

City of Jacksonville Annual Budget Fiscal Year 2009-2010



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FY 09-10 ANNUAL BUDGET
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INTRODUCTION

Welcome to the City of Jacksonville's Annual Budget. Jacksonville is located in southeastern North Carolina and is proud to be the home of Marine Corps Base Camp Lejeune. Through this document we wish to convey what City government is doing to maintain the quality of life in Jacksonville in accordance with the goals established by the City Council. We hope all readers of this document come away with a better understanding of City services in general and specifically what will be done in Jacksonville during the fiscal year 2009-10.

Reader's Guide

The budget begins with the **City Manager's Budget Message** that contains key features of the budget as recommended by the City Manager, including the property tax rate, the Mission, Vision and details on the FY 10 Goals adopted by the City Council.

In accordance with the North Carolina General Statutes, the City prepares and adopts the budget on the modified accrual basis of accounting, in which revenues are recorded when the amount becomes measurable, and expenditures are recorded when the liability is actually incurred. Enterprise funds are converted from the modified accrual basis of accounting to the accrual basis at year end for financial reporting purposes. In the accrual basis, revenues are recognized when they are earned and expenses are recognized when they are incurred.

The following chart summarizes when accrual and modified accrual are used for the basis of accounting and the basis of budgeting:

Fund	Basis of Budgeting	Basis of Reporting
General	Modified Accrual	Modified Accrual
Special Revenue	Modified Accrual	Modified Accrual
Enterprise	Modified Accrual	Accrual

The first section in the document, the **Budget Summary**, summarizes the total City's budgeted revenue and expenditure as well as the significant operating funds: General Fund, Water/Sewer Fund, Solid Waste Fund and Stormwater Fund budgets. In addition, Major Funds and Non-Major Funds are summarized in the aggregate. The Budget Summary section also includes a listing of the expenditure by fund. Each fund is categorized as either operating or capital project funds and reflects a gross amount as well as the net budget which is less transfers to other funds and prior years' appropriations. This section also includes a summary of Debt, Consolidated Undesignated Fund Balance and Authorized Positions Listing.

The second section of the budget includes a **Revenue Summary** of all funds and shows the current year's (FY 09) amended budget levels as compared to the approved FY 10 budget. Details follow this summary and are again identified by fund within

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category. This section also includes the Property Tax Analysis spanning ten years including the valuation, tax rate and percentage of taxes collected.

The third section of the budget includes information on the **Funds** that comprise the City-wide budget, and is grouped by **function**:

- **General Government** – includes the General Government functions which consists of the Mayor and Council, City Manager’s Office, Legal, Community Programs, Human Resources, City Clerk, Elections, and Finance. Each department is shown separately and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes. This section also shows the General Fund Nondepartmental and Health Benefits appropriations.
- **Public Safety** - includes the budgets for the Police and Fire departments and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes, as well as a dedicated page for any divisions associated with the departments. This section also includes information on the **Pension Trust Fund** – a Fiduciary fund type which is custodial in nature and is not associated with City operations. This Fund supports the Law Enforcement Officers' Special Separation Allowance, a single-employer, public employee retirement system required by state law.
- **Recreation and Parks** – includes the budgets for the Recreation and Parks Department with goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes.
- **Development Services** – includes the budgets for Planning, Building Inspections, Code Enforcement, and Community Development (CD) and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes. Transportation Projects, CD Entitlements and CD Projects are also included and show both revenues and expenditures.
- **Public Works** – includes the budgets for Public Works Administration, Public Works Engineering, Buildings and Grounds Maintenance, and Streets (Powell Bill and Non-Powell Bill). Each department or division is shown separately and includes goals and objectives, selected performance measures, a summary of expenditures, an authorized position total, and explanatory budget notes.
- **Water and Sewer Fund** – includes the budgets for Public Services Administration, Public Utilities Engineering and Construction, Water Supply, Metering, Utilities Maintenance, and Wastewater Treatment. Each division is

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shown separately and includes goals and objectives, selected performance measures, a summary of expenditures, an authorized position total, and explanatory budget notes.

- **Solid Waste Fund** – includes the budget for the Sanitation Division of the Public Services Department and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes.
- **Stormwater Fund** – includes the budgets for the Water Quality and Stormwater Drainage Maintenance Divisions of the Public Services Department and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes.
- **Internal Service Funds** – includes the budgets for the City's five internal service funds: Fleet Maintenance, City Hall Maintenance, Information Technology Services, Video-Media Services, and Self Insurance. These funds provide services to other City departments and costs are allocated out to the using departments. Each fund is shown separately and includes goals and objectives, selected performance measures, a summary of revenues and expenditures, an authorized position total, and explanatory budget notes.

The **Capital Budget** section contains a summary of the City's plan for major capital projects to be funded over the next five years (2010-2014). The City issues a separate Capital Improvement Plan (CIP) which was adopted by the City Council on March 24, 2009. These projects are new construction and/or renovation projects which improve the City's infrastructure. Funds for these improvements come from transfers from the General Fund, Water/Sewer Fund and Stormwater Fund, as well as from financing and other sources. The projects are grouped according to general type:

- Community Programs
- Fire
- Police
- Public Services:
 - Projects
 - Sewer Infrastructure
 - Sidewalks
 - Stormwater
 - Streets
 - Water/Sewer Stations
 - Water Infrastructure
 - Water/Sewer Line Combination
- Recreation and Parks

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FINANCIAL POLICIES

In accordance with North Carolina General Statutes, all funds of the City are maintained during the year using the modified accrual basis of accounting.

Basis of Budgeting

A balanced budget (planned revenues are equal to planned expenditures) is adopted as required by North Carolina General Statutes. An annual budget ordinance is adopted for the General Fund and operating Enterprise Funds. All annual appropriations lapse at fiscal year-end. Grant project ordinances are adopted for the Non-Major Governmental Funds and project ordinances are adopted for the Capital Reserve Fund and Capital Project Funds. The City's Internal Service Funds operate under an approved financial plan and not a budget ordinance. All budgets are prepared using the modified accrual basis of accounting, which is consistent with the accounting method used to record transactions.

Budget Amendments

The following procedures, controls, and authorities shall apply to transfers and adjustments within the budget.

- A. **Transfers Between Funds:** Transfers of appropriations between funds may be made only by the City Council.
- B. **Transfers Between Activities or Contingency:** Transfers of appropriations between activities in a fund or from contingency shall be approved by the City Council or may be approved by the City Manager in conformance with the following guidelines:
 - 1. The City Manager finds that they are consistent with operational needs and any Council-approved goals.
 - 2. Inter-activity transfers do not exceed \$5,000 each.
 - 3. Transfers from Contingency appropriations do not exceed \$5,000 each unless the City Manager finds an emergency exists.
 - 4. All transfers from contingency listed above are reported to the City Council no later than its next regular meeting following the date of the transfer.

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Revenues

Revenues will be budgeted conservatively based on historical data and anticipated revenues. One-time revenues are unreliable by nature, and should not be relied on to fund ongoing operating costs without careful review and consideration. These revenues may include grants, sale of surplus assets, intergovernmental transfers, and revenues from development.

Accountability

The City retains an independent auditing firm to perform an annual comprehensive financial and compliance audit in accordance with generally accepted accounting principles (GAAP). The City prepares a Comprehensive Annual Financial Report (CAFR) which is submitted to City Council and the Local Government Commission, as well as various financial institutions, bond rating agencies, and State and Federal offices. The CAFR is posted on the City's website and copies are available for public review in the City Clerk's Office and the Onslow County Library. Copies of the CAFR and Annual Budget are available on CD to anyone upon request.

Cash Management and Investments

All deposits of the City are made in council-designated official depositories and are secured as required by G.S. 159-31. The City may designate as an official depository any bank or savings and loan association whose principal office is located in North Carolina. Also, the City may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit. Cash flow is monitored to optimize investments for maximum yield of investment earnings.

State law [G.S. 159-30(c)] authorizes the City to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund, which complies with municipal investment laws.

The City's investments with a maturity of more than one year at acquisition and non-money market investments are reported at fair value as determined by quoted market prices. The NCCMT cash portfolio's securities are valued at fair value, which is the NCCMT's share price. Money market investments that have a remaining maturity at the time of purchase of one year or less and non-participating interest earnings and investment contracts are reported at amortized cost.

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Debt

The City takes a planned approach to the management of its long-term outstanding debt and makes an effort toward funding from internally generated capital, when appropriate. Funds will be appropriated to cover debt service before any other appropriation is authorized. The City will consider the use of long-term debt financing only when it meets the following criteria:

- a. The financing period is no longer than the estimated life of the improvement.
- b. The investment will benefit the Citizens.

The City will limit the total of all general obligation bonds issued to no more than eight percent (8%) of the total assessed valuation.

The City may utilize the authority granted within the General Statutes for lease or installment purchase when appropriate.

Capital Improvement Policy

The City will maintain a five-year Capital Improvement Program (CIP), which will be reviewed and updated annually. Since capital improvements involve large sums of capital and long-term commitments, each capital project will be carefully analyzed before it becomes a component of the program. Capital Projects are classified as those generally exceeding \$50,000 in cost, requiring more than 12 months to construct, and possessing a useful life of at least five years. Since capital improvements may also require additional ongoing operating costs or personnel, the City Council and management will carefully review CIP requests to ensure that any costs to be incurred by capital spending decisions are included in the appropriate operating budget. The City will protect and maintain its capital investments in order to reduce replacement costs.

Fees and Charges

The City sets forth all fees and charges for the coming fiscal year in the Fee Schedule, which is adopted by City Council concurrently with the Annual Budget. Fees for water, sewer, and stormwater are set at an amount that will allow these Enterprise Funds to be self-sufficient. Rate studies may be conducted as needed to ensure that the set rates are appropriate.

The Enterprise Funds will reimburse the General Fund for indirect costs such as human resources, finance, city administration, and other support services and overhead costs. Internal services such as information technology support, fleet maintenance, video-media services and janitorial services are charged back to the using departments on a "percentage of use" basis.

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Fund Balance

In accordance with State Statute G.S. 159-13(b)(16) the City has set an unreserved Fund Balance goal of 20% of the total fund balance and an undesignated fund balance of 10% of next year's budgeted expenditures less operating transfers. Please see the Budget Summary section of this document for additional information regarding fund balance.

BUDGET PREPARATION AND ADOPTION

The City of Jacksonville begins the budget process in December with the preparation for proposed new and revised capital improvements projects. The official budget kick-off meeting is held in December with all staff involved in the budget process to distribute budget instructions and discuss key issues and changes. In January, February and March, workshops are held with the City Council to develop goals and objectives for the upcoming year.

In accordance with State Statutes, departments must submit a budget request to the Budget Officer before April 30 of each fiscal year. The City Manager is the Budget Officer for the City of Jacksonville and delegates this responsibility to the Finance Director. After all departmental budgets are submitted, the Finance staff reviews the requests and meets with each department individually to review the needs and priorities in detail. The City Manager then meets with the departments along with the Finance staff to discuss programmatic issues and the objectives to be accomplished in the new budget year. Revisions are made as necessary in the operating budgets, the capital budgets, and the revenue estimates, until a final recommended budget document is produced in May.

A budget message and a balanced budget must be submitted to the Council no later than June 1, according to State Statutes and the City typically submits the budget to City Council in May. After the formal budget submission to Council, work sessions are conducted with the Council, and a public hearing is held to provide an opportunity for all citizens to have input in the budget. In accordance with State Statutes, final adoption of the budget takes place before July 1 of each year.

BUDGET AMENDMENT PROCESS

Proposed amendments to the budget may be submitted at any time by a member of the City Council or the City Manager. The City Manager or designee is authorized to transfer budget amounts within functional categories; however, amendments that move resources between functions or that change total expenditures in any fund must be approved by City Council.

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Proposed amendment ordinances are prepared by the Finance staff along with an Agenda Report that provides background information and the City Manager's recommendation on the proposed amendment.

Minor budget changes that do not affect the ordinances are submitted to the Finance staff at any time with an explanation of and justification for the change. All changes must be approved by the City Manager or designee along with a statement by the Finance Director as to the availability of funds.

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FY2009-2010 BUDGET CALENDAR

DUE DATE

- Dec 10-18, 2007** Budget Training provided by Finance
Expenditure Statements will be distributed by December 18.
- Dec 21** **THE FOLLOWING FORMS/INFORMATION ARE DUE:**
Uniform Rental Budget Worksheet and Uniform Inventory List (Due to Accounts Payable Specialist)
Vehicle/Mobile Equipment Request Form (Due to Fleet Maint Supv)
Information Technology Request Forms (Due to ITS Director)
Personnel Request Forms (due to Payroll Spec)
- Jan 2008 (TBD)*** Overtime/Promotions Worksheet (Excel worksheet) (due to Payroll Spec)
- Jan 15, 2008** Vehicle/Mobile Equip Request Forms and ITS Request Forms forwarded to Finance by Fleet Maintenance and ITS to add debt service costs, insurance & other account numbers
- Jan 15** List of city-wide contracts (not department-specific) due to Buildings & Grounds. Include addresses of all buildings requiring termite and/or pest control contracts.
- Jan 15** CIP - Departments turn in updated project costs, sequence, timing, and sources of funding, as well as proposed new projects (due to Finance Director) *(Info on this will be provided at a later date.)*
- Jan 17-18** Council Workshop on city-wide goals and objectives
- Jan 29** Personnel, ITS, and Vehicle Request Forms returned to departments for keying into HTE and entering on supplemental forms, if applicable (Including Installment Purchase Revenue and Debt Service Accounts and Costs)
- Feb 1** Departments review and return comments/corrections on all completed Personnel, ITS and Vehicle Request Forms
- Feb 5** Corrected Personnel, ITS, and Vehicle Request Forms returned to departments
- Feb 8** a) **BUDGET DETAIL (BOTH DEPARTMENTAL AND SUPPLEMENTAL REQUESTS) KEYED INTO HTE, and**
b) **ALL SUPPLEMENTAL FORMS DUE TO FINANCE (E-MAIL TO LIAISON)**
- Feb 20** Full-Year Estimate (FYE) Worksheets will be distributed

***(TBD) – To be determined**

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DUE DATE

- Feb 25** All departments review their goals & objectives and performance measures and provide any changes to their Budget Liaison (e-mail to Budget Liaison)
- Feb 26** Council workshop to present CIP
- Feb 29** Fee Schedule changes due by e-mail to CMO with changes in RED
- Feb 29** Full-Year Estimate - Must be keyed into HTE, completed & signed Worksheet returned to Finance (Budget Liaison)
- Mar 3** Finance, HR, ITS, Fleet Maintenance and Buildings & Grounds staff key in budget detail for account numbers for which they are responsible
- Mar 10** Supplemental forms and Budget Details due to Finance Director
- Mar 12** Finance has all Full-Year Estimate lines keyed into HTE.
HR, ITS and Fleet Maintenance also have FYE's for the applicable accounts keyed into HTE.
- Mar 17** Budget Detail printouts, Expenditure Statements, and final Supplemental Forms distributed to departments by Finance
- Mar 18** Council adopts CIP
- Mar 19** Debt Service keyed into HTE by Finance
- Mar 19** Dept Heads return comments on Budget Details. (Budget Detail printout must be signed and returned even if no changes!)
- Mar 20** **THE FOLLOWING ITEMS ARE DUE TO FINANCE (e-mail to Budget Liaison):**
- Departmental Mission Statements
 - Department Narratives
 - List of Accomplishments for FY07-08
- Mar 20** Fee Schedule with all changes sent to departments for review
- Mar 24** Dept Heads meet with City Manager for peer review of Supplemental Forms
- Mar 26** Comments on Fee Schedule due to CMO
- Mar 26** Fund Balance figures provided to City Manager along with copies of Budget Detail
- Mar 26** Updated Budget Details returned to departments for meeting with Manager

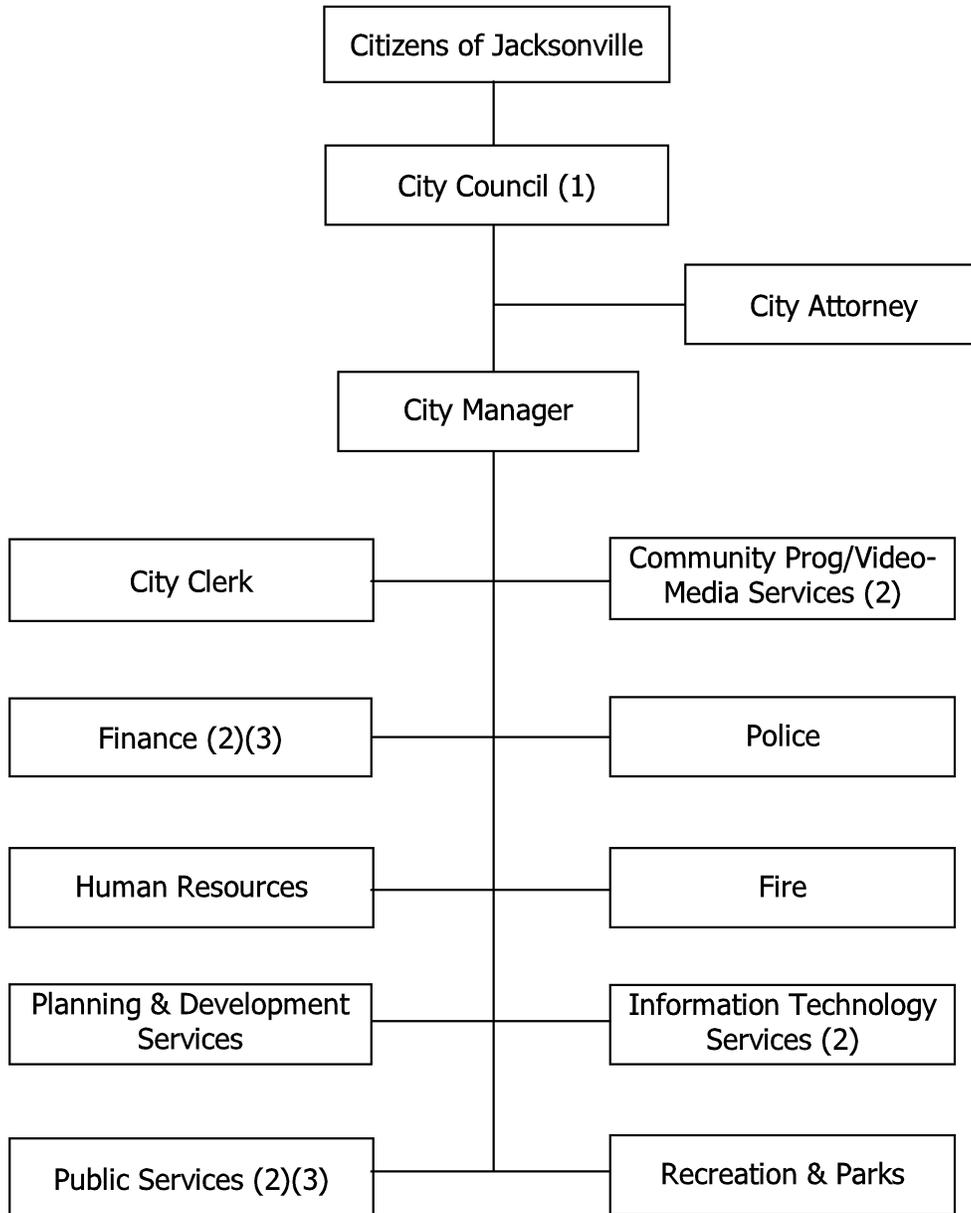
INTRODUCTION

DUE DATE

- Mar 31** Dept Heads meet with City Manager to discuss ranking of Supplemental Forms
- Mar 31 – Apr 3** **City Manager - BUDGET REVIEW WITH DEPARTMENTS**
- Apr 1 – 4** Department cuts due to Budget Liaison for keying into HTE (if required)
- Apr 4** Finance Director completes Revenue Summary and Budget Summary Sections
- Apr 4** Budget Message to City Manager to finalize
- Apr 8** Finance provides Departmental Summary and Trend Analysis charts to departments for use in writing the descriptions
- Apr 10** Departments submit Budget Highlights and Trend Analysis descriptions to Finance
- Apr 11** Performance measurement reports (through **March 31, 2008**) due to Finance (Budget Liaison)
- Apr 18**
- a) Final Fee Schedule due to Finance (Collections Supervisor)
 - b) Finalized budgets are reviewed by Finance
 - c) Budget Message completed by City Manager
- Apr 29** Status Meeting between Finance and City Manager's Office
- by May 6** Budget is submitted to City Council two working days after all sections have been completed
- Dates TBD-
COUNCIL
DRIVEN***
- Budget Workshops
 - Public Hearing – Budget
 - Adoption of Budget Ordinance

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CITY OF JACKSONVILLE ORGANIZATION CHART



Legend:

- (1) Elected Officials
- (2) Includes Internal Service Fund
- (3) Includes Enterprise Fund

INTRODUCTION

COMMUNITY PROFILE

History

Jacksonville is located in southeastern North Carolina and is proud to be the home of Marine Corps Base Camp Lejeune and the New River Marine Corps Air Station. The City has grown rapidly since 1941 when Camp Lejeune was established. The same qualities that drew the Marine Corps to build the "World's Most Complete Amphibious Base" in Onslow County were also some of the same qualities that caused the City to be formed along the New River.

The County of Onslow was formed in 1731 from New Hanover County. It was named in honor of Arthur Onslow, who for more than thirty years was speaker of the House of Commons in the British Parliament. In the early years the county Court, which also operated the government, sat at several different locations. After storms, a fire and other calamities destroyed or damaged early courthouses and homes where the court sat, a new courthouse was ordered built at Wantland's Ferry. The first court was held there in July 1757. Jacksonville was authorized as a town in 1842 to honor President Andrew Jackson. It was not until 1849 that the town was laid out. The ferry landing is now the location of the downtown Waterfront Park.

Agriculture and products that could be shipped along the New River were the mainstays of the economy until the 1940s. That changed after December 15, 1940 when the decision was made to locate Camp Lejeune in Onslow County. Prior to that time, private business was conducted in the county courthouse because there was no other place. Former newspaper and magazine editor Billy Arthur wrote: "Agricultural income was \$4 million from tobacco, corn, peanuts and hams. The fishing industry was comparably profitable." He described the town before Camp Lejeune as quiet and where the most profitable business was operating a restaurant that fed the 10-member Kiwanis Club.

Within a few days, the population doubled from 800, with hundreds more workers coming to the area to work on defense projects as part of the war effort. Property values escalated according to how close they were to the base of operations. The Riverview hotel, where the USO now sits, was taken over by the Navy for the construction headquarters. The Register of Deeds office stayed open late into the night to accommodate the condemnation of land and the recording of the deeds.

The City of Jacksonville's growth was steady until a sudden jump in 1990 when the City annexed portions of Camp Lejeune. The 2000 Census reported the population of Jacksonville at 66,715. The NC State Demographer estimates the City's 2007 population at 77,397, an increase of 10,682 or 16% over the past seven years. About half the population lives aboard Camp Lejeune and the New River Air Station. Since the annexation of the Base, the City has continued to grow at a steady rate, fueled by both young Marine families and military retirees. Because of the number of young Marines stationed here, Jacksonville is one of the youngest cities in the United States, with a median age of only 22.4 years.

INTRODUCTION

Local Economy

Jacksonville's economy is primarily a service economy with some light industry; however, the largest employers are the school system, county and municipal governments, the Department of Defense, and the Camp Lejeune Marine Corps Base's Marine Corps Community Services (MCCS). Because of this, the local economy is very stable, with continued growth due to the recent influx of new Marine Corps units. Other major employment categories are retail, hotel/food services, education, and healthcare.

The unemployment rate as of December 2008 was 6.8 percent, which was lower than the statewide rate of 8.4 percent and the national rate of 7.1 percent. The job market has been affected by the recession which resulted in the closure of the Circuit City and Goody's retail stores, with a combined job loss of 63. However, the overall economic climate remains in good condition. In November 2008 North Carolina was named the nation's "Top Business Climate" for the fourth year in a row by Site Selection Magazine, which may help attract new businesses to the area.

Growth of per capita personal income (PCPI) continues to outpace both State and national levels. Onslow County's 2007 PCPI of \$35,222 reflected an increase of 9.9% from 2006, compared to a state change of 4.5% and a national change of 4.9%. The ten-year average annual growth rate from 1997 to 2007 was 6.6%, compared to 5.4% for both the State and the nation. In addition, total earnings of persons employed in Onslow County increased by 12.2%, from approximately \$4.5 billion in 2006 to \$5.0 billion in 2007. The 2006-2007 State change was 5.5% and the national change was 4.9%.

Marine Corps Base Camp Lejeune and Marine Corps Air Station New River remain the largest single employers in the area. MCB Camp Lejeune occupies 246 square miles, with six Marine commands, two Navy commands, and one Coast Guard command, and provides formal school training for over 53,000 Marines and Sailors annually. The base generates approximately \$3 billion in commerce each year, coming from payrolls and contracts to support the infrastructure required to train and equip both U.S. and allied military forces. MCAS New River is headquarters to the V22 Osprey and provides training for Air Force pilots as well as Marine pilots who will fly the advanced vertical takeoff and landing aircraft.

In 2008, the military indicated that the troop population at MCB Camp Lejeune would increase by approximately 11,000 over the next five years, resulting in an estimated overall population increase of 20,000 for Jacksonville and the surrounding areas. In order to prepare for this unprecedented growth, a task force was formed consisting of representatives from each county expected to be impacted by this large increase in population. It is probable that a large portion of the increased population will reside within or near Jacksonville.

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Employment

The following table lists the 25 largest employers for 2008 according to the NC Employment Security Commission.

Rank	Company Name	Industry	Employment Range
1	Onslow County Board of Education	Education & Health Services	1,000+
2	Department of Defense	Public Administration	1,000+
3	Camp Lejeune M CCS	Trade- Transportation & Utilities	1,000+
4	Onslow Memorial Hospital	Education & Health Services	1,000+
5	County of Onslow	Public Administration	1,000+
6	Wal-Mart Associates Inc	Trade- Transportation & Utilities	1,000+
7	Coastal Carolina Community College	Education & Health Services	500-999
8	Coastal Enterprises Of Jacksonville	Education & Health Services	500-999
9	City of Jacksonville	Public Administration	500-999
10	PRC	Professional & Business Services	250-499
11	Food Lion LLC	Trade- Transportation & Utilities	250-499
12	McDonalds	Leisure & Hospitality	250-499
13	Convergys Government Solutions	Professional & Business Services	250-499
14	Lowes Home Centers Inc	Trade- Transportation & Utilities	250-499
15	Marine Federal Credit Union Inc	Financial Activities	250-499
16	FSNB Armed Services Bank Serv Ctr	Financial Activities	250-499
17	Stanadyne Corporation	Manufacturing	250-499
18	Mine Safety Appliances Co (A Corp)	Manufacturing	100-249
19	New River M CCS	Leisure & Hospitality	100-249
20	Brynn Marr Hospital	Education & Health Services	100-249
21	Service Source Employment Services	Professional & Business Services	100-249
22	U S Postal Service	Trade- Transportation & Utilities	100-249
23	General Mills Restaurants Inc	Leisure & Hospitality	100-249
24	Britthaven Inc	Education & Health Services	100-249
25	Staff One Inc	Professional & Business Services	100-249

INTRODUCTION

Property Tax Rate

Per \$100 valuation

Jacksonville: 62.6 cents
Onslow County: 59.0 cents

Income Levels

Median income for families: \$44,695
Mean income for families: \$59,087

Percent of households with
income over \$100,000: 13.2%

Percent of population below poverty level:

Jacksonville MSA (includes
Onslow County: 13.6%
North Carolina: 14.3%
United States: 13.0%

Housing Costs (2006)

Median house value: \$129,300
Median monthly mortgage: \$1,104
Median rent: \$712

Per Capita Personal Income

2007: \$35,222
1997: \$20,534
Average annual growth rate: 5.5%

Unemployment Rate (2008)

Onslow County: 6.8%
North Carolina: 8.4%
United States: 7.1%

Gross Retail Sales

Month of June 2000:

Jacksonville: \$70,013,347
Onslow County: \$91,407,441

Month of June 2008:

Jacksonville: \$82,091,152
Onslow County: \$109,317,923

Monthly Average, July 2008-Feb 2009:

Jacksonville: \$80,574,194
Onslow County: \$108,136,755

DEMOGRAPHICS

Population

Jacksonville: 77,397
Onslow County: 176,014

Median Age

Jacksonville: 22.4
Onslow County: 24.8

Gender Composition

Male: 54.4%
Female: 45.6%

School Enrollment 2008-2009

Monthly Average: 23,361

Educational Attainment (2007)

(Ages 25 & over)

No HS diploma 11.3%
High School graduate 32.9%
Some college, no degree 28.1%
Associate's degree 10.1%
Bachelor's degree 12.3%
Graduate or professional
degree 5.3%

INTRODUCTION

Operating Indicators by Function/Program

Function/Program	2001	2002	2003	2004	2005	2006
General government						
Building permits issued (Note 1)	609	774	615	865	810	996
Number of residential units (Note 2)	508	363	275	369	404	385
Number of commercial units (Note 2)	15	24	29	50	25	25
Building inspections conducted (Note 1)	12,325	14,816	16,358	18,345	21,110	21,297
Business privilege licenses issued	3,324	3,319	3,344	3,523	3,694	4,321
Business privilege license collections (Note 3)	383,584	411,789	426,563	444,496	476,033	539,458
Zoning inspections conducted (Note 4)	NA	1,693	1,097	1,910	2,139	2,122
Police						
Physical arrests (Note 5)	2,013	2,170	2,076	2,211	2,320	2,409
Traffic citations	11,373	8,175	4,993	10,356	10,074	12,399
Calls for service	70,482	70,020	69,536	78,215	78,874	85,414
Priority 1 response time (minutes/seconds)	6:25	6:49	6:30	6:42	6:40	7:31
Fire						
Emergency responses	1,934	1,854	2,097	2,375	2,319	2,260
Fires extinguished	195	205	205	195	178	184
Fire inspections conducted	668	995	843	1,081	1,227	1,093
Calls for service	NA	NA	NA	NA	NA	NA
Public Works						
Potholes repaired	1,467	1,778	2,064	2,269	1,148	3,154
Total street miles swept	4,250.8	4,669.9	3,553.7	8,189.4	5,450.0	2,301.5
Recreation and Parks						
Youth baseball/softball registrations	NA	NA	NA	741	858	923
Senior citizen program registrations	NA	NA	NA	454	593	457
Water						
Avg daily consumption (thousands of gallons)	3,805	3,854	3,956	4,027	4,484	4,825
Number of utility accounts	12,683	12,683	14,085	14,456	14,709	14,813
Wastewater						
Avg daily sewer treatment (thousands of gallons)	4,942	4,488	5,141	5,411	5,044	5,242
Solid Waste Disposal						
Refuse collected-residential/commercial tons/wk	621.99	596.96	629.31	661.61	664.16	675.62
Yard waste collected (tons per week)	40.58	65.16	76.53	88.56	112.11	111.21
Recyclables collected (tons per fiscal year)	696.65	712.95	749.24	763.04	821.75	887.59
Stormwater						
Drainage ditches maintained (miles)	25.6	60.2	NA	NA	NA	41.1
Transportation						
Jacksonville Transit System ridership (monthly average) (Note 6)	NA	120	310	573	810	965

Source: City departments

Notes:

^a Data is not available prior to FY2001.

NA - Data not available

Note 1: The number of building permits issued includes only those issued for structures (single- and multi-family homes, mobile homes, commercial buildings, additions, and schools), and Certificate of Occupancy permits. It does not include swimming pools, signs, demolitions, and electrical, mechanical, and plumbing permits; however, these categories are included in the total for building inspections conducted.

Note 2: The number of residential and commercial units does not correspond to the building permits issued because 1) building permits includes additions/alterations and Certificates of Occupancy, and 2) only one permit is issued for multi-family (apartment) buildings with multiple units.

INTRODUCTION

Operating Indicators by Function/Program

Function/Program	2007	2008	2009
General government			
Building permits issued (Note 1)	924	867	675
Number of residential units (Note 2)	318	240	225
Number of commercial units (Note 2)	29	49	58
Building inspections conducted (Note 1)	17,947	14,680	12,371
Business privilege licenses issued	4,049	3,863	4,356
Business privilege license collections (Note 3)	607,299	649,834	704,057
Zoning inspections conducted (Note 4)	2,749	1,993	2,677
Police			
Physical arrests (Note 5)	2,461	2,902	2,622
Traffic citations	14,114	18,749	18,637
Calls for service	96,214	99,658	98,458
Priority 1 response time (minutes/seconds)	6:47	6:28	6:32
Fire			
Emergency responses	2,283	2,407	2,541
Fires extinguished	229	180	181
Fire inspections conducted	1,361	1,179	1,164
Calls for service	NA	5,089	6,425
Public Works			
Potholes repaired	2,243	2,438	2,509
Total street miles swept	2,729.6	2,813.0	3,147.0
Recreation and Parks			
Youth baseball/softball registrations	934	853	869
Senior citizen program registrations	540	615	488
Water			
Avg daily consumption (thousands of gallons)	4,810	3,952	3,991
Number of utility accounts	15,478	15,715	16,066
Wastewater			
Avg daily sewer treatment (thousands of gallons)	5,498	4,549	3,990
Solid Waste Disposal			
Refuse collected-residential/commercial tons/wk	669.20	650.37	622.00
Yard waste collected (tons per week)	95.89	92.42	94.51
Recyclables collected (tons per fiscal year)	1,124.0	1,427.0	1,557.0
Stormwater			
Drainage ditches maintained (miles)	59.0	47.7	71.0
Transportation			
Jacksonville Transit System ridership (monthly average) (Note 6)	1,306	1,937	3,936

Notes (continued):

Note 3: The significant gain from FY2006 to FY2007 was due to changing business license fees to a gross receipts basis.

Note 4: FY2001-06 are reported by calendar year. Subsequent years will be reported by fiscal year to be consistent with other categories.

Note 5: Arrest data prior to FY2007's report reflected the number of charges rather than the number of physical arrests. The data has been corrected as of FY2007 to show the actual number of individual arrests.

Note 6: The Jacksonville Transit System began operation in November 2007 with more vehicles and routes. Prior to that time, the local transit system, the LOOP, used one 9- to 12- person van that ran along a fixed, circular route. FY2008 numbers reflect LOOP ridership from July 1, 2007, to October, 2008, and Transit System figures for the remainder of the year. Because the Transit System is much more extensive than the LOOP was, the averages for FY2008 reflect 2,905 riders per day for the Transit System versus 1,322 for the LOOP. The Transit System also provides limited service to the Marine Corps bases.

INTRODUCTION

Capital Asset Statistics by Function/Program

Function/Program	2001	2002	2003	2004	2005	2006
General government						
Area (square miles)	43.19	43.19	43.19	43.62	43.71	44.62
Land/Buildings (dollars)	12,154,286	12,144,272	12,268,323	12,360,798	17,435,277	18,355,699
Police						
Stations	1	1	1	1	1	1
Police vehicles (Note 1)	122	141	145	121	137	123
Fire						
Stations	4	4	4	4	4	4
Fire Engines	9	9	9	9	9	9
Public Works						
Streets (miles) (Note 2)	165.64	166.37	166.37	167.16	168.99	170.41
Sidewalks (miles) (Note 3)	30.56	31.57	31.57	33.21	35.91	41.01
Recreation and Parks						
Parks (Note 4)	16	16	20	20	20	23
Acreage	228.0	228.0	262.4	262.4	262.4	294.23
Playgrounds	13	13	15	15	15	15
Athletic fields	16	18	20	20	25	25
Recreation centers	4	4	4	4	4	4
Water						
Water mains (miles)	201.00	202.63	204.50	205.45	207.80	209.48
Pump stations	38	38	38	38	39	39
Fire hydrants	1,697	1,818	1,857	1,917	1,967	1,989
Storage capacity (mil gallons)(Note 5)	2.8	2.8	2.8	2.8	2.8	3.9
Wastewater						
Sanitary sewers (miles)	198.42	200.48	201.83	202.56	204.57	206.5
Storm drainage ditches (miles)	NA**	NA**	NA**	NA**	NA**	100.0
Treatment capacity (mgd)	6.0	6.0	6.0	6.0	6.0	6.0
Solid Waste Disposal						
Sanitation trucks	12	12	12	12	12	12
Other sanitation vehicles (Note 6)	7	7	7	7	7	7

Source: City departments

Notes:

^a Data is not available prior to FY2001.

** NA indicates data is not available.

(1) The FY2002, FY2003, FY2005 and FY2008 numbers of police vehicles include surplus vehicles not yet sold.

(2) Street mileage includes those streets within the City limits that are maintained by the NC Department of Transportation (32.03 miles)

(3) In prior years, sidewalks were measured using the street's center line measurement. This has been corrected for FY2008 to reflect actual mileage of sidewalks on both sides of the streets.

(4) Recreation parks and acreage for FY 2006 included 3 proposed parks totaling 31.85 acres. The then-existing 20 parks comprised 262.4 acres. Adjustment in FY2007 is due to obtaining more accurate GIS data.

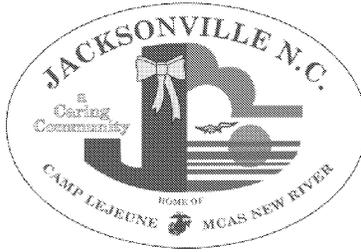
(5) For FYs 2007 and 2008, normal capacity is 6.0 million gallons; however, the City is operating under a Special Order of Consent from NCDENR which allows 6.3 million gallons capacity pending expansion of the Land Application Facility for wastewater treatment.

(6) Other sanitation vehicles include two boom trucks, three dial-a-trucks, and two pickup trucks.

INTRODUCTION

Capital Asset Statistics by Function/Program

Function/Program	2007	2008	2009
General government			
Area (square miles)	45.15	45.30	46.38
Land/Buildings (dollars)	19,370,518	19,760,511	22,262,655
Police			
Stations	1	1	1
Police vehicles (Note 1)	118	143	128
Fire			
Stations	4	4	4
Fire Engines	9	9	9
Public Works			
Streets (miles) (Note 2)	173.73	174.87	179.16
Sidewalks (miles) (Note 3)	2.64	159.84	153.09
Recreation and Parks			
Parks (Note 4)	23	23	23
Acreage	292.57	292.57	292.57
Playgrounds	15	15	15
Athletic fields	25	25	25
Recreation centers	4	4	4
Water			
Water mains (miles)	273.59	275.00	278.00
Pump stations	39	39	40
Fire hydrants	2,057	2,133	2,181
Storage capacity (mil gallons)(Note 5)	3.9	3.9	3.9
Wastewater			
Sanitary sewers (miles)	247.13	245.00	248.00
Storm drainage ditches (miles)	100.0	129.00	85.00
Treatment capacity (mgd)	6.3	6.6	6.6
Solid Waste Disposal			
Sanitation trucks	11	11	12
Other sanitation vehicles (Note 6)	7	7	7



INTERIM CITY MANAGER'S BUDGET MESSAGE FISCAL YEAR 2010

SUBMITTED BY:
RONALD F. MASSEY

INTRODUCTION:

This budget year has been dramatic in its challenges across the nation. Compared to most communities, Jacksonville is blessed with a relatively stable economy due to the stable purchasing power of local military and Department of Defense personnel. That is not to say Jacksonville has completely escaped these difficult times. General Fund revenues are projected to be down by \$551,155 or 1.25% during a time when revenue growth is truly needed to cover expected cost escalation and increases in demands for services. As a result, the budget does not make significant progress toward addressing service delivery challenges, but it also does not represent a significant step backward. I will discuss the strategies implemented in this budget below.

First, I am honored to present the City of Jacksonville Fiscal Year 2010 budget in the total amount of \$387,518,355. This total consists of \$285,773,140 of prior years' appropriations for ongoing projects, \$75,703,451 to support ongoing operations in all areas, \$14,021,256 for investments in capital projects, and \$12,020,508 in transfers (which do not represent actual spending but are double counting required by municipal accounting standards). This includes a General Fund budget of \$42.8 million which is 2.9% or \$1.25 million less than FY 09. Most of this decrease is related to recognizing historic salary savings and holding departments at their current spending levels. The FY 10 Budget maintains the property tax rate at 62.6 cents per \$100 valuation. The budget is balanced and prepared in accordance with the Local Government Budget and Fiscal Control Act.

SIGNIFICANT THEMES:

The Jacksonville, Onslow County area has been undergoing steady growth over the last decade. The annexation of significant areas adjacent to and including the populated areas of the adjacent military installations; Camp Lejeune, Camp Johnson, and Marine Air Station New River by the Jacksonville City Council, that became effective in 1990, gathered sufficient population under one location to attract major retailers. Consistent investment in these military installations after the tragedy of September 11, 2001, has supported increasing civilian employment on base and significant construction activity. Improvements in retail, other quality of life amenities, and new employment opportunities has increased the number of military retirees that have chosen to stay in the area after leaving the ranks of the enlisted. Finally, in late 2007, the Marine Corps announced that it had been authorized to increase its manning and that installations in Jacksonville would see almost 12,000 additional enlisted and civilian personnel by 2010. This vitality is both a boon and a challenge.

The consistency of the significant federal payroll and construction spending in the area has resulted in an economy that has weathered the global economic downturn better than most. While the failure of national retail chains, financial institutions, and other factors outside of our market have increased local unemployment and resulted in a number of vacant store fronts, retail sales have been flat. As someone said recently, in this economy "flat is the new up." Similarly, while national tightening of investment and financial resources resulted in both a significant drop in commercial development activity and frustrated many potential home buyers by making financing almost impossible to obtain, commercial activity is recovering and home values remained stable and even improved in some segments of the Jacksonville market.

On the challenge side of the equation, while Jacksonville's General Fund resources have been unstable over the past few years due to changes in sales tax distribution by Onslow County and this past year's economic downturn, demands on services and the cost of providing those services have been increasing. Water and wastewater utilities are also challenged, as I will discuss further, but the growing challenge is transportation. There have been a lot of press and discussion regarding the responsibility of maintaining existing roads. We have all experienced the general degradation of road infrastructure as diminishing Powell Bill funds interfere with the City's ability to adequately maintain City streets and NCDOT has shifted its focus from maintenance to transferring its responsibilities to Cities and Counties. As challenging as this maintenance dilemma will be, and it will require entirely new resources and means of operation, it may ultimately be easier to resolve than how and who will take responsibility for developing the transportation system that will be needed to serve the growth that is already occurring. In my opinion, the expansion of existing roads and the building of new roads will be a greater challenge than maintaining existing roads. Failing to solve the challenge of expanding the capacity of the transportation system will inhibit efficient growth and economic development.

In 2004 the City's wastewater treatment plant reached 80% of its estimated capacity and was placed under a state Special Order of Consent (SOC) requiring the rationing of its remaining capacity. That limitation has slowed growth inside the City limits and worked, along with other factors, to promote significant growth outside the City in unincorporated areas relying on package treatment plants or septic systems for wastewater disposal. This treatment capacity challenge is nearing an end as the City's \$46.1 million investment in expanding its land application wastewater treatment facility is scheduled for completion in January of 2010. As that milestone nears completion, however, the next challenge becomes visible on the horizon and may be just as challenging; that is actually installing a collection system to efficiently utilize this new capacity. In the past, the City has relied predominantly on private investment to develop its collection system. This opportunistic process has not resulted in the most efficient system and significant investments will be necessary.

The City's historic water supply from the Black Creek Aquifer is so clean that the City has had no need for a water treatment plant. The State mandate that the City change its source to the Castle Hayne Aquifer has demanded the construction of a new water treatment plant and several new wells. This infrastructure, at a total estimated cost of \$47.8 million, is nearing completion. For the first time, beginning in the late summer of 2009, the City will be operating a water treatment plant. This budget includes new operational expenditures to support both the operation of the new water treatment plant and the expanded wastewater treatment plant. Some of these figures have been particularly hard to estimate given the City's lack of history.

Utility rates have increased by 55.6% over the last two years to support the \$94 million in debt incurred to support these projects. The City will shortly consider its first bond issue in thirty (30) years in order to provide the long-term financing for these projects. New operational costs and the need for additional investment in the conveyance systems continue to place pressure on existing utility rates. As part of this budget process, Council will consider changing the utility rate design and increasing connection charges significantly for both utilities. These are efforts to reduce the impact of needed investment on existing ratepayers, but financial capacity for further investment will be a challenge as the City competes to create an environment that will attract development into the City limits.

Significant developments in the County, including over 500 residential lots and some commercial in the Stateside development and planned expansion of Rock Creek across Gum Branch there from, will continue to attract development out of the City. The only way to effectively minimize the damage done by this sprawl development is to ensure that a surplus of diverse housing is developed inside the City limits. Infrastructure costs have recently limited infill development to multi-family or high cost single family forcing modest income families into the County for housing. Every home lost to the County degrades the City's tax base, while increasing demands for service in both the City and the County, placing stress on City operations and risking

escalation of taxes throughout the County. Finding new infrastructure development models will be the key to developing affordable housing inside the City limits.

SALES TAX

The allocation of sales tax revenue continues to be a challenge since Onslow County changed the distribution methodology in April 2007. That decision to change the methodology for distributing sales tax revenue from one based upon population (per capita) to the ad valorem method (based on property tax revenue) reduced FY 08 projected General Fund revenues by \$5.7 million. Of this amount \$2.3 million would have been available for City operational costs. This forced the City to cut its budget and increase property taxes by 9.44 cents per \$100 valuation. The property tax increase resulted in both increased property tax revenue in FY 08 and an increased proportion of sales tax in FY 09, but sales tax remained well below historic levels and the FY 09 budget relied on \$5 million of General Fund fund balance. This level of reliance on fund balance was unsustainable. With sales tax revenue available for allocation in the County projected to decrease by approximately 1% and increased costs, the City appeared fated to budget in excess of \$5 million from fund balance once again in FY 10.

In the face of continued frustration regarding the sales tax distribution method and an inability to achieve a consensus among local governments in the County, special legislation was sought to provide a third distribution alternative. That legislation passed and became law in the final days of April 2009 giving the County the option of blending the two available methods as long as at least 40% of the revenue was distributed by one method or the other. The County voted to distribute sales tax revenue for FY 10 based upon a split of 40% per capita and 60% ad valorem. This change is estimated to increase General Fund Sales Tax revenue by \$1.6 million over the use of ad valorem alone. This beneficial change allowed the reliance on fund balance to be reduced to \$4.2 million, but sales tax revenue is still projected to be far short of where it would be had the distribution method not been changed in 2007 and just \$1.05 million above that projected to be received in FY 09.

Prior to the County's decision, the preliminary budget did not include any personnel to respond to growing service demands that were not supported by fees or grants. Growing service needs are discussed in more detail in the following departmental sections. That draft also did not follow through on past commitments to incrementally address employee retirement benefits. With the increased allocation of sales tax revenue, five firefighter positions were added, and federal grant funds for police officers were fully matched.

UNCERTAINTY

The potential to use the additional allocation of sales tax to roll back property taxes was analyzed in detail. The \$1.6 million in estimated sales tax equals the revenue that would be generated by about 6 cents on the property tax rate. A property tax decrease of less than 6 cents would place the City in no worse position than it would have been in FY 10 before the County's action. It would, however, have placed the City in a riskier financial position in the face of significant uncertainty and made significant budget cuts or tax increases inevitable in FY 11.

Under the revised sales tax distribution methodology, 60% is still distributed based upon the previous year's property tax receipts. Lowering property taxes in FY 10 would mean a smaller proportion of sales taxes in FY 11. Even if property taxes are then increased in FY 11, the proportion of sales taxes would not recover until FY 12. Further, the City's proportion of sales taxes in FY 11 will depend significantly on the County's decision in setting its tax rate for this year. The table below analyzes a number of alternative scenarios and their impact over the FY 10-11 biennium:

Scenarios	Revenue Loss FY 10-11 Biennium
\$0.06 Reduction In City Property Tax	- \$3.7 million
\$0.10 Increase In County Property Tax	- \$.7 million
\$0.12 Increase In County Property Tax	- \$.8 million
\$0.02 Reduction In City Property Tax \$0.10 Increase In County Property Tax	- \$1.9 million
\$0.04 Reduction In City Property Tax \$0.12 Increase In County Property Tax	- \$3.2 million

There are a number of other factors in addition to the uncertainty and negative impact of the County's property tax choices that increase the risk of a property tax reduction at this point. The City will be entering the bond market shortly to sell debt to support significant investments in water and wastewater treatment capacity. The cost of that debt will depend on the bond rating established based on rating agencies perception of the City's financial health. The State of North Carolina has still not set its budget for the biennium and is facing significant shortfalls. The State has a tradition of impacting local revenues as part of balancing its budget. The last state budget shortfall cost Jacksonville about \$1.7 million in revenues. Finally, while we are projecting no sales tax growth, there is always the risk that the economic situation in Jacksonville could worsen. Reducing taxes in FY 10 would decrease the City's ability to respond to further budget challenges, almost certainly guarantee the need for a tax increase in FY 11, and further hamper the City's ability to respond to growing demands for service.

Finally, even without a tax reduction, the budget provides no cost of living adjustment for City employees, takes advantage of historic salary savings, uses one-

time funds from the General Fund Capital Reserves, and does not currently provide any additional police staffing in the absence of federal grants that are not assured.

BUDGET PURPOSE:

The budget document is the annual financial plan for City operations for the fiscal year, July 1 – June 30. This plan describes sources of revenues and how funds will be spent during the year.

The Annual Budget has four basic functions:

First, it expresses the policy of the City Council. Through the budget, the City Council exercises its authority to increase services in some areas of City operations and decrease them in others. As a part of the budget review process, the City Council determines the tax rate for each fiscal year. Other fees, such as water and sewer rates, may also be reviewed and adjusted if necessary.

Second, the budget process is a management and planning tool. The budget and subsequent accounting reports allow department directors and supervisors to evaluate their management of funds provided for their operations.

Third, the Annual Budget is a means of communicating to the Citizens of Jacksonville and others how public funds will be invested. The budget is a tangible expression of the City Council’s policy direction.

Finally, the budget is the foundation for the proper accounting of City funds. It expresses in financial terms the goals and plans of the City Council. The types and amounts of authorized expenditures and the means for financing them are set forth in the budget. Once the budget is recorded in the accounting system, it serves as a control device to keep spending within authorized limits.

BUDGET PREPARATION:

The City’s budget was prepared based upon estimated revenue growth percentages supplied by the North Carolina League of Municipalities and past performance. Through utilization of information from the City’s budget and financial statements, combined with past performance and economic indicators, anticipated and known changes in financial condition, including the County’s decision to change the sales tax distribution methodology, have been assessed and incorporated.

While all of this information is fundamental, it is the Goals adopted by the City Council on April 21, 2009, that provided the vision which guided the policy recommendations embodied herein. These goals and corresponding organizational responses are also discussed in the Goals section of this budget document.

MISSION

To provide the leadership, vision, and oversight necessary to ensure the responsible stewardship of Jacksonville's environment and natural resources, for the effective and efficient delivery of municipal services, and for the proper planning for the future.

VISION

A Jacksonville whose abundant natural resources, healthy environment, military presence, and vibrant economy make it the best place to live, work, and visit.

The FY 10 Goals adopted by the City Council were not expressed in any specific order or priority. They have been numbered simply for ease of reference. The FY 10 Goals include more detailed objectives and tasks than previously adopted.

CITY COUNCIL FY 10 GOALS, MISSION AND VISION

GOAL 1: Develop Planning Strategies to Promote Sustainable & Environmentally Sound Growth

Objective 1.1 – Promote infill development that makes efficient use of existing infrastructure

- Recommend adequate zoning to support economically feasible infill activities
- Include design guidelines and other regulatory mechanisms in revisions to the City's land use regulations
- Propose financial incentive programs to promote infill
- Explore the development of stormwater service areas in order to increase the amount of usable land for infill development while protecting water quality

Objective 1.2 – Promote sound growth planning practices in coordination with neighboring jurisdictions

- Create opportunities for coordination of growth with neighboring jurisdictions
- Seek partnerships in creating regional capacity to serve basic utility needs
- Work with neighboring jurisdictions to remediate existing and prevent future environmentally damaging development practices
- Work to prevent growth near City limits that will be expensive to serve and/or retrofit in the future
- Work to educate public regarding the benefits of annexation in providing for the efficient expansion of urban services, the prevention of environmental degradation, and protection of quality of life

Objective 1.3 – Promote strategic planning to ensure consistent service levels in existing and growth areas as identified by the adopted Annexation Plan

- Explore strategies for the incremental extension of services to growth areas
- Plan for investments in advance of growth to increase efficiency of future service delivery

- Explore strategies to encourage development that contributes to a stable revenue environment in support of service delivery

GOAL 2: Develop Strategies to Implement Downtown Development Plan

Objective 2.1 – Encourage support from other organizations

- Seek opportunities to leverage public investment to remove blight and promote development
- Support the efforts of private non-profit organizations to develop assets that improve quality of life and promote tourism in the downtown area
- Solicit and support private investment in support of development and redevelopment

Objective 2.2 – Tailor City planning for downtown development

- Examine infrastructure adequacy to support planned and desired development
- Explore ways to encourage businesses to open in or relocate to the downtown area
- Recommend regulatory mechanisms to encourage higher density residential development consistent with the downtown plan

GOAL 3: Assess and Respond to the Needs of the Community

Objective 3.1 – Develop and refine strategies to engage the public

- Examine opportunities for using surveys to gain feedback from customers and citizens
- Review existing communication strategies for opportunities to improve effectiveness
- Develop processes to engage citizens in examining areas important to them and develop community-based solutions
- Develop strategies to increase the effectiveness of existing City Boards, Commissions and Committees

Objective 3.2 – Determine existing service levels

- Enhance performance measures in order to provide a basis for accurate performance assessment
- Ensure that data collection support systems are fully implemented and effectively used
- Use best management practices to establish quantifiable service level measures for major service areas

Objective 3.3 – Determine sufficiency of existing services and service levels

- Provide information to the public on existing City service

- Obtain community input through public hearings, surveys, neighborhood meetings, advisory board meetings, or focus groups to determine our success in meeting desired service levels
- Explore how existing services can meet needs and what new services or service enhancements are desired, if any

Objective 3.4 – Implement processes to engage the public in the development of program plans

- Utilize public engagement strategies to involve the public in the creation and prioritization of projects in the Capital Improvement Program
- Work to obtain meaningful public participation in the development Recreation and Parks level of service master plan

GOAL 4: Ensure Adequate Utility Infrastructure to Meet Current Needs and Future Growth of the Community

Objective 4.1 – Engage in long range utility infrastructure planning

- Establish an appropriate 25 year utility growth planning horizon to support effective long range infrastructure planning
- Develop operational capacity to both plan for and construct improvements required to support future growth without neglecting existing infrastructure

Objective 4.2 – Increase the City’s ability to analyze, monitor, and remediate the condition of existing infrastructure

- Look for opportunities to upgrade current infrastructure through repair or replacement to support infill and redevelopment
- Implement systems to monitor infrastructure condition more effectively

Objective 4.3 – Develop a strategic financial plan to support infrastructure investment

- Examine rate and fee structures to ensure that growth pays its fair share of growth-related infrastructure investments
- Analyze cash flow needs over the planning horizon and prepare strategic plan to satisfy investment needs

GOAL 5: Maximize Sales Tax Revenue For the City

Objective 5.1 – Build alliances and community understanding to affect allocation

- Continue to advocate for sales tax to be allocated based upon the Per Capita method
- Use media resources available to the City to educate the public about the impact of sales tax allocation decisions
- Execute tax and annexation strategies to secure appropriate sales tax revenue

GOAL 6: Measure and Improve Customer Service Level in Development Services

Objective 6.1 – Assess customer service and satisfaction levels in development services

- Conduct surveys to assess customer satisfaction levels
- Use performance measurements to assess the quality of services provided

Objective 6.2 – Define customer expectations and provide that service in a responsive, courteous, professional, and cost-effective manner

- Identify areas for improvement and provide staff with the resources needed to achieve those improvements
- Streamline processes to the extent possible without undermining ability to provide desired level of regulatory oversight

GOAL 7: Build Key Relationships

Objective 7.1 – Improve networking strategies

- Strengthen and maintain good relationships at the local, state, and federal levels
- Join and participate in associations designed to serve this goal
- Build strong internal and external relationships through communication with our employees, citizens, non-profits, local businesses, and military bases
- Look for opportunities to form partnerships to improve service, efficiency, and/or otherwise further this goal
- Build greater trust with the community

GOAL 8: Attract and Retain a Quality Workforce

Objective 8.1 – Recognize importance of good workforce

- Maintain adequate pay and benefits to keep quality employees and attract “the best and the brightest”
- Invest in employee skills and knowledge through training
- Improve recruitment capacity through use of new strategies and improved processes
- Consider use of internships and other programs to train and attract future employees
- Communicate information to employees in an open and timely manner

CAPITAL BUDGET:

Beginning with the FY 08 Budget, significant capital investments have been identified and discussed in the City's Capital Improvement Plan ("CIP"). The City Council considered and adopted the CIP on March 24, 2009. The capital budget from the CIP is included herein, but is not discussed in detail. The CIP represents significant long-term investments in the City's infrastructure. Utility infrastructure expenditures are supported by rates, while general fund expenditures are supported by tax revenue. Several years ago, prior to the creation the CIP, the City set up a General Fund Capital Reserve Fund to support projects titled "Council Initiatives." Currently four (4) cents of the property tax levy is transferred into the Capital Reserve Fund annually. All FY 10 CIP projects in the General Fund with the exception of the Public Safety Complex and Fire Station #5 have been moved to the Capital Reserve Fund.

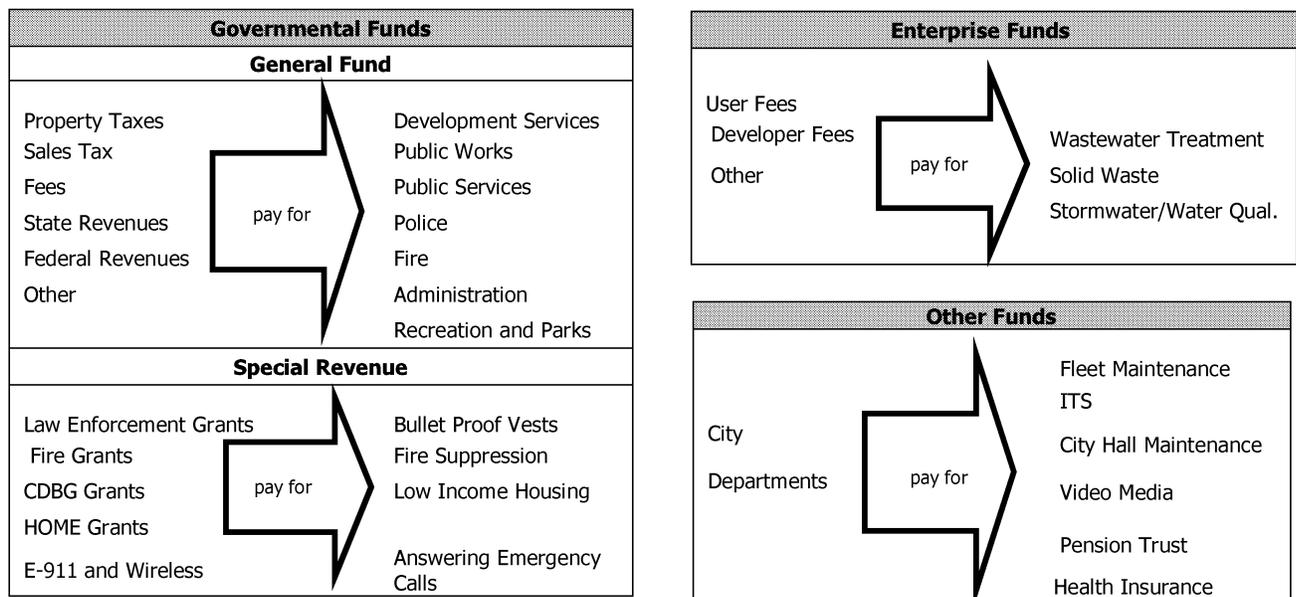
CONCLUSION:

In a very trying budgetary time across the entire nation, the City of Jacksonville has been able to tread water. The addition of a greater share of sales tax revenue has placed the City in a more sustainable financial position. The Council has proactively made significant planning decisions in key policy areas such as annexation, pedestrian transportation planning, and wastewater service development that are improving the organizations' ability to forecast future financial needs. That improved ability indicates significant challenges in FY 11 depending upon the County's property tax levy decision, but additional revenues in FY 12 with planned annexation should improve the City's financial position.

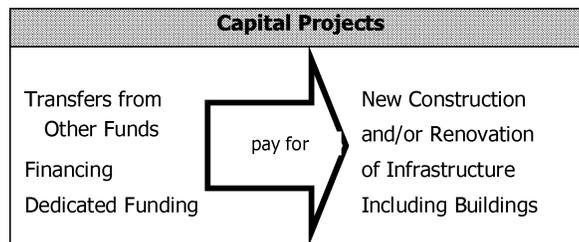
BUDGET SUMMARY

The **Budget Summary** summarizes the City's total budgeted revenue and expenditures as well as the significant operating funds: General Fund, Water/Sewer Fund, Solid Waste Fund, Stormwater Fund and Capital Projects Fund budgets. The Budget Summary section also includes a listing of expenditures by fund for Major Funds and in the aggregate for Non-Major Funds. Each fund reflects the actual amounts for the last audited year, the amended budget for the ending year and the adopted budget for the coming year, less transfers to other funds and prior years' appropriations. This Summary also includes a summary of Debt, Fund Balance and a Listing of Authorized Positions.

OPERATING FUNDS



CAPITAL PROJECT FUNDS



BUDGET SUMMARY

The City's FY 10 Budget is 20% less than the FY 09 Amended Budget net of interfund transfers and prior years' authorizations. The decrease is due to a drastic reduction in the number and amount of capital improvement projects approved for FY 10. The total expense budget in Public Utilities dropped from \$40 million to \$21 million with a corresponding decrease in Other Financing Sources. Other Taxes and Licenses increased by more than 15% due to better collection practices and a law change that allows a tax on heavy equipment. Unrestricted Intergovernmental revenue increased due to increases in the utility franchise tax. Restricted Intergovernmental funds increased by more than 40% due to an increase in anticipated grant revenue, including the COPS Grant with anticipated revenue of \$1.6 million and a \$309,000 grant from the North Carolina Department of Environmental and Natural Resources (NCDENR) for the Chaney Creek Bioremediation Project.

The City of Jacksonville had a Memorandum of Understanding (MOU) with Onslow County until FY 08 when the County changed the distribution method making the MOU invalid. In FY 06, Onslow County performed a revaluation of properties and the beach communities of North Topsail and Surf City experienced unprecedented increases in property valuations. This caused considerable citizen complaints, especially from the residents of North Topsail Beach, and resulted in Onslow County looking for ways to give financial relief to those communities. Unfortunately, on April 23, 2007, the County chose to distribute Sales Tax Revenue based on the tax levy basis which shifted over \$2 million from Jacksonville (largest City in the County and 11th largest in the State) to these two beach communities that, combined, have less than two percent (2%) of the population size that Jacksonville has.¹ On April 30, 2009, the County Commissioners changed the method of distribution to 60% ad valorem, 40% per capita after special legislation authorizing at least 40% be distributed by one method or the other.

The FY 08 adopted budget included a property tax increase of 9.44 cents per \$100 of assessed value. The revised FY 09 tax rate of 62.6 cents per \$100 of assessed value has not been changed for the upcoming budget year. However, a change by the county will alter our proportionate share of the tax revenues. Any change in the tax rate, value of property, or distribution method does not affect the distribution of sales tax revenue until the year following the change.

¹ NC State Demographer

BUDGET SUMMARY

City of Jacksonville

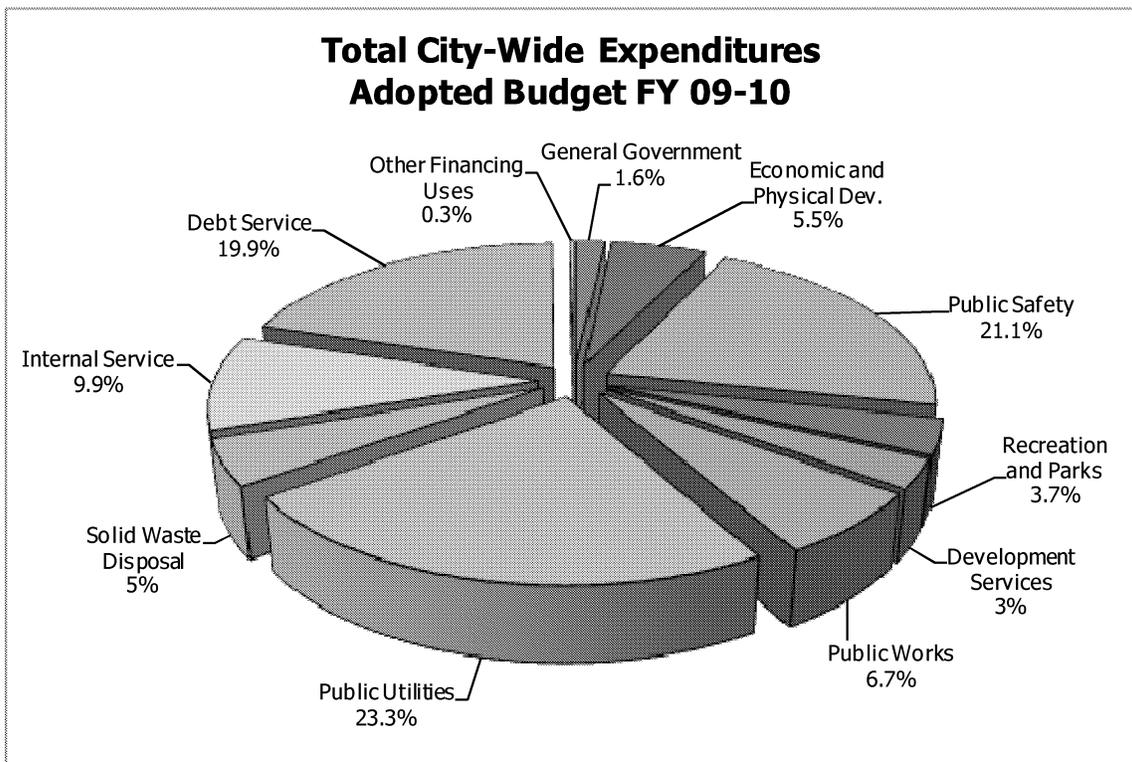
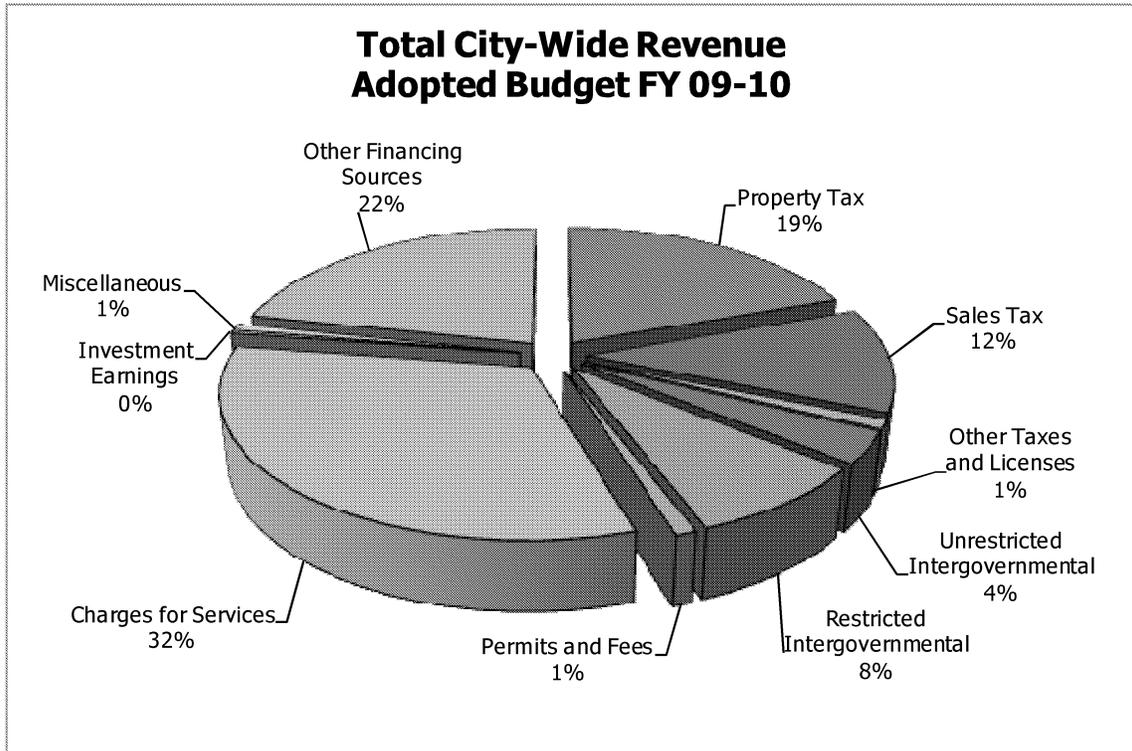
FY 09-10

TOTAL BUDGET SUMMARY

(Net of Interfund Transfers and Prior Years Authorizations)

	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% CHANGE
REVENUE				
Property Tax	16,375,724	16,924,789	17,459,503	3.16%
Sales Tax	8,507,654	10,072,710	10,529,965	4.54%
Other Taxes and Licenses	796,480	805,600	932,164	15.71%
Unrestricted Intergovernmental	3,041,421	2,779,985	3,164,329	13.83%
Restricted Intergovernmental	4,361,422	5,363,739	7,533,108	40.45%
Permits and Fees	824,715	791,108	863,493	9.15%
Charges for Services	21,388,533	25,584,424	28,761,895	12.42%
Investment Earnings	1,566,941	796,670	306,388	-61.54%
Miscellaneous	947,825	1,070,290	639,135	-40.28%
Other Financing Sources	6,258,709	47,555,665	19,334,727	-59.34%
TOTAL	64,069,424	111,744,980	89,524,707	-19.88%
EXPENDITURE/EXPENSE				
General Government	2,605,169	2,769,379	1,481,849	-46.49%
Economic and Physical Dev.	4,343,898	9,751,266	4,990,736	-48.82%
Public Safety	14,708,664	17,163,997	18,884,143	10.02%
Recreation and Parks	2,471,312	3,331,348	3,289,521	-1.26%
Development Services	2,308,268	3,359,673	2,730,541	-18.73%
Public Works	4,873,704	8,595,553	6,020,652	-29.96%
Public Utilities	18,133,975	40,030,601	20,897,533	-47.80%
Solid Waste Disposal	4,456,879	5,354,241	4,278,907	-20.08%
Internal Service	4,049,162	4,998,841	8,851,256	77.07%
Debt Service	4,650,781	16,057,186	17,860,219	11.23%
Other Financing Uses	8,786,307	332,895	239,350	-28.10%
TOTAL	71,388,119	111,744,980	89,524,707	-19.88%

BUDGET SUMMARY



BUDGET SUMMARY

EXPENDITURES

For FY 10 the total expenditures of all funds are \$387,518,355 with \$297,993,648 in interfund transfers and prior years' appropriations, resulting in a net budget of \$89,524,707. Expenditures are budgeted in major areas or functions. These are: General Government, Economic and Physical Development, Public Safety, Recreation and Parks, Development Services, Public Works, Water/Sewer, Solid Waste Disposal, Internal Services, Debt Service and Other Financing Uses.

General Government

General Government activities provide the administrative, legal, fiscal and other support for all City services. This includes the departmental budget for departments such as City Council, City Manager, Non-Departmental, City Clerk, Finance, Legal, and Elections. Expenditures in this area are expected to be almost \$1.5 million, or 1.6% of the total budget.

Economic and Physical Development

The Economic and Physical Development function consists of the General Government type projects, including capital projects like the Public Safety Building and Fire Station #5, as well as other multi-year development projects. This category significantly decreased this fiscal year because large projects were posted last fiscal year and comparatively smaller new projects were taken on. In FY 10, the total budget for these activities is \$4.9 million, for 5.5% of the total budget.

Public Safety

Public Safety activities consist of the activities of the Police and Fire Departments. The budgeted expenditures for FY 10 are \$18.9 million, which is 21.1% of the total budget.

Recreation and Parks

The recreation and parks programs consist of Recreation Centers, Parks, Athletics, Senior Citizens Programs, and Special Events. For FY 10, this function totals approximately \$3.3 million, or 3.7% of the total budget.

Development Services

Development Services includes Planning, Building Inspections, Code Enforcement, and Community Development. The budget for these functions totals almost \$2.7 million in FY 10, or 3.0% of the total budget.

Public Works

Public Works activities include Engineering, Buildings and Grounds Maintenance, Streets, Water Quality, and Stormwater Drainage Maintenance. This function's budget for FY 10 is \$6 million, or 6.7% of the total budget.

BUDGET SUMMARY

Water and Sewer/Public Utilities

The Water and Sewer functions include all activities related to the provision of water and sewer services. This includes Utilities Maintenance, Metering, Engineering, Water Supply, and Wastewater at a total cost of \$20.9 million, or 23.3% of the total budget.

Solid Waste Disposal

Solid Waste Disposal activities consist of residential waste and recycling collections as well as the administration of the contracts for commercial waste collection. The budget for this function is about \$4.3 million, which is 4.8% of the total budget.

Internal Services

Internal Services provide Fleet Maintenance, City Hall Maintenance, Information Technology Services, Video/Media Services, and Self Insurance to the internal user departments. Video/Media is partially funded by charges to Onslow County and the Onslow Water and Sewer Authority (ONWASA) in return for services provided to them. In FY 10, the budgeted expenditures for these activities are \$8.9 million, or 9.9% of the total budget.

Debt Service

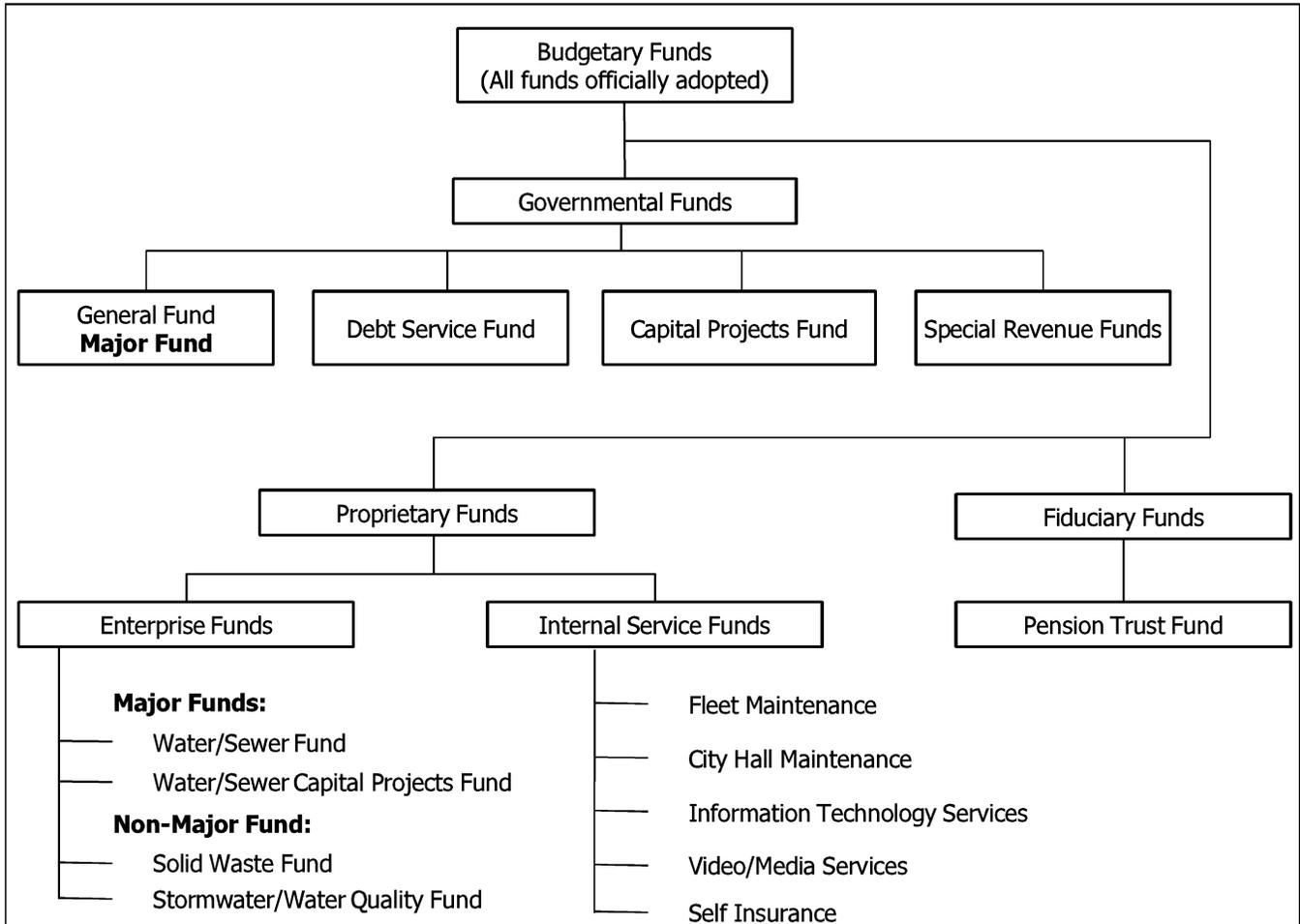
This provides the debt service payments on outstanding installment purchase debt and state revolving loan funds. The budget amount for FY 10 is \$17.8 million, or 20% of the total budget.

Other Financing Uses

The Other Financing Uses consists primarily of depreciation. The budget for the category is \$239,350 in FY 10, which is almost .3% of the total budget.

BUDGET SUMMARY

City of Jacksonville Fund Structure



BUDGET SUMMARY

MAJOR OPERATING FUNDS

In this section you will find a Budget Summary showing the FY 07-08 actual expenditures and comparing the FY 09 Amended Budget and the FY 10 Adopted Budget for the Major Funds in the aggregate and individually for each of the Major Operating Funds. In the next section there is a summary of all Non-Major Funds in the aggregate and individual summaries for a couple of Non-Major Funds that are considered major in our annual report, but not in the budget report, because they are less than 10% of the total budget for the City. Below the statement for the Non-Major Funds is a reconciliation of the Major and Non-Major Funds to the Total Budget Summary.

The largest Major fund is the **General Fund**, which as a governmental fund and the general purpose fund of the City, provides many basic services such as police, fire, parks and recreation, streets, and is supported by property taxes, sales taxes, fees, revenues from state and federal governments and other sources.

The **Water and Sewer Fund**, which is a Proprietary Fund, accounts for the water and sewer activities of the City and is supported mainly by user fees, developer fees and debt financing. The Proprietary Fund is composed of two fund types – enterprise and internal service. The Water and Sewer Fund is an enterprise fund. An enterprise fund is established to account for operations that are financed and operated in a manner similar to private business enterprises. Expenditures in these funds are financed primarily through user fees. The City has three Enterprise Funds: the Water and Sewer Fund, the Solid Waste Fund, and the Stormwater/Water Quality Fund. Of these, only the Water and Sewer Fund qualifies as a major fund for budget reporting purposes, because its budget exceeds 10% of the total budget for the City.

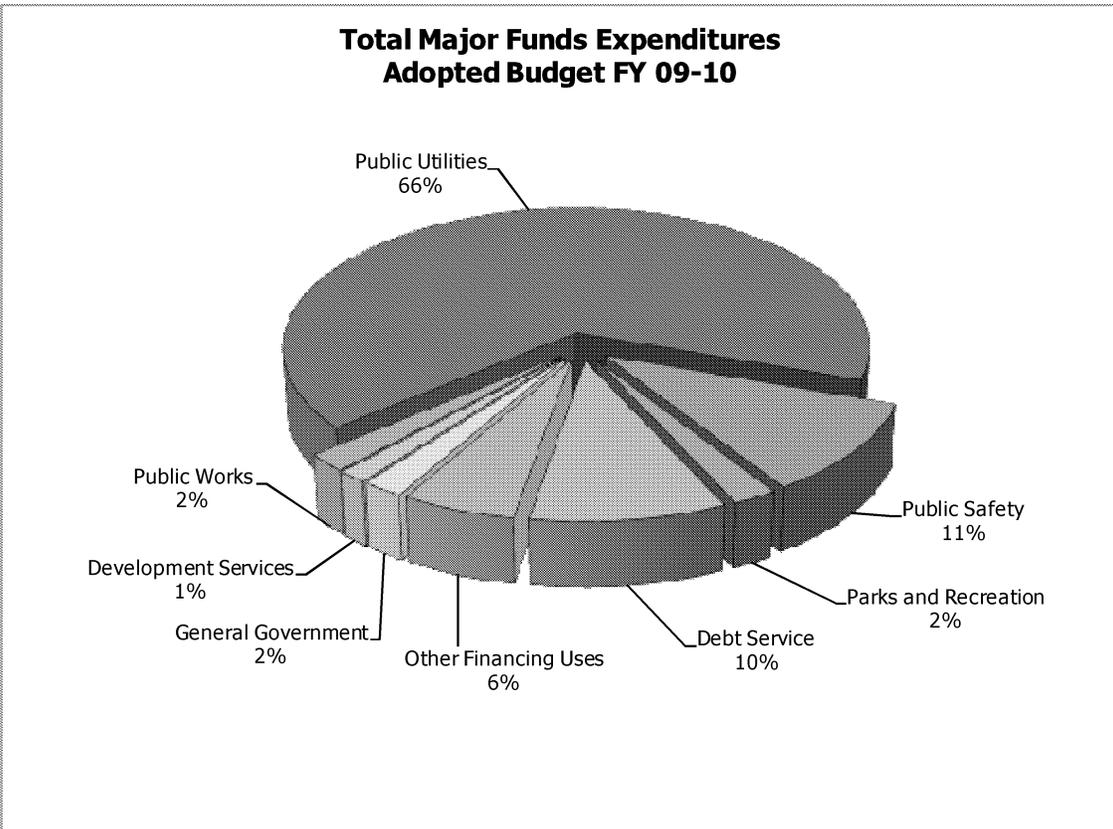
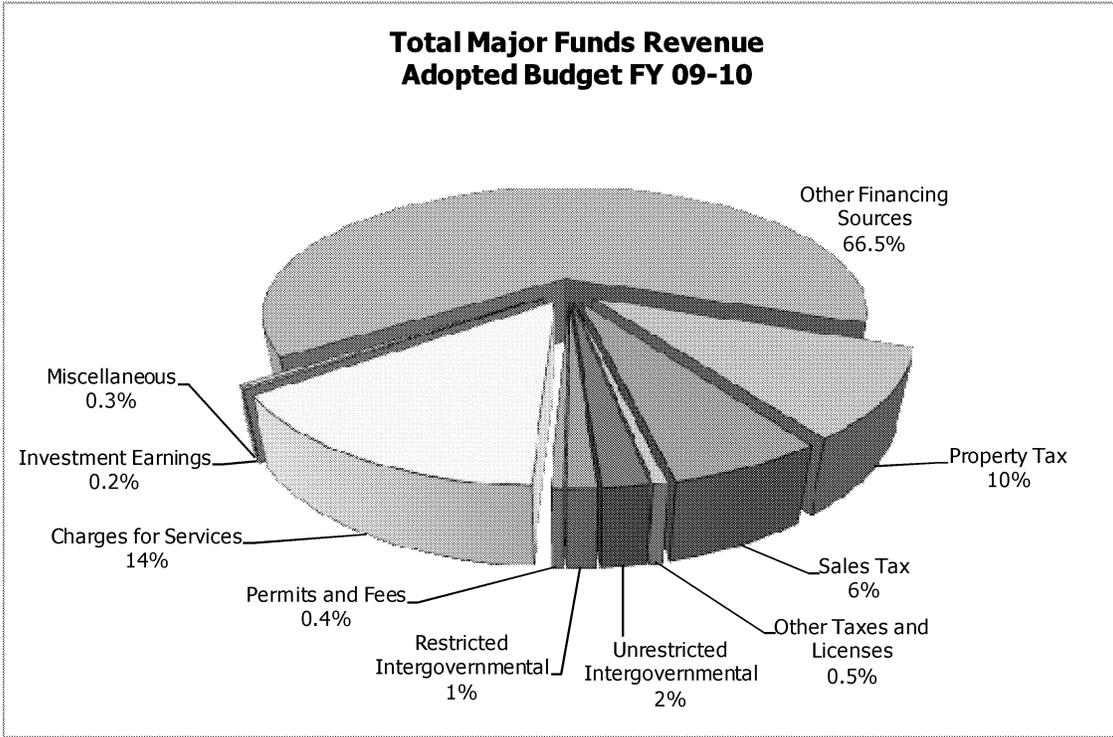
The **Water and Sewer Capital Projects Fund** is a proprietary, enterprise fund that accounts for financial resources to be used for the acquisition or construction of major capital facilities pertaining to water or sewer operations. Later in this book there is a section that describes the activity of all capital projects in detail. The Water and Sewer Capital Projects are reported in the Capital Projects Fund summary.

BUDGET SUMMARY

City of Jacksonville FY 09-10 MAJOR FUNDS BUDGET SUMMARY (Including Interfund Transfers)

	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Property Tax	16,375,724	16,924,789	17,459,503	3.16%
Sales Tax	8,507,654	10,072,710	10,529,965	4.54%
Other Taxes and Licenses	796,480	805,600	932,164	15.71%
Unrestricted Intergovernmental	3,041,421	2,779,985	3,164,329	13.83%
Restricted Intergovernmental	2,482,523	2,486,387	2,019,573	-18.77%
Permits and Fees	824,715	791,108	814,543	2.96%
Charges for Services	16,273,105	15,130,209	24,730,529	63.45%
Investment Earnings	1,022,836	736,088	388,424	-47.23%
Miscellaneous	881,985	519,946	577,444	11.06%
Other Financing Sources	8,327,247	36,632,684	113,358,636	209.45%
SUB-TOTAL	<u>58,533,690</u>	<u>86,879,506</u>	<u>173,975,110</u>	
(Less Prior Year Appropriations)			(95,457,532)	
TOTAL	<u>58,533,690</u>	<u>86,879,506</u>	<u>78,517,578</u>	-9.62%
EXPENDITURE				
General Government	3,189,829	3,383,908	3,581,801	5.85%
Development Services	2,090,469	2,041,594	2,492,864	22.10%
Public Works	3,339,435	3,534,784	3,598,631	1.81%
Public Utilities	16,397,419	36,422,203	115,611,383	217.42%
Public Safety	15,291,094	14,682,653	18,391,003	25.26%
Parks and Recreation	2,735,676	3,113,309	3,778,162	21.36%
Debt Service	4,508,953	15,056,580	16,766,933	11.36%
Other Financing Uses	12,663,203	8,644,475	9,754,333	12.84%
(Less Prior Year Appropriations)			(95,457,532)	
TOTAL	<u>60,216,078</u>	<u>86,879,506</u>	<u>78,517,578</u>	-9.62%

BUDGET SUMMARY

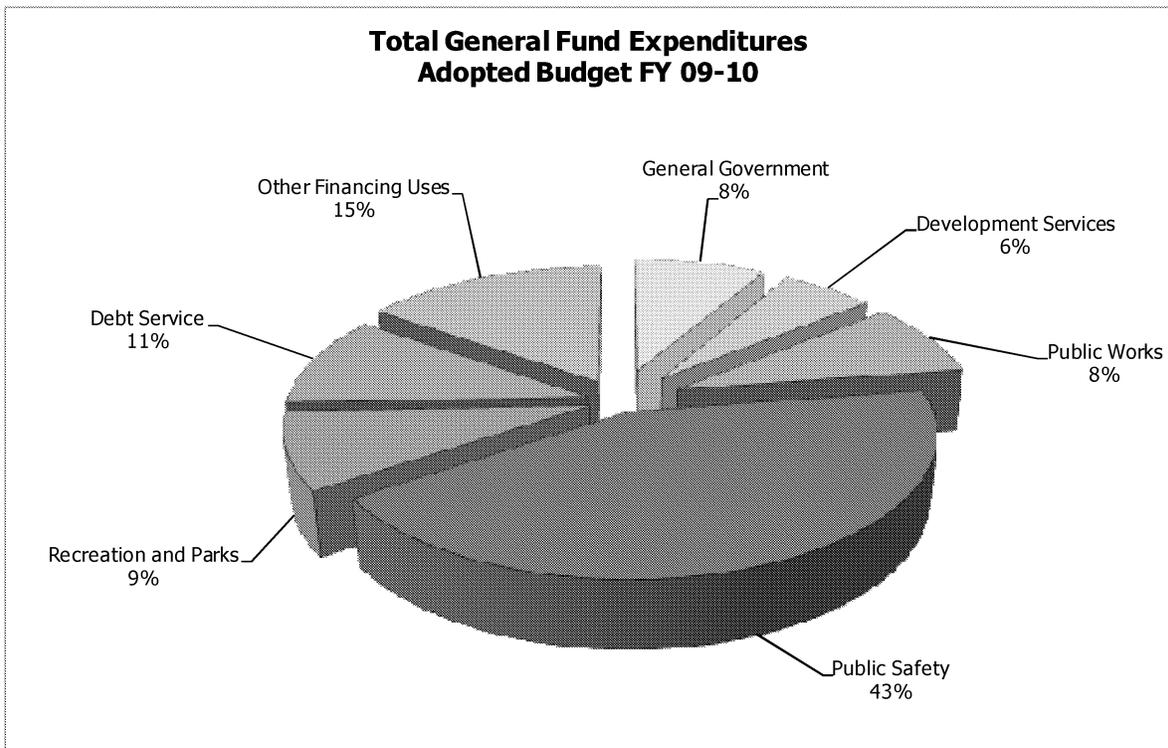
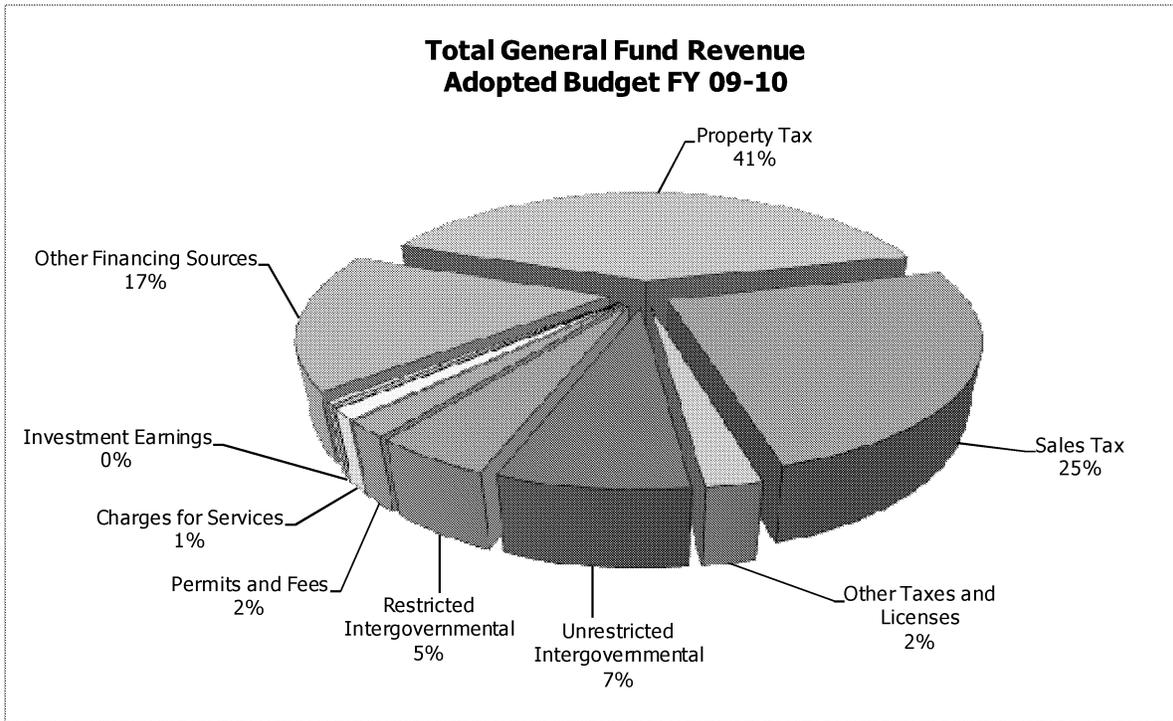


BUDGET SUMMARY

City of Jacksonville FY 09-10 GENERAL FUND BUDGET SUMMARY (Including Interfund Transfers)

	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Property Tax	16,375,724	16,924,789	17,459,503	3.16%
Sales Tax	8,507,654	10,072,710	10,529,965	4.54%
Other Taxes and Licenses	796,480	805,600	932,164	15.71%
Unrestricted Intergovernmental	3,041,421	2,779,985	3,164,329	13.83%
Restricted Intergovernmental	2,482,523	2,470,812	2,003,998	-18.89%
Permits and Fees	814,315	782,108	803,843	2.78%
Charges for Services	516,931	475,046	516,620	8.75%
Investment Earnings	804,762	420,000	155,207	-63.05%
Miscellaneous	165,250	150,542	153,286	1.82%
Other Financing Sources	2,404,098	9,204,661	7,112,705	-22.73%
TOTAL	35,909,158	44,086,253	42,831,620	-2.85%
EXPENDITURE				
General Government	3,189,829	4,373,869	3,581,801	-18.11%
Development Services	2,090,469	2,655,731	2,492,864	-6.13%
Public Works	3,339,435	3,991,495	3,598,631	-9.84%
Public Safety	15,291,094	17,619,598	18,391,003	4.38%
Parks and Recreation	2,735,676	3,586,476	3,778,162	5.34%
Debt Service	2,348,205	4,195,056	4,475,972	6.70%
Other Financing Uses	6,438,176	7,664,028	6,513,187	-15.02%
TOTAL	35,432,884	44,086,253	42,831,620	-2.85%

BUDGET SUMMARY



BUDGET SUMMARY

The **General Fund** is the general purpose fund of the City, which provides many basic services such as police, fire, and street maintenance, and is supported by property taxes, sales taxes, fees, revenues from state and federal governments and other sources. The FY 2010 major changes in the revenues are the increase in the Other Taxes and Licenses, primarily because of a projected increase of \$107,000 in privilege license income, due to better enforcement practices; and an increase in gross receipts of \$15,000 (16.5%), due to a law change to include heavy equipment. The Unrestricted Intergovernmental income is projected to increase by more than \$384,000 because of increases in the utility franchise tax. Restricted Intergovernmental revenues is composed predominantly of State grants and will decrease by almost 19% due to reductions from the North Carolina State Treasurer. A drastic reduction in investment earnings is anticipated as a consequence of the national market rates and fewer funds to invest.

There are no significant increases (over 10%) in expenditures projected for the General Fund. There are two areas in which expenditures have been decreased by more than 10%. First is the salaries of General Government. A portion of projected salary savings, based on the past five years of actual data, has been deducted from the budget for FY 2010. The second significant decrease is in Other Financing Uses where the transfer to Capital Improvement Projects has been reduced from the prior year. Overall, efforts have been made to curtail or reduce expenditures in light of the current economy.

BUDGET SUMMARY

City of Jacksonville

FY 09-10

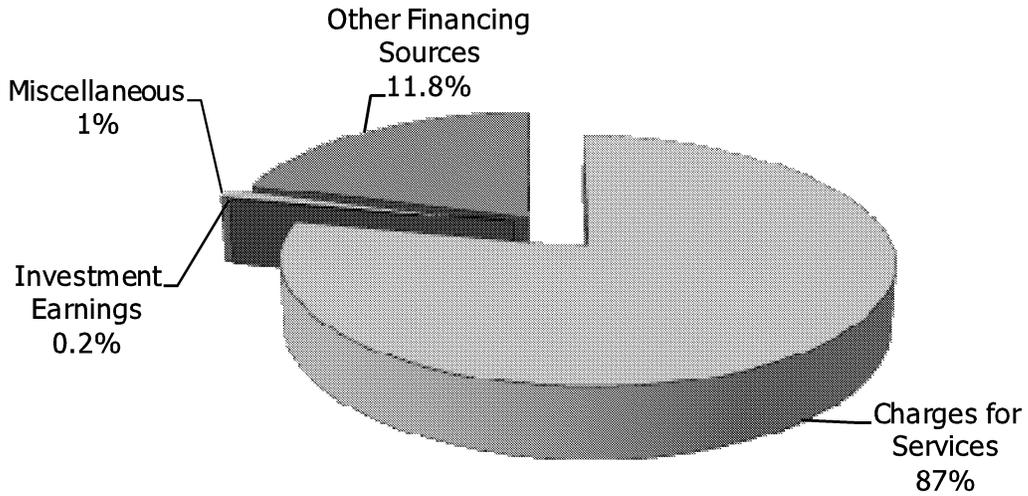
WATER/SEWER FUND BUDGET SUMMARY

(Including Interfund Transfers)

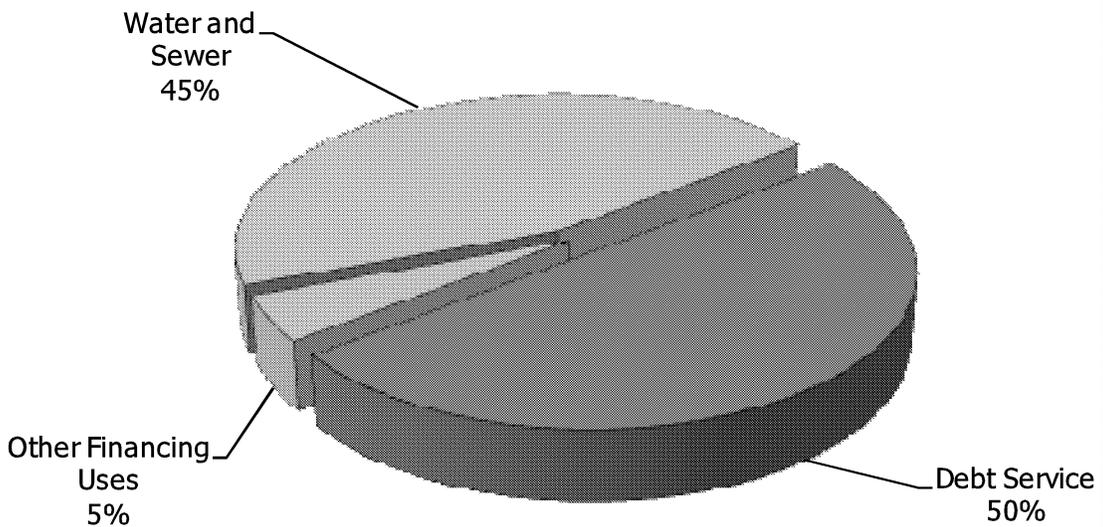
	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% CHANGE
REVENUE				
Permits and Fees	10,400	9,000	10,700	18.89%
Charges for Services	15,184,233	19,574,646	21,304,781	8.84%
Investment Earnings	198,445	142,500	40,000	-71.93%
Miscellaneous	647,735	269,154	254,908	-5.29%
Other Financing Sources	798,399	3,878,455	2,878,832	-25.77%
TOTAL	16,839,212	23,873,755	24,489,221	2.58%
EXPENSE				
Water and Sewer	7,941,513	10,682,424	10,996,380	2.94%
Debt Service	2,160,748	10,861,524	12,290,961	13.16%
Other Financing Uses	5,977,559	2,329,807	1,201,880	-48.41%
TOTAL	16,079,820	23,873,755	24,489,221	2.58%

BUDGET SUMMARY

Total Water / Sewer Fund Revenue Adopted Budget FY 09-10



Total Water / Sewer Fund Expense Adopted Budget FY 09-10



BUDGET SUMMARY

Water and Sewer Fund accounts for the water and sewer activities of the City and its sources of revenue are primarily user fees, developer fees and debt financing. The Water and Sewer Capital Projects are reported in the Water and Sewer Capital Projects Fund summary.

The Water/Sewer Fund budget shows a total of \$24.5 million in revenues, which is only slightly (2.6%) more than the FY 09 budget. In FY 04 City Council approved the construction of a Water Treatment Plant and in FY 05 approved the expansion of our Land Application Wastewater Treatment Plant. The water treatment plant is scheduled to begin operations in October 2009. The expansion plant is scheduled for completion in January 2010. In order to reduce the total cost of borrowing for the project, incremental rate increases were scheduled to occur.

The increases in expenditures are related to funding of the new Water Treatment Plant and the expansion of the Land Application Wastewater Treatment Facility, including some of the personnel costs associated with the operation of these expanded facilities, as well as the debt service for the Water Treatment Plant and other capital projects, such as the Brookview Drive Lift Station and improvements to the Inflow and Infiltration system.

The first table below shows the current **water rate** and the typical monthly residential customer's water bill. The typical monthly residential customer is defined as a customer who uses 5,000 gallons per month. The second table shows the same information for **sewer**.

Monthly Water Rate/Typical Resident		
	Current	Budgeted FY 10
Fixed	15.65	15.65
Variable (1,000 gal)	2.40	2.85
Typical Residential	\$22.86	\$24.20

Monthly Sewer Rate/Typical Resident		
	Current	Budgeted FY 10
Fixed	32.49	32.49
Variable (1,000 gal)	3.47	3.92
Typical Residential	\$42.90	\$44.25

BUDGET SUMMARY

Below is an additional Table which shows the combined water/sewer typical monthly residential customer's bill.

<u>Combined Monthly Water & Sewer for a Typical Resident</u>		
Water/Sewer	Current	Budgeted FY 10
Typical Residential	\$65.76	\$68.45

In order to comply with water conservation guidance, the City's rate structure utilizes an escalating rate as usage increases. This results in reducing the costs for those who use less water. The approved schedule for water and sewer for FY 10 is below:

Gallons	Water	Sewer
0 - 2,000	\$15.65 flat fee	\$32.49 flat fee
2,001 - 5,999	\$2.85/1,000	\$3.92/1,000
6,000 - 9,999	\$3.57/1,000	\$4.50/1,000
10,000 - 29,999	\$4.28/1,000	\$5.09/1,000
over 30,000	\$5.00/1,000	\$5.88/1,000

The City received formal approval from the North Carolina Local Government Commission for a State Revolving Loan (SRL) for the construction of the Water Treatment Facility in May 2007. The total award is \$39,995,263, payable over 20 years at 2.1% and no debt payments are required until six months after construction and the North Carolina Division of Water Quality certifies the project is completed. This award of almost \$40 million is the second largest Clean Water SRL award made to date in North Carolina. The award of 2.1% interest versus the projected 4.5% could result in significant interest savings of about \$7.2 million. The City has also been awarded a \$17.5 million loan from Construction Grants and Loans with similar terms for the construction of the expansion to the Land Application Wastewater Treatment Plant. The City is has undergone a rate study by a consulting firm for future water and sewer rates. A Financial Advisor has been hired to guide us through the process of issuing revenue bonds to complete the funding for the treatment facility and the land application. If successful, bonds are expected to be sold in September 2010.

BUDGET SUMMARY

City of Jacksonville FY 09-10 WATER AND SEWER CAPITAL PROJECTS FUND BUDGET SUMMARY

	FY 07-08 Project to Date Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Restricted Intergovernmental	-	15,575	15,575	0.00%
Charges for Services	571,941	2,100,492	2,909,128	38.50%
Investment Earnings	19,629	193,217	193,217	0.00%
Miscellaneous	69,000	169,250	169,250	0.00%
Other Financing Sources	5,124,750	92,978,998	103,367,099	11.17%
SUBTOTAL	5,785,320	95,457,532	106,654,269	11.73%
(Less Prior Year Authorized)		(66,976,624)	(95,457,532)	42.52%
NET REVENUES	5,785,320	28,480,908	11,196,737	-60.69%
EXPENSE				
Water and Sewer	8,455,906	93,693,516	104,615,003	11.66%
Other Financing Uses	247,468	1,764,016	2,039,266	15.60%
SUBTOTAL	8,703,374	95,457,532	106,654,269	11.73%
(Less Prior Year Authorized)		(66,976,624)	(95,457,532)	42.52%
NET EXPENSES	8,703,374	28,480,908	11,196,737	-60.69%

FY 07-08 represents project to date actual activity

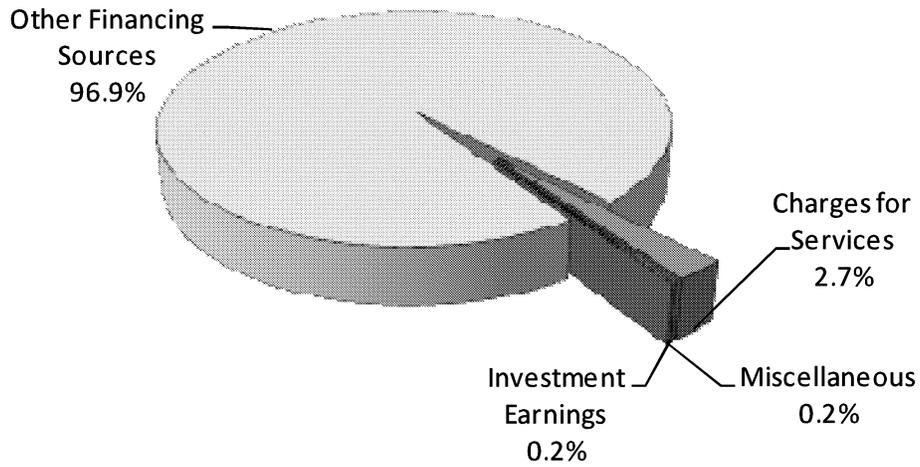
FY 08-09 represents total amended project budget as of 5-07-09

FY 09-10 represents additional requests as new projects or additions to existing projects

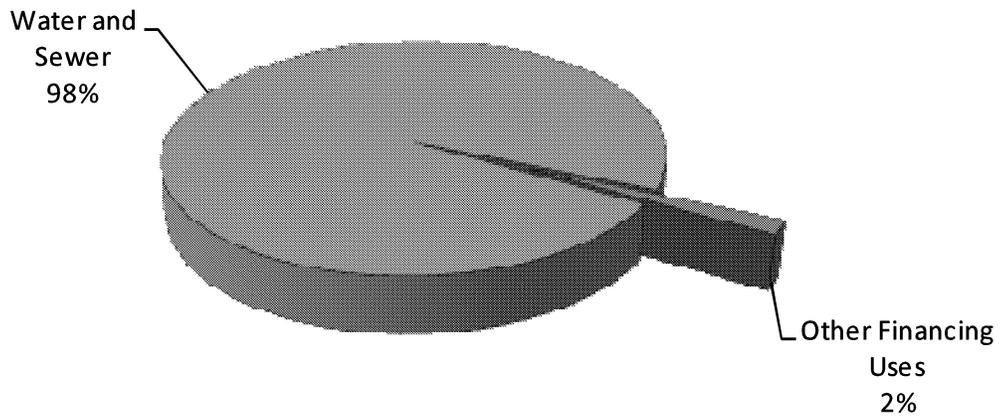
Capital projects are funded for multiple years. The FY 07-08 actual revenues reflect only those revenues that came in during the fiscal year of 07-08. Expenditures exceed revenues because some financing revenues were received in the year prior to the expenditure. The FY 08-09 column shows the total budget approved to date for the projects. The FY 09-10 Adopted Budget column shows a combination of the total for new projects and the total for old projects not yet finished. At the bottom of each budget year the prior year authorized amount is deducted to show the net amount for the budget year.

BUDGET SUMMARY

Water/Sewer Capital Projects Revenue Adopted Budget FY 09-10



Water/Sewer Capital Projects Expenses Adopted Budget FY 09-10



BUDGET SUMMARY

NON-MAJOR FUNDS

All other funds not classified as Major Fund are reported here as Non-Major. Note that the negative expenditure amount of \$1,166,804 in the adopted budget for 2010 is a direct result of the capital reserve fund, which are funds set aside by City Council for future capital improvements. An aggregate summary is shown for all Non-Major Funds. For further clarification, some of the more significant Non-Major Funds are explained below.

Solid Waste Fund accounts for the solid waste collection activities of the City including recycling. The City does not operate a landfill and utilizes the one operated by the County. The City collects a Tipping Fee from its customers to cover the charges from the County for dumping the waste at their landfill. A high percentage of the revenue for this fund, 48.5%, comes through a transfer from the General Fund. There is a decrease of over \$800,000 from the transfer of the prior year. An almost 14% decrease in expenditures is due to salary savings in the salary & benefits line item.

Stormwater Fund accounts for storm drain maintenance and repair; storm drain identification, identification and elimination of illicit discharges into storm drains and water ways; public education and outreach, which includes environmental education about pollution sources; maintenance of best management practices, which include rain gardens and the creation of wetlands; and providing for water quality monitoring of the New River Basin. The reduction of over \$100,000 in Other Financing Sources is primarily due to requiring a smaller appropriation from fund balance than the year before. Debt Service expenses reflect the increased long-term borrowing payments.

Internal Service Funds - The Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, on a cost-reimbursement basis. The City of Jacksonville has five Internal Service Funds:

- Fleet Maintenance Fund
- City Hall Maintenance Fund
- Information Technology Services Fund
- Video-Media Services Fund
- Self Insurance (Health Benefits)

Fiduciary Funds account for the assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. Fiduciary Funds include the following fund:

- **Pension Trust Fund** - Fiduciary fund types are custodial in nature and do not involve measurement of the City's operations. The City has a Pension Trust Fund, the Special Separation Allowance Fund, that accounts for the Law Enforcement Officers' Special Separation Allowance, a single-employer, public employee retirement system.

BUDGET SUMMARY

City of Jacksonville

FY 09-10

NON-MAJOR FUNDS BUDGET SUMMARY

(Including Interfund Transfers)

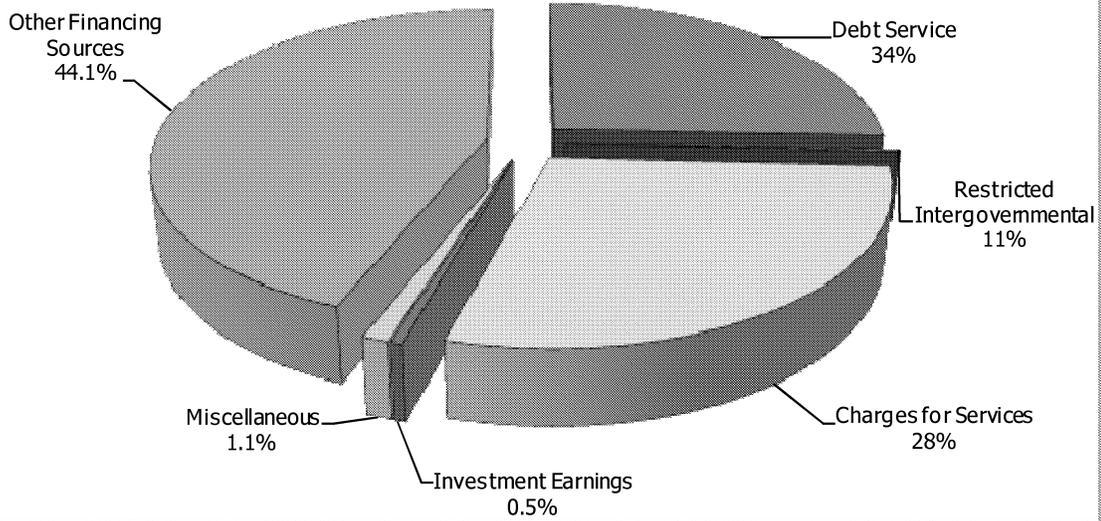
	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% CHANGE
REVENUE				
Restricted Intergovernmental	1,878,899	2,877,352	5,529,110	92.16%
Permits and Fees	-	-	48,950	
Charges for Services	10,361,011	10,454,215	6,131,858	-41.35%
Investment Earnings	544,105	60,582	111,181	83.52%
Miscellaneous	65,840	550,344	230,941	-58.04%
Other Financing Sources	7,809,089	14,036,357	9,498,467	-32.33%
TOTAL	20,658,944	27,978,850	21,550,507	-22.98%
EXPENDITURE/EXPENSE				
General Government	667,060	(614,529)	(1,166,804)	89.87%
Economic and Physical Dev.	4,429,334	9,751,266	4,990,736	-48.82%
Public Safety	2,225,645	2,481,344	3,782,448	52.44%
Parks and Recreation	462,510	218,039	-	-100.00%
Development Services	651,145	1,318,079	696,352	-47.17%
Public Works	2,201,431	5,060,769	2,998,763	-40.74%
Public Utilities	10,216,130	3,608,398	3,200	-99.91%
Solid Waste Disposal	4,885,571	5,354,241	4,278,907	-20.08%
Internal Service	4,490,389	4,998,841	2,081,208	-58.37%
Debt Service	518,825	1,000,606	1,093,286	9.26%
Other Financing Uses	6,000,731	(5,198,204)	2,792,411	-153.72%
TOTAL	36,748,771	27,978,850	21,550,507	-22.98%

Reconciliation of Major and Non-Major Funds to Total Budget:

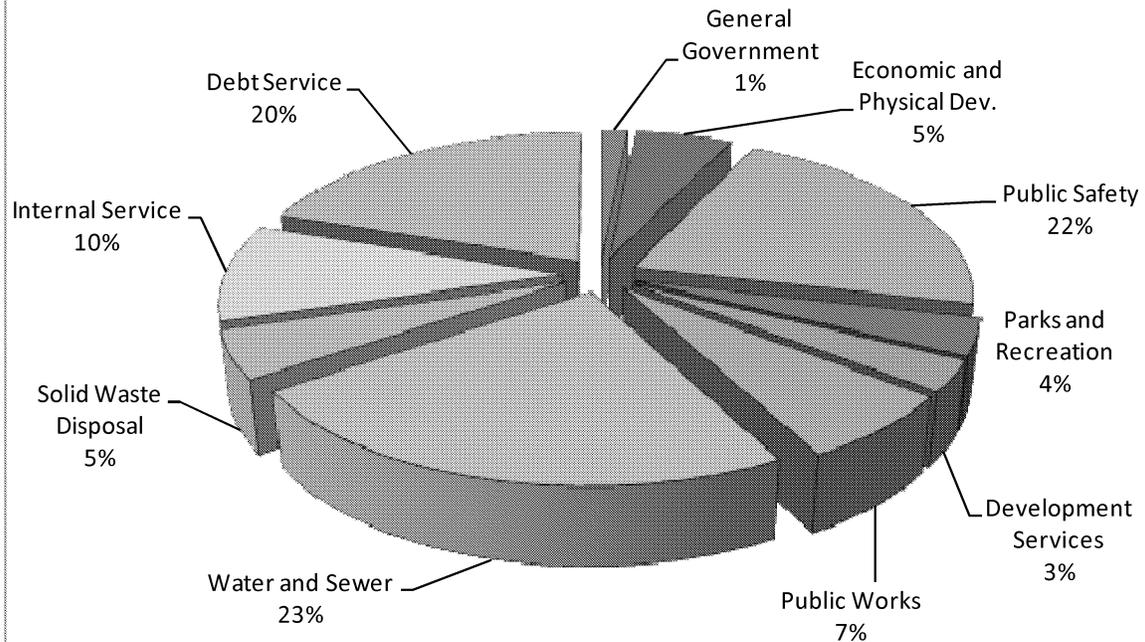
Major Funds net of prior year	\$78,517,578
Non-Major Funds	\$21,550,507
Less Interfund transfers	<u>(\$10,543,378)</u>
Total Budget Summary	<u>\$89,524,707</u>

BUDGET SUMMARY

Non-Major Funds Revenue Adopted Budget FY 09-10



Non-Major Funds Expenditures Adopted Budget FY 09-10



BUDGET SUMMARY

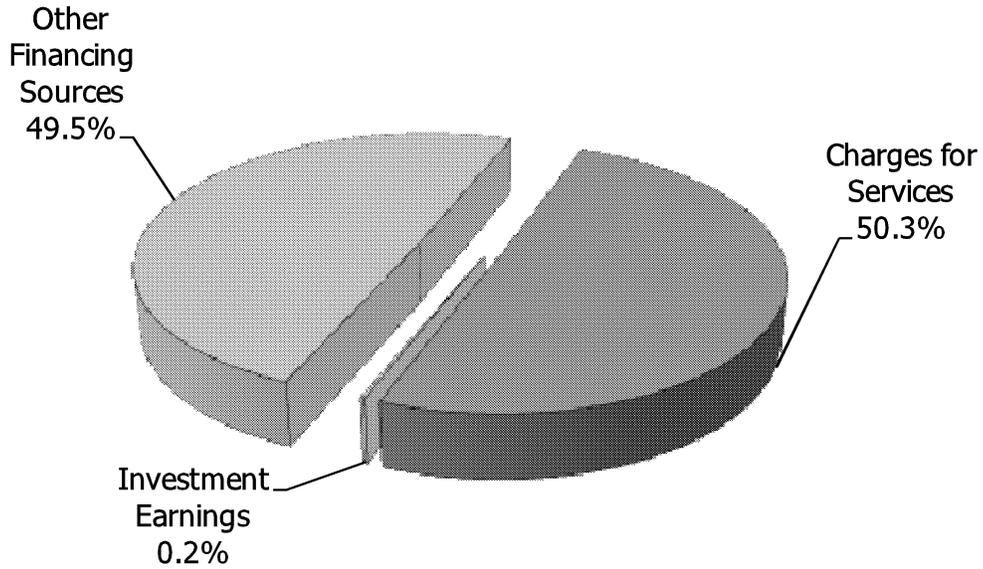
City of Jacksonville FY 09-10 SOLID WASTE DISPOSAL

(Including Interfund Transfers)

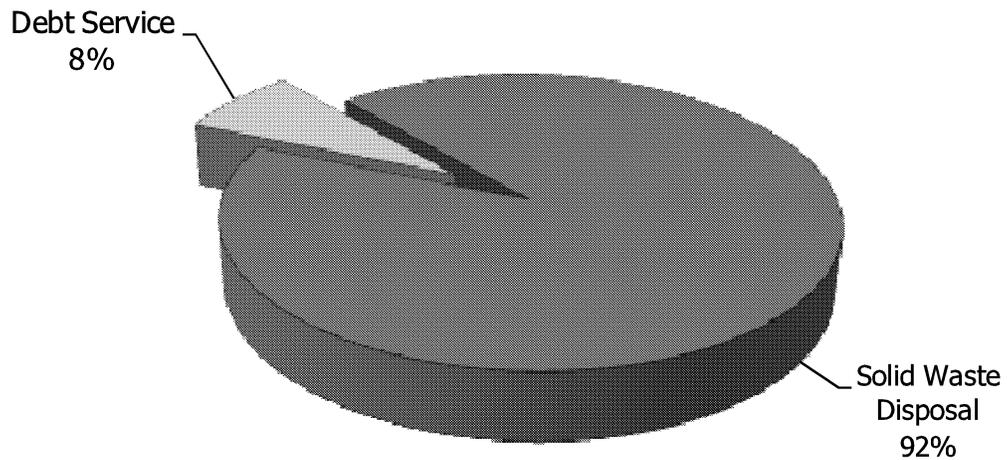
	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Charges for Services	2,574,939	2,686,312	2,733,974	1.77%
Investment Earnings	52,784	33,750	12,121	-64.09%
Other Financing Sources	3,402,883	3,525,802	2,625,027	-25.55%
TOTAL	6,030,606	6,245,864	5,371,122	-14.01%
EXPENSE				
Solid Waste Disposal	4,885,571	5,830,681	4,959,113	-14.95%
Debt Service	36,624	415,183	412,009	-0.76%
TOTAL	4,922,195	6,245,864	5,371,122	-14.01%

BUDGET SUMMARY

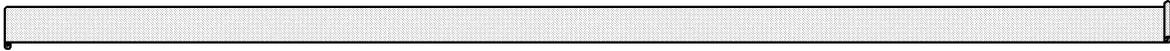
Total Solid Waste Fund Revenue Adopted Budget FY 09-10



Total Solid Waste Fund Expense Adopted Budget FY 09-10



BUDGET SUMMARY



City of Jacksonville

FY 09-10

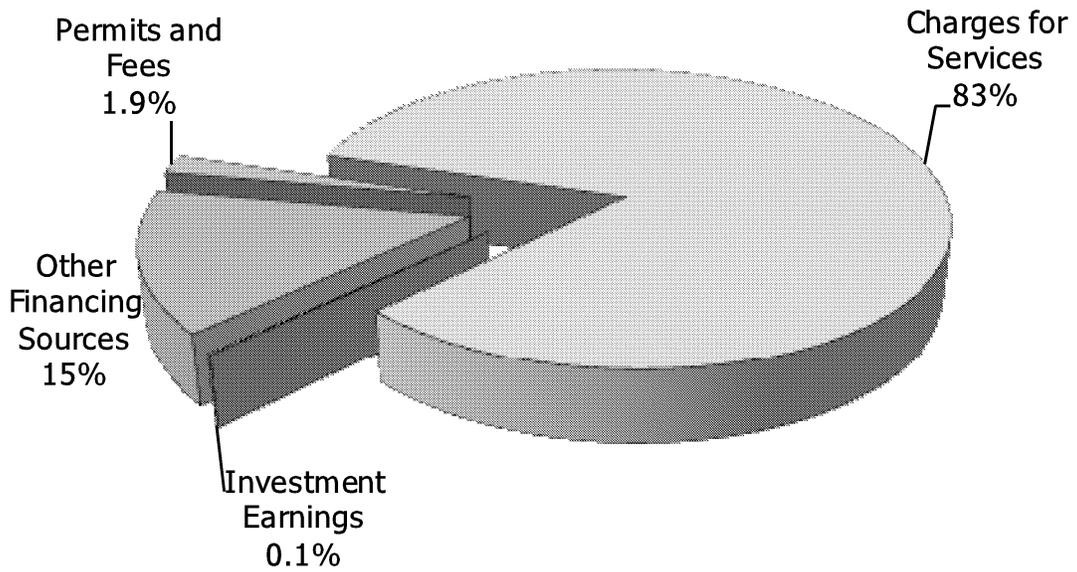
STORMWATER BUDGET SUMMARY

(Including Interfund Transfers)

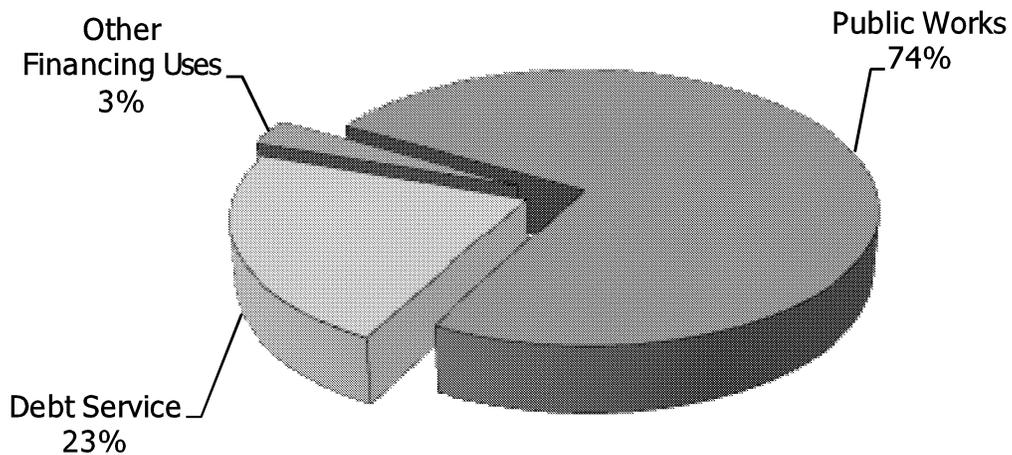
	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Permits and Fees	-	-	48,950	-
Charges for Services	2,017,348	2,051,660	2,063,079	0.56%
Investment Earnings	34,464	5,250	3,740	-28.76%
Other Financing Sources	84,466	487,503	334,921	-31.30%
TOTAL	2,136,278	2,544,413	2,450,690	-3.68%
EXPENSE				
Public Works	1,685,001	2,030,632	1,814,092	-10.66%
Debt Service	11,340	398,696	561,513	40.84%
Other Financing Uses	(85,597)	115,085	75,085	-34.76%
TOTAL	1,610,744	2,544,413	2,450,690	-3.68%

BUDGET SUMMARY

Total Stormwater Fund Revenue Adopted Budget FY 09-10



Total Stormwater Fund Expenditures Adopted Budget FY 09-10



BUDGET SUMMARY

DEBT SUMMARY

There are various types of debt a local government can issue. These are:

General obligation bonds:

These bonds are backed by the full faith and credit of the City. Principal and interest requirements are provided by appropriations in the year in which they become due. The City currently has no outstanding general obligation bonds.

Installment purchase and Certificates of Participation:

These methods of financing offer the Investor the property purchased as security for the financing. The repayment is subject to annual appropriation by the City Council. In the event of a default the assets may be repossessed or foreclosed.

Revenue Bonds:

This financing method pledges the revenues of operation as collateral for the loan. This type of financing is found in enterprise funds such as Water and Sewer operations. The City currently has no outstanding revenue bonds.

Loans:

This method of financing is comprised of State Revolving Loans which are awarded on a competitive basis for the construction of publicly-owned wastewater and water treatment projects; and economic development for the development of infrastructure facilities.

LEGAL DEBT MARGIN

The North Carolina General Statutes set a legal limit on the amount of debt that can be issued by a unit of local government. NCGS 159-55 sets the legal net debt limit at 8% of the City's assessed valuation. Net debt is total outstanding bonded debt plus other outstanding debt minus debt issued for water and sewer enterprise operations. The legal debt margin is the amount of debt that a unit of local government can legally incur at a given point in time.

As of June 30, 2009 the City of Jacksonville could legally issue an additional \$210 million of debt. The City's net debt as of June 30, 2009 is estimated at .33% of the assessed valuation of the City, well below the 8% legal limit. The City's net debt as of June 30, 2010 is projected at .33% of the assessed valuation of the City.

BUDGET SUMMARY

Legal Debt Margin:	As of June 30, 2009	As of June 30, 2010
Estimated Assessed Valuation	2,742,718,631	2,823,419,536
Legal Debt Limit (8% of Assessed Valuation)	219,417,490	225,873,563
Gross Debt:		
Installment purchases	24,742,557	29,437,453
Loans	67,329,829	63,063,245
Gross Debt	92,072,386	92,500,698
Statutory Deductions:		
Water/Sewer Installment purchases	15,718,919	20,242,946
Water/Sewer loans	67,329,829	63,063,245
Total statutory deductions	83,048,748	83,306,191
Total Net Debt	9,023,638	9,194,507
Percent of Assessed Valuation	0.33%	0.33%
Legal Debt Margin	210,393,852	216,679,056

BUDGET SUMMARY

DIRECT DEBT PER CAPITA

Debt per capita is a measure used to compare the debt burdens of cities and other local governments. Direct debt per capita is the total outstanding debt minus debt issued for all self-supporting enterprise operations. As of June 30, 2009 the City of Jacksonville's outstanding debt per capita is estimated at approximately \$112. As of June 30, 2010, it is estimated at approximately \$99.

Direct Debt Per Capita:	As of June 30, 2009	As of June 30, 2010
Estimated City Population *	77,397	77,397
Total Direct Debt (not including enterprise funds)	8,678,907	7,687,243
Direct Debt Per Capita	112	99

*Population figures are from the NC State Demographer and run a year behind. Therefore, the numbers for FY 2009 are based on the certified 2007 population figure provided by the State Demographer in August 2008. The same figure is used for FY 2010 as no estimate is available for future years.

DIRECT DEBT AS A PERCENT OF OPERATING BUDGET

The amount of annual debt service for net debt as a percentage of the annual operating budget is another measure of a city's debt burden. For FY 10, debt service (principal and interest payments) for net debt (debt to be retired with general tax revenues) totals approximately \$4.5 million. With a total General Fund operating budget of approximately \$42.8 million, this represents 10.45% of the annual operating budget. It is recommended that annual debt service payments not exceed 15% - 20% of annual operating expenses. Most local governments in North Carolina are in the 10% - 15% range. No debt service in the Water/Sewer Fund and Stormwater Fund is paid with general tax revenues.

Debt Service - % of Operating Budget:	As of June 30, 2009	As of June 30, 2010
Operating Budget	44,086,253	42,831,620
Total Debt Service	4,610,239	4,475,972
% of Operating Budget	10.46%	10.45%

BUDGET SUMMARY

FUND BALANCE

A fund balance represents a fund's total assets (what it owns) minus its liabilities (what it owes). Fund Balance is divided into two primary categories: **reserved**, which is the amount that is required by law to be spent for a specific use (for example, grants or Federal funds), and **unreserved**, which is the amount that is available to fund the following year's budget. Since a large portion of revenue is received in the latter part of the year when property taxes are paid, the amount that is unreserved must be sufficient to fund several months of operations to avoid cash flow problems at the beginning of the year. It should also be sufficient to pay for expenses due to emergencies such as hurricanes or other unforeseen events. Having an adequate unreserved fund balance decreases the City's need for short-term borrowing and is an indication of the City's financial health. For unreserved fund balance, the City Council has set a goal of 20% of the total fund balance.

Unreserved fund balance is further divided into **designated** and **undesignated** portions. Designated fund balance is that portion of the unreserved fund balance that represent's the City Council's intended future use of resources and is restricted to a specific use, such as for Council Initiatives or the repayment of debt. The undesignated fund balance is the total unreserved minus the designated fund balance.

GENERAL FUND

The General Fund's total fund balance (reserved and unreserved) as of June 30, 2008, was \$15,254,547 and the ending fund balance as of June 30, 2009, is projected to be \$13,191,354. The ending fund balance as of June 30, 2010 is projected at \$9,703,645; however, fund balance is affected by so many factors throughout the year that this figure can be expected to change considerably.

BUDGET SUMMARY

<u>GENERAL FUND</u>	FY 2007-2008 Actual	FY 2008-2009 Projected	FY 2009-2010 Adopted
Revenues	33,505,084	42,023,060	39,343,911
Expenditures	29,154,119	44,086,253	42,831,620
Revenues Over (Under) Expenditures	4,350,965	(2,063,193)	(3,487,709)
Other Financing Sources (Uses)	(3,874,936)	-	-
Net Change in Fund Balance	476,029	(2,063,193)	(3,487,709)
Fund Balance, Beginning	14,778,518	15,254,547	13,191,354
Fund Balance, Ending	15,254,547	13,191,354	9,703,645
% Change from Prior Year	3.2%	(13.5%)	(26.4%)

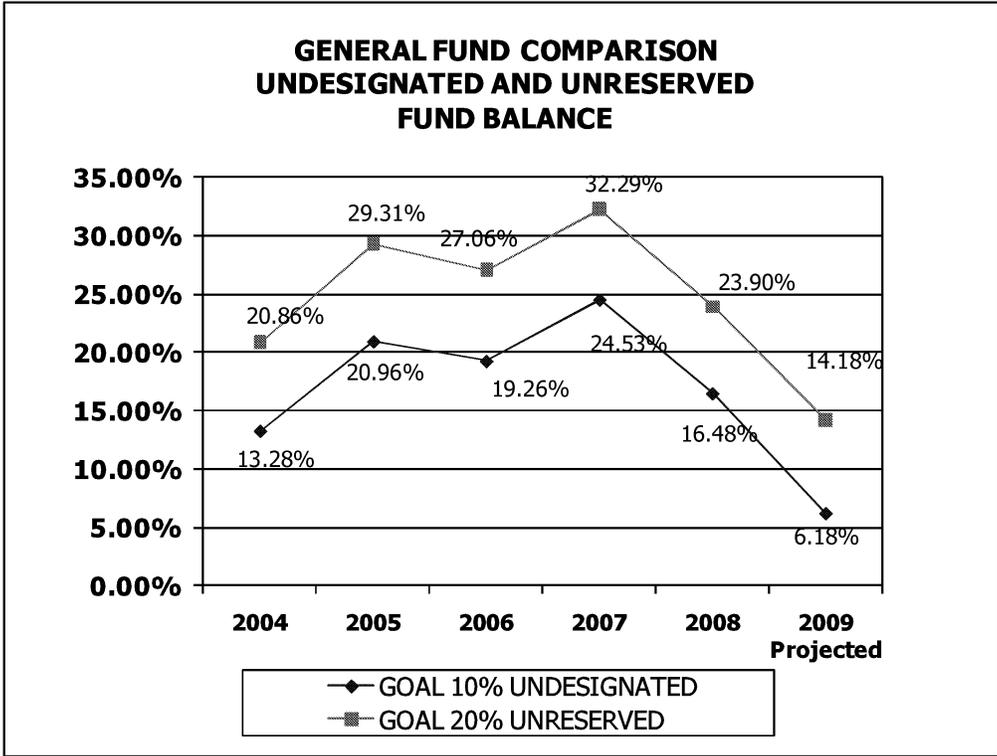
The decreases in fund balance of 13.5% in FY 08-09 and of 26.4% in FY 09-10 are due mainly to the change in sales tax distribution by the County which resulted in the City having to use more of its fund balance to balance the budget, and the funding of capital projects with available funds until the revenue bonds are issued and reimbursement is made to the City.

UNDESIGNATED FUND BALANCE SUMMARY

The City Council has set an undesignated Fund Balance goal of 10% of the next year's budgeted expenditures less operating transfers. State Law [G.S. 159-13(b)(16)] restricts appropriation of fund balance for the subsequent year's budget to an amount not to exceed the sum of cash and investments minus the sum of liabilities, encumbrances and deferred revenues arising from cash receipts as those amounts stand at the close of the fiscal year preceding the budget year.

Shown on the next page is a graphical presentation of the actual FY 03 through FY08 and projected FY 09 Fund Balance performance. The FY 09 Budget is projected to use \$2.0 million of Fund Balance. That would result in an unappropriated available Fund Balance of 6.18%, which is 1.82% less than the 8% minimum recommended by the Local Government Commission. Additionally, it is 3.82% below our target goal of 10%.

BUDGET SUMMARY



BUDGET SUMMARY

AUTHORIZED POSITION LISTING (FULL TIME POSITIONS)

The authorized position listing summarizes the number of positions for the fiscal years 2006-07 through the fiscal year 2009-2010 budget.

	FY06-07	FY07-08	FY08-09	FY09-10 ADOPTED
City Attorney	1	1	1	1
City Manager	5	5	5	5
Community Programs	1	2	2	2
Human Resources	5	5	5	5
City Clerk	3	3	3	3
Finance	22	22	23	23
Planning - Current (Admin)	8.5	10	8	8
Planning - Transportation	2.6	2.1	2.1	2.1
Police	130	134	136	137
Fire	75	75	81	86
Building Inspections	12	12	11	11
Code Enforcement	0	0	3.8	3.8
Public Works Administration	1.6	1.4	0.4	0.4
Public Works Engineering	3	4	4.5	4.5
Building & Grounds Maint	13	13	15	15
Streets	22	22	22	22
Recreation and Parks	22	23	25	26
GENERAL FUND	326.7	334.5	347.8	354.8
School Resource Officer	5	5	5	5
COPS Grant	0	0	0	11
Wireless E-911	0.1	0.2	0.2	0
Community Development	4	4	3.2	3.2
SPECIAL REVENUE FUND	9.1	9.2	8.4	19.2
Utilities Administration	2.4	3.6	2.6	2.6
Utilities Engineering/Const.	8.7	8.6	10.1	10.3
Water Supply	6	6	12	12
Metering	7	7	7	7
Utilities Maintenance	22	22	25	25
Wastewater Treatment	12	12	15	15
Sanitation	41	41	41	41
Stormwater/Water Quality	3	3	4	4
Stormwater/Drainage Maint.	15	15	15	15
WATER/SEWER FUND	117.1	118.2	131.7	131.9
Fleet Maintenance	8	9	9	9
City Hall Maintenance	1	1	2	2
Information Tech Systems	10.1	11.1	12.1	12.1
Video/Media Services	2	2	2	3
INTERNAL SERVICE FUND	21.1	23.1	25.1	26.1
ALL FUNDS	474	485	513	532

BUDGET SUMMARY

Personnel Approved

GENERAL FUND		
POLICE 5105		
	REALIGNMENT OF CAPTAIN POSITION TO POLICE OFFICER AND ADMINISTRATIVE ASSISTANT III	30,887
TOTAL POLICE		<u>30,887</u>
FIRE 5305		
	(5) FIREFIGHTERS (1/2 OF YEAR)	128,132
TOTAL FIRE		<u>128,132</u>
RECREATION/ATHLETICS (6510)		
	ATHLETIC PROGRAM ASSISTANT PT TO FT	(4)
TOTAL RECREATION/PARKS		<u>(4)</u>
TOTAL GENERAL FUND		159,015
SPECIAL REVENUE FUNDS		
COPS GRANT 5130		
	(11) POLICE OFFICERS REQUESTED	189,684
TOTAL COPS GRANT		<u>189,684</u>
TOTAL SPECIAL REVENUE FUNDS		189,684
INTERNAL SERVICE FUNDS		
FLEET 640		
	PERMANENT PART-TIME ADMINISTRATIVE ASSISTANT	8,878
TOTAL FLEET		<u>8,878</u>
VIDEO SERVICES 643		
	MEDIA SPECIALIST	61,522
TOTAL VIDEO SERVICES		<u>61,522</u>
TOTAL INTERNAL SERVICE FUNDS		70,400
GRAND TOTAL PERSONNEL APPROVED		419,099
TOTAL FULL-TIME POSITIONS APPROVED		19
TOTAL PART-TIME POSITIONS APPROVED		1

REVENUE SUMMARY

The **Revenue Summary** shows an overview of all funds, showing the prior year's actual and current year's amended budget levels as compared to the proposed FY 10 budget. Details follow this summary and are again identified by fund within category. This section also includes the Property Tax Analysis spanning over ten years including the valuation, tax rate and percentage of taxes collected.

CITY OF JACKSONVILLE REVENUE SUMMARY

	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
OPERATING FUNDS				
General Fund	35,909,158	44,086,253	42,831,620	-2.85%
Special Revenue Funds				
Transit	1,298,496	4,015,077	5,770,585	43.72%
Law Enforcement Grants	4,088,971	4,900,945	7,458,997	52.20%
E-911 and Wireless	5,133,237	5,557,217	5,979,516	7.60%
Projects not Capitalized	459,356	416,200	766,200	84.09%
Community Development	1,461,306	2,904,710	3,636,170	25.18%
Community Assistance	102,200	204,400	306,600	50.00%
Fire Grants	-	236,314	479,678	102.98%
Water and Sewer Fund	16,839,212	23,873,755	24,489,221	2.58%
Solid Waste Fund	6,030,606	6,245,864	5,371,122	-14.01%
Stormwater Fund	2,136,278	2,544,413	2,450,690	-3.68%
Internal Service Funds				
Fleet Maintenance	1,730,103	2,256,694	2,141,036	-5.13%
City Hall Maintenance	236,615	232,046	253,815	9.38%
Information Technology Services (ITS)	2,615,482	2,665,698	2,636,601	-1.09%
Video/Media Services	375,924	501,005	525,983	4.99%
Self Insurance Fund	-	-	3,969,685	100.00%
Special Separation Allowance	1,441,359	1,553,578	1,756,828	13.08%
Less Internal Service	(4,654,013)	(4,995,818)	(8,286,906)	65.88%
SUBTOTAL	75,204,290	97,198,351	102,537,441	36.35%
CAPITAL PROJECT FUNDS				
General Capital Reserve	23,726,901	24,915,064	26,000,354	4.36%
ITS Capital Projects	432,590	481,237	521,237	8.31%
General Fund Capital Projects	43,503,842	91,684,808	96,674,196	5.44%
Water/Sewer Capital Reserve	3,257,215	3,258,448	3,261,648	0.10%
Water/Sewer Capital Projects	37,115,448	141,613,139	152,809,876	7.91%
Stormwater Capital Projects	66,000	4,232,003	5,713,603	35.01%
SUBTOTAL	108,101,996	266,184,699	284,980,914	7.06%
TOTAL ALL FUNDS	183,306,286	363,383,050	387,518,355	6.64%
Less Interfund Transfers & Prior Years Authorizations	(119,236,862)	(251,638,070)	(297,993,648)	18.42%
NET OPERATING & CAPITAL BUDGET	64,069,424	111,744,980	89,524,707	-19.88%

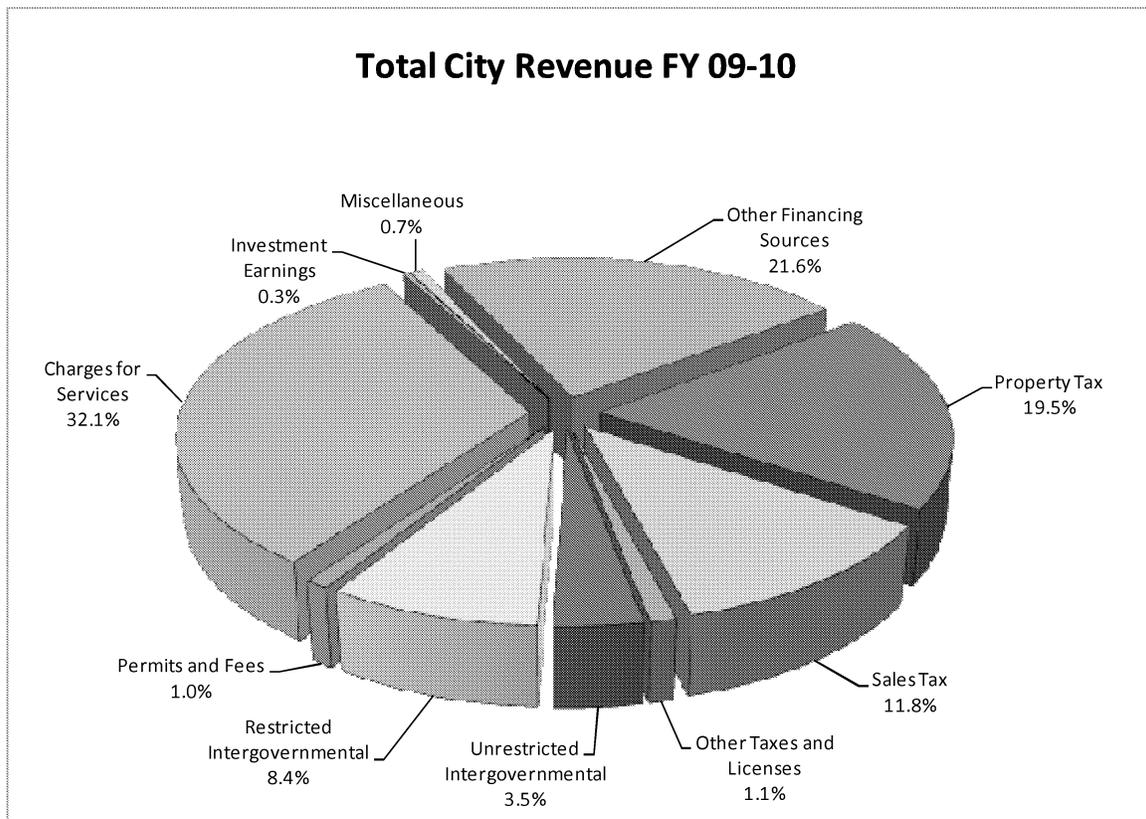
REVENUE SUMMARY

City of Jacksonville

TOTAL REVENUE SUMMARY

(Net of Interfund Transfers and Prior Years Authorizations)

	FY 07-08 Actual	FY 08-09 Amended Budget	FY 09-10 Adopted Budget	% Change
REVENUE				
Property Tax	16,375,724	16,924,789	17,459,503	3.16%
Sales Tax	8,507,654	10,072,710	10,529,965	4.54%
Other Taxes and Licenses	796,480	805,600	932,164	15.71%
Unrestricted Intergovernmental	3,041,421	2,779,985	3,164,329	13.83%
Restricted Intergovernmental	4,361,422	5,363,739	7,533,108	40.45%
Permits and Fees	824,715	791,108	863,493	9.15%
Charges for Services	21,388,533	25,584,424	28,761,895	12.42%
Investment Earnings	1,566,941	796,670	306,388	-61.54%
Miscellaneous	947,825	1,070,290	639,135	-40.28%
Other Financing Sources	6,258,709	47,555,665	19,334,727	-59.34%
TOTAL	64,069,424	111,744,980	89,524,707	-19.88%



REVENUE SUMMARY

The revenue estimates for the FY 10 budget utilize trends and economic conditions and include only those that reasonably can be expected to be realized during the fiscal year to meet all operating, debt and capital needs. Revenues have been grouped based on the category of revenue they represent.

Property Tax

Property Taxes are the largest revenue source for the General Fund at approximately 40%, while only accounting for 20% of total revenues for all funds. In FY 06, Onslow County had a revaluation of properties. As a result of the revaluation, the City's FY 07 tax rate decreased from 59 cents per \$100 of assessed value to 53.16 cents per \$100 of assessed value. In FY 08, a 9.44 cent per \$100 assessed value increase in the property tax rate had to be adopted due to Onslow County changing the way the sales tax revenues are distributed.

Charges for Services

Charges for services account for 32.1% of total revenues for FY 10. These revenues are generated by recreation fees, water and sewer fees, sanitation fees, and stormwater fees. The total estimated revenues for FY 10 are \$28.8 million. This represents a total increase from FY 09 of \$3.2 million or 12.4%.

Other Financing Sources

For FY 10, other financing sources revenues are estimated to be \$19.3 million; this accounts for 22% of total revenue. Other financing sources consist of installment purchase revenues and the sale of capital assets. This source of revenue saw a significant decrease this year, since last year added borrowing for the Water Treatment Plant, the expansion of the Land Application Wastewater Treatment Plant and the Public Safety Building had been placed in the budget. By comparison, projects this year are smaller.

REVENUE SUMMARY

Sales Taxes

Local option sales taxes are currently 2.25% of retail sales and are collected and sent to the Department of Revenue. The Department of Revenue then distributes the reported local option sales tax revenues back to Onslow County and its municipalities. For ten years, the City of Jacksonville had a Memorandum of Understanding (MOU) with Onslow County regarding the method used to distribute sales tax revenues. The MOU was an agreement stating the City would reimburse Onslow County for the difference in revenues in return for the county remaining on a Per Capita Distribution method, with the City of Jacksonville and Onslow County contributing to a pool to reimburse the smaller municipalities. Onslow County made the decision on April 23, 2007 to change from a Per Capita Distribution to an Ad Valorem Distribution which caused an immediate loss to Jacksonville's Sales Tax Revenue for FY 07 and FY 08. On April 30, 2009 the County Commissioners voted to adopt a distribution of 60% ad valorem and 40% per capita. This will yield an increase for the City of Jacksonville of \$.5 million or 4.5% over the FY 09 budgeted amount.

The local option sales tax of 2.25% consists of the following:

Article 39 is a 1% sales tax. This is paid by customers on sales and is collected by the State Department of Revenue and distributed to each County based upon point-of-sale.

Article 40 is a .50% sales tax. This is also paid by customers on sales and is collected by the State Department of Revenue and is distributed to each county on a per capita basis. During the first ten years this tax was implemented, 40% for the first five years and 30% for the next five years must be used for water and sewer capital outlay or retirement of debt.

Article 42 is a .50% sales tax. This is also paid by customers on sales and is collected by the State Department of Revenue and is distributed to each county on a per capita basis. During the first ten years this tax was implemented, 40% for the first five years and 30% for the next five years must be used for water and sewer capital outlay or retirement of debt.

Article 44 sales tax was originally enacted in 2003 as a .5% sales tax. Legislation has since repealed this tax incrementally, with a .25% reduction effective October 1, 2008, and the remaining .25% effective October 1, 2009. This local option sales tax will be replaced with a State sales tax in the same amount. This legislation contains a hold harmless provision for municipalities. Also effective October 1, 2008, the allocation from the State to the County of the .25% remaining under Article 44 was changed from per capita to point of origin.

For FY 10 the total sales tax revenue is estimated rise over last year by \$.5 million to \$10.5 million or 12% of total revenues.

REVENUE SUMMARY

Restricted Intergovernmental

Restricted intergovernmental revenues estimated at \$7.5 million for FY 10 represent 8% of total revenue sources. These are typically grants funded by federal and state government. These revenues are utilized for a variety of reasons, such as construction of parks, police body armor, police equipment, additional personnel, water quality improvements, environmental uses, and improvements to various facilities.

Unrestricted Intergovernmental

Unrestricted intergovernmental revenues at \$3.2 million represent 4% of total revenue sources. These are funds received from the federal and state government that do not have a specified use, such as the beer and wine tax revenue.

Investment Earnings

The City invests available funds in agency securities, commercial paper, and the North Carolina Capital Management Trust. Current economic conditions have caused a significant decrease in our estimates for FY 10. Investment earnings accounted for 2% of total revenues in FY 09. For FY 10 estimates are for an approximately \$.3 million reduction, bringing investment earnings to only 0.3% of total revenues.

Other Taxes and Licenses

Other taxes and licenses account for 1% of total revenues at just under \$932,000. These revenues are generated from privilege licenses, franchise taxes, and gross receipt taxes and interest.

Permits and Fees

Permits and fees estimated at \$863,000 for FY 10 account for almost 1% of total revenues. These are fees for specific purposes such as building permits, taxi permits, and inspection fees.

REVENUE SUMMARY

PROPERTY TAX ANALYSIS

	Property Valuation	Tax Rate Per \$100	Adjusted Tax Levy	Current Collections	% Collected
1999-2000* Real Property	1,012,113,560	0.623	8,289,972	8,027,020	96.83
Personal Property	274,200,749				
Public Service Companies	<u>35,338,750</u>				
Total Valuation	1,321,653,059				
2000-2001 Real Property	1,342,298,871	0.59	10,148,926	9,847,945	97.03
Personal Property	300,171,863				
Public Service Companies	<u>45,655,823</u>				
Total Valuation	1,688,126,557				
2001-2002 Real Property	1,388,659,103	0.59	10,448,606	10,087,516	96.54
Personal Property	325,582,729				
Public Service Companies	<u>49,284,456</u>				
Total Valuation	1,763,526,288				
2002-2003 Real Property	1,417,401,174	0.59	10,615,036	10,256,566	96.62
Personal Property	322,413,511				
Public Service Companies	<u>50,196,592</u>				
Total Valuation	1,790,011,277				
2003-2004 Real Property	1,479,603,368	0.59	11,066,894	10,664,781	96.37
Personal Property	330,910,250				
Public Service Companies	<u>51,239,483</u>				
Total Valuation	1,861,753,101				
2004-2005 Real Property	1,530,743,596	0.59	11,599,071	11,100,980	95.71
Personal Property	349,624,534				
Public Service Companies	<u>56,547,741</u>				
Total Valuation	1,936,915,871				
2005-2006* Real Property	1,583,304,891	0.59	12,283,606	11,702,137	95.27
Personal Property	389,707,162				
Public Service Companies	<u>61,049,144</u>				
Total Valuation	2,034,061,197				
2006-2007 Real Property	2,062,880,283	0.5316	13,527,026	13,142,197	97.16
Personal Property	338,022,014				
Public Service Companies	<u>65,944,101</u>				
Total Valuation	2,466,846,398				
2007-2008 Real Property	2,152,663,337	0.626	16,625,907	16,077,078	96.70
Personal Property	430,958,824				
Public Service Companies	<u>70,001,953</u>				
Total Valuation	2,653,624,114				
2008-2009 (Estimated) Real Property	2,232,003,298	0.626	16,567,988	16,248,332	97.16
Personal Property	422,000,092				
Public Service Companies	<u>70,001,953</u>				
Total Valuation	2,724,005,343				
2009-2010 (Estimated) Real Property	2,321,766,994	0.626	17,091,344	-	96.70
Personal Property	440,432,289				
Public Service Companies	<u>61,220,253</u>				
Total Valuation	2,823,419,536				

* Property revaluation, required by State Statute at least every eight years, is performed under the direction of Onslow County.

REVENUE SUMMARY

CITY OF JACKSONVILLE WHERE YOUR TAX DOLLAR GOES

2010 CITY TAX RATE 62.60 CENTS

	FY 09 - 10	PAID FROM TAX DOLLARS	PAID FROM OTHER SOURCES
POLICE	12,054,110	12,054,110	-
FIRE	6,540,143	5,405,393	1,134,750
TRANSFER TO SOLID WASTE	2,634,406	-	2,634,406
STREETS,PUBLIC WORKS	3,946,177	-	3,946,177
GENERAL GOVERNMENT	1,651,518	-	1,651,518
FINANCE	1,391,436	-	1,391,436
PLANNING,TRANS.	1,149,378	-	1,149,378
INSPECTIONS	1,309,334	-	1,309,334
RECREATION	3,778,162	-	3,778,162
NONDEPARTMENTAL	4,035,516	-	4,035,516
DEBT SERVICE	4,341,440	-	4,341,440
TOTALS	42,831,620	17,459,503	25,372,117
TOTAL BUDGET EXPENSE			42,831,620
TOTAL CITY PROPERTY TAX			17,459,503
BUDGET MINUS PROPERTY TAX			25,372,117

2009 CITY TAX RATE 62.60 CENTS

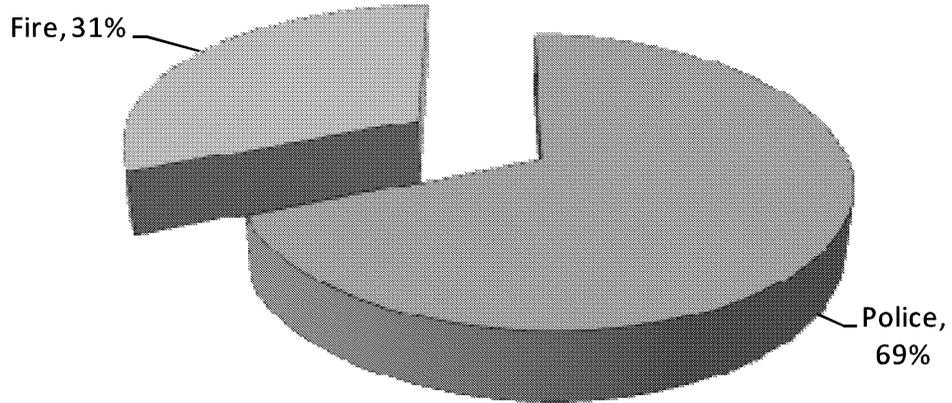
	Amended FY 08 - 09	PAID FROM TAX DOLLARS	PAID FROM OTHER SOURCES
POLICE	11,993,347	11,993,347	-
FIRE	5,792,691	4,931,442	861,249
TRANSFER TO SOLID WASTE	2,917,828	-	2,917,828
STREETS,PUBLIC WORKS	4,822,539	-	4,822,539
GENERAL GOVERNMENT	1,586,406	-	1,586,406
FINANCE	1,391,133	-	1,391,133
PLANNING,TRANS.	1,362,122	-	1,362,122
INSPECTIONS	1,293,609	-	1,293,609
RECREATION	3,586,476	-	3,586,476
NONDEPARTMENTAL	5,304,235	-	5,304,235
DEBT SERVICE	4,035,867	-	4,035,867
TOTALS	44,086,253	16,924,789	27,161,464
TOTAL BUDGET EXPENSE			44,086,253
TOTAL CITY PROPERTY TAX			16,924,789
BUDGET MINUS PROPERTY TAX			27,161,464

The difference between the total budget expense and the total of all property taxes is accounted for through other revenue sources, for example: sales tax, Powell Bill funds, franchise fees, permits, fines, etc.

General Government includes: Mayor and Council, City Manager's Office, Community Programs, City Clerk, Legal, Elections, and Human Resources.

REVENUE SUMMARY

WHERE YOUR TAX DOLLAR GOES



GENERAL GOVERNMENT

This section includes the following General Government functions:

- **Mayor and Council**
- **Legal**
- **City Manager's Office**
- **Community Programs**
- **Human Resources**
- **City Clerk**
- **Elections**
- **Finance**
- **General Fund Nondepartmental**

MAYOR AND COUNCIL

Fund: General

Function: General Government

MISSION

To provide the leadership, vision, and oversight necessary to ensure the responsible stewardship of Jacksonville's environment and natural resources, for the effective and efficient delivery of municipal services, and for the proper planning for the future.

GOALS FOR FY 09-10

The City Council has adopted the following goals for the coming fiscal year:

- GOAL 1: Develop Planning Strategies to Promote Sustainable & Environmentally Sound Growth** – Develop strategies to promote infill development, promote sound growth planning practices with neighboring jurisdictions, and ensure consistent service level delivery in existing and growth areas as identified by the Annexation Plan.
- GOAL 2: Develop Strategies to Implement Downtown Development Plan** – Encourage support from other organizations, supporting efforts of private non-profits and private investments, leverage public investment to remove blight and promote development, tailor City planning for downtown development, examine infrastructure adequacy to support planned and desired development and support private development that improves quality of life and promotes tourism in the downtown area.
- GOAL 3: Assess and Respond to the Needs of the Community** – Develop and refine strategies to engage the public, determine existing service levels, determine whether appropriate services are being offered at the desired levels, and establish and maintain a Capital Improvement Program that addresses the desires of the community as well as the needs of an aging infrastructure.
- GOAL 4: Ensure Adequate Utility Infrastructure to Meet Current Needs and Future Growth of the Community** – Engage in long range utility infrastructure planning; increase the City's ability to analyze, monitor, and remediate the condition of existing infrastructure; develop a strategic financial plan to support infrastructure investment.
- GOAL 5: Maximize Sales Tax Revenue** – Work with Onslow County and the other municipalities to change the allocation method to the per capita basis of distribution.
- GOAL 6: Measure and Improve Customer Service Level in Development Services** – Assess customer service and satisfaction levels in development services, and define customer expectations and provide that service in a responsive, courteous, professional, and cost-effective manner.
- GOAL 7: Build Key Relationships** – Improve networking strategies; Build trust, partnerships, and strong relationships through participation in associations and good communication with Citizens, all levels of government, local businesses, non-profit agencies, and employees.
- GOAL 8: Attract and Retain a Quality Workforce** – Maintain adequate and equitable pay and benefits, invest in employee skills, improve recruitment capacity, and communicate information to employees in an open and timely manner.
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Narrative. The City is governed by the Council-Manager form of government and has been since 1953. Policy-making and legislative authority are vested in a governing council (Council) consisting of a Mayor and six Council members. Two Councilmen and the Mayor are elected at-large and four Councilmen are elected by district for four-year staggered terms. The Mayor and Council make appointments to various boards and commissions. The Council appoints the City Manager and City Attorney.

The Mayor presides at meetings and serves as the head of government. The Mayor Pro Tem presides in the absence of the Mayor and is elected by fellow Council members. The Council meets in regular session on the first Tuesday following the first Monday of the month and two weeks thereafter, and in regular workshop session one week after the second meeting of the month, with special meetings and workshops held on an as-needed basis.

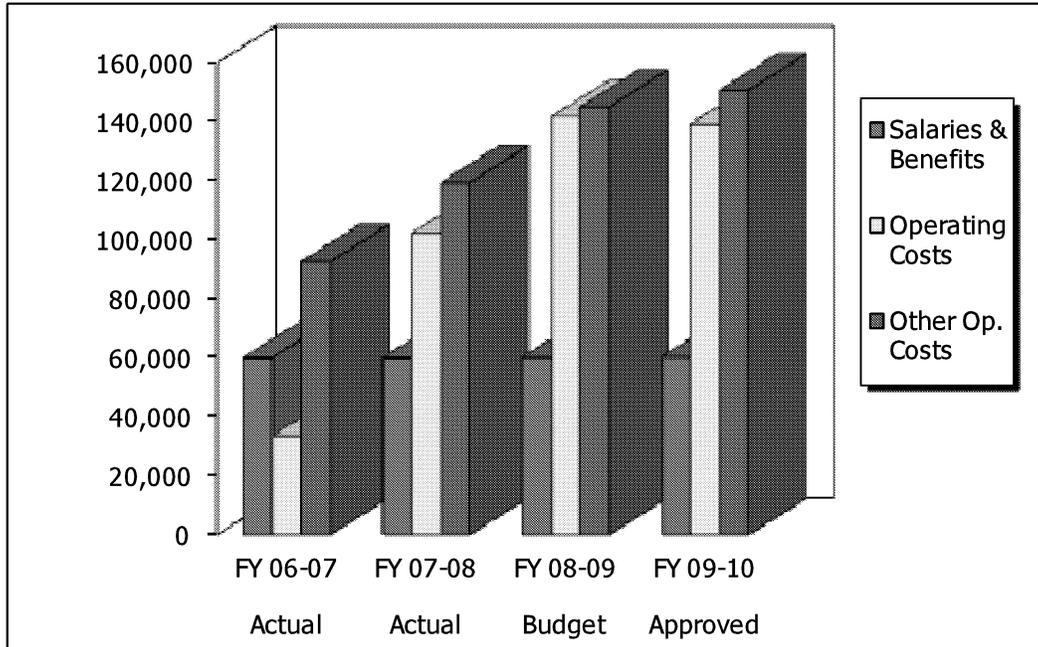
2009-2010 BUDGET HIGHLIGHTS

This budget includes \$17,500 for the second year of funding memberships in the Highway 17 Transportation Association (\$7,500) and the North Carolina Eastern Region Military Growth Task Force (\$10,000).

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 38,302	\$ 66,131	\$ 102,456	\$ 107,726
Total Revenue	<u>38,302</u>	<u>66,131</u>	<u>102,456</u>	<u>107,726</u>
Expenditures				
Salaries & Benefits	60,132	60,068	60,323	60,362
Operating Costs	33,595	102,324	141,794	139,375
Other Op. Costs	92,606	119,350	145,070	150,757
Total Expenditures	<u>186,333</u>	<u>281,742</u>	<u>347,187</u>	<u>350,494</u>
Revenue over (under) Expenditures	\$(148,031)	\$ (215,611)	\$ (244,731)	\$ (242,768)
Full-Time Employees	7	7	7	7

TREND ANALYSIS



Salaries and Benefits have remained steady over the past four years.

Operating Costs increased significantly in FY 07-08 in three main areas: Dues and memberships in municipal organizations (\$47,000); additional training for Council Members and a strategic planning retreat (\$10,900); and the allocation for the City Hall Maintenance internal service fund, which more than doubled from FY 06-07 due to higher electricity costs and the renovation of City Hall, which increased the size of Council Chambers and associated storage rooms (\$14,828). The increase in FY 08-09 is primarily due to the membership fee for the National League of Cities (\$8,000) and requirements for additional training (\$3,981). FY 09-10 operating costs decreased slightly mainly due to a reduction of \$4,358 in City Hall Maintenance charges, which is partially offset by an increase of \$1,500 in departmental supplies.

Other Operating Costs includes the allocation for the Video/Media Services internal service fund, which operates G10, the government access cable channel. As the primary consumer of these services, the Mayor & Council's budget is charged for the biggest share of that fund. FY 06-07, which was the first full year of usage, saw an increase of \$58,000 over the previous year based on anticipated usage. Actual usage figures were not available until FY 07-08 and resulted in another increase of almost \$20,000. Costs went up again by \$15,000 in FY 08-09 due to increased usage, as well as the fact that the Video-Media Services budget was higher, which increased the allocations across the board. In FY09-10, video-media costs increase again by \$13,939 for the reasons mentioned above. The Information Technology Services (ITS) internal service fund allocation went up in FY 08-09 by \$18,243 for the same reasons, but will decrease in FY 09-10 by \$8,252 due to ITS requesting less equipment.

The increased revenues from the overhead allocation to the enterprise funds are due to higher percentages of Council's salaries being charged to the various enterprise funds: Water/Sewer, Solid Waste, and Stormwater/Water Quality.

LEGAL

Fund: General

Function: General Government

MISSION

The Legal Department exists to provide efficient and effective in-house legal counsel to all City departments, Administration, the Mayor and City Council with the desire to reduce the City's potential liabilities and damages.

GOALS FOR FY 09-10

The Legal Department's goals for the coming fiscal year are to:

1. Comply with all Federal, State, and local laws
 2. Represent the City of Jacksonville in all aspects of litigation and legal affairs, including prosecution and defense of suits for and against the City of Jacksonville
 3. Prepare or assist in preparing ordinances, resolutions, agreements and other necessary legal documents
 4. Advise Mayor, Council and staff in the development of regulations and in execution of city policies and operations
 5. Continue land acquisition as directed by Council
 6. Review contracts as to correct format
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Narrative. The Legal Department provides the following services:

- Provides legal advice to Council/staff
- Handles litigation
- Resolution/ordinance drafting
- Policy review
- Legislative review/planning
- Protects the interests of the City of Jacksonville by serving as legal advisor to the Mayor and City Council, City Manager, boards, commissions, and staff

The City Attorney is appointed by the City Council. He attends Council and staff meetings, serves in an advisory capacity to all City departments on matters coming before the City Council, and calls to the attention of Council all matters of law, and changes or developments therein, affecting the City.

The City Attorney is also available to be called upon by city staff in reference to legal issues that arise in their various departments.

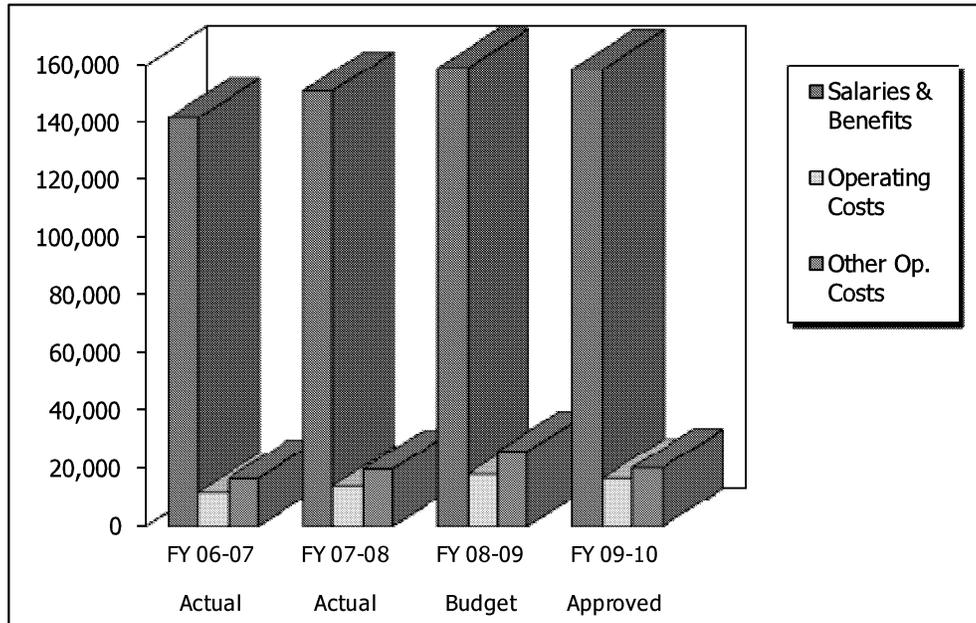
2009-2010 BUDGET HIGHLIGHTS

There were no significant changes from last year's budget.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 90,179	\$ 114,722	\$ 115,559	\$ 116,159
Total Revenue	90,179	114,722	115,559	116,159
Expenditures				
Salaries & Benefits	141,927	151,237	159,094	158,703
Operating Costs	11,979	14,243	18,200	16,786
Other Op. Costs	16,705	19,907	26,080	20,262
Total Expenditures	170,611	185,387	203,374	195,751
Revenue over (under) Expenditures	\$ (80,432)	\$ (70,665)	\$ (87,815)	\$ (79,592)
Full-Time Employees	1	1	1	1

TREND ANALYSIS



Increases in Salaries and Benefits are due to employee merit raises, increases in the cost of health insurance, and pay adjustments from implementation of the 2007 pay study.

Operating Costs rose in FY 07-08 and FY 08-09 due to increases in the cost of City Code updates and other publications; however, these costs are expected to decrease in FY 09-10 by \$2,400.

The FY 07-08 increase in Other Operating Costs was for computer lifecycle equipment. The FY 08-09 increase is due to the requirement to budget for Board of Adjustment and outside attorney fees for any contingencies such as necessary Board of Adjustment meetings, title searches, consultations on employment law, real estate matters, etc., that may arise during the year. In FY 06-07 and FY 07-08, there were no significant expenditures for Board of Adjustment fees, and outside attorney fees were about half of the budgeted amount for those years. To meet anticipated needs in

FY 08-09, however, the budget increased by \$8,000 for those categories. In FY 09-10, however, those costs are expected to decrease by approximately \$5,800.

CITY MANAGER'S OFFICE

Fund: General

Function: General Government

MISSION

To provide leadership, education and advocacy for the responsible stewardship of Jacksonville's environment and natural resources, for the effective, efficient delivery of municipal services and for the proper planning for the future.

GOALS FOR FY09-10

In support of the City Council's goals, the City Manager will meet the following goals in FY09-10:

1. Maintain effective communications and availability to members of the City Council.
 2. Provide guidance, coaching, and leadership to all City departments in furtherance of City Council's policy direction.
 3. Provide leadership necessary to support the effective achievement of FY09 Council Goals.
 4. Work to clarify and implement organizational procedures consistent with Council policy direction and best management practices.
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Narrative. The City Manager's office is dedicated to effective, professional management for the City of Jacksonville. We will undertake this purpose with the knowledge that we stand as the vital connecting link between the Legislative Body (Mayor and Council) and the various City Departments that provide services to our growing City to ensure they meet the needs of the community and respond to City Council goals and priorities. Our goals are to provide capable and inspiring administrative leadership for the City staff; to make day-to-day decisions that allow for the most effective use of available resources; and most importantly, to operate in a manner that improves and enhances the quality of life in our community. The City Manager's office is also the liaison with other City, County, State, and Federal government officials on matters of mutual interest.

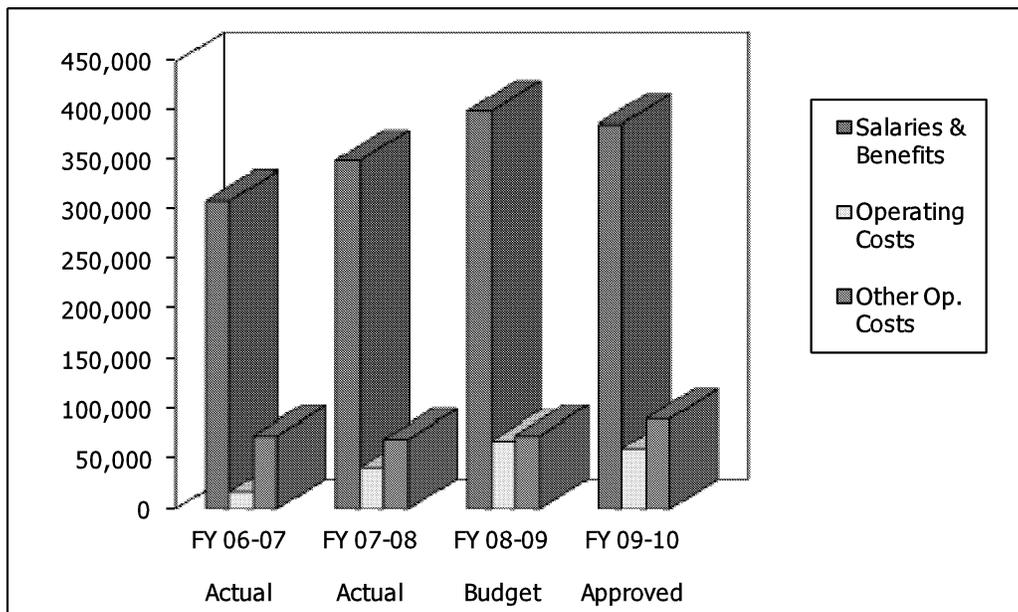
2009-2010 BUDGET HIGHLIGHTS

There is no significant change from the previous year. No personnel or equipment are being requested.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 47,621	\$ 138,117	\$ 146,343	\$ 163,367
Total Revenue	47,621	138,117	146,343	163,367
Expenditures				
Salaries & Benefits	310,195	351,322	400,734	387,642
Operating Costs	17,450	41,087	68,556	60,984
Other Op. Costs	73,742	70,224	74,027	90,801
Total Expenditures	401,387	462,633	543,317	539,427
Revenue over (under) Expenditures	\$ (353,766)	\$ (324,516)	\$ (396,974)	\$ (376,060)
Full-Time Employees	5	5	5	5

TREND ANALYSIS



In FY06-07 the Director of Communications/Community Affairs was moved from the CMO Salaries and Benefits budget to the Community Programs budget, and an Assistant City Manager (ACM) position was added but was not filled until FY07-08, causing a dip in salaries in FY06-07. In addition to filling the ACM position, FY07-08 Salaries and Benefits included mid-year pay adjustments as a result of a pay and classification study, cost of living adjustment, health insurance increases, and merit raises for a total increase of \$114,904. In FY08-09 a full year of pay study adjustments and a cost of living adjustment resulted in a \$46,059 increase. FY09-10 Salaries and Benefits expenses decreased slightly due to the absence of cost of living adjustments and merit raises.

Operating Costs in FY07-08 increased by \$45,247 primarily due to an additional \$10,000 in training for a strategic planning retreat, moving copier paper from the Non-departmental budget to CMO (\$9,000), additional supplies (\$4,500), and an increase in the City Hall Maintenance internal service fund allocation (\$8,000). Higher costs in FY08-09 were mainly due to a \$17,132 increase in

training costs and a \$5,092 increase in supplies. In FY09-10 the Training & Travel is reduced by \$5,600.

In FY 09-10 Other Operating Costs, an increase in the internal services allocations of \$18,000 in Video Media Services and \$5,000 in Information Technology Services is partially offset by a decrease in other lines, for a net increase of \$16,774.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY08-09 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Weekly written status reports to Mayor and Council	52	52	38
Number of Council Workshops that met stated expectations	20	20	15
Conduct weekly Senior Management Team staff meetings	52	49	38
Respond to citizen requests for assistance within three (3) working days, including follow-up with Mayor and City Council	95%	95%	95%
Conduct quarterly "all city" staff meetings to keep employees informed of operations and to listen to their suggestions and concerns	4/yr	4	3

COMMUNITY PROGRAMS DEPARTMENT

Fund: General

Function: General Government

MISSION

To collaborate, advance and oversee community affairs that continue to position the City of Jacksonville as a Caring Community and to advance the quality of life for our Citizens; devise, coordinate and implement programs to increase affinity for young Citizens, improve the nonprofit community and to advance civic education; and advance and oversee projects and programs which further habitat protection and enhancement.

GOALS FOR FY 09-10

In support of the City Council's goals, Community Programs will meet the following goals in FY 08-09:

1. Provide communications coordination for City interests and to manage communication recourses for the City of Jacksonville.
 - Including communication for Council Goals to manage growth, implement the downtown development plan, change the sales tax allocation and engage the public.
 - Specifically to work with Goal 3: Assess and Respond to the Needs of the Community.
 - Objective 3.1 calls for strategies to engage the public and implementation will be made through surveys, meetings and community education opportunities.
 - Objective 3.3 calls for determination of sufficiency of existing strategies and to improve where possible. This includes the Community Outreach funded by the Council, other print, web and video items.
 - Objective 3.4 calls for processes to engage the public in program plans including the Capital Improvements Plan.
 - Specifically to aid Goal 7: Building Key Relationships
 - Objective 7.1 calls for communicating relationships in place now, strengthening communications with nonprofits, citizens, employees, local businesses and the military.
 - To operate the Jacksonville-Onslow Government Channel, prepare printed materials and to do actions that would "Tell The Story of The City of Jacksonville."
 - To develop a Messaging and Branding manual for the City to unify the message of the City in a coordinate and meaningful manner.
2. Provide resources and leadership for efforts to improve the capacity and stewardship of the nonprofit community to efficiently serve the Citizens of Jacksonville.
 - Advance Council Goal 2: Develop Strategies to Implement Downtown Development Plan by helping to achieve Objective 2.1 in building capacity of nonprofits in the downtown area, including B. O. L. D. to develop assets that improve the quality of life and promote tourism.
 - Advance Goal 3 by involving the nonprofit community in providing information about the needs of the community, and helping to determine if the nonprofit community can meet the needs of the community without government assistance or more efficiently than government.
 - Advance Goal 7 by communicating with the nonprofit community the work of the City in key relationships

- Provide leadership and coordination that would provide for training of board members, advance communication among the nonprofit leadership and improve the community of nonprofits.
3. Provide resources and leadership for efforts to advance the downtown development plan including outreach and capacity building within nonprofits.
 - Advance Council Goal 2: Develop Strategies to Implement Downtown Development Plan by helping to achieve Objective 2.1 in building capacity of nonprofits in the downtown area, including B. O. L. D. to develop assets that improve the quality of life and promote tourism.
 4. Provide services to create stakeholder interests in projects such as Growth Management, Stormwater, Downtown Redevelopment and other communities.
 5. Provide coordination that provides a voice for Youth including action to coordinate and operate the Jacksonville Youth Center to a higher level.
 6. Provide programs that build the affinity of youth for our community.
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Narrative: The Community Programs Department supervises the overall communications projects to include the Jacksonville-Onslow Government Television channel (G10), print publications, branding and image issues. Additionally the Department provides programming and coordination for the Jacksonville Youth Council and Youth Center, Onslow Civic Affairs and the City of Jacksonville's outreach to the nonprofit community. Further, Community Programs continues the work of the Community Summits in advancing the Transit program, collaboration with other agencies, and programs for quality of life enhancements such as Project CARE.

Recently the Community Programs Department assumed responsibility for the Weed and Seed administration of portions not assigned to law enforcement.

The Community Programs Department plans, coordinates and implements the Sturgeon City Institutes and the annual Youth Mapping program, administers the Onslow Civic Affairs Committee, provides strategic resource to the Jacksonville-Onslow Sports Commission and the Onslow United Transit System, and serves as liaison to the nonprofit community, providing leadership for the Nonprofit Executives Roundtable and Annual Board Development and Training events.

A major effort has been to increase the number of publications and communication coordination activities.

The department head, Director of Communications and Community Affairs, also serves as a special projects resource for the City Manager, and provides special assistance to the Mayor, Council and City Manager as required.

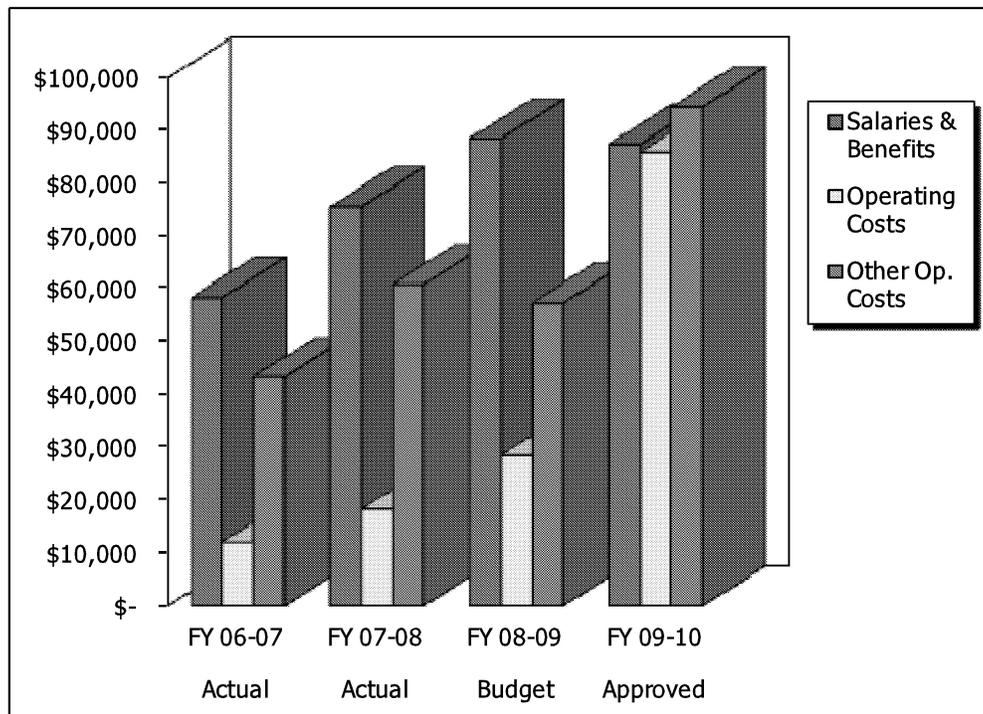
2009-2010 BUDGET HIGHLIGHTS

This year's proposed budget includes large increases in the internal service fund allocations: City Hall Maintenance (\$58,156), Video-Media Services (\$29,795), and Information Technology Services (\$5,049).

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 58,398	\$ 75,624	\$ 88,520	\$ 87,455
Operating Costs	12,137	18,355	28,612	85,947
Other Op. Costs	43,279	60,881	57,376	94,549
Total Expenditures	\$113,814	\$154,860	\$ 174,508	\$ 267,951
Full-Time Employees	1	1	2	2

TREND ANALYSIS



Increases in Salaries and Benefits are due to cost of living adjustments, employee merit raises, and significant increases in the cost of health insurance. The FY 07-08 Salaries and Benefits went up by \$17,226 due to the mid-year implementation of the new pay plan in addition to the above factors. FY 08-09 includes a full year of pay plan adjustments and a 1% increase in the 401(k) contribution, resulting in an increase of \$12,896. The FY 09-10 decrease in Salaries & Benefits is due to no merit raises being approved by Council.

Operating Costs went up by \$6,218 in FY 07-08 due to increases in dues and memberships, training, and departmental supplies. Additionally, maintenance and pest control contracts for the Youth Center are now included in this budget. FY 08-09's \$10,257 increase is primarily due to higher

fuel costs and additional Weed and Seed conferences for the Community Programs Coordinator. The FY 09-10 budget includes the City Hall Maintenance internal service fund allocation for the Youth Center, an increase of \$57,335 over the previous year. This increase was also affected by the addition of one position in the City Hall Maintenance Division in FY 08-09, which resulted in a rise in the allocation for all departments.

The FY 07-08 increase in Other Operating Costs is attributed to costs associated with the Youth Center: utilities (\$10,495), equipment (\$4,000), and a computer (\$1,500). Costs decreased slightly in FY 08-09, but went up again significantly by \$37,173 in FY 09-10 in the internal service fund allocations for Video-Media Services (G10TV) and Information Technology Services. This is mainly due to higher usage of G10TV (\$29,795) and an increase in ITS's budget which caused the allocation to go up by \$5,049.

FY 08-09 ACCOMPLISHMENTS

- Coordinated and improved communications for several activities and projects including the preparation of unified theme documents for invitations, programs and G10 presentations.
 - Wrote forty-six news releases, prepared eight utility bill inserts, six program documents for activities, sixteen newspaper advertisements and a host of other documents.
 - Assisted in the preparation of the campaign for community awareness of the need for a change in the Sales Tax distribution system including preparation of specialty materials and programming.
- Continued work to unify the messaging of the City of Jacksonville.
 - Began efforts at branding the City of Jacksonville to include image development and unified messaging.
 - Created images for vehicles of the City.
 - Developed unified imaging for programs and publications.
- Created specific campaigns departments.
 - Sanitation program was updated to reflect minor changes in the program.
- Organized four ceremonies and activities.
- Maintained the Patriot Day (9/11) ceremony and implemented procedures to continue holding the ceremony in future years.
- Coordinated activities for the Onslow Civic Affairs Committee and the Nonprofit Executives Roundtable.
- Held a successful Board Training and Development conference.
- Organized, with the County, work on the Complete Count efforts for the 2010 Census with training and coordination to outside agencies and organizations.
- Assisted in the creation of a Conservation Easement to be managed by an outside organization for the expansion of the Land Application Treatment Plant.
- Organized the annual State of the River for the New River Roundtable and coordinated activities with Camp Lejeune on the health of the New River.
- Won a \$300,000 grant to construct the floating docks at the Sturgeon City boardwalk.
- Continued coordination efforts for the \$3.2 million US Army Corps of Engineers Wilson Bay Bioremediation Project.
- Administered Jacksonville Youth Council, Jacksonville Youth Center and related activities.
 - Opened the Jacksonville Youth Council Youth Center.
 - Held the second Spring Break activities in the Youth Center.
 - Supervised the National Day of Service, Make a Difference Day, Christmas Cheer Youth Day and nine regular meetings of the Youth Council.
- Held the Tenth Year anniversary of the Sturgeon City Institutes
 - 1300 students have now participated in the Institutes.

- Assisted the Community Development Division with the nonprofit application for funding and assisted in creation of the criteria and review process in such a manner to allow replication.
- Assisted the City of Wilmington and UNCW in the creation of a nonprofit capacity building program modeled after the City of Jacksonville program.
- Prepared materials for each meeting of the Jacksonville City Council in regular session and most of the workshops.
- Created the City Calendar ahead of schedule and under budget.
- Led the Onslow United Transit Service on behalf of the City.
- Began work as staff to the Beirut Memorial Commission.
- Assisted in the implementation of the Weed and Seed program for the City of Jacksonville and took responsibility for the "seed" portion of the effort.
- Provided special assistance to the City Manager.

PERFORMANCE MEASURES

	<u>Target*</u>
Improve the stewardship and governance of a nonprofit.	March 31
Increase the number of activities at the Jacksonville Youth Council's Youth Center.	September 30
Increase the participation in youth affinity programs for the City of Jacksonville.	June 30
Have a sufficient number of residents demonstrate knowledge and understanding of City programs and operations.	September 30
Increase the participation of Citizens in program development for the City (including the Capital Improvements Plan and similar plans).	December 31
Provide an opportunity for the Citizens to give feedback in a meaningful manner to City programs and operations.	April 1

*Performance measures were revised for this budget year; therefore, no history is available.

HUMAN RESOURCES

Fund: General

Function: General Government

MISSION

To ensure the City of Jacksonville is effectively able to recruit and retain a sufficient number of qualified staff to fulfill the City's mission. The Human Resources Department is committed to providing high quality service to the workforce and the citizens of Jacksonville.

GOALS FOR FY 09-10

The Human Resources Department goals support the City Council's goal of attracting and retaining a quality workforce (Goal #8,). The Department's short-term goals for the coming year are as follows:

1. Review and revise benefit program offerings and enhance the general knowledge of and participation in existing programs.
 2. Improve and maintain employee health through City's Wellness and Safety Programs.
 3. Support and assist departments in recruitment and retention efforts to ensure the existence of qualified staff; review and revise the current employment process to ensure responsive and efficient recruitment.
 4. Ensure City policies and procedures remain in compliance with all Federal, State and local laws; and, review and revise all Human Resource Procedures during this fiscal year.
 5. Ensure critical employee relations issues are resolved in a fair, timely and collaborative manner.
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-

Narrative. The Human Resources Department is comprised of five major functions:

Administration – The Administration function provides leadership and direction for a varied number of responsibilities associated with the City's Human Resources. This division is also responsible for providing administrative support for the Human Resource Department.

Employment/Recruitment – The Employment/Recruitment function is responsible for coordinating the employment process and ensuring compliance with all Federal, State and local laws. This area is responsible for coordinating personnel requisitions, advertising, receipt of "Application for Employment" forms, interviewing applicants, negotiations with Department Directors and prospective applicants, employment testing, etc.

Classification and Compensation – The Classification and Compensation function is responsible for assisting Department Directors in developing job descriptions, evaluating and obtaining point factor values, assigning positions in appropriate job grades, and administering the overall compensation program for the City.

Employee Benefits – The Employee Benefits function is responsible for administering the City's benefit programs, including various defined contribution vehicles, health and dental insurance, life insurance, vacation, sick leave, holidays, health and benefit fairs, and all voluntary benefit offerings. This section is also responsible for providing education and training programs for City staff.

Occupational Health & Safety – The Occupational Health & Safety function is responsible for the Wellness Program, Workers’ Compensation, and Safety Programs for the City. This section is also responsible for developing, coordinating, and presenting training programs associated with each of these areas.

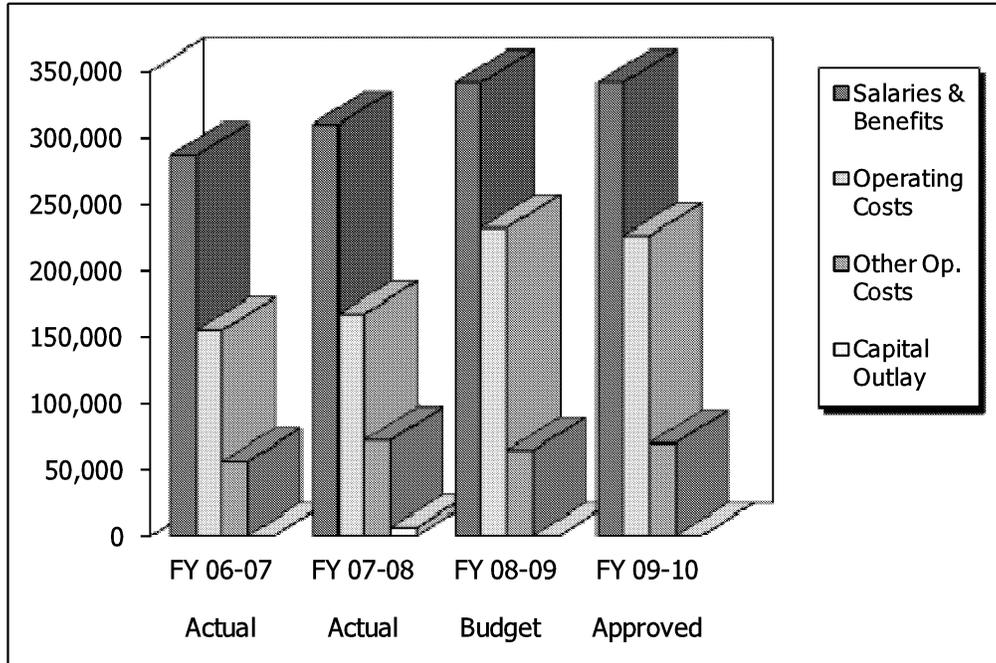
2009-2010 BUDGET HIGHLIGHTS

The FY09-10 approved budget decreased slightly (\$483) compared to the FY08-09 budget. Salaries and Benefits remained relatively flat while Operating Costs decreased. Increased internal service fund allocation expenses negatively impacted the department’s Other Operating Expenses by \$5,415.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 148,020	\$ 148,658	\$ 157,051	\$ 159,330
Wellness Incentive Grant	1,754	4,247	3,000	3,000
NCLM Safety Grant	-	600	600	600
EAP Ongoing Grant	2,760	2,432	3,000	3,000
Total Revenue	152,534	155,937	163,651	165,930
Expenditures				
Salaries & Benefits	286,217	310,196	341,251	341,427
Operating Costs	154,584	167,242	232,309	226,235
Other Op. Costs	56,129	72,167	64,558	69,973
Capital Outlay	-	6,255	-	-
Total Expenditures	496,930	555,860	638,118	637,635
Revenue over (under) Expenditures	\$ (344,396)	\$ (399,923)	\$ (474,467)	\$ (471,705)
Full-Time Employees	5	5	5	5

TREND ANALYSIS



The increase in Salaries and Benefits in FY06-07 was due to the Human Resources Director position being filled. Increases in Salaries and Benefits in FY08-09 of \$31,055 are due to cost of living adjustments and employee merit raises. The FY08-09 approved budget includes an increase of \$8,570 for Employee Improvement Raises. In previous years, Employee Improvement Raises were budgeted in a separate Non-Departmental division. Health insurance also increased \$3,338 in the FY08-09 budget. FY09-10 slight increases (\$176) in Salaries and Benefits are due to inflationary adjustments.

Increases in Operating Costs of \$12,658 in FY07-08 were due to the purchase of a new applicant tracking system of \$17,000. An increase of \$65,067 in FY08-09 is partly due to an increase of \$19,616 in tuition assistance and changes to the drug testing program. Overall, FY09-10 Operating Costs for Human Resources decreased by \$6,074. This decrease was due to an attempt to bring certain line items, such as City Wide Training, Advertising, Office Supplies, Wellness, and Safety closer to historical use levels. The City has currently been awarded grants in the areas of Wellness, Safety, and Employee Assistance Program (EAP). Also, in FY09-10, the City is planning on becoming a member of Capital Associated Industries, Inc. of Raleigh, an employer association that provides training, human resources, compliance, and salary and benefit data for both the private and public sector.

Fluctuations in Other Operating Costs are due to changes in other internal service fund allocations. A Video/Media Allocation of \$8,830 was included in the FY07-08 budget and this allocation increased by \$1,242 in FY08-09. The allocation for Video/Media services increased \$6,508 in FY09-10. During FY07-08, \$6,263 in Capital Outlay was budgeted for a badge printer and software upgrades. No Capital Outlay expenditures are budgeted for FY09-10.

FY08-09 ACCOMPLISHMENTS

- Negotiated a 3% decrease in Group Health Insurance rates.
- Reconstructed the City's Exit Interview Program, including development of a reporting template for Department Directors and improvement of the overall exit process.
- Revised the City's Recruitment and Selection Procedure, thus increasing accountability, reducing liability, and establishing a clearer, more definitive process.
- Installed an online Applicant Tracking System, decreasing employment liability, improving overall process accountability, recordkeeping, evaluation of Application for Employment Forms, and reducing the costs associated with a paper system.
- Identified and installed a new dental insurance program, identifying with a network and reducing employee and employer costs.
- Provided Sexual Harassment, Violence in the Workplace, and Diversity Training for all COJ Staff.
- Increased the City's 401(k) contribution levels by 1%, effective July 1, 2008.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08 – Mar 09</u>
Employee turnover rate to determine impact of current Human Resources Programs on staff retention	11.5%	14.23%	10.86%
Average time between reception of Personnel Requisition and actual hire to reduce non-productive activity associated with the vacancy	45 days	100.90 days	45.23 days
Average number of monthly reportable accidents to determine the effectiveness of current Risk and Safety Programs	6	4.25	5.3
The Experience Modification Factor is calculated annually, based on the number and costs of employee injuries for the previous year and serves as a multiplier when the actual premium is determined.	1.20	1.20	1.30
Number of enrollees and contribution levels in each of the City's 401(k) and 457 defined contribution plans			
Total Contributors:	525	527	530
Total Contributions:	\$706,730	\$744,681	\$519,482
Increase employee retention rate	85%	76.92%	91.67%

CITY CLERK

Fund: General

Function: General Government

MISSION

To provide professional, courteous, and efficient service and support to the general public, the Mayor and City Council, City Manager and internal departmental staff, in all functional areas that have been designated by NC State Statute as assigned or directed by the City Manager.

GOALS FOR FY 09-10

In support of the City Council's goals, the City Clerk will meet the following goals in FY 09-10:

1. Provide the public with requested information with courtesy and respect in a timely manner.
 2. Take and transcribe fact-based meeting minutes accurately in order to establish the historical record of the actions of the City Council.
 3. Identify and develop processes that will increase customer satisfaction, reduce costs, and find ways to work more efficiently by reducing redundancy.
 4. Safeguard all official permanent records of the City Council and provide leadership and advice to all City departments in terms of the legal requirements for retention and availability of public records.
 5. Maintain qualified staff for service delivery.
 6. Maintain effective working relationships with the elected body, City staff and all partner agencies.
-

Narrative. The City's Clerk's Office maintains and preserves the official records of the City Council and acts as public records coordinator for the City. This Office is responsible for coordinating meetings of the Council and preparation of the Council agenda packets, codification and distribution of the Jacksonville City Code, and ensuring City compliance with State laws related to local government meetings, including public notifications and accessibility.

The Office provides support to the Mayor's Office in scheduling appearances; preparing official proclamations, certificates, and supporting event information; as well as responding to citizen inquiries, complaints, and requests. Administrative responsibilities to the Mayor's Office includes providing staff support to the Mayor's Committee for Persons with Disabilities; a 26 member City Advisory Board and active community advocacy group with more than 14 annual events and/or project involvements.

The Clerk's Office is also involved in a wide array of additional duties to include legal and statutorily required processes such as voluntary annexation and street closing petitions; issuance and documentation of deeds of sale for City Cemetery lots; special local government presentations and City Hall Tours for youth; sale of surplus real property procedures; coordination of the appointment process to Citizen Advisory Boards; acting as Fair Housing Complaint Officer and ADA Coordinator; providing support to City Attorney as needed in terms of research and preparation of agenda items, resolutions and ordinances; administering and tracking oath of offices to all City officials; special event planning; and administering the Council and Elections budget.

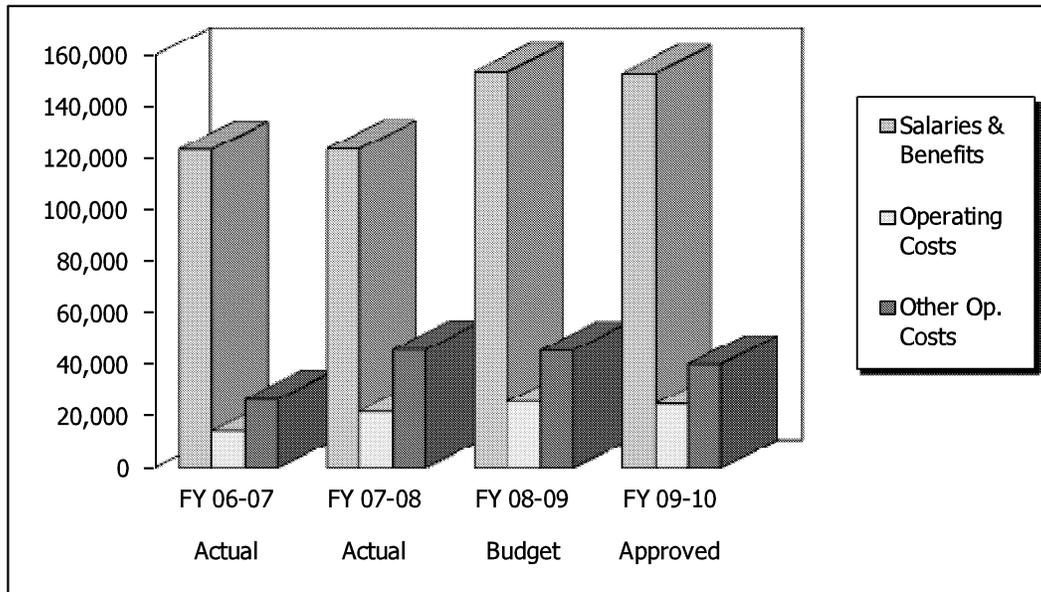
2009-2010 BUDGET HIGHLIGHTS

There is no increase from the previous year's budget.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 14,499	\$ 16,284	\$ 23,941	\$ 27,442
Annex/St Closing Petition	-	3,000	-	-
Total Revenue	14,499	19,284	23,941	27,442
Expenditures				
Salaries & Benefits	123,627	123,852	153,712	153,068
Operating Costs	14,691	22,016	25,848	24,893
Other Op. Costs	26,720	45,949	45,692	40,323
Total Expenditures	165,038	191,817	225,252	218,284
Revenue over (under) Expenditures	\$ (150,539)	\$ (172,533)	\$ (201,311)	\$ (190,842)
Full-Time Employees	3	3	3	3

TREND ANALYSIS



Increases in Salaries and Benefits are mainly due to cost of living adjustments, employee merit raises, and significant increases in health insurance costs. FY 08-09 Salaries and Benefits include a full year of adjustments from the new pay plan, an increase in health insurance costs, and no position vacancies during the year, contributing to an overall increase of approximately \$30,000. FY 09-10 costs remain stable due to no merit raises being approved by Council.

Operating costs in FY 07-08 increased by \$7,325 due to higher costs for training, advertising, and supplies as well as an increase in the City Hall Maintenance internal service allocation. FY 08-09's increase of \$3,832 was due to higher training costs. Costs decreased slightly for FY 09-10.

In Other Operating Costs, temporary employee services were required in FY 07-08 due to a vacancy which caused an increase of \$3,460. In addition, the ITS allocation went up by \$1,380 and a portion of the Video-Media Services budget was allocated to this department, an increase of \$14,389 from FY 06-07. Other Operating Costs decreased by \$5,000 in FY 08-09 due to no temporary employee services being requested. In FY 09-10 an increase in the ITS internal service fund allocation of \$8,271 was offset by a decrease in the Video/Media Services internal service fund allocation of -\$9,140.

The overhead allocation to enterprise funds increased by \$8,001, which resulted in a net FY 09-10 budget reduction of -\$6,968 from FY 08-09.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 08-09 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Complete and distribute Council agenda packets for all Regular Meetings as directed by the City Manager	90%	100%	100%
Council agenda packets posted to City Website and available to the public in City Hall immediately following distribution to Council	90%	100%	100%
Official Minutes, Resolutions and Ordinances prepared within 3 working days of the scheduled Council Meeting	90%	100%	100%
Respond to requests for Public Information within 3 working days	95%	100%	100%

ELECTIONS

Fund: General

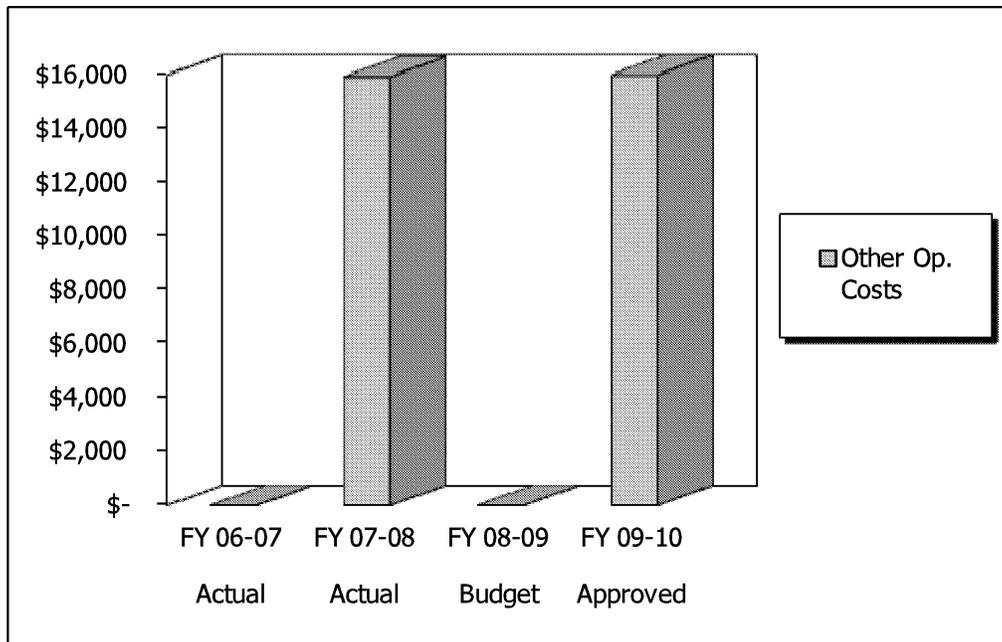
Function: General Government

Narrative. The Elections budget funds the cost of municipal elections. The next Municipal Election will be held in November of 2009 (FY 09-10).

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Other Op. Costs	\$ -	\$ 15,933	\$ -	\$ 16,000
TOTAL	\$ -	\$ 15,933	\$ -	\$ 16,000

TREND ANALYSIS



Municipal elections were held in FY 07-08, at a cost of \$15,934, and will be held in FY 09-10 at a cost of \$16,000.

FINANCE

Fund: General

Function: Finance

MISSION

To manage City Finances so that costs are kept at a minimum, earnings and revenues are maximized, and all activity is reported fairly and accurately in accordance with the Local Government Budget and Fiscal Control Act, applicable State and Federal regulations, and Generally Accepted Accounting Principles.

GOALS FOR FY 09-10

The Finance Department goals support the City Council's goals by supporting development of plans to ensure adequate City services as the City grows. The Department's long-term, on-going goals are to:

1. Stay abreast of and comply with all Federal, State, and local reporting requirements.
2. Maintain a sound system of internal control.
3. Maintain healthy fund balances and debt ratios to keep the City in an advantageous financial position.

The Department's short-term goals for the coming year are as follows:

1. Prepare the Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP).
 2. Compile an annual budget that reflects the City's goals and objectives.
 3. Promote growth and education of staff.
 4. Maximize the City's potential investment earnings.
 5. Process accurate and timely payment to vendors.
 6. Provide management and operating departments with accurate and timely financial data.
 7. Actively seek to collect all monies due to the City in a timely manner.
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Narrative. The Finance Department is composed of five divisions:

Administration – The Administration Division provides leadership for the variety of responsibilities assigned to the Finance Department. This division maintains City financial records in accordance with North Carolina General Statutes and Generally Accepted Accounting Principles (GAAP). The division also monitors the City's Capital Improvement Program.

Accounting – The Accounting Division is composed of two sections called Payment Processing and Reporting. Payment Processing covers all payroll related functions, accounts payable activities, processing of travel requests, and management of the City's procurement card program. The section ensures that all City departments adhere to purchasing policies and procedures.

The Reporting section is responsible for the City's investment and treasury management, fiscal grant management, contracts management, and production of the annual budget and CAFR. The Division also maintains records of fixed assets; handles the sale of surplus property through public auction; and implements and monitors special financial arrangements such as the City's self-insurance program, pension obligation financing, and installment purchase financing.

Utility Billing/Collections – The Utility Billing/Collections Division manages the billing, collection, and associated customer service functions of sanitation, water and sewer utility payments and stormwater fees. This division coordinates the processing of new service requests, cut-offs, and reconnections. The division also manages accounts receivable, collection and issuance of business licenses, and code enforcement and debt collection. Division staff serves as a central clearinghouse for common questions asked by local citizens.

The **Fleet Maintenance** and **Metering** Divisions also fall under the direction of the Finance Director; however, these divisions are included in the Internal Service Funds and Water/Sewer Fund sections, respectively. Please see those sections for more information.

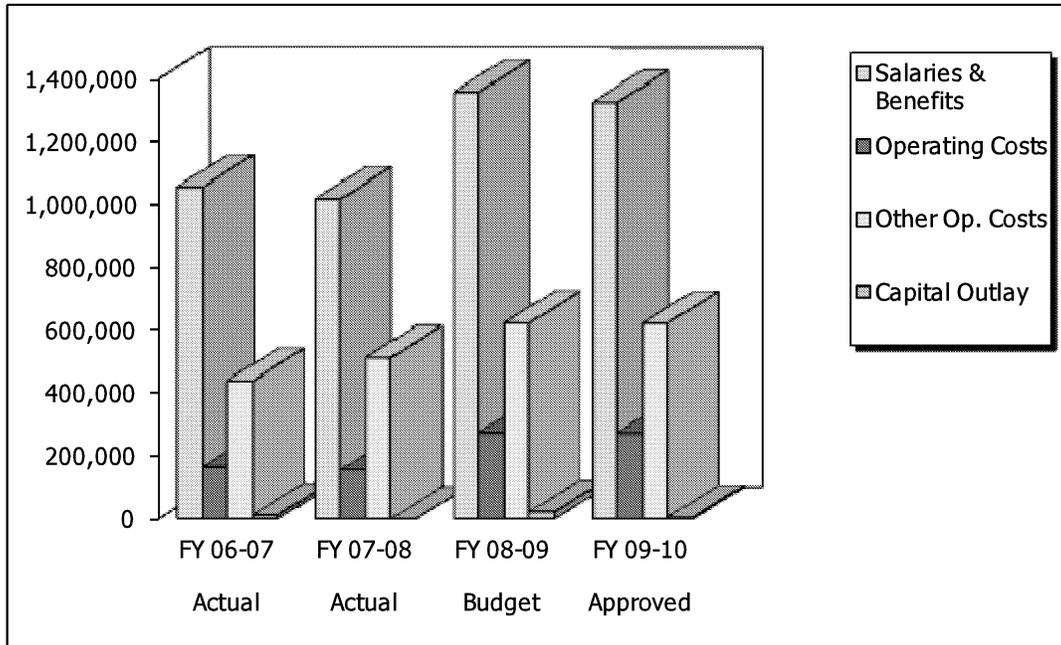
2009-2010 BUDGET HIGHLIGHTS

The budget includes security compliance software changes (\$21,250) and funds to cover the cost of modifications to the utility bills (\$10,000).

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Investment Earnings	\$ 1,739,271	\$ 1,566,941	\$ 796,670	\$ 309,843
Overhead Allocation	623,950	686,636	890,673	837,640
Privilege Licenses	620,597	649,834	642,600	749,139
Credit Reports	2,001	4,477	3,400	4,800
Featherstone	96,559	-	-	-
Total Revenue	3,082,378	2,907,888	2,333,343	1,901,422
Expenditures				
Salaries & Benefits	1,057,080	1,019,441	1,358,940	1,326,117
Operating Costs	165,296	156,084	276,405	275,158
Other Op. Costs	441,029	514,400	623,714	622,801
Capital Outlay	12,114	-	22,747	5,000
Total Expenditures	1,675,519	1,689,925	2,281,806	2,229,076
Revenue over (under) Expenditures	\$ 1,406,859	\$ 1,217,963	\$ 51,537	\$ (327,654)
Full-Time Employees	22	22	23	23

TREND ANALYSIS



Salaries and Benefits were unusually low in FY 07-08 due to the Finance Director vacancy. In FY 08-09, the large increase of \$339,499 was primarily the result of filling the Finance Director position, as well as a new Budget Analyst position (\$59,735); a cost of living increase (\$23,910); increased overtime caused by reclassification of positions to non-exempt in the new pay plan (\$12,450); a full year of adjustments for the new pay plan (\$65,500), a significant increase in the cost of health insurance (\$10,653); and contracted costs associated with hiring the Finance Director (\$12,000). The FY 09-10 decrease reflects a \$13,000 reduction in overtime costs and the elimination of \$12,000 funding for moving expenses.

Increases of \$120,321 in FY 08-09 Operating Costs are primarily attributed to budgeting the entire cost of the annual audit in the Finance budget, instead of splitting it out into the funds (\$57,000), as well as the final payment for the previous year's audit (\$25,125); a software maintenance contract being required for the Integrated Voice Response (IVR) system in Utility Billing upon expiration of the warranty period (\$10,930); increase in postage (\$2,000); training (\$12,600); with the remaining increase due to higher costs for supplies, insurance, dues/memberships, and fees/licenses. Operating costs remain steady in FY 09-10.

Other Operating Costs increased in FY 07-08 due to bank fees associated with higher credit card use by utility customers (\$16,900), consultant fees for recruiting for the Finance Director position (\$21,547), and higher property tax collection fees (\$34,590), which normally increase each year as the tax base increases because of higher property values and annexations. Those collection fees, which are a percentage based on the taxes collected, increased by \$96,633 in FY 08-09 but are expected to decrease in FY 09-10 due to declining property values as a result of the current recession. Also in FY 08-09, bank fees increased by \$33,000 as more utility customers paid their bills with credit cards. These increases were offset somewhat by a \$10,000 decrease in the ITS internal service fund allocation.

The FY 08-09 budget includes \$22,747 in Capital Outlay for an automated check-posting system. FY 09-10 includes funding for a replacement document imaging scanner (\$5,000).

Although department expenditures remained basically flat from FY 08-09 to FY 09-10, investment revenue is expected to decrease significantly to \$309,843 in FY 09-10, down from \$796,670 in the previous year, and down from \$1,566,941 in FY 07-08. This represents an 80% drop in investment earnings over a two-year period due to the economic recession.

FY 08-09 ACCOMPLISHMENTS

- Finance received the Government Finance Officers' Association's (GFOA) Comprehensive Annual Financial Report Award for the 18th consecutive year for the FY 2008 CAFR. The Award is the highest form of recognition for governmental financial reporting in the U.S. and Canada.
- Finance established the new position of Budget Analyst. This position monitors budget performance within all departments and increases budget oversight by identifying potential problem areas. The Budget Analyst is also responsible for maintaining the five-year Capital Improvement Plan, which identifies those projects that are planned in the next five years and therefore will affect upcoming budgets.
- The Accounting Division implemented EFT/ACH payments to vendors this year. The City is now able to pay vendors electronically through the bank instead of cutting a paper check, which has resulted in a cost savings in supplies and staff time. Also, with this process the City can pay invoices closer to the remittance date, increasing available cash for interest earnings. The average number of EFT payments made each week is 18, and the number of vendors who have enrolled in this process totals 185 as of March 2009.
- The Accounting Division began the yearly filing of 1099 forms to the Internal Revenue Service electronically this year, which enables us to submit the IRS portion of the 1099 reporting more securely than mailing. The IRS can then audit the information more efficiently, enabling them to notify us quickly if there are problems with the transmitted information.
- The Accounting Division has implemented e-mail submission to departments of invoices for payment. When invoices are received in Accounting, they are scanned and e-mailed to the department responsible for payment, which saves paper and staff time. It has improved the turnaround time for processing invoices for payment, and feedback from departments on the implementation of this process has been positive.
- The City successfully renewed its banking contract with First Citizens in December 2008. First Citizens is capable of providing timely, secured services of the highest quality needed for the City to service the public. Additionally, the City is able to minimize costs and maximize the rate of return on its investments by maintaining a compensating balance in lieu of paying monthly service fees, which can be costly. As the City grows, the number of transactions will increase, but by retaining First Citizens, there will be no additional costs involved.
- Debt Setoff Program – The City is beginning its eighth year of participation in the Local Government Debt Setoff Program, which allows the NC Department of Revenue to withhold a taxpayer's state tax refund and turn the money over to the City to pay off outstanding debts, usually closed water accounts. The City currently has 3,686 debtors with balances totaling \$529,762 registered in the State database. Since the program's inception in 2002, the City has collected \$113,984 from 938 debtors.

- The Utility Billing/Collections Division has continued to update customer records to increase the effectiveness of the Interactive Voice Response (IVR) system which automatically sends a phone call to utility customers that have a delinquent bill, reminding them that payment is due to avoid suspension of their services. The delinquency call-out has reduced the average number of monthly utility suspensions by 20 percent.
- The Utility Billing/Collections Division drafted and implemented the new identity theft policy as required by the Federal Trade Commission. The policy was implemented January 1, 2009, to protect consumer identity by requiring verification of customer identification when changing or establishing new utility service.
- The Utility Billing/Collections Division increased the number of field visits and phone calls made by the Business License Specialist to City businesses in an effort to increase revenue and ensure that all businesses have the appropriate licenses.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY 05-06</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Actual Jul 08- Mar 09</u>
Percent of time external reporting deadlines are met	100%	100%	100%	100%	100%
Percent of Budget Amendments posted to the general ledger within 3 business days of Council approval	95%	91%	97%	100%	100%
Receive Certificate of Achievement for Excellence in Financial Reporting from the GFOA	Every Year	Received for FY05	Received for FY06	Received for FY07	Received for FY08
Number of Finance related audit findings	None	None	None	None	None
Investment yield exceeds benchmark	>Treasury yield	3.93 TreasYld= 4.25	4.65 TreasYld= 4.83	4.01 TreasYld= 2.72	1.28 TreasYld= 0.55
Funds received are deposited on the next banking day	100%	100%	100%	100%	100%
Percent of payments received that are posted to the customer account on the same day	100%	100%	100%	100%	100%
Percent of billed revenues uncollected	<10%	7.91%	6.4%	4.4%	4.5%
Percent of accounting payments made within terms	95%	96%	95%	96%	96%
Percent of requisitions processed by Finance within 3 business days.	95%	89%	95%	100%	100%

(Note: The Finance Department was one of two departments, along with Sanitation, to implement performance measures in FY05-06; therefore, the department is reporting more years of data than other departments.)

GENERAL FUND NONDEPARTMENTAL

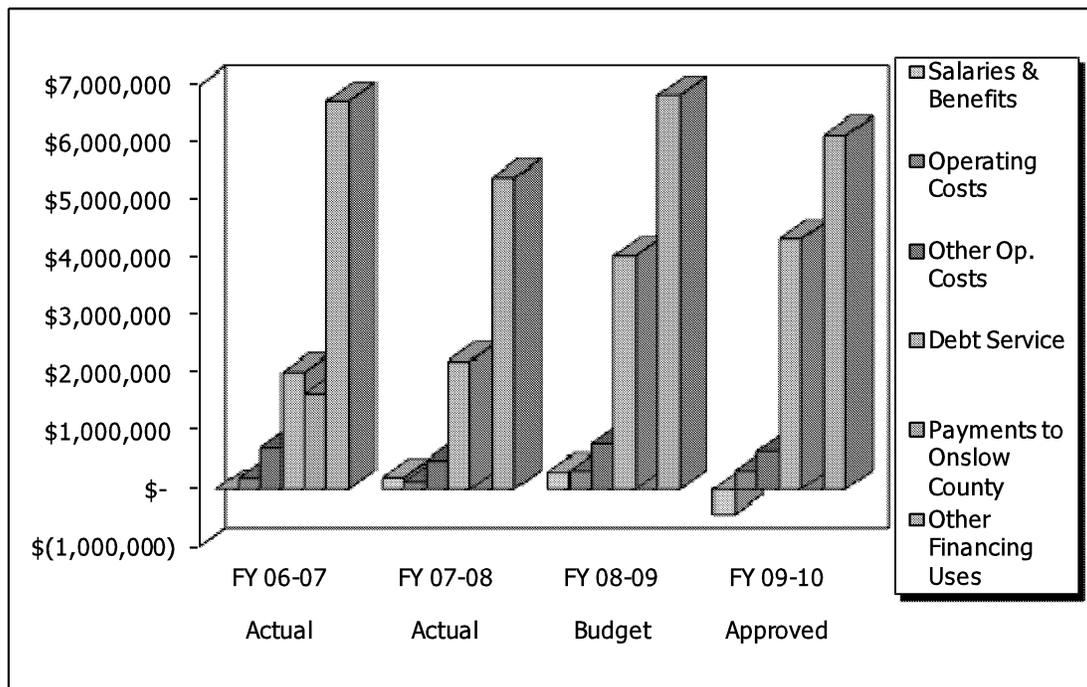
Fund: General

Function: Nondepartmental

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ -	\$ 200,000	\$ 292,236	\$ (431,259)
Operating Costs	195,037	120,182	318,698	318,278
Other Op. Costs	709,923	502,038	785,396	651,828
Debt Service	2,026,007	2,218,360	4,035,867	4,341,440
Payments to Onslow County	1,643,502	-	-	-
Other Financing Uses	6,719,591	5,394,897	6,825,733	6,131,075
Total Expenditures	\$11,294,060	\$ 8,435,477	\$ 12,257,930	\$ 11,011,362

TREND ANALYSIS



Salaries and Benefits amounts are shown only in the current and budget fiscal years. For previous years, these accounts were distributed out to the appropriate departments at the end of the fiscal year. Funds of \$92,236 in FY 08-09 are primarily for employee merit raises (\$72,411), work performance awards (\$6,000), a 1% increase in the 401(k) contribution for non-law enforcement employees (\$13,825) and a health insurance reserve (\$200,000). FY 09-10 funding includes a \$431,259 reduction in the budget for salaries, based on anticipated savings due to vacancies and attrition. This amount was determined by using a five-year average to project savings.

The decrease in FY 07-08 Operating Costs is mainly due to lower than expected costs for the Downtown Master Plan (-\$43,839) and the costs for copier paper being moved to the City Manager's Office budget (-\$10,415). The remaining decrease was due to the costs for the annual audit being moved to the Finance Department budget. The FY 08-09 increase is due to \$10,077 in higher postage costs and \$195,450 budgeted for contingencies. Operating costs remain steady in FY 09-10.

FY 07-08 Other Operating Costs decreased by approximately \$155,000 mainly due to public/private partnerships being moved to Community Development (-\$84,513), the elimination of the contribution for the Onslow County animal shelter (-\$50,000), and no non-capital equipment purchases. FY 08-09 costs are back up by \$192,675 due to an increase in the reserve for insurance deductible for higher than expected claims; however, this cost is expected to go back down in FY 09-10 for a decrease of \$133,568 in Other Operating Costs.

Payments to Onslow County decreased by \$1.14 million in FY 06-07, and then were eliminated entirely in FY 07-08 due to the termination of the Sales Tax Memorandum of Understanding by Onslow County with the change in sales tax distribution from per capita to ad valorem basis.

Debt service costs have increased steadily with the development of the Capital Improvement Plan (CIP), as well as due to lower interest rates for borrowing which resulted in more frequent use of installment purchasing for capital and IT equipment. The \$305,573 increase in next year's debt service is due to new projects included in the Council-adopted CIP.

Other Financing Uses consists of transfers to other funds to pay for capital projects. FY 06-07 costs include projects for a new police/fire facility (\$920,104), transfer to the E-911 project (\$150,000), and the DeWitt Street capital project (\$304,000). Also included is a transfer to the Solid Waste Fund, which is funded by transfers from the General Fund, for sanitation trucks, roll-out refuse containers, increases in benefits, and salary adjustments to minimum market values (\$201,000). These are offset somewhat by decreases in other projects.

In FY 07-08, funding for projects dropped by almost \$1.5 million due to the shortage of funds caused by Onslow County's decision to change the sales tax distribution from per capita to ad valorem. In FY 08-09, project funding increased again by \$1.4 million using funds from the property tax increase that was necessary due to the sales tax distribution change. The majority of funds are for public safety projects such as a new Police/Fire Facility (\$873,650), a new fire station required to support a growing community (\$246,500), and improved Fire and Police training facilities (\$59,500).

Transfers to other funds may vary widely from year to year depending on which projects are approved by Council. The FY 09-10 budget for transfers is decreased by \$694,658 from the previous year.

Overall, the FY 09-10 proposed budget is \$1,246,568 lower than in the previous year.

PUBLIC SAFETY

This section includes the following Public Safety functions:

- **Police**
 - **Law Enforcement Grants**
 - **E-911 Fund**
 - **School Resource Officer Program**
 - **Separation Allowance Fund**

- **Fire**
 - **SAFER Grant**

POLICE

Fund: General

Function: Public Safety

MISSION

We, the members of the Jacksonville Police Department, through teamwork with our citizens, are committed to providing a safe community.

GOALS FOR FY 09-10

The Police Department's goals support the City Council's goals of managing growth, building key relationships, assessing and responding to the needs of the community, measuring and improving the customer service level in the development of services, and attracting and retaining a quality workforce. The Department's short-term goals for the coming year are as follows:

1. Provide strategic and appropriate police response in a reduced amount of time to better serve our citizens.
 2. Inspire public confidence by maintaining a positive perception of the police department by deepening the community partnership with our citizens through a variety of Crime Prevention Programs.
 3. Reduce the volume of traffic accidents by increasing traffic patrol at locations where frequent accidents occur and increasing citizen education.
 4. Increase opportunities to provide non-traditional police response strategies to manage the increased calls for service volume.
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Narrative - The Police Department is composed of three divisions:

Administrative Support Services – consists of the Communications, Records, and Professional Standards Division:

Communications Division - Responsible for accurately collecting, exchanging and disseminating emergency information and relaying it to the proper first responders. This division provides after-hour support for the Records Division by conducting a variety of data base checks and answering all incoming department telephone calls.

Records Division - Responsible for performing a wide range of clerical duties. These duties include processing the reports submitted by police officers which include entering reports, assigning case numbers, proofreading the reports and making necessary corrections, and entering data from the report into the Department's automated records system. The employees of this division are also responsible for answering inquiries from police officers, other agencies, and the public and giving accurate information upon request to those entitled to receive such information.

Professional Standards Division - Responsible for ensuring that the department maintains the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards by monitoring standard compliance. This division is also responsible for recruiting, processing, and hiring of new personnel, as well as providing or allocating training for all department employees.

Patrol and Field Operations Division - consists of the Uniformed Patrol Division, CRT Unit's and Traffic Divisions.

Uniform Patrol Division - Responsible for a wide variety of duties including enforcement of traffic laws, conducting initial investigations, and responding to complaints and crimes such as burglaries, suspicious activities, alarms, and domestic disturbances. Additionally, officers perform several non-emergency duties such as patrolling parks, neighborhoods, performing business checks and aiding stranded motorists.

Traffic Division - Overall goal is to reduce the number and severity of crashes throughout the City by directed and selective traffic enforcement. The Traffic Division is also responsible for the investigation of major and fatal crashes that occur within the City and also provide K-9 services to the agency and to the citizens. The Traffic Division is also tasked with the management and supervision of the School Crossing Guard positions.

Investigative Services Division - consists of the Criminal Investigations Division, Juvenile Investigation Division, Special Operations Division and the Evidence/Property Management Division.

Criminal Investigation Division - Investigates all incidents of suspected criminal activity and, with probable cause, will apprehend the perpetrator(s) of the crime. Detectives assigned to this division are responsible for collecting the necessary evidence to ensure the proper disposition of the case. They are responsible for preparing cases to be heard by the Grand Jury, as well as Superior and District Court. The Investigative Services Division also works closely with other federal, state and local agencies providing assistance when needed.

Juvenile Detectives - Responsible for investigating any and all complaints and crimes committed against juveniles or by juveniles and charge those who commit such crimes.

Special Operations Division - Primary function is interrupting, reducing and stopping the illegal sale and distribution of controlled substances within the City. This division, through a partnership with federal, state and other local agencies, target street and upper level drug dealers to establish probable cause and apprehend these individuals.

Evidence/Property Management Division - Tasked with the investigation and processing of crime scenes. Once all items of evidentiary value have been collected, these officers are responsible for ensuring that the items are properly processed according to the rules of evidence while establishing a chain of custody. This Division is also responsible for the supervision of the Police Service Officers (PSO). The PSO's are tasked with performing some duties that are normally performed by sworn police officers, such as funeral escorts, taking police reports in the lobby, and other similar duties.

2009-2010 BUDGET HIGHLIGHTS

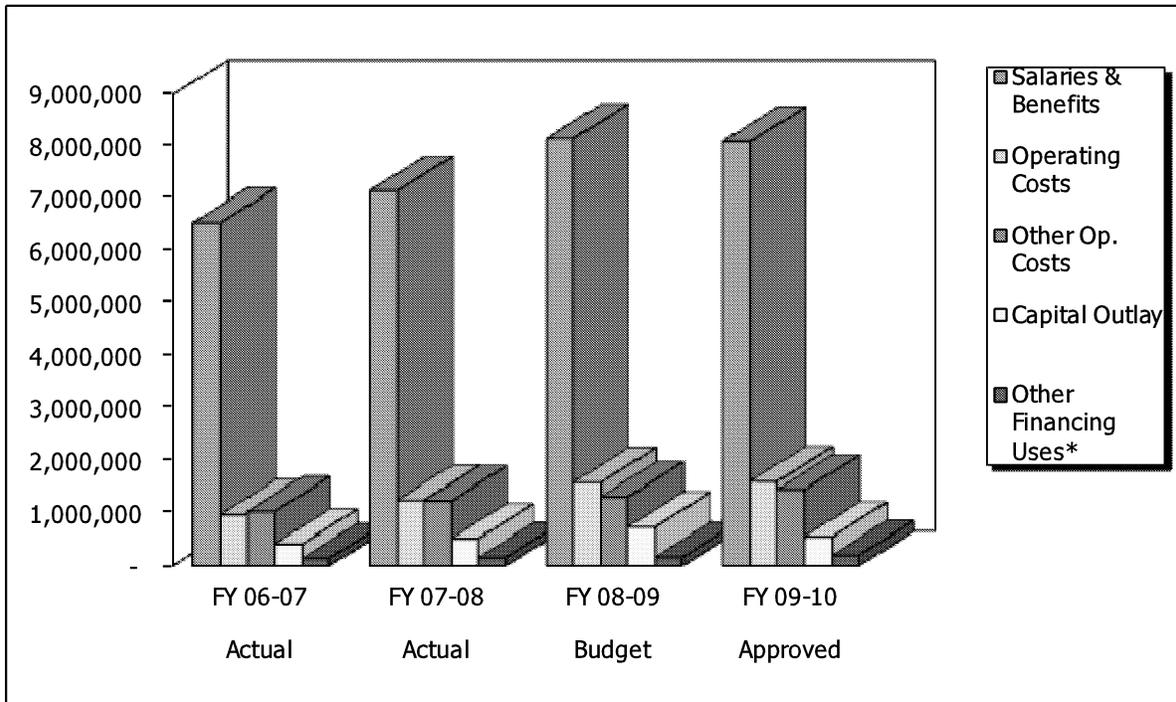
City Council approved funding for the realignment of a police Captain's position to a sworn Police Officer and Administrative Assistant III, \$11,061. Funding was also approved for two (2) leased vehicles, \$10,342; one (1) utility trailer, \$827; and one (1) child identification system, \$4,795. Additionally, funding for thirteen (13) patrol vehicle lifecycle replacements was approved, \$124,925.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Juvenile Transportation	\$ 2,175	\$ 150	\$ 1,000	\$ 1,000
NCLM Safety Grant	-	-	600	600
Drug Enforcement	-	21,257	-	-
PD Community Service Contributions	209	291	1,000	300
Taxi Permits/Inspections	9,825	9,667	9,000	10,558
Police Court Fees	49,232	55,846	53,000	55,000
Parking Fines	64	4	60	60
False Alarm Fees	2,975	2,475	1,800	34,630
Burglar Alarm Registration	-	-	-	15,000
NARTEST	-	8,300	5,000	12,000
National Night Out	10,212	27,512	20,000	20,000
Donations	5,173	4,248	12,995	-
Parade Permits	-	350	-	-
Funeral Escorts	-	3,025	2,000	5,800
Wrecker Rotation Member	-	7,750	7,750	7,500
Total Revenue	79,865	140,875	114,205	162,448
Expenditures				
Salaries & Benefits	6,555,436	7,164,925	8,161,015	8,100,411
Operating Costs	982,296	1,258,206	1,598,293	1,616,576
Other Op. Costs	1,044,746	1,247,600	1,321,521	1,459,424
Capital Outlay	420,458	524,433	746,078	560,537
Other Financing Uses*	143,904	159,140	166,440	203,250
Total Expenditures	9,146,840	10,354,304	11,993,347	11,940,198
Revenue over (under) Expenditures	\$(9,066,975)	\$(10,213,429)	\$(11,879,142)	\$(11,777,750)
Full-Time Employees	130	131	134	144
Part-Time Employees	15	15	15	15

* Other Financing Uses includes transfer for Police Separation Allowance.

TREND ANALYSIS



Increases of \$609,489 from FY 06-07 to FY 07-08 in Salaries and Benefits are mainly due to cost of living adjustments, employee merit raises, and significant increases in the cost of health insurance, as well as added personnel. Increases of \$996,090 in the FY 08-09 budget are due to a full year of the Springsted Pay Plan implementation, cost of living adjustments (3.5%), employee merit raises, and the addition of two police officers. Approved increases in Salaries and Benefits for FY 09-10 of \$35,094 are mainly due to worker's compensation adjustments, \$45,552 and a clothing allowance of \$29,000 which is offset by a decrease in health insurance of (\$44,080).

Increases of \$275,910 in the FY 07-08 budget Operating Costs are mostly due to increases in fleet maintenance charges, \$46,152, fuel costs, \$71,283, department specific, \$88,793, as well as training and departmental supplies. Increases of \$340,087 in the FY 08-09 budget are mainly due to increases in department specific requests, \$141,668; increases in fuel, \$63,466; insurance and fleet charges. Expenditure increases in the amount of \$36,497 for FY 09-10 were mainly contributed to by increases in fuel costs, \$25,746.

Increases of \$202,854 in the Other Operating Costs FY 07-08 budget are due to increased non-capital equipment expenditures as a whole, \$206,602, which is offset by decreased internal service allocations. Increases of \$73,921 in the FY 08-09 budget are due to increases in the cost of utilities and internal service allocations, \$60,447, in addition to non-capital equipment, \$13,474. Increases of \$137,903 for the FY 09-10 approved budget, Other Operating Costs, are due to increases in internal service allocations of \$181,363 and a decrease in non-capital equipment of (\$34,341).

Increases of \$103,975 in the FY 07-08 budget for Capital Outlay are primarily due to scheduled vehicle lifecycle replacement. Increases of \$221,645 in the FY 08-09 budget are due to approved routine fleet rotation. Capital Outlay costs are decreasing for FY 09-10 by \$185,541 due to a reduction in the amount of replacement vehicles as part of the vehicle lifecycle program.

FY08-09 ACCOMPLISHMENTS

- **Holiday Task Force:** The 2008 Holiday Task Force operated from November 28, 2008 through December 24, 2008. Twenty-two officers were assigned to the task force to address the potential increase in property and person crimes that may occur in the business districts of Jacksonville. The task force continued their focus on reducing crimes such as larcenies, shoplifting, common law robbery, armed robbery, and breaking and entering to automobiles by using high profile proactive patrols. The task force is designed to address any calls for service that occur in the shopping business districts in order to allow the on-duty patrol officers to focus their efforts on the remainder of the City without being inundated with calls for service centralized around the influx of people in these business areas. The task force this year resulted in 26 arrests, 35 incident reports, and 23 crash reports.
- **Project Safe Neighborhoods:** This is a national program with a local strategy to fight gun violence in local jurisdictions. The goal of this program is to target repeat violent offenders with "zero tolerance for gun violence." Since the implementation of Project Safe Neighborhoods, the Jacksonville Police Department, in partnership with Alcohol, Tobacco and Firearms, have charged several individuals with Federal Firearms Violations and many of these individuals are currently serving active sentences in federal prisons. The use of this strategy continues to reduce gun violence in the City of Jacksonville. Several new offenders were submitted for review by the ATF.
- **School Resource Officer:** The City of Jacksonville contracts with the local Board of Education to provide police officers to work in the middle and high schools located within the City to provide a safer environment for students and staff. The School Resource Officers also provide classroom lectures, educational presentations, peer mediation, and counseling with students and parents.

The School Resource Officer Program continues to be a great success by promoting a positive image of the department, building long-term relationships while bridging the gap between our citizenry and officers. Students on a daily basis approach their SRO to discuss both personal and school related issues. An SRO is often able to prevent problems from arising because of their close relationship with the students. An SRO gives advice and counseling on topics such as, violations of law, domestic violence, school safety concerns, and career management. This outreach program helps officers establish good relations and communication with the administrations, faculties and staff, and promotes a safer learning environment, in addition to being a crime deterrent in the schools.

- **Community Police Officers:** Four (4) police officers continue to be assigned to the Uniform Patrol Division's Community Officer Program. With the reorganization of the Patrol Division in 2006, these officers have been able to dedicate their patrol activities to the identification and resolution of community oriented problems within the City. Each officer is responsible for one sector of the City and works directly for the Watch Commander. They have received training in both Basic and Advanced Crime Prevention. These officers were also tasked with the responsibility of providing crime prevention programs in partnership with the Chamber of Commerce. In 2008, this training included Hotel/Motel Safety and Convenience Store Robbery Prevention.
- **D.A.R.E./G.R.E.A.T. Camp:** The Jacksonville Police Department and the Onslow County Sheriff's Department, in cooperation with the Onslow County Boys and Girls Club, provided the first DARE camp in the summer of 2005. The older children received a modified 5th grade DARE class. Afternoons were spent in the classrooms with DARE officers. The younger children learned about gun safety with Eddie Eagle, safety tips from McGruff the Crime Dog, bike safety from Vince and Larry and doing the right thing from Deputy Do-Right, after which they were divided into two

groups for games, videos, and fingerprinting. This camp is held annually each summer. In 2008, the fourth annual D.A.R.E. Summer Camp was conducted at Infant of Prague for the Boys and Girls Club of Onslow County. Over 700 children participated in the camp.

- **Gang Resistance Education and Training (GREAT) program:** The GREAT Program is a 13 week in-school curriculum program taught by law enforcement officers. The program is designed to teach juveniles about the dangers of delinquency, youth violence, and gang membership. The GREAT middle school curriculum was designed for middle school entry-level students in the 6th and/or 7th grades. This program was implemented to complement the DARE program in the City Schools. In 2008, GREAT was involved in special projects with the students in the program. Students from Jacksonville Commons Middle School, Northwood's Park Middle School and New Bridge Middle School presented various projects such as; a Thanksgiving Food Drive and an essay contest. Since the program's inception in the 06/07 school year, to date, the training program has been taught to 2030 students.
- **Drug Abuse Resistance Education (DARE):** The DARE program has evolved from its start in 1983, and currently their curriculum has shifted from the lecture format to the officers becoming facilitators in discussion groups, and role playing sessions. The Jacksonville Police Department offers the DARE classes in the 5th grade and in the 8th grade, which prepares students for their transition from elementary school to middle school or from middle school to high school. The new DARE is about giving the students the skills and the information they need to make good life choices. The program consists of 10 lessons where the students are given information on tobacco, alcohol, marijuana, inhalants and peer pressure facts. The program has additional supplemental lessons such as medication danger, bullying, and internet safety. DARE is a 10 week in-school curriculum program taught by law enforcement officers. The program is designed to teach juveniles about the dangers of illegal drugs, gangs and violent behavior. In 2008, two (2) supplemental programs were introduced into the curriculum. One was on Bullying and the other was on Inhalants and Methamphetamine Awareness.
- **Citizens Police Academy:** The Citizens Police Academy was developed in 2006 and continues today. The academy is a ten (10) week educational program that accommodates 20-30 citizens each year. The goal of the academy is to foster better communication between citizens and police through information and education. This academy is another avenue of furthering the department's community oriented policing efforts within the community. A total of 65 citizens have graduated from the Citizens Police Academy since its inception.
- **Weed and Seed:** Our Weed and Seed initiative is entering its third year. The Jacksonville Police Department is beginning to realize the benefits of its efforts within the target area. The key component to achieving continued success has been the continual cooperation with federal, state, county and other local law enforcement agencies. In comparison to 2007, there have been increases in certain Part 1 and 2 crimes and decreases in others. The Efforts in the New River and Davis Street Corridor has shown an 8% overall decrease in crimes that the program monitors. As an example, this reduction can be seen in the number of drug cases reported. In 2008, there were 37 fewer cases within the New River-Davis Street Corridor. This was a 2% reduction between 2007 and 2008.
- **Joint Terrorism Task Force:** In October 2008 the Jacksonville Police Department became members of the Federal Bureau of Investigation's Joint Terrorism Task Force (JTTF). As members of the JTTF, the Jacksonville Police Department's role is to support the war on terrorism through being a liaison with the FBI, intelligence gathering and information sharing. Currently there are two investigators who have been assigned to the task force.
- **Investigative Services:** The Special Operations Division of the Jacksonville Police Department has continued to work in partnership with neighboring Police and Sheriff's agencies within

Carteret, Craven, Sampson and Onslow Counties. This teamwork approach has resulted in favorable arrests and sizeable seizures of narcotics and assets. In February 2008, a joint undercover operation with Swansboro Police Department netted 5 arrests, 7.5 pounds of marijuana, 35 Ecstasy pills, 5 seized weapons from convicted felons, a cash seizure of \$7,700.00, 2 ounces of psychedelic mushrooms, and numerous paraphernalia items were also recovered.

In June 2008, detectives executed operation Stars & Shields. Stars & Shields was an extended undercover operation utilizing detectives from Carteret, Craven, & Onslow counties, to include agents from Naval Criminal Investigative Services. The operation started in January 2008 and was completed in early June 2008. Collectively the operation netted drug arrest warrants for 164 individuals with 738 felony drug and weapons charges, seizures of over \$13,000 in cash, 12 firearms to include 2 sawed off shotguns and 1 fully automatic sub-machine gun, 7 vehicles, 6384 grams of marijuana seized, 932 grams of cocaine, 110 dosage units of MDMA, 2415 dosage units of prescription medications, and 84 grams of hallucinogenic mushrooms seized.

The Jacksonville Police Department's Criminal Investigations Division (CID) continues to set the standard for law enforcement agencies throughout North Carolina by once again solving all homicides that transpired during the year. The CID investigated four homicides in 2008 and closed all four by arrest.

- **DEA Task Force:** The Police Department has assigned an officer to the DEA Task Force located in Eastern North Carolina. The drug enforcement efforts in Eastern North Carolina are led by DEA Special Agents and Task Force officers from other state and local agencies, who are assigned to DEA offices. The Task Force officer is deputized by the DEA and has the same authority as DEA Special Agents. Working in a task force setting brings together the expertise of the individual investigators and agencies and serves as a force multiplier, by which law enforcement can better confront the drug threats facing Eastern North Carolina.
- **NarTest:** This is our second year of NarTest processing. Both James Gamel and Shelly Partain re-certified with NarTest in January of 2008 and will continue testing narcotics here at the Police Department. The time saved in waiting on results from the State Lab is priceless. The District Attorneys are getting the lab results very fast and as a result the adjudications are much faster than before, resulting in more convictions, more plea-bargains, and more cases being closed. We tested over 500 items of narcotics evidence in 2008. These numbers will continue to grow with the addition of narcotics being added to the testing process. In 2008 we added Meth/MDMA (Ecstasy) to the array of narcotics being tested.
- **Automated License Plate Reader:** The Traffic Division received the Automated License Plate Reader in 2008. This equipment has been placed on an unmarked Dodge Charger. All members of the traffic division have received training on its operation. This new technology has given officers the ability to scan thousands of license plates for violations. This technology has allowed the department to obtain information from vehicle license plates about wanted persons to subjects placed on the FBI's terrorist watch list.
- **Automated Fingerprint Identification System (AFIS):** In 2008, evidence technicians in the Property Management Division completed the three levels of AFIS training. This included the basic, advanced and palm classes. The three phases of training certified our personnel in furtherance of latent print examination and classification. The AFIS system has proven to be an asset to our organization. We recently requested to have our agency granted access to the FBI fingerprint database. This accessibility will save time with our fingerprint searches. We will no longer have to submit our prints through the SBI in order to run fingerprints in the FBI system. We are in the final stages of completing the access request.

- **IACP Leadership Program:** The organization continues to further develop its supervisory staff. In 2008, five supervisors attended and successfully completed the Leadership in Police Organizations (LPO) class that was developed by the International Association of Chiefs of Police. In 2008, the first IACP Leadership in Police Organizations class was completed with great success. The class had a total of 28 students attend from different agencies throughout the state. Our second class is scheduled for May, June and July of 2009. This agency remains committed to providing quality training to our first and second level supervisors in an effort to enhance their leadership knowledge, skills and abilities. The program is an investment in the Police Department's future.
- **Police Range:** In an effort to make critical range improvements, the Jacksonville Police Training Academy, Inc. and the City of Jacksonville entered into a lease agreement to facilitate the range improvement plan. The Range Facility is an essential part of the infrastructure of the agency and is vital in the development of agency personnel. The lease agreement will prove to be very valuable in maintaining and improving this facility. The agency is continuing with its efforts to make improvements to the Police Department Range. With City approved funding, plans were implemented in 2008 to make site improvements. Additionally, a financial commitment by Coastal Carolina Community College was secured to acquire a twenty station pneumatic target system. This system will further enhance the firearms proficiency of the agency's officers. This will be accomplished by keeping them on a scheduled time sequence to cause improvement in the areas of speed, recognition, loading, and threat skills. The implementation of this plan will begin in April of 2009 and will be complete by May of 2009.
- **Taser:** The taser was implemented by this agency in 2008 as an additional less-than-lethal defensive tool. In January, sixty officers were certified as Taser Operators during an eight hour training session. Each taser is equipped with a taser cam and these cameras have proven beneficial in the resolution of false claims of excessive force. The implementation of the taser has proven to be beneficial to the agency by reducing injuries to officers and arrestees during violent arrest confrontations. In 2008, the police department saw a reduction in use of force reports largely due to the introduction of the taser.
- **Training Initiatives:** The Police Department continues to emphasize training. In the fall of 2008, the Police Special Operations Division, in partnership with Coastal Carolina Community College, developed a *Basic Undercover Operations* course. The 2008 training calendar began with the Mandatory In-Service Training program, (MIST). This training is offered in an on-line format as a result of a collaborative effort between this agency and the Coastal Carolina Community College. MIST is mandatory for all sworn employees and provided a total of twenty (20) hours of training that is mandated by the State of North Carolina. Eighteen (18) hours of this training was on-line and provided instruction and testing in the following areas; Legal Updates, Personnel and Management, Rapid Deployment, Juvenile Minority Sensitivity Training, Critical Incidents, and Career Survival. This year, all sworn personnel had to complete two (2) hours of Rapid Deployment practical application training. This training gave each officer specific training in responding to incidents involving an active shooter. The technical advancement of on-line training continues to be a valuable asset to our organization and in providing our officers with their required training. All newly hired personnel completed their mandated blocks of instruction in the National Incident Management System (NIMS). This training was conducted to provide entry level personnel an in-depth look at the requirements of successfully responding to and coordinating a mass casualty situation where several agencies and jurisdictions may be utilized.
- **Hiring and Recruitment:** In 2008, the agency was presented with several external hiring challenges and remained steady in the recruitment, selection and hiring of suitable personnel. The implementation of the City on-line application process has automated the hiring process and has

simplified the process for the applicants. The agency remains in close liaison with the surrounding BLET programs while continuing screenings for potential applicants displaying suitable knowledge, skills and abilities for the aforementioned services. We are continuing to monitor and review our hiring incentives. In 2008, the starting pay for an entry level police officer went from \$32,865 to \$33,829. The salary is applicable and competitive with our surrounding civilian law enforcement agencies.

- **Victim Advocate:** In 2008, the Jacksonville Police Department applied for and received a Victim Assistance through Effective Communication Grant from the Governor's Crime Commission. This two year grant enabled the department to hire a Victim Advocate liaison. This critical position enhances the department's ability to effectively assist crime victims through the processes of the Criminal Justice system. With this added position, we have increased our ability to effectively communicate with a portion of the community that the department has not been able to consistently address before. Since the program's inception in November of 2008, there have been there have been 224 initial contacts and 265 follow up contacts

Communications Division: Communications Division: This year, all employees of the Communications Division have successfully completed the National Academies of Emergency Dispatcher certification training. For the first time in our history, all of the telecommunicators are certified to the National standard for emergency telecommunications. Anticipating future growth for the City and the influx of calls requesting emergency assistance, our agency requested a 4th console be added to the Communication Center. The new workstation is designed and equipped to accommodate a call taker position. In order to render assistance to the citizens of Jacksonville in a timely, efficient and effective manner, the department created a Differential Response Program. There are a number of levels determined by the extent of the emergency involved in the program. A Priority 1, or immediate response call, requires immediate emergency response. For example, situations that require an emergency police response include crimes in progress, injurious car crashes, life threatening medical situations and other circumstances where the police are needed immediately. Non emergency calls vary from priority two to priority seven. These calls for assistance could fluctuate up or down the priority scale depending on the variables involved in the situation.

Our Communications Center was selected by the State Bureau of Investigation to be one of a few law enforcement agencies to utilize the new On-line Validation System. The system allows for fast validation of National Crime Information Center files on-line. The on-line process decreases the time and personnel needed to complete the audit. The center was also chosen to participate in the S.B.I. and North Carolina Division of Motor Vehicles pilot program for accessing and exchanging North Carolina driver's license image photos.

- **Evolve On-line Validation System:** Our Communications Center was selected by the S.B.I to be one of a few law enforcement agencies to utilize the new Evolve On-line Validation System. The system allows for fast validation of NCIC files on-line. The on-line process decreases the time and personnel needed to complete the audit. The center was also chosen to participate in the S.B.I. and North Carolina Division of Motor Vehicles pilot program for accessing and exchanging North Carolina driver's license image photos. All members of the Communications Division have successfully completed the National Academies of Emergency Dispatcher certification training.
- **Police Services Officers Program (PSO):** In an effort to increase the effective manpower levels and to save money, the Police Department has created and staffed two (2) Police Service Officer (PSO) positions. Under general supervision, these PSO positions are also tasked with performing some duties that are normally performed by sworn police officers. Some of these duties include conducting funeral escorts, taking police reports, performing traffic control and direction; perform the duties of a school crossing guard. These positions greatly assist in reducing

the call volume for the sworn officers, thereby allowing the police officers to be more proactive in their assigned duties in order to thoroughly address sustained criminal activity. In 2008, these Police Service Officers provided a valuable asset to the Jacksonville Police Department. These officers have proven their ability to assist the patrol division by keeping sworn officers on the street. They have taken 498 incident reports and 195 supplement reports in 2008. The Police Service Officers handled a total of 2,307 calls for service. They are currently being trained in Basic Crime Scene Investigation in order to assist in the processing of crime scenes.

- **Investigative Overtime Grant:** Our agency continues the utilization of these funds. Initially the Investigative Overtime grant was secured from the Governors Crime Commission for use on target areas in the City that are experiencing reoccurring drug activity, specifically in the New River and Davis Street Corridor's. The Police Department developed the Community Response Teams (CRT) to help combat this issue. Since the development of the CRT, significant arrests and seizures have been made, but due to the shortage of manpower, this team is often times required to assist with other calls for service. In order to effectively deal with this problem, the department applied for the Investigative Overtime grant to provide additional manpower to the CRT teams to supplement their efforts. The goal of this grant is to ensure a safe community, reduce crime, and prevent personnel injury and loss of life and property within the City of Jacksonville.
- **National Night out Award:** The Police Department continues to organize and participate in the National Night Out event. This year was the 25th Anniversary of the event and the City of Jacksonville was awarded the National Award recognizing "Outstanding Participation in America's Night Out against Crime" for the second consecutive year. Jacksonville is one of only two cities in North Carolina that received this award.
- **Traffic Awards:** In FY 08-09, the Police Department received an Achievement Award from the Governor's Highway Safety Program (GSHP) for successfully maintaining a 100% reporting rate to the State of North Carolina. This award highlighted the agency's dedication to highway safety and participation in campaign efforts throughout the year. AAA and the North Carolina Governor's Highway Safety Program work together each year to select cities for excellence in traffic safety in their community. Traffic safe communities are selected by looking at crash statistics, number of law enforcement officers per capita, and presence of a formal traffic safety program and/or existence of a special traffic division. The University of North Carolina at Charlotte provided the statistical analysis and the Carolina Motor Club Foundation chose winners in each category, giving extra emphasis to those communities that are proactive in enhancing traffic safety efforts. Jacksonville won the award for an Excellent Traffic Safe Community with a population greater than 30,000 for 4 out of the past 5 years including 2004, 2006, 2007 and 2008.
- **Special Olympics Torch Run Award:** The North Carolina Law Enforcement Torch Run for Special Olympics Headquarters presented an award to the agency in 2008. This award is in recognition for money raised by the agency in the amount of \$10,000 which the headquarters stated "the agency's participation would make a difference in the lives of the 38,000 Special Olympic North Carolina Athletes".

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measures

	<u>Target</u>	<u>Actual FY06-07</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Ensure all recovered firearms have been test fired and the data has been entered into the NIBIN (National Integrated Ballistic Information Network)	100%	100%	100%	100%
Average processing (turnaround) time of calls	4:30	3:44	4:21	5:23
Average processing (turnaround) time of Priority #1 calls	3:00	1:42	1:44	1:27
Percentage of 911 calls answered within three rings	90%	88%	92%	93%
Cost per call dispatched annually	\$150	\$103	\$102	\$165
Response time to high priority calls	5:00	6:47	5:06	4:11
Number of Community Officer initiated policing projects	24	51	43	54
Release unsolved crime information at least bi-weekly throughout the year to the public as part of the Crime Stoppers Program	26	29	29	12
Maintain and revise CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation files on a continual basis throughout the year	80%	80%	100%	40%

Workload Indicators

	<u>Target</u>	<u>Actual FY06-07</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Number of calls dispatched for services	85,000	93,931	99,658	71,681
Number of reports taken annually	8,000	8,395	8,895	5,860
Average Calls dispatched per Sworn Officer	620	846	881	634
Average Calls dispatched per 1,000 population per year	1.180	1.304	1.384	0.995

**POLICE SPECIAL REVENUE PROJECTS
BUDGET SUMMARY FY 2010**

LAW ENFORCEMENT GRANTS

BULLETPROOF VEST - PD0102	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Bureau of Justice	\$ 82,938	\$ -	\$ 82,938
NCLM Bulletproof	14,750	-	14,750
From General Fund	117,681	-	117,681
TOTAL REVENUE	\$ 215,369	\$ -	\$ 215,369
Expenditures			
Operating Costs	\$ 215,369	\$ -	\$ 215,369
TOTAL EXPENDITURES	\$ 215,369	\$ -	\$ 215,369

RESTRICTED FEDERAL DEA - PD0503	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Drug Enforcement	\$ 327,525	\$ -	\$ 327,525
From General Fund	245,167	-	245,167
Special Revenue	1,183	-	1,183
TOTAL REVENUE	\$ 573,875	\$ -	\$ 573,875
Expenditures			
Operating Costs	\$ 214,719	\$ -	\$ 214,719
Other Operating Costs	140,659	-	140,659
Capital Outlay	243,549	-	243,549
Other Financing Uses	17,048	-	17,048
TOTAL EXPENDITURES	\$ 615,975	\$ -	\$ 615,975

RESTRICTED STATE DEA - PD0504	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Drug Enforcement	\$ 68,254	\$ -	\$ 68,254
From General Fund	161,422	-	161,422
TOTAL REVENUE	\$ 229,676	\$ -	\$ 229,676
Expenditures			
Operating Costs	\$ 63,326	\$ -	\$ 63,326
Other Operating Costs	42,625	-	42,625
Capital Outlay	142,975	(16,084)	126,891
Other Financing Uses	5,750	16,084	21,834
TOTAL EXPENDITURES	\$ 254,676	\$ -	\$ 254,676

GCC GANG ENFORCEMENT - PD0802	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Gang Enforcement	\$ 43,652	\$ -	\$ 43,652
Special Revenue	14,551	-	14,551
TOTAL REVENUE	\$ 58,203	\$ -	\$ 58,203
Expenditures			
Salaries and Benefits	\$ 19,412	\$ -	\$ 19,412
Other Operating Costs	13,310	-	13,310
Capital Outlay	25,481	-	25,481
Other Financing Uses	-	-	-
TOTAL EXPENDITURES	\$ 58,203	\$ -	\$ 58,203

WEED AND SEED - PD0803	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Weed and Seed	\$ 175,000	\$ -	\$ 175,000
From General Fund	\$ 1,268	\$ -	\$ 1,268
TOTAL REVENUE	\$ 176,268	\$ -	\$ 176,268
Expenditures			
Salaries and Benefits	\$ 78,351	\$ -	\$ 78,351
Operating Costs	\$ 2,453	-	-
Other Operating Costs	\$ 70,464	-	-
Other Financing Uses	25,000	-	25,000
TOTAL EXPENDITURES	\$ 176,268	\$ -	\$ 103,351

FEDERAL TREASURY SEIZURES - PD0804	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Drug Enforcement	\$ 8,521	\$ -	\$ 8,521
TOTAL REVENUE	\$ 8,521	\$ -	\$ 8,521
Expenditures			
Operating Costs	\$ 8,521	\$ -	8,521
TOTAL EXPENDITURES	\$ 8,521	\$ -	\$ 8,521

WEED AND SEED - PD0901	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Weed and Seed	\$ 150,000	\$ -	\$ 150,000
From General Fund	2,767	-	2,767
TOTAL REVENUE	\$ 152,767	\$ -	\$ 152,767
Expenditures			
Salaries and Benefits	\$ 93,345	\$ -	\$ 93,345
Operating Costs	1,222	-	1,222
Other Operating Costs	58,200	-	58,200
TOTAL EXPENDITURES	\$ 152,767	\$ -	\$ 152,767

VICTIM'S ASSISTANCE GRANT - PD0902	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Victim's Assistance	\$ 26,124	\$ 36,573	\$ 62,697
From General Fund	3,000	8,701	11,701
Special Revenue	5,750	16,084	21,834
TOTAL REVENUE	\$ 34,874	\$ 61,358	\$ 96,232
Expenditures			
Salaries & Benefits	\$ 34,225	\$ 60,709	\$ 94,934
Operating Costs	649	649	1,298
TOTAL EXPENDITURES	\$ 34,874	\$ 61,358	\$ 96,232

WEED AND SEED - PD1001	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Weed and Seed	\$ -	\$ 175,000	\$ 175,000
From General Fund	-	2,192	2,192
TOTAL REVENUE	\$ -	\$ 177,192	\$ 177,192
Expenditures			
Salaries & Benefits	\$ -	\$ 103,477	\$ 103,477
Operating Costs	-	718	718
Other Operating Costs	-	72,997	72,997
TOTAL EXPENDITURES	\$ -	\$ 177,192	\$ 177,192

COPS GRANT - PD1002	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
COPS Universal Hiring Grant	\$ -	\$ 1,618,184	\$1,618,184
TOTAL REVENUE	\$ -	\$ 1,618,184	\$1,618,184
Expenditures			
Salaries & Benefits	\$ -	\$ 1,618,184	\$1,618,184
TOTAL EXPENDITURES	\$ -	\$ 1,618,184	\$1,618,184

2010 JAG GRANT - PD1003	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
JAG Grant	\$ -	\$ 111,112	\$ 111,112
Installment Purchase Revenue	\$ -	\$ 90,640	\$ 90,640
TOTAL REVENUE	\$ -	\$ 201,752	\$ 201,752
Expenditures			
Other Operating Expenses	\$ -	\$ 40,656	\$ 40,656
Capital Outlay	\$ -	\$ 161,096	\$ 161,096
TOTAL EXPENDITURES	\$ -	\$ 201,752	\$ 201,752

GOVERNOR'S HWY SAFETY GRANT - PD1004	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
GHS Grant	\$ -	\$ 80,325	\$ 80,325
Installment Purchase Revenue	\$ -	\$ 23,051	\$ 23,051
TOTAL REVENUE	\$ -	\$ 103,376	\$ 103,376
Expenditures			
Operating Expenses	\$ -	\$ 2,500	\$ 2,500
Other Operating Expenses	\$ -	\$ 20,328	\$ 20,328
Capital Outlay	\$ -	\$ 80,548	\$ 80,548
TOTAL EXPENDITURES	\$ -	\$ 103,376	\$ 103,376

E-911 FUNDS			
EMERGENCY TELEPHONE 911 - ET0801	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Phone surcharge fee	\$ 575,846	\$ 420,799	\$ 996,645
From Special Revenue	445,390	-	445,390
TOTAL REVENUE	\$ 1,021,236	\$ 420,799	\$1,442,035
Expenditures			
Salaries and Benefits	\$ 47,079	\$ -	\$ 47,079
Operating Costs	371,181	166,299	537,480
Other Operating Costs	15,000	-	15,000
Capital Outlay	602,476	256,000	858,476
TOTAL EXPENDITURES	\$ 1,035,736	\$ 422,299	\$1,458,035

SCHOOL RESOURCE OFFICER - PD9803	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Onslow County BOE	\$ 2,230,497	\$ 252,544	\$2,483,041
From General Fund	1,083,743	143,646	1,227,389
TOTAL REVENUE	\$ 3,314,240	\$ 396,190	\$3,710,430
Expenditures			
Salaries & Benefits	\$ 2,805,834	\$ 353,451	\$3,159,285
Operating Costs	243,258	39,864	283,122
Other Operating Costs	106,465	2,875	109,340
Capital Outlay	20,257	-	20,257
Other Financing Uses	147,178	-	147,178
TOTAL EXPENDITURES	\$ 3,322,992	\$ 396,190	\$3,719,182

SEPARATION ALLOWANCE FUND

The Separation Allowance Fund is a pension trust fund used to account for accumulation of resources for special separation benefit payments to qualified law enforcement officers.

SEPARATION ALLOWANCE FUND - TA 7187	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
Appropriated fund balance	\$ 105,308	\$ -	\$ 105,308
From General Fund	1,480,703	203,250	1,683,953
TOTAL REVENUE	\$ 1,586,011	\$ 203,250	\$ 1,789,261
Expenditures			
Salaries & Benefits	\$ 1,553,578	\$ 203,250	\$ 1,756,828
TOTAL EXPENDITURES	\$ 1,553,578	\$ 203,250	\$ 1,756,828

FIRE

Fund: General

Function: Public Safety

MISSION

The mission of the Fire Department is "to provide excellent customer service through prevention, readiness, and response to threats to the lives and property of the people we serve."

GOALS FOR FY 09-10

The Fire Department's goals support the City Council's goals to Assess and Respond to the Needs of the Community, Attract and Retain a Quality Workforce and Build Key Relationships. The Department's short-term goals for the coming year are as follows:

1. Provide resource management to deliver effective emergency services.
 2. Respond to emergency situations to minimize civilian injuries/deaths and property damage.
 3. Maintain a qualified staff for service delivery.
 4. Provide effective fire prevention programs.
 5. Maintain effective relationships with partner agencies.
-
-

Narrative - The Fire Department is composed of four divisions:

Administrative Division - Provides leadership and direction for the various responsibilities assigned to the Fire Department. This Division is responsible for collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. In performing these responsibilities, the Division must research and study new equipment, write new equipment specifications, collect data for reports and records involving periodic Management Reports and Annual Reports. This division also compiles fiscal information for preparing the budget.

Operations Division - Responsible for all emergency responses, which includes fire, emergency medical, technical rescue, natural and man-made hazards. This is the most visible Division in the Department, as well as the most hazardous. The Division is also responsible for maintenance of all emergency vehicles and equipment.

Fire Prevention Division - Develops and maintains effective and efficient programs directed toward identification of the causes and origins of fire, explosions and other emergency situations that endanger life and property. The Division coordinates mandated fire inspections and also provides building plan reviews as set forth by the North Carolina State Fire Prevention Code. Fire/Life safety classes are also presented to citizen groups, school-age classes, and other groups as requested.

Fire Training and Standards Division - Responsible for planning and directing all training activities of the Department, including assessment of training needs, curriculum development and scheduling. The Training Division is also responsible for implementation of the Department Safety Program.

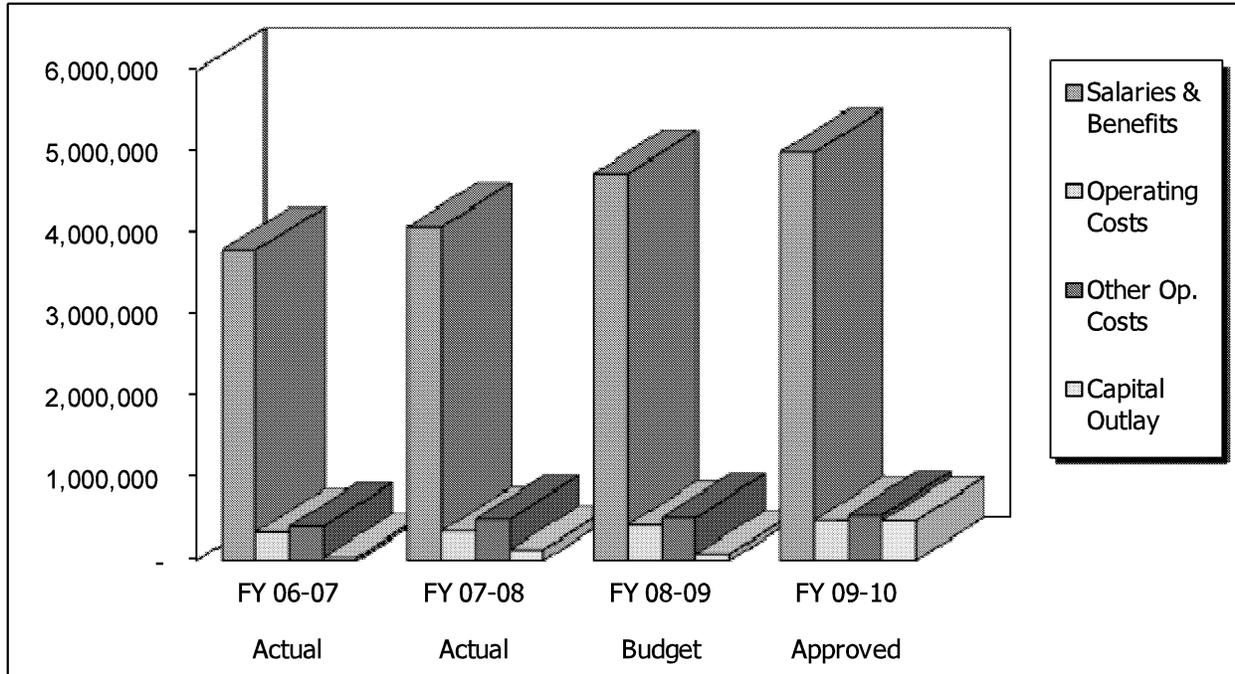
2009-2010 BUDGET HIGHLIGHTS

City Council approved one half year funding for five firefighters needed to staff Fire Station #5, \$116,411. Funding has also been approved for additional uniforms, \$14,236; mechanics tools, \$10,612; and the replacement of engine #3 and two (2) administrative vehicles, \$83,954.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
False Alarm Fees	\$ 1,689	\$ 875	\$ 1,400	\$ 1,000
Fire Inspection Fees/Penalty	8,461	16,045	10,000	22,575
Fire Protection Permit Fees	13,751	21,716	8,000	15,000
State Owned Bldg Fire Pro	-	1,529	2,039	1,802
Fire Department Contributions	-	3,000	-	-
Total Revenue	23,901	43,165	21,439	40,377
Expenditures				
Salaries & Benefits	3,801,119	4,094,083	4,745,646	5,002,487
Operating Costs	345,047	361,224	437,721	493,738
Other Op. Costs	417,699	507,372	528,176	555,648
Capital Outlay	39,807	133,251	81,148	488,270
Total Expenditures	4,603,672	5,095,930	5,792,691	6,540,143
Revenue over (under) Expenditures	\$(4,579,771)	\$(5,052,765)	\$(5,771,252)	\$ (6,499,766)
Full Time Employees	75	75	81	86
Part Time Employees	3	3	3	3

TREND ANALYSIS



Increases of \$292,964 in the FY 07-08 budget are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan. Increases of \$651,563 in the FY 08-09 budget are due to the cost of implementing a full year of the Pay Plan, a cost of living allowance (3.5%), as well as costs associated with the addition of a new Fire Prevention Inspector, \$53,361. Increases of \$256,841 in the approved FY 09-10 budget in Salaries and Benefits are due to an increase in worker's compensation costs of \$31,710, as well as the cost of five (5) firefighters for one half year, which are needed to staff Fire Station #5 when it comes on line in FY 2012, \$104,694.

Increases of \$16,177 in the FY 07-08 budget are mainly due to increases in fleet maintenance charges, \$9,193 and inflated fuel prices, \$12,275. Expenditures in the amount of \$76,497 for FY 08-09 increased primarily due to training, \$19,310, as well as increased costs in department specific, \$12,386 and fleet maintenance charges of \$11,271. Increases of \$56,017 in the approved FY 09-10 budget in Operating Costs are due to fleet maintenance charges, \$8,128; increased fuel charges, \$8,353; as well as a needed increase in departmental non-rental uniforms (protective safety equipment) for existing and approved personnel, \$35,088.

Increases of \$89,673 in the Other Operating Costs FY 07-08 budget are partly due to increased non-capital equipment expenditures, \$47,861 and increases in internal service allocations of \$18,912. Increases of \$20,804 in the FY 08-09 budget are due to decreases in internal service fund allocations for Information Technology Services, (\$41,879) and the cost of additional non-capital IT equipment and software, \$33,607, as well as an increase in contracted professional, \$20,755. Increases of \$27,472 in the approved FY 09-10 budget, Other Operating Costs, are due to an increase in ITS charges, \$53,198, which is offset by a \$25,000 decrease in maintenance buildings and equipment.

Increases of \$93,444 in the FY 07-08 budget are due to the approved routine fleet rotation. Decreases of \$52,103 in the FY 08-09 budget are due to a decrease in Capital Outlay lifecycle replacements. Increases of \$407,122 in the approved FY 09-10 budget, Capital Outlay, is primarily due to the scheduled vehicle lifecycle replacement of one (1) engine and two (2) vehicles, as well as mechanics tools and one (1) thermal imaging camera.

FY08-09 ACCOMPLISHMENTS

Re-Accreditation: A Peer Assessment Team representing the Commission on Fire Accreditation International conducted comprehensive review and appraisal of the Jacksonville Fire Department based upon the 7th Edition of the Fire and Emergency Services Self Assessment Manual on June 29 – July 3, 2008. Results of the assessment were as follows:

- The Jacksonville Fire Department has demonstrated that all core competencies have been met.
- The Jacksonville Fire Department has demonstrated that all applicable criteria have been met.
- The Peer Assessment Team recommended Accredited Agency Status for the Jacksonville Fire Department from the Commission on Fire Accreditation International.

NIMS Training: The Jacksonville Fire Department continues to complete the required NIMS training. The command staff recently completed the NIMS 400 training course in early 2009.

Georgetown Emergency Service Training Ground: The Department is building its own burn building for live fire training. Phase 2, the total enclosure of the building, is complete. Phase 3, the Burn room has also been completed.

A project to replace the roof on the smoke house and fence in the Training ground is being planned at this time. This portion of the project is a collaborative effort between the Jacksonville Fire Department and the Onslow County Fireman's Association.

Assistance to Firefighters Grant Equipment Update: The Jacksonville Fire Department has taken delivery of eighty (80) Grace T-Pass devices, a transmitter/receiver unit that communicates with the pass devices, and related software to meet NFPA 07' compliance. The cost to purchase the equipment was \$77,995.

SAFER Grant Update:

The Jacksonville Fire Department was awarded a SAFER Grant (Staffing for Adequate Fire and Emergency Response) by FEMA in the amount of \$ 541,900 for the hiring of additional firefighters. This SAFER Grant will fund 5 additional firefighter positions.

Muscular Dystrophy Association "Fill the Boot" Fund Raising Campaign: For the third year in a row the Jacksonville Fire Department has completed fundraisers for the Muscular Dystrophy Association. On May 1st through September 2rd, 2008, Jacksonville Fire Fighters dedicated their time raising money for this organization through the "Fill the Boot" fund raising campaign. The combined efforts of these individuals and some of their family members raised \$5,300 which will be used by the MDA to fund research that will help affected families within Onslow County.

Fire Prevention Division: Fire Prevention Week was a great success. Several partnerships and new tactics were used this year to provide fire prevention to approx 19,500 children and adults since July 1, 2008.

The Onslow County Schools partnered with the Department this year to assist the Fire Prevention Division in making copies of Fire Educational coloring books for all elementary students in the city. With the help of the schools, the Division was able to distribute material for more age groups than ever before.

In September 2008, the Fire Prevention Division took delivery of a remote-controlled public safety education presentation device. The robot can move, talk, and show presentations on a remotely operated TV screen.

In a collaborative effort, a fire safety trailer was donated to the Jacksonville Fire Department by the Camp Lejeune Fire Department. The Fire Safety Trailer is an invaluable asset to our community. It features the latest technology in teaching children Fire Safety, how and when to dial 911, and what to do in the event of a fire. Through this interactive training concept, we are able to keep the children focused, and they enthusiastically participate in each lesson.

Honor Guard and Chaplain Program: Every October, at the start of Fire Prevention Week, the National Fallen Firefighters Foundation honors all United States firefighters who have died in the line of duty in the previous year. On October 5, 2008 The Jacksonville Fire Department Honor Guard participated in the Fallen Firefighters Memorial Service in Emmitsburg, Maryland.

In December 2008 the Department Chaplain was elected as an advisory board member of the North Carolina Fallen Firefighters Foundation. This position will assist in the planning of the Annual Fallen Firefighters Ceremony in May, and serve as the Eastern North Carolina representative for the foundation.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY 06-07</u>	<u>Actual FY 07-08</u>	<u>Actual Jul 08- Mar 09</u>
Annual Accreditation Compliance Report is submitted and approved	Every Year	Approved	Approved	Re-Accredited July 2008
Percent of fires contained to room(s) involved on arrival	75%	55.6%	73.9%	94.3%
Percent of emergency calls responded to within 7 minutes	85%	85.6%	82.3%	81.2%
Recordable injury rate does not exceed target rate	<8.0	3.18%	4.87%	9.53%
Required Fire Inspections conducted according to schedule	95%	89.47%	100%	100%

**FIRE SPECIAL REVENUE PROJECTS
BUDGET SUMMARY FY 2010**

SAFER GRANT

SAFER Grant - FR0901	Amended Budget 04/28/09	Approved FY 09-10	Total Project
Revenue			
SAFER Grant	\$ 195,623	\$ 173,375	\$ 368,998
From General Fund	40,691	69,989	110,680
TOTAL REVENUE	\$ 236,314	\$ 243,364	\$ 479,678
Expenditures			
Salaries & Benefits	217,453	243,364	460,817
Operating Costs	17,241	-	17,241
Other Operating Costs	1,620	-	1,620
TOTAL EXPENDITURES	\$ 236,314	\$ 243,364	\$ 479,678

RECREATION AND PARKS

This section includes the Recreation and Parks Department. This Department provides the following services:

- **Administration**
- **Athletics**
- **Seniors**
- **Special Events and Activities**
- **Centers**
- **Park Maintenance**

RECREATION AND PARKS DEPARTMENT

Fund: General

Function: Recreation

MISSION

The mission of the City of Jacksonville Recreation and Parks Department is to help make Jacksonville the best place to live, work, and visit by providing exceptional active and passive leisure opportunities for our citizens that will contribute to the development and improvement of individual health and wellness, a sense of community, environmental appreciation and economic development.

GOALS FOR FY 09-10

The Recreation and Parks Department's goals support and contribute to the achievement of the City Council's goals by developing plans that will ensure effective and efficient delivery of leisure services. Each of these services can be a vital part of the overall approach to Develop Planning Strategies to Promote Sustainable and Environmentally Sound Growth, Develop Strategies to Implement Downtown Development Plan, Assess and Respond to the Needs of the Community, Build Key Relationships, or Attract and Retain a Quality Workforce. The Department's short-term goals for the coming fiscal year are as follows:

1. Develop departmental level of service plan for Recreation and Parks in the City of Jacksonville
 - a. Recreation; programs, services, activities and events
 - b. Parks; facilities, ball fields, open space, and maintenance
2. Continue to expand and enhance active and passive leisure opportunities
 - a. Responsive programming and service delivery
 - b. Health and wellness
 - c. Environmental appreciation
 - d. Economic development
3. Continue to enhance organizational and administrative effectiveness and efficiency
 - a. Develop and implement staff development plans
 - b. Develop and implement standards for customer service
 - c. Ongoing work process redesign and re-engineering
4. Continue to develop and steward Boards and Commissions
 - a. Enhance and develop capacities
 - b. Enhance and support strategic focus and effectiveness
 - c. Enhance opportunities for community involvement

Narrative - The Recreation and Parks Department is composed of six divisions:

Administration – Provides managerial and administrative support by overseeing and directing the Recreation and Parks Department, ensuring that services and initiatives are consistent with the goals and objectives defined by the Mayor and Council. Special emphasis is placed on development review, assessment and responsiveness to trends in recreation and leisure services. Coordinates web-based support services and develops operational and strategic plans.

Athletics – The Athletics Division provides community members with a wide variety of recreation opportunities that can contribute to one's leisure lifestyle. They include adult and youth sports, road races and fun runs, and Skate Park and outdoor sport facility management. Responsible for the operation and management of concession stands for all youth athletic events.

Centers – The Centers Division provides supervised activities for the youth at the Recreation Centers and school sites throughout the City. This includes the summer camp and after school programs for school age youth.

Parks – Provides support and maintenance services for the City's more than 260 acres of developed parks, and landscaping services for an additional 200 acres. The internal standards insure that parks are maintained to provide a clean, safe and attractive environment for all ages. This division also maintains the reservation system for the parks and park shelters.

Seniors – The Seniors Division provides various recreational activities for our older citizens in the form of exercise classes, interest-based trips and various other planned activities of special interest to this age group.

Special Events and Activities – The Special Events and Activities Division provides various organized leisure time activities for citizens of all ages including Summer Adventure camping trips to various destination, Family fun Days, Arts and Crafts and organized trips to sporting and non-sporting events.

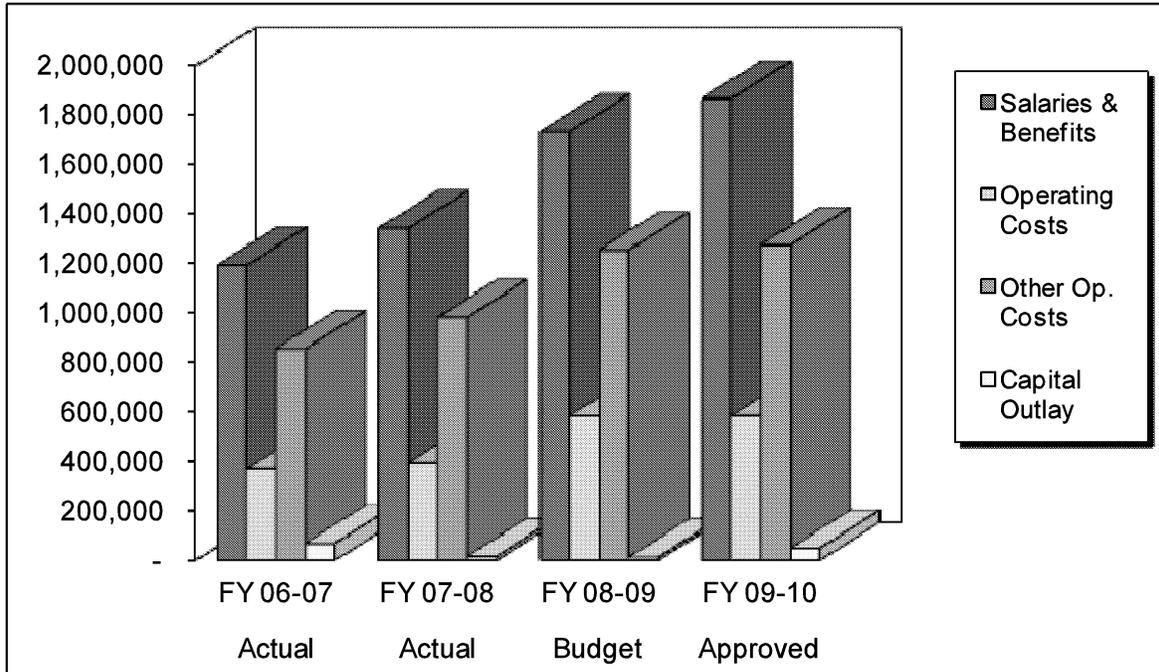
2009-2010 BUDGET HIGHLIGHTS

City Council approved funding for the Athletic Program Assistant to transition from part-time to full-time. The cost of this change will be completely offset by the savings in overtime hours. Other approved funding includes the increase in minimum wage, \$24,074; additional electrical usage for expansion at a cost of \$5,275 due to the newly constructed ball fields and tennis courts at the Jacksonville Commons area.

DEPARTMENTAL SUMMARY

	Actual	Actual	Budget	Approved
	FY 06-07	FY 07-08	FY 08-09	FY 09-10
Revenue				
Recreation Fees	\$ 295,757	\$ 363,056	\$ 353,246	\$ 401,020
Recreation Concessions	34,795	40,094	35,000	40,600
Contributions	-	1,595	1,000	-
Total Revenue	330,552	404,745	389,246	441,620
Expenditures				
Salaries & Benefits	1,193,922	1,342,907	1,733,585	1,867,462
Operating Costs	370,457	394,496	585,453	586,801
Other Op. Costs	855,435	982,507	1,254,923	1,275,323
Capital Outlay	68,412	15,766	12,515	48,576
Total Expenditures	2,488,226	2,735,676	3,586,476	3,778,162
Revenue over (under) Expenditures	\$ (2,157,674)	\$ (2,330,931)	\$ (3,197,230)	\$ (3,336,542)
Full-Time Employees	22	23	30	31
Part-Time Employees	6	6	6	5
Seasonal Part-Time Employees	13	17	31	31

TREND ANALYSIS



Increases of \$148,985 in the FY 07-08 Salaries and Benefits budget are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan. Increases in Salaries and Benefits for FY 08-09 of \$390,678 are mainly due to a full year of the Springsted Pay Plan implementation, increased overtime costs, and cost of living adjustments. Included in the FY 08-09 increase is the Recreation Department's addition of two (2) new full-time Maintenance Workers, \$77,496, as well as acquiring the Landscaping Division from Buildings and Grounds in February 2009. In the FY 09-10 approved budget, the increase of \$133,877 is primarily the result of having the Landscaping Division for an entire year.

Increases in the Operating Costs from FY 06-07 to FY 07-08 of \$24,039 are primarily due to increases in insurance costs, \$11,028 and rising fuel prices, \$8,174. Increases of \$190,957 for FY 08-09 are due to an increase in departmental supplies, \$52,207, as well as increased vehicle maintenance costs and higher fuel prices. There are no significant changes in the approved FY 09-10 Operating Costs budget.

Increases of \$127,072 in Other Operating Costs for FY07-08 are due to increased utility costs, \$57,346, as well as non-capital equipment expenditures as a whole, \$20,048. Increases of \$272,416 in the FY 08-09 budget are mainly attributed to an increase in contracted professionals, \$138,879. The approved budget increase also includes a major repair to the lights at ball field #4 at Northeast Creek Park, \$25,000, increases in electricity and water/sewer costs, as well as increases in ITS charges to the Department. The increases reflected in the FY 09-10 approved budget of \$20,400 are primarily the result of increases in internal service allocations, \$18,989.

A decrease of \$52,646 in the FY 07-08 budget for Capital Outlay is primarily due to a reduction in scheduled lifecycle replacement of vehicles. A decrease of \$3,251 in the FY 08-09

budget is due to a decrease in routine fleet rotation. The increase of \$36,061 in the FY 09-10 approved budget is primarily due to the scheduled lifecycle replacement of vehicles.

FY08-09 ACCOMPLISHMENTS

ADMINISTRATION

Comprehensive Levels of Service Plan: The Jacksonville Recreation and Parks Department has begun the process of completing a comprehensive Levels of Service-based Master Plan as directed by City Council. When completed, the plan will be used as a replacement for the 2007 Comprehensive System-wide Recreation/Park and Shoreline Access Plan adopted by Council in November 2007, and will qualify for the maximum 20 advantage points on all state and federal grant applications.

RecTrac and WebTrac: The Jacksonville Recreation and Parks Department uses RecTrac, which is a fully integrated software that increases the efficiency and productivity for activity registration, league scheduling, and facility reservation. The Department is also using WebTrac, which brings the power of the Internet to registered customers, by enabling them to access applications for online inquiries and to process transactions with payments. There were over 7,500 activity registrations in RecTrac and 249 activity registrations in WebTrac. There were over 6,000 facility reservations made via RecTrac with approximately 795,000 people using our indoor and/or outdoor facilities for 24,412.07 hours.

Connect CTY: The Jacksonville Recreation and Parks Department has utilized, on several occasions, the new Connect CTY program the City has purchased. This enabled the department to reach over 550 households at once to notify the citizens of upcoming events and meetings.

New Employees: The Jacksonville Recreation and Parks Department filled the vacant positions of Recreation & Parks Director and Center Supervisor at Kerr Street.

Budget/Performance Measures: The Jacksonville Recreation and Parks Department has incorporated the City's Performance Measures system within the Administrative, Athletics, Centers, Parks, Seniors, and Special Events divisions.

ATHLETICS

Disc Golf Tournaments: The Jacksonville and Onslow County Recreation and Parks Departments co-sponsored two Disc Golf tournaments in the fall and winter with the local Onslow Flying Disc Association and the Richlands Chainbangers. Both tournaments are now sanctioned by the Professional Disc Golfers Association (PDGA) and are a part of the NC Disc Golf Champion Series tournaments. The Women's 2010 National Championship was awarded to the local disc golf associations and the course at Northeast Creek Park will be the host site for the tournament.

Athletic Camps: The Jacksonville Recreation and Parks Department offers baseball, basketball, fast-pitch softball, golf, football, soccer, tennis, volleyball, wrestling, and skateboard camps during the summer. A cheerleading camp will be added for this year. In addition, a Junior Olympics Competition was held in March for individual skills in basketball and track &

field events. A track clinic co-sponsored with the Onslow County Parks and Recreation Department will be held in June in conjunction with Hershey's Track and Field event. The Pitch, Hit and Run program will take place in May. The Punt, Pass & Kick competition was held in September. 463 participants registered for these camps and programs.

SWAC Tournament: The Jacksonville Recreation and Parks Department hosted the State tournaments for the "12 and Under Girls" and "16 and Under Girls" State Wide Athletics Committee (SWAC) for 2008. These tournaments took place the fourth weekend in July at the Jacksonville Commons Youth Rotary Fields. There were three (3) teams in the U12 tournament and seven (7) teams in the U16 tournament with the majority of the teams traveling from out of town. These events were coordinated with the Jacksonville-Onslow Sports Commission to help host the out of town teams. The girls 14 & under softball team travelled to Louisburg to compete in the Regional SWAC Tournament.

NC Amateur Softball Association (ASA) Men's 40 & Over Tournament: Jacksonville Recreation & Parks Athletics division was again selected to host this NC State ASA tournament at the Northeast Creek Park softball fields. City of Jacksonville normally bids to "host" at least one NC ASA Adult tournament per year.

Little Tar Heel League: The Jacksonville Recreation and Parks Department Little League team competed in the District 8 tournament held in Smithfield during July 2008.

Skateboard Competitions: The Jacksonville Recreation and Parks Department, along with Good Sessions, sponsored a fall skateboard competition held at the Jacksonville Commons Skate Park. A total of 52 participants registered for the competition. A spring competition is scheduled for April and will be co-sponsored by OnShore Surf Shop.

New Programs Offered: New programs offered by the Athletics Division included the youth golf camp, youth and developmental tennis clinics and youth basketball program.

CENTERS

After School Program: The Jacksonville Recreation and Parks Department continues to offer an After School Program which provides children with well-supervised, entertaining, educational and healthy activity opportunities during their out of school time. More than just a playtime, activities focus on wellness, group interaction, and literacy. The program encourages and reinforces continued learning through positive activities that stress the use of inter-disciplinary skills, all in a fun and relaxed context. The Jacksonville Commons Middle School reached a maximum of 60 participants, Jacksonville Commons Recreation Center reached a maximum of 170 participants, and Northwoods Recreation Center reached a maximum of 80 participants.

National "African-American Read-in": This program was held for the 6th time in February 2009 in recognition of Black History Month. There were 30 participants in the program with approximately 65 in attendance. Staff and children representing the After-School Program from all of the Jacksonville Recreation Centers participated in the program by presenting readings from selections by prominent African-American authors. The program represents just one facet of the emphasis placed on literacy and cultural heritage during the After-School Program of the Jacksonville Recreation and Parks Department.

National "Lights on After School Night": This program was held at all Jacksonville Recreation Centers for the 5th time in October 2008. It is an annual event for children and

their parents to come to the recreation centers after normal operating hours and interact together in the activities that the children do on a daily basis. This national program is intended to call attention to those other community resources that provide activities and opportunities for children to have a safe and stimulating environment during those times they are not in school.

Time for Tots: This program is designed for children ages 0-5 and offers unstructured play, games, arts & crafts as well as social time for both the toddler and the parent. Participation in this program doubled over the past two years. We have now offered a summer tots program due to a continued increase in participation.

Summer Camp Program: This program reached maximum attendance at Jacksonville Commons Recreation Center (100) and Jacksonville Commons Middle School (60), and came close to maximum capacity at Northwoods Middle School. A new program was formed at Northwoods Recreation Center and Jacksonville Commons Recreation Center entitled "Play in the Park". The children developed skits to promote Gang Awareness and Drug Awareness among their peers. The skits were performed at all recreation centers.

"Weed 'n Seed" Grant Program: The Jacksonville Recreation and Parks Department is participating with this grant program. The program is held at Jack Amyette Recreation Center on weekends and the Department is operating different athletic programs for 35 at risk youth participants. This program is made available by a grant obtained and administered by the Jacksonville Police Department.

Kerr Street Community Group: A community group continues to meet at Kerr Street Recreation Center to assist the Department in determining the recreational needs for the Center. The group consists of 25 residents of the Downtown area committed to revitalizing the programs and the center itself. A similar project is underway at the Northwoods Recreation Center. To date, two (2) community meetings have been held.

Northwoods Recreation Center: The Choir Group from Northwoods Recreation Center performed at the different recreation centers and some assisted living senior centers.

PARKS

Picnic Table Replacement: The Parks Division is in its 4th year of a replacement program for our picnic shelters. We have provided almost all of our City parks with new tables which handle vandalism much better and have a longer life than the wooden tables being replaced. Currently, we have picnic shelters at Northeast Creek Park, Jacksonville Commons, and Phillips Park that are remaining to replace with new tables. This should be accomplished within the next 2 to 3 years.

North Carolina Recreation and Parks Trust Fund: The Parks Division has applied for 2 North Carolina Recreation and Park Trust Fund (PARTF) Grants during the last year. These grants are to help offset the cost to develop a park off Country Club Road that will include such amenities as an outdoor basketball court, restroom, picnic shelter, playground with a safety surface and a parking lot. A PARTF grant was also submitted for the development of the Carolina Forest Park which includes 3 multipurpose rectangular athletic fields, restroom/concession stand, ¼-mile walking trail, picnic shelter and a storage facility. These grants are matching grants for the City with \$279,000 being the City's match at Country Club Park and \$500,000 being the match at Carolina Forest Park.

Restructuring of the Parks Division: The Landscaping Division from Facilities Maintenance was integrated into the Parks Division to create efficiencies park maintenance, City green spaces, cemeteries, and right of ways. The Parks Division has taken on this responsibility with one less full time staff member than was being utilized before and will be maintaining the City owned property on a regular mowing schedule.

Northeast Creek Park Boat ramp: Short Term Repairs were made to the Boat Ramp at Northeast Creek Park. Rock was brought in to extend the existing concrete ramp out so that boaters who launch and bring their boats in will have some kind of surface for their trailers. Axels were being broke in the past which became a problem for the public. This repair will need to be addressed within 18-24 months to secure a long term solution.

Inventory of Park Supplies: With the addition of the Park Maintenance Facility, staff has been able to purchase more items in bulk which allows the City to get a much better price for goods. It has also cut down on travel to local vendors for purchasing which has made us a more efficient division.

SENIORS

The **Recreation and Parks Department Senior Program** continues to promote wellness and healthy living among older adults by providing an environment that encourages and enhances fellowship, personal expression, and growth. All programs are available to adults age 50 and above that are registered participants with the Recreation and Parks Department. A state of the art facility offers everything from Bingo to Wii bowling. A caring center staff works year-round to provide the latest in recreation opportunities and regional events.

Day/Overnight Trips for older adults offer a low-cost way for participants to see some of the interesting cultural and entertainment sites of North Carolina and neighboring states. Many participants enjoy the opportunity to travel with friends that share similar interests. Day trip excursions are planned to give seniors a chance to learn and/or experience local attractions in Eastern North Carolina. Popular destinations include Meadow Village Christmas Lights, NC Historic Sites, Mystery Tours, and Day Cruises departing from Little River, SC. Overnight trips included Washington, DC, Winston-Salem, NC and Las Vegas, NV.

Onslow County Senior Games are held during the spring of every year. The Recreation and Parks Department has been an active co-partner of the Senior Games with the Onslow County Parks and Recreation Department and the Onslow County Senior Services Department. The Department provides manpower as well as financial assistance in offering the Senior Games to our local seniors age 55 and above. The Competition is offered in 3 different venues: The Silver Arts-Performing Arts Program; The Silver Arts-Visual, Heritage and Literary Competition; The Senior Games, which includes several athletic competitions. All facets of the games give seniors a chance to get out, socialize, and encourage the continuing use of the body, mind, and spirit. The Recreation and Parks Department works in many venues as a co-sponsor to this event through involvement with the Steering Committee, providing staff as event managers and providing facilities for Event Sites. This year's games have grown and will be held over a two-week period. Pickleball and a Dominoes tournament have been added as non-sanctioned events to be hosted by the Jacksonville Recreation and Parks Department.

Programs and Activities: The Senior Program has experienced growth in several of its programs. The Wii bowling has grown into a regular Friday group. The Senior Exercise Class

continues in its success. Six-week sessions are now offered year-round and are filled to capacity. Pickleball has become more organized with strong representation. A request was made to have an outdoor court lined to allow continuous play during summer months and teacher workdays. The Seniors Division has found success in working with other agencies such as Hardees, Onslow Senior Services and the NC Fish & Wildlife Resources.

Facility Usage: Facility use increased to include Jacksonville Bridge Club, Red Hats, Service to the Blind, AARP Chapter and Onslow County Community Association. Facility rentals have shown an increase during the year as well.

Staff Accomplishments: The Senior Citizen Assistant Program Supervisor has continued to receive additional certification in specialty areas to enhance the exercise program. Staff is speaking to age appropriate groups to publicize the Senior Center and its programs.

SPECIAL EVENTS

Family Fun Days: This program is held three times per year at the Jacksonville Commons Recreation Complex and draws approximately 3,000 per event. Several vendors are on hand as well as inflatables, clowns and entertainment.

Arts and Craft Youth Programs: The Arts and Crafts program continues to grow, as the program has extended to preschoolers and toddlers, in addition to school age children. This past year we offered a total of five-day camps for ages 6-12, two kinder camps for ages 4-5, two preschool camps for ages 3-5 and three teacher workday camps for ages 6-12. New this year was a "toddler Monday's" program. 129 children participated in these programs. Arts & Crafts continues to offer classes to the Disabled and Visually Impaired population. They meet on the weekly basis to make various arts and crafts projects that strive to improve physical and motor skills as well as socialization and self esteem issues. 250 persons with disabilities have participated in these programs.

Adventure Camp Program: In addition to offering four adventure camps this past year, a new Teen Adventure Camp was added to the program. This was a large success and enforces the need for programs for the 13-15 year olds. 99 children participated in the Adventure Camp Program.

Classes being offered include Tae Kwon Do, Zumba and Cheer America. The Tae Kwon Do program has 643 annual registrations and now has a monthly participant average of 54 children and adults. Zumba has become very popular and continues to grow. Cheer America was offered on a weekly basis at our Jack Amyette Recreation Center and has become very popular with an average of 65+ children participating. Unfortunately, due to some urgent renovations, the Cheer America program is conducting the program at a school site this coming year.

Cultural & Sporting Trips are offered throughout the year that appeal to people with all likes and interests, such as sporting venues, cultural, historical and seasonal. Trips offered were: National Football League "Carolina Panthers" in October, "Tyler Perry" in October and "The Spirit of Ireland" in December. All trips were successful with 105 participants.

New Classes: A new class offered this year was Bootcamp. This class began in July 2008 and has 25 participants monthly.

New Trips: A youth trip to Camp Don Lee will be held during Spring Break. In addition, a trip to Durham will be held in May to see "The Color Purple".

Outdoor Movies Series: A three-part outdoor movie series entitled "Starlight Fridays" will be held in April, May and June. The event was a collaborative effort between the Jacksonville Recreation and Parks Department, several County agencies, BOLD, and several non-profits. The series combines local entertainment and activities followed by an outdoor movie.

RecNews: A monthly electronic email entitled "RecNews" was developed and sent to COJ and past Recreation and Parks participants, advertising upcoming events for all divisions at the Department.

PERFORMANCE MEASURES

	<i><u>Target</u></i>	<i><u>Actual FY 07-08</u></i>	<i><u>Actual Jul 08-Mar 09</u></i>
Increase participation in existing programs by 75%	75%	>75%	<75%
Expand Athletics, Special Events, Classes, Senior Activities, Youth and Adult Programming	1 per Division	>1 per Division	1 per Division
Establish programs, activities and events in various City parks that involve sponsorship with other agencies	5	≥5	5
Conduct Municipal Recreation and Parks Services study and submit summary to Advisory Board and City Council	Annually	Completed	Completed
Increase Revenue	5%	>5%	<5%

DEVELOPMENT SERVICES

This section includes the following Development Services functions:

- **Planning**
 - **Administrative**
 - **Transportation**
 - **Planning Transportation Projects**
- **Building Inspections**
- **Code Enforcement**
- **Community Development**

PLANNING

Fund: General

Function: Planning/Transportation

MISSION

Protect the public, health, safety and welfare and to improve the quality of life for all the citizens of Jacksonville.

GOALS FOR FY 09-10

The Planning Division goals support the City Council's goals by developing strategies to promote sustainable and environmentally sound growth, downtown redevelopment, provide exceptional customer service while building key relationships. The short-term goals for the coming year are as follows:

1. Use available resources to provide accurate and timely service to the public.
 2. Coordinate all activities regarding growth management, land use planning, zoning administration and transportation planning through development plan review.
 3. Adequately manage growth, development and transportation options while working cooperatively with surrounding jurisdictions.
 4. Ensure compliance of the City's zoning and subdivision ordinances of the City through development plan review.
 5. Implement strategies identified in the Council adopted Growth Management Plan.
 6. Adoption of a Unified Development Ordinance.
 7. Improve efficiency of the development review process through implementation of strategies identified in the Growth Management Plan.
 8. Work with BOLD and the downtown community in order to promote development within the downtown area.
 9. Identify the framework for a One stop shop.
 10. Update the Comprehensive Transportation Plan
 11. Update the Long-Range Transportation Plan
 12. Prepare the NC 24 Corridor Study
 13. Prepare the Lejeune Blvd Greenway Study
 14. Prepare the Regional Intelligent Transportation System (ITS) Study
-
-

Narrative - Planning is composed of two divisions:

Planning Division – The Planning Division provides leadership and direction for the various responsibilities assigned to the Planning Division and oversees all current and long range planning. The division is responsible for the administration of all development applications, text amendments, zoning text amendments and for the maintenance, administration, and implementation of the Land Use component of the Growth Management Plan and Coastal Area Management Act (CAMA) Plan. The division also provides support to the Planning Board, City Council, Board of Adjustment and development community. The division implements the standards in the Subdivision Ordinance, Zoning Ordinances and the Downtown Design Guidelines. The division also maintains the land management database and addressing.

Transportation Division – The Transportation Division is responsible for the administration and implementation of the continuing, cooperative, and comprehensive (3-C) transportation planning process within the Jacksonville Urban Area; which includes all incorporated areas of Jacksonville and portions of Onslow County (2000 Census Population – 103,954). The division develops and maintains

the federally mandated long-range multi-modal Transportation (LRTP), the state Comprehensive Transportation Plan (CTP), and the Transportation Improvement Program for the Jacksonville Urban Area. Additional responsibilities include the administration of state and federal transportation planning grants and professional service contracts.

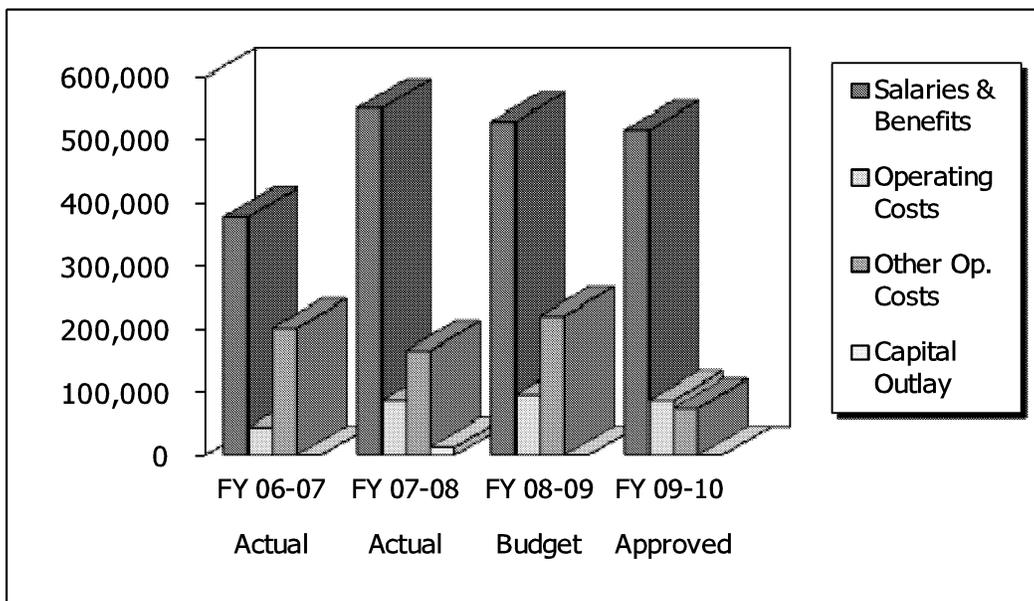
2009-2010 BUDGET HIGHLIGHTS

Approved funding includes Traffic Impact Analysis (\$5,000); NC 24 Corridor Study (\$6,000); Long-Range Transportation Plan (\$12,900); and Regional ITS Study (\$6,000); Document Center (\$3,700); and Annexation/CAMA/UDO advertising (\$5,700). The overall FY09-10 budget is \$168,940 less than the FY08-09 budget.

DIVISION SUMMARY – ADMINISTRATIVE

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 6,486	\$ 14,448	\$ 27,934	\$ 29,731
CAMA Land Use Grant	30,696	7,756	200	200
Development Review Fees	61,095	56,500	65,000	50,000
Total Revenue	98,277	78,704	93,134	79,931
Expenditures				
Salaries & Benefits	378,422	551,221	529,768	516,300
Operating Costs	45,063	88,004	97,026	87,801
Other Op. Costs	201,826	166,900	221,269	75,022
Capital Outlay	-	13,385	-	-
Total Expenditures	625,311	819,510	848,063	679,123
Revenue over (under) Expenditures	\$ (527,034)	\$ (740,806)	\$ (754,929)	\$ (599,192)
Full-Time Employees	8.5	9.8	8.0	8.0
Part-Time Employees	1	-	-	-

TREND ANALYSIS – ADMINISTRATIVE



The increase in Salaries and Benefits costs of \$172,799 from FY06-07 to FY07-08 is due to the mid-year hiring of a Development Services Director and a substantial increase in health insurance. A decrease of \$21,453 in Salaries and Benefits for FY08-09 is due to the transfer of the Planning Administrator (20%) to the Planning Transportation Budget. A reduction in health insurance costs is a secondary reason for the decrease. The \$13,468 decrease in FY09-10 Salaries and Benefits is due to the absence of a Cost of Living Adjustment and Employee Improvement Raise.

Increases in Operating Costs of \$42,941 in FY07-08 are due to higher training expenses which increased the budget \$14,075 and internal service fund allocation for City Hall Maintenance which increased the budget by \$24,138. FY08-09 Operating Expenses increased \$9,022 which is primarily increased training costs (\$8,255) and departmental supplies (\$1,272) costs. Operating Expenses are decreasing by \$9,225 in FY09-10 because of a reduction in training (\$7,292) and decreased City Hall maintenance charges (\$7,958).

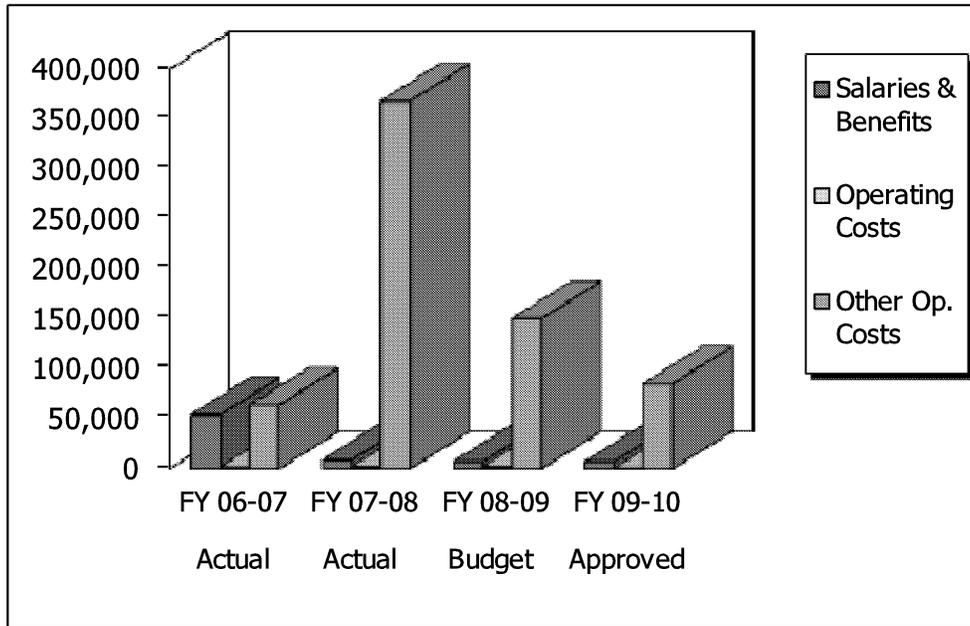
Other Operating Costs increased \$6,193 in FY07-08. This increase was necessary for development of the Unified Development Ordinance. FY08-09 Other Operating Costs increases are also due to the Unified Development Ordinance. The substantial \$137,797 reduction in FY09-10 Other Operating Costs is due to contracted consulting decreasing \$119,620 for the Unified Development Ordinance from FY08-09.

The purchase of new furniture for relocation into the new City Hall facility accounts for Capital Outlay expenses in FY06-07. FY07-08 and 08-09 realized nominal charges for small equipment purchases. The FY09-10 budget does not contain funds for capital or non-capital equipment or software.

DIVISION SUMMARY – TRANSPORTATION

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
104F Transportation Gnt	\$ 56,623	\$ 327,325	\$ 413,656	\$ 317,088
FTA Section 5303 Gnt	-	18,729	21,784	20,528
Transp. Impact Analysis	-	20,000	-	50,000
Total Revenue	56,623	366,054	435,440	387,616
Expenditures				
Salaries & Benefits	54,265	8,915	7,297	7,263
Operating Costs	1,839	2,083	2,260	460
Other Op. Costs	63,825	368,471	150,486	85,218
Total Expenditures	119,929	379,469	160,043	92,941
Revenue over (under) Expenditures	\$(63,306)	\$ (13,415)	\$ 275,397	\$ 294,675
Full-Time Employees	2.6	2.3	2.1	2.1

TREND ANALYSIS – TRANSPORTATION



A decrease of \$45,350 in Salaries and Benefits in FY07-08 is due to contracting out transportation services which eliminated the need for two full-time positions. The transfer of the salary costs associated with the Planning Administrator (20%) to the Planning Administrative Division from the Planning Transportation Division also contributed to the cost decrease. The budget for FY07-08 also contains 10% of the GIS Analyst salary and benefits. FY08-09 Salaries and Benefits decreased by \$1,618 because the Planning Administrator (20%) is no longer being supported by the Transportation Division. FY09-10 Salaries and Benefits remained relatively flat compared to the prior year budget.

The increase in Operating Costs in FY07-08 is due to higher advertising expenses. FY08-09 Operating Costs increased \$177 due to telephone expenses. FY09-10 Operating Costs decreased to \$460, because previously budgeted advertising expenses were moved to the Planning Administration budget.

The increase of \$306,135 in Other Operating Costs in FY07-08 is due to contracting out transportation services to meet grant reporting requirements and to update the long range transportation plan. Decreases in Other Operating Costs in FY08-09 and FY09-10 are due to the completion of the Collector Street Plan, the Regional Transit Plan, and progress in the development of the long range transportation plan update. The FY09-10 Other Operating Costs budget is \$85,218, which is \$65,268 less than prior year spending.

FY08-09 ACCOMPLISHMENTS

- Clarion Associates continued to meet with staff and the Unified Development Ordinance (UDO) steering committee in reviewing current development regulations and those proposed for the future UDO.
- Began broadcasting the monthly Planning Board meeting on G-10 television.

- Planning Board Meeting notifications (not required) – adjacent property owners were sent letters notifying them that a proposed development was going to be considered by the Planning Board.
- The Transportation Planning Division continues to receive Section 5303 funds from the North Carolina Department of Transportation, which is received by the Federal Transit Administration under Title 49 of the United States Code. The allocated FY 2008-09 funding for the Jacksonville MPO is \$21,784 (\$2,178 local match). The Section 5303 grant is matched on an 80-10-10 basis (80 percent federal match, 10 percent state, and 10 percent local funds). In FY 2009, these funds were used to, in part, manage the Jacksonville Transit System.
- The City continues to receive Section PL 104 funding for transportation planning activities from the North Carolina Department of Transportation. The FY09 allocation is \$413,656.
- The City of Jacksonville continues to operate Jacksonville Transit in FY08-09. Jacksonville Transit operated two daytime routes in the City seven days a week and three express routes between Camp Lejeune, Camp Johnson and New River MCAS/Camp Geiger on the weekends. FY08-09 was the first full year of system operation. Jacksonville Transit is funded by Federal, State and City of Jacksonville funds along with rider fares. Ridership during the first eight months of operation of Jacksonville Transit in FY07-08 was 23,243. The ridership for FY08-09 is projected to be approximately 46,000 which is twice last year's ridership. As a result of the increase in ridership, three new 31 seat buses were purchased in FY08-09 to supplement the existing fleet of five, 18 passenger buses. All buses are ADA accessible
- Completed the development of the Collector Street Plan.
- Comprehensive Bicycle & Pedestrian Transportation Plan adopted.
- Developed the Regional Transit Plan & Locally Coordinated Public Transit-Human Services Transportation Plan.
- Completed the Northwest Corridor Functional Design Study.
- Completed the draft 2011-2017 Metropolitan Transportation Improvement Program.
- Completed the Lejeune Commuter Traffic Management Report.
- Received comments from the State Coastal Resource Commission on our draft CAMA Land Use Plan.
- Drafted text amendments for Shopping Center Signage, Outparcel signage, Increased densities within the TCA zoning district and lot standards for duplexes within the RM-5 zoning district.
- Re-zoned City owned property consistent with revised plan in preparation of sale.
- In the eight month period from July 2008 to February 2009, the Planning Division has processed the following: 634 Building Permits, 36 Site Plans, 7 Site Plan Modifications, 14 Special Use Permits, 6 General Plans, 4 General Plan Modifications, 48 Recombination Plats, 4 Final Plats, 15 Rezoning Requests, 6 GMP/CAMA Land Use Amendments, 6 TIA's, 49 Home Occupation Applications, and 8 Family Child Care Home Applications.

- Implementation of the Planning and Engineering Module (H.T.E.).
- Staff received training in the following areas: Customer service, Trip Generation software, Naviline, Continuing Education (Microsoft), Content Management System, Arcmap, Oral Presentation, Boards of Adjustment Procedures, Neighborhood Overlay Zoning, and Nuisance Abatement.
- Onslow Inn Site – Assisted the Community Development Division in preparing and sending out Request for Proposals (RFP) for the former Onslow Inn, located on Marine Boulevard.
- Collaborated with BOLD to develop a recommended paint color palette for Downtown commercial properties and wayfinding signage program.
- Initiated analysis for Neighborhood Planning areas, with the first areas of consideration being the Georgetown Community and New River/Bell Fork area.
- In the eight month period from July 2008 to February 2009, the Planning Division has participated in 5 community outreach sessions (Weed and Seed, Institute of Government, Green Street design and Georgetown Community meeting).
- Received the 2008 Marvin Collins Outstanding Comprehensive Planning Award (Large Community) from the North Carolina Chapter of the American Planning Association (NCAPA) for the Downtown Master Plan and Code.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Provide accurate monthly staff reports to Council and other appointed board members on workload and status of special projects.	Monthly	Monthly	Monthly
Percentage of development plan submissions receiving on-site visits.	70%	96%	70%
Mail respective board member agenda packets 5 working days prior to the scheduled meeting.	60%	17%	0%
Review all building permits within 24-48 hours.	100%	100%	90%
Distribute/route all development plans to TRC members within 24 hours.	100%	90%	90%
Complete quarterly grant progress reports and reimbursement requests within 31 days.	Quarterly	Quarterly	Quarterly
Annual Transportation Planning Work Program projects completed according to schedule.	80%	100%	95%

**PLANNING TRANSPORTATION PROJECTS
BUDGET SUMMARY FY 2010**

CITY TRANSPORTATION PROJECT - TR0602	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
FTA Section 5307	\$ 650,468	\$ -	\$ 650,468
NCDOT SMAP	136,677	-	136,677
NCDOT State Match	47,217	-	47,217
Fares	48,564	-	48,564
ADA Transit Fees	5,655	-	5,655
From General Fund	239,727	-	239,727
TOTAL REVENUE	\$ 1,128,308	\$ -	\$1,128,308
Expenditures			
Salaries & Benefits	\$ 55,044	-	\$ 55,044
Operating Costs	99,812	-	99,812
Other Op. Costs	465,715	-	465,715
Capital Outlay	380,593	-	380,593
To General Fund	61,750	-	61,750
To Special Revenue	65,394	-	65,394
TOTAL EXPENDITURES	\$ 1,128,308	\$ -	\$1,128,308

2009 TRANSPORTATION PROJECT - TR0802	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
FTA Section 5307	\$ 1,917,492	\$ -	\$1,917,492
NCDOT SMAP	360,366	-	360,366
Fares	47,800	-	47,800
Gain/Loss Insurance	16,591	-	16,591
From General Fund	301,842	-	301,842
From Special Revenue Fund	65,394	-	65,394
TOTAL REVENUE	\$ 2,709,485	\$ -	\$2,709,485
Expenditures			
Salaries & Benefits	\$ 104,884	\$ -	\$ 104,884
Operating Costs	259,704	-	259,704
Other Op. Costs	500,297	-	500,297
Capital Outlay	1,844,600	-	1,844,600
TOTAL EXPENDITURES	\$ 2,709,485	\$ -	\$2,709,485

2010 TRANSPORTATION PROJECT - TR1001	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
FTA Section 5307	\$ -	\$1,159,598	\$1,159,598
NCDOT SMAP	-	254,455	254,455
Fares	-	81,000	81,000
Gain/Loss Insurance	-	-	-
From General Fund	-	260,455	260,455
From Special Revenue Fund	-	-	-
TOTAL REVENUE	\$ -	\$1,755,508	\$1,755,508
Expenditures			
Salaries & Benefits	\$ -	\$ 112,139	\$ 112,139
Operating Costs	-	262,708	262,708
Other Op. Costs	-	479,661	479,661
Capital Outlay	-	901,000	901,000
TOTAL EXPENDITURES	\$ -	\$1,755,508	\$1,755,508

BUILDING INSPECTIONS DIVISION

Fund: General

Function: Development Services

MISSION

To provide sound and structural safe buildings and to provide a high level of fire protection consistent with current building practices and state building codes.

GOALS FOR FY 09-10

The Building Inspections Division's goals support the City Council's goals by Building Key Relationships, Responding to the Needs of the Community & Improving Customer Service Levels. The Division's short-term goals for the coming year are as follows:

- **Building Key Relationships:**

1. Strengthen and maintain good relationships with Onslow County and other Eastern North Carolina jurisdictions.
 - A) Hold quarterly Home Builders meetings with City & County Inspections to review Code updates.
 - B) Coordinate with Onslow County to develop improved method for consistent inspections.
 - C) Provide training in conjunction with the County's inspectors to take advantage of increased training opportunities as well as to standardize training across the board.
 - D) Support the City's Community Development Division enforcement of Minimum Housing.
2. Strengthen involvement in NC State Building Code Associations.
 - A) Hold association elected offices to promote uniformity in Building code enforcement.
 - B) Sponsor NC State Building Code continuing education workshops.

- **Responding to the Needs of the Community & Improving Customer Service Levels:**

1. Provide Public Education.
 - A) Entrepreneur Class at CCCC: Provide information to obtain a building permit & include zoning requirements & business license process.
 - B) Home Builders presentations on improvements.
 - C) Hold NC State Building Code workshops for contractors and citizens.
2. Provide Improved Customer Service.
 - A) Develop strategies for a one-stop shop.
 - B) Develop inspection zones for time and money savings.
 - C) Scan all Government, Public School & Institutional large document files for space savings.
 - D) Provide mobile electronic Certificate of Occupancy during final inspections.

- **Managing Growth:**

1. Develop strategies for Property Maintenance Code for City of Jacksonville.
 - A) Assist Community Development to implement enforcement.
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Narrative. The Building Inspections Division, Planning and Community Development Department, is composed of two sections:

Administration – Provides managerial and administrative support by processing permit applications to include building, electrical, mechanical, plumbing, signs, mobile homes, fuel piping, hood systems, certificate of occupancy, and special request (consultation) inspections. The Division also monitors all requested inspections for these permits, as well as assisting minimum housing officer with condemnation of below standard housing.

Building Code Inspections – Building Code Inspectors are responsible for enforcing North Carolina building codes to include building, electrical, plumbing, mechanical (heating & air), and Volume 1-C Accessibility Code. Of the eight inspectors, one is solely responsible for all plan review, as well as building code compliance; and one is solely responsible for CAMA (Coastal Area Management Act) compliance, as well as building code compliance.

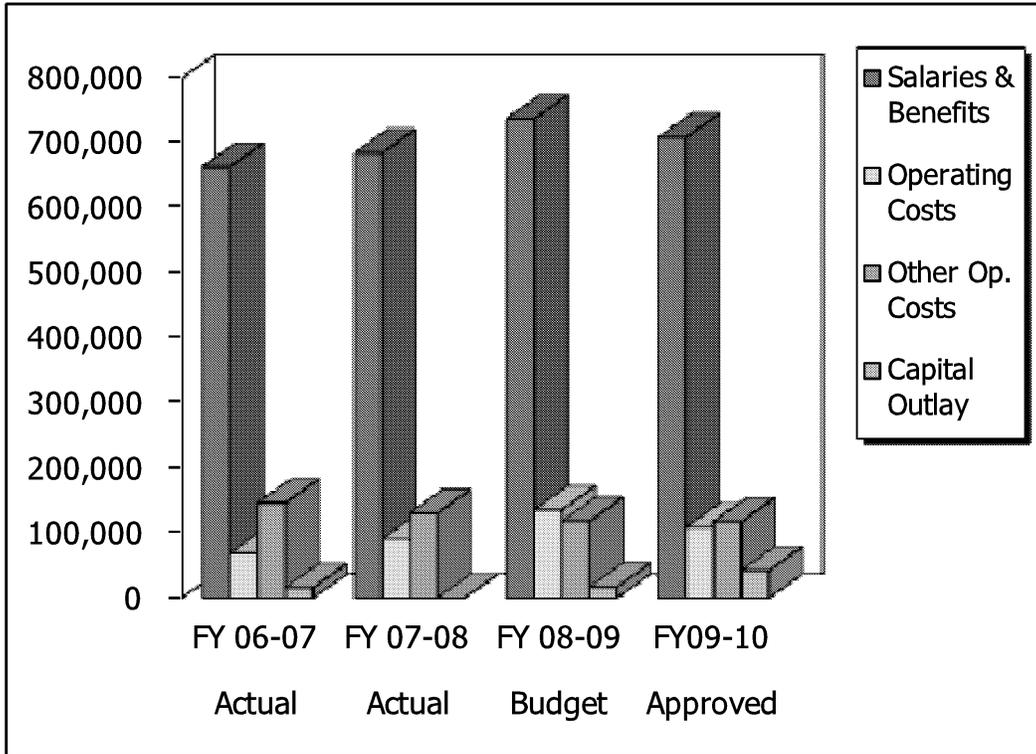
2009-2010 BUDGET HIGHLIGHTS

The FY09-10 Inspections overall budget decreased approximately \$30,000. This budget seeks to improve online permitting capabilities and service levels without increasing costs. Approved FY09-10 inspection fee increases will aid in recovering operating costs, but are not expected to generate additional revenue given the slowdown of construction activity and current economic conditions. Inspections revenue is estimated to remain flat, with FY08-09 receipts falling short of the projected \$645,000. These fee increases should close the gap, allowing fee revenue to meet the approved FY09-10 budget.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY09-10
Revenue				
Inspection Fees	\$ 739,038	\$ 647,887	\$ 645,000	\$ 645,000
Total Revenue	739,038	647,887	645,000	645,000
Expenditures				
Salaries & Benefits	663,480	685,092	737,333	708,771
Operating Costs	68,751	90,492	135,317	108,436
Other Op. Costs	146,258	130,354	118,030	117,446
Capital Outlay	15,865	-	16,743	42,242
Total Expenditures	894,354	905,938	1,007,423	976,895
Revenue over (under) Expenditures				
	\$ (155,316)	\$(258,051)	\$(362,423)	\$(331,895)
Full-Time Employees				
	12	12	11	11

TREND ANALYSIS



Salaries and Benefits have increased \$21,612 and \$52,241 in FY07-08 and FY08-09, respectively and are due to Cost of Living Adjustments (COLA) and employee merit raises. In FY08-09 \$17,671 was budgeted for Employee Improvement Raises, which was previously budgeted in a separate Non-Departmental division. In addition, overtime and health insurance increased. In FY07-08, \$14,420 was budgeted for the COLA. This was also budgeted in Non-Departmental in previous years. Health insurance increased \$11,729 in FY07-08 and overtime decreased \$8,509. FY09-10 Salaries and Benefits decreased due to the absence of a Cost of Living Adjustment and merit pay increases.

FY07-08 Operating Costs increased \$21,741 due to the division's move into a new facility and the associated increase of \$13,025 in City Hall Maintenance charges and electric utility bills. FY07-08 Training expenses increased \$6,958 due to the full implementation of IVR, Click2Gov and HTE software. Increases of \$44,825 in Operating Costs in FY08-09 were mostly due to higher vehicle maintenance costs and gas prices, which impacted the budget by \$6,471, as well as maintenance contracts for Plan It, Down East Protection, H.T.E., and IVR which increased the budget by \$12,068. Communication increased \$6,048 due to monthly service charges for the new wireless air cards used by the inspectors in the field. Increases in FY08-09 supplies of \$9,000 are due to new 2009 NC International Building Code books which are replaced every three years. This expense is not included in the FY09-10 Operating Costs and as a result overall operating costs decreased from FY08-09. A reduction in the training budget of \$3,652 and City Hall Maintenance charges of \$5,588 also contributed to the \$26,881 reduction in Operating Costs in FY09-10.

Fluctuations in Other Operating Costs are primarily due to fluctuations in internal service fund allocations for Information Technology Services. In FY06-07, \$16,774 in additional funds were provided for additional code enforcement and nuisance abatement, portable printers and vehicle mounts for ten inspectors' laptop computers, and lifecycle replacement of several computers. Costs in this category decreased in FY07-08 since no non-capital equipment was requested. In FY08-09 six (6) tablet/dock computers were life-cycled, increasing the budget \$21,000. In addition, Contracted Professional costs of \$25,284 were transferred to Code Enforcements budget due to the

reorganization of personnel. Other Operating Costs decreases in FY09-10 are due to the \$6,200 reduction in contracted professional services where temporary assistance is budgeted and fewer life-cycled computers.

Capital Outlay costs are due to scheduled vehicle lifecycle replacements in FY07-08 and FY09-10. Two trucks are being replaced and upgraded to extended cabs in FY09-10 which total \$42,242. Overall, FY09-10 Inspections Division budget decreased over \$30,000 compared to the FY08-09 budget. Furthermore, FY09-10 inspection fee increases were approved to offset the costs associated with operations improvements. While the fees are increasing, FY08-09 revenues are not expected to meet the budget projection of \$645,000. FY09-10 budgeted revenues are projected to be flat given the current economic conditions. The fee increase should help the City meet the approved budget projection given the shortfall in FY08-09.

FY08-09 ACCOMPLISHMENTS

- A Code Enforcement Officer was moved to Community Development Division in support of cross training of Zoning Officers and Code Enforcement Officers. The goal is improvement of municipal code enforcement throughout the City, plus combining duties should produce more cost effective enforcement.
- Amended Budget for Building Inspections salaries & benefits for 08-09 FY is \$737,333. Revenue received for the first ten months of 08-09 FY is \$527,924. Projected revenue until June 30, 2009 is estimated to recover 85% of salaries & benefits for Building Inspections. The result is based on increased permit fees and the addition of a new technology fee in FY08-09.
- Multi-disciplined inspectors are required to complete (6) credit hours per certification per year. NC General Assembly & NC Building Code Council adopted a bill to require continuing education for code inspectors.
- The Inspections Division, Code Inspectors are now certified by the International Code Council. By taking advantage of a one-time transition period ending March 31, 2009 the City Inspections staff is now nationally recognized.
- Building Inspections has fully implemented the 2009 edition of the NC International Building Codes including the 2008 National Electrical Code.
- A new voice permits system (Interactive Voice Response System) and Click2Gov allow callers to verify permit status, code violations, and schedule inspections. The IVR, Click2Gov and HTE programs are implemented and being used by contractors and design professionals.
- Issuing permits & receiving cash receipts is now available in the inspections office. The goal is to reduce waiting time and establish part of a one-stop shop for customers.
- An inspector is assigned to review minor permit applications to expedite reviews. This position is being groomed to pre-review applications/documents for errors before routing to other divisions.
- Implementing in-house building code and related industry training in Inspections training/conference room. Training has been extended to other municipal inspection agencies with good response and attendance.
- The Building Inspections Division has successfully filled two of three open Code Inspector positions. Obtaining two level III inspectors has been beneficial in reducing training cost and maintaining the City's commercial enforcement.
- Inspections fee schedule increases are a result of increases in operation expenses.

- Danny Bryan has been appointed as a two year Director for the NC Mechanical Inspectors Association. He will be eligible for position of President after this two year period. While on the education committee he was able to bring the NC Mechanical Workshops to Onslow County. This reduces travel time for continuing education for several inspection jurisdictions.
- Fran Hunter has been appointed to President-Elect of the NC Permitting Personnel Association. This association deals with unifying the permit process throughout NC for all jurisdictions. Trading information between jurisdictions and with NC Boards has helped to clarify application and permit process.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measures

	<u>Target</u>	<u>Actual FY06-07</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Number of inspections per inspector per day	10	15+	8	8
Number of plan reviews per plan reviewer per year	300	1,234	1,199	750
Percent of inspection responses within one working day of request	95%	>95%	>95%	>95%
Percent of inspections that are re-inspections	<40%	<25%	<25%	<25%
Continuing education per certified building inspector	100%	100%	100%	98%

Workload Indicators

	<u>Target</u>	<u>Actual FY06-07</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Building inspections per 1,000 population per year	300	246	190	120
Value of total building permits as percent of tax base inspected	3.0%	7.0%	5.0%	3.0%
Value of commercial permits as percent of tax base inspected	1.0%	0.4%	0.3%	0.1%
Value of building permits per inspector	\$8,000,000	\$14,029,071	\$15,915,073	\$10,440,902

CODE ENFORCEMENT

Fund: General Fund

Function: Code Enforcement

MISSION

Protect the public, health, safety and welfare and to improve the quality of life for all the citizens of Jacksonville.

GOALS FOR FY09-10

The Code Enforcement Division's goals support the City Council's goals to measure and improve customer service levels in Development Services. The Division's short-term goals for the coming year are as follows:

1. Reduce the number of code violations within the city limits through effective code enforcement and abatement.
 2. Increase use of HTE's code enforcement module as the primary tool for managing and tracking code enforcement violations.
 3. Maintain qualified staff for service delivery.
-

Narrative.

Code Enforcement – The Code Enforcement Section is responsible for enforcing City ordinances and educating citizens on maintaining a healthy and safe environment. The performance of these duties requires research and data collection, interpretation of codes and ordinances, and implementation of enforcement activity with follow through to achieve compliance.

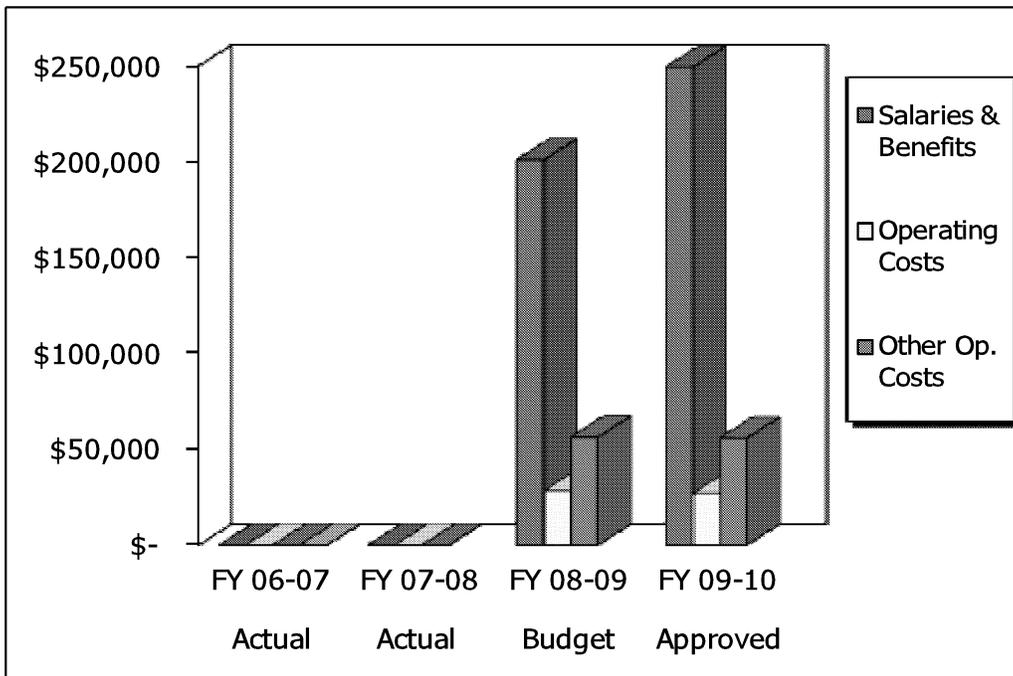
2009-2010 BUDGET HIGHLIGHTS

The Code Enforcement Section was created in FY08-09 and is managed by the Community Development Division. At the time this Division was created there was no budget history in which to establish baseline spending trends. The FY08-09 budget was developed using estimated expenses from the Building Inspections and Planning Division budgets. At the time the FY08-09 budget was created there were three Zoning/Code Enforcement Officers assigned to this Section. During FY08-09, one vacant position was reclassified to Chief Zoning/Code Enforcement Officer. This resulted in an increase in the salaries. In addition, this budget also includes 30% of the CD Administrator's salary and 50% of the Administrative Assistant's salary. With the exception of the increase in salaries and an increase in overtime the budget has remained relatively stable. Staff has a better understanding of departmental operating needs and the adopted budget reflects these adjustments. Overall, the approved budget represents a \$46,253 increase over FY08-09.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ -	\$ -	\$ 201,096	\$ 249,287
Operating Costs	-	-	28,490	27,081
Other Op. Costs	-	-	56,600	56,071
Total Expenditures	\$ -	\$ -	\$ 286,186	\$ 332,439
Full-Time Employees	-	-	3.8	3.8

TREND ANALYSIS



The increase of \$48,191 in the FY09-10 Salaries and Benefits costs are due to the conversion of a Zoning/Code Enforcement Officer to a Chief Zoning/Code Enforcement Officer. An increase in the overtime budget of \$4,350 for FY09-10 provides additional capacity for officers to address violations and inspections.

FY09-10 Operating Costs are decreasing \$1,259. This reduction is primarily due to a decrease in training and fleet charges. Training expenses in FY08-09 were \$3,250 higher than FY09-10 because of HTE training needed to operate the code enforcement software. Fleet charges decreased by \$747 based on FY08-09 usage. Despite the overall decrease, the department realized a new cost of \$4,094 for City Hall maintenance allocation charges.

Other Operating Costs for FY09-10 also decreased by \$529 which is due to a reduction in the Information Technology Services allocation. Equipment costs for information technology are increasing \$2,400 because of the lifecycle replacement of two tablet dock computers.

FY 08-09 ACCOMPLISHMENTS

During FY08-09 the Code Enforcement Section completed a successful first year as a new section under the Community Development Division. Code Enforcement staff increased proficiency in abating zoning, minimum housing and public nuisances. A full-time Administrative Assistant in Community Development provided 50% support to the Code Enforcement Section allowing for increased productivity. During this year Code Enforcement completed the transition to the HTE module thereby providing an enhanced tracking and data collection system. Efficiencies were also realized through the creation of enforcement districts and cross-training of officers.

As of June 30, 2009, the following accomplishments have been achieved:

- Conducted 1,599 Zoning Inspections
- Issued 128 Notice of Violations (Zoning) of 82 were abated (64%) (After February 2009 this statistic is consolidated with Code statistics below)
- Conducted 1,078 Code Inspections
- Issued 405 Notices of Violations/Courtesy Letters (Code) of which 320 were abated (79%).

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Respond to complaints of violations within 48 hours of receipt of complaint	75%	NA	75%
Percent of violations abated upon receipt of initial notice of violation	75%	NA	75%
Issue Notice of Violation within 24 hours of site visit	75%	NA	75%
Number of zoning/code inspections conducted annually	1,200	NA	1,615

COMMUNITY DEVELOPMENT

Fund: CDBG

Function: Community Assistance

MISSION

Protect the public, health, safety and welfare and to improve the quality of life for all the citizens of Jacksonville.

GOALS FOR FY 09-10

The Community Development Division goals support the City Council's goals by assessing and responding to the needs of the community. The Division's short-term goals for the coming year are as follows:

1. Improve the quality and availability of affordable housing within the city limits of Jacksonville through promotion of infill development and efficient use of existing infrastructure.
 2. Implement incentive program to expedite removal of blight and promote development in downtown Jacksonville.
 3. Provide and promote educational seminars within the community on topics such as homebuyer education and fair housing.
 4. Maintain qualified staff for service delivery.
 5. Comply with all Federal, State and local reporting requirements.
 6. Maintain effective relationships with partner agencies.
-

Narrative. The Community Development Division is composed of two sections:

Administration – The Administration Section provides leadership and administrative support for the Community Development Block Grant entitlement program. This Section is responsible for overseeing eligible activities, collecting data for reports, updating records, and maintaining files. In performing these responsibilities this Section must research and collect data for reports and records including the Annual Action Plan, Consolidated Annual Performance and Evaluation Review and Five Year Consolidated Plan. This division also compiles fiscal information for budget preparation.

Project Delivery – The Project Delivery Section is responsible for determining client and project eligibility, coordinating client and vendor services, and promoting Community Development to the general public. The Section is also responsible for maintaining vendor databases, monitoring compliance with all Federal regulations including Davis-Bacon and environmental reviews and acts as the local lead agency in the statewide Continuum of Care.

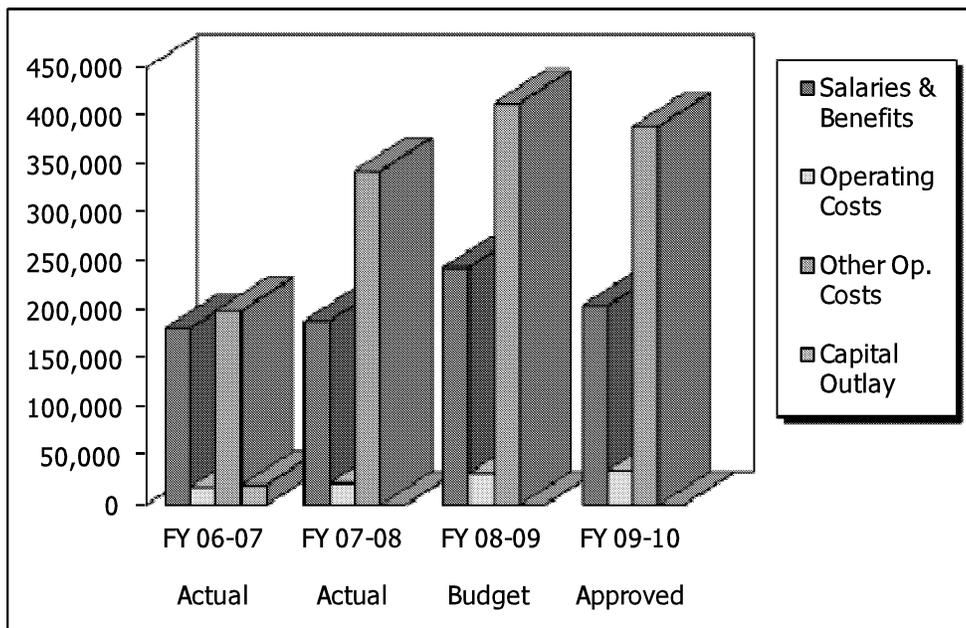
2009-2010 BUDGET HIGHLIGHTS

Fiscal Year 2009-2010 represents the first year of a new five-year planning process. Since the beginning of the prior five year planning process (FY 04) the City of Jacksonville's annual entitlement from the U.S. Department of Housing and Urban Development decreased \$97,056 or 18%. Due to the overall condition of the economy it is anticipated that this downward funding trend may continue in future years.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Entitlements	\$ 380,286	\$ 430,830	\$ 509,412	\$ 524,944
Administrative Fees	275	775	1,000	613
Program Income	177,549	16,220	100,031	52,000
Principal Loan Pmnts	56,986	40,341	63,000	42,082
Principal Interest Pmnts	11,317	12,333	16,500	11,246
Total Revenue	626,413	500,499	689,943	630,885
Expenditures				
Salaries & Benefits	182,031	189,710	244,605	205,524
Operating Costs	18,845	22,648	32,439	35,613
Other Op. Costs	199,976	344,309	413,899	390,323
Capital Outlay	20,453	-	-	-
Total Expenditures	421,305	556,667	690,943	631,460
Revenues over (under) Expenditures	\$ 205,108	\$ (56,168)	\$ (1,000)	\$ (575)
Full-Time Employees	4	4	3.2	3.2

TREND ANALYSIS



A decrease of \$39,081 in Salaries and Benefits for FY 09-10 is primarily due to the reorganization of Community Development in FY 08-09 resulting in the transfer of Code Enforcement to this Section. As a result, 50% of the Community Development Administrative Assistant and 30% of the Community Development Administrator's salaries and benefits are funded by the Code Enforcement division. During FY 08-09 Salaries and Benefits increased \$54,895, which is primarily due to the hiring of a new Community Development Administrator.

Operating costs increased \$9,791 in FY 08-09 primarily due to increased cost in phones, postage, yearly contracts, advertising and training. FY 09-10 Operating Costs increased \$3,174 due to an increase in insurance expenses for the Community Development Advisory Committee (CDAC).

Other Operating Costs increases of \$69,590 in FY 08-09 are primarily due to increased costs of the demolition/clearance programs and non-profit funding. FY 09-10 Other Operating costs are decreasing by \$23,576 primarily because funding is being dedicated to residential rehabilitation and affordable housing.

Capital outlay in FY 06-07 of \$20,453 was the purchase of a replacement vehicle. No capital outlay is programmed in FY 09-10.

FY 08-09 ACCOMPLISHMENTS

- **North Carolina Housing Finance Agency:** New Homes Loan funds were used to assist two families achieve the "American Dream" of home ownership. A total of \$39,718 in down payment assistance was provided during the 2008-2009 fiscal year to help purchase 121 Preston Avenue and 203 Westminster Drive.
- **Five Year Consolidated Plan and Annual Action Plan:** The Community Development Division and the Community Development Advisory Committee have developed the FY 2009-2014 Five Year Consolidated Plan and FY 2009-2010 Annual Action Plan which outlines Jacksonville's overall strategy for addressing housing and community development needs for the next five years. Community Input meetings were held in December to determine the most urgent needs. For each identified need, Community Development will develop specified objectives, design strategies and propose accomplishments to achieve its plan.
- **C.R.E.A.T.E.:** In an effort to continue to provide affordable housing for the citizens of Jacksonville, the Community Development Division continues to partner with Coastal Carolina Community College's C.R.E.A.T.E. program. Through this partnership we have completed construction of a new home at 203 Westminster Drive. This home was sold along with a previously completed home located at 121 Preston Avenue. A Ribbon Cutting Ceremony for 203 Westminster was held in December. Construction is currently underway at 305 South Shore Drive.
- **Affordable Housing Construction:** Two houses are currently under construction at 307 South Shore Drive and 460 College Street. Both homes have buyers who have been pre-qualified for a mortgage to purchase these homes.
- **Homebuyer Education:** The Community Development Division hosted three homebuyer education courses serving 36 citizens. The seminars are conducted in partnership with local lenders, realtors, NC Extension Services, Camp Lejeune-MCCS, home inspectors and insurance agents.

- **Continuum of Care:** The Community Development Division continued to act as the lead agency for the local Continuum of Care in FY 2008-2009. This continuum is a group of social agencies who provide services to the homeless in our area. The group completed its annual point-in-time count on January 28th and identified 38 homeless within the city limits.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY 07-08</u>	<u>Actual Jul 08 – Mar 09</u>
Construct one affordable housing product through CREATE Program with CCCC.	1	1	2
Construct two affordable housing units using private contractors.	2	NA	2
Provide down payment assistance to low to moderate income homebuyers.	3	1	2
Provide residential rehabilitation to three qualified applicants.	3	1	4
Conduct eight homebuyer education seminars.	8	3	7
Provide four grants/loans to local non-profit organizations.	4	1	5
Renovate one public facility.	1	NA	Underway
Provide one small business loan.	1	NA	0
Submit the Annual Action Plan and CAPER to HUD	NA	Submitted	NA

**COMMUNITY DEVELOPMENT ENTITLEMENTS
BUDGET SUMMARY FY 09-10**

ENTITLEMENT 2004 - CD0464	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2004	\$ 622,000	\$ -	\$ 622,000
Investment Earnings	915	-	915
Administrative Fee	1,250	-	1,250
Program Income Misc.	11,835	-	11,835
Principal Loan Payments	62,097	-	62,097
Interest on Loan Payments	9,982	-	9,982
TOTAL REVENUE	\$ 708,079	\$ -	\$ 708,079
Expenditures			
Salaries & Benefits	\$ 38,160	\$ -	\$ 38,160
Operating Costs	5,132	-	5,132
Other Op. Costs	788	-	788
Comm. Dev. Administration	44,080	-	44,080
Salaries & Benefits	\$ 40,801	\$ -	\$ 40,801
Operating Costs	5,438	-	5,438
Other Op. Costs	617,760	-	617,760
Comm. Dev. Planning	663,999	-	663,999
TOTAL EXPENDITURES	\$ 708,079	\$ -	\$ 708,079

ENTITLEMENT 2005 - CD0565	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2005	\$ 588,104	\$ -	\$ 588,104
Investment Earnings	100	-	100
Administrative Fee	750	-	750
Program Income Misc.	30,110	-	30,110
Principal Loan Payments	16,000	-	16,000
Interest on Loan Payments	10,500	-	10,500
TOTAL REVENUE	\$ 645,564	\$ -	\$ 645,564
Expenditures			
Salaries & Benefits	\$ 49,362	\$ -	\$ 49,362
Operating Costs	5,655	-	5,655
Other Op. Costs	3,497	-	3,497
Comm. Dev. Administration	58,514	-	58,514
Salaries & Benefits	\$ 90,327	\$ -	\$ 90,327
Operating Costs	10,948	-	10,948
Other Op. Costs	485,775	-	485,775
Comm. Dev. Planning	587,050	-	587,050
TOTAL EXPENDITURES	\$ 645,564	\$ -	\$ 645,564

ENTITLEMENT 2006 - CD0601	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2006	\$ 538,743	\$ -	\$ 538,743
Investment Earnings	1,364	-	1,364
Administrative Fee	1,000	-	1,000
Program Income Misc.	51,610	-	51,610
Principal Loan Payments	65,208	-	65,208
Interest on Loan Payments	14,325	-	14,325
From General Fund	73,667	-	73,667
TOTAL REVENUE	\$ 745,917	\$ -	\$ 745,917
Expenditures			
Salaries & Benefits	\$ 102,697	\$ -	\$ 102,697
Operating Costs	11,666	-	11,666
Other Op. Costs	338	-	338
Comm. Dev. Administration	114,701	-	114,701
Salaries & Benefits	\$ 128,374	\$ -	\$ 128,374
Operating Costs	12,358	-	12,358
Other Op. Costs	490,484	-	490,484
Comm. Dev. Planning	631,216	-	631,216
TOTAL EXPENDITURES	\$ 745,917	\$ -	\$ 745,917

ENTITLEMENT 2007 - CD0701	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2007	\$ 513,745	\$ -	\$ 513,745
Investment Earnings	455	-	455
Administrative Fee	700	-	700
Program Income Misc.	103,500	-	103,500
Principal Loan Payments	62,500	-	62,500
Interest on Loan Payments	14,723	-	14,723
TOTAL REVENUE	\$ 695,623	\$ -	\$ 695,623
Expenditures			
Salaries & Benefits	\$ 112,627	\$ -	\$ 112,627
Operating Costs	15,407	-	15,407
Comm. Dev. Administration	128,034	-	128,034
Salaries & Benefits	\$ 142,307	\$ -	\$ 142,307
Operating Costs	17,897	-	17,897
Other Op. Costs	407,385	-	407,385
Comm. Dev. Planning	567,589	-	567,589
TOTAL EXPENDITURES	\$ 695,623	\$ -	\$ 695,623

ENTITLEMENT 2008 - CD0801	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2007	\$ 509,412	-	\$ 509,412
Investment Earnings	1,000	-	1,000
Administrative Fee	1,000	-	1,000
Program Income Misc.	100,031	-	100,031
Principal Loan Payments	63,000	-	63,000
Interest on Loan Payments	16,500	-	16,500
TOTAL REVENUE	\$ 690,943	\$ -	\$ 690,943
Expenditures			
Salaries & Benefits	\$ 107,837		\$ 107,837
Operating Costs	11,710		11,710
Other Op. Costs	-	-	-
Comm. Dev. Administration	119,547	-	119,547
Salaries & Benefits	129,371		\$ 129,371
Operating Costs	16,305		16,305
Other Op. Costs	425,720		425,720
Comm. Dev. Planning	571,396	-	571,396
TOTAL EXPENDITURES	\$ 690,943	\$ -	\$ 690,943

ENTITLEMENT 2009 - CD0901	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Entitlement 2007	\$ -	\$ 524,944	\$ 524,944
Investment Earnings	-	575	575
Administrative Fee	-	613	613
Program Income Misc.	-	52,000	52,000
Principal Loan Payments	-	42,082	42,082
Interest on Loan Payments	-	11,246	11,246
TOTAL REVENUE	\$ -	\$ 631,460	\$ 631,460
Expenditures			
Salaries & Benefits	\$ -	\$ 86,472	\$ 86,472
Operating Costs	-	23,117	23,117
Other Op. Costs	-	1,800	1,800
Comm. Dev. Administration	-	111,389	111,389
Salaries & Benefits	-	\$ 119,052	\$ 119,052
Operating Costs	-	12,496	12,496
Other Op. Costs	-	388,523	388,523
Comm. Dev. Planning	-	520,071	520,071
TOTAL EXPENDITURES	\$ -	\$ 631,460	\$ 631,460

**COMMUNITY ASSISTANCE
BUDGET SUMMARY FY 09-10**

CREATE PROJECT - CD0301	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Program Income	\$ 473,676	\$ 100,000	\$ 573,676
From Special Revenue	78,500	-	78,500
TOTAL REVENUE	\$ 552,176	\$ 100,000	\$ 652,176
Expenditures			
Other Department Expense	\$ 552,176	\$ 100,000	\$ 652,176
TOTAL EXPENDITURES	\$ 552,176	\$ 100,000	\$ 652,176

AFFORDABLE HOUSING CONST - CD0501	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
Program Income	\$ 761,699	\$ -	\$ 761,699
NCHFA Admin Referral Fee	\$ 6,000	\$ -	\$ 6,000
Investment Earnings	\$ 12,698		
From Special Revenue	84,371	-	\$ 84,371
TOTAL REVENUE	\$ 864,768	\$ -	\$ 852,070
Expenditures			
Other Department Expense	\$ 864,768	\$ -	\$ 864,768
TOTAL EXPENDITURES	\$ 864,768	\$ -	\$ 864,768

PUBLIC PRIVATE PARTNERS - CA0801	Amended Budget 04/28/09	Approved FY09-10	Total Project
Revenue			
From General Fund	\$ 204,400	\$ 102,200	\$ 306,600
TOTAL REVENUE	\$ 204,400	\$ 102,200	\$ 306,600
Expenditures			
Other Op. Costs	\$ 204,400	\$ 102,200	\$ 306,600
TOTAL EXPENDITURES	\$ 204,400	\$ 102,200	\$ 306,600

PUBLIC SERVICES

This section includes the following Public Services General Fund functions:

- **Public Works**
 - **Administration**
 - **Engineering**
 - **Facilities Maintenance Services**
 - **Streets (Powell Bill/Non-Powell Bill)**

PUBLIC WORKS ADMINISTRATION

Fund: General

Function: Public Works

MISSION

To supply direction and administrative support to all divisions of Public Services in order to provide the most cost effective water, wastewater, sanitation, street maintenance and stormwater management in an environmentally responsible manner.

GOALS FOR FY 09-10

The Public Services Administration Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division's short-term goals for the coming year are as follows:

1. Provide resource management to divisions for delivery of effective and efficient public services.
 2. Maintain a qualified and dedicated staff for providing asset management, operations, and maintenance to City infrastructure systems.
 3. Provide technical support and direction to other departments and City Council.
 4. To ensure services and projects provided by department are compliant with Federal, State and Local rules and regulations.
-
-

Narrative. The Administration Division provides the leadership, oversight, analysis, fiscal responsibility and strategic planning for the Streets, Sanitation, Buildings & Grounds, Water Quality, Engineering, Water Supply, Wastewater Treatment, Utilities Maintenance, and Metering divisions within the Public Services Department. The division is responsible for ensuring that each division of the department is provided the resources and information necessary to attain their goals and objectives; provides departmental budget administration; handles customer complaints and questions; resolves personnel matters; and responds to special projects or tasks that may be assigned to the department.

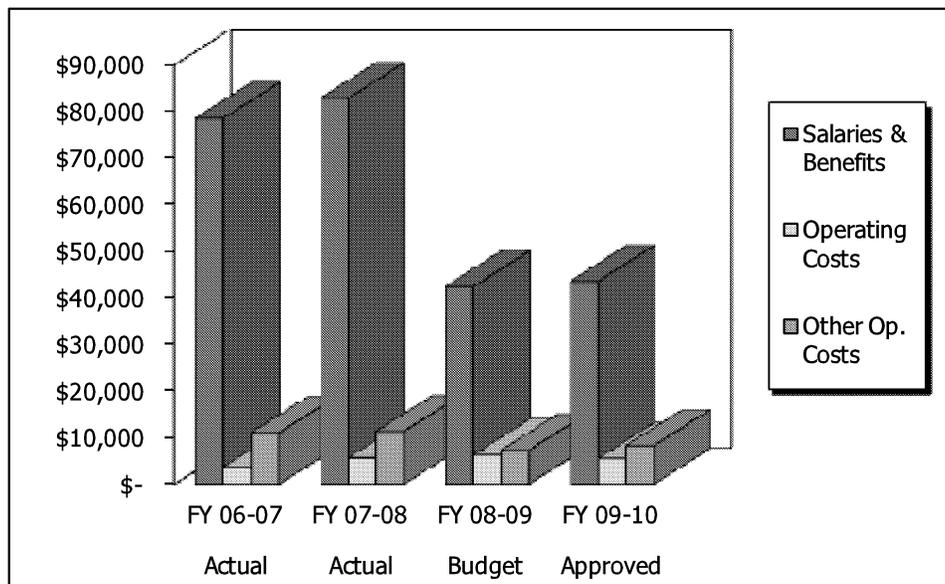
2009-2010 BUDGET HIGHLIGHTS

There were no significant changes from last year's budget.

DIVISION SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 78,520	\$ 82,808	\$ 42,412	\$ 43,577
Operating Costs	3,643	5,646	6,233	5,505
Other Op. Costs	11,000	11,298	7,255	8,262
Total Expenditures	\$ 93,163	\$ 99,752	\$ 55,900	\$ 57,344
Full-Time Employees	1.6	1.6	0.6	0.4

TREND ANALYSIS



Increases of \$4,288 in the FY 07-08 Salaries and Benefits are due to normal salary adjustments. Decreases of \$40,396 in the FY 08-09 budget are due to reorganization resulting in the move of an Administrative Assistant from Public Works Administration to Buildings and Grounds and the vacancy of the Deputy Director position. The increase of \$1,165 in FY 09-10 is due to the Deputy Director position being filled, which was mostly offset by a higher amount being charged to Powell Bill-eligible activities.

Increases of \$2,003 in the FY 07-08 Operating Expenses are due to increases in training, departmental supplies and the allocation of City Hall Maintenance charges. The \$587 increase in the FY 08-09 budget are due to increases in cellular phone expense, increases in insurance and department specific contracts. The \$728 decrease in the FY 09-10 budget includes a reduction in insurance and a decrease in City Hall Maintenance charges.

Increases of \$1,500 in the FY 07-08 budget in Other Operating costs are due to the replacement of a desktop computer. Decreases of \$4,043 in the FY 08-09 budget are due to a reduction in the ITS allocation, and no scheduled computer purchases. The increase of \$1,007 in the FY 09-10 budget is due to an increase in the ITS Allocation.

PERFORMANCE MEASURES

	<u>Target</u>	<i>FY 07-08</i> <u>Actual</u>	<i>Jul 08-</i> <i>Mar 09</i> <u>Actual</u>
Percent of citizen inquiries answered immediately	100%	75%	80%
Percent of repeat service calls	<5%	4%	2%
Percent of employee turnover	<10%	<10%	0%
Percent of annual performance appraisals of division managers conducted on time	100%	0%	0%
Number of Departmental Divisions achieving at least 95% of their performance objectives	4	3	3
Number of violation notices received against any division of the departments	0	0	0

ENGINEERING DIVISION

Fund: General

Function: Public Works

MISSION

To provide the City and citizens of Jacksonville with high quality amenities, infrastructure, and facilities.

GOALS FOR FY 09-10

The Engineering Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows and the development of plans to construct and maintain adequate infrastructure. The Division will strive to reduce long-term operations and maintenance costs by improving, replacing, and expanding public facilities and infrastructure through the following short-term goals for the coming year:

1. Plan, design and construct capital projects, identified for fiscal year 2010 Capital Improvement Plan, for the betterment of the citizens of Jacksonville.
 2. Provide technical and project management support to other City departments consistent with the highest standards of professional conduct.
 3. Ensure quality infrastructure construction through development review and on-site inspections.
-

Narrative. Engineering manages, designs and provides construction administration/inspection of sidewalk projects, street rehabilitation projects, water and sewer rehabilitation projects, and other City-funded infrastructure projects. The Division also reviews development proposals; conducts on-site inspections of infrastructure and appurtenances that are to be dedicated to the City; assists in the design of emergency projects; and oversees the design and construction of capital improvement projects. In addition, Engineering provides technical assistance to other departments within the City. This assistance typically includes budgeting and project management services.

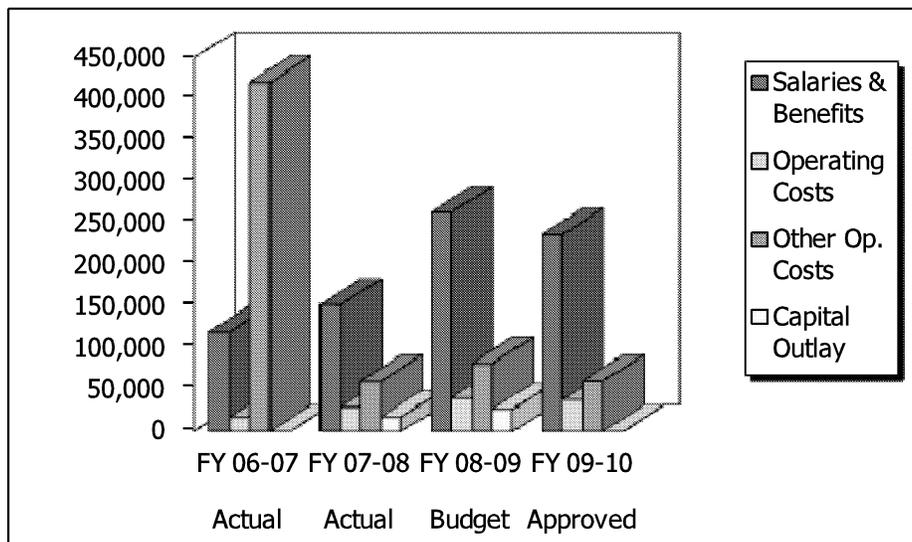
2009-2010 BUDGET HIGHLIGHTS

The FY 09-10 budget is \$64,886 less than the budget for FY 08-09; however, revenues from the overhead allocation from the Water/Sewer Fund also decreased. Reduced overhead allocation is anticipated because less General Fund personnel, equipment and supplies are expected to be expended in support of water and sewer functions. No capital equipment is requested for FY 09-10.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ 122,063	\$ 221,032	\$ 285,067	\$ 134,455
Erosion Control	10,250	10,400	7,200	10,710
Total Revenue	132,313	231,432	292,267	145,165
Expenditures				
Salaries & Benefits	120,063	152,322	263,630	237,576
Operating Costs	17,087	28,965	40,016	38,078
Other Op. Costs	420,663	60,376	81,645	60,776
Capital Outlay	-	17,344	26,431	-
Total Expenditures	557,813	259,007	411,722	336,430
Revenue over (under) Expenditures	\$ (425,500)	\$ (27,575)	\$(119,455)	\$ (191,265)
Full-Time Employees	4.5	3.5	4.5	4.5

TREND ANALYSIS



Increases of \$32,259 in the FY 07-08 budget are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan, and the approval of a Civil Engineer Position. Increases of \$111,308 in the FY 08-09 budget are due to the cost of implementing a full year of the Pay Plan, hiring of the Civil Engineer position, as well as splitting the cost for the Administrative Assistant position with Public Services Engineering. FY 09-10 decreases of \$26,054 are due to an anticipated increase in the percentage of Powell Bill-eligible time transferred to Streets, as well as no merit raises being approved by Council.

Increases in Operating Costs of \$11,878 in FY 07-08 are due to increases in the share of allocated expenses for City Hall Maintenance, \$4,730, expense for a FEMA required permit related to the National Flood Insurance Program, \$4,800 and increases in cellular phone service, department specific contracts, and supplies. Increases of \$11,051 in the FY 08-09 budget are primarily due to the

replacement of a copier/printer. FY 09-10 decreases of \$1,938 are primarily due to reductions in the City Hall allocation and supplies.

Other Operating Costs decreases of \$360,287 in the FY 07-08 budget are mostly due to moving the expenses for the Street Lighting utility bills to the Streets Department. The increase of \$21,296 in FY08-09 was largely due to an overall \$23,660 increase in the allocations for various types of contracted professional services. This \$23,660 increase was partially offset by a reduction in the amount budgeted for ITS services. The FY 09-10 decrease of \$20,869 is largely due to reduced allocations for contracted professional services, ITS services, and video-media services.

The \$17,344 Capital Outlay expenditures for FY 07-08 were primarily associated with the replacement of a digital copier-printer-scanner used for reproduction of large maps and plan sheets. The increase of \$9,087 in the FY 08-09 budget was attributable to the planned procurement of a Stormwater modeling software program. No Capital Outlay expenditures are planned for FY 09-10.

FY08-09 ACCOMPLISHMENTS

- NPDES Phase II Stormwater Permit Compliance: The state mandated NPDES permit became effective March 1, 2007. Among the many requirements of this permit was one that required the City to adopt by ordinance a program to address stormwater runoff from new development. As such, the Engineering Division in conjunction with the City's consultant developed the required ordinance. This ordinance, which essentially transferred the stormwater permitting function from the State to the City, was adopted by Council on February 3, 2008. Additionally, the Engineering Division in conjunction with the City's Stormwater Manager and Attorney developed an Administrative Manual for use by those seeking a stormwater permit from the City. Finally, the Engineering Division developed the fee schedule for the City's stormwater permitting activities.
- Parkwood Area and Brynn Marr Area Drainage Improvement Projects: These projects are expected to mitigate flooding associated with stormwater runoff when constructed. During FY 07-08 the Engineering Division selected consultants for each of these projects after reviewing qualifications statements and conducting interviews. Engineering then negotiated contracts with the selected consultants after defining goals, objectives, and broad design parameters for each project. During FY 08-09 the Division has assisted the consultants in data gathering; has provided additional direction to them; and reviewed preliminary reports and designs for each project. Currently, construction for both projects is projected to begin in FY09-10. The Division expects to provide administration and observation services during this upcoming construction phase in conjunction with the City's consultants.
- Inter-Departmental Assistance: The Engineering Division provided assistance to other departments besides Public Services during FY 08-09. More specifically, Engineering has coordinated 10 inter-departmental projects. Of these 10 projects, the Engineering Division is responsible for the actual preparation of construction plans for four projects. Among the Public Works/General Fund projects either designed or in design by the Division are the Kerr Street Tennis Courts Replacement project, the Police Firing Range Grading & Drainage Improvements, and the FY09 Annual Sidewalk Installations.
- In-House Design Efforts: The Engineering Division filled two engineering positions on December 1, 2008. With these additions, the Division began ramping up its efforts to design smaller projects internally; however, given that the two positions had been open for more than a year despite the Division's ongoing attempts to fill them, the Division is in a catch-up mode.

- Private Development Review: During the first six months of FY 2009, the Engineering Division reviewed 31 Site Plans, 6 Site Plan Modifications, 12 Special Use Permits, 6 General Plans, 4 General Plan Modifications and 4 Final Plats. Additionally, the Division had approximately 45 ongoing subdivision and site plan project inspections underway.
- Flood Plain Management Program: This is a voluntary program executed by the Engineering Division that includes floodplain management via TRC and development review, annual informational mailings, and maintenance of the City's hazard mitigation plan. The City's involvement in this program lowers Flood Insurance rates for all citizens who carry flood insurance by 10%. This program also qualifies the City for disaster relief funds in the event of a natural disaster.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Begin design of projects the same fiscal year as funding is allocated	85%	50%	83%
Receive project bids within 15% of the engineers post-design estimate	90%	100%	75%
Design and/or engineer small projects using division staff	75%	30%	100%
Complete construction of City projects within the contract time period	90%	100%	N/A (Note 1)
Review and provide written response to plans submitted for review by the scheduled TRC meeting	10 days	Meeting Goal	Meeting Goal
Respond to construction inspections of private projects within 48 hours of request	98%	100%	100%
Review, verify and provide written response to record drawings within 72 hours of receipt	95%	95%	N/A (Note 2)

Notes:

1. There are nine projects underway as of this reporting that are not yet complete but are expected to be completed before the close of FY 08-09 period. As such, it will be necessary to wait until the yearend report for an accounting of the performance measurement for these projects as well as others that are expected to be started and completed by year's end.
2. The City Engineering Division receives, reviews, verifies, and comments upon as-built information submitted for water and sewer infrastructure constructed as part of private development projects where such infrastructure is to be turned over to the City for ownership. This activity is being performed by the Division because the City is the

permit holder for this infrastructure and, as such, responsible for making sure that it has been constructed in accordance with the permit. There has typically not been any similar permit-related requirement for the “public works” aspects of private development projects (i.e. streets, sidewalks, drainage features, etc.); therefore, the City has not received as-built information for review and comment during the period. Reviews of as-built information for stormwater drainage infrastructure is, however, expected begin during summer or fall. This change will occur as a result of the City taking over the permitting of stormwater management systems within the corporate limits and ETJ from the State on March 1st. Reviews of as-built information will be necessary for those stormwater management systems constructed pursuant to a City-issued permit.

FACILITIES MAINTENANCE SERVICES DIVISION

Fund: General

Function: Public Works

MISSION

To preserve the City's assets through non-scheduled and scheduled preventive maintenance in a cost effective and efficient manner.

GOALS FOR FY 09-10

The Facilities Maintenance Services Division's goals support the City Council's goals by supporting development of plans to construct and maintain adequate infrastructure. The Division's short-term goals for the coming year are as follows:

1. Catalogue all maintenance deficiencies and assign priorities in alignment with the Capital Improvement Plan.
 2. Establish and implement a Scheduled Maintenance Program.
 3. Utilize HTE software for tracking open work requests, document status and completed actions.
 4. Provide City Management with projected maintenance requirements.
 5. Continue to develop and improve the Facilities Maintenance Services Division through education and managerial resources.
-

Narrative The Facilities Maintenance Services Division is composed of five sections:

Administration – Provides managerial and administrative support including daily contact with the public and other employees in explaining and interpreting departmental policies and procedures. The Facilities Maintenance Services Division also monitors all City facility-related maintenance agreements and contracts and is an integral part of plans and reviews. In addition, we provide customer service interrelations with City Facilities end users with up to date work order status.

Facilities Maintenance – Facilities Maintenance Services staff compromises four personnel who provide skilled and technical construction, repair and maintenance work for 100 city-owned, public and operational facilities. FMS provides daily responses to carpentry, plumbing, electrical installations and coordinates user requests with contracted professionals.

Sign Maintenance – Sign Maintenance staff consist of one member who provides sign maintenance, which includes repair and replacement for 20,000 informational and regulatory signs covering 143 city miles. In addition, staff provides lane or line markings, and traffic and school crossing signals and special sign requests from contractors and citizens.

Welding Maintenance - Welding Maintenance consist of one staff member who is responsible for a variety of welding projects. These projects may encompass repairing city dumpsters, city vehicles and equipment.

Custodial Services - Custodial Services staff consist of one custodian who is responsible for three buildings in the Public Services Complex.

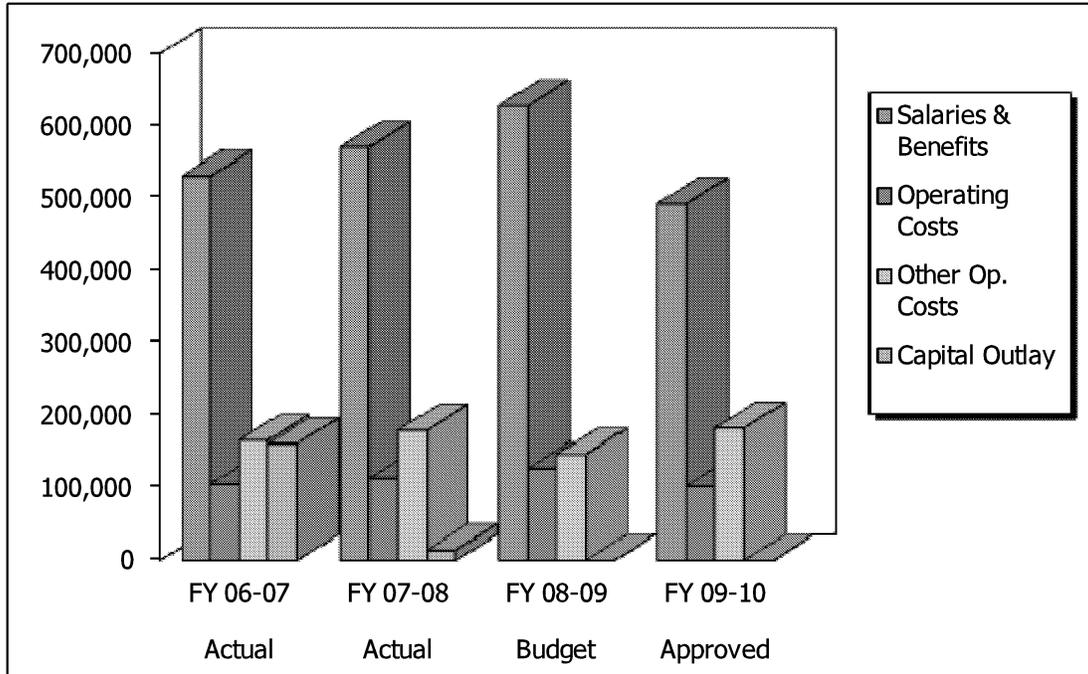
2009-2010 BUDGET HIGHLIGHTS

Funding was approved for deferred building maintenance and rehabilitation as identified in a building survey performed by the Facilities Maintenance Staff.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	\$ -	\$ -	\$ -	\$ 95,257
Total Revenue	-	-	-	95,257
Expenditures				
Salaries & Benefits	531,069	571,372	627,948	492,207
Operating Costs	104,675	112,936	126,741	101,976
Other Op. Costs	166,138	180,093	146,741	183,247
Capital Outlay	161,222	14,425	-	-
Total Expenditures	963,104	878,826	901,430	777,430
Revenue over (under) Expenditures	\$ (963,104)	\$(878,826)	\$ (901,430)	\$ (682,173)
Full-Time Employees	13	13	14	10

TREND ANALYSIS



Increases of \$40,303 in the FY 07-08 budget are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan. Increases of \$56,576 in the FY 08-09 budget are due to the cost of implementing a full year of the Pay Plan, a cost of living allowance (3.5%), the Custodial Worker Position, \$30,706, and costs associated with the reorganization of the Public Works Administration division which resulted in an Administrative Assistant Position being reassigned to the Buildings and Grounds Division. Decreases of \$135,741 in the FY 09-10 budget are due to the reorganization of Buildings and Grounds to the Facilities Maintenance Division, as well as no merit pay increases being approved by Council. The landscaping portion of the Buildings and Grounds division was transferred to Recreation Parks Maintenance.

Increases of \$8,261 in the FY 07-08 budget Operating Costs are mostly due to increases in departmental supplies, insurance, training, vehicle maintenance costs, fuel and uniform expenses. Increases of \$13,805 in the FY 08-09 budget are due to increases in vehicle maintenance costs and fuel and increases in insurance, yearly contracts, and training, including training for the Administrative Assistant. Decreases of \$24,765 in the FY 09-10 budget are primarily due to the transfer of supplies used in landscaping to the Recreation Department.

Increases of \$38,720 in the FY 07-08 Other Operating Costs are partly due to increased internal service fund allocations for Information Technology Services, and increases in contracted professional services for additional maintenance of City land areas such as litter pick up and increased mowing of the right of ways and along state highways. Decreases of \$33,352 in the FY 08-09 budget are due to decreases in Contracted Professional Services for cleaning services, and the transfer of mowing contracts to the Recreation Department. Increases in the FY 09-10 budget are due to funding for deferred building maintenance and rehabilitation.

Decreases of \$143,222 in the FY 07-08 Capital Outlay budget are due to the replacement of a mower. Decreases of \$18,000 in the FY 08-09 budget are due to no equipment being requested. There is no change in the FY 09-10 budget.

FY 08-09 ACCOMPLISHMENTS

During the current fiscal year Facilities Maintenance Services Division:

1. Reorganized from Buildings & Grounds to Facilities Maintenance Services, accomplishing the move of personnel and equipment in two days. Final account line transfers were completed in the following week.
2. Conducted City Surplus Furniture give away. Surplus city furniture which was identified for disposal was given the opportunity at a new life with city employees. Twenty-five city employees took advantage and took home various odd pieces of furniture which otherwise would have gone to the landfill.
3. All Maintenance Staff attended Asbestos Class III Operations & Maintenance Training, 16 hours specialized instruction.
4. Sign Maintenance completed 119 work requests involving the replacement of 322 signs. In addition, 200 Transit Authority Signs were placed at various locations in the City and Camp Lejeune. We provided 60 signs for various contractor requests and replaced 80 street signs identified through a sign replacement survey.

PERFORMANCE MEASURES

	<i><u>FY09-10 Target</u></i>
All employees attend classes to receive advanced specialty training.	100%
Staff to enter work order status within 24 hours.	95%
Respond to damaged street signs within 12 hours.	100%
Respond to Customer Work Orders within 5 business days.	100%
Conduct yearly comprehensive preventive maintenance survey of City owned buildings.	50%

Note: Due to the reorganization of this division the prior year's goals were no longer relevant.

STREETS POWELL BILL DIVISION

Fund: General

Function: Public Works

MISSION

To provide the most cost effective maintenance for streets, sidewalks and stormwater in an environmentally friendly way while maintaining technical proficiency and superior customer service to the citizens of Jacksonville.

GOALS FOR FY 09-10

The Streets Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division short-term goals for the coming year are as follows:

1. Manage a pavement maintenance program including crack sealing, skin patching, full depth patching and short overlays that will provide for safe travel on City roadways.
 2. Provide an effective maintenance and repair program for sidewalk repair.
-
-

Narrative. The Streets Division is composed of two sections:

Administration – Provides managerial and administrative support by processing work orders, collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. In performing these responsibilities the Division must research and study new equipment, write new equipment specifications, and collect data for reports and records involving periodic Management Reports. This division also compiles fiscal information for budget preparation.

Streets Operations – Responsible for customer service requests, routine pavement maintenance, emergency repairs, technical support for traffic control, natural and man-made hazards. This section's primary mission is to maintain all streets in a safe and reliable condition. This section is also responsible for maintenance of vehicles and equipment as well as the mosquito control program.

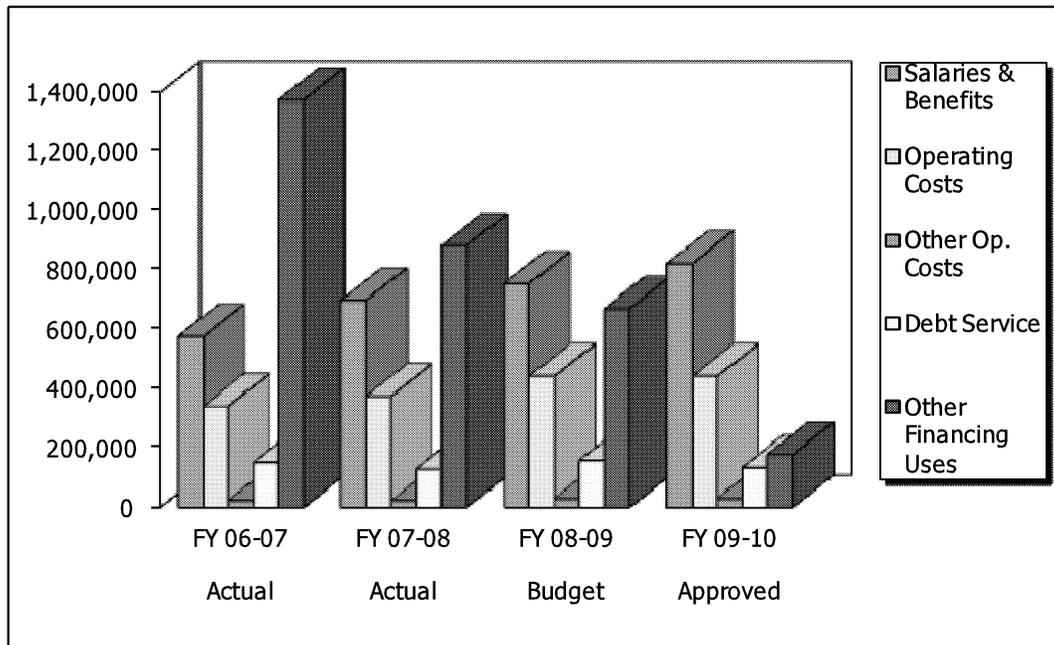
2009-2010 BUDGET HIGHLIGHTS

Decreases in the FY 09-10 expenditures budget is due to a reduction in anticipated Powell Bill Street Aid funding.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Powell Bill Street Aid	\$ 1,888,115	\$ 2,137,278	\$ 1,967,833	\$ 1,641,610
Powell Bill Equip Use Allw	24,833	34,658	33,000	30,000
Program Income Powell Bill	-	4,000	-	-
Powell Bill Installment Purch	38,996	-	272,542	23,181
Sale of Powell Bill Assets	9,053	4,510	10,000	15,000
Utility Patching	21,348	38,835	36,000	22,000
Total Revenue	1,982,345	2,219,281	2,319,375	1,731,791
Expenditures				
Salaries & Benefits	578,275	701,191	756,371	824,710
Operating Costs	342,711	376,863	443,692	443,357
Other Op. Costs	24,711	24,526	30,925	30,675
Debt Service	152,855	129,845	159,189	134,532
Other Financing Uses	1,376,122	884,139	671,855	178,862
Total Expenditures	2,474,674	2,116,564	2,062,032	1,612,136
Revenue over (under) Expenditures	\$ (492,329)	\$ 102,717	\$ 257,343	\$ 119,655

TREND ANALYSIS



Increases of \$122,916 in the FY 07-08 Salaries and Benefits budget are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan. Increases of \$55,180 in the FY 08-09 budget are due to the cost of implementing a full year of the Pay Plan. Increases of \$68,339 in the FY 09-10 budget are due to normal salary adjustments and the increase of Powell Bill eligible allocated salary expenses from Engineering.

Increases of \$34,152 in the FY 07-08 Operating Costs budget are due to increases in vehicle maintenance charges and fuel increases. Increases of \$66,829 in the FY 08-09 budget are due to

increases in asphalt overlay work and crack sealing, vehicle maintenance charges and fuel and additional paving and maintenance resources. There are no significant changes in the FY 09-10 approved budget.

Increases of \$6,399 in the FY 08-09 Other Operating Costs budget are due to increases in Street Maintenance Spoils which is the cost of disposing of waste from street repairs, refuse from the street or related vegetative debris. There were no significant changes in the FY 09-10 approved budget.

Decreases of \$491,983 in the FY 07-08 Other Financing Uses budget is due to the reduction of the transfer to the Street Improvements Project since the majority of the available funding was transferred in FY 06-07. Decreases of \$212,284 in the FY 08-09 budget is due to the reduced amount of Powell Bill Street Aid the City received in FY 2009. Decreases of \$492,993 in the FY 09-10 approved budget is due to the further reduction of anticipated revenue the City will receive from the Powell Bill Street Aid program.

FY08-09 ACCOMPLISHMENTS

- The Streets Division is responsible for maintaining 142.84 linear miles of City streets during budget year FY 08-09.
- Replaced 336 tons of hot asphalt and 34 tons of cold patch asphalt.
- Repaired 605 linear feet of Curb & Gutter.
- Replaced 594 linear feet of sidewalk.
- Repaired over 1,000 potholes.
- Processed 174 Work Orders.
- Mowed 32 Acres of Grass within our Streets Right-of-Way
- Contracted Work:
 - Asphalt Overlays 5,640 Square Yards
 - Curb & Gutter Replacement 1,080 Linear Feet
 - Sidewalk Replacement 2,000 Linear Feet

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Respond to all Customer Service Requests	100%	100%	100%
Provide pavement maintenance to all streets rated below 25%	100%	100%	100%
Annual Certification for all employees,(Inmate Supervisory (22), First Aid/CPR (21), CDL's (11), and Pesticide (7), Certifications)	Annually or As Required	100%	100%
Recordable injury rate does not exceed target rate	3 or less	2	3

STREETS NON-POWELL BILL DIVISION

Fund: General

Function: Public Works

MISSION

To provide the most cost effective maintenance for streets, sidewalks and stormwater in an environmentally friendly way while maintaining technical proficiency and superior customer service to the citizens of Jacksonville.

GOALS FOR FY 09-10

The Streets Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division's short-term goals for the coming year are as follows:

1. Manage a pavement maintenance program including crack sealing, skin patching, full depth patching and short overlays that will provide for safe travel on City roadways.
 2. Provide an effective maintenance and repair program for sidewalk repair.
-
-

Narrative. The Streets Division is composed of two sections:

Administration – Provides managerial and administrative support by processing work orders, collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. In performing these responsibilities the Division must research and study new equipment, write new equipment specifications, and collect data for reports and records involving periodic Management Reports. This division also compiles fiscal information for budget preparation.

Streets Operations – Responsible for customer service requests, routine pavement maintenance, emergency repairs, technical support for traffic control, natural and man-made hazards. This section's primary mission is to maintain all streets in a safe and reliable condition. This section is also responsible for maintenance of vehicles and equipment. The mosquito control program also falls under this section.

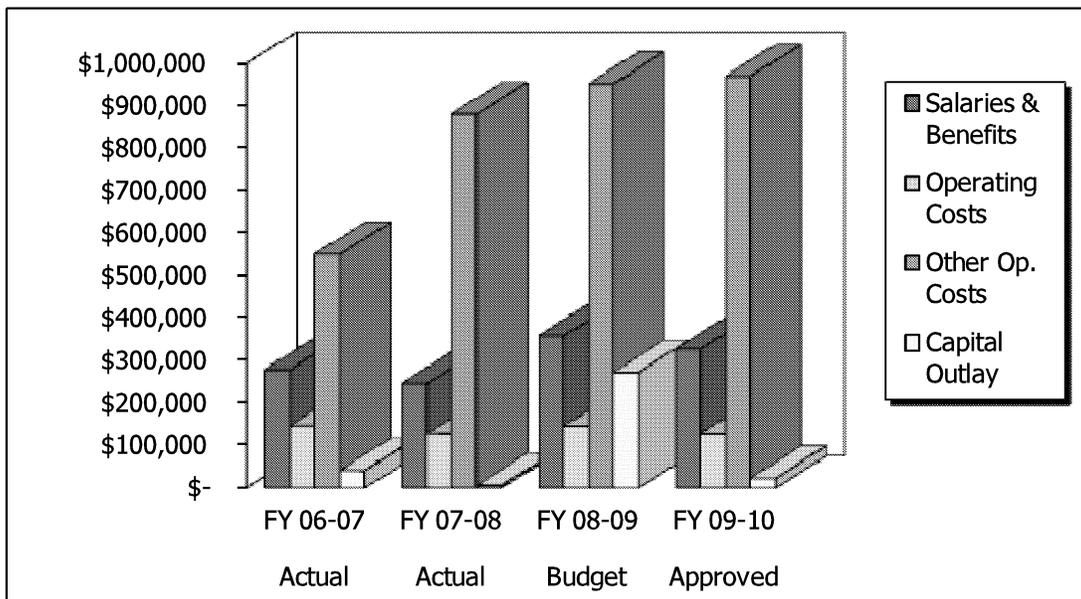
2009-2010 BUDGET HIGHLIGHTS

Funding includes a replacement pickup truck in the amount of \$23,181.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Overhead Allocation	20,471	40,599	53,821	55,390
Total Revenue	20,471	40,599	53,821	55,390
Expenditures				
Salaries & Benefits	\$ 278,660	\$ 246,331	\$ 359,038	\$ 326,882
Operating Costs	147,234	128,352	146,292	127,995
Other Op. Costs	550,996	880,321	952,471	969,881
Capital Outlay	40,921	5,897	272,542	23,181
Total Expenditures	1,017,811	1,260,901	1,730,343	1,447,939
Revenue over (under) Expenditures	\$(997,340)	\$(1,220,302)	\$(1,676,522)	\$ (1,392,549)
Full-Time Employees	30	22	22	22

TREND ANALYSIS



Decreases of \$32,329 in the FY 07-08 budget in Salaries and Benefits are mainly due to the allocation of expenses based on the percentage of Powell Bill eligible expenses. Increases of \$112,707 in the FY 08-09 budget are due to the cost of implementing a full year of the pay plan and an increase in the percentage of Powell Bill expenses. Decreases of \$32,156 in the FY 09-10 budget are due to the increase in anticipated Powell Bill eligible expenses, as well as no merit raises being approved by Council.

Decreases of \$18,882 in the FY 07-08 budget in Operating Costs are mostly due to reductions in department specific contracts and infrastructure expenses. Increases of \$17,940 in the FY 08-09 budget are due to increases in insurance, employee training, vehicle maintenance and fuel charges.

Decreases of \$18,297 in the FY 09-10 budget are due to reductions in vehicle maintenance and fuel charges.

Increases of \$329,325 in the FY 07-08 budget are due to the movement of the expenses for the electric bills for street lights to Streets from Engineering. Increases of \$72,150 in the FY 08-09 budget are due to anticipated increases in the cost of electricity and the approved increase in Contracted Technical Services for Temporary Worker’s to assist in the Crack Sealing Program, \$20,000. Increases of \$17,410 in the FY 09-10 budget are due to increases in the cost of electricity and increased ITS Allocation charges.

Overhead Allocation is the allocation of time the Streets Department supports the Stormwater Fund by providing administrative and managerial support.

Decreases in the FY 07-08 budget are due to the recommended Power Grip bucket attachment for an existing excavator, \$5,897. Increases of \$266,645 in the FY 08-09 budget are due to the recommended replacement of two pickups, \$52,542, the replacement of a farm tractor, \$24,000 and the replacement of an extra large tractor \$91,000. In addition an Asphalt Zipper in the amount of \$105,615 was included in the FY 08-09 budget. Capital Outlay in FY 09-10 consists of the purchase of a replacement pickup truck in the amount of \$23,181.

FY08-09 ACCOMPLISHMENTS

- Operated a Mosquito Control Program consisting of larvacide during the early spring and continuing through the summer with scheduled spraying of City neighborhoods to reduce the population of adult mosquitoes.
- Processed 268 Work Orders
- Established a Mosquito Control Contract for State Aid for which the City received funding in the amount of \$42,416.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Respond to all Customer Service Requests	100%	100%	100%
Annual Certification for all employees (Inmate Supervisory, First Aid/CPR, Pesticide License)	Annually or As Required	100%	100%
Recordable injury rate does not exceed target rate	3 or less	0	0

PUBLIC SERVICES

This section includes the following Public Services Water and Sewer Fund functions:

- **Public Utilities**
 - **Nondepartmental**
 - **Administration**
 - **Engineering & Construction**
 - **Water Supply**
 - **Metering (Finance Dept)**
 - **Utilities Maintenance**
 - **Wastewater Treatment**

WATER/SEWER NONDEPARTMENTAL

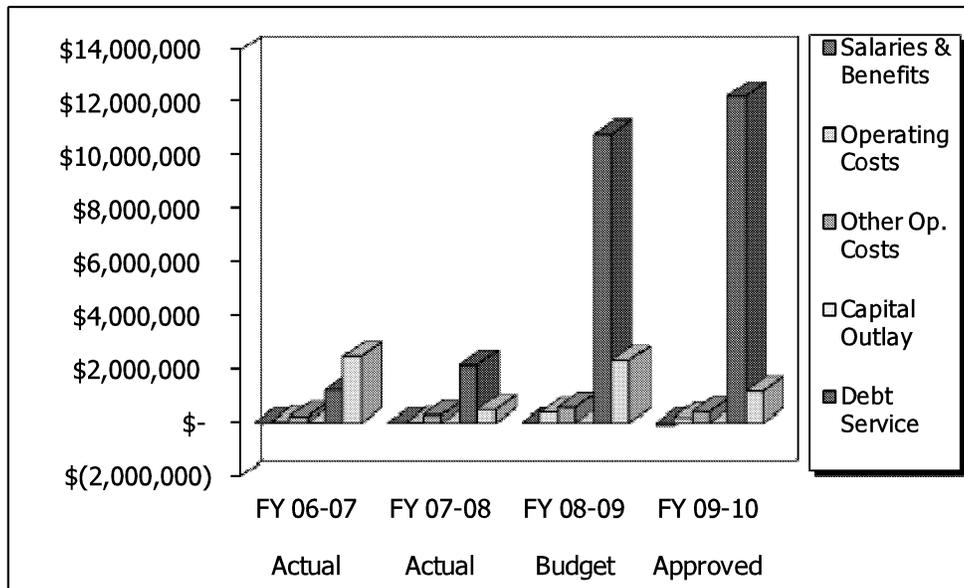
Fund: Water/Sewer

Function: Water and Sewer

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ -	\$ -	\$ 7,849	\$ (90,553)
Operating Costs	59,408	18,066	389,924	205,000
Other Op. Costs	239,563	294,639	573,146	405,785
Capital Outlay	21,150	-	-	-
Debt Service	1,251,072	2,160,748	10,861,524	12,290,961
Other Financing Uses	2,486,578	490,000	2,329,807	1,201,880
Total Expenditures	\$ 4,057,771	\$ 2,963,453	\$ 14,162,250	\$ 14,013,073

TREND ANALYSIS



Salaries and benefits have historically been budgeted in Non-Departmental for the whole fund and are distributed to the divisions as salary adjustments such as merit raises, cost of living adjustments, and work performance awards. In the FY 08-09 Budget, there is a 1% increase in the 401K contribution which brings it to 2% of base salaries. The increase of \$7,849 represents the undistributed 401K and work performance award budgets. The decrease of \$90,553 in the FY 09-10 budget is due to the anticipated salary savings based on historical trends of personnel vacancy and attrition.

Decreases of \$41,342 in FY 07-08 Operating Expenses are primarily due to changes in the inventory over/short account. Increases of \$371,858 in the FY 08-09 budget are primarily due to budgeted Contingency and an outstanding cost recovery agreement with Bailey and Associates in the amount of \$209,818 which expired in October of FY 08-09. The Contingency funding covers unanticipated expenses. Funds are transferred from contingency to the appropriate operating line as

the need arises; there are no actual expenses posted to contingency. A decrease of \$184,924 in the FY 09-10 budget is due to the expiration of the cost recovery agreement with Bailey and Associates.

Increases of \$72,810 in the FY 07-08 budget in Other Operating Expenses are due to increases in the Reserve for Insurance Deductibles, increases in Contracted Professional Services, for the Impact Fee Study and the Water Resources Study and increases in the amount paid to Onslow County for utility bills in Sunset Acres and Country Club. Increases of \$278,507 in the FY 08-09 budget are due to an anticipated increase in the amount required to pay Onwasa for the utility bills in Sunset Acres and Country Club, increases in the Reserve for Insurance deductible of and the balance of the outstanding amount for the rest of the Phase I and Phase II Water Resources Study. Decreases of \$167,361 in the FY 09-10 budget are due to cuts to the Contracted Professional Services and cuts of the funding for unanticipated NCDOT construction which affects our utility lines.

Increases of \$8,700,776 in the FY 08-09 budget in Debt Service are due to the anticipated borrowing that is budgeted, but may not occur during the fiscal year. In addition, all debt payments for the Water and Sewer Fund are recorded as expenses, but the principal retirements account is used to record the principal payments of the outstanding loans and used to offset the liability at year end. This account is zeroed out at year end. Increases of \$1,429,437 are anticipated in the FY 09-10 budget.

Transfers to other funds may vary widely from year to year depending on which projects are approved by Council. The FY09-10 budget for transfers is decreased by \$1,127,927 from the previous year.

PUBLIC SERVICES ADMINISTRATION

Fund: Water/Sewer

Function: Water and Sewer

MISSION

To supply direction and administrative support to all divisions of Public Services in order to provide the most cost effective water, wastewater, sanitation, street maintenance and stormwater management in an environmentally responsible manner.

GOALS FOR FY 09-10

The Public Services Administration Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division short-term goals for the coming year are as follows:

1. Provide resource management to divisions for delivery of effective and efficient public services.
 2. Maintain a qualified and dedicated staff for providing asset management, operations, and maintenance to City infrastructure systems.
 3. Provide technical support and direction to other departments and City Council.
 4. To ensure that services and projects provided by department are compliant with Federal, State and Local rules and regulations.
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Narrative. The Administration Division provides the leadership, oversight, analysis, fiscal responsibility and strategic planning for the Streets, Sanitation, Buildings & Grounds, Water Quality, Engineering, Water Supply, Wastewater Treatment, and Utilities Maintenance, divisions within the Public Services Department. The division is responsible for ensuring that each division of the department is provided the resources and information necessary to attain their goals and objectives; provides departmental budget administration; handles customer complaints and questions; resolves personnel matters; and responds to special projects or tasks that may be assigned to the department.

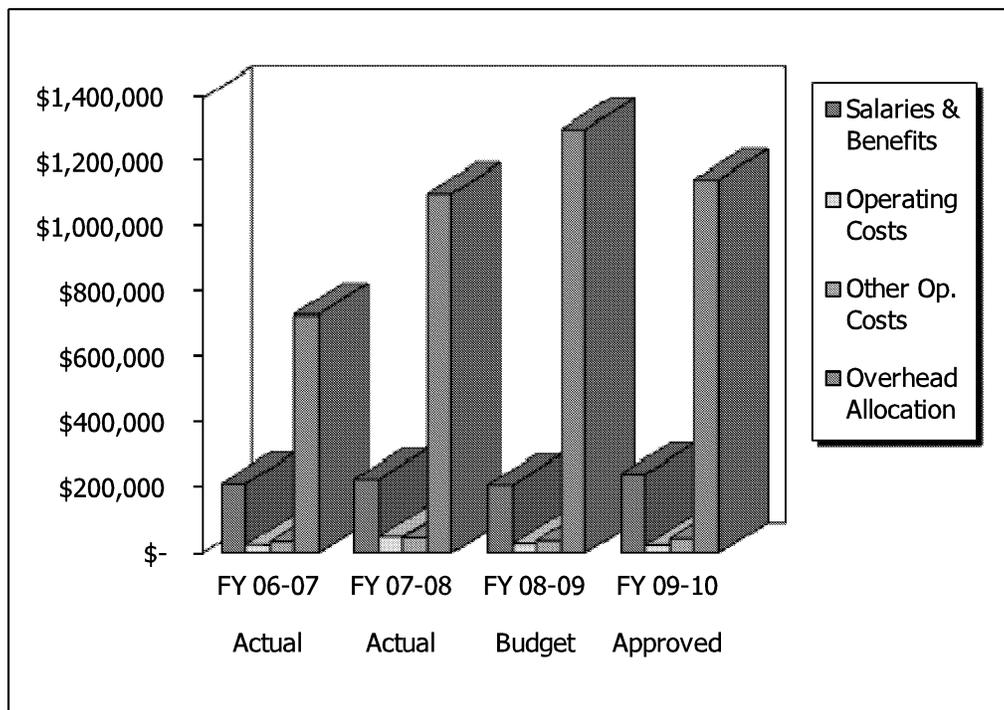
2009-2010 BUDGET HIGHLIGHTS

There were no significant changes from last year's budget due to new requests. (See Trend Analysis for an explanation of other changes.)

DIVISION SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 214,738	\$ 228,477	\$ 210,385	\$ 244,633
Operating Costs	26,136	52,505	29,617	25,875
Other Op. Costs	36,441	49,000	39,185	45,693
Overhead Allocation	734,976	1,105,921	1,303,979	1,148,906
Total Expenditures	\$ 1,012,291	\$ 1,435,903	\$ 1,583,166	\$ 1,465,107
Full-Time Employees	2.4	2.4	2.4	1.4

TREND ANALYSIS



Increases of \$13,739 in FY 07-08 in Salaries and Benefits were a result of cost of living adjustments (2.5%), employee merit raises, increases in health insurance, compensatory time, and the mid-year implementation of the pay plan. Decreases of \$18,092 in the FY 08-09 budget are due to the vacancy of the Deputy Director position, the loss of compensatory time, and the restructuring of the division which moved an Administrative Assistant to the Engineering Division. Increases of \$34,248 in the FY 09-10 budget are mainly due to the Deputy Director position being filled for the full year.

Increases of \$26,369 in the FY 07-08 budget in Operating Costs are mostly due to increases in the annual contracts for the annual financial audit, increases in training and higher costs due to the division's move into new offices and the associated increase in City Hall Maintenance charges. Decreases of \$22,888 in the FY 08-09 are due to the Audit contract being moved to the Finance Department budget, and decreases in approved training. Decreases of \$3,742 in the FY 09-10 budget are due to decreases in City Hall Maintenance charges, fleet maintenance charges and departmental supplies.

Other Operating Costs include internal service fund allocations. Variations from year to year are dependent on the budget for Information Technology Services, rising and falling as the ITS budget increases or decreases. The result is an increase of \$17,034 in FY 07-08, a decrease of \$9,815 in FY08-09, and an increase of \$6,508 in the FY 09-10 budget.

Changes in the Overhead Allocation are due to the allocation of time the General Fund supports the Water and Sewer fund; the significant increase in the amount is due to the greater percentage of time dedicated to supporting the water and sewer functions, including billing, collections, and administrative support.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measures

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Percent of citizen inquiries answered immediately	100%	75%	60%
Percent of repeat service calls	<5%	4%	<3%
Percent of employee turnover	<10%	0%	0%
Percent of annual performance appraisals of division managers conducted on time	100%	0%	0%
Number of Departmental Divisions achieving at least 95% of their performance objectives	4	3	3
Number of violation notices received against any division of the departments	0	0	0

Workload Indicators

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Number of Consumer Confidence Reports (CCR) distributed to water customers	14,500	15,500	NA

NA - Data not available

ENGINEERING DIVISION

Fund: Water/Sewer

Function: Water and Sewer

MISSION

To provide the City and citizens of Jacksonville with high quality amenities, infrastructure, and facilities.

GOALS FOR FY 09-10

The Engineering Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows and the development of plans to construct and maintain adequate infrastructure. The Division will strive to reduce long-term operations and maintenance costs by improving, replacing, and expanding public facilities and infrastructure through the following short-term goals for the coming year:

1. Plan, design and facilitate the construction of capital projects, identified for the fiscal year 2010 Capital Improvement Plan, for the betterment of the citizens of Jacksonville.
 2. Provide technical and project management support to other City departments consistent with the highest standards of professional conduct.
 3. Ensure quality infrastructure construction through development review and on-site inspections.
 4. Identify opportunities to upgrade water and sewer infrastructure through repair or replacement to support infill and redevelopment.
 5. Enhance sewer collection system planning capabilities by procuring the necessary computer software and then building the necessary digital database so as to be able to model countless "what if" scenarios that will make better planning possible.
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Narrative. Engineering manages, designs and provides construction administration/inspection of sidewalk projects, street rehabilitation projects, water and sewer rehabilitation projects, and other City-funded infrastructure projects. The Division also reviews development proposals; conducts on-site inspections of infrastructure and appurtenances that are to be dedicated to the City; assists in the design of emergency projects; and oversees the design and construction of capital improvement projects. In addition, Engineering provides technical assistance to other departments within the City. This assistance typically includes budgeting and project management services.

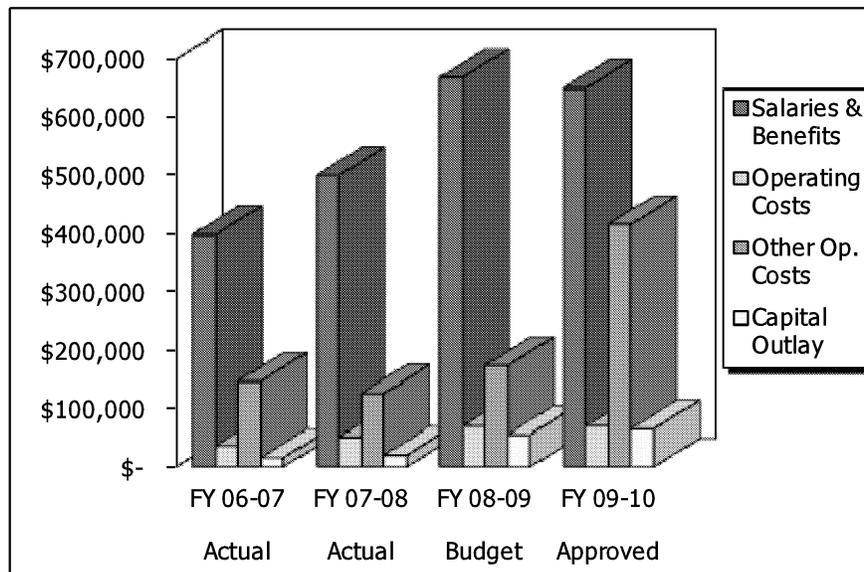
2009-2010 BUDGET HIGHLIGHTS

Funding represents a \$232,805 increase over the FY 08-09 budget. Included in this budget is \$250,000 for an engineering consultant to design the first phases of the infrastructure improvements put forth in the Sewer Service Area Master Plan adopted by Council on March 24, 2009. The budget also includes a replacement vehicle (\$19,576) and InfoWorks sewer collection system modeling software for \$46,000. Offsetting this funding is a \$19,000 decrease in Salaries & Benefits due to no merit raises, and aside from the above-mentioned consultant fees, expenditures for Other Operating Costs are anticipated to be \$8,624 less than those budgeted for FY 08-09.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 398,550	\$ 500,034	\$ 668,451	\$ 649,532
Operating Costs	36,904	51,842	70,191	70,751
Other Op. Costs	147,729	126,896	174,922	416,298
Capital Outlay	15,865	20,462	55,788	65,576
Total Expenditures	\$ 599,048	\$ 699,234	\$ 969,352	\$ 1,202,157
Full-Time Employees	8.7	9.6	11.1	11.1

TREND ANALYSIS



An increase of \$101,484 in actual expenditures for FY 07-08 Salaries and Benefits over those for FY 06-07 was due to the addition of a Project Manager, cost of living adjustments (2.5%), significant increases in health insurance premiums, and the mid-year implementation of the pay plan. The increase of \$168,417 in the FY 08-09 budget over that actually expended in FY 07-08 for Salaries and Benefits was due to the request for a Construction Inspector, \$49,560, reorganization resulting in an Administrative Assistant being moved from Public Services Administration to that portion of Engineering funded by the Water/Sewer Fund, and the implementation of a full year of the Pay Plan. The FY 09-10 decrease of \$18,919 is due to no merit raises being approved.

The increase of \$14,938 in actual Operating Costs for FY 07-08 over those for FY 06-07 were primarily attributable to increases in training, increases in City Hall Maintenance charges, increases in vehicle maintenance and fuel charges, cellular phone, and non-rental uniform cost. The increase of \$18,349 in the FY 08-09 budget over the actual Operating Costs for FY 07-08 was primarily due to increases in vehicle maintenance and fuel charges, increases in insurance, and increases in training, advertising, and departmental supplies. Costs remain stable in FY 09-10.

A decrease of \$20,833 in actual expenditures from FY 06-07 to FY 07-08 for Other Operating Costs occurred in large part due to a decrease in utilization of contracted professional services. The

increase of \$48,026 in the FY08-09 budget over that actually expended in FY 07-08 for Other Operating Costs was due to an overall \$27,750 increase in the allocations for various types of contracted professional services, a \$6,797 increase for ITS services, and the carrying forward of funds from the prior year to cover outstanding encumbrances. These increases were partially offset by a reduction in the budget for information technology equipment and non-capital software. The FY 09-10 increase of \$241,376 is due to the inclusion of \$250,000 for an engineering consultant to design the first phases of the infrastructure proposed by the Sewer Service Area Master Plan.

The increase of \$35,326 in the FY 08-09 budget over the actual Capital Outlay for FY 07-08 was primarily due to the scheduled lifecycle replacement of two vehicles and the purchase of a four-wheel drive truck shared by five in-office staff members for site visits. The FY 09-10 budget includes an increase of \$9,788 over the FY 08-09 budget. This net increase is the result of an overall decrease in expenditures for new and replacement vehicles from \$55,638 in FY 08-09 to \$19,576 in FY 09-10 plus the proposed purchase of sewer collection system modeling software at \$46,000. Purchase of this software is key to achieving the goal of enhancing sewer collection system planning capabilities possible.

FY08-09 ACCOMPLISHMENTS

- Land Treatment Expansion: This project is to involve upgrades to the existing Land Treatment Site located off Firetower Road and the Main Pump Station located adjacent to U.S. Route 17 and Chaney Creek. The project consists of the construction of a new effluent storage lagoon having a capacity of approximately 360 million gallons, the installation of 64 miles of effluent transmission piping and 13,600 sprinkler heads at a new spray irrigation field and improvements to the Main Pump Station. The Notice to Proceed for this work was issued to the contractor on August 6, 2008 and is expected to be completed during December, 2009. The Engineering Division has been providing and will continue to provide construction administration and observation services through completion of the project in conjunction with the City's consultant.
- Water Supply and Treatment: The Engineering Division is providing and will continue to provide construction administration services in conjunction with the City's consultant for this project. This project consists the following key components:
 - Nanofiltration Water Treatment Plant – Construction began in January 2008 and continues to progress. Equipment startup is expected in August 2009.
 - Castle Hayne Wells –Eight new Castle Hayne Wells were drilled to provide source water for the new treatment facility.
 - Transmission Mains – Construction of approximately 80,000 linear feet of new raw water transmission mains and 19,000 feet of concentrate line and Diffuser also began in August 2008.
- Mill Creek Trunk Sewer: The project to redirect wastewater from an existing, small diameter gravity sewer along Mill Creek to a larger gravity sewer outfall was completed during FY 08-09. Completion of this project resulted in the abandonment of the smaller gravity sewer and, in turn, elimination of a problem sewer that had been the location of multiple sewer overflows. The Engineering Division coordinated the design of this project and provided all construction administration and observation services during its construction.
- Buddy Phillips Force Main: This project will result in the removal and relocation of a sewer force main from Buddy Phillips Bridge. These changes are necessitated by the Buddy Phillips Bridge Replacement and are in coordination with the NCDOT bridge replacement project. The project includes the construction of 7,730 linear feet of 10-inch force main, and redirection of wastewater generated west of the New River from the main pump station directly to the Land Treatment

System and upgrades to a number of existing sewer pump stations. The Notice to Proceed for this work was issued to the contractor on October 6, 2008 and is expected to be completed during September, 2009. The Engineering Division has been and will continue to be responsible for construction administration and observation through completion of the project.

- Sewer Service Area Master Plan: Council established an Annexation Policy during FY 08-09 that provides a clear framework through which the City will plan for and consider growth through annexation. The City also continues to experiencing demand for sewer service within its extraterritorial jurisdiction (ETJ). Given these two factors, the Engineering Division coordinated and assisted with the development of a Sewer Service Area Master Plan that: delineates reasonable boundaries for the future sewer service areas; proposes the sewer collection and transmission “backbone” needed to facilitate sewer service expansion beyond the existing collection system while making sure to consider those infrastructure additions that will promote “infill” development; recommends projects designed to provide a redundant means of transmitting wastewater to the City’s Land Treatment Facility; and proposes potential treatment and disposal options to accommodate the increasing demands associated with expansions of the collection system. The plan provides recommendations according to the 0 to 10 year, the 10 to 25 year, and the 25+ year time horizons. The Sewer Service master Plan was adopted by Council on March 24, 2009.
- Inter-Departmental Assistance: The Engineering Division provided assistance to other departments besides Public Services during FY 08-09. More specifically, Engineering has coordinated 10 inter-departmental projects. Of these 10 projects, the Engineering Division is responsible for the actual preparation of construction plans for four projects.
- In-House Design Efforts: The Engineering Division filled two engineering positions on December 1, 2008. With these additions, the Division began ramping up its efforts to design smaller projects internally; however, given that the two positions had been open for more than a year despite the Division’s ongoing attempts to fill them, the Division is in a catch-up mode. Among the Public Utilities projects either designed or in design by the Division are the ONWASA Emergency Water Interconnections, the Water System High Pressure – Low Pressure Bypass Assemblies, and the Henderson Sewer Lift Station Upgrade.
- Private Development Review: During the first six months of FY 09 the Engineering Division reviewed 31 Site Plans, 6 Site Plan Modifications, 12 Special Use Permits, 6 General Plans, 4 General Plan Modifications and 4 Final Plats. Additionally, the Division had approximately 45 ongoing subdivision and site plan project inspections underway.

PERFORMANCE MEASURES

	<u>Target</u>	<i>FY 07-08</i> <u>Actual</u>	<i>Jul 08- Mar 09</i> <u>Actual</u>
Begin design of projects the same fiscal year as funding is allocated	85%	65%	77%
Receive project bids within 15% of the engineers post-design estimate	90%	100%	67%
Design and/or engineer small projects using division staff (\$300,000)	75%	100%	100%
Complete construction of City projects within the contract time period	90%	Meeting Goal	Meeting Goal
Review and provide written response to plans submitted for review by the scheduled TRC meeting	10 days	100%	100%
Respond to construction inspections of private projects within 48 hours of request	98%	95%	95%
Review, verify and provide written response to record drawings within 72 hours of receipt	95%	95%	95%

WATER SUPPLY DIVISION

Fund: Water/Sewer

Function: Water and Sewer

MISSION

To provide our customers with safe drinking water in a customer friendly atmosphere, providing an environment for the development of our personnel while providing fiscal responsibility for our facilities and by meeting or exceeding the challenging regulatory concerns and our customer's future needs and requirements.

GOALS FOR FY 09-10

The Water Supply Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division short-term goals for the coming year are as follows:

1. Incorporate the completion and operation of the new nanofiltration water plant into the day to day operation of the Water Supply Division.
 2. Continue to locate and identify potential water sources for future Water Plant expansion.
 3. Continue the water distribution line flushing program to improve water quality.
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Narrative. The Water Supply Division consists of three sections:

Administration – Administration personnel provide leadership and direction for the various responsibilities assigned to the Plants Division. The Plants Superintendent is the Operator in Charge for the Water Supply system and the Land Treatment site. This includes being responsible for collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. This division also compiles fiscal information for preparing the budget.

Laboratory – Laboratory personnel are responsible for the State certification of the water and wastewater laboratory. This includes running all analyses in accordance with EPA approved methodology.

Water Supply – Water Supply personnel are responsible for operating the City's drinking water system in order to provide safe drinking water to the community.

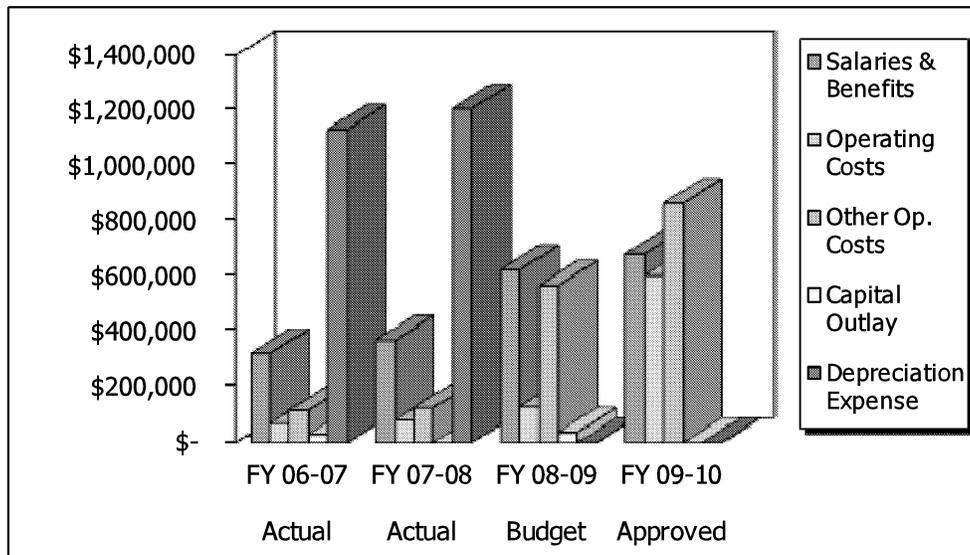
2009-2010 BUDGET HIGHLIGHTS

Funding includes new operational expenses required for the operation of the City's new Nanofiltration Water Plant and associated wells that will begin operation in the fall of 2009.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 322,230	\$ 369,724	\$ 623,955	\$ 681,923
Operating Costs	68,212	81,262	129,480	604,263
Other Op. Costs	117,022	125,853	567,763	866,015
Capital Outlay	29,628	-	36,999	-
Depreciation Expense	1,132,160	1,207,033	-	-
Total Expenditures	\$ 1,669,252	\$ 1,783,872	\$1,358,197	\$ 2,152,201
Full-Time Employees	6	6	12	12

TREND ANALYSIS



Increases of \$47,494 in the FY 07-08 budget for Salaries and Benefits are due to cost of living adjustments (2.5%), employee merit raises, and the mid-year implementation of the new pay plan. Increases of \$254,231 in the FY 08-09 budget are due to increases for the recommended positions: Three Plant Operator I's (\$62,975), Plant Operator II (\$22,698), Laboratory Technician (\$42,648), and Plants Maintenance Mechanic (\$42,648), increases for merit raises and the cost of implementing a full year of the new Pay Plan. Due to the reorganization of the Well Maintenance Program an employee from Utilities Maintenance has been transferred to the Water Supply Division (\$51,696). Increases of \$57,968 in the FY 09-10 budget are due to the budgeting of a full year salary for the positions that were approved for one-half year in FY 08-09.

Increases of \$13,050 in the FY 07-08 budget for Operating Costs are mostly due to higher insurance costs, increases in vehicle maintenance and fuel. Increases of \$48,218 in the FY 08-09 budget are due to increases in insurance, fuel and additional chemicals needed to treat blended wells. Increases of \$474,783 in the FY 09-10 budget are due to higher insurance costs (\$62,812) required for the new water plant and wells, NPDES annual renewal fee for the water plant reject water discharge (\$3,440), and increases in fuel for generators (\$2,000). Additionally, the State has mandated that the City use a new water source which needs additional treatment that the current water source does not require; therefore, additional chemicals are required in departmental supplies

(\$379,885) to operate the new water plant. Operating Costs also increased due to an increase in the amount of gravel and rock needed for road and driveway maintenance (\$15,000).

Increases of \$8,831 in the FY 07-08 budget for Other Operating Costs are due to the new State testing requirements and a replacement computer. Increases of \$441,910 in the FY 08-09 budget are due to the reorganization of the Well Maintenance Program, expenses related to the maintenance and electricity costs for the existing wells, and the replacement of two computers. Increases of \$298,252 in the FY 09-10 budget for Other Operating Costs are due to the additional testing required for the new water plant and wells (\$14,500) and for the mowing contract for the wells and water plant, previously budgeted in Utilities Maintenance (\$12,180). Increases of \$252,353 in electricity costs for the new water plant and wells are also included.

Increases of \$36,999 in the FY 08-09 proposed budget for Capital Outlay costs are due to the request for a vehicle for the Plants Maintenance Mechanic (\$22,999), and the Software for SCADA monitoring (\$14,000). No capital outlay was requested in the FY 09-10 budget.

FY08-09 ACCOMPLISHMENTS

- o Construction was started on the nanofiltration plant on January 7, 2008. The plant and 8 new supply wells should be completed by early fall of 2009.
- o Five new well sites have been identified and test wells have been drilled to verify the water bearing formations.
- o All of the Gum Branch and 258 wellfields have their flow meters readings and chlorine residuals transmitted to the Operation Center by SCADA.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08-Mar 09 Actual</u>
Remain in compliance with conditions of the City's Community Public Water System permit	100%	100%	100%
Respond to customer water quality complaints within 2 hours	100%	100% (16 complaints)	100% (19 complaints)
Submit all required water and wastewater reports within required time frame	100%	100%	100%
Recruit and retain qualified personnel	100%	100%	100%
Submit annual Consumer Confidence Report as required for Water Supply (annual deadline of June 30)	Annually	100%	100%
Continue to ensure safety and OSHA compliance by conducting and documenting training sessions. Ensure that 100% of the safety meetings are documented	100%	100%	100%

METERING DIVISION

Fund: Water/Sewer

Function: Water and Sewer

MISSION

To provide accurate, timely readings for billing purposes and to provide responsive and dependable customer service.

GOALS FOR FY 09-10

The Metering Division's goals support the City Council's goals by supporting development of plans to ensure adequate City services as the City grows. The Division short-term goal for the coming year is as follows:

1. Have each Metering staff member certified in Meter Mechanics and Backflow/Cross-Connection.
2. Implement a maintenance program to allow up to 95% of the Automated Meter Reads (AMR) within the first pass.

Narrative. Metering is responsible for reading all meters, downloading reads for billing, setting all meters for new construction, replacing existing meters as needed, verifying the accuracy of all reads, providing customer service in the form of turning water on and off, checking for leaks, testing meters and providing support as requested by the Utilities Billing Division of the Finance Department.

2009-2010 BUDGET HIGHLIGHTS

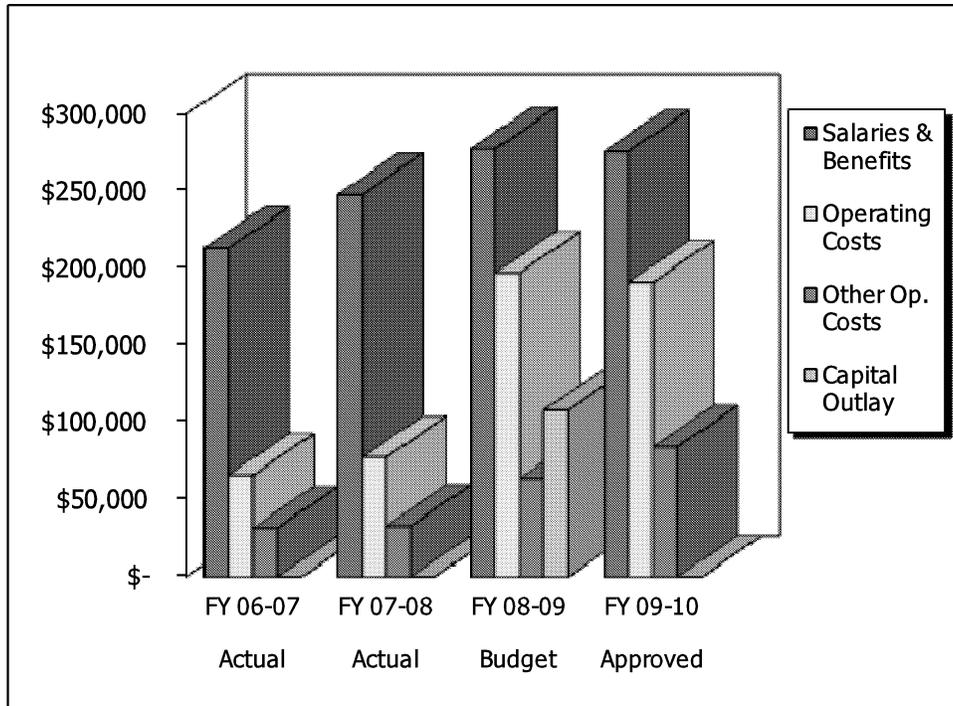
Funding includes the following:

- Truck bed covers for protecting tools and inventory (\$2,996)
- Continued training for staff certification in AMR technology, meter mechanics, and backflow/cross-connection (\$13,040)

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 213,285	\$ 248,104	\$ 277,738	\$ 276,035
Operating Costs	66,264	77,638	197,393	191,309
Other Op. Costs	31,825	33,052	63,974	84,334
Capital Outlay	-	-	108,145	-
Total Expenditures	\$ 311,374	\$ 358,794	\$ 647,250	\$ 551,678
Full-Time Employees	7	7	7	7

TREND ANALYSIS



Increases in Salaries and Benefits since FY 06-07 are mainly due to cost of living adjustments and employee merit raises. In FY 06-07, the Metering division experienced high turnover of staff resulting in abnormally low salary and benefit costs. The division was fully staffed in FY 07-08, and FY 08-09 included a full year of adjustments resulting from the new pay plan. The FY 09-10 budget remains relatively flat.

Decreases in FY 09-10 Operating Costs are due to a decrease in supplies of \$17,400. The metering division purchased backflow devices for the City's hydrant meters in FY 08-09 as required by State mandate, and this cost will not be recurring in FY 09-10. Additionally, fleet maintenance charges are reduced by \$4,847 in FY 09-10; however, these decreases are partially offset by an increase of \$15,862 in maintenance contracts for AMR software and equipment.

Other Operating Costs in FY 09-10 include \$13,090 for contracted services to hire plumbers in the event a large meter needs to be changed or if extensive work will be involved with the meter change out.

No equipment is requested in FY 09-10, resulting in a capital outlay decrease of \$108,145.

FY08-09 ACCOMPLISHMENTS

This year the metering staff completed the installation of the remaining 85 AMR (automatic meter reading) meters. The remaining 85 meters left were complicated change outs that required contracted professionals to complete. The City began the first phase of this project in 2004 and completed the project this year. The AMR system allows the readers to gather the read data from the meters without having to walk up to each meter. The reader can drive within range of the meters and the data can be gathered through a wireless transmission.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08 – Mar 09 Actual</u>
Percent of reconnects performed within the same business day as payment (average 300/month)	100%	98%	99%
Number of customer complaints received per total customers monthly	<1%	<1%	<1%
Percent of reads delivered to Water Billing on schedule (accounts read monthly – 15,867 meters)	100%	97%	98%
Respond to requests for new meter sets within 24 hours	95%	95%	95%
Respond to customer requests for emergency turnoffs due to leaks	Within 30 minutes	100%	100%

UTILITIES MAINTENANCE DIVISION

Fund: Water Sewer

Function: Water and Sewer

MISSION

The mission of the Utilities Maintenance Division is to ensure the proper operation and function of the water distribution system, wastewater collection systems and wastewater pump stations through maintenance and inspection as well as to provide prompt, courteous and efficient customer service.

GOALS FOR FY 09-10

The Utilities Maintenance Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows and by assisting in the development of plans to construct and maintain adequate infrastructure. The Division's short-term goals and updates for FY 09-10 are as follows:

1. Begin design for Wilson Bay Pump Station upgrade with construction to start by 7/1/10.
 2. Complete structural upgrade project for pump stations and wells.
 3. Further increase efficiency and reduce overtime of Plants and Lines Maintenance.
 4. Begin performing State mandated sewer main cleaning with the addition of a new JetVac and crew.
 - a. Funding for new Jet Vac and personnel was not obtained in FY08-09, however adjustments will be made in FY09-10 to attempt return to a regular flushing program.
 5. Identify easements associated with pump stations and have them cleared / maintain easements already cleared to facilitate visual inspections of infrastructure located within them.
 - a. After consulting with an engineer it was advised to review all environmental permits associated with initial construction of these sewer lines for easement maintenance restrictions. Some cannot be located.
 - b. Work is anticipated to bid in Spring.
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Narrative. The Utilities Maintenance Division consists of three sections:

Administration –Administration personnel provide leadership and direction for the various responsibilities assigned to the Utilities Maintenance Division. This Division is responsible for collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. This division also compiles fiscal information for preparing the budget.

Plants Maintenance Division– The Plants Maintenance Division is responsible for the proper inspection and function of water wells and all wastewater pump stations, including emergency responses to alarms provided by the Water Plant Duty Operator.

Lines Maintenance Division – The Lines Maintenance Division is responsible for the function and repair of the water distribution and wastewater collection systems, including the maintenance of water mains, water service lines, fire hydrants, sewer mains, sewer service lines and sewer clean outs.

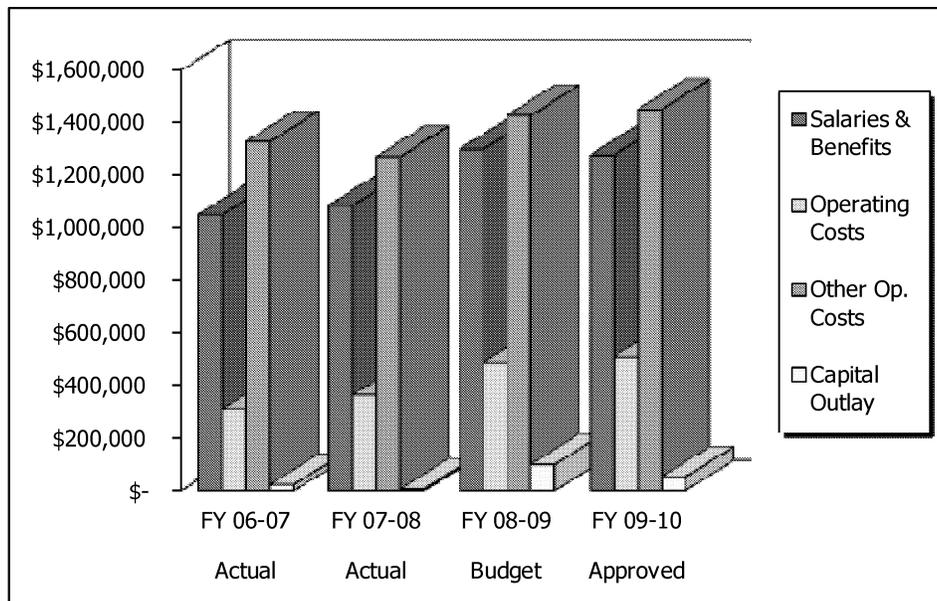
2009-2010 BUDGET HIGHLIGHTS

Funding includes the replacement of one Lines Maintenance service truck \$29,876 and one pickup truck \$19,136.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$1,051,361	\$1,087,269	\$1,299,995	\$ 1,277,592
Operating Costs	312,262	365,587	490,073	510,163
Other Op. Costs	1,329,037	1,272,311	1,428,492	1,450,888
Capital Outlay	23,450	6,200	99,828	51,512
Total Expenditures	\$2,716,110	\$2,731,367	\$3,318,388	\$ 3,290,155
Full-Time Employees	22	22	25	25

TREND ANALYSIS



Increases of \$35,908 in Salaries and Benefits in the FY 07-08 budget are due to cost of living adjustments (2.5%), merit raises and the mid-year implementation of the pay plan. Increases of \$212,726 in the FY 08-09 budget are due to the four new recommended positions, two Mechanics and two Plants Maintenance Workers which are offset by a decrease in overtime. FY 09-10 decreases are due to no merit raises being approved by Council.

Increases of \$53,325 in the FY 07-08 budget in Operating Costs are primarily due to increases in department specific contracts for pavement repairs due to water and sewer line repairs and increases in generator maintenance contracts, increases in supplies used for sewer repairs, increases in vehicle maintenance and fuel costs, increases in departmental supplies as well as increases in insurance, cellular phone expense and training. Increases of \$124,486 in the FY 08-09 budget are due to increases in vehicle maintenance and fuel costs, departmental supplies for stone, fill and topsoil, department specific contracts for utility patching, increases in uniform expenses, insurance and cellular phone expenses. The increase of \$20,090 in the FY 09-10 budget is due to the transfer of insurance expenses for the pump stations from Wastewater into this division expense account.

Decreases of \$56,726 in the FY 07-08 budget in Other Operating Expenses are due to decreases in electricity costs for the wells and pump stations, decreases in contracted services for water and sewer line repairs and easement clearing. Increases of \$156,181 in the FY 08-09 are due the reorganization of the well maintenance program which resulted in the expenses for electricity and maintenance for the wells being reassigned to the Water Supply Division. This was offset by a recommended increase to provide additional maintenance to ailing pump stations. The increase of \$22,396 in the FY 09-10 budget is the result of increased electric expenses for pump stations partly due to the addition of the Burton Park Pump Station to City maintenance, and also for increased expenses for water line repairs.

Increases of \$93,628 in the FY 08-09 Capital Outlay budget are due to the replacement of an existing pickup and the two recommended pickup trucks for the Plants Maintenance Crews. The FY 09-10 budget of \$51,512 includes the replacement of one Lines Maintenance service truck and one pickup truck.

FY08-09 ACCOMPLISHMENTS

1. Pump Station and Water Facilities rehabilitation

- Accomplishments
 - i. Fencing contract nearly complete
 - ii. Fiberglass doors ordered for structural repair contract
 - iii. Design work for Georgetown, Holiday City and Country Club Villas Pump Station upgrades completed
- Initiatives
 - i. Electrical upgrades for control panels at 18 pump stations out for design
 - ii. Ventilation system repairs for Ellis and Brynn Marr Pump Stations out for design
 - iii. Preparation of bid documents for utility repair contract, structural repair contract, and the 3 pump station upgrade contracts is underway and should bid within 30 days
- Obstacle
 - i. Discovery of asbestos in pump stations and wells significantly increases the cost of structural repair contract

2. Overtime Reduction

- Accomplishments
 - i. Additional personnel were hired and new vehicles for crews were received (December 23, 2008)
 - ii. Sharp Decline in overtime resulted from switch to weekend shifts
- Initiatives
 - i. Once fully staffed and equipped, new work hours for Duty crews were implemented 1/1/09

- Obstacle
 - i. Delays in acquiring vehicles, personnel and equipment prevented implementation of revised work hours until 1/1/09

3. Vegetation management of utility easements

- Accomplishments
- Initiatives
 - i. Consulted an engineer and were advised to review all environmental permits associated with initial construction of these sewer lines for easement maintenance restrictions
 - ii. Work is anticipated to bid in Spring
- Obstacle
 - i. Many of the original permits cannot be located but research is underway

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Respond to emergency alarms at pump stations to minimize environmental impact from overflows.	30 minutes or less	577 alarms - 84%	71%
Respond to major water main breaks and sewer overflows	1 hour or less	22 breaks – 100% 8 overflows – 100%	100% 100%
Continue inspections of restaurants and food service facilities to ensure grease trap program compliance.	Every 60 days	329 insp. - 59%	24%
Maintain sewer easement to ensure accessibility for inspection, which includes clearing of overgrown areas and maintenance of previously cleared areas.	4 miles per year	100%	0
Perform weekly inspections of all pump stations and wells.	98%	100%	100%
Test alarms at every pump station (41 stations)	Monthly	N/A	100%

WASTEWATER DIVISION

Fund: Water/Sewer

Function: Water and Sewer

MISSION

To provide our customers with safe efficient and environmentally friendly treatment of the City's wastewater and meeting or exceeding all regulations by utilizing "state of the art" procedures and technologies in a work environment that promotes teamwork and professionalism

GOALS FOR FY 09-10

The Wastewater Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division's short-term goals for the coming year is as follows:

1. Incorporate the completed expansion of the Land Treatment Facility into the day to day operation of the facility.
 2. Develop and implement a pH control system for the storage lagoon.
-

Narrative. The Wastewater Treatment Division consists of three sections:

Administration – Administration personnel provide leadership and direction for the various responsibilities assigned to the Plants Division. The Plants Superintendent is the Operator in Charge for the Water Supply system and the Land Treatment site. This includes being responsible for collecting data for reports, updating records, maintaining personnel and records files and any special projects that may be assigned. This division also compiles fiscal information for preparing the budget.

Laboratory – Laboratory personnel are responsible for the State certification of the water and wastewater laboratory. This includes running all analyses in accordance with EPA approved methodology.

Wastewater Treatment – Wastewater Treatment personnel are responsible for the operations and maintenance of the City's Land Treatment Site (LTS) in compliance with regulatory requirements.

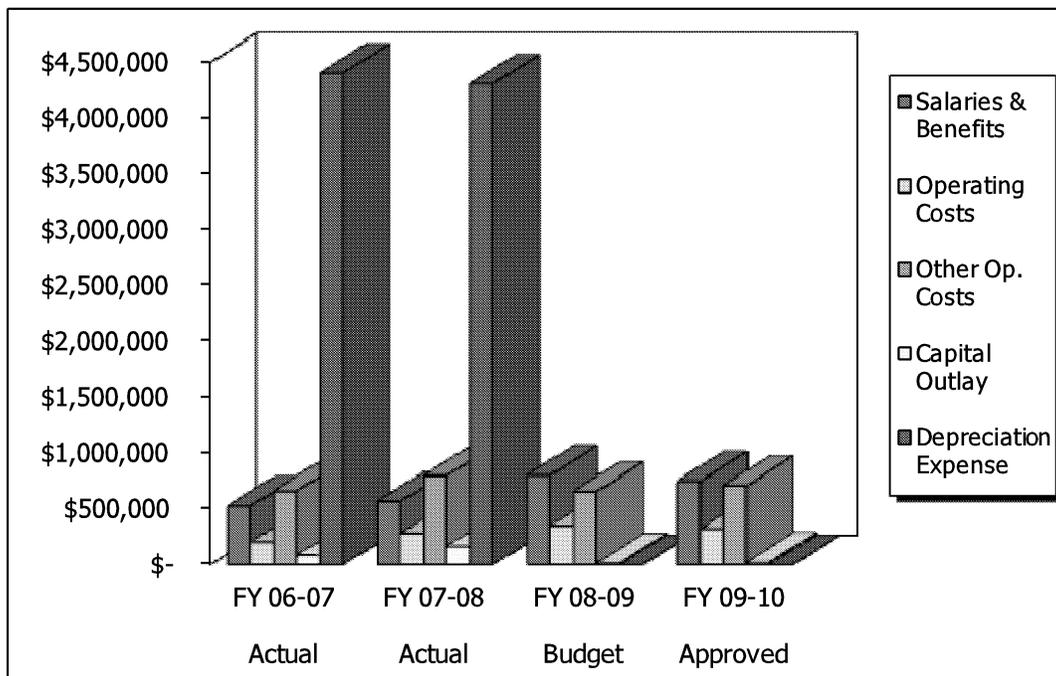
2009-2010 BUDGET HIGHLIGHTS

There were no significant changes from last year's budget due to new requests. (See Trend Analysis for an explanation of other changes.)

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$ 527,445	\$ 571,657	\$ 806,119	\$ 752,108
Operating Costs	206,870	285,855	352,918	325,808
Other Op. Costs	664,751	800,648	661,048	712,881
Capital Outlay	86,385	168,511	15,067	24,053
Depreciation Expense	4,404,811	4,305,752	-	-
Total Expenditures	\$5,890,262	\$6,132,423	\$1,835,152	\$ 1,814,850
Full-Time Employees	12	12	15	15

TREND ANALYSIS



Increases of \$44,212 in the FY 07-08 budget in Salaries and Benefits are due to the mid-year implementation of the new Pay Plan and increases in budgeted health insurance. Increases of \$234,462 in the FY 08-09 budget are due to the recommendation of four new positions, Plant Operator I, Part time Laboratory Technician, Equipment Operator, Part time Equipment Operator and the implementation of a full year of the new Pay Plan. The net decrease of \$54,011 in the FY 09-10 budget in Salaries and Benefits are primarily due to no merit raises being approved by Council, an overtime reduction of \$18,000 and health insurance reductions.

Increases of \$78,985 in the FY 07-08 budget in Operating Costs are due to increases in insurance, increases in supplies for increases in the cost of gravel and stone for the land application site, increases in vehicle maintenance and fuel cost, as well as increases in department specific contracts. Increases of \$67,063 in the FY 08-09 budget are due to increased vehicle maintenance and fuel costs (\$46,095), increases in insurance (\$6,737) and increases in department specific contracts due to the maintenance contract for security cameras. The net decrease of \$27,110 in the

FY 09-10 budget are primarily due to a decrease in insurance and bonds (\$46,213) and fleet charges of (\$11,235), which were offset by an increase in chemical costs of (\$34,500).

Increases of \$135,897 in the FY 07-08 budget in Other Operating Costs are due to the expense of sludge removal which must be done every three to five years to prevent excessive build up, budgeted increases in professional services for required testing, and internal service fund allocations for Information Technology Services. Decreases of \$139,600 in the FY 08-09 budget are due to the completion of the sludge removal contract, increases in funds for forestry management and the approval of the software for the SCADA system. Increases of \$51,833 in the FY 09-10 budget are partly due to increased electricity costs (\$25,078), and increases in internal service fund allocations for Information Technology Services.

Increases of \$82,126 in Capital Outlay in the FY 07-08 budget are due to an equipment storage building, the replacement of a pickup truck, and a replacement front end loader, as well as a new utility vehicle. The FY 08-09 requests include a replacement 6x4 utility vehicle. The increase of \$8,986 in the FY 09-10 Capital Outlay budget is due to the replacements of an all terrain vehicle (\$6,000) and hydraulic bush hog (\$13,000).

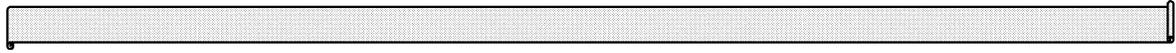
FY08-09 ACCOMPLISHMENTS

Land Treatment Facility staff has worked closely with the Engineers and Contractor responsible for the expansion project and assisted them in the removal and installation of new sprinkler heads. Staff also coordinates irrigation cycles so that there are fewer construction delays.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Remain in compliance with conditions of the City's non-discharge permit that are within the operational control of wastewater personnel	100%	100%	100%
Maintain an accurate count of the status of all spray heads in the irrigation fields on a quarterly basis.	100%	100%	100%
Submit all required water and wastewater reports within required time frame	100%	100%	100%
Recruit and retain qualified personnel	100%	100%	100%
Submit annual Wastewater Treatment Report to the State	Annually	100%	100%
Continue to ensure safety and OSHA compliance by conducting and documenting training sessions. Ensure that 100% of the safety meetings are documented	100%	100%	100%

PUBLIC SERVICES



This section includes the Public Services Solid Waste Disposal Fund function:

- **Solid Waste Disposal**

SANITATION DIVISION

Fund: Solid Waste

Function: Sanitation

MISSION

To manage the City's residential and commercial waste stream by providing environmentally sound and safe methods of collecting, transporting and disposing of solid waste, yard waste, recycling and bulky waste materials from households and businesses within the City of Jacksonville.

GOALS FOR FY 09-10

The Solid Waste Division's goals support the City Council's goals by assessing and responding to the needs of the Community by supporting the development of plans to ensure adequate City services as the City grows. The Division's short-term goals for the coming year are as follows:

1. To provide environmentally sound and safe refuse, yard waste, recycling and bulky waste collection for approximately 11,600 residential households and small businesses in the City of Jacksonville.
 2. Through contracted services collect and dispose of refuse from approximately 780 commercial establishments in the City of Jacksonville and monitor the contract for quality of service, productivity and complaint resolution.
-
-

Narrative. The Sanitation Division is composed of five sections that carry out the mission and goals established by the Division:

Administration – Administrative personnel consist of the Sanitation Superintendent, Sanitation Field Supervisor and the Administrative Assistant; these employees assist, direct and monitor a wide variety of job-related responsibilities assigned to the Sanitation Division. These responsibilities include residential refuse collection, recycling collection, yard waste collection, and special pickup of bulky waste materials which includes tire, appliance and used motor oil collection. The Sanitation Division also monitors the Commercial Dumpster Refuse Collection program as described below.

Refuse and Yard Waste Collection Service - Collection personnel provide once-a-week curbside collection of refuse and yard waste.

Special Pick Up/ Bulky Waste Collection Service - Collection personnel provide collection for bulky waste items such as furniture, appliances and tires. Large yard waste piles, furniture piles, construction material and bulky items are collected by our mechanical equipment or boom truck crews.

Recycling Collection Service - Collection personnel provide once-a-week curbside recycling collection for all residential customers and small businesses designated by the Sanitation Division.

Commercial Dumpster Refuse Collection Service - Commercial refuse collection is contracted out to a private contractor. However, administrative personnel monitors complaints from businesses, makes request for additional services for businesses, audits commercial routes for accuracy and approves payment for services.

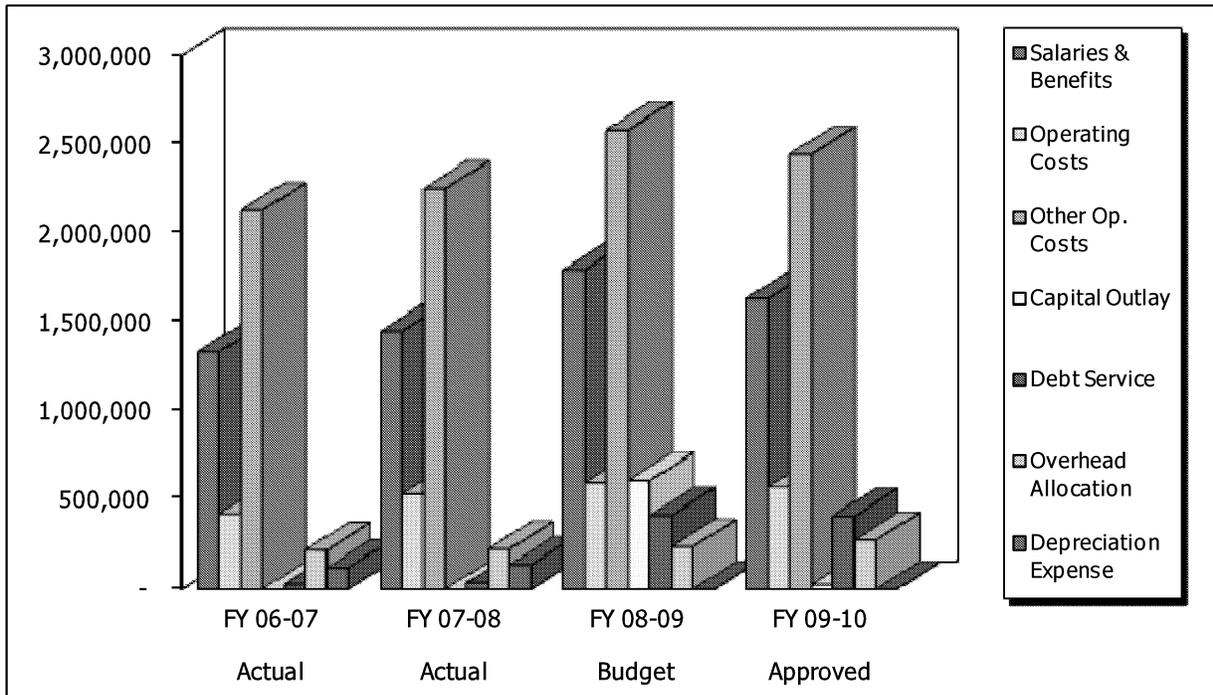
2009-2010 BUDGET HIGHLIGHTS

In July 2009, the City of Jacksonville will start the third year of curbside refuse collection. The FY 09-10 budget will show a reduction in contracted professional services which include commercial dumpster disposal cost, commercial collection cost, residential refuse disposal cost and yard waste disposal cost. Part of this is due to the savings incurred by our recycling program and the fact that we did not have to increase our commercial dumpster collection cost. Capital Outlay decreased by \$585,244 due to no large sanitation vehicles being purchased. The overall decrease in expenditures from the prior year is \$874,742.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Commercial Fees	\$1,650,987	\$ 1,845,799	\$1,931,742	\$ 1,989,694
Commercial extra pickups	3,743	4,114	3,100	5,500
Residential Fees	663,098	701,866	729,870	709,780
Recycling Revenue	(4)	-	-	-
Late Charges	20,432	23,163	21,600	29,000
Sale of Fixed Assets	41,000	26,737	20,000	20,000
Lease Purchase Revenue	312,512	347,012	400,798	26,786
Transfer from General Fund	2,532,839	3,029,134	2,917,828	2,634,406
Total Revenue	5,224,607	5,977,825	6,024,938	5,415,166
Expenditures				
Salaries & Benefits	1,333,004	1,450,411	1,797,271	1,634,503
Operating Costs	425,710	535,214	599,576	576,033
Other Op. Costs	2,129,219	2,252,901	2,583,491	2,445,339
Capital Outlay	-	-	612,030	26,786
Debt Service	26,757	36,624	415,183	412,009
Overhead Allocation	219,671	226,528	238,313	276,452
Depreciation Expense	120,836	137,906	-	-
Total Expenditures	4,255,197	4,639,584	6,245,864	5,371,122
Revenue over (under) Expenditures	\$ 969,410	\$ 1,338,241	\$ (220,926)	\$ 44,044
Full-Time Employees	41	41	41	41

TREND ANALYSIS



Increases of \$117,407 in the FY 07-08 Salaries and Benefits budget are due to cost of living adjustments (2.5%), increases in Worker's Compensation, merit raises, and the mid-year implementation of the pay plan. Increases of \$346,860 in the FY 08-09 budget are primarily due to a full year of the pay plan, increases in health insurance, worker's compensation premiums and the 401K contribution. The decrease in Salaries and Benefits is primarily due to a reduction in staff. Decreases of \$162,768 in the FY 09-10 budget are due to the anticipated salary savings based on historical trends of vacancy and attrition, as well as no merit raises being approved by Council.

Increases of \$109,504 in the FY 07-08 budget in Operating Costs are primarily due to increased vehicle maintenance and fuel costs, as well as increases in departmental supplies to allow for the purchase of additional and replacement 96-gallon roll out carts and the purchase of 68-gallon recycling containers. Increases of \$64,362 in the FY 08-09 budget are primarily due to increases in vehicle maintenance and fuel costs and increases in insurance. Decreases in the FY 09-10 budget are primarily due to decreases in requested supplies and anticipated vehicle maintenance costs.

Increases of \$123,682 in the FY 07-08 budget in Other Operating Costs are due to the increase in Commercial Dumpster Service and increased tipping fees at the Onslow County Landfill, as well as increases in the reserve for insurance deductible. Increases of \$330,590 in the FY 08-09 budget are partly due to increases in the reserve for insurance deductible and increases in the cost of waste disposal at the landfill due to a county rate increase. Decreases of \$138,152 in the FY 09-10 budget are partly due to the diverting of 1,124 tons of recyclable materials from the landfill, thus reducing the landfill disposal cost we pass on to the residential customers of the City as fees.

Increases of \$669,769 in the FY 07-08 budget in Capital Outlay are due to the recommended replacement of a refuse collection truck with an automated truck (\$236,006), replacement of a boom truck (\$111,006), and the receipt of two refuse collection trucks (\$324,772). Decreases of \$268,971 in the FY 08-09 budget are primarily due to less equipment requested—the replacement of a refuse

collection truck with an automated truck (\$236,006) and the replacement of two of the three trucks in our Dial-A-Truck Program (\$129,792). In addition, Routing Software in the amount of \$35,000 was purchased in FY 08-09. This will greatly aid the Solid Waste Division by assisting in developing the most efficient routes for the automated vehicles. The only Capital Outlay approved in the FY 09-10 budget is for the replacement of a pickup truck, resulting in a \$874,742 decrease. Capital Outlay costs are generally due to scheduled vehicle lifecycle replacement.

FY08-09 ACCOMPLISHMENTS

- The Sanitation Division operated with 37 employees, down from the Council approved 41 employees, which has helped the Division save monies in salaries and benefits.
- The Recycling collection program is on pace to collect over 1500 tons of recyclable materials which will save the City over \$70,000 in landfill disposal charges.
- The implementation of recycling into the schools inside the City limits, we now collect Jacksonville High School, Carolina Forest Elementary, Northwood's Middle School, and Parkwood Middle School, Bell fork Elementary, Northside High School, Jacksonville Commons Elementary School, Clyde Irwin Elementary School and Jacksonville Middle School.
- Significant reduction in worker's compensation claims and the cost associated with those claims.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measures

	<u>Target</u>	<u>FY05-06 Actual</u>	<u>FY06-07 Actual</u>	<u>FY07-08 Actual</u>	<u>Jul 08 – Mar 09 Actual</u>
Monitor complaints limiting the number of complaints to 1% of total households.	116	130	76	60	47
Insure safety and OSHA compliance and document bi-weekly training sessions	26 Meetings	32	26	26	17
Reduce Worker's compensation claims by 10%, using 2004 as the baseline year	20 Claims	18	11	12	2
Provide collection of appliances once per week 100% of the time	100%	100%	100%	100%	100%
Promote the use of the Dial-A-Truck Program targeting the program for at least 95% use by residential customers	95%	97%	99%	100%	100%
Audit the landfill bill and yard waste billing, for 100% accuracy	100%	100%	100%	100%	100%
Provide collection of discarded tires once per week 100% of the time	100%	100%	100%	100%	100%
Promote recycling, increasing collection tonnage by 3% per year	1,200	n/a	1,124	1,427	1,150

Workload Indicators

(Workload Indicators have been revised and data from prior years was compiled and completed.)

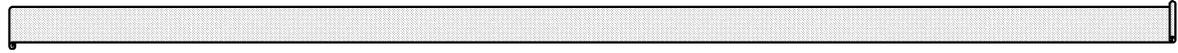
	<u>FY 07-08 Actual</u>	<u>Jul 08 – Mar 09 Actual</u>
Total # of residential/small business trash customers	11,080	11,584
Total tons of refuse collected by crews	12,313	8,889
Total # of recycling customers	11,080	11,584
Total tons of recyclables collected by crews	1,427	1,150
# collection trips for Boom truck operations	2,629	2,415
Total tons of yard waste collected by crews	3,304	2,275
Average annual cost per residential household yard waste service	\$6.31	N/A until Year End
Average annual cost per residential household for refuse service	\$52.23	N/A Until Year End
%of total complaints for all residential trash collection services	.005%	N/A Until Year End

Note 1: Worker's compensation claims are tracked on a calendar year basis.

Note 2: Residential households serviced by Sanitation total 11,400.

Note 3: Refuse collection performance measures come from the Institute of Government.

PUBLIC SERVICES



This section includes the following Public Services Stormwater/Water Quality Fund functions:

- **Stormwater/Water Quality**
 - **Water Quality**
 - **Streets/Stormwater Drainage**

WATER QUALITY DIVISION

Fund: Stormwater/Water Quality

Function: Public Works

MISSION

To assist in executing the Stormwater Management Utility Program that will implement an appropriate level of education, training, outreach and public involvement programs to support the objectives of the stormwater discharge permit and stormwater plan. This will include provisions for long-term maintenance of BMP's, water quality improvements and habitat restoration. It is our mission to ensure the responsible stewardship of Jacksonville's environment and natural resources by protecting the New River and its tributaries as a valuable environmental and economic resource.

GOALS FOR FY 09-10

The Stormwater Water Quality Division's goals support the City Council's goals by supporting downtown development and development of plans to ensure adequate City services as the City grows. The Division short-term goals for the coming year are as follows:

1. To manage a City-wide water quality monitoring program which focuses on the physical, chemical and biological parameters that consider point, non-point and naturally occurring sources of pollution.
2. To execute the Stormwater Management Utility Program, this includes; administering Stormwater Permits for New Development and Redevelopment in the City Limits and it's ETJ, providing for long-term maintenance of BMP's and supporting the objectives of the City's Stormwater NPDES Discharge Permit.
3. Water quality improvements and habitat restoration will be achieved through a combination of efforts; by reducing storm water input to urban streams feeding the New River, planting bivalves to enhance natural filtration of the water column, promoting the construction of wetlands to reduce stormwater runoff of nutrients, and assisting with the newly created Stormwater Management Utility Program.
4. To interact with regulatory agencies, academic institutions and local citizens to determine additional research, studies or projects needed to develop an effective and successful watershed management plan.
5. To provide environmental education about point and non-point pollution sources in order to reduce the amount of contaminants with additional emphasis as part of the Stormwater Management Utility Program.
6. To interact with the citizens of Jacksonville to develop public involvement in stream cleanup and restoration programs as a component of the Stormwater Management Utility Program.
7. To provide assistance with illicit discharge detection and elimination as part of the Stormwater Management Utility Program, including field observation and chemical analysis of discharges.

8. To assist with the City's effort for pollution prevention and good housekeeping of its own publicly owned facilities as part of the Stormwater Management Utility Program. This will include training and implementation of procedures affecting all City Departments.
 9. To maintain a quantitative database on the New River Basin and make it available to the public.
 10. To support wetland and oyster habitat restoration, stream rehabilitation, Submerged Aquatic Vegetation (SAV) planting, Best Management Practices (BMP's) and other habitat improvement projects throughout the New River Basin.
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Narrative. The division is responsible for four of the six minimum control measures that must be implemented as mandated by the United States Environmental Protection Agency as part of the NPDES Stormwater program. The five primary objectives of the Water Quality Division are as follows:

- Stormwater Management Program
- Army Corps 206 project – This project calls for the restoration of 16 acres of wetlands, bioswales, and rain gardens, the addition of two million bivalves to Wilson Bay, aeration and submerged aquatic vegetation planting
- Education and involvement of Citizens
- Water Quality monitoring of the New River
- Ongoing restoration projects located in Chaney Creek, Mill Creek and Wilson Bay

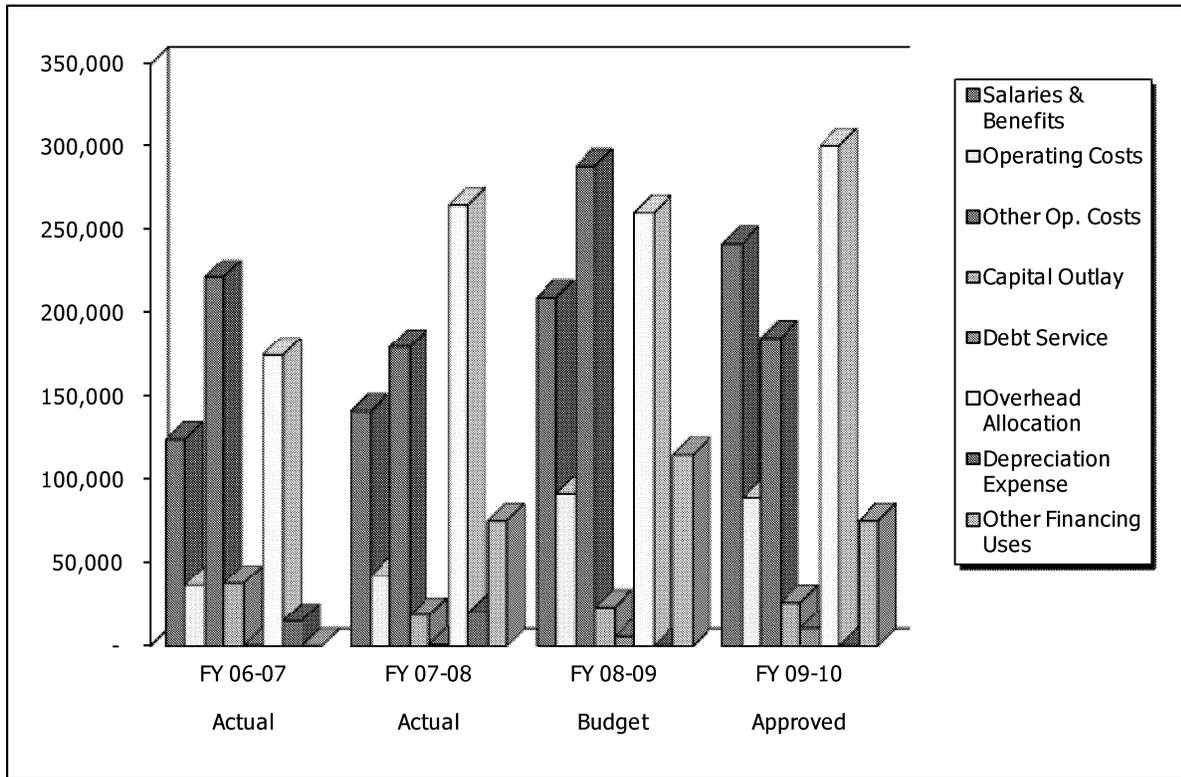
2009-2010 BUDGET HIGHLIGHTS

Funding includes the replacement of a pickup truck in the amount of \$25,750.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Residential	\$ 651,814	\$ 664,904	\$ 676,260	\$ 686,042
Commercial	1,338,542	1,352,444	1,375,400	1,377,037
Inspection fees	-	-	-	48,950
Misc. Revenues	1,300	-	-	1,000
Lease Purchase Revenue	273,463	84,466	161,006	25,756
Transfer from General Fund	20,000	-	-	-
Total Revenue	2,285,119	2,101,814	2,212,666	2,138,785
Expenditures				
Salaries & Benefits	123,967	141,288	209,628	241,478
Operating Costs	36,204	42,156	91,815	88,364
Other Op. Costs	221,586	179,679	288,278	185,042
Capital Outlay	37,418	18,210	23,000	25,756
Debt Service	266	794	5,508	10,421
Overhead Allocation	174,663	264,968	260,559	301,139
Depreciation Expense	14,586	19,648	-	-
Other Financing Uses	-	75,085	115,085	75,085
Total Expenditures	608,690	741,828	993,873	927,285
Revenue over (under) Expenditures	\$ 1,676,429	\$ 1,359,986	\$ 1,218,793	\$ 1,211,500
Full-Time Employees	2	3	4	4

TREND ANALYSIS



Increases of \$17,321 in Salaries and Benefits in FY 07-08 were due mainly to a 3% COLA and pay plan adjustments resulting from a classification and compensation study. The FY08-09 increase of \$68,340 is due to the addition of a Stormwater Manager position. The FY09-10 increase of \$40,288 is due to a full year of salary for the Stormwater Manager position.

Increases of \$5,952 in Operating Expenses in FY 07-08 were due to increases in departmental supplies and insurance. Increases of \$49,659 in the FY 08-09 budget are due primarily to funding for bivalve planting and required departmental supplies. FY 08-09 costs increased by \$7,427, mainly in departmental supplies. Decreases of \$3,451 in the FY 09-10 budget are due to cuts in departmental supplies, water monitoring supplies and bivalve planting material.

Decreases of \$41,907 in Other Departmental Expenses in the FY07-08 budget were primarily due to a lower than anticipated Video-Media Services allocation to the Stormwater program and reductions in aeration device maintenance. The increase of \$108,599 in contracted professional services in FY08-09 was for AMEC to develop a Stormwater ordinance for the City. The decrease in the FY09-10 budget of \$103,236 is due to the completion of the contracted services with AMEC for the development of an ordinance, SPCCP and BMP plans.

The FY 07-08 Capital Outlay cost is for two Hydrolabs used for water quality monitoring (\$18,210). FY 08-09 costs are for one Hydrolab and other lab equipment. Increases of \$2,756 in the FY 09-10 budget are due to a truck replacement.

Increases in the budget in Debt Service are due to the anticipated borrowing that is budgeted, but may not occur during the fiscal year. In addition, all debt payments for this fund are recorded as expenses, but the principal retirements account is used to record the principal payments of the outstanding loans and used to offset the liability at year end. This account is zeroed out at year end.

Overhead Allocation consists of charges from the General Fund for general governmental support (finance, human resources, city management, legal, etc.) and is dependent upon the percentage of their time that employees in those areas spend on stormwater-related activities.

Other Financing Uses consists of transfers to fund capital projects and to repay the General Fund over ten years for funding loaned to start up the Stormwater Fund.

FY08-09 ACCOMPLISHMENTS

- All personnel maintained their certifications in "Hazardous Materials" for our illicit discharge investigations. All personnel maintained their First Aid and CPR, Herbicide and Pesticide, LPO CAMA officers and BMP Inspectors certifications for the City of Jacksonville.
- To date, the Water Quality Division has responded to 108 illicit discharges and abated the pollution.
- Marked and mapped 4,619 storm drains and catch basins, captured 141 retention ponds and 193 manholes. Collected Water Quality data from all 52 weeks last fiscal year and conducted finfish assessments for 11 months and benthic sampling for each quarter. Water Quality placed another 1,000,000 oysters into Wilson Bay.
- We graduated 14 Wilson Bay Watchdog students, two job shadow students and one job ready student with 135 volunteer hours. We had 300 students attend our Sturgeon City Institutes last summer. We have educated 2,000 5th graders, 408 Middle School and 216 High Schools students, and 118 adult volunteers. This gave us contact with a total of 2,742 students and adults with a total of 119 hours.
- We harvested, processed and planted 14 million SAV seeds in Wilson Bay and drying bed #6 at Sturgeon City. We maintained three rain gardens (or BMP's) with a total of 184 man hours. 10,000 flea beetles were released to eradicate alligator weed within the City. Sixty-two retention ponds have been inspected within City limits; seven have received a Stormwater credit.
- We received a mini grant from the NC Community Conservation Assistance Program (CCAP) to purchase and install 2 cisterns at the Public Services Complex.
- A stormwater ordinance, administrative manual, fee schedule and operation and maintenance agreements were developed for the City of Jacksonville Stormwater Permitting Program.
- As per our Stormwater permit, 4 Spill prevention control and countermeasure plans (SPCCP) were written for land application, Fire Station #4, Brookview pump station and Public Services Complex. A BMP plan was also written for Public Services. This also required supervisor and employee training for all the SPCCP and BMP plans.

PERFORMANCE MEASURES

	<u>Target</u>	<i>FY 07-08</i> <u>Actual</u>	<i>Jul 08- Mar 09</i> <u>Actual</u>
Number of storm drains/catch basins/outfalls captured	1,000	2,000	2,000
Number of people reached through public education	3,000	2,284	2,742
Number of weeks per year Water Quality data collected	52	52	52
Number of areas sprayed to eradicate Aquatic Invasive Species of Plants (Mill & Chaney Creeks, Wilson Bay and New River between 3 areas)	4	4	4
Number of BMP's inspected/maintained	4	3	3
Number of Students educated through Wilson Bay Watchdog programs	10	12	14
Number of Bivalves added to ecosystem	300,000	300,000	1,000,000
Number of students reached through Sturgeon City Institutes	200	150	300
Number of Finfish Assessments per year	11	12	11
Number of Departments trained, evaluated for Good Housekeeping practices	3	3	3
Number of Illicit discharges eliminated	20	31	49
Number of retention ponds inspected	20	29	33
Number of Stormwater Permits Issued	16	0	0

STORMWATER DRAINAGE MAINTENANCE DIVISION

Fund: Stormwater/Water Quality

Function: Public Works

MISSION

To provide the most cost effective maintenance for streets, sidewalks and stormwater in an environmentally friendly way while maintaining technical proficiency and superior customer service to the citizens of Jacksonville.

GOALS FOR FY 09-10

The Stormwater Drainage Maintenance Division's goals support the City Council's goals by supporting the development of plans to ensure adequate City services as the City grows. The Division's short-term goals for the coming year are as follows:

1. Provide for effective stormwater drainage by eliminating blockages and controlling vegetation growth on a continuous basis.
 2. Operate a catch basin, drainage pipe maintenance and repair program, ensuring the integrity of City street drainage.
-
-

Narrative. Stormwater Operations develop and maintain effective and efficient programs directed toward identification of the causes and origins of drainage problems, provide maintenance for over 100 miles of a Stormwater drainage system, and inspect and perform maintenance on all drainage ditches annually. In addition, this section performs maintenance and repairs on all drainage structures including pipes and storm drain structures.

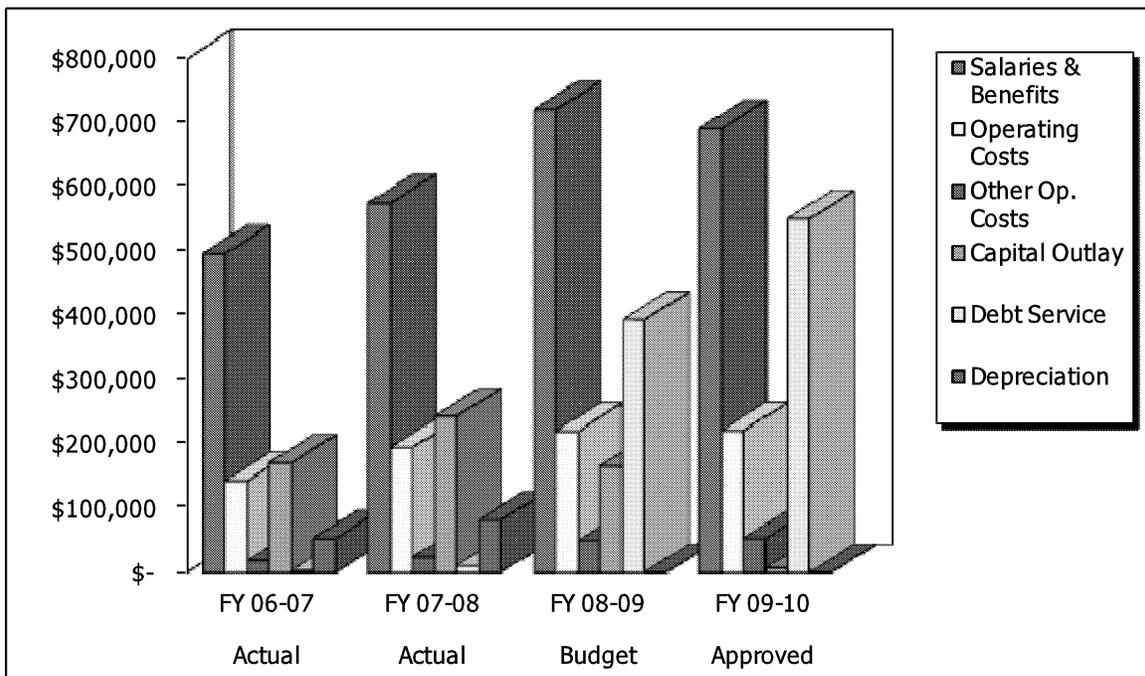
2009-2010 BUDGET HIGHLIGHTS

There were no significant changes from last year's budget.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Expenditures				
Salaries & Benefits	\$497,191	\$ 575,749	\$ 720,974	\$ 690,826
Operating Costs	143,195	195,305	220,382	221,025
Other Op. Costs	18,483	24,116	50,490	53,462
Capital Outlay	171,074	243,530	165,506	7,000
Debt Service	2,673	10,546	393,188	551,092
Depreciation	53,319	81,410	-	-
Total Expenditures	\$832,616	\$ 1,130,656	\$ 1,550,540	\$ 1,523,405
Full-Time Employees	15	15	15	15

TREND ANALYSIS



Increases in Salaried and Benefits in the FY07-08 budget of \$78,558 are due to a 2.5% COLA, an increase in health insurance costs, worker's compensation premiums, and mid-year pay adjustments as a result of a Citywide classification and compensation study. Increases of \$145,225 in the FY08-09 budget are due to a full year of pay plan adjustments, increases in health insurance, worker's compensation premiums and the 401k contribution. The decrease of \$30,148 in FY09-10 is due to anticipated salary savings from vacancies, based on five years of historical data.

Increases of \$52,110 in Operation Costs in the FY07-08 budget are due to increases in the amount expended for drainage and storm sewer maintenance and repairs, increases in vehicle maintenance charges and higher gas prices. Increases of \$25,077 in the FY 08-09 budget are primarily due to increases in vehicle maintenance charges and fuel. There were no significant changes to the FY 09-10 budget.

FY07-08's increase in Other Operating Costs is due to the allocation of ITS charges. Increases of \$26,374 in the FY08-09 budget are primarily due to increases in maintenance costs, streets maintenance spoils which is waste from ditch clearing and street sweeping and an increase in the reserve for insurance deductible. Increases of \$2,972 in the FY 09-10 budget are primarily due to the costs of a replacement rotary mower.

The FY07-08 increase of \$84,626 in Capital Outlay was due to the purchase of a replacement dump truck. Equipment in the FY 08-09 budget includes a street sweeper. Equipment approved in the FY 09-10 budget includes a handheld Trimble for recording ditch locations.

Increases in the budgets in Debt Service are due to the anticipated borrowing that is budgeted, but may not occur during the fiscal year. In addition, all debt payments for this fund are recorded as expenses, but the principal retirements account is used to record the principal payments of the outstanding loans and used to offset the liability at year end. This account is zeroed out at year end.

FY08-09 ACCOMPLISHMENTS

- Completed 71 miles of ditch drainage maintenance.
- Initiated Inmate Right-of-way maintenance, including litter pick up on Friday afternoons.
- Swept 2,500 miles of city streets and 250 miles of North Carolina Department of Transportation Roads.
- Recorded 16,770 inmate labor hours which resulted in a cost savings of \$165,000 in labor charges.
- Processed 267 Work Orders.

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY 07-08 Actual</u>	<u>Jul 08- Mar 09 Actual</u>
Respond to all Customer Service Requests	100%	100%	100%
Inspect and provide drainage maintenance to all City maintained drainage systems	100%	60%	90%
Annual Certification for all employees, (Inmate Supervisory (15), First Aid/CPR (14), CDL's (11), and Pesticide (4) Certifications)	Annually or As Required	100%	100%
Recordable injury rate does not exceed target rate	3 or less	1	2

INTERNAL SERVICE FUNDS

This section includes the following Internal Service Funds:

- **Fleet Maintenance**
- **City Hall Maintenance**
- **Information Technology Services (ITS)**
- **Video-Media Services**
- **Health Benefits**

FLEET MAINTENANCE DIVISION

Fund: Fleet Maintenance

Function: Internal Service

MISSION

To provide safe, dependable equipment to the user departments at the lowest possible maintenance cost with the least interference to the overall City operations.

GOALS FOR FY 09-10

The Fleet Maintenance Division's goals support the City Council's goals by assessing and responding to the needs of the community specifically by determining whether appropriate services are being offered at the desired levels. The Division's short-term goals for the coming year are as follows:

1. Maintain the City's equipment in operational condition to reduce down time of the equipment.
 2. Create and adhere to a Scheduled Preventive Maintenance (PM) Calendar each month.
 3. Comply with all vehicle manufacturer warranty requirements.
 4. Maintain specified repair parts on-hand to reduce down time of City equipment.
-

Narrative: The Fleet Maintenance Division, Finance Department, is composed of two sections:

Administration – This section is staffed with (1) F/T Administrative Assistant II, (1) Inventory Clerk, and currently there is (1) Temporary P/T Administrative Assistant I working in this section to help with the additional paper generated by the increase in the City Fleet. This section is responsible for entering accurate and timely information into the Work Order history database. They are also responsible for opening, closing, and maintaining all Purchase Orders/Field Purchase Orders required in purchasing parts and services needed to maintain City equipment, along with maintaining invoices, inputting data and reporting all Credit Card transactions (approximately 235 per month) to the Accounting Division. This section is also charged with maintaining an on-hand parts inventory which is required to ensure the quick return of equipment to the departments after repairs. This section also coordinates with outside vendors to maintain the proper quantity and quality of all inventory items.

Maintenance – This section is staffed with (1) Lead Mechanic and (5) Fleet Mechanics, the Lead Mechanic provides leadership for a variety of responsibilities associated with maintaining the City's fleet in an operational status. These responsibilities include, but are not limited to, supervising all repairs to City equipment, assigning work to the mechanics, creating the monthly Preventive Maintenance schedule, and coordinating all outsourced repairs. The Fleet Mechanics are responsible for all repairs to City equipment, which consists of corrective and preventative maintenance. The mechanics must complete the required repairs professionally, safely, and in a timely manner. They must complete all work orders accurately and neatly to insure that all labor and repair parts are charged out to the correct departments, and that all critical information is submitted for inclusion into the City-wide database.

2009-2010 BUDGET HIGHLIGHTS

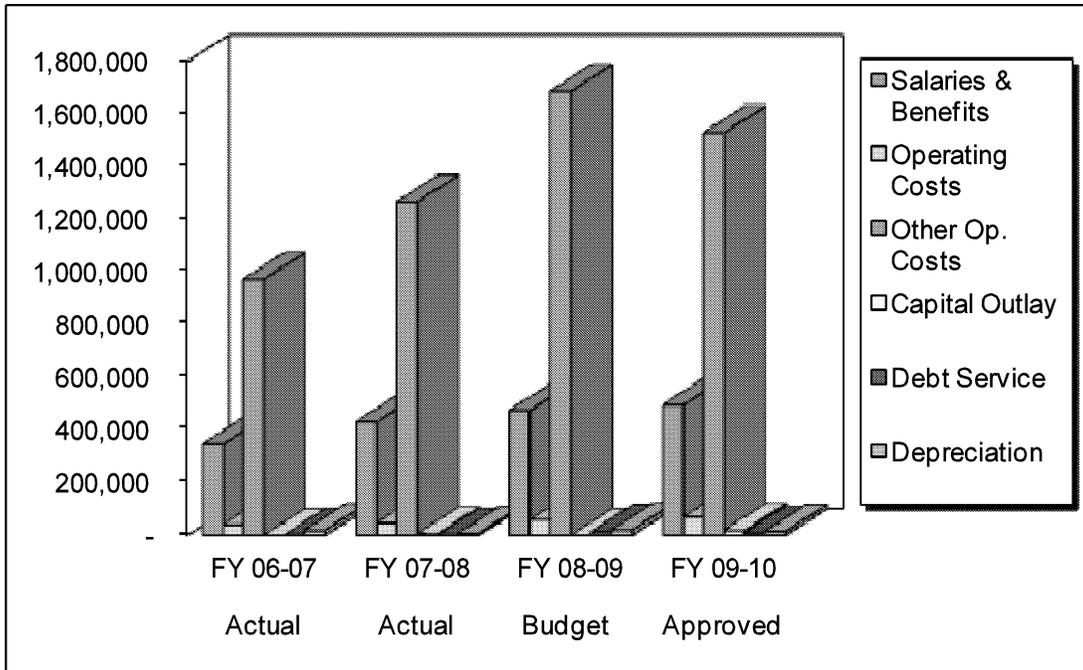
Funding includes the following:

- Training funds for the continuation of our partnership with Coastal Carolina Community College (\$1,500) and the starting of a new association with Turbo Training to conduct Training for Heavy Truck Maintenance (\$6,500).
- Continued support in aiding mechanics in achieving ASE certification (\$1,550)
- Replacing the Ford Crown Victoria city pool car with a mid-size 4 door sedan.
- Converting a Temporary Part-time Administrative Assistance to a Permanent Part-Time Position.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Charges to Other Funds	\$1,364,566	\$1,801,039	\$2,292,003	\$2,134,716
Miscellaneous	734	640	-	-
From General Fund	15,000	-	-	-
Sale of Fixed Assets	1,320	(71,731)	7,000	7,000
Appropriated Retained Earnings	-	-	(46,809)	(680)
Total Revenue	1,381,620	1,729,948	2,252,194	2,141,036
Expenditures				
Salaries & Benefits	346,854	431,519	474,888	495,762
Operating Costs	41,175	47,293	59,549	70,226
Other Op. Costs	973,141	1,267,418	1,687,377	1,529,980
Capital Outlay	-	6,093	5	19,576
Debt Service	1,262	816	14,225	10,092
Depreciation	19,569	7,481	20,650	15,400
Total Expenditures	1,382,001	1,760,620	2,256,694	2,141,036
Revenue over (under) Expenditures	\$ (381)	\$ (30,672)	\$ (4,500)	\$ -
Full-Time Employees	8	8	9	9

TREND ANALYSIS



FY09-10: The increase in Salaries & Benefits is primarily due to the addition of a permanent part-time Administrative Assistant (\$15,777). The Operating Expenses increase is largely due to the increase of \$4,713 in Fleet maintenance charges, which was inadvertently reduced during the FY08-09 budget process. Specialized training for the mechanics (\$3,050) also contributes to the overall increase of \$10,677. FY09-10 Other Operating Costs decreased by \$129,012, which is attributed to the reduction in fuel costs, more accurate fuel and maintenance department chargebacks and savings generated from the conversion of the Administrative Assistant from a temporary employee to a permanent employee. The \$19,576 cost in the Capital Outlay account is for the replacement of the City's pool car with a Mid-size 6 cylinder sedan.

FY08-09: Salaries and Benefits cost increases are primarily due to the 1% increase in the 401K contribution, addition of dental insurance and worker's compensation premium increases. Overtime decreased by approximately \$5,500 in FY08-09. The increase in Other Operational Costs of \$418,773 is due to the increase in fuel and maintenance charges to the departments. The Standard Labor Rate increased from \$56.23 to \$62.20 per hour plus the additional chargeable labor hours by the new technician approved in the FY07-08 budget.

FY07-08: Increases in Salaries and Benefits of \$84,665 are due to cost of living adjustments and employee merit raises. Employee Improvement Raises were budgeted in a separate Non-Departmental division in previous years. Overtime increased \$6,666 and Health Insurance increased \$11,515. In addition the FY 07-08 budget includes an additional auto mechanic which increased the budget by \$47,207.

FY06-07: Salaries and Benefits increased \$9,639 primarily due to Council approving a 401K contribution of one percent (1%) of salary for each employee increasing the budget \$2,751 and the 457 employer match was changed from \$500 to \$1,000 increasing the budget \$3,600. Other Operating Costs increased \$43,510 primarily due to higher fuel costs and lifecycle computer replacement. The increase in FY 06-07 is also attributable to the costs associated with a worker's compensation claim.

FY08-09 ACCOMPLISHMENTS

- As of December 30, 2008 Fleet Maintenance has again met all the requirements required to be certified as an Automotive Service Excellence (ASE) Blue Seal certified maintenance facility. This task was made more difficult with the departure of one mechanic and 18 certifications, the remaining mechanics pulled together and were able to get the 4 deficient certifications. This has allowed the City of Jacksonville to remain one of only 6 North Carolina Municipal garages with this distinction. This means the mechanics' at Fleet Maintenance are staying up-to-date on the newest technology required to maintain the City Fleet.
- During the first nine months of Fiscal Year 2009 Fleet Maintenance has achieved the target goals for 5 of the 6 performance measures. The billing rate still needs improvement; different internal procedures have been implemented to more accurately record the information to ensure the correct hours are billed to the departments.
- Fleet has continued to partner with Coastal Carolina Community College to provide up-to-date technical training for Fleet personnel to allow them to stay abreast of the new technology available for maintaining the ever growing City Fleet.

PERFORMANCE MEASURES AND WORKLOAD INDICATORS

Performance Measures

	<u><i>Target</i></u>	<u><i>Actual FY06-07</i></u>	<u><i>Actual FY07-08</i></u>	<u><i>Actual Jul 08- Mar 09</i></u>
Cost per work order	\$314	\$149	\$227	\$291
Hours billed as a percentage of billable hours	68%	62.8%	69.9%	65.4% (1)
Percentage of rolling stock available per day	96%	97.8%	97.5%	96.7%
Percentage of work orders completed within twenty-four hours	86%	94.0%	86.6%	86.7%
Percentage of work orders requiring repeat repair in thirty days	0.9%	0.2%	0.8%	0.71 %
Percent of Preventive Maintenance service completed as scheduled	92%	91.8%	98.2%	98.2%

Workload Indicators

	<u>Target</u>	<u>Actual FY06-07</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Number of rolling stock units per technician FTE	68	84.2	72.2	75.4 (2)
Number of Preventive Maintenance Services per technician	153	222	190	166.5 (3)

Note 1: This performance measure is below the target rate due to inaccurate documentation of mechanic labor hours. New procedures have been implemented, during FY09, to capture the correct labor hours and meet this performance measure.

Note 2: This percentage is still above the target rate, and has increased since last Fiscal year. This indicator is directly related to the size of the City fleet and the number of mechanics.

Note 3: This statistic is also directly related to the size of the City Fleet, the usage, and the number of mechanics to support the Fleet. The percentage is already above the target rate and the projected rate for the full year is estimated to be 222 which will be equal to the FY-2007 level prior to the addition of a fifth mechanic.

CITY HALL MAINTENANCE

Fund: City Hall Maintenance

Function: Internal Service

MISSION

Maintain the City of Jacksonville's City Hall and Youth Center facilities. All personnel strive to provide outstanding customer service for Citizens and City employees.

GOALS FOR FY08-09

The City Hall Maintenance goals support the City Council's goals by assessing and responding to the needs of the community. The Department's short-term goals for the coming year are as follows:

1. Provide outstanding customer service to visiting citizens and to employees that work in the City.
2. Continually provide a clean and environmentally pleasant facility for citizens of Jacksonville and to the employees working on the premises.
3. Assure City Hall is a safe and hazard free place for citizens and employees.

Narrative. City Hall and Youth Center custodial services are provided by City Hall Maintenance funds and assigned to two staff members, who perform quality custodial related tasks for a combined 50,737 square feet of facility space. City Hall maintenance is provided by Public Services, Facilities Maintenance Services Division on a timely basis.

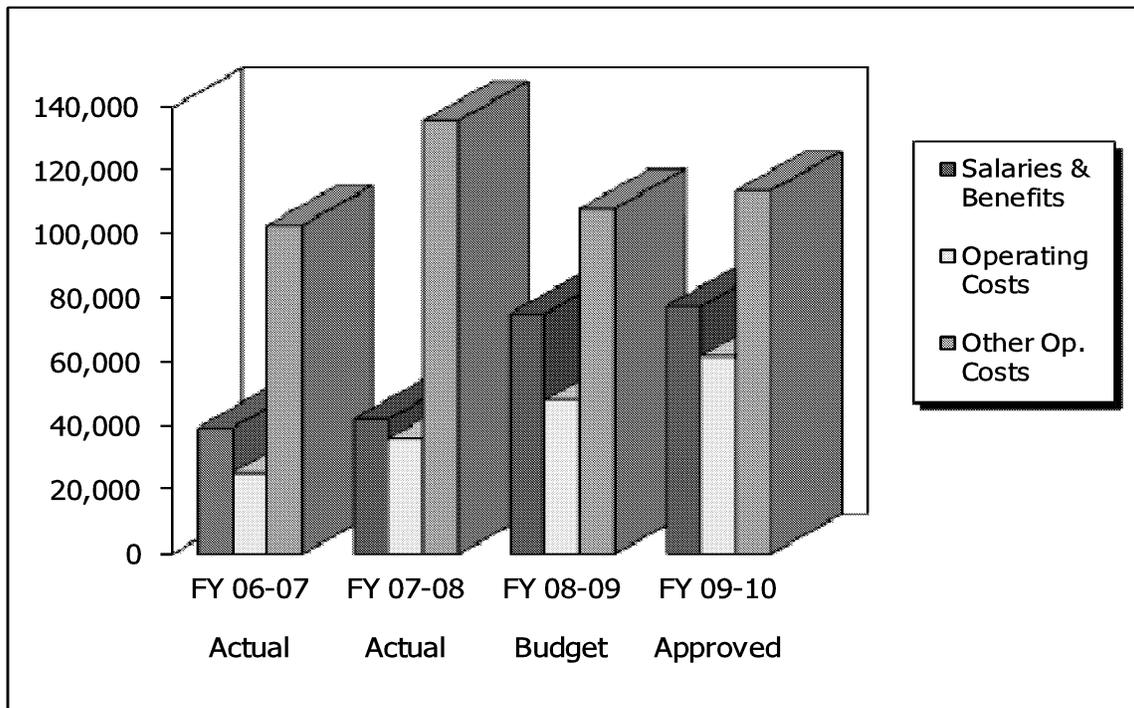
2009-2010 BUDGET HIGHLIGHTS

The adopted budget includes increases for a city-wide Fire Alarm Maintenance Systems Agreement (\$6,700) and custodial support cost for the Youth Center (\$2,500).

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Charges to other funds	\$ 112,759	\$ 229,840	\$ 224,196	\$ 253,815
Total Revenue	112,759	229,840	224,196	253,815
Expenditures				
Salaries & Benefits	39,675	42,419	75,405	77,667
Operating Costs	25,553	36,379	48,336	62,165
Other Op. Costs	103,184	135,918	108,305	113,983
Total Expenditures	168,412	214,716	232,046	253,815
Revenues over (under) Expenditures	\$ (55,653)	\$ 15,124	\$ (7,850)	\$ -
Full-Time Employees	1	1	2	2

TREND ANALYSIS



Increases in Salaries and Benefits of \$32,986 in FY08-09 are due to an additional full-time employee (\$30,259), cost of living adjustments and employee merit raises. Additionally, the FY08-09 budget includes an increase in the City's 401K contribution for non-law enforcement personnel from 1% of base salary to 2%. Operating Costs increases in FY08-09 were related to higher insurance costs and increased cleaning and maintenance supplies expenses. Other Operating Costs decreased due to the replacement of contracted professional services of \$37,350 with the hiring of a full-time custodial position to assist in the cleaning and maintenance of City Hall. Hiring an additional full-time custodian saved \$5,891.

The \$2,262 increase in FY09-10 Salaries and Benefits is primarily due to an increase in the overtime budget, which is needed for maintenance of Council Chambers and conference rooms after nightly meetings. The \$13,829 increase in FY09-10 Operating Expenses is due to an increase of \$3,744 in insurance costs, which are increasing city-wide. The inclusion of a Fire Alarm Maintenance Systems Agreement (\$6,700) and increase in supplies for the maintenance of the Youth Center (\$2,500) are also contributing to the increase. The FY09-10 increase in Other Operating Costs resulted from an anticipated increase in electricity and water/sewer expenses. The addition of annual tower clock inspections (\$500) also adds to the increase in Other Operating Costs.

FY 08-09 ACCOMPLISHMENTS

Custodial Staff supported 36 City and County Council meetings, 9 Council workshops and 25 special meetings and events.

Facilities Maintenance Staff continues to provide "on demand" response support for the reconfiguration of Council Chambers, meeting rooms and classrooms.

PERFORMANCE MEASURES

	<u>Target</u>	<u>Actual FY07-08</u>	<u>Actual Jul 08- Mar 09</u>
Provide outstanding and courteous customer service to Citizens and City employees. Service complaints will be kept to 5 or less.	5 or less	0	0
Provide a safe working environment for City employees in the offices and in the corridors of City Hall. Safety committee violations will be kept to 5 or less.	5 or less	0	0
Ensure all areas of City Hall and the Youth Center are clean and sanitary.	Daily	Daily	Daily
Clean and service Council Chambers and all conference rooms prior to meetings, ceremonies and special programs.	Daily	Daily	Daily

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

Fund: Information Technology Services Fund

Function: Internal Service

MISSION

To serve as a consultant to the City Council, City Manager, other departments and staff of the City of Jacksonville in the management and use of information technology.

GOALS FOR FY 09-10

The ITS Department's goals support the City Council's goals by enabling the City to provide adequate City services as the City grows. The Department's short-term goal for the coming year is as follows:

Initiative:

- The ITS Department will be implementing a Citrix virtualized Desktop environment. Citrix will allow us to load our applications centrally on redundant Servers and push those out over the network to client machines (thin clients). The client computers will no longer have local storage, creating a centrally managed desktop environment. This will greatly reduce client administration and technical troubleshooting times, allowing us to operate more efficiently and increase productivity. Once this environment is implemented it will save the City money by reducing the lifecycle requirements.
-
-

Narrative. The ITS Department, is composed of three sections:

Administrative Division - Responsible for overall leadership and direction of the department, including strategic planning, budget development and implementation, goal setting and implementation of City-wide technology planning, standards, policies and procedures. The division also provides guidance and assistance regarding technical matters to all City departments, including grant writing support and RFP/RFB creation and support. The division establishes and monitors maintenance contracts for all technology-related items such as printers/copiers, radios, cell phones, fiber optics and other equipment, as well as budgets for and processes payments for cell phone and telephone services. It is also the central point of contact for any and all supplies such as inks, toners, and paper products for the City's printing needs.

Technical Operations Division - Maintains the City's network infrastructure. This division provides a layered network security system to protect the network infrastructure. The daily maintenance and monitoring of these network- and client-based security tools ensures safe and reliable data transmission and workflow. The division supports two dedicated links to the Department of Criminal Information's network. These circuits provide access for our Police department and Dispatchers to run person and vehicle inquiries directly to the State of NC Technical Operations Division. This ITS division maintains the City's Voice Over IP telephone communications system and is responsible for the configuration and maintenance of two AS400 midrange computing systems. The Technical Operations Division also has the responsibility of configuring and maintaining all of the City's servers

and personal computers, providing 24-hour on-call service. The division provides support for each City Council meeting and workshop to ensure the sound system, timing, and presentations are run efficiently, and supports other departments through the set-up, configuration, or loan of a laptop, projector, portable sound system, conference phone or any other device for any City or outside function.

GIS Division – City departments require GIS data in order to serve specific needs of the city. Citizens can request this information directly. Analysis functions are performed using these databases, such as analysis of zoning districts, existing land use, development constraints, and facility locations. Other areas are demographic analysis for Community Development Block Grants, housing, capital improvement and other projects. GIS also supports economic development programs, such as managing inventories of available sites and buildings suited for industrial and commercial development, and mapping the characteristics of the community and labor force. Staff members can quickly access information on parcel maps, environmentally sensitive areas, zoning, and other planning information for the public. GIS staff generates maps and coverages specific to a department or division to accomplish their mapping goal, and they answer staff and public requests for information concerning parcels, locations and availability of services.

2009-2010 BUDGET HIGHLIGHTS

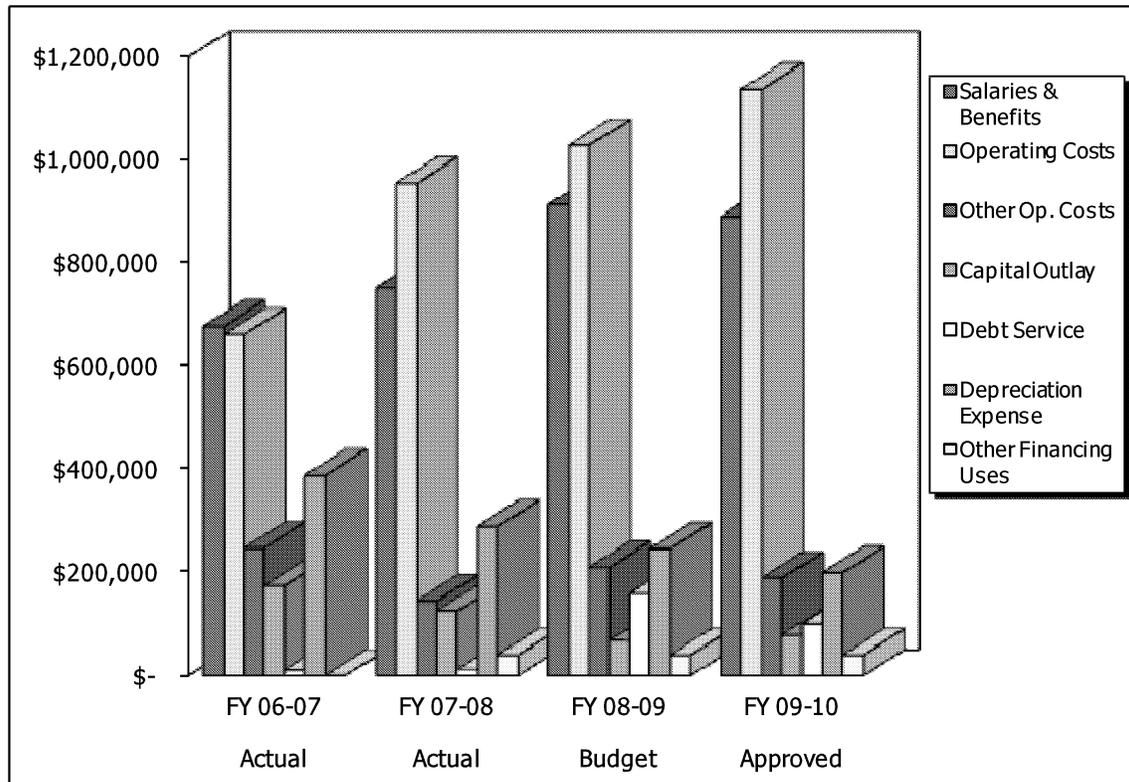
ITS is installing a built in projector, screen and speakers for meeting rooms A and B due to the increasing number of meetings being held, including Council workshops (\$11,000). Also recommended is the third year of a \$40,000 set-aside for lifecycle replacement of the AS400 computer. This set-aside will allow accumulation of funds over a five-year period to pay for the \$200,000 replacement, thereby minimizing the impact of cost allocations on the user departments.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Charges to Other Funds	\$ 2,157,208	\$ 2,342,205	\$ 2,159,138	\$ 2,711,184
Sale of Fixed Assets	6,290	10,355	7,000	7,000
Miscellaneous Revenues	4,423	9,497	-	-
Installment Purchase Revenues	-	220,000	-	13,396
Transfer from General Fund	5,000	-	-	-
Overhead Allocation	1,897	65,335	-	-
Total Revenue	2,174,818	2,647,392	2,166,138	2,731,580
Expenditures				
Salaries & Benefits	\$ 677,887	\$ 751,947	\$ 913,406	\$ 890,713
Operating Costs	661,891	955,449	1,028,961	1,137,406
Other Op. Costs	247,359	145,158	210,245	189,331
Capital Outlay	174,229	126,117	68,165	78,600
Debt Service	10,576	12,433	158,821	100,551
Depreciation Expense	388,850	289,601	246,100	200,000
Other Financing Uses	-	40,000	40,000	40,000
Total Expenditures	2,160,792	2,320,705	2,665,698	2,636,601
Revenue over (under) Expenditures	\$ 14,026	\$ 326,687	\$ (499,560)	\$ 94,979
Full-Time Employees	11*	12*	13*	13*

* One GIS Specialist position is funded by ITS (10%), Transportation Planning (10%), E-911 (20%), and the Water/Sewer Fund (60%).

TREND ANALYSIS



FY 06-07 Salaries and Benefits included salary adjustments to minimum market value, and 10% of a GIS Specialist position (the remaining 90% is funded in the Water/Sewer and Planning Transportation budgets). FY 07-08 increased due partially to the addition of a Help Desk position (\$57,439) and pay adjustments resulting from the classification and compensation study (\$46,133). FY 08-09 increases are mainly due to the addition of a Webmaster position, cost of living adjustments (COLA), employee merit raises, and the 1% 401(k) increase for a total increase of \$161,459.

Higher Operating Costs in FY 07-08 are mainly due to an increase in the number of maintenance contracts required to support both hardware and software that has been purchased over the past several years to support City services (\$249,904), and expansion of the City's wireless capabilities (\$17,875). FY 08-09 costs increased by \$73,512, again mainly due to higher software and hardware maintenance contracts. FY 09-10 contracts will increase by \$112,939; this increase is partially offset by a reduction of \$4,651 in City Hall Maintenance charges, for a total Operating Costs increase of \$108,445 in FY 09-10. The above-mentioned maintenance contracts include items such as Granicus, and Formulytics for the Website and Hand Networks for storage and Pictometry for the Aerials. NWN Cisco maintenance also shows an increase due to more IT equipment purchased requiring maintenance.

Other Operating Costs vary widely from year to year depending on the amount of equipment maintenance or replacement that is required, and the amount of contracted technical services needed to repair or install new equipment, wiring, etc. FY 09-10 costs reflect an anticipated reduction in the amount of contracted technical services, for an overall reduction of \$20,914.

Capital Outlay Costs also vary depending on the amount of equipment that must be lifecycled. FY 09-10 costs of \$76,800 are for computer lifecycle replacements and installation of a projector system in a conference room.

Other Financing Uses includes a third year of the set-aside of \$40,000 per year for the next five years to be used for lifecycle replacement of the City's AS400 mid-range computer system.

The increase of \$146,388 in the FY 08-09 budget in Debt Service is due to the anticipated borrowing that is budgeted, but may not occur during the fiscal year. In addition, all debt payments for this fund are recorded as expenses, but the principal retirements account is used to record the principal payments of the outstanding loans and used to offset the liability at year end. This account is zeroed out at year end. A decrease of \$58,270 is expected in FY 09-10 due to fewer equipment requirements.

Depreciation is not required to be budgeted; however, due to the budget format which shows trends within the individual departments, depreciation is budgeted each year for comparison purposes.

FY 08-09 ACCOMPLISHMENTS

- **Network and Personal Computer Lifecycle** – The ITS Department has completed the network equipment lifecycle and the personal computer lifecycle that will ensure that our technology is the most current and productive possible to allow ITS to provide the highest level of service possible to the City's employees. This is an ongoing process on a 4-year rotation.
- **SAN Expansion** - This expanded our SAN (Storage Area Network) with two more 12TB (terabyte) boxes, one for each location for Redundancy/Disaster Recovery. This allowed us to meet our continuously growing data storage and access needs as we are using media-rich applications involving large amounts of data (e.g., Video, GIS).
- **XMediasFax Server Upgrade** - This was an upgrade/replacement for our current LightningFax Server. The new software allows us to get rid of an old voice gateway and fax board which saves us maintenance costs on those items. This version is also compatible with Exchange 2007 which has allowed us to upgrade our e-mail system. XMediasFax also incorporates Spam Fax Filtering to help eliminate advertisements and other unsolicited faxes from tying up our system.
- **Exchange E-mail System Upgrade** - The City of Jacksonville has migrated from a 2 Node, Active/Passive, Clustered Exchange 2003 Enterprise Server setup to a new Exchange 2007 Clustered environment. This has increased our security and redundancy for the e-mail system.
- **Website Hosting and Redesign** – ITS is in the process of changing our website hosting provider and content management system to AgileSite. During this process we are also working with AgileSite to redesign the look and functionality of the site. AgileSite is working with ITS staff to identify an appropriate look and feel for our website, create a user-friendly site structure, and provide the features and functionality that are state-of-the-art. This project is approximately 75% finished.
- **North Carolina Law Enforcement Information Exchange (LiNX) System** - The ITS department has been working with Northrop Grumman Corporation and the Naval Criminal Investigative Services (NCIS) to set up the City's portion of the LiNX system. LiNX is an

information-sharing initiative aimed at reinventing the means by which law enforcement agencies across the local/state/federal continuum share criminal threat information. LInX has already produced multiple data warehouses offering an unprecedented degree of information sharing between local, state, and federal law enforcement authorities in five regions of the United States. LInX has given NCIS and its participating partners automated access to more than 13 million law enforcement records, with access to millions more on the way.

- **Pictometry Project** – The ITS Department contracted with Pictometry to fly oblique images of Jacksonville and Onslow County. Pictometry captures images obliquely, or from an angle, and create a more natural three-dimensional view so that users can see land features and structures clearly and in their entirety. Users can access detailed imagery for every square foot of a region and learn to navigate quickly and easily between views of a map to images associated with it, and specific features contained within images such as doors, manholes, fences, and fire hydrants. The location data associated with each pixel makes it possible for users to measure numerous geographic details, such as distance, height, latitude/longitude coordinates, directional bearing and relative positioning.
- **Enterprise-wide GIS** – Under the City’s new ESRI enterprise agreement, ITS has broadened the organization’s GIS capabilities by expanding the user base that accesses the GIS System. The new enterprise agreement has allowed us to install ArcGIS software on 23 computers and train staff on how to use the software.
- **GIS on the Web** – The City of Jacksonville Public Mapping Website was migrated this year to ConnectGIS. ConnectGIS is a web mapping interface and hosting service that is very intuitive for the non-GIS user, yet still provides powerful capabilities for GIS professionals.

PERFORMANCE MEASURES

	<i><u>Target</u></i>	<i><u>FY07-08 Actual</u></i>	<i><u>Jul 08 – Mar 09 Actual</u></i>
Resolve Help Desk tickets within established timeframe	95%	99%	99%
Maintain “uptime” on City voice and data networks	97%	99%	97.17%
Generate maps or conduct analysis within requestor’s time requirement	95%	99%	99%
Repair or replace malfunctioning computer equipment within two business days	95%	95%	96%

VIDEO-MEDIA SERVICES DEPARTMENT

Fund: Video-Media Services Fund

Function: Internal Service

MISSION

To implement the communications goals of the City of Jacksonville to provide effective communications with the Citizens of Jacksonville and to tell the story of the City of Jacksonville.

GOALS FOR FY 09-10

The Video-Media Services Department is responsible for the operation of the Jacksonville-Onslow Government Television Channel (G10); for providing print communication for the City of Jacksonville; and for providing other media and video services as required by the City of Jacksonville. The department has the following goals for the coming fiscal year:

- Provide media services to City interests and in support of the mission, vision and goals of the City. Specifically, the following Council Adopted Goals:
 - Goal 3: Assess and Respond to the Needs of the Community
 - Using effective media resources to develop and refine strategies to engage the public
 - Implement processes to engage the public in the development of program plans
 - Goal 5: Using media resources for Sales Tax Allocation method change,
 - Goal 7: Building Key Relationships
 - In general: Providing awareness to the public about City projects and processes.
 - Provide production support and video services to entities for which contracted services have been pledged.
 - To implement new and updated technology and professional service to improve service to Citizens and customers of the program.
 - Provide strategic resource and leadership for communications projects for City interests.
 - And to Tell the Story of the City of Jacksonville in an effective and compelling way.
-
-

Narrative: Video-Media Services is an internal service fund that provides video programming services to all City departments on an as-needed basis, and to others as provided by contract and Council approved agreements.

The Video-Media Services Department provides for the operation of the Jacksonville-Onslow Government Television channel (G10), print projects for the Citizens and other media forms as time allows. For the Jacksonville-Onslow Government Television channel, the staff provides video coverage of meetings of the City Council and Onslow Commissioners. During FY09, ONWASA also contracted with the City to provide video coverage of their meetings.

Video coverage is also provided for informational viewing such as Your City, a magazine program, the Police Department's "Jacksonville's Most Wanted," Recreation Department programming, and other subjects of interest to residents. When time allows, the department also produces in-house programming for training and informing City staff. The staff is also responsible for duplicating DVD meeting and program copies for the public as well as script writing, post production editing and on scene production of other programming including Onslow Forums, community events sponsored by the City and related items.

The department is headed by the Communications and Community Affairs Director, who is also the head of the Community Programs Department. The Director's salary is funded 100% by the General Fund in the Community Programs budget. While the design services are principally handled by the Communications and Community Affairs Director, the funding for public outreach, print advertisement, the City Calendar and similar items are included in this budget.

2009-2010 BUDGET HIGHLIGHTS

This budget continues funding for print space in the Jacksonville Daily News and related publications (Public Outreach Project), \$30,000. A Media Specialist, whose principal duties will be to produce print products and content for the City website, is approved in this budget (\$61,522). The costs will be offset by the expected revenue of \$65,000 from outside sources.

Note that the allocation of funding for capital expenses among several lines is designed to maximize the return of the State's grants to Government channels (PEG grant for Public Access, Educational and Government channels) given in lieu of the ability of local governments to receive payments directly from the cable franchisee.

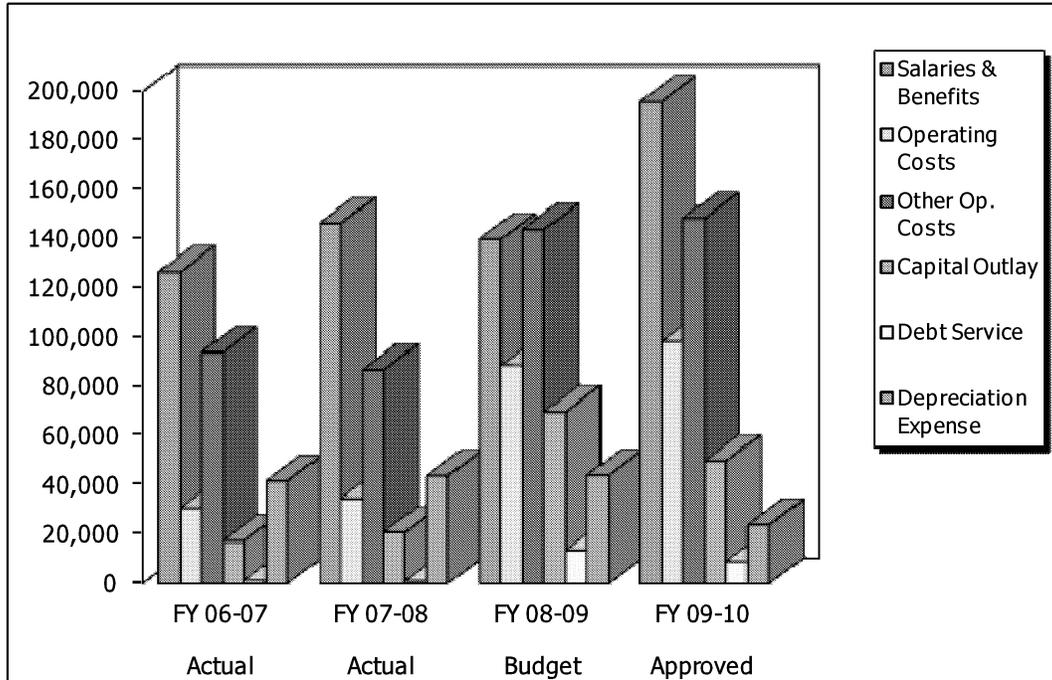
Also note that revenue from other sources, including ONWASA, is expected to remain steady during this time.

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
PEG Grant	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
G10 County Contribution	30,000	59,423	50,000	60,000
ONWASA Contribution	-	-	-	8,000
Charges to Other Funds	342,317	280,929	320,481	365,261
Installment Purchase				
Revenue	38,800	-	-	-
Transfer from General Fund	5,000	-	-	-
Overhead Allocation	-	65,362	-	-
Total Revenue	416,117	430,714	395,481	458,261
Expenditures				
Salaries & Benefits	126,833	146,563	140,186	195,963
Operating Costs	30,943	34,658	88,933	98,401
Other Op. Costs	94,133	86,985	144,060	148,548
Capital Outlay	17,458	21,034	70,000	50,000
Debt Service	1,205	1,161	13,681	9,121
Depreciation Expense	41,766	43,862	44,145	23,950
Total Expenditures	312,338	334,263	501,005	525,983
Revenue over (under) Expenditures	\$ 103,779	\$ 96,451	\$ (105,524)	\$ (67,722)
Full-Time Employees	2	2	2	2

Depreciation is not required to be budgeted; however, due to the budget format which shows trends within the individual departments, depreciation is budgeted each year for comparison purposes.

TREND ANALYSIS



FY07-08 Salaries and Benefits included pay adjustments as a result of a pay and classification study, cost of living adjustment, health insurance increases, and merit raises for an overall total increase of \$19,730. FY08-09 costs went down as a result of the elimination of the liability for compensatory time. The FY 09-10 increase of \$55,777 is due to a new media specialist position.

Operating Costs includes basic operational needs such as telephone/cell phone, departmental supplies, training, insurance, annual pest control and maintenance contracts, dues and memberships, and vehicle expenses. FY07-08 increases are due to higher costs for advertisements in the Daily News (\$1,079), with the remaining amount of \$2,636 from increases in departmental supplies and the City Hall Maintenance internal service fund allocation. The FY08-09 Operating Costs increase of \$54,275 includes \$27,000 budgeted for print advertising, which was also budgeted in previous years but not spent due to staff shortages. Additionally, the increase reflects \$20,000 in maintenance contracts for equipment purchased in the previous two years, and additional training, supplies, dues, and memberships for staff (\$7,275). Operating Costs in FY09-10 increased by \$9,468 mainly due to additional advertising (\$3,000), and costs in supplies, dues/memberships, cell phone, etc., associated with the new position.

Other Operating Costs in FY07-08 decreased by \$33,654 due to fewer technical services being required in support of G10 as the service became fully operational. In the FY08-09 budget, the ITS allocation increased by \$23,422 due to the additional ITS services required to support the operation of G10 and maintenance of video equipment and computers; contracted services increased by \$10,000 for unforeseen technical services; and a \$30,000 reserve for insurance deductible was included. FY09-10's budget increase of \$16,938 is due to a higher ITS internal service fund allocation.

FY08-09 Capital Outlay increased primarily as a result of an environmental control system for the video/media staff area (\$20,000) and information channel upgrades (\$20,000), as well as the provision made for the PEG grant (a matching grant up to \$25,000).

The increase of \$12,520 in the FY 08-09 budget in Debt Service is due to the anticipated borrowing that is budgeted, but may not occur during the fiscal year. In addition, all debt payments for this fund are recorded as expenses, but the principal retirements account is used to record the principal payments of the outstanding loans and used to offset the liability at year end. This account is zeroed out at year end. A decrease of \$4,560 is expected in FY09-10 due to fewer equipment requirements.

Revenue for this division comes from the City allocation, the PEG Grant and the payments from the County and ONWASA to the City. The Onslow County agreement calls for a \$40,000 base payment and then production costs for recording meetings and programs with a discount for items recorded in City Hall.

For FY08-09 the following amounts were billed:

Onslow County		Meetings	Production	Base Payment	Totals
FY09	First Quarter	\$3,795	\$4,100	\$10,000	\$17,895
	Second Quarter	\$3,548	\$2,853	\$10,000	\$16,400
	Third Quarter	\$2,598	\$1,660	\$10,000	\$14,258
	Fourth Quarter	\$3,200	\$895	\$10,000	\$14,095
		\$13,140	\$9,508	\$40,000	\$62,648
ONWASA		Meetings			Totals
FY09	Third Quarter	\$2,186			\$2,186
	Fourth Quarter	Est \$2,021			\$2,021
		\$4,208			\$4,208
					\$66,855

Based on the historical use of the City services, it is anticipated that the County will be billed around \$60,000 for this fiscal year. The amounts are lower due to the discounted charges for use of our facilities for their meetings. ONWASA services are new and only the third quarter was complete at this writing. Billing for the final quarter will not be made until after July 15.

For FY09-10, based on the continued use of City Hall for County meetings and ONWASA services similar to those being currently provided, we estimate revenues around \$65,000 from ONWASA and the County combined.

FY08-09 ACCOMPLISHMENTS

- Production of more than 72 hours of Jacksonville City Council meetings
- Production of more than 84 hours of County Commission meetings
- Production of more than 80 hours of County productions
- Production of more than 175 hours of City productions
- Duplication of more than 650 DVDs for the public and others
- Assistance with more than 15 in house productions
- Assistance or production of more than 20 print pieces
- Preparation of more than 46 PowerPoint presentations

PERFORMANCE MEASURES

	<u>Target</u>	<u>FY07-08 Actual</u>	<u>Jul 08 – Mar 09 Actual</u>
Operate the Jacksonville-Onslow Government Television Channel without program interruption	September 30	September 30	September 30
Provide at least one new non-meeting program on the average of one a week by the end of the 2 nd quarter	December 31	December 31	December 31
Write, Shoot and Edit Your City, Recreation and other standard program for each month by the end of the 1 st quarter	September 30	September 30	September 30
Provide at least five new entries each week for informational programming by the end of the 1 st quarter	September 30	September 30	September 30
As provided by ITS, begin streaming of meetings and G10 content by the end of the 2 nd quarter	December 31	December 31	March 31
Provide archival copies of all public meetings within 1 week to the clerks of the City and County boards by the end of the 1 st quarter	September 30	September 30	September 30

HEALTH BENEFITS

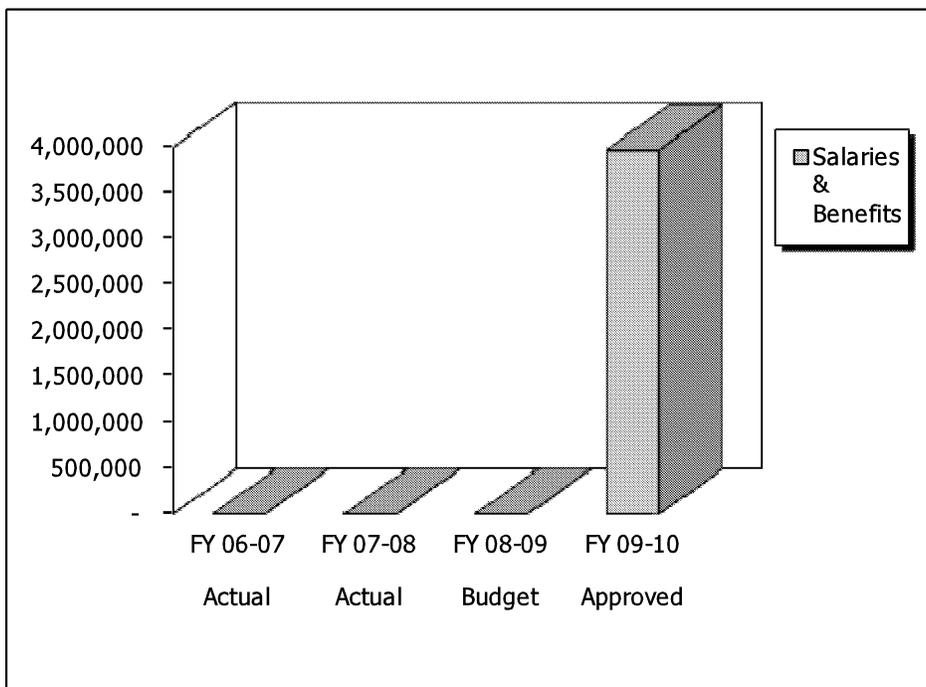
Fund: Self Insurance

Function: Internal Service

DEPARTMENTAL SUMMARY

	Actual FY 06-07	Actual FY 07-08	Budget FY 08-09	Approved FY 09-10
Revenue				
Charges to Other Funds	\$ -	\$ -	\$ -	\$3,014,907
Employee Contributions	-	-	-	754,778
Other Financing Uses	-	-	-	200,000
Total Revenue	-	-	-	3,969,685
Expenditures				
Salaries & Benefits	-	-	-	3,969,685
Total Expenditures	-	-	-	3,969,685
Revenue over (under) Expenditures	\$ -	\$ -	\$ -	\$ (954,778)

TREND ANALYSIS



The Salaries and Benefits amounts shown in the FY09-10 budget represent the amount expected to be expended for health, dental and flexible spending claims. This is a new fund for FY 09-10 and has been established in order to more closely track the expenditures that are related to our self insurance function. These actual expenditures have previously been tracked in a single account in the General Fund.

CAPITAL BUDGETING

The Capital Improvement Plan (CIP) is a list of identified capital project and acquisition needs that covers five years, identifies financing alternatives and is formally adopted annually. The CIP:

- Discloses cost or expenditure estimates
- Identifies probable sources of financing
- Evaluates, prioritizes and schedules projects and acquisitions
- Estimates the potential impact of projects and acquisitions on the operating budget

A CIP is essentially a long-term plan. **Projects and acquisitions in the first year of the CIP forecast period become the capital budget for that budget year.** Most capital project or acquisition requests initially enter the CIP in one of the later planning years (that is, the fourth or fifth year) of the forecast period and then progress toward completion. This process creates a system for approval and completion of capital projects that supports planning and accountability.

Capital projects are defined as major, non-recurring investments in physical infrastructure and facilities that exceed \$50,000 in cost, require more than 12 months to complete and have a useful life of at least 5 years. The purchase and replacement of vehicles and technology equipment are not considered capital projects, but do meet the \$5,000 capitalization threshold and are considered capital assets. Investments in streets, sidewalks and utilities lines qualify based on the cost of the entire program, not necessarily individual projects.

CIP BUDGETING PROCESS

The steps in the CIP process generally mimic the steps followed in preparing the operating or annual budget. The process usually includes the following steps:

- **Formulate, review and approve goals and policies** – City Council usually holds retreats to review, update and approve policies and goals to guide capital budgeting.
- **Identify needs** – During the fall, Department Heads review programmed projects and assess current capital needs for the upcoming budget year. Capital projects are selected that require repair, maintenance or replacement that, if not addressed, will result in higher costs in future years along with infrastructure investments required to meet growth demands.

CAPITAL BUDGETING

- **Determine costs** – City Staff work together to determine the full extent of project costs based on scope, timing, ongoing operational costs, land acquisition, etc. This process is applied to new projects and projects previously programmed in the Capital Plan to ensure the most accurate cost estimates are budgeted and any operational impacts are identified.
- **Develop financing strategies** – Finance works with each Department to determine the best method for financing proposed projects. The selected financing strategies seek to:
 - Ensure reliability and stability of identified funding sources
 - Evaluate affordability of the strategy and diversify funding strategies:
 - Grants
 - Debt Financing
 - Facility Fees
 - User Fees
 - Pay-as-you-go
- **Prioritize** – Once projects are selected, costs determined and a funding strategy is identified, a Capital Projects Committee consisting of City staff meets with each Department to review project projections and prioritize the requests. The following criteria are considered in the prioritization of capital projects:
 - Necessary to ensure the health, welfare or safety of the community
 - Externally mandated
 - Links to an adopted Master Plan
 - Ties to Council Goals
 - Demanded due to growth or service improvement
 - Age and condition of infrastructure
 - Availability of funding

CAPITAL BUDGETING

- **Adopted Capital Improvement Plan** – In the spring, the City Manager presents a Proposed Capital Improvement Plan to the City Council. The projects are refined and reprioritized during Council Workshops and the formal Plan is adopted.
- **Ongoing Monitoring** – Authorized capital projects are monitored to determine if timelines and milestones are being met and if financial transactions follow the adopted budget. Periodic status reports are provided to the City Council.

CAPITAL IMPROVEMENT PLAN SUMMARY

Project Expenditures: 2010-2014

There are five major departmental categories of capital projects represented in the 2010-2014 CIP. Total approved spending for all departments over the next five years is \$134,574,625, which is approximately \$60.4 million less than the total five year capital plan adopted in 2009. The approved investment in capital projects in 2010 is \$49,050,344, which is approximately \$15.8 million less than adopted capital spending for 2009. Adopted 2010 expenditures by department are detailed below:

- **Community Affairs Projects**

Community Affairs projects total \$550,000 in 2010 and \$16,550,000 for the five year period, which represents 1.1% and 12.3% of total spending, respectively. The two major 2010 projects are Phase III construction of the Sturgeon City Boardwalk and the bioremediation of Chaney Creek. Future capital spending is planned for the development of the Sturgeon City Civic and Environmental Education Center.

- **Fire Department Projects**

Investments in Fire Department projects total \$6,825,750 and 5.1% of total capital spending over the next five years. Project spending in 2010 is \$111,750 and represents investment and improvement in the Georgetown Training Facility and the renovation of Northwoods Fire Station. Fire Department project spending in 2010 represents 0.2% of total project spending in this budget year. Planning and design for Fire Stations #5 and #6 is slated to begin in FY2011.

CAPITAL BUDGETING

- **Police Department Projects**

Police Department capital spending over the next five years is dedicated to the construction of a new Public Safety Headquarters and the Firearms Training Range Improvements. The Public Safety Headquarters will house both fire and police personnel. Total investment for 2010-2014 is \$24,361,992, which is 18.1% of total five year spending on all capital projects. Approved appropriations for 2010 are \$1,790,750 which is primarily for land preparation and engineering costs for the Public Safety Headquarters. Police Department projects represent 3.7% of 2010 adopted capital investment.

- **Public Services Projects**

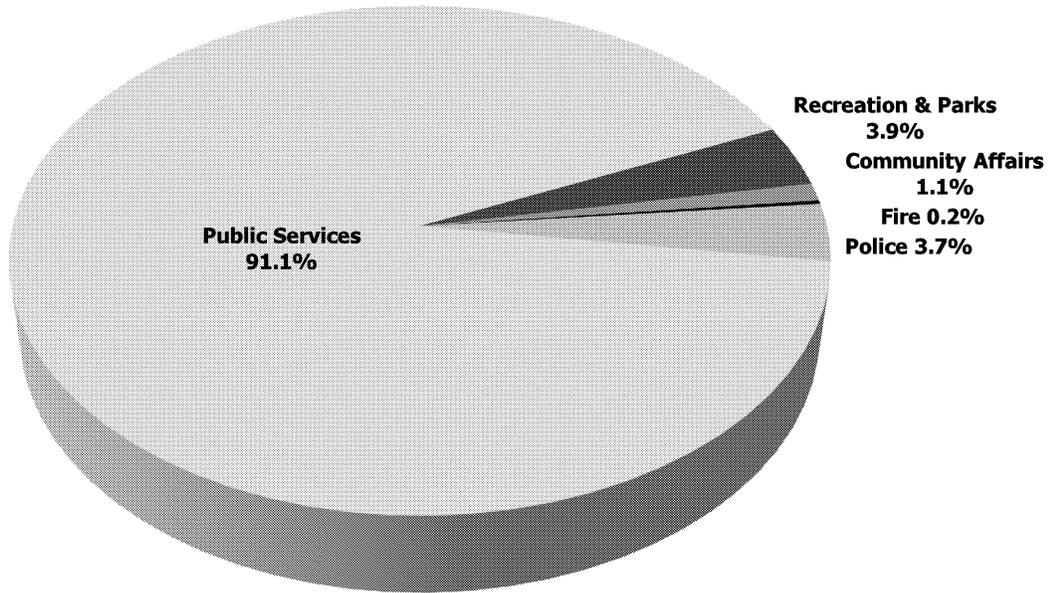
Public Services projects are the largest category of projects in the CIP and represent a wide variety of infrastructure projects. Approved spending in 2010 is \$44,695,514, 91.1% of the total Capital Plan in 2010. Over the five year period investment is estimated to be 56.1% of total spending or \$75,469,014 for Public Services projects. These investments include streets and sidewalk improvements, handicap accessibility enhancements, stormwater management, water and sewer treatment, and wells and lines improvements. The largest financial investments include the Land Application Expansion and Upgrade and the Water Supply and Treatment Facility projects.

- **Recreation and Parks Projects**

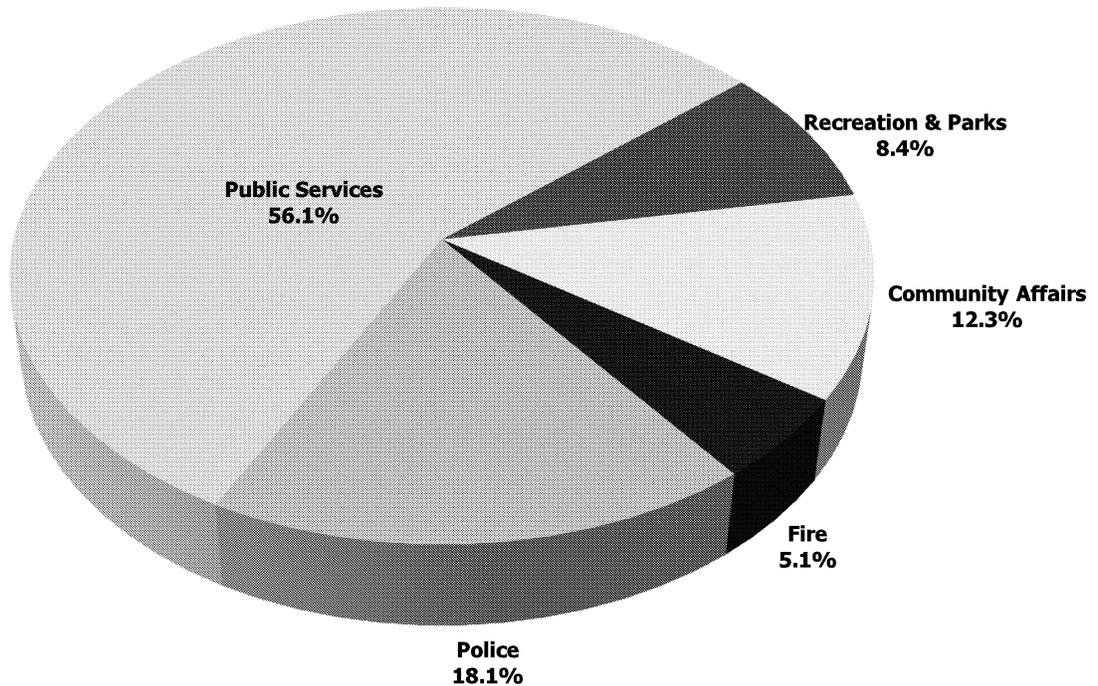
Approved spending on Recreation and Parks projects in 2010 is \$1,902,330 and totals \$11,367,869 between 2010 and 2014. In accordance with the City's adopted Trails, Greenways and Pedestrian Circulation Plan, engineering and design will begin on NC 24 Lejeune Blvd Trail in 2010. Improvements are also planned for Carolina Forest Park, Country Club Park, Jacksonville High School Tennis Courts, Riverwalk Crossing Park and Fountain, and Phillips Park. A substantial investment for land acquisition is planned at the Georgetown Water Access Site. Projects in 2010 represent 3.9% of investment and 8.4% overall in the 2010-2014 Capital Plan.

CAPITAL BUDGETING

Budget Year 2010 CIP Expenditure Summary By Department



2010-2014 CIP Expenditure Summary By Department

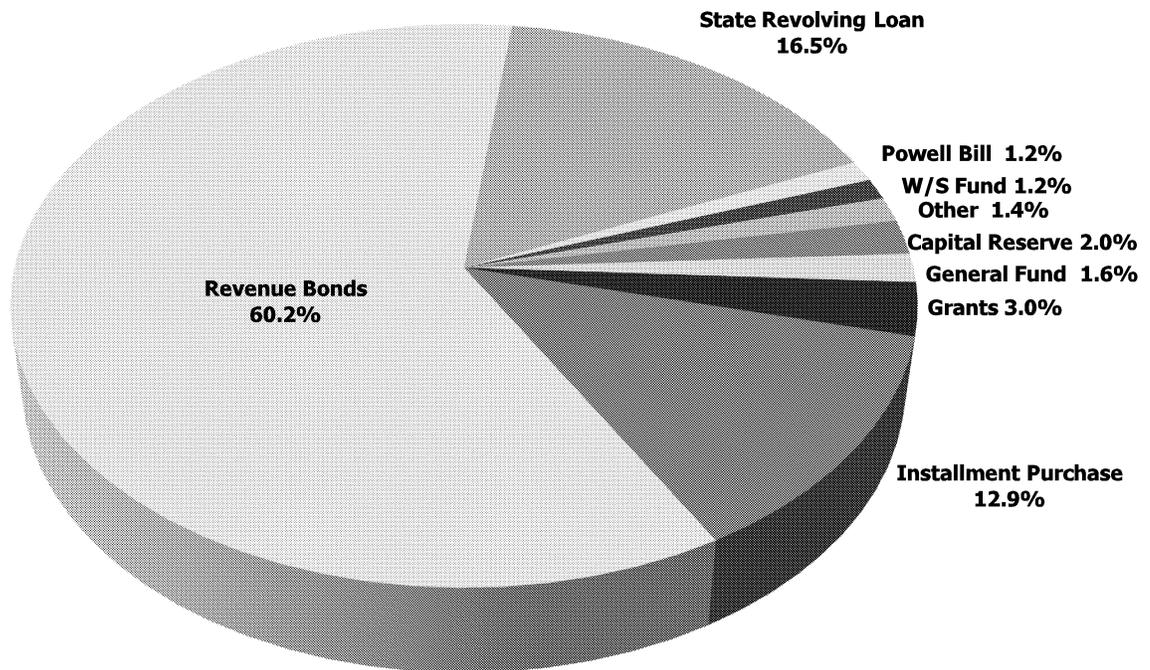


CAPITAL BUDGETING

FINANCING THE CAPITAL IMPROVEMENT PLAN

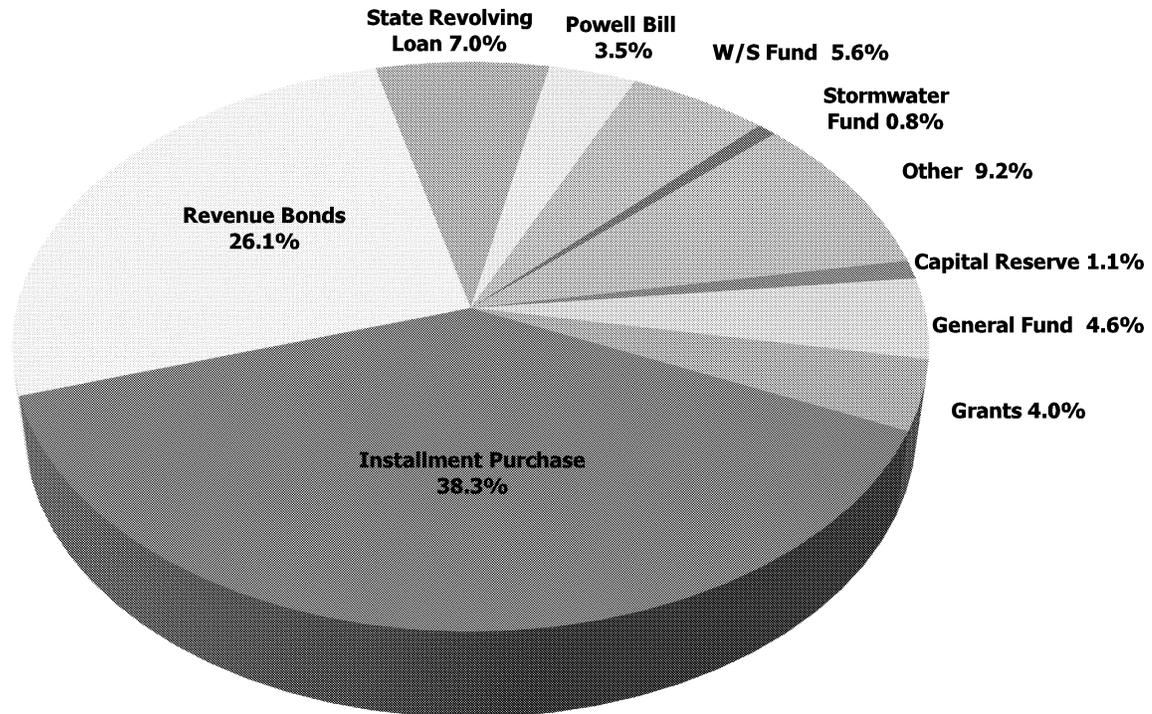
The FY2010-2014 Capital Improvement Plan funding summary is presented below. FY10 project funding is provided in more detail in the project descriptions following this summary.

Budget Year 2010 CIP Funding Source Summary



CAPITAL BUDGETING

2010-2014 CIP Funding Source Summary



CIP REPORTS

The following pages contain the proposed Capital Plan for the FY10 planning period and a description of the reports are listed below:

- **Capital Equipment and Capital Projects Requested** – This report shows all capital equipment requested by the departments, new capital projects, and existing capital projects for which additional funds were requested.
- **Projects by Department** – This report shows a list of all the projects that must be managed by each Department/Division.
- **Projects by Funding Source** – This report shows the name of each project by year by Funding Type.
- **Individual Project Request** – This report shows the name, description, justification, operational impacts, expenditures, funding sources and a picture (if applicable) for each project request.

**City of Jacksonville
FY 2010 Budget
Approved Capital Equipment and Capital Projects**

DEPARTMENT	SUPP. FORM #	DESCRIPTION	DEBT SERVICE	TOTAL REQUEST	APPROVED FY 09-10
FINANCE 4405					
DEPT. REQUEST		REPLACEMENT SCANNER WITH FLATBED	-	5,500	5,500
*TOTAL FINANCE			-	5,500	5,500
POLICE 5105					
DEPT. REQUEST		HEATING AND AIR CONDITIONER REPLACEMENT FUNDS	-	30,000	30,000
		REPLACEMENT PATROL VEHICLES AND EQUIPMENT (13)	141,826	329,163	329,163
* TOTAL POLICE			141,826	359,163	359,163
FIRE 5305					
DEPT. REQUEST		REPLACEMENT THERMAL IMAGE CAMERA	-	8,655	8,655
		REPLACEMENT VEHICLE #422 ENGINE 3 1500 GPM PUMPER TRUCK	76,486	401,006	401,006
		REPLACEMENT VEHICLE #403 SEDAN FOR FIRE ADMINISTRATION	3,734	19,576	19,576
		REPLACEMENT VEHICLE #413 MID-SIZE SEDAN	3,734	19,576	19,576
		TRAFFIC SIGNAL PREEMPTION SYSTEM	-	34,000	34,000
SUPPLEMENTAL REQUEST	5	MECHANICS SPECIALTY TOOLS AND TOOL BOX	-	5,457	5,457
*TOTAL FIRE			83,954	488,270	488,270
INSPECTIONS 5410					
DEPT. REQUEST		REPLACEMENT VEHICLE #551	3,837	20,121	20,121
		REPLACEMENT VEHICLE #557	3,837	20,121	20,121
SUPPLEMENTAL REQUEST	1	UPGRADE VEHICLE #551-EXTENDED CAB	191	1,000	1,000
	2	UPGRADE VEHICLE #557-EXTENDED CAB	191	1,000	1,000
* TOTAL INSPECTIONS			8,056	42,242	42,242
STREETS NON-POWELL BILL 5610					
DEPT. REQUEST		REPLACEMENT VEHICLE #749 PICKUP TRUCK	3,677	19,281	19,281
SUPPLEMENTAL REQUEST	2	UPGRADE VEHICLE #749-EXTENDED CAB	744	3,900	3,900
*TOTAL STREETS NON-POWELL BILL			4,421	23,181	23,181
RECREATION 6505					
DEPT. REQUEST		REPLACEMENT VEHICLE #900 MID-SIZE SEDAN	3,734	19,576	19,576
* TOTAL RECREATION			3,734	19,576	19,576
RECREATION/PARKS 6550					
DEPT. REQUEST		REPLACEMENT VEHICLE #927 GATOR	2,289	12,000	12,000
		REPLACEMENT VEHICLE #934 MOWER	3,243	17,000	17,000
* TOTAL RECREATION/PARKS			5,532	29,000	29,000
**TOTAL GENERAL FUND EQUIPMENT			247,523	966,932	966,932

**City of Jacksonville
FY 2010 Budget
Approved Capital Equipment and Capital Projects**

DEPARTMENT	SUPP. FORM #	DESCRIPTION	DEBT SERVICE	TOTAL REQUEST	APPROVED FY 09-10
GENERAL FUND CAPITAL PROJECTS					
FUNDED FROM INSTALLMENT PURCHASE REVENUE					
		PUBLIC SAFETY HEADQUARTERS FACILITY GF0601 (Includes Funding from GF)	1,486,553	500,000	500,000
		FIRE STATION #5 GF0401 (Includes Funding from Other Sources)	194,731	134,000	134,000
			<u>1,681,284</u>	<u>634,000</u>	<u>634,000</u>
CAPITAL PROJECTS FUNDED BY GENERAL FUND					
		PUBLIC SAFETY HEADQUARTERS FACILITY GF0601 (Dedicated Prop Tax Revenue)	-	1,860,360	1,860,360
			<u>-</u>	<u>1,860,360</u>	<u>1,860,360</u>
FUNDED BY OTHER SOURCES					
		STURGEON CITY BOARDWALK III GF0806	-	50,000	50,000
		CHANEY CREEK BIOREMEDIATION PHASE II	-	50,000	50,000
		GEORGETOWN TRAINING FACILITY GF0316	-	60,000	60,000
		NORTHWOODS FIRE STRENOVATION GF1008 (Includes Installment Purchase Revenue)	-	51,750	51,750
		FIREARMS TRAINING RANGE IMPROVEMENTS GF0904	-	51,000	51,000
		PUBLIC PRIVATE INFRASTRUCTURE PARTNERSHIP GF0909	-	30,000	30,000
		JSHS TENNIS COURTS GF1001	-	47,080	47,080
		RIVERWALK CROSSING PARK FOUNTAIN GF1002	-	9,500	9,500
		GEORGETOWN WATER ACCESS SITE GF1003	-	500,000	500,000
		PHILLIPS PARK IMPROVEMENTS GF1004	-	10,000	10,000
		RIVERWALK CROSSING PARK IMPROVEMENTS GF1006	-	10,000	10,000
		NC24 LEJEUNE TRAIL GF0201	-	180,000	180,000
		MARINE CORPS MUSEUM GF0207	-	100,000	100,000
		VIETNAM VETERANS MEMORIAL GF0314	-	100,000	100,000
		STREET IMPROVEMENTS GF9103	-	138,836	138,836
			<u>-</u>	<u>1,388,166</u>	<u>1,388,166</u>
** TOTAL GENERAL FUND CAPITAL PROJECTS			1,681,284	3,882,526	3,882,526
*** TOTAL GENERAL FUND EQUIPMENT AND CAPITAL PROJECTS			1,928,807	4,849,458	4,849,458
WATER/SEWER PUBLIC UTILITY ENGINEERING 7110					
DEPT. REQUEST					
		REPLACEMENT VEHICLE #574 SEDAN	3,734	19,576	19,576
SUPPLEMENTAL REQUEST					
	1	INFOWORKS CS BY WALLINGFORD SOFTWARE	-	46,000	46,000
* TOTAL PUBLIC UTILITY ENGINEERING			<u>3,734</u>	<u>65,576</u>	<u>65,576</u>
UTILITIES MAINTENANCE 7140					
DEPT. REQUEST					
		REPLACEMENT VEHICLE #804 TRUCK	5,698	29,876	29,876
		REPLACEMENT VEHICLE #820 TRUCK	3,649	19,136	19,136
SUPPLEMENTAL REQUEST					
	1	UPGRADE VEHICLE #820 TO EXTENDED CAE	477	2,500	2,500
* TOTAL UTILITIES MAINTENANCE			<u>9,824</u>	<u>51,512</u>	<u>51,512</u>
WASTEWATER 7150					
DEPT. REQUEST					
		REPLACEMENT VEHICLE #158 4 TON DECK OVER TRAILER	964	5,053	5,053
		REPLACEMENT VEHICLE #175 ALL TERRAIN VEHICLE	1,144	6,000	6,000
		REPLACEMENT VEHICLE #184 HYDRAULIC BUSH HOC	2,480	13,000	13,000
* TOTAL WASTEWATER			<u>4,588</u>	<u>24,053</u>	<u>24,053</u>
** TOTAL WATER/SEWER FUND EQUIPMENT			18,146	141,141	141,141

**City of Jacksonville
FY 2010 Budget
Approved Capital Equipment and Capital Projects**

DEPARTMENT	SUPP. FORM #	DESCRIPTION	DEBT SERVICE	TOTAL REQUEST	APPROVED FY 09-10
WATER / SEWER CAPITAL PROJECTS					
FUNDED BY INSTALLMENT PURCHASE					
		WATER SYSTEM IMPROVEMENTS PHASE II WF1001	254,935	3,879,000	3,879,000
		SEWER LINE REPLACEMENT SF9502			
		DEWITT STREET/WILLIAMS STREET	36,801	467,300	467,300
		WATER LINE REPLACEMENT WF9501			
		JARMAN STREET/WILLIAMS STREET	19,665	249,700	249,700
		NEW WATER TREATMENT PLANT WF0400	393,295	5,984,252	5,984,252
		PUMP STATION REHABILITATION SF0302	(120,691)	(1,532,551)	(1,532,551)
			<u>584,005</u>	<u>9,047,701</u>	<u>9,047,701</u>
FUNDED BY PROPRIETARY FUND					
		PUBLIC SERVICES PHASE II SF0801 (Includes funding from the Cap. Reserve Fund	-	355,880	355,880
		RELOCATION OF UTILITIES FOR NCDOT PROJECTS SF0403	9,537	50,000	50,000
		FIRE PROTECTION WATER WF9802	14,305	30,000	30,000
		ELLIS PARK SUBDIVISION SEWER INFRASTRUCTURE IMP SF1001	-	405,000	405,000
		PINEY GREEN AND 17 WATER SERVICE AREA WF1002	-	75,000	75,000
			<u>23,842</u>	<u>915,880</u>	<u>915,880</u>
FUNDED BY OTHER SOURCES					
		INFLOW AND INFILTRATION REHAB SF0304	-	808,636	808,636
			<u>-</u>	<u>808,636</u>	<u>808,636</u>
**TOTAL WATER/SEWER CAPITAL PROJECTS			607,847	10,772,217	10,772,217
*** TOTAL WATER/SEWER FUND EQUIPMENT AND CAPITAL PROJECTS			625,993	10,913,358	10,913,358
SOLID WASTE DISPOSAL FUND 543 (5810)					
DEPT. REQUEST					
		REPLACEMENT VEHICLE #100 2500 CREW CAB PICK-UP	3,679	19,286	19,286
SUPPLEMENTAL REQUEST					
	2	UPGRADE VEHICLE #100 TO EXTENDED CAE	1,431	7,500	7,500
*TOTAL SOLID WASTE DISPOSAL			<u>5,110</u>	<u>26,786</u>	<u>26,786</u>
**TOTAL SOLID WASTE DISPOSAL EQUIPMENT			5,110	26,786	26,786
STORMWATER/WATER QUALITY FUND 550 (5515)					
DEPT. REQUEST					
		REPLACEMENT VEHICLE #889 3/4 TON PICKUP WITH TOMMY LIFT	4,445	23,306	23,306
SUPPLEMENTAL REQUEST					
	1	UPGRADE VEHICLE #889 TO EXTENDED CAE	468	2,450	2,450
*TOTAL STORMWATER/WATER QUALITY			<u>4,913</u>	<u>25,756</u>	<u>25,756</u>
STORMWATER/DRAINAGE FUND 550 (5615)					
DEPT. REQUEST					
			-	-	-
SUPPLEMENTAL REQUEST					
	2	TRIMBLE GPS HANDHELD	-	7,000	7,000
*TOTAL STORMWATER/DRAINAGE			<u>-</u>	<u>7,000</u>	<u>7,000</u>
**TOTAL STORMWATER/WATER QUALITY EQUIPMENT			4,913	32,756	32,756
STORMWATER/WATER QUALITY CAPITAL PROJECTS					
FUNDED BY INSTALLMENT PURCHASE					
		BRYNN MARR AREA SW0801	127,351	4,000	4,000
		PARKWOOD AREA SW0601	314,255	1,477,600	1,477,600
*TOTAL STORMWATER/WATER QUALITY			<u>441,606</u>	<u>1,481,600</u>	<u>1,481,600</u>
**TOTAL STORMWATER/WATER QUALITY CAPITAL PROJECTS			441,606	1,481,600	1,481,600

**City of Jacksonville
FY 2010 Budget
Approved Capital Equipment and Capital Projects**

DEPARTMENT	SUPP. FORM #	DESCRIPTION	DEBT SERVICE	TOTAL REQUEST	APPROVED FY 09-10
*** TOTAL STORMWATER/WATER QUALITY EQUIPMENT AND CAPITAL PROJECTS			446,519	1,514,356	1,514,356
INTERNAL SERVICE FUNDS FLEET MAINTENANCE 640					
DEPT. REQUEST		REPLACEMENT VEHICLE # 504 MID-SIZED SEDAN	3,734	19,576	19,576
* TOTAL FLEET MAINTENANCE			<u>3,734</u>	<u>19,576</u>	<u>19,576</u>
ITS 642					
DEPT. REQUEST			-	-	-
SUPPLEMENTAL REQUEST	3	PROJECTOR, SCREEN AND SPEAKERS FOR MEETING ROOMS A AND B	-	11,000	11,000
	4	STORAGE AREA NETWORK LIFECYCLE	-	67,600	67,600
* TOTAL ITS			<u>-</u>	<u>78,600</u>	<u>78,600</u>
VIDEO/MEDIA SERVICES 643					
DEPT. REQUEST		VIDEO/MEDIA EQUIPMENT	-	50,000	50,000
* TOTAL VIDEO MEDIA SERVICES			<u>-</u>	<u>50,000</u>	<u>50,000</u>
** TOTAL INTERNAL SERVICE FUNDS EQUIPMENT			3,734	148,176	148,176
INTERNAL SERVICE FUNDS CAPITAL PROJECTS FUNDED BY PROPRIETARY FUND					
		AS400 LIFECYCLE DP0601	-	40,000	40,000
			<u>-</u>	<u>40,000</u>	<u>40,000</u>
** TOTAL INTERNAL SERVICE FUNDS CAPITAL PROJECTS			-	40,000	40,000
*** TOTAL INTERNAL SERVICE FUNDS EQUIPMENT AND CAPITAL PROJECTS			3,734	188,176	188,176
WIRELESS 911 244					
DEPT. REQUEST		EQUIPMENT	-	256,000	256,000
TOTAL WIRELESS 911			<u>-</u>	<u>256,000</u>	<u>256,000</u>
** TOTAL WIRELESS 911			-	256,000	256,000
2010 TRANSPORTATION PROJECT					
DEPT. REQUEST		EQUIPMENT	-	600,000	600,000
TOTAL 2010 TRANSPORTATION PROJECT			<u>-</u>	<u>600,000</u>	<u>600,000</u>
** TOTAL 2010 TRANSPORTATION PROJECT			-	600,000	600,000
COPS/JAG/HIGHWAY ASSISTANCE GRANT					
SUPPLEMENTAL REQUEST		VEHICLES AND EQUIPMENT (6)	82,725	241,644	241,644
TOTAL 2010 TRANSPORTATION PROJECT			<u>82,725</u>	<u>241,644</u>	<u>241,644</u>
** TOTAL COPS/JAG/HIGHWAY ASSISTANCE GRANT			82,725	241,644	241,644
CITY - WIDE CAPITAL EQUIPMENT AND CAPITAL PROJECTS APPROVED					
			DEBT SERVICE	TOTAL REQUEST	ADOPTED FY 2009-2010
***GRAND TOTAL ALL CAPITAL EQUIPMENT AND CAPITAL PROJECTS APPROVED			3,092,888	18,589,778	18,589,778

City of Jacksonville, NC
 Adopted Capital Improvement Plan
 2010 thru 2014
 Projects by Department

	Prior Authorized	2010	2011	2012	2013	2014	Five Year Total Request	Future Costs	Total Project Costs
Community Affairs									
Sturgeon City Boardwalk III	400,000	200,000	2,000,000	7,000,000	7,000,000	-	200,000	-	600,000
Chaney Creek Bioremediation Phase II		350,000					350,000		350,000
Sturgeon City Civic & Environmental Ed. Center							16,000,000		16,000,000
	400,000	550,000	2,000,000	7,000,000	7,000,000	-	16,550,000	-	16,950,000
Fire									
Georgetown Training Facility	114,000	60,000	10,000	10,000	10,000		90,000		204,000
Fire Station #5 (West Gum Branch)		446,500	446,500	2,500,000			2,946,500		2,946,500
Renovation of Northwoods Fire Station		51,750	435,000				486,750		486,750
Fire Station #6 (Southwest)			220,000	232,500	2,850,000		3,302,500		3,302,500
	114,000	111,750	1,111,500	2,742,500	2,860,000	-	6,825,750	-	6,939,750
Police									
Public Safety Headquarters Facility	2,633,769	1,739,750	10,574,773	11,759,969			24,074,492		26,708,261
Firearms Training Range Improvements	34,500	51,000	161,500	75,000			287,500		322,000
	2,782,269	1,790,750	10,736,273	11,834,969	-	-	24,361,992	-	27,144,261
Public Services									
Public Private Infrastructure Partnership	60,000	30,000	30,000	30,000	30,000	30,000	150,000		210,000
Buddy Phillips Bridge Request		345,500					345,500		345,500
Public Service/Fleet Complex - Phase II	50,000	575,000	462,000				1,037,000		1,087,000
Ellis Park Subdivision Infrastructure Improvements		95,000	815,000				910,000		910,000
New Bridge Infrastructure and Streetscape				125,000			125,000		125,000
Cypress Creek Bridge					100,000	400,000	500,000	4,250,000	4,750,000
Inflow & Infiltration (I&I) Rehabilitation	250,000	1,640,000	1,390,000				3,030,000		3,280,000
Henderson Drive Sidewalk Installation		35,000					35,000		35,000
Greenbriar Drive Sidewalk Installation		120,000					120,000		120,000
Handicap Accessibility Improvements - Sidewalks		17,000					17,000		17,000
Thomas Drive Sidewalk Installation		15,000	15,000	15,000	15,000	15,000	77,000		77,000
Corbin Street Sidewalk Installation		78,000	78,000				156,000		156,000
Jarman Street Sidewalk Installation		71,000	71,000				142,000		142,000
Kerr Street Sidewalk Installation				68,000			68,000		68,000
Hargett/New River Intersection - Ped Improvements				120,000			120,000		120,000
Bell Fork/Hargett Intersection - Ped Improvements					222,000		222,000		222,000
Doris Avenue Bike Lanes						47,000	47,000		47,000
East Railroad/Chaney Avenue Bike Lanes						42,500	42,500		42,500
Land Application Expansion and Upgrade	30,631,376	13,524,231					13,524,231		44,155,607
Brookview Lift Station Upgrade	299,000	1,085,000					1,085,000		1,384,000
Henderson Lift Station Upgrade	325,000	1,094,000	2,457,000				3,551,000		3,876,000
University Drive Lift Station Replacement	295,000	200,000					200,000		495,000
Holiday City Sewer Rehabilitation	169,000	312,000					312,000		481,000
Collins Branch Trunk Sewer Extension	33,000	99,000					99,000		132,000
Bellfork Lift Station Replacement		60,000	480,000				540,000		540,000
Dewitt Street Trunk Sewer Replacement		25,000	185,000				210,000		210,000
WW Collection Sys Imp - Main Outfall F1			78,000			332,000	410,000		410,000
WW Collection Sys Imp - Main Outfall G2			389,000	1,646,000			2,035,000		2,035,000
WW Collection Sys Imp - Ellis Outfall F4			145,000	613,000			758,000		758,000

City of Jacksonville, NC
Adopted Capital Improvement Plan
2010 thru 2014
Projects by Department

	Prior Authorized	2010	2011	2012	2013	2014	Five Year Total Request	Future Costs	Total Project Costs
Warlick Street Sewer Rehabilitation			55,000	427,000			482,000		482,000
Koonce Circle Sewer Rehabilitation			13,000	116,000			129,000		129,000
Barrus Lift Station Upgrade			100,000	792,000			892,000		892,000
WW Collection Sys. Imp. - Brookview Outfall F2			500,000	2,118,000			2,618,000		2,618,000
College Street Sewer Rehabilitation				43,000	335,000		378,000		378,000
Memorial Lift Station Replacement				70,000		541,000	611,000		611,000
WW Collection Sys. Imp. - Henderson Outfall F1				149,000		633,000	782,000		782,000
St. Francis/Daisy Street Sewer Rehabilitation					100,000		100,000	500,000	600,000
Canterbury Lift Station Replacement					98,000		98,000	767,000	865,000
WW Collection Sys. Imp. - Ellis Outfall G1					334,000		334,000	1,415,000	1,749,000
Cando Place Sewer Rehabilitation					18,000		18,000	144,000	162,000
Palm Place to Linwood Drive Sewer Rehabilitation					41,000		41,000	322,000	363,000
Bondeaux Street Rehabilitation		121,000					121,000		121,000
Red Oak Culvert		203,500					203,500		325,000
Julia Court Street Reclamation	121,500	38,000					38,000		38,000
Bracken Place Street Reclamation		62,000					62,000		62,000
Ramona Avenue Street Reclamation			47,000				47,000		47,000
Broadhurst Road Reclamation		140,000					140,000		140,000
Preston Road Street Reclamation		74,000					74,000		74,000
Corbin Road Street Reclamation		62,000					62,000		62,000
Ellis Boulevard Extension		9,216					9,216		9,216
London Court Street Reclamation			27,000				27,000		27,000
Twinwood Drive Street Reclamation			91,000				91,000		91,000
Brookdale Place Street Reclamation			103,000				103,000		103,000
Forest Grove Avenue Street Reclamation			30,000				30,000		30,000
Enouch Lane Intersection Improvements			28,000				28,000		28,000
East Saltwood Place Street Reclamation			35,000				35,000		35,000
Fifth Avenue Street Reclamation			49,000				49,000		49,000
Twinwood Court Street Reclamation			48,000				48,000		48,000
Meadowview Court Street Reclamation			90,000				90,000		90,000
Kevin Court Street Reclamation				36,000			36,000		36,000
Northwoods Drive Section I Street Reclamation				139,000			139,000		139,000
Northwoods Drive Section II Street Reclamation				223,000			223,000		223,000
Sandy Drive Street Reclamation				164,000			164,000		164,000
Memorial Drive Street Reclamation				121,000			121,000		121,000
Davis Street Reclamation				22,000			22,000		22,000
Shadowridge Road Street Reclamation					714,000		714,000		714,000
Winchester Road Section I Street Reclamation						127,000	127,000		127,000
Winchester Road Section II Street Resurfacing						66,000	66,000		66,000
Jean Circle Reconstruction					122,000		122,000		122,000
Sharon Way Street Reclamation						76,000	76,000		76,000
Royce Avenue Street Reclamation						79,000	79,000		79,000
Onslow Drive Street Reclamation						106,000	106,000		106,000
York Court Street Reclamation						23,000	23,000		23,000
Parkwood Area Stormwater Project						3,826,467	3,826,467		4,056,467
Brynn Marr Area Stormwater Project	230,000	3,826,467					1,500,000		1,617,136
Stormwater Downtown Central Treatment	117,136	1,500,000					4,000,000		4,000,000
Zack Circle Stormwater Project			4,000,000				322,000		322,000
Pine Valley/Country Club Area Stormwater Project			36,000	286,000	47,000	373,000	420,000		420,000

City of Jacksonville, NC
 Adopted Capital Improvement Plan
 2010 thru 2014
 Projects by Department

	Prior Authorized	2010	2011	2012	2013	2014	Five Year Total Request	Future Costs	Total Project Costs
Relocation of Utilities for NCDOT Projects	100,000	50,000	50,000	50,000	50,000	50,000	250,000		350,000
Bordeaux Street Water and Sewer Rehabilitation	25,000	580,000					580,000		605,000
Seminole Trail Water and Sewer Rehabilitation	26,000	131,000					131,000		157,000
Williams Street Water and Sewer Rehabilitation		15,000	400,000				415,000		415,000
Jean Circle Water and Sewer Rehabilitation	31,805,748	16,004,600			55,000	410,000	465,000		465,000
Water Supply and Treatment Facility	160,000	30,000	30,000	30,000	30,000	30,000	16,004,600		47,810,348
Water Supply Improvements for Fire Protection	18,000	77,000					150,000		310,000
Dogwood Lane Water Line Replacement				107,000			107,000		95,000
Emergency Water System Interconnection - MCBCCL		2,062,000	1,817,000				3,879,000		3,879,000
Water System Improvements Phase II		75,000	290,000	2,306,000			2,671,000		2,671,000
Piney Green and 17 Water Service Area		286,000					286,000		286,000
Painting & Maintenance Water Tanks - Northwoods		92,000					92,000		92,000
Jarman Street Water Line Replacement			52,000	410,000			462,000		462,000
Zack Circle Water Line Replacement				286,000			286,000		286,000
Painting & Maintenance Water Tanks - Ellis						10,000	10,000	70,000	80,000
Hendricks Avenue Water Line Replacement						5,000	5,000	33,000	38,000
Bryan Court Water Line Replacement						9,000	9,000	69,000	78,000
Creon Court Water Line Replacement						5,000	5,000	36,000	41,000
York Court Water Line Replacement					5,000		35,000		35,000
Nelson Court Water Line Replacement					5,000		5,000		34,000
Logan Court Water Line Replacement						5,000	5,000		39,000
Recreation and Parks	64,715,760	44,695,514	14,501,000	10,625,000	1,944,000	3,703,500	75,469,014	7,640,000	147,824,774
NC 24 Lejeune Blvd Trail	135,000	100,000	180,000	700,000			980,000		1,115,000
Carolina Forest Park	50,000	624,750	419,875				1,044,625		1,094,625
Country Club Park		558,000					558,000		558,000
JHS Tennis Courts		47,080					47,080		47,080
Riverwalk Crossing Park		10,000	103,500				113,500		113,500
Riverwalk Crossing Park Fountain		52,500					52,500		52,500
Georgetown Water Access Site		500,000					500,000		500,000
Phillips Park		10,000	96,260	108,960			290,220		290,220
Jacksonville Commons Gym Floor			283,000		75,000		283,000		283,000
Wooten Park			4,500	107,000			111,500		111,500
Jacksonville Commons Phase III			684,800	15,000			699,800		699,800
Jacksonville Commons Skateboard Park			85,600	90,950		101,650	363,800	128,400	492,200
Richard Ray All America Park	30,000		32,000		180,000		212,000	260,000	502,000
Brynn Marr Indoor Facility	50,000		368,000	92,000	1,957,000	1,500,000	3,917,000	2,000,000	5,967,000
Trail Amenities				53,844		42,000	95,844		95,844
Brook Valley Tennis Courts				141,000			141,000		141,000
Water Trail				115,000			258,000		258,000
Aquatics Facility				100,000			100,000	16,000,000	16,100,000
Trail Head Park				300,000		1,110,000	1,410,000	270,000	1,680,000
Williamsburg Plantation Park				100,000		50,000	150,000	8,805,000	8,955,000
Jacksonville Commons Gazebo						40,000	40,000		40,000
Grand Total	265,000	1,902,330	2,257,535	1,423,754	2,940,600	2,843,650	11,367,869	27,463,400	39,096,269
	68,277,029	49,050,344	30,606,308	33,626,223	14,744,600	6,547,150	134,574,625	35,103,400	237,955,054

City of Jacksonville, NC
Capital Improvement Plan
 2010 thru 2014

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2010	2011	2012	2013	2014	Total
BOLD								
Riverwalk Crossing Park Fountain	RC-10 GF1002	1	25,000					25,000
BOLD Total			25,000					25,000
Capital Reserve Fund								
Sturgeon City Boardwalk III	CP-09 GF0806	1	50,000					50,000
Chaney Creek Bioremediation Phase II	CP-09 GR1001	1	50,000					50,000
Public Private Infrastructure Partnership	EN-08 GF0909	1	30,000					30,000
Public Service/Fleet Complex - Phase II	EN-09 SF0801	1	197,120					197,120
Georgetown Training Facility	FR-08 GF0316	1	60,000					60,000
Fire Station #5 (West Gum Branch)	FR-08 GF0401	1		200,000				200,000
Renovation of Northwoods Fire Station	FR-10 GF1008	1	51,750					51,750
Firearms Training Range Improvements	PD-09 GF0904	1	51,000					51,000
NC 24 Lejeune Blvd Trail	RC-08 GF0201	1	100,000	80,000				180,000
JHS Tennis Courts	RC-09 GF1001	1	47,080					47,080
Riverwalk Crossing Park	RC-09 GF1006	1	10,000					10,000
Riverwalk Crossing Park Fountain	RC-10 GF1002	1	9,500					9,500
Georgetown Water Access Site	RC-10 GF1003	1	500,000					500,000
Phillips Park	RC-10 GF1004	1	10,000					10,000
Jacksonville Commons Gazebo	RC-14-001	3					40,000	40,000
Capital Reserve Fund Total			1,166,450	280,000			40,000	1,486,450
Fundraising								
Sturgeon City Civic & Environmental Ed. Center	CP-11	1		2,000,000	5,000,000	5,000,000		12,000,000
Fundraising Total				2,000,000	5,000,000	5,000,000		12,000,000
General Fund								
Public Private Infrastructure Partnership	EN-08 GF0909	1		30,000	30,000	30,000	30,000	120,000
Cypress Creek Bridge	EN-13-001	4				20,000		20,000
Georgetown Training Facility	FR-08 GF0316	1		10,000	10,000	10,000		30,000
Fire Station #6 (Southwest)	FR-11 GF1009	2		220,000	232,500			452,500
Public Safety Headquarters Facility	PD-08 GF0601	1	970,104					970,104
Firearms Training Range Improvements	PD-09 GF0904	1		161,500	75,000			236,500
Riverwalk Crossing Park	RC-09 GF1006	1		103,500				103,500
Phillips Park	RC-10 GF1004	1		205,220		75,000		280,220
Jacksonville Commons Gym Floor	RC-11	2		283,000				283,000
Wooten Park	RC-11 GF	3		4,500	107,000			111,500
Jacksonville Commons Phase III	RC-11 GF1	2		684,800	15,000			699,800
Jacksonville Commons Skateboard Park	RC-11 GF11	3		85,600	90,950	85,600	101,650	363,800
Richard Ray All America Park	RC-11 GF9801	2		32,000		180,000		212,000

(No Staff, Vehicles, Equipment, Technology or Transit)

Tuesday, July 28, 2009

Source	Project#	Priority	2010	2011	2012	2013	2014	Total
Brynn Marr Indoor Facility	RC-11GF0402	2		368,000	92,000			460,000
Trail Amenities	RC-12 GF	3			10,769		8,400	19,169
Brook Valley Tennis Courts	RC-12 GF12	3			141,000			141,000
Water Trail	RC-12-001	4			115,000	143,000		258,000
Aquatics Facility	RC-13 GF1301	4				100,000		100,000
Trail Head Park	RC-13 GF1302	4				300,000	1,110,000	1,410,000
Williamsburg Plantation Park	RC-13 GF1303	3				100,000	50,000	150,000
Ellis Boulevard Extension	ST-10-008	1	1,536					1,536
General Fund Total			971,640	2,188,120	919,219	1,043,600	1,300,050	6,422,629

Grants

Sturgeon City Boardwalk III	CP-09 GF0806	1	150,000					150,000
Chaney Creek Bioremediation Phase II	CP-09 GR1001	1	300,000					300,000
Cypress Creek Bridge	EN-13-001	4				80,000		80,000
NC 24 Lejeune Blvd Trail	RC-08 GF0201	1	650,000					650,000
Carolina Forest Park	RC-08 GF0802	1	412,500	87,500				500,000
Country Club Park	RC-08 GF9604	1	279,000					279,000
Brynn Marr Indoor Facility	RC-11GF0402	2				250,000	250,000	500,000
Trail Amenities	RC-12 GF	3			43,075		33,600	76,675
Ellis Boulevard Extension	ST-10-008	1	7,680					7,680
Stormwater Downtown Central Treatment	SW-10-001	2		3,000,000				3,000,000
Grants Total			1,799,180	3,087,500	43,075	330,000	283,600	5,543,355

I&I Fund

Inflow & Infiltration (I&I) Rehabilitation	II-09 SF0304	1	250,000					250,000
I&I Fund Total			250,000					250,000

Installment Purchase-General Fund

Sturgeon City Civic & Environmental Ed. Center	CP-11	1			4,000,000			4,000,000
Fire Station #5 (West Gum Branch)	FR-08 GF0401	1		2,500,000				2,500,000
Renovation of Northwoods Fire Station	FR-10 GF1008	1		435,000				435,000
Fire Station #6 (Southwest)	FR-11 GF1009	2				2,850,000		2,850,000
Public Safety Headquarters Facility	PD-08 GF0601	1		23,198,749				23,198,749
Carolina Forest Park	RC-08 GF0802	1	450,000					450,000
Country Club Park	RC-08 GF9604	1	204,000					204,000
Brynn Marr Indoor Facility	RC-11GF0402	2				4,957,000		4,957,000
Installment Purchase-General Fund Total			654,000	26,133,749	4,000,000	7,807,000		38,594,749

Installment Purchase-Stormwater

Parkwood Area Stormwater Project	SW-08 SW0601	1	3,826,467					3,826,467
Zack Circle Stormwater Project	SW-11-001	3			286,000			286,000
Pine Valley/Country Club Area Stormwater Project	SW-13-001	3					373,000	373,000
Installment Purchase-Stormwater Total			3,826,467		286,000		373,000	4,485,467

Installment Purchase-Water/Sewer Fu

Inflow & Infiltration (I&I) Rehabilitation	II-09 SF0304	1	1,580,000					1,580,000
WW Collection Sys Imp - Main Outfall G2	SR-11-003	2			1,646,000			1,646,000

(No Staff, Vehicles, Equipment, Technology or Transit)

Tuesday, July 28, 2009

Source	Project#	Priority	2010	2011	2012	2013	2014	Total
Barrus Lift Station Upgrade	SR-11-007	2			792,000			792,000
WW Collection Sys Imp - Brookview Outfall F2	SR-11-008	2			2,118,000			2,118,000
Memorial Lift Station Replacement	SR-13-001	3					541,000	541,000
Piney Green and 17 Water Service Area	WT-10 WF1002	1			2,306,000			2,306,000
Installment Purchase-Water/Sewer Fund Total			1,580,000		6,862,000		541,000	8,983,000
Onslow County Government								
Riverwalk Crossing Park Fountain	RC-10 GF1002	1	18,000					18,000
Onslow County Government Total			18,000					18,000
Powell Bill								
Ellis Park Subdivision Infrastructure Improvements	EN-10 GF1007	1	35,000	470,000				505,000
New Bridge Infrastructure and Streetscape	EN-12-001	4			75,000			75,000
Cypress Creek Bridge	EN-13-001	4					400,000	400,000
Henderson Drive Sidewalk Installation	SK-10-001	1	35,000					35,000
Greenbriar Drive Sidewalk Installation	SK-10-002	1	120,000					120,000
Handicap Accessibility Improvements - Sidewalks	SK-10-003	1	17,000	15,000	15,000	15,000	15,000	77,000
Thomas Drive Sidewalk Installation	SK-11-001	1		15,000				15,000
Corbin Street Sidewalk Installation	SK-11-003	1		78,000				78,000
Jarman Street Sidewalk Installation	SK-11-004	1		71,000				71,000
Kerr Street Sidewalk Installation	SK-12-001	3			68,000			68,000
Hargett/New River Intersection - Ped Improvements	SK-12-002	3			120,000			120,000
Bell Fork/Hargett Intersection - Ped Improvements	SK-13-003	3				222,000		222,000
Doris Avenue Bike Lanes	SK-14-001	3					47,000	47,000
East Railroad/Chaney Avenue Bike Lanes	SK-14-002	3					42,500	42,500
Bordeaux Street Rehabilitation	ST-08-007	1	121,000					121,000
Julia Court Street Reclamation	ST-10-001	1	38,000					38,000
Bracken Place Street Reclamation	ST-10-002	1	62,000					62,000
Ramona Avenue Street Reclamation	ST-10-003	1		47,000				47,000
Broadhurst Road Reclamation	ST-10-004	1	140,000					140,000
Preston Road Street Reclamation	ST-10-005	1	74,000					74,000
Corbin Road Street Reclamation	ST-10-007	1	62,000					62,000
London Court Street Reclamation	ST-11-001	1		27,000				27,000
Twinwood Drive Street Reclamation	ST-11-002	1		91,000				91,000
Brookdale Place Street Reclamation	ST-11-003	1		103,000				103,000
Forest Grove Avenue Street Reclamation	ST-11-004	1		30,000				30,000
Enouch Lane Intersection Improvements	ST-11-005	3		28,000				28,000
East Saltwood Place Street Reclamation	ST-11-006	1		35,000				35,000
Fifth Avenue Street Reclamation	ST-11-007	1		49,000				49,000
Twinwood Court Street Reclamation	ST-11-008	1		48,000				48,000
Meadowview Court Street Reclamation	ST-11-009	1		90,000				90,000
Kevin Court Street Reclamation	ST-12-001	1			36,000			36,000
Northwoods Drive Section I Street Reclamation	ST-12-002	1			139,000			139,000
Northwoods Drive Section II Street Reclamation	ST-12-003	1			223,000			223,000
Sandy Drive Street Reclamation	ST-12-005	1			164,000			164,000
Memorial Drive Street Reclamation	ST-12-006	1			121,000			121,000
Davis Street Reclamation	ST-12-007	1			22,000			22,000
Shadowridge Road Street Reclamation	ST-13-002	1				714,000		714,000
Winchester Road Section I Street Reclamation	ST-13-003	1					127,000	127,000
Winchester Road Section II Street Resurfacing	ST-13-004	1					66,000	66,000
Jean Circle Reconstruction	ST-13-005	1				122,000		122,000

(No Staff, Vehicles, Equipment, Technology or Transit)

Tuesday, July 28, 2009

Source	Project#	Priority	2010	2011	2012	2013	2014	Total
Sharon Way Street Reclamation	ST-14-001	1					76,000	76,000
Royce Avenue Street Reclamation	ST-14-002	1					79,000	79,000
Onslow Drive Street Reclamation	ST-14-003	1					106,000	106,000
York Court Street Reclamation	ST-14-004	1					23,000	23,000
Powell Bill Total			704,000	1,197,000	983,000	1,073,000	981,500	4,938,500

Revenue Bonds

Inflow & Infiltration (I&I) Rehabilitation	II-09 SF0304	1	1,200,000					1,200,000
Land Application Expansion and Upgrade	SR-05 SF0504	1	23,615,676					23,615,676
Collins Branch Trunk Sewer Extension	SR-09 SF0903	1	101,000					101,000
Bellfork Lift Station Replacement	SR-10-005	1	60,000	480,000				540,000
Dewitt Street Trunk Sewer Replacement	SR-10-006	1	25,000	185,000				210,000
Bordeaux Street Water and Sewer Rehabilitation	WS-08-001	1	305,000					305,000
Water Supply and Treatment Facility	WT-04 WF0400	1	7,815,085					7,815,085
Water Supply Improvements for Fire Protection	WT-08 WF9802	1	30,000	30,000	30,000	30,000	30,000	150,000
Dogwood Lane Water Line Replacement	WT-08-001	1	69,000					69,000
Emergency Water System Interconnection - MCBCL	WT-09 WF0902	3			107,000			107,000
Water System Improvements Phase II	WT-10 WF1001	1	3,879,000					3,879,000
Jarman Street Water Line Replacement	WT-10-001	1	92,000					92,000
Revenue Bonds Total			37,191,761	695,000	137,000	30,000	30,000	38,083,761

Sewer Fund

Ellis Park Subdivision Infrastructure Improvements	EN-10 GF1007	1	60,000	345,000				405,000
WW Collection Sys Imp - Main Outfall F1	SR-11 SF1002	3		78,000	332,000			410,000
WW Collection Sys Imp - Main Outfall G2	SR-11-003	2		389,000				389,000
WW Collection Sys Imp - Ellis Outfall F4	SR-11-004	2		145,000	613,000			758,000
Warlick Street Sewer Rehabilitation	SR-11-005	1		55,000	427,000			482,000
Koonce Circle Sewer Rehabilitation	SR-11-006	1		13,000	116,000			129,000
Barrus Lift Station Upgrade	SR-11-007	2		100,000				100,000
WW Collection Sys Imp - Brookview Outfall F2	SR-11-008	2		500,000				500,000
College Street Sewer Rehabilitation	SR-12-002	1			43,000	335,000		378,000
Memorial Lift Station Replacement	SR-13-001	3				70,000		70,000
WW Collection Sys Imp - Henderson Outfall F1	SR-13-002	2				149,000	633,000	782,000
St. Francis/Daisy Street Sewer Rehabilitation	SR-14-001	1					100,000	100,000
Canterbury Lift Station Replacement	SR-14-002	3					98,000	98,000
WW Collection Sys Imp - Ellis Outfall G1	SR-14-003	2					334,000	334,000
Cando Place Sewer Rehabilitation	SR-14-004	1					18,000	18,000
Palm Place to Linwood Drive Sewer Rehabilitation	SR-14-005	1					41,000	41,000
Sewer Fund Total			60,000	1,625,000	1,531,000	554,000	1,224,000	4,994,000

State RLF - Water

Water Supply and Treatment Facility	WT-04 WF0400	1	9,769,735					9,769,735
State RLF - Water Total			9,769,735					9,769,735

Stormwater Fund

Stormwater Downtown Central Treatment	SW-10-001	2		1,000,000				1,000,000
Zack Circle Stormwater Project	SW-11-001	3		36,000				36,000
Pine Valley/Country Club Area Stormwater Project	SW-13-001	3				47,000		47,000

Source	Project#	Priority	2010	2011	2012	2013	2014	Total
Stormwater Fund Total			1,036,000		47,000		1,083,000	
Transit								
Public Service/Fleet Complex - Phase II	EN-09 SF0801	1	542,880					542,880
Transit Total			542,880				542,880	
Water and Sewer Fund								
Public Service/Fleet Complex - Phase II	EN-09 SF0801	1	217,000					217,000
New Bridge Infrastructure and Streetscape	EN-12-001	4			50,000			50,000
Relocation of Utilities for NCDOT Projects	WS-08 SF0403	1	50,000	50,000	50,000	50,000	50,000	250,000
Williams Street Water and Sewer Rehabilitation	WS-10-001	1	15,000	400,000				415,000
Jean Circle Water and Sewer Rehabilitation	WS-13-002	1				55,000	410,000	465,000
Water and Sewer Fund Total			282,000		450,000		100,000	
					105,000		460,000	
							1,397,000	
Water Fund								
Piney Green and 17 Water Service Area	WT-10 WF1002	1	75,000	290,000				365,000
Painting & Maintenance Water Tanks - Northwoods	WT-10 WF8903	1	286,000					286,000
Zack Circle Water Line Replacement	WT-11-001	1		52,000	410,000			462,000
Painting & Maintenance Water Tanks - Ellis	WT-12 WF8903	3			286,000			286,000
Hendricks Avenue Water Line Replacement	WT-14-001	1					10,000	10,000
Bryan Court Water Line Replacement	WT-14-002	1					5,000	5,000
Creon Court Water Line Replacement	WT-14-003	1					9,000	9,000
York Court Water Line Replacement	WT-14-004	1					5,000	5,000
Nelson Court Water Line Replacement	WT-14-005	1				5,000	30,000	35,000
Logan Court Water Line Replacement	WT-14-006	1					5,000	5,000
Water Fund Total			361,000		342,000		696,000	
					5,000		64,000	
							1,468,000	
GRAND TOTAL			59,202,113		39,034,369		20,557,294	
					15,994,600		5,297,150	
							140,085,526	

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # **FR-08 GF0316**
 Project Name **Georgetown Training Facility**



Type Improvement Department Fire
 Useful Life 15 Contact Spencer Lee
 Category Combined Infrastructure Priority C Committed To
 Part of Master Plan Y Growth Related Y
 Externally Mandated N Service Related Y

Description Total Project Cost: **\$204,000**

The Georgetown Training Facility is a practical training facility for emergency service agencies. This is a leased facility; there is a multi-year improvement plan to upgrade this facility. The overall project consists of Training Tower improvements, road improvements and the addition of a stormwater and drainage retention pond to meet regulatory requirements. In prior years, improvements have been made to the Training Tower. In 2010 the funding will be used to widen the existing paved areas from 10ft to 20ft to accommodate the vehicles traveling to the Training Facility. 2010 funding is also dedicated to the replacement of chainlink fencing surrounding the Facility. Stormwater improvements are planned for 2011.

Justification

Additional needed training exercises will be added as funds are available. A stormwater retention pond will be needed in order to meet city and state requirements. This facility is utilized by City and County agencies for Public Safety Training.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
114,000	Engineering/Design	10,000					10,000
	Construction	50,000	10,000	10,000	10,000		80,000
Total	Total	60,000	10,000	10,000	10,000		90,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
114,000	Capital Reserve Fund	60,000					60,000
	General Fund		10,000	10,000	10,000		30,000
Total	Total	60,000	10,000	10,000	10,000		90,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: Can not use facility during wet weather. The department will not be able to properly train personnel which could cause a loss in operational efficiency. Proper training of fire personnel supports the department's accreditation status.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # FR-10 GF1008
Project Name Renovation of Northwoods Fire Station



Type Rehabilitation **Department** Fire
Useful Life 30 **Contact** Rick McIntyre
Category Buildings **Priority** C Committed To
Part of Master Plan N **Growth Related** N
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$486,750

This project consist of adding a new drive-thru fire apparatus bay to Fire Station 2. It also includes the conversion of the existing bays to living quarters, adding male and female shower and locker rooms, and installation of a new HVAC system will be needed. Electrical, site work, and other upgrades are included in this project. Existing asbestos will have to abated as part of this project.

Engineering evaluation to be conducted in 2010, with construction in 2011. The evaluation report will provide a recommendation on whether it is more cost effective to add a new bay and remodel the existing building or build a new station to replace Fire Station 2.

Justification

The existing apparatus bay of this fire station was not designed for the size of modern fire apparatus; a new drive-thru apparatus bay will be added. Electrical, site work, and other upgrades are included in this project.

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	15,000					15,000
Engineering/Design	36,750					36,750
Construction		310,000				310,000
Equipment/Furnishings		75,000				75,000
Contingency		50,000				50,000
Total	51,750	435,000				486,750

Funding Sources	2010	2011	2012	2013	2014	Total
Capital Reserve Fund	51,750					51,750
Installment Purchase-General		435,000				435,000
Total	51,750	435,000				486,750

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: Affects the life safety/property protection of this area of the City. ITS Access Control. Estimate \$600/year in increased utility costs. The abatement of asbestos is necessary to ensure the safety and health of the firefighters and public that are at the station. Exposure to asbestos can cause sickness and reduce the efficiency of the department and the city.

Renovation financed for 15 years at 5%

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service		24,807	29,768	29,768	29,768	114,111	332,409
Operating Expense		600	600	600	600	2,400	
Total		25,407	30,368	30,368	30,368	116,511	Total

Capital Improvement Plan

City of Jacksonville, NC

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Project # PD-08 GF0601
Project Name Public Safety Headquarters Facility



Type New Construction **Department** Police
Useful Life 30 **Contact** Rick McIntyre/Mike Yanerio
Category Buildings **Priority** C Committed To
Part of Master Plan Y **Growth Related** Y
Externally Mandated Y **Service Related** Y

Description **Total Project Cost: \$26,708,261**

This project replaces the old headquarters building. Construction of a new Police and Fire Headquarters facility is necessary to provide space to house the Administrative and Operational offices of these emergency services. The request for 2008 of \$1,500,000 is allocated for Land Acquisition and Planning and Design Fees.

The request for FY10 of \$500,000 in pre-engineering is allocated in furtherance of land planning and design fees.

Justification

The existing building is over 40 years old, is experiencing maintenance problems and is too small for the needs of the two departments. In addition, relocating this station further north provides better overall response coverage in the core area of the City. The current 26,000 square foot facility that houses the Police and Fire Departments has served the departments well; but because of the current demands, it is no longer able to provide the space these two departments require. Further, the age of the facility is beginning to take a toll on the exterior and interior spaces of the facility. A Facility Space Needs study was conducted in February 2006 which stated that the space needs of the Police Department to include current and future needs is 59,979 square feet. The space needs of the Fire Department to include current and future needs is 30,611 square feet.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
2,633,769	Engineering/Design	1,239,750					1,239,750
Total	Construction		10,145,030	10,145,030			20,290,060
	Equipment/Furnishings			1,122,499			1,122,499
	Contingency		304,351	304,351			608,702
	Construction Administration		125,392	188,089			313,481
	Pre-Engineering	500,000					500,000
	Total	1,739,750	10,574,773	11,759,969			24,074,492

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
2,539,408	General Fund	970,104					970,104
Total	Installment Purchase-General		23,198,749				23,198,749
	Total	970,104	23,198,749				24,168,853

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: Affects the life safety/property protection of this area of the City. There will be a substantial impact on both the Police and Fire Departments if this project is cancelled or delayed. Both of these emergency services have been confined to a facility for the past several years that has insufficient space to fulfill the missions and operational capabilities of both departments. Facilities Maintenance Services continual support of the interior and exterior of the facility. ITS to support the computer and telephone equipment in the facility. Estimated Costs - Electricity - \$101,461, Water/Sewer - \$6,000, Sanitation - \$3,360 and Stormwater - \$3,744 = Total Cost \$114,565. The Fire/Police Depts over the past several years have been unable to expand the operations of the agencies to keep pace with the growth of the City due to lack of critical physical space. The cost of being unable to expand is difficult to quantify but does have a significant impact on the agency's ability to effectively meet the needs of the community.

Building financed for 20 years at 5%

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service		1,524,662	1,829,595	1,829,595	1,829,595	7,013,447	29,578,452
Operating Expense			114,565	114,565	114,565	343,695	
Total		1,524,662	1,944,160	1,944,160	1,944,160	7,357,142	Total

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # PD-09 GF0904
Project Name Firearms Training Range Improvements



Type New Construction **Department** Police
Useful Life 15 **Contact** Tim Malfitano
Category Buildings **Priority** C Committed To
Part of Master Plan N **Growth Related** N
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$322,000**

The first phase of improvements (FY 2009) include:
 Dainage and grading work being completed by the COJ prior to installation of pneumatic target system (1st Quarter calendar year 2009).
 Installation of Pneumatic Target System: \$35,000 To be funded by Coastal Carolina Community College, out to Bid and should begin project installation by 2nd quarter 2009.
 The next Phase of improvements (FY2010/2011) include the construction of a classroom/ training building consisting of a steel and concrete structured facility between 5,000 and 7,500 square feet. Mechanicals for the facility would include, plumbing, electrical, heat and air (HVAC systems) The facility would have dual classroom facilities capable of sustaining 35 students per classroom. The facility would also be equipped with a male/ female facilities, adequate storage and a kitchenette.
 FY 2010 Capital Improvements include the design and site work
 \$10,000- used for engineering and design of new classroom facility,
 \$41,000- Used for slab, plumbing and site work for the training facility. Projected time to begin 1st Quarter 2010.
 FY 2011 Capital Improvements include construction of training facility building and installation of paved and marked parking area: Projected Completion (March) 2011
 Bullet Trap System:
 A Bullet Trap System allows a user to perform firearms training without fear of the bullets straying and injuring another person or property. Installation beginning in Jan 2010 and completed by June 2012.

Justification

Pneumatic Target System:
 A target system selected by a law enforcement agency must be dependable while allowing for precision firearms training, to include simple mandatory re-qualification and advanced reactive exercises. In addition, considerations must be made for tactical training situations which often require the officer to advance and address downrange and mobile multiple threats. The Pneumatic Target System as opposed to the current static system will enhance the firearms proficiency of our current and future law enforcement professionals and continually enhance their capabilities. The Training and Standards Commission mandates that officers maintain State Qualification yearly, with this upgrade training our officers in this technique will reduce the risk of liability.

Classroom/ Training Building : Numerous training venues are conducted on this range. Upgrading the facility will add space thus increasing student volume which will save time and money. The current classroom, as seen, is not conducive for learning by either lecture /demonstrative methods of instruction. The facility is too small with no capabilities for technological teaching mechanisms used to enhance learning. The facility pictured is not equipped for efficient cooling in the summer months nor heating in the winter season. A new facility would be outfitted with all the components necessary for conducting mandated as well as in-service instruction.

Paving the parking areas identified by usage. Currently the range has no marked and or paved parking area. This upgrade will protect the vehicles from the existing dirt and rock debris while identifying a safe area for parking for all persons visiting or using the facility, accommodating traffic and numerous students that use the facility annually. Having a designated marked area will provide a safe means of parking for visitors and or personnel involved in range functions.

Bullet Trap System:
 This system can safely, reliably, and consistently receive bullets under all conditions and in all calibers appropriate to your shooting and/or training needs. It can safely collect and store all bullets fired into it without affecting ongoing shooting and without causing environmental damage. This system also allows for the safe and efficient removal and disposal of collected lead and other debris without causing environmental damage and without violating city, county, state, or federal regulations.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Prior	Expenditures	2010	2011	2012	2013	2014	Total
34,500	Engineering/Design	10,000					10,000
Total	Construction	41,000	150,000	75,000			266,000
	Equipment/Furnishings		11,500				11,500
	Total	51,000	161,500	75,000			287,500

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
34,500	Capital Reserve Fund	51,000					51,000
Total	General Fund		161,500	75,000			236,500
	Total	51,000	161,500	75,000			287,500

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED:

A delay or cancellation in these projects would reduce the caliber of training that police officers of this organization could receive. Firearms training is one of the most liable and litigated areas of law enforcement. The impact of the environment officers train in and the training itself greatly affects the performance of our employees and with the implementation of these projects we can greatly enhance their knowledge, skills and abilities, and considerably reduce liability costs.

Prior	Budget Items	2010	2011	2012	2013	2014	Total
40	Operating Expense	40	40	240	720	720	1,760
Total	Total	40	40	240	720	720	1,760

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # EN-08 GF0909
Project Name Public Private Infrastructure Partnership

Type Improvement **Department** Public Services
Useful Life 30 **Contact** Wally Hansen
Category Buildings **Priority** C Committed To
Part of Master Plan Y **Growth Related** Y
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$210,000**
 This project is designed to improve or rehabilitate existing City infrastructure or add new infrastructure benefiting the citizens by partnering with private entities. During FY 2009 the City was able to use a portion of these funds to connect the sidewalk along Henderson Drive (between Northwoods Methodist Church and Hairtage Salon and Day Spa) by partnering with the Church's contractor.

Justification
 Funding this project enables staff to enhance public funds by allowing the City to partner with private entities that are willing to contribute to the improvement of City Infrastructure. Section 8 of General Statutes (S.814) provides statewide authority for cities and counties to adopt infrastructure agreements with developers.
 This project is funded using the General Fund/Capital Reserve dollars to allow staff more flexibility in the type of projects that can be funded. Using money from Powell Bill or the Water and Sewer Fund would only allow participation in those type of projects.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
60,000	Construction	30,000	30,000	30,000	30,000	30,000	150,000
Total	Total	30,000	30,000	30,000	30,000	30,000	150,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
60,000	Capital Reserve Fund	30,000					30,000
	General Fund		30,000	30,000	30,000	30,000	120,000
Total	Total	30,000	30,000	30,000	30,000	30,000	150,000

Budget Impact/Other
 IMPACT IF CANCELLED OR DELAYED: Staff would not have the flexibility to take advantage of public/private partnerships to improve City infrastructure.

Capital Improvement Plan

City of Jacksonville, NC

Data in Year 2010

Project # EN-09 SF0801
Project Name Public Service/Fleet Complex - Phase II



Type New Construction **Department** Public Services
Useful Life 30 **Contact** Wally Hansen
Category Buildings **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$1,087,000**

This project consists of the planning, design, and construction for Phase II of the Public Services Compound. This phase includes needed improvements for the following City Divisions:

1. Fleet Maintenance: Expansion of the administrative office and 2 additional service bays in the Fleet building to maintain the five buses associated with the Jacksonville Transit System.
2. Streets Division: Additional storage space and Aggregate Storage Bins (shared)
3. Utilities Maintenance Division: Aggregate Storage Bins (shared)
4. Sanitation: Additional storage and Assembly Building for trash carts.
5. Facilities Maintenance Services: Additional Storage Space and larger gravel laydown yard.
6. Metering: Additional storage for water meters, equipment, and repair parts.

This phase also includes additional required parking and stormwater system improvements which will be divided proportionately among these six divisions.

Justification

Additions to this facility are necessary for City employees to work in a safe and efficient manner and continue to provide the current level of service to the residents of Jacksonville as the City continues to grow. Many storage areas are not sufficient for the customer base served by each of these departments. As part of this project staff will look for opportunities to improve operations and services while encouraging a more sustainable and environmentally friendly approach.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
50,000	Engineering/Design	60,000					60,000
Total	Construction	445,000	447,000				892,000
	Contingency	55,000					55,000
	Construction Administration	15,000	15,000				30,000
	Total	575,000	462,000				1,037,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
130,000	Capital Reserve Fund	197,120					197,120
Total	Transit	542,880					542,880
	Water and Sewer Fund	217,000					217,000
	Total	957,000					957,000

Budget Impact/Other

Operational Impact/Other: If this project is delayed it will be difficult for the City to continue providing the current level of service based on both the recent and projected growth of the City.

Capital Improvement Plan
City of Jacksonville, NC

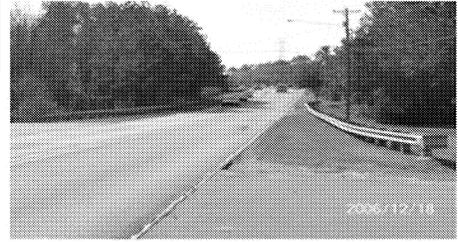
Data in Year 2010

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service	204,606	245,527	245,527	245,527	245,527	1,186,714	2,977,266
Total	204,606	245,527	245,527	245,527	245,527	1,186,714	Total

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # SK-10-001
Project Name Henderson Drive Sidewalk Installation



Type New Construction **Department** Public Services
Useful Life 15 **Contact** Wally Hansen
Category Sidewalks **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$35,000**

Install approximately 900 linear feet of a 4-foot wide sidewalk along the west side of Henderson Drive from Onslow Drive to US 17 (Marine Boulevard).

Justification

The sidewalk installation program is designed to increase the (1) connectivity of existing sidewalks within our community's neighborhoods, (2) connectivity between and among these neighborhoods and (3) connectivity along and between the City's major commercial corridors.

This section of Henderson Drive is a developed commercial corridor with no pedestrian accommodations. With parking lots immediately adjacent to arterial roadway, pedestrian safety is a major concern. Completing this section of Henderson Drive will improve pedestrian safety by connecting sidewalks along Marine Boulevard with the existing sidewalk on Henderson Drive at Mill Creek.

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	3,000					3,000
Construction	29,000					29,000
Contingency	1,000					1,000
Construction Administration	2,000					2,000
Total	35,000					35,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # SK-10-002
Project Name Greenbriar Drive Sidewalk Installation



Type New Construction **Department** Public Services
Useful Life 15 **Contact** Wally Hansen
Category Sidewalks **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$120,000**
 Install approximately 3,100 linear feet of a 4-foot wide sidewalk along the south and east side of Greenbriar Drive from Thomas Drive to Pine Valley Road.

Justification
 The sidewalk installation program is designed to increase the (1) connectivity of existing sidewalks within our community's neighborhoods, (2) connectivity between and among these neighborhoods and (3) connectivity along and between the City's major commercial corridors.
 Greenbriar Drive does not currently have sidewalks on either side of the street. This project will improve pedestrian safety and help improve neighborhood connectivity.

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	9,000					9,000
Construction	98,000					98,000
Contingency	5,000					5,000
Construction Administration	8,000					8,000
Total	120,000					120,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	120,000					120,000
Total	120,000					120,000

Budget Impact/Other

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project #	SK-10-003
Project Name	Handicap Accessibility Improvements - Sidewalks

Type Improvement	Department Public Services
Useful Life 20	Contact Wally Hansen
Category Sidewalks	Priority C Committed To
Part of Master Plan N	Growth Related N
Externally Mandated N	Service Related Y

Description	Total Project Cost: \$77,000
Create a new program that would improve connectivity for persons with disabilities by upgrading handicap ramps and detectable warning devices on existing sidewalks. This program would be established by creating a priority ranking of corridors based on accessibility needs.	

Justification
This program would work in conjunction with the sidewalk installation program to increase the (1) connectivity of existing sidewalks within our community's neighborhoods, (2) connectivity between and among these neighborhoods and (3) connectivity along and between the City's major commercial corridors.

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	2,000					2,000
Construction	15,000	15,000	15,000	15,000	15,000	75,000
Total	17,000	15,000	15,000	15,000	15,000	77,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	17,000	15,000	15,000	15,000	15,000	77,000
Total	17,000	15,000	15,000	15,000	15,000	77,000

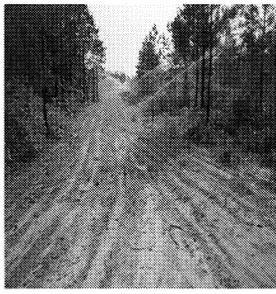
Budget Impact/Other

Capital Improvement Plan

City of Jacksonville, NC

Data in Year 2010

Project #	SR-05 SF0504
Project Name	Land Application Expansion and Upgrade



Type Improvement	Department Public Services
Useful Life 20	Contact Gregory K. Meshaw
Category Sewer - Treatment	Priority C Committed To
Part of Master Plan Y	Growth Related Y
Externally Mandated Y	Service Related Y

Description	Total Project Cost: \$44,155,607
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Expansion and upgrade of the existing 6 million gallon per day (mgd) land application wastewater treatment facility to a 9 mgd capacity along with additional personnel and equipment to operate the expanded facility.

The City of Jacksonville's Land Treatment Facility has been in operation for over 8 years. The facility has been operating with a minimal staff over these years. As such recommendations regarding expansion of the LTS staff were made (see Justification). Through FY09, one of two recommended fulltime Plant Operator I positions and one of two recommended fulltime Equipment Operators have been hired. While a recommended part-time Laboratory Technician has been hired, neither of the two recommended Maintenance Worker II positions have been filled. Additionally, none of the equipment to support new personnel as described in the justification section has been acquired.

Justification

The City entered into a Special Order by Consent (SOC) approved by the North Carolina Environmental Management Commission (EMC) as a result of violations of the permit issued by the State of North Carolina to the City's Wastewater Land Treatment System. Among the many improvements stipulated by the SOC is one whereby the City is to complete construction of upgrades to the wastewater treatment facility by June 1, 2011 and then comply with final permit limits for the expanded facility by September 1, 2011. To that end, bids were received on May 15, 2008 for construction of the LTS upgrade and expansion project which was followed by the start of Construction in August 2008.

The design engineers for the expansion project reviewed the number of employees that operate the 6 MGD facility and recommend that a full-time Plant Operator I, Maintenance Worker II, and Equipment Operator I position and a part-time Equipment Operator I and a part-time Chemist position be filled during FY08 so as to provide the number of employees needed to operate the facility efficiently. They also recommended that two additional Plant Operator I positions, another Maintenance Worker II position and another Equipment Operator I position be hired by the time the facility is expanded to 9 mgd.

When planning for the new personnel it also became apparent that an additional 4X4 extended cab pickup truck, and one 4X6 John Deere gator would be needed. The need for an additional 4X4 gator was projected for FY09 since additional spray field acreage was to come online in FY09.

Amendment reduced project budget to \$44,155,607 by reducing the transfer from the Water/Sewer Fund and replacing with Lease Purchase Revenue.

AMENDED 6/2/2009 ORDINANCE (2009-31) BK 10, PG 28.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
30,631,376	Engineering/Design	1,206,418					1,206,418
	Construction	8,827,293					8,827,293
	Contingency	3,490,520					3,490,520
	Total	13,524,231					13,524,231

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
20,539,931	Revenue Bonds	23,615,676					23,615,676
	Total	23,615,676					23,615,676

Capital Improvement Plan

Data in Year 2010

City of Jacksonville, NC

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: If this project is delayed or cancelled, the City will not meet dates set forth in the SOC agreement with the State.

Human Resources - HR will be in charge of placing ads, processing paperwork and monitoring the recruitment process for the new position yet to be filled. Fleet Maintenance - Fleet would be in charge of ordering one new pickup truck and two new John Deere gators, and for the continued maintenance of the pickup truck.

Salary Information - One Operator I at 42,371/year, one Maintenance Worker II at 36,024/year, one full time Equipment Operator I at 40,667/year, one part-time Equipment Operator I at 27,879/year, and one Chemist at 62,108/year. In FY2011, One Plants Operator I at 42,371/year, one Plants Operator II at 46,043/year, one Maintenance Worker II at 36,024/year, and one Equipment Operator I at 40,667/year would be required at completion of expansion.

Operating expenses are based on information provided by Malcolm Pirnie, Inc.

Revenue Bonds for 20 years at 5.2% - \$23,615,676

Installment Purchase for 10 years at 3.8% - \$2,000,000

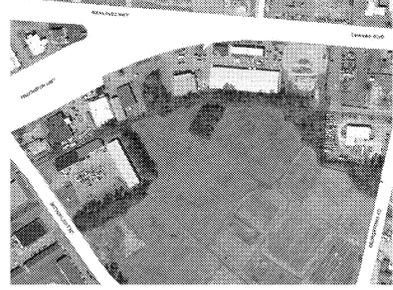
SRF for 20 years at 2.1% - \$17,500,000

Prior	Budget Items	2010	2011	2012	2013	2014	Total	Future
1,514,767	Debt Service	2,970,638	3,385,930	3,382,425	3,371,555	3,353,180	16,463,728	43,644,600
	Operating Expense	791,858	791,858	791,858	791,858	791,858	3,959,290	
	Personnel	209,049	374,154	374,154	374,154	374,154	1,705,665	
Total		3,971,545	4,551,942	4,548,437	4,537,567	4,519,192	22,128,683	Total

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # SR-09 SF0903
Project Name Collins Branch Trunk Sewer Extension



Type New Construction **Department** Public Services
Useful Life 20 **Contact** Gregory K. Meshaw
Category Sewer - Trunk Lines **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated N **Service Related** Y

Description **Total Project Cost:** \$132,000

The project will involve the extension of 8-inch gravity sewer along Collins Branch from Georgetown Road to near Broadhurst Road.

Justification

Extension of gravity sewer from Georgetown Road to Broadhurst Road along Collins Branch will make sewer service available to existing commercial businesses that are located along US 17 between the two roads. Extension of the sewer to this area is desired by owners of some of these in-City commercial properties so they can be expanded or redeveloped.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
33,000	Construction	93,000					93,000
	Construction Administration	6,000					6,000
Total	Total	99,000					99,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
31,000	Revenue Bonds	101,000					101,000
Total	Total	101,000					101,000

Budget Impact/Other

Cost impact will be the ongoing maintenance of approximately 1,650 linear feet of 8-inch diameter gravity sewer and related appurtenances. Revenue Bonds financed for 20yrs at 5.2%

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service	8,820	10,584	10,584	10,584	10,584	51,156	160,524
Total	8,820	10,584	10,584	10,584	10,584	51,156	Total

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # ST-08-007
Project Name Bordeaux Street Rehabilitation



Type Reclamation **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Streets **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$121,000**
 Resurface approximately 600 linear feet of Bordeaux Street from Marine Boulevard to Chaney Avenue and 1,300 linear feet from Canna Street to New Bridge Street.

Justification
 The street resurfacing program is intended to improve the street structure, improve ride quality and extend the useful life of the street in order to defer more costly repairs. In August 2006 a Pavement Rating Survey analyzing the condition of all City streets was completed by US Infrastructure. Staff has utilized the information gathered in this report to select streets for rehabilitation based on their age and condition. The street rehabilitation program is designed to improve the street structure, ride quality, and extend the useful life of the street. 2006 Pavement Condition Rating-24

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	3,000					3,000
Construction	114,000					114,000
Construction Administration	4,000					4,000
Total	121,000					121,000

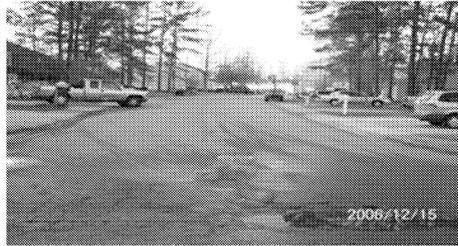
Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	121,000					121,000
Total	121,000					121,000

Budget Impact/Other

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # ST-10-002
Project Name Bracken Place Street Reclamation



Type Reclamation **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Streets **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$62,000

Rehabilitate approximately 600 linear feet of Bracken Place from Dewitt Street to beginning of the private drive.

Justification

The street rehabilitation program is intended to improve the street structure, improve ride quality and extend the useful life of the street in order to defer more costly street reconstruction. In August 2006 a Pavement Rating Survey analyzing the condition of all City streets was completed by US Infrastructure. This survey rated street segments by observing eight common pavement surface distresses and their corresponding severity levels. Staff has utilized the information gathered in this report to select streets for rehabilitation based on their age, the condition of the street, and the condition of any underlying infrastructure. 2006 Pavement Condition Rating-19

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	2,000					2,000
Construction	51,000					51,000
Contingency	5,000					5,000
Construction Administration	4,000					4,000
Total	62,000					62,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	62,000					62,000
Total	62,000					62,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: The City's roadway system will continue to deteriorate resulting in potholing, increased service calls, an inconvenience to the motoring public, and increased construction cost when the roadway is rehabilitated.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # ST-10-004
Project Name Broadhurst Road Reclamation



Type Reclamation **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Streets **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$140,000

Rehabilitate approximately 1,800 linear feet of Broadhurst Road from Hwy US 17 to Georgetown Road.

Justification

The street rehabilitation program is intended to improve the street structure, improve ride quality and extend the useful life of the street in order to defer more costly street reconstruction. In August 2006 a Pavement Rating Survey analyzing the condition of all City streets was completed by US Infrastructure. This survey rated street segments by observing eight common pavement surface distresses and their corresponding severity levels. Staff has utilized the information gathered in this report to select streets for rehabilitation based on their age, the condition of the street, and the condition of any underlying infrastructure. 2006 Pavement Condition Rating-29

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	5,000					5,000
Construction	117,000					117,000
Contingency	10,000					10,000
Construction Administration	8,000					8,000
Total	140,000					140,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	140,000					140,000
Total	140,000					140,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: The City's roadway system will continue to deteriorate resulting in potholing, increased service calls, an inconvenience to the motoring public, and increased construction cost when the roadway is rehabilitated.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # ST-10-007
Project Name Corbin Road Street Reclamation



Type Reclamation **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Streets **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$62,000

Rehabilitate approximately 500 linear feet of Corbin Road between Lejeune Boulevard and Liberty Drive.

Justification

The street rehabilitation program is intended to improve the street structure, improve ride quality and extend the useful life of the street in order to defer more costly street reconstruction. In August 2006 a Pavement Rating Survey analyzing the condition of all City streets was completed by US Infrastructure. This survey rated street segments by observing eight common pavement surface distresses and their corresponding severity levels. Staff has utilized the information gathered in this report to select streets for rehabilitation based on their age, the condition of the street, and the condition of any underlying infrastructure. 2006 Pavement Condition Rating-9

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	2,000					2,000
Construction	51,000					51,000
Contingency	5,000					5,000
Construction Administration	4,000					4,000
Total	62,000					62,000

Funding Sources	2010	2011	2012	2013	2014	Total
Powell Bill	62,000					62,000
Total	62,000					62,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: The City's roadway system will continue to deteriorate resulting in potholing, increased service calls, an inconvenience to the motoring public, and increased construction cost when the roadway is rehabilitated.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project #	ST-10-008
Project Name	Ellis Boulevard Extension

Type New Construction	Department Public Services
Useful Life 30	Contact Wally Hansen
Category Streets	Priority C Committed To
Part of Master Plan N	Growth Related N
Externally Mandated N	Service Related Y

Description	Total Project Cost: \$9,216
Extend Ellis Boulevard from its existing terminus to Bellfork Road adjacent to the US 17 Bypass. The funding in 2010 will be used for preliminary planning and design.	
The planning for this project will be conducted in conjunction with the NC24 Corridor Study. Total project planning cost is estimated to be \$9,216 of which approximately 80% will be funded through the PL104 grant. The remaining match is funded through the general fund.	

Justification
The installation of the US 17 Bypass severed the connection between Ellis Boulevard and Bellfork Road. Ellis Boulevard is now a deadend road that exceeds the City's 750 foot maximum. Re-establishing this connection would improve street connectivity and response times for emergency personnel.

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	9,216					9,216
Total	9,216					9,216

Funding Sources	2010	2011	2012	2013	2014	Total
General Fund	1,536					1,536
Grants	7,680					7,680
Total	9,216					9,216

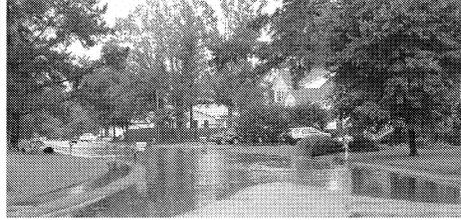
Budget Impact/Other

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Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # SW-08 SW0601
Project Name Parkwood Area Stormwater Project



Type Rehabilitation **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Stormwater-Drainage Improve **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated Y **Service Related** Y

Description

Total Project Cost: \$4,056,467

The Parkwood Area Stormwater project consists of rehabilitating and relocating drainage facilities from behind Jacksonville High School to Fawn Trail. This area is prone to localized flooding even during mild rain events.

Justification

The Parkwood Area Project is currently number two on the prioritized list of the stormwater problem areas that need to be addressed in the City. This area consists of a 64-acre watershed that is primarily built-out. Throughout this watershed, rain and storm events will typically overflow channel banks causing backyard and local street flooding.

The Clean Water Act established rules/regulations which resulted in a requirement for a NPDES Phase II storm water permit. In 2006 the City established a Stormwater Utility Enterprise Fund to help offset the costs associated with the requirements of these regulations. This fund includes a capital component to fund stormwater related projects within the City.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
230,000	Engineering/Design	231,467					231,467
Total	Construction	3,030,000					3,030,000
	Contingency	450,000					450,000
	Construction Administration	115,000					115,000
	Total	3,826,467					3,826,467

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
230,000	Installment Purchase-Stormwat	3,826,467					3,826,467
Total	Total	3,826,467					3,826,467

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: The Parkwood Area will continue to experience flooding during storm events.

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service -Stormwater Fun	319,452	383,342	383,342	383,342	383,342	1,852,820	3,550,963
Total	319,452	383,342	383,342	383,342	383,342	1,852,820	Total

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service	127,352	152,822	152,822	152,822	152,822	738,640	1,553,690
Total	127,352	152,822	152,822	152,822	152,822	738,640	Total

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # WS-08 SF0403
Project Name Relocation of Utilities for NCDOT Projects



Type Rehabilitation **Department** Public Services
Useful Life 30 **Contact** Wally Hansen
Category Combined Infrastructure **Priority** C Committed To
Part of Master Plan N **Growth Related** N
Externally Mandated Y **Service Related** Y

Description

Total Project Cost: \$350,000

Funding is needed to relocate utilities in conjunction with planned NCDOT projects including Western Parkway, Highway 17, the Buddy Phillips Bridge, and Piney Green Road.

Staff anticipates expenditures this year to replace or relocate water and sewer infrastructure as part of the Buddy Phillips Bridge Replacement Project.

Justification

The City is responsible for relocating and/or replacing City owned utilities that conflict with NCDOT projects.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
100,000	Construction	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
100,000	Water and Sewer Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: If this project is not funded, the City may not have sufficient funds to replace or relocate infrastructure as required by NCDOT. In addition, the City's utilities may be damaged during construction or difficult/impossible to access after a roadway project is complete.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # WS-08-001
Project Name Bordeaux Street Water and Sewer Rehabilitation



Type Rehabilitation **Department** Public Services
Useful Life 30 **Contact** Wally Hansen
Category Combined Infrastructure **Priority** C Committed To
Part of Master Plan Y **Growth Related** N
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$605,000

Replace approximately 2,000 feet of deteriorated 8-inch water lines and 8-inch vitrified clay sewer lines along Bordeaux Street between Marine Boulevard and New Bridge Street.

Justification

This is a continuing program of the replacement, repair, or reconstruction of older water and sewer lines. The replacement of deteriorated water and sewer lines is intended to improve the City's water distribution and wastewater collection systems. The water side of this program is intended to replace existing water lines and/or provide new lines necessary to provide adequate fire protection and customer service. The sewer portion of this program is in line with the type of preventative maintenance the State expects and may decrease the likelihood of enforcement actions should the City experience sewer overflows.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
25,000	Construction	525,000					525,000
	Contingency	40,000					40,000
	Construction Administration	15,000					15,000
	Total	580,000					580,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
300,000	Revenue Bonds	305,000					305,000
	Total	305,000					305,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: Further deterioration of the City's wastewater system could result in sewer overflows and enforcement actions/fines from the State. Delay of water distribution projects may result in more frequent water main breaks resulting in water loss and/or loss of water pressure for fire protection apparatus.

These improvements should also reduce the number of service calls and repairs Lines Maintenance is responsible for associated with antiquated pipe and materials.

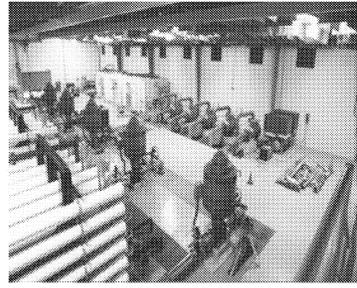
Prior	Budget Items	2010	2011	2012	2013	2014	Total	Future
24,020	Debt Service	28,824	28,824	28,824	28,824	28,824	144,120	264,221
	Total	28,824	28,824	28,824	28,824	28,824	144,120	Total

Capital Improvement Plan

City of Jacksonville, NC

Data in Year 2010

Project # WT-04 WF0400
Project Name Water Supply and Treatment Facility



Type New Construction **Department** Public Services
Useful Life 20 **Contact** Raymond Holder
Category Water - Treatment **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated Y **Service Related** Y

Description **Total Project Cost: \$47,810,348**

This project consists of the construction of a new nanofiltration water treatment plant with an interim capacity of 4.0 million gallons per day (mgd) with ultimate capacity of 8.0 mgd. Source water for the new facility will be drawn from the Castle Hayne Aquifer by a series of 16 (8 existing and 8 new) production wells and transferred to the new treatment facility through approximately 100,000 linear feet of new water transmission mains.

The new water supply system will operate in conjunction with the existing Black Creek system.

Justification

In accordance with the State's 1999 Central Coastal Plain Capacity Use Rule, the City must reduce its withdrawal from the Black Creek Aquifer by 25% (1 mgd) by 2008, another 25% (1 mgd) by 2013, and a final 25% by 2018. This withdrawal requires the use of a lower quality aquifer for supply necessitating the treatment of the raw water.

Update: The increase in estimated cost for this project results from the Council decision to upgrade the majority of the components of the water treatment plant to 8 mgd (\$2,838,000) and the decision to relocate the plant to the City's Business Park (\$2,922,326). Over time both of these changes should pay for themselves.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
31,805,748	Construction	14,504,600					14,504,600
	Contingency	1,500,000					1,500,000
Total	Total	16,004,600					16,004,600

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
30,225,528	Revenue Bonds	7,815,085					7,815,085
	State RLF - Water	9,769,735					9,769,735
Total	Total	17,584,820					17,584,820

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: If this project is delayed or cancelled, the City will not meet the dates set forth in the 1999 CCPCU Rule mandating withdrawal from the Black Creek Aquifer resulting in penalties and possible fines from the State.

OPERATIONAL: New staff needed to operate the water plant consists of: 3 Operator I's, 1 Operator II, 1 Maintenance Mechanic, and 1 Chemist. One additional ¾ ton utility vehicle and cell phone will be needed to support plant operations.

The Lines Maintenance division will be responsible for the additional pipe installed as a result of this project.

Operating cost at plant completion are estimated at \$1,123,000. Estimated costs for construction and operating were developed by McKim & Creed, Inc.

Revenue Bonds for 20 years at 5.2% - \$7,815,085

SRF for 20 years at 2.1% - \$39,995,263

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Prior	Budget Items	2010	2011	2012	2013	2014	Total	Future
3,990,838	Debt Service	3,319,841	3,382,280	3,340,285	3,298,290	3,256,295	16,596,991	41,909,693
Total	Operating Expense	889,919	889,919	889,919	889,919	889,919	4,449,595	Total
	Personnel	279,419	279,419	279,419	279,419	279,419	1,397,095	
	Total	4,489,179	4,551,618	4,509,623	4,467,628	4,425,633	22,443,681	

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # WT-10 WF1001
Project Name Water System Improvements Phase II

Type New Construction **Department** Public Services
Useful Life 30 **Contact** Wally Hansen
Category Water - Wells **Priority** C Committed To
Part of Master Plan Y **Growth Related** Y
Externally Mandated Y **Service Related** Y

Description **Total Project Cost: \$3,879,000**

This project includes existing water system improvements, upgrades to the existing SCADA system, and new wells (including transmission mains) to supply water to the Water Treatment Plant. Individual components of this project consist of:

- 1) Gum Branch Central Pump Station Improvements;
- 2) Two new Pee Dee Wells;
- 3) Two new Castle Hayne wells on Ramsey Road; and
- 4) Upgrades to the existing SCADA system.

Justification

In accordance with the State's 1999 Central Coastal Plain Capacity Use Rule, the City must reduce its withdrawal from the Black Creek Aquifer by 25% (1 mgd) by 2008, another 25% (1 mgd) by 2013, and a final 25% by 2018. The additional wells will be needed to expand the water treatment plant past the initial 4 mgd.

In expectation of the proposed Federal fiscal stimulus package, the State has contacted staff to discuss the possibility of funding additional water system projects. This project has been packaged to seek additional funding should it become available. If additional funding is not available these components will be separated into separate projects and phased into the Capital Improvement Plan.

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	245,000					245,000
Construction	1,470,000	1,470,000				2,940,000
Contingency	147,000	147,000				294,000
Construction Administration	200,000	200,000				400,000
Total	2,062,000	1,817,000				3,879,000

Funding Sources	2010	2011	2012	2013	2014	Total
Revenue Bonds	3,879,000					3,879,000
Total	3,879,000					3,879,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: If this project is delayed or cancelled, the City may not meet the dates set forth in the 1999 CCPCU Rule mandating withdrawal from the Black Creek Aquifer resulting in penalties and possible fines from the State. In addition, canceling this project could have a negative impact on the amount of water available for future growth.

OPERATIONAL: This project will create additional wells and transmission mains for the City to maintain.

Revenue Bond financed for 20 yrs at 5.2%

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service	259,179	311,015	311,015	311,015	311,015	1,503,239	4,717,061
Total	259,179	311,015	311,015	311,015	311,015	1,503,239	Total

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # WT-10 WF1002
Project Name Piney Green and 17 Water Service Area



Type New Construction **Department** Public Services
Useful Life 20 **Contact** Wally Hansen
Category Water - Distribution Lines **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$2,671,000

This project will examine the existing ONWASA water lines to determine if they provide adequate service and if these lines can be obtained. It will create a loop between two existing City lines at US 17 to Country Club Road. This loop will serve as a part of the "backbone" to serve the Piney Green area.

Justification

The City has identified this area of Piney Green as a future service area. This project would create the backbone system to provide water service in this area.

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	75,000					75,000
Engineering/Design		290,000				290,000
Construction			1,950,000			1,950,000
Contingency			200,000			200,000
Construction Administration			156,000			156,000
Total	75,000	290,000	2,306,000			2,671,000

Funding Sources	2010	2011	2012	2013	2014	Total
Installment Purchase-Water/Se			2,306,000			2,306,000
Water Fund	75,000	290,000				365,000
Total	75,000	290,000	2,306,000			2,671,000

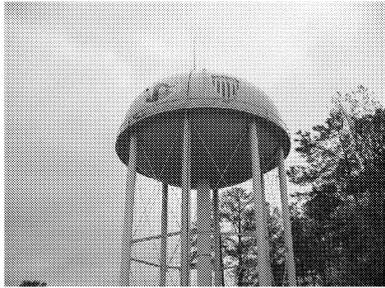
Budget Impact/Other

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service			181,600	217,920	217,920	617,440	2,651,360
Total			181,600	217,920	217,920	617,440	Total

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # WT-10 WF8903
Project Name Painting & Maintenance Water Tanks - Northwoods



Type Rehabilitation **Department** Public Services
Useful Life 15 **Contact** Wally Hansen
Category Water - Storage Tanks **Priority** C Committed To
Part of Master Plan N **Growth Related** N
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$286,000**
 Inspect, clean and paint the Northwoods elevated water storage tank.

Justification
 This tank was last painted in 1989. According to the manufacturer, the life expectancy of the paint is 20 years. Because it is likely that there are at least small failures in a paint system this tank needs to be repainted. In an effort to get all of the tanks on a regular maintenance rotation to protect these valuable assets, staff recommends that each tank be repainted no more than every 15 years.

Expenditures	2010	2011	2012	2013	2014	Total
Engineering/Design	12,000					12,000
Construction	250,000					250,000
Contingency	12,000					12,000
Construction Administration	12,000					12,000
Total	286,000					286,000

Funding Sources	2010	2011	2012	2013	2014	Total
Water Fund	286,000					286,000
Total	286,000					286,000

Budget Impact/Other
IMPACT IF CANCELLED OR DELAYED: Delaying this maintenance could result in damage and a decrease in the life expectancy of these valuable City assets.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Budget Items	2010	2011	2012	2013	2014	Total
Capital Outlay			10,000			10,000
Personnel			37,930	37,930	37,930	113,790
Total			47,930	37,930	37,930	123,790

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project # RC-08 GF0802
Project Name Carolina Forest Park



Type New Construction **Department** Recreation and Parks
Useful Life 30 **Contact** Michael Liquori
Category Parks **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated N **Service Related** Y

Description

Total Project Cost: \$1,094,625

Carolina Forest Park located adjacent to the Carolina Forest Elementary School is 10 acres of undeveloped City land. Plans are to construct a Restroom/Concession Stand, a Picnic Shelter, 3 athletic fields, 4,000 square foot storage building, walking trail and a parking area. Site plan, cost estimates, property survey, necessary studies and permits for the project have been completed by an engineer/planning designer. The City will apply for a PARTF Grant in the amount of \$500,000 to cover approximately 50% of the estimated construction cost.

Justification

Currently there is a lack of practice and game facilities within the City for youth sports teams (football, lacrosse and other sports). The Jacksonville-Onslow Pop Warner Football Conference, Onslow County Youth Lacrosse Association and other youth sports programs are in desperate need of practice and game facilities. Local citizens are interested in discussing arrangements to expedite this project. The City will apply for a PARTF Grant to construct ball fields, concession/restrooms, picnic shelter and parking area. A \$500,000-PARTF Grant may be written to offset funding.

Prior	Expenditures	2010	2011	2012	2013	2014	Total
50,000	Engineering/Design	50,000					50,000
Total	Construction	550,000	275,000				825,000
	Equipment/Furnishings		50,000				50,000
	Contingency		82,500				82,500
	Construction Administration	24,750	12,375				37,125
	Total	624,750	419,875				1,044,625

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
144,625	Grants	412,500	87,500				500,000
Total	Installment Purchase-General	450,000					450,000
	Total	862,500	87,500				950,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED: Continued lack of practice and playing facilities for the City's Youth teams. This project is estimated to impact some departments: Planning Division for the site plan; and the Engineering Division to serve as liaison to the Recreation and Parks Department. One contracted employee \$10.80@ 40 hrs per week=\$432 @ 50 weeks=\$21,600.

Budget Items	2010	2011	2012	2013	2014	Total	Future
Debt Service	35,438	42,526	42,526	85,052	42,526	248,068	389,822
Personnel				21,600	21,600	43,200	
Total	35,438	42,526	42,526	106,652	64,126	291,268	Total

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project #	RC-08 GF9604
Project Name	Country Club Park

Type New Construction	Department Recreation and Parks
Useful Life 25	Contact Michael Liquori
Category Parks	Priority C Committed To
Part of Master Plan Y	Growth Related Y
Externally Mandated N	Service Related Y

Description	Total Project Cost: \$558,000
<p>This project will develop a park in the Country Club Road area between Bell Fork Road and Western Boulevard, on the south side of the Rt 17 By-pass. It will include a full length basketball court; playground area and surfacing; picnic shelter with grills, trash receptacles and park benches; and parking lot for 15 cars. The Recreation and Parks will apply for a PARTF grant in FY 09 for \$ 279,000.</p>	

Justification
<p>The City Council set aside \$75,000 in 1995 for the development of a park in the Country Club Road housing area. The City has been acquired property from NC Department of Transportation along Country Club Road south of the RT 17 By-pass and can apply for grant funding. Country Club Road has a bicycle lane from Bell Fork Road to Western Boulevard and the side adjacent to the proposed park. This park would meet the outdoor recreational needs for this area. A PARTF Grant will be applied for in FY09 to offset some of the costs for this project.</p>

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	65,000					65,000
Engineering/Design	10,000					10,000
Construction	483,000					483,000
Total	558,000					558,000

Prior	Funding Sources	2010	2011	2012	2013	2014	Total
75,000	Grants	279,000					279,000
	Installment Purchase-General	204,000					204,000
Total	Total	483,000					483,000

Budget Impact/Other

IMPACT IF CANCELLED OR DELAYED:: This project has been delayed for many years waiting to find the appropriate property. Now that the opportunity is available to develop a park further delays will only result in increased prices for purchase and construction of the park elements. Delay could result in the property being sold to other interested parties. This will require the parks division to maintain an additional park within the city. 1 Full time park staff member \$ \$25,000 along with a vehicle \$ 20,000 will need to be added to handle this park land. If the PartF grant is not awarded, these operating expenses will not be necessary in FY10.

Financed for 15 years at 5%

Budget Items	2010	2011	2012	2013	2014	Total	Future
Capital Outlay	20,000					20,000	10,486
Debt Service	52,432	62,919	62,919	62,919	62,919	304,108	Total
Operating Expense	1,500	500	500	500	500	3,500	
Personnel	37,930	37,930	37,930	37,930	37,930	189,650	
Total	111,862	101,349	101,349	101,349	101,349	517,258	

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project #	RC-09 GF1001
Project Name	JHS Tennis Courts

Type Improvement	Department Recreation and Parks
Useful Life 10	Contact Mike Wetzel
Category Parks	Priority C Committed To
Part of Master Plan Y	Growth Related Y
Externally Mandated Y	Service Related Y

Description

Total Project Cost: \$47,080

This request is to have all 8 light poles sandblasted and repainted and replace lighting on four of the eight poles at Jacksonville High School Tennis Courts.

Justification

City management and staff recommended that the tennis courts be turned over to Jacksonville High School upon construction of the tennis courts at the Jacksonville Commons. The Onslow County Board of Education provided \$60,000 towards the construction of the tennis courts at the Jacksonville Commons and an agreement was signed that the Jacksonville and Northside tennis programs would have access to use the Commons courts for their programs.

There has been a request from the Jacksonville High School staff and and the tennis community to keep the Jacksonville High School courts open for school and public use and to make necessary repairs to the courts. The Board of Education has \$150,000 budgeted to replace three of the tennis courts. However, City staff noted the three courts were not replaced, instead six of the courts were resurfaced and repainted. The life of this rehabilitation is unknown. It is requested that the City replace the lighting for those three courts and have all eight light poles sandblasted and repainted.

Expenditures	2010	2011	2012	2013	2014	Total
Construction	42,800					42,800
Contingency	4,280					4,280
Total	47,080					47,080

Funding Sources	2010	2011	2012	2013	2014	Total
Capital Reserve Fund	47,080					47,080
Total	47,080					47,080

Budget Impact/Other

The rewiring of the lighting systems on four poles will cost \$38,000 and the sandblasting and repainting of eight light poles will cost \$4,800.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project #	RC-09 GF1006
Project Name	Riverwalk Crossing Park

Type Replacement	Department Recreation and Parks
Useful Life 25	Contact Michael Liquori
Category Parks	Priority C Committed To
Part of Master Plan N	Growth Related N
Externally Mandated N	Service Related Y

Description	Total Project Cost: \$113,500
<p>The Riverwalk Crossing Park contains a linear brick walkway lined with oak trees. The oak trees are maturing and their root systems are spreading under the brick walkway destabilizing the surface and causing ridges. This destabilization and the problem with the loose bricks are in the early stages, but will inevitably worsen as the trees mature and the bricks continue to shift. Staff is concerned about the safety of park visitors using the walking path.</p> <p>FY2010 funds will be used to identify a method for remediating the tree issue and stabilizing the pavers.</p> <p>Engineering has requested concrete edging be poured along all the edges to establish a firm barrier in FY2011.</p>	

Justification
<p>The root system of the live oaks planted at Riverwalk Crossing Park are starting to grow into the brick pavers and curbing. In some areas, the bricks are raised up due to the roots trying to surface. As time goes by we will see more of this happening throughout the park due to the tree's continued maturation. Having a landscape architect/arborist come in and survey what is happening and how best for us to handle this problem needs to be done.</p> <p>In addition to the root damage, the brick pavers at Riverwalk Crossing Park have worked loose because of traffic, rain washing out the sand base and ground settlement. If action is not taken to repair this issue, the brick walkway will continue to deteriorate, resulting in more extensive repairs, increased costs and the potential to have more accidents or having to shut down the park until repairs can be made.</p> <p>We have had an accident claim filed against the City by a citizen who tripped and fell at the Park. The City has installed signs informing the public the brick walkway is unstable and to be cautious.</p>

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	10,000					10,000
Engineering/Design		5,000				5,000
Construction		90,000				90,000
Contingency		5,000				5,000
Construction Administration		3,500				3,500
Total	10,000	103,500				113,500

Funding Sources	2010	2011	2012	2013	2014	Total
Capital Reserve Fund	10,000					10,000
General Fund		103,500				103,500
Total	10,000	103,500				113,500

Budget Impact/Other

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project #	RC-10 GF1002
Project Name	Riverwalk Crossing Park Fountain

Type New Construction	Department Recreation and Parks
Useful Life	Contact Mike Wetzel
Category Parks	Priority C Committed To
Part of Master Plan N	Growth Related N
Externally Mandated Y	Service Related N

Description

Total Project Cost: \$52,500

The Freedom Fountain was erected at the Onslow County Sheriff's Department in the 1990's as a tribute to those who served in Operation Desert Shield and Operation Desert Storm. Due to construction of the new jail facility, the County requested that it be relocated to Riverwalk Crossing Park. They would turn over the entire fountain and contribute \$18,000 to the location. BOLD has \$25,000 raised towards construction of a proposed fountain at Riverwalk Crossing Park. Those funds would be used towards the purchase and construction of a fountain in the park and the City would maintain the fountain in the future.

Justification

Onslow County contacted the City to propose moving the fountain to Riverwalk Crossing Park. In early 2008, discussions began with representatives from the City, County and BOLD on the possible relocation of the fountain to Riverwalk Crossing Park. The County stated that the entire fountain, including interior workings, could be turned over to the City. The County also stated that \$18,000 could be budgeted for the relocation. During discussions, the fountain in its current design would not be right for the BOLD Master Plan for the park and would need to be re-designed. BOLD has approximately \$25,000 raised towards the construction of a fountain at Riverwalk Crossing Park.

Expenditures	2010	2011	2012	2013	2014	Total
Construction	45,500					45,500
Contingency	4,500					4,500
Construction Administration	2,500					2,500
Total	52,500					52,500

Funding Sources	2010	2011	2012	2013	2014	Total
BOLD	25,000					25,000
Capital Reserve Fund	9,500					9,500
Onslow County Government	18,000					18,000
Total	52,500					52,500

Budget Impact/Other

When completed, the City would maintain the operation and maintenance to the fountain.

Capital Improvement Plan
 City of Jacksonville, NC

Data in Year 2010

Project # RC-10 GF1003
Project Name Georgetown Water Access Site

Type New Construction **Department** Recreation and Parks
Useful Life 30 **Contact** Mike Wetzel
Category Parks **Priority** C Committed To
Part of Master Plan N **Growth Related** Y
Externally Mandated N **Service Related** Y

Description **Total Project Cost: \$500,000**
 This request for funding is to acquire land in the Georgetown area to preserve water access for public as part of the proposed development of a water trail from New River Waterfront Park to Piney Green Rd. CIP Project #RC-10-001 refers to the construction of the Water Trail project.

Justification
 An active group of canoeists and kayakers have requested additional water trails in Jacksonville and Onslow County. This group has been very instrumental in assisting with the cleanup of the river and keeping the waterways flowing freely. Currently there is a 16.85 mile water trail from Cow Horn Rd. near Steed Park (Richlands) to the New River Waterfront Park near the USO (Jacksonville). Onslow County developed this trail using tourism funds and it opened in May 2003. We are proposing to continue this trail from New River Waterfront Park to Piney Green Rd. The proposed access site at Georgetown will need to be negotiated with local land owners. We feel that this land acquisition needs to be accomplished as the beginning point of the project.

Expenditures	2010	2011	2012	2013	2014	Total
Land/Right of Way	500,000					500,000
Total	500,000					500,000

Funding Sources	2010	2011	2012	2013	2014	Total
Capital Reserve Fund	500,000					500,000
Total	500,000					500,000

Budget Impact/Other
 Further delay of the negotiations will only cost the City more as the price of land increases annually.

Capital Improvement Plan
City of Jacksonville, NC

Data in Year 2010

Project #	RC-10 GF1004
Project Name	Phillips Park

Type Improvement	Department Recreation and Parks
Useful Life 30	Contact Mike Wetzel
Category Parks	Priority C Committed To
Part of Master Plan Y	Growth Related Y
Externally Mandated N	Service Related Y

Description	Total Project Cost: \$290,220
<p>The park needs improvements to the seawall, the overall grounds (due to settling of the land fill), overall redesign of the athletic facilities and parking.</p> <p>FY2010 project will include the planning and preliminary engineering to identify the scope and cost estimates for the proposed improvements to Phillips Park. This should include a needs assessment of the neighborhood and a review of all athletic needs of the City and private/non-profit organizations to determine the best use of this park. Due to the growth of Jacksonville and changing needs, the use of Philips Park has evolved from an active day and evening park to more of a day park with limited evening use.</p> <p>Construction funds of \$78,000 in 2011 will be used for grading, fencing, and lighting the ball fields. Funding in 2012 will be used for repair of the parking lot, concession and bathroom areas and picnic shelter. The final phase of the project in 2013 is for improvements to the seawall.</p>	

Justification
<p>The use of Phillips Park has changed over the last several years. The park is used by the public for picnics, organizational gatherings, children playing on the playground equipment, fishing, leisure activities, athletics for practice and an occasional game, by Onslow County Schools and other organizations for athletic events.</p> <p>The concrete seawall has settled in places and is beginning to break away from the rest of the wall and it's anchors. The athletic fields were built on top of the old City Landfill. An assessment of athletic program needs will determine the best use of this park. The grounds need to be re-graded. The parking lot is gravel and has run off issues. The assessment should address this issue and determine what is the best solution to this problem and what will best serve the customer. The restroom/concession facility built in the early 1970's is in need of renovations.</p> <p>The ball fields at Phillips Park need to be upgraded due to age and extensive use and wear-and-tear. Originally built in the 1960's, the building, fencing, and the ball field lights are in deteriorated condition. The ball fields need to be re-graded and one scoreboard replaced. There is no paved parking area with lighting for participants or users. Prior to each season, expensive repairs/maintenance is required to service the ball fields, restrooms, and the ball field lights to be ready to play games and hold practices for over sixty youth baseball/softball teams and rent these ball fields to the general public. With the expected growth of the Jacksonville area and the Jacksonville Recreation & Parks Department programs in the next few years, the Phillips Park facilities will be used even more and are in need of significant upgrades and repairs. The outdoor basketball court and playground have been upgraded in the last few years.</p>

Expenditures	2010	2011	2012	2013	2014	Total
Planning/Preliminary Design	10,000					10,000
Engineering/Design		5,000				5,000
Construction		78,000	88,000	75,000		241,000
Equipment/Furnishings			6,000			6,000
Contingency		7,800	8,800			16,600
Construction Administration		5,460	6,160			11,620
Total	10,000	96,260	108,960	75,000		290,220
Funding Sources	2010	2011	2012	2013	2014	Total
Capital Reserve Fund	10,000					10,000
General Fund		205,220		75,000		280,220
Total	10,000	205,220		75,000		290,220

Capital Improvement Plan

Data in Year 2010

City of Jacksonville, NC

Budget Impact/Other

Phillips Park was developed on the old City Landfill. The park over the years has seen settling due to deterioration of the trash buried in the park. Efforts have been made from time to time to keep the playing surfaces level. The heavy usage of the park has changed over time and the neighborhood needs to be assessed for their input on future plans for the park.

Anticipating growth in the Jacksonville/Onslow area in upcoming years, the need for facility and ball field upgrades at Phillips Park is already realized. If not funded in this next CIP period, costs will only escalate in future years. The impact on Jacksonville Recreation Parks Department programs will be negative and the general public will be dissatisfied with Phillips Park facilities in the current deteriorated condition.

Maintenance: The Parks Division will maintain and restock this facility with supplies such as paper towels, toilet paper and hand soap.

Equipment & Furnishing: Commercial Refrigerator/Freezer \$2100; Hot Dog Cooker \$500; Popcorn Popper \$1700, Microwave \$100; Crockpots \$100; Shaved Ice Machine \$1300; Ice Scoop & Popcorn Scoop \$50; Utensils \$150.

Staff: Rec Coordinator \$1280; Rec-Aides \$3398.

Budget Items	2010	2011	2012	2013	2014	Total
Operating Expense	3,398	3,398	3,465	3,465	3,535	17,261
Other		6,000				6,000
Personnel	1,280	1,280	1,318	1,318	1,358	6,554
Total	4,678	10,678	4,783	4,783	4,893	29,815

DEBT SERVICE SCHEDULE FY 2009-2010

	Balance 6/30/2009	Proceeds	Interest	Principal	Balance 6/30/2010
<u>GENERAL FUND</u>					
Installment Purchase Contracts					
2002-Multi-Purpose Center	83,159		1,533	83,159	-
2001 -800 MHz System	233,356		8,748	153,490	79,866
2003- City Hall	2,805,556		104,795	333,333	2,472,223
2005- Youth Center	2,447		7	2,447	-
2005-Vehicles & Equipment	10,576		46	10,576	-
2005-Vehicles & Equip. Powell Bill	7,215		31	7,215	-
2006-Installment-Vehicles & Equipment	36,829		798	29,338	7,491
2006-Installment-Vehicles & Equip. Powell Bill	47,574		1,031	37,897	9,677
2006-Ladder Truck	275,445		7,867	147,878	127,567
2007-Vehicles & Equipment	123,719		3,931	46,446	77,273
2007-Vehicles & Equip. Powell Bill	21,334		678	8,009	13,325
2007-Vehicles & Equipment	174,824		2,565	174,824	-
2007-Park and Water Projects	2,322,037		89,193	140,610	2,181,427
2008- Vehicles & Equip	49,695		1,698	15,909	33,786
2008-Vehicles & Equip	260,210		5,953	239,798	20,412
2009- Vehicles & Equip	810,023		19,083	328,343	481,680
2009-Vehicles & Equip	104,471		2,792	22,931	81,540
2009-Vehicles & Equip Powell Bill	241,648		6,459	53,040	188,608
Recommended Financing FY 2009-2010					
2010-Vehicles & Equip		1,461,926	44,966	300,187	1,161,739
2010-Capital Projects		1,069,000	1,074,398	943,798	125,202
2010-Vehicles & Equip Powell Bill		23,181	800	3,621	19,560
2010-Capital Projects Powell Bill		-	7,328	8,423	(8,423)
Total General Fund	\$ 7,610,118	\$ 2,554,107	\$ 1,384,700	\$ 3,091,272	\$ 7,072,953

INTERNAL SERVICE FUNDS

Installment Purchase Contracts

2005-Vehicles & Equipment	2,423		10	2,423	-
2006-Vehicles & Equipment	4,797		104	3,821	976

Recommended Financing FY 2009-2010

2010-Vehicles & Equip		19,576	676	3,058	16,518
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Total Fleet Maintenance	7,220	19,576	790	9,302	17,494
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Installment Purchase Contracts

2008-Vehicles & Equip	106,466		2,436	98,115	8,351
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DEBT SERVICE SCHEDULE FY 2009-2010

	Balance 6/30/2009	Proceeds	Interest	Principal	Balance 6/30/2010
Total Information Technology Services	106,466	-	2,436	98,115	8,351
Installment Purchase Contracts					
2007- Vehicles & Equipment	8,989		132	8,989	-
Total Video/Media Services	8,989	-	132	8,989	-
Total General Fund, Internal Service Funds	\$ 7,732,793	\$ 2,573,683	\$ 1,388,058	\$ 3,207,678	\$ 7,098,798

WATER/SEWER FUND

State Revolving Loans

1997-17 State RLF \$15,000,000	5,250,000		187,425	750,000	4,500,000
1996-16 State Loan \$5,000,000	1,750,000		91,059	250,000	1,500,000
1997-17 State RLF \$2,836,415	1,134,566		34,434	141,821	992,745
1997-17 State RLF \$3,000,000	1,200,000		36,420	150,000	1,050,000
2004-24 State RLF \$1,000,000	500,000		14,100	100,000	400,000
2010-29 State RLF \$27,955,716	27,955,716		390,844	1,397,786	26,557,930
2010-29 State RLF \$12,039,547	12,039,547		144,475	601,977	11,437,570
2010-29 State RLF \$17,500,000	17,500,000		210,000	875,000	16,625,000
Total State Revolving Loans	67,329,829	-	1,108,757	4,266,584	63,063,245

Installment Purchase Contracts

2002- Land Application Refinancing -	1,302,064		45,007	665,350	636,714
2001-08 New Annexation SS/CC Acres	515,879		22,492	58,948	456,931
2004-Water Tank	1,088,308		33,929	110,676	977,632
2004-Public Services/Fleet Complex	2,622,151		80,593	286,054	2,336,097
2005-Water Sewer Line Replacements	439,551		13,757	86,469	353,082
2005- Vehicles & Equipment	9,402		41	9,402	-
2005- AMR and Pump Station Monitoring	125,585		1,774	125,585	-
2006-Vehicles & Equipment	236,028		5,112	188,018	48,010
2006-Water & Sewer Improvements	2,005,933		67,007	283,240	1,722,693
2006-AMR Project	629,589		17,982	338,007	291,582
2007-Sewer Improvements	5,846,263		209,807	714,015	5,132,248
2007-Vehicles & Equipment	66,287		2,106	24,885	41,402
2007-Vehicles & Equipment	9,313		136	9,313	-
2007-Pump Station Improvements	533,438		20,490	32,302	501,136
2008-Vehicles & Equipment	77,392		2,645	24,775	52,617
2008-Vehicles & Equipment	3,062		70	2,823	239
2009-Vehicles & Equipment	-				-
2009-Vehicles & Equipment	208,674		5,577	45,803	162,871

DEBT SERVICE SCHEDULE FY 2009-2010

	Balance 6/30/2009	Proceeds	Interest	Principal	Balance 6/30/2010
<u>WATER/SEWER FUND (Continued)</u>					
Recommended Financing FY 2009-2010					
2010-Vehicles & Equipment		95,141	3,283	14,863	80,278
2010-Capital Projects		9,047,701	1,764,997	1,598,287	7,449,414
Total Installment Purchase	15,718,919	9,142,842	2,296,805	4,618,815	20,242,946
Total Water/Sewer Fund	\$ 83,048,748	\$ 9,142,842	\$ 3,405,562	\$ 8,885,399	\$ 83,306,191
<u>SOLID WASTE FUND</u>					
Installment Purchase Contracts					
2006-Vehicles & Equipment	204,828		4,437	163,164	41,664
2007-Vehicles & Equipment	168,505		5,354	63,260	105,245
2007-Vehicles & Equipment	1,042		15	1,042	-
2008-Vehicles & Equipment	219,045		7,486	70,119	148,926
2009-Vehicles & Equipment	28,361		668	11,496	16,865
2009-Vehicles & Equipment	324,333		8,669	71,189	253,144
Recommended Financing FY 2009-2010					
2010-Vehicles & Equip		26,786	925	4,185	22,601
Total Solid Waste Fund	\$ 946,114	\$ 26,786	\$ 27,554	\$ 384,455	\$ 588,445
<u>STORMWATER/WATER QUALITY FUND</u>					
Installment Purchase Contracts					
2007- Vehicles & Equipment	147,964		4,701	55,548	92,416
2007- Vehicles & Equipment	695		10	695	-
2008- Vehicles & Equip	53,317		1,822	17,068	36,249
2009- Vehicles & Equip	142,755		3,816	31,334	111,421
Recommended Financing FY 2009-2010					
2010-Vehicles & Equip		25,756	889	4,024	21,732
2010-Capital Projects		1,481,600	205,452	236,154	1,245,446
Total Stormwater/Water Quality Fund	\$ 344,731	\$ 1,507,356	\$ 216,690	\$ 344,823	\$ 1,507,264
GRAND TOTAL ALL FUNDS	\$ 92,072,386	\$ 13,250,667	\$ 5,037,864	\$ 12,822,355	\$ 92,500,698

EXPLANATION OF TERMS

Accrual Basis – Method of accounting wherein revenues are recognized when they are earned and expenses are recognized when they are incurred.

Ad Valorem Interest – Interest assessed when taxpayers pay their taxes after December 30th of each year.

Ad Valorem Penalties – Penalties from the late listing of property, when taxpayers wait until after January 30th of each year to list.

Ad Valorem Tax – Tax levied on the assessed value of real property.

Allotment – A portion of the budget allotted for a given purpose.

Appropriated Fund Balance – The use of revenue received in excess of expenditures in prior years.

Assessed Property Value – Value set upon real estate or other property by the County as a basis for levying taxes in the City.

Assessments – Revenue received from property owners who benefit from water and sewer service extensions.

Authorized Positions – The number of regular employees in the City government. The City Council sets the number of Authorized Positions in adopting the budget.

Balanced Budget – A budget in which planned revenues are equal to planned expenditures. All budgets are required by the State of North Carolina to be balanced.

Beer and Wine Tax – Revenue based upon state tax collections for beer, unfortified and fortified wine, allocated on a per capita basis.

Benefits – Payments by the City to provide benefits to employees. Examples include Social Security, retirement, medical insurance, and life insurance.

Bond Rating – The level of credit risk as evaluated by a bond company associated with the City's bond issue. A bond rating ranges from AAA, the highest possible, to D, or default. The higher the City's bond rating, the lower the interest rate to the City on projects financed with bonds.

Bonds – A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specific future date. In the budget document, these payments are identified as "debt service." Bonds are used to obtain long-term financing for some capital improvements.

Budget – An annual Council-adopted plan for receiving and spending money for a fiscal year.

Budget Ordinance – The ordinance that levies taxes and appropriates revenues for specified purposes during a fiscal year.

CAMA Land Use Grant – Grant that assists in the funding for development of the local land-use plan, as required by Chapter 132 of the NC General Statutes and meeting the requirements of Title 15A, Chapter 7 of Coastal Management in the NC Administrative Code.

Capital Balances – Funds available from the completion of a capital project which are transferred to another capital project.

Capital Outlay – Purchase of equipment or improvements with an expected life of more than one year and a value of more than \$5,000.

CATV – Franchise tax from Vision Cable for gross sales each quarter within the City limits.

Commercial Fees – Revenue received from commercial customers for the stormwater fees collected to fund stormwater/water quality mandates and for the tipping fees assessed by the County for waste being dumped in the County's landfill.

Commercial Fees (Extra Pickups) – Revenue received for the requested extra pickups of trash to be dumped in the County landfill.

Commercial Rehabilitation – This program provides funds to businesses for the rehabilitation of their property under guidelines to hire target groups.

Community Development Administration – A maximum of 20% of the annual Entitlement revenue used for administration costs of overseeing various programs.

Community Development Program Planning – Salaries, benefits and operating costs of the rehabilitation and inspection personnel who carry out various programs.

Contingency – An appropriation of funds to cover unforeseen events that occur during the fiscal year.

COP's – Certifications of Participation. A municipal obligation secured by relatively short-term leases on public facilities. Voter approval is not required.

C.R.E.A.T.E. Program – Program which provides affordable housing through a collaborative partnership between Coastal Carolina Community College and the City. The college supplies the labor to build new homes through its construction trade continuing education division and the City provides the materials.

Current Year Taxes – Current levy projected to be received based upon a 96.70% collection rate. By statute, the rate of collection that can be budgeted cannot exceed the current year's collection rate.

Debt Service – The sum of money required to pay installments of principal and interest on borrowed funds such as bonds.

Department – The principal organizational units of the City government. Each City employee is assigned to a department.

Development Review Fees – Fees derived from required subdivision and zoning review.

Division – A sub-unit of a department. Larger departments are composed of several divisions having a specific function within the department.

EAP Ongoing Grant – An employee assistance grant that allows employees or their immediate family members to seek professional counseling services at no cost for the first two sessions.

Emergency Rehabilitation – Program which provides loans for rehabilitation of housing units with emergency needs. For example, heat pump, roof leaking etc.

Encumbrance – An amount of money committed for the payment of goods or services for which payment has not yet been made.

Engineering Inspection Fees– Revenue derived from fees charged to developers for re-inspections. The follow-up inspection is free, but for every trip after the follow-up, a \$50 re-inspection fee is charged.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is to fund the cost of enterprise services fully or predominantly through user fees.

Entitlement – Revenue received from Housing and Urban Development (HUD) for carrying out programs to benefit low to moderate income individuals.

Equipment Use Allowance – Reimbursement to the Streets Powell Bill Division for use of the equipment for Non-Powell Bill eligible activity.

Erosion Control – Fees derived from required inspections within the city limits for land development of one or more acres.

Expansion Fixed Charge – Non-variable portion of revenue received from sewer customers for the expansion of the land application facility.

Expansion Volume Charge – Variable portion of revenue received from sewer customers for the expansion of the land application facility.

Fire Department False Alarm Fees – Revenue derived from false alarms in excess of two within 30 days. Fees are determined by Council and published in the fee schedule.

Fire Inspection Fees – Fees derived from required fire inspections made within the city limits and the extraterritorial jurisdiction.

Fire Protection Permit Fees – Fees derived from fire plan review and required permits for sprinkler systems, fire alarm systems, hazardous material, etc.

Fiscal Year – A 12-month period to which the annual budgets apply. In North Carolina, fiscal years for local governments are required by State Statute to begin July 1 and end June 30.

FTA Section 5303 – Revenue received as a pass-through from the NC Department of Transportation to support transportation planning activities.

FTA Section 5307 – Revenue received from the Federal Transportation Administration to support the expanded Jacksonville Transit System.

Fund – A set of accounts to record revenues and expenditures associated with a specific purpose in accordance with regulations, restrictions, or limitations, and constituting an independent fiscal and accounting entity.

Fund Balance – The accumulated excess of revenues and other financing sources over expenditures and other financing uses for governmental functions.

G10 – The City of Jacksonville’s government television channel (cable channel 10).

GIS – Geographic Information System.

Grant – A payment from one level of government to another. Federal and State aid to local governments is often in this form. Grants are usually made for specific purposes.

Group Travel – Fees charged for participation in various trips offered throughout the year by the Recreation Department.

Highway Safety Grant – Revenue received from the Governor’s Highway Safety Program for replacement of car cameras, radar units and a DWI Simulator.

Home Recovery Fees – Fees collected from general contractors for the issuance of a permit for the construction or alteration of any single family residential dwelling unit in accordance with G.S. 87-15.6 (b). Of the amount collected, 80% is remitted to the NC Licensing Board for General Contractors.

Homeland Security Grant – Revenue received from the Governor’s Crime Commission to be used to develop a wireless network for monitoring the City’s critical infrastructure.

Homeownership Assistance – Program used to help applicants pay up to 50% of the applicant’s closing costs in obtaining a mortgage.

Housing Rehabilitation – Program providing loans to homeowners for rehabilitation of their principal residence.

ICMA Refund – The City matches contributions made by employees in the 457 retirement program up to \$1,000 per employee. Employer contributions are paid back to the City for nonvested employees that are no longer employed with the City. A nonvested employee has less than five years of service with the City. At the end of five years, the employee becomes vested.

Infill – Program which provides funds to contractors who rehabilitate or develop low income housing in the core city.

Inspection Fees – Fees derived from building, plumbing, electrical, etc., permits issued within the city limits and in the extraterritorial jurisdiction.

Installment Purchase Revenue – Revenue derived from the borrowing of funds for the purchase of capital assets.

Interest Assessments – Revenue received from property owners who elect to finance their assessment versus paying in full.

Interest Powell Bill – Interest made on idle Powell Bill funds invested by the City for Powell Bill use.

Interest tap fees – Revenue received from property owners who finance their tap fees.

Interfund Transfer – As authorized by City Council, the transfer of budgeted funds between accounting funds.

Intergovernmental Revenues – Revenues the City receives from federal, state, and county governments in the form of grants, reimbursements, payments in lieu, shared revenues, and/or entitlements.

Internal Service Fund – An accounting fund used to finance goods or services provided by one governmental department or agency to another on a cost reimbursement basis.

Investment Earnings – Interest earned on idle funds invested by the City.

Jacksonville Urban Area Metropolitan Planning Organization (MPO) – A group of governmental entities and private enterprise formed to steer long range planning in Onslow County.

Juvenile Transportation – Funds received from the State to reimburse costs associated with transporting juveniles to locations throughout the State.

Land Application Expansion – Revenue received from sewer customers for the current expansion of the land application facility.

Land Application Late Fees – Revenue received from the 10% late payment penalty on past due customer accounts for the land application user charge.

Land Application User Charge – Revenue received from sewer customers for retiring the debt on the original Land Application Project.

Late Charges – Revenue received from the 10% late payment penalty on past due customer accounts.

Lease Purchase Agreements – Contracted agreements which are termed leases, but which apply the lease amount to the purchase.

Local Government Commission (LGC) – A non-profit, nonpartisan, membership organization that provides inspiration, technical assistance, and networking to local elected officials and other dedicated community leaders.

Local Law Enforcement Block Grant – Revenue received from the U.S. Department of Justice Office of Justice Programs to reduce crime and improve public safety.

Loop Fares – Revenue received from fees paid by citizens utilizing the Jacksonville LOOP transit system.

Miscellaneous Revenues – Utilized for the collection of various revenue items that are not individually accounted for.

Modified Accrual Basis – Method of accounting wherein revenues are recorded when the amount becomes measurable, and expenditures are recorded when the liability is actually incurred.

National Night Out – Donations from various individuals and businesses used to fund the national event that promotes community awareness of the Police Department's programs and activities.

New Account Service Charges – Revenue received from utility customers when opening or transferring utility accounts.

NOAA Grant – Revenue received from a Community Habitat Restoration Grant from the National Oceanic and Atmospheric Administration for the restoration of and to create habitat in the Chaney Creek Basin.

Nondepartmental Accounts – Miscellaneous appropriations essential to the general operation of a fund which either do not fall within the function of any department or which provide for expenditures related to more than one department. Nondepartmental appropriations can also include outside agencies, debt service, transfers to other funds, and contingency.

Nuisance Abatement – Revenue for unpaid nuisance violations attached to property as a lien.

Onslow County Leachate – Revenue collected from Onslow County for treatment of landfill run-off.

Operating Expenses – Costs, other than expenditures for salaries and benefits and capital outlay, which are necessary to support the services of the organization. Examples are: printing charges, departmental supplies, electricity, and construction materials.

Outside Agency – Not-for-profit agencies providing human, ecological, and economic development services. The City funds many outside agencies that benefit the citizens of Jacksonville and provide services consistent with the City's objectives.

PD Community Service Contribution and Other Contributions – Donations from citizens and businesses to our Police Department for various purposes.

Performance Measures – Quantifiable means to evaluate workload, efficiency, and effectiveness performance levels, directly related to a department's goals and objectives.

Personnel – Expenditures made for salaries and wages for regular and temporary employees of the City.

Phone Surcharge Fee – Revenue received from fee collected from City residents, used to offset costs of the 911 system. This fee is currently \$0.70 per phone line per month, including wireless phones, and is administered by the State.

PILOT (Payment in Lieu of Taxes) – Federal law exempts from taxation property owned by the federal government. Occasionally the government that owns the property makes payments in lieu of taxes to a local government that could have taxed the property had it been privately owned.

Police Court Fees – Fees paid by the County for Police Officers' time spent in testifying in Court.

Police Department False Alarm Fees – Revenue derived from false alarms in excess of two within 30 days. Fees are determined by Council and published in the fee schedule.

Powell Bill Funds – Revenue derived from the State from taxes paid on gasoline; distributed based on population and miles of eligible streets. These funds can only be used for street improvements.

Powell Bill Installment Purchase – Revenue derived from the borrowing of funds for the purchase of Powell Bill assets.

Prior Years Taxes – Taxes uncollected from up to 10 years prior, that are collected in the current year.

Privilege Licenses – Fees derived from businesses for the privilege of doing business within the city limits.

Program Income – Revenue received from loans made for rental and housing rehabilitation assistance.

Program Income Miscellaneous – All other revenue received from the sale of property.

Property Lease – Fees derived from the leasing of city property to others for their use.

Property Tax – A tax levied on the assessed value of real property. This tax is also known as Ad Valorem Tax.

Rental Rehabilitation – Program which provides funds to owners/investors for the rehabilitation or production of low to moderate income rental units.

Residential Fees - Revenue received from residential customers for the stormwater fees collected to fund stormwater/water quality mandates and for the tipping fees imposed by the County on the City for waste being dumped in the County landfill.

Rolling Stock – Term used to refer to the City's fleet of wheeled vehicles.

Sale of Fixed Assets – Revenue derived from the sale of City-owned assets.

Sale of Powell Bill Fixed Assets – Revenue derived from the sale of Powell Bill funded assets.

Sales Tax – Tax paid by customers on sales and collected by the State Department of Revenue and distributed to each county on either a point-of-sale or a per capita basis. Every year, by April 30th, the County Commissioners may choose to distribute the proceeds between the County and incorporated municipalities on one of two bases: 1) per capita or 2) ad

valorem. For a more detailed explanation of sales tax distribution, please see the Revenue Summary section.

Section – A sub-unit of a division having a specific function within the division.

Section PL104(F) Transportation Grant – Revenue received from the NC Department of Transportation for metropolitan transportation planning.

Self Insurance Fund – An Internal Service Fund that is new for FY 09-10, used to account for health benefits and other insurance costs in order to charge those expenses to the using departments on a cost reimbursement basis.

Sewer Cost Recovery Agreement – Revenue received from the repayment of the construction costs of sewer improvements.

Sewer Facility Fees – Fees received from new sewer tap services to help offset the City's cost for treatment and large sewer trunks. All sewer tap customers are required to pay this fee.

Sewer Tap Fees – Fees received from new sewer tap services to cover the cost of connecting the customer's service line to the city sewer main (running the sewer pipe from the main to the cleanout). If this installation is done by the developer of a subdivision, the fee would not be charged.

Short Term Lease Vehicles – Tax of 1.5% on the gross receipts derived from retail short-term leases or rentals; replaces the ad valorem tax on these vehicles, which the legislature repealed in May 2000.

Small Business Initiative – Program providing funds to small business owners to help them improve their businesses.

State Drug Enforcement – Equitable sharing of state forfeited property.

State Maintenance Assistance Program (SMAP) – Revenue received from the NC Department of Transportation for maintenance assistance for urban, small urban and regional transit systems.

State-Owned Building Fire Protection Fees – The General Assembly appropriates funds to compensate political subdivisions of the State for providing local fire protection services for State-owned buildings and their contents.

Tax Base – The total assessed value of real, personal and state appraised property within the City of Jacksonville.

Tax Year – Calendar year in which tax bills are sent to property owners. The 2009 tax bills are reflected as revenue receipts to the City in the fiscal year 2009-10.

Telecommunications Service – Revenue based upon telecommunications service within the municipal boundaries.

Transportation Advisory Committee (TAC) – Governing body for the Jacksonville Urban Area Metropolitan Planning Organization.

Transportation Impact Analysis – Revenue derived from developers to pay for transportation impact analysis studies that benefit their particular subdivision or commercial development.

Unified Development Ordinance (UDO) – Combines the City and County zoning and subdivision ordinances into one document.

Utility Franchise Tax – Revenue based upon actual receipts from electric, telephone, and natural gas service within our municipal boundaries as a proportion of total statewide receipts.

Utility Patching Service – Fee reimbursement to the General Fund from the Water/Sewer Fund for making utility cuts in pavement the General Fund pays to repair.

Water Facility Fees – Fees received from new water tap services to help offset the City's cost for treatment and large water mains (arterial mains). All water tap customers are required to pay this fee.

Water Plant Fixed Charge – Non-variable portion of the revenue received from water customers for the construction of the new water treatment plant.

Water Plant Volume Charge – Variable portion of the revenue received from water customers for the construction of the new water treatment plant.

Water Sewer Extension – Fees collected to be applied to all Site Plans and Subdivision plans that involve infrastructure installations including potable water, sanitary sewer, storm drainage, roadway, sidewalk facilities, and enforcement of State Erosion Control regulations.

Water Sewer Re-inspection – Fees collected from the second inspection of water and sewer infrastructure installations.

Water Tap Fees – Fees received from new water tap services to cover the cost of connecting the customer's service line to the city water main (running the water pipe from the water main in the street to the meter on the customer's property, as well as installing the meter). If this installation is done by the developer of a subdivision, the fee would not be charged.

Water/Sewer Improvements – Program providing sewer connections for eligible applicants in the designated areas.

Wellness Incentive Grant – NCLM Grant used to fund the City's Wellness Program.

CITY OF JACKSONVILLE

FY 2009-10 FEE SCHEDULES

Effective
July 1, 2009

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Business License Fees

Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them:

Agent: The person having the agency for the manufacturer, producer or distributor.

Business: Any business, trade, occupation, avocation or calling of any kind, subject, by the provision of this chapter, to a license tax.

Engaged (or engaging) in business within this City: A person is engaged in business within the City when he engages in business activity of any type, either as owner or operator of such business:

By maintaining a business location within the City;

By soliciting business within this City; or

By picking up or delivering merchandise or performing services within the City.

Fiscal year: The period beginning with the first day of July and ending with the thirtieth day of June next following.

Quarter: Any three (3) consecutive months beginning on January 1, April 1, July 1 or October 1.

Levy generally.

In addition to the tax on property as otherwise provided for, and under the power and authority conferred in the laws of the State, there shall be levied and collected annually, or more often, where provided for, a privilege license tax on trades, professions, agencies, business operations, exhibitions, circuses, carnivals and all subjects authorized to be

licensed, as set out in this schedule.

Continuing authority of council.

Nothing contained in the provisions of this schedule shall be construed to prevent the City council from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any special license tax, or from prohibiting or regulating the businesses or acts licensed, when not in conflict with State or Federal law.

Collecting official.

The Finance Officer is hereby designated as the proper City official to collect license taxes and to issue privilege licenses.

Required.

It shall be unlawful for any person or his agent or servant to engage in or carry on a business in the City for which there is required a license, without first having paid the license tax and obtained the license. For the purpose of this schedule the opening of a place of business, or offering to sell, followed by a single sale or the doing of any act or thing in furtherance of the business shall be construed to be engaging in or carrying on such business; and each day that such person shall engage in or carry on such business shall be construed to be a separate offense.

Exemptions.

(a) Any person who engages in business within the City for religious, educational or charitable purposes shall be exempt from paying any privilege license tax levied by this schedule.

(b) Privilege license tax levied by this schedule, to the extent provided by General

Statutes.

(c) Any person serving in any branch of the Armed Forces of the United States or in the Merchant Marine during the period of such service shall be exempt from liability for any and all license taxes levied by the City in the State for the privilege of engaging in or carrying on any trade or profession in the State, which trade or profession such a person was engaged in immediately prior to being called into such service.

(d) In addition to the above, certain businesses are exempted from privilege license taxes by State law. A list of such exempted businesses falls under Professionals in this fee schedule.

Multiple businesses.

If a person is engaged in more than one business made subject to a license tax under this chapter such person shall pay the license tax prescribed in the tax schedules of this chapter for each such business, even if the businesses are conducted at the same business location.

Separate places of business.

Unless otherwise provided by State law or by the tax schedules of this chapter, if a person engages in a business in two (2) or more separate places, a separate license tax shall be required for each such place of business. For purposes of this Section, if a person engages in the same business at two (2) or more locations within the City of Jacksonville, which locations:

- (1) Are contiguous;
- (2) Communicate with and open directly into each other; and,
- (3) Are operated as a unit, this person is liable for only one license tax.

Application-Generally.

Every person desiring to obtain a license for the privilege of engaging in a business within the City shall make application therefore in writing to the Finance Officer. The application, to be made on a form provided by the Finance Officer, shall contain the following information:

- (a) Name and nature of the business for which the license is sought;
- (b) The address where the business is conducted, and a mailing address for the business, if different. If the application is for a new business or for a new location of an existing business the application shall be accompanied by a certificate of occupancy obtained from the inspections department certifying that the location meets all building code requirements for the intended use;
- (c) The name and address of the person filling out the application, and his relationship to the business;
- (d) The gross receipts of the business for the most recently completed tax year, if applicable; and
- (e) Any other information, which the Finance Officer determines to be necessary.

Same-False statements.

Any person who willfully makes a false statement on a license application shall be guilty of a misdemeanor.

Investigations.

The Finance Officer shall make any investigation necessary to determine the tax liability of the person engaged in business within the City. If necessary, the Finance Officer or his/her representative is authorized to enter upon the premises of any such business during normal business hours for the purpose of determining compliance with this chapter.

Issuance conditional.

All licenses provided for by this schedule are granted subject to the provisions of this schedule.

Forms and contents.

Every license issued under the provisions of this chapter shall show on the face thereof the name of the licensee, the nature of the business, the location thereof, if it is to be operated at a fixed place, the time for which issued, and the amount of license tax and penalty if any, paid. Any license requiring the approval of the City Council or of any officer of the City shall show such approval on its face; and it shall be the duty of the City Finance Officer, before issuing any such license, to see that the required approval is properly endorsed on the application for the license.

Copy to be filed.

The Finance Officer shall keep an exact copy of every license issued under the provisions of this schedule.

Effect of discontinuance of business.

No license tax shall be abated nor shall any refund or any part thereof be made, in any case where the licensee discontinues his

business before the end of the period for which such license was issued.

Refunds.

A taxpayer may obtain a release or refund of a tax if he can demonstrate to the satisfaction of the City Council that the tax was illegal, levied for an illegal purpose, or imposed through clerical error. If the tax has been paid, the taxpayer's request for a refund must be made within three (3) years after the tax became due or within six (6) months after the date of payment, whichever is later.

Duration.

All taxes provided for and fixed in the following sections and schedules shall be for twelve (12) months, unless otherwise specified, and shall so remain for each subsequent year to come until amended or changed by the City Council. All of the licenses provided for in this chapter, except beer and wine, shall expire on June thirtieth. Unless otherwise specifically provided, any licensee applying for and obtaining a license after January 31st and before June 30th shall be required to pay only one half of the amount of the annual license tax prescribed.

Change in place of business.

If a person who has obtained a license for a business taxed under this chapter desires to move from one business location to another within the City the license that has been issued shall be valid for the remainder of the license year at this new location, and no additional tax need be paid. Within a reasonable time after the change in location, however, such person shall inform the Finance Officer of the change in address.

Transfer.

All licenses issued under the provisions of this chapter shall be a personal privilege and shall not be transferable.

Display.

Every license shall be kept prominently displayed at the place of business of the licensee named in the license or if the licensee has no fixed place of business, such licensee shall keep the same wherever such business is being operated and can be inspected at any time by the proper municipal official.

Injunctive relief.

The City may seek an injunction against any person engaging in business in violation of this chapter.

Collection of unpaid tax.

(a) If a person begins or continues to engage in a business taxed under this chapter without payment of the required privilege license tax, the Finance Officer may use either of the following methods to collect the unpaid tax:

(1) The remedy of levy and sale or attachment and garnishment, in accordance with G.S. 160A-207; or

(2) The remedy of levy and sale of real and personal property of the taxpayer in accordance with North Carolina General Statutes.

(b) The City may decline or fail or cease to furnish utility service to any person who may be in debt to the City for any reason, except ad Valorem taxes and special assessments.

(c) Any person who begins or continues to engage in a business taxed under this schedule

with out payment of such tax is liable for an additional tax of five (5) per cent of the original tax due for each thirty (30) days or portion thereof that the tax is delinquent.

(d) The payment of any penalty or unpaid tax under the provisions of this schedule shall not bar or otherwise preclude the imposition of a fine or imprisonment for the violation of this schedule.

Revocation.

Any license issued under the provisions of this chapter may be revoked by the City Council upon the finding by the Council that the licensee has willfully or persistently violated one or more sections of this Code or other ordinance of the City or laws of the State, or that such licensee is conducting his business or obtained his license hereunder in a fraudulent or unlawful manner or is abusing the privileges granted by his license, or that such licensee has a criminal record from this or another state which would warrant the City Council in finding that the licensee is undesirable. Any such licensee shall be entitled to a hearing on reasonable notice before his license shall be revoked, and the findings of the City Council as a result of such hearing shall be final and conclusive.

Schedule of taxes.

On the following trades, professions, agencies, business operations and other subjects herein set out, the following taxes shall be levied and collected:

**GROSS RECEIPTS FEE SCHEDULE
 BASED ON GROSS ANNUAL SALES:
 (License period: July 1 through June 30
 each year)**

First year	\$50.00
\$20,000.00 or less	\$30.00
20,001.00 to 40,000.00	\$40.00
40,001.00 to 60,000.00	\$60.00
60,001.00 to 80,000.00	\$80.00
80,001.00 to 100,000.00	\$100.00
100,001.00 to 150,000.00	\$150.00
150,001.00 to 200,000.00	\$190.00
200,001.00 to 250,000.00	\$230.00
250,001.00 to 300,000.00	\$270.00
300,001.00 to 350,000.00	\$310.00
350,001.00 to 400,000.00	\$350.00

For any gross sales over \$400,000.00 the charge will be **\$350.00 plus \$20.00** for each additional \$50,000.00 or fraction thereof. (**Round up to the next whole amount**)

Example of calculation on \$1,171,687.48:

$$\begin{array}{r} \$1,171,687.48 \\ - 400,000.00 \\ \hline 771,687.48 \end{array}$$

$$771,687.48 / 50,000.00 = 15.43$$

16 X \$20.00= \$320. + \$350. = \$670. payment

After July 1, a penalty of 5% per month or fraction thereof will be imposed on all delinquents.

**BEER and WINE:
 (License period: May 1 through April 30
 each year)**

Every person engaged in the business of buying, selling, distributing, delivering or storing beer and wine in the following amounts:

Beer at retail:

"Off premises"	\$5.00
"On premises"	\$15.00
Beer "on and off premises"	\$20.00

Wine at retail:

"Off premises"	\$10.00
"On premises"	\$15.00
Wine "on and off premises:	\$25.00

Beer and Wine:

Beer and Wine "off premises"	\$15.00
Beer and Wine "on premises"	\$30.00
Beer/Wine "on & off premises"	\$45.00

Wholesale dealers:

Beer only	\$37.50
Wine only	\$37.50
Both wine & beer by same license	\$62.50

G.S. 105-113.75, G.S. 105-113.77

ADVERTISING:

Every person engaged in the business of outdoor advertising by placing, erecting or maintaining sign boards billboards or any other outdoor advertising devices, erected upon the grounds, walls, or roofs of buildings \$35.00

G.S. 105-86 (G.S. 160A-211)

AGENTS AND AGENCIES:

Agents, manufacturer’s representatives and/or sales office (not stocking merchandise or goods):

Travel agent or agency\$50.00

Not specifically taxed\$50.00

Collecting and claim agencies. Every person operating for profit, a collection agency for the purpose of collecting accounts, notes or other indebtedness from one person in favor of another\$50.00

G.S. 105-45 (G.S. 160A-211)

Emigrant agents. Every person engaged in the business of procuring laborers for employment outside the State\$100.00

G.S. 105-90 (G.S. 160A-211)

Employment agents. Every person operating a business of securing employment for another person for a fee or commission..... \$100.00

G.S. 105-90 (G.S. 160A-211)

Agencies for teachers, when approved by the education department of the State..... \$50.00

Domestic help and unregistered nurses, when sole business is placing same \$50.00

Security guards \$50.00

G.S. 105-42 (G.S. 160A-211)

Loan agency. Every person engaged in the regular business of making loans or lending money, accepting liens on, or contracts of assignment of salaries or wages, or any part

thereof, or other security or evidence of debt for repayment of such loans\$100.00

G.S. 105-88

This tax not applicable to banks, industrial banks, the negotiation of loans on real estate, credit unions, trust companies, and savings and loan associations. ~~G.S. 105.41~~

AMBULANCES:

Every person engaged in the business of operating an ambulance or ambulance per vehicle .. See Gross Receipts Table on page 5.

AMUSEMENTS CIRCUSES, & MENAGERIES:

Giving, offering, or managing any form of entertainment or amusement for which an admission is charged and not otherwise taxed or exempt or every person engaging in the business of exhibiting performances, such as circuses & menageries or other similar exhibitions per day \$25.00

G.S. 105-37.1

An Operational Fire permit is required to operate a special amusement building or Carnival or Fair.

AUTOMOBILE, MOTORCYCLE DEALERS AND SERVICE STATIONS:

Automobile service stations. Every person engaged in the business of servicing, storing, painting, repairing, welding, or upholstering of motor vehicles, trailers, semi-trailers, or in the business of retail selling or delivering of any tires, tools, batteries, electrical equipment, automotive accessories, including radios, or supplies, motor fuels or lubricants, or such commodities \$12.50

G.S. 105-89 (a)(G.S. 160A-211)

Motorcycle dealers. Every person engaged in the business of selling, buying or distributing motorcycles or motorcycle accessories . \$12.50

G.S. 105-89.1(G.S. 160A-211)

Automotive equipment and supply dealers at wholesale. Every person engaged in the business of buying, selling or distributing automotive accessories, including auto radios, batteries, parts, tires and other automotive supplies at wholesale..... **\$37.50**
G.S. 105-89 (b)(G.S. 160A-211)

Automobile dealers. Every person engaged in buying, selling, distributing, servicing or storing motor vehicles, trailers and other automotive accessories or supplies **\$25.00**
G.S. 105-89 (c)(G.S. 160A-211)

Persons dealing in used motor vehicles exclusively are liable for the tax set out above. If the business is of a seasonal, temporary, transient or itinerant nature the tax shall be for each location..... **\$300.00**
G.S. 105-89.1(G.S. 160A-211)

Auto dismantling and selling parts..... \$25.00
G.S. 105-89.1(G.S. 160A-211)

AUTOMOBILE CLEANING & DETAILING:
Every person engaged in the business of cleaning and/or detailing vehicles..... **\$50.00**

AUTOMOBILE RENTALS:
.. **See Gross Receipts Table on page 5.**

BARBER SHOPS:
Each barber, manicurist, cosmetologist, beautician, or other operator employed in the shop or parlor.
Per operator..... **\$2.50**
G.S. 160A-211(b)

BARBER or BEAUTY SCHOOL:
Every person engaged in the instruction of students for same.. **See Gross Receipts Table on page 5.**

BEAUTY SHOPS:
Each barber, manicurist, cosmetologist, beautician, or other operator employed in the shop or parlor.
Per operator **\$2.50**
G.S. 160A-211(b)

BICYCLE DEALERS:
Selling bicycles, bicycle supplies, or bicycle accessories..... **\$25.00**
G.S. 105-102.5 (G.S. 160A-211)

BODY PIERCING
Per Artist **\$200.00**

BOWLING ALLEYS:
Every person engaged in operating a bowling alley, per alley **\$10.00**
This tax is not applicable to fraternal organizations having a national charter, the American Legion, YMCA and YWCA.
G.S. 105-102.5 (G.S. 160A-211)

CAFES, RESTAURANTS, LUNCH STANDS and CAFETERIAS:
Every person engaged in the business of operating a restaurant, cafe, cafeteria, hotel with dining service on the European plan, drugstore or lunch stand, or other place where prepared food is sold:
Places with 5 chairs or less..... **\$25.00**
Places with 6 chairs or more **\$42.50**
G.S. 105-62 (G.S. 160A-211)

CARWASH-(Mechanical):
Every person engaged in the business using a mechanical car wash .. **See Gross Receipts Table on page 5.**

CATERING & CATERING TRUCKS:
Selling tobacco, soft drinks, wrapped sandwiches and prepared food from a truck (does not include the sale of ice cream) per truck. . **See Gross Receipts Table on page 5.**

CHAIN STORES:

Every person engaged in the business of operating or maintaining in this state under the same general management, supervision or ownership, two (2) or more stores or mercantile establishments where merchandise is sold or offered for sale, or from which such merchandise is sold or distributed at wholesale or retail, etc., is deemed a branch or chain store operator, per each chain store located in the City, except for the particular store in which the principal office of the chain is located and so designated by the chain. **G.S. 105-98 (G.S. 160A-211)**

Bakery thrift stores operated incidentally as part of a wholesale bakery operation are not subject to this tax.

Manufacturers, wholesalers or retailers of fertilizers, farm chemicals and seeds are not subject to this tax.

The term "chain store" as used in this section shall include stores operated under separate charters of incorporation. If there is a common ownership of a majority of stock in such separately incorporated companies, and/or if there is similarity of name or such separately incorporated companies, and/or if such separately incorporated companies have the benefit in whole or in part of group purchase of merchandise, or of common management and in like manner, the term "chain store" shall apply to any group of stores where a majority interest is owned by an individual or partnership..... **\$50.00**

CHECK CASHING:

Every person engaged in the business of cashing checks for a fee not otherwise taxed.....
.....**\$100.00**
G.S. 105-88

CONCESSION STAND or BOOTH:

Selling tobacco, soft drinks, wrapped sandwiches and prepared food from a concession stand or booth **\$25.00**
Requires Planning Approval

CONCRETE

Concrete Dealer .. **See Gross Receipts Table on page 5.**

CONFERENCE HALL:

Conference halls rented to public for compensation .. **See Gross Receipts Table on page 5.**

CONTRACTORS and CONSTRUCTION COMPANIES:

Every person who for a fixed fee or price offers or bids to construct any building, street, sidewalk, bridge, sewer or water system, grading, landscaping or other improvement or structure.

- General Contractor: With State license **G.S.160A-211**..... **\$10.00**
- Electricians(**G.S.160A-211**)..... **\$50.00**
- Heating (**G.S. 160A-211**)..... **\$50.00**
- Home Improvement (Contractor without State license)..... **\$50.00**
- Plumber(**G.S.160A-211**)..... **\$50.00**
- Refrigeration(**G.S. 105-91**)..... **\$50.00**

DANCE STUDIOS:

Every person engaged in the business of dance instruction .. **See Gross Receipts Table on page 5.**

DAY CARE CENTERS:

Every person engaged in the business of caring for children not related by blood or marriage to, or not the legal wards or foster children of, the operator, by operating a nursery, day care center, day school, kindergarten, or other related child care facility. **Provided, approval by the building inspections department, fire department and county health department shall be required prior to issuance of this**

license or renewal thereof. Provided, further, nonprofit childcare centers shall be exempt from the payment of the license tax.

.. **See Gross Receipts Table on page 5.**

DIRECTORIES:

Every person compiling and selling directories .. **See Gross Receipts Table on page 5.**

DRY CLEANERS & LAUNDRIES:

Every person operating a dry cleaning plant, pressing club or hat blocker within the City, or engages in the business of operating a laundry including wet or damp wash and laundrettes and similar types of business, or engaging in the business of supplying or renting clean linen or towels or wearing apparel and does not solicit outside the City, per location**\$50.00**

Solicits business outside the county where it is located.....\$100.00

G.S. 105-85 (G.S. 160A-211)

ELEVATORS & AUTOMATIC SPRINKLER SYSTEM SELLING and INSTALLING:

Every person engaged in selling and installing elevators or automatic sprinkler systems, only where principal or branch office is located in the City.....**\$100.00**

G.S. 105-55 (G.S. 160A-211)

A City or county may not levy a tax on a person engaged in a business taxed by this section if the person does not maintain an established (principal or branch office) place of business in the City or county.

ESCORT SERVICE:

Any person that provides an escort or entertainment service and/or contracts this service with another individual **\$250.00**

ESCORT/ENTERTAINER:

Any person that acts as an escort, date or provides entertainment for a fee **\$150.00**

EXERCISE, HEALTH CLUB, DIET CENTERS or SPAS:

Every person engaged in the operation of exercise, health club or spa. **See Gross Receipts Table on page 5.**

EXHIBITIONS or EXHIBITS:

Not otherwise specifically taxed herein, per day.....**\$200.00**
An operational fire permit is required to operate exhibits or trade shows

FILM DELIVERY:

Every person engaged in the delivery of film .. **See Gross Receipts Table on page 5.**

FILM PROCESSING:

Every person operating a business in film processing .. **See Gross Receipts Table on page 5.**

FIREARMS:

Every person engaged in the business of selling or offering for sale firearms..... **\$50.00**
G.S. 105-80(G.S. 160A-211)

WEAPONS-Other weapons:

Engaging in the business of selling or offering for sale, bowie knives, dirks, daggers, leaded canes, iron or metallic knuckles or similar weapons.....**\$200.00**
G.S. 105-80 (G.S. 160A-211)

FISH and OYSTER DEALERS:

Every person engaged in the retail sale of oysters and fish stored in refrigeration and/or soliciting orders**\$60.00**

FORTUNE-TELLING, MIND READERS, PALMISTS and OTHER CRAFTS and OCCUPATIONS OF A SIMILAR KIND:

Every person engaging in the business of telling or pretending to tell fortunes, practicing the art of palmistry, clairvoyance, and other crafts of similar kind**\$1,000.00**

G.S. 105-58 (no limit)

FOUNDRIES, MACHINE SHOPS, ASSEMBLING and FINISHING and DISTRIBUTING MATERIALS and EQUIPMENT:

Foundries & machine shop \$250.00

GOLF:

Every person engaged in the operation of driving ranges, golf courses, and miniature golf .. See Gross Receipts Table on page 5.

GUNSMITHS and LOCKSMITHS:

Every person engaged in business as a gunsmith or locksmith .. See Gross Receipts Table on page 5.

HOTELS, MOTELS, BED & BREAKFASTS:

Every person engaged in the business of operating any hotel, motel, tourist court, tourist home or similar place advertising in any manner for transient patronage, or soliciting such business, in the City shall pay a tax as follows:

For each room \$1.00
Minimum tax..... \$25.00

G.S. 160A-211

The lobby, clubroom, office, dining room, kitchen, and rooms occupied by the owner or lessee of the premises, or members of his family, for his or their personal use, shall not be counted in determining the number of rooms for the basis of the tax.

The terms “hotel,” “motel,” “bed and breakfast,” and “advertising in any manner” referred to in this section shall be given the meanings as specified in section 105-61 of the State law.

The tax provided for in this section shall apply whether the rental charges are made to patrons on a daily, weekly, bi-weekly or monthly basis. It is immaterial as to any particular room, whether a “permanent” guest is occupying such room or not.

Sale of food by a hotel or motel is covered by G.S. 105-62 and is separate from and in addition to this tax.

HOUSE MOVING and/or WRECKING:

Every person engaged in the business of house moving and/or wrecking..... \$50.00

HYPNOTISTS:

Instructor, per year. \$500.00
Each exhibition..... \$400.00

ICE CREAM DEALERS AND MANUFACTURERS:

If the machine or equipment used is of the continuous freezer type, the tax is \$.37 per gallon capacity based on the rated capacity in gallons per hour according to the manufacturer’s rating, with a minimum tax per freezer.....\$12.50

If the equipment used is not of the continuous freezer type, the tax is \$1.25 per gallon capacity for the freezer, with a minimum tax per freezer..... \$12.50

If the equipment used is not a standard freezer with a manufacturer’s capacity rating \$50.00

Trucks or other vehicles. Vehicles coming into the City and selling or delivering ice cream on which the tax has not been paid as in subsection (a) of this tax shall pay, per vehicle.. \$25.00

Farmers who manufacture and sell only the products of their own cows shall be exempt from the tax imposed by this section.

Definition. "Ice cream" shall apply, for the purposes of this tax, to ice cream, frozen custards, sherbets, water ices or similar frozen products.

G.S. 105-97 (G.S. 160A-211)

Wholesale. Every person engaged in the business of manufacturing or distributing ice cream at wholesale shall pay for each factory or place where manufactured or stored for distribution.

Manufacturer with counter freezer equipment, selling at retail only \$2.50

ITINERANT MERCHANTS & SALESMAN:

Every itinerant salesman or merchant who transports an inventory of goods to a building, vacant lot, or other location in the City and who, at that location displays the goods for sale and sells goods, other than farm products, in the City for less than six consecutive months is considered an itinerant merchant unless he stopped selling goods in that City because of his death or disablement, the insolvency of his business, or destruction of his inventory by fire or other catastrophe.

Per annum\$100.00
G.S. 105.53 (G.S. 160A-211)

The provisions of this subsection shall not apply to persons who sell books, periodicals, printed music, ice, wood for fuel, fish, beef, mutton, pork, bread, cakes, pies, dairy products, poultry, eggs, livestock or articles produced by the individual offering them for sale, but shall apply to medicines, drugs or articles assembled.

MERCHANTS, WHOLESALE or RETAIL:

Retail and wholesale merchants, dealers or jobbers doing any kind of business at retail or wholesale, not otherwise specifically taxed by this chapter, shall pay for each store or place of business a graduated license tax on annual gross sales computed using the following schedule: **See Gross Receipts Table on Page 5.**

MERRY-GO-ROUNDS & CARNIVAL COMPANIES:

Every person engaged in the business of operating a Ferris wheel, merry-go-round or other riding device, shooting gallery, skating rink, swimming pool or other amusement of like kind, or for other games or play, with or without a name, if operated on a permanent basis, for each subject enumerated Per location

..... 25.00
G.S. 105-102.5 (G.S. 160A-211)

Amusements not otherwise taxed per location...
.....\$25.00
G.S. 105-102.5(G.S. 160A-211)

MOBILE HOME PARKS:

Per Space\$4.00

MOVIES:

Every person engaged in the business of operating a movie theater or place where movies are shown for compensation.
G.S. 105-37 (G.S. 160A-211)

MOVING or TRANSFER COMPANY:

Every person engaged in the moving or transferring of business or household goods.
See Gross Receipts Table on page 5.

MUSIC MACHINES:

Every person engaged in the business of operating music machines,
Per machine\$5.00
G.S. 105-65 (G.S. 160A-211)

MUSICAL INSTRUMENTS:

Every person engaged in the business of selling or offering for sale, repairing or servicing pianos, organs, or records, radios or radio accessories\$5.00
Agents selling these commodities when the dealer is located outside the City.....\$5.00
G.S. 105-102.5(G.S. 160A-211)

NIGHT CLUBS, CABERETS, LOUNGES (In addition to any other tax):

Every person engaged in the business of operating an establishment where food or drinks are dispensed and exhibitions, performances, or other forms of entertainment are provided, including topless waitresses, dancers or employees; ~~and where dancing;~~

NON-PROFIT ORGANIZATIONS:

Business not intending or indented to earn a profit.....\$0.00

PAWNBROKERS:

Every person engaged in the business of lending or advancing money or other things of value for profit and taking as a pledge for such loan specific articles of personal property to be forfeited, if payment is not made within a definite time **\$275.00**

G.S. 105-88

PEDDLERS:

Any person who shall carry from place to place any goods, wares or merchandise and sell or offer to sell or barter the same, except wholesale dealers with established warehouses and selling only to merchants for resale, shall pay a tax as follows:

- Peddlers on foot **\$10.00**
- Each person peddling fruits, vegetables or produce of the farm **\$25.00**
- With a vehicle **\$25.00**

G.S. 105-53(G.S. 160A-211)

Provided, the tax levied herein shall not be applicable to the sale of books, periodicals, printed music, ice, wood for fuel, fish, beef, mutton, pork, bread, cakes, pies, dairy products, poultry, eggs, livestock or articles produced by the vendor offering them for sale, but shall apply to medicines, drugs or articles assembled. This tax is further not applicable to Confederate soldiers, disabled veterans of Spanish-American War or World Wars, or blind persons who are exempted from this tax by State law.

PHOTO ENGRAVERS:

Every person engaged in the business of photo engraving.. **See Gross Receipts Table on page 5.**

POOL TABLES , BILLIARDS & GAME ROOMS:

Every person who shall rent, maintain or own a building wherein there is a table at which billiards or pool is played, whether operated by slot or not or for sports or plays operated for profit, and not otherwise specifically taxed,

Per location..... **\$25.00**

G.S. 105-102.5 (G.S. 160A-211)

This tax is not applicable to fraternal organizations having a national charter or to the American Legion, Y.M.C.A. and Y.W.C.A. **G.S. 105-102.5**

PROFESSIONALS:

Every person who practices the following may not be taxed by the City:

- Attorney-at-law
 - Physician
 - Veterinarian
 - Surgeon
 - Osteopath
 - Chiropractor
 - Chiropodist
 - Dentist
 - Ophthalmologist
 - Optician
 - Optometrist
 - Engineer G.S. 89C-3
 - Land surveyor G.S. 89C-3
 - Architect
 - Landscape architect
 - Photographer
 - Real estate broker or salesman **G.S. 93A-2**
 - Real estate loan broker/appraiser **G.S. 93E-1-4**
 - Public accountant
 - Licensed embalmer
 - Licensed mortician
- G.S. 105-41**

RADIO STATIONS:

.. **See Gross Receipts Table on page 5.**

REPAIR SHOP.....\$50.00

SERVICE COMPANY or CONSULTANT:

Persons engaged in performing services where no goods, wares or merchandise are sold, not otherwise specifically taxed here .. **See Gross Receipts Table on page 5.**

SPECIALTY or FLEA MARKET:

Every person using a location for the purpose of promoting the display or sale of merchandise, wares or other tangible items in connection with specialty market..... \$200.00

G.S. 160A-211

Where a group of exhibitors places merchandise in the same location under one general manager or promoter, the total fee prescribed by this section shall be due from the manager or promoter and all others shall be exempt from this privilege license tax.

An itinerant merchant license is not required to engage in the business of a vendor at location licensed as a specialty market under this section or a specialty market that is exempt from the license requirement because the specialty market operator is the State or a unit of local government.

STORAGE WAREHOUSE OR TRANSFER:

Every person engaged in the business of operating a warehouse, except cotton and tobacco, storage or transfer warehouse wherein anything not belonging to the owner or operator of the same is stored for compensation or stored for transfer. See Gross Receipts Table on page 5.

STREET VENDORS:

Persons engaged in operating a business as street vendors \$15.00

Note: Applicants must contact and receive approval through the Planning Dept. prior to issuance of license. Per Cart or container

SUNDRIES:

The sale of sandwiches in drugstores or other stands or places not licensed and taxed as a restaurant under G.S. 105-62 (Does not include crackers or cookies in combination with any food filling). Operating, maintaining, or placing on location fewer than five of the following types of dispensers or machines: dispensers of cigarettes or other tobacco products, dispensers of soft drinks, dispensers

of food or other merchandise, or weighing machines, retailing soft drinks or retailing or jobbing cigarettes or other tobacco products. Per location.....\$4.00

City may not tax if business is required to be licensed under G.S. 105-65.1.

G.S. 105-102.5(G.S. 160A-211)

TATTOO and/or DERMOGRAPHIC ARTIST:

Every person engaged in the business of tattooing and/or demographic art\$200.00

TAXICABS:

Every taxicab in operation within the City, per vehicle\$15.00

City Code 24-41

UNDERTAKERS & COFFIN RETAILERS:

Every person engaged in the business of burying the dead or in the retail sale of coffins..\$50.00

G.S. 105-46 (G.S. 160A-211)

VIDEO GAMES:

Owning or operating machines that play electronic video games when a coin or other thing of value is deposited in the machine. Per unit\$5.00

G.S. 105-66.1 (G.S. 160A-211)

VIDEO RENTAL or SALE:

Selling, leasing furnishing, and/or distrusting movies, including video movies for use in places where no admission fee is charged or in schools or other institutions of learning ..\$25.00

G.S. 105-102.5 (G.S. 160A-211)

MISCELLANEOUS PRIVILEGE LICENSE FEES

New Privilege License Report Listing-
See Copying Fees of Public Record
Print Duplicate of Privilege Licenses –
\$5.00 each reprint

BUILDING INSPECTIONS SCHEDULE OF FEES (CONT.)

ADMINISTRATIVE FEES

Revise Plans (per permit)	N/A	\$ 50.00
Reinstate Permit (per permit)		\$ 50.00
Duplicate Building Record Card		\$ 20.00
Homeowners Recovery Fund		\$ 10.00
Penalty: Occupying building before Certificate of Occupancy issued		\$100.00
Technology Fee – 5% of permit fee	Minimum	\$ 5.00
Archive Research (\$25 per hour)		\$100.00 minimum

CODE ENFORCEMENT

Lot Clearing and mowing – Contractor cost plus \$200.00 Administrative fee
 Nuisance Abatement – Contractor cost plus \$100.00 Administrative fee

INSPECTION FEES (B E P M)

Re-inspection (first time)		\$ 0.00
Additional trip (per trade)		\$55.00
Special Request Inspection/After hours	\$100.00 per hour, 2 hour min.	\$200.00

ALTERATION/UPFIT

	<u>\$/SQ.FT.</u>	<u>MINIMUM</u>
Residential (B)	\$0.064	\$ 75.00
Non-Residential (B)	\$.06	\$150.00
Residential (E P M)	\$0.02 ea. E P \$0.015 M	\$ 75.00
Non-Residential (E P M)	\$0.0105 ea E P \$0.0105 M	\$ 75.00

MOVING PERMIT FEE

1500 sq. ft. structure.....\$0.10 a foot, which equals \$150.00.
 Larger than 1500 sq. ft.....\$0.10 per sq. ft. rate with a minimum of \$150.00.

SHELL BUILDING/SPECIAL PERMIT

Non-Residential (B)	\$0.045	\$175.00
Includes: foundation, shell only (no partition walls)		
Non-Residential (E P M)	\$0.0105 ea.	\$ 55.00 ea.
Includes: Rough-In in slab only		
Note: to finish shell building, include additional building permit at the above square footage or minimum.		

REFUND POLICY ON PERMITS ISSUED

After six months	\$ 0.00
Before six months	\$50.00
\$50.00 minimum and \$10.00 homeowner's recovery fee where applicable.	

PERMIT FEES DOUBLED IF WORK STARTED BEFORE PERMIT SECURED

CEMETERY FEES AND CHARGES

FEE/CHARGE	AMOUNT	AUTHORITY
Gravesite Charge:		
Resident	\$300.00	Council Action
Non-Resident	\$600.00	08-04-92

CONSTRUCTION INSPECTION SERVICE FEE SCHEDULE

First acre (or part thereof) of development	\$200.00
Each additional acre (or part thereof)	\$100.00/acre
Minimum Inspection Fee	\$200.00
Re-inspection Fee – Per site visit for Interim, Final, Warranty and Proof Roll Inspections	\$50.00 each

To be applied to all Site Plans and Subdivision Plans that involve infrastructure installations. Construction Inspection services to cover: Potable water, sanitary sewer, storm drainage, roadway, sidewalk facilities, and enforcement of State Erosion Control regulations.

Fee to be paid prior to receiving Erosion Control or Water and/or Sewer Extension Permit(s) and includes initial site visit and one follow-up inspection.

Street Sweeping	\$51.00 per hour
(Includes \$38.00 per hour for sweeper and \$13.00 per hour for an operator)	

Note: City of Jacksonville, Streets Division may provide street sweeping service to Developers and Construction Companies. Street Sweeping will be available as our requirements allow. Charges will be billed in a letter format and will be required to be paid at the Water Billing Division within City Hall

SOIL EROSION AND SEDIMENTATION CONTROL CIVIL PENALTIES

Any person who violates any provisions of the City of Jacksonville’s Soil Erosion and Sedimentation Ordinance (City Code, Chapter 22), or rules or orders adopted or issued pursuant to this ordinance, or who initiates or continues a land-disturbing activity for which an erosion control plan is required except in accordance with the terms, conditions, and provisions of an approved plan, is subject to a five thousand dollar (\$5,000) civil penalty per day of continuing violation (G.S. § 113A-64).

COPYING FEES OF PUBLIC RECORDS*

Public Records (8 ½” x 14” max size)

First 2 pages: Free
 Third page and over 15 cents each
 Color: (allowed if original public record is color) 35 cents each
 Larger Documents: Cost will be set by the department in charge of the documents based on reproduction cost.
 GIS Records: See Information Technology Systems (ITS)

**Specifications, Standards, and Design Manual \$50.00
 (Council Action 10/3/06)**

Personal Records (Not City Related)

Cost per copy 25 cents each
 Color Copies: (Not Allowed except by permission of City Manager)

*Municipalities are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the municipality and/or its citizens.

**COMMUNITY DEVELOPMENT
 FEE SCHEDULE**

Type of Application	FEES (Non-refundable)
Homebuyer Education	\$10
Homeownership	\$25
Housing Rehabilitation	\$25
Rental Housing Rehabilitation	\$100
Commercial Rehabilitation	\$100
Demolition and Clearance	\$50
Small Business Initiative	\$25
In-Fill Construction Program	\$25

Note: Application fees may be waived for persons 65 years of age or older or disabled individuals.

FIRE DEPARTMENT FEES AND CHARGES

FEE/CHARGE	AMOUNT	AUTHORITY
Fire fighting fee for property outside City limits	See formula below	City Ordinance (43-80) 12-02-80

Calculation of Fees:

Fire Budget + 10% x Assessed Valuation x 1.5 = Annual Fee
Total Assessed Valuation of City of property

Special Permit Fees as required by Volume V Fire Code (Enforcement by Fire Chief, Fire Marshal, or designated assistant) \$45.00 minimum

Hazardous Material Emergency Charges and Special Events:

Response Units (Engines, Squads, ea)	(per hour) \$200.00
Personnel	1.5 x hourly rate
Rental Equipment	At cost
Supplies and Materials	At cost plus 15%

FIRE INSPECTION FEE SCHEDULE

The initial mandated fire inspection fee shall be at no charge (except in the ETJ). All re-inspection fees shall be calculated at a set rate of \$35.00.

False Alarm Fees (per City Ordinance)

Third False Alarm Fee	\$50.00
Fourth False Alarm Fee	\$75.00
Fifth or more False Alarm Fee (or greater)	\$100.00
Alarm System Reinstatement Fee	\$25.00

Fire Protection Plan Review Fee

For review of fire alarm or fire sprinkler Plans (not credited towards permit fees).	<10,000 sq. ft. \$25.00 >10,000 sq. ft. \$50.00
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Other Activities

Fire Flow Tests	\$100.00
Filling Swimming Pools	\$50.00 + Water Charges

FIRE PREVENTION CODE REQUIRED PERMITS

Operational Permits

An operational (fire) permit allows the applicant to conduct an operation of a business for which a permit is required by the NC Fire Prevention Code. The prescribed duration of the operational permit is the same as the frequency of the state mandated fire inspection schedule for the given type of occupancy. The initial fee for an operational permit is waived if a construction permit of the same type has been issued immediately prior to the operational permit.

Amusement buildings (105.6.2) – An operational permit is required to operate a special amusement building. \$60.00

Carnivals and fairs (105.6.4)– An operational permit is required to conduct a carnival or fair \$45.00

Covered mall buildings (105.6.10) – An operational permit is required for: \$45.00

- A. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
- B. The display of liquid- or gas-fired equipment in the mall.
- C. The use of open-flame or flame-producing equipment in the mall.

Exhibits and trade shows (105.6.14) – An operational permit is required to operate exhibits and trade shows. \$45.00

Explosives (105.6.15) – An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the Fire Prevention Code. \$100.00

Exception: Fireworks allowed by North Carolina General Statute 14-414.

Flammable and combustible liquids (105.6.17) – An operational permit is required as follows: \$60.00

- A. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed, or used.
- B. To install, alter, remove, abandon, place temporarily out of service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank.
- C. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
- D. To manufacture, process, blend or refine flammable or combustible liquids.
- E. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing

establishments.

- F. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or Manufacturing establishments.

Fumigation and thermal insecticidal fogging (105.6.20) – An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used. \$45.00

Hazardous Materials (105.6.21) – An operational permit may be required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the Fire Prevention Code. \$60.00

Liquid- or gas-fueled vehicles or equipment in assembly buildings (105.6.27) – An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings. \$45.00

Open burning (105.6.31) – An operational permit may be required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. \$45.00

Private fire hydrants (105.6.35) – An operational permit is required for the removal from service, use or operation of private fire hydrants. Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants. *Fee only applied if work done before permit is issued. *\$45.00

Pyrotechnic special effects material (105.6.36) – An operational permit is required for use and handling of pyrotechnic special effects material. \$60.00

Spraying or dipping (105.6.41) – An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the Fire Prevention Code. \$60.00

Temporary membrane structures, tents, and canopies (105.6.43) – An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400sq ft (37 m²). Exceptions:

- A. Tents used exclusively for recreational camping purposes.
- B. Fabric canopies and awnings open on all sides which comply with all of the following:
 - B.1 Individual canopies shall have a maximum size of 700 sq ft (65 m²).
 - B.2 The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3658 mm) shall not

exceed 700 sq ft (65 m2) total.

B.3 A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

C. Funeral tents and curtains or extensions attached thereto when used for funeral services.

Construction Permit

A construction (fire) permit allows the applicant to install or modify systems and equipment for which a permit is required by the NC Fire Prevention Code and identified in the City Fee Schedule.

Automatic fire extinguishing systems (105.7.1) - A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not require a permit. \$60.00
+.009
per sq ft

Compressed gases (105.7.2) – When the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system. Exceptions: \$60.00

A. Routine maintenance.

For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.

Fire alarm and detection systems (105.7.3) - A construction Permit is required for installation of or modification to fire alarm and detection systems and related equipment. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not require a permit. \$60.00
+.009
per sq ft

Fire pumps and related equipment (105.7.4) - A construction permit is required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. Maintenance performed in accordance with this code is not considered a modification and does not require a permit. \$45.00

Flammable and combustible liquids (105.7.5) – A construction permit is required: \$100.00

A. To install, construct, or alter tank vehicles, equipment tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.

B. To install, alter, remove, abandon, place temporarily out of service or otherwise dispose of a flammable or combustible liquid tank.

Hazardous materials (105.7.6) – A construction permit is required to install repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 of the Fire Prevention Code when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21 of the Fire Prevention Code. Exceptions: \$100.00

1. Routine maintenance.
2. For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.
Industrial ovens (105.7.7) – A construction permit is required for installation of industrial ovens covered
 - A. Routine maintenance.
 - B. For repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.

Private fire hydrants (105.7.9) – A construction permit is required for the installation or modification of private fire hydrants. \$45.00

Spraying or dipping (105.7.10)– A construction permit is required to install or modify a spray room, dip tank or booth. \$45.00

Standpipe systems (105.7.11) – A construction permit is required for the installation, modification, or removal from service of a standpipe system. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not required a permit. \$45.00

Temporary membrane structures, tents and canopies (105.7.12)– A construction permit is required to erect an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m2), or a canopy in excess of 400 square feet (37 m2). \$45.00

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Funeral tents and curtains or extensions attached thereto, when used for funeral services.
3. Fabric canopies and awnings open on all sides which comply with all of the following:
 - a. Individual canopies shall have a maximum size of 700 square feet (65 m2).
 - b. The aggregate area of multiple canopies placed side by side without a firebreak clearance of 12 feet shall not exceed 700 square feet (65 m2) total.
 - c. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

HUMAN RESOURCES

Employee ID Badge Replacement Fees

BADGE TYPE	AMOUNT	AUTHORITY
Proximity Card	\$20.00	Administrative Policy 4G Personnel ID Badge
Identification Card	\$10.00	Administrative Policy 4G Personnel ID Badge

INFORMATION TECHNOLOGY SERVICES (ITS)

Customized GIS Color Maps	\$30.00 per hour, 1 hour minimum Plus standard GIS color map fees
Standard GIS Color Maps	
8-1/2" X 11"	\$ 2.00
11" X 17"	\$ 3.00
24" X 36"	\$ 5.00
36" X 36"	\$10.00
36" X 48"	\$15.00
Digital Data	
Existing data file	Cost of media
Customized data file	\$30.00 per hour + cost of media

**PLANNING DIVISION
DEVELOPMENT PLAN REVIEW FEE SCHEDULE**

TYPE	FEE
The following fees are non-refundable unless otherwise noted:	
Copy of Subdivision Regulations	\$5.00
Downtown Design Guidelines	\$ 9.00
Thoroughfare/Transportation Plan	\$ 9.00
Home Occupation Application	\$25.00
CAMA Land Use Plan	\$25.00
Downtown Master Plan	\$25.00
Copy of Zoning Ordinance	\$25.00
Recombination/Exempt/Easement Plats	\$50.00
Zoning Certification Letter	\$50.00
Zoning Permit	\$50.00
Billboard Renewal Fee	\$60.00
Trails & Greenways Master Plan (B&W)	\$70.00
Vested Right Application	\$75.00
Preliminary Plan (Major)	\$150.00
General Plan (Major)	\$200.00 + \$5.00/lot
(Minor Subdivisions)	\$100.00 + \$5.00/lot
General Plan Extension	\$100.00 + \$5.00/lot
Final Plat	\$100.00 + \$5.00/lot
Subdivision Plan Modification/Revisions	\$200.00
Text Amendment	\$250.00
Rezoning Request (Map Amendment)* thereof	\$300.00 + \$50.00 per acre, or portion
Voluntary Annexation Petitions	\$500.00
Street Closing Petitions	\$500.00
Variance/Interpretation/Appeal Request	\$200.00 (If the applicant's appeal is granted by the Board of Adjustment, this fee will be refunded in full)

Plan Review (Commercial, less than 5,000 sq ft)	\$200.00 + \$50.00 per acre, or portion thereof
Special Use/Conditional Use Permit	\$300.00 + \$50.00 per acre, or portion thereof
Site Plan Review** (1 st two reviews are included)	\$200.00 + \$50.00 per acre, or portion thereof
Site Plan Re-review	\$100.00
Special Use/Conditional Use Permit/Site Plan thereof (permit/site plan as one application)	\$350.00 + \$50.00 per acre, or portion thereof
Plan/Site Plan Modifications	\$200.00
Site Plan Extension	\$100.00 + 25.00 per acre, or portion thereof
Development Agreement	\$2,000.00
Land Use Plan Text & Map Amendment	\$200 + \$50 per acre, or portion thereof with a maximum of \$2,000
Transportation Impact Analysis (TIA) Scoping fee	\$1000.00 (non-refundable) will be credited to the total cost of the TIA fee.
Applicant Hires Own Qualified Engineer	Applicant 100% Cost of their TIA plus 100% cost for City's Consultant to review the TIA Report.
City Selected Engineering Consultant	Applicant 80%/City 20% Total Cost of TIA

*When a rezoning request will affect more than 50 different adjacent property owners, and a newspaper ad is required, the applicant will be assessed the advertisement fee.

**** For Expansions/Additions/Accessory Structures on sites owned or leased by a public agency greater than 5 acres, only the development impact area will be factored into the per acre portion of the plan review fee.**

POLICE DEPARTMENT FEES AND CHARGES

FEE/CHARGE	AMOUNT	AUTHORITY
Taxicab Driver Permits		
Initial	\$15.00	Council Action 4/21/04
Renewal	\$15.00	
Change of Company (owner)	\$15.00	
Duplicate Copies	\$15.00	
Change of Company (driver)	\$25.00	
Change of Name (total fee)	\$25.00	
Taxicab Inspection Fee	\$9.10	City Code 24-83 (a)
Taxicab License Fee	\$15.00	City Code 24-41
Rate Schedule for Taxicabs		City Code 24-61
For the first one-tenth of a mile	\$2.00 + \$.50 surcharge until revised by Council	
For each additional one-tenth of a mile thereafter	\$0.20	Council Action 7/22/08 Effective 11/14/05 – 5/14/06
Per minute waiting time (to be charged only during stops made at the request of the passenger)	\$12.00 per hr in 45 sec increments	
Fingerprints	\$20.00	Departmental Action
Fingerprints to be processed for all applicants for City licenses and permits	\$14.00	SBI Administrative Fee (to be paid by money order)
Pictures	\$10.00	Departmental Action
Copies of Reports (See Copying Fees in Fee Schedule Pg 23)		
Parking Ticket (regular)	\$10.00	City Code 25-129
Parking Ticket (commercial vehicle in residential areas)	\$50.00 per day	City Code 25-123 Council Action 2/8/05
Alarm Permits	\$10.00	
False Alarm Charge (3 rd -5 th alarms)	\$50.00	
False Alarm Charge (6 th -7 th alarms)	\$100.00	
False Alarm Charge (8 th -9 th alarms)	\$250.00	
False Alarm Charge (10 th and over alarms)	\$500.00	
Failure to Register Alarm	\$100.00	
Other Civil Alarm Penalty	\$100.00	
Funeral Escorts (Per Event)	\$25.00	Council Action 9/18/07
Wrecker Rotation List Membership	\$250.00	
Towing Rates as Established by the Towing Committee:		(City Ordinance 27-10 D) (Council Action 1-2-07)
Monday - Friday 8:00am to 6:00pm	\$100.00	
Monday - Friday 6:00pm to 8:00am	\$125.00	
Use of Dollies	\$50.00	
Holiday and Weekends	\$125.00	
Hourly rate after first hour	\$50.00	
Outdoor Daily Storage	\$20.00	
Indoor Daily Storage	\$25.00	
Winching fee	Included in tow	
Environmental Clean-up	Included in tow	

RECREATION FEES

FEE/CHARGE	AMOUNT	EXTENDED CHARGES
Non-resident fees Jan 1 – Dec 31		
Activity Fee	\$25	
Individual – Yearly	\$50	
Family Yearly 3 or more	\$150	

RENTALS

A. JACK AMYETTE CENTER **(Please note rentals must be 2 hour-minimum)**

Gymnasium

Not For Profit	\$25 per hour	
8 hour day	\$150	\$25 each additional hour
Admission/fees charged	\$50 per hour	
8 hour day	\$300	\$50 each additional hour
Commercial use	\$75 per hour	
8 hour day	\$450	\$75 each additional hour

**Department Athletic Use, or
team practices- No deposit
required**

Front Room

Not For Profit	\$20 per hour	
8 hour day	\$120	\$20 each additional hour
Admission/fees charged	\$40 per hour	
8 hour day	\$240	\$40 each additional hour
Commercial use	\$60 per hour	
8 hour day	\$360	\$60 each additional hour

Entire Building

Not For Profit	\$50 per hour	
8 hour day	\$300	\$50 each additional hour
Admission/fees charged	\$75 per hour	
8 hour day	\$450	\$75 each additional hour
Commercial use	\$100 per hour	
8 hour day	\$600	\$100 each additional hour

Activities Center

Not For Profit	\$20 per hour	
8 hour day	\$120	\$20 each additional hour
Admission/fees charged	\$40 per hour	
8 hour day	\$240	\$40 each additional hour
Commercial use	\$60 per hour	
8 hour day	\$360	\$60 each additional hour

B. NORTHWOODS CENTER **(Please note rentals must be 2 hour-minimum)**

Lobby or TV Rm

Not For Profit	\$20 per hour	
8 hour day	\$120	\$20 each additional hour
Admission/fees charged	\$40 per hour	
8 hour day	\$240	\$40 each additional hour
Commercial use	\$60 per hour	
8 hour day	\$360	\$60 each additional hour

Entire Building

Not For Profit	\$40 per hour	
8 hour day	\$240	\$40 each additional hour
Admission/fees charged	\$60 per hour	
8 hour day	\$360	\$60 each additional hour
Commercial use	\$80 per hour	
8 hour day	\$480	\$80 each additional hour

C. KERR STREET

Lobby or TV Rm

Not For Profit	\$20 per hour	
8 hour day	\$120	\$20 each additional hour
Admission/fees charged	\$40 per hour	
8 hour day	\$240	\$40 each additional hour
Commercial use	\$60 per day	
8 hour day	\$360	\$60 each additional hour

D. JACKSONVILLE COMMONS –GYMNASIUM (Please note rentals must be 2 hour-minimum)

Gymnasium	Not For Profit	\$50 per hour	
	8 hour day	\$300	\$50 each additional hour
	Admission/fees charged	\$75 per hour	
	8 hour day	\$450	\$75 each additional hour
	Commercial use	\$100 per hour	
	8 hour day	\$600	\$100 each additional hour
	Department Athletic Use, or team practices- No deposit required	\$25 per hour per court \$50 per hour full gym	

E. JACKSONVILLE COMMONS - Meeting Rooms (Please note rentals must be 2 hour-minimum)

Meeting rooms & front lobby together	\$50 per hour
One Meeting room	\$25 per hour

F. JACKSONVILLE COMMONS - Entire Building (Please note rentals must be 2 hour-minimum)

Not For Profit	\$75 per hour	
8 hour day	\$450	\$75 each additional hour
Admission/fees charged	\$100 per hour	
8 hour day	\$600	\$100 each additional hour
Commercial use	\$125 per hour	
8 hour day	\$750	\$125 each additional hour

G. JACKSONVILLE COMMONS - SENIOR COMMUNITY CENTER**(Please note rentals must be 2 hour-minimum)****Senior Community Room**

Not For Profit	\$20 per hour
8 hour day	\$120
Admission/fees charged	\$40 per hour
8 hour day	\$240
Commercial use	\$60 per hour
8 hour day	\$360

Senior Choate Room

Not For Profit	\$30 per hour
8 hour day	\$180
Admission/fees charged	\$50 per hour
8 hour day	\$300
Commercial use	\$75 per hour
8 hour day	\$450

Entire Senior Building

Not For Profit	\$40 per hour
8 hour day	\$240
Admission/fees charged	\$60 per hour
8 hour day	\$360
Commercial use	\$80 per hour
8 hour day	\$480

H. CONCESSION STAND

Concession Stand rental only \$30 per day

I. BLEACHERS

Not to be rented or loaned

J. VOLLEYBALL, STANDARDS, NET & POLES

\$10 per day

K. PARK SHELTERS, GAZEBOS, & STAGE

AREAS: -Brook Valley, Sherwood, Wilson Bay, Wooten Park and Northeast Creek Shelter I & II, Commons I & II, Georgetown, Jack Amyette, Kerr Street, Phillips; Richard Ray Park, Riverwalk Park Area, Sturgeon City Park Shelters I-III; **GAZEBOS:** L. P. Willingham Waterfront, Wilson Bay and Northeast Creek. **STAGE AREAS:** BOLD Stage includes Riverwalk Park Area up to Third Street)

\$20 for 3 hour minimum \$5 each additional hour

L. PARK RENTALS/FUND RAISING ACTIVITIES

SCHEDULE FOR SPECIAL REQUEST

\$100 for 4 hours minimum

M. ACTIVITIES

YOUTH

1. YOUTH SPORTS

Varies depending on expenses of officials, staff, equipment, supplies

Varies depending on expenses of officials, staff, equipment, supplies

- a. Baseball/Softball
- b. T-Ball
- c. Basketball
- d. Volleyball
- e. Athletic Camps
- f. Sponsor Fees

per camp instructor

- (1) Youth Baseball & Softball \$175
- (2) Junior Baseball \$250
- (3) Youth Basketball \$150
- (4) Youth Volleyball \$125

2. OPEN PLAY

Non-resident must pay additional \$25 for Activity; individual \$50 and \$150 family yearly

- a. Basketball \$30
- b. Volleyball \$30

3. AFTER SCHOOL PROGRAM

\$10 per Month \$20 per month

4. TIME FOR TOTS

\$40 per season - \$80 per season
per family – per family-fall/spring/summer
fall/spring/summer

5. SUMMER PROGRAM

5a. Registration (7:30am – 5: 30pm)
Excludes Jack Amyette & Northwoods Park Middle

\$110 per 2 wk session \$135 per (2 week) session

Registration for Jack Amyette & Northwoods Park Middle School Sites ONLY 9am – 4pm

\$40 per (2 week) session \$65 per (2 week) session

6. "CELEBRATE THE OUTDOORS" CAMP

Varies with destination and duration of camp @ \$80-\$250

7. ARTS & CRAFTS CAMPS	Varies depending on age, duration, and camp supplies \$30 - \$50	\$25 additional Non-resident fee
8. SCHOOL HOLIDAY	Varies - Day trips when school is out \$20 - \$30	\$25 additional Non-resident fee
9. ADULT TRIPS/GROUP TRAVEL	Varies on duration, venue, transportation, etc.	\$40 – undetermined amount
10. SENIORS’ TRAVEL Senior Citizens	Varies on duration, venue, transportation, etc.	\$5 – Undetermined amount \$25 Non Resident
11. YOUTH CENTER	Varies on Program	\$2 – Undetermined Amount
ADULT SPORTS	Varies depending on expenses of officials, staff, equipment, supplies	

SKATEBOARD PARK

	<u>YEARLY PASS</u>	
Membership Fee (Resident)	\$100 unlimited skating	
Membership Fee (Non-resident)	\$ 125 unlimited skating	
	<u>QUARTERLY PASS</u>	
Resident	\$25	
Non-resident	\$50	
	<u>Expires 90 Days from Purchase Date</u>	
	7-DAY PASS	
Resident	\$15	
Non-resident	\$30	

N. TENNIS COURTS (night rentals not available) \$10 per hour per court

O. BALL FIELDS - (Rates Per Field)

1. Day/hourly use	\$10 per hour
2. All day use	\$50 per day
3. Light use - 4 hrs maximum	\$20 per hour
4. Light use – Approved Charity events	\$10 per hour
Tournament Rates	
5. 1 day/1 night - lights 4 hours	\$150
6. 2 days/1 night - lights 4 hours	\$175
7. 2 days/2 nights - lights 4 hours	\$250
8. 2 days/3 nights - lights 4 hours	\$300

P. OUTDOOR BASKETBALL COURTS \$10 per hour per court
\$20 per hour per court per night

An Administrative Fee of \$20.00 will be charged for all building reservations, programs, classes or rentals cancelled by those **who registered for a class or activity, or who paid a Building/Facility rental fee.**

Definitions:

Not For Profit- No Fees or admission charged.

*Admission Fee Charges - Any group who charges admission to an event.

*Commercial Use - Selling items for profit. **This will include any non profit group who permits the vending of**

any item(s) for personal profit by any 2nd party individual, group or business to which the 1st party (who is the renter) either allows, or sells space to, for the purpose of making a profit.

Discounts: Families will pay full price for first two children and half price for all other children, **registering for summer day camp and youth athletic programs. Discounts are not available for classes and instructional camps, Family and adult travel/ trips and t-shirts.** Limited financial assistance is available for certain programs, for City residents who qualify.

The department also has a variety of classes and camps that change from year to year. Each activity has its own fee, which is negotiated with the individual instructor, a contract is signed and the City receives 30% of the fees collected.

***A \$50.00 down payment or payment in full will be required for facility rentals greater than \$50. Any remaining fees will be due fourteen (14) days in advance of the rental date. Facility rentals with less than the fourteen (14) day requirement must be paid in full at the time of the reservation. Failure to pay the balance in full will result in forfeiture of the down payment.**

For facility rentals less than the \$50 minimum, full payment is required at the time of the reservation. Cancellations made more than fourteen (14) days in advance will result in a refund of fees less the administrative fee of \$20.

No refunds will be given without the fourteen day prior notice less the administrative fee of \$20.

REFUND POLICY

If the Recreation Department cancels a trip, reservation, program, class or rental, a full refund will be issued. An Administrative Fee of \$20.00 will be charged for all building reservations, programs, classes or rentals cancelled by those **who registered for a class or activity, or who paid a Building/Facility rental fee.**

SANITATION FEES

DIAL-A-TRUCK PROGRAM

No cost to residential customers.

Not available to commercial entities.

BULKY WASTE AND BRUSH VOLUME-BASED FEE:

Material	Volume-Based Fee	
Building Materials	May be disposed via Dial-a-Truck program or at a charge of \$40 per cord.	
Bulky Wastes	First Three Items	Free with basic service
	Subsequent items	\$10 per item
Brush	First Cord	Free with basic service
	Subsequent cord (or fractions thereof)	\$20 per cord
Appliances	First two appliances	Free with basic service
	Subsequent appliances	\$10 per appliance

COMMERCIAL DUMPSTER COLLECTION FEE

	Collection twice per week	Collection three times per week	Collection four times per week	Collection five times per week
**Cost per Month for (1) dumpster	\$46.64	\$69.96	\$93.28	\$116.60

**Monthly rate is dependent on number of dumpsters and number of collection dumps per week.

Example: 3 scheduled collection dumps per week times (3) dumpsters = 9 scheduled dumps per week times 52 weeks = 468 dumps per year times the service cost of \$5.38 per service cost per collection dump = \$2,517.84 per year divided by 12 months = \$209.82 which is the monthly commercial dumpster collection fee. Extra collection dumps requested by the customer will be charged at a rate of \$5.38 per collection dump.

***Note: The service cost per collection dump of \$5.38 is subject to change each fiscal year.

This fee is to cover the charge for the Contractor to provide the service.

LANDFILL DISPOSAL FEES

LANDFILL TIPPING FEE \$47.00**

**Note: Contingent upon the county raising the Landfill Disposal Fees

MONTHLY RESIDENTIAL RATES:

Residential Customer – one (1) 96-Gallon Container \$5.00

*One (1) additional 96-Gallon Container \$1.10

*Maximum of two (2) containers per household

MONTHLY SMALL BUSINESS RATES:

Small Business Customer – one (1) 96-Gallon Container \$6.10

*For each additional 96-Gallon Containers \$4.30

*Maximum of four (4) containers per small business

MONTHLY COMMERCIAL DUMPSTER DISPOSAL RATES:

PER CONTAINER

Commercial Customer (8-cubic yards dumpster) \$107.00

Commercial Customer (6-cubic yards dumpster) \$80.50

Commercial Customer (4-cubic yards dumpster) \$53.50

Commercial Customer (2-cubic yards dumpster) \$27.00

VIP Commercial Customer (compactor 8-cubic yards) \$321.00

VIP Commercial Customer (compactor 6-cubic yards) \$241.50

VIP Commercial Customer (compactor 4-cubic yards) \$160.50

VIP Commercial Customer (compactor 2-cubic yards) \$81.00

NOTE: VIP Commercial Customer rates are 3 times higher due to the fact that these dumpsters compact at a 3 to 1 ratio.

CALL IN (NON-SCHEDULED) PICKUP RATES FOR REGULAR SIZE DUMPSTERS:

Collection cost per cubic yard \$2.00

Example: 8-yard dumpster x \$2.00 extra pickup cost = \$16.00

CALL IN (NON-SCHEDULED) PICKUP RATES FOR VIP SIZE DUMPSTERS:

Collection cost per cubic yard \$2.00
 Example: 8-yard dumpster x \$2.00 extra pickup cost = \$16.00
 Example: 8-yard VIP dumpster = \$16.00 x 3 = \$48.00

ADDITIONAL PICKUPS FOR REGULARLY SCHEDULED CUSTOMERS –

PICKUP RATES: (REGULAR-SIZED DUMPSTERS RATES ANNUALIZED ON MONTHLY BASIS)

Regular Monthly Charge for 2 p/u's / week	<u>Additional pick up charges for Regular-sized dumpsters</u>				
	Dumpster Size	# of Dumpsters	One More p/u per week	Two More p/u's per week	Three More p/u's per week
\$27.00	2-cubic yard	1	\$18.00	\$36.00	\$54.00
		2	\$36.00	\$72.00	\$108.00
		3	\$54.00	\$108.00	\$162.00
		4	\$72.00	\$144.00	\$216.00
		5	\$90.00	\$180.00	\$270.00
\$53.50	4-cubic yard	1	\$35.00	\$70.00	\$105.00
		2	\$70.00	\$140.00	\$210.00
		3	\$105.00	\$210.00	\$315.00
		4	\$140.00	\$280.00	\$420.00
		5	\$175.00	\$350.00	\$525.00
\$80.50	6-cubic yard	1	\$52.00	\$104.00	\$156.00
		2	\$104.00	\$208.00	\$312.00
		3	\$156.00	\$312.00	\$468.00
		4	\$208.00	\$416.00	\$624.00
		5	\$260.00	\$520.00	\$780.00
\$107.00	8-cubic yard	1	\$70.00	\$140.00	\$210.00
		2	\$140.00	\$280.00	\$420.00
		3	\$210.00	\$420.00	\$630.00
		4	\$280.00	\$560.00	\$840.00
		5	\$350.00	\$700.00	\$1,050.00

Example: 8-yard dumpster x \$2.00 cost per cubic yard = \$16.00
 \$16.00 x 52 weeks = \$832.00 total yearly cost
 \$832.00 total yearly cost / 12 months = \$70.00 monthly cost
 Monthly charges will also be dependent on the number of dumpsters having additional pickups.

ADDITIONAL PICKUPS FOR REGULARLY SCHEDULED VIP CUSTOMERS –
PICKUP RATES: (VIP DUMPSTERS RATES ANNUALIZED ON MONTHLY BASIS)

ADDITIONAL

Regular Monthly Charge for 2 p/u's / week	Additional pick up charges for VIP Dumpsters				
	Dumpster Size	# of Dumpsters	One additional p/u per week	Two additional p/u's per week	Three additional p/u's per week
\$241.50	6-yard VIP	1	\$156.00	\$312.00	\$468.00
		2	\$312.00	\$624.00	\$936.00
		3	\$468.00	\$936.00	\$1,404.00
\$321.00	8-yard VIP	1	\$210.00	\$420.00	\$630.00
		2	\$420.00	\$840.00	\$1,260.00
		3	\$630.00	\$1,260.00	\$1,890.00

Example: 8-cubic yard VIP x \$ 2.00 cost per cubic yard = \$16.00
 \$16.00 x 52 weeks = \$832.00 total yearly cost
 \$832.00 total yearly cost/12 months x 3 = \$210.00

Monthly charges will also be dependent on the number of dumpsters having additional pickups.

SIGNS

Handicap Parking Sign w/o Penalty Sign.....	\$13.00
Handicap Parking Sign w/Penalty Sign.....	\$25.00
Handicap “\$250 Penalty” Sign.....	\$13.00
Handicap Van Accessible Sign	\$10.00
Stop Signs Only (R 1-1) High Intensity	\$40.00
(No pole)	
Street Name Signs:	
6”X18”	\$22.00
6”X24”	\$26.00
6”X30”	\$28.00
6”X36”	\$30.00
9”X18”	\$26.00
9”X24”	\$29.00
9”X30”	\$32.00
9”X36”	\$34.00
Street Name Sign Assembly	\$60.00
Includes: 2 piece U – channel post, cap and cross bracket	
<u>Street Name Signs are additional</u>	
Stop Sign Assembly	\$75.00
Includes: 2 piece U – channel post, 30” R1-1 Hi Intensity	
Stop Sign	
Street Name & Stop Sign Assembly	\$100.00
Includes: 2 piece U – channel post, 30” R1-1 Hi Intensity	
Stop Sign cap and cross bracket.	
<u>Street Name Signs are additional</u>	
Speed Limit Sign Assembly	\$64.00
Includes: 2 piece U – channel post, 18”x24” Speed Limit Sign	
2 Piece U-Channel Sign Post Assembly	\$34.00

STORMWATER FEES

Stormwater Equivalent Residential Unit (ERU) \$4.00 per ERU per month
City Ordinance (28-7); 5-16-06

The fee and charges shall apply to all land parcels within the corporate limits of the City, except as may be altered by credits or exemptions.

- (1) All non-single family detached land parcels of land within the corporate limits of the City shall be billed monthly for one (1) Equivalent Residential Unit (ERU) for each two thousand eight hundred and fifty (2,850) square feet or fraction thereof of impervious surface area on the subject land parcel.
- (2) All single family detached land parcels will be billed for one (1) Equivalent Residential Unit (ERU) per month.
- (3) There will be no service charge for land parcels with fewer than 400 square feet of impervious surface area.

Example of non-single family land parcel:

28,500 sq ft of impervious surface divided by 2,850 square feet/ERU = 10 ERUs
10 ERUs X \$4.00/ERU/month = \$40.00/month
\$40.00/month X 12 months/year = \$480.00/year

Approved by Council Action February 17, 2009

Application Fee.....	\$ 2,200
Re-submittal Fee (Note 1).....	\$ 500
Certification Inspection.....	\$ 550
Re-Inspection (Note 2).....	\$ 475
Permit Renewal.....	\$ 500
Permit Modification.....	\$ 1,500

Notes:

- 1. If a notification of disapproval is issued pursuant to receipt and review of a permit application by the City, the applicant may resubmit a revised plan within 30 working days of the disapproval without paying an additional application review fee. However, if the revised plan is submitted after 30 days, or if the first re-submittal is disapproved, then the re-submittal fee shall be paid for each subsequent re-submittal.
- 2. The City may conduct routine inspections; random inspections; inspections based upon complaints or other notice of violations; and joint inspections with other agencies inspecting under environmental or safety laws. If during an inspection it is determined that a BMP is not in compliance with the City of Jacksonville’s ordinance, a re-inspection fee will charged for each inspection thereafter, until such time as the BMP becomes compliant.

TRANSIT SERVICES

Fare Category	Amount per One-way Trip
Daytime Full Fare (Fixed Route)	\$1.25
Daytime Reduced Fare for Youth (ages 6-18), Senior Citizens (65 and over), persons with Disability presentation of Medicare/Medicaid ID Card or other ID that may be developed by the City	\$.60
Express Full Fare (Fixed Route)	\$3.00
ADA Paratransit passenger and travel companions	\$2.50
Children under age 6	Free
Transfers (from one route to another on all services)	Free
ADA Paratransit Passenger Personal Care Attendant Accompanying ADA Paratransit Passenger	Free

WATER & SEWER FEES

FEE/CHARGE	AMOUNT	AUTHORITY
Water and Sewer Rates	See attached Water/Sewer Rate Schedule	City Ordinance (31-86 and 88-31); 06-26-86; 06-07-88; 07-01-89; 07-02-91; 03-02-93; 03-22-94; 03-1-96; 03-4-97; 10-23-03
Water and Sewer Tap Fees and facility charges	See attached Facilities Charge & Service Line Installation Charge Schedules	Council Action 12-20-88; 03-02-93; 11-3-93
Residential Buildings Only	Based on fixtures per unit	Council Action 11-08-89
Call Back Fee – each event	\$25	Council Action as of 7-1-98
Credit Report Application Fee (cost to run credit report for deposit waiver)	\$3	
Utility Deposits	See attached Water & Sewer Account Deposits	City Ordinance (27-84) 06-27-84;07-01-89
Accounts Suspension Fee* (If a customer fraudulently has water reconnected after hours, an additional suspension fee will be charged)	\$55	City Ordinance (89-50) 11-21-89(Amended 7-1-98)
After Hours Reconnection Fee	\$55	
Deposit Fee-Meter Testing	\$35- Deposit refunded if meter tests inaccurate. Non-refundable if meter is found to be accurate. Fee will be charged each time meter is tested.	
Meter Upsize/Downsize	Parts & Labor	
Service Call Minimum Time Charge	\$35 for 1 hour or less	
Fire Hydrant Tampering	\$500	
Water Meter Stealing/Tampering	\$125 Residential \$500 Commercial	
Electronic Wiring Replacement Fee	\$100	

WATER AND SEWER ACCOUNT DEPOSITS

Water Meter Size	General		Restaurants		Laundries	
	Water	Sewer	Water	Sewer	Water	Sewer
5/8"	\$50	\$50	\$80	\$80	\$140	\$140
3/4"	60	60	90	90	150	150
1"	80	80	115	115	195	195
1 ½"	140	140	175	175	355	355
2"	200	200	280	280	440	440
3"	400	400	480	480	720	720

4" and over. estimated monthly use x 3.0

Outside City Rates are 200% of above rates

HYDRANT METER DEPOSIT

Hydrant Size	Amount
.62" x .75"	\$500
3"	\$1,500
Hydrant Wrench	\$50

WATER AND SEWER LINE EXTENSIONS

1. Allow a ten-year abeyance period for undeveloped properties. (1/21/97)
2. Allow a five-year period to finance the assessment through the City. (1/21/97)
3. Maintain the interest rate for financing at 8%. (1/21/97)
4. Benefiting property owner pays 50% of line extension project cost. City pays 50% of project cost. (8/18/98)

WATER AND SEWER RATE SCHEDULE
SCHEDULE "A"

RATE SCHEDULE DESCRIPTION	WATER	SEWER	WATER & SEWER TOTALS
1. Capacity Charge Per Month			
a. 5/8" meter	15.65	32.49	48.14
b. Multi-units (per unit)	15.65	32.49	48.14
c. 3/4" meter	23.48	48.74	72.22
d. 1" meter	39.13	81.23	120.36
e. 1-1/2" meter	78.25	162.45	240.70
f. 2" meter	125.20	259.92	385.12
g. 3" meter	250.40	519.84	770.24
h. 4" meter	391.25	812.25	1203.50
i. 6" meter	782.50	1624.50	2407.00
2. Volume Charges			
<u>per 100 Gallons!</u>	Capacity	Capacity	Capacity
0 – 2,000 gallons	See #1	See #1	See #1
2,001 - 5,999 gallons	.2855	.3917	.6772
6,000 - 9,999 gallons	.3568	.4505	.8073
10,000 - 29,999 gallons	.4283	.5093	.9376
Over 30,000 gallons	.4997	.5876	1.0873
Surcharges per 100 Gallons:			
Restaurant	-0-	0.0746	
Laundry	-0-	0.0692	
Bakery	-0-	0.2289	
3. Outside City Rates			
Percentage of inside rates	200%	200%	200%
4. Hydrant meter used on			
<u>Onslow County waterlines</u>			
Minimum monthly charge			
(Up to 60,000 gallons)			
> 60,000 gallons per 1,000 gallons			
	Based on ONWASA rate schedule		

ASSESSMENT RATE: 50% OF THE TOTAL PROJECT COST IS TO BE PAID BY THE PROPERTY OWNER AND 50% OF THE TOTAL PROJECT COST IS TO BE PAID BY THE CITY.*

RATE FOR "SPECIAL CHARGE" TO BE USED IN LIEU OF ASSESSMENTS SET AT THE SAME RATES AS ASSESSMENTS. RATES FOR BOTH CHARGES WILL BE REVIEWED PERIODICALLY BY CITY COUNCIL. ASSESSMENT RATE CHANGED AT CITY COUNCIL MEETING 8/18/98. NEW RATE EFFECTIVE 8/18/98.

**CITY OF JACKSONVILLE FACILITIES CHARGE SCHEDULE
SCHEDULE "B"**

(Facility charges below do not include meter costs which will be at market.)

Residential	July 1, 2009	January 1, 2010
Water (detached)	\$ 565	\$ 1,090
Sewer (detached)	\$ 1,616	\$ 2,309
Water (attached)	\$ 542	\$ 1,058
Sewer (attached)	\$ 1,478	\$ 2,147
Non-Residential		
Water .625inch	\$ 547	\$ 1,072
Sewer .625inch	\$ 1,522	\$ 2,215
Water .75inch	\$ 783	\$ 1,405
Sewer .75inch	\$ 2,148	\$ 3,282
Water 1inch	\$ 1,158	\$ 1,991
Sewer 1inch	\$ 3,400	\$ 5,350
Water 1.5inch	\$ 2,053	\$ 3,425
Sewer 1.5inch	\$ 6,529	\$ 10,518
Water 2inch	\$ 3,181	\$ 5,185
Sewer 2inch	\$ 10,284	\$ 16,716
Water 3inch	\$ 5,915	\$ 9,693
Sewer 3inch	\$ 19,417	\$ 32,666
Water 4inch	\$ 9,574	\$ 15,151
Sewer 4inch	\$ 31,534	\$ 51,734

NOTES:

- 1) Facilities charges are due prior to the issuance of a building permit or at the time of application for service for existing buildings.
- 2) Residential Schedule applies only to connections for places of residence (includes homes, apartments, motels, rooming houses, rest homes, etc. where someone resides and the only use is residential)
- 3) **Any "MASTER METER" for RESIDENTIAL multi-family development will require approval by the CITY COUNCIL.**
- 4) A 1" service line, meter setter and box is required for .75" meter installations.
- 5) Facilities Charges for meters larger than four inches will be based on annualized average day demand, the net capital cost per gallon of capacity, and applicable capital costs per customer.

SCHEDULE "B" PAGE 2 – SERVICE LINE
INSTALLATION CHARGES

ITEM DESCRIPTION	PAVED STREET	UNPAVED STREET	METER ONLY FEE
WATER			
.62" WATER SERVICE LINE, METER SETTER & BOX	COST + 10%	COST + 10%	\$50 (+Market Price)
.75" WATER SERVICE LINE, METER SETTER & BOX	COST + 10%	COST + 10%	\$100 (+Market Price)
1" WATER SERVICE, LINE, METER SETTER & BOX	COST + 10%	COST + 10%	\$100 (+Market Price)
1.5" WATER SERVICE LINE, VALVE & VALVE BOX	COST + 10%	COST + 10%	\$400 (+Market Price)
2" WATER SERVICE LINE, VALVE & VALVE BOX	COST + 10%	COST + 10%	\$1,300 (+Market Price)
4" WATER SERVICE LINE, VALVE & VALVE BOX	COST + 10%	COST + 10%	\$2,950 (+Market Price)
6" WATER SERVICE LINE, VALVE & VALVE BOX	COST + 10%	COST + 10%	\$3,750 (+Market Price)
8" WATER SERVICE LINE, VALVE & VALVE BOX	COST + 10%	COST + 10%	COST PLUS 10%
SEWER			
4" SEWER SERVICE LINE	COST + 10%	COST + 10%	
6" SEWER SERVICE LINE	COST + 10%	COST + 10%	
8" SEWER SERVICE LINE	COST + 10%	COST + 10%	

NOTES:

- 1) Installation charges for paved vs. unpaved streets are based on whether the service is obtained from a **main within or along a paved street**, not on whether the pavement actually has to be cut.
- 2) The above listed water and sewer service installation fees apply to two lane streets and/or installations, which do not require a casing. Other installations will be made on a cost plus basis.
- 3) For any service not listed, the Utilities Department will prepare a written estimate of the cost, consisting of direct cost plus 10% overhead. The customer must pay this amount and the charges will be adjusted to actual cost plus 10% after the work is completed.