHICLES													
10-5700-1700	26,000.00	26,000.00	26,000.00	26,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	31,675.61	10,771.67	10,809.20	11,762.99	10,415.65	0.00							
AUTO SUPPLIES													
10-5700-3100	5,000.00	5,000.00	6,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	1,507.43	6,805.93	9,766.64	6,908.65	1,453.89	0.00							
DEPARTMENTAL SUPPLIES & EXP													
10-5700-3300	17,000.00	17,000.00	17,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	0.00
	16,295.94	6,560.15	3,789.75	12,934.97	23,586.11	0.00							
CONTRACTED SERVICES													
10-5700-4500	100,000.00	319,356.00	100,000.00	100,000.00	100,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	0.00
	91,734.33	168,489.87	129,034.53	24,632.14	48,455.00	0.00							
NEIGHBORHOOD INITIATIVES													
10-5700-4502	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00								
WORKERS COMP/INS & BOND													
10-5700-5400	0.00	3,505.00	3,464.00	4,188.00	4,850.00	4,850.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	13.40-
	3,338.26	3,464.22	4,381.96	4,207.89	4,366.84	0.00							
INSURANCE LIABILITY													
10-5700-5410	9,807.00	8,865.00	10,446.00	10,446.00	10,446.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	8,442.63	10,445.54	9,815.87	9,983.06	9,196.77	0.00							
UNEMPLOYMENT INSURANCE													
10-5700-5420	440.00	140.00	53.00	28.00	60.00	60.00	70.00	70.00	70.00	70.00	70.00	70.00	16.67
	135.33	52.62	28.04	60.28	30.25	0.00							
SAF SHOE/EYE EXAM/PHY/GLASSES													
10-5700-5870	400.00	400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
	29.99	354.64	280.18	124.69	163.78	0.00							
HURRICANE FLORENCE													
10-5700-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY IMPROVEMENTS													
10-5700-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00
	0.00	0.00	8,595.00	2,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	86,831.91 0.00	Approp Actual	86,831.91 86,831.91	Approp Actual	86,831.91 86,831.91	Approp Actual	0.00 0.00	Approp Actual	0.00 0.00	Estimated Full Year	Requested		Admin. Recmd
Department: 10-5700-0000 PUBLIC UTILITIES - POWELL BILL:														
BROOKS AVE														
10-5700-7307	79,865.82-	86,831.91	86,831.91	86,831.91	86,831.91	86,831.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERLAY PROJECTS														
10-5700-7311	366,544.52	131,956.32	131,956.32	131,956.32	131,956.32	131,956.32	0.00	0.00	30,761.00	0.00	0.00	0.00	0.00	0.00
259,071.44	150,649.12	150,649.12	131,956.32	131,956.32	131,956.32	131,956.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIKE TRAIL GRANT														
10-5700-7312	612,881.00	672,881.00	672,881.00	672,881.00	672,881.00	672,881.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	638,843.00	638,843.00	638,843.00	638,843.00	638,843.00	638,843.00	10,485.79	13,791.63	0.00	0.00	0.00	0.00	0.00	0.00
STREET RECONSTRUCTION OVERLAY														
10-5700-7313	0.00	0.00	0.00	0.00	0.00	0.00	0.00	950,000.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	937,565.58	0.00	0.00	0.00	0.00	0.00	0.00
PROVIDENCE RD BRIDGE														
10-5700-7314	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00	300,000.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-EQUIPMENT														
10-5700-7400	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	6,270.00	11,145.00	0.00	0.00	52,500.00	52,500.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,800.00	10,750.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE PROVIDENCE RD BRIDGE														
10-5700-8101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,000.00	69,000.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total														
	1,330,632.70	1,527,309.23	1,527,309.23	1,527,309.23	1,527,309.23	1,527,309.23	427,160.00	1,387,778.00	623,281.00	0.00	0.00	1,639,171.00	1,713,202.00	6.00
	555,555.68	1,294,877.48	1,294,877.48	1,294,877.48	1,294,877.48	1,294,877.48	558,362.73	1,167,553.92	255,357.67	0.00	0.00	0.00	0.00	0.00
Department Total														
	1,330,632.70	1,527,309.23	1,527,309.23	1,527,309.23	1,527,309.23	1,527,309.23	427,160.00	1,387,778.00	623,281.00	0.00	0.00	1,639,171.00	1,713,202.00	6.00
	555,555.68	1,294,877.48	1,294,877.48	1,294,877.48	1,294,877.48	1,294,877.48	558,362.73	1,167,553.92	255,357.67	0.00	0.00	0.00	0.00	0.00

FY 2019/2020 SUPPLEMENT BUDGET WORKSHEET

DEPARTMENT/DIVISION Public Utilities - Powell Bill

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	1,000	0	1,000	1,000	1,000	On call/stand by, special events, storm debris and snow removal, emergency calls.
Professional Services	30,326	0	30,326	30,326	30,326	Engineering services for miscellaneous projects.
Communications	500	0	500	500	500	Mobile communications, (1) Cell Phone
Maintenance & Repair Equipment	13,968	0	13,968	13,968	13,968	Equipment repairs. Backhoe (1) Camera Inspection Trailer, Traffic Control Trailer, John Deere Tractors (3) New Holland Tractor (1) Mini Excavator
Patching & Repair Of Streets	35,000	0	35,000	40,000	40,000	Cold patch, plant mix, stone, crack filling materials, etc., ADA compliant.
Drainage	10,000	0	10,000	10,000	10,000	Repair of curb inlets for roadside drainage, pipe in ditches at various locations. Repair/replace culverts
Maintenance Of Vehicles	15,000	0	15,000	15,000	15,000	Batteries, PM maintenance, hydraulic oil for 8 trucks.
Auto Supplies	7,000	0	7,000	7,000	7,000	Diesel fuel, gasoline and tires.
Departmental Supplies	22,000	0	22,000	22,000	22,000	Sand, salt, barricades, cones, street stripping, etc.
Contracted Services	35,000	0	35,000	35,000	35,000	Street markings, center-lines, crosswalks, stop bars, Asphalt Patching.
Neighborhood Initiatives	0	0	0			Per City Manager
Safety Shoe/Eye Exam/Phy/Glasses	200	0	200	200	200	Steel toe safety shoes and boots.
Capital Outlay Improvements	0	1,000,000	1,000,000	0	0	2019/2020 Street Resurfacing/Striping Streets - Priority 1
Providence Rd Bridge	300,000	0	300,000	300,000	300,000	
Capital Outlay Equipment	11,145	41,355	52,500	0	0	Dump Truck—Replacement—Priority-1

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PARKS & RECREATION	FISCAL YEAR	2020
DIVISION		DATE	6/10/2019
ACCOUNT NO.	106200	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds personnel and other resources necessary to provide a year-round parks and recreation program. This includes programming and activities for children, youth and adults. The department provides leisure opportunities through a City/County wide park system which consist of 46 parks and maintained spaces, 18 of which have water access. A variety of more structured recreational activities is provided through athletics and recreation center programs.

2. **BENEFITS OF FUNDING THIS LEVEL:** Funding at this level will enable the Parks and Recreation Department to continue to provide citizens with acceptable programs and maintenance of nineteen parks. This includes providing services for residents of Pasquotank County.

3. **EXPENDITURES:**

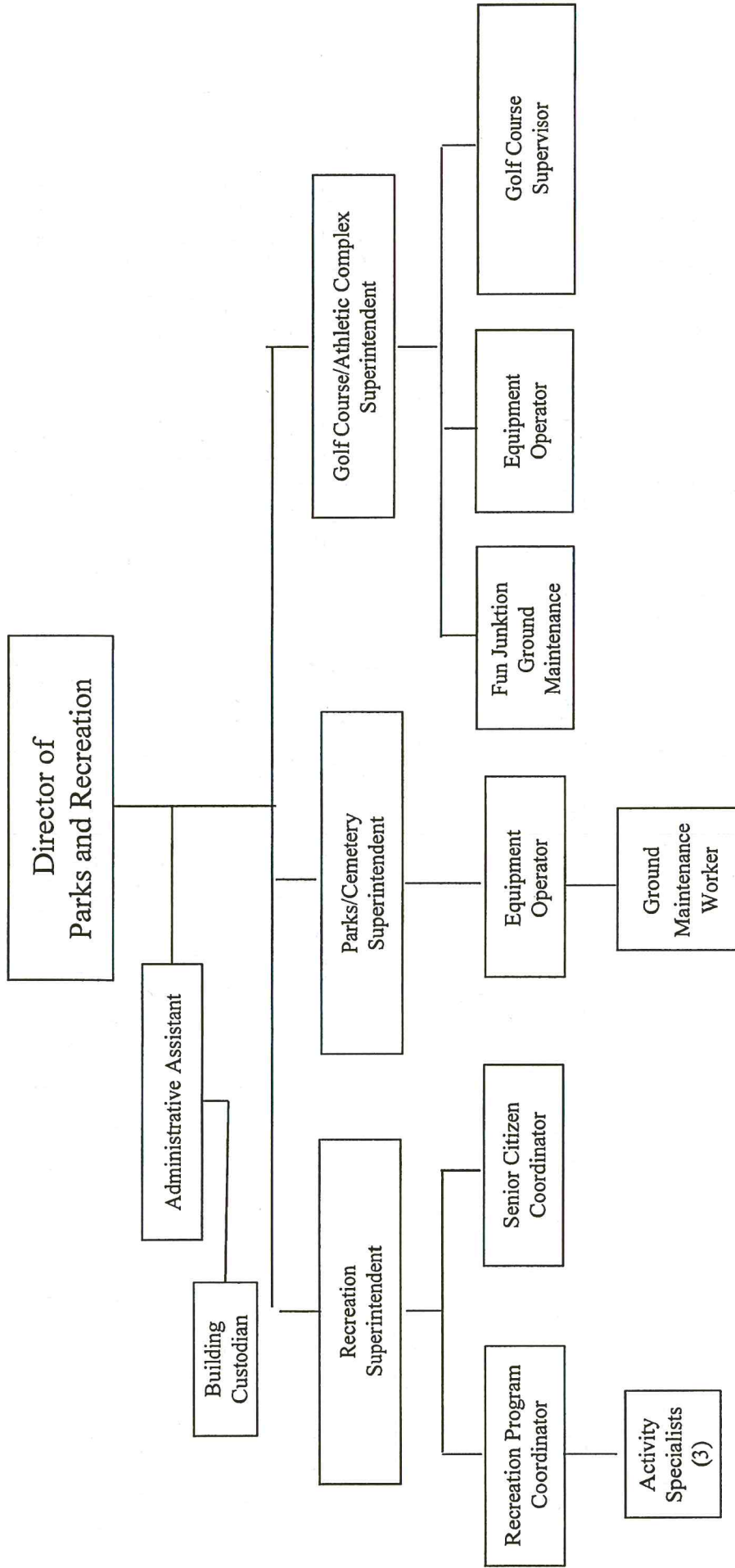
	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$1,123,649	\$1,115,445	\$1,160,834	\$1,256,335
Operating Expenditures	694,923	711,672	710,414	789,236
Capital Expenditures	375,984	670,157	538,800	253,704
Other Expenditures	53,471	92,656	132,655	115,955
General Fund Totals	\$2,248,027	\$2,589,930	\$2,542,703	\$2,415,230
No. of Budgeted Positions	14 1/2FT* 12PT	14 1/2FT* 12PT	14 1/2FT* 12PT	14 1/2FT* 12PT

* One position funded from P&R and Senior Center.

4. **ACTIVITY/PERFORMANCE MEASURES:** This department will promote City/County wide events through working partnerships with outside community organizations. It will provide for a summer youth basketball camp for one hundred and twenty-five children/youth. This department will provide at least six athletic leagues or camps for youth annually. It will provide at least six athletic leagues for adults annually. It will promote adult exercise through aerobics, yoga, and fitness classes and implement youth enrichment programs.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

City of Elizabeth City Parks and Recreation Department



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6200-0000 PARKS & RECREATION:													
PARKS & RECREATION:													
10-6200-0000													
SALARIES & WAGES-REGULAR													
10-6200-0200	593,197.00	588,344.00	617,681.00	594,699.00	604,349.00	604,349.00	604,349.00	604,259.18	0.00	625,231.00	625,231.00	625,231.00	3.46
	582,977.75	588,491.51	589,370.87	583,278.00	604,259.18	604,259.18	604,259.18	604,259.18	0.00	625,231.00	625,231.00	625,231.00	
SALARIES-TOURISM PARKS MAINT													
10-6200-0201	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARIES & WAGES-OVERTIME													
10-6200-0220	15,000.00	15,000.00	15,000.00	15,750.00	15,750.00	15,750.00	15,750.00	22,830.18	0.00	20,750.00	20,750.00	20,750.00	31.75
	10,046.26	9,294.49	8,681.35	14,255.92	22,830.18	22,830.18	22,830.18	22,830.18	0.00	20,750.00	20,750.00	20,750.00	
SALARIES & WAGES P/T & TEMP													
10-6200-0300	220,000.00	220,000.00	230,000.00	265,000.00	270,000.00	270,000.00	270,000.00	288,213.35	0.00	461,375.00	325,000.00	325,000.00	20.37
	242,425.92	263,993.94	287,304.76	287,081.19	288,213.35	288,213.35	288,213.35	288,213.35	0.00	461,375.00	325,000.00	325,000.00	
SALARIES-INSTRUCTORS													
10-6200-0310	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,654.40	4,069.04	4,620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES													
10-6200-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.													
10-6200-0500	70,289.00	66,195.00	63,965.00	46,458.00	68,093.00	68,093.00	68,093.00	69,782.88	0.00	74,732.00	72,825.00	72,825.00	6.95
	64,311.75	65,642.15	67,462.67	67,529.73	69,782.88	69,782.88	69,782.88	69,782.88	0.00	74,732.00	72,825.00	72,825.00	
GROUP INSURANCE													
10-6200-0600	96,045.00	92,844.00	96,622.00	113,115.00	121,645.00	121,645.00	121,645.00	114,244.58	0.00	125,309.00	125,309.00	125,309.00	3.01
	93,726.10	91,094.29	92,518.25	97,774.43	114,244.58	114,244.58	114,244.58	114,244.58	0.00	125,309.00	125,309.00	125,309.00	
RETIREMENT													
10-6200-0700	74,018.00	70,924.00	75,176.00	75,423.00	80,997.00	80,997.00	80,997.00	80,542.15	0.00	87,220.00	87,220.00	87,220.00	7.68
	70,734.77	70,022.60	73,691.08	74,838.65	80,542.15	80,542.15	80,542.15	80,542.15	0.00	87,220.00	87,220.00	87,220.00	
COMMUNICATIONS													
10-6200-1100	15,180.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	10,559.45	0.00	14,500.00	14,500.00	14,500.00	7.41
	10,584.17	9,648.26	11,429.80	9,915.53	10,559.45	10,559.45	10,559.45	10,559.45	0.00	14,500.00	14,500.00	14,500.00	

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

July 2, 2019
08:01 AM

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-6200-0000 PARKS & RECREATION:														
POSTAGE														
10-6200-1101	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	1,122.07	1,454.91	1,149.01	538.76	805.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING														
10-6200-1200	4,000.00	4,000.00	4,000.00	3,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	100.00
	1,072.50	1,053.86	246.25	1,195.29	742.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES														
10-6200-1300	130,000.00	145,000.00	145,000.00	145,000.00	140,000.00	140,000.00	148,000.00	148,000.00	148,000.00	148,000.00	148,000.00	148,000.00	148,000.00	5.71
	149,409.88	126,323.46	119,279.48	140,895.66	138,140.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & EDUCATION														
10-6200-1400	7,500.00	5,000.00	5,000.00	12,776.00	21,776.00	21,776.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	10.21
	2,493.53	3,766.97	3,216.16	18,124.02	18,851.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINT & REPAIR-BLDGS & REALTY														
10-6200-1500	40,131.62	30,000.00	30,000.00	30,000.00	33,000.00	33,000.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	13.64
	51,658.20	31,337.17	28,181.82	26,944.07	25,630.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINT AND REPAIR GROUNDS														
10-6200-1510	106,592.00	115,000.00	135,000.00	135,000.00	146,300.00	146,300.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	4.31-
	109,635.17	83,808.14	138,555.93	113,813.73	151,724.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TREE PLANTING-COMMITTEE														
10-6200-1520	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	37.50-
	1,589.61	1,471.20	2,008.22	600.04	1,525.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT														
10-6200-1600	35,000.00	40,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	0.00
	36,275.48	25,685.27	27,173.33	40,597.79	31,564.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TORNADO DAMAGE														
10-6200-1650	54,364.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	41,455.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE OF VEHICLES														
10-6200-1700	18,500.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.00
	8,554.88	15,036.82	10,544.71	7,774.83	6,720.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL COMPUTER EXPENSE														
10-6200-1701	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	75.00
	1,509.37	89.97	692.87	2,311.94	696.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6200-0000 PARKS & RECREATION:													
ORGANIZED PROGRAMS													
10-6200-2300	34,338.00 31,912.18	34,338.00 35,521.95	34,338.00 20,984.01	36,838.00 20,776.47	41,838.00 53,254.79	56,838.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	19.51
ITEMS FOR RESALE													
10-6200-2400	25,000.00 32,580.29	25,000.00 28,161.80	25,000.00 25,478.38	25,000.00 36,867.65	25,000.00 38,102.68	40,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	40.00
SPECIAL EVENTS													
10-6200-2500	40,000.00 41,978.45	40,000.00 37,883.91	40,000.00 40,807.13	40,000.00 37,142.11	50,000.00 40,810.65	65,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.00
ADVERTISING													
10-6200-2600	7,000.00 8,533.00	8,000.00 13,175.24	13,000.00 13,380.18	8,250.00 7,177.97	8,000.00 5,242.09	12,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	25.00
AUTOMOTIVE SUPPLIES													
10-6200-3100	35,000.00 31,295.57	37,500.00 18,941.16	35,000.00 19,352.44	25,000.00 22,313.61	25,000.00 26,977.17	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
OFFICE SUPPLIES													
10-6200-3200	4,500.00 3,704.15	7,700.00 4,630.89	7,700.00 3,168.00	5,700.00 5,168.20	6,700.00 5,434.50	7,700.00	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
10-6200-3300	55,500.00 62,985.86	58,000.00 59,367.17	58,000.00 60,633.44	76,000.00 70,978.34	96,375.00 82,210.25	85,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	16.99-
LAUNDRY													
10-6200-3500	500.00 437.00	500.00 217.57	500.00 223.00	500.00 352.67	500.00 221.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
CONTRACTED SERVICES													
10-6200-4500	25,000.00 24,089.78	30,000.00 55,310.61	65,907.00 44,070.48	37,500.00 18,736.13	37,500.00 26,980.37	40,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	37,500.00	0.00
PASQUOTANK COUNTY SOUTH PARK REIMB													
10-6200-4501	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WATERFRONT MARKET													
10-6200-4600	10,000.00 2,281.28	10,000.00 1,211.40	2,500.00 774.42	2,500.00 3,282.04	3,000.00 2,821.15	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-6200-0000 PARKS & RECREATION:														
DUES & SUBSCRIPTIONS														
10-6200-5300	800.00	1,300.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	232.00	1,080.00	855.00	450.00					0.00					
WORKERS COMP/INS & BOND														
10-6200-5400	23,402.00	21,720.00	19,607.00	28,480.00	15,500.00	29,415.92	23,400.00	23,400.00	23,400.00	23,400.00	23,400.00	23,400.00	23,400.00	50.97
	20,686.05	19,606.82	26,029.98	13,476.36					0.00					
INSURANCE LIABILITY														
10-6200-5410	9,557.00	8,557.00	19,324.00	21,152.00	22,400.00	36,968.37	35,400.00	35,400.00	35,400.00	35,400.00	35,400.00	35,400.00	35,400.00	58.04
	8,150.93	19,600.50	21,152.03	22,906.95					0.00					
UNEMPLOYMENT INSURANCE														
10-6200-5470	4,290.00	1,320.00	1,320.00	54.00	50.00	277.66	1,086.00	1,086.00	1,086.00	1,086.00	1,086.00	1,086.00	1,086.00	*****
	1,319.49	54.01	22.17	46.29					0.00					
INSURANCE-CLAIMS PAID														
10-6200-5430	0.00	0.00	171.00	472.00	1,150.00	907.21	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	0.00
	11,827.37	171.12	1,838.85	1,345.43					0.00					
SAF SHOE/EYE EXAM/PHY/GLASSES														
10-6200-5870	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,468.22	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	3,315.96	2,241.16	3,924.98	3,082.85					0.00					
HURRICANE FLORENCE														
10-6200-7205	0.00	0.00	0.00	0.00	0.00	825.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00					0.00					
CAPITAL OUTLAY IMPROVEMENTS														
10-6200-7300	1,237,995.37	435,690.00	419,573.00	580,000.00	370,900.00	7,500.00	687,104.00	193,604.00	193,604.00	193,604.00	193,604.00	193,604.00	193,604.00	47.80-
	225,339.66	317,353.76	395,073.55	269,336.43					0.00					
CAPITAL OUTLAY - EQUIPMENT														
10-6200-7400	154,803.00	114,700.00	26,066.86	159,157.00	144,325.00	131,685.69	149,600.00	60,100.00	60,100.00	60,100.00	60,100.00	60,100.00	60,100.00	58.36-
	166,674.35	117,186.98	27,057.00	145,322.98					0.00					
DEBT SERVICE SANDPRO/MOWER/TRUCKSTER														
10-6200-8102	0.00	0.00	0.00	17,465.00	27,880.00	27,770.20	27,880.00	27,880.00	27,880.00	27,880.00	27,880.00	27,880.00	27,880.00	0.00
	0.00	0.00	0.00	23,142.00					0.00					
DEBT SERVICE VEHICLES														
10-6200-8103	0.00	0.00	0.00	10,688.00	4,950.00	5,384.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00					0.00					

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-6200-0000 PARKS & RECREATION:														
DEBT SERVICE - EQUIPMENT 10-6200-8109	28,443.00 28,442.40		28,443.00 28,442.40		4,737.00 4,740.40		0.00 0.00		0.00 0.00	0.00				0.00
DEBT SERVICE - KCRC - CITY 10-6200-8110	68,983.00 68,983.80		68,983.00 68,983.80		11,497.00 11,497.30		0.00 0.00		0.00 0.00	0.00				0.00
DEBT SERVICE - FACILITIES 10-6200-8111	15,060.00 15,060.00		15,060.00 15,060.00		15,060.00 15,060.00		0.00 5,046.97		0.00 0.00	0.00				0.00
DEBT SERVICE - MOWER/SPRAYER 10-6200-8112	21,400.00 16,629.84		22,173.00 22,173.12		22,173.00 22,173.12		22,173.00 22,173.12		29,175.00 22,173.12	0.00	18,380.00	18,380.00	18,380.00	37.00-
DEBT SERVICE - SKATE PARK 10-6200-8113	0.00 0.00		0.00 0.00		0.00 0.00		42,330.00 21,868.73		43,025.00 43,152.45	0.00	42,690.00	42,690.00	42,690.00	0.78-
DEBT SERVICE- BOARDWALK 10-6200-8114	0.00 0.00		0.00 0.00		0.00 0.00		0.00 9,331.59		27,625.00 27,588.05	0.00	27,005.00	27,005.00	27,005.00	2.24-
Control Total	3,296,087.99 2,290,696.72		2,405,991.00 2,258,659.42		2,322,617.86 2,224,422.42		2,659,180.00 2,247,794.47		2,561,803.00 2,185,521.55	0.00	3,192,626.00	2,415,230.00	2,415,230.00	5.72-
Department Total	3,296,087.99 2,290,696.72		2,405,991.00 2,258,659.42		2,322,617.86 2,224,422.42		2,659,180.00 2,247,794.47		2,561,803.00 2,185,521.55	0.00	3,192,626.00	2,415,230.00	2,415,230.00	5.72-

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PARKS AND RECREATION

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages-Overtime	15,750	5,000	20,750	20,750	20,750	To pay employees for clean up at Waterfront Park, Charles Creek Park, Mariners' Wharf, River Road, Fun Junktion, and Coast Guard Park on Saturdays, Sundays, and holidays. Special events, district tournaments, and golf tournaments. Emergencies due to hurricanes or other disasters. Set up tents for farmers market. Requested increase due to the addition of programming and special events; as well as increase in number of tournaments at South Park and addition of weekend soccer tournaments at River Road this year.
Salaries & Wages Part-Time & Temporary	270,000	55,000	325,000	325,000	325,000	47,136-3 P/T equipment operators/April-October 44,190-3 P/T golf course attendants 55,000-P/T Summer Maintenance Employees 17,000-League scorekeepers/Center Scorekeeper 17,754-(2) Fun Junktion attendants year round 58,920- P/T South Park attendants (3) Concession Attendants (3) Admissions Attendants
Communications	13,500	1,000	14,500	14,500	14,500	20,000 Instructors for yoga, fitness, zumba, baseball, softball, basketball, tennis, wrestling, cheerleading, volleyball, & attendants at Coast Guard Park. 10,000-Salary for Waterfront Market Coordinator Increase due to: \$17,000-Seasonal Program Coordinator needed for operation of Coast Guard Park \$13,000-Additional part time grounds/field maintenance staff needed due to addition of parks and tournaments. Department's share of expense for City's system, including Knobbs Creek, Enfield, South Park, Fun Junktion, maintenance, athletic fields and golf course also departmental internet service. Increase due to additional offices and space added due to proposed restructure and occupying space currently Senior Center.

Postage	1,000	1,000	1,000	1,000	1,000	Postage for mailings to citizens announcing registration, events, and general correspondence required for normal operations.
Printing	1,000	1,000	2,000	2,000	2,000	For printing signs, posters, activity brochures, forms and stationery. Includes materials for Mariners' Wharf, Golf Course, South Park, and River Road. Brochures for South Park and River Road, Coast Guard Park, and Enfield Splash Pad. Increase due to need for brand new department brochures to include new facilities and new programs
Utilities	140,000	11,000	151,000	148,000	148,000	Electricity, water & sewer for Knobbs Creek, Enfield maintenance, Dog Corner, Charles Creek, Mariners' Wharf Building, Golf Course irrigation, tennis court lights, softball and baseball field lights. Also, includes light(s) for Moth Boat, Causeway, Pool Street, Waterfront, George Wood Park, Mariners' Wharf, South Park, River Road, Sawmill Park, Fun Junktion, Northeastern Park, Coast Guard Park, as well as lights and irrigation for PAL Football field and Enfield Splash pad. Increase due to additional space with P&R occupying the previous Senior Center. (Utilities for this portion of the building were in Senior Center budget previously) and addition of Coast Guard Park.
Travel & Education	21,776	5,000	26,776	24,000	24,000	Registration and Conference fees for staff members to attend training, seminars, and workshops. Expense to cover annual turf grass & maintenance workshops, in order to renew pesticide license. Registration and travel expenses for NCPRA Conference, Regional meetings, teleconference and various athletic events associated with the department. Also, covers certification expenses for aerobic instructors, pesticide applicators, and staff CEU's. Includes: 4,000 - for tuition reimbursement for Administrative Assistant for college degree. 4,000 - for tuition reimbursement for Activity Specialist for college degree.

Maintenance & Repair (Buildings and Realty)	33,000	10,000	43,000	37,500	37,500	<p>Increase due to: \$1,000-National Recreation Conference/addition of seminars and workshops for staff development \$4,000-for tuition reimbursement for Equipment Operator for college degree</p> <p>Maintain and repair Knobbs Creek, Enfield Maintenance Building, Charles Creek, Dog Corner, Fun Junktion, South Park, Mariners' Wharf Building, and Coast Guard Park. Increase due to older buildings requiring more maintenance and P&R taking over the space previously the Senior Center (maintenance costs for this portion of the building was previously in the Senior Center Budget)</p>
Maintenance & Repair (Grounds)	146,300	(1,300)	145,000	140,000	140,000	<p>Maintenance of all parks & grounds, golf course, and athletic fields. Used for fertilizer, pesticides, maintenance to irrigation systems, and other turf management processes. Increase due to additional areas requiring regular maintenance.</p>
Tree Planting	4,000		4,000	2,500	2,500	<p>Funds used to plant trees and shrubs in various parks and other areas of the City. Tree City USA</p>
Maintenance & Repair Equipment	38,000		38,000	38,000	38,000	<p>Cost of maintenance and repairs to tractors, mowers, trailers, utility vehicles and other motorized equipment. This includes all equipment used to maintain parks, athletic facilities, golf course, Knobbs Creek Recreation Center, South Park for Little League and travel tournaments, River Road, and Enfield.</p>
Maintenance of Vehicles	16,000		16,000	16,000	16,000	<p>Routine maintenance to trucks and tractors along with overhauls to breaks, transmissions engines, etc. Increased cost of maintaining parts and increased maintenance due to older vehicles.</p>

Personal Computer Expense	2,000	2,000	4,000	3,500	3,500	Programs, supplies for department computers. Increase due to the addition of two new computers to operate concession stands, and Coast Guard Park.
Organized Programs	41,838	15,000	56,838	50,000	50,000	Special equipment for organized programs and athletic activities. Uniforms for baseball and softball. Equipment such as helmets, masks, body protectors and gloves. Awards for kids and adult programs. Items used in summer camps. Tape and training aids for athletic programs, golf and exercise classes. Increase needed for addition of new programs and equipment needed for those programs such as Flag Football, Ultimate Frisbee, Soccer Golf and Youth Soccer. Increase also due to need of hiring more camp counselors and referees for the department as well as program expansion with occupying the previous Senior Center classrooms and activity space.
Items for Resale	25,000	15,000	40,000	35,000	35,000	Items for resale in the golf shop such as clubs, balls, shirts, towels, bags, snacks, etc. Concessions at South Park. Increase due to increased prices and the operation of two additional concession stands-Enfield and River Road that were previously operated by outside entities.
Special Events	50,000	15,000	65,000	50,000	50,000	Special expenses for items used during events held in parks and at Knobbs Creek Recreation Center. Equipment rental such as tents, cookers for baseball tournaments. Fees for various entertainment provided to the public. Outdoor Adventure Day and 4th of July activities, Special Olympics, Kids Flix, Easter Egg Hunt, Potato Festival, and Juneteenth and Christmas Parade. Increase in expenses due to expansion of July 4th and Christmas Parade as well as special Kids Flix sessions. Increase also due to addition of new community events and department 50th anniversary.

Advertising	8,000	4,000	12,000	10,000	10,000	10,000	Advertising the department, summer jobs, PT and FT positions with this department. Advertising for tournaments at River Road and South Park, magazine, radio, internet, and Planet Fitness ads. Increase due to promotion of new events and programs and new types of advertising such as in new movie theatre throughout the year.
Automotive Supplies	25,000		25,000	25,000	25,000	25,000	Gas, oil, and tires for all of the rolling stock used by this department including trucks, vans, tractors, and mowers.
Office Supplies	6,700	1,000	7,700	6,700	6,700	6,700	Paper, pens, supplies, and other office equipment. Addition of supplies for office space created by occupying the current senior center.
Departmental Supplies	96,375	(11,375)	85,000	80,000	80,000	80,000	Items necessary to provide and maintain a year round program. Increase due to additional supplies needed for the operation of Coast Guard Park and increase in prices of needed supplies. New furniture and supplies will be needed as P&R takes over the former Senior Center space. (Senior Center will be taking furniture to new location.)
Laundry	500		500	500	500	500	Washing athletic uniforms, towels, and golf balls.
Contracted Services	37,500	3,000	40,500	37,500	37,500	37,500	To cover the expense of dumpster service for KCRC, South Park, and Enfield maintenance facility. Other expenses such as surveying, attorney fees, portable toilets, appraisals, cable services, security, and the maintenance of department software. Increase due to the increased monthly fee for new recreation/point of sale software and credit card services offered through the company.

Waterfront Market	3,000	3,000	3,000	3,000	Operating expenses for Downtown Market at Mariners' Wharf such as tents, tables, advertising, etc. New tents needed to replace old, broken ones.
Dues & Subscriptions	1,000	1,000	1,000	1,000	Annual dues for employees memberships in NC Recreation & Park Association. Memberships for Turfgrass Councils. Memberships provide training opportunities & the opportunity for youth to participate in statewide competition. Membership for Recreation Advisory Board in NCRPA.
Safety Shoes/Eye Exam/Phys/Glasse	2,500	2,500	2,500	2,500	OSHA required physicals, exams, shoes, boots, and PPE for employees.
Capital Outlay Improvements	\$ 370,900	316,204 \$	193,604	193,604	Replacement of HVAC Units. (2) gym units, one clubroom unit, and unit for current Senior Center space. Bandaid fixes are no longer working. Units need to be replaced and ductwork repaired/replaced for operation in building to continue. \$85,404
					Complete renovation of the current Senior Center space to meet the needs of Recreation expansion. Project to include relocation of main entrance for ADA standards, expanding small rooms to provide classroom and fitness space, and for office space relocation, etc. — \$50,000
					Construct new playground at Enfield Park next to the Splash Pad. \$87,000
					Replace pedestrian bridge over creek on Par-3 golf course. Current bridge is rotting and falling apart. Unsafe for golfers to keep using. — \$12,500
					Replace all walking boards at entrance, walk to left, straight out to water. Install support board for span. Public safety is at risk with current condition of park. \$35,000

Capital Outlay Improvements (cont)

<p>Re-deck entire boardwalk, repair t pier, drive new pile, and replace top railing. Citizens using this board walk are at risk of injury. \$50,000</p>						
<p>Replace current gym floor. Floor installed in 2013 is buckling and causing a safety issue for participants in recreation leagues. \$60,000</p>						
<p>Make bathrooms and concrete around building ADA accessible. \$18,500</p>						
<p>Replace ball field fencing around Field 1 & 2. Replace some of fencing on Field 5. Backstop and dugouts will be included for Fields 1 & 2. Needed for safety of players and spectators. \$60,000</p>						
<p>Replace old playground structure. Remove current surface of wood chips and replace with artificial grass \$87,000</p>						
<p>Construct new playground in new park located in the north end of the County. Project contingent upon the County securing the land for the park. \$87,000</p>						
<p>Replace windscreen tops at South Park with permanent tops. \$54,700</p>						
<p>Software tailored for parks and recreation use. Price includes loading all department needs, rentals, fees, activities and trainings. Set up credit card processing. Current software does not fit with department needs. \$13,000</p>	60,100					
<p>Walk behind scrubber for use of cleaning gym floor and clubroom area of Knobbs Creek. \$14,000</p>						
<p>2019 Chevy Silverado 1500 Crew Cab needed to replace PR6. \$25,600</p>						
<p>Capital Outlay Equipment</p>	144,325	5,275	\$ 149,600	60,100	60,100	

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PARKS & RECREATION	FISCAL YEAR	2020
DIVISION	SENIOR CENTER	DATE	6/10/2019
ACCOUNT NO.	106300	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Senior Center Coordinator, part-time activity specialists, instructors and other resources necessary to provide a senior center and year-round program. It also provides funding for classes, exercise equipment, instructors, and other resources connected with the daily operation of a Senior Center.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the Senior Center can continue to provide seniors from Elizabeth City and Pasquotank County with a well rounded program. Seniors can benefit from exercise, travel, arts and crafts, senior games, and the socialization of meeting other older adults at the center.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$104,979	\$113,620	\$122,370	\$274,144
Operating Expenditures	72,794	47,134	46,805	60,077
Capital Expenditures		47,500	91,020	1,500,000
Other Expenditures			14,500	189,030
General Fund Totals	\$177,773	\$208,254	\$274,695	\$2,023,251
No. of Budgeted Positions	1 1/2FT/ 4PT* *	1 1/2FT/ 4PT* *	1 1/2FT/ 4PT* *	1 1/2FT* 4PT*

* One position funded from P&R and Senior Center.

4. **ACTIVITY/PERFORMANCE MEASURES:** This division will organize and implement programs that recognize holidays and other special occasions. It will promote local travel to events in the surrounding community and overnight trips to other places of interest. It will assist with support and organization of the Elizabeth City/Pasquotank County Parks and Recreation Senior Citizen Club. This division will promote the center through the production and mailing of a monthly calendar.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6300-0000 PARKS & RECREATION- SENIOR CENTER:													
PARKS & RECREATION- SENIOR CENTER: 10-6300-0000													
SALARIES & WAGES-REGULAR 10-6300-0200	62,283.00	63,159.00	49,495.00	48,553.00	49,218.00	48,465.32	48,553.29	48,553.00	49,218.00	157,218.00	157,218.00	157,218.00	219.43
	61,810.42	47,739.40	48,410.34	48,553.29	48,465.32	48,465.32	48,465.32	48,465.32	48,465.32	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME 10-6300-0220	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP 10-6300-0300	40,400.00	40,400.00	40,400.00	40,400.00	46,790.00	52,181.04	46,790.00	40,400.00	46,790.00	81,637.00	81,637.00	81,637.00	74.48
	38,456.92	31,791.44	34,304.33	37,237.79	52,181.04	52,181.04	52,181.04	37,237.79	52,181.04	0.00	0.00	0.00	
F. I. C. A. 10-6300-0500	6,937.00	7,968.00	7,163.00	6,794.00	7,344.00	7,699.88	6,794.00	6,794.00	7,344.00	10,170.00	10,170.00	10,170.00	38.48
	6,613.28	6,102.70	6,323.28	6,563.23	7,699.88	7,699.88	6,563.23	6,563.23	7,699.88	0.00	0.00	0.00	
GROUP INSURANCE 10-6300-0600	6,403.00	9,605.00	9,786.00	11,702.00	12,585.00	11,819.75	11,702.00	11,702.00	12,585.00	12,963.00	12,963.00	12,963.00	3.00
	7,203.32	9,262.35	9,970.36	10,951.41	11,819.75	11,819.75	10,951.41	10,951.41	11,819.75	0.00	0.00	0.00	
RETIREMENT 10-6300-0700	6,119.00	7,371.00	5,792.00	6,171.00	6,433.00	6,194.25	6,171.00	6,171.00	6,433.00	7,156.00	7,156.00	7,156.00	11.24
	6,352.06	5,601.62	5,970.54	6,085.92	6,194.25	6,194.25	6,085.92	6,085.92	6,194.25	0.00	0.00	0.00	
COMMUNICATIONS 10-6300-1100	1,800.00	1,800.00	2,300.00	2,300.00	2,300.00	3,115.33	2,300.00	2,300.00	2,300.00	3,000.00	3,000.00	3,000.00	30.43
	1,991.13	1,980.27	2,440.66	2,159.86	2,440.66	3,115.33	2,159.86	2,159.86	3,115.33	0.00	0.00	0.00	
POSTAGE 10-6300-1101	2,200.00	2,200.00	1,000.00	1,000.00	1,000.00	31.01	1,000.00	1,000.00	1,000.00	500.00	500.00	500.00	50.00-
	1,741.29	561.15	0.00	0.00	0.00	31.01	0.00	0.00	31.01	0.00	0.00	0.00	
PRINTING 10-6300-1200	350.00	350.00	350.00	1,350.00	1,350.00	479.90	1,350.00	1,350.00	1,350.00	1,000.00	1,000.00	1,000.00	25.93-
	0.00	208.00	213.35	1,005.75	1,005.75	479.90	1,005.75	1,005.75	479.90	0.00	0.00	0.00	
UTILITIES 10-6300-1300	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	7,637.09	8,000.00	8,000.00	8,000.00	20,000.00	20,000.00	20,000.00	150.00
	7,750.44	7,883.11	10,022.78	7,531.21	7,637.09	7,637.09	7,531.21	7,531.21	7,637.09	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6300-0000 PARKS & RECREATION- SENIOR CENTER:													
TRAVEL & EDUCATION													
10-6300-1400	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	2,500.00	2,500.00	25.00
	1,723.29	1,500.07	1,423.52	1,384.07	1,505.89	0.00							
MAINT & REPAIR-BLDGS & REALTY													
10-6300-1500	7,500.00	7,500.00	6,200.00	5,000.00	5,000.00	7,500.00	5,000.00	5,000.00	5,000.00	7,500.00	5,000.00	5,000.00	0.00
	2,150.13	3,060.10	6,799.08	1,612.00	3,385.03	0.00							
MAINTENANCE & REPAIR-EQUIPMENT													
10-6300-1600	4,500.00	4,500.00	5,800.00	6,000.00	6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	16.67-
	2,718.66	2,152.42	6,823.85	5,733.67	4,249.26	0.00							
AUTO SUPPLIES													
10-6300-3100	3,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	2,500.00	2,750.00	2,750.00	21.43-
	3,720.44	1,330.58	1,933.16	2,580.19	2,186.13	0.00							
SUPPLIES													
10-6300-3200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	553.05-								
DEPARTMENTAL SUPPLIES & EXP													
10-6300-3300	14,000.00	14,000.00	14,000.00	15,500.00	15,500.00	14,000.00	15,500.00	15,500.00	15,500.00	20,000.00	18,000.00	18,000.00	16.13
	15,906.96	14,884.64	20,112.30	19,424.68	15,495.55	0.00							
DEPARTMENTAL SUPPLIES & GRANT													
10-6300-3301	5,000.00	0.00	0.00	3,625.00	0.00	0.00	3,625.00	0.00	0.00	0.00	0.00	0.00	0.00
	5,000.00	752.59	0.00	0.00	4,338.43								
DUES & SUBSCRIPTIONS													
10-6300-5300	525.00	525.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	0.00
	363.20	420.00	438.00	177.49	532.92	0.00							
WORKERS COMP/INS & BOND													
10-6300-5400	1,070.00	1,250.00	1,336.00	1,116.00	725.00	0.00	1,116.00	725.00	725.00	820.00	820.00	820.00	13.10
	1,190.25	1,335.94	926.30	618.19	902.73	0.00							
INSURANCE LIABILITY													
10-6300-5410	438.00	880.00	768.00	768.00	775.00	0.00	768.00	775.00	775.00	775.00	775.00	775.00	0.00
	838.45	768.08	668.28	553.82	712.75	0.00							
UNEMPLOYMENT INSURANCE													
10-6300-5420	770.00	250.00	35.00	0.00	55.00	0.00	0.00	0.00	0.00	132.00	132.00	132.00	140.00
	236.83	34.85	23.19	52.56	22.61	0.00							

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual		Approp Actual		Approp Actual		Approp Actual		Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6300-0000 PARKS & RECREATION- SENIOR CENTER:													
INSURANCE-CLAIMS PAID													
10-6300-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
SAF SHOE/EYE EXAM/PHY/GLASSES													
10-6300-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	13.67	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
HURRICANE FLORENCE													
10-6300-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
CAPITAL OUTLAY - IMPROVEMENTS													
10-6300-7300	0.00	0.00	0.00	0.00	0.00	38,500.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	29,730.61	0.00	0.00	0.00	0.00			
CAPITAL OUTLAY													
10-6300-7400	0.00	8,700.00	21,206.00	0.00	0.00	1,591,020.00	0.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	5.72-
	1,675.00	9,173.49	20,970.00	0.00	0.00	100,206.06	0.00	0.00	0.00	0.00			
CAPITAL OUTLAY/GRANT													
10-6300-7401	5,191.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	4,302.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
DEBT SERVICE - BUS													
10-6300-8100	20,485.00	20,485.00	0.00	0.00	0.00	14,500.00	0.00	14,880.00	14,880.00	14,880.00	14,880.00	14,880.00	2.62
	20,484.60	10,242.30	0.00	0.00	0.00	6,199.45	0.00	0.00	0.00	0.00			
DEBT SERVICE - BUILDING													
10-6300-8101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Control Total													
	198,971.00	204,443.00	191,731.00	202,879.00	1,774,695.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	14.01
	187,940.34	161,182.90	177,773.32	181,955.74	276,807.33	0.00	0.00	0.00	0.00	0.00			
Department Total													
	198,971.00	204,443.00	191,731.00	202,879.00	1,774,695.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	2,023,251.00	14.01
	187,940.34	161,182.90	177,773.32	181,955.74	276,807.33	0.00	0.00	0.00	0.00	0.00			

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Parks & Recreation - Senior Center

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries/Wages Overtime		5,000	5,000	5,000	5,000	Addition of full time employees will create a need for overtime budget with employees attending trips with the senior center and center activities and events.
Salaries/Wages P/T Temporary	46,790	34,847	81,637	81,637	81,637	Part-time employees to work additional hours due to program expansion. Salaries of fitness instructors for tai chi, silver sneakers, & line dancing. Increase due to need for increased staff at new center to offer more programming.
Communications	2,300	700	3,000	3,000	3,000	Telephone service for Senior Center and for monthly internet service fee and phone line charge.
Postage	1,000	(500)	500	500	500	Mailing of newsletters & other program information
Printing	1,350	(350)	1,000	1,000	1,000	Printing of special programs and monthly brochures.
Utilities	8,000	12,000	20,000	20,000	20,000	Utilities for Senior Center. New stand alone, larger center will mean higher utility costs.
Education, Training, and Travel	2,000	1,000	3,000	2,500	2,500	To attend workshops, training sessions, conferences, NCPRA events, and the NC Senior Games. Accompany seniors on trips. Increase in staff means more trainings and offering of more trips.
Maintenance & Repair Building	5,000	2,500	7,500	5,000	5,000	To purchase products, cleaning supplies, and other equipment necessary to maintain Senior Center. Increase in size of center will require more supplies.
Maintenance & Repair Equipment	6,000	(1,000)	5,000	5,000	5,000	For repairs to exercise equipment and other types of equipment used in Senior Center.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Parks & Recreation - Senior Center

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Automotive Supplies	3,500	(1,000)	2,500	2,750	2,750	Supplies for senior center vehicles.
Departmental Supplies	15,500	4,500	20,000	18,000	18,000	Office supplies, arts & crafts, programs, supplies coffee, paper products, and utensils for special events. Also basic program supplies for the daily operation of the Senior Center. New stand alone, larger center will require more supplies for daily running of center and addition of new programs.
Dues & Subscriptions	600		600	600	600	NCRPA membership, magazines, and newspapers, education and programming for staff.
Capital Outlay		1,500,000	1,500,000	1,500,000	1,500,000	Purchase The Daily Advance Building and renovate for use as the new Senior Center

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PARKS & RECREATION	FISCAL YEAR	2020
DIVISION	CEMETERIES	DATE	6/10/2019
ACCOUNT NO.	106400	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds a contractual agreement with a designated contractor to mow and maintain 8 cemeteries located within the City limits. The agreement provides year-round maintenance of grass, removal of debris, and other litter from the cemeteries.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding at this service level, the Parks and Recreation Department can reasonably maintain the cemeteries through a contracted service agreement. Therefore, the City is relieved of hiring full-time employees to perform general maintenance jobs as well as purchasing and maintaining a truck, trailer, mowers, weed eaters, sprayers, etc.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$	\$	\$	\$
Operating Expenditures	53,754	54,400	54,400	60,400
Capital Expenditures				
Other Expenditures				
General Fund Totals	\$53,754	\$54,400	\$54,400	\$60,400
No. of Budgeted Positions				

4. **ACTIVITY/PERFORMANCE MEASURES:** This division will provide maintenance to various streets and alleys within the cemeteries. They will also contract with the removal of trees and stumps that may be a potential hazard to surrounding graves. Replace fence and grave markers that have been damaged by age or vandals.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
PARKS & RECREATION- CEMETERIES:													
PARKS & RECREATION- CEMETERIES:													
MAINT. & REPAIR GROUNDS													
10-6400-1510	12,400.00	9,680.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	12,400.00	0.00
	1,037.99	9,214.39	11,403.91	555.34	2,777.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TORNADO DAMAGE													
10-6400-1650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES													
10-6400-4500	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	50,000.00	48,000.00	48,000.00	14.29
	41,998.95	41,998.92	41,849.82	38,750.00	41,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE LIABILITY													
10-6400-5410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAND ACQUISITION													
10-6400-7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													
10-6400-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY IMPROVEMENTS													
10-6400-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY - EQUIPMENT													
10-6400-7400	0.00	0.00	9,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	54,400.00	51,680.00	63,700.00	54,400.00	54,400.00	54,400.00	54,400.00	54,400.00	54,400.00	62,400.00	60,400.00	60,400.00	11.03
	43,036.94	51,213.31	53,753.73	39,305.34	44,677.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	54,400.00	51,680.00	63,700.00	54,400.00	54,400.00	54,400.00	54,400.00	54,400.00	54,400.00	62,400.00	60,400.00	60,400.00	11.03
	43,036.94	51,213.31	53,753.73	39,305.34	44,677.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair Grounds	12,400		12,400	12,400	12,400	For the purpose of tree removal and repairs to fences and grave markers. Problems with graves settling due to wet weather.
Contracted Services	42,000	8,000	50,000	48,000	48,000	To pay for the contracted maintenance of the eight cemeteries that the City maintains. *Place holder. Bid requests have been sent out Will update figure once bid has been awarded.

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT GENERAL FISCAL YEAR 2020
 DIVISION NON-DEPARTMENTAL DATE 6/10/2019
 ACCOUNT NO. 106600 DESCRIPTION CONTINUING

1. SERVICE LEVEL NARRATIVE:
-
2. BENEFITS OF FUNDING THIS LEVEL:
-

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$293,160	\$257,480	\$367,464	\$400,000
Operating Expenditures	374,720	371,866	299,886	519,550
Capital Expenditures	109,021	85,000	85,000	85,000
Other Expenditures				
General Fund Totals	\$776,901	\$714,346	\$752,350	\$1,004,550
No. of Budgeted Positions				

4. ACTIVITY/PERFORMANCE MEASURES:
-
- RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 10-6600-0000 GENERAL - NON-DEPARTMENTAL:														
ANIMAL CONTROL														
10-6600-4520	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
SCHOOL-PARKING FINE														
10-6600-4525	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	13,702.50	8,487.00	7,497.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
HOUSING AUTHORITY (LIEU OF TAX)														
10-6600-4526	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
PASQ USCG TAXES														
10-6600-4527	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
TOURISM EXPENDITURE														
10-6600-4531	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
TDA COAST GUARD DAY														
10-6600-4532	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
DUES TO MUNICIPAL ORGANIZATION														
10-6600-5310	14,500.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.00
	15,479.00	15,666.00	16,215.00	15,276.00	15,978.00	15,978.00	15,978.00	15,978.00	15,978.00	15,978.00	16,000.00	16,000.00	16,000.00	0.00
ELECTIONS														
10-6600-5880	16,188.00	28,000.00	0.00	65,500.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	0.00
	11,668.87	27,584.70	0.00	31,236.32	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00	40,000.00	0.00
CONTINGENCY														
10-6600-6000	2,177.00	0.00	11,068.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
INLAND TANGLEWOOD PKWY														
10-6600-7003	0.00	0.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	0.00
	0.00	0.00	81,625.04	81,625.04	81,625.04	81,625.04	81,625.04	81,625.04	81,625.04	81,625.04	85,000.00	85,000.00	85,000.00	0.00
LAND ACQUISITION														
10-6600-7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			2,500.00	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6600-0000 GENERAL- NON-DEPARTMENTAL:													
CITY HALL RENOVATIONS													
10-6600-7200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
HURRICANE FLORENCE													
10-6600-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
WELCOME SIGN CAPITAL OUTLAY													
10-6600-7400	0.00	0.00	44,278.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	48,797.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
TRANSFER TO CAPITAL RESERVE													
10-6600-9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
TRANSFER TO ELECTRIC FUND													
10-6600-9110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Control Total	464,507.00	583,400.00	593,236.00	660,280.00	579,764.00	698,300.00	796,550.00	766,550.00	32.22				
	426,397.41	557,161.94	533,031.56	632,071.87	508,284.54	0.00							
Department Total	464,507.00	583,400.00	593,236.00	660,280.00	579,764.00	698,300.00	796,550.00	766,550.00	32.22				
	426,397.41	557,161.94	533,031.56	632,071.87	508,284.54	0.00							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6610-0000 NON-DEPARTMENTAL													
NON-DEPARTMENTAL 10-6610-0000													
ECONOMIC DEV COMM													
10-6610-4575	50,086.00	50,086.00	50,086.00	50,086.00	50,086.00	50,086.00	52,586.00	52,586.00	52,586.00	53,000.00	53,000.00	53,000.00	0.79
	50,086.00	50,086.00	50,086.00	50,086.00	50,086.00	50,086.00	52,586.00	52,586.00	52,586.00	53,000.00	53,000.00	53,000.00	0.00
DOWNTOWN CORPORATION													
10-6610-4585	35,500.00	33,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	0.00
	35,366.69	32,330.70	35,460.00	35,460.00	35,460.00	30,646.73	35,248.72	35,248.72	35,248.72	35,000.00	35,000.00	35,000.00	0.00
CONTRIBUTION TO DOWNTOWN CORP.													
10-6610-4586	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.00
EGDI - TDA BENCHES - TRASH CANS													
10-6610-4587	4,485.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,485.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. CITY-PASQUOTANK AIRPORT													
10-6610-5820	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARTS OF THE ALBEMARLE													
10-6610-5830	0.00	12,500.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	15,000.00	15,000.00	40.00-
	0.00	12,500.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	15,000.00	15,000.00	40.00-
Control Total	145,071.00	115,586.00	130,086.00	130,086.00	130,086.00	137,586.00	137,586.00	137,586.00	137,586.00	138,000.00	128,000.00	128,000.00	6.97-
	144,937.69	114,916.70	130,546.00	130,546.00	130,546.00	133,232.73	137,834.72	137,834.72	137,834.72	138,000.00	128,000.00	128,000.00	6.97-
Department Total	145,071.00	115,586.00	130,086.00	130,086.00	130,086.00	137,586.00	137,586.00	137,586.00	137,586.00	138,000.00	128,000.00	128,000.00	6.97-
	144,937.69	114,916.70	130,546.00	130,546.00	130,546.00	133,232.73	137,834.72	137,834.72	137,834.72	138,000.00	128,000.00	128,000.00	6.97-

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
NON-DEPARTMENTAL													
10-6620-0000													
LIBRARY													
10-6620-4540	1,250.00	1,200.00	2,000.00	2,500.00	2,000.00	2,500.00	0.00	0.00	0.00	0.00			0.00
	1,250.00	1,200.00	2,000.00	2,500.00	2,000.00	2,500.00	0.00	0.00	0.00	0.00			
FIREWORKS													
10-6620-4592	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
EC BLAZERS AAUJ6 + UNDER													
10-6620-4594	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
AAU BASKETBALL													
10-6620-4595	2,800.00	2,800.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00			0.00
	2,800.00	2,800.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00			
E C BOXING CLUB													
10-6620-4596	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
FOOD BANK													
10-6620-4610	10,000.00	12,000.00	10,000.00	20,000.00	10,000.00	20,000.00	21,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	4.76-
	10,000.00	12,000.00	10,000.00	20,000.00	10,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00			
ARTS OF THE ALBEMARLE													
10-6620-5810	25,050.00	500.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00			0.00
	25,050.00	500.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00			
ALBEMARLE FAMILY YMCA													
10-6620-5820	2,000.00	2,000.00	2,000.00	1,500.00	2,000.00	1,500.00	1,500.00	1,500.00	0.00	0.00			0.00
	2,000.00	2,000.00	2,000.00	1,500.00	2,000.00	1,500.00	1,500.00	1,500.00	0.00	0.00			
EDUCATION FOUNDATION OF EC/PC PUBLIC SCH													
10-6620-5825	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
KIDS FIRST INC													
10-6620-5830	6,000.00	8,000.00	8,000.00	7,500.00	8,000.00	7,500.00	7,500.00	7,500.00	0.00	0.00			0.00
	6,000.00	7,999.99	8,000.00	7,500.00	8,000.00	7,500.00	7,500.00	7,500.00	0.00	0.00			

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-6620-0000 NON-DEPARTMENTAL													
HABITAT FOR HUMANITY													
10-6620-5835	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
RIVER CITY CDC													
10-6620-5840	9,000.00	7,500.00	0.00	0.00	0.00	6,250.00	6,000.00	0.00	6,000.00				0.00
	9,000.00	0.00	0.00	0.00	0.00	6,250.00	5,932.45	0.00	0.00				
AMERICAN LEGION POST 84													
10-6620-5845	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
TABERNACLE OF FAITH CHURCH													
10-6620-5860	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
ALBEMARLE COMMISSION													
10-6620-5862	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00				
BOYS & GIRLS CLUB													
10-6620-5863	0.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00			0.00
	0.00	0.00	4,000.00	4,000.00	4,000.00	3,889.55	4,000.00	4,000.00	0.00				
GIRLS INC													
10-6620-5864	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
NATIONAL COUNCIL OF NEGRO WOMEN													
10-6620-5865	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
PORT DISCOVER													
10-6620-5866	0.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00			0.00
	0.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00				
CIVIL AIR PATROL													
10-6620-5867	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
CANN MEMORIAL BAPTIST CHURCH													
10-6620-5868	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Actua]	Approp Actua]	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 10-6620-0000 NON-DEPARTMENTAL														
COA														
10-6620-5869	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-6620-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY RELATIONS COMM.														
10-6620-5872	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RIVER CITY CDC														
10-6620-5873	0.00	0.00	2,500.00	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
USCG DAY														
10-6620-5874	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALBEMARLE FOUNDATION														
10-6620-5875	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NEW BEGINNINGS														
10-6620-5876	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NHS BAND														
10-6620-5877	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HEALTHY CAROLINIANS														
10-6620-5878	500.00	0.00	0.00	500.00	500.00	500.00	500.00	1,600.00	1,600.00	1,600.00	0.00	0.00	0.00	0.00
NORTHEAST COALITION - HOMELESSNESS														
10-6620-5879	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	500.00	0.00	0.00	1,543.93	1,543.93	31.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EGSU MUSIC SCHOOL														
10-6620-5880	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-6620-0000 NON-DEPARTMENTAL													
HIGHWAY 17 ASSO.													
10-6620-5881	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
MEADS RECREATION CENTER													
10-6620-5882	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
SPCA													
10-6620-5883	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
SOULS													
10-6620-5884	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	1,500.00	1,500.00	0.00	0.00			0.00
	1,545.42	52.19-	0.00	2,955.94	0.00	1,231.76	0.00	0.00					
ALBEMARLE FOUNDATION - MEDIA													
10-6620-5885	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
EGSU FOUNDATION													
10-6620-5886	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
VISION OF HOPE ENGR SHELTER & OUTREACH C													
10-6620-5887	3,000.00	3,000.00	6,700.00	2,750.00	0.00	50,000.00	50,000.00	50,000.00	0.00	0.00			0.00
	1,767.61	3,000.00	4,583.92	2,662.99	0.00	0.00	0.00	0.00					
HOME TEAM FOUNDATION													
10-6620-5888	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
DREAM, HUNT & FISH FOUNDATION													
10-6620-5889	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00					
EASTERN WOMEN'S ENTREPRENEURSHIP CENTER													
10-6620-5890	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
TEMPOWER, INC													
10-6620-5891	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00					

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

July 2, 2019
08:01 AM

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted	
Department: 10-6620-0000	NON-DEPARTMENTAL												
COMMUNITY SUPPORT GRANTS													
10-6620-6000	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	2,000.00	30,000.00	40,000.00	40,000.00	40,000.00	*****
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Control Total	76,250.00	50,000.00	56,700.00	50,000.00	50,000.00	49,789.77	50,000.00	50,000.00	50,000.00	110,000.00	110,000.00	110,000.00	120.00
	73,563.03	39,447.80	53,098.63	49,789.77	47,664.21	47,664.21	47,664.21	0.00	0.00				
Department Total	76,250.00	50,000.00	56,700.00	50,000.00	50,000.00	49,789.77	50,000.00	50,000.00	50,000.00	110,000.00	110,000.00	110,000.00	120.00
	73,563.03	39,447.80	53,098.63	49,789.77	47,664.21	47,664.21	0.00	0.00					

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT ADMINISTRATION	FISCAL YEAR	2020
DIVISION ELIZABETH CITY DOWNTOWN	DATE	6/10/2019
ACCOUNT NO. 106700	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Executive Director position and resources to provide a NC Main Street Program.

2. **BENEFITS OF FUNDING THIS LEVEL:**

By funding this service level, this department can develop the educational, cultural, and economic potential of Elizabeth City's historic commercial buildings located within the downtown area and by so doing to, among other things, attract new business and increase occupancy rates of such buildings.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$58,893	\$74,171	\$75,751	\$80,088
Operating Expenditures		420	625	750
Capital Expenditures				
Other Expenditures				
General Fund Totals	\$58,893	\$74,591	\$76,376	\$80,838
No. of Budgeted Positions	1FT	1FT	1FT	1FT

4. **ACTIVITY/PERFORMANCE MEASURES:** Director will organize and implement the North Carolina Main Street Program.

This program is coordinated under the NC Department of Commerce, Division of Community Assistance including meeting with neighborhood citizens group, investors, owners, tenants, developers, lending agencies, and others to explain programs available to assist them in commercial revitalization programs including pertinent eligibility criteria, rules, regulations and applications. Promoting improvements downtown, carry out joint activities such as promotional events, special events, business recruit, parking management, and others as needed. Encourage cooperative climate between downtown interest and public officials.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6700-0000	49,196.79		55,288.77		58,893.18		74,282.98		77,936.47				0.00
	GENERAL - ELIZABETH CITY DOWNTOWN:												

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT GENERAL	FISCAL YEAR	2020
DIVISION HUMAN RESOURCES	DATE	6/10/2019
ACCOUNT NO. 106800	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the position of Human Resources Director, Safety Liability Analyst and Benefits/Payroll Analyst, along with all associated costs and equipment for the City's Human Resources functions.

2. BENEFITS OF FUNDING THIS LEVEL: The Human Resources Department continues to provide professionalism, and all on-going services for all city employees. Human Resources shall provide services that include: management of personnel files/medical files for all City employees, processing and distributing payroll checks, updating and implementing the Personnel Policy Manual, oversight of the Safety and Wellness programs, implementing the Employee Assistance Program, and oversight of Risk Manager Services. This Department ensures all City employees' public safety, the Tuition Reimbursement Program, and the oversight of retirement, 401k plans, medical health, dental, vision insurance for all employees. This Department shall oversee the fairness of all employees.

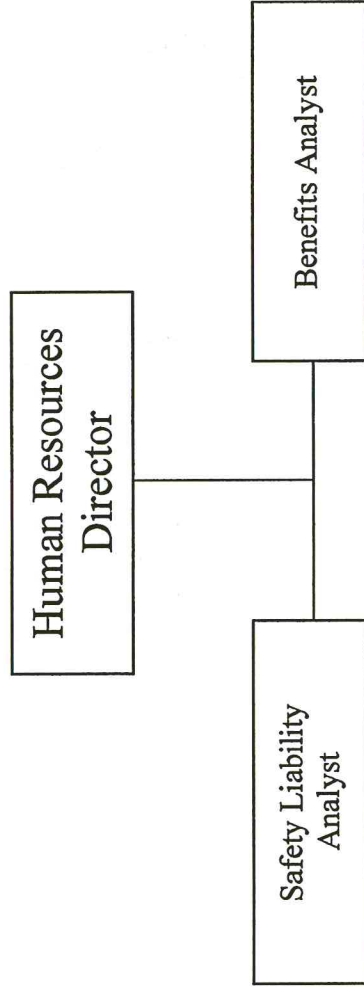
3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$217,401	\$220,276	\$243,714	\$265,440
Operating Expenditures	25,685	32,755	77,650	87,457
Capital Expenditures		35,500		
Other Expenditures				
General Fund Totals	\$243,086	\$288,531	\$321,364	\$352,897
No. of Budgeted Positions	3FT 1/4PT	3FT	3FT 1/4PT	3FT 1/4PT

4. ACTIVITY/PERFORMANCE MEASURES: Process and distribute payroll checks for all City employees, distribute and process City employment applications, schedule all pre-employment physical examinations, drug screenings and psychological for the City's workforce, examine criminal history and drivers' license checks for all city employees. Process insurance claims, oversee that all City employees are treated fairly, and protecting the privacy of all city employees' information based on General Statutes 160A-168.

RECOMMENDED BY CITY MANAGER: YES (X) NO () **APPROVED BY CITY COUNCIL: YES (X) NO ()**

City of Elizabeth City
Human Resources Department



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6800-0000													
GENERAL - HUMAN RESOURCES:													
10-6800-0000													
GENERAL - HUMAN RESOURCES:													
10-6800-0000													
SALARIES & WAGES-REGULAR													
10-6800-0200	152,182.00	157,019.91	157,262.00	151,100.00	195,135.00	181,180.00	181,180.00	181,180.00	181,180.00	181,180.00	181,180.00	181,180.00	7.15-
	154,152.60	157,019.91	141,422.46	149,365.81	175,604.60	0.00							
SALARIES & WAGES-OVERTIME													
10-6800-0220	5,000.00	5,000.00	5,000.00	15,700.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	4,117.00	7,823.23	17,526.32	15,675.44	8,642.92	0.00							
SALARIES & WAGES P/T & TEMP													
10-6800-0300	7,000.00	9,824.00	7,000.00	8,200.00	10,000.00	11,012.00	11,012.00	11,012.00	11,012.00	11,012.00	11,012.00	11,012.00	10.12
	6,046.64	5,707.43	9,407.03	8,956.06	15,020.91	0.00							
PROFESSIONAL SERVICES													
10-6800-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00								
F. I. C. A.													
10-6800-0500	12,560.00	12,560.00	12,210.00	13,184.00	13,933.00	15,047.00	15,047.00	15,047.00	15,047.00	15,047.00	15,047.00	15,047.00	8.00
	12,395.96	12,770.95	12,719.86	13,123.50	15,076.72	0.00							
GROUP INSURANCE													
10-6800-0600	19,209.00	19,209.00	19,571.00	24,503.00	25,170.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	25,926.00	3.00
	19,271.53	20,310.48	16,722.72	22,653.06	27,299.42	0.00							
RETIREMENT													
10-6800-0700	19,068.00	18,580.00	19,373.00	20,939.00	22,476.00	25,275.00	25,275.00	25,275.00	25,275.00	25,275.00	25,275.00	25,275.00	12.45
	18,929.95	19,254.16	19,602.64	20,678.41	23,501.94	0.00							
COMMUNICATIONS													
10-6800-1100	2,630.00	2,630.00	3,630.00	3,630.00	4,630.00	4,630.00	4,630.00	4,630.00	4,630.00	4,630.00	4,630.00	4,630.00	0.00
	3,260.76	3,063.22	3,089.09	4,221.11	4,642.97	0.00							
POSTAGE													
10-6800-1101	500.00	789.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	272.90	801.09	1,280.30	471.93	865.52	0.00							
PRINTING													
10-6800-1200	3,000.00	1,000.00	2,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	3,680.90	1,075.14	559.31	15.00	961.90	0.00							

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 10-6800-0000 GENERAL - HUMAN RESOURCES:													
TRAVEL & EDUCATION													
10-6800-1400	1,500.00	1,500.00	1,500.00	1,500.00	9,500.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00
	169.00	455.00	2,530.94	10,026.31	8,655.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT													
10-6800-1600	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	0.00
	187.50	112.07	576.14	1,018.17	186.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL COMPUTER EXPENSE													
10-6800-1701	700.00	1,000.00	1,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	3,060.85	2,195.79	2,683.07	630.43	2,121.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGAL ADVERTISING													
10-6800-2600	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
	136.16	0.00	395.49	154.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES													
10-6800-3700	2,500.00	2,300.00	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00	3,500.00	16.67
	668.82	2,787.62	1,922.80	3,075.47	4,437.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
10-6800-3300	3,500.00	3,500.00	3,500.00	8,700.00	9,500.00	9,500.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	8,100.00	14.74-
	3,692.47	4,206.99	9,011.71	12,350.63	9,378.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES													
10-6800-4500	6,500.00	0.00	6,500.00	3,500.00	44,400.00	44,400.00	74,908.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	12.61
	0.00	482.99	0.00	795.39	45,376.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS													
10-6800-5300	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	0.00
	239.25	194.00	109.00	185.00	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKERS COMP/INS & BOND													
10-6800-5400	210.00	261.00	95.00	355.00	310.00	310.00	300.00	300.00	300.00	300.00	300.00	300.00	3.23-
	248.96	94.79	355.27	267.83	398.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE LIABILITY													
10-6800-5410	149.00	151.00	86.00	87.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	0.00
	143.94	85.90	87.39	76.13	78.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNEMPLOYMENT INSURANCE													
10-6800-5420	660.00	210.00	62.00	33.00	75.00	75.00	192.00	192.00	192.00	192.00	192.00	192.00	156.00
	203.00	61.46	33.35	70.83	75.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number Department: 10-6800-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
GENERAL - HUMAN RESOURCES:														
INSURANCE-CLAIMS PAID														
10-6800-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	169.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLNESS PROGRAM														
10-6800-5701	3,000.00	1,500.00	3,000.00	4,000.00	3,000.00	4,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
	1,795.31	2,095.99	2,795.45	3,246.64	3,075.22	3,246.64	3,075.22	3,075.22	3,075.22	3,075.22	3,075.22	3,075.22	3,075.22	0.00
EAP GRANT-MIT														
10-6800-5702	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00
	420.00	210.00	0.00	0.00	0.00	0.00	2,305.00	2,305.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF. SHOE/EYE EXAM/PHYS/GLASSES														
10-6800-5870	1,305.00	505.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00
	74.38	20.00	85.41	1,207.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE														
10-6800-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.20	173.20	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY EQUIPMENT														
10-6800-7400	700.00	1,400.00	1,300.00	35,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	550.00	610.00	0.00	35,131.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	244,373.00	241,438.00	248,739.00	309,081.00	356,364.00	356,364.00	348,087.84	348,087.84	0.00	377,305.00	352,897.00	352,897.00	0.97-	0.97-
	233,717.88	241,438.21	243,085.74	303,396.52	348,087.84	348,087.84	348,087.84	348,087.84	0.00	377,305.00	352,897.00	352,897.00	0.97-	0.97-
Department Total	244,373.00	241,438.00	248,739.00	309,081.00	356,364.00	356,364.00	348,087.84	348,087.84	0.00	377,305.00	352,897.00	352,897.00	0.97-	0.97-
	233,717.88	241,438.21	243,085.74	303,396.52	348,087.84	348,087.84	348,087.84	348,087.84	0.00	377,305.00	352,897.00	352,897.00	0.97-	0.97-

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Human Resources

ACCOUNT TITLE	CONTINUATION		INCREASE/ DECREASE	TOTAL	MANAGER		JUSTIFICATION/ITEMIZATION
	INCREASE	DECREASE			RECOMMENDED	APPROVED	
Salaries & Wages - Overtime	7,000			7,000	7,000	7,000	Overtime is needed for payroll and unexpected payroll issues/Special Assignments that arise during the year.
Salaries & Wages - Part-time employee	10,000	1,012		11,012	11,012	11,012	Extra help is needed to assist with answering the phones, greeting and assisting customers, conducting orientation, issuing ID badges, filing, interviews, trainings and sponsored events.
Communications	4,630			4,630	4,630	4,630	Email addresses, annual fee, and data plans for smart devices for the HR staff.
Postage	500			500	500	500	Certified mailings.
Printing	1,500			1,500	1,500	1,500	Printing new payroll input forms and the personnel policy manual.
Travel & Education	8,000			8,000	8,000	8,000	IMPA Spring and Fall conference; OMPO annual HR Director's conference; NC League of Municipalities HR Director's Advisory Committee meetings; Employment Law Update training; League Safety meetings; League Spring and Fall RMS workshops; Public Executive Leadership Academy (PELLA) training for HR staff; Risk Management training courses; Professional HR certification materials and test fees.
Maintenance & Repair Equipment	400			400	400	400	HR computers and copiers.
Advertising	200			200	2,500	2,500	Personal computer expense
Office Supplies	3,000			3,000	200	200	Advertise positions as they become available.
Departmental Supplies	4,500	3,600		8,100	3,500	3,500	Labels, file folders, identification cards, ribbon, service award pins and office furniture.
					8,100	8,100	Supplies purchased for Assessment Centers; Grievance Files, Zee Medical items for employees, and supplies for the clinic.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Human Resources

ACCOUNT TITLE	CONTINUATION	INCREASE/ DECREASE	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Services	44,400	30,508	74,908	50,000	50,000	<p>Training by Consultants for Institute of Government and League of Municipalities \$1,500</p> <p>Incentive Awards: All new Service award pins and gifts; employee morale incentives (employee appreciation day and employee picnic) \$5,000</p> <p>OSHA Safety Training \$7,200 With this program the City will receive regular monthly (OSHA) training class about 1-2 hours per session. There will be no cap on the amount of employees that can attend training. They will provide documentation of the class each month, i.e. outline, sign-up sheet, quiz, and individual certificates. The City will have the option of their wide selection of topics to choose from; focus on OSHA required annual training courses.</p> <p>We have unlimited amount of topics for each month along with following the required guidelines for monthly OSHA topics for annual review. Certified water & wastewater operators will receive dual water & wastewater credit hour(s) for each monthly class attended with minimum of 12 hours credit offered for the year which will allow for all certified operators to receive their credit hours in-house. This will eliminate the need for annual 6 hour dual credit water & wastewater workshop.</p> <p>Safety Committee \$4,800 Annual Safety Rodeo materials: T-shirts for staff and winners, prizes, trophies, drinks, and snacks. Lunch and Learn sessions: monetary gift for presenters and food for attendees. Annual Safety Conference in New Bern: registration, hotel, and food. Incentive programs to incorporate for the workforce to be more proactive with safety. Annual Safety projects/activities for the workforce. OSHA Training for Safety Committee. Annual National Safety Achievement Ceremony in June to present NCDOL awards, plaques, t-shirts, and departmental safety awards.</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Human Resources

ACCOUNT TITLE Contracted Services (Cont'd)	CONTINUATION/DECREASE	INCREASE/ DECREASE	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
						<p>The NC Safety Conference will provide written safety plans. There will be a minimum of five programs per quarter and training tailored accordingly. They will also assist selected personnel with reviewing our current Safety Data Sheets in order to be in compliance with the Global Harmonized System which came into effect June 1, 2016.</p> <p>MSDS Renewal Fee \$4,900 It will continue to help the City to electronically manage, update and deploy SDS's while eliminating hardcopy documents. Products don't change but companies rewrite their MSDS for many reasons. Automatic product updates on SDS to save employees time from researching updated SDS sheets. OSHA fine and liability issues if you do not have the most up to date SDS sheets. Help us stay on top of the GHS transition. Improve centralization and standardization. Easier way to organize the SDS binder by having them broken down by departments. Secondary Label printing is available for chemicals. It also promotes a safer work environment. MSDS online is 100% OSHA compliant. All of MSDS online 10,000+ users have never experience an OSHA fine for MSDA management. With capability of having a backup the system on CD's and Flash drives will allow us to put these backups systems in place in case power or even internet access goes down.</p> <p>Annual maintenance fee NeoGov - Recruiting System \$14,000</p> <p>Annual maintenance fee for HR Application Software automates the entire online job applications, accept job applications online, online applications integration with current agency website; automatic online job interest cards and it proactively search your application database with real time database of all applicant information. The software collects and report on EEO data, tracks and analyze data such as time-to-hire, recruitment costs, staff workload and applicant quality, etc.</p>

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Human Resources

ACCOUNT TITLE	CONTINUATION	INCREASE/ DECREASE	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Services (Cont'd)						Professional Salary Study \$25,000 — To determine the median of average compensation paid to employees in one or more jobs in our organization. The data is analyzed to develop an understanding of the amount of compensation paid. The survey would focus on one or more job titles, geographic regions, employer size, or industries. This applicant software will reach out to thousands of applicants.
						Annual maintenance fee Digitizing Documents \$7,000 Digitizing the HR files will assist with record management by providing easy storage; easy access; files can be accessible from anywhere by HR staff; saves time; provides multiple accessibility; improve customer service; it's secured; has a cost reduction; a big part of the HR department's disaster preparedness and recovery plan; files can be moved very easy; files can be found using markers or tags; it's the future of record management.
						Medical Files \$4,000 Laserfiche will facilitate the needs of converting paper to electronic filing system to stay up to date with current technology. Getting information in a timely manner that is required for Worker's Comp., Property & Liability, WC attorneys, medical needs, etc. Replace paper forms with electronic forms to digitally capture information and share it across the organization. Along with reducing lost and misfiled documents, better organizational for documents, faster search and retrieval of documents, and reducing the amount of space with file cabinets, boxes, and shelves.
Dues & Subscriptions	400		400	400	400	North Carolina Safety conference, IPMA and SHRM dues.
Wellness Program	5,000		5,000	5,000	5,000	Promote Wellness Initiatives programs throughout the workforce and focus on reducing health insurance premiums.
Employee Assistance Program	2,000		2,000	2,000	2,000	Provide Employee Assistance for Employees.
Safety Shoe/Eye/Physical/Glasses	150		150	150	150	OSHA required physicals, exams and equipment

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	INFORMATION TECHNOLOGY (IT)	FISCAL YEAR	2020
DIVISION		DATE	6/10/2019
ACCOUNT NO.	106900	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Information Technology department which includes all information technology resources for the City of Elizabeth City. The City's IT department provides support to 21 buildings and 330 Staff members. From building network infrastructure, Voice Over Internet Protocol (VoIP) phone systems, device purchasing, installation, configuration, repairs, to training. The Information Technology Department is a multifaceted group. Beginning in July 2019, the IT department plans to reconfigure the entire network to centralize the VoIP telephone system, while adding new phones and extension to all department buildings and offices. The IT department installed a new Security Camera storage server with over 50 cameras, and plans to add more cameras to the solution in 2019. We are also preparing to support the new Tyler UB software.

2. **BENEFITS OF FUNDING THIS LEVEL:** The benefits of funding this level include the creation of new business value applications, incrementally transforming legacy systems into new reusable business components, and leveraging existing enterprise skills and improving productivity. This will also establish a robust data management and warehousing architecture that will allow us to eliminate redundant tape storage and better associate data to meet business information needs. This effort will allow the City of Elizabeth City to standardize hardware, software, and support practices at the organizational level. This means more effective use of resources and the ability to achieve our technology centric goals and project management initiatives.

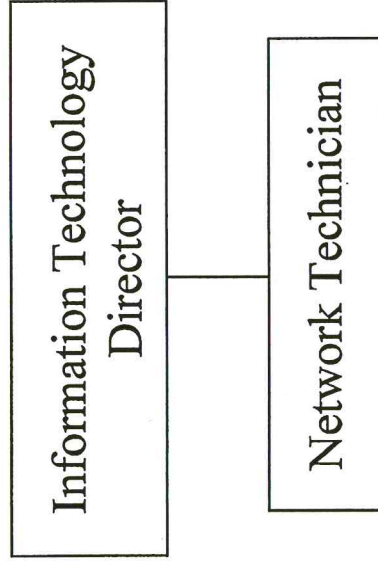
3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$96,117	\$97,252	\$162,378	\$169,430
Operating Expenditures	34,721	22,995	28,200	34,880
Capital Expenditures	6,455	50,900	47,400	135,796
Other Expenditures				
Electric Fund Totals	\$137,293	\$171,147	\$237,978	\$340,106
No. of Budgeted Positions	1FT	1FT	2FT	2FT
** Two full-time positions funded by Electric and Water/Sewer Funds. One full-time position funded by General, Electric, and Water/Sewer Funds.				

4. **ACTIVITY/PERFORMANCE MEASURES:** Performance measures are system "up" time; timely and efficient internet and systems access; Operate and support the infrastructure required to process, store, secure, and communicate information. The IT department shall demonstrate quick response to hardware and software issues; timely ordering computers with attention to competitive pricing. Clearly articulate the strategic themes; Differentiates mandatory investments from discretionary ones, and is understandable and relevant to business executives.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

**City of Elizabeth City
Information Technology Department**



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
GENERAL FUND-INFORMATION TECHNOLOGIES													
Department: 10-6900-0000													
GENERAL FUND-INFORMATION TECHNOLOGIES													
10-6900-0000													
SALARIES & WAGES - REGULAR													
10-6900-0200	0.00	71,873.00	74,457.00	74,294.00	120,608.00	125,120.00	125,120.00	125,120.00	125,120.00	125,120.00	125,120.00	125,120.00	3.74
	0.00	74,390.26	74,470.22	74,294.21	111,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES - OVERTIME													
10-6900-0220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES													
10-6900-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. I. C. A.													
10-6900-0500	0.00	5,498.00	5,619.00	5,684.00	9,227.00	9,572.00	9,572.00	9,572.00	9,572.00	9,572.00	9,572.00	9,572.00	3.74
	0.00	5,690.85	5,696.90	5,683.43	8,571.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
10-6900-0600	0.00	6,403.00	6,524.00	7,801.00	16,780.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	17,284.00	3.00
	0.00	5,945.28	6,765.00	7,407.36	13,990.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
10-6900-0700	0.00	8,388.00	8,908.00	9,473.00	15,763.00	17,454.00	17,454.00	17,454.00	17,454.00	17,454.00	17,454.00	17,454.00	10.73
	0.00	8,683.80	9,184.87	9,341.57	14,311.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
10-6900-1100	0.00	1,500.00	1,500.00	2,000.00	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	25.00-
	0.00	2,121.23	2,152.54	2,157.14	3,725.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
10-6900-1101	0.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	0.00
	0.00	10.43	44.16	65.93	25.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRINTING													
10-6900-1200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & EDUCATION													
10-6900-1400	0.00	3,909.00	5,000.00	4,000.00	5,000.00	6,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
	0.00	3,932.00	5,004.98	225.75	5,775.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 10-6900-0000	GENERAL FUND-INFORMATION TECHNOLOGIES												
MAINTENANCE & REPAIR - EQUIPMENT													
10-6900-1600	0.00	4,000.00	2,500.00	3,000.00	2,500.00	3,000.00	3,000.00	3,000.00	4,000.00	6,000.00	4,000.00	4,000.00	0.00
	0.00	2,989.00	3,829.84	3,253.62	3,829.84	3,253.62	3,253.62	3,253.62	2,267.86				
PERSONAL COMPUTER EXPENSE													
10-6900-1701	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	217.00	445.00	37.99	445.00	37.99	37.99	37.99	0.00				
EQUIPMENT RENTAL													
10-6900-2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
ADVERTISING													
10-6900-2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
OFFICE SUPPLIES													
10-6900-3200	0.00	350.00	650.00	800.00	650.00	800.00	800.00	800.00	800.00	1,000.00	1,000.00	1,000.00	25.00
	0.00	297.50	431.98	243.64	431.98	243.64	243.64	243.64	561.50				
DEPARTMENTAL SUPPLIES & EXP													
10-6900-3300	0.00	2,800.00	3,000.00	4,000.00	3,000.00	4,000.00	4,000.00	4,000.00	20,200.00	8,800.00	8,800.00	8,800.00	56.44-
	0.00	1,434.78	3,527.53	20,750.00	3,527.53	20,750.00	20,750.00	20,750.00	56,275.47				
CONTRACTED SERVICES													
10-6900-4500	0.00	8,212.00	6,000.00	8,700.00	6,000.00	8,700.00	8,700.00	8,700.00	10,800.00	12,400.00	12,400.00	12,400.00	14.81
	0.00	5,201.00	8,825.82	8,657.99	8,825.82	8,657.99	8,657.99	8,657.99	6,805.73				
CONTRACTED SERVICES - IT SUPPORT													
10-6900-4502	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	305.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
DUES & SUBSCRIPTIONS													
10-6900-5300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	119.97	0.00	119.97	119.97	119.97	0.00				
WORKERS COMP/INS & BOND													
10-6900-5400	0.00	0.00	0.00	314.00	0.00	314.00	314.00	314.00	155.00	235.00	235.00	235.00	51.61
	0.00	0.00	314.06	132.29	314.06	132.29	132.29	132.29	290.95				
INSURANCE LIABILITY													
10-6900-5410	0.00	0.00	0.00	46.00	0.00	46.00	46.00	46.00	100.00	100.00	100.00	100.00	0.00
	0.00	0.00	45.55	99.31	45.55	99.31	99.31	99.31	91.97				

Description Budget Account Number Department: 10-6900-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
GENERAL FUND-INFORMATION TECHNOLOGIES														
UNEMPLOYMENT INSURANCE														
10-6900-5420	0.00	0.00	0.00	75.00	15.00	25.00	125.00	125.00	125.00	125.00	125.00	125.00	400.00	
	0.00	0.00	0.00	0.00	0.00	55.41	0.00	0.00	0.00	0.00	0.00	0.00		
INSURANCE-CLAIMS PAID														
10-6900-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SAF.SHOE/EYE EXAM/PHYS/GLASSES														
10-6900-5870	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	
	0.00	0.00	0.00	0.00	0.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
HURRICANE FLORENCE														
10-6900-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAPITAL OUTLAY IMPROVEMENTS														
10-6900-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CAPITAL OUTLAY EQUIPMENT														
10-6900-7400	0.00	7,072.00	24,150.00	80,900.00	80,900.00	80,570.00	89,096.00	35,896.00	35,896.00	35,896.00	35,896.00	35,896.00	55.45-	
	0.00	8,794.08	18,019.22	64,125.07	64,125.07	52,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PURCHASED FOR OTHER DEPARTMENTS														
10-6900-7401	0.00	0.00	0.00	0.00	0.00	19,000.00	0.00	99,900.00	99,900.00	99,900.00	99,900.00	99,900.00	425.79	
	0.00	0.00	0.00	0.00	0.00	9,560.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Control Total	0.00	120,125.00	138,503.00	201,147.00	201,147.00	307,148.00	296,406.00	340,106.00	340,106.00	340,106.00	340,106.00	340,106.00	10.73	
	0.00	120,012.21	138,757.67	196,595.27	196,595.27	286,619.78	0.00	296,406.00	296,406.00	296,406.00	296,406.00	296,406.00	10.73	
Department Total	0.00	120,125.00	138,503.00	201,147.00	201,147.00	307,148.00	27,271,233.00	24,752,638.00	22,640,317.00	22,640,317.00	22,640,317.00	22,640,317.00	1.46	
	0.00	120,012.21	138,757.67	196,595.27	196,595.27	286,619.78	0.00	296,406.00	296,406.00	296,406.00	296,406.00	296,406.00	1.46	
Budgeted Total	20,303,028.90	19,054,323.12	19,700,173.46	21,722,334.25	22,315,351.32	22,315,351.32	27,271,233.00	24,752,638.00	22,640,317.00	22,640,317.00	22,640,317.00	22,640,317.00	1.46	
	17,286,516.61	18,353,316.84	19,118,140.30	20,499,349.09	19,011,406.25	19,011,406.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Budget Fund Total	20,303,028.90	19,054,323.12	19,700,173.46	21,722,334.25	22,315,351.32	22,315,351.32	27,271,233.00	24,752,638.00	22,640,317.00	22,640,317.00	22,640,317.00	22,640,317.00	1.46	
	17,286,516.61	18,353,316.84	19,118,140.30	20,499,349.09	19,011,406.25	19,011,406.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Year Total	20,303,028.90	19,054,323.12	19,700,173.46	21,722,334.25	22,315,351.32	22,315,351.32	27,271,233.00	24,752,638.00	22,640,317.00	22,640,317.00	22,640,317.00	22,640,317.00	1.46	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual		Approp Actual		Approp Actual		Approp Actual		Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	
Department: 10-6900-0000													
	17,286,516.61	18,353,316.84	19,118,140.30	20,499,349.09	19,011,406.25								0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Information Technologies

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Communications	2,000	1,000	3,000	3,000	3,000	Email account, cell phone, and iPad.
Postage	120		120	120	120	Postage expenses (mail and/or return products).
Travel & Education	5,000	1,000	6,000	5,000	5,000	IT Certification and Training
Maintenance & Repair Equipment	4,000	2,000	6,000	4,000	4,000	For any arbitrary or emergency events, tasks, or activities.
Office Supplies	800	200	1,000	1,000	1,000	Various general supplies, pens, calculator ribbons, tapes, calendars, and binders.
Departmental Supplies	5,200	3,600	8,800			Departmental supplies. \$4,000 - Upgrade network - outdated network switches \$1,500 - battery back-up replacement for emergencies \$1,200 - backup media converters for fiber connections \$2,100 - Administrative laptop for employee
Contracted Services	10,800	1,600	12,400			\$6,000 - The City owns (22) Meraki routers. The current maintenance license expires on May 16, 2019. This is a mandatory expense. The router(s) will also have default gateway security as well. \$3,400 - General Industry warranty upgrade on (4) (Dell) servers. \$3,000 - Remote support software (LogMeIn) This software will be used to remote desktop into desktop computers. This purchase will also allow Directors to Remote Desktop into their individual computers.
Capital Outlay - Equipment	80,570	8,526	89,096	35,896	35,896	10,120 - Replace (6) Routers that serve as default gateway for City Departments. Upgrade these routers from MX60 model to latest model. Router/Security Appliances: \$1,170 quantity (6) Total:\$7020 (1) MX84 Router for PD and (1) for City Hall; which will be \$3100 per unit.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Information Technologies

ACCOUNT TITLE	CONTINUATION (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Computers for Other Departments	19,000	99,900	99,900	99,900	<p>6,000 - Budget to replace radio antennas for fiscal year 2019; This budget will be used to replace failed and maintain the reliability of the ubiquiti wireles network.</p> <p>N/A - Network as a service (NAAS) Anthony Peete Electrical - one maintenance sour for all City network branches; Water/Waste Water SCADA Surveillance, and Site-to-Site Networks. Predictable/Locked operating cost in 3 year cycles Upgrade from obsolete equipment/technology Active network monitoring, and failure prevention</p> <p>\$2500 - Replace Domain Controllor at the Harney St. Fire location, the existing server is over eight years old and is running a soon to be expired OS</p> <p>\$3100 - Re-wire ethernet cable infrastructure at Parks and Rec 200 Ward St. location.</p> <p>\$5376 - Replace the Microsoft Server software for (2) machines at Police and (1) at Public Works & (1) at Customer Service. Unit price for MS Server Software.</p> <p>\$62,400 - Replace end-of-life computers across the organization to bring desktops in compliance and cycle out computers that are no longer supported by Microsoft (2021). Quantity (52) computers.</p> <p>\$33,000 Police department \$2,500 Human Resources \$2,000 Finance</p>

Range of Revenue Accounts: 30-0000-0000 to 30-9999-9999
For Revenue: %PY = ((Anticipated / Anticipated) - 1) * 100

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Estimated Full Year Actual	Admin. Recmnd	Anticipated		
CASH OVERAGE & SHORTAGE													
30-3001-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EARNED ON INVESTMENTS													
30-3290-0000	5,000.00	2,000.00	6,000.00	6,000.00	6,000.00	6,000.00	43,250.00	43,250.00	43,260.85	0.00	35,000.00	35,000.00	19.08-
	1,148.00	7,487.56	13,457.48	29,365.15	13,457.48	29,365.15	43,260.85	43,260.85	0.00	0.00	35,000.00	35,000.00	19.08-
EMPLOYEE - HEALTH INS													
30-3300-0000	0.00	0.00	9,132.00	9,768.00	9,132.00	9,768.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	3,132.99	0.00	3,132.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PENSTON REVENUE													
30-3300-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	93,973.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE - HEALTH INS													
30-3300-1001	0.00	0.00	0.00	9,789.00	0.00	9,789.00	9,768.00	9,768.00	1,202.49	0.00	9,768.00	9,768.00	0.00
	0.00	0.00	1,383.77	564.98	1,383.77	564.98	1,202.49	1,202.49	0.00	0.00	9,768.00	9,768.00	0.00
MISCELLANEOUS REVENUE													
30-3350-0000	25,000.00	25,000.00	25,000.00	35,000.00	25,000.00	35,000.00	35,000.00	35,000.00	12,825.20	0.00	25,000.00	25,000.00	28.57-
	35,460.20	35,338.30	52,881.13	18,513.22	52,881.13	18,513.22	12,825.20	12,825.20	0.00	0.00	25,000.00	25,000.00	28.57-
SALE OF POLES													
30-3350-0010	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	54.00	0.00	1,000.00	1,000.00	0.00
	1,171.33	1,233.98	0.00	293.60-	0.00	293.60-	54.00	54.00	0.00	0.00	1,000.00	1,000.00	0.00
REVENUE - BAYSIDE FARM LEASE													
30-3350-0040	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE FROM SALE OF SCRAP													
30-3350-0050	5,000.00	7,500.00	5,000.00	4,000.00	5,000.00	4,000.00	4,000.00	4,000.00	3,642.20	0.00	4,000.00	4,000.00	0.00
	6,331.66	3,931.52	3,842.97	4,055.41	3,842.97	4,055.41	3,642.20	3,642.20	0.00	0.00	4,000.00	4,000.00	0.00
REVENUE FROM SALE OF FIX ASSET													
30-3350-0055	500.00	500.00	0.00	0.00	0.00	0.00	11,250.00	11,250.00	11,263.91	0.00	1,500.00	1,500.00	86.67-
	240.78-	1,578.65-	18,573.79	4,841.38	0.00	4,841.38	11,263.91	11,263.91	0.00	0.00	1,500.00	1,500.00	86.67-
REVENUE FROM TELEPHONE BOOTHS													

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated				
30-3350-0060	1,250.00 1,500.00	1,250.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00	0.00 0.00	1,500.00 1,500.00	1,500.00 1,500.00	1,500.00 1,500.00			0.00 0.00
REIMBURSEMENT BY EMPLOYEE															
30-3350-0100	0.00 0.00	0.00 459.00	0.00 770.04	0.00 644.68	0.00 45.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
STREET LIGHT REIMB															
30-3350-1000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
INSURANCE DAMAGES															
30-3350-8300	1,223.00 1,223.08	1,063.42 1,063.42	48,998.57 48,998.57	0.00 696.37	0.00 3,947.32	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
HURRICANE MATTHEW ASSISTANCE															
30-3490-2016	0.00 0.00	0.00 0.00	0.00 76,397.03	0.00 4,050.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
REIMB LEAKING U/GROUND ST TANK															
30-3490-4500	1,500.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 3,439.94	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
DEVELOPMENT FEES															
30-3490-4501	0.00 387,534.00	60,000.00 44,362.00	0.00 16,290.00	92,000.00 14,848.00	120,000.00 52,359.81-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150,000.00	150,000.00	25.00
DOT REIMBURSEMENT															
30-3490-4502	140,000.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
SALES TAX															
30-3700-0000	0.00 385.21-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00 0.00
MISCELLANEOUS SALES TAX															
30-3700-1000	4,000.00 3,198.60	3,000.00 7,366.24	3,500.00 1,249.15	3,500.00 7,450.73	3,500.00 4,864.95	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	4,000.00	4,000.00	14.29
ELECTRIC ENERGY SALES															
30-3710-0000	39,676,494.00 43,223,804.25	33,254,232.00 30,783,367.78	34,000,000.00 31,671,010.11	32,087,594.00 31,827,202.83	33,895,555.00 29,906,111.65	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	32,500,000.00	32,500,000.00	4.12-
4 % RATE ADJUSTMENT															

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY	
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Estimated Full Year Actual	Actual	Anticipated				
30-3710-2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
LATE FEE																
30-3720-0000	475,000.00	500,000.00	452,263.17	500,000.00	157,742.22	329,000.00	463,490.12	428,500.00	439,864.59	0.00	465,000.00	465,000.00	465,000.00	465,000.00	8.52	
TAPS & CONNECTION CHARGES																
30-3730-0100	25,000.00	20,000.00	41,243.03	30,000.00	39,134.10	30,000.00	24,704.75	30,000.00	18,417.05	0.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	
RECONNECTION CHARGES																
30-3750-0000	55,000.00	55,000.00	57,886.25	55,000.00	13,721.00	40,000.00	52,191.75	55,000.00	26,776.75	0.00	55,000.00	55,000.00	55,000.00	55,000.00	0.00	
POLE AGREEMENTS																
30-3770-0000	44,531.00	44,531.00	44,530.50	44,531.00	0.00	44,531.00	44,530.50	44,530.00	21,677.00	0.00	44,530.00	44,530.00	44,530.00	44,530.00	0.00	
BAD CHECK CHARGES																
30-3780-0000	17,000.00	16,500.00	15,445.00	16,000.00	3,375.00	16,000.00	13,860.00	16,000.00	10,955.00	0.00	16,000.00	16,000.00	16,000.00	16,000.00	0.00	
TRANSFER FROM AVIATION PARK																
30-3970-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TRANSFER FROM GENERAL FUND																
30-3970-2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TRANSFER FROM CAPITAL RESERVE																
30-3970-5000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER FINANCING SOURCE																
30-3980-0000	575,000.00	2,250,000.00	0.00	2,250,000.00	0.00	2,250,000.00	0.00	2,250,000.00	0.00	0.00	2,250,000.00	2,250,000.00	2,250,000.00	2,250,000.00	0.00	
TRANS FROM RATE STABILIZATION																
30-3980-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PMT FROM W/S FUND																

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated			
30-3980-2000	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00	20,000.00	0.00	0.00	
TRANSFER OF EQUIPMENT													
30-3980-3000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	
RETAINED EARNING APPROPRIATED													
30-3990-0000	934,043.21 0.00	175,922.76 0.00	3,173,141.00 0.00	41,000.00 0.00	100,000.00 0.00	273,310.00 0.00	273,310.00 0.00	273,310.00 0.00	273,310.00	273,310.00	173.31	173.31	
CANCELLED PRIOR YEAR EXPENDITURES													
30-3998-0000	0.00 177.53	0.00 466.79	0.00 0.00	0.00 131.95	66.80 66.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	
Revenue Fund Total	42,006,541.21 44,428,943.13	36,437,499.18 31,496,365.89	37,938,802.57 32,123,459.35	35,020,682.00 32,532,348.22	37,068,853.00 30,457,554.89	35,885,608.00 35,885,608.00	35,885,608.00 35,885,608.00	35,885,608.00 35,885,608.00	35,885,608.00	35,885,608.00	3.19-	3.19-	
Year Total	42,006,541.21 44,428,943.13	36,437,499.18 31,496,365.89	37,938,802.57 32,123,459.35	35,020,682.00 32,532,348.22	37,068,853.00 30,457,554.89	35,885,608.00 35,885,608.00	35,885,608.00 35,885,608.00	35,885,608.00 35,885,608.00	35,885,608.00	35,885,608.00	3.19-	3.19-	

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	FINANCE	FISCAL YEAR	2020
DIVISION	DATA PROCESSING	DATE	6/10/2019
ACCOUNT NO.	304430	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Data Processing Division which includes one Data Coordinator and one Data Processing Assistant who are responsible for processing utility bills, payroll, monthly and yearly closeout of budgetary accounting, inventory, cash collections, and accounts receivables. The utility bill processing includes reviewing and posting meter readings, calculating usage, compiling utility data, sending data to a 3rd party bill print vendor, and updating charges to customer accounts. The payroll processing includes setting up new employees in the database, and entering pay, status, and deduction changes, calculating and updating the payroll, and printing W-2's. Tyler Technologies, hosted by ElectriCities, will provide the software for the utility billing processing. The department interacts with vendors for solutions to technology issues.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the personnel provide services that operation of the City's electric and water and sewer departments, financial accounting, cash collections, meter reading, accounts receivable, payroll and purchasing/inventory. They also support word processing, spreadsheet, and presentation applications. Additionally, they make minor repairs to hardware and offer some network support.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$60,031	\$59,242	\$58,357	\$60,306
Operating Expenditures	79,615	37,791	38,140	42,628
Capital Expenditures	0	56,000	242,000	10,000
Other Expenditures				
Electric Fund Totals	\$139,646	\$153,033	\$338,497	\$112,934
No. of Budgeted Positions	1FT*	1FT*	1FT*	1FT*
* Two full-time positions funded by Electric and Water/Sewer Funds.				

4. **ACTIVITY/PERFORMANCE MEASURES:** Performance measures are system "up" time; timely and accurate printing of bills; timely and accurate closeouts; timely and accurate payroll processing; quick response to hardware and software issues.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Range of Expend Accounts: 30-0000-0000 to 30-9999-9999
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year Actual	Requested	Admin. Recmd	Budgeted	
ELECTRIC FUND: 30-0000-0000													
FINANCE- DATA PROCESSING 30-4430-0000													
SALARIES & WAGES-REGULAR 30-4430-0200	73,379.00 66,133.34	50,107.00 47,121.64	37,839.00 37,674.58	39,199.00 46,282.27	37,814.00 40,611.30		38,946.00	38,946.00	38,946.00	38,946.00	38,946.00	38,946.00	2.99
SALARIES & WAGES-OVERTIME 30-4430-0220	4,000.00 2,048.81	4,000.00 3,935.63	4,000.00 6,861.57	4,000.00 15,950.47	4,000.00 8,626.01		4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00
F. I. C. A. 30-4430-0500	5,919.00 4,964.40	4,110.00 3,882.16	3,163.00 3,407.05	3,282.00 4,743.19	3,200.00 3,739.67		3,285.00	3,285.00	3,285.00	3,285.00	3,285.00	3,285.00	2.66
GROUP INSURANCE 30-4430-0600	8,537.00 7,921.68	6,403.00 6,593.02	6,561.00 6,531.24	7,801.00 8,570.67	8,400.00 8,087.95		8,642.00	8,642.00	8,642.00	8,642.00	8,642.00	8,642.00	2.88
RETIREMENT 30-4430-0700	9,417.00 2,878.05	6,270.00 2,735.56	5,022.00 5,564.34	4,960.00 4,025.23	4,943.00 6,273.78		5,433.00	5,433.00	5,433.00	5,433.00	5,433.00	5,433.00	9.91
COMMUNICATIONS 30-4430-1100	1,050.00 1,853.36	1,050.00 1,020.00	1,050.00 1,039.34	1,050.00 2,216.71	2,250.00 2,209.47		2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	0.00
POSTAGE 30-4430-1101	50.00 24.50	50.00 5.95	50.00 354.34	50.00 0.00	50.00 2,934.52		50.00	50.00	50.00	50.00	50.00	50.00	0.00
TRAVEL & EDUCATION 30-4430-1400	1,500.00 0.00	1,500.00 0.00	1,000.00 1,576.68	1,500.00 0.00	1,500.00 0.00		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT													

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 30-4430-0000 FINANCE- DATA PROCESSING													
30-4430-1600	5,000.00 567.22	1,000.00 26.77	1,000.00 0.00	1,000.00 0.00	1,000.00 0.00	1,000.00 0.00	500.00 21.35	500.00 0.00	500.00	500.00	500.00	500.00	0.00
PERSONAL COMPUTER EXPENSES													
30-4430-1701	2,450.00 107.50	1,000.00 341.86	1,000.00 0.00	1,000.00 0.00	1,000.00 0.00	500.00 47.49	500.00	500.00	500.00	500.00	500.00	500.00	0.00
OFFICE SUPPLIES													
30-4430-3200	350.00 615.31	350.00 246.32	350.00 523.09	350.00 479.25	350.00 479.25	500.00 385.23	500.00	500.00	500.00	500.00	500.00	500.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
30-4430-3300	5,000.00 5,303.07	5,000.00 5,645.76	5,000.00 3,150.32	5,000.00 2,999.47	5,000.00 2,999.47	5,000.00 2,778.90	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
CONTRACTED SERVICES													
30-4430-4500	32,500.00 19,660.01	32,500.00 13,291.84	30,000.00 68,506.14	20,000.00 33,933.54	20,000.00 33,933.54	20,000.00 23,174.53	20,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	35.00
CONTRACTED SERVICES - DP SUPPORT													
30-4430-4502	10,000.00 0.00	10,000.00 0.00	10,000.00 4,110.39	7,500.00 0.00	7,500.00 0.00	7,500.00 0.00	7,500.00	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00	33.33-
WORKERS COMP/INS & BOND													
30-4430-5400	68.00 115.36	121.00 102.83	103.00 84.05	85.00 70.10	85.00 70.10	85.00 91.22	85.00	75.00	75.00	75.00	75.00	75.00	11.76-
INSURANCE LIABILITY													
30-4430-5410	401.00 369.83	389.00 212.20	213.00 205.25	213.00 200.12	213.00 200.12	215.00 197.73	215.00	215.00	215.00	215.00	215.00	215.00	0.00
UNEMPLOYMENT INSURANCE													
30-4430-5420	220.00 67.67	70.00 42.85	43.00 16.95	43.00 37.37	43.00 37.37	40.00 17.37	40.00	38.00	38.00	38.00	38.00	38.00	5.00-
INSURANCE-CLAIMS PAID													
30-4430-5430	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES													
30-4430-5870	0.00 0.00	0.00 0.00	0.00 47.50	0.00 0.00	0.00 0.00	0.00 20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													

Description Budget Account Number	2015		2016		2017		2018		2019		***** 2020 *****				%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted	
Department: 30-4430-0000	FINANCE- DATA PROCESSING														
30-4430-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
IMPROVEMENTS-MAIN FRAME															
30-4430-7300	150,000.00	150,331.00	150,331.00	50,000.00	50,000.00	15,000.00	15,000.00	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00	10,000.00	33.33-	
	80,806.00	100,331.00	41,431.00-	0.00	0.00	1,188.00	0.00	0.00	0.00						
C/O UTILITIES SOFTWARE UPGRADE															
30-4430-7301	0.00	0.00	0.00	0.00	0.00	227,000.00	126,851.21	0.00	0.00					0.00	
CAPITAL OUTLAY EQUIPMENT															
30-4430-7400	86,000.00	0.00	9,000.00	6,000.00	6,000.00	0.00	0.00	0.00	0.00					0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Control Total	395,841.00	274,251.00	265,725.00	153,033.00	153,033.00	338,497.00	227,255.73	115,434.00	112,934.00	112,934.00	112,934.00	112,934.00	112,934.00	66.64-	
	193,436.11	185,535.39	98,221.83	119,508.39	119,508.39	227,255.73	0.00	0.00	0.00						
Department Total	395,841.00	274,251.00	265,725.00	153,033.00	153,033.00	338,497.00	227,255.73	115,434.00	112,934.00	112,934.00	112,934.00	112,934.00	112,934.00	66.64-	
	193,436.11	185,535.39	98,221.83	119,508.39	119,508.39	227,255.73	0.00	0.00	0.00						

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance - Data Processing

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries and Wages-Overtime	4,000		4,000	4,000	4,000	Overtime to process monthly close out for utility billing, cash collections, accounts receivables; these processes cannot be completed while the system is in use by the Customer Service Dept.
Communications	2,250		2,250	2,250	2,250	Long distance program changes; email.
Postage	50		50	50	50	Federal express and regular mail
Travel & Education	1,500		1,500	1,500	1,500	Program seminars and training.
Maintenance & Repair-Equipment	500		500	500	500	Maintenance for servers, printers and PC's:
Personal Computer Expenses	500		500	500	500	Software/hardware maintenance and various supplies.
Office Supplies	500		500	500	500	Various general supplies, pens, calendars & binders.
Departmental Supplies & Expenses	5,000		5,000	5,000	5,000	Backup tapes, computer paper, laser supplies
Contracted Services	20,000	7,000	27,000	27,000	27,000	Program modifications and hardware/software support - Tyler maintenance agreement
Contracted Services - DP Support	7,500		7,500	5,000	5,000	
C/O - Improvements Main Frame	15,000	(5,000)	10,000	10,000	10,000	Continued software upgrades to billing and financial software after conversion.
C/O - Utilities Software Upgrade			0			One half cost to purchase utilities billing software.
Capital Outlay Equipment						

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	FINANCE	FISCAL YEAR	2020
DIVISION	PURCHASING/ WAREHOUSING	DATE	6/10/2019
ACCOUNT NO.	304500	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Purchasing/Warehouse Division which includes the Purchasing Manager and two Purchasing/Warehouse Clerks and provides centralized purchasing services in support of City operations and operate a central warehouse valued at approximately \$1,600,000 and consisting of electric and water/sewer parts, office and paper products, and general maintenance and repair items. This division also maintains the fuel system and administers the sales of surplus equipment and material.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this division, the Purchasing Division will provide the procurement and inventory management of supplies for the City. Without these services, the departments of the City would not be able to procure needed goods and services.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personal Services Expenditures	\$137,229	\$141,903	\$143,082	\$169,743
Operating Expenditures	22,261	42,076	39,960	46,547
Capital Expenditures	22,089	49,665	1,500	17,500
Other Expenditures				
Electric Fund Totals	\$181,579	\$233,644	\$184,542	\$233,790
No. of Budgeted Positions	3FT	3FT	3FT	3FT

4. **ACTIVITY/PERFORMANCE MEASURES:** This division shall process all requisitions for goods and services in an appropriate and timely manner and maintain optimum inventory levels.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 30-4500-0000 FINANCE- PURCHASING/WAREHOUSING:													
MAINT & REPAIR-BLDGS & REALTY													
30-4500-1500	5,500.00	5,700.00	5,700.00	5,700.00	5,700.00	6,270.00	3,270.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	8.26-
	5,841.68	753.04	360.00		975.59	710.00							
MAINTENANCE & REPAIR-EQUIPMENT													
30-4500-1600	4,837.00	4,400.00	4,400.00	4,400.00	11,840.00	21,340.00	10,033.08	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	15.54-
	4,335.47	2,221.01	2,540.10		10,033.08	21,632.29							
MAINTENANCE OF VEHICLES													
30-4500-1700	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	1,103.57	573.83	1,393.24		336.12	639.84							
EQUIPMENT RENTAL													
30-4500-2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING													
30-4500-2600	1,320.00	610.00	610.00	610.00	200.00	610.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00
	284.00	198.50	124.00		540.00	195.75							
AUTO SUPPLIES													
30-4500-3100	2,000.00	2,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	503.60	463.74	765.45		635.34	480.77							
OFFICE SUPPLIES													
30-4500-3200	1,815.00	2,000.00	2,000.00	2,000.00	1,000.00	2,000.00	1,853.31	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	100.00
	1,070.17	659.81	875.11		1,853.31	962.17							
OFFICE SUPPLY-COPY PAPER													
30-4500-3250	500.00	500.00	0.00	0.00	0.00	0.00	247.45	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00							
DEPARTMENTAL SUPPLIES & EXP													
30-4500-3300	8,800.00	9,000.00	8,000.00	8,000.00	7,000.00	18,000.00	7,543.43	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	8,033.07	4,386.55	4,931.81		7,543.43	19,363.77							
LAUNDRY													
30-4500-3500	500.00	400.00	400.00	400.00	200.00	400.00	183.04	200.00	200.00	200.00	200.00	200.00	0.00
	277.28	367.41	94.52		183.04	144.25							
CONTRACTED SERVICES													
30-4500-4500	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	13,700.00	6,518.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
	4,952.02	4,597.21	3,783.01		6,518.00	13,719.23							

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd		Budgeted
Department: 30-4500-0000 FINANCE- PURCHASING/WAREHOUSING:														
DUES & SUBSCRIPTIONS														
30-4500-5300	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00	50.00	50.00	50.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKERS COMP/INS & BOND														
30-4500-5400	127.00	156.00	189.00	209.00	209.00	166.79	209.00	166.79	209.00	500.00	200.00	200.00	200.00	60.00
	148.54	188.53	209.90	166.79	209.90	166.79	209.90	166.79	222.39	0.00	0.00	0.00	0.00	0.00
INSURANCE LIABILITY														
30-4500-5410	2,061.00	2,146.00	2,285.00	2,285.00	2,285.00	2,737.62	2,285.00	2,737.62	2,800.00	2,800.00	4,500.00	4,500.00	4,500.00	60.71
	2,043.98	2,285.04	2,456.14	2,737.62	2,456.14	2,737.62	2,737.62	2,737.62	4,430.10	0.00	0.00	0.00	0.00	0.00
UNEEMPLOYMENT INSURANCE														
30-4500-5420	660.00	210.00	79.00	42.00	79.00	89.21	42.00	89.21	90.00	90.00	97.00	97.00	97.00	7.78
	203.00	78.88	41.63	89.21	41.63	89.21	89.21	89.21	42.36	0.00	0.00	0.00	0.00	0.00
INSURANCE-CLAIMS PAID														
30-4500-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES														
30-4500-5870	300.00	300.00	300.00	330.00	300.00	302.73	330.00	302.73	300.00	300.00	300.00	300.00	300.00	0.00
	91.78	215.46	49.99	302.73	49.99	302.73	302.73	302.73	197.99	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE														
30-4500-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.67	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY IMPROVEMENTS														
30-4500-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C/O UNDERGROUND FUEL TANKS														
30-4500-7301	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,204.78	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY EQUIPMENT														
30-4500-7400	58,960.00	26,800.00	5,500.00	48,165.00	5,500.00	0.00	48,165.00	0.00	0.00	0.00	41,000.00	16,000.00	16,000.00	0.00
	0.00	21,440.00	16,640.00	0.00	16,640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	239,757.00	206,305.00	185,354.00	274,144.00	185,354.00	209,658.81	274,144.00	209,658.81	194,542.00	194,542.00	258,790.00	233,790.00	233,790.00	20.17
	162,028.88	171,719.47	142,216.86	209,658.81	142,216.86	185,778.68	209,658.81	185,778.68	185,778.68	0.00	0.00	0.00	0.00	0.00
Department Total	239,757.00	206,305.00	185,354.00	274,144.00	185,354.00	274,144.00	274,144.00	274,144.00	194,542.00	194,542.00	258,790.00	233,790.00	233,790.00	20.17

Description Budget Account Number Department: 30-4500-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual		Approp Actual		Approp Actual		Approp Actual		Approp Actual	Estimated Full Year	Requested	Admin. Recmd	
FINANCE- PURCHASING/WAREHOUSING:	162,028.88		171,719.47		147,216.86		209,658.81		185,778.68				0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance - Purchasing/Warehousing

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	5,500		5,500	5,500	5,500	Stand by and call out.
Communications	3,410	(10)	3,400	3,400	3,400	Phone, fax, cell phone, internet subscription.
Postage	300	300	600	600	600	Mailing PO's, contracts and blankets requisitions.
Printing	5,000		5,000	5,000	5,000	Forms - PO's, receivers, blankets, requisitions.
Travel & Education	2,500		2,500	2,500	2,500	Conferences, training; CAGP/SOG.
Maintenance & Repair-Bldg & Realty	3,270	(270)	3,000	3,000	3,000	Maintenance of roof, fence, doors, etc.
Maintenance & Repair Equipment	5,840	4,160	10,000	10,000	10,000	Forklift, gas pumps, fax, PC's, radios, and HVAC.
Maintenance & Repair Vehicles	1,000		1,000	1,000	1,000	Truck and van.
Advertising	200		200	200	200	Legal notices.
Auto Supplies	1,500		1,500	1,500	1,500	Fuel for (2) vehicles and tires.
Office Supplies	1,000	1,000	2,000	2,000	2,000	Paper, folders, pens, binders, etc.
Departmental Expense	7,000		7,000	7,000	7,000	Tools, stock carts, picking totes, straps.
Laundry	200		200	200	200	Uniforms (1) employee.
Contracted Services	5,000		5,000	5,000	5,000	GovDeal fees.
Dues, Subscriptions, & Fees	50		50	50	50	CAGP dues.
C/O Underground Fuel Tanks	1,500		1,500	1,500	1,500	Follow-up site visits for compliance. C/o Underground Storage Tanks.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance/Purchasing/Warehousing

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Capital Outlay - Equipment	0	41,000	41,000	16,000	16,000	Bug Screens - \$11,000 Work Truck - \$25,000 Dump Trailer (6 x 10) - \$5,000 Inventory Software

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT ELECTRIC	FISCAL YEAR 2020
DIVISION NON-DEPARTMENTAL	DATE 06/10/19
ACCOUNT NO. 306600	DESCRIPTION CONTINUING

1. SERVICE LEVEL NARRATIVE:

2. BENEFITS OF FUNDING THIS LEVEL:

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$105,512	\$135,504	\$111,155	\$150,750
Operating Expenditures	25,904,827	27,935,506	24,543,286	26,654,250
Capital Expenditures	1,270,014			
Other Expenditures		\$27,659	\$2,318,125	\$793,125
Electric Fund Totals	\$27,280,353	\$28,098,669	\$26,972,566	\$27,598,125
No. of Budgeted Positions				

4. ACTIVITY/PERFORMANCE MEASURES:

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		***** 2020 *****			%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
ELECTRIC- NON-DEPARTMENTAL:														
ELECTRIC- NON-DEPARTMENTAL:														
30-6600-0000														
ELECTRICITIES DUES														
30-6600-0400	28,594.00		29,030.00	29,511.00	30,000.00	29,000.00	29,002.00	29,000.00	29,818.00	30,000.00	30,000.00	30,000.00	30,000.00	3.45
	25,349.00		26,713.00	27,288.00	29,002.00	29,002.00	29,002.00	29,002.00	29,818.00	30,000.00	30,000.00	30,000.00	30,000.00	
PAY/CLASSIFICATION UPDATE														
30-6600-0402	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICE														
30-6600-0500	0.00		0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
	0.00		0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
GROUP INSURANCE-RETIRES														
30-6600-0600	93,473.00		120,000.00	115,522.00	62,118.00	111,155.00	135,503.83	62,118.00	111,155.00	150,750.00	150,750.00	150,750.00	150,750.00	35.62
	264,559.19		203,531.98	198,367.14	135,503.83	79,355.59	135,503.83	135,503.83	79,355.59	150,750.00	150,750.00	150,750.00	150,750.00	
O P E B														
30-6600-0601	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PENSION EXPENSE														
30-6600-0602	0.00		65,186.73	49,437.00	0.00	0.00	132,499.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	102,830.00		65,186.73	49,437.00	0.00	0.00	132,499.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE CLINIC														
30-6600-0603	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,750.00	33,750.00	33,750.00	0.00
	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,750.00	33,750.00	33,750.00	0.00
ANNUAL DINNER & PAY														
30-6600-0900	1,500.00		1,600.00	1,600.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	3,500.00	2,500.00	2,500.00	2,500.00	47.06
	1,578.60		1,708.97	1,891.42	1,645.31	3,440.21	1,645.31	1,645.31	3,440.21	3,500.00	2,500.00	2,500.00	2,500.00	
ENERGY SHARE														
30-6600-4501	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENERGY FUND														
30-6600-4502	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
													240	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	Budgeted		
Department: 30-6600-0000 ELECTRIC- NON-DEPARTMENTAL:													
ECONOMIC DEVELOPMENT COMM													
30-6600-4575	50,086.00	50,086.00	50,086.00	50,086.00	50,086.00	50,586.00	52,586.00	52,586.00	53,000.00	53,000.00	53,000.00	53,000.00	0.79
PURCHASE FOR RESALE													
30-6600-4800	33,132,889.00	26,004,232.00	26,422,147.00	23,777,175.00	26,250,000.00	24,725,250.00	24,800,000.00	24,800,000.00	24,800,000.00	24,800,000.00	24,800,000.00	24,800,000.00	5.52-
	30,817,209.07	23,435,751.35	24,817,453.14	24,626,691.83	20,239,609.63								
BAD DEBT EXPENSE													
30-6600-5100	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00
	200,000.00	200,000.00	400,000.00	330,286.45	92,500.00								
DEPRECIATION													
30-6600-5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,239,690.42	1,244,492.86	1,273,974.64	1,228,794.81									
CONTINGENCY													
30-6600-6000	467,199.00	278,882.00	63,442.00	112,503.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STORM EMERGENCY FUND													
30-6600-6100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RATE STABILIZATION FUND													
30-6600-6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													
30-6600-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - 2ND DELIVERY POINT													
30-6600-8101	343,124.00	343,124.00	343,124.00	343,124.00	343,125.00	343,124.00	343,125.00	343,125.00	343,125.00	343,125.00	343,125.00	343,125.00	0.00
	52,599.17	46,587.14	37,236.39	27,659.02	343,123.68								
DEBT SERVICE - NEXGRID													
30-6600-8102	45,000.00	450,000.00	900,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	450,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - VEHICLES													
30-6600-8103	0.00	72,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 30-6600-0000	ELECTRIC- NON-DEPARTMENTAL:												
PAYMT TO GF (LIEU OF SERVICE)													
30-6600-9110	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	0.00
	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	0.00				
PAYMT TO GF (LIEU OF TAXES)													
30-6600-9120	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	0.00
	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	925,000.00	0.00				
TRANSFER TO BUILDING RESERVE													
30-6600-9160	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	35,896,865.00	29,083,954.00	29,660,432.00	26,562,206.00	28,972,566.00	28,972,566.00	28,972,566.00	28,972,566.00	28,972,566.00	27,490,625.00	27,598,125.00	27,598,125.00	4.74-
	34,288,901.45	26,809,058.03	28,390,733.73	28,089,668.59	22,169,633.11	22,169,633.11	22,169,633.11	22,169,633.11	0.00				
Department Total	35,896,865.00	29,083,954.00	29,660,432.00	26,562,206.00	28,972,566.00	28,972,566.00	28,972,566.00	28,972,566.00	28,972,566.00	27,490,625.00	27,598,125.00	27,598,125.00	4.74-
	34,288,901.45	26,809,058.03	28,390,733.73	28,089,668.59	22,169,633.11	22,169,633.11	22,169,633.11	22,169,633.11	0.00				

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	FINANCE	FISCAL YEAR	2020
DIVISION	CUSTOMER SERVICE	DATE	6/10/2019
ACCOUNT NO.	317200	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the Customer Service Division which includes the Customer Service Manager, Two Customer Service Representative Supervisors and Customer Service Representatives, and serves a vital role in the collection of revenue for the City. This division performs billing, and collection services and responds to customer inquiry in a prompt and courteous manner. Other duties include business license and miscellaneous billing.

2. BENEFITS OF FUNDING THIS LEVEL: Provides the City with the means to bill and collect revenue by recording utility consumption, billing, collecting and posting payments.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$356,304	\$380,165	\$405,807	\$297,692
Operating Expenditures	123,291	145,604	153,775	122,601
Capital Expenditures		16,280	19,680	
Other Expenditures				
Electric Fund Totals	\$479,595	\$542,049	\$579,262	\$420,293
No. of Budgeted Positions	7.5FT/ 3PT**	7.5FT/ 3PT**	7.5FT/ 3PT**	7.5FT/ 3.PT*

**Three part-time positions funded from Electric and Water/Sewer Funds

4. ACTIVITY/PERFORMANCE MEASURES: The division will provide a courteous and timely response to customer inquiries of residential and commercial customers in order to ensure timely billing and on-time remittance of payments, and provide accurate and timely processing of utility payments in order to optimize cash flows.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
FINANCE- CUSTOMER SERVICE:													
FINANCE- CUSTOMER SERVICE:													
30-7200-0000													
SALARIES & WAGES-REGULAR													
30-7200-0200	225,387.00	228,235.00	232,491.00	234,874.00	244,198.00	244,198.00	244,198.00	244,198.00	244,198.00	171,452.00	171,452.00	171,452.00	29.79-
	228,098.20	232,235.83	244,076.98	272,285.68	240,350.94	240,350.94	240,350.94	240,350.94	240,350.94	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
30-7200-0220	7,000.00	7,000.00	7,000.00	23,000.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	10,500.00	10,500.00	10,500.00	48.78-
	5,912.39	5,558.94	15,672.72	25,756.02	18,134.51	18,134.51	18,134.51	18,134.51	18,134.51	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP													
30-7200-0300	30,000.00	30,000.00	30,000.00	30,000.00	27,342.00	27,342.00	27,342.00	27,342.00	27,342.00	28,462.00	28,462.00	28,462.00	4.10
	20,435.28	21,121.89	22,633.33	16,668.16	17,106.67	17,106.67	17,106.67	17,106.67	17,106.67	0.00	0.00	0.00	
F. I. C. A.													
30-7200-0500	20,073.00	18,842.00	18,031.00	20,649.00	21,675.00	21,675.00	21,675.00	21,675.00	21,675.00	15,829.00	15,829.00	15,829.00	26.97-
	19,224.97	19,563.95	21,347.85	23,916.08	20,993.99	20,993.99	20,993.99	20,993.99	20,993.99	0.00	0.00	0.00	
GROUP INSURANCE													
30-7200-0600	48,023.00	48,023.00	51,500.00	58,508.00	67,125.00	67,125.00	67,125.00	67,125.00	67,125.00	47,531.00	47,531.00	47,531.00	29.19-
	46,119.62	44,749.05	48,061.33	62,015.15	57,933.15	57,933.15	57,933.15	57,933.15	57,933.15	0.00	0.00	0.00	
RETIREMENT													
30-7200-0700	28,282.00	27,452.00	28,601.00	29,698.00	33,455.00	33,455.00	33,455.00	33,455.00	33,455.00	23,918.00	23,918.00	23,918.00	28.51-
	10,380.36	12,181.35	27,620.43	15,030.52	32,171.21	32,171.21	32,171.21	32,171.21	32,171.21	0.00	0.00	0.00	
COMMUNICATIONS													
30-7200-1100	7,950.00	7,950.00	7,000.00	7,000.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	10,000.00	10,000.00	10,000.00	17.65
	5,485.22	5,298.03	5,200.64	9,016.12	8,612.40	8,612.40	8,612.40	8,612.40	8,612.40	0.00	0.00	0.00	
POSTAGE													
30-7200-1101	46,000.00	51,000.00	51,000.00	51,000.00	49,000.00	49,000.00	49,000.00	49,000.00	49,000.00	0.00	0.00	0.00	0.00
	45,432.97	39,420.58	60,501.32	63,431.51	61,696.90	61,696.90	61,696.90	61,696.90	61,696.90	0.00	0.00	0.00	
PRINTING													
30-7200-1200	10,000.00	8,000.00	8,500.00	8,500.00	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	45,000.00	45,000.00	45,000.00	291.30
	6,945.54	7,472.68	11,490.49	12,728.77	10,879.32	10,879.32	10,879.32	10,879.32	10,879.32	0.00	0.00	0.00	
UTILITIES													
30-7200-1300	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,700.00	1,700.00	1,700.00	21.43
	1,531.12	1,607.07	1,577.60	1,666.24	1,501.90	1,501.90	1,501.90	1,501.90	1,501.90	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Approp Actua]	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 30-7200-0000	FINANCE- CUSTOMER SERVICE:												
TRAVEL & EDUCATION													
30-7200-1400	7,500.00	4,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
	447.89	1,107.37	1,860.05	1,573.12	399.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT													
30-7200-1600	10,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00
	2,940.26	6,625.44	5,423.14	5,740.56	6,586.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE OF VEHICLES													
30-7200-1700	9,000.00	9,346.32	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	0.00
	5,025.85	8,347.45	5,214.03	6,292.94	5,899.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT RENTAL													
30-7200-2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING													
30-7200-2600	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	100.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AUTO SUPPLIES													
30-7200-3100	10,500.00	9,500.00	8,500.00	8,500.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00
	8,083.00	4,791.06	4,674.22	6,086.22	6,878.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES													
30-7200-3200	9,275.00	9,275.00	9,275.00	9,275.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	8,858.32	9,963.90	7,782.46	11,927.30	9,809.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
30-7200-3300	13,500.00	12,717.10	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	16.67-
	9,216.69	11,842.21	9,250.41	10,207.14	14,081.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAUNDRY													
30-7200-3500	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	887.38	890.78	941.28	1,262.78	1,337.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIFORMS													
30-7200-3600	1,000.00	1,000.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	0.00	168.50	0.00	115.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BANK CHARGES													
30-7200-4200	36,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	0.00
	38,864.84	18,441.54	15,950.72	16,840.73	5,076.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number Department: 30-7200-0000	2015		2016		2017		2018		2019 *****		2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
FINANCE- CUSTOMER SERVICE:														
CONTRACTED SERVICES														
30-7200-4500	5,000.00	5,000.00	6,000.00	28,500.00	7,500.00	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	33.33-	
	6,969.34	2,128.55	7,584.62	29,656.97	10,158.04	10,158.04								
COLLECTION FEES														
30-7200-4700	5,175.00	5,675.00	5,675.00	5,675.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	
	5,969.79	7,303.99	4,163.34	3,486.04	4,724.22	4,724.22								
DUES & SUBSCRIPTIONS														
30-7200-5300	517.00	517.00	517.00	517.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	0.00	
	69.00	69.00	99.00	70.00	75.00	75.00								
WORKERS COMP/INS & BOND														
30-7200-5400	318.00	389.00	467.00	524.00	500.00	500.00	376.00	376.00	376.00	376.00	376.00	376.00	24.80-	
	369.77	466.51	525.27	418.83	589.10	589.10								
INSURANCE LIABILITY														
30-7200-5410	1,446.00	1,313.00	1,257.00	1,257.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	
	1,250.35	1,256.24	1,989.62	1,107.25	1,839.35	1,839.35								
UNEMPLOYMENT INSURANCE														
30-7200-5420	1,870.00	575.00	196.00	104.00	1,000.00	1,000.00	200.00	200.00	200.00	200.00	200.00	200.00	80.00-	
	575.16	195.17	104.13	223.93	112.19	112.19								
INSURANCE-CLAIMS PAID														
30-7200-5430	0.00	0.00	1,250.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	
	3,461.38	1,250.00	2,070.00	0.00	500.00	500.00								
SAF SHOE/EYE EXAM/PHY/GLASSES														
30-7200-5870	800.00	800.00	800.00	800.00	800.00	800.00	600.00	600.00	600.00	600.00	600.00	600.00	25.00-	
	228.46	221.33	425.67	508.00	558.18	558.18								
HURRICANE FLORENCE														
30-7200-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00								
GRIFFIN STREET RENOVATIONS														
30-7200-7301	0.00	0.00	0.00	0.00	8,000.00	8,000.00	7,817.00	7,817.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	
	0.00	0.00	0.00	0.00	7,817.00	7,817.00								
CAPITAL OUTLAY-EQUIPMENT														
30-7200-7400	46,303.00	58,900.00	44,000.00	64,000.00	119,680.00	119,680.00	152,618.65	152,618.65	119,680.00	119,680.00	119,680.00	119,680.00	0.00	
	0.00	0.00	7,253.00	7,253.00	7,253.00	7,253.00								

Description Budget Account Number	2015		2016		2017		2018		2019 *****		***** 2020 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 30-7200-0000	FINANCE- CUSTOMER SERVICE:													
Control Total	584,819.00 482,783.15	575,909.42 464,278.41	570,460.00 533,493.65	641,781.00 590,778.06	703,750.00 698,441.23	0.00	426,643.00	422,143.00	422,143.00	422,143.00	40.02-			
Department Total	584,819.00 482,783.15	575,909.42 464,278.41	570,460.00 533,493.65	641,781.00 590,778.06	703,750.00 698,441.23	0.00	426,643.00	422,143.00	422,143.00	422,143.00	40.02-			

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Finance-Customer Service

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages-Overtime	10,500		10,500	10,500	10,500	Customer Service Overtime needed to offer excellent service
Communications	8,500	1,500	10,000	10,000	10,000	Telephone charges, long distance telephone calls. Communication through cellular service for work orders for service technician on cut off days.
Postage	49,000	(49,000)	0			See Printing below
Printing	11,500	33,500	45,000	45,000	45,000	Printing of 13,000 regular utility bills by a 3rd party vendor, miscellaneous bills, and privilege licenses. Meter change-out books, underground credit books and other forms used in Customer Service
Utilities	1,400	300	1,700	1,700	1,700	
Travel & Education	3,000		3,000	3,000	3,000	Training and continuing education for 11 Customer Service employees.
Maintenance & Repair Equipment	8,000		8,000	8,000	8,000	Maintenance agreement on drive-thru window, computer printers, copier, and misc. equipment.
Maintenance & Repair Vehicle	9,500	(9,500)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Advertising	500		500	1,000	1,000	Advertising position vacancies, radio and newspaper.
Auto Supplies	7,000	(7,000)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Office Supplies	10,000		10,000	10,000	10,000	Supplies such as paper, pens, files, paper to run customized forms for service applications, cash collections printer paper for customer receipts, etc. for 11 employees. Increase in material costs and supplies.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance-Customer Service

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies	15,000		15,000	12,500	12,500	Supplies to operate department. Includes promotion of Public Power Week, etc.
Laundry	1,000	(1,000)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Uniforms	500	(500)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Bank Charges	18,000		18,000	18,000	18,000	Bank Charges
Contracted Services	7,500		7,500	5,000	5,000	Charges for burglar alarm, professional services for personal computer. On-line payments hosting fee, IVR credit card hosting fee, and service fee for auto disconnect.
Collection Fees	6,000		6,000	6,000	6,000	Credit Bureau fees for utility and miscellaneous billing. Increase in collection.
Dues & Subscriptions	75		75	75	75	Newspaper subscription and dues.
Capital Outlay - Equipment			0			

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	ELECTRIC	FISCAL YEAR	2020
DIVISION	ELECTRIC DISTRIBUTION	DATE	6/10/2019
ACCOUNT NO.	308300	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the installation and preventative maintenance of the City's distribution systems, seven distribution substations, and two delivery stations to keep a safe working environment. The Electric Department provides regular maintenance on all equipment such as transformers, regulators, maintenance checks on all poles, etc.

2. **BENEFITS OF FUNDING THIS LEVEL:**
Provide temporary service locations, service discounts for maintenance, overhead and underground service. Also, provide tree maintenance for the entire electrical system, daily maintenance of the street lights on the City's system, and rental lights for residential and commercial properties.

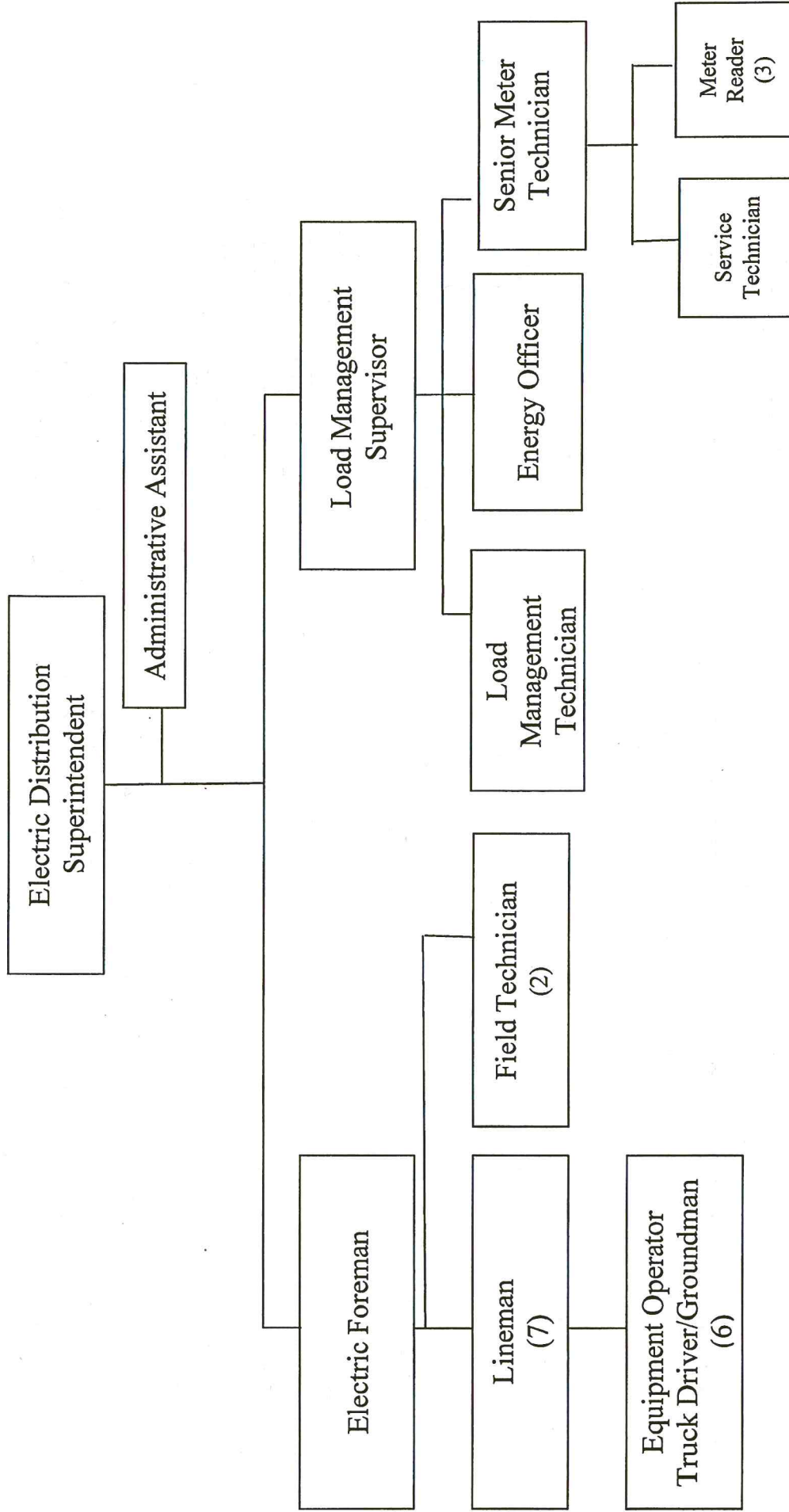
3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$1,263,707	\$1,425,007	\$1,303,143	\$1,514,465
Operating Expenditures	830,702	1,078,829	1,311,400	1,283,575
Capital Expenditures	856,074	3,573,959	3,173,000	3,625,000
Other Expenditures				
Electric Fund Totals	\$2,950,483	\$6,077,795	\$5,787,543	\$6,423,040
No. of Budgeted Positions	19.25FT*	19.25FT*	19.25FT*	19.25FT*
* Includes Public Works Director funded from General, Electric, Water/Sewer and Stormwater Funds.				

4. **ACTIVITY/PERFORMANCE MEASURES:** The hot stick testing program continues to be implemented along with a monthly substation report, and continued preventative maintenance on all rubber goods. The Electric Department maintains the transmission and distribution system, provide service to new commercial and residential electric customers. Also, continue to install underground primary lines, transformers, etc. in underground substations such as Stockbridge and Tanglewood Pavilion.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

City of Elizabeth City Electric Department



Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 30-8300-0000	ELECTRIC DISTRIBUTION:												
ELECTRIC DISTRIBUTION:													
30-8300-0000													
SALARIES & WAGES-REGULAR													
30-8300-0200	894,261.00	952,871.00	975,645.00	919,264.00	905,057.00	905,057.00	905,057.00	905,057.00	905,057.00	1,073,576.00	1,042,850.00	1,042,850.00	15.22
	741,117.78	812,899.79	876,448.22	880,435.53	898,637.32	898,637.32	898,637.32	898,637.32	898,637.32	0.00			
SALARIES & WAGES-OVERTIME													
30-8300-0220	50,000.00	50,000.00	70,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	100,000.00	80,000.00	80,000.00	11.11-
	54,153.33	74,510.29	86,447.58	70,511.10	77,667.64	77,667.64	77,667.64	77,667.64	77,667.64	0.00			
SALARIES & WAGES P/T & TEMP													
30-8300-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES													
30-8300-0400	100,000.00	75,000.00	100,000.00	80,000.00	234,000.00	234,000.00	234,000.00	234,000.00	234,000.00	255,000.00	200,000.00	200,000.00	14.53-
	86,388.46	79,193.50	58,423.70	21,374.48	129,908.29	129,908.29	129,908.29	129,908.29	129,908.29	0.00			
F. I. C. A.													
30-8300-0500	68,147.00	76,720.00	77,477.00	76,819.00	78,523.00	78,523.00	78,523.00	78,523.00	78,523.00	82,129.00	79,778.00	79,778.00	1.60
	60,357.98	67,149.44	73,053.63	71,717.57	74,239.64	74,239.64	74,239.64	74,239.64	74,239.64	0.00			
GROUP INSURANCE													
30-8300-0600	110,452.00	123,258.00	129,521.00	142,368.00	144,710.00	144,710.00	144,710.00	144,710.00	144,710.00	166,359.00	166,359.00	166,359.00	14.96
	86,597.28	100,341.32	106,646.64	115,681.85	114,686.29	114,686.29	114,686.29	114,686.29	114,686.29	0.00			
RETIREMENT													
30-8300-0700	108,412.00	117,635.00	122,931.00	116,556.00	84,853.00	84,853.00	84,853.00	84,853.00	84,853.00	149,764.00	145,478.00	145,478.00	71.45
	38,767.59	49,441.06	102,540.90	47,380.06	122,602.24	122,602.24	122,602.24	122,602.24	122,602.24	0.00			
COMMUNICATIONS													
30-8300-1100	10,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	0.00
	11,564.39	11,215.35	12,032.71	12,881.72	16,057.06	16,057.06	16,057.06	16,057.06	16,057.06	0.00			
POSTAGE													
30-8300-1101	500.00	500.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	406.20	527.96	402.54	423.52	124.98	124.98	124.98	124.98	124.98	0.00			
PRINTING													
30-8300-1200	2,000.00	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	967.00	0.00	727.05	858.00	812.67	812.67	812.67	812.67	812.67	0.00			

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
ELECTRIC DISTRIBUTION:													
Department: 30-8300-0000													
UTILITIES													
30-8300-1300	35,000.00	22,500.00	22,500.00	22,500.00	25,000.00	29,721.45	22,500.00	22,500.00	25,000.00	35,000.00	25,000.00	25,000.00	0.00
	34,795.41	26,921.97	26,962.55	29,484.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL & EDUCATION													
30-8300-1400	15,000.00	25,000.00	20,000.00	17,500.00	20,000.00	28,671.69	17,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	12.50
	15,176.69	15,750.56	16,540.94	22,676.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINT & REPAIR-BLDGS & REALTY													
30-8300-1500	6,000.00	8,000.00	6,000.00	6,000.00	6,000.00	7,397.97	6,000.00	6,000.00	6,000.00	8,000.00	6,000.00	6,000.00	0.00
	2,179.55	781.52	5,618.85	7,740.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT													
30-8300-1600	49,000.00	49,000.00	49,000.00	69,000.00	70,000.00	81,328.15	69,000.00	70,000.00	70,000.00	77,500.00	70,000.00	70,000.00	0.00
	26,819.86	47,173.45	53,103.34	39,253.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINT & REPAIR (LINES)													
30-8300-1620	328,347.21	325,000.00	325,000.00	530,000.00	400,000.00	552,578.73	530,000.00	520,000.00	325,000.00	520,000.00	325,000.00	325,000.00	18.75-
	172,746.68	321,657.72	230,958.84	499,124.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE OF TREES													
30-8300-1621	40,000.00	86,302.00	122,302.00	86,302.00	30,125.00	0.00	86,302.00	208,000.00	140,000.00	208,000.00	140,000.00	140,000.00	364.73
	0.00	53,289.52	122,935.84	85,190.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTOR UNDERGROUND WIRE C													
30-8300-1625	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TORNADO DAMAGE													
30-8300-1650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	738.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE OF VEHICLES													
30-8300-1700	40,000.00	40,000.00	45,000.00	45,000.00	37,500.00	49,975.22	45,000.00	45,000.00	40,000.00	45,000.00	40,000.00	40,000.00	6.67
	34,420.01	20,547.44	37,655.85	39,552.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT RENTAL													
30-8300-2100	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	91.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING													
30-8300-2600	1,000.00	1,000.00	1,000.00	500.00	1,000.00	0.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	0.00	0.00	480.00	150.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
ELECTRIC DISTRIBUTION:													
Department: 30-8300-0000													
AUTO SUPPLIES													
30-8300-3100	45,000.00	43,000.00	43,000.00	43,000.00	43,000.00	40,000.00	40,000.00	40,000.00	35,000.00	35,000.00	35,000.00	35,000.00	0.00
	33,714.30	28,318.80	29,771.82	27,620.01	36,589.40	0.00							
OFFICE SUPPLIES													
30-8300-3200	3,000.00	3,000.00	3,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	2,500.00	2,500.00	2,500.00	2,500.00	66.67
	802.00	665.53	719.45	3,469.91	2,626.25	0.00							
DEPARTMENTAL SUPPLIES & EXP													
30-8300-3300	30,000.00	35,000.00	35,000.00	30,000.00	50,000.00	50,000.00	63,785.48	65,000.00	55,000.00	55,000.00	55,000.00	55,000.00	10.00
	31,947.88	29,385.12	33,371.59	30,000.00	57,233.57	0.00							
LAUNDRY													
30-8300-3500	9,000.00	9,000.00	9,000.00	9,000.00	10,000.00	10,000.00	9,954.71	11,500.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	8,505.37	9,164.11	9,790.92	9,954.71	7,955.34	0.00							
CONTRACTED SERVICES													
30-8300-4500	68,000.00	85,000.00	85,000.00	123,000.00	256,000.00	256,000.00	65,955.87	256,000.00	225,000.00	225,000.00	225,000.00	225,000.00	12.11-
	26,787.38	67,035.33	61,500.24	65,955.87	261,815.79	0.00							
CONTRACTED METER TEST/TRAINING													
30-8300-4502	17,500.00	25,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,219.60	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00
	16,041.87	23,916.08	17,759.90	20,219.60	15,609.24	0.00							
PURCHASE FOR RESALE													
30-8300-4800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PURCHASE FOR RESALE-INVENTORY													
30-8300-4850	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS													
30-8300-5300	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	437.15	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
	359.40	1,359.40	1,359.40	437.15	1,639.40	0.00							
WORKERS COMP/INS & BOND													
30-8300-5400	27,443.00	42,075.00	47,787.00	54,686.00	63,000.00	63,000.00	50,462.67	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	20.63-
	40,070.69	47,786.66	57,130.78	50,462.67	62,307.38	0.00							
INSURANCE LIABILITY													
30-8300-5410	42,394.00	44,450.00	31,404.00	31,404.00	31,500.00	31,500.00	31,118.51	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	1.59
	42,831.83	31,404.02	31,217.27	31,404.00	29,217.57	0.00							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
ELECTRIC DISTRIBUTION:													
UNEMPLOYMENT INSURANCE													
30-8300-5420	4,456.00	1,375.00	815.00	437.00	815.00	437.00	900.00	900.00	900.00	1,075.00	1,075.00	1,075.00	19.44
	1,370.54	814.84	436.99	876.42	436.99	876.42	415.82	415.82	0.00	0.00	0.00	0.00	
INSURANCE-CLAIMS PAID													
30-8300-5430	0.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	6,760.81	3,601.35	5,768.28	918.35	5,768.28	918.35	1,017.60	1,017.60	0.00	0.00	0.00	0.00	
SAF SHOE/EYE EXAM/PHY/GLASSES													
30-8300-5870	2,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	4,000.00	4,000.00	4,000.00	5,500.00	4,500.00	4,500.00	12.50
	2,996.49	2,242.24	3,853.89	3,991.27	3,853.89	3,991.27	3,144.57	3,144.57	0.00	0.00	0.00	0.00	
HURRICANE FLORENCE													
30-8300-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	2,505.21	2,505.21	0.00	0.00	0.00	0.00	
LINE IMPROVEMENTS													
30-8300-7300	175,000.00	150,000.00	166,260.00	250,000.00	166,260.00	250,000.00	235,000.00	235,000.00	235,000.00	300,000.00	235,000.00	235,000.00	0.00
	16,260.30	8,260.30-	8,000.00-	0.00	8,000.00-	0.00	135,378.88	135,378.88	0.00	0.00	0.00	0.00	
SWITCH REPLACEMENT													
30-8300-7301	0.00	0.00	0.00	216,000.00	0.00	216,000.00	0.00	0.00	0.00	225,000.00	150,000.00	150,000.00	0.00
	0.00	0.00	0.00	98,377.02	0.00	98,377.02	24.98	24.98	0.00	0.00	0.00	0.00	
TANGLEWOOD													
30-8300-7314	295,643.00	73,000.00	675,355.00	300,000.00	675,355.00	300,000.00	400,000.00	400,000.00	400,000.00	600,000.00	375,000.00	375,000.00	6.25-
	2,734.26	2,734.26-	453,417.11	447,537.11-	453,417.11	447,537.11-	313,664.00	313,664.00	0.00	0.00	0.00	0.00	
MARINERS LANDING PHASE II													
30-8300-7325	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	100,000.00	100,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PERKINS RD SUBSTATION PROJECT													
30-8300-7335	0.00	0.00	156,000.00	450,000.00	156,000.00	450,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	4,173.00	0.00	4,173.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
STOCKBRIDGE													
30-8300-7344	0.00	0.00	190,000.00	0.00	190,000.00	0.00	0.00	0.00	0.00	400,000.00	250,000.00	250,000.00	0.00
	0.00	219.69	35,784.12	34,377.00-	35,784.12	34,377.00-	0.00	0.00	0.00	0.00	0.00	0.00	
SECOND DELIVERY POINT													
30-8300-7346	0.00	56,927.70	48,998.57	0.00	48,998.57	0.00	0.00	0.00	0.00	150,000.00	150,000.00	150,000.00	0.00
	124.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 30-8300-0000 ELECTRIC DISTRIBUTION:														
NEXGRID														
30-8300-7347	575,000.00	9,714.54	2,251,590.06	9,714.54-	2,250,000.00	0.00	2,250,000.00	0.00	2,250,000.00	0.00	2,250,000.00	2,250,000.00	2,250,000.00	0.00
CAPITAL OUTLAY EQUIP														
30-8300-7400	0.00		275,000.00		90,000.00		77,959.00		273,000.00		450,000.00	265,000.00	265,000.00	2.93-
	172,386.00-		246,709.00		246,709.00-		153,782.00		271,749.65					
Control Total	3,157,555.21		5,066,703.76		5,939,995.57		6,077,795.00		5,775,668.00		7,820,403.00	6,573,040.00	6,423,040.00	11.21
	1,435,832.50		2,153,404.96		2,302,324.94		1,993,490.54		3,387,303.99					
Department Total	3,157,555.21		5,066,703.76		5,939,995.57		6,077,795.00		5,775,668.00		7,820,403.00	6,573,040.00	6,423,040.00	11.21
	1,435,832.50		2,153,404.96		2,302,324.94		1,993,490.54		3,387,303.99					

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION ELECTRIC DISTRIBUTION

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	90,000	10,000	100,000	80,000	80,000	Standby duty and emergencies as needed.
Professional Services	234,000	21,000	255,000	200,000	200,000	Engineering for electric distribution, substations, specs and drawings for large projects, SCADA, circuits and transmission lines. Engineering for lighting on Halstead Blvd. GIS Inventory of all street lights, poles, attachments, etc.
Communications	12,000		12,000	12,000	12,000	New lines for equipment as needed.
Postage	1,000		1,000	1,000	1,000	Postage for office mailings
Printing	1,000		1,000	1,000	1,000	Update Electric Specifications Manual and Electric Requirements Manual. Customer inform. & school pass outs etc.
Utilities	25,000	10,000	35,000	25,000	25,000	Substation utilities/ Projects street lights.
Travel & Education	20,000	2,500	22,500	22,500	22,500	ElectriCities Annual Meeting, NCAMES Annual Meeting, substitution schools, lineman schools, PCB schools, CPR certification APPA Annual Meeting
Main/Repair- Bldgs-Reality	6,000	2,000	8,000	6,000	6,000	Maintenance on plumbing, heating substation. buildings, asphalt, siding, doors, etc.
Maintenance/Repair-Equip	70,000	7,500	77,500	70,000	70,000	OSHA requirement on equipment. Hydraulic, welding and miscellaneous repairs
Main. & Repair (Lines)	400,000	120,000	520,000	325,000	325,000	Replacement of poles, switches, transformer services and related line items on the distribution system.
Maintenance of Trees	42,000	166,000	208,000	140,000	140,000	Tree City Maintenance: Hire tree contractor to maintain line maintenance.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION ELECTRIC DISTRIBUTION

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance of Vehicles	37,500	7,500	45,000	40,000	40,000	Labor and parts, engine tune ups, clutches, front end repairs, and preventative maintenance to extend life of truck.
Equipment Rental	1,000		1,000	1,000	1,000	Small trencher, crane, special equipment as needed on system and unforeseen expenses.
Advertising	1,000		1,000	1,000	1,000	Electric Department newspaper advertising, etc.
Auto Supplies	35,000	5,000	40,000	35,000	35,000	Electric Department fuel, tires, oil batteries, cables, hoses, etc.
Office Supplies	1,500		1,500	2,500	2,500	Paper, pens, desk supplies, (2) computers, etc.
Departmental Supplies	50,000	15,000	65,000	55,000	55,000	OSHA required clothing and replacement of fire retardant clothing/ARC Flash, radios and pagers, replacement of hoses, hand tools, drill bits and shovels, weed killer and steel toe rubber knee boots, insulating blankets, etc.
Laundry	10,000	1,500	11,500	10,000	10,000	Uniform rental of OSHA required fire retardant clothing for employees, such as jackets, liners, hard hat liners, coveralls, etc.
Contracted Services	256,000		256,000	225,000	225,000	Testing hoses 10,000 Testing blankets 13,000 Testing hot sticks 12,000 Testing truck stress 7,000 Dielectric testing 8,000 Infrared scanning 4,000 Substation spraying 3,000 QEI maintenance, etc. 11,000 Substation maintenance renewal 55,000 Tree trimming 133,000

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION ELECTRIC DISTRIBUTION

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Contracted Meter Test/Training	20,000		20,000	20,000	20,000	Continued testing of commercial industrial and residential meters on the Electric System.
Purchase for Resale-Inventory	0		0			Sale of used material.
Dues & Subscriptions	1,500		1,500	1,500	1,500	Subscriptions to various publications. Railroad dues.
Safety Shoe/Eye Exam/Phy/Glasses	4,000	1,500	5,500	4,500	4,500	OSHA required physicals, exams and equipment.
Line Improvements	235,000	65,000	300,000	235,000	235,000	New Construction, commercial parks, substation work, power line extensions
Switch Replacement	0	225,000	225,000	150,000	150,000	Replace aging switches
Tanglewood	400,000	200,000	600,000	375,000	375,000	This is to install 750 urd switch cabinet from Conley Way to Wellfield Rd
NexGrid	2,250,000		2,250,000	2,250,000	2,250,000	
Capital Outlay Equipment	273,000	177,000	450,000	265,000	265,000	Replacement of 1998 GMC Bucket Truck #8 231,800 Miles: 106,897
						Replacement of 2008 Ford Expedition # 36 41,200 Miles: 154,000

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	ELECTRIC	FISCAL YEAR	2020
DIVISION	ENERGY MANAGEMENT	DATE	6/10/2019
ACCOUNT NO.	308400	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the operation and maintenance of 28 generators and 24 sites, which includes both buildings and grounds, the load management Switch Program, and meter reading for the Innovative Rates Program (Rider Rate and Interactive Time of Use Rate). In addition, the division maintains the SCADA system for eight generator sites and nine electric substations. Commercial and residential electric usage concerns and best rate analyst for key commercial accounts. Energy audits and energy efficient upgrades to residential customers. Installation of Nexgrid AMI electric meters and load control switches.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the Energy Management Division can continue to receive generator credit and lower demand charges on the City's power bill. The Energy Management Division saves the city approximately \$2.6 million per year on the city's purchased power, rider, and ITOU commercial customers save approximately \$811,000 per year on their power due to load control and load management through this division. Energy Management also maintains the SCADA electric system.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$370,023	\$369,415	\$394,740	
Operating Expenditures	722,876	822,308	637,215	
Capital Expenditures	0	120,000	0	
Other Expenditures				
Electric Fund Totals	\$1,092,899	\$1,311,723	\$1,031,955	
No. of Budgeted Positions	5FT	5FT	5FT	

4. **ACTIVITY/PERFORMANCE MEASURES:** Continue maintenance of generators and the Energy Management Switch Program. Continue the Testing Program, which tests older switches and installs new switches for residential customers. Continue load management during peak times each month to ensure a credit each month. Installing mandatory water heater and air conditioner load management switches for new home construction. Continue to pursue generation for City customers such as College of the Albemarle and the Pasquotank County Public Safety Building. In the process of installing an emergency generator for Knobbs Creek Parks and Recreation. Continue to pass savings on to our Rider/ITOU customers.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number Department: 30-8400-0000	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
ENERGY MANAGEMENT:													
30-8400-0000													
SALARIES & WAGES-REGULAR													
30-8400-0200	282,646.00	247,445.00	256,249.00	258,138.00	298,280.00	305,297.00	377,726.00	377,726.00	377,726.00	377,726.00	377,726.00	26.63	
	237,360.25	256,273.49	261,181.88	276,679.47	280,923.81	0.00							
SALARIES & WAGES OVERTIME													
30-8400-0220	12,000.00	12,000.00	12,000.00	14,000.00	14,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	78.57	
	11,002.68	11,475.55	21,024.92	20,122.55	14,706.76	0.00							
SALARIES & WAGES P/T & TEMP													
30-8400-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL SERVICES													
30-8400-0400	10,000.00	8,500.00	6,500.00	5,000.00	5,000.00	25,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	200.00	
	1,375.00	3,396.00	303.00	873.62	1,098.00	0.00							
F. I. C. A.													
30-8400-0500	21,703.00	19,848.00	20,266.00	20,551.00	22,359.00	24,273.00	30,809.00	30,809.00	30,809.00	30,809.00	30,809.00	37.79	
	18,932.06	19,990.36	21,029.61	22,024.03	22,502.19	0.00							
GROUP INSURANCE													
30-8400-0600	38,418.00	32,015.00	34,722.00	39,005.00	41,945.00	43,210.00	64,815.00	64,815.00	64,815.00	64,815.00	64,815.00	54.52	
	29,346.90	32,014.80	33,411.00	36,622.80	39,685.35	0.00							
RETIREMENT													
30-8400-0700	34,526.00	30,277.00	32,160.00	32,721.00	38,156.00	42,589.00	52,692.00	52,692.00	52,692.00	52,692.00	52,692.00	38.10	
	11,285.81	13,949.40	31,096.39	14,651.22	37,707.56	0.00							
COMMUNICATIONS													
30-8400-1100	11,400.00	13,000.00	13,000.00	13,000.00	13,000.00	20,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15.38	
	12,558.39	12,200.37	11,820.29	12,254.58	12,519.35	0.00							
POSTAGE													
30-8400-1101	500.00	800.00	800.00	800.00	800.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	25.00	
	685.86	766.94	415.07	136.33	213.70	0.00							
PRINTING													
30-8400-1200	2,750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	
	2,693.85	434.90	167.45	658.46	217.44	0.00							

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual]	Actual]	Approp Actual]	Actual]	Approp Actual]	Actual]	Approp Actual]	Actual]	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
ENERGY MANAGEMENT:														
UTILITIES														
30-8400-1300	14,000.00	16,000.00	14,000.00	14,000.00	14,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	14,000.00	14,000.00	14,000.00	16.67
	19,964.76	14,476.00	14,761.68	14,761.68	14,761.68	15,787.43	15,787.43	13,083.42	13,083.42	0.00	14,000.00	14,000.00	14,000.00	
TRAVEL & EDUCATION														
30-8400-1400	1,500.00	1,500.00	3,000.00	3,000.00	3,000.00	10,000.00	10,000.00	8,000.00	8,000.00	0.00	15,000.00	10,000.00	10,000.00	25.00
	976.74	3,350.64	7,969.90	7,969.90	7,969.90	6,543.19	6,543.19	4,481.78	4,481.78	0.00	15,000.00	10,000.00	10,000.00	
MAINTENANCE & REPAIR-SUBSTATION														
30-8400-1500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	204.53	0.00	0.00	0.00	0.00	0.00	6,001.10	6,001.10	0.00	0.00	0.00	0.00	
MAINTENANCE & REPAIR-BUILDING														
30-8400-1501	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	3,000.00	2,000.00	2,000.00	0.00
	288.18	120.00	2,049.84	2,049.84	2,049.84	1,532.48	1,532.48	95.00	95.00	0.00	3,000.00	2,000.00	2,000.00	
MAINTENANCE & REPAIR-EQUIPMENT														
30-8400-1600	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	4,500.00	4,500.00	4,500.00	80.00
	972.99	705.98	76.65	76.65	76.65	208.13	208.13	161.14	161.14	0.00	4,500.00	4,500.00	4,500.00	
MAINT. & REPAIR OF GENERATOR														
30-8400-1601	130,000.00	127,505.00	133,000.00	133,000.00	133,000.00	125,000.00	125,000.00	150,000.00	150,000.00	0.00	200,000.00	150,000.00	150,000.00	0.00
	111,564.88	109,518.10	76,918.79	76,918.79	76,918.79	129,943.37	129,943.37	138,268.23	138,268.23	0.00	200,000.00	150,000.00	150,000.00	
MAINT & REPAIR SCADA SYSTEM														
30-8400-1602	4,000.00	9,000.00	7,000.00	7,000.00	7,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	15,000.00	8,000.00	8,000.00	0.00
	4,672.83	3,805.02	6,151.52	6,151.52	6,151.52	1,822.91	1,822.91	6,229.00	6,229.00	0.00	15,000.00	8,000.00	8,000.00	
MAINTENANCE OF VEHICLES														
30-8400-1700	2,500.00	2,500.00	2,000.00	2,000.00	2,000.00	6,000.00	6,000.00	6,500.00	6,500.00	0.00	8,500.00	10,000.00	10,000.00	53.85
	6,796.36	7,926.83	6,409.05	6,409.05	6,409.05	3,718.20	3,718.20	4,179.10	4,179.10	0.00	8,500.00	10,000.00	10,000.00	
PERSONAL COMPUTER EXPENSE														
30-8400-1701	6,000.00	3,000.00	2,000.00	2,000.00	2,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,500.00	1,000.00	1,000.00	0.00
	173.65	34.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,000.00	1,000.00	
ADVERTISING														
30-8400-2600	13,000.00	12,000.00	12,000.00	12,000.00	12,000.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	0.00
	10,876.35	11,176.00	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00	
AUTO SUPPLIES														
30-8400-3100	2,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	25,000.00	15,000.00	15,000.00	328.57
	3,826.21	3,249.49	4,038.54	4,038.54	4,038.54	4,621.11	4,621.11	7,563.07	7,563.07	0.00	25,000.00	15,000.00	15,000.00	

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

July 2, 2019
08:10 AM

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 30-8400-0000 ENERGY MANAGEMENT:														
LOAD MANAGEMENT FUEL														
30-8400-3101	75,000.00	50,838.79	65,000.00	35,303.93	55,000.00	52,177.30	55,000.00	54,843.24	57,500.00	28,368.18	62,500.00	55,500.00	55,500.00	3.48-
PEAK GENERATION FUEL														
30-8400-3102	120,000.00	94,685.54	100,000.00	59,765.08	90,000.00	82,626.43	80,000.00	103,752.52	102,500.00	81,910.94	95,000.00	82,500.00	82,500.00	19.51-
OFFICE SUPPLIES														
30-8400-3200	2,000.00	182.23	1,500.00	297.34	1,500.00	1,775.91	2,000.00	1,110.59	2,000.00	1,320.24	6,000.00	3,500.00	3,500.00	75.00
DEPARTMENTAL SUPPLIES & EXP														
30-8400-3300	2,386.00	2,066.70	4,000.00	1,094.19	4,000.00	2,157.81	4,000.00	1,564.43	4,000.00	2,931.80	8,500.00	4,000.00	4,000.00	0.00
RENEWABLE ENERGY PORTFOLIO SB3														
30-8400-3301	3,500.00	2,709.19	3,000.00	1,222.44	3,000.00	13.26	3,000.00	0.00	1,500.00	1,353.85	5,000.00	2,000.00	2,000.00	33.33
LAUNDRY														
30-8400-3500	3,000.00	2,210.96	2,500.00	2,504.83	2,500.00	2,444.73	2,500.00	2,514.15	2,500.00	2,318.82	6,000.00	3,500.00	3,500.00	40.00
CONTRACTED SERVICES														
30-8400-4500	7,640.00	10,944.76	11,340.00	11,134.34	11,700.00	12,137.00	15,200.00	17,949.49	17,200.00	16,123.23	20,000.00	20,000.00	20,000.00	16.28
LUTAP														
30-8400-4502	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
PEAK GENERATION CREDIT														
30-8400-4505	70,000.00	75,258.00	70,000.00	79,872.00	75,000.00	75,517.00	60,000.00	79,746.00	60,000.00	75,906.00	65,000.00	62,500.00	62,500.00	4.17
BELK RIDER CREDIT														
30-8400-4506	1,500.00	2,440.00	1,200.00	1,280.00	2,000.00	512.00	1,500.00	2,760.00	1,500.00	2,440.00	1,500.00	1,500.00	1,500.00	0.00
PASQ CO SCHOOL RIDER CREDIT														
30-8400-4507	6,500.00	7,712.00	6,500.00	8,000.00	7,000.00	3,968.00	7,000.00	3,752.00	7,000.00	3,448.00	7,000.00	4,829.00	4,829.00	31.01-

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted	
Department: 30-8400-0000 ENERGY MANAGEMENT:													
WEATHERIZATION PROGRAM													
30-8400-4550	160,000.00	360,000.00	360,000.00	360,000.00	360,000.00	160,000.00	160,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	0.00
	150,267.39	359,890.74	357,998.80	361,630.24	357,998.80	159,529.51							
ENERGY MGMT RIDER # 1													
30-8400-5220	20,000.00	16,000.00	12,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00
	10,072.00	7,864.00	8,072.00	7,464.00	8,072.00	5,856.00							
HEAT PUMP REBATE													
30-8400-5235	7,500.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00
	0.00	800.00	0.00	0.00	0.00	400.00							
ATTIC INSULATION REBATE													
30-8400-5240	3,000.00	3,000.00	3,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
	2,250.00	1,000.00	250.00	0.00	0.00	0.00							
DUES & SUBSCRIPTIONS													
30-8400-5300	200.00	200.00	200.00	200.00	200.00	200.00	200.00	600.00	600.00	600.00	600.00	600.00	200.00
	0.00	28.76	62.05	29.95	29.95	410.45							
WORKERS COMP/INS & BOND													
30-8400-5400	380.00	467.00	111.00	577.00	665.00	665.00	665.00	600.00	600.00	600.00	600.00	600.00	9.77-
	445.47	110.92	579.40	460.15	671.32								
INSURANCE LIABILITY													
30-8400-5410	7,600.00	6,970.00	4,816.00	4,816.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00
	6,590.22	4,815.06	4,866.95	5,465.85	5,058.22								
UNEMPLOYMENT INSURANCE													
30-8400-5420	1,100.00	340.00	212.00	115.00	250.00	250.00	305.00	305.00	305.00	305.00	305.00	305.00	22.00
	338.33	211.60	114.77	246.11	127.85								
INSURANCE-CLAIMS PAID													
30-8400-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	45.00	0.00	0.00								
SAF SHO/EYE EXAM/PHY/GLASSES													
30-8400-5870	400.00	250.00	400.00	400.00	400.00	400.00	400.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	150.00
	141.58	179.13	670.01	150.66	311.38								
HURRICANE FLORENCE													
30-8400-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	61.71							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 30-8400-0000 ENERGY MANAGEMENT:													
CAPITAL OUTLAY EQUIPMENT													
30-8400-7400	15,000.00	30,000.00	124,500.00	140,000.00	1,311,723.00	1,311,723.00	1,311,723.00	1,083,830.00	24,875.00	60,000.00	30,000.00	30,000.00	20.60
	60,511.00-	0.00	118,653.08	118,653.08-	1,223,617.08	1,073,136.18	1,003,054.20	0.00	24,870.70	0.00			
C/O EQUIPMENT - WEATHERIZATION													
30-8400-7401	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Control Total	1,099,149.00	1,228,807.00	1,316,836.00	1,311,723.00	1,311,723.00	1,083,830.00	1,083,830.00	1,083,830.00	24,875.00	1,489,574.00	1,446,576.00	1,095,576.00	1.08
	843,995.91	1,080,442.88	1,223,617.08	1,073,136.18	1,073,136.18	1,003,054.20	1,003,054.20	1,003,054.20	0.00	0.00	0.00	0.00	
Department Total	1,099,149.00	1,228,807.00	1,316,836.00	1,311,723.00	1,311,723.00	1,083,830.00	1,083,830.00	1,083,830.00	24,875.00	1,489,574.00	1,446,576.00	1,095,576.00	1.08
	843,995.91	1,080,442.88	1,223,617.08	1,073,136.18	1,073,136.18	1,003,054.20	1,003,054.20	1,003,054.20	0.00	0.00	0.00	0.00	
Budgeted Total	41,373,986.21	36,435,930.18	37,938,802.57	35,020,682.00	35,020,682.00	37,068,853.00	37,068,853.00	37,068,853.00	37,601,469.94	37,601,469.00	36,386,608.00	35,885,608.00	3.19-
	37,406,978.00	30,864,439.14	32,690,608.09	32,076,240.57	32,076,240.57	27,671,466.94	27,671,466.94	27,671,466.94	0.00	0.00	0.00	0.00	
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Budget Fund Total	41,373,986.21	36,435,930.18	37,938,802.57	35,020,682.00	35,020,682.00	37,068,853.00	37,068,853.00	37,068,853.00	37,601,469.94	37,601,469.00	36,386,608.00	35,885,608.00	3.19-
	37,406,978.00	30,864,439.14	32,690,608.09	32,076,240.57	32,076,240.57	27,671,466.94	27,671,466.94	27,671,466.94	0.00	0.00	0.00	0.00	
Year Total	41,373,986.21	36,435,930.18	37,938,802.57	35,020,682.00	35,020,682.00	37,068,853.00	37,068,853.00	37,068,853.00	37,601,469.94	37,601,469.00	36,386,608.00	35,885,608.00	3.19-
	37,406,978.00	30,864,439.14	32,690,608.09	32,076,240.57	32,076,240.57	27,671,466.94	27,671,466.94	27,671,466.94	0.00	0.00	0.00	0.00	

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Electric - Energy Management

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages Overtime	14,000	11,000	25,000	25,000	25,000	Overtime for storm repair, Load Management switch repairs after hours, LM of generators.
Professional Services	5,000	20,000	25,000	15,000	15,000	Engineering for SCADA and AMI Network; Large users planning and study generators.
Communications	13,000	7,000	20,000	15,000	15,000	Lines for substation, generator plant, Rider Rate Customers notification, internet, 4 email accounts, phone system and cell phones, and wireless internet.
Postage	800	200	1,000	1,000	1,000	Mailing to customers, switch testing program, returning scada boards, and rider rate reports.
Printing	1,000	1,000	1,000	1,000	1,000	Printing brochures, sign up cards, rebate and weatherization information.
Utilities	12,000	2,000	14,000	14,000	14,000	Utility bills at generator buildings. Peak Gen. Load Management and Cotton Mill Storage Building.
Travel & Education	8,000	7,000	15,000	10,000	10,000	Workshops, L/M trainings & weatherization training.
Maintenance & Repair - Buildings	2,000	1,000	3,000	2,000	2,000	Maintenance and repair of all generators & SCADA facilities. (29 Buildings)
Maintenance & Repair - Equipment	2,500	2,000	4,500	4,500	4,500	Repair of metering equipment and tools as needed.
Maintenance & Repair of Generator	150,000	50,000	200,000	150,000	150,000	Testing, oil changes, filters, and repairs as needed. 28 GENERATORS. Tune up switch gear at Peak. Exhaust at Peak.
Maintenance & Repair SCADA	8,000	7,000	15,000	8,000	8,000	Repairs as needed to boards, relays, transducers, RTU, radio's, and miscellaneous equipment. Convert 4 substation RTU comm. to fiber comm.
Maintenance & Repair Vehicles	6,500	2,000	8,500	10,000	10,000	LM trucks, tune ups, oil changes, brakes and miscellaneous repairs. City garage monthly charge.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Electric - Energy Management

ACCOUNT TITLE	INCREASE/ CONTINUATION (DECREASE)			TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Personnel Computer Expense	1,000	500	1,500	1,000	1,000	Software, computer supplies, and toner.
Advertising	10,000		10,000	10,000	10,000	Ads, newspaper ads, weatherization, and insulation rebates. Load Management switch installations. Nexgrid advertising.
Auto Supplies	3,500	21,500	25,000	15,000	15,000	Tires, fuel, oil, batteries. (5 vehicles).
Load Management Fuel	57,500	5,000	62,500	55,500	55,500	Fuel for 26 generators.
Peak Generation Fuel	82,500	12,500	95,000	82,500	82,500	Peak Generation for four (4) generators.
Office Supplies	2,000	4,000	6,000	3,500	3,500	Office supplies as needed.
Departmental Supplies	4,000	4,500	8,500	4,000	4,000	Miscellaneous supplies.
Renewable Energy	1,500	3,500	5,000	2,000	2,000	Load Management switch installation materials and supplies.
Laundry	2,500	3,500	6,000	3,500	3,500	Uniform rental for four (4) men, rags, safety rugs, etc
Contracted Service	17,200	2,800	20,000	20,000	20,000	Televent, Pyramid, NaturChem, Metrocall, One Call now, Fire Alarm monitoring, BFPE and QEI
LUTAP	1,000		1,000	0	0	Large User Technical Assistance Program Commercial Customers, Pager Switches.
Peak Generator Credit	60,000	5,000	65,000	62,500	62,500	Credits for generator at ECSU, Kindred Care and City Hall at \$3 per KW.
Belk Rider Credit	1,500		1,500	1,500	1,500	Rider Credit for Load Shedding.
Pasquotank School Rider Credit	7,000		7,000	4,829	4,829	Rider Credit for Load Shedding.
Weatherization Program	160,000	190,000	350,000	0	0	Energy Audits. Home upgrades, Energy Fair, Energy seminars, Energy Task Force.

ACCOUNT TITLE	INCREASE/DECREASE		TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
	CONTINUATION	TOTAL			
Energy Mgmt. Rider #1	8,000	8,000	8,000	8,000	Credit for large users: Jennette Produce, Barnes Auto, K. E. White, Park N Shop, Perry Glass, Quality Crab Pasquotank Courthouse, Quality Inn, Econolodge, etc.
Heat Pump Rebate	1,200	1,200	1,200	1,200	Rebates at \$400 each.
Attic Insulation Rebate	1,000	1,000	1,000	1,000	Rebates at \$250 each. Most are being completed in weatherization.
Dues & Subscriptions	200	600	600	600	Dues and subscriptions.
Safety Shoe/Eye Exam/Phy/Glasses	400	1,000	1,000	1,000	Safety shoes, eye glasses necessary for five men.
Capital Outlay Equipment	140,000	60,000	30,000	30,000	F150 Truck

Range of Revenue Accounts: 31-0000-0000 to 31-9999-9999
For Revenue: %PY = ((Anticipated / Anticipated) - 1) * 100

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated	Anticipated		
CASH DISC 98 SEWER ASSESSMENT													
31-3010-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
INTEREST EARNED ON INVESTMENTS													
31-3290-0000	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	750.00	750.00	750.00	87.50
	72.59	189.87	343.86	716.91	1,166.71	0.00	0.00	0.00					
INTEREST ON ASSESSMENTS													
31-3290-0010	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
EMPLOYEE - HEALTH INS													
31-3300-0000	0.00	0.00	0.00	0.00	7,610.00	20,520.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	1,231.52	0.00	0.00	0.00	0.00	0.00			0.00
PENSION REVENUE													
31-3300-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	101,810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
EMPLOYEE - HEALTH INS													
31-3300-1001	0.00	0.00	0.00	0.00	0.00	4,549.00	0.00	0.00	4,550.00	0.00			0.00
	0.00	0.00	0.00	0.00	121.60-	862.68-	0.00	0.00	1,409.23	0.00			0.00
WELLFIELD RENTALS													
31-3310-0030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
ANTENNA RENTAL													
31-3310-0040	154,158.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	0.00
	120,099.56	117,293.40	175,016.65	117,423.71	204,494.89	0.00	0.00	0.00					
MISCELLANEOUS REVENUE - WATER													
31-3350-0000	40,000.00	25,000.00	50,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00
	34,291.65	49,376.73	39,800.77	10,391.35	24,342.90	0.00	0.00	0.00					
MISCELLANEOUS REVENUE - SEWER													
31-3350-0010	70,000.00	70,000.00	80,000.00	144,336.00	95,000.00	80,000.00	144,336.00	95,000.00	80,000.00	80,000.00	80,000.00	80,000.00	15.79-
	102,472.73	106,578.91	144,122.03	7,318.78	110,201.65	0.00	0.00	0.00					
SALE OF SCRAP													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		Admin. Recmnd	Anticipated	%PY
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Estimated Full Year Actual	Actual	Anticipated				
31-3350-0050	100.00	100.00	100.00	100.00	100.00	100.00	16,557.73	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
REIMBURSEMENT BY EMPLOYEE															
31-3350-0100	0.00	0.00	0.00	0.00	0.00	0.00	467.10	85.00	85.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE FROM SALE OF FIX ASSET															
31-3350-0500	0.00	0.00	0.00	0.00	0.00	0.00	307.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EAST CAR LEACHATE DISPOSAL															
31-3350-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAMDEN COUNTY WATER SAMPLING															
31-3350-3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRETREATMENT MONITORING															
31-3350-8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE-INSURANCE DAMAGE															
31-3350-8300	0.00	11,032.32	0.00	0.00	0.00	0.00	696.37	3,995.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6,753.81	11,772.32	2,657.90	696.37	3,995.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL OPTION SALES TAX - 1/2%															
31-3450-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE MATTHEW ASSISTANCE															
31-3490-2016	0.00	0.00	0.00	0.00	0.00	0.00	99,681.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RAW WATER GRANT - CDBG															
31-3490-8280	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	903,000.00	903,000.00	0.00
DRINKING WATER GRANT															
31-3490-8281	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	804,977.00	804,977.00	0.00
WATER REVENUES															

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Estimated Full Year Actual	Anticipated	Anticipated				
31-3710-0000	4,852,500.00 4,521,500.49	4,882,265.00 4,613,131.88	4,944,000.00 4,969,211.02	4,850,000.00 4,963,824.86	4,905,055.00 4,739,050.07	0.00	5,052,073.00	5,052,073.00	5,052,073.00	3.00					
SEWER REVENUES															
31-3710-1000	2,722,500.00 2,567,490.11	2,777,735.00 3,029,943.74	3,090,000.00 2,897,849.97	3,025,000.00 2,684,995.80	3,025,000.00 2,690,120.20	0.00	3,051,500.00	3,051,500.00	3,051,500.00	0.88					
W/S SURCHARGE															
31-3710-2000	210,000.00 195,596.14	0.00 1,527.46-	0.00 0.00	0.00 10.22-	0.00 5.51-	0.00				0.00					
TAPS & CONNECTION FEES-WATER															
31-3730-0200	5,000.00 5,750.00	5,000.00 8,300.00	5,000.00 2,097.11	5,000.00 1,150.00	5,000.00 2,157.10	0.00	5,000.00	5,000.00	5,000.00	0.00					
TAPS & CONNECTION FEES-SEWER															
31-3730-0300	2,000.00 2,200.00	2,000.00 6,902.70	2,500.00 2,097.11	2,500.00 2,300.00	2,500.00 1,150.00	0.00	2,500.00	2,500.00	2,500.00	0.00					
EXTENSION WATER & SEWER															
31-3750-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
ASSESSMENTS - WATER															
31-3930-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
ASSESSMENTS - SEWER															
31-3930-0010	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
ASSESSMENTS - SEWER															
31-3930-0020	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
SYSTEM DEVELOPMENT FEES															
31-3930-0030	400,000.00 435,800.00	300,000.00 1,000,500.00	400,000.00 313,520.00	239,000.00 303,508.00	200,000.00 364,688.00	0.00	350,000.00	350,000.00	350,000.00	75.00					
HALSTEAD SEWER SERVICE FEES															
31-3930-0031	0.00 30,049.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00					
INSPECTION FEES															

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		Admin. Recmnd	Anticipated	%PY
	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated					
31-3930-0040	0.00 300.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
GREASE INTERCEPTOR VARIANCE															
31-3930-0041	600.00 900.00	600.00 600.00	600.00 900.00	600.00 300.00	600.00 300.00	600.00 0.00	600.00 0.00	600.00 0.00	600.00 0.00	600.00 0.00	600.00 0.00	600.00 0.00	600.00	600.00	0.00
PUMP STATION EMER GENERATION															
31-3930-0050	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
OTHER FINANCING SOURCE															
31-3980-0000	2,095,706.00 0.00	1,000,000.00 0.00	0.00 0.00	1,500,000.00 0.00	2,988,705.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2,538,846.00	2,538,846.00	15.05-
INTERFUND PMT ANNEXATION-GF															
31-3980-0010	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
RETAINED EARNINGS APPROPRIATED															
31-3990-0000	681,116.76 0.00	725,133.89 0.00	2,359,287.96 0.00	0.00 0.00	187,366.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	200,000.00	200,000.00	6.74
CANCELLED PRIOR YEAR EXPENDITURES															
31-3998-0000	0.00 47.81-	0.00 52.45	0.00 1,192.00	0.00 107.39	0.00 8.00	0.00 8.00	0.00 8.00	0.00 8.00	0.00 8.00	0.00 8.00	0.00 8.00	0.00 8.00			0.00
Revenue Fund Total	11,233,705.76 8,125,918.11	9,983,891.21 8,943,169.52	11,124,097.96 8,551,267.70	10,021,605.00 8,208,874.50	11,646,676.00 8,143,084.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,221,746.00	13,221,746.00	13.52
Year Total	11,233,705.76 8,125,918.11	9,983,891.21 8,943,169.52	11,124,097.96 8,551,267.70	10,021,605.00 8,208,874.50	11,646,676.00 8,143,084.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,221,746.00	13,221,746.00	13.52

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	FINANCE	FISCAL YEAR	2020
DIVISION	DATA PROCESSING	DATE	6/10/2019
ACCOUNT NO.	314430	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Data Processing Division which includes one Data Coordinator and one Data Processing Assistant who are responsible for processing utility bills, payroll, monthly and yearly closeout of budgetary accounting, inventory, cash collections, and accounts receivables. The utility bill processing includes reviewing and posting meter readings, calculating usage, compiling utility data, sending data to a 3rd party bill print vendor, and updating charges to customer accounts. The payroll processing includes setting up new employees in the database, and entering pay, status, and deduction changes, calculating and updating the payroll, and printing W-2's. Tyler Technologies, hosted by ElectricCities, will provide the software for the utility billing processing. The department interacts with vendors for solutions to technology issues.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the personnel provide services that operation of the City's electric and water and sewer departments, financial accounting, cash collections, meter reading, accounts receivable, payroll and purchasing/inventory. They also support word processing, spreadsheet, and presentation applications. Additionally, they make minor repairs to hardware and offer some network support.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$58,609	\$59,242	\$58,144	\$60,306
Operating Expenditures	33,069	50,107	37,972	42,468
Capital Expenditures	0	20,000	247,000	10,000
Other Expenditures				
Electric Fund Totals	\$91,678	\$129,349	\$343,116	\$112,774
No. of Budgeted Positions	1FT*	1FT*	1FT*	1FT*
* Two full-time positions funded by Electric and Water/Sewer Funds.				

4. **ACTIVITY/PERFORMANCE MEASURES:** Performance measures are system "up" time; timely and accurate printing of bills; timely and accurate closeouts; timely and accurate payroll processing; quick response to hardware and software issues.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Range of Expend Accounts: 31-0000-0000 to 31-9999-9999
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd		Budgeted
WATER & SEWER FUND:														
31-0000-0000														
FINANCE- DATA PROCESSING														
31-4430-0000														
SALARIES & WAGES-REGULAR														
31-4430-0200	73,379.00	65,918.67	50,107.00	46,816.35	37,734.00	36,697.22	39,199.00	36,199.64	37,627.00	39,760.84	0.00	38,946.00	38,946.00	3.51
SALARIES & WAGES OVERTIME														
31-4430-0220	4,000.00	2,048.70	4,000.00	3,935.47	4,000.00	6,861.40	4,000.00	11,205.07	4,000.00	8,625.80	0.00	4,000.00	4,000.00	0.00
F. I. C. A.	5,919.00	4,947.69	4,110.00	3,858.73	3,163.00	3,332.26	3,282.00	3,602.89	3,200.00	3,674.88	0.00	3,285.00	3,285.00	2.66
GROUP INSURANCE														
31-4430-0600	8,537.00	7,915.00	6,403.00	6,569.64	6,561.00	6,276.31	7,801.00	6,078.45	8,400.00	7,798.19	0.00	8,642.00	8,642.00	2.88
RETIREMENT														
31-4430-0700	9,417.00	2,863.14	6,270.00	2,720.30	5,022.00	5,507.98	4,960.00	2,982.37	4,917.00	6,164.68	0.00	5,433.00	5,433.00	10.49
COMMUNICATIONS														
31-4430-1100	1,050.00	1,853.32	1,050.00	1,019.89	1,050.00	1,039.23	1,050.00	2,216.19	2,250.00	2,209.18	0.00	2,250.00	2,250.00	0.00
POSTAGE														
31-4430-1101	50.00	24.50	50.00	0.00	50.00	0.00	50.00	0.00	50.00	2,934.51	0.00	50.00	50.00	0.00
TRAVEL & EDUCATION														
31-4430-1400	1,500.00	0.00	1,500.00	0.00	1,500.00	910.68	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	1,500.00	0.00
MAINTENANCE & REPAIR-EQUIPMENT														

Description Budget Account Number Department: 31-4430-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
FINANCE- DATA PROCESSING													
31-4430-1600	5,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	0.00
	567.15	26.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL COMPUTER EXPENSES													
31-4430-1701	2,450.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	107.50	341.84	0.00	0.00	0.00	0.00	47.49	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES													
31-4430-3200	350.00	350.00	350.00	350.00	350.00	350.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	615.27	246.32	523.09	479.22	349.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
31-4430-3300	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
	5,244.75	5,560.69	3,134.32	3,004.48	2,778.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES													
31-4430-4500	32,500.00	32,500.00	32,500.00	32,500.00	20,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	35.00
	18,918.98	13,291.79	23,160.54	33,933.66	18,667.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES - DP SUPPORT													
31-4430-4502	10,000.00	0.00	0.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	33.33-
	0.00	0.00	4,110.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKERS COMP/INS & BOND													
31-4430-5400	69.00	121.00	103.00	85.00	100.00	75.00	100.00	75.00	75.00	75.00	75.00	75.00	25.00-
	115.45	102.83	83.80	70.10	90.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE LIABILITY													
31-4430-5410	100.00	118.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	0.00
	111.90	54.92	48.07	19.75	50.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNEMPLOYMENT INSURANCE													
31-4430-5420	220.00	70.00	43.00	17.00	17.00	38.00	38.00	38.00	38.00	38.00	38.00	38.00	123.53
	67.67	42.85	16.90	37.37	17.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE-CLAIMS PAID													
31-4430-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES													
31-4430-5870	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	47.50	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 31-4430-0000	FINANCE- DATA PROCESSING												
31-4430-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
IMPROVEMENTS-MAIN FRAME													
31-4430-7300	0.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	10,000.00	10,000.00	10,000.00	50.00-
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,188.00	0.00			
C/O UTILITIES SOFTWARE UPGRADE													
31-4430-7301	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227,000.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,851.18	0.00			
CAPITAL OUTLAY EQUIPMENT													
31-4430-7400	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Control Total	159,541.00	133,649.00	120,131.00	129,349.00	129,349.00	129,349.00	129,349.00	129,349.00	343,116.00	115,274.00	112,774.00	112,774.00	67.13-
	111,319.69	84,588.38	91,749.69	99,829.19	99,829.19	99,829.19	99,829.19	99,829.19	221,250.70	0.00			
Department Total	159,541.00	133,649.00	120,131.00	129,349.00	129,349.00	129,349.00	129,349.00	129,349.00	343,116.00	115,274.00	112,774.00	112,774.00	67.13-
	111,319.69	84,588.38	91,749.69	99,829.19	99,829.19	99,829.19	99,829.19	99,829.19	221,250.70	0.00			

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

Finance - Data Processing

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries and Wages-Overtime	4,000		4,000	4,000	4,000	Overtime to process monthly close out for utility billing, cash collections, accounts receivables; these processes cannot be completed while the system is in use by the Customer Service Dept.
Communications	2,250		2,250	2,250	2,250	Long distance program changes; email.
Postage	50		50	50	50	Federal express and regular mail
Travel & Education	1,500		1,500	1,500	1,500	Program seminars and training.
Maintenance & Repair-Equipment	500		500	500	500	Maintenance for servers, printers and PC's;
Personal Computer Expenses	500		500	500	500	Software/hardware maintenance and various supplies.
Office Supplies	500		500	500	500	Various general supplies, pens, calendars & binders.
Departmental Supplies & Expenses	5,000		5,000	5,000	5,000	Backup tapes, computer paper, laser supplies
Contracted Services	20,000	7,000	27,000	27,000	27,000	Program modifications and hardware/software support - Tyler maintenance agreement
Contracted Services - DP Support	7,500		7,500	5,000	5,000	
C/O - Improvements Main Frame	15,000	(5,000)	10,000	10,000	10,000	Continued software upgrades to billing and financial software after conversion.
C/O - Utilities Software Upgrade			0			One half cost to purchase utilities billing software.
Capital Outlay Equipment						

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	WATER & SEWER	FISCAL YEAR	2020
DIVISION	NON-DEPARTMENTAL	DATE	6/10/2019
ACCOUNT NO.	316600	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE:

2. BENEFITS OF FUNDING THIS LEVEL:

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	2020 APPROVED
Personal Services Expenditures	\$82,636	\$119,031	\$55,519	\$103,000
Operating Expenditures	383,000	135,645	66,700	452,250
Capital Expenditures	2,623,861	2,228,159		
Other Expenditures			1,195,721	763,595
Water/Sewer Fund Totals	\$3,089,497	\$2,482,835	\$1,317,940	\$1,318,845
No. of Budgeted Positions				

4. ACTIVITY/PERFORMANCE MEASURES:

RECOMMENDED BY CITY MANAGER: YES () NO () **APPROVED BY CITY COUNCIL: YES () NO ()**

Description Budget Account Number	2015 Approp Actual	2016 Approp Actual	2017 Approp Actual	2018 Approp Actual	2019 Approp Actual	Estimated Full Year	***** 2020 *****			%PY	
							Requested	Admin. Recmd	Budgeted		
Department: 31-6600-0000 WATER & SEWER- NON-DEPARTMENTAL:											
WATER & SEWER- NON-DEPARTMENTAL:											
31-6600-0000											
PROFESSIONAL SERVICES											
31-6600-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
LEGAL EXPENSES											
31-6600-0401	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00				
PAY/CLASSIFICATION UPDATE											
31-6600-0402	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
GROUP INSURANCE-RETIREES											
31-6600-0600	49,314.00	78,458.00	57,000.00	47,502.00	55,519.00	132,410.00	103,000.00	103,000.00	103,000.00	85.52	
	123,280.57	160,620.78	155,258.32	119,030.53	80,438.68	0.00					
O P E B											
31-6600-0601	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
PENSION EXPENSE											
31-6600-0602	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	111,389.00	69,155.42	33,340.00	126,812.52	0.00	0.00					
EMPLOYEE CLINIC											
31-6600-0603	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,750.00	33,750.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
ANNUAL DINNER & PAY											
31-6600-0900	1,500.00	1,600.00	1,600.00	1,700.00	1,700.00	3,500.00	3,500.00	3,500.00	3,500.00	105.88	
	1,578.58	1,692.40	1,891.39	1,645.34	3,440.24	0.00					
CONTRACTED SERVICES											
31-6600-4500	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
	0.00	0.00	0.00	25.76	0.00	0.00					
BAD DEBT EXPENSE											
31-6600-5100	60,000.00	66,500.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	0.00	0.00
	65,000.00	66,500.00	133,000.00	134,000.00	46,000.00	0.00					

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 31-6600-0000 WATER & SEMER- NON-DEPARTMENTAL:													
DEPRECIATION													
31-6600-5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,716,038.04	1,718,558.56	1,758,516.55	1,814,267.70									
LOSS ON SALE OF ASSETS													
31-6600-5950	0.00	3,336.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	3,335.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY													
31-6600-6000	0.00	0.00	98,578.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAND ACQUISITION													
31-6600-7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE													
31-6600-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE FOR VEHICLES													
31-6600-8100	19,150.00	19,833.00	19,833.00	19,833.00	19,835.00	19,835.00	19,835.00	19,835.00	4,960.00	4,960.00	4,960.00	4,960.00	74.99-
	943.56	1,028.36	762.41	492.70	19,832.76	19,832.76	19,832.76	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE W/S IMPROVEMENTS													
31-6600-8101	325,242.00	0.00	0.00	0.00	192,241.00	192,241.00	192,241.00	0.00	76,500.00	76,500.00	76,500.00	76,500.00	60.21-
	2,904.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE WELL IMPROVEMENTS													
31-6600-8102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - STIMULUS													
31-6600-8103	59,156.00	59,156.00	59,156.00	59,156.00	59,160.00	59,160.00	59,160.00	59,160.00	59,160.00	59,160.00	59,160.00	59,160.00	0.00
	0.00	0.00	0.00	0.00	59,156.40	59,156.40	59,156.40	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE NEXGRID													
31-6600-8104	0.00	200,000.00	400,000.00	320,550.00	320,550.00	320,550.00	320,550.00	320,550.00	320,550.00	320,550.00	320,550.00	320,550.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE BROOKS AVE													
31-6600-8105	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	60,048.00	0.00
	4,179.39	1,463.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 31-6600-0000 WATER & SEWER- NON-DEPARTMENTAL:														
DEBT SERVICE CRESCENT DR														
31-6600-8106	41,605.00	41,605.00	40,030.00	40,030.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,895.75	1,685.44	380.92	380.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE LIME FEED SYS														
31-6600-8107	50,000.00	90,473.00	90,473.00	90,473.00	90,473.00	90,473.00	90,475.00	90,475.00	90,475.00	0.00	15,080.00	15,080.00	15,080.00	83.33-
	4,823.33	5,239.21	3,856.76	3,856.76	2,451.92	2,451.92	90,473.04	90,473.04	90,473.04	0.00	0.00	0.00	0.00	0.00
WATER & SEWER - NON-DEPARTMENTAL														
31-6600-8108	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - IMPROVEMENTS														
31-6600-8109	200,000.00	57,957.00	57,957.00	57,957.00	57,957.00	57,957.00	163,460.00	163,460.00	163,460.00	0.00	28,980.00	28,980.00	28,980.00	82.27-
	2,746.53	4,668.21	3,549.16	3,549.16	2,406.62	2,406.62	57,957.12	57,957.12	57,957.12	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - DRINKING WATER LOAN														
31-6600-8110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,715.00	61,715.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - VEHICLES														
31-6600-8111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,650.00	12,650.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE - LINE IMPROVEMENTS 2020														
31-6600-8112	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184,000.00	184,000.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYMENT-LOAN PRINCIPAL														
31-6600-8300	820,861.00	820,861.00	659,165.00	659,165.00	444,875.00	444,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	4.40-	4.40-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYMENT-LOAN INTEREST														
31-6600-8400	86,768.00	56,101.00	34,776.00	34,776.00	11,706.00	11,706.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	81,591.96	50,925.65	29,219.36	29,219.36	11,706.44	11,706.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PMT TO ELECTRIC FUND														
31-6600-9122	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAYMENT TO STORMWATER FUND														
31-6600-9123	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number Department: 31-6600-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
MACS-PYMT FOR SERVICES 31-6600-9200	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 250,000.00	250,000.00 186,145.00	0.00	250,000.00	250,000.00	250,000.00	0.00
PAYMENT TO GENERAL FUND 31-6600-9201	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	80,000.00 0.00	0.00	80,000.00	80,000.00	80,000.00	0.00
PAYMENT TO ELECTRIC FUND 31-6600-9202	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	20,000.00 0.00	0.00	20,000.00	20,000.00	20,000.00	0.00
Control Total	2,143,644.00 2,387,370.89	1,905,928.00 2,334,873.07	1,933,568.00 2,369,774.87	1,933,568.00 2,369,774.87	1,468,752.00 2,482,835.13	1,468,752.00 2,482,835.13	1,317,940.00 543,443.24	979,640.00	1,318,845.00	0.00	979,640.00	1,318,845.00	1,318,845.00	0.07
Department Total	2,143,644.00 2,387,370.89	1,905,928.00 2,334,873.07	1,933,568.00 2,369,774.87	1,933,568.00 2,369,774.87	1,468,752.00 2,482,835.13	1,468,752.00 2,482,835.13	1,317,940.00 543,443.24	979,640.00	1,318,845.00	0.00	979,640.00	1,318,845.00	1,318,845.00	0.07

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	FINANCE	FISCAL YEAR	2020
DIVISION	CUSTOMER SERVICE	DATE	6/10/2019
ACCOUNT NO.	317200	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the Customer Service Division which includes the Customer Service Manager, Two Customer Service Representative Supervisors, 7 1/2 Customer Service Representatives, one Lead Meter Reader/Service Technician, one Service Technician, and three Meter Readers and serves a vital role in the collection of revenue for the City. This division performs meter reading, billing, and collection services and responds to customer inquiry in a prompt and courteous manner. Other duties include privilege license and miscellaneous billing.

2. **BENEFITS OF FUNDING THIS LEVEL:** Provides the City with the means to bill and collect revenue by recording utility consumption, billing, and collecting.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personal Services Expenditures	\$356,304	\$380,165	\$405,807	
Operating Expenditures	123,291	145,604	153,775	
Capital Expenditures		16,280	19,680	
Other Expenditures				
Electric Fund Totals	\$479,595	\$542,049	\$579,262	
No. of Budgeted Positions	7.5FT/ 3PT**	7.5FT/ 3PT**	7.5FT/ 3PT**	

*Two part-time positions funded from Electric and Water/ Sewer Funds. **Three part-time positions funded from Electric and Water/Sewer Funds

4. **ACTIVITY/PERFORMANCE MEASURES:** The division will provide a courteous and timely response to customer inquiries, provide timely and accurate meter reading of residential and commercial customers in order to ensure timely billing and on-time remittance of payments, and provide accurate and timely processing of utility payments in order to optimize cash flows.

RECOMMENDED BY CITY MANAGER: YES () NO () APPROVED BY CITY COUNCIL: YES () NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Full Year	Estimated	Requested	Admin. Recmd		Budgeted
FINANCE- CUSTOMER SERVICE:														
Department: 31-7200-0000														
FINANCE- CUSTOMER SERVICE:														
31-7200-0000														
SALARIES & WAGES-REGULAR														
31-7200-0200	225,387.00	228,235.00	232,491.00	235,024.00	255,710.00	255,710.00	255,710.00	255,710.00	255,710.00	255,710.00	171,452.00	171,452.00	171,452.00	32.95-
	214,768.97	228,801.23	227,158.72	212,761.67	228,118.92	228,118.92	228,118.92	228,118.92	228,118.92	228,118.92	0.00	0.00	0.00	
SALARIES & WAGES OVERTIME														
31-7200-0220	7,000.00	7,000.00	7,000.00	21,000.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	0.00
	5,911.88	5,558.49	14,060.24	23,121.32	18,097.98	18,097.98	18,097.98	18,097.98	18,097.98	18,097.98	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP														
31-7200-0300	30,000.00	30,000.00	30,000.00	29,337.00	27,342.00	27,342.00	27,342.00	27,342.00	27,342.00	27,342.00	28,462.00	28,462.00	28,462.00	4.10
	20,021.49	21,121.54	19,507.27	16,667.98	17,106.49	17,106.49	17,106.49	17,106.49	17,106.49	17,106.49	0.00	0.00	0.00	
F. I. C. A.														
31-7200-0500	20,073.00	18,842.00	20,252.00	20,598.00	21,675.00	21,675.00	21,675.00	21,675.00	21,675.00	21,675.00	15,829.00	15,829.00	15,829.00	26.97-
	18,177.76	19,304.83	19,691.11	19,160.72	20,080.15	20,080.15	20,080.15	20,080.15	20,080.15	20,080.15	0.00	0.00	0.00	
GROUP INSURANCE														
31-7200-0600	48,023.00	50,423.00	48,965.00	58,508.00	67,125.00	67,125.00	67,125.00	67,125.00	67,125.00	67,125.00	47,531.00	47,531.00	47,531.00	29.19-
	42,964.26	44,905.12	44,876.12	44,073.79	55,068.46	55,068.46	55,068.46	55,068.46	55,068.46	55,068.46	0.00	0.00	0.00	
RETIREMENT														
31-7200-0700	28,282.00	27,452.00	28,601.00	29,698.00	33,455.00	33,455.00	33,455.00	33,455.00	33,455.00	33,455.00	23,918.00	23,918.00	23,918.00	28.51-
	10,097.83	12,007.80	26,526.01	12,139.35	30,985.47	30,985.47	30,985.47	30,985.47	30,985.47	30,985.47	0.00	0.00	0.00	
COMMUNICATIONS														
31-7200-1100	7,950.00	7,950.00	7,950.00	7,950.00	10,750.00	10,750.00	10,750.00	10,750.00	10,750.00	10,750.00	10,000.00	10,000.00	10,000.00	6.98-
	5,484.93	5,297.27	5,199.89	9,015.29	8,611.56	8,611.56	8,611.56	8,611.56	8,611.56	8,611.56	0.00	0.00	0.00	
POSTAGE														
31-7200-1101	44,000.00	44,175.00	45,175.00	45,175.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00
	45,432.98	39,420.56	27,128.12	49,397.76	48,696.84	48,696.84	48,696.84	48,696.84	48,696.84	48,696.84	0.00	0.00	0.00	
PRINTING														
31-7200-1200	10,000.00	8,000.00	8,000.00	8,000.00	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	45,000.00	45,000.00	45,000.00	291.30
	6,945.54	7,472.65	11,490.50	12,728.76	10,879.37	10,879.37	10,879.37	10,879.37	10,879.37	10,879.37	0.00	0.00	0.00	
UTILITIES														
31-7200-1300	1,400.00	1,400.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,700.00	1,700.00	1,700.00	13.33
	1,531.09	1,607.03	1,577.54	1,666.20	1,501.84	1,501.84	1,501.84	1,501.84	1,501.84	1,501.84	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
FINANCE- CUSTOMER SERVICE:													
Department: 31-7200-0000													
TRAVEL & EDUCATION													
31-7200-1400	7,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	50.00
	447.88	1,107.37	1,860.05	1,525.11	389.77	0.00							
MAINTENANCE & REPAIR-EQUIPMENT													
31-7200-1600	10,000.00	7,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00
	2,940.23	6,619.91	5,423.10	5,740.72	5,928.61	0.00							
MAINTENANCE OF VEHICLES													
31-7200-1700	9,000.00	6,346.32	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00
	5,025.26	7,166.36	5,200.54	6,292.78	5,898.94	0.00							
EQUIPMENT RENTAL													
31-7200-2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING													
31-7200-2600	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	500.00	1,000.00	1,000.00	1,000.00	100.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AUTO SUPPLIES													
31-7200-3100	10,500.00	9,500.00	9,500.00	9,500.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
	8,082.95	4,790.95	4,674.11	6,086.22	6,878.66	0.00							
OFFICE SUPPLIES													
31-7200-3200	9,525.00	9,275.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	8,334.21	9,731.63	7,836.92	11,928.82	9,786.34	0.00							
DEPARTMENTAL SUPPLIES & EXP													
31-7200-3300	13,500.00	12,000.00	13,000.00	13,000.00	14,000.00	14,000.00	13,000.00	13,000.00	14,000.00	15,000.00	12,500.00	12,500.00	10.71-
	9,142.39	10,355.40	8,222.72	9,077.97	12,806.95	0.00							
LAUNDRY													
31-7200-3500	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	1,000.00	1,500.00	1,500.00	1,000.00	0.00	0.00	0.00	0.00
	887.89	891.12	975.47	1,262.95	1,337.91	0.00							
UNIFORMS													
31-7200-3600	1,000.00	1,000.00	1,000.00	1,000.00	500.00	500.00	1,000.00	1,000.00	500.00	0.00	0.00	0.00	0.00
	0.00	168.50	0.00	115.00	0.00	0.00							
BANK CHARGES													
31-7200-4200	36,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	0.00
	0.00	18,441.48	15,950.69	16,564.47	5,076.60	0.00							

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmd	Budgeted		
Department: 31-7200-0000													
FINANCE- CUSTOMER SERVICE:													
	415,981.92	456,316.80	463,523.21	492,586.36	526,547.29								0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Finance-Customer Service

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages-Overtime	10,500		10,500	10,500	10,500	Customer Service Overtime needed to offer excellent service
Communications	8,500	1,500	10,000	10,000	10,000	Telephone charges, long distance telephone calls. Communication through cellular service for work orders for service technician on cut off days.
Postage	49,000	(49,000)	0			See Printing below
Printing	11,500	33,500	45,000	45,000	45,000	Printing of 13,000 regular utility bills by a 3rd party vendor, miscellaneous bills, and privilege licenses. Meter change-out books, underground credit books and other forms used in Customer Service
Utilities	1,400	300	1,700	1,700	1,700	
Travel & Education	3,000		3,000	3,000	3,000	Training and continuing education for 11 Customer Service employees.
Maintenance & Repair Equipment	8,000		8,000	8,000	8,000	Maintenance agreement on drive-thru window, computer printers, copier, and misc. equipment.
Maintenance & Repair Vehicle	9,500	(9,500)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Advertising	500		500	1,000	1,000	Advertising position vacancies, radio and newspaper.
Auto Supplies	7,000	(7,000)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Office Supplies	10,000		10,000	10,000	10,000	Supplies such as paper, pens, files, paper to run customized forms for service applications, cash collections printer paper for customer receipts, etc. for 11 employees. Increase in material costs and supplies.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION Finance-Customer Service

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies	15,000		15,000	12,500	12,500	Supplies to operate department. Includes promotion of Public Power Week, etc.
Laundry	1,000	(1,000)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Uniforms	500	(500)	0			Meter readers & Service Technicians are now accounted for in the Electrical Department,
Bank Charges	18,000		18,000	18,000	18,000	Bank Charges
Contracted Services	7,500		7,500	5,000	5,000	Charges for burglar alarm, professional services for personal computer. On-line payments hosting fee, IVR credit card hosting fee, and service fee for auto disconnect.
Collection Fees	6,000		6,000	6,000	6,000	Credit Bureau fees for utility and miscellaneous billing. Increase in collection.
Dues & Subscriptions	75		75	75	75	Newspaper subscription and dues.
Capital Outlay - Equipment			0			

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	WATER TREATMENT	DATE	6/10/2019
ACCOUNT NO.	318100	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the operation and maintenance of the City's Water Treatment Facility. The City operates a 5.0 mgd (millions of gallons daily) water treatment plant and 14 wells which produce water for the citizens of Elizabeth City. In addition, the city purchases water from Pasquotank County for the Halstead corridor.

2. BENEFITS OF FUNDING THIS LEVEL: By funding this service level, safe, compliant, operation of the facility will continue.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$434,584	\$446,590	\$461,229	\$531,574
Operating Expenditures	1,130,620	1,121,810	1,226,455	1,164,125
Capital Expenditures	234,826	319,460	749,000	3,262,600
Other Expenditures		147,099	142,196	137,292
Water/Sewer Fund Totals	\$1,800,030	\$2,034,959	\$2,578,880	\$5,095,591
No. of Budgeted Positions	8.25 FT	8.25FT*	8.25FT*	8.25FT*

*Includes Public Works Director funded from General, Electric, Water/Sewer, and Stormwater Funds

4. ACTIVITY/PERFORMANCE MEASURES:
Begin a more aggressive preventative maintenance program to attempt to alleviate future problems. Also, upgrade obsolete systems to provide more consistent service and handle changing regulations

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number Department: 31-8100-0000	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
PUBLIC UTILITIES - WATER TREATMENT:														
31-8100-0000														
PUBLIC UTILITIES - WATER TREATMENT:														
31-8100-0000														
SALARIES & WAGES-REGULAR														
31-8100-0200	305,951.00	298,881.00	310,163.00	308,883.00	314,761.00	319,822.34	360,690.00	360,690.00	360,690.00	360,690.00	360,690.00	360,690.00	14.59	
	289,120.85	315,578.45	307,353.73	286,585.99	319,822.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SALARIES & WAGES-OVERTIME														
31-8100-0220	8,000.00	8,000.00	8,000.00	10,000.00	10,000.00	14,431.16	15,000.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	25.00	
	7,934.79	4,857.40	10,945.07	13,647.09	14,431.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SALARIES & WAGES-P/T & TEMP														
31-8100-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
PROFESSIONAL SERVICES														
31-8100-0400	15,000.00	20,553.00	15,000.00	15,000.00	15,000.00	94,150.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	20.00	
	9,111.00	8,803.00	0.00	5,250.00	94,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
LEGAL EXPENSES														
31-8100-0401	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	48,659.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
F. I. C. A.														
31-8100-0500	23,941.00	23,400.00	24,023.00	24,234.00	24,844.00	25,391.72	28,128.00	28,128.00	28,128.00	28,128.00	28,128.00	28,128.00	13.22	
	22,537.69	24,310.43	24,141.56	22,881.23	25,391.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GROUP INSURANCE														
31-8100-0600	52,825.00	52,825.00	54,674.00	64,358.00	69,210.00	48,213.54	79,939.00	79,939.00	79,939.00	79,939.00	79,939.00	79,939.00	15.50	
	50,099.12	54,786.61	53,172.05	46,945.74	48,213.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
RETIREMENT														
31-8100-0700	38,086.00	35,696.00	38,107.00	39,115.00	42,414.00	40,755.95	50,317.00	50,317.00	50,317.00	50,317.00	50,317.00	50,317.00	18.63	
	9,240.36	15,879.01	35,615.85	13,057.10	40,755.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
COMMUNICATIONS														
31-8100-1100	5,800.00	6,000.00	6,000.00	6,000.00	6,500.00	8,301.51	8,000.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	0.00	
	5,048.00	5,069.10	5,095.05	6,471.17	8,301.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
POSTAGE														
31-8100-1101	1,000.00	1,200.00	1,000.00	1,000.00	1,000.00	232.42	1,000.00	750.00	750.00	750.00	750.00	750.00	25.00-	
	933.38	484.52	445.20	574.92	232.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 31-8100-0000 PUBLIC UTILITIES - WATER TREATMENT:														
PRINTING														
31-8100-1200	1,500.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	958.00	0.00	465.00	465.00			465.00		383.34	0.00				
UTILITIES														
31-8100-1300	208,000.00	185,000.00	190,000.00	190,000.00	190,000.00	195,000.00	190,000.00	195,000.00	199,957.41	195,000.00	200,000.00	200,000.00	200,000.00	2.56
	237,665.81	193,982.36	213,671.38	213,671.38	200,195.59	199,957.41	200,195.59	199,957.41	0.00	0.00				
TRAVEL & EDUCATION														
31-8100-1400	3,000.00	6,000.00	6,000.00	6,000.00	6,000.00	9,000.00	6,000.00	9,000.00	11,713.08	11,000.00	11,000.00	11,000.00	11,000.00	22.22
	3,147.22	1,808.24	608.00	7,921.58		11,713.08		0.00						
MAINT & REPAIR-BLDGS & REALTY														
31-8100-1500	6,000.00	6,000.00	2,000.00	9,500.00	9,500.00	12,500.00	15,512.59	18,923.17	0.00	12,500.00	12,500.00	12,500.00	12,500.00	0.00
	2,275.56	4,168.93	2,677.68	15,512.59		18,923.17		0.00						
MAINTENANCE & REPAIR-EQUIPMENT														
31-8100-1600	64,000.00	50,233.00	58,000.00	79,000.00	79,000.00	130,000.00	105,453.04	58,546.54	0.00	130,000.00	90,000.00	90,000.00	90,000.00	30.77-
	22,602.81	36,667.50	53,439.65	105,453.04		58,546.54		0.00						
MAINTENANCE OF VEHICLES														
31-8100-1700	6,000.00	6,000.00	5,500.00	5,500.00	5,500.00	5,500.00	1,413.32	7,959.31	0.00	4,500.00	4,500.00	4,500.00	4,500.00	18.18-
	5,259.04	5,213.37	3,875.63	1,413.32		7,959.31		0.00						
EQUIPMENT RENTAL														
31-8100-2100	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00	0.00
	0.00	0.00	0.00	0.00		0.00		0.00						
ADVERTISING														
31-8100-2600	200.00	200.00	200.00	200.00	200.00	200.00	81.38	567.00	0.00	200.00	200.00	200.00	200.00	0.00
	0.00	0.00	0.00	81.38		567.00		0.00						
AUTO SUPPLIES														
31-8100-3100	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,500.00	2,360.76	3,674.98	0.00	2,000.00	2,000.00	2,000.00	2,000.00	20.00-
	1,716.25	1,015.64	1,499.31	2,360.76		3,674.98		0.00						
OFFICE SUPPLIES														
31-8100-3200	2,500.00	1,500.00	2,100.00	2,100.00	2,100.00	2,100.00	2,511.15	1,006.70	0.00	2,100.00	2,100.00	2,100.00	2,100.00	0.00
	829.41	1,712.25	766.26	2,511.15		1,006.70		0.00						
DEPARTMENTAL SUPPLIES & EXP														
31-8100-3300	13,700.00	10,000.00	8,000.00	11,200.00	11,200.00	13,700.00	18,379.22	20,868.80	0.00	13,700.00	13,700.00	13,700.00	13,700.00	0.00
	6,073.48	5,052.18	5,542.88	18,379.22		20,868.80		0.00						

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 31-8100-0000 PUBLIC UTILITIES - WATER TREATMENT:													
CHEMICALS & LAB SUPPLIES													
31-8100-3302	257,523.00	304,000.00	432,060.00	354,600.00	360,000.00	304,000.00	325,000.00	325,000.00	304,000.00	325,000.00	325,000.00	325,000.00	9.72-
	276,682.17	328,186.78	384,284.38	321,002.42	347,414.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LAUNDRY													
31-8100-3500	2,000.00	2,500.00	1,500.00	2,000.00	2,000.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	40.00
	2,105.29	1,496.57	1,756.14	2,141.87	3,001.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CONTRACTED SERVICES													
31-8100-4500	97,000.00	97,000.00	98,825.00	120,000.00	149,500.00	191,000.00	150,000.00	150,000.00	191,000.00	150,000.00	150,000.00	150,000.00	0.33
	84,771.74	90,257.03	128,883.93	173,535.29	128,171.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PURCHASED WATER													
31-8100-4501	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PURCHASED WATER - RO													
31-8100-4503	580,728.00	433,000.00	144,000.00	181,800.00	221,800.00	181,800.00	181,800.00	181,800.00	181,800.00	181,800.00	181,800.00	181,800.00	18.03-
	487,555.55	472,060.18	194,016.09	224,308.27	224,323.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WATER LINE - PASQ CO													
31-8100-4504	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DUES & SUBSCRIPTIONS													
31-8100-5300	6,300.00	6,300.00	6,800.00	6,800.00	6,800.00	14,215.00	14,215.00	14,215.00	14,215.00	14,215.00	14,215.00	14,215.00	109.04
	5,970.00	5,832.50	6,242.88	5,228.19	8,624.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WORKERS COMP/INS & BOND													
31-8100-5400	14,897.00	12,581.00	12,442.00	14,748.00	18,330.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	26.35-
	11,981.95	12,441.63	13,138.65	15,939.94	13,432.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
INSURANCE LIABILITY													
31-8100-5410	95,030.00	95,527.00	102,179.00	112,523.00	112,525.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	0.42
	90,977.74	102,178.68	112,523.20	111,446.81	108,809.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
UNEMPLOYMENT INSURANCE													
31-8100-5420	2,476.00	775.00	256.00	139.00	300.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	20.00
	761.55	255.58	138.92	294.49	144.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
INSURANCE-CLAIMS PAID													
31-8100-5430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
PUBLIC UTILITIES - WATER TREATMENT:														
SAF SHOE/EYE EXAM/PHY/GLASSES														
31-8100-5870	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.00
	1,611.23	160.04	804.88	2,682.61	561.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HURRICANE FLORENCE														
31-8100-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,289.29	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY IMPROVEMENTS														
31-8100-7300	0.00	85,000.00	85,000.00	290,360.00	680,000.00	9,242,718.00	3,232,600.00	3,232,600.00	3,232,600.00	3,232,600.00	3,232,600.00	3,232,600.00	375.38	0.00
	0.00	18,711.59-	20,538.41-	367,774.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REFORESTATION														
31-8100-7304	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LINE FEED SYSTEM														
31-8100-7305	500,000.00	299,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	128,220.00	128,220.00-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY - EQUIPMENT														
31-8100-7400	44,200.00	26,791.00	9,478.00-	29,100.00	69,000.00	185,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	56.52-	0.00
	0.00	26,478.00	25,928.00-	0.00	36,514.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALSTEAD BLVD WATER LINE-COUNTY														
31-8100-8101	161,809.00	191,229.00	152,002.00	147,099.00	142,196.00	137,292.00	137,292.00	137,292.00	137,292.00	137,292.00	137,292.00	137,292.00	3.45-	0.00
	161,808.90	156,906.60	152,002.30	147,099.00	142,195.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	2,520,666.00	2,270,571.00	1,758,053.00	2,034,959.00	2,618,880.00	11,319,959.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	94.57	0.00
	1,801,278.89	2,137,522.39	1,540,246.08	1,735,347.35	2,257,156.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Department Total	2,520,666.00	2,270,571.00	1,758,053.00	2,034,959.00	2,618,880.00	11,319,959.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	5,095,591.00	94.57	0.00
	1,801,278.89	2,137,522.39	1,540,246.08	1,735,347.35	2,257,156.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES -Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Overtime	10,000	5,000	15,000	12,500	12,500	Covering shifts due to vacation, illness, and other operational shortages, and maintenance projects.
Professional Services	15,000	3,000	18,000	18,000	18,000	General Engineering Services, Municipal H2O
Communications	6,500	1,500	8,000	6,500	6,500	General telephone usage, long distance, fax, internet access, and cell phone for lead operator.
Postage	1,000	0	1,000	750	750	General postage, Fed-X for samples.
Printing	500	0	500	500	500	Printing of operational log books.
Utilities	195,000	0	195,000	200,000	200,000	Electrical Costs, plant, 14 wells, 3 elevated tanks.
Travel & Education	9,000	2,000	11,000	11,000	11,000	Operator schools, workshops, seminars, exams, State required professional growth hours to retain operator license for eight (8) water plant staff members.
Maintenance & Repair - Buildings	12,500	0	12,500	12,500	12,500	General repairs of facility and wellfield
Maintenance & Repair - Equipment	130,000	0	130,000	90,000	90,000	Instrumentation and Control Systems Pumps and Controls Mechanical and Electrical Systems Well Heads
Maintenance of Vehicles	5,500	(1,000)	4,500	4,500	4,500	General maintenance of 2 modern trucks Lawn tractor
Equipment Rental	200	0	200	200	200	Scaffolding rental for light changes that can't be reached with regular ladder.
Advertising	200	0	200	200	200	Notice for planned repairs, Consumer Confidence Reports, and Water Conservation Program.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES -Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Auto Supplies	2,500	(500)	2,000	2,000	2,000	General vehicle supplies for 2 modern trucks.
Office Supplies	2,100		2,100	2,100	2,100	General office supplies for Superintendent and six staff members, supplies for printers fax machine, and computers.
Departmental Supplies	13,700		13,700	13,700	13,700	Safety equipment Cleaning supplies and paper products Shop supplies and tools Mop and rug rental
Chemical & Lab Supplies	360,000	(56,000)	304,000	325,000	325,000	Lab supplies Chlorine Lime Ammonia Polymer Alum Carbon Dioxide Fluoride Phosphate
Laundry	2,000	800	2,800	2,800	2,800	Employee uniforms.
Contracted Services	149,500	50,500	191,000	150,000	150,000	Sludge removal State & Federal sampling Tech Support SCADA Chlorine system PM Flow meter calibrations Backflow device inspections Hoist inspection and certification
Purchased Water - RO	181,800	0	181,800	181,800	181,800	Fairway Estates, Mill and Crawford: 1,300 units @ 6.00 per unit Halstead Corridor 29,000 units @ 6.00 per unit

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES -Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Dues & Subscriptions	6,800	7,415	14,215	14,215	14,215	Lab Certification fees PWS Operating fee Land Application Permit Boiler and pressure vessel inspection fees Operator Licenses Sludge Lagoon Permit NCWOA membership AWWA & WEF membership Citiworks Work Order Systems
Safety Shoe/Eye Exam/Phy/ Glasses	1,500	0	1,500	1,500	1,500	Safety items for the department.
Capital Outlay- Improvements	680,000	7,596,448	8,276,448	3,232,600	3,232,600	SCADA Upgrades - Priority 1 Well Rehabilitation - 3 Wells - Priority 1 Intake-Dive-Inspection—Priority-4 Filter Rehabilitation - Priority 1 Raw Reservoir Rehabilitation - Priority 1 Raw Water Transmission Line, Phase II - Priority 1 Structural Linings of Tanks and Reservoirs—Priority-4 —Wellfield Reservoir:—11,124-sq-ft —3-MG Clearwell:—114,064-sq-ft —1-MG Clearwell:—39,122-sq-ft Clearwell-Cleaning:—153,476-sq-ft Priority-4 Valve Replacement - Priority 2 Building Improvements—Priority-2 Ammonia Tank Interior-Cleaning—Priority-2 Miscellaneous Plant Repair—Priority-3
Capital Outlay - Equipment	69,000	126,000	185,000	30,000	30,000	Carbon Dioxide Panel Repair - Priority 1 Ammonia Pump - Priority 1 Chlorine Safety-equipment—Priority-2 Well-Covers—Priority-3 Raw-Water-Transmission-Line-Flow —Meters—Priority-3 Elevated Tank LED-Lights—Priority-3

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2020
DIVISION	WASTEWATER TREATMENT	DATE	6/10/2019
ACCOUNT NO.	318200	DESCRIPTION	CONTINUING

1. SERVICE LEVEL NARRATIVE: This service level funds the operation and maintenance of the City's Wastewater Treatment Facility. The City operates a 4.5 mgd wastewater treatment plant off of Knobbs Creek Drive. This division ensures compliance with the appropriate State and Federal regulations.

2. BENEFITS OF FUNDING THIS LEVEL: By funding this service level, safe, compliant operation of the facility will continue and compliance with all State and Federal laws.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personal Services Expenditures	\$421,726	\$431,185	\$420,961	\$450,518
Operating Expenditures	904,802	1,095,851	1,131,845	1,090,950
Capital Expenditures	232,559	295,709	224,000	319,000
Other Expenditures				
Water/Sewer Fund Totals	\$1,559,087	\$1,822,745	\$1,776,806	\$1,860,468
No. of Budgeted Positions	8FT	8FT	8FT	8FT

4. ACTIVITY/PERFORMANCE MEASURES: A more intensive preventative maintenance program will be implemented to try to service prevent future problems. Advanced treatment methods will be studied in order to provide a higher quality effluent.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
PUBLIC UTILITIES - WASTEWATER TREATMENT:													
31-8200-0000													
PUBLIC UTILITIES - WASTEWATER TREATMENT:													
31-8200-0000													
SALARIES & WAGES-REGULAR													
31-8200-0200	357,228.00	263,910.00	271,728.00	291,386.00	276,158.00	298,711.00	298,711.00	298,711.00	298,711.00	298,711.00	298,711.00	298,711.00	8.17
	393,272.62	272,890.18	289,407.27	243,122.59	279,562.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
31-8200-0220	15,000.00	15,000.00	15,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	0.00
	30,894.47	12,449.49	22,088.88	24,326.24	8,071.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-P/T & TEMP													
31-8200-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL SERVICES													
31-8200-0400	50,000.00	59,184.85	40,000.00	88,900.00	53,900.00	53,900.00	53,900.00	53,900.00	53,900.00	50,000.00	50,000.00	50,000.00	7.24-
	42,815.30	54,694.85	41,072.99	16,266.00	73,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LEGAL FEES													
31-8200-0401	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A.													
31-8200-0500	30,388.00	21,337.00	21,676.00	23,507.00	22,427.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	7.01
	32,129.93	21,550.12	23,545.28	20,357.96	21,891.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
31-8200-0600	70,433.00	51,224.00	53,638.00	62,408.00	67,115.00	69,136.00	69,136.00	69,136.00	69,136.00	69,136.00	69,136.00	69,136.00	3.01
	72,566.88	51,302.08	47,787.87	47,926.61	60,047.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
31-8200-0700	50,596.00	32,549.00	34,440.00	36,884.00	38,261.00	41,671.00	41,671.00	41,671.00	41,671.00	41,671.00	41,671.00	41,671.00	8.91
	21,853.40	14,867.89	33,317.66	13,602.96	37,181.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
31-8200-1100	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	16.67
	5,073.91	4,893.99	5,209.84	6,013.08	8,502.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
31-8200-1101	6,200.00	6,200.00	6,200.00	6,500.00	6,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	7.69-
	7,265.59	7,768.25	8,655.46	8,599.23	3,001.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 31-8200-0000 PUBLIC UTILITIES - WASTEWATER TREATMENT:													
PRINTING													
31-8200-1200	300.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	918.50	900.00	900.00	350.00
	50.00	50.00	0.00	0.00	0.00	0.00	97.98	0.00	0.00	0.00	0.00	0.00	
UTILITIES													
31-8200-1300	375,000.00	286,000.00	265,000.00	265,000.00	265,000.00	265,000.00	265,000.00	250,000.00	250,000.00	240,000.00	240,000.00	240,000.00	4.00-
	349,840.67	285,311.25	222,127.93	222,127.93	234,767.12	234,767.12	210,113.05	0.00	0.00	0.00	0.00	0.00	
TRAVEL & EDUCATION													
31-8200-1400	8,000.00	9,000.00	8,000.00	8,000.00	9,000.00	9,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	0.00
	9,149.67	7,808.62	6,333.35	6,333.35	12,360.00	12,360.00	7,715.02	0.00	0.00	0.00	0.00	0.00	
MAINT & REPAIR-BLDGS & REALTY													
31-8200-1500	17,500.00	12,000.00	14,000.00	14,000.00	15,000.00	15,000.00	18,000.00	18,000.00	18,000.00	16,000.00	16,000.00	16,000.00	11.11-
	8,115.22	15,498.04	10,589.86	10,589.86	16,434.13	16,434.13	7,102.82	0.00	0.00	0.00	0.00	0.00	
MAINTENANCE & REPAIR-EQUIPMENT													
31-8200-1600	90,000.00	100,686.00	100,000.00	100,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	115,000.00	115,000.00	115,000.00	8.00-
	96,750.91	95,352.05	104,561.55	104,561.55	82,249.57	82,249.57	41,339.78	0.00	0.00	0.00	0.00	0.00	
MAINTENANCE OF VEHICLES													
31-8200-1700	9,000.00	9,000.00	9,000.00	9,000.00	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
	7,153.71	12,357.78	9,933.75	9,933.75	15,874.24	15,874.24	6,884.90	0.00	0.00	0.00	0.00	0.00	
EQUIPMENTAL RENTAL													
31-8200-2100	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	25.00
	2,254.76	0.00	459.00	459.00	0.00	0.00	1,536.68	0.00	0.00	0.00	0.00	0.00	
ADVERTISING													
31-8200-2600	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,500.00	1,500.00	1,500.00	900.00
	0.00	0.00	0.00	0.00	81.37	81.37	92.44	0.00	0.00	0.00	0.00	0.00	
AUTO SUPPLIES													
31-8200-3100	21,500.00	26,500.00	26,500.00	26,500.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00
	28,444.27	19,701.42	16,893.58	16,893.58	12,431.27	12,431.27	16,414.74	0.00	0.00	0.00	0.00	0.00	
OFFICE SUPPLIES													
31-8200-3200	4,000.00	4,000.00	4,500.00	4,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
	4,654.64	3,837.84	3,227.82	3,227.82	2,854.84	2,854.84	1,253.29	0.00	0.00	0.00	0.00	0.00	
DEPARTMENTAL SUPPLIES & EXP													
31-8200-3300	20,000.00	25,000.00	27,000.00	27,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	0.00
	28,962.90	26,697.04	29,360.92	29,360.92	37,142.75	37,142.75	18,114.19	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted			
Department: 31-8200-0000 PUBLIC UTILITIES - WASTEWATER TREATMENT:													
PRETREATMENT LAB TESTS													
31-8200-3301	7,000.00	4,500.00	15,000.00	5,000.00	14,360.00	14,360.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	30.36-	
	5,280.72	3,739.40	11,691.26	4,772.41	4,877.42		0.00						
CHEMICAL & LAB SUPPLIES													
31-8200-3302	95,000.00	120,000.00	102,500.00	102,500.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	0.00	
	104,745.47	123,075.71	104,742.71	123,354.95	146,536.59		0.00						
LAUNDRY													
31-8200-3500	5,400.00	7,200.00	7,200.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00	
	7,079.17	7,480.10	5,451.90	5,190.67	5,828.20		0.00						
CONTRACTED SERVICES													
31-8200-4500	325,000.00	331,500.00	280,000.00	310,000.00	340,000.00	340,000.00	330,000.00	330,000.00	330,000.00	330,000.00	330,000.00	2.94-	
	361,740.88	329,882.66	212,615.01	248,858.89	322,248.33		0.00						
DUES & SUBSCRIPTIONS													
31-8200-5300	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	13,750.00	0.00	
	6,692.00	5,569.50	13,827.00	11,320.37	13,770.41		0.00						
WORKERS COMP/INS & BOND													
31-8200-5400	5,765.00	13,316.00	13,161.00	21,062.00	25,135.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20.43-	
	12,682.16	13,160.60	24,156.65	21,855.18	22,428.20		0.00						
INSURANCE LIABILITY													
31-8200-5410	51,132.00	51,847.00	61,559.00	61,559.00	66,550.00	67,000.00	67,000.00	67,000.00	67,000.00	67,000.00	67,000.00	0.68	
	49,378.33	61,670.90	64,935.28	66,547.76	65,398.73		0.00						
UNEMPLOYMENT INSURANCE													
31-8200-5420	1,760.00	550.00	226.00	122.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	0.00	
	541.33	225.68	121.71	277.80	126.88		0.00						
INSURANCE-CLAIMS PAID													
31-8200-5430	0.00	0.00	108.00	108.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	
	7,852.09	383.94	1,933.81	3,258.64	1,091.96		0.00						
SAF SHOE/EYE EXAM/PHY/GLASSES													
31-8200-5870	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	
	2,377.98	1,537.23	417.20	2,259.04	1,509.27		0.00						
HURRICANE FLORENCE													
31-8200-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	1,784.54		0.00						

Description Budget Account Number Department: 31-8200-0000	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
PUBLIC UTILITIES - WASTEWATER TREATMENT:														
CAPITAL OUTLAY IMPROVEMENTS														
31-8200-7300	78,500.00	24,000.00	0.00	0.00	110,000.00	140,000.00	180,000.00	196,000.00	180,000.00	196,000.00	196,000.00	196,000.00	40.00	
	0.00	0.00	0.00	0.00	26,000.00	48,994.00	0.00	0.00	0.00	0.00	0.00	0.00		
CAPITAL OUTLAY-EQUIPMENT														
31-8200-7400	51,050.00	154,432.00	257,581.00	84,000.00	185,709.00	84,000.00	202,000.00	123,000.00	202,000.00	123,000.00	123,000.00	123,000.00	46.43	
	0.00	0.00	65,750.00	82,195.00	56,183.91	82,195.00	0.00	0.00	0.00	0.00	0.00	0.00		
Control Total	1,769,652.00	1,633,035.85	1,658,117.00	1,822,745.00	1,822,745.00	1,776,806.00	1,971,278.00	1,860,468.00	1,971,278.00	1,860,468.00	1,860,468.00	1,860,468.00	4.71	
	1,699,618.98	1,453,756.61	1,380,215.54	1,364,387.56	1,364,387.56	1,520,483.97	0.00	0.00	0.00	0.00	0.00	0.00		
Department Total	1,769,652.00	1,633,035.85	1,658,117.00	1,822,745.00	1,822,745.00	1,776,806.00	1,971,278.00	1,860,468.00	1,971,278.00	1,860,468.00	1,860,468.00	1,860,468.00	4.71	
	1,699,618.98	1,453,756.61	1,380,215.54	1,364,387.56	1,364,387.56	1,520,483.97	0.00	0.00	0.00	0.00	0.00	0.00		

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION PUBLIC UTILITIES - Waste Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Overtime	17,000		17,000	17,000	17,000	Shift coverage, Required State training Emergency response overtime Shift Modifications
Professional Services	53,900	0	53,900	50,000	50,000	Services to calibrate/update and instrumentation. Engineering services to resolve complicated capital, improvements like improving the aeration system
Communications	6,000	1,000	7,000	7,000	7,000	General phone use, long distance faxes, internet access, cell phones, IT Services.
Postage	6,500	(500)	6,000	6,000	6,000	Cost of stamps, FED-X, UPS sample shipping for all permit required samples. FED-X UPS shipping for emergency repair parts and equipment shipping.
Printing	200	1,000	1,200	900	900	Printing informational flyers for public education, business cards, annual reports.
Utilities	250,000		250,000	240,000	240,000	Electrical Costs.
Travel & Education	11,000		11,000	11,000	11,000	Regional schools for new staff, workshops and seminars for operators and maintenance workers. State required (CEU'S) per year per license carrier and Pretreatment Seminars.
Maintenance & Repair Buildings & Realty	18,000	0	18,000	16,000	16,000	General repair/painting of pumps, pipes and any unexpected damage/corrosion control from hydrogen sulfide.
Maintenance & Repair Equipment	125,000	0	125,000	115,000	115,000	General maintenance and repair of MLSS pumps, motors, mixers, conveyors, RAS/WAS pumps, GBT, scum pumps, clarifiers parts and blowers.
Maintenance of Vehicle	15,000	0	15,000	15,000	15,000	General maintenance on vehicles.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION

PUBLIC UTILITIES - Waste Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Equipment Rental	2,000	500	2,500	2,500	2,500	Lift equipment to reach high areas safely where ladders can't be reached. Rental pumps and cranes.
Advertising	150	1,350	1,500	1,500	1,500	Annual Report and legal notice of contamination. Educational flyers and door hangers for public awareness
Auto Supplies	20,000	0	20,000	20,000	20,000	Fuel and tires, Oil, registration, Tags, and Insurances. New vehicle(s)
Office Supplies	3,000	0	3,000	3,000	3,000	General office supplies for full staff in department New computers
Departmental Supplies	22,000		22,000	22,000	22,000	Safety supplies, Shop supplies, Cleaning supplies, Paper products, Lawn care products, and sharing supplies.
Pre-Treatment Lab Test	14,360	0	14,360	10,000	10,000	State Testing Sampling Supplies, Quarterly Toxicity, Quarterly Sludge Analysis, TCLP Analysis, Pretreatment Sampling, Priority Pollutant Scan and other Pre-Treatment Tests as needed
Chemical & Lab Supplies	130,000	0	130,000	130,000	130,000	Chlorine, Lime, Sulfur Dioxide Polymer, Stormwater supplies Process control analysis and lab supplies and DMR/QA supplies.
Laundry	7,000		7,000	7,000	7,000	Uniforms for employees
Contracted Services	340,000		340,000	330,000	330,000	Sludge removal for land application charges per year. Calibration of flow meters, dumpster service, fume hood and balance calibration. Annual inspection of Chlorine/ Sulfur Dioxide system. Annual hoist/crane weight test inspection. Mandatory monthly analysis, River samples, SCADA calibration and maintain, and other services as needed.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION PUBLIC UTILITIES - Waste Water Treatment

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Dues & Subscriptions	13,750	7,750	21,500	13,750	13,750	Annual Lab Certification fee, Annual Land Application permit fee, AWWA dues, Annual Air Permit Fee, Plant permit fee, Operators License renewal, and Preparation of Sludge Reports. Citworks Datamanagement Software
Safety Shoes/Eye Exam	2,000	0	2,000	2,000	2,000	Safety shoes, eye exams for additional employees.
Capital Outlay Improvements	140,000	2,162,500	2,302,500	196,000	196,000	WWTP SCADA Upgrades - Priority 1 Plunger Pump Replacement - Priority 1 Clarifier Baffles - Priority 1 Aeration Efficiency & Control - Priority-2 Aeration Basin Cleaning - Priority-2 Structural Lining of Tanks - Priority-3
Capital Outlay Equipment	84,000	66,000	150,000	123,000	123,000	SO2 Regulator Replacement and scales - Priority 1 Vehicle Replacement - Priority 1 Influent Trash Conveyor - Priority 1 Utility Vehicle - Priority 1 Chlorine Analyzer - Priority-3 BNR Pumps - Priority-3

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	W & S MAINTENANCE	DATE	6/10/2019
ACCOUNT NO.	318280	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds maintenance, construction and installation of 152 miles of water service, 92 miles of gravity lines, and 40 miles of force mains with 61 pump stations.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, the Utility Systems will continue to provide efficient customer service for customers using an aging infrastructure.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$1,003,658	\$1,024,266	\$1,180,092	\$1,282,564
Operating Expenditures	958,281	1,010,301	975,175	1,025,291
Capital Expenditures	100,294	1,950,184	2,845,405	2,105,920
Other Expenditures				
Water/Sewer Fund Totals	\$2,062,233	\$3,984,751	\$5,000,672	\$4,413,775
No. of Budgeted Positions	20FT	20FT	20FT	20FT

4. **ACTIVITY/PERFORMANCE MEASURES:** Daily pump stations checks will be documented. The continued operator level preventative maintenance program will ensure proper care of equipment and needs. Continued maintenance and construction of water and sewer lines on aging infrastructure.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Appropr Actual	Appropr Actual	Appropr Actual	Appropr Actual	Appropr Actual	Appropr Actual	Appropr Actual	Appropr Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 31-8280-0000	PUBLIC UTILITIES - W & S MAINTENANCE:												
PUBLIC UTILITIES - W & S MAINTENANCE:													
31-8280-0000													
SALARIES & WAGES-REGULAR													
31-8280-0200	539,099.00	696,403.00	708,663.00	643,991.00	762,764.00	832,334.00	832,334.00	832,334.00	832,334.00	832,334.00	832,334.00	832,334.00	9.12
	513,595.59	684,955.65	635,692.42	727,487.68	650,939.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES-OVERTIME													
31-8280-0220	73,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	76,000.00	0.00
	86,766.58	87,345.30	92,138.81	112,705.14	89,686.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP													
31-8280-0300	0.00	0.00	0.00	25,626.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	970.80	0.00	10,173.86	2,417.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PROFESSIONAL SERVICES													
31-8280-0400	111,500.00	87,096.00	40,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	60,000.00	60,000.00	14.29-
	37,804.80	92,096.00	40,054.00	13,970.00	37,079.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A.													
31-8280-0500	46,596.00	58,630.00	59,011.00	56,695.00	64,165.00	63,674.00	63,674.00	63,674.00	63,674.00	63,674.00	63,674.00	63,674.00	0.77-
	45,594.65	58,536.28	55,893.87	63,980.00	56,027.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
31-8280-0600	102,448.00	128,060.00	131,900.00	140,418.00	167,780.00	194,445.00	194,445.00	194,445.00	194,445.00	194,445.00	194,445.00	194,445.00	15.89
	91,310.77	116,854.02	122,146.70	130,504.14	132,543.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
31-8280-0700	74,127.00	89,439.00	93,684.00	81,536.00	109,383.00	116,111.00	116,111.00	116,111.00	116,111.00	116,111.00	116,111.00	116,111.00	6.15
	23,206.27	43,479.94	81,393.15	45,768.19	92,324.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
31-8280-1100	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	0.00
	7,822.32	7,629.62	7,679.08	9,929.78	8,931.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
31-8280-1101	300.00	300.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	0.00
	169.90	609.67	69.77	327.37	142.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRINTING													
31-8280-1200	100.00	100.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	100.00
	15.00	160.00	50.00	174.95	918.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 31-8280-0000 PUBLIC UTILITIES - W & S MAINTENANCE:														
UTILITIES														
31-8280-1300	115,000.00	170,000.00	130,000.00	130,000.00	130,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	30.77
	116,299.64	178,468.83	173,371.89	171,498.11	178,847.24	0.00								
TRAVEL & EDUCATION														
31-8280-1400	5,500.00	5,500.00	5,500.00	6,500.00	8,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	12.50
	4,741.45	4,564.26	5,577.84	8,505.17	10,677.55	0.00								
MAINT & REPAIR-BLDGS & REALTY														
31-8280-1500	11,116.76	5,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	100.00
	9,574.56	556.82	5,746.68	1,684.39	5,708.09	0.00								
MAINTENANCE & REPAIR-EQUIPMENT														
31-8280-1600	45,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	35,000.00	35,000.00	12.50-
	30,604.92	31,023.14	41,614.63	30,868.79	21,814.78	0.00								
MAINTENANCE & REPAIR - LINES														
31-8280-1620	75,000.00	100,000.00	90,000.00	105,000.00	95,000.00	95,000.00	95,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	10.53-
	90,149.94	78,171.69	116,153.17	94,587.71	84,518.74	0.00								
MAINTENANCE & REPAIR - PUMPS														
31-8280-1625	0.00	0.00	90,000.00	70,000.00	70,000.00	70,000.00	70,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	7.14-
	0.00	0.00	102,378.58	69,070.97	70,597.07	0.00								
M & R -SEWER I & I														
31-8280-1630	11,000.00	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00
	7,752.49	9,790.61	7,844.83	7,850.49	8,881.56	0.00								
MAINTENANCE & REPAIR - WATER METER														
31-8280-1635	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	24,691.99	35,776.95	48,088.31	30,928.28	51,330.75	0.00								
MAINTENANCE OF WATER TOWERS														
31-8280-1640	50,000.00	50,000.00	53,000.00	73,000.00	73,000.00	80,000.00	78,000.00	78,000.00	78,000.00	78,000.00	78,000.00	78,000.00	78,000.00	6.85
	53,468.00	48,668.00	48,868.00	68,225.53	78,404.41	0.00								
TORNADO DAMAGE														
31-8280-1650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	1.68	0.00	0.00	0.00	0.00								
MAINTENANCE OF VEHICLES														
31-8280-1700	50,000.00	50,000.00	47,500.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00
	50,091.80	34,964.40	35,592.56	34,305.29	80,525.59	0.00								

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 31-8280-0000 PUBLIC UTILITIES - W & S MAINTENANCE:													
ADVERTISING													
31-8280-2600	1,500.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00
	102.00	1,442.75	256.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AUTOMOTIVE SUPPLIES													
31-8280-3100	60,000.00	52,000.00	47,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00
	39,022.88	27,724.11	33,440.50	39,061.53	53,599.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES													
31-8280-3200	2,000.00	2,000.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	2,725.39	4,316.56	1,601.29	2,976.59	1,695.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
31-8280-3300	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	40,000.00	40,000.00	40,000.00	40,000.00	0.00
	35,054.51	31,768.53	35,242.70	64,941.24	52,042.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAUNDRY													
31-8280-3500	6,500.00	5,000.00	5,000.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	0.00
	4,516.95	4,429.91	9,157.67	7,372.89	4,592.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES													
31-8280-4500	200,000.00	280,000.00	330,000.00	300,000.00	280,000.00	280,000.00	280,000.00	280,000.00	280,000.00	200,000.00	200,000.00	200,000.00	28.57-
	69,806.89	331,477.97	112,924.08	129,373.89	79,584.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PURCHASES FOR RESALE-INVENTORY													
31-8280-4850	100.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RIGHT-OF-WAY													
31-8280-5200	1,600.00	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS													
31-8280-5300	3,000.00	3,750.00	3,800.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	15,300.00	14,556.00	14,556.00	14,556.00	150.97
	3,610.00	3,000.00	3,702.87	6,959.25	6,732.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKERS COMP/INS & BOND													
31-8280-5400	27,000.00	19,768.00	22,270.00	33,619.00	26,100.00	26,100.00	33,619.00	26,100.00	26,000.00	26,000.00	26,000.00	26,000.00	0.38-
	18,826.63	22,269.79	32,967.02	22,694.01	31,109.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE LIABILITY													
31-8280-5410	34,025.00	24,110.00	17,140.00	20,215.00	16,300.00	16,300.00	20,215.00	16,300.00	16,000.00	16,000.00	16,000.00	16,000.00	1.84-
	22,961.75	17,139.86	20,214.88	16,290.50	14,990.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 31-8280-0000	PUBLIC UTILITIES - w & S MAINTENANCE:													
UNEMPLOYMENT INSURANCE														
31-8280-5470	3,740.00	1,150.00	596.00	317.00	625.00	835.00	835.00	835.00	835.00	835.00	835.00	835.00	835.00	33.60
	1,150.32	595.52	317.41	613.98	350.44	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	1,250.00	0.00
INSURANCE-CLAIMS PAID														
31-8280-5430	0.00	0.00	624.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	1,250.00	0.00
	716.68	2,901.82	10,708.12	795.49	5,680.95	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
SAF SHOE/EYE EXAM/PHY/GLASSES														
31-8280-5870	2,500.00	1,500.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
	1,956.94	2,445.63	2,200.93	2,294.21	2,297.81	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00
HURRICANE FLORENCE														
31-8280-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUMP STATION IMPROVEMENTS														
31-8280-7300	150,000.00	131,661.04	60,000.00	100,000.00	183,000.00	183,000.00	183,000.00	183,000.00	183,000.00	183,000.00	100,000.00	100,000.00	100,000.00	45.36-
	574.40	33,757.57	29,412.12-	12,600.00	122,551.48	0.00	0.00	0.00	0.00	0.00	600,000.00	500,000.00	500,000.00	25.67-
CAPITAL OUTLAY- SEWER MAIN IMPROVEMENTS														
31-8280-7301	0.00	0.00	0.00	0.00	672,705.00	672,705.00	672,705.00	672,705.00	672,705.00	672,705.00	500,000.00	500,000.00	500,000.00	25.67-
	0.00	0.00	0.00	0.00	770,547.87	770,547.87	770,547.87	770,547.87	770,547.87	770,547.87	500,000.00	500,000.00	500,000.00	25.67-
LINE IMPROVEMENTS														
31-8280-7302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WELLFIELD IMPROVEMENTS														
31-8280-7303	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALSTEAD EXTENDED SEWER														
31-8280-7304	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITY INFRASTRUCTURE & CAP IMPROVEMENT														
31-8280-7305	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-WATER MAIN IMPROVEMENTS														
31-8280-7306	2,085,545.00	180,000.00	0.00	0.00	0.00	430,500.00	430,500.00	430,500.00	430,500.00	430,500.00	400,000.00	300,000.00	300,000.00	30.31-
	0.00	0.00	0.00	0.00	0.00	534,502.10	534,502.10	534,502.10	534,502.10	534,502.10	400,000.00	300,000.00	300,000.00	30.31-

CITY OF ELIZABETH CITY
Budget/Revenue Preparation Worksheet

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Admin. Recmd Requested	Budgeted		
Department: 31-8280-0000 PUBLIC UTILITIES - W & S MAINTENANCE:													
REPLACE WATER METERS FOR FIXED AREA NETW													
31-8280-7307	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY- EQUIPMENT													
31-8280-7400	96,156.00	69,052.00	64,479.00	31,874.00	73,000.00	31,874.00	1,503,799.00	31,874.00	1,559,200.00	1,653,220.00	1,305,920.00	1,305,920.00	16.24-
								48,363.59					
DEBT SERVICE W/S IMPROVEMENTS													
31-8280-8101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM STORMWATER FUND													
31-8280-9100	0.00	0.00	0.00	0.00	0.00	0.00	346,385.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO DAWSON STREET PUMP STATION													
31-8280-9101	1,045,545.00-	348,515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Control Total	3,981,207.76	1,813,223.81	3,378,946.04	1,927,870.88	3,188,538.00	1,895,723.50	3,984,751.00	1,898,888.74	5,000,672.00	5,158,819.00	4,413,775.00	4,413,775.00	11.74-
Department Total	3,981,207.76	1,813,223.81	3,378,946.04	1,927,870.88	3,188,538.00	1,895,723.50	3,984,751.00	1,898,888.74	5,000,672.00	5,158,819.00	4,413,775.00	4,413,775.00	11.74-
Budgeted Total	11,136,988.76	8,228,794.18	9,845,405.21	8,394,928.13	9,173,256.00	7,741,232.89	10,021,605.00	8,073,874.33	11,646,676.00	19,969,763.00	13,221,746.00	13,221,746.00	13.52
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Fund Total	11,136,988.76	8,228,794.18	9,845,405.21	8,394,928.13	9,173,256.00	7,741,232.89	10,021,605.00	8,073,874.33	11,646,676.00	19,969,763.00	13,221,746.00	13,221,746.00	13.52
Year Total	11,136,988.76	8,228,794.18	9,845,405.21	8,394,928.13	9,173,256.00	7,741,232.89	10,021,605.00	8,073,874.33	11,646,676.00	19,969,763.00	13,221,746.00	13,221,746.00	13.52

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - W & S Maintenance

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Overtime	76,000		76,000	76,000	76,000	Standby pay 4 hrs per week- 3 employees Extended work hours after 4:30 pm After-hour emergencies, routine pump station checks on weekends and holidays
Professional Services	70,000		70,000	60,000	60,000	Mapping and modeling of the water & sewer system Survey of manhole condition and sewer invert elevations
Communications	8,300		8,300	8,300	8,300	Business telephones at Wellfield complex, 4 mobile phones, and internet access.
Postage	700		700	700	700	General postage, Fed-X, UPS for parts.
Printing	300	300	600	600	600	Printing of educational materials such as door hangers, flyers, etc for the division. Work orders and business cards. FOG & Backflow Program Materials
Utilities	130,000	40,000	170,000	170,000	170,000	Piedmont Natural Gas service for bypass pumps for 6 pump stations (annual contract) Electric for 61 sewer pump stations and 2 buildings at Wellfield Complex
Travel & Education	8,000	1,000	9,000	9,000	9,000	Certification training/exams requirements for collection & distribution employees. State requires six contact hours for licensed personnel, State meetings for AWWA, NCRWA, NCWOA training schools, workshops and seminars.
Maintenance & Repair Buildings & Realty	4,000	6,000	10,000	8,000	8,000	All weather access road maintenance. Building rehab and shelves for equipment building at Wellfield Complex and Public Utilities Building.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - W & S Maintenance

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Maintenance & Repair Equipment	40,000		40,000	35,000	35,000	Repairs to backhoes, generators, tap machines, air compressors, mowers, pumps, trencher, saws, boring machine, tractors/bush hogs, sewer trailer, jetter, cargo trailers, lawn trailers, and portable pumps. Rental fees for lifting equipment for repairs.
Maintenance & Repair - Water Lines	95,000		95,000	85,000	85,000	Maintenance of mains, service lines, and hydrants. Water valves replacement throughout the City's water distribution systems.
Maintenance & Repair Pump Stations	70,000		70,000	65,000	65,000	Pump and Equipment Rehab.
Maintenance & Repair- Sewer Lines	10,000		10,000	10,000	10,000	Maintenance of mains, laterals, manholes and force mains. Repair of cross connections between sewer system and stormwater system in accordance with State requirements.
Maintenance of Water Towers	73,000	7,000	80,000	78,000	78,000	Maintenance agreement with Southern Corrosion Inc. - Poole St, Halstead Blvd and K.E. White. Annual altitude valve maintenance. Replace valve at Poole St. Tower
Maintenance Of Vehicles	45,000		45,000	45,000	45,000	Trucks #201, 203, 204, 205,207, 208, 209, 210, 210-1, 211, 212, 213, 218, 231 and 284.
Advertising	500		500	500	500	Public notification for line repairs and spills. (State Mandate)
Auto Supplies	40,000		40,000	40,000	40,000	Gas, tires, and oil.
Office Supplies	2,500		2,500	2,500	2,500	Forms, meter books, log books, paper, etc.
Departmental Supplies	40,000		40,000	40,000	40,000	Blocks and Bison (grease control), Tool parts for 4" tapping machines, signs, manhole covers, grates, rings, sewer rod gloves, PPE, spill response equipment, shop supplies, paper products, lawn care supplies.

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - W & S Maintenance

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	TOTAL	APPROVED	JUSTIFICATION/ITEMIZATION
Laundry	6,500		6,500	6,500	6,500	Uniform service.
Contracted Services	280,000		280,000	200,000	200,000	Sewer and water infrastructure repair or replacement in deep excavation Clean and inspect sewer mains. Sewer main Grouting point repairs
Purchase For Resale - Inventory	50		50	50	50	Inventory purchase to customers.
Dues & Subscriptions	5,800	9,500	15,300	14,556	14,556	Permit #WQCS00082, fees for collection and distribution, certification, Rural Water Assoc. and AWWA and NC Water Quality. Citiworks
Safe Shoes/Eye Exams/Phy/Glasses	2,500		2,500	2,500	2,500	Safety shoes for W&S employees.
Pump Station Improvements	183,000		183,000	100,000	100,000	Cleaning wet wells at pump stations, Upgrade pumps, add spares
Sewer Main Improvements	672,705	(72,705)	600,000	500,000	500,000	Pump station improvements including access control, telemetry, pump asset replacement, and VFDs. Various Sewer Main Improvements throughout City - Priority 1
Water Main Improvements	430,500	(30,500)	400,000	300,000	300,000	Various Water Main Improvements throughout City - Priority 1
Capital Outlay Equipment	1,559,200	94,020	1,653,220	1,305,920	1,305,920	Pressure/Vacuum Truck - Priority 1 AMI Beacon (Phase 1) - Priority 1 (1) (2) John Deere Backhoe - Priority 1 & 2 Hydro Stop-Machine - Priority 1 Huree-Smoke-Testing-Machine—Priority-2 SL-RAT—Priority-2 Stationary-Bypass-Pump-(Grice-P/S) Priority-2 Stationary-Bypass-Pump-(Dawson-P/S) Priority-2 Air-Compressor—Priority-3 Underground-Utility-Locator-GPR—Priority-3

Range of Revenue Accounts: 34-0000-0000 to 34-9999-9999

For Revenue: %PY = ((Anticipated / Anticipated) - 1) * 100

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		Admin. Recmnd	Anticipated	%PY	
	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Actual	Anticipated	Estimated Full Year Actual	Anticipated	Anticipated					
CASH DISC STORMWATER FEES																
34-3010-0000	0.00	0.00	916.62-	0.00	899.86-	0.00	1,051.80-	0.00	1,416.96-	0.00						0.00
	921.85-															
INTEREST EARNED																
34-3290-0000	75.00	0.00	606.42	120.00	2,416.95	500.00	4,446.42	2,500.00	6,642.81	0.00			5,000.00	5,000.00	100.00	100.00
	3.45															
INTEREST ON FEES																
34-3290-0010	2,000.00	2,500.00	3,770.27	3,000.00	4,685.49	3,000.00	3,371.66	3,000.00	4,412.36	0.00			3,000.00	3,000.00	0.00	0.00
	5,195.09															
PENSION REVENUE																
34-3300-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
	1,675.00															
EMPLOYEE - HEALTH INS																
34-3300-1001	0.00	0.00	0.00	0.00	11.08-	120.00	0.01	8.42	0.00	0.00						0.00
	0.00															
REVENUE MISCELLANEOUS																
34-3350-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00															
REVENUE FROM SALE OF FIXED ASSETS																
34-3350-0500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00															
NC DOT OAK GROVE																
34-3490-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
	0.00															
NCDEQ GRANT																
34-3490-3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00	4,494.89	0.00						0.00
	0.00															
CAMA GRANT																
34-3490-5000	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00	0.00	0.00	0.00						0.00
	0.00															
RESIDENTIAL REVENUE																

Description Revenue Account Number	2015	2016	2017	2018	***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmnd	Anticipated	
34-3710-0000	200,000.00 200,770.94	200,000.00 202,570.94	205,000.00 207,583.88	207,000.00 208,519.88	207,000.00 215,780.39	207,000.00 0.00	220,000.00	220,000.00	6.28
COMMERCIAL REVENUE									
34-3710-1000	195,000.00 195,548.18	195,000.00 193,817.74	195,000.00 208,113.65	210,000.00 209,169.29	335,000.00 361,271.58	335,000.00 0.00	363,000.00	363,000.00	8.36
OTHER FINANCING SOURCE									
34-3980-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
PAYMENT FROM W/S									
34-3980-1000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
RETAINED EARNINGS APPROPRIATED									
34-3990-0000	8,785.00 0.00	182,784.00 0.00	0.00 0.00	52,000.00 0.00	0.00 0.00	0.00 0.00			0.00
CANCELLED PRIOR YEAR EXPENDITURES									
34-3998-0000	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00			0.00
Revenue Fund Total	405,860.00 402,270.81	580,284.00 399,848.75	403,120.00 421,889.03	490,120.00 441,955.46	637,500.00 591,193.49	637,500.00 0.00	591,000.00	591,000.00	7.29-
Year Total	405,860.00 402,270.81	580,284.00 399,848.75	403,120.00 421,889.03	490,120.00 441,955.46	637,500.00 591,193.49	637,500.00 0.00	591,000.00	591,000.00	7.29-

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT PUBLIC UTILITIES	FISCAL YEAR 2019/2020
DIVISION STORMWATER UTILITY FUND	DATE 6/10/2019
ACCOUNT NO. 348500	DESCRIPTION CONTINUING

1. **SERVICE LEVEL NARRATIVE:** The Stormwater Utility Fund budgets the financial resources to develop and implement a Capital Improvement Plan for Drainage and Stormwater Systems in the City. It is also used to fund construction of Capital Improvements to the Drainage & Stormwater Infrastructure.

2. **BENEFITS OF FUNDING THIS LEVEL:** The benefit of budgeting a Stormwater Utility Fund is for the city to have a directed and measurable program of improvements to the Drainage and Stormwater infrastructure. The City will be able to prioritize projects and areas within the City where measurable improvements can be made to reduce property loss and improve the quality of life.

3. EXPENDITURES:

	FY 2017 ACTUAL	FY 2018 ACTUAL	2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$40,179	\$32,613	\$33,266	\$33,661
Operating Expenditures	15,063	127,366	54,369	206,697
Capital Expenditures	37,750	110,000	309,223	200,000
Other Expenditures	150,641	150,641	150,642	150,642
Stormwater Fund Totals	\$243,633	\$420,620	\$547,500	\$591,000
No. of Budgeted Positions	*.25FT	*.25FT	*.25FT	*.25FT

*Includes Public Works Director funded from General, Electric, Water/Sewer, and Stormwater Funds

4. ACTIVITY/PERFORMANCE MEASURES:

Proposed projects for this budget year include drainage improvement projects in the Tiber Creek Watershed and the Providence Road bridge.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 34-8500-0000														
STORMWATER UTILITY::														
34-8500-0000														
SALARIES & WAGES														
34-8500-0200	24,711.00		24,792.00		25,535.00		25,468.00		25,819.00		25,756.00		25,756.00	0.24-
	24,301.12		25,542.43		31,480.17		20,165.46		19,708.10		0.00			
SALARIES & WAGES-OVERTIME														
34-8500-0220	0.00		0.00		0.00		0.00		0.00		0.00			0.00
	0.00		0.00		0.00		0.00		0.00		0.00			
PROFESSIONAL SERVICES														
34-8500-0400	39,659.00		10,000.00		6,000.00		28,000.00		6,000.00		6,000.00		6,000.00	0.00
	0.00		3,612.75		0.00		21,350.00		0.00		0.00			
FICA														
34-8500-0500	1,890.00		1,897.00		1,927.00		1,948.00		1,975.00		2,034.00		2,034.00	2.99
	1,859.10		1,954.15		2,408.16		1,542.67		1,507.62		0.00			
GROUP INSURANCE														
34-8500-0600	1,601.00		1,681.00		1,541.00		1,950.00		2,097.00		2,161.00		2,161.00	3.05
	1,562.69		1,609.36		1,961.16		1,798.21		1,803.91		0.00			
RETIREMENT														
34-8500-0700	3,007.00		2,893.00		3,056.00		3,247.00		3,375.00		3,710.00		3,710.00	9.93
	1,066.53		1,236.92		3,083.93		882.99-		2,526.49		0.00			
COMMUNICATIONS														
34-8500-1100	0.00		20.00		20.00		20.00		20.00		20.00		20.00	0.00
	13.91		13.92		13.92		13.92		12.76		0.00			
TRAVEL & EDUCATION														
34-8500-1400	0.00		0.00		0.00		0.00		0.00		1,000.00		1,000.00	0.00
	0.00		0.00		0.00		0.00		0.00		0.00			
MAINTENANCE & REPAIR EQUIPMENT														
34-8500-1600	0.00		0.00		0.00		0.00		0.00		0.00			0.00
	0.00		0.00		0.00		0.00		0.00		0.00			
DEPARTMENTAL EXPENSES														
34-8500-3300	0.00		36.00		1,000.00		1,000.00		1,000.00		1,000.00		1,000.00	0.00
	179.10		859.38		0.00		1,360.00		0.00		0.00			

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY	
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd		Budgeted
Department: 34-8500-0000 STORMWATER UTILITY:::														
PUBLIC OUTREACH														
34-8500-3301	0.00	5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00
	0.00	0.00	2,893.02	3,825.00	3,825.00	75.00	0.00							
CONTRACTED SERVICES														
34-8500-4500	0.00	8,324.00	8,324.00	37,824.00	25,474.00	33,324.00	33,324.00	33,324.00	33,324.00	33,324.00	33,324.00	33,324.00	33,324.00	30.82
	5,943.34	6,790.73	6,340.06	35,723.85	8,480.20	0.00	0.00							
GIS INVENTORY														
34-8500-4502	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
DUES & SUBSCRIPTIONS														
34-8500-5300	0.00	0.00	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	9,575.00	9,575.00	9,575.00	538.33
	0.00	0.00	860.00	860.00	860.00	860.00	860.00	860.00	860.00	0.00				
INSURANCE LIABILITY														
34-8500-5410	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00	0.00
	3,557.00	4,388.00	4,933.00	4,939.00	9,809.39	0.00								
UNEMPLOYMENT INSURANCE														
34-8500-5420	55.00	0.00	21.00	15.00	25.00	25.00	25.00	25.00	25.00	0.00	25.00	25.00	25.00	0.00
	16.90	21.20	11.44	24.28	11.88	0.00								
DEPRECIATION														
34-8500-5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY														
34-8500-6000	0.00	0.00	21,555.00	66,007.00	25,933.00	143,253.00	143,253.00	143,253.00	143,253.00	0.00	143,253.00	143,253.00	143,253.00	452.40
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
HURRICANE FLORENCE														
34-8500-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
CAPITAL IMPROVEMENTS														
34-8500-7300	6,500.00	0.00	0.00	0.00	180,000.00	750,000.00	750,000.00	750,000.00	750,000.00	0.00	750,000.00	750,000.00	750,000.00	0.00
	6,500.00	0.00	0.00	0.00	116,022.47	0.00	0.00	0.00	0.00					
TIBER CREEK														
34-8500-7305	150,000.00	225,000.00	80,000.00	80,000.00	3,120.00-	180,000.00	180,000.00	180,000.00	180,000.00	0.00	180,000.00	180,000.00	180,000.00	0.00
	0.00	12,120.00	5,880.00-	3,120.00	180,000.00	0.00	0.00	0.00	0.00					

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual]	Approp Actual]	Approp Actual]	Approp Actual]	Approp Actual]	Approp Actual]	Approp Actual]	Approp Actual]	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 34-8500-0000 STORMWATER UTILITY::													
HALSTEAD BLVD DRAINAGE PLAN 34-8500-7308	46,811.00 0.00	70,000.00 31,250.00	45,000.00 34,050.00	30,000.00 7,650.00-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00
ROSE BID AVENUE 34-8500-7309	0.00 0.00	0.00 0.00	50,000.00 0.00	50,000.00 6,710.00	43,290.00 43,200.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00
PROVIDENCE RD BRIDGE IMPROVEMENTS 34-8500-7310	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150,000.00 2,600.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150,000.00	200,000.00	200,000.00	33.33
CAPITAL OUTLAY 34-8500-7400	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00
DEBT PAYMENT - ROANOKE PHASE III 34-8500-8101	132,500.00 20,467.72	150,641.00 28,330.39	150,641.00 25,024.93	150,641.00 22,450.45	150,642.00 150,641.04	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150,642.00	150,642.00	150,642.00	0.00
Control Total	406,734.00 65,467.41	500,284.00 117,729.23	403,120.00 107,179.79	490,120.00 115,349.85	626,530.00 537,258.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,291,000.00	1,341,000.00	591,000.00	5.67-
Department Total	406,734.00 65,467.41	500,284.00 117,729.23	403,120.00 107,179.79	490,120.00 115,349.85	626,530.00 537,258.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,291,000.00	1,341,000.00	591,000.00	5.67-
Budgeted Total	406,734.00 183,921.34	500,284.00 279,772.66	403,120.00 277,192.21	490,120.00 287,016.20	626,530.00 537,258.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,291,000.00	1,341,000.00	591,000.00	5.67-
Non-Budget Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00
Budget Fund Total	406,734.00 183,921.34	500,284.00 279,772.66	403,120.00 277,192.21	490,120.00 287,016.20	626,530.00 537,258.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,291,000.00	1,341,000.00	591,000.00	5.67-
Year Total	406,734.00 183,921.34	500,284.00 279,772.66	403,120.00 277,192.21	490,120.00 287,016.20	626,530.00 537,258.86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,291,000.00	1,341,000.00	591,000.00	5.67-

FY 2019/2020 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - STORM WATER FUND

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Professional Services	6,000	0	6,000	6,000	6,000	General Consultation on Stormwater Issues.
Communications	20	0	20	20	20	1/4 for director's Google account.
Travel & Education	0	1,000	1,000	1,000	1,000	Stormwater conference or events required for management and training of the division.
Departmental Expenses	1,000	0	1,000	1,000	1,000	Taxes on retention pond located at 810 Boston Avenue.
Public Outreach	7,500	0	7,500	7,500	7,500	Mr. Drip billboard and brochures.
Contracted Services	33,324		33,324	33,324	33,324	Monthly stormwater collection fee paid to county. Ditch Clearing.
Dues & Subscriptions	1,500	8,075	9,575	9,575	9,575	Annual Stormwater Permit Fee. Stormwater Association Dues Citworks Work Order System
Contingency	115,933	27,320	143,253	143,253	143,253	Project to be prioritized by SWAB
Rose Bud Ave.	43,290	(43,290)	0	0	0	Projected Completed.
Capital Improvement Projects	0	750,000	750,000	0	0	
Providence Rd Bridge Improveme	150,000	50,000	200,000	200,000	200,000	Providence Road Bridge Improvements

Range of Revenue Accounts: 40-0000-0000 to 40-9999-9999
For Revenue: %PY = ((Anticipated / Anticipated) - 1) * 100

Description Revenue Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated	Anticipated	
INTEREST EARNED													
40-3290-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.53	0.00		0.00
	3.79	13.21											
EMPLOYEE-HEALTH INS													
40-3300-0000	0.00	0.00	0.00	6,088.00	7,680.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PENSION REVENUE													
40-3300-0010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	41,032.00												
EMPLOYEE - HEALTH INS													
40-3300-1001	0.00	0.00	0.00	0.00	1,056.00	0.00	19.86-	0.00	595.80	0.00	0.00		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
REVENUE-INSURANCE DAMAGE													
40-3350-8300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,911.28	0.00	0.00		0.00
	1,771.43	1,367.20							7,794.98				
SOLID WASTE DISPOSAL													
40-3370-0300	11,500.00	11,000.00	11,600.00	11,600.00	10,000.00	22,800.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	34.21-	0.00
	11,564.24	11,423.28	11,993.27	12,244.93	22,842.56	0.00							
DENR GRANT													
40-3490-2000	0.00	30,000.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	0.00	30,000.00	0.00	15,000.00									
COMMERCIAL SANITATION FEE													
40-3590-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TIPPING FEE													
40-3590-0010	34,320.00	40,000.00	42,000.00	42,000.00	42,000.00	42,000.00	41,800.00	42,000.00	39,031.00	0.00	42,000.00	42,000.00	0.00
	42,027.00	41,272.00	42,614.00	41,800.00									
RESIDENTIAL SANITATION FEE													
40-3590-0100	1,478,000.00	1,459,701.00	1,600,000.00	1,561,721.00	1,561,721.00	1,561,721.00	1,584,459.63	1,561,721.00	1,504,172.12	0.00	1,637,453.00	1,637,453.00	4.85
	1,572,264.61	1,521,240.30	1,555,263.19	1,584,459.63	1,504,172.12								
SANITATION CAN REPLACEMENT													

Description Revenue Account Number	2015		2016		2017		2018		2019		2020		%PY
	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Anticipated Actual	Estimated Full Year Actual	Admin. Recmd	Anticipated	Admin. Recmd	Anticipated		
40-3590-0200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOWNTOWN SANITATION FEE													
40-3590-0300	22,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	10.00
	19,752.00	13,924.00	18,510.00	18,696.00	16,158.00	0.00	0.00						
RECYCLABLES SALES													
40-3590-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCE													
40-3980-0000	220,000.00	185,000.00	0.00	270,000.00	277,076.00	0.00	0.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	45.86-
	0.00	32,570.00-	0.00	0.00	277,076.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TRANSFER OF EQUIPMENT													
40-3980-3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETAINED EARNING APPROPRIATED													
40-3990-0000	17,500.00	267,590.00	8,817.87	0.00	33,017.00	0.00	0.00	30,900.00	30,900.00	30,900.00	30,900.00	30,900.00	6.41-
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CANCELLED PRIOR YEAR EXPENDITURES													
40-3998-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	53.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Fund Total	1,783,320.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	1,688,380.46	1,672,234.72	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	3.12-
	1,688,415.07	1,586,669.99	1,628,380.46	1,672,234.72	1,867,710.99	1,628,380.46	1,672,234.72	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	3.12-
Year Total	1,783,320.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	1,688,380.46	1,672,234.72	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	3.12-
	1,688,415.07	1,586,669.99	1,628,380.46	1,672,234.72	1,867,710.99	1,628,380.46	1,672,234.72	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	1,897,353.00	3.12-

**CITY OF ELIZABETH CITY
SERVICE LEVEL SUMMARY**

DEPARTMENT	PUBLIC UTILITIES	FISCAL YEAR	2019/2020
DIVISION	SOLID WASTE FUND	DATE	6/10/2019
ACCOUNT NO.	405800	DESCRIPTION	CONTINUING

1. **SERVICE LEVEL NARRATIVE:** This service level funds the payment of tipping fees for refuse to Pasquotank County. Customers are billed for the cost of these services on a monthly basis which funds the cost of all refuse collections and disposal. This service provides for weekly collection of recycling/garbage pick up, vegetative waste, appliances, tires and bulk trash collection.

2. **BENEFITS OF FUNDING THIS LEVEL:** By funding this service level, solid waste collection is provided to every qualified residential dwelling of less than five units within the City limits in compliance with City policy and regulations and to promote public education on waste reduction, refuse, and recycling City-wide. This service current fee covers approximately 100% of the actual cost of City sanitation operations. The Solid Waste Division is funded by per household charges.

3. **EXPENDITURES:**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Personnel Services Expenditures	\$40,179	\$881,471	\$995,530	\$1,049,805
Operating Expenditures	15,063	542,999	471,222	469,432
Capital Expenditures	37,750	270,000	314,076	150,000
Other Expenditures	150,641	247,987	150,786	228,116
General Fund Totals	\$243,633	\$1,942,457	\$1,931,614	\$1,897,353
No. of Budgeted Positions	18FT	18FT	18FT	18FT

4. **ACTIVITY/PERFORMANCE MEASURES:** Currently refuse collection is provided by the City to approximately 5,692 households weekly with the potential of approximately 6,300 with full occupancy of all dwellings, and to approximately 106 small commercial businesses.

RECOMMENDED BY CITY MANAGER: YES (X) NO () APPROVED BY CITY COUNCIL: YES (X) NO ()

Range of Expend Accounts: 40-0000-0000 to 40-9999-9999
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) * 100

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Approp Actual	Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	
SOLID WASTE FUND:													
40-0000-0000													
SOLID WASTE FUND:													
40-5800-0000													
SALARIES & WAGES - REGULAR													
40-5800-0200	626,055.00	591,658.00	601,429.00	603,022.00	639,254.00	657,550.00	657,550.00	657,550.00	657,550.00	657,550.00	657,550.00	657,550.00	2.86
	571,806.02	559,255.81	588,080.59	551,693.18	530,676.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES - OVERTIME													
40-5800-0220	15,000.00	16,000.00	14,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.00
	10,410.57	8,905.56	18,129.09	8,266.84	6,151.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SALARIES & WAGES P/T & TEMP													
40-5800-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F. I. C. A.													
40-5800-0500	48,811.00	46,180.00	46,339.00	46,705.00	50,127.00	51,221.00	51,221.00	51,221.00	51,221.00	51,221.00	51,221.00	51,221.00	2.18
	44,304.07	42,748.35	45,891.63	42,618.87	40,790.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GROUP INSURANCE													
40-5800-0600	115,254.00	102,448.00	110,323.00	124,816.00	151,002.00	155,556.00	155,556.00	155,556.00	155,556.00	155,556.00	155,556.00	155,556.00	3.02
	101,913.78	101,917.79	104,687.80	112,920.30	120,674.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
RETIREMENT													
40-5800-0700	76,191.00	70,447.00	73,529.00	76,312.00	85,591.00	91,728.00	91,728.00	91,728.00	91,728.00	91,728.00	91,728.00	91,728.00	7.17
	19,955.78	28,290.90	65,009.03	26,765.48	68,807.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
COMMUNICATIONS													
40-5800-1100	2,300.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	0.00
	2,245.72	2,268.70	2,268.91	2,318.18	2,072.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
POSTAGE													
40-5800-1101	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00
	0.00	0.00	26.02	0.47	2.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRINTING													

Description Budget Account Number	2015		2016		2017		2018		2019		2020		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted		
Department: 40-5800-0000 SOLID WASTE FUND:													
40-5800-1200	250.00 0.00	250.00 0.00	250.00 188.50	250.00 0.00	250.00 0.00	250.00 0.00	250.00 0.00	0.00	250.00	250.00	250.00	250.00	0.00
TRAVEL & EDUCATION													
40-5800-1400	1,000.00 222.10	1,000.00 124.00	1,000.00 0.00	1,000.00 452.00	1,000.00 0.00	1,000.00 129.50	1,000.00 0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
MAINT--WELLFIELD AREAS													
40-5800-1500	0.00 0.00	0.00 0.00	0.00 0.00	0.00 480.00	0.00 0.00	0.00 4,252.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIR EQUIPMENT													
40-5800-1600	10,000.00 1,211.49	10,000.00 7,381.22	10,000.00 1,926.60	7,500.00 7,180.50	7,500.00 7,180.50	12,411.28 4,267.25	0.00	0.00	10,500.00	10,500.00	10,500.00	10,500.00	15.40-
MAINTENANCE OF VEHICLES													
40-5800-1700	140,000.00 160,454.32	135,000.00 148,618.33	125,000.00 150,976.07	125,000.00 177,286.15	125,000.00 114,923.32	0.00	0.00	0.00	125,000.00	125,000.00	125,000.00	125,000.00	0.00
EQUIPMENT RENTAL													
40-5800-2100	500.00 0.00	500.00 0.00	500.00 0.00	500.00 10,600.00	500.00 0.00	500.00 0.00	0.00	0.00	500.00	500.00	500.00	500.00	0.00
ADVERTISING													
40-5800-2600	250.00 0.00	250.00 0.00	250.00 173.50	250.00 0.00	250.00 0.00	250.00 234.00	0.00	0.00	250.00	250.00	250.00	250.00	0.00
AUTO SUPPLIES													
40-5800-3100	132,000.00 120,058.09	132,000.00 66,391.90	122,000.00 83,738.70	102,000.00 78,358.28	92,000.00 99,173.98	0.00	0.00	0.00	92,000.00	92,000.00	92,000.00	92,000.00	0.00
DEPARTMENTAL SUPPLIES & EXP													
40-5800-3300	10,000.00 8,413.32	10,000.00 10,740.84	11,000.00 8,580.72	11,000.00 11,526.95	11,000.00 9,412.26	0.00	0.00	0.00	11,000.00	11,000.00	11,000.00	11,000.00	0.00
MOSQUITO CONTROL													
40-5800-3301	8,000.00 14,133.12	10,000.00 9,651.84	12,000.00 10,845.24	12,000.00 12,421.50	12,000.00 11,392.10	0.00	0.00	0.00	12,000.00	12,000.00	12,000.00	12,000.00	0.00
TRASH COMPACTOR LEASE													
40-5800-3302	7,000.00 6,175.00	7,000.00 5,950.00	7,000.00 5,375.00	6,000.00 6,550.00	6,000.00 5,600.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
LAUNDRY													

Description	2015	2016	2017	2018	2019	2020	Admin. Recmnd	Budgeted	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested		
Department: 40-5800-0000 SOLID WASTE FUND:									
40-5800-3500	6,000.00 5,880.02	6,000.00 5,750.05	6,000.00 5,651.83	6,000.00 5,949.26	6,000.00 5,298.33	0.00	6,000.00	6,000.00	0.00
CONTRACTED SERVICES									
40-5800-4500	1,000.00 4,865.30	1,000.00 13,474.40	6,000.00 16,068.16	6,000.00 13,457.33	6,600.00 5,500.00	0.00	6,600.00	6,600.00	0.00
TIPPING FEES									
40-5800-4501	0.00 0.00	0.00 0.00	0.00 0.00	30,000.00 7,124.85	30,000.00 55,950.00	0.00	66,000.00	66,000.00	120.00
SPECIAL PURCHASE FOR RESALE									
40-5800-4850	20,000.00 17,518.51	22,500.00 21,265.37	122,500.00 123,911.35	122,500.00 120,870.36	22,500.00 43,389.33	0.00	25,000.00	25,000.00	11.11
CART GRANT									
40-5800-4851	0.00 0.00	36,000.00 36,000.00	0.00 0.00	36,000.00 30,474.84	0.00 0.00	0.00	0.00	0.00	0.00
DUES & SUBSCRIPTIONS									
40-5800-5300	500.00 413.00	500.00 797.00	500.00 560.00	500.00 737.00	500.00 789.26	0.00	8,675.00	8,675.00	*****
WORKERS COMP/INS & BOND									
40-5800-5400	13,724.00 17,846.03	18,738.00 23,081.28	23,081.00 30,139.13	30,200.00 32,651.13	35,000.00 25,183.12	0.00	33,250.00	33,250.00	5.00-
INSURANCE LIABILITY									
40-5800-5410	21,461.00 18,622.43	19,553.00 21,682.07	21,682.00 19,994.95	21,682.00 18,242.97	21,750.00 20,178.92	0.00	21,750.00	21,750.00	0.00
UNEMPLOYMENT INSURANCE									
40-5800-5420	3,960.00 1,217.99	12,125.00 1,012.85	1,013.00 276.66	300.00 1,141.90	1,150.00 293.70	0.00	657.00	657.00	42.87-
INSURANCE - CLAIMS PAID									
40-5800-5430	0.00 3,553.00	0.00 3,562.49	2,818.00 4,603.33	2,818.00 156.62	2,500.00 5,998.22	0.00	3,000.00	3,000.00	20.00
SAF SHOE/EYE EXAM/PHY/GLASSES									
40-5800-5870	2,000.00 1,989.89	2,500.00 1,524.05	2,500.00 1,723.00	2,500.00 3,192.91	3,500.00 2,785.94	0.00	3,500.00	3,500.00	0.00
CONTINGENCY									

Description Budget Account Number	2015		2016		2017		2018		***** 2019 *****		***** 2020 *****		%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested	Admin. Recmnd	Budgeted	
Department: 40-5800-0000 SOLID WASTE FUND:													
40-5800-6000	116,897.00	152,790.00	142,285.00	16,249.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
HURRICANE FLORENCE													
40-5800-7205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640.76	0.00			0.00
CAPITAL OUTLAY IMPROVEMENTS													
40-5800-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
CAPITAL OUTLAY													
40-5800-7400	264,500.00	446,590.00	8,817.87	270,000.00	314,076.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	52.24-
DEBT PMT - SANITATION LEAF TRUCK													
40-5800-8101	0.00	64,388.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	38,776.00	0.00
DEBT PMT - REFUSE TRUCK													
40-5800-8104	0.00	0.00	0.00	57,145.00	112,010.00	116,325.00	116,325.00	116,325.00	116,325.00	116,325.00	116,325.00	116,325.00	3.85
DEBT SERVICE RECYCLING TRUCK													
40-5800-8108	95,124.00	35,926.00	35,926.00	29,929.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
DEBT SERVICE SANITATION TRUCK													
40-5800-8109	44,000.00	59,198.00	105,137.00	105,137.00	80,472.00	42,115.00	42,115.00	42,115.00	42,115.00	42,115.00	42,115.00	42,115.00	47.67-
DEBT SERVICE GRAPPLER TRUCK 2020													
40-5800-8110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,900.00	30,900.00	0.00
Department Total	1,781,827.00	2,013,291.00	1,654,405.87	1,910,841.00	1,879,969.28	1,785,853.00	1,785,853.00	1,785,853.00	1,785,853.00	1,785,853.00	1,785,853.00	1,785,853.00	5.01-
	1,139,766.30	1,306,231.01	1,121,087.30	1,292,680.42	1,681,959.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description	2015	2016	2017	2018	2019	2020	Admin. Recmd	Budgeted	%PY
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year	Requested		
Department: 40-6600-0000									
GROUP INSURANCE - RETIREES									
40-6600-0600	0.00	0.00	17,100.00	14,616.00	63,556.00	0.00	77,750.00	77,750.00	22.33
	60,745.25	42,608.52	48,234.27	69,890.97	57,371.20				
PENSION EXPENSE									
40-6600-0602	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	44,893.00	19,340.33	18,868.00	45,325.63	0.00				
EMPLOYEE CLINIC									
40-6600-0603	0.00	0.00	0.00	0.00	0.00	0.00		33,750.00	0.00
	0.00	0.00	0.00	0.00	0.00				
BAD DEBT EXPENSE									
40-6600-5100	0.00	0.00	17,000.00	17,000.00	15,000.00	0.00			0.00
	16,950.00	17,800.00	35,600.00	49,375.55	11,750.00				
DEPRECIATION									
40-6600-5900	0.00	0.00	0.00	0.00	0.00	0.00			0.00
	82,377.32	99,060.26	142,820.91	141,742.64	0.00				
Control Total	1,781,827.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	0.00	1,832,703.00	1,897,353.00	3.12-
	1,344,731.87	1,485,040.12	1,366,610.48	1,599,015.21	1,751,080.42				
Department Total	0.00	0.00	34,100.00	31,616.00	78,556.00	0.00	77,750.00	111,500.00	41.94
	204,965.57	178,809.11	245,523.18	306,334.79	69,121.20				
Budgeted Total	1,781,827.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	0.00	1,832,703.00	1,897,353.00	3.12-
	1,344,731.87	1,485,040.12	1,366,610.48	1,599,015.21	1,751,080.42				
Non-Budget Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	1,781,827.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	0.00	1,832,703.00	1,897,353.00	3.12-
	1,344,731.87	1,485,040.12	1,366,610.48	1,599,015.21	1,751,080.42				
Year Total	1,781,827.00	2,013,291.00	1,688,505.87	1,942,457.00	1,958,525.28	0.00	1,832,703.00	1,897,353.00	3.12-
	1,344,731.87	1,485,040.12	1,366,610.48	1,599,015.21	1,751,080.42				

FY 2019/20 SUPPLEMENTAL BUDGET WORKSHEET

DEPARTMENT/DIVISION PUBLIC UTILITIES - Solid Waste

ACCOUNT TITLE	CONTINUATION	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Salaries & Wages - Overtime	16,000	0	16,000	16,000	16,000	Special events, emergency situations, storm clean up, Inmate pickup, and Mosquito control.
Communications	2,700	0	2,700	2,700	2,700	Internet access, faxes, cell phones, and long distance calling for ordering supplies for the division.
Postage	50	0	50	50	50	Postage for mailing divisional brochures out to citizens.
Printing	250	0	250	250	250	Educational door hanger notices on Sanitation services.
Travel & Education	1,000	0	1,000	1,000	1,000	Training , workshops and conferences through APWA, SWANA, CRA Conference and and NCMCVA. Mandatory recertification credits for Public Health Pesticides license.
Maintenance & Repair Equipment	10,500	0	10,500	10,500	10,500	Preventative maintenance and refurbishing equipment. Refurbish Recycling Truck with can latches to dump recycling containers.
Maintenance Of Vehicles	125,000	0	125,000	125,000	125,000	Aging fleet of vehicles are experiencing break downs with the continual need of repairs. Refuse Trucks (5) 1/2 Ton Pick Ups (3) Grappler Trucks (3) Leaf Trucks (2) Swa-Cars (2) 1 Ton Pick Ups (3)
Equipment Rental	500	0	500	500	500	Special rental due to storm cleanup or other emergencies.
Advertising	250	0	250	250	250	Public awareness notices and holiday schedule changes.
Auto Supplies	92,000	0	92,000	92,000	92,000	Fuel and tires.

FY 2018/19 SUPPLEMENTAL BUDGET WORKSHEET DEPARTMENT/DIVISION PUBLIC UTILITIES - Solid Waste

ACCOUNT TITLE	CONTINUATION (DECREASE)	INCREASE/ (DECREASE)	TOTAL	MANAGER RECOMMENDED	APPROVED	JUSTIFICATION/ITEMIZATION
Departmental Supplies	11,000	0	11,000	11,000	11,000	PPE and other safety items. Special work tools i.e. pitchforks, rakes, shovels, brooms, axes, trimmers, tarp covers etc. Cleaning supplies. Tool assortment for light maintenance and routine parts replacement.
Mosquito Control	12,000	0	12,000	12,000	12,000	Chemicals, larvacides, and other supplies utilized in the mosquito control program (Biomist).
Trash Compactor Lease	6,000	0	6,000	6,000	6,000	Hauling fee for Downtown Trash Compactor.
Laundry	6,000	0	6,000	6,000	6,000	Uniforms, coveralls, caps, and coats.
Contracted Services	6,600		6,600	6,600	6,600	Contracted assistance with storm debris removal.
Tipping Fees	30,000	36,000	66,000	66,000	66,000	Recycling Hauling Fee.
Special Purchase for Resale	22,500	2,500	25,000	25,000	25,000	Purchase/replacement of refuse/recycling carts.
Dues & Subscriptions	500	8,175	8,675	8,675	8,675	Memberships, special subscriptions, and mandatory CDL licenses and renewal. Citworks Work Order System.
Safety Shoes	3,500	0	3,500	3,500	3,500	Safety shoes for the Sanitation employees.
Contingency						
Capital Outlay Equipment	314,076	(164,076)	150,000	150,000	150,000	Combination Unit Grapppler Truck - Priority 1

	2016-2017 Actual Expenditures	2017-2018 Actual Expenditures	2018-2019 Budget	2019-2020 Approved by Board
PERSONNEL COST				
General Fund	11,778,405	11,642,765	12,675,974	13,659,866
Electric Fund	2,438,624	2,163,392	2,337,617	2,743,998
Water & Sewer Fund	2,445,798	2,322,340	2,384,436	2,725,654
Stormwater Fund	40,560	22,623	33,266	33,661
Solid Waste Fund	888,900	742,265	941,974	1,049,805
TOTAL PERSONNEL COST	17,592,288	16,893,385	18,373,267	20,212,984
PROFESSIONAL SVCS				
General Fund	123,720	45,392	85,376	63,875
Electric Fund	86,015	22,248	239,000	215,000
Water & Sewer Fund	81,127	16,291	163,670	128,000
Stormwater Fund	-	21,350	6,000	6,000
Solid Waste Fund	-	-	-	-
TOTAL PROFESSIONAL SVCS	290,861	105,281	494,046	412,875
OPERATING COST				
General Fund	4,417,733	5,110,326	5,665,813	5,137,738
Electric Fund	28,297,233	26,663,096	28,664,612	28,450,985
Water & Sewer Fund	4,878,294	3,815,980	4,021,932	3,769,685
Stormwater Fund	183,437	217,273	74,302	200,697
Solid Waste Fund	645,459	587,246	471,817	469,432
TOTAL OPERATING COST	38,422,156	36,393,921	38,898,476	38,028,537
CAPITAL OUTLAY				
General Fund	2,126,492	2,376,858	3,766,677	2,675,602
Electric Fund	306,500	2,005,191	3,807,898	3,682,500
Water & Sewer Fund	(11,470)	1,687,906	4,219,869	5,697,520
Stormwater Fund	28,170	-	373,290	200,000
Solid Waste Fund	(176,182)	259,661	314,076	150,000
TOTAL CAPITAL OUTLAY	2,273,510	6,329,616	12,481,810	12,405,622
DEBT SERVICE				
General Fund	739,665	803,252	915,257	1,103,236
Electric Fund	37,236	27,659	793,125	793,125
Water & Sewer Fund	189,771	152,451	987,917	900,887
Stormwater Fund	25,025	22,450	150,642	150,642
Solid Waste Fund	8,434	9,243	231,258	228,116
TOTAL DEBT SERVICE	1,000,131	1,015,055	3,078,199	3,176,006
TRANSFER				
General Fund	-	-	-	-
Electric Fund	1,525,000	1,525,000	1,525,000	1,525,000
Water & Sewer Fund	1,811,387	350,000	350,000	350,000
Stormwater Fund	-	-	-	-
Solid Waste Fund	-	-	-	-
TOTAL TRANSFER	3,336,387	1,875,000	1,875,000	1,875,000
GRAND TOTAL	62,915,332	62,612,258	75,200,798	76,111,024