**Agenda**
**Board of Aldermen**
**Town of Gibsonville**

**May 18, 2020**
**Agenda Meeting**

**Town Hall**
**7:00 pm**

1. Invocation Alderman O'Toole
2. Public Comments
3. Approval of Agenda
4. Approval of Minutes
5. Market Day & Concert Series Discussion
6. Appointment to Link Transit
7. Springwood Ave./Cedar St. Waterline Replacement Capital Project Ordinance Amendment
8. Community Center Capital Project Ordinance Closeout
9. FY 2020 Budget Ordinance Amendment #6
10. Discussion of Allowing Benches, Tables, etc… on Sidewalks
11. Discussion of Ordinance Addressing Decay and Deterioration of Non-Residential Buildings
12. Recommended FY 2021 Budget Presentation
13. Reports
    a. Town Manager
    b. Mayor
    c. Board Members

## Addendum

5. **Market Day & Concert Series Discussion** – Parks & Recreation staff will present options for Market Day & Concert Series. They are seeking board input. There may be some modifications due to recent events related to COVID 19.

6. **Appointment to Link Transit** – The board needs to appoint a replacement for Veronica Revels on the Link Transit board. This position would serve as an alternate representative for the Town of Gibsonville.

7. **Springwood Ave./Cedar St. Waterline Replacement Capital Project Ordinance Amendment** – This Ordinance Amendment will reflect the budget approved by the State, since the State provided the loan for the project. *Staff recommends approval of the Ordinance Amendment*
   Attachment: Ordinance Amendment, Original Ordinance, and Project Budget Approval Letter from the State

8. **Community Center Capital Project Ordinance Closeout** – This Ordinance is needed to close out the Capital Project Ordinance related to the Community Center. There was $12,568.35 leftover and will transfer to the General Fund with the approval of this Ordinance Closeout. *Staff recommends approval of the Ordinance.*
   Attachment: Ordinance

9. **FY 2020 Budget Ordinance Amendment #6** – See memo.
   Attachments: Memo & FY 2020 Budget Ordinance Amendment #6, Sewer System Rehab Project Original Ordinance, and Amended Sewer System Rehab Project Ordinance

10. **Discussion of Allowing Benches, Tables, Chairs, etc… on Sidewalks** – The current Ordinance does not allow benches, tables, chairs, etc… on sidewalks. Staff would like to amend the Ordinance to allow for benches, tables, chairs etc… on sidewalks as long as it is in compliance with ADA regulations, provides safe passage on sidewalks, and benches, tables, chairs, etc… are not to be permanent structures. This is to be approved by the Town Manager or his designated staff. If the board wishes to amend the current Ordinance it would require a public hearing which could be held at the June 1, 2020 meeting. *Staff is recommending the Ordinance be amended.*
    Attachments: Current Ordinance

11. **Discussion of Ordinance Addressing Decay and Deterioration of Non-Residential Buildings** – Staff is seeking the board's approval of an Ordinance Addressing Decay and Deterioration of Non-Residential Buildings. If the board wishes to adopt the Ordinance this would require a public hearing which could be held at the June 1, 2020 meeting. *Staff is recommending approval of the Ordinance.*
    Attachment: Draft Ordinance

12. **Recommended FY 2021 Budget Presentation** – The Town Manager will present the Recommended FY 2021 Budget.

Item 7

# CAPITAL PROJECT ORDINANCE
# SPRINGWOOD AVENUE AND CEDAR STREET
# WATERLINE REPLACEMENT PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

Section 1. The Project authorized is Springwood Avenue and Cedar Street Waterline Replacement Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| State Reserve Loan (SRP) | $ | 649,550 |
| Transfer from General Fund | $ | 75,500 |
| Transfer from Water & Sewer Fund | $ | 7,651 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Construction | $ | 624,210 |
| Technical Services (Planning & Design) | $ | 24,000 |
| Technical Services (Construction Phase) | $ | 16,500 |
| Administrative | $ | 5,000 |
| Legal & Testing | $ | 50,000 |
| Closing Costs | $ | 12,991 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance amendment shall take effect upon passage.

This the 18th day of May, 2020.

_____
Leonard Williams, Mayor

ATTEST:

_____
Laurie Yarbrough, Town Clerk

# CAPITAL PROJECT ORDINANCE
# SPRINGWOOD AVENUE AND CEDAR STREET
# WATERLINE REPLACEMENT PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project authorized is Springwood Avenue and Cedar Street Waterline Replacement Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Transfer from General Fund Balance | $ | 75,500 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Engineering | $ | 75,500 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance shall take effect upon passage.

This the 3rd day of April, 2017.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

ROY COOPER
*Governor*
MICHAEL S. REGAN
*Secretary*
Kim H. Colson
*Director*

NORTH CAROLINA
*Environmental Quality*

November 22, 2019

Mr. Ben Baxley, Town Manager
Town of Gibsonville
129 West Main Street
Gibsonville, NC 27249

SUBJECT: Authority to Award
DWI Project No. H-SRP-D-17-0017
Springwood and Cedar Street Waterline Replacement
Gibsonville, NC

Dear Mr. Baxley:

The Project Bid Information documents, including the Disadvantaged Business Enterprise (DBE) solicitations, have been reviewed for the subject project. The project budget is approved as follows:

| **Project Expenses** | **Total Amount** | **Eligible Amount** |
|---|---|---|
| Citty's Plumbing and Pools, Inc. | $624,210 | $624,210 |
| Contingency | 0 | 0 |
| Technical Services (Planning & Design) * | 24,000 | 24,000 |
| Technical Services (Construction Phase) * | 16,500 | 16,500 |
| Administrative * | 5,000 | |
| Legal & Testing * | 50,000 | 25,000 |
| Closing Costs ** | 12,991 | |
| **Total Eligible Costs** | | **$689,710** |

**Subject to further review **Closing cost based on the amount of SRP funds available $649,550*

Please note that the funding is restricted to the eligible costs noted above. This amount may be greater than the amount in the executed Offer. Closing costs for the State Loan amount is $12,991 limited to the revised loan offer amount of $649,550. Please note that the closing fee is

# CAPITAL PROJECT ORDINANCE
# COMMUNITY CENTER PROJECT

Item 8

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby closed out:

Section 1. The Project authorized is Community Center Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Loan Proceeds | $ | 1,415,000 |
| Transfer from General Fund | $ | 738,000 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Construction | $ | 1,774,000 |
| Legal Fees | $ | 12,000 |
| Architectural/Engineering Fees | $ | 133,000 |
| Interest | $ | 40,000 |
| Equipment | $ | 100,000 |
| Project Contingency | $ | 84,000 |
| Furnishings | $ | 10,000 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. The project has been completed and there is an appropriated amount of $12,568.35 unspent.

Section 8. The remaining about of $12,568.35 will be transferred to the General Fund with the passage of this ordinance close out.

Section 9. That this ordinance close out shall take effect upon passage.

This the 18th day of May, 2020.

_____
Leonard Williams, Mayor

ATTEST:

_____
Laurie Yarbrough, Town Clerk

Item 9

**Town of Gibsonville**

# Memo

**To:** Mayor Williams and Members of the Board of Aldermen

**From:** Ben Baxley, Town Manager RBB

**Date:** 5/14/2020

**Re:** FY 2020 Budget Ordinance Amendment #6

---

The attached FY 2020 Budget Ordinance Amendment #6 is needed to account for a transfer of funds from the Sewer Rehabilitation Capital Project Fund, a transfer from the Community Center Capital Project Fund, contribution from the Gibsonville ABC to the police department, State Aid Grant to the Gibsonville Public Library (allocation of three months of a grant), and a donation to the library. Below is a list of the amendments with explanations.

General Fund Revenues

- Increase of $2,220 in Miscellaneous line item to account for a contribution from the Gibsonville ABC to the police department and a donation to the Gibsonville Public Library
- Increase of $1,332 in Library State Aid Grant line item to account for three months of said funding
- Decrease of $372,068 in Appropriated General Fund Balance line item to offset the transfer of $359,500 from the Sewer Rehabilitation Capital Project Fund (CPF) and $12,568 from the Community Center Capital Project Fund (CPF)
- Increase of $12,568 in Transfer From Community Center CPF line item to account for capital project ordinance close out
- Increase of $359,500 in Transfer From Sewer Rehab CPF to account for transfer of a portion back to the General Fund that was originally transferred to the Sewer Rehabilitation Capital Project Fund from the General Fund (see attached original and amended Sewer Rehabilitation Capital Project Ordinances)

General Fund Expenditures

- Increase of $2,120 in Police line item to account for Gibsonville ABC
- Increase of $1,432 in Library line item to account for three months of a State Aid Grant and a donation

The amendments increase the General Fund budget by $3,552.

**TOWN OF GIBSONVILLE, NORTH CAROLINA**
**FY 2020 BUDGET ORDINANCE AMENDMENT #6**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 18th day of May, 2020 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

**SECTION I. GENERAL FUND**

| **Anticipated Revenues** | **FY 2020** Current Budget | Amendment Increase/Decrease | **FY 2020** Revised Budget |
|---|---|---|---|
| Taxes, Current Year | 2,956,000 | - | 2,956,000 |
| Taxes, Prior Years | 25,150 | - | 25,150 |
| Motor Vehicle Tax | 372,000 | - | 372,000 |
| Penalties & Interest | 12,000 | - | 12,000 |
| Cemetery | 10,000 | - | 10,000 |
| Recreation | 82,000 | - | 82,000 |
| Sanitation Service Charge | 306,000 | - | 306,000 |
| Interest on Investments | 8,000 | - | 8,000 |
| Fire District Tax (Guilford) | 14,400 | - | 14,400 |
| Library | 2,000 | - | 2,000 |
| Transfer Perpetual Care | 2,700 | - | 2,700 |
| Sale of Fixed Assets | 10,000 | - | 10,000 |
| Guilford County Funds | 55,500 | - | 55,500 |
| Code Enforcement/Planning | 8,000 | - | 8,000 |
| Brush/White Goods Pickup Fees | 2,000 | - | 2,000 |
| *Miscellaneous* | *34,156* | ***2,220*** | *36,376* |
| GHA | 2,340 | - | 2,340 |
| Stormwater Fee | 32,000 | - | 32,000 |
| Solid Waste Disposal Tax | 4,600 | - | 4,600 |
| Intangible: Sales Tax (Alamance Co.) | 921,000 | - | 921,000 |
| Intangible: Sales Tax (Guilford Co.) | 488,500 | - | 488,500 |
| Utility Franchise | 400,000 | - | 400,000 |
| Beer & Wine | 30,000 | - | 30,000 |
| *Library State Aid Grant* | *3,372* | ***1,332*** | *4,704* |
| Governor's Crime Commission Grant | 24,490 | - | 24,490 |
| Federal Drug Funds | 43,670 | - | 43,670 |
| Powell Bill Funds | 192,000 | - | 192,000 |
| Appropriated Fund Balance - Powell Bill | 42,265 | - | 42,265 |
| Appropriated General Fund Balance | 934,989 | **(372,068)** | 562,921 |
| Appropriated Recreation Capital Reserve | 30,033 | - | 30,033 |
| *Transfer From Community Center CPF* | - | ***12,568*** | *12,568* |
| *Transfer From Sewer Rehab CPF* | - | ***359,500*** | *359,500* |
| ***Total Anticipated Revenues*** | ***7,049,165*** | ***3,552*** | ***7,052,717*** |

**Authorized Expenditures**

| | Current Budget | Increase/Decrease | Revised Budget |
|---|---|---|---|
| Governing Board | 68,346 | - | 68,346 |
| Administration | 1,143,474 | - | 1,143,474 |
| *Police* | *2,181,945* | ***2,120*** | *2,184,065* |
| Fire | 1,070,619 | - | 1,070,619 |
| Public Works | 1,491,214 | - | 1,491,214 |
| Powell Bill | 144,765 | - | 144,765 |
| Recreation | 714,265 | - | 714,265 |
| *Library* | *177,037* | ***1,432*** | *178,469* |
| Cemetery | 17,500 | - | 17,500 |
| Contingency | 40,000 | - | 40,000 |
| **Total Authorized Expenditures** | **7,049,165** | **3,552** | **7,052,717** |
| | 0 | | 0 |

**SECTION II. WATER & SEWER**

| | Current Budget | Increase/Decrease | Revised Budget |
|---|---|---|---|
| **Anticipated W&S Revenues** | | | |
| **Water Revenues** | | | |
| Water Service Fees | 815,000 | - | 815,000 |
| Tapping Fees | 1,000 | - | 1,000 |
| Meter Setting | 13,000 | - | 13,000 |
| Reconnection Fees | 45,000 | - | 45,000 |
| Realize Deferred Revenue | 57,045 | - | 57,045 |
| Miscellaneous Revenues | 11,000 | - | 11,000 |
| Internet Convenience Fees | 12,000 | - | 12,000 |
| Retained Earnings Appropriation | 15,000 | **7,651** | 22,651 |
| ***Total Anticipated Water Revenues*** | ***969,045*** | ***7,651*** | ***976,696*** |
| | | | |
| **Sewer Revenues** | | | |
| Sewer Service Fees | 2,200,000 | - | 2,200,000 |
| Tapping Fees | 1,000 | - | 1,000 |
| Meter Setting | 13,000 | - | 13,000 |
| Reconnection Fees | 45,000 | - | 45,000 |
| Realize Deferred Revenue | 57,045 | - | 57,045 |
| Miscellaneous Revenues | 11,000 | - | 11,000 |
| Internet Convenience Fees | 12,000 | - | 12,000 |
| Retained Earnings Appropriation | 15,000 | - | 15,000 |
| ***Total Anticipated Sewer Revenues*** | ***2,354,045*** | - | ***2,354,045*** |
| | | | |
| ***Total Anticipated W&S Revenues*** | ***3,323,090*** | ***7,651*** | ***3,330,741*** |
| | | | |
| **Authorized W&S Expenditures** | | | |
| **Water Expenditure** | 969,045 | **7,651** | 976,696 |
| | | | |
| **Sewer Expenditures** | 2,354,045 | - | 2,354,045 |
| | | | |
| ***Total Authorized Expenditures*** | ***3,323,090*** | ***7,651*** | ***3,330,741*** |
| | - | - | - |

**SECTION III. PERPETUAL CARE FUND**

| | | | |
|---|---|---|---|
| ***Anticipated Revenues*** | ***2,700*** | - | ***2,700*** |
| ***Authorized Expenditures*** | ***2,700*** | - | ***2,700*** |
| | - | | - |

**SECTION IV. TAX RATE ESTABILISHED**

An ad valorem tax rate of $0.53 per $100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2020. This rate is based on a total valuation of property of $636,652,700 and an estimated collection rate of 98.61%.

**SECTION V.**

Charges for services and fees by Town Departments are levied in the amounts set forth in the Fee Schedule (See Attachment A).

**SECTION VI. SPECIAL AUTHORIZATION - BUDGET OFFICER**

**A.** Budget Officer shall be authorized to reallocate departmental appropriations among various object of expenditures as he believes necessary.

**B.** The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Board on the next succeeding Financial Report.

**C.** He may make interfund loans for a period of not more than 60 days.

**D.** Interfund transfers, established in the budget document may be accomplished without recourse to the Board.

**SECTION VII. RESTRICTION - BUDGET OFFICER**

**A.** Interfund transfer of monies, except as noted in Section VI. Shall be accomplished by the Board authorization only.

**B.** The utilization of any contingency appropriations shall be accomplished only with Board authorization.

**SECTION VIII. UTILIZATION OF BUDGET ORDINANCE**

This Ordinance Amendment and the Budget Document shall be the basis of the financial plan for the Gibsonville Municipal Government during the 2020 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The accounting section shall establish records which are consonance with the Budget and this Ordinance and the appropriate statute of the State of North Carolina.

**Amended this the 18th day of May, 2020.**

**Attest:**

**Mayor of Gibsonville, NC**

**Town Clerk of Gibsonville, NC**

# CAPITAL PROJECT ORDINANCE
# SEWER SYSTEM REHABILITATION PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project authorized is Sewer System Rehabilitation Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Transfer from General Fund Balance | $ | 409,500 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Engineering and Preliminary Investigation | $ | 409,500 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance shall take effect upon passage.

This the 3rd day of August, 2015.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

# CAPITAL PROJECT ORDINANCE
# SEWER SYSTEM REHABILITATION PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance Amendment is hereby adopted:

Section 1. The Project authorized is Sewer System Rehabilitation Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Loan Proceeds | $ | 2,272,000 |
| Transfer from General Fund Balance | $ | 50,000 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Construction | $ | 1,482,781 |
| Engineering and Preliminary Investigation | $ | 434,500 |
| Contingency | $ | 326,219 |
| Interest – Interim Financing | $ | 40,500 |
| Legal Fees – Bond Attorney | $ | 35,000 |
| Legal Fees – Local Attorney | $ | 3,000 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance amendment shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance amendment shall take effect upon passage.

This the 9th day of September, 2019.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

TOWN OF GIBSONVILLE CHARTER SEAL 1871 GIBSONVILLE, N.C.

Item 10

erected in the future. No gasoline filling station shall be permitted to deliver gasoline, water, or air through filter pipes or hose across any sidewalk, nor interfere in any way with traffic on any sidewalk.
('75 Code, § 5.31) ('67 Code, Chapter J, Art. 1, § 12) Penalty, see § 97.99

### § 97.25 BUILDING MATERIAL ON STREETS.

Any person desiring to place upon any of the streets or sidewalks of the town material for the construction of buildings shall first obtain written permission to do so from the Board, and immediately upon the completion of the buildings, shall be required to remove all lumber, bricks, sand or litter of any kind placed there while constructing the buildings.
('75 Code, § 5.32) ('67 Code, Chapter J, Art. 1, § 14) Penalty, see § 97.99

### § 97.26 CONSTRUCTION OF DOORS TO OPEN OUT, ACROSS SIDEWALKS OR STREETS PROHIBITED.

It shall be unlawful to build, erect, construct or hang in any manner any door, screen door or gate so as to permit such door, screen door, or gate to open out, over or across any sidewalk or street within the corporate limits of the town, provided, however, that this does not apply to doors or screen doors hung in such manner at the time this section shall go into effect, nor to the repair or replacement of such doors or screen doors.
('75 Code, § 5.33) ('67 Code, Chapter J, Art. 1, § 15) Penalty, see § 97.99

### § 97.27 UNLAWFUL TO BLOCK SIDE DITCHES OR GUTTERS.

It shall be unlawful to cause or permit trash, debris or other matter to be placed or remain in any side ditch or gutter on any street within the town limits which causes or will cause the side ditch or gutter to become obstructed so as to prevent the free passage of water.
('75 Code, § 5.34) ('67 Code, Chapter J, Art. 1, § 16) Penalty, see § 97.99

### § 97.28 BENCHES AND CHAIRS ON SIDEWALK.

No person, firm, or corporation shall build, erect, construct, or place or maintain any benches or chairs or other obstructions whatsoever in or over any of the streets or sidewalks of the town.
('75 Code, § 5.35) ('67 Code, Chapter J, Art. 1, § 18) Penalty, see § 97.99

### § 97.29 BARBED WIRE FENCES.

It shall be unlawful for any persons, firm, or corporation to construct or maintain on any premises along any streets or alleys of the town any barbed wire or barbed wire fence, and each day any such fence or barbed wire shall be suffered to remain in or along the line of any such street or alley shall constitute a separate offense.
('75 Code, § 5.36) ('67 Code, Chapter J, Art. 1, § 20) Penalty, see § 97.99

### § 97.30 GATES OPENING ON STREETS OR SIDEWALKS.

No gate to any residence, lot or other enclosure in the town shall swing or open outward over the street or sidewalk. Each day any gate is allowed to open outward over the sidewalk or street, shall constitute a separate offense.
('75 Code, § 5.37) ('67 Code, Chapter J, Art. 5, § 13) Penalty, see § 97.99

**ORDINANCE TO AMEND TOWN OF GIBSONVILLE CODE OF ORDINANCES** Item 11

**TITLE XV: LAND USE, CHAPTER 150. BUILDING REGULATIONS BY ADDING**

**SECTION 150.130 NONRESIDENTIAL BUILDINGS**

## Section 150.130 NONRESIDENTIAL BUILDINGS

### (A) Authority

As authorized by G.S. 160A-439, the provisions of this chapter shall apply to all non-residential buildings and structures within the town limits as now or hereinafter fixed.

### (B) Purpose and Definitions

The purpose of this chapter is to arrest, remedy, and prevent the decay and deterioration of nonresidential buildings and structures for the protection of life, health, welfare, safety and property of the general public and the owners and occupants of non-residential buildings and structures within the Town of Gibsonville.

*Basic Structural Elements:* he parts of a building which provide the principal strength, stability, integrity, shape and safety of the building, including, but not limited to, plates, studs, joists, rafters, stringers, stairs, sub-flooring, flooring, sheathing, lathing, roofing, siding, window frames, door frames, porches, railings, eaves, chimneys, flashing, masonry and all other essential components.

*Building:* Any structure, place, or any other construction built for the shelter or enclosure of persons, animals, chattels or property of any kind or any part of such structure, shelter or property.

*Code Enforcement Officer:* A code enforcement officer of the Town of Gibsonville or any person or persons designated or contracted by the Town to enforce the provisions of this chapter.

*Nonresidential:* Any building or structure or portion of a building or structure occupied or intended to be occupied, in whole or in part, for a use other than a dwelling, home, residing place, living space or sleeping space for one or more human beings, either permanently or transiently.

*Occupant:* person who is a tenant or has actual possession of a nonresidential building or structure or part thereof.

Operator*:* Any person who has charge, care, or control of a nonresidential building or structure, or part thereof.

*Owner:* Any person who alone, or jointly, or severally with others:

(a) Shall have title in fee simple to any nonresidential building or structure, with orwithout accompanying actual possession thereof; or

(b) Shall have charge, care or control of any nonresidential building or structure as owner or agent of the owner, or as executor, executrix, administrator, administration, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter and of rules and regulations adopted pursuant thereto, to the same extent as if he or she were the owner.

*Parties in Interest:* All individuals, associations, and corporations who have interests of record in a nonresidential building or structure and any who are in possession thereof.

*Premises:* Any lot or parcel of land inclusive of any building or improvements located thereon.

Safe: A condition which is not likely to do harm to humans or to real or personal property.

*Sound:* Substantially free from flaw, defect, decay or deterioration to the extent that the building or structure or structural member is capable of adequately or safely accomplishing the purpose for which it was intended or designed.

*Structure:* Anything constructed or placed upon a property which is supported by the ground or which is supported by any other structure, except a currently operable licensed vehicle.

*Unsafe Building:* A building that falls within the statutory definitions as set forth in G.S.160 A-426(a). (2018 recodification)

*Vacant Industrial Warehouse*. Any building or structure designed for the storage of goods or equipment in connection with manufacturing processes, which has not been used for that purpose for at least one year and has not been converted to another use.

*Vacant Manufacturing Facility*. Any building or structure previously used for the lawful production or manufacturing of goods, which has not been used for that purpose for at least one year and has not been converted to another use.

*Vacant Retail Facility*. Any building or structure previously used for the lawful sales of goods or services, which has not been used for that purpose for at least one year and has not been converted to another use.

**(C) Applicability and Compliance.**

1. The provisions of this chapter shall apply to all nonresidential buildings or structures which are nowin existence or which may be built within the corporate limits of the town.

2. Every nonresidential building or structure and the premises on which it is situated shall comply with the provisions of this chapter, whether or not such building or structure shall have beenconstructed, altered, or repaired before or after the enactment of this subchapter, and irrespective of any permits or licenses which have been issued for the use or occupancy of the building or structure or for the installment or repair of equipment or facilities. This section establishes minimum standards for all nonresidential buildings and structures and does not replace or modify standards otherwise established for the construction, repair, alteration, or use of the building or structure, equipment or facilities contained therein.

**(D) Maintenance and Standards**

**1.Standards for Nonresidential Buildings and Structures.**

All nonresidential buildings and structures shall be free of all conditions that are unsafe and dangerous and injurious to the public health, safety, and welfare of occupants or members of the general public. Without limitation of the foregoing requirement, the existence of any of the following conditions shall be deemed to be dangerous to the public health, safety and welfare for which a public necessity exists for the repair, closing, or demolition of such building or structure and must be corrected in accordance with the provisions of this section and G.S. 160A-426 Unsafe Buildings Condemned in Localities:

(a) Exterior walls that are not structurally sound, free from defects and damages, and capable of bearing imposed loads safely. Where a wall of a building has become exposed as a result of demolition of adjacent buildings, such wall must have all doors, windows, vents, or other similar openings closed with material of the type comprising the wall. The exposed wall shall be painted, stuccoed or bricked and sufficiently weatherproofed to prevent deterioration of the wall.

(b) Roofs shall be kept structurally sound and shall be maintained in such a manner so as to prevent rain or other objects from penetrating into the interior of the building.

(c) Such damage by fire, wind, or other causes as to render the building unsafe.

(d) Dilapidation, decay, unsanitary conditions, or disrepair, which is dangerous to the healthand safety of the occupants or members of the general public.

(e) Buildings and structures including their environs that have accumulations of garbage, trash, or rubbish, which creates health and sanitation problems. All garbage and solid waste shall be in approved containers or stored in a safe and sanitary manner.

(f) Buildings and structures that have loose and insufficiently anchored overhanging objects, which constitute a danger of falling on persons or property.

(g) Buildings and structures that have cracked or broken glass, loose shingles, loose wood, rotted wood, peeling paint, crumbling stone concrete or brick, loose or broken plastic, or other dangerous objects or similar hazardous conditions.

(h) Buildings and structures that have objects and elements protruding from building walls or roofs, which are unsafe or not properly secured or which can create a hazard such as abandoned electrical boxes and conduits, wires, sign brackets and other brackets, and similar objects.

(i) Exterior porches, landings, balconies, stairs, or fire escapes which are not structurally sound. All exterior porches, landings, balconies, stairs, and fire escapes shall be provided with banisters or railings properly designed and maintained to minimize the hazard of falling, and the same shall be kept sound, in good repair, and free of defects.

(j) Windows containing broken or cracked glass that could be in danger of falling or shattering.

(k) All openings originally designed as windows, doors, loading docks, or other means of egress or ingress which have been temporarily closed by boarding or other manner in a non-secure manner so as to allow unauthorized admittance. If an opening is temporarily closed by boarding to secure the building or structure, the boarding shall be trim fit, sealed to prevent water intrusion, and the building or structure shall be maintained in a state that secures the building or structure from any unauthorized admittance from humans, animals, or birds.

(l) Any combination of conditions which in the judgment of the code enforcement officer renders any building or structure dangerous or injurious to the health, safety, or general welfare of occupants or members of the general public.

**(E) Enforcement Provisions**

**1. Duties of the Enforcement Officer.**

The code enforcement officer is hereby designated as the public officer to enforce the provisions of this subchapter and to exercise the duties and powers herein prescribed. It shall be the duty of the code enforcement officer:

(a) To investigate the conditions of nonresidential buildings and structures in the Town and to inspect nonresidential buildings and structures located in the Town in order to determine which nonresidential buildings and structures are not being maintained so that the health and safety of its occupants or members of the general public are jeopardized and for the purpose of carrying out the objectives of this section with respect to such nonresidential buildings and structures;
(b) To take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effect the repair or demolition of nonresidential buildings and structures which have not been properly maintained in compliance with minimum standards established by this section;
(c) To keep a record of the results of inspections made under this subchapter and an inventory of those non-residential buildings and structures which have not been properly maintained in compliance with the minimum standards established by this section;
(d) To perform such other duties as may be herein prescribed.

**2. Powers of the Enforcement Officer.**

The code enforcement officer is authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this section, including the following powers in addition to others herein granted:

(a) To investigate nonresidential buildings and structures in the Town to determine whether they have been properly maintained in compliance with the minimum standards established by this section so that the safety or health of the occupants or members of the general public are not jeopardized;
(b) To administer oaths and affirmations, examine witnesses and receive evidence;
(c) To enter upon premises for the purpose of making examinations and inspections provided that such entries shall be made in accordance with law and in such manner as to cause the least possible inconvenience to the persons in possession; and
(d) To appoint and fix duties of such officers, agents, and employees as the code enforcement officer deems necessary to carry out the purposes of this section.

**3. Inspections.**

For the purpose of making inspections, the code enforcement officer is hereby authorized to enter, examine, and survey at all reasonable times, nonresidential buildings and structures. If entry upon the premises for purposes of investigation is necessary, such entry shall be made pursuant to a duly issued administrative search warrant in accordance with G.S. 15-27.2 or with permission of the owner, the owner's agent, a tenant, or other person legally in possession of the premises.

**4. Procedure for Enforcement.**

1. *Preliminary investigation.* Whenever it appears to the code enforcement officer that any nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public are jeopardized for failure of the property to meet the minimum standards established by this subchapter, the code enforcement officer shall undertake a preliminary investigation.

2. *Complaint and hearing.* If the preliminary investigation discloses evidence of a violation of the minimum standards established by this section, the code enforcement officer shall issue and cause to be served upon the owner of and parties in interest in the nonresidential building or structure a complaint. The complaint shall state the charges and contain a notice that a hearing will be held before the code enforcement officer at a place therein fixed, not less than ten days nor more than 30 days after the serving of the complaint, that the owner and parties in interest shall be given the right to answer the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint; and that the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the code enforcement officer.

3. *Procedure after hearing.*
   a. If, after notice and hearing, the code enforcement officer determines that the nonresidential building or structure has been maintained in that the property meets the minimum standards established by this subchapter, the code enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof a copy of said determination.

   b. If, after notice and hearing, the code enforcement officer determines that the nonresidential building or structure has not been properly maintained so that the safety or health of its occupants or members of the general public is jeopardized for failure of the property to meet the minimum standards established by this section, the code enforcement officer shall state in writing findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order in accordance with the provisions of division (C)(3) and (C) (4) of this section and subject to the limitations set forth in Sec. 25.19 and Sec. 25-20.

   c. If the code enforcement officer determines that the cost of repair, alteration, or improvement of the building or structure would not exceed 50% of its then-current value, then the code enforcement officer shall state in writing the findings of fact in support of such determination and issue an order that requires the owner, within a reasonable time specified in the order, to either:
      i. Repair, alter, or improve the nonresidential building or structure in order to bring it into compliance with the minimum standards established by this section; or
      ii. Vacate and close the nonresidential building or structure for any use.

4. If the code enforcement officer determines that the cost of repair, alteration, or improvement of the building or structure would exceed 50% of its then-current value, then the code enforcement officer shall state in writing the findings of fact in support of such determination and issue an order that requires the owner, within a reasonable time specified in the order, to either:
   a. Repair, alter or improve the nonresidential building or structure to bring it into compliance with the minimum standards established by this section; or
   b. Remove or demolish the nonresidential building or structure.

5. *Failure to comply with order and ordinances.*

   a. If the owner fails to comply with an order to either repair, alter, or improve the nonresidential building or structure or vacate and close the nonresidential building or structure, Board of Aldermen may adopt an ordinance ordering the code enforcement officer to cause such nonresidential building or structure to be repaired, altered, or improved in order to bring it into compliance with the minimum standards established by this section or to be vacated and closed. The property shall be described in the subchapter. The section shall be recorded in the Office of the Register of Deeds and shall be indexed in the name of the property owner(s) in the grantor index.

   b. If the owner fails to comply with an order to remove or demolish the nonresidential building or structure, Board of Aldermen may adopt an ordinance ordering the code enforcement officer to cause such nonresidential building or structure to be removed or demolished. No ordinance shall be adopted to require removal or demolition of a nonresidential building or structure until the owner has first been given a reasonable opportunity to bring it into conformity with the minimum standards established by the Board of Aldermen. The property shall be described in the ordinance. The ordinance shall be recorded in the

Office of the Register of Deeds and shall be indexed in the name of the property owner(s) in the grantor index.

**(F) Limitations on Orders and Ordinances - Historic Landmark or Historic District.**

Notwithstanding any other provision of this section, if the nonresidential building or structure isdesignated as a local historic landmark, listed in the National Register of Historic Places or located in a locally designated historic district or in a historic district listed in the National Register of Historic Places and the Board of Aldermen determines, after a public hearing, that the nonresidential building or structure is of individual significance or contributes to maintaining the character of the district, and the nonresidential building or structure has not been condemned as unsafe, an order issued by the code enforcement officer pursuant to Sec. 25-18C. and an ordinance approved by Board of Aldermen pursuant to Sec. 25. 18D. may require that the nonresidential building or structure be vacated and closed until it is brought into compliance with the minimum standards established by this section.

**(G) Limitations on Orders and Ordinances - Vacant Manufacturing Facility or Vacant Industrial Warehouse.**

Notwithstanding any other provision of this section, an order issued by the code enforcement officer pursuant to Sec. 25-18C. and an ordinance approved by Board of Aldermen pursuant to Sec. 25.18D. may not require repairs, alterations, or improvements to be made to a vacant manufacturing facility or a vacant industrial warehouse to preserve the original use. The order and ordinance may require such building or structure to be vacated and closed, but repairs may be required only when necessary to maintain structural integrity or to abate a health or safety hazard that cannot be remedied by ordering the building or structure closed for any use.

**(H) Vacated and Closed Nonresidential Buildings or Structures.**

1. If the Board of Aldermen has adopted an ordinance or the code enforcement officer has issued an order requiring the building or structure to be repaired or vacated and closed and the building or structure has been vacated and closed for a period of two years pursuant to the ordinance or order, then if the Board of Aldermen finds that the owner has abandoned the intent and purpose to repair, alter, or improve the building or structure and that the continuation of the building or structure in its vacated and closed status would be inimical to the health, safety, and welfare of the Town in that it would continue to deteriorate, would create a fire or safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, or would cause or contribute to blightand the deterioration of property values in the area, then Board of Aldermen may, after the expiration of the two-year period, adopt an ordinance and serve such ordinance on the owner, setting forth the following:
   (a) If the cost to repair the nonresidential building or structure to bring it into compliance with the minimum standards is less than or equal to 50% of its then current value, the ordinance shall require that the owner either repair or demolish and remove the building or structure within 90 days; or
   (b) If the cost to repair the nonresidential building or structure to bring it into compliance withthe minimum standards exceeds 50% of its then current value, the ordinance shall require the owner to demolish and remove the building or structure within 90 days.

2. In the case of a vacant manufacturing facility or a vacant industrial warehouse, the building or structure must have been vacated and closed pursuant to an order or ordinance for a period of five years before Board of Aldermen may take action under this section. The ordinance shall berecorded in the Office of the Register of Deeds and shall be indexed in the name of the property owner in the grantor index.

3. If the owner fails to comply with the requirements of the ordinance within 90 days, thecode enforcement officer shall demolish and remove the nonresidential building or structure.

**(I) Methods of Service of Complaints and Orders.**

1. Complaints or orders issued by the code enforcement officer under this subchapter shall be served upon persons either personally or by registered or certified mail and, in conjunction therewith, may be served by regular mail. When the manner or service is by regular mail in conjunction with registered or certified mail, and the registered or certified mail is unclaimed or refused, but the regular mail isnot returned by the post office within ten days after mailing, service shall be deemed sufficient. The person mailing the complaint or order by regular mail shall certify that fact and the date thereof, and such certificate shall be conclusive in the absence of fraud. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

2. If the identities of any owner or the whereabouts of persons are unknown and cannot be ascertained by the code enforcement officer in the exercise of reasonable diligence, and the code enforcement officer makes an affidavit to that effect, then the serving of the complaint or order upon the unknown owners or other persons may be made by publication in a newspaper having general circulation in the Town at least once no later than the time at which personal service would be required under the provisions of this section. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected. Sec. 25.23. Interim Action by Code Enforcement Officer.

**(J) Interim Action by Code Enforcement Officer.**

After failure of an owner of a nonresidential building or structure to comply with an order of the code enforcement officer issued pursuant to the provisions of this subchapter and upon adoption by the Board of Aldermen of an ordinance authorizing and directing the owner to do so, as provided by G.S. 160A- 439(f) and Sec. 25.18D. of this section, the code enforcement officer shall proceed to cause such nonresidential building or structure to be repaired, altered, or improved to comply with the minimum standards established by this section, or to be vacated and closed or to be removed or demolished, as directed by the ordinance of the Board of Aldermen. The code enforcement officer may cause to be posted on the main entrance of any nonresidential building or structure which is to be vacated and closed a placard with the following words: "This building is unfit for any use; the use or occupation of this building for any purpose is prohibited and unlawful." Any person who occupies or knowingly allows the occupancy of a building or structure so posted shall be guilty of a class 3 misdemeanor.

**(K) Costs, A Lien on Premises.**

1. As provided by G.S. 160A-439(i), the amount of the cost of any repairs, alterations, or improvements, or vacating and closing, or removal or demolition, caused to be made or done by the code enforcement officer pursuant to Sec. 25.18D or Sec. 25.21 of this chapter shall be a lien against the real property upon which such costs were incurred. Such lien shall be filed, have the same priority, and be enforced and the costs collected as provided by G.S. 160A, Article 10. The amount of the costs shall also be a lien on any other real property of the owner located within the Town limits except for the owner's primary residence. The additional lien provided in this subdivision is inferior to all prior liens and shall be collected as a money judgment.

2. If the nonresidential building or structure is removed or demolished by the code enforcement officer, the code enforcement officer shall offer for sale the recoverable materials of the building or structure and any personal property, fixtures, or appurtenances found in or attached to the building or structure and shall credit the proceeds of the sale, if any, against the cost of the removal or demolition, and any balance remaining shall be deposited in the superior court by the code enforcement officer, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. Nothing in this section shall be construed to impair or limit in any way the power of the governing body to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

**(L) Ejectment.**

If any occupant fails to comply with an order to vacate a nonresidential building or structure, the code enforcement officer may file a civil action in the name of the Town to remove the occupant. The action to vacate shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any person occupying the nonresidential building or structure. The Clerk of Superior Court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date, and place not to exceed ten days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in G.S. 42-29. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served and if at the hearing the code enforcement officer produces a certified copy of an ordinance adopted by the Board of Aldermen pursuant to G.S. 160A-493(f) and Sec. 25.18D. to vacate the occupied nonresidential building or structure, the magistrate shall enter judgment ordering that the premises be vacated and all persons be removed. The judgment ordering that the nonresidential building or structure be vacated shall be enforced in the same manner as the judgment for summary ejectment entered under G.S. 42-30. An appeal from any judgment entered under this subsection by the magistrate may be taken as provided in G.S. 7A-228, and the execution of the judgment may be stayed as provided in G.S. 7A-227. An action to remove an occupant of a nonresidential building or structure who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this subsection unless the occupant was served with notice, at least 30 days before the filing of the summary ejectment proceeding, that the Board of Aldermen has ordered the code enforcement officer to proceed to exercise his duties under G.S. 160A- 493(f) and Sec. 25.18D of this chapter to vacate and close or remove and demolish the nonresidential building or structure.

**(M) Alternative Remedies.**

Neither this chapter nor any of its provisions shall be construed to impair or limit in any way the power of the Town of Gibsonville to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this chapter as provided in Sec. 25.29.

**(N) Appeals Process.**

1. Within 30 days following receipt of an order from the code enforcement officer any person receiving such order, believing that the literal application of the ordinance will cause undue hardship or has been misconstrued, wrongly interpreted or applied, may appeal in writing to the Town of Gibsonville Board of Adjustment for such relief as may be granted, after investigation of the grounds thereof, by way of a reasonable extension of time or a variation from strict compliance with the provisions ofthis subchapter. The circumstances justifying such findings related to hardship are:
   (a) Inability to comply within the time period provided in this subchapter due toclearly documented severe financial distress;
   (b) The clear and significant non-availability of services or equipment with which tocomply, without fault of the applicant; or

2. Other extenuating circumstances showing a good faith intention on the part of the applicant or another to comply when able to do so.
   (a) Any person aggrieved by the decision of the Board of Adjustment may petition the Superior Court of Guilford County for an injunction.
   (b) Any such petition must be filed with Superior Court of Guilford County within 30 days from the date of the Board's decision.

**(O) Conflict with Other Provisions.**

In the event any provision, standard or requirement of this subchapter is found to be in conflict with any other ordinance or code of the Town, the provision which establishes the higher standard or more stringent requirement for the promotion and protection of health and safety of the citizens of the Town shall prevail.

**(P) Violations; Penalty.**

1. It shall be unlawful for the owner of any nonresidential building or structure to fail, neglect, or refuse to repair, alter, or improve the same, or to vacate and close and remove or demolish the same, upon order of the code enforcement officer duly made and served in accordance with the provisions of this section, within the time specified in such order, and each day that any such failure, neglect or refusal to comply with such order continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of any nonresidential building or structure, with respect to which an order has been issued pursuant to Sec. 25.18C. of this chapter, to occupy or permit the occupancy of the same after the time prescribed in such order for its repair, alteration, improvement, or its vacation and closing, and each day that such occupancy continues after such prescribed time shall constitute a separate and distinct offense.

2. In addition to or in lieu of the other remedies provided by this chapter, any owner of a nonresidential building or structure that fails to comply with an order of the code enforcement officer within thetime specified therein, shall be subject to a civil penalty in accordance with Sec. 25.30.

**(Q) Penalty.**

In addition to other remedies provided for in this Chapter. any violator who fails to comply with an order to take corrective action regarding an unsafe building shall be subject to a civil penalty of one hundred dollars ($100.00) for noncompliance when the order expires. Thereafter, an additional ten (10) days may be allowed for compliance, after which the penalty for the second violation is two hundred dollars ($200). A penalty of ten dollars ($10.00) per day that the violation is not corrected may be imposed.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE TOWN OF GIBSONVILLE:** that the Gibsonville Code of Ordinances be amended Title XV: Land Use, Chapter 150. Building Regulations, by adding Section 150.130. Non Residential Buildings.

Adopted this the 1st day of June, 2020.

_____
Mayor

Attest:

_____
Town Clerk

Item 12

# Town of Gibsonville
# Recommended Fiscal Year 2021 Budget

Submitted to the Gibsonville Board of Aldermen on
May 18, 2020

## *BUDGET MESSAGE*

May 18, 2020

Honorable Mayor Williams and Board of Aldermen:

I am pleased to submit the Recommended Fiscal Year 2021 Budget for the Town of Gibsonville. The budget is prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. As this recommended document is transmitted from the town manager to the board of aldermen, it now becomes your budget and the community's budget to review, debate, adapt and ultimately adopt. Hence, it is expected that changes will be made to the recommended budget. The town manager and staff are ready to respond with whatever information the board deems necessary in helping it make well informed decisions regarding this budget.

The COVID-19 crisis will impact revenues included in the Recommended FY 2021 Budget unlike anything the Town of Gibsonville has seen in a long time. Although it is understood and agreed that many departmental needs exist, it is recommended that FY 2021 be a year that addressing said needs (personnel, vehicles, equipment, capital projects, and other items) be delayed until the revenue picture becomes clearer and more stable. We are in a time of unprecedented unknowns, therefore; the recommended budget approach will be to estimate revenues very conservatively and limit expenditures. Once we have a better picture of what the Town's actual revenue streams are likely to be, we may amend the budget ordinance to increase revenues estimates and, correspondingly, increase appropriations for expenditures. During FY 2021, staff will continually monitor revenues and when appropriate, recommend budget ordinance amendments as revenues stabilize and grow to assist in funding various departmental needs. Hopefully we will be able to add to the budget but please be aware that this may not become a reality in FY 2021.

The Recommended FY 2021 Budget is balanced at $9,873,943. This is a decrease of $501,012 or 4.8 percent below the FY 2020 Budget of $10,374,955. The budget is comprised of the General Fund, Water & Sewer Fund, and Perpetual Care Trust Fund. The Recommended FY 2021 General Fund Budget is $6,310,493. This is a decrease of $738,672 or 10.5 percent below the FY 2020 General Fund Budget of $7,049,165. The Recommended FY 2021 Water & Sewer Fund Budget is $3,560,750. This is an increase of $237,660 or 7.1 percent above the FY 2020 Water & Sewer Fund Budget of $3,323,090. The Recommended FY 2021 Perpetual Care Trust Fund Budget is $2,700. This is the same amount as the FY 2020 Perpetual Care Trust Fund Budget of $2,700. The Recommended FY 2021 Budget maintains the same property tax rate of 53 cents per $100 valuation as the FY 2020 Budget (**no property tax rate increase**). Also, we are providing an "apples to apples" comparison of budgeted operating expenditures excluding debt service and capital outlay (Attachment #1).

### *Recommended FY 2021 Budget Revenues*

**General Fund**

The recommended budget includes the following projected significant General Fund revenue sources:

- Property Taxes: $3,062,850
- Sales Tax: $1,280,000
- Utility Franchise Taxes: $420,000
- Motor Vehicle Taxes: $372,000
- Fund Balance appropriation of $341,400 to purchase two replacement police department vehicles, replace the front ramp at the fire station, and fund existing operations

- Sanitation Fees: $310,000
- Powell Bill Allocation: $192,000
- One penny on the property tax rate generates approximately $64,808

**Water and Sewer Fund**

The recommended budget includes the following projected significant Water & Sewer revenue sources:

- Sewer Sales: $2,271,000
- Water Sales: $837,000
- Realize deferred revenue: $196,000
- Retained Earnings appropriation of $114,750 to complete the Eugene Street Waterline Improvement Project and fund existing operations in the water function
- Water & Sewer Reconnection Fees: $80,000

The following rate increases are recommended:

- *Water and Sewer rates*: 2 percent increase in water rates (9 cents per 1,000 gallons for in-town customers and 18 cents per 1,000 gallons for out-of-town customers) and 2 percent increase in sewer rates (24 cents per 1,000 gallons for in-town customers and 48 cents per 1,000 gallons for out-of-town customers and $1.11 for sewer only (flat rate)) (Attachment #2).
- The City of Burlington charges the Town of Gibsonville for water sold and sewer (wastewater) treated. The Town's rate increases are needed to cover the City of Burlington's 2 percent increase in water rates and a 2 percent increase in the sewer rates.
- Sewer system inflow & infiltration (I&I) (water entering into the sewer system) creates wastewater collection problems and significantly increase operational costs for the Town (up to $650,000 annually). I&I activities include investigating and inspecting sewer lines and meters, identifying top priority problems, and then making repairs and rehabilitating lines to reduce I&I. The Town's sanitary sewer rehabilitation project is expected to be completed in early FY 2021 and improve I&I issues.
- Provided is information showing the impact of the recommended water and sewer rates increases on typical water bills (Attachment #3).

***Recommended FY 2021 Budget Expenditures***

**General Fund – Noteworthy Items**

- Replace two police vehicles: $114,400. Vehicles will be funded through Fund Balance (reserves).
- Replace Front Ramp at the Fire Station: $60,000. Capital Project will be funded through Fund Balance (reserves). Said project needs to occur as soon as possible to prevent further deterioration of the concrete.
- General Fund contingency allocation: $40,000
- Participate in Link Transit: $30,000. Said participation will be funded through Fund Balance (reserves).

**Water & Fund – Noteworthy Items**

- Eugene Street Waterline Improvement Project: $100,000. Project will be funded through retained earnings (reserves).
- Water and Sewer System Development Fee Analysis and Rate Analysis: $25,000. Each analysis will be funded through operating revenue.

**Personnel – Noteworthy Items**

- Increase of 1.2% in employer retirement contribution rate to comply with the North Carolina Local Government Employees' Retirement System (NCLGERS) actuarial adjustment: $37,300
- Increase of 7% in health insurance premiums: $32,300
- No additional positions or pay increases

A detailed recommended line item budget is provided (Attachment #4).

***Debt Service***

A spreadsheet showing all current debt service is provided (Attachment #5). Said information shows what items are being financed, the amount, and when the loans will be paid off. The debt service obligations equate to 2.7 percent of the Recommended FY 2021 General Fund Budget and 5.2 percent of the Recommended FY 2021 Water & Sewer Fund Budget.

***Capital Projects***

The Town is currently in the process of completing a sanitary sewer rehabilitation project that will be finished in FY 2021 (Attachment #6). The Town is in the process of completing a waterline replacement project on Springwood Avenue and Cedar Street that will be finished in late FY 2020 or early FY 2021 (Attachment #7). The Town is also in the process of completing the design, permitting, and easement acquisition for the Highway 70/61 water and sewer extension project which will be finished in FY 2021 – the next phase will be construction (Attachment #8).

***Capital Improvement Plan (CIP)***

The Recommended FY 2021-2025 CIP is provided (Attachment #9). The CIP is simply a tool to forecast major capital needs over a five-year period. Due to new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities by the Mayor and Board of Aldermen, this plan is updated annually and projects included in later planning years are not guaranteed for funding. Overall, however, we believe that while capital planning in this manner is not an exact science, it is a proven approach to building a forward looking community while vigilantly protecting the Town's fiscal health.

***Closing Comments***

I hope you find all the information necessary to thoroughly review and analyze the recommended budget. Please do not hesitate to contact me if you need additional information to help in your decision making process. This document is now in your hands. The staff will make every effort to respond quickly and objectively to help you develop a budget that you feel best addresses the needs of the community.

The Recommended FY 2021 Budget will be presented at the Board of Aldermen meeting scheduled for 7:00 p.m. on Monday, May 18, 2020. Fiscal Year 2021 Budget calendar is provided (Attachment #10).

Sincerely,

Ben Baxley

Ben Baxley
Town Manager

*APPLES*

**FY 2020 - FY 2021 "Apples" to "Apples"**
**Year over Year Operating Only**
**(Excludes Cap Outlay, Debt, Contg. & Transfers)**

| | FY2020 Budget | less: Capital Outlay, Debt Contg. & Transfers | "Apples" Operating Bud. FY2020 | FY2021 Manager Recommended | less: Capital Outlay, Debt Contg. & Transfers | "Apples" Operating Bud. FY2021 | Total Operating Change | Percent Operating Change |
|---|---|---|---|---|---|---|---|---|
| Governing Board | 68,346 | - | **68,346** | 67,191 | - | **67,191** | (1,155) | -1.7% |
| Administration | 1,143,474 | (136,000) | **1,007,474** | 1,014,595 | - | **1,014,595** | 7,121 | 0.7% |
| Contingency | 40,000 | (40,000) | **-** | 40,000 | (40,000) | **-** | - | 0.0% |
| Police | 2,181,945 | (393,950) | **1,787,995** | 2,025,728 | (114,400) | **1,911,328** | 123,333 | 6.9% |
| Fire | 1,070,619 | (198,692) | **871,927** | 1,102,383 | (152,122) | **950,261** | 78,334 | 9.0% |
| Public Works | 1,491,214 | (383,932) | **1,107,282** | 1,130,371 | (9,926) | **1,120,445** | 13,163 | 1.2% |
| Powell Bill | 144,765 | (8,000) | **136,765** | 84,500 | - | **84,500** | (52,265) | -38.2% |
| Cemetery | 17,500 | - | **17,500** | 17,500 | - | **17,500** | - | 0.0% |
| Library | 177,037 | - | **177,037** | 172,986 | - | **172,986** | (4,051) | -2.3% |
| Recreation | 714,265 | (109,293) | **604,972** | 655,241 | (66,261) | **588,980** | (15,992) | -2.6% |
| General Fund Expenditures | 7,049,165 | (1,269,867) | **5,779,298** | 6,310,493 | (382,709) | **5,927,785** | 148,487 | 2.6% |
| Water | 969,045 | **(65,937)** | **903,108** | 1,120,750 | **(153,665)** | **967,085** | 63,977 | 7.1% |
| Sewer | 2,354,045 | **(146,766)** | **2,207,279** | 2,440,000 | **(131,766)** | **2,308,234** | 100,955 | 4.6% |
| Water & Sewer Fund Expenditures | 3,323,090 | (212,703) | **3,110,387** | 3,560,750 | (285,431) | **3,275,319** | 164,932 | 5.3% |
| | 10,372,255 | (1,482,570) | **8,889,685** | 9,871,243 | (668,140) | **9,203,103** | 313,419 | 3.5% |

4

Attachment #1

(Attachment A)

Town of Gibsonville - Proposed Fee Schedule - Fiscal Year 2021

| | Fiscal Year 2020 | Fiscal Year 2021 | CHANGE | |
|---|---|---|---|---|
| **Water & Sewer Rates** | | | | |
| **Inside Water** | | | | |
| **1st 1500 gallons per month** | $ 7.08 | **$ 7.22** | *0.14* | *1.98%* |
| **over 1500 per 1000 per month** | $ 4.72 | **$ 4.81** | *0.09* | *1.91%* |
| **Outside Water** | | | | |
| **1st 1500 gallons per month** | $ 14.16 | **$ 14.44** | *0.28* | *1.98%* |
| **over 1500 per 1000 per month** | $ 9.44 | **$ 9.62** | *0.18* | *1.91%* |
| **Inside Sewer** | | | | |
| **1st 1500 gallons per month** | $ 18.11 | **$ 18.47** | *0.36* | *1.99%* |
| **over 1500 per 1000 per month** | $ 12.07 | **$ 12.31** | *0.24* | *1.99%* |
| **Outside Sewer** | | | | |
| **1st 1500 gallons per month** | $ 36.21 | **$ 36.93** | *0.72* | *1.99%* |
| **over 1500 per 1000 per month** | $ 24.14 | **$ 24.62** | *0.48* | *1.99%* |
| **Sewer Only (flat rate)** | $ 55.45 | **$ 56.56** | *1.11* | *2.00%* |
| Water Meter 3/4 inch | $ 300.00 | $ 300.00 | - | |
| Water Tap 3/4 inch: | | | - | |
| Inside | $ 800.00 | $ 800.00 | - | |
| Outside | $ 1,600.00 | $ 1,600.00 | - | |
| Water Tap 1 inch: | | | - | |
| Inside | $ 950.00 | $ 950.00 | - | |
| Outside | $ 1,900.00 | $ 1,900.00 | - | |
| Water Tap over 1 inch: | | | - | |
| Inside | cost + 10% | cost + 10% | - | |
| Outside | double cost + 10% | double cost + 10% | - | |
| Sewer Tap 4 inch: | | | - | |
| Inside | $ 800.00 | $ 800.00 | - | |
| Outside | $ 1,600.00 | $ 1,600.00 | - | |
| Sewer Tap over 4 inch | | | - | |
| Inside | cost + 10% | cost + 10% | - | |
| Outside | double cost + 10% | double cost + 10% | - | |
| Irrigation "Y" Tap | $ 550.00 | $ 550.00 | - | |
| Water Deposit | | | - | |
| Inside | $ 100.00 | $ 100.00 | - | |
| Outside | $ 200.00 | $ 200.00 | - | |
| Late Fee (after 15th of Month) | $ 5.00 | $ 5.00 | - | |
| Delinquent Fee (after 25th of Month) | $ 15.00 | $ 15.00 | - | |
| 8AM - 4PM Reconnect Fee | No Charge | No Charge | - | |
| After 4PM Reconnect Fee | $ 25.00 | $ 25.00 | - | |
| Meter Tampering Fee | $50.00 plus damage | $50.00 plus damage | - | |
| Sewer Use Ordinance (Fats, Oils, Grease) | $25.00 per annual Inspection | $25.00 per annual Inspection | - | |
| Third Party Meter Test Charge | $ 50.00 | $ 50.00 | - | |
| **Sanitation Fee** | | | | |
| Residential per month | $ 8.00 | $ 8.00 | - | |
| One Additional Garbage Cart | $ 5.00 | $ 5.00 | - | |
| One Additional Recycling Cart | $ 2.00 | $ 2.00 | - | |
| Replacement Fee for Cart (Damaged by Customer) | $ 50.00 | $ 50.00 | - | |
| Truck Fee | $ 100.00 | $ 100.00 | - | |
| Brush Pickup over 1 ton dump truck load | $ 75.00 | $ 75.00 | - | |
| **Stormwater Fee** | | | | |
| Residential per month | $ 0.75 | $ 0.75 | - | |
| Business per month | $ 0.75 | $ 0.75 | - | |

5

Attachment # 2

## (Attachment A)
## Town of Gibsonville - Proposed Fee Schedule - Fiscal Year 2021

| | | | | |
|---|---|---|---|---|
| **Misc Fees** | | | | |
| Returned Check (Taxes per G.S.105-357) Greater of | $30.00 or 10% of Check | $30.00 or 10% of Check | - |
| Returned Check (non-Taxes) | $ 30.00 | $ 30.00 | - |
| Copies: Letter Black/White | $ 0.15 | $ 0.15 | - |
| Copies: Legal Black/White | $ 0.20 | $ 0.20 | - |
| Copies: Color | $ 0.30 | $ 0.30 | - |
| Beer and Wine: | | | |
| On-Premises malt beverage | $ 15.00 | $ 15.00 | - |
| Off-Premises malt beverage | $ 5.00 | $ 5.00 | - |
| On-Premises unfortified wine, fortified wine, or both | $ 15.00 | $ 15.00 | - |
| Off-Premises unfortified wine, fortified wine, or both | $ 10.00 | $ 10.00 | - |
| Peddlers Permit Fee | $ 25.00 | $ 25.00 | - |
| **Code Enforcement Fees** | | | |
| Weeds/Trash | $100 plus costs | $100 plus costs | - |
| Nuisance Vehicles | $175 plus costs | $175 plus costs | - |
| **Planning & Dev. Fees** | | | |
| Certificate of Appropriateness | $ 25.00 | $ 25.00 | - |
| Major Subdivision | $150 plus $10 per lot | $150 plus $10 per lot | - |
| Minor Subdivision | $ 75.00 | $ 75.00 | - |
| Variance | $ 200.00 | $ 200.00 | - |
| Rezoning | $ 200.00 | $ 200.00 | - |
| Special Use Permit | $ 200.00 | $ 200.00 | - |
| Sign Permit | $ 25.00 | $ 25.00 | - |
| Driveway Permit | $ 25.00 | $ 25.00 | - |
| Reinspection Fee | $ 30.00 | $ 30.00 | - |
| **Street, Utility Const. & Stormwater Mgt. Plan Review & Inspection Fees:** | | | |
| Street Plan Review & Periodic Const. Obser Fee: | $2.00 per lineal centerline foot of st. | $2.00 per lineal centerline foot of st. | |
| Water Line Plan Review & Periodic Const. Obser Fee: | $1.50 per lineal foot of water line | $1.50 per lineal foot of water line | |
| Sanitary Sewer Line Plan Review & Periodic Const. Obser Fee: | $1.50 per lineal foot of sewer line | $1.50 per lineal foot of sewer line | |
| Storm Sewer Line Plan Review & Periodic Const. Obser Fee: | $1.00 per lineal foot of storm sewer line | $1.00 per lineal foot of storm sewer line | |
| Water & Sewer Services Plan Review & Periodic Const Obser Fee: | $100 per lot -OR- | $100 per lot -OR- | |
| | $50 per each service residential svs. -OR- | $50 per each service residential svs. -OR- | |
| | $200 per water svs larger than 1" -OR- | $200 per water svs larger than 1" -OR- | |
| | $200 per sewer svs larger than 4" | $200 per sewer svs larger than 4" | |
| Stormwater Mgt. Review & Periodic Const Obser Fee: | $1000 per device w/half payable at time of plan submittal | $1000 per device w/half payable at time of plan submittal | |
| Sanitary Sewer Lift Station Review & Periodic Const Obser Fee: | $5000 per device w/half payable at time of plan submittal | $5000 per device w/half payable at time of plan submittal | |

*fees collected above in accordance with policy.

## (Attachment A)
## Town of Gibsonville - Proposed Fee Schedule - Fiscal Year 2021

**Water and Sewer System Development Fees***

| | | Fiscal Year 2020 | | | Fiscal Year 2021 | | |
|---|---|---|---|---|---|---|---|
| Water Meter Size | Equivalent Residential Unit‡ | Water Fee | Sewer Fee | Total Fee | Water Fee | Sewer Fee | Total Fee |
| 3/4" | 1 | $700 | $2,000 | $2,700 | $700 | 2,000.00 | $2,700 |
| 1" | 1.67 | $1,100 | $3,300 | $4,400 | $1,100 | 3,300.00 | $4,400 |
| 1 1/2" | 3.33 | $2,300 | $6,600 | $8,900 | $2,300 | 6,600.00 | $8,900 |
| 2" | 5.33 | $3,700 | $10,600 | $14,300 | $3,700 | 10,600.00 | $14,300 |
| 3" | 11.67 | $8,100 | $23,300 | $31,400 | $8,100 | 23,300.00 | $31,400 |
| 4" | 21 | $14,700 | $42,000 | $56,700 | $14,700 | 42,000.00 | $56,700 |
| 6" | 43.33 | $30,300 | $86,600 | $116,900 | $30,300 | 86,600.00 | $116,900 |

†Applicable System Development Fee(s) for development requiring smaller or larger water meters than those depicted above will be
‡Equivalent Residential Unit is approximate multiplier adapted from

**Cemetery Fees**

| | | | | |
|---|---|---|---|---|
| Resident | | | | |
| 1 grave plot | $ | 400.00 | $ | 400.00 |
| 2 grave plot | $ | 800.00 | $ | 800.00 |
| Non Resident | | | | |
| 1 grave plot | $ | 1,000.00 | $ | 1,000.00 |
| 2 grave plot | $ | 2,000.00 | $ | 2,000.00 |
| Permit for Setting Stone | | | | |
| Local Company (Guil./Alam. Co) | $ | 30.00 | $ | 30.00 |
| Out of Town Company | $ | 50.00 | $ | 50.00 |

**Recreation Fees**

| | | | | |
|---|---|---|---|---|
| Participation Fees | | | | |
| Soccer Fall | | | | |
| Resident | $ | 35.00 | $ | 35.00 |
| Non-Resident | $ | 55.00 | $ | 55.00 |
| Soccer Spring | | | | |
| Resident - uniform | $ | 25.00 | $ | 25.00 |
| Non-Resident - uniform | $ | 45.00 | $ | 45.00 |
| Soccer Spring | | | | |
| Resident - no uniform | $ | 35.00 | $ | 35.00 |
| Non-Resident - no uniform | $ | 55.00 | $ | 55.00 |
| Baseball/Softball | | | | |
| Resident | $ | 35.00 | $ | 35.00 |
| Non-Resident | $ | 55.00 | $ | 55.00 |
| Tee Ball | | | | |
| Resident | $ | 25.00 | $ | 25.00 |
| Non-Resident | $ | 45.00 | $ | 45.00 |

## (Attachment A)
## Town of Gibsonville - Proposed Fee Schedule - Fiscal Year 2021

**Recreation Fees (Continued)**

| | | |
|---|---|---|
| Basketball | | |
| Resident | $ 35.00 | $ 35.00 |
| Non-Resident | $ 55.00 | $ 55.00 |
| Football | | |
| Resident | $ 35.00 | $ 35.00 |
| Non-Resident | $ 55.00 | $ 55.00 |
| Flag Football | | |
| Resident | $ 25.00 | $ 25.00 |
| Non-Resident | $ 45.00 | $ 45.00 |
| Picnic Shelter Rates | | |
| Resident - Weekday | $ 15.00 | $ 15.00 |
| Resident - Weekend | $ 25.00 | $ 25.00 |
| Non-Resident - Weekday | $ 15.00 | $ 15.00 |
| Non-Resident - Weekend | $ 35.00 | $ 35.00 |
| Ball Field Rental | | |
| Non-Town Sponsored Team | $50 per day | $50 per day |
| Lights | $20 per hour | $20 per hour |
| Resident Churches | No Charge | No Charge |

**Gibsonville Community Center Rental Fees**

| | Resident | Non-Resident | Resident | Non-Resident |
|---|---|---|---|---|
| **Open Gym Fee: 0-17 years old** | Free | Free | Free | Free |
| **Open Gym Fee: 18-99+ years old** | $1.00 | $3.00 | $1.00 | 3.00 |
| Room Rentals: | | | | |
| **GYM - per hour* (up to six hours)** | $35.00/hr | $55.00/hr | $35.00/hr | $55.00/hr |
| **GYM - per hour* (beyond six hours)** | $30.00/hr | $50.00/hr | $30.00/hr | $50.00/hr |
| Floor covering | $300 | $300 | $300 | 300.00 |
| Scoreboard & Operator | $150 | $150 | $150 | 150.00 |
| Sound System | $100 | $100 | $100 | 100.00 |
| *required attendant | $13.00/hr | $13.00/hr | $13.00/hr | $13.00/hr |
| Additional Program fees may apply based on size of event | | | | |
| **Large Room - Half Day*** | $75 | $100 | $75 | 100.00 |
| **Large Room - Full Day*** | $150 | $175 | $150 | 175.00 |
| Kitchen | $50 | $50 | $50 | 50.00 |
| Sound System | $100 | $100 | $100 | 100.00 |
| TV | $25 | $25 | $25 | 25.00 |
| Cleaning Fee (if requested) | $100 | $100 | $100 | 100.00 |
| *required attendant | $13.00/hr | $13.00/hr | $13.00/hr | $13.00/hr |
| Additional Program fees may apply based on size of event | | | | |
| **Small Room - Half Day*** | $50 | $75 | $50 | 75.00 |
| **Small Room - Full Day*** | $100 | $125 | $100 | 125.00 |
| Kitchen | $25 | $25 | $25 | 25.00 |
| TV | $25 | $25 | $25 | 25.00 |
| Cleaning Fee (if requested) | $100 | $100 | $100 | 100.00 |
| *required attendant | $13.00/hr | $13.00/hr | $13.00/hr | $13.00/hr |
| Additional Program fees may apply based on size of event | | | | |

## (Attachment A)
## Town of Gibsonville - Proposed Fee Schedule - Fiscal Year 2021

| | | | | |
|---|---|---|---|---|
| **Fall Festival Fees:** | | | | |
| Non-Food Vendor | $ | 50.00 | $ | 50.00 |
| Premium Non-Food Vendor | $ | 60.00 | $ | 60.00 |
| Food Vendor | $ | 70.00 | $ | 70.00 |
| Premium Food Vendor | $ | 80.00 | $ | 80.00 |
| Food Truck | $ | 75.00 | $ | 75.00 |
| Addition of Electrical Hookup (per location) | $ | 20.00 | $ | 20.00 |
| **Library Fees** | | | | |
| Lost or Unreturned Item | Replacement cost of Item | | Replacement cost of Item | |
| Black and White Prints/Copies | $0.15 per page | | $0.15 per page | |
| Color Prints | $0.30 per page | | $0.30 per page | |
| Fax (send or receive) | $0.25 per page | | $0.25 per page | |
| **Police Fees** | | | | |
| Storage Fees (Seized Vehicles) | $10 per day | | $10 per day | |
| Fingerprinting Fee | | | | |
| Resident | No Charge | | No Charge | |
| Non-Resident | $ | 10.00 | $ | 10.00 |
| False Alarms 4th call within 30 day period | $ | 50.00 | $ | 50.00 |
| Police Report | $ | 5.00 | $ | 5.00 |
| Taxi Driver's Permit | $ | 25.00 | $ | 25.00 |
| Parking Ticket | $ | 10.00 | $ | 10.00 |

Attachment # 3

## Proposed Water/Sewer Rates FY2021
## Typical Bill for Single Person Household
## (Based on minimum)

| | FY2020 Adopted | FY2021 Adopted |
|---|---|---|
| Water | $ 7.08 | $ 7.22 |
| Sewer | $ 18.11 | $ 18.47 |
| Solid Waste/Recycling | $ 8.00 | $ 8.00 |
| Stormwater | $ 0.75 | $ 0.75 |
| Total Every Month | $ 33.94 | $ 34.44 |
| Amount (monthly) above FY2020 >> | | $ 0.50 |

## Proposed Water/Sewer Rates FY2021
## Typical Bill for Average Household
## (Based on 5,000 gallons)

| | FY2020 Adopted | FY2021 Adopted |
|---|---|---|
| Water | $ 23.60 | $ 24.05 |
| Sewer | $ 60.35 | $ 61.55 |
| Solid Waste/Recycling | $ 8.00 | $ 8.00 |
| Stormwater | $ 0.75 | $ 0.75 |
| Total Every Month | $ 92.70 | $ 94.35 |
| Amount (monthly) above FY2020 >> | | $ 1.65 |

FY2021 RECOMMENDED - BUDGET - REVENUE

Attachment # 4

| REVENUE | Adopted FY-2020 Budget | Recommended FY-2021 Budget | | |
|---|---|---|---|---|
| **GENERAL FUND REVENUE** | | | | |
| Tax Penalties & Interest | 12,000 | 12,000 | - | - |
| 2011 Taxes | 50 | - | na | na |
| 2012 Taxes | 200 | 50 | - | 0% |
| 2013 Taxes | 400 | 200 | - | 0% |
| 2014 Taxes | 800 | 400 | - | 0% |
| 2015 Taxes | 1,200 | 800 | - | 0% |
| 2016 Taxes | 2,500 | 1,200 | - | 0% |
| 2017 Taxes | 5,000 | 2,500 | - | 0% |
| 2018 Taxes | 15,000 | 5,000 | - | 0% |
| 2019 Taxes | 2,956,000 | 15,000 | - | 0% |
| 2020 Taxes (NEW) | | 3,062,850 | 106,850 | 4% |
| Alamance County Sales Taxes | 921,000 | 836,382 | (84,618) | -9% |
| Guilford County Sales Taxes | 488,500 | 443,618 | (44,882) | -9% |
| Motor Vehicle Tax | 372,000 | 372,000 | - | 0% |
| Powell Bill Allocation | 192,000 | 192,000 | - | 0% |
| Governors Crime Commission Grant | 24,490 | - | (24,490) | -100% |
| Beer & Wine Taxes | 30,000 | 30,000 | - | 0% |
| Utility Franchise Taxes | 400,000 | 420,000 | 20,000 | 5% |
| Fire Dist.Tax/Guilford | 14,400 | 3,500 | (10,900) | -76% |
| Brush Pickup | 2,000 | 3,000 | 1,000 | 50% |
| Sanitation Fee Charge | 306,000 | 310,000 | 4,000 | 1% |
| Stormwater Fee Charge | 32,000 | 33,000 | 1,000 | 3% |
| Solid Waste Disposal Tax Dist | 4,600 | 4,900 | 300 | 7% |
| Cemetery Revenues | 10,000 | 15,000 | 5,000 | 50% |
| Code Enf/Planning Fees | 8,000 | 10,000 | 2,000 | 25% |
| GHA Pilot Fee | 2,340 | 2,340 | - | 0% |
| Library Revenues | 2,000 | 3,000 | 1,000 | 50% |
| Library State Aid Grant | 3,372 | - | (3,372) | -100% |
| Guilford Co Funds | 55,500 | 55,500 | - | 0% |
| Recreation Revenues | 82,000 | 82,000 | - | 0% |
| Interest on Investment | 8,000 | 8,000 | - | 0% |
| Sale of Fixed Assets | 10,000 | 10,000 | - | 0% |
| Miscellaneous Revenues | 34,156 | 32,153 | (2,003) | -6% |
| Tran FM Perpetual Care | 2,700 | 2,700 | - | 0% |
| Approp. Fund Bal - Gen Fund | 934,989 | 341,400 | (593,589) | -63% |
| Approp. Fund Bal - Powell Bill | 42,265 | - | (42,265) | -100% |
| Approp. Rec Cap Reserve | 30,033 | - | (30,033) | -100% |
| Approp Federal Drug Funds | 43,670 | - | (43,670) | -100% |
| **GENERAL FUND REVENUE** | 7,049,165 | 6,310,493 | (738,672) | -10% |
| | (0) | | 0 | |

| CEMETERY REVENUE | FY-2020 | FY-2021 | | |
|---|---|---|---|---|
| Cemetery Revenues | 2,600 | 2,600 | - | 0% |
| Interest on Iinvestments | 100 | 100 | - | 0% |
| **CEMETERY REVENUE** | 2,700 | 2,700 | - | 0% |

| REVENUE | Adopted FY-2020 | Recommended FY-2021 | | |
|---|---|---|---|---|

| WATER REVENUE | Adopted FY-2020 | Recommended FY-2021 | | |
|---|---|---|---|---|
| Water Rents | 815,000 | 837,000 | 22,000 | 3% |
| Tapping Fees (w) | 1,000 | 5,000 | 4,000 | 400% |
| Meter Setting Charges (w) | 13,000 | 15,000 | 2,000 | 15% |
| Reconnection Fees (w) | 45,000 | 40,000 | (5,000) | -11% |
| Realize Deferred Revenue (w) | 57,045 | 98,000 | 40,955 | 72% |
| Miscellaneous Revenues (w) | 11,000 | 11,000 | (0) | 0% |
| Internet Convience Fees (w) | 12,000 | - | (12,000) | -100% |
| Retained Earnings Appropriation | 15,000 | 114,750 | 99,750 | 665% |
| **WATER REVENUE** | 969,045 | 1,120,750 | 151,705 | 16% |

| SEWER REVENUE | Adopted FY-2020 | Recommended FY-2021 | | |
|---|---|---|---|---|
| Sewer Rents | 2,200,000 | 2,271,000 | 71,000 | 3% |
| Tapping Fees (s) | 1,000 | 5,000 | 4,000 | 400% |
| Meter Setting Charges (s) | 13,000 | 15,000 | 2,000 | 15% |
| Reconnection Fees (s) | 45,000 | 40,000 | (5,000) | -11% |
| Realized Deferred Revenue (s) | 57,045 | 98,000 | 40,955 | 72% |
| Miscellaneous Revenues (s) | 11,000 | 11,000 | - | 0% |
| Internet Convience Fees (s) | 12,000 | - | (12,000) | -100% |
| Retained Earnings Appropriation | 15,000 | - | (15,000) | -100% |
| **SEWER REVENUE** | 2,354,045 | 2,440,000 | 85,955 | 4% |
| | - | - | | |
| **WATER & SEWER REVENUE** | 3,323,090 | 3,560,750 | 237,660 | 7% |
| | - | | | |
| **TOTAL REVENUE (ALL FUNDS)** | 10,374,955 | 9,873,943 | (501,012) | -5% |

| | | | | |
|---|---|---|---|---|
| General Fund Total Revenue | 7,049,165 | 6,310,493 | (738,672) | (738,671.52) |
| General Fund Total Expenses | 7,049,165 | 6,310,493 | (738,672) | (738,671.52) |
| DIFF | (0.00) | 0 | 0 | 0.00 |

| | | | | |
|---|---|---|---|---|
| Water Total Revenue | 969,045 | 1,120,750 | 151,705 | 151,704.81 |
| Water Total Expenses | 969,045 | 1,120,750 | 151,705 | 151,704.81 |
| DIFF | (0.00) | 0 | 0 | 0.00 |

| | | | | |
|---|---|---|---|---|
| Sewer Total Revenue | 2,354,045 | 2,440,000 | 85,955 | 85,954.90 |
| Sewer Total Expenses | 2,354,045 | 2,440,000 | 85,955 | 85,954.89 |
| DIFF | (0.00) | 0 | 0 | 0.01 |

| | | |
|---|---|---|
| | 10,372,255 | 9,871,243 |
| | 10,372,255 | 9,871,243 |
| | | 0 |

| *EXPENDITURES* | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **GOVERNING BOARD EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| BOARD SALARIES | 17,200 | 17,200 | **17,200** | - | **0.0%** |
| FICA | 1,316 | 1,316 | **1,316** | - | **0.0%** |
| LEGAL FEES | 8,000 | 10,000 | **10,000** | **2,000** | **25.0%** |
| AUDITOR FEES | 21,530 | 22,875 | **22,875** | **1,345** | **6.2%** |
| TRAVEL & TRAINING | 3,000 | 2,000 | **2,000** | **(1,000)** | **-33.3%** |
| CELL PHONE | 800 | 800 | **800** | - | **0.0%** |
| MISCELLANEOUS | 500 | 500 | **500** | - | **0.0%** |
| ELECTION EXPENSE | 4,000 | - | **-** | **(4,000)** | **-100.0%** |
| DUES & SUBSCRIPTIONS | 12,000 | 12,500 | **12,500** | **500** | **4.2%** |
| | 68,346 | 67,191 | **67,191** | **(1,155)** | **-1.7%** |
| | (0) | | | | |

| **ADMINISTRATION EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| SALARIES | 414,850 | 417,288 | **417,288** | **2,438** | **0.6%** |
| F I C A | 31,736 | 31,923 | **31,923** | **186** | **0.6%** |
| RETIREMENT | 35,145 | 40,939 | **40,939** | **5,794** | **16.5%** |
| GROUP INSURANCE | 53,777 | 65,701 | **65,701** | **11,924** | **22.2%** |
| 401 K | 19,482 | 19,863 | **19,863** | **381** | **2.0%** |
| RETIRED INSURANCE | 12,600 | 13,482 | **13,482** | **882** | **7.0%** |
| UNEMPLOY RE-IMBURSMNT | 5,000 | 3,000 | **3,000** | **(2,000)** | **-40.0%** |
| MED/PHY/MEN/DRUG | 31,000 | 31,000 | **31,000** | - | **0.0%** |
| GAS/OIL/ADM | 1,500 | 1,200 | **1,200** | **(300)** | **-20.0%** |
| SAFETY (ADMIN) | 3,000 | 3,000 | **3,000** | - | **0.0%** |
| ADVERTISING | 2,500 | 2,000 | **2,000** | **(500)** | **-20.0%** |
| PRINTING | 4,000 | 3,000 | **3,000** | **(1,000)** | **-25.0%** |
| TELEPHONE/INTERNET | 9,000 | 7,000 | **7,000** | **(2,000)** | **-22.2%** |
| POSTAGE | 4,000 | 3,000 | **3,000** | **(1,000)** | **-25.0%** |
| UTILITIES | 12,000 | 11,000 | **11,000** | **(1,000)** | **-8.3%** |
| CELL PHONE | 1,500 | 1,200 | **1,200** | **(300)** | **-20.0%** |
| TRAVEL & TRAINING | 4,000 | 4,000 | **4,000** | - | **0.0%** |
| M & R EQUIPMENT | 3,000 | 3,000 | **3,000** | - | **0.0%** |
| DUES & SUBSCRIPTIONS | 4,000 | 3,500 | **3,500** | **(500)** | **-12.5%** |
| PH II STORMWATER > moved | - | - | **-** | - | **na** |
| TOWN INSURANCE & BONDS | 164,000 | 167,000 | **167,000** | **3,000** | **1.8%** |
| SUPPLIES & MATERIALS | 9,000 | 9,000 | **9,000** | - | **0.0%** |
| SMALL EQUIPMENT/FURNITURE | 8,000 | 8,000 | **8,000** | - | **0.0%** |
| MISCELLANEOUS | 19,384 | 20,000 | **20,000** | **616** | **3.2%** |
| BEAUTIFICATION/REVITALIZATI( | 15,500 | 8,000 | **8,000** | **(7,500)** | **-48.4%** |
| CAPITAL OUTLAY/OTHER | 136,000 | - | **-** | **(136,000)** | **-100.0%** |
| CONTRACTED SERVICES | 131,500 | 131,500 | **131,500** | - | **0.0%** |
| FORCED MOW/DEMOLITION | 8,000 | 6,000 | **6,000** | **(2,000)** | **-25.0%** |
| | 1,143,474 | 1,014,595 | **1,014,595** | **(128,879)** | **-11.3%** |
| | (0.00) | | | | |

| **NON-DEPARTMENTAL EXPENSE** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| CONTINGENCY | 40,000 | 40,000 | **40,000** | - | **0.0%** |
| | 40,000 | 40,000 | **40,000** | - | **0.0%** |
| | - | | | | |

| ***EXPENDITURES*** | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **POLICE DEPARTMENT EXPENSE** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| SALARIES | 1,004,612 | 1,173,057 | **1,077,263** | **72,651** | **7.2%** |
| Parttime | 10,500 | 10,500 | **10,500** | **-** | **0.0%** |
| OVERTIME | 40,000 | 40,000 | **40,000** | **-** | **0.0%** |
| F I C A | 81,099 | 93,602 | **86,274** | **5,175** | **6.4%** |
| RETIREMENT | 100,661 | 130,208 | **119,824** | **19,164** | **19.0%** |
| GROUP INSURANCE | 164,882 | 206,898 | **179,196** | **14,314** | **8.7%** |
| 401(K) CONTRIBUTION | 51,887 | 60,059 | **55,270** | **3,383** | **6.5%** |
| UNIFORM PURCHASES | 25,000 | 30,000 | **25,000** | **-** | **0.0%** |
| GAS/OIL/POLICE | 42,000 | 45,000 | **42,000** | **-** | **0.0%** |
| TIRES/POLICE | 5,000 | 7,000 | **7,000** | **2,000** | **40.0%** |
| SAFETY (POLICE) | 7,750 | 9,500 | **7,900** | **150** | **1.9%** |
| SUPPLIES & MATERIALS | 8,000 | 9,000 | **8,000** | **-** | **0.0%** |
| SMALL EQUIPMENT/FURNITURE | 8,000 | 10,000 | **8,000** | **-** | **0.0%** |
| ANIMAL CONTROL | 500 | 500 | **500** | **-** | **0.0%** |
| AMMUNITION | 12,000 | 15,000 | **13,000** | **1,000** | **8.3%** |
| TRAVEL & TRAINING | 8,000 | 12,000 | **12,000** | **4,000** | **50.0%** |
| TELEPHONE | 10,000 | 10,000 | **10,000** | **-** | **0.0%** |
| CELL PHONES | 15,300 | 17,000 | **17,000** | **1,700** | **11.1%** |
| M & R EQUIPMENT | 2,000 | 4,000 | **3,000** | **1,000** | **50.0%** |
| M&R VEHICLES | 13,000 | 20,000 | **18,000** | **5,000** | **38.5%** |
| M&R BLDGS/GROUNDS | 7,000 | 20,000 | **10,000** | **3,000** | **42.9%** |
| DRUG/INVESTIGATIONS | 8,000 | 8,000 | **8,000** | **-** | **0.0%** |
| MISCELLANEOUS | 1,000 | 1,000 | **1,000** | **-** | **0.0%** |
| DARE/COMMUNITY POLICING | 6,956 | 5,000 | **5,000** | **(1,956)** | **-28.1%** |
| K-9 POLICE DOGS | 15,000 | 15,000 | **15,000** | **-** | **0.0%** |
| D.C.I. / P I N RENTAL | 3,000 | 3,000 | **3,000** | **-** | **0.0%** |
| DUES & SUBSCRIPTIONS | 1,500 | 1,500 | **1,500** | **-** | **0.0%** |
| CAPITAL OUTLAY/EQUIP | 350,280 | 239,000 | **114,400** | **(235,880)** | **-67.3%** |
| FEDERAL DRUG EXPENDATURES | 43,670 | - | **-** | **(43,670)** | **-100.0%** |
| CONTRACTED SERVICES | 135,348 | 128,100 | **128,100** | **(7,248)** | **-5.4%** |
| | 2,181,945 | 2,323,925 | **2,025,728** | **(156,217)** | **-7.2%** |
| | 0.00 | | | | |

| ***EXPENDITURES*** | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **FIRE DEPARTMENT EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| SALARIES | 465,612 | 479,999 | **479,999** | **14,388** | **3.1%** |
| PARTTIME | 28,836 | 60,645 | **60,645** | **31,810** | **110.3%** |
| VOLUNTEER FIRE PAY (&Trexler) | 25,000 | 25,500 | **25,500** | **500** | **2.0%** |
| OVERTIME | 25,300 | 38,000 | **38,000** | **12,700** | **50.2%** |
| FIREMEN PENSION FUND | 4,100 | - | **-** | **(4,100)** | **-100.0%** |
| FICA | 42,438 | 46,217 | **46,217** | **3,779** | **8.9%** |
| RETIREMENT | 41,998 | 52,991 | **52,991** | **10,993** | **26.2%** |
| GROUP INSURANCE | 88,313 | 93,458 | **93,458** | **5,145** | **5.8%** |
| 401 K | 23,281 | 25,900 | **25,900** | **2,619** | **11.3%** |
| UNIFORM PURCHASES | 13,000 | 13,000 | **11,000** | **(2,000)** | **-15.4%** |
| PHYSICALS | 3,300 | 3,300 | **3,300** | **-** | **0.0%** |
| SUPPLIES & MATERIALS | 9,000 | 9,000 | **8,000** | **(1,000)** | **-11.1%** |
| GAS/OIL/FIRE | 11,000 | 11,000 | **11,000** | **-** | **0.0%** |
| TIRES/FIRE | 5,000 | 5,000 | **5,000** | **-** | **0.0%** |
| SMALL EQUIPMENT | 8,000 | 8,000 | **8,000** | **-** | **0.0%** |
| SAFETY (FIRE) | 3,500 | 3,500 | **3,500** | **-** | **0.0%** |
| TRAVEL & TRAINING | 9,000 | 9,000 | **8,000** | **(1,000)** | **-11.1%** |
| TELEPHONE | 3,000 | 3,000 | **3,000** | **-** | **0.0%** |
| EQUIPMENT MAINT. | 3,500 | 7,000 | **7,000** | **3,500** | **100.0%** |
| CELL PHONES | 2,500 | 2,500 | **2,500** | **-** | **0.0%** |
| UTILITIES | 12,500 | 12,500 | **12,500** | **-** | **0.0%** |
| M&R BUILDINGS/GROUNDS | 12,000 | 12,000 | **10,000** | **(2,000)** | **-16.7%** |
| M&R VEHICLES | 17,000 | 20,000 | **20,000** | **3,000** | **17.6%** |
| MISCELLANEOUS | 750 | 750 | **750** | **0** | **0.0%** |
| DUES & SUBSCRIPTIONS | 2,000 | 2,000 | **2,000** | **-** | **0.0%** |
| CAPITAL OUTLAY/EQUIPMENT | 102,200 | 282,000 | **60,000** | **(42,200)** | **-41.3%** |
| CONTRACTED SERVICES | 12,000 | 12,000 | **12,000** | **-** | **0.0%** |
| DEBT SERV | 96,492 | 92,122 | **92,122** | **(4,370)** | **-4.5%** |
| | 1,070,619 | 1,330,383 | **1,102,383** | **31,764** | **3.0%** |
| | (0.00) | | | | |

| ***EXPENDITURES*** | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **PUBLIC WORKS DEPARTMENT E** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| SALARIES | 463,502 | 491,993 | **460,177** | **(3,325)** | **-0.7%** |
| OVERTIME | 13,000 | 13,000 | **10,000** | **(3,000)** | **-23.1%** |
| F I C A | 36,376 | 38,632 | **36,198** | **(178)** | **-0.5%** |
| RETIREMENT | 42,890 | 51,661 | **48,406** | **5,516** | **12.9%** |
| GROUP INSURANCE | 96,789 | 102,304 | **102,304** | **5,515** | **5.7%** |
| 401 K | 23,776 | 25,250 | **23,659** | **(117)** | **-0.5%** |
| SUPPLIES & MATERIALS | 15,000 | 15,000 | **12,500** | **(2,500)** | **-16.7%** |
| UNIFORMS | 11,200 | 12,500 | **11,200** | **-** | **0.0%** |
| GAS/OIL/PW | 25,000 | 25,000 | **25,000** | **-** | **0.0%** |
| TIRES/PW | 8,000 | 9,000 | **8,000** | **-** | **0.0%** |
| SAFETY/PW | 5,450 | 5,450 | **5,000** | **(450)** | **-8.3%** |
| GARBAGE/RECYCLE CARTS | 15,000 | 18,000 | **18,000** | **3,000** | **20.0%** |
| TRAVEL & TRAINING | 1,000 | 2,000 | **2,000** | **1,000** | **100.0%** |
| TELEPHONE | 4,000 | 4,000 | **4,000** | **-** | **0.0%** |
| CELL PHONES | 2,300 | 2,300 | **2,000** | **(300)** | **-13.0%** |
| UTILITIES | 80,000 | 75,000 | **75,000** | **(5,000)** | **-6.3%** |
| M & R EQUIPMENT | 14,000 | 8,000 | **8,000** | **(6,000)** | **-42.9%** |
| M & R BUILDING/GROUND | - | 8,000 | **8,000** | **8,000** | **100.0%** |
| M & R VEHICLE | 24,500 | 7,000 | **7,000** | **(17,500)** | **-71.4%** |
| MISCELLANEOUS | 999 | 1,000 | **1,000** | **1** | **0.1%** |
| Phase II Stormwater | 30,000 | 33,000 | **33,000** | **3,000** | **10.0%** |
| CAPITAL OUTLAY/EQUIPMENT | 315,000 | 357,500 | **-** | **(315,000)** | **-100.0%** |
| CONTRACTED SERVICES | 194,500 | 220,000 | **220,000** | **25,500** | **13.1%** |
| DEBT SERVICE | 68,932 | 79,693 | **9,926** | **(59,006)** | **-85.6%** |
| | 1,491,214 | 1,605,283 | **1,130,371** | **(360,843)** | **-24.2%** |
| | - | | | | |

| **POWELL BILL EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| PROFESSIONAL SERVICES | 30,000 | 30,000 | **30,000** | **-** | **0.0%** |
| SUPPLIES & MATERIALS | 15,000 | 15,000 | **10,000** | **(5,000)** | **-33.3%** |
| GAS /OIL VEH. | 13,000 | 13,000 | **13,000** | **-** | **0.0%** |
| TIRES | 3,500 | 3,500 | **2,500** | **(1,000)** | **-28.6%** |
| M&R EQUIPMENT | 8,000 | 8,000 | **6,000** | **(2,000)** | **-25.0%** |
| PATCHING STREETS | 52,265 | 10,000 | **10,000** | **(42,265)** | **-80.9%** |
| PAVING STREETS | - | - | **-** | **-** | **0.0%** |
| SIDEWALKS | 8,000 | 8,000 | **6,000** | **(2,000)** | **-25.0%** |
| STORM/CATCH BASIN | 2,500 | 2,500 | **2,500** | **-** | **0.0%** |
| CURB & GUTTER | 2,500 | 2,500 | **2,500** | **-** | **0.0%** |
| POWELL BILL EQUIPMENT RENT | 1,000 | 1,000 | **1,000** | **-** | **0.0%** |
| CAPITAL OUTLAY/EQUIPMENT | 8,000 | 8,500 | **-** | **(8,000)** | **-100.0%** |
| POWELL BILL CONTRACTED SER | 1,000 | 1,000 | **1,000** | **-** | **0.0%** |
| | 144,765 | 103,000 | **84,500** | **(60,265)** | **-41.6%** |
| | - | | | | |

| **CEMETARY EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| MISCELLANEOUS | 2,500 | 2,500 | **2,500** | **-** | **0.0%** |
| CONTRACTED SERVICES | 15,000 | 15,000 | **15,000** | **-** | **0.0%** |
| | 17,500 | 17,500 | **17,500** | **-** | **0.0%** |
| | - | | | | |

| ***EXPENDITURES*** | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **LIBRARY EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| SALARIES | 85,190 | 85,248 | **85,248** | **58** | **0.1%** |
| PART-TIME SALARIES | 15,806 | 17,800 | **17,800** | **1,994** | **12.6%** |
| F I C A | 7,726 | 7,883 | **7,883** | **157** | **2.0%** |
| RETIREMENT | 7,726 | 8,721 | **8,721** | **995** | **12.9%** |
| GROUP INSURANCE | 17,613 | 18,621 | **18,621** | **1,008** | **5.7%** |
| 401 K | 4,260 | 4,262 | **4,262** | **3** | **0.1%** |
| BOOKS/MAGAZINES | 13,894 | 12,500 | **11,000** | **(2,894)** | **-20.8%** |
| STATE AID EXPENSES | 3,372 | - | **-** | **(3,372)** | **-100.0%** |
| SAFETY (LIBRARY) | 750 | 750 | **750** | **-** | **0.0%** |
| SUPPLIES & MATERIALS | 5,000 | 5,000 | **4,000** | **(1,000)** | **-20.0%** |
| SMALL EQUIPMENT/FURNITURE | 3,000 | 3,000 | **3,000** | **-** | **0.0%** |
| TRAVEL & TRAINING | 1,200 | 1,200 | **200** | **(1,000)** | **-83.3%** |
| TELEPHONE | 1,800 | 1,800 | **1,800** | **-** | **0.0%** |
| UTILITIES | 4,500 | 4,500 | **4,500** | **-** | **0.0%** |
| M & R BLDGS & GROUNDS | 3,000 | 3,000 | **3,000** | **-** | **0.0%** |
| M & R EQUIPMENT | 1,700 | 4,700 | **1,700** | **-** | **0.0%** |
| MISCELLANEOUS | 500 | 500 | **500** | **0** | **0.1%** |
| | 177,037 | 179,486 | **172,986** | **(4,051)** | **-2.3%** |
| | (0.00) | | | | |

| **RECREATION EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| SALARIES | 213,951 | 192,505 | **192,505** | **(21,446)** | **-10.0%** |
| PART-TIME SALARIES | 78,322 | 112,568 | **102,568** | **24,246** | **31.0%** |
| F I C A | 22,741 | 23,338 | **22,573** | **(168)** | **-0.7%** |
| RETIREMENT | 19,298 | 21,971 | **21,971** | **2,673** | **13.8%** |
| GROUP INSURANCE | 26,862 | 28,374 | **28,374** | **1,512** | **5.6%** |
| 401 K | 10,698 | 10,739 | **10,739** | **41** | **0.4%** |
| UNIFORMS | 1,000 | 1,000 | **1,000** | **-** | **0.0%** |
| ATHLETIC EQUIP/SUPPLIES | 70,000 | 75,000 | **70,000** | **-** | **0.0%** |
| GAS/OIL/REC | 3,500 | 3,500 | **3,500** | **-** | **0.0%** |
| TIRES/REC | 1,500 | 1,500 | **1,000** | **(500)** | **-33.3%** |
| SUPPLIES & MATERIALS | 11,000 | 11,000 | **10,000** | **(1,000)** | **-9.1%** |
| SAFETY - RECREATION | 1,500 | 1,500 | **1,500** | **-** | **0.0%** |
| SENIOR ACTIVITIES | 6,100 | 6,000 | **4,000** | **(2,100)** | **-34.4%** |
| PARTICIPANT FUNDED ACT | 8,000 | 8,000 | **4,000** | **(4,000)** | **-50.0%** |
| TRAVEL & TRAINING | 1,000 | 1,000 | **500** | **(500)** | **-50.0%** |
| TELEPHONE | 5,000 | 5,000 | **5,000** | **-** | **0.0%** |
| CELL PHONES | 2,500 | 2,500 | **2,500** | **-** | **0.0%** |
| UTILITIES | 26,000 | 23,500 | **23,500** | **(2,500)** | **-9.6%** |
| M&R EQIP/BLDG/GRD. | 28,000 | 35,000 | **28,000** | **-** | **0.0%** |
| M&R VEHICLE | 3,000 | 5,000 | **3,000** | **-** | **0.0%** |
| MISCELLANEOUS | 500 | 500 | **250** | **(250)** | **-50.0%** |
| TREE REMOVAL | 3,000 | 3,000 | **2,000** | **(1,000)** | **-33.3%** |
| SPECIAL EVENTS | 35,000 | 35,000 | **28,000** | **(7,000)** | **-20.0%** |
| DUES & SUBSCRIPTIONS | 500 | 500 | **500** | **-** | **0.0%** |
| CAPITAL OUTLAY/EQUIPMENT | 43,032 | 61,600 | **-** | **(43,032)** | **-100.0%** |
| DEBT SERVICE | 66,261 | 66,261 | **66,261** | **-** | **0.0%** |
| CONTRACTED SERVICES | 26,000 | 26,000 | **22,000** | **(4,000)** | **-15.4%** |
| | 714,265 | 761,856 | **655,241** | **(59,024)** | **-8.3%** |
| | (0.00) | | | | |

| | | | | | |
|---|---|---|---|---|---|
| **(10) - GENERAL FUND** | 7,049,165 | 7,443,219 | **6,310,493** | **(738,672)** | **-10.5%** |
| | (0) | | | | |

| *EXPENDITURES* | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **CEMETERY EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
| TRAN TO GENERAL FUND | 2,700 | 2,700 | **2,700** | - | **0.0%** |
| **(51) - PERPETUAL CARE TRUST I** | 2,700 | 2,700 | **2,700** | - | **0.0%** |

| **WATER EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended21** | | |
|---|---|---|---|---|---|
| SALARIES | 87,595 | 88,753 | **88,753** | **1,157** | **1.3%** |
| OVERTIME | 6,000 | 6,750 | **6,750** | **750** | **12.5%** |
| F I C A | 7,160 | 7,306 | **7,306** | **146** | **2.0%** |
| RETIREMENT | 8,442 | 9,770 | **9,770** | **1,328** | **15.7%** |
| GROUP INSURANCE | 17,616 | 18,632 | **18,632** | **1,016** | **5.8%** |
| 401 K | 4,680 | 4,775 | **4,775** | **95** | **2.0%** |
| SUPPLIES & MATERIALS | 36,000 | 36,000 | **36,000** | - | **0.0%** |
| UNIFORMS | 2,000 | 2,000 | **2,000** | - | **0.0%** |
| GAS/OIL | 6,000 | 6,000 | **6,000** | - | **0.0%** |
| TIRES | 1,500 | 1,500 | **1,500** | - | **0.0%** |
| SAFETY (WATER&SEWER) | 1,500 | 1,500 | **1,500** | - | **0.0%** |
| TRAVEL & TRAINING | 1,500 | 1,500 | **1,500** | - | **0.0%** |
| TELEPHONE | - | - | **-** | - | **0.0%** |
| CELL PHONES | 450 | 1,000 | **1,000** | **550** | **122.2%** |
| UTILITIES | 1,000 | 1,000 | **1,000** | - | **0.0%** |
| DEHNR & WATER SAMPLES | 11,000 | 11,000 | **11,000** | - | **0.0%** |
| BURLINGTON WATER CHARGES | 612,373 | 660,000 | **660,000** | **47,627** | **7.8%** |
| M&R BLDGS/GROUNDS | 500 | 500 | **500** | - | **0.0%** |
| M & R EQUIPMENT | 1,000 | 1,000 | **1,000** | - | **0.0%** |
| M & R VEHICLE | 3,000 | 3,000 | **3,000** | - | **0.0%** |
| MISCELLANEOUS | - | 357 | **357** | **357** | **100.0%** |
| WATER TANK MAINT | 22,241 | 22,242 | **22,242** | **1** | **0.0%** |
| INSURANCE | 6,000 | 7,000 | **7,000** | **1,000** | **16.7%** |
| DUES & SUBSCRIPTIONS | 3,000 | 3,000 | **3,000** | - | **0.0%** |
| CAPITAL OUTLAY/OTHER IMPRC | 15,000 | 143,000 | **100,000** | **85,000** | **566.7%** |
| CONTRACTED SERVICES | 62,550 | 72,500 | **72,500** | **9,950** | **15.9%** |
| DEBT SERV | 50,937 | 53,665 | **53,665** | **2,728** | **5.4%** |
| | 969,045 | 1,163,750 | **1,120,750** | **151,705** | **15.7%** |
| | 0 | | | | |
| **(61) - WATER FUND** | 969,045 | 1,163,750 | **1,120,750** | **151,705** | **15.7%** |

| ***EXPENDITURES*** | *Adopted 2020* | *2021DH Request* | ***Recommended21*** | | |
|---|---|---|---|---|---|
| **SEWER EXPENSES** | Adopted 2020 | 2021DH Request | **Recommended** | | |
| SALARIES | 124,806 | 132,013 | **132,013** | **7,207** | **5.8%** |
| OVERTIME | 4,000 | 3,500 | **3,500** | **(500)** | **-12.5%** |
| F I C A | 9,854 | 10,367 | **10,367** | **513** | **5.2%** |
| RETIREMENT | 11,618 | 13,863 | **13,863** | **2,245** | **19.3%** |
| GROUP INSURANCE | 26,385 | 27,946 | **27,946** | **1,561** | **5.9%** |
| 401 K | 6,440 | 6,776 | **6,776** | **335** | **5.2%** |
| SUPPLIES & MATERIALS | 26,000 | 26,000 | **26,000** | **-** | **0.0%** |
| UNIFORMS | 2,000 | 2,000 | **2,000** | **-** | **0.0%** |
| GAS/OIL | 6,000 | 6,000 | **6,000** | **-** | **0.0%** |
| TIRES | 1,500 | 1,500 | **1,500** | **-** | **0.0%** |
| SAFETY (WATER&SEWER) | 1,500 | 1,500 | **1,500** | **-** | **0.0%** |
| TRAVEL & TRAINING | 1,500 | 1,500 | **1,500** | **-** | **0.0%** |
| CELL PHONES | 700 | 700 | **700** | **-** | **0.0%** |
| UTILITIES | 30,000 | 30,000 | **30,000** | **-** | **0.0%** |
| BURLINGTON SEWER FEES | 1,655,760 | 1,700,000 | **1,700,000** | **44,240** | **2.7%** |
| ELON SEWER FEES | 200,000 | 205,000 | **205,000** | **5,000** | **2.5%** |
| M&R BLDGS/GROUNDS | 8,000 | 13,000 | **13,000** | **5,000** | **62.5%** |
| M & R EQUIPMENT | 5,000 | 5,000 | **5,000** | **-** | **0.0%** |
| M & R VEHICLE | 3,000 | 3,000 | **3,000** | **-** | **0.0%** |
| MISCELLANEOUS | 1,000 | 4,764 | **8,264** | **7,264** | **726.4%** |
| INSURANCE | 12,000 | 14,000 | **14,000** | **2,000** | **16.7%** |
| DUES & SUBSCRIPTIONS | 2,310 | 1,500 | **1,500** | **(810)** | **-35.1%** |
| CAPITAL OUTLAY/OTHER IMPRC | 15,000 | 43,000 | **-** | **(15,000)** | **-100.0%** |
| CONTRACTED SERVICES | 61,600 | 88,500 | **88,500** | **26,900** | **43.7%** |
| DEBT SERV | 131,766 | 131,766 | **131,766** | **-** | **0.0%** |
| Reserve for Short Lived Assets p | 6,306 | 6,306 | **6,306** | **-** | **0.0%** |
| | 2,354,045 | 2,479,500 | **2,440,000** | **85,955** | **3.7%** |
| | 0 | | | | |
| **(61) - SEWER FUND** | 2,354,045 | 2,479,500 | **2,440,000** | **85,955** | **3.7%** |
| | 10,374,955 | 11,089,168 | **9,873,943** | **(501,012)** | **-4.8%** |

# FY2021 Recommended Budget

## Debt Service Schedule

| Notes: | Description | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 & Beyond |
|---|---|---|---|---|---|---|---|---|---|---|
| | Fire Truck (Pumper) – Fire Dept; original 6/7/2019 for $586,083 final payment 1/2026 (2.69%, 7-years) | $ 92,122 | $ 92,122 | $ 92,122 | $ 92,122 | $ 92,122 | $ 92,122 | | | |
| | Burlington Water Connection (ARRA Loan) – Water/Sewer; original 5/10 for $61,298.00 final payment 5/2/30 (0%, 20-years) | $ 3,065 | $ 3,065 | $ 3,065 | $ 3,065 | $ 3,065 | $ 3,065 | $ 3,065 | $ 3,065 | $ 6,130 |
| | Springwood Ave/Cedar Street Waterline Proj - WATER: Original 8/2020 for $649,550 final payment 5/2040 (1.53%, 20-years) PRELIMINARY DEBT INFORMATION - DEBT NOT ISSUED YET | $ 40,673 | $ 41,919 | $ 41,422 | $ 40,925 | $ 40,428 | $ 39,931 | $ 39,434 | $ 38,937 | $ 428,489 |
| | One Ton Utility Truck - original 10/18 for $45,871 final payment 1/31/22 (3.22%, 4 years) | $ 17,868 | $ 17,868 | | | | | | | |
| | Mini Excavator - orginal 10/18 for $68,000 final payment 1/31/22 (3.22%, 4 years) | $ 11,910 | $ 11,910 | | | | | | | |
| | Main Line Sewer Camera - orginal 10/18 for $90,236 final payment 1/31/22 (3.22%, 4 years) | $ 24,366 | $ 24,366 | | | | | | | |
| | Community Center: original 12/11/17 for $1,170,355* final payment 12/11/57 (3.25%, 40-years) | $ 51,671 | $ 51,671 | $ 51,671 | $ 51,671 | $ 51,671 | $ 51,671 | $ 51,671 | $ 51,671 | $ 1,550,130 |
| | *10% Reserve Account for $1.170M (pay 10% per year until one Annual Payment is held) | $ 5,168 | $ 5,168 | $ 5,168 | $ 5,168 | $ 5,168 | $ 5,168 | $ 5,168 | $ - | $ - |
| | Community Center: original 12/11/17 for $202,000 final payment 12/57 (2.875%, 40-years) | $ 8,565 | $ 8,565 | $ 8,565 | $ 8,565 | $ 8,565 | $ 8,565 | $ 8,565 | $ 8,565 | $ 256,950 |
| | *10% Reserve Account for $202K (pay 10% per year until one Annual Payment is held) | $ 857 | $ 857 | $ 857 | $ 857 | $ 857 | $ 857 | $ 857 | $ - | $ - |
| | **Sewer Rehabilition Project: original 10/20 for $2,272,000 final payment 10/60 (2.375%, 40-years) PRELIMINARY DEBT INFORMATION - DEBT NOT ISSUED YET | $ 88,613 | $ 88,613 | $ 88,613 | $ 88,613 | $ 88,613 | $ 88,613 | $ 88,613 | $ 88,613 | $ 2,835,616 |
| | *10% Reserve Account for $2.272M (pay 10% per year until one Annual Payment is held) | $ 8,861 | $ 8,861 | $ 8,861 | $ 8,861 | $ 8,861 | $ 8,861 | $ 8,861 | $ 8,861 | $ 17,723 |
| | Short Lived Asset Reserve: Spend $6,306 on Short Lived Assets or Allocate that into Reserve | ** | ** | ** | ** | ** | ** | ** | ** | **+** |
| | Debt Service | $ 353,739 | $ 354,985 | $ 300,344 | $ 299,847 | $ 299,350 | $ 298,853 | $ 206,234 | $ 199,713 | $ 5,095,037 |

* USDA loans require reserve build up of 10% per year until a full annual payment is in reserve.

**USDA (In regard to Sewer Rehabilition Project) requires TOG to Spend at least $6,306 toward Short Lived Assets or set aside the difference in a reserve account.

20

Attachment #5

Attachment # 6

# CAPITAL PROJECT ORDINANCE
# SEWER SYSTEM REHABILITATION PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance Amendment is hereby adopted:

Section 1. The Project authorized is Sewer System Rehabilitation Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Loan Proceeds | $ | 2,272,000 |
| Transfer from General Fund Balance | $ | 50,000 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Construction | $ | 1,482,781 |
| Engineering and Preliminary Investigation | $ | 434,500 |
| Contingency | $ | 326,219 |
| Interest – Interim Financing | $ | 40,500 |
| Legal Fees – Bond Attorney | $ | 35,000 |
| Legal Fees – Local Attorney | $ | 3,000 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance amendment shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance amendment shall take effect upon passage.

This the 9th day of September, 2019.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

TOWN OF GIBSONVILLE CHARTER SEAL 1871 GIBSONVILLE, N.C.

Attachment # 7

# CAPITAL PROJECT ORDINANCE
# SPRINGWOOD AVENUE AND CEDAR STREET
# WATERLINE REPLACEMENT PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project authorized is Springwood Avenue and Cedar Street Waterline Replacement Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Transfer from General Fund Balance | $ | 75,500 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Engineering | $ | 75,500 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance shall take effect upon passage.

This the 3rd day of April, 2017.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

Attachment # 8

# CAPITAL PROJECT ORDINANCE
# HIGHWAY 61 & HIGHWAY 70 WATER AND SEWER EXTENSION PROJECT

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA,** that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The Project authorized is Highway 61 & Highway 70 Water and Sewer Extension Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

| | | |
|---|---|---|
| Transfer from Water & Sewer Fund Retained Earnings | $ | 342,000 |

Section 4. The following amounts are appropriated for this project:

| | | |
|---|---|---|
| Design Services | $ | 297,000 |
| Easement Preparation (Surveying) | $ | 30,000 |
| Legal | $ | 15,000 |

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance shall take effect upon passage.

This the 17th day of June, 2019.

TOWN OF GIBSONVILLE CHARTER SEAL 1871 GIBSONVILLE, N.C.

Leonard Williams, Mayor

ATTEST:

Laurie Yarbrough, Town Clerk

Attachment # 9

## Capital Improvement Plan Guide

**Purpose and Definitions:**
The purpose of the capital improvement plan (CIP) is to forecast and match projected revenues and major capital needs over a five-year period. Capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the Town.

The Town defines CIP capital expenditures as any expenditure of major value that results in the acquisition of a fixed asset, and has a useful life greater than one year. As a rule of thumb, items in the CIP include those which:

- Involve acquisition, renovation, and/or construction of a single fixed asset equal to or greater than $10,000
- Involve any land purchases equal to or greater than 10,000 not associated with or included in another CIP project.

**Capital Improvement Plan Development:**
The CIP is updated annually as part of the Town's regular budget process. Projects are reviewed and evaluated based on Mayor and Board of Aldermen's service desires, other Town infrastructure needs, the financial capacity of the Town and the impact the projects will create on the Town's operating budget.

Once the projects are evaluated, a recommended CIP is developed that identifies the selection and timing of capital projects into future fiscal years. First-year projects are incorporated in the town manager's recommended annual operating budget. The Mayor and Board of Aldermen are also presented the future, non-appropriated planning years for their consideration, review and endorsement so staff can proceed with planning and evaluation of potential capital projects.

**Capital Improvement Plan:**
The capital improvement plan is simply that – a plan. As such, projects are subject to change based on new or shifting needs, special financing opportunities, emergency needs, or other directives or priorities established by the Mayor and Board of Aldermen. Because priorities can change, projects included in outward planning years are not guaranteed for funding.

The Gibsonville CIP achieves five major objectives as a component of the Town's budget and financial planning process:

1. To help the Town plan for the repair, replacement, and acquisition of capital items and facilities that are necessary in providing high quality services to residents.
2. To assist in financial planning by forecasting capital demands together with future revenues and expenditures.

3. To insure better coordination, evaluation, prioritization, and planning of projects to serve the community and its needs.
4. To provide lead time for project planning, regulatory permitting, design, land acquisition, and construction to assure projects will be ready when needed.
5. To maintain or improve the Town's credit rating and fiscal health through promoting strong budgetary and financial management planning.

# CAPITAL IMPROVEMENT PLAN (CIP) SUMMARY

| Department | Project | Primary Funding Source | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | Total Capital Cost |
|---|---|---|---|---|---|---|---|---|
| **Police** | Replace Vehicle(s) | Fund Balance | ***114,400*** | 114,400 | 114,400 | 171,600 | 114,400 | 629,200 |
| | Lease Vehicles (2) | Operating Rev. | ***10,800*** | 10,800 | 10,800 | 10,800 | 10,800 | 54,000 |
| | Hand Held Radios | Fund Balance | - | 10,000 | 10,000 | 10,000 | 10,000 | 40,000 |
| | Police Headquarters | Debt Financing | - | 10,000 | - | 300,000 | 3,000,000 | 3,310,000 |
| **Police Total** | | | **125,200** | **145,200** | **135,200** | **492,400** | **3,135,200** | **4,033,200** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Fire** | Replace Garage Ramp | Fund Balance | ***60,000*** | - | - | - | - | 60,000 |
| | Bathroom Renovation | Fund Balance | - | 150,000 | - | - | - | 150,000 |
| | Furniture Replacement | Fund Balance | - | 12,000 | - | - | - | 12,000 |
| | Purchase Pickup Truck | Fund Balance | - | - | 60,000 | - | - | 60,000 |
| | Replace SCBA Air packs | Fund Balance | - | - | 160,000 | - | - | 160,000 |
| | Replace Carpet/Paint Ceiling Office/Bunkroom | Fund Balance | - | - | 60,000 | - | - | 60,000 |
| | Replace Radios/Pagers | Fund Balance | - | - | - | 125,000 | - | 125,000 |
| | Replace State Generator | Fund Balance | - | - | - | - | 75,000 | 75,000 |
| | Replace SCBA Filling Station | Fund Balance | - | - | - | - | 35,000 | 35,000 |
| **Fire Total** | | | **60,000** | **162,000** | **280,000** | **125,000** | **110,000** | **737,000** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Admin** | Carpet Hall & Foyer | Fund Balance | - | 8,000 | - | - | - | 8,000 |
| | ADA Compliance for Town Hall | Fund Balance | - | 28,000 | - | - | - | 28,000 |
| **Admin Total** | | | **-** | **36,000** | **-** | **-** | **-** | **36,000** |

## CAPITAL IMPROVEMENT PLAN (CIP) SUMMARY (continued)

| Department | Project | Primary Funding Source | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | Total Capital Cost |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| **Public Works** | Skid Steer w/Attachments | Fund Balance | - | 50,000 | - | - | - | 50,000 |
| | Storage Shed Behind Public Works | Fund Balance | - | 30,000 | - | - | - | 30,000 |
| | Replace Garbage Truck | Debt Financing | - | 315,000 | - | - | - | 315,000 |
| | Zero Turn Mower | Fund Balance | - | - | 12,000 | - | - | 12,000 |
| | Automated Leaf Truck | Debt Financing | - | - | 170,000 | - | - | 170,000 |
| | Purchase One Ton Truck (shared) | Fund Balance | - | - | - | 16,000 | - | 16,000 |
| | Purchase Mowing Tractor w/side boom | Fund Balance | - | - | - | 105,000 | - | 105,000 |
| | Replace Dump Truck | Fund Balance | - | - | - | 67,500 | - | 67,500 |
| | Purchase Street Sweeper | Debt Financing | - | - | - | - | 170,000 | 170,000 |
| **Public Works Total** | | | **-** | **395,000** | **182,000** | **188,500** | **170,000** | **935,500** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Powell Bill** | Street Resurfacing | PB Fund Balance | - | 175,000 | 175,000 | - | - | 350,000 |
| | Pavement Condition Survey | PB Fund Balance | - | - | - | 15,000 | - | 15,000 |
| **Powell Bill Total** | | | **-** | **175,000** | **175,000** | **15,000** | **-** | **365,000** |

| Department | Project | Primary Funding Source | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | Total Capital Cost |
|---|---|---|---|---|---|---|---|---|
| **Recreaton** | Purchase John Deere Tractor | Fund Balance | - | - | - | - | 27,000 | 27,000 |
| | Pave Parking Lots Moricle Park | Debt Financing | - | - | - | - | 200,000 | 200,000 |
| **Recreation Total** | | | **-** | **-** | **-** | **-** | **227,000** | **227,000** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **General Fund CIP Total** | | | **185,200** | **913,200** | **772,200** | **820,900** | **3,642,200** | **6,333,700** |

## CAPITAL IMPROVEMENT PLAN (CIP) SUMMARY (continued)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Water** | Dump Truck (shared) | Debt Financing | - | 22,500 | - | - | - | 22,500 |
| | Meter Transmitter Change Out | Fund Balance | | 25,000 | 25,000 | 25,000 | 25,000 | 100,000 |
| | Pickup Truck (shared) | Debt Financing | - | - | 16,000 | - | - | 16,000 |
| **Water Total** | | | **-** | **47,500** | **41,000** | **25,000** | **25,000** | **138,500** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Sewer** | Dump Truck (shared) | Debt Financing | - | 22,500 | - | - | - | 22,500 |
| | Meter Transmitter Change Out | Fund Balance | | 25,000 | 25,000 | 25,000 | 25,000 | 100,000 |
| | Pickup Truck (shared) | Debt Financing | - | - | 16,000 | - | - | 16,000 |
| | SCADA System for Sewer Stations | Operating Revenue | - | - | 30,000 | - | - | 30,000 |
| | Purchase Jet Vac Combo Truck | Debt Financing | - | - | - | 275,000 | - | 275,000 |
| **Sewer Total** | | | **-** | **47,500** | **71,000** | **300,000** | **25,000** | **443,500** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Water & Sewer Total** | | | **-** | **95,000** | **112,000** | **325,000** | **50,000** | **582,000** |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **CIP Grand Total** | | | **185,200** | **1,008,200** | **884,200** | **1,145,900** | **3,692,200** | **6,915,700** |

Attachment # 10

# Town of Gibsonville
## Fiscal Year 2021 Budget Calendar

| | |
|---|---|
| **Tuesday, January 7, 2020** | Budget and Capital Improvement Plan (CIP) information provided to Department Heads |
| **Saturday, February 15, 2020** | Board of Aldermen Budget Planning Retreat (Department Heads present budget needs and Mayor and Board of Aldermen set budget priorities) |
| **Friday, March 13, 2020** | Department Heads submit budget and CIP requests to Town Manager |
| **March 16 – March 20, 2020** | Department Heads meet with Town Manager and Finance Officer to discuss budget and CIP requests |
| **March 23 – May 15, 2020** | Budget and CIP requests analyzed, reviewed, and recommended budget and CIP prepared |
| **Monday, May 18, 2020** | Town Manager submits recommended budget and CIP to Mayor and Board of Aldermen (Budget and CIP presented to Mayor and Board of Aldermen) |
| **Monday, June 1, 2020** | Board of Aldermen conducts public hearing regarding FY 2021 budget and adopts budget and CIP |
| **Monday, June 15, 2020** | Board of Aldermen adopts FY 2021 budget and CIP (if not adopted on June 1, 2020) |
| **Wednesday, July 1, 2020** | Fiscal Year 2021 begins |