

The City of Jacksonville Proposed Budget Fiscal Year 2016-2017



**CITY OF JACKSONVILLE
FY 16-17 PROPOSED BUDGET
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City of Jacksonville

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Budget Message

To: Mayor and Council
From: Richard L. Woodruff, City Manager
Date: March 31, 2016
Re: F17 Draft Budget

Honorable Mayor and Members of the City Council:

The management of the City of Jacksonville is pleased to submit for your consideration the draft budget for FY17. This document provides projections of the City's revenues and expenditures for the period of July 1, 2016 through June 30, 2017. As we present this budget for your consideration, the City Management team can confirm that the City of Jacksonville is in sound financial condition. While the City does face financial challenges, these can be managed and the services of the City government can continue in the quality fashion the Mayor and Council have directed.

The draft FY17 budget provides the revenues necessary to continue the delivery of quality services to the citizens of our community relative to: the Water and Sewer Fund, the General Fund, the Storm Water Fund, sanitation collection programs and miscellaneous accounts.

The draft FY17 budget does not require an increase in the City's current tax rate of 64.2 cents nor an increase in the water and sewer fees, the stormwater fees, nor in the commercial or residential garbage collection fees. Even so, the FY17 budget presented challenges for the following reasons:

1. Health Insurance Fund/plan changes - Over the last two fiscal years, there has been a need to increase premiums or to make plan changes. Rather than pass those on to the employees, the Mayor and Council have agreed to spend down the Health Fund reserve balance. By this action, employees have not seen a rate increase since 2010. The experience of FY16 has resulted in the fund reserve being lowered to a point that management can no longer recommend this transfer. Therefore, the FY17 budget proposes plan changes, premiums increases and certain incentives. Additionally, the City will contribute \$100,000 from various funds. To cover this expenditure, funds will be transferred from the Workers' Compensation line item. Fortunately, the City has been notified that our premiums for Workers' Comp are being reduced for the coming year. Through these actions, the Health Fund will potentially see a change of \$600,000 in revenues and expenditures that will allow the plan to be financially stable for the coming fiscal year. These actions are managerial in nature and do not need any action by the Mayor and Council.

2. Center for Public Safety ITS operations funding - While the bond debt has been covered by previous revenues approved by the Mayor and Council, the operating expenses continue to unfold. They have become relatively stable; however, the ITS costs for operating all of the various systems continues to increase. Because the building is a secure environment, there are many systems for cameras, door security, 911 center, and general operating systems. The FY17 budget increased over \$250,000 just to cover the operations of these systems.
3. General Fund Balance - The FY17 draft budget proposes the use of \$1.6 million of General Fund Balance. These funds will be used to cover the cost of the residential garbage collection program and incidental other General Fund expenditures. This is approximately \$500,000 less than has historically been budgeted from the fund balance and approximately \$250,000 less than for FY16. This level of transfer will ensure that the City continues to comply with the LGC requirements.
4. Tax base limited growth - The tax base of the City has seen little growth from the previous year. There has been limited residential development, no multi-family development and only modest commercial development during FY16. This is the trend CMO believes the City will face for the next several years. It is therefore essential that the City government continue to focus on the 3 E's of economy, efficiency, effectiveness. Our expenses will continue to increase; however, our revenue base will be challenged to keep pace.
5. Fair Labor Standards Act changes - The Federal Fair Labor Standards Act is currently in the rule-making phase of wage adjustments. This includes a modification to the compensation level that is allowed for employees to be classified as exempt (salaried) versus non-exempt (hourly). The current level for non-exempt is \$23,660 and is proposed to be increased to \$50,000+/- . This means that any employee making below that level must be classified as non-exempt and paid overtime for work beyond the normal work week. To cover this potential expenditure, the non-departmental account of each fund has a line item to offset these expenses. For the General Fund, an amount of \$25,000 has been set aside, for Water and Sewer Fund \$4,000 and for other areas \$5,000.
6. Employee Compensation - The FY17 draft budget does not contain budgeted expenditures for an employee compensation change. Given the impact that health insurance increases will have on take home pay (approximately \$520 for any employee covered by health insurance), it is recommended that the Mayor and Council consider that factor as you finalize the budget for adoption.
7. Funding of major equipment - The FY17 budget will include a new component designed to project major equipment needs for the City. Known as the 3-ERP, it is a 3 year equipment replacement planning tool; thus, 3 ERP. The goal is to plan for the

larger equipment replacement needs of the City and to avoid the spikes and valleys that occur when purchases are not coordinated.

8. Water and Sewer Debt Service 2016/17 bond issue and rates - The CIP for FY16 and FY17 move forward the major sewer project to construct a new lift station in the Williamsburg Plantation area and extend a force main through Burton Park to the Land Treatment Site. This project is estimated to be \$31+/- million and will be partially funded by \$28 +/- million in bonds to be issued later this fiscal year. This action will not require a rate increase during FY17, but may result in the need for a rate increase in FY18. The rate models will be run to determine the timing and amount of that increase.
9. Funding of matching grants for marina improvements - With the purchase of the Old Town Marina, grant funds are available for the proposed improvements. The state PARTF grant application filing date is May 1 and the CAMA grant application filing date is in September of 2016. The PARTF grant is a 50-50 match with the CAMA grant being a 75% CAMA and 25% City match. Funds are proposed from the 4 cent initiative to cover these required matches. Actual award of the grants will not occur until the new fiscal year has begun and therefore, these matching funds are placed in the proposed FY17 budget.
10. Reorganization - The FY17 draft budget proposes two areas of reorganization. Area one is the creation of the Office of Livable Neighborhoods as a division within the Development Services Department. The Community Development Director is the supervisor of this division and the personnel is transferred from another current City department and function. Area two is the creation of the Transportation Services Department. This brings under one department the responsibilities for transit, Intelligent Transportation system, traffic planning, MPO, street lighting and other items dealing with the circulation system and traffic issues of the City.

The CIP for 2017 proposes the following projects:

- Construction of the Sturgeon City Environmental and Education Center
- Completion of the Lejeune Greenway and Trail connecting the Wilson Gate to the downtown through the Memorial Gardens
- Construction of the welcome center at Jacksonville Landing
- Phase one redevelopment of North East Creek park: restrooms, shelters and playgrounds
- Phase one redevelopment of City of Jacksonville Marina: water side elements
- Continuation of the City's annual paving program
- Continuation of the City's sidewalk program
- Water and sewer system upgrades
- Parkwood Regional Lift Station/Force Main

We look forward to the detailed budget workshops scheduled in April to receive your input and direction for FY17. As always, your leadership and guidance will continue to provide fiscal stability and progress for the City of Jacksonville.

Respectfully submitted,
Richard

A handwritten signature in black ink, appearing to read "Richard", written in a cursive style.

City of Jacksonville
5 Year Fund Balance Comparison for General Fund
Appropriated Fund Balance Budget vs. Actual

	Adopted Budget	Amount Spent	Additions to Fund Bal	Closing Balance	Unassigned Fund Balance
2011	2,407,417	-	(906,217)	18,597,004	5,359,345
2012	4,112,384	101,841	-	18,495,163	8,052,000
2013	2,611,336	-	(1,263,078)	19,758,241	5,470,076
2014	5,228,768	998,157	-	18,760,084	8,202,431
2015	2,002,776	-	(2,073,545)	20,833,629	10,696,246
(Projected) 2016	1,832,675	121,000		20,712,629	10,831,394
(Proposed) 2017	1,576,527				

City of Jacksonville
FY 16 - 17
GENERAL FUND BUDGET SUMMARY
(Including Interfund Transfers)

	FY 15 - 16 Amended Budget	FY 16 - 17 Proposed Budget
REVENUE		
Property Tax ^a	22,869,300	23,195,481
Sales Tax	10,538,772	10,613,684
Other Taxes and Licenses	173,000	180,000
Unrestricted Intergovernmental	3,254,300	4,376,300
Restricted Intergovernmental	2,543,777	2,545,503
Permits and Fees	752,950	681,200
Charges for Services	875,879	902,604
Investment Earnings	19,970	32,331
Miscellaneous	355,500	308,140
Borrowing	1,101,500	1,875,357
Transfers	1,325,647	804,071
Appropriated Fund Balance- GF	2,481,875	1,576,527
Appropriated Fund Balance- PB	1,000,115	-
TOTAL	47,292,585	47,091,198
EXPENDITURE		
Livable Neighborhood	-	90,037
Mayor and Council	334,065	313,941
Elections	39,215	-
Legal	61,604	57,521
City Manager	304,864	313,959
Community Programs	238,803	154,904
Passports	4,000	4,000
Human Resources	547,813	558,022
City Clerk	150,927	156,881
Finance	1,626,518	1,640,343
Planning/Administration	859,794	809,411
Planning/Transportation	404,255	422,100
Non-departmental	542,798	529,955
Police	14,006,752	14,404,888
Fire and Emergency Services	6,833,533	7,256,215
Building Inspections	680,893	700,486
Code Enforcement	305,837	309,076
Public Works/Administration	51,049	69,968
Public Works/Engineering	220,934	225,381
Public Works/Maintenance	924,234	957,170
Streets Powell bill	916,577	930,376
Streets Non-Powell bill	2,124,218	1,832,819
Traffic Signal Control	752,840	924,571
Recreation	5,299,276	4,949,173
Debt Service	4,937,256	5,164,810
Transfers	5,124,530	4,315,191
TOTAL	47,292,585	47,091,198

^a FY16-17 Proposed revenues reflect current City tax rate of 64.20 cents.

City of Jacksonville
FY 16 - 17
WATER / SEWER FUND BUDGET SUMMARY
(Including Interfund Transfers)

	FY 15 - 16	FY 16 - 17
	Amended	Proposed
	Budget	Budget
REVENUE		
Permits and Fees	4,500	4,500
Charges for Services	21,253,441	21,248,889
Facility Fees	225,000	225,000
Investment Earnings	26,855	30,990
Miscellaneous	690,978	580,312
Borrowing	103,500	490,378
Transfers	4,060,791	301,870
Appropriated Fund Balance	6,265,652	5,271,296
	32,630,717	28,153,235
EXPENDITURE		
Water/Sewer Non-Departmental	1,157,670	992,209
Water/Sewer Administration	1,832,332	1,910,574
Water/Sewer Engineering	2,718,124	1,156,764
Water Supply	2,382,540	2,398,679
Metering	438,109	430,252
Lines Maintenance	3,677,044	4,000,591
Wastewater	3,222,277	2,944,634
Debt Service	10,453,971	10,156,509
Transfers	6,748,650	4,163,023
TOTAL	32,630,717	28,153,235

City of Jacksonville
FY 16 - 17
SOLID WASTE FUND BUDGET SUMMARY
(Including Interfund Transfers)

	FY 15 - 16 Amended Budget	FY 16 - 17 Proposed Budget
REVENUE		
Restricted Intergovernmental	42,000	49,000
Charges for Services	4,643,567	4,670,500
Investment Earnings	107	162
Miscellaneous Revenues	250	30,970
Borrowing	320,000	362,012
Transfers	1,208,028	1,408,810
Appropriated Retained Earnings	0	7,263
TOTAL	6,213,952	6,528,717
EXPENDITURE		
Solid Waste Disposal	4,875,191	5,148,511
Commercial Dumpster Service	798,441	802,849
Debt Service	540,320	577,357
TOTAL	6,213,952	6,528,717

City of Jacksonville
FY 16 - 17
STORMWATER FUND BUDGET SUMMARY
(Including Interfund Transfers)

	FY 15 - 16 Amended Budget	FY 16 - 17 Proposed Budget
REVENUE		
Permits and Fees	21,700	20,300
Charges for Services	2,892,025	2,928,500
Investment Earnings	355	2,200
Miscellaneous Revenues	30,367	38,590
Borrowing	93,000	98,886
Appropriated Retained Earnings	48,760	(70,134)
TOTAL	3,086,207	3,018,342
EXPENDITURE		
Stormwater/Water Quality	824,067	772,459
Stormwater/Drainage	1,650,410	1,440,111
Debt Service	611,730	643,687
Transfers	-	162,085
TOTAL	3,086,207	3,018,342

CITY OF JACKSONVILLE
PROPERTY TAX ANALYSIS

		Property Valuation	Tax Rate Per \$100	Adjusted Tax Levy	Current Collections	% Collected
2005-2006*	Real Property	1,583,304,891	0.5900	12,283,606	11,702,137	95.27
	Personal Property	389,707,162				
	Public Service Companies	61,049,144				
	Total Valuation	<u>2,034,061,197</u>				
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	65,944,101				
	Total Valuation	<u>2,466,846,398</u>				
2007-2008	Real Property	2,152,663,337	0.6260	16,625,907	16,077,078	96.70
	Personal Property	430,958,824				
	Public Service Companies	70,001,953				
	Total Valuation	<u>2,653,624,114</u>				
2008-2009	Real Property	2,239,499,487	0.6260	17,426,095	16,682,062	95.73
	Personal Property	452,925,594				
	Public Service Companies	71,925,245				
	Total Valuation	<u>2,764,350,326</u>				
2009-2010	Real Property	2,275,602,868	0.6260	17,957,339	17,254,271	96.08
	Personal Property	504,176,652				
	Public Service Companies	73,386,533				
	Total Valuation	<u>2,853,166,053</u>				
2010-2011*	Real Property	2,853,201,414	0.5380	18,696,869	18,083,308	96.72
	Personal Property	523,746,814				
	Public Service Companies	72,503,634				
	Total Valuation	<u>3,449,451,862</u>				
2011-2012	Real Property	2,957,717,530	0.5380	18,985,311	18,416,665	97.00
	Personal Property	473,027,265				
	Public Service Companies	76,770,704				
	Total Valuation	<u>3,507,515,499</u>				
2012-2013	Real Property	3,075,114,364	0.5380	19,870,580	19,236,220	96.81
	Personal Property	506,972,856				
	Public Service Companies	78,403,615				
	Total Valuation	<u>3,660,490,835</u>				
2013-2014	Real Property	3,132,565,927	0.5380	20,600,957	20,111,893	97.63
	Personal Property	380,385,131				
	Public Service Companies	83,432,538				
	Total Valuation	<u>3,596,383,596</u>				
2014-2015*	Real Property	2,958,052,301	0.6420	22,976,393	22,526,620	98.04
	Personal Property	213,999,375				
	Public Service Companies	84,199,001				
	Total Valuation	<u>3,256,250,677</u>				
2015-2016 (Estimated)	Real Property	3,004,587,945	0.6420	21,464,008	20,530,871	95.65
	Personal Property	215,670,688				
	Public Service Companies	95,531,735				
	Total Valuation	<u>3,315,790,368</u>				
2016-2017 (Estimated)	Real Property	3,018,700,000	0.6420	21,378,163	20,448,213	95.65
	Personal Property	215,700,000				
	Public Service Companies	95,532,000				
	Total Valuation	<u>3,329,932,000</u>				

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

CITY OF JACKSONVILLE
WHERE YOUR TAX DOLLAR GOES

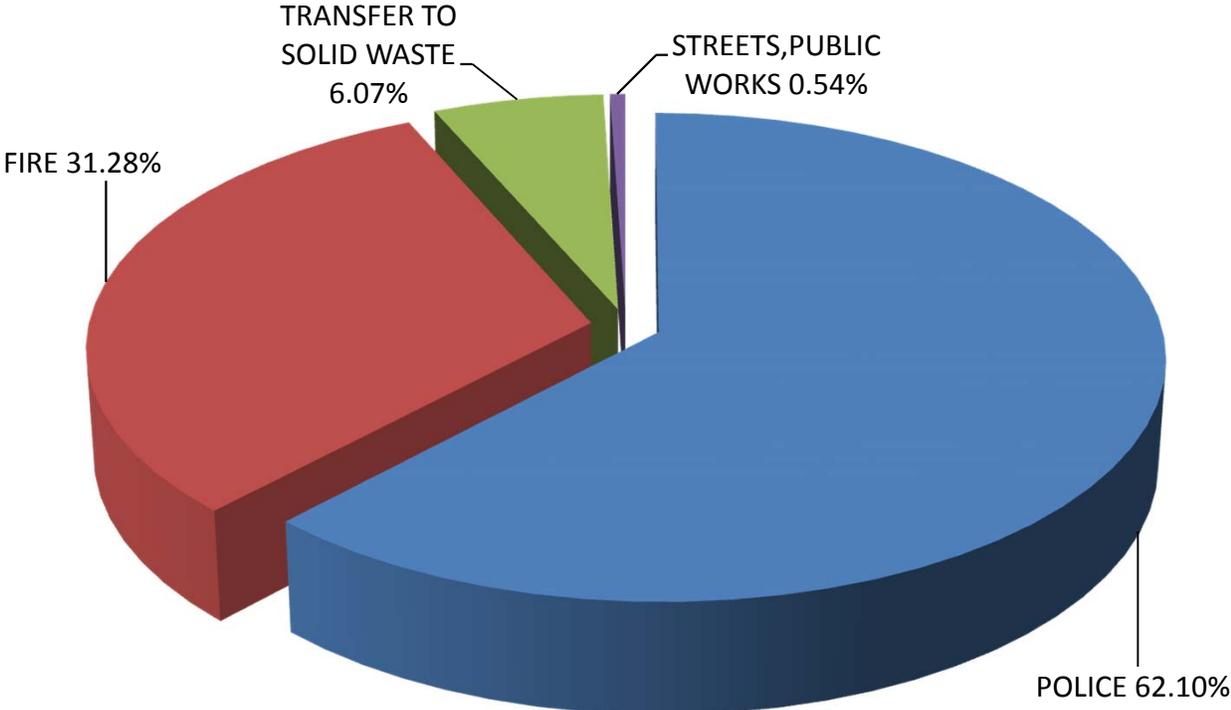
2017 CITY TAX RATE 64.20 CENTS

	FY 16 - 17	PAID FROM TAX DOLLARS	PAID FROM OTHER SOURCES
POLICE	14,404,888	14,404,888	
FIRE	7,256,215	7,256,215	
TRANSFER TO SOLID WASTE	1,408,810	1,408,810	
STREETS,PUBLIC WORKS	4,940,285	125,568	4,814,717
GENERAL GOVERNMENT	1,649,265		1,649,265
FINANCE	1,640,343		1,640,343
PLANNING,TRANSPORTATION	1,231,511		1,231,511
INSPECTIONS	1,009,562		1,009,562
RECREATION	4,949,173		4,949,173
NONDEPARTMENTAL	3,436,336		3,436,336
DEBT SERVICE	5,164,810		5,164,810
TOTALS	47,091,198	23,195,481	23,895,717
TOTAL BUDGET EXPENSE			47,091,198
TOTAL CITY PROPERTY TAX			23,195,481
BUDGET MINUS PROPERTY TAX			23,895,717

2016 CITY TAX RATE 64.20 CENTS

	Amended FY 15 - 16	PAID FROM TAX DOLLARS	PAID FROM OTHER SOURCES
POLICE	14,006,752	14,006,752	-
FIRE	6,833,533	6,833,533	-
TRANSFER TO SOLID WASTE	1,208,028	1,208,028	-
STREETS,PUBLIC WORKS	4,989,852	820,987	4,168,865
GENERAL GOVERNMENT	1,681,291		1,681,291
FINANCE	1,626,518		1,626,518
PLANNING,TRANSPORTATION	1,264,049		1,264,049
INSPECTIONS	986,730		986,730
RECREATION	5,299,276		5,299,276
NONDEPARTMENTAL	4,459,300		4,459,300
DEBT SERVICE	4,937,256		4,937,256
TOTALS	47,292,585	22,869,300	24,423,285
TOTAL BUDGET EXPENSE			47,292,585
TOTAL CITY PROPERTY TAX			22,869,300
BUDGET MINUS PROPERTY TAX			24,423,285

FY 16 - 17
WHERE YOUR TAX DOLLAR GOES



PROPOSED POSITION LISTING

The authorized position listing summarizes the number of positions for the fiscal years 2015-16 through the proposed fiscal year 2016-17 budget

	AMENDED FY 15-16			FY 16-17 PROPOSED		
	Full Time	Part-Time	Seasonal	Full Time	Part-Time	Seasonal
City Attorney	1			1		
City Manager	5			5		
Transit	1.3			1.3		
Community Programs ^a	2			1		
Human Resources	5			5		
City Clerk	2			2		
Finance	24			24		
Police						
Sworn	117	1	4	117	1	4
Civilian ^b	30	1	16	31	1	16
School Resource Officer	5			5		
Fire	88		3	88		3
Recreation and Parks	44	3	28	44	3	26
Planning - Admin - Central Permitting	8			8		
Planning - Transportation/MPO	3.5			3.5		
Building Inspections	6			6		
Code Enforcement	3.3			3.3		
Community Development	1.7			1.7		
Livable Neighborhoods ^a	-			1		
Public Works Administration	0.4			0.4		
Public Utilities Administration	1.6			1.6		
Public Works Engineering	2			2		
Public Utilities Engineering/Const.	8.6			8.6		
Facilities Maintenance	13			13		
City Hall Maintenance	1			1		
Streets - Powell Bill	14			14		
Streets - Non-Powell Bill	5			5		
Stormwater/Drainage Maint.	19	1		19	1	
Traffic Control	4.3			4.3		
Metering	5			5		
Utilities Maintenance	29			29		
Water Supply	14.35			14.35		
Wastewater Treatment	17.65			17.65		
Sanitation	37			37		
Sanitation - Commercial	5			5		
Stormwater/Water Quality	3			3		
Fleet Maintenance	11			11		
Information Tech Systems	13.3			13.3		
Video/Media Services	4			4		
TOTAL	555	6	51	556	6	49

^aOne Community Programs Full-Time employee is now Full-Time in The Office of Livable Neighborhoods

^bOne Full-Time Civilian Police Crisis Counselor was added with Grant funding

POSITIONS APPROVED FOR FY 2016-2017 (FULL & PART TIME POSITIONS)

Full-Time (FT)* Part-Time (RP)* Seasonal (SE)*

Positions Requested:

Police	Investigators	2	0	0
Facilities Maintenance	Building Maintenance Specialist I	1	0	0
Water Supply	Plants Maintenance Worker	1	0	0
TOTAL POSTIONS REQUESTED		4	0	0

Positions Added:

TOTAL POSITIONS ADDED	0	0	0
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Positions Eliminated:

Recreation and Parks	Recreation Program Assistants	0	0	2**
TOTAL POSITIONS ELIMINATED		0	0	2

**Eliminating 2 seasonal positions to allocate more time for a current part-time position.

* FT = Full time employee

*RP = Regular Part time employee with benefits

*SE = Seasonal employee with no benefits

PROPOSED FY17 DEPARTMENT BUDGET SUMMARIES

The following budget reports are grouped by function, rather than by fund to more clearly present the operational resources and needs of each area.

Funding Sources and Expenditures are presented for Actual FY15, Adopted Budget FY16, Amended Budget FY16 and FY17 Proposed. Grants, Capital Projects and Capital Improvement Projects are listed with the total approved project amount for FY16 in parentheses and the recommended change in the FY17 Proposed column.

The total authorized positions by function are provided. A summary of Department Issues requested by each area follows the Budget Summaries.

Mayor and Council

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

**MAYOR AND COUNCIL
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	212,659	334,065	334,065	313,941	-6.0%
<u>Overhead Allocations:</u>					
Water/Sewer	126,861	86,823	86,823	96,609	11.3%
Solid Waste	29,601	30,388	30,388	33,813	11.3%
Stormwater	29,601	30,388	30,388	33,813	11.3%
Total Overhead Allocations:	186,063	147,599	147,599	164,235	11.3%
TOTAL FUNDING SOURCES	398,722	481,664	481,664	478,176	-0.7%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	60,595	60,193	60,193	60,130	-0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	138,231	171,299	171,299	173,115	1.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	199,568	248,172	248,172	242,931	-2.1%
4) Non-Capital Equipment, Technology and Software	328	2,000	2,000	2,000	0.0%
Total Operations Expenditures:	398,722	481,664	481,664	478,176	-0.7%
TOTAL EXPENDITURES	398,722	481,664	481,664	478,176	-0.7%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**MAYOR AND COUNCIL
COMMENTS:**

1. The change in Insurance, Contracts, Training, Fleet Charges, Supplies is due to an increase in the cost of travel to conferences and seminars and a decrease in property insurance for the Youth Center which has been transferred Parks.
2. Decrease to Utilities, Maint, Prof Svcs, ITS/Video Media Charges is due to a decrease in the ITS departmental allocation.

STAFFING:	ADOPTED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	-	None	
Part-time Employees:	7	7		
Total Mayor And Council Department Employees:	<u>7</u>	<u>7</u>	Total Department Issues:	<u>-</u>

Elections

The Elections budget funds for the cost related to municipal elections. The next municipal election will be held in November 2015.

**ELECTIONS
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	-	39,215	39,215	-	-100.0%
TOTAL FUNDING SOURCES	-	39,215	39,215	-	-100.0%

<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	-	39,215	39,215	-	-100.0%
TOTAL EXPENDITURES	-	39,215	39,215	-	-100.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**ELECTIONS
COMMENTS:**

1. No Municipal Elections until FY18.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED
Full-time Employees:	-	-
Part-time Employees:	-	-
Total Elections Department Employees:	-	-

DEPARTMENT ISSUES:	PROPOSED COST
None	
Total Department Issues:	-

Legal

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.

**LEGAL
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	71,303	43,995	61,604	57,521	-6.6%
<u>Overhead Allocations:</u>					
Water/Sewer	109,198	132,552	132,552	132,439	-0.1%
Solid Waste	10,920	22,092	22,092	22,073	-0.1%
Stormwater	21,840	22,092	22,092	11,037	-50.0%
Total Overhead Allocations:	141,958	176,736	176,736	165,549	-6.3%
TOTAL FUNDING SOURCES	213,261	220,731	238,340	223,070	-6.4%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	185,437	184,077	185,786	186,565	0.4%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	12,232	17,204	15,495	17,292	11.6%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	15,066	19,450	37,059	19,213	-48.2%
4) Non-Capital Equipment, Technology and Software	526	-	-	-	0.0%
Total Operations Expenditures:	213,261	220,731	238,340	223,070	-6.4%
TOTAL EXPENDITURES	213,261	220,731	238,340	223,070	-6.4%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**LEGAL
COMMENTS:**

1. The City Attorney provides legal advice to all funds. He anticipates spending 60% of his time on Water/Sewer activities, 10% on Solid Waste activities, 5% on Stormwater activities and the remaining 25% of his time is spent on General Fund activities for the 2016-2017 fiscal year.
2. Insurance, Contracts, Training, Fleet Charges, Supplies increased due to an amended budget in FY16 for 1% COLA.
3. Outside attorney fees in the Utilities, Maint, Prof Svcs, ITS/Video Media Charges line were decreased. The FY16 budget had been amended to cover the cost of unanticipated legal expenses.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	1	1	None	
Part-time Employees:	-	-		
Total Legal Department Employees:	1	1	Total Department Issues:	-

City Manager's Office

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

**CITY MANAGER'S OFFICE
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	264,835	304,864	303,300	313,959	3.5%
<u>Overhead Allocations:</u>					
Water/Sewer	216,628	229,624	229,624	232,613	1.3%
Solid Waste	86,316	72,653	72,653	73,600	1.3%
Stormwater	47,880	46,349	46,349	46,950	1.3%
Total Overhead Allocations:	350,824	348,626	348,626	353,163	1.3%
TOTAL FUNDING SOURCES	615,659	653,490	651,926	667,122	2.3%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	479,431	502,771	507,298	509,944	0.5%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	50,128	53,454	46,613	55,323	18.7%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	86,100	97,265	98,015	101,855	3.9%
Total Operations Expenditures:	615,659	653,490	651,926	667,122	2.3%
<u>CAPITAL IMPROVEMENT PROJECTS:</u>					
1) Freedom Fountain- GF1116 (\$1,046,706)					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	615,659	653,490	651,926	667,122	2.3%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

**CITY MANAGER'S OFFICE
COMMENTS:**

1. Insurance, Contracts, Training, Fleet Charges, Supplies increased due to an amended budget in FY16 for 1% COLA and an increase in City Hall Maintenance departmental allocations.
2. Increase to Utilities, Maint, Prof Svcs, ITS/Video Media Charges is due to an increase in the ITS departmental allocation.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	5	5	None	
Part-time Employees:	-	-		
Total City Manager's Office Dept. Employees:	<u>5</u>	<u>5</u>	Total Department Issues:	<u>-</u>

Passports

The Passports account includes all fees associated with the City of Jacksonville Acceptance Facilities' processing of passports.

**PASSPORT OPERATIONS
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Fees:					
Acceptance Fee	34,425	50,000	50,000	50,000	0.0%
Photograph Fee	5,648	800	800	12,000	93.3%
Copying Fee	316	100	100	500	80.0%
Express Delivery	660	100	100	500	80.0%
Total Fees:	41,049	51,000	51,000	63,000	19.0%
Appropriated Fund Balance:	(37,791)	(47,000)	(47,000)	(59,000)	20.3%
TOTAL FUNDING SOURCES	3,258	4,000	4,000	4,000	0.0%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Insurance, Contracts, Training, Fleet Charges, Supplies	2,376	4,000	4,000	4,000	0.0%
2) Non-Capital Equipment, Technology and Software	882	-	-	-	0.0%
Total Operations Expenditures:	3,258	4,000	4,000	4,000	0.0%
TOTAL EXPENDITURES	3,258	4,000	4,000	4,000	0.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

PASSPORT OPERATIONS

COMMENTS:

- 1. The City has been approved as a Passport Application Acceptance Agency. The U.S. Department of State authorizes acceptance agencies to charge \$25 per application. We project 2,000 applications per year and a revenue source of approximately \$50,000.
- 2. Employee costs are covered in individual departments. Expenses will be offset by revenue. No impact on General Fund.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	-	None	
Part-time Employees:	-	-		
Total Passport Department Employees:	-	-	Total Department Issues:	-

Transportation Planning

Transportation Planning enhances quality of life by conducting a federally-mandated planning process that guides transportation investment to support mobility needs of the Jacksonville area.

**TRANSPORTATION PLANNING
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	79,218	105,109	112,753	124,024	10.0%
Onslow County Matching Grant	53,851	14,784	14,784	15,576	5.4%
Taxes & Other Financing Sources:	133,069	119,893	127,537	139,600	9.5%
Fees:					
Transport Impact Analysis	6,500	25,000	25,000	15,000	-40.0%
Total Fees:	6,500	25,000	25,000	15,000	-40.0%
Total Fees, Taxes & Other Financing Sources:	139,569	144,893	152,537	154,600	1.4%
Grants:					
104F Transportation Grant	266,364	220,398	220,398	236,000	7.1%
FTA Section 5303 Grant	23,818	25,953	27,840	28,000	0.6%
5303 State Grant Funds	2,976	3,244	3,480	3,500	0.6%
Total Grants Requested:	293,158	249,595	251,718	267,500	6.3%
TOTAL FUNDING SOURCES	432,727	394,488	404,255	422,100	4.4%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	216,326	218,245	222,827	220,667	-1.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	22,929	34,169	31,946	22,022	-31.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	193,328	142,074	149,482	161,062	7.7%
4) Non-Capital Equipment, Technology and Software	144	-	-	18,349	100.0%
Total Operations Expenditures:	432,727	394,488	404,255	422,100	4.4%
<u>CAPITAL IMPROVEMENT PROJECTS:</u>					
1) Henderson Drive Crossing Improvement - GF1406 (\$58,242)					
2) Median Improvement Phase I Johnson - GF1407 (\$80,200)					
3) Median Improvement Western - GF1502 (\$75,000)					
3) Plantation Blvd/New Frontier Way Extension - GF1505 (\$334,750)					
4) Commerce Road Extension - GF1603					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	432,727	394,488	404,255	422,100	4.4%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

TRANSPORTATION PLANNING

COMMENTS:

1. Transportation Planning, also known as the Jacksonville MPO, enhances quality of life of our community by facilitating a federally-mandated cooperative, comprehensive and continuing planning process that strategically guides transportation investment to support mobility needs of the metropolitan area.
2. At the end of every fiscal year, unexpended funds encumbered by planning project contracts roll forward into the succeeding fiscal year budget. This is the cause of the increase to revenues and expenditures shown between Adopted FY16 and Amended FY16. The rollover is supported 80% by 104F revenues from NCDOT and there is no additional obligation to the General Fund above what was committed in the prior fiscal year.
3. Increased FY17 General Fund obligation results from higher ITS Charges and the need to replace MPO traffic counter equipment. Traffic counter expenses are 80% reimbursable from NCDOT and partially funded by the Onslow County Matching Grant. ITS Charges are 100% funded by the General Fund.
4. Traffic Impact Analysis (TIA) activity decreased in FY16, which is expected to persist into FY17. TIA expenditures are fully offset by revenues collected from developers and there is no net impact on the General Fund.
5. In FY17, the MPO will update our Long Range Transportation Plan (LRTP) in accordance with results of the NCDOT STI prioritization process. A private consulting firm will complete the work at an estimated cost of \$80,000.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	3.5	3.5	None	
Part-time Employees:	-	-		
Total Transportation Planning Department Employees:	3.5	3.5	Total Department Issues:	-

Traffic Signal Control

Traffic Signal Control enhances quality of life by facilitating safe and efficient roadway operations through timing optimization and proactive maintenance within the greater Jacksonville area.

**TRAFFIC SIGNAL CONTROL
FY 2016-2017 PROPOSED BUDGET**

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
<u>FUNDING SOURCES:</u>					
Taxes and Other General Fund Revenues	456,168	288,662	501,236	672,711	34.2%
NC DOT - Schedule C	39,586	179,000	179,000	179,000	0.0%
NC DOT - Schedule D	47,139	124,597	124,597	124,597	0.0%
TOTAL FUNDING SOURCES	542,893	592,259	804,833	976,308	21.3%

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>EXPENDITURES</u>					
<u>Operations:</u>					
1) Salaries and Benefits	281,392	314,717	317,225	309,246	-2.5%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	109,167	85,316	94,416	81,330	-13.9%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	14,307	77,733	66,477	460,195	592.3%
4) Non-Capital Equipment, Technology and Software	25,061	62,500	50,920	73,800	44.9%
5) Capital Outlay	60,712	-	223,802	-	-100.0%
6) Debt Service	52,254	51,993	51,993	51,737	-0.5%
Total Operations Expenditures:	542,893	592,259	804,833	976,308	21.3%
TOTAL EXPENDITURES	542,893	592,259	804,833	976,308	21.3%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

TRAFFIC SIGNAL CONTROL

COMMENTS:

1. The Traffic Signal Control operation enhances quality of life of our community by facilitating safe and efficient roadway operations through traffic signal optimization and proactive maintenance within the greater Jacksonville area.
2. FY17 Schedule C and D revenues are based on municipal reimbursement agreements approved by City Council.
3. Expenses associated with the City’s street lighting program will transition to Traffic Signal Control in FY17. General Fund revenues and expenditures are shown to increase accordingly (\$420,062).
4. Traffic Signal staff is now capable of working with fiber optic cable – installation, repair and splicing. With the FY17 budget, \$25,000 was included in Non-Capital Equipment to support material and equipment purchases for fiber optic cable improvements and repairs, that in prior years, was budgeted in Contracted Services.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	4.3	4.3	None	
Part-time Employees:	-	-		
Total Traffic Signal Control Department Employees:	4.3	4.3	Total Department Issues:	-

Jacksonville Transit

Jacksonville Transit enhances quality of life by providing safe, reliable and efficient public transportation services for civilians and military personnel within the greater Jacksonville area.

**TRANSIT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
General Fund Revenue	378,725	386,000	386,000	400,109	3.7%
<u>Charges For Service:</u>					
Fares	146,455	135,000	135,000	135,000	0.0%
Total Charges For Service:	146,455	135,000	135,000	135,000	0.0%
<u>Grants:</u>					
NCDOT SMAP	148,025	142,000	142,000	162,485	14.4%
NCDOT 5307	-	22,000	22,000	28,300	28.6%
FTA Section 5307	394,881	860,000	860,000	1,730,822	101.3%
Total Grants Requested:	542,906	1,024,000	1,024,000	1,921,607	87.7%
TOTAL FUNDING SOURCES	1,068,086	1,545,000	1,545,000	2,456,716	59.0%

EXPENDITURES:

Operations:

- 1) Salaries and Benefits
- 2) Insurance, Contracts, Training, Fleet Charges, Supplies
- 3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges
- 4) Non-Capital Equipment, Technology and Software
- 5) Capital Outlay

Total Operations Expenditures:

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
1) Salaries and Benefits	140,545	134,908	135,440	182,511	34.8%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	309,431	484,404	573,373	504,205	-12.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	568,914	670,000	636,246	710,000	11.6%
4) Non-Capital Equipment, Technology and Software	-	1,688	18,943	2,000	-89.4%
5) Capital Outlay	49,196	254,000	180,998	1,033,000	470.7%
Total Operations Expenditures:	1,068,086	1,545,000	1,545,000	2,431,716	57.4%

GRANT PROJECTS:

- 1) 2009 Transportation Project - TR0802 (\$2,716,908)
- 2) 2010 Transportation Project - TR1001 (\$1,751,196)
- 3) Transit Project-ARRA Fund - TR1002 (\$1,560,067)
- 4) 2011 Transit Project - TR1101 (\$1,823,946)
- 5) 2012 Transit Project - TR1201 (\$1,776,595)
- 6) 2013 Transit Project - TR1301 (\$1,919,608)
- 7) 2014 Transit Project - TR1401 (\$1,994,370)
- 8) 2015 Transit Project - TR1501 (\$2,075,000)
- 9) 2016 Transit Project - TR1601 (\$1,545,000)
- 10) 2017 Transit Project - TR1701
- 11) Downtown Rails to Trails Ext - GF1705

Total Grants Requested:

1) 2009 Transportation Project - TR0802 (\$2,716,908)					
2) 2010 Transportation Project - TR1001 (\$1,751,196)					
3) Transit Project-ARRA Fund - TR1002 (\$1,560,067)					
4) 2011 Transit Project - TR1101 (\$1,823,946)					
5) 2012 Transit Project - TR1201 (\$1,776,595)					
6) 2013 Transit Project - TR1301 (\$1,919,608)					
7) 2014 Transit Project - TR1401 (\$1,994,370)					
8) 2015 Transit Project - TR1501 (\$2,075,000)					
9) 2016 Transit Project - TR1601 (\$1,545,000)					
10) 2017 Transit Project - TR1701					
11) Downtown Rails to Trails Ext - GF1705				25,000	
Total Grants Requested:					
TOTAL EXPENDITURES	1,068,086	1,545,000	1,545,000	2,456,716	59.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**TRANSIT
COMMENTS:**

1. Jacksonville Transit enhances quality of life of our community by providing safe, reliable and efficient public transportation services for civilians and military personnel within the greater Jacksonville area.
2. Ridership statistics for Jacksonville Transit: FY12 - 90,654; FY13 - 93,850; FY14 - 96,061; FY15 - 110,496
3. In FY17, Jacksonville Transit proposes to leverage unused prior year Section 5307 grant funds to construct a park and ride lot at the Commons to serve transit riders, the Amtrak Thruway service and community events/sports. Underlying property value will offset the required local match, allowing construction to be funded 100% by federal funds.
4. Salaries and benefits are expected to increase in FY17 as more City departments charge billable hours to the Transit grant for support services (e.g. Media, Finance, Facilities Maintenance, etc.).
5. Examples of billable support services include: developing announcements and schedules for print, processing fare box revenues, financial accounting, grant reporting, shelter installation/maintenance, among others. Hours billed to the Transit grant result in General Fund savings within each respective department.

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<u>STAFFING:</u>	<u>AMENDED FY16</u>	<u>FY 2017 PROPOSED</u>	<u>DEPARTMENT ISSUES:</u>	<u>PROPOSED COST</u>
Full-time Employees:	1.3	1.3	None	
Part-time Employees:	-	-		
Total Transit Department Employees:	<u><u>1.3</u></u>	<u><u>1.3</u></u>	Total Department Issues:	<u><u>-</u></u>

Community Programs

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; improve civic education; and advance and oversee projects and programs which further habitat protection and enhancement.

**COMMUNITY PROGRAMS
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	255,154	227,363	236,303	154,904	-34.4%
<u>Overhead Allocations:</u>					
Water/Sewer	18,233	18,497	18,497	18,566	0.4%
Solid Waste	18,233	18,497	18,497	18,566	0.4%
Stormwater	12,155	12,331	12,331	12,378	0.4%
Total Overhead Allocations:	48,621	49,325	49,325	49,510	0.4%
Misc Revenue	2,500	2,500	2,500	-	-100.0%
TOTAL FUNDING SOURCES	306,275	279,188	288,128	204,414	-29.1%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	184,108	183,218	184,859	125,218	-32.3%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	47,335	21,917	17,934	11,228	-37.4%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	73,017	74,053	85,335	67,968	-20.4%
4) Non-Capital Equipment, Technology and Software	1,815	-	-	-	0.0%
Total Operations Expenditures:	306,275	279,188	288,128	204,414	-29.1%
<u>CAPITAL PROJECTS:</u>					
1) Wilson Bay Initiative - GF0208 (\$311,316)					
2) Labyrinth Garden - GF1311 (\$15,000)					
Total Capital Projects Expenditures:					
TOTAL EXPENDITURES	306,275	279,188	288,128	204,414	-29.1%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

COMMUNITY PROGRAMS

COMMENTS:

1. 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; advance civic education; and advance and oversee projects and programs which further habitat protection and enhancement.
2. The Community Programs Coordinator has now been transferred to the Office of Livable Neighborhoods.
3. Jacksonville Youth Council, HARMONY program, and administrative support items associated with the Community Programs Coordinator are now also transferred to the Office of Livable Neighborhoods.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	2	1	None	
Part-time Employees:	-	-		
Total Community Programs Department Employees:	<u>2</u>	<u>1</u>	Total Department Issues:	<u>-</u>

Jacksonville Tourism Development Authority

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The Jacksonville Tourism Development Authority is to administer the proceeds of the Occupancy Tax in accordance to State Law and to promote or sponsor tourist-related or business-related travel events and activities in the City and area, and finance tourist-related capital projects in the City.

**JACKSONVILLE TOURISM DEVELOPMENT AUTHORITY
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Occupancy Tax	836,388	900,000	900,000	900,000	0.0%
Other Taxes and Licenses	3,730	-	-	-	0.0%
Investment Earnings	920	-	-	-	0.0%
TOTAL FUNDING SOURCES	841,038	900,000	900,000	900,000	0.0%

<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Administration	22,829	24,600	24,600	24,600	0.0%
2) Tourism Promotion	528,568	583,629	583,629	583,629	0.0%
3) Other Tourism Related Expenses	150,000	291,771	291,771	291,771	0.0%
Total Operations Expenditures:	701,397	900,000	900,000	900,000	0.0%

CAPITAL IMPROVEMENT PROJECTS:

- 1) Tourism Development Authority - TD1101 (\$5,404,665)

TOTAL EXPENDITURES	701,397	900,000	900,000	900,000	0.0%
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*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

JACKSONVILLE TOURISM DEVELOPMENT AUTHORITY

COMMENTS:

1. The City includes the Jacksonville Tourism Development Authority (JTDA) in its budget to comply with the Budget and Fiscal Control Act. This allows the City to disburse funds on behalf of the Authority.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	-	None	
Part-time Employees:	-	-		
Total JTDA Department Employees:	<u>-</u>	<u>-</u>	Total Department Issues:	<u>-</u>

Human Resources

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

**HUMAN RESOURCES
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	490,686	532,858	547,813	544,851	-0.5%
<u>Overhead Allocations:</u>					
Water/Sewer	105,055	100,911	100,911	97,612	-3.3%
Solid Waste	48,915	52,498	52,498	49,016	-6.6%
Stormwater	21,475	25,108	25,108	26,218	4.4%
Total Overhead Allocations:	175,445	178,517	178,517	172,846	-3.2%
Total Taxes & Other Financing Sources:	666,131	711,375	726,330	717,697	-1.2%
Debt Proceeds	-	-	-	17,938	100.0%
TOTAL FUNDING SOURCES	666,131	711,375	726,330	735,635	1.3%
<u>EXPENDITURES:</u>					
<u>Operations:</u>					
1) Salaries and Benefits	404,046	406,563	423,934	427,597	0.9%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	164,450	192,909	188,935	186,317	-1.4%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	92,709	111,903	97,014	116,954	20.6%
4) Non-Capital Equipment, Technology and Software	4,926	-	3,767	-	-100.0%
5) Capital Outlay	-	-	12,680	-	-100.0%
6) Debt Service	-	-	-	4,767	100.0%
Total Operations Expenditures:	666,131	711,375	726,330	735,635	1.3%
TOTAL EXPENDITURES	666,131	711,375	726,330	735,635	1.3%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

HUMAN RESOURCES

COMMENTS:

1. The Human Resources Department is responsible for the City’s human resources and safety programs, services and staff; coordinating and managing benefit programs; and coordinating recruitment, testing, selection, hiring, and training programs.
2. We annually budget \$15,889 for Employee Recruitment. When recruiting for senior management positions, the City often needs to recruit regionally or nationally to attract a diverse group of candidates. Funds are needed to provide transportation and lodging for out-of-state candidates for these positions.
3. Increase in “Charges ITS” is based on the allocation of the Human Resources Department’s share of ITS City-wide expenditures.
4. The Human Resources Department would like to implement a more robust and comprehensive wellness program in order to address the health care challenges identified in the 2015 Utilization and Expense Review from BCBS. This comprehensive managed program through BCBS includes a communication campaign, education sessions, Health Risk Assessments, Biomedical Screenings, and professionally managed, customized wellness program. We believe we can positively impact the health our employees and our experience rating by concentrating our wellness efforts towards increasing engagement in condition care management programs, preventive screenings, and reducing hypertension. Working through BCBS we gain the knowledge and experience of an entire staff dedicated to promoting health as well as analytical data that directly measures the effectiveness our wellness program against our wellness goals.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	5	5	Wellness Program	42,550
Part-time Employees:	-	-		
Total Human Resources Department Employees:	5	5	Total Department Issues:	42,550

City Clerk

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

**CITY CLERK
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	149,563	149,427	149,427	155,881	4.3%
<u>Overhead Allocations:</u>					
Water/Sewer	23,764	26,766	26,766	24,983	-6.7%
Solid Waste	12,223	13,383	13,383	12,491	-6.7%
Stormwater	7,947	9,231	9,231	8,805	-4.6%
Total Overhead Allocations:	43,934	49,380	49,380	46,279	-6.3%
<u>Other Financing Sources:</u>					
Annex / St Closing Petition	1,500	1,500	1,500	1,000	-33.3%
Total Other Financing Sources:	1,500	1,500	1,500	1,000	-33.3%
TOTAL FUNDING SOURCES	194,997	200,307	200,307	203,160	1.4%
<u>EXPENDITURES:</u>					
<u>Operations:</u>					
1) Salaries and Benefits	131,941	138,237	138,237	130,895	-5.3%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	16,529	23,392	23,392	24,705	5.6%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	46,527	38,678	38,678	47,560	23.0%
Total Operations Expenditures:	194,997	200,307	200,307	203,160	1.4%
TOTAL EXPENDITURES	194,997	200,307	200,307	203,160	1.4%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**CITY CLERK
COMMENTS:**

1. There is an increase in the Insurance, Contracts, Training, Fleet Charges, Supplies expenditure line due to an increase in training expenses for the Assistant Clerk to attend the Clerk Certification Program (CMC). The training and travel for the Clerk has been reduced to help offset the cost of this program.
2. Utilities, Maint, Prof Svcs, ITS/Video Media Charges increased by \$10,000 for office assistance to help with a new Records Management project in the department.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	2	2	None	-
Part-time Employees:	-	-		
Total City Clerk Department Employees:	<u>2</u>	<u>2</u>	Total Department Issues:	<u>-</u>

Finance

The Finance department is responsible for the activities of Accounting, Reporting, Payroll, and Utility Billing and Collections for the City. Fleet Maintenance and Metering also report to the Finance department but have separate budgets.

**FINANCE DEPARTMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	570,480	1,527,843	1,599,518	1,537,080	-3.9%
Overhead Allocations:					
Water/Sewer Fund	912,273	907,423	907,423	966,018	6.5%
Solid Waste Fund	87,973	89,268	89,268	83,154	-6.8%
Storm Water Fund	89,326	88,615	88,615	83,043	-6.3%
Total Overhead Allocations:	1,089,572	1,085,306	1,085,306	1,132,215	4.3%
Fees:					
Tourism and Development Admin Fees	17,554	19,000	19,000	19,000	0.0%
Business Licenses	712,682	-	-	4,000	100.0%
Credit Reports	10,413	8,000	8,000	10,000	25.0%
Total Fees:	740,649	27,000	27,000	33,000	22.2%
Total Taxes, Overhead Allocations, and Fees:	2,400,701	2,640,149	2,711,824	2,702,295	-0.4%
Debt Proceeds:	16,000	-	-	100,620	100.0%
TOTAL FUNDING SOURCES	2,416,701	2,640,149	2,711,824	2,802,915	3.4%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	1,378,533	1,434,302	1,444,930	1,443,298	-0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	327,866	375,342	401,042	363,565	-9.3%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	701,542	826,145	859,692	860,115	0.0%
4) Non-Capital Equipment, Technology and Software	7,854	4,360	6,160	4,960	-19.5%
5) Capital Outlay	-	-	-	100,620	100.0%
6) Debt Service	906	-	-	30,357	100.0%
Total Operations Expenditures:	2,416,701	2,640,149	2,711,824	2,802,915	3.4%
TOTAL EXPENDITURES	2,416,701	2,640,149	2,711,824	2,802,915	3.4%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**FINANCE DEPARTMENT
COMMENTS:**

1. The Finance Department is responsible for compiling the annual budget, paying all vendors, contracts and payroll for all funds. The Utility Billing Division collects all revenue due to the City including billing and collecting for all utilities.
2. Insurance, contracts, training, etc. decreased because of a decrease in the ITS specific maintenance contracts due to new software (see #4) and department specific contracts.
3. Professional Services increased due to increased fees related to the acceptance of credit cards (\$45,800) with offsetting decrease of \$20,178 in Property Tax collection fees.
4. Non-capital equipment decreased because of one time setup costs for new software.
5. Credit card processing fees consist of a flat rate fee as well as a percentage of each transaction that is processed. As we expand our electronic options and customers move towards paying online, the increase in the number and dollar amount of processed transactions increases the credit card processing fees that the City incurs. In FY15, the City processed a total of 87,606 credit card transactions totaling \$9.09 million dollars. For FY16, the City will process an estimated 93,299 transactions totaling \$9.89 million. We anticipate our fees to further increase for FY17 as more people use credit cards and the processing companies continue to increase the various fees.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	24	24	None	
Part-time Employees:	-	-		
Total Finance Department Employees:	24	24	Total Department Issues:	-

Metering

The metering division provides accurate, timely readings for billing purposes, installs and maintains meters, and provides responsive and dependable customer service to the citizens.

**METERING
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	367,380	429,049	430,224	411,536	-4.3%
Fees:					
Water Meter Purchases	19,318	23,000	23,000	23,000	0.0%
Total Fees:	19,318	23,000	23,000	23,000	0.0%
Debt Proceeds:	24,730	-	-	9,100	100.0%
TOTAL FUNDING SOURCES	411,428	452,049	453,224	443,636	-2.1%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	204,230	217,906	219,550	217,409	-1.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	123,949	177,001	175,656	169,987	-3.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	42,546	42,027	42,027	40,906	-2.7%
4) Non-Capital Equipment, Technology and Software	3,151	-	876	1,950	122.6%
5) Capital Outlay	24,562	-	-	-	0.0%
6) Debt Service	12,990	15,115	15,115	13,384	-11.5%
Total Operations Expenditures:	411,428	452,049	453,224	443,636	-2.1%
TOTAL EXPENDITURES	411,428	452,049	453,224	443,636	-2.1%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**METERING
COMMENTS:**

1. Metering consists of a staff of five including the Metering Team Leader, and four Meter Readers. The Metering staff is responsible for reading all meters, downloading reads for billing purposes, setting all meters for new construction, replacing existing meters as needed, verifying the accuracy of reads in the field, providing customer service in the form of turning water on and off, checking for leaks, testing meters and providing support as requested by the Utility Billing Division.
2. The increase in the Non-Capital Equipment, Technology and Software expenditure is due to the replacement of a desktop computer as well as the upgrade from standard cell phones to smart phones. Smart phones will provide metering staff with the ability to receive emails while in the field and verify customer payments when they are on-call.

STAFFING:	ADOPTED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	5	5	None	
Part-time Employees:	-	-		
Total Metering Employees:	5	5	Total Department Issues	-

Fleet Maintenance

The Fleet Maintenance Division purchases and maintains a dependable fleet of 540 pieces of equipment for the user departments. This support is provided by (4) Fleet Mechanics, (2) Senior Mechanics, (1) Fleet Specialist, (1) Shop Supervisor, (2) Office/Inventory Coordinators and (1) Fleet Maintenance Supervisor. Parts and Fuel are purchased at the lowest possible cost keeping quality in mind. Services are scheduled and completed with the least interference to the overall City operations.

**FLEET MAINTENANCE DEPARTMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Fees:					
Charges to Other Funds:					
General Fund	1,055,241	1,353,971	1,353,971	1,280,955	-5.4%
Water/Sewer Fund	389,730	500,026	500,026	535,618	7.1%
Solid Waste Fund	694,934	891,577	891,577	970,978	8.9%
Storm Water Fund	163,435	209,816	209,816	187,581	-10.6%
Transit Grant Fund	335,698	430,807	430,807	451,717	4.9%
Community Development Grant Fund	2,407	2,853	2,853	2,283	-20.0%
School Resource Officer Grant Fund	13,375	17,235	17,235	11,910	-30.9%
Internal Service Funds	20,062	25,682	25,682	30,660	19.4%
Miscellaneous	9,909	3,145	3,145	9,011	186.5%
Total Fees:	2,684,791	3,435,112	3,435,112	3,480,713	1.3%
Debt Proceeds:	103,370	-	-	72,200	100.0%
Appropriated Fund Balance:	79,377	(41,917)	(32,812)	(48,160)	46.8%
TOTAL FUNDING SOURCES	2,867,538	3,393,195	3,402,300	3,504,753	3.0%
EXPENDITURES:					
Operations:					
1) Salaries and Benefits	568,445	611,118	612,264	611,903	-0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	77,372	85,730	86,630	96,297	11.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	2,055,618	2,603,971	2,607,402	2,619,145	0.5%
4) Non-Capital Equipment, Technology and Software	14,284	14,404	7,994	12,100	51.4%
5) Capital Outlay	91,955	5,200	15,238	72,200	373.8%
6) Debt Service	30,725	40,772	40,772	52,808	29.5%
7) Depreciation	29,139	32,000	32,000	40,300	25.9%
Total Operations Expenditures:	2,867,538	3,393,195	3,402,300	3,504,753	3.0%
TOTAL EXPENDITURES	2,867,538	3,393,195	3,402,300	3,504,753	3.0%

*FY2017 Proposed Expenditures do not include the cost of the requests identified in the Department Issues category.

FLEET MAINTENANCE DEPARTMENT

COMMENTS:

1. The Fleet Maintenance Division is an Internal Service Fund; therefore, the revenue source it charges to other departments within the City is for services, repairs, and fueling of their vehicles & equipment.
2. The Fleet Maintenance Division supports and maintains 581 vehicles/equipment that make up the City Fleet; this is done with a staff of 1 Shop Supervisor, 2 Senior Mechanics, 4 Fleet Mechanics, and 1 Fleet Specialist.
3. For Fiscal Year 2017, the estimated price for fuel will remain the same as Fiscal Year 2016 at \$3.15 for unleaded and \$3.45 for diesel.
4. The increase in Expenditure Line 2 (Insurance, Contract, Fleet Charges) is due to increases in the Insurance & Bonds; Yearly Contracts for the new Heavy Duty Truck Scan Tool; Fuel Charges for the rise in usage of the Pool Vehicles; Expendable account due to costs; Vehicle Maintenance for 3 Fleet loaner trucks that are older and need more repair. The loaner truck program has been very advantageous to the Departments.
5. The Capital Outlay expenditure is higher due to the replacement of a 16 year old brake lathe on the automotive side of the shop and a much needed fuel system upgrade.
6. Debit Service has increased mainly due to the fuel system upgrade being added.
7. The Depreciation increase is due to the purchase of the new brake lathe and fuel system upgrade.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	11	11	None	
Part-time Employees:	-	-		
Total Fleet Maintenance Department Employees:	11	11	Total Department Issues:	-

General Fund Non-Departmental

The Non-Departmental account captures all General Fund activity not specific to any other department.

**GENERAL FUND NON-DEPARTMENTAL
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	943,650	961,574	973,996	446,837	-54.1%
<u>Fees:</u>					
Xerox Copy and Map Sales	525	350	350	350	0.0%
Tourism & Dev Authority (Sturgeon City)	150,000	150,000	150,000	150,000	0.0%
Bond Donation Sturgeon City Board of Directors	75,000	75,000	75,000	75,000	0.0%
Subtotal Fees:	225,525	225,350	225,350	225,350	0.0%
CAPITAL IMPROVEMENT PROJECTS:					
1) Sturgeon City Civic & Environ Ed Ctr - GF1214					
Total CIP Expenditures:					
CAPITAL PROJECTS:					
1) Capital Reserve GF7099				971	
2) Marine Corps Museum GF0207				391	
Total Capital Projects Expenditures:				1,362	
Debt Proceeds:	6,210	-	-	-	0.0%
TOTAL FUNDING SOURCES	1,175,385	1,186,924	1,199,346	673,549	-43.8%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	-	(379,665)	(379,665)	(356,320)	-6.1%
2) Insurance, Contracts, Training, Fleet Chrgs, Supplies	113,612	342,559	342,559	339,127	-1.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	343,174	548,256	542,588	547,148	0.8%
4) Debt Service	703,731	675,774	656,548	656,548	0.0%
5) Non-Capital Equipment	120	-	-	-	0.0%
6) Capital Outlay	14,748	-	37,316	-	-100.0%
Total Operations Expenditures:	1,175,385	1,186,924	1,199,346	1,186,503	-1.1%
CAPITAL IMPROVEMENT PROJECTS:					
1) Sturgeon City Civic & Environ Ed Ctr - GF1214 (\$4,115,007)				721,993	
Total CIP Expenditures:				721,993	
CAPITAL PROJECTS:					
1) Capital Reserve GF7099 (\$39,068,716)				(1,235,338)	
2) Vietnam Veterans Memorial GF0314 - JTDA (\$1,133,188)				-	
3) Marine Corps Museum GF0207- (\$857,290)				391	
4) Marine Corps Museum GF1120- JTDA (\$200,632)				-	
Total Capital Projects Expenditures:				(1,234,947)	
TOTAL EXPENDITURES	1,175,385	1,186,924	1,199,346	673,549	-43.8%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**GENERAL FUND NON-DEPARTMENTAL
COMMENTS:**

1. Sturgeon City pledged a minimum of \$75,000 for 20 years to assist in debt payments.
2. 800 MHz system - current payments are for interest only. Principal payments will begin in FY20.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time employees:	-	-	None	
Part-time employees:	-	-		
Total Non Departmental Department Employees:	<u>-</u>	<u>-</u>	Total Department Issues:	<u>-</u>

Police

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

**POLICE DEPARTMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	14,804,617	15,954,028	16,017,997	16,523,313	3.2%
<u>Fees:</u>					
DEA Task Force	5,013	5,000	5,000	6,000	20.0%
Taxi Permits/Inspections	13,436	11,750	11,750	12,500	6.4%
Funeral Escorts	4,500	5,000	5,000	5,000	0.0%
Wrecker Rotation Member	9,250	8,500	8,500	8,500	0.0%
Police Court Fees	52,035	62,000	62,000	35,000	-43.5%
National Night Out	13,773	20,000	20,000	20,000	0.0%
Burglar Alarm Registration	19,440	20,000	20,000	20,000	0.0%
False Alarm Fees	73,301	75,000	75,000	75,000	0.0%
Donations/Contributions	469	-	-	-	0.0%
Separation Allowance Interest	-	-	-	342	100.0%
Other Police Generated Fees	7,662	4,100	4,100	3,615	-11.8%
Total Fees:	198,879	211,350	211,350	185,957	-12.0%
Total Taxes and Fees:	15,003,496	16,165,378	16,229,347	16,709,270	3.0%
<u>Grants:</u>					
Bulletproof Vest Grant Funds (\$472,640)				2,500	
School Resource Officer Funds (\$6,179,982)				263,958	
E-911 Funds (\$4,148,835)				317,540	
Federal DEA Funds (\$1,388,872)					
State DEA Funds (\$395,601)					
2013 GCC Domestic Violence Grant Fund (\$128,818)					
2015 JAG Grant Fund (\$15,345)					
Edward Byrne JAG (11,733)					
GCC-Prescription Drug Diversion (\$76,526)					
GCC-Crisis Counselor (\$142,021)					
GHSP-2015 Bike Safe (\$10,000)					
GHSP-2016 Bike Safe (\$5,000)					
Grants Requested for FY15:				583,998	
Debt Proceeds:	541,000	482,000	482,000	602,705	25.0%
TOTAL FUNDING SOURCES	15,544,496	16,647,378	16,711,347	17,895,973	7.1%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	8,948,942	9,384,233	9,450,083	9,607,556	1.7%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	1,407,970	1,968,199	1,952,591	2,099,732	7.5%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	1,185,352	1,406,075	1,396,704	1,395,047	-0.1%
4) Non-Capital Equipment, Technology and Software	296,445	401,947	402,175	382,395	-4.9%
5) Capital Outlay	618,985	540,290	563,160	619,816	10.1%
6) Separation Allowance Funding	293,543	242,039	242,039	300,342	24.1%
7) Debt Service	2,793,259	2,704,595	2,704,595	2,666,335	-1.4%
Total Operations Expenditures:	15,544,496	16,647,378	16,711,347	17,071,223	2.2%
<u>Grants:</u>					
Bulletproof Vest Grant Funds (\$472,640)				42,950	
School Resource Officer Funds (\$6,179,982)				404,260	
E-911 Funds (\$4,148,835)				377,540	
Federal DEA Funds (\$1,388,872)					
State DEA Funds (\$395,601)					
2013 GCC Domestic Violence Grant Fund (\$128,818)					
2015 JAG Grant Fund (\$15,345)					
Edward Byrne JAG (11,733)					
GCC-Prescription Drug Diversion (\$76,526)					
GCC-Crisis Counselor (\$142,021)					
GHSP-2015 Bike Safe (\$10,000)					
GHSP-2016 Bike Safe (\$5,000)					
Grants Requested for FY15:				824,750	
<u>CAPITAL IMPROVEMENT PROJECTS:</u>					
1) Police Fire Facility- GF0601 (\$31,990,735)					
2) 800 MHz Radio Upgrade- PD1101 (\$2,552,574)					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	15,544,496	16,647,378	16,711,347	17,895,973	7.1%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**Includes cash funding and debt service payments for the fiscal year.

**POLICE
COMMENTS:**

1. Salaries have increased to limit the overtime needed by adding two part time telecommunicators, two part time polygraph examiners and a part time accreditation
2. Yearly contracts have increased due to an increase in professional service contracts for the building. There was an increase in training due to a replacement K-9 and the CALEA conference as our reaccreditation will occur this year. Supplies increased due to the addition of Narcan and additional supplies and food for the EOC and various meetings.
3. Building maintenance increased due to adding a line for building repairs for the training academy, gym equipment maintenance and the addition of a line for range repairs and maintenance. The costs for professional services increased due to the addition of DNA evidence processing through a private lab and an increase in fees associated with hiring assessments.
4. Non-capital equipment increased due to replacement items such as a K-9, radios and the polygraph instrument. Additionally there was an increase in the Motorola maintenance, the cost for DEPS due to card readers for the building and the UPS.IT equipment technology increased due to moving detectives over to MIFI tablets for more efficient work capabilities and changing from ICOP to Watchguard cameras. There was an additional increase in software due to implementation of an investigative software component which can be used to benefit multiple areas of City government and implementation of information kiosks.
5. Capital equipment increased due to the replacement of the mower for the range and transitioning from the leased vehicle program to the purchase of used vehicles for undercover operations. There was an additional increase due to the state contract price for vehicles increasing. Additionally we will be purchasing the notifications module for OSS I which will allow for more efficient service delivery.
6. Separation allowance increased due to retirements over the last year.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:			Two Investigators	102,308
<u>Sworn Officers</u>	117	117	Overtime	20,000
School Resource Officers Full-time Employees	5	5	Maintenance Building & Equipment	10,000
Total Sworn F-T Positions	122	122	Body Cameras	18,482
<u>Civilians</u>	30	31		
Total Full-time Employees:	152	153		
Part-time Employees:				
<u>Sworn Officers</u>				
Benefitted Part-time Employees	1	1		
Non-benefitted Part-time Employees	4	4		
Total Sworn P-T Positions	5	5		
<u>Civilians</u>				
Benefitted Part-time Employees	1	1		
Non-benefitted Part-time Employees	16	16		
Total Civilian P-T Positions	17	17		
Total Part-time Employees:	22	22		
Total Police Department Employees:	174	175	Total Department Issues:	150,790

Fire & Emergency Services

The Fire and Emergency Services Department provides excellent customer service through prevention, readiness, and response to threats to the lives and property of the people we serve.

**FIRE AND EMERGENCY SERVICES
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	7,321,498	7,571,521	7,600,557	7,515,855	-1.1%
Fees:					
False Alarm Fees	850	600	600	600	0.0%
Fire Inspection Fees / Penalties	15,482	15,000	15,000	16,000	6.7%
Fire Protection Permit Fees	23,345	22,000	22,000	20,000	-9.1%
State Owned Building Fire Pro	1,735	1,800	1,800	1,800	0.0%
Miscellaneous	6,322	3,500	3,500	3,500	0.0%
Total Fees:	47,734	42,900	42,900	41,900	-2.3%
Total Taxes and Fees:	7,369,232	7,614,421	7,643,457	7,557,755	-1.1%
Debt Proceeds:	515,000	67,050	67,500	539,506	699.3%
TOTAL FUNDING SOURCES	7,884,232	7,681,471	7,710,957	8,097,261	5.0%

EXPENDITURES:**Operations:**

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
1) Salaries and Benefits	5,371,086	5,552,475	5,594,833	5,507,128	-1.6%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	462,525	553,306	566,392	596,055	5.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	479,480	537,978	543,820	526,399	-3.2%
4) Non-Capital Equipment, Technology and Software	60,957	92,182	59,932	91,627	52.9%
5) Capital Outlay	574,141	68,106	68,556	535,006	680.4%
6) Debt Service	936,043	877,424	877,424	841,046	-4.1%
Total Operations Expenditures:	7,884,232	7,681,471	7,710,957	8,097,261	5.0%

CAPITAL IMPROVEMENT PROJECTS:

- 1) Relocate Fire Station #2 -GF1008 (\$3,291,000)

Total Capital Improvements Projects Expenditures:**

TOTAL EXPENDITURES	7,884,232	7,681,471	7,710,957	8,097,261	5.0%
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*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**Includes cash funding and debt service payments for the fiscal year.

**FIRE
COMMENTS:**

1. The decrease in salaries and benefits is largely due to a decrease in full-time salaries and Worker's Compensation Insurance.
2. There is an increase in funding for insurance, contracts for maintenance on the Center for Public Safety, medical and rehabilitation supplies, Motorola Radio and vehicle maintenance, uniforms and turn-out gear repair. There is also an increase in training for CPSE accreditation, fire investigation, and emergency management training. A decrease was realized in fuel and department specific expenses.
3. There is a minimal increase due to ITS services, maintenance, natural gas and contracted professional services. Decreases were accounted for in media services, and electricity while all other utilities remained neutral.
4. The Non-Capital Equipment budget was increased by 52.9% from the FY16 Amended Budget. In the FY16 budget, funding was moved from the Non-Capital Budget to fund an authorized 1% pay increase. This resulted in the department not being able to make purchases of replacement equipment planned in FY16. This equipment included replacement fitness equipment, replacement station furniture, and fire hose. These items were placed back into the FY17 budget which results in the increase (comparable to the Non-Capital Equipment in the FY16 Adopted Budget amount).
5. Capital Outlay reflects the request for replacement of the following: Engine 2 and life cycle of 2 thermal imaging cameras.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	88	88	None	
Part-time Employees:	3	3		
Total Fire Department Employees:	91	91	Total Department Issues:	-

Recreation & Parks

Recreation and Parks Department offers exceptional leisure opportunities that contribute to continuous improvements in individual health and wellness, a sense of community, environmental stewardship, and economic development.

**RECREATION & PARKS DEPARTMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	4,279,851	4,538,809	4,588,411	5,665,336	23.5%
<u>Fees:</u>					
Arts Council	1,000	1,000	1,000	1,000	0.0%
Charges for Services (Non-City Resident Fee)	72,298	65,000	65,000	75,000	15.4%
Activities	478,611	468,000	468,000	464,500	-0.7%
Jacksonville Jamboree	38,188	20,000	20,000	20,000	0.0%
Winterfest	-	14,550	14,550	5,000	-65.6%
Kerr St. Marina Boat Slip	-	-	-	12,636	100.0%
Concessions	64,552	60,000	60,000	60,000	0.0%
Rentals	61,752	50,000	50,000	57,000	14.0%
Mowing (DOT & Water Plant)	18,386	17,729	17,729	14,368	-19.0%
Contributions	10,000	-	10,000	-	-100.0%
Miscellaneous	489	-	2,000	-	-100.0%
Total Fees:	745,276	696,279	708,279	709,504	0.2%
Total Taxes and Fees:	5,025,127	5,235,088	5,296,690	6,374,840	20.4%
<u>Grants:</u>					
City of Jacksonville Marina Improvements - GF1706				350,000	
Total Grants Requested:				350,000	
Debt Proceeds:	87,948	94,750	552,000	188,490	-65.9%
TOTAL FUNDING SOURCES	5,113,075	5,329,838	5,848,690	6,913,330	18.2%

RECREATION & PARKS

COMMENTS:

1. Insurance, Contracts, Training, Fleet Charges, Supplies: Increase due to additional funding requested for Amphitheatre landscaping, sod and wall construction, as well as an increase in Insurance & Bonds and Fleet Charges
2. Utilities, Maint, Prof Svcs, ITS/Video Media Charges: Increase due to ITS charges, the addition of the Splash Pad, Amphitheatre and Marina, and temporary staffing to adjust for an increase in facility rentals and needs for youth and adult programs.
3. Non-Capital Equipment, Technology and Software: Request for funding to purchase Rectrac Pass Module for Recreation-Admin Division
4. Capital Outlay: Significant decrease due to purchase of Marina in FY2016
5. Debt Service: Replacement of vehicles and mowers (7 total), Marina purchase costs, and one universal fitness machine
6. Two seasonal part-time employees were eliminated to add additional hours for a permanent part-time employee to better meet the needs of the program.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
∞ Full-time Employees:	44	44	None	
Part-time Employees:	3	3		
Seasonal Part-time Employees:	28	26		
Total Recreation Department Employees:	75	73	Total Department Issues:	-

Planning Administration

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

**PLANNING ADMINISTRATION - PLANNING & PERMITTING
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	823,212	802,903	817,794	781,911	-4.4%
Fees:					
Development Review Fees	54,340	42,000	42,000	27,500	-34.5%
Total Fees:	54,340	42,000	42,000	27,500	-34.5%
TOTAL FUNDING SOURCES	877,552	844,903	859,794	809,411	-5.9%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	707,153	696,496	647,280	648,537	0.2%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	53,901	83,791	76,692	83,773	9.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	95,661	64,616	129,722	77,101	-40.6%
4) Non-Capital Equipment, Technology and Software	254	-	500	-	100.0%
5) Capital Outlay	3,840	-	5,600	-	-100.0%
6) Debt Service	16,743	-	-	-	0.0%
Total Operations Expenditures:	877,552	844,903	859,794	809,411	-5.9%
TOTAL EXPENDITURES	877,552	844,903	859,794	809,411	-5.9%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

PLANNING ADMINISTRATION - PLANNING & PERMITTING

COMMENTS:

1. The projected 34.5% decrease in development fees for FY17 is based on recent trends and analyzing actual revenues for FY16.
2. In FY12 City Council authorized \$134,650 to be spent on a new Electronic Plan (E-Plan) review system. The system was purchased and installed, but sporadically used until becoming mandatory in October 2014. Currently there are 255 projects in the E-plan system, although several of those are test projects from training.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	8	8	NCFPM FEMA Firm Appeal Support- Phase 2	50,000
Part-time Employees:	-	-		
Total Planning Administration Department Employees:	8	8	Total Department Issues:	50,000

Building Inspections

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.

**BUILDING INSPECTIONS
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	104,103	93,476	93,476	161,470	72.7%
Fees:					
Inspection Fees	605,659	600,000	600,000	550,000	-8.3%
Total Fees:	605,659	600,000	600,000	550,000	-8.3%
Total Taxes and Fees:	709,762	693,476	693,476	711,470	2.6%
TOTAL FUNDING SOURCES	709,762	693,476	693,476	711,470	2.6%

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EXPENDITURES	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	527,775	473,711	477,711	487,917	2.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	61,712	84,062	79,955	100,157	25.3%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	103,208	123,120	123,120	108,387	-12.0%
4) Non-Capital Equipment, Technology and Software	1,367	-	107	4,025	3661.7%
5) Debt Service	15,700	12,583	12,583	10,984	-12.7%
Total Operations Expenditures:	709,762	693,476	693,476	711,470	2.6%
TOTAL EXPENDITURES	709,762	693,476	693,476	711,470	2.6%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

BUILDING INSPECTIONS

COMMENTS:

1. Increases in Salaries and Benefits are due to Inspector promotions and certification pay bonuses.
2. Increases in Training and Supplies are because of the new State Building Code cycle change requiring new code books and reference materials. In addition, the Inspections team will be hosting a NC Building Code training for area jurisdictions relating to these changes. Attendance fees will be requested to help recover costs for this training.
3. Our plan will be to advertise the training workshop (NCBIA) and invite other jurisdictions and contractors for a fee. We project that we can recover 75% of revenue spent through advertising well ahead of this event date.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	6	6	None	
Part-time Employees:	-	-		
Total Building Inspections Depart. Employees:	6	6	Total Department Issues:	-

Code Enforcement

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

**CODE ENFORCEMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	253,295	279,118	279,118	279,293	0.1%
Fees:					
Nuisance Abatement	36,730	32,000	32,000	35,000	9.4%
Subtotal Fees:	36,730	32,000	32,000	35,000	9.4%
Total Taxes and Fees:	290,025	311,118	311,118	314,293	1.0%
Debt Proceeds:	24,730	-	-	-	0.0%
TOTAL FUNDING SOURCES	314,755	311,118	311,118	314,293	1.0%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	228,136	228,380	230,323	232,661	1.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	19,296	22,658	22,658	22,567	-0.4%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	39,677	54,799	52,290	53,848	3.0%
4) Non-Capital Equipment, Technology and Software	-	-	566	-	-100.0%
5) Capital Outlay	24,562	-	-	-	0.0%
6) Debt Service	3,084	5,281	5,281	5,217	-1.2%
Total Operations Expenditures:	314,755	311,118	311,118	314,293	1.0%
TOTAL EXPENDITURES	314,755	311,118	311,118	314,293	1.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

CODE ENFORCEMENT

COMMENTS:

1. Overall, the Code Enforcement budget is at level funding with a slight increase of 1.5%. The increase of \$2,509 in the contracted services line is to maintain sufficient funding to demolish non-residential structures if needed.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	3.3	3.3	None	
Part-time Employees:	-	-		
Total Code Enforcement Department Employees:	3.3	3.3	Total Department Issues:	-

Community Development

The City of Jacksonville's Community Development Program seeks to ensure a better quality of life for all City citizens. To achieve this mission, CD fosters economic development and offers programs to revitalize the community.

**COMMUNITY DEVELOPMENT
ADMINISTRATION
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Program Revenue	183,754	170,675	170,675	175,788	3.0%
Administration Fees	950	883	883	930	5.3%
Miscellaneous	178	100	100	22	-78.0%
Total Program Revenue, Fees, and Misc:	184,882	171,658	171,658	176,740	3.0%

Grants:

Entitlements:

Entitlement 2016 CD1601				343,231	
Entitlement 2015 CD1501 (\$517,180)		345,602	345,602		
Entitlement 2014 CD1401 (\$548,672)	365,744				
Entitlement 2013 CD1301 (\$759,658)					

Other Grants:

CREATE Project CD0301 (\$783,674)					
Affordable Housing Construction CD0501 (\$969,018)	6,064	6,600	6,600		
Continuum of Care CD0602 (\$25,100)					
Grants Requested:	371,808	352,202	352,202	343,231	

TOTAL FUNDING SOURCES

	556,690	523,860	523,860	519,971	-0.7%
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EXPENDITURES:

Operations:

- 1) Salaries and Benefits
- 2) Insurance, Contracts, Training, Fleet Charges, Supplies
- 3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges
- 4) Non-Capital Equipment, Technology and Software

Total Operations Expenditures:

Grants:

Entitlements:

- Entitlement 2016 CD1601
- Entitlement 2015 CD1501 (\$517,180)
- Entitlement 2014 CD1401 (\$548,672)
- Entitlement 2013 CD1301 (\$759,658)

Other Grants:

- Affordable Housing Construction CD0501 (\$975,698)

Total Grants Requested:

TOTAL EXPENDITURES

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
1) Salaries and Benefits	138,885	138,070	137,943	139,416	1.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	10,858	19,786	19,450	16,554	-14.9%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	106,794	60,000	121,973	60,000	-50.8%
4) Non-Capital Equipment, Technology and Software	93,652	299,324	237,814	304,001	27.8%
Total Operations Expenditures:	350,189	517,180	517,180	519,971	0.5%
Entitlement 2016 CD1601					
Entitlement 2015 CD1501 (\$517,180)					
Entitlement 2014 CD1401 (\$548,672)					
Entitlement 2013 CD1301 (\$759,658)					
Affordable Housing Construction CD0501 (\$975,698)		6,680	6,680	-	
Total Grants Requested:		6,680	6,680	-	
TOTAL EXPENDITURES	350,189	523,860	523,860	519,971	-0.7%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**COMMUNITY DEVELOPMENT
ADMINISTRATION
COMMENTS:**

1. While the City's entitlement grant for FY17 has been reduced by 0.7%, overall the Community Development budget remains level with no significant increases or decreases.
2. The overall differences between the FY17 proposed and FY16 amended budgets are due to the increased spending of prior year funds on hand as required to meet HUD timeliness requirements.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	1.7	1.7	None	
Part-time Employees:	-	-		
Total Community Development Department Employees:	<u>1.7</u>	<u>1.7</u>	Total Department Issues:	<u>-</u>

Office of Livable Neighborhoods

To foster a “livable neighborhood” in all residential areas of the City and build relationships between the citizens and their City government. To conduct outreach and education to empower citizens to improve the quality of their neighborhoods. Develop, coordinate and advance programs and activities which engage young citizens, improve the nonprofit community and advance knowledge of City services.

**LIVABLE NEIGHBORHOODS
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	-	-	-	88,037	100.0%
Misc Revenue	-	-	-	2,000	100.0%
TOTAL FUNDING SOURCES	-	-	-	90,037	100.0%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	-	-	-	59,823	100.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	-	-	-	7,395	100.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	-	-	-	22,819	100.0%
Total Operations Expenditures:	-	-	-	90,037	100.0%
TOTAL EXPENDITURES	-	-	-	90,037	100.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

LIVABLE NEIGHBORHOODS

COMMENTS:

1. The Office of Livable Neighborhoods is a new division created to foster a "livable neighborhood" in all residential areas of the City and build relationships between the citizens and their City government.
2. This section will also assume responsibility for the Jacksonville Youth Council, HARMONY, Citizen Academy, and the City Nonprofit Grants Program. Expenditures for this program are to be transferred from the Community Programs budget.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	1	None	
Part-time Employees:	-	-		
Total Livable Neighborhoods Department Employees:	<u>-</u>	<u>1</u>	Total Department Issues:	<u>-</u>

Public Services Administration Division

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The mission of the Administrative Division is to provide leadership oversight, fiscal responsibility, and strategic planning for Streets, Sanitation, Utilities Maintenance, Water Supply, Wastewater Treatment, Engineering, and Water Quality.

**PUBLIC WORKS ADMINISTRATION (GENERAL FUND)
FY 2016-2017 PROPOSED BUDGET**

<u>FUNDING SOURCES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	61,672	51,049	51,049	69,968	37.1%
TOTAL FUNDING SOURCES	61,672	51,049	51,049	69,968	37.1%
<u>EXPENDITURES:</u>	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	43,776	30,265	30,523	30,486	-0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	4,103	3,788	3,530	19,203	444.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	13,793	16,996	16,996	20,279	19.3%
Total Operations Expenditures:	61,672	51,049	51,049	69,968	37.1%
TOTAL EXPENDITURES	61,672	51,049	51,049	69,968	37.1%

*FY 2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

PUBLIC WORKS ADMINISTRATION (GENERAL FUND)

COMMENTS:

1. The Administration Division consists of the Public Services Director and the Public Services Coordinator. Administration provides leadership oversight, fiscal responsibility and strategic planning for Streets, Sanitation, Utilities Maintenance, Water Supply, Wastewater Treatment, Engineering, and Water Quality.
2. The Public Services Director position is split between General Fund and the Water & Sewer Fund. Ten percent is funded by Public Works Administration (General Fund); ninety percent is funded by Public Utilities Administration (W/S Fund).
3. The Public Services Coordinator position is split between General Fund and the Water & Sewer Fund. Thirty percent is funded by the Public Works Administration (General Fund) and seventy percent is funded by Public Utilities Administration (W/S Fund).
4. There is an increase to the expenditures for Department Specific to account for the department's investment in the Mobile311 Work Order Software, which has begun to be implemented in FY16. Mobile 311 will enable crews to better manage existing assets, track costs, and operate more efficiently. Approximately \$9,000 of this cost will be offset by eliminating the Routesmart software currently being used by Sanitation.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	0.4	0.4	None	
Part-time Employees:	-	-		
Total Public Utilities/Works Employees:	0.4	0.4	Total Department Issues	-

**PUBLIC UTILITIES ADMINISTRATION (W/S FUND)
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	1,816,288	1,838,176	1,838,176	2,459,010	33.8%
TOTAL FUNDING SOURCES	1,816,288	1,838,176	1,838,176	2,459,010	33.8%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	152,573	165,632	167,016	156,960	-6.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	15,448	26,141	24,757	52,143	110.6%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	45,870	44,698	44,698	36,063	-19.3%
4) Non-Capital Equipment, Technology and Software	1,500	-	-	-	0.0%
5) Overhead Allocation	1,592,306	1,595,861	1,595,861	1,665,408	4.4%
6) Debt Service	8,591	5,844	5,844	1,117	-80.9%
Total Operations Expenditures:	1,816,288	1,838,176	1,838,176	1,911,691	4.0%
CAPITAL PROJECTS:					
1) Water /Sewer Capital Reserve WS7099 (\$3,972,813)				547,319	
Total Capital Projects Expenditures**:				547,319	
TOTAL EXPENDITURES	1,816,288	1,838,176	1,838,176	2,459,010	33.8%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

PUBLIC UTILITIES ADMINISTRATION (W/S FUND)

COMMENTS:

1. The Administration Division consists of the Public Services Director and the Public Services Coordinator. Administration provides leadership oversight, fiscal responsibility and strategic planning for Streets, Sanitation, Utilities Maintenance, Water Supply, Wastewater Treatment, Engineering, and Water Quality.
2. The Public Services Director position is split between General Fund and the Water & Sewer Fund. Ten percent is funded by Public Works Administration (General Fund); ninety percent is funded by Public Utilities Administration (W/S Fund).
3. The Public Services Coordinator position is split between General Fund and the Water & Sewer Fund. Thirty percent is funded by the Public Works Administration (General Fund) and seventy percent is funded by Public Utilities Administration (W/S Fund).
4. There is an increase to the expenditures for Department Specific to account for the department's investment in the Mobile311 Work Order Software, which has begun to be implemented in FY16. Mobile 311 will enable crews to better manage existing assets, track costs, and operate more efficiently.
5. Overhead allocation consists of charges from other departments for services such as computer support, payroll, HR, etc.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	1.6	1.6	None	
Seasonal Part-time Employees:	-	-		
Total Public Utilities/Works Employees:	1.6	1.6	Total Department Issues	-

Engineering Division

The mission of the Engineering Division is twofold: 1) To provide technical knowledge and assistance necessary to ensure successful project completion of publically-funded construction projects; and 2) To ensure that infrastructure constructed as part of private development projects for dedication to the City is built in a manner consistent with City requirements and standard of quality.

**PUBLIC WORKS ENGINEERING (GENERAL FUND)
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	198,845	214,594	215,934	220,381	2.1%
Fees:					
Inspections/Erosion Control	4,900	5,000	5,000	5,000	0.0%
Total Fees:	4,900	5,000	5,000	5,000	0.0%
CAPITAL IMPROVEMENT PROJECTS:					
1) Fair Winds Property - GF1408 (\$83,100)					
2) East Railroad Parking Phase I - GF1410 (\$43,500)					
3) Median Improvements Western - GF1502 (\$25,000)					
Total Capital Improvement Projects Expenditures**:					
TOTAL FUNDING SOURCES	203,745	219,594	220,934	225,381	2.0%
EXPENDITURES:					
Operations:					
1) Salaries and Benefits	150,064	150,628	151,591	151,385	-0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	10,397	23,071	21,108	22,033	4.4%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	43,284	45,895	48,235	51,963	7.7%
Total Operations Expenditures:	203,745	219,594	220,934	225,381	2.0%
CAPITAL IMPROVEMENT PROJECTS:					
1) Fair Winds Property - GF1408 (\$83,100)					
2) East Railroad Parking Phase I - GF1410 (\$43,500)					
3) Median Improvements Western - GF1502 (\$25,000)					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	203,745	219,594	220,934	225,381	2.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

PUBLIC WORKS ENGINEERING (GENERAL FUND)

COMMENTS:

1. The Engineering Division provides technical knowledge and assistance to ensure successful project completion of publicly funded construction projects. Engineering ensures that infrastructure constructed as part of private development projects for dedication to the City are built in a manner consistent with City requirements and standards of quality. Engineering supports client departments and divisions involved in public projects by rendering, planning, design, construction administration/observation, and project management services.
2. The anticipated 12.4% increase in the Utilities, Professional Services, ITS and Video Media is due to an increase in the interdepartmental charges by the ITS Department to PW Engineering. Despite this projected increase, the overall PW Engineering budget is only forecasted to rise 3.8%.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	2	2	None	
Part-time Employees:	-	-		
Total Public Works Engineering Dept. Employees:	2	2	Total Department Issues:	-

**PUBLIC UTILITIES ENGINEERING (WATER / SEWER FUND)
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	755,047	856,232	2,414,097	844,415	-65.0%
General Fund Revenues ⁽¹⁾	320,377	311,187	311,187	301,870	-3.0%
Fees:					
Water/Sewer Extension	-	500	500	500	0.0%
Total Fees:	-	500	500	500	0.0%
Debt Proceeds	-	-	-	15,000	100.0%
TOTAL FUNDING	1,075,424	1,167,919	2,725,784	1,161,785	-57.4%

⁽¹⁾ Transfer from Capital Reserve fund for Fleet Debt Service

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	589,802	634,710	640,582	630,632	-1.6%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	230,908	346,327	1,527,693	351,038	-77.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	234,537	179,222	299,349	160,094	-46.5%
4) Non-Capital Equipment, Technology and Software	4,490	-	500	-	-100.0%
5) Capital Outlay	(1,062)	-	250,000	15,000	-94.0%
6) Debt Service	16,749	7,660	7,660	5,021	-34.5%
Total Operations Expenditures:	1,075,424	1,167,919	2,725,784	1,161,785	-57.4%

CAPITAL IMPROVEMENT PROJECTS:

- 1) Piney Green & 17 Water Sewer - WF1002 (\$2,654,500)
- 2) Public Service Complex Phase II - SF0801 (\$1,364,394)
- 3) Park Lane/Stratford - WF1501(\$1,481,000)

Total Capital Improvement Project Expenditures:**

TOTAL EXPENDITURES	1,075,424	1,167,919	2,725,784	1,161,785	-57.4%
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*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

PUBLIC UTILITIES ENGINEERING (WATER / SEWER FUND)

COMMENTS:

1. The Engineering Division provides technical knowledge and assistance to ensure successful project completion of publicly funded construction projects. Engineering ensures that infrastructure constructed as part of private development projects for dedication to the City are built in a manner consistent with City requirements and standards of quality. Engineering supports client departments and divisions involved in public projects by rendering, planning, design, construction administration/observation and project management services.
2. The projected 57.3% decline in overall Public Utilities Engineering expenditures between the amended FY16 budget and the proposed FY17 budget is largely attributable to the \$1 million held in reserve to cover ongoing contracted maintenance of the City's elevated water storage tanks. Each year, a payment is made to the firm responsible for maintenance of four of the City's seven elevated water storage tanks. The yearly payment for maintenance services is made in accordance with a 10-year contract with a total value of \$1 million. The payment is made from operating funds that are separate from the \$1 million reserve. This reserve makes up part of the dollar amount shown for the expenditure and is rolled from fiscal year to fiscal year in the event a future City Council decides to terminate the contract; if that occurs, the remaining value of the contract becomes payable. This means that although the reserve amount is not incorporated into figures shown for FY17, it is expected to be transferred into the FY17 budget at the beginning of the fiscal year. Currently, this transfer is expected to be \$1,325,188, which will reduce the projected budget decline from 57.3% to 8.7%. It is anticipated that a fifth elevated storage tank will be added to the contract in 2018.
3. The overall budget is also affected by an anticipated \$235,000 reduction in capital outlay. This reduction is because \$250,000 was budgeted for FY16 for a waterline replacement project at Linwood Drive, Sioux Drive, and Wilson Court, whereas only \$15,000 is projected in capital outlay in FY17. This FY17 expenditure will be for a plotter to replace the existing, outdated one.
4. The Contracted Consulting budget is used for various studies related to growth and development, such as responding to development requests for water and sewer availability and evaluating pressure concerns within the distribution system.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	8.6	8.6	None	
Part-time Employees:	-	-		
Total Public Utilities Engineering Dept. Employees:	8.6	8.6	Total Department Issues:	-

Facilities Maintenance Services

The mission of Facilities Maintenance Services is to provide proactive maintenance, make repairs, coordinate renovations, and incorporate life-cycle management for all City facilities.

**PUBLIC WORKS FACILITIES MAINTENANCE
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	774,518	921,310	945,091	941,237	-0.4%
Overhead Allocations:					
Water/Sewer	80,294	93,265	93,265	96,568	3.5%
Solid Waste	30,858	39,719	39,719	41,376	4.2%
Storm Water	19,430	30,620	30,620	31,898	4.2%
Total Overhead Allocations:	130,582	163,604	163,604	169,842	3.8%
Debt Proceeds:	-	-	-	41,206	100.0%
Grants:					
1) ARRA-EECBG Energy Grant GR0902 (\$781,600)					
Total Grants Requested for FY15					
TOTAL FUNDING SOURCES	905,100	1,084,914	1,108,695	1,152,285	3.9%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	591,021	637,741	641,864	653,677	1.8%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	91,166	121,162	107,770	132,829	23.3%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	189,289	304,154	306,604	297,500	-3.0%
4) Non-Capital Equipment, Technology and Software	7,960	1,000	7,900	1,000	-87.3%
5) Capital Outlay	-	-	23,700	42,006	77.2%
6) Debt Service	25,664	20,857	20,857	25,273	21.2%
Total Operations Expenditures:	905,100	1,084,914	1,108,695	1,152,285	3.9%
TOTAL EXPENDITURES	905,100	1,084,914	1,108,695	1,152,285	3.9%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

PUBLIC WORKS FACILITIES MAINTENANCE

COMMENTS:

1. Facilities Maintenance Services (FMS) coordinates, integrates, and provides the principles of proactive and reactive facilities repair, renovation(s) and life cycle management for 170 facilities and related structures. FMS also provides Custodial Services for City Hall, the Youth Center, the Police Department, the Public Services Complex, and the Commons Recreation facilities.
2. The Departmental Supplies budget has increased due to a transfer of money from Recreation for janitorial supplies used to maintain the cleanliness for the Commons facilities.
3. There is an increase in the Maintenance and Repair budget to account for repairs for the City's fountains and the City of Jacksonville Marina. These repairs have previously been absorbed in the budget.
4. There is an increase to the 74-04 Capital Equipment line due to the replacement of a truck; FMS is replacing a truck by swapping with Streets to better suit each divison's needs.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	13	13	Building Maintenance Specialist I (Grade 9)	32,946
Part-time Employees:	-	-		
Total Facilities Maintenance Employees:	13	13	Total Department Issues:	32,946

City Hall Maintenance

The objective of City Hall Maintenance is to maintain clean, safe, and sanitary conditions for City Hall and the Youth Center.

**CITY HALL MAINTENANCE
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Charges for Services:					
General Fund	183,607	176,516	176,516	186,183	5.5%
Water/Sewer Fund	16,269	14,759	14,759	15,634	5.9%
Video/Media	4,648	4,565	4,565	4,835	5.9%
ITS	27,890	27,915	27,915	29,571	5.9%
Investment Earnings	56	57	57	213	273.7%
Procurement Card Rebate	75	50	50	50	0.0%
Appropriated Fund Balance	(22,705)	(42)	(42)	(107)	154.8%
TOTAL FUNDING SOURCES	209,840	223,820	223,820	236,379	5.6%
EXPENDITURES:					
Operations:					
1) Salaries and Benefits	53,192	53,088	55,469	54,365	-2.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	34,627	50,280	47,899	52,713	10.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	117,086	115,446	115,446	125,096	8.4%
4) Debt Service	2,702	2,706	2,706	2,705	0.0%
5) Depreciation Expense	2,233	2,300	2,300	1,500	-34.8%
Total Operations Expenditures:	209,840	223,820	223,820	236,379	5.6%
TOTAL EXPENDITURES	209,840	223,820	223,820	236,379	5.6%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

CITY HALL MAINTENANCE

COMMENTS:

1. City Hall Maintenance provides maintenance and custodial services for 16 departments/divisions of the City's workforce that are housed in City Hall. Additionally, with the support of one custodial worker, the City's Youth Center (804 New Bridget St) is also cleaned, maintained and supported.
2. There is an increase to the Contracted Professional line item due to added funding for the annual pressure washing at City Hall.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	1	1	None	
Part-time Employees:	-	-		
Total City Hall Maintenance Dept. Employees:	1	1	Total Department Issues:	-

Streets Division

The mission of the Streets Division is to provide the most cost-effective maintenance of streets, sidewalks, and stormwater infrastructure through technical proficiency and superior customer service to the citizens of Jacksonville.

**STREETS POWELL BILL
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Powell Bill	1,860,405	1,860,000	1,815,481	1,800,000	-0.9%
<u>Fees and Other Revenues:</u>					
Powell Bill Equipment Reimbursement	14,892	15,000	15,000	15,000	0.0%
Interest Powell Bill	219	135	135	2,900	2048.1%
Total Fees and Other Revenue:	15,111	15,135	15,135	17,900	18.3%
Appropriated Fund Balance	(132,075)	1,000,503	1,000,503	841,208	-15.9%
TOTAL FUNDING SOURCES	1,743,441	2,875,638	2,831,119	2,659,108	-6.1%

EXPENDITURES:

Operations:

- 1) Salaries and Benefits
- 2) Insurance, Contracts, Training, Fleet Charges, Supplies
- 3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges
- 4) Debt Service
- 5) Other Financing Uses

Total Operations Expenditures:

	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
1) Salaries and Benefits	324,312	347,740	355,533	361,118	1.6%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	389,181	511,762	504,769	512,183	1.5%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	45,918	57,075	56,275	57,075	1.4%
4) Debt Service	40,350	49,525	49,525	47,651	-3.8%
5) Other Financing Uses	943,680	1,909,536	1,865,017	839,654	-55.0%
Total Operations Expenditures:	1,743,441	2,875,638	2,831,119	1,817,681	-35.8%

CAPITAL IMPROVEMENT PROJECTS:

- 1) FY13 Sidewalk Installation GF1308 (\$180,000)
- 2) FY12 Sidewalk Installation GF1202 (\$118,000)
- 3) Dev Contrib-Sidewalks GF1010 (\$37,363)
- 4) Enoch Lane Intersection Imp GF1105 (\$28,000)
- 5) Street Improvements GF9103 (\$24,421,285)
- 6) NCDOT TIP Sidewalks Piney Green Road GF1216 (\$101,700)
- 7) FY14 Sidewalk Installation GF1404 (\$360,000)
- 8) FY13 & FY14 Street Rehabilitation GF1409 (\$1,863,092)
- 9) FY15 Street Rehabilitation GF1504 (\$742,000)
- 10) FY16 Sidewalk Installation GF1601 (\$159,580)
- 11) FY16 Street Rehabilitation GF1602 (\$1,704,899)
- 12) FY17 Sidewalk Installation GF1701
- 13) FY17 Street Rehabilitation GF1702
- 14) Henderson Dr. Infrastructure Improvement SF1704

Total Capital Improvement Projects Expenditures:**

1) FY13 Sidewalk Installation GF1308 (\$180,000)					
2) FY12 Sidewalk Installation GF1202 (\$118,000)					
3) Dev Contrib-Sidewalks GF1010 (\$37,363)					
4) Enoch Lane Intersection Imp GF1105 (\$28,000)					
5) Street Improvements GF9103 (\$24,421,285)				(157,573)	
6) NCDOT TIP Sidewalks Piney Green Road GF1216 (\$101,700)					
7) FY14 Sidewalk Installation GF1404 (\$360,000)					
8) FY13 & FY14 Street Rehabilitation GF1409 (\$1,863,092)					
9) FY15 Street Rehabilitation GF1504 (\$742,000)					
10) FY16 Sidewalk Installation GF1601 (\$159,580)					
11) FY16 Street Rehabilitation GF1602 (\$1,704,899)					
12) FY17 Sidewalk Installation GF1701				100,000	
13) FY17 Street Rehabilitation GF1702				830,000	
14) Henderson Dr. Infrastructure Improvement SF1704				69,000	
Total Capital Improvement Projects Expenditures**:				841,427	

TOTAL EXPENDITURES

	1,743,441	2,875,638	2,831,119	2,659,108	-6.1%
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*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

STREETS POWELL BILL

COMMENTS:

1. Streets Division Powell Bill is responsible for work that is eligible to be covered by Powell Bill funds. This includes routine pavement maintenance, street repairs, resurfacing, sidewalk repair and installation, regulatory signage, and precautionary traffic control items for 155.25 miles of paved streets within the City.
2. At times, other Divisions and Departments within the City "rent" Powell Bill equipment. When this occurs, that work section reimburses the Powell Bill account because that work and use of equipment is not eligible for Powell Bill expenditures.
3. The formula for distribution of funds is allocated by using seventy-five percent (75%) of the City's most recent annual population estimate as certified by the Secretary of Revenue in the State Budget Office. Twenty-five percent (25%) of the fund shall be distributed within the total street miles for eligible municipalities.
4. The method of Powell Bill funding has changed and is now dependent upon legislature action. The formula will be applied to the amount the legislature has agreed to appropriate for transportation and then distributed to eligible municipalities.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	14	14	None	
Part-time Employees:	-	-		
Total Powell Bill Department Employees:	14	14	Total Department Issues:	-

**STREETS NON-POWELL BILL
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenue	1,888,684	1,995,497	2,143,958	1,531,991	-28.5%
Overhead Allocations:					
Stormwater	37,622	40,858	40,858	51,833	26.9%
Total Overhead Allocations:	37,622	40,858	40,858	51,833	26.9%
Fees and Other:					
Utility Patching	16,593	16,000	16,000	16,000	0.0%
Total Fees and Other:	16,593	16,000	16,000	16,000	0.0%
Debt Proceeds:	25,640	-	-	384,892	100.0%
TOTAL FUNDING SOURCES	1,968,539	2,052,355	2,200,816	1,984,716	-9.8%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	628,693	654,960	657,337	630,691	-4.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	129,958	188,594	187,680	187,365	-0.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	1,145,606	1,173,061	1,194,711	716,704	-40.0%
4) Non-Capital Equipment, Technology and Software	5,626	-	1,500	-	-100.0%
5) Capital Outlay	24,811	-	123,848	349,892	182.5%
6) Debt Service	33,845	35,740	35,740	100,064	180.0%
Total Operations Expenditures:	1,968,539	2,052,355	2,200,816	1,984,716	-9.8%
CAPITAL IMPROVEMENT PROJECTS:					
1) FY 12 New Bridge Steetscape - GF1203 (\$127,000)					
2) Hargett Street Pedestrian Improvements - GF1209 (\$171,000)					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	1,968,539	2,052,355	2,200,816	1,984,716	-9.8%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

STREETS NON-POWELL BILL

COMMENTS:

1. The Non-Powell Bill section of the Streets Division is responsible for work that is not Powell Bill eligible, such as the mosquito control program, street signage, pick-up and disposal of dead animals, and the maintenance and repair of City property. Additional special projects include concrete work, tree removal, and the demolition of delapidated structures.
2. The City pays the Stormwater Fee for every City street, building, and parking lot within the City limits. Although NCDOT is exempt for stormwater fees on NCDOT streets, the City is not exempt from the Stormwater fee. Approximately \$579,660 is budgeted in FY17 for that fee.
3. The street lighting expense previously budgeted in Streets Non-Powell Bill has been transferred to Traffic Signals in Transportation Services, which accounts for the large decline in operational expenditures.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
<u>Full-time Employees:</u>	5	5	<u>None</u>	
Part-time Employees:	-	-		
Seasonal Employees:	-	-		
 Total Streets Non-Powell Bill Dept. Employees:	<u><u>5</u></u>	<u><u>5</u></u>	 Total Department Issues:	<u><u>-</u></u>

**STORMWATER/DRAINAGE
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Stormwater Revenue ^(a)	1,755,856	1,992,640	2,078,455	2,024,113	-2.6%
Debt Proceeds:	32,550	93,000	93,000	98,886	6.3%
TOTAL FUNDING SOURCES	1,788,406	2,085,640	2,171,455	2,122,999	-2.2%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	870,208	970,539	979,204	936,168	-4.4%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	228,429	354,925	340,460	337,044	-1.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	53,018	68,250	153,065	68,013	-55.6%
4) Non-Capital Equipment, Technology and Software	437	-	800	-	-100.0%
5) Capital Outlay	31,444	95,796	101,796	98,886	-2.9%
6) Debt Service	604,870	596,130	596,130	595,888	0.0%
Total Operations Expenditures:	1,788,406	2,085,640	2,171,455	2,035,999	-6.2%

CAPITAL IMPROVEMENT PROJECTS:

1) Center Street Area Stormwater - SW1301 (\$90,000) 87,000

TOTAL EXPENDITURES	1,788,406	2,085,640	2,171,455	2,122,999	-2.2%
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(a) \$5.00 per ERU (Equivalent Residential Unit) is charged monthly on all water/sewer bills. For commercial accounts, 2850 sq. ft. equals one ERU. Includes \$362,000 paid by the City.

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

STORMWATER/DRAINAGE

COMMENTS:

1. The Stormwater/Drainage section of the Streets Division is responsible for maintaining the stormwater drainage network, which includes open swales, more than 100 miles of stormwater pipes and associated drainage structures, and street sweeping.
2. The Inmate Program also falls under Stormwater/Drainage. It has a cost savings of over \$100,000 per year. The City contracts with the NC Department of Corrections, Division of Prisons to acquire 8 inmates that may work eight hours per day, seven days per week. The inmates perform such duties as janitorial, grounds/building maintenance, cleaning and maintaining parks/recreation areas, public works projects, roadside cleaning, and recycling projects.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	19	19	None	
Part-time Employees:	1	1		
Total Stormwater/Drainage Department Employees:	20	20	Total Department Issues:	-

Water Sewer Non-Departmental

Water Sewer Non-Departmental reflects payments to ONWASA, inventory, unanticipated expenses, and debt service.

**WATER/SEWER NON-DEPARTMENTAL
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	756,376	1,341,135	1,468,858	1,294,079	-11.9%
TOTAL FUNDING SOURCES	756,376	1,341,135	1,468,858	1,294,079	-11.9%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	(11,988)	(23,200)	(23,200)	(14,490)	-37.5%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	22,527	211,600	211,600	205,000	-3.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	425,594	841,547	941,620	801,699	-14.9%
4) Capital Outlay	-	-	27,650	-	-100.0%
5) Debt Service	320,243	311,188	311,188	301,870	-3.0%
Total Operations Expenditures:	756,376	1,341,135	1,468,858	1,294,079	-11.9%
CAPITAL PROJECT:					
1) NC Commerce Grant - Test Well - WF1301 (\$461,030)					
Total Capital Projects Expenditures**:					
TOTAL EXPENDITURES	756,376	1,341,135	1,468,858	1,294,079	-11.9%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

**WATER/SEWER NON-DEPARTMENTAL
COMMENTS:**

1. The Water/Sewer Non-Departmental budget reflects payments to ONWASA, inventory, unanticipated expenses and debt service. The payments to ONWASA include the Interlocal Cooperative Agreement with ONWASA for the the Piney Green Trunk Line, which states that the City must pay ONWASA a bi-annual availability charge for a total annual amount of \$227,491, as well as a monthly flow service charge estimated to be approximately \$1,500 monthly.
2. In 2009, the City, ONWASA, and MCB Camp Lejeune joined together to form a committee called the Regional Water Resources Group. The purpose of this committee is to provide responsible, reasonable, and sustainable long-term management to Onslow County's water resources. During FY16, the committee completed each entity's distribution systems and raw water systems models. The year also saw the preparation for the monitoring well plan for all of Onslow County; these monitoring wells are expected to be constructed during mid-to-late 2016 and ready for data collection by 2017. The expected expense for FY17 includes the shared cost for these monitoring wells in the Black Creek and Castle Hayne Aquifers to provide the necessary information that may prevent the next scheduled 25% withdrawal reduction scheduled for 2018.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	-	None	
Part-time Employees:	-	-		
Total W/S Non-Departmental Employees:	-	-	Total Department Issues:	-

Utilities Maintenance Division

The mission of the Utilities Maintenance Division is to provide responsible operation and maintenance of the water and sewer lines, fire hydrants, valves, manholes, and lift stations to protect the healthy, safety, and welfare of the citizens of Jacksonville.

**UTILITIES MAINTENANCE
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenue	3,610,375	3,807,429	3,807,603	8,659,411	127.4%
<u>CAPITAL IMPROVEMENT PROJECTS:</u>					
1) Blue Creek School Road Improvement I - WF1601 (\$140,000)				200,000	
Debt Proceeds:	35,030	35,000	35,000	28,534,406	81426.9%
TOTAL FUNDING SOURCES	3,645,405	3,842,429	3,842,603	37,393,817	873.1%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	1,506,065	1,538,594	1,551,674	1,603,704	0.1%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	624,370	664,215	669,647	671,422	0.3%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	1,220,688	1,382,099	1,357,616	1,384,459	2.0%
4) Non-Capital Equipment, Technology and Software	18,559	-	6,145	-	-100.0%
5) Capital Outlay	43,188	91,962	91,962	341,006	270.8%
6) Debt Service	232,535	165,559	165,559	1,828,826	1004.6%
Total Operations Expenditures:	3,645,405	3,842,429	3,842,603	5,829,417	51.7%

CAPITAL IMPROVEMENT PROJECTS:

1) Western Trunk Sewer (Lower) - SF1105 (\$4,008,600)	28,193,400
2) Barn Street Sewer Replacement - SF1303 (\$944,200)	
3) Parkwood Regional Lift Station and Forcemain - SF1104 (\$3,487,000)	
4) Canterbury Lift Station Replacement - SF1201 (\$621,430)	
5) Brookview Forcemain Replacement - SF1302 (\$800,000)	
6) Water System Improvements Phase II - WF1001 (\$5,432,224)	
7) Piney Green Road Sewer Infrastructure Imprvs. - SF1108 (\$4,108,500)	
8) SCADA for Wastewater Lift Stations - SF1109 (\$1,194,000)	
9) Memorial Lift Station Replacement - SF1202 (\$518,310)	
10) Hargett St Water Line Replacement - WF1201 (\$1,211,300)	
11) Pump Station Rehabilitation - SF0302 (\$5,141,173)	
12) Western Parkway Utilities Relocation - SF1004 (\$409,000)	
13) FY14 Sewer Replacement - SF1401 (\$158,000)	
14) Bell Fork Sewer Upgrade - SF1402 (\$398,355)	
15) FY14 Water Line Replacement - WF1401 (\$124,600)	
16) NCDOT Sewer Relocation - Piney Green Road - SF1206 (\$388,028)	
17) New Base Entry Util Relocation - WF1202 (\$324,292)	
18) Water Line Replacement - WF1502 (\$270,500)	
19) Blue Creek School Road Improvement I - WF1601 (\$140,000)	747,000
20) Black Creek Wells 1 & 5 Rehabilitation - WF1602 (\$88,000)	
21) Water Interconnection MC Base Camp Lejeune - WF0902 (\$249,500)	
22) US 17 North Water Sewer Extensions - SF1602 (\$465,000)	
23) Holiday City MHP Lift Station - SF1702	296,000
24) US17 N Drummer Kellum WS Ext - SF1703	465,000
25) Henderson Dr. Infrastructure Improvement - SF1704	1,101,000
26) Marine Blvd Water at Chaney - WF1702	184,000
27) Indian Dr Booster Renovation - WF1703	522,000
28) Isolation Valve NW & Ellis - WF1704	56,000
Total Capital Improvement Projects Expenditures**:	31,564,400

TOTAL EXPENDITURES	3,645,405	3,842,429	3,842,603	37,393,817	873.1%
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*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

UTILITIES MAINTENANCE

COMMENTS:

1. The Utilities Maintenance Division is responsible for the operation and maintenance of over 300 miles of water and sewer lines within the City. This also includes fire hydrants, valves, manholes, and 45 lift stations. Some of the more costly lift stations include the Main Pump Station and Henderson Pump Station, which cost over \$250,000 and \$60,000 for maintenance and operations, respectively. The total annual maintenance and operational expense (including electricity) for all 45 lift stations is \$766,804.
2. The increase to Capital Outlay is directly related to the cyclic replacement of the 1999 Jet Truck, whose replacement is supported by Fleet Maintenance because of continued equipment downtime due to repairs.
3. Of the increase to Debt Services, \$1,663,267 can be attributed to the addition of the Parkwood/Western Regional Pump Station and Trunk Sewer Line Capital Improvement Project. This project is expected to begin construction in 2017. There is a corresponding decrease in the Wastewater Treatment budget of \$1,774,824. This decrease is related to several installment purchase loans and some State Revolving Loans that had been refinanced with the Limited Obligation bonds that have now been paid off.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	29	29	None	
Part-time Employees:	-	-		
Total Utilities Maint. Dept. Employees:	29	29	Total Department Issues:	-

Water Supply Division

The mission of the Water Supply Division is to operate and manage the City's well fields and water treatment plant to provide quality drinking water through continuous testing, quality control, and customer service.

**WATER SUPPLY
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	5,606,934	5,572,264	5,572,264	5,837,066	4.8%
Fees:					
Late Charges	124,752	137,934	137,934	130,400	-5.5%
New Account Service Charges	106,410	107,500	107,500	112,500	4.7%
Miscellaneous	199,212	203,149	203,149	213,394	5.0%
Total Fees:	430,374	448,583	448,583	456,294	9.0%
Total Water Sewer Revenue and Fees:	6,037,308	6,020,847	6,020,847	6,293,360	4.5%
Debt Proceeds:	30,060	36,500	36,500	-	-100.0%
TOTAL FUNDING SOURCES	6,067,368	6,057,347	6,057,347	6,293,360	3.9%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	725,151	773,602	778,804	778,912	0.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	368,577	534,812	534,812	533,559	-0.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	944,908	1,034,160	1,012,958	1,083,708	7.0%
4) Non-Capital Equipment, Technology and Software	7,940	2,500	2,500	2,500	0.0%
5) Capital Outlay	37,743	37,466	53,466	-	-100.0%
6) Debt Service	3,983,049	3,674,807	3,674,807	3,524,681	-4.1%
Total Operations Expenditures:	6,067,368	6,057,347	6,057,347	5,923,360	-2.2%
CAPITAL IMPROVEMENT PROJECTS:					
1) New Water Treatment Plant - WF0400 (\$47,649,691)					
2) Black Creek Water Wells - WF1701				370,000	
Total Capital Improvement Projects Expenditures**:				370,000	
TOTAL EXPENDITURES	6,067,368	6,057,347	6,057,347	6,293,360	3.9%

*FY2017 adopted expenditures do not include the cost of the requests identified in the Department Issues category unless approved by Council.

**Includes cash funding and debt service payments for the fiscal year.

WATER SUPPLY

COMMENTS:

1. The Water Supply Division is responsible for providing the City with clean, quality drinking water through Nano-filtration and chlorination processes.
2. The Division consists of the Nano-Filtration water plant, 35 groundwater-source wells, 6 elevated storage tanks, 4 chlorine feed stations, 2 clear wells, and 1 booster station.
3. Since the Water Treatment Plant began operations in 2011, staff members have been able to efficiently stabilize the operating expenses required to run the plant and all of its components. This has led to an operating budget that is more reflective and consistent in its total costs. In the near future, the electronic portions of the plant will start needing replacement. They are beginning to require repair and show signs of failure through alarms, resets, etc.
4. The increase in the Utilities expenditures is due to an expected rise in electricity rates.
5. The decrease in Capital Outlay is because the Division will not need to replace a vehicle in FY17.
6. The increase to Maintenance, Buildings & Equipment is to rent an articulated lift twice a year for maintenance and repairs of the bioscrubber, the top of the membrane trains, and ceiling components inside the plant.
7. The increase in Contracted Professionals is due to adding another chlorine analyzer to the Hach partnership agreement and to Glover I & C for additional meter calibration as required by NCDEQ.

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STAFFING:	ADOPTED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	14.35	14.35	Membranes to run Train 5	165,000
Part-time Employees:	-	-	Plants Maintenance Worker Position	41,212
Total Water Supply Dept. Employees:	14.35	14.35	Total Department Issues	206,212

Wastewater Treatment Section

The mission of the Wastewater Treatment Division is to provide safe, efficient, and ecologically-friendly treatment of wastewater from the City in accordance with all State and Federal regulations by utilizing environmentally sound procedures and technologies.

**WASTEWATER TREATMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Water Sewer Revenues	8,377,148	8,980,190	9,047,050	7,043,329	-22.1%
Fees:					
Late Charges	124,753	137,934	137,934	130,400	-5.5%
New Account Service Charges	106,410	107,500	107,500	112,500	4.7%
Timber Sales	75,036	150,000	150,000	75,000	-50.0%
Total Fees:	306,199	395,434	395,434	317,900	-73.0%
Other:					
Property Lease	4,380	4,227	4,227	4,743	12.2%
Debt Proceeds:	87,650	32,000	32,000	125,272	291.5%
TOTAL FUNDING SOURCES	8,775,377	9,411,851	9,478,711	7,491,244	-21.0%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	886,387	914,508	922,985	941,135	2.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	438,139	473,488	488,338	524,313	7.4%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	1,025,876	1,249,997	1,278,398	1,292,864	1.1%
4) Non-Capital Equipment, Technology and Software	15,738	11,050	11,050	11,050	0.0%
5) Capital Outlay	70,290	501,006	521,506	175,272	-66.4%
6) Debt Service	6,338,947	6,261,802	6,256,434	4,481,610	-28.4%
Total Operations Expenditures:	8,775,377	9,411,851	9,478,711	7,426,244	-21.7%
CAPITAL IMPROVEMENT PROJECTS:					
1) Inflow & Infiltration FY 15-16 - SF1501 (\$937,856)					
2) Back Up Screen at LTS - SF1502 (\$511,000)					
3) Solids Dewatering at LTS - SF1601 (\$152,000)					
4) Bio-Dredging Sludge Removal - SF1603 (\$300,000)					
5) Inflow & Infiltration FY 17-18 - SF1701				65,000	
Total Capital Improvement Projects Expenditures**:				65,000	
TOTAL EXPENDITURES	8,775,377	9,411,851	9,478,711	7,491,244	-21.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

WASTEWATER TREATMENT

COMMENTS:

1. Wastewater Treatment is responsible for the operation and maintenance of the City's Land Treatment Site (LTS), which includes the maintenance of approximately 310 miles of spray irrigation lines and 22,000 spray heads.
2. The Capital Outlay decrease is directly related to no major equipment purchases; there are only cyclic replacements supported by Fleet Maintenance proposed in FY17.
3. In the Wastewater Treatment budget, there was a decrease in Debt Services of \$1,774,824. This decrease is related to several installment purchase loans and some State Revolving Loans that had been refinanced with the Limited Obligation bonds that have now been paid off. There is a corresponding increase of \$1,663,267 in the Utilities Maintenance budget, which can be attributed to the addition of the Parkwood/Western Regional Pump Station and Trunk Sewer Line Capital Improvement Project.
4. Emergency Spraying conditions, staff/retention challenges, and inclement weather events contribute to the Overtime expenditures incurred at LTS. For example, during Emergency Spraying or during periods of favorable weather conditions, staff will conduct spraying operations during non-duty hours.
5. The Forestry Management program is a self-funded program. Revenues generated from timber harvesting are used to offset the costs associated with forestry management activities such as logging, planting, herbiciding, and prescribed burns. Revenues and costs may vary from year to year because forestry management activities are weather dependent.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	17.65	17.65	None	
Part time Employees:	-	-		
Total Wastewater Dept. Employees:	17.65	17.65	Total Department Issues:	-

Sanitation Division

The mission of the Sanitation Division is to successfully manage the City's municipal solid waste stream by providing environmentally sound, cost-effective, and safe methods of collecting, transporting, and disposing of solid waste, yard waste, recyclable, and bulky waste materials generated from residential households within Jacksonville.

**SANITATION
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
State Solid Waste Disposal Tax	51,300	42,000	42,000	49,000	16.7%
General Fund Revenue	974,097	1,208,028	1,208,028	1,408,810	16.6%
Fees:					
Commercial Disposal Fees	1,502,969	1,495,200	1,495,200	1,500,000	0.3%
Residential Fees	2,042,487	2,050,000	2,050,000	2,050,000	0.0%
Recycling Revenue	78	-	-	-	0.0%
Late Charges	41,639	42,000	42,000	44,000	4.8%
Residential Extra Set-Out	16,140	16,250	16,250	18,000	10.8%
Total Fees:	3,603,313	3,603,450	3,603,450	3,612,000	0.2%
Total Taxes and Fees:	4,628,710	4,853,478	4,853,478	5,069,810	4.5%
Other:					
Investment Earnings	83	107	107	162	51.4%
Miscellaneous	105,297	250	250	250	0.0%
Debt Proceeds:	20,826	320,000	320,000	362,012	13.1%
Appropriated Fund Balance:	(414,822)	(53,675)	(53,675)	7,263	-113.5%
TOTAL FUNDING SOURCES	4,340,094	5,120,160	5,120,160	5,439,497	6.2%

EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Salaries and Benefits	1,449,886	1,642,908	1,662,500	1,710,272	2.9%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	592,926	729,125	714,234	772,518	8.2%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	1,643,960	1,842,648	1,833,147	1,966,520	7.3%
4) Non-Capital Equipment, Technology and Software	3,151	-	4,800	3,100	-35.4%
5) Overhead Allocation	325,039	338,498	338,498	334,089	-1.3%
6) Capital Outlay	-	322,012	322,012	362,012	12.4%
7) Debt Service	325,132	244,969	244,969	290,986	18.8%
Total Operations Expenditures:	4,340,094	5,120,160	5,120,160	5,439,497	6.2%
TOTAL EXPENDITURES	4,340,094	5,120,160	5,120,160	5,439,497	6.2%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**SANITATION
COMMENTS:**

1. The Sanitation Division is responsible for refuse, yard waste, recycling and special pick-up collection for approximately 12,000 residential households.
2. Annually, approximately \$2.6 million is transferred from the General Fund to the Sanitation Divison's budget to cover operational costs. This year the General Fund is providing \$1.4 million in support of Residential Sanitation. The total fee paid by residential customers is \$15.00. Of this, \$5.00 is for the disposal cost at the County landfill and the other \$10.00 is for the collection cost which has helped offset the transfer of funds from the General Fund.
3. The State of North Carolina imposes a solid waste disposal tax of \$2.00 per ton on the disposal of municipal solid waste in landfills within the state. Approximately 37% of those tax proceeds are distributed back to the eligible local governments on a quarterly basis.
4. The General Fund revenues are estimated to increase by approximatley 13% due to the increase in costs for insurance, contracts, training, fleet charges and supplies. There also is a 7% increase in interdepartmental services.
5. The Sanitation Division is estimating a small increase in revenues from residential extra set-outs for FY17. This fund represents the fees generated by the collection of excessive waste, such as bulky items, large yard waste piles, and construction materials.
6. Debt proceeds will increase in FY17 by approximately 13% due to the purchase of refuse collection trucks scheduled for replacement.
7. In FY15, the City paid the Onslow County Landfill approximately \$1.6 million (not including yard waste) for disposal of solid waste collected within the City.
8. The City disposes of horticultural waste at Eastern Excavators in lieu of the Landfill. In FY15 the City disposed of 4,110 tons of yard waste at Eastern Excavators which equated to a savings of approximately \$74,000.
9. The Dial-a-Truck is a free program for the residents of Jacksonville that generates approximately 275 tons per year.
10. Overhead allocation consists of charges from other departments for services such as computer support, payroll, HR, etc.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	37	37	None	
Part-time Employees:	-	-		
Total Sanitation Department Employees:	37	37	Total Department Issues:	-

Commercial Collection Section

The mission of the Sanitation Division's Commercial Section is to successfully manage the City's municipal solid waste stream by providing environmentally sound, cost-effective, and safe methods of collecting, transporting, and disposing of solid waste and recyclable materials generated from commercial businesses within Jacksonville.

**COMMERCIAL COLLECTION SERVICE
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and Other General Fund Revenues	170,000	-	-	-	0.0%
Fees:					
Commercial Fees	799,734	985,193	985,193	999,000	1.4%
Dumpster Rental	2,025	4,680	4,680	5,000	6.8%
Commercial Saturday Service	14,240	32,244	32,244	35,000	8.5%
Commercial Extra Pickups	821	1,000	1,000	2,500	150.0%
Commercial Extra Set-Out	17,169	17,000	17,000	17,000	0.0%
Total Fees:	833,989	1,040,117	1,040,117	1,058,500	0.0%
Miscellaneous Revenue	104,967	-	-	-	0.0%
Debt Proceeds	228,256	-	-	30,720	100.0%
Appropriated Fund Balance	227,481	-	-	-	0.0%
TOTAL FUNDING SOURCES	1,564,693	1,040,117	1,040,117	1,089,220	4.7%
EXPENDITURES:					
Operations:					
1) Salaries and Benefits	278,276	298,943	300,569	288,423	-4.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	374,756	398,498	396,872	421,706	6.3%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	57,478	91,000	85,640	62,000	-27.6%
4) Non-Capital Equipment, Technology and Software	20,278	10,000	15,360	30,720	100.0%
5) Capital Outlay	455,737	-	-	-	0.0%
6) Debt Service	331,473	241,676	241,676	286,371	18.5%
Total Operations Expenditures:	1,517,998	1,040,117	1,040,117	1,089,220	4.7%
TOTAL EXPENDITURES	1,517,998	1,040,117	1,040,117	1,089,220	4.7%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

COMMERCIAL COLLECTION SERVICE

COMMENTS:

- 1. The Commercial Dumpster service includes front-end collection to commercial customers. This portion of the fund is used for costs associated with the collection of commercial refuse and commercial recycling.
- 2. The Sanitation Division expects to purchase 48 dumpsters during FY17 to grow commercial dumpster rentals used for commercial refuse and/or commercial recycling. This accounts for the additional \$30,720 that is budgeted for non-capital equipment. This purchase will be financed over a period of time, which is reflected in the debt proceeds for FY17.
- 3. As the Sanitation Division continues to gain operational experience in Commercial Collection, the operational expenditures have begun to level off and even decline in some instances. Due to these operational and business practice improvements, the overall Commercial Sanitation budget has remained relatively level, which directly contributes to not needing a rate increase.
- 4. The Sanitation Division has been able to reduce the Overtime line in Commercial Collection Service by improving business processes, routes, and by remaining fully-staffed. It is forecasted that in FY16, the division will expend only 30% of the original amount budgeted for Overtime.
- 5. The commercial refuse collection trucks continue to incur heavy NCDOT fines related to total weight and/or the distribution of the weight on the vehicles. As the division continues to improve other areas within the commercial operations, this area remains a challenge that staff will continue to address.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	5	5	None	
Part-time Employees:	-	-		
Total Commercial Collection Service Department Employees:	<u>5</u>	<u>5</u>	Total Department Issues:	<u>-</u>

Water Quality Division

The mission of the Stormwater/Water Quality Division is 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.

**WATER QUALITY
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Stormwater Revenue ^(a)	685,256	781,221	781,521	820,258	5.0%
TOTAL FUNDING SOURCES	685,256	781,221	781,521	820,258	5.0%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	169,325	183,349	184,906	184,176	-0.4%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	36,150	62,473	53,791	69,235	28.7%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	154,534	205,807	213,232	175,073	-17.9%
4) Non-Capital Equipment, Technology and Software	2,311	10,000	10,000	10,000	0.0%
5) Overhead Allocation	287,276	305,592	305,592	305,975	0.1%
6) Capital Outlay	24,249	14,000	14,000	28,000	100.0%
7) Debt Service	11,411	-	-	47,799	100.0%
Total Operations Expenditures:	685,256	781,221	781,521	820,258	5.0%
CAPITAL IMPROVEMENT PROJECTS:					
1) Downtown Central Stormwater Phase I - SW1101 (\$850,910)					
Total Capital Improvement Projects Expenditures**:					
TOTAL EXPENDITURES	685,256	781,221	781,521	820,258	5.0%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

(a) \$5.00 per ERU (Equivalent Residential Unit) is charged monthly on all water/sewer bills. For commercial accounts, 2850 sq. ft. equals one ERU.

WATER QUALITY

COMMENTS:

1. The Stormwater/Water Quality Division is responsible for implementing control measures mandated by the US EPA as part of the NPDES Stormwater program. One of the NPDES permit requirements is to monitor and test the local watershed for pollutants. Monitoring is a shared responsibility due to the vast area covered. The City monitors the portion of the river in and around City limits, MCB Camp Lejeune monitors the lower portion, and the NC State Cooperative Extension monitors the upper reaches of the New River.
2. Insurance, Contracts, Training, Fleet Charges & Supplies has an increase due to a higher insurance premium for the new boat and trailer and increased cost for fleet maintenance due to the age of the Water Quality Equipment.
3. Capital Outlay has an increase due to the routine lifecycle recommendation by the Fleet department for a new pontoon boat and trailer. The previous boat is 15 years old and currently in poor condition. The division replaced the engine for the old boat in 2014; therefore, instead of buying a new engine, the division is transferring it from the old boat to the new pontoon. Water Quality is also replacing the seven YSI datasondes over the next four years as they age out and are discontinued. Two units were purchased in FY16 and two more units will be purchased each fiscal year until complete.
4. The three aeration units in Wilson Bay will fulfill their "in-kind" grant requirements in 2017 and may be removed from the watershed sometime during FY17. After removal, the Aeration Device Maintenance line item will no longer be included in the Water Quality budget.
5. Overhead allocation consists of charges from other departments for services such as computer support, payroll, HR, etc.

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	AMENDED	FY 2017		PROPOSED
STAFFING:	FY16	PROPOSED	DEPARTMENT ISSUES:	COST
Full-time Employees:	3	3	None	
Part-time Employees:	-	-		
Total Water Quality Department Employees:	3	3	Total Department Issues:	-

Information Technology Services (ITS)

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The ITS department serves as a consultant to the City Council, City Manager and City staff in the management and use of technology to enhance business processes. The ITS department is composed of help desk support staff, applications support, infrastructure, network and GIS service personnel.

**INFORMATION TECHNOLOGY SERVICES (ITS) DEPARTMENT
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Taxes and other General Fund Revenue	-	-	-	20,000	100.0%
Water Sewer Revenues	-	-	-	10,000	100.0%
Fees:					
Charges to Other Funds:					
General Fund	2,346,050	2,350,386	2,350,386	2,376,509	1.1%
Water/Sewer Fund	415,756	409,734	409,734	360,623	-12.0%
Solid Waste Fund	29,697	29,799	29,799	32,456	8.9%
Storm Water Fund	59,394	59,598	59,598	54,093	-9.2%
Internal Service Funds	118,787	126,645	126,645	144,249	13.9%
Onslow County Revenue	8,400	-	25,200	61,200	142.9%
Miscellaneous	961	2,087	2,087	2,010	-3.7%
E-911 Funds	33,985	-	-	-	0.0%
Total Fees:	3,013,030	2,978,249	3,003,449	3,031,140	0.9%
Debt Proceeds:	160,000	179,522	180,000	208,368	15.8%
Appropriated Fund Balance:	(109,149)	(38,395)	74,522	95,506	28.2%
TOTAL FUNDING SOURCES	3,063,881	3,119,376	3,257,971	3,365,014	3.3%
EXPENDITURES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	906,410	924,758	985,224	1,005,023	2.0%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	1,179,415	1,162,093	1,156,185	1,202,134	4.0%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	80,200	155,487	179,174	165,475	-7.6%
4) Non-Capital Equipment, Technology and Software	45,588	260,000	265,600	275,000	3.5%
5) Capital Outlay	370,412	179,522	234,272	188,846	-19.4%
6) Debt Service	131,560	122,516	122,516	194,536	58.8%
7) Depreciation	350,296	315,000	315,000	264,000	-16.2%
Total Operations Expenditures:	3,063,881	3,119,376	3,257,971	3,295,014	1.1%
CAPITAL PROJECTS:					
1) AS400 Life Cycle - DP0601 (\$540,787)				40,000	
2) Fiber Connectivity - DP1701				30,000	
Total Capital Projects Expenditures**:				70,000	
TOTAL EXPENDITURES	3,063,881	3,119,376	3,257,971	3,365,014	3.3%

* FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

INFORMATION TECHNOLOGY SERVICES (ITS) DEPARTMENT

COMMENTS:

1. The Information Technology Department provides support for the following systems: network infrastructure, GIS, computer, telephone, physical building security, E911 Infrastructure, utility monitoring, wireless communication and document management to the entire organization. ITS is responsible for analyzing and implementing the electronic needs of all City departments. There are different variables used to determine each situation. These variables include: response time, storage requirements, connectivity, hardware and software requirements, and necessary training.
3. Department Specific expenses include the annual maintenance for services and software. Items such as Microsoft Enterprise Agreement for \$157,000, ESRI/GIS for \$51,000 and network maintenance for \$123,000. Increase in this line item is due mainly to additional expenses to support the Public Safety Complex and maintenance for timekeeping software Executiv.
4. The City is reimbursed for eligible charges in the ITS budget by the NC 911 Fund. These charges include reimbursement for a portion of the salary and benefits of one GIS Analyst and software expenses for ESRI and IBM.
5. There is an increase in Insurance, Contracts, Training, Fleet Charges, Supplies due to the 500MBs broadband service that is independent from our current providers. Internet service is utilized by all City Departments and in response to an increasing demand, the need for uninterrupted service. There is also an overall increase in Non-Capital Equipment, Technology and Software due to an increase of cost for professional technical services which is used to review procedures and assist with updates and maintenance of the CITRIX environment.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	13.3	13.3	None	
Part-time Employees:	-	-		
Total ITS Department Employees:	13.3	13.3	Total Department Issues:	-

Media Services

Media Services provides corporate and specialized communication services for the City of Jacksonville through the web, social media, extensive print items and the Jacksonville-Onslow Government Television Channel. The division budget includes support for the Channel, print publications including paid placements and the City's annual Calendar as well as specialized advertising and support services for various City interests.

**MEDIA SERVICES
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
Charges to Other Funds:					
General Fund	379,662	443,479	443,479	435,047	-1.9%
Water/Sewer Fund	28,835	34,321	34,321	33,668	-1.9%
Solid Waste Fund	24,029	30,915	30,915	30,327	-1.9%
Stormwater Fund	43,253	49,200	49,200	48,265	-1.9%
ITS	4,806	6,648	6,648	-	-100.0%
G-10 County Charges & Contribution	86,553	75,000	75,000	75,000	0.0%
G-10 ONWASA Charges	5,525	4,500	4,500	3,000	-33.3%
Miscellaneous Revenues	550	244	12,744	676	-94.7%
Total Funding:	573,213	644,307	656,807	625,983	-4.7%
Media Appropriated Fund Balance:	110,936	8,331	161,029	6,025	-96.3%
TOTAL FUNDING SOURCES	684,149	652,638	817,836	632,008	-22.7%

EXPENDITURES	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
Operations:					
1) Salaries and Benefits	277,333	278,023	280,549	279,168	-0.5%
2) Insurance, Contracts, Training, Fleet Charges, Supplies	90,249	116,988	134,964	129,430	-4.1%
3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges	76,106	111,328	111,328	118,011	6.0%
4) Non-Capital Equipment, Technology and Software	15,410	40,299	40,299	42,299	5.0%
5) Capital Outlay	182,029	-	144,696	-	-100.0%
6) Debt Service	2,269	-	-	-	0.0%
7) Depreciation	40,753	106,000	106,000	63,100	-40.5%
Total Operations Expenditures:	684,149	652,638	817,836	632,008	-22.7%
TOTAL EXPENDITURES	684,149	652,638	817,836	632,008	-22.7%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

MEDIA SERVICES

COMMENTS:

1. Media Services provides corporate and specialized communication services for the City of Jacksonville through the web, social media, extensive print items and the Jacksonville-Onslow Government Television Channel. The division budget includes support for the Channel, print publications including paid placements, and the City’s annual Calendar as well as specialized advertising and support services for various City interests.
2. An annual voluntary contribution of \$75,000 from Onslow County and about \$3,000 in revenue from services provided to ONWASA offset some costs associated with the operation of G10. Other revenue is from allocations from City divisions based on their use of Media Services to include design, print, video, social, web, news releases and audio-visual support provided.
3. Media Services is an Internal Service Fund that accrues its own dedicated fund balance. At the end of Fiscal Year 2015, there was \$333,165 in unrestricted fund balance in this budget.
4. The contribution from the County, as well as the Media Services fund balance, helped to fund the first phase of the rebuild of G10 and the audio-visual infrastructure of City Hall during 2016. After ten years of operation, some components were in need of total replacement. G10 now streams full-time in high definition and current upgrades include other portions of City Hall. There are plans for the Center for Public Safety (not yet funded.) Future years will replace more equipment as needed.
5. Special services includes the cost of calendar production and associated items such as special photography used across the City. City staff are evaluating various ways of ensuring a dry calendar is delivered to all homes in the City.
6. Public Outreach reflects costs for City-related placements in the Daily News, Utility Bill inserts and other publications. Advertising reflects costs of promotion of City connected events such as the Beirut Memorial Observance, Law Enforcement Memorial Day, Patriot Day and non-specific departmental activities, as well as Social Media advertising.
7. Increased software costs reflect renewal and additional licenses for digital signage applications.
8. Increased ITS costs reflect more computers to operate functions than previously in that more equipment uses web-based interfaces than onboard operations.

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STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	4	4	None	
Part-time Employees:	-	-		
Total Video/ Media Department Employees:	4	4	Total Department Issues:	-

Health Benefits

The Health Benefits function is responsible for administering the City's benefit programs including health and dental insurance, life insurance, and all voluntary benefits.

**HEALTH BENEFITS
FY 2016-2017 PROPOSED BUDGET**

FUNDING SOURCES:	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED	% CHANGE
<u>City Health Contribution:</u>					
Medical	3,018,527	3,176,527	3,176,527	3,252,528	2.4%
Dental	157,636	156,754	156,754	155,000	-1.1%
Total City Contributions:	3,176,163	3,333,281	3,333,281	3,407,528	2.2%
<u>Employee Contributions:</u>					
Medical	849,579	886,770	886,770	1,070,640	20.7%
Dental	187,586	189,044	189,044	165,000	-12.7%
Flex Spending	190,742	212,065	212,065	225,000	6.1%
Total Employee Contributions:	1,227,907	1,287,879	1,287,879	1,460,640	13.4%
<u>Retiree Contributions</u>					
Medical	135,346	156,167	156,167	156,000	0.0%
Dental	11,858	10,176	10,176	10,200	0.0%
Total Retiree Contributions	147,204	166,343	166,343	166,200	0.0%
Miscellaneous Revenues	264	253	253	978	286.6%
Appropriated Fund Balance	434,288	441,245	441,245	(53,648)	-112.2%
TOTAL FUNDING SOURCES	4,985,826	5,229,001	5,229,001	4,981,698	-4.7%
<u>EXPENDITURES</u>					
	ACTUAL FY15	ADOPTED FY16	AMEND BGT FY16	FY 2017 PROPOSED*	% CHANGE
<u>Operations:</u>					
1) Medical Claims	2,700,026	2,867,810	2,867,810	2,513,087	-12.4%
2) Dental Claims	359,374	365,902	365,902	330,200	-9.8%
3) Prescriptions Claims	849,901	850,206	850,206	1,018,831	19.8%
4) Administrative Costs	885,101	933,018	933,018	894,580	-4.1%
5) Flex Spending Claims	191,424	212,065	212,065	225,000	6.1%
Total Operations Expenditures:	4,985,826	5,229,001	5,229,001	4,981,698	-4.7%
TOTAL EXPENDITURES	4,985,826	5,229,001	5,229,001	4,981,698	-4.7%

*FY2017 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**HEALTH BENEFITS
COMMENTS:**

1. The last premium increase passed on to employees was in 2010.
2. FY15 and FY16 utilized the Health Fund reserve to cover needed premium increases.
3. For FY17, a \$20 per plan per pay period premium increase for employees is being implemented along with various plan changes.
4. The City will increase their contribution by \$199 annually per employee. This increased contribution is being offset by savings in Workers Compensation costs.

STAFFING:	AMENDED FY16	FY 2017 PROPOSED	DEPARTMENT ISSUES:	PROPOSED COST
Full-time Employees:	-	-	None	
Part-time Employees:	-	-		
Total Health Benefits Department Employees:	-	-	Total Department Issues:	-

SUMMARY OF DEPARTMENT ISSUES

<u>DEPARTMENT ISSUES:</u>	<u>PROPOSED COST</u>
<u>Human Resources</u>	
Wellness Program	\$ 42,550
<u>Planning & Permitting</u>	
NCFPM FEMA Firm Appeal Support - Phase 2	\$ 50,000
<u>Police</u>	
2 Investigators	\$ 102,308
Overtime	\$ 20,000
Maintenance Building & Equipment	\$ 10,000
Body Cameras	\$ 18,482
<u>Facilities Maintenance</u>	
Building Maintenance Specialist I	\$ 32,946
<u>Water Supply</u>	
Membranes to run Train 5	\$ 165,000
Plants maintenance Worker	\$ 41,212
TOTAL DEPARTMENT ISSUES:	\$ 482,498

CITY OF JACKSONVILLE

FY 2016-17 FEE SCHEDULES

Effective
July 1, 2016

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BEER AND WINE PRIVILEGE LICENSE TAX SCHEDULE

Beer and Wine (License Period: May 1 through April 30 of each year)
(G.S. 105-113; G.S. 105-113)

Beer at retail-off premises.....\$5.00	Beer & Wine-off premises \$15.00
Beer at retail-on premises.....\$15.00	Beer & Wine-on premises \$30.00
Beer at retail-on and off premises.....\$20.00	Beer and Wine-on and off premises..... \$45.00
Wine at retail-off premises.\$10.00	Beer Only (wholesale dealer)..... \$37.50
Wine at retail-on premises..\$15.00	Wine Only (wholesale dealer)..... \$37.50
Wine at retail-on and off premises.....\$25.00	Beer & Wine (wholesale dealer)..... \$62.50

Additional fees: Duplicate License Fee: \$5.00

BICYCLE AND PEDESTRIAN FACILITIES FEE

The estimated costs of bicycle and pedestrian facilities upon which payments by a property owner/developer in lieu of construction shall be based are as follows:

- 4" thick x 4' wide concrete sidewalk at \$23/linear foot (LF)
- 6" thick x 4' wide concrete sidewalk at \$26/LF
- 4" thick x 5' wide concrete sidewalk at \$28/LF
- 6" thick x 5' wide concrete sidewalk at \$31/LF
- 4" thick x 6' wide concrete sidewalk at \$30/LF
- 6" thick x 6' wide concrete sidewalk at \$34/LF
- 4" thick x 8' wide concrete sidewalk at \$35/LF
- 6" thick x 8' wide concrete sidewalk at \$40/LF
- 8' wide x 1½" thick asphalt bicycle trail on at least 4" of ABC stone at \$30/LF
- 10' wide x 1½" thick asphalt bicycle trail on at least 4" of ABC stone at \$35/LF
- 12' wide x 1½" thick asphalt bicycle trail on at least 4" of ABC stone at \$40/LF
- 14' wide x 1½" thick asphalt bicycle trail on at least 4" of ABC stone at \$45/LF
- ADA handicap ramp at \$1,500 each

* Payments in lieu of construction as allowed in Section 114 Bicycle and Pedestrian Facilities of the zoning ordinance will receive a 50% reduction to the cost per linear foot and a 100% reduction for the ramp cost.

CEMETERY FEES AND CHARGES

FEE/CHARGE	AMOUNT
Per Grave Space (City Owned and Approved Transfers):	
Resident/Non Resident	\$1,000

CONSTRUCTION INSPECTION SERVICE FEE SCHEDULE

First acre (or part thereof) of development	\$225.00
Each additional acre (or part thereof)	\$125.00/acre
Minimum Inspection Fee	\$225.00
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. Inspection fee is for initial site visit and periodic visits during construction. Fee also covers initial proof-roll inspection, one interim inspection, one final inspection, and one warranty inspection. Re-inspection fee is applicable to performance of each proof roll, interim, final, or warranty inspection performed subsequent to the initial, like inspection.

Fee to be paid prior to receiving Erosion Control or Water and/or Sewer Extension Permit(s).

Street Sweeping	\$95.00 per hour for non-street sweeping
	\$70.00 per lane/curb mile for regular street sweeping

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.

SEWER ALLOCATION EXTENSION REQUEST PROCESSING FEE FOR REQUESTS REQUIRING COUNCIL ACTION

Cost for Processing	\$240.00
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Note: City staff may grant a 6-month first extension to a development unable to use the initial allocation within the stipulated allocation period. The request for such extension must be accompanied by documentation demonstrating use of allocation before the expiration date is unavoidable due to factors beyond the applicant's control. City Council may consider additional extensions for developments with valid plans in 12 month increments. Extension requests made to Council shall be accompanied by the non-refundable Processing Fee and other supporting documentation as may be required.

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	10 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
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Personal Records (Not City Related)

Cost per copy	25 cents each
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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 (One-time waived for City Employees)
Homeownership	\$25
Residential Rehabilitation	\$25
Rental Rehabilitation	\$100
Small Business Initiative	\$100

Note: Application fees may be waived for persons 65 years of age or older or disabled individuals.

CODE ENFORCEMENT

Public Nuisance Abatement & Minimum Housing Boardings – Contractor cost plus \$200.00 Administrative fee

FIBER OPTIC CABLE FEE SCHEDULE

Labor

Installation, repair, testing and troubleshooting fiber optic cable - \$130.00 per hour

Materials

Fiber optic cable:

- 12-48 count - \$0.50 per linear foot
- > 48 count - \$1.00 per linear foot

Pull box (oversized) - \$300.00

Pull box (standard) - \$200.00

Splice enclosure - \$250.00 each

Splice tray:

- 12 count - \$30.00
- 24 count - \$35.00
- 48 count - \$50.00

Note that fees are proposed to fully offset all City costs associated with completing the work. There is a mark up on all line items to make them "round" numbers for simplicity sake.

FIRE DEPARTMENT FEES AND CHARGES

AMOUNT

Firefighting fee for property outside City Limits See formula below

$$\frac{\text{Fire Budget} + 10\% \times \text{Assessed Valuation}}{\text{Total Assessed Valuation of City of property}} \times 1.5 = \text{Annual Fee}$$

Hazardous Material Emergency Charges

Level 1 Hazmat Response \$350.00

Includes one response unit, associated personnel and services to mitigate small hazardous materials spills for the first hour. After the first hour billing will be calculated at the rates described for special events/incidents.

Level 2 Hazmat Response \$1,000.00

Includes services of Level 1 Hazmat Response plus one additional response unit, associated personnel and services to mitigate small to moderate hazardous materials spills greater for the first hour. After the first hour billing will be calculated at the rates described for special events/incidents.

Level 3 Hazmat Response \$4,500.00

Includes services of Level 1 and 2 Hazmat Response plus the addition of the Jacksonville Fire & Emergency Services Hazardous Materials Response Team and associated personnel and equipment to mitigate large or complex hazardous materials spills for the first hour. After the first hour billing will be calculated at the rates described for special events/incidents.

Special Events/Incidents (Billable per hour or any portion thereof):

Aerial Truck	\$300.00
Engine, Rescue, Command Vehicles	\$200.00
Squad, Support Vehicles	\$100.00
Personnel	\$22.75 per person
Rental Equipment	At cost
Supplies and Materials	At cost plus 15%
Mobile Burn Trailer	\$300.00 per day

Fire Inspection Fee Schedule

The initial mandated fire inspection fee shall be at no charge (except in the ETJ which shall be \$75.00). Re-inspection fees where all violations have been corrected within the specified time period inside City limits shall be at no charge/ in the ETJ will be charged \$100.00. All re-inspections where all violations have not been corrected within the specified time period inside City limits shall be calculated at a set rate of \$100.00/ in the ETJ will be charged \$150.00.

Initial Fire Inspection:

Inside City Limits	\$0
Within the ETJ	\$75.00

First Re-Inspection (30-Days):

Violations Corrected	\$0
Violations Corrected ETJ	\$100.00
Violations Not Corrected	\$100.00
Violations Not Corrected ETJ	\$150.00

Additional Re-Inspection (14-Days):

Violations Corrected	\$150.00
Violations Not Corrected	\$150.00

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

Commercial hood suppression systems	\$75.00
Sprinkler systems and fire alarm systems:	
• Less than 50,000 sq.ft.	\$75.00
• 50,001 to 75,000 sq.ft.	\$125.00
• 75,001 to 100,000 sq.ft.	\$175.00
• 100,001 to 150,000 sq.ft.	\$225.00
• 150,001 sq.ft. and greater	\$325.00

Other Activities

Fire Flow Tests	\$100.00
Filling Swimming Pools	\$150.00 + Water Charges**

**NOTE: Fire & Emergency Services will only fill masonry product or fiberglass swimming pools

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.	\$75.00
Carnivals and fairs (105.6.4)– An operational permit is required to conduct a carnival or fair	\$125.00
Covered mall buildings (105.6.9) – An operational permit is required for: 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.	\$75.00
Exhibits and trade shows (105.6.13) – An operational permit is required to operate exhibits and trade shows.	\$60.00
Explosives (105.3.14) – 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. Exception: Fireworks allowed by NC General Statute 14-414.	\$125.00
Flammable and combustible liquids (105.6.16) – An operational permit is required as follows: 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	\$125.00

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 (105.6.19) – 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. \$75.00

Hazardous Materials (105.6.20) – 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 105.6.20 of the Fire Prevention Code. \$125.00

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. \$75.00

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. \$60.00

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. *\$75.00
*Fee only applied if work done before permit is issued.

Pyrotechnic special effects material (105.6.36) – An operational permit is required for use and handling of pyrotechnic special effects material. \$125.00
In ETJ - \$250.00

Spraying or dipping (105.6.41) – An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible \$75.00

liquids or the application of combustible powders regulated by Chapter 15 of the Fire Prevention Code.

<p>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 400 sq ft (37 m²). Exceptions:</p> <ul style="list-style-type: none"> A. Tents used exclusively for recreational camping purposes. B. Tents open on all sides which comply with all of the following: <ul style="list-style-type: none"> B.1 Individual tents shall have a maximum size of 700 sq ft (65 m²). B.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 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. 	<p>\$60.00 for tents less than 3,000 sq.ft.</p> <p>\$125.00 for tents 3,001 sq.ft. and greater</p>
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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.

<p>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.</p>	<p>\$125.00</p>
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<p>Battery Systems (105.7.2) – A construction permit is required to install stationary storage battery systems having a liquid capacity of more than 50 gallons (189 L).</p>	<p>\$75.00</p>
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<p>Compressed gases (105.7.3) – When the compressed gases in use or storage exceed the amounts listed in Table 105.6.8, 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:</p> <ul style="list-style-type: none"> A. Routine maintenance. B. For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work. 	<p>\$75.00</p>
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<p>Cryogenic Fluids (105.7.4) – A construction permit is required for installation of or alteration to outdoor stationary cryogenic fluid storage</p>	<p>\$75.00</p>
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systems where the system capacity exceeds the amounts listed in Table 105.6.10. Maintenance performed in accordance with the fire code is not considered an alteration and does not require a construction permit.

Fire alarm and detection systems (105.7.5) - 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. \$125.00

Fire pumps and related equipment (105.7.6) - 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. \$125.00

Flammable and combustible liquids (105.7.7) – A construction permit is required: \$125.00

- A. To install, repair or modify a pipeline for the transportation of flammable or combustible liquids.
- B. 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.
- C. To install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank.

Private fire hydrants (105.7.9) – A construction permit is required for the installation or \$75.00

Spraying or dipping (105.7.10) – A construction permit is required to install or modify a spray room, dip tank or booth. \$75.00

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. \$125.00

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 400 square feet (37 m²).

\$60.00 for tents less than 3,000 sq.ft.

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.

\$125.00 for tents 3,001 sq.ft. and greater

HUMAN RESOURCES

Employee ID Badge Replacement Fees

BADGE TYPE	AMOUNT
Proximity Card	\$20.00
Identification Card	\$10.00
Passport Photo	\$ 8.00

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

Passport Acceptance Agency Fees

Established by the Department of State

Passport Acceptance Execution Fee	\$25.00 each application
Overnight Delivery Services	Per current fee set by USPS each application
Passport Photo	\$8.00 \$10.00

CITY OF JACKSONVILLE PLANNING & PERMITTING

The following fees are non-refundable unless otherwise noted:

TYPE	FEE
<u>DOCUMENTS, ORDINANCES, PLANS</u>	
Copy of Subdivision Regulations	\$5.00
Downtown Design Guidelines	\$ 9.00
Thoroughfare/Transportation Plan	\$ 9.00
CAMA Land Use Plan	\$25.00
Downtown Master Plan	\$25.00
Copy of Zoning Ordinance	\$25.00
Trails & Greenways Master Plan (B&W)	\$70.00
<u>HOME BASED BUSINESSES</u>	
Home Occupation and/or Family Childcare	\$50.00
Family Care and/or Group Home	\$50.00
<u>MISCELLANEOUS</u>	
Standard Zoning Certification Letter ¹	No Charge
Non-Standard Zoning Certification Letter ¹	\$50.00
Zoning Permit	\$50.00
Billboard Renewal Fee	\$60.00
Vested Right Application	\$75.00
Change of Address	\$50.00 (per address)
Street Name Change Request	\$250.00
Voluntary Annexation Petitions	\$500.00
Street Closing Petitions	\$500.00
<u>SUBDIVISIONS, PLATS, DEVELOPMENT/SITE PLANS</u>	
Recombination/Exempt/Easement Plats	\$100.00
Sketch Plan (Minor) ²	\$100.00 + \$5.00/lot
Preliminary Plan (Minor) ²	\$200.00 + \$5.00/lot
Sketch Plan (Major) ²	\$200.00 + \$5.00/lot
Preliminary Plan (Major) ²	\$400.00 + \$5.00/lot
Sketch and Preliminary Plan Combined (Major) ²	\$500.00 + \$5.00/lot

Sketch and/or Preliminary Plan Extension ²	\$500.00 + \$5.00/lot
Sketch and/or Preliminary Plan Modification	\$200.00
Final Plat	\$200.00 + \$5.00/lot
Type I Site Plan (excludes single family detached) ^{2 & 3}	\$900.00
Type II Site Plan (excludes single family detached) ^{2 & 3}	\$1000.00
Type III Site Plans ⁴	\$1200.00
Special Use (only)	\$600.00
Site Plan Re-review(s)	\$100.00 (each review)
Site Plan Modification(s)	\$200.00
Site Plan Extension	\$200.00
Development Agreement	\$2,000.00
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 100% Total Cost of TIA with no required consultant review of the TIA Report.

VARIANCES, ZONING/SUBDIVISION ORDINANCE and/or MAP AMENDMENTS

Text Amendment	\$450.00
Rezoning Request (Map Amendment) ⁵	\$500.00
Variance/Interpretation/Appeal Request (BOA)	\$300.00 (If the applicant's appeal is granted by the Board of Adjustment, this fee will be refunded in full)
Land Use Plan Text & Map Amendment	\$500

¹ A standard zoning certification letter is a form letter as established by the Planning Division that identifies a parcel, address, zoning and the permitted uses allowed at that location or a copy of a previous approval letter. A non-standard zoning certification is a letter that requests additional information not included in the standard letter.

² The 1st two reviews are included within this base fee

³ 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.

⁴ Type III Site Plan Applications that are submitted concurrently with the Special/Conditional Use Permit Request are only required to pay the Type III Site Plan fee.

⁵ 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 in addition to the base rate.

Building Permit and Inspection Fees:

THE FOLLOWING PERMIT FEES DOUBLE IF WORK COMMENCES PRIOR TO SECURING APPROPRIATE PERMIT(S):

(B=Building, E=Electrical, P=Plumbing, M=Mechanical Permits, FP=Fuel Piping, Fire = Refer to Fire Department Fees and Charges)

BUILDING PLAN REVIEW FEES

Residential – 1 & 2 Family Only (B E P M) No Charge

Standard Plan Review (B E P M)

Construction Value under \$30,000	\$ 75.00
Construction Value between \$30,000 - \$200,000	\$150.00
Construction Value between \$201,000 - \$370,000	\$300.00
Construction Value \$371,000 or greater	\$450.00

Non-Standard Plan Review (B E P M)

Construction Value under \$30,000	\$150.00
Construction Value between \$30,000 - \$200,000	\$300.00
Construction Value between \$201,000 - \$370,000	\$600.00
Construction Value \$371,000 or greater	\$900.00

Important: Non-Standard Plan Review is a service that allows plan review to take place prior to site plan approval and selection of a contractor (including proof of lien agent).

Express Plan Review (B E P M)

Construction Value under \$30,000	\$300.00
Construction Value between \$30,000 - \$200,000	\$600.00
Construction Value between \$201,000 - \$370,000	\$1200.00
Construction Value \$371,000 or greater	\$1500.00

Important: Express Plan Review is a service that allows a plan review to take precedence over those going through the standard and non-standard plan review process. Jacksonville is offering this service to help those with commercial projects needing to meet financing deadlines and other timetables. These fees are non-refundable and will not be credited towards the building permit fee.

<u>DESCRIPTION</u>	<u>\$/SQ.FT.</u>	<u>MINIMUM</u>
ALL NEW STRUCTURES		
Residential (B, E, P, M, FP*)	\$.545	\$500.00
Residential (E)**		\$20.00
Residential (P)**		\$20.00
Residential (M)**		\$20.00
Residential (FP)**		\$20.00

*Please notify permitting staff if fuel piping is not being proposed in order to receive a fee reduction of \$.065 per square foot.

**No charge when sub-contractor's applications & signatures are included when building permit application is submitted. If not submitted, then a processing fee will be required.

Non-Residential (B, E, P, M, FP*)	\$.54	\$500.00
Non-Residential (E)		\$20.00**
Non-Residential (P)		\$20.00**
Non-Residential (M)		\$20.00**
Non-Residential (FP)		\$20.00**

*Please notify permitting staff if fuel piping is not being proposed in order to receive a fee reduction of \$.08 per square foot.

**No charge when sub-contractor's applications & signatures are included when building permit application is submitted. If not submitted, then a processing fee will be required.

Residential Accessory (B)		
w/ a max. dimension of 12'		No Charge
w/ a dimension greater than 12' but <401 sq. ft.		\$275.00
401 sq.ft. or greater		\$325.00

Non-Residential Accessory (B)	\$.27	\$300.00
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ADDITIONS

Residential (B)	\$.27	\$200.00
Residential (E)	\$.08	\$65.00
Residential (P)	\$.065	\$65.00
Residential (M)	\$.065	\$65.00
Residential (FP)	\$.065	\$65.00
Non-Residential (B)	\$.22	\$350.00
Non-Residential (E)	\$.08	\$100.00
Non-Residential (P)	\$.08	\$100.00
Non-Residential (M)	\$.08	\$100.00
Non-Residential (FP)	\$.08	\$100.00

<u>SHELL BUILDING/SPECIAL PERMIT</u>	\$/SQ.FT.	MINIMUM
Non-Residential (B)	\$0.13	\$300.00
Includes: foundation, shell only (no partition walls)		
Non-Residential (E)	\$0.05	\$100.00
Non-Residential (P)	\$0.05	\$100.00
Non-Residential (M)	\$0.05	\$100.00
Includes: Rough-In in slab only		
Non-Residential (FP)	\$0.05	\$100.00

Note: to finish shell building see alteration/upfit below.

ALTERATION/UPFIT (Permits required in conjunction with a Shell Building Permit)

Non-Residential (B)	\$0.10	\$300.00
Non-Residential (E)	\$0.04	\$100.00
Non-Residential (P)	\$0.04	\$100.00
Non-Residential (M)	\$0.04	\$100.00
Non-Residential (FP)	\$0.04	\$100.00

Renovations (Applicable to buildings/tenant space previously or currently occupied)

Residential (B)	\$0.064	\$200.00
Residential (E)	\$0.0105	\$65.00
Residential (P)	\$0.0105	\$65.00
Residential (M)	\$0.0105	\$65.00
Residential (FP)	\$0.0105	\$65.00
Non-Residential (B)	\$0.06	\$300.00
Non-Residential (E)	\$0.0105	\$100.00
Non-Residential (P)	\$0.0105	\$100.00
Non-Residential (M)	\$0.0105	\$100.00
Non-Residential (FP)	\$0.0105	\$100.00

MISCELLANEOUS

After hours inspections* \$100.00/hr		\$200.00
*Requests should be made in writing & at least 72 hours in advance		
Residential Roofing 1 & 2 Family		\$75.00
Commercial Roofing		\$175.00
Decks		\$150.00
Re-inspect fees will be \$25		
Docks/Piers/Bulkheads/Seawalls/Retaining Walls	\$0.12	\$250.00
Handicap Ramp - Residential		No Charge
Moving permit (relocation)		\$150.00
Pre-fabricated Structures		\$150.00
Re-inspect fees will be \$25		
Swimming Pools		
Residential		\$75.00
Non-Residential		\$275.00

Commercial Hood	\$175.00
plus \$50.00 for each additional hood at that location	
Single trade permits that are not associated with other permit(s)*	
<u>Residential</u>	
Building	\$75.00
Electrical	\$75.00
Mechanical	\$75.00
Plumbing	\$75.00
Fuel Piping	\$75.00
<u>Non-Residential</u>	
Building	\$120.00
Electrical	\$120.00
Mechanical	\$120.00
Plumbing	\$120.00
Fuel Piping	\$120.00

*In accordance with NCGS 160A-417 Permits (a2) the City may not charge more than a single trade permit; however, all contractors shall be listed on the permit application.

Mobile Home	
Single Wide	\$300.00
Multi Wide	\$350.00
Business Name Change	\$20.00
Change of Contractor/Sub-Contractor	\$20.00 per contractor
Change of Occupancy	\$100.00
Certificate of Occupancy	\$100.00
Occupying before CO issued (PENALTY)	\$200.00
Demolition (B)	\$40.00
Demolition (E)	\$40.00
Demolition (P)	\$40.00
Demolition (M)	\$40.00
Demolition of entire structure	\$130.00
Scheduled inspection not ready (PENALTY)	\$50.00
Signs per (Appendix H, IBC)	
1-5 Signs	\$100.00
1-5 Additional Signs	\$50.00
Temporary pole/Construction Trailer	\$65.00
Billboards (Per commercial structure fee schedule)	\$450.00
Day Care and Residential Care Facilities*	\$150.00

* This is an inspection typically required by the State of North Carolina to determine that the facility is code compliant.

	<u>MINIMUM</u>
<u>ADMINISTRATIVE FEES</u>	
Revisions (per permit)	\$50.00
Reinstate Permit (per permit)*	\$50.00
*Provided there haven't been any code/ordinance changes and inspections have occurred. If no inspections have taken place within six months of permit issuance, permit is expired and a new submission will be required.	
Homeowners Recovery Fund	\$10.00
Technology Fee – 10% of permit fee (NO EXCLUSIONS)*	\$5.00
*This technology fee will be added to the permit cost and is used to offset the planning and permitting review software maintenance fees.	
NCABC Forms	\$125.00

RE-INSPECTION FEES (B E P M,FP)

Re-inspection (first time)	No Charge
Re-inspection (2 nd time and beyond) (per trade)	\$30.00

All trades are independent from other trades/permits.

Refunds will be considered on a case by case basis by the Development Services Director or his/her designee. Refunds are subject to a \$50 administrative fee.

City Council recognizes that in some rare situations fees will either be extraordinarily high or low. In these situations, staff will consider the nature of the work and the number of inspections necessary to perform the inspections and a fee will be established.

Any fee adjustments for new developments where permits have expired shall be issued in accordance with the adopted Fee Adjustments/Facilities Charge Adjustment Policy.

Any applications not issued within 90 days of the application date will be subject to the fee schedule at the time of issuance.

**POLICE DEPARTMENT
FEES AND CHARGES**

FEE/CHARGE	AMOUNT
Taxicab Driver Permits	
Initial	\$15.00
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
Taxicab License Fee	\$15.00
Rate Schedule for Taxicabs	
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	\$.20
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
Peddler License	\$25.00 per person
Fingerprints	\$20.00
Fingerprints to be processed for all applicants for City licenses and permits	\$14.00 (to be paid by money order)
Precious Metals Permits	
Dealer Permit	\$180.00 (to be renewed annually)
Special Occasion Permit	\$180.00
Employee Certificate of Compliance	\$10.00
Employee Certificate of Compliance	\$3.00 (Annual renewal)
Fingerprints (to be processed for all Dealer Permits)	\$38.00 (to be paid by money order)
Pictures	\$10.00
Copies of Reports (See Copying Fees in Fee Schedule Pg10)	
Parking Ticket (regular)	\$10.00
Parking Ticket (commercial vehicle in residential areas)	\$50.00 per day
Alarm Permits	\$10.00
False Alarm Charge (3 rd -5 th alarms)	\$50.00
False Alarm (6 th -7 th alarms)	\$100.00
False Alarm (8 th -9 th alarms)	\$250.00
False Alarm (10 th & over alarms)	\$500.00
Failure to Register Alarm	\$100.00
Other Civil Alarm Penalty	\$100.00

Processing Permit Fee	
Alcohol on City Property	\$100.00
Funeral Escorts (Per Event)	\$25.00

Wrecker Fees	
Wrecker Rotation List Membership	\$250.00
Towing Rates as Established by the Towing Committee:	

Monday – Friday 8:00am to 6:00pm	\$150.00
Monday – Friday 6:00pm to 8:00am	\$175.00
These fees include the winching and environmental clean-up shown below.	
Use of Dollies	\$50.00
Holiday and Weekends	\$175.00
Hourly rate after first hour	\$30.00 for every 1/2 hour
Outdoor Daily Storage	\$25.00
Indoor Daily Storage	\$30.00
Winching Fee	Included in tow
Environmental Clean-up	Included in tow
Police Storage Fee	\$25.00 per day for three days
	\$50 per day after three days
	\$75.00 per day after seven days

Jacksonville National Night Out Vendor Fees	
Participating Vendor Entry Fee	\$100 each **

** This fee is waived for Non-Profit Organizations, Governmental, and Law Enforcement Agencies.

Prints (unframed)

Beirut Memorial	\$15.00
Freedom Fountain.....	\$15.00

RECREATION FEES

Non Profit/Community Event (w/NO money Collected)

Facility(ies)	Hourly Increment	Fee
Jack Amyette		
Gymnasium	2 hours	\$50
	4 hours	\$100
	8 hours	\$175
Room	2 hours	\$40
	4 hours	\$80
	8 hours	\$140
Entire Building	2 hours	\$60
	4 hours	\$120
	8 hours	\$210
JAX Commons Recreation Center		
Gymnasium	2 hours	\$100
	4 hours	\$200
	8 hours	\$350
Room	2 hours	\$40
	4 hours	\$80
	8 hours	\$140
Entire Building	2 hours	\$120
	4 hours	\$240
	8 hours	\$420
JAX Commons Senior Center		
Community Room	2 hours	\$30
	4 hours	\$60
	8 hours	\$105
Choate Room	2 hours	\$60
	4 hours	\$120
	8 hours	\$210
Entire Building	2 hours	\$80
	4 hours	\$160
	8 hours	\$280
Kerr St/Northwoods Rec Center		
Community Room	2 hours	\$40
	4 hours	\$80
	8 hours	\$140
Jacksonville Youth Center		
Entire Building	2 hours	\$60*
*Same rate will apply for each additional 2 hours		

**Non Profit/Community
(w/money collection)**

Facility(ies)		Hourly Increment	Fee
Jack Amyette			
	Gymnasium	2 hours	\$100
		4 hours	\$200
		8 hours	\$350
	Room	2 hours	\$80
		4 hours	\$160
		8 hours	\$280
	Entire Building	2 hours	\$120
		4 hours	\$240
		8 hours	\$420
JAX Commons Recreation Center			
	Gymnasium	2 hours	\$200
		4 hours	\$400
		8 hours	\$700
	Room	2 hours	\$100
		4 hours	\$200
		8 hours	\$350
	Entire Building	2 hours	\$240
		4 hours	\$480
		8 hours	\$840
JAX Commons Senior Center			
	Community Room	2 hours	\$60
		4 hours	\$120
		8 hours	\$210
	Choate Room	2 hours	\$120
		4 hours	\$240
		8 hours	\$420
	Entire Building	2 hours	\$200
		4 hours	\$400
		8 hours	\$700
Kerr St/Northwoods Rec Centers			
	Community Room	2 hours	\$80
		4 hours	\$160
		8 hours	\$280
Jacksonville Youth Center			
	Entire Building	2 hours	\$80*
	*Same rate will apply for each additional 2 hours		

Commercial Event(s)

Facility(ies)	Hourly Increment	Fee
Jack Amyette		
Gymnasium	2 hours	\$150
	4 hours	\$300
	8 hours	\$525
Room	2 hours	\$120
	4 hours	\$240
	8 hours	\$420
Entire Building	2 hours	\$180
	4 hours	\$360
	8 hours	\$630
JAX Commons Recreation Center		
Gymnasium	2 hours	\$300
	4 hours	\$600
	8 hours	\$1050
Room	2 hours	\$120
	4 hours	\$240
	8 hours	\$420
Entire Building	2 hours	\$360
	4 hours	\$720
	8 hours	\$1,260
JAX Commons Senior Center		
Community Room	2 hours	\$90
	4 hours	\$180
	8 hours	\$315
Choate Room	2 hours	\$180
	4 hours	\$360
	8 hours	\$630
Entire Building	2 hours	\$240
	4 hours	\$480
	8 hours	\$840
Kerr St/Northwoods Rec Centers		
Community Room	2 hours	\$120
	4 hours	\$240
	8 hours	\$420
Jacksonville Youth Center		
Entire Building	2 hours	\$100*
*Same rate will apply for each additional 2 hours		

**Non Profit/Community Event
(w/NO money collection or special permits required)**

	Hourly Increment	Fees
Small Shelters		
Brook Valley, Kerr Street, Georgetown, Richard Ray #1, Richard Ray #2, Phillips, Sherwood Forest, Jax Commons #2 Sturgeon City #1, #2, #3, Wooten Riverwalk Stage, NE Creek Gazebo, Wilson Bay Gazebo, LP Willingham Gazebo, Richard Ray Garden	2 hours	\$15
	3 hours	N/A
	4 hours	\$25
	8 hours	\$50
Large Shelters		
JAX Commons #1, NE Creek #1, #2, Wilson Bay	2 hours	\$20
	3 hours	N/A
	4 hours	\$40
	8 hours	\$80

**Non Profit/Community Event
(w/money collection or special permits required)**

	Hourly Increment	Fee
Small Shelters		
Brook Valley, Kerr Street, Georgetown, Richard Ray #1, Richard Ray #2, Phillips, Sherwood Forest, Jax Commons #2 Sturgeon City #1, #2, #3, Wooten Riverwalk Stage, NE Creek Gazebo, Wilson Bay Gazebo, LP Willingham Gazebo, Richard Ray Garden	4 hours	\$120
	8 hours	\$240
Large Shelters		
JAX Commons #1, NE Creek #1, #2, Wilson Bay	4 hours	\$200
	8 hours	\$400

ACTIVITIES

YOUTH

	Resident	Non-Resident
1. Youth Sports	\$35 \$30 Early Registration	\$60 \$55 Early Registration
a. Athletic Camps	Established by instructor	150% of resident fee
b. Sponsor Fees		
(1) Youth Baseball & Softball	\$175	
(2) Junior Baseball	\$250	
(3) Youth Basketball	\$150	
(4) Youth Volleyball	\$125	
2. Open Play		
a. Basketball	\$30 per year	\$45 per year
b. Volleyball	\$30 per year	\$45 per year
c. Pickleball	\$20 per year	\$30 per year
3. After School Program	\$65 per month Please note a Late Fee of \$5.00 per Five minutes will be assessed beginning at five (5) minutes past the hour or for monthly registration fees not paid by the 5 th of each month.	\$130 per month
Before School Program	\$30 per month	\$60 per month
a. Track in/Track out Program for Northwoods Elementary Year Round Calendar		
After School only	\$110 per session	\$165 per session
Track Out only	\$225 per session	\$337.50 per session
After School & Track Out	\$300 per session	\$450 per session
4. Toddler Programs	\$5 per class	\$7.50 per class
5. Summer Programs		
5a. Voyager	\$110 120 per 2 week session	\$165 170 per 2 week session
5b. Base Camp	\$60 70 per 2 week session	\$90 105 per 2 week session
5c. Stepping Stones	\$40 60 per 2 week session	\$60 90 per 2 week session
6. Instructed Classes	Varies based on instructor fees, duration, skill and use of Fitness Punch Card	
7. School Holiday-Teacher Workday Field Trip Programs	Varies - Day trips when school is out \$10 - \$20	150% of resident fee
8. Teacher Workday Programs	\$10 per day	\$15 per day
9. Adult Trips/Group Travels	Varies based on duration, venue, transportation, etc.	

10. Seniors' Travel	Varies based on duration, venue, transportation, etc.	
11. Senior's Program Annual Registration	No fee	\$35 per fiscal year Non-Resident
12. Adult Softball	Team fee \$425, each Non-resident team member additional \$50 per season	
	**Non-resident players participating in multiple seasons may pay annual fee of \$75 which is renewable each calendar year.	
13. Adult Kickball	Team fee \$200, each Non-resident team member additional \$25 per season	

TENNIS COURTS (night rentals not available)

Not for Profit	\$10 per hour per court
Admission Charged	\$20 per hour per court
Commercial	\$30 per hour per court

BALL FIELDS - (Rates Per Field)

1. Hourly use (no lights)	\$10 per hour
2. Hourly use (lights)	\$20 per hour
3. All day use	\$50 per day
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

COMMONS GYM-Tournament Rate

8 hours	\$700
12 hours	\$1,100

CONCESSION STAND RENTAL RATES

Use of facility, no sales	\$30 per day
Non-profit, sales conducted	\$60 per day
Commercial, sales conducted	\$90 per day

JACKSONVILLE'S JAMBOREE SPECIAL EVENT VENDOR BOOTH RENTAL FEES

10'X10' Festival area booth	\$50 each
12'x20' Food vendor (enclosed trailer only)	\$100 each
Children's Area vendor (amusement)	\$150
Children's Area vendor (booth/games)	\$75

****Not all special events organized by the City will offer booth space for vendors of any type noted above.**

Reservations are accepted up to one year in advance, and on a space availability basis. Reservations are processed on a first-come, first-served basis. The Recreation and Parks Department requires a two week minimum notice for facility reservations. These guidelines are set so that we may ensure we are prepared for your event. It is best to inquire upon reserving a facility as soon as possible. **NOTE:** Reservation requests cannot conflict with and/or interfere with current City of Jacksonville core programs, activities or scheduled administrative use.

If a rental is cancelled by the renter, a notice must be given to the JRPD Administrative Office 72 business hours prior to the scheduled rental to ensure a refund is processed. If a cancellation notice is not given, the JRPD shall retain the rental fees paid and/or deposit.

If a rental is cancelled by the JRPD because the renter has failed to provide all the necessary information as instructed, the JRPD shall retain the rental fees paid and/or deposit.

The JRPD shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of God, or national emergency prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full. The JRPD assumes no financial or other obligations to the renter as a result of any cancellations.

PAYMENT AND REFUND POLICY

Payments may be made by cash, check (personal, cashier or money order) or credit card (VISA or MasterCard). A \$25 NSF service fee will be charged for returned checks and must be paid to Revenue Collections in City Hall (910 938-5952).

If the City of Jacksonville Recreation & Parks Department cancels a trip, reservation, program, class or rental, a full refund will be issued. An administrative fee of \$25.00 will be assessed 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. Refunds take approximately 10-14 days from the time of request, and will be mailed from the City of Jacksonville to the Household's Primary Guardian or in the case of a credit card payment, credited back to the card that was used to process the payment.

SOLID WASTE FEES

LANDFILL TIPPING FEE

\$49.00 per ton

Note: The monthly rate charged to City customers is based on this per ton fee and is based on the going rate at the Onslow County Landfill.

MONTHLY RESIDENTIAL RATES:

Monthly rates are comprised of two components: a Residential Collection Fee and a disposal cost based on the number of City containers a customer uses.

Residential Collection Fee	\$10.00 per account
Disposal Fee (Max two containers per household)	\$5.00 per container

SMALL BUSINESS RATES:

Monthly rates are comprised of two components: a Small Business Collection Fee and a disposal cost based on the number of City containers a small business uses.

Small Business Collection Fee	\$10.00 per account
Small Business Disposal Fee (Max four containers per small business)	\$6.10 per account

DIAL-A-TRUCK PROGRAM

No cost to residential customers.
Not available to commercial entities.

SPECIAL PICKUP FEES:

Material	Volume-Based Fee	
Building Materials	May be disposed of via Dial-a-Truck program or at a charge of \$40 per cord.	
Microwave oven	\$3.00 per item (subject to change as per landfill)	
Computers Monitors & Televisions	\$3.00 per item (subject to change as per landfill)	
Bulky Wastes Residential and Small Business	First Three Items	Free with basic service
	Subsequent items	\$10 per item
Bulky Waste Commercial Customers	\$10 per item	N/A
Yard Waste Collection Commercial Customers	\$20.00 per cord	NA
Yard Waste Collection Residential I Customer	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 RATES:

The total monthly solid waste charge for commercial dumpster customers is comprised of two components: a Commercial Dumpster Service Fee (CDSF) and a disposal charge. The tables following detail these fees, which are calculated on the size of dumpsters, number of dumpsters and the frequency of collection service.

COMMERCIAL DUMPSTER SERVICE 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	\$66.73	\$100.10	\$133.47	\$166.83

The Commercial Dumpster Service Fee is calculated using the current operational cost of \$7.70 per collection stop for Monday – Friday service.

MONTHLY COMMERCIAL DUMPSTER SERVICE RATES:

The total monthly Solid Waste Charge for dumpster customers includes the commercial dumpster service fee plus the monthly commercial dumpster disposal rate; these amounts are based on the number of collections per week and size of dumpster(s).

Monthly Commercial Dumpster Rates: Base Service Monday - Friday (Fee for <u>each</u> dumpster serviced and includes disposal cost and collection service fee)				
Dumpster Size	Basic Service Twice per week	Plus Service Three Collections	Advantage Four Collections	Premium Five Collections
2-cubic yard	\$93.73	\$145.10	\$196.47	\$247.83
4-cubic yard	\$120.23	\$188.60	\$256.97	\$325.33
6-cubic yard	\$147.23	\$232.60	\$317.97	\$403.33
8-cubic yard	\$173.73	\$277.10	\$380.47	\$483.83
2-cubic yard VIP	\$147.73	\$233.10	\$318.47	\$403.83
4-cubic yard VIP	\$227.23	\$364.60	\$501.97	\$639.33
6-cubic yard VIP	\$308.23	\$497.60	\$686.97	\$876.33
8-cubic yard VIP	\$387.73	\$631.10	\$874.47	\$1,117.83

ADDITIONAL SERVICES

EXTRA COLLECTION RATES:

A customer may request an extra collection of their dumpster. This fee shall be charged in accordance with the table below based on the size of the dumpster.

Standard Size	Flat Rate Fee (per dumpster)
2-cubic yard	\$35.00
4-cubic yard	\$40.00
6-cubic yard	\$45.00
8-cubic yard	\$50.00
VIP Compactor	Flat Rate Fee (per dumpster)
2-cubic yard	\$45.00
4-cubic yard	\$50.00
6-cubic yard	\$55.00
8-cubic yard	\$60.00

SATURDAY SERVICE:

A customer may request regular Saturday collection service. The table below shows the monthly fee for regular Saturday collection service.

Standard Size	Flat Rate Fee (per dumpster/month)
2-cubic yard	\$150.00
4-cubic yard	\$150.00
6-cubic yard	\$150.00
8-cubic yard	\$150.00
VIP Compactor	Flat Rate Fee (per dumpster/month)
2-cubic yard	\$184.00
4-cubic yard	\$184.00
6-cubic yard	\$236.00
8-cubic yard	\$290.00

COMMERCIAL DUMPSTER RENTAL RATES:

A customer may rent a dumpster, when available, from the City for their solid waste service. The initial setup and delivery fee for a new container shall be \$50.00.

Monthly Dumpster Rental – per dumpster fee	
2-cubic yard	\$15.00
4-cubic yard	\$20.00
6-cubic yard	\$25.00
8-cubic yard	\$30.00

SIGNS

Stop Signs Only (R 1-1) High Intensity..... \$60.00
(No post)

Yield Signs Only (R 1-2) High Intensity \$60.00
(No post)

Street Name Signs:

All Street Name Signs..... \$45.00

Street Name Sign Assembly \$195.00
Includes: 2 piece U – channel post, cap, cross bracket and street name sign

Stop Sign Assembly..... \$120.00
Includes: 2 piece U – channel post, 30" R1-1 Hi Intensity
Stop Sign

Yield Sign Assembly \$120.00
Includes: 2 piece U – channel post, 30" R1-1 Hi Intensity
Yield Sign

Street Name & Stop Sign Assembly \$260.00
Includes: 2 piece U – channel post, 30" R1-1 Hi Intensity
Stop Sign, cap and cross bracket, and street name sign.

Speed Limit Sign Assembly \$110.00
Includes: 2 piece U-channel post, 24" x 30" Speed Limit Sign

City of Jacksonville License Plate \$5.00

STORMWATER FEES

Stormwater Equivalent Residential Unit (ERU) \$5.00 per ERU per month

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.

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
Annual Maintenance Inspection and report.....	\$250
Permit Modification	\$1,500
Offsite Permit	\$1,000
Permit Change/Transfer of Name/Ownership.....	\$40

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 be charged for each inspection thereafter, until such time as the BMP becomes compliant.

TRANSIT SERVICES

Fare Category	Amount per One-way Trip
City Route Full Fare	\$1.25
City Route Reduced Fare	\$.60
Express Route Full Fare	\$3.00
ADA Paratransit passenger	\$2.50
ADA Paratransit passenger attendant (Limited to one)	Free
Children under age 6	Free
Transfers between City Routes	Free
Transfers between Express Routes	Free

WATER & SEWER FEES

FEE/CHARGE	AMOUNT	AUTHORITY
Water and Sewer Rates	See attached Water/Sewer Rate Schedule	City Ordinance (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
Water and Sewer Service Area Assessment	See Attached Service Area Assessment Schedule	Council Action 9-18-12
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)	\$3.50	
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 for 2" meter or smaller Parts & Labor for meters over 2" - 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 plus parts and labor for damages sustained during tampering	

Water Meter Stealing/Tampering	\$125 Residential-1 st offense \$250 Residential-2 nd offense \$500 Residential-3 rd offense \$500 Commercial	
Cross Connection Fee	\$1,000	
Electronic Wiring Replacement Fee	\$100	
Late Payment Penalty	10% of Bill	City Ordinance 10-25-77(Amended 7-1-98)
New Account Service Charge	\$30.00 (\$55.00 after work hours)	City Ordinance (01-82) 01-05-82(Amended 7-1-10)
Returned Item Charge (Check/Credit Card Receipt)	\$25.00	City Ordinance (24-85) 6-28-85(Amended 7-1-98)
Wastewater Generated Sludge	\$140.00	Council Action 03-19-91
Sewer Non-Significant Industrial User permit fee	\$100.00	Council Action 07-1-96
Sewer Non-Significant Industrial User annual renewal fee	\$100.00	Council Action 07-1-96
Sewerjet Fee – Inside City Limits Outside City Limits	\$250.00 per hour \$250.00 per hour	City Ordinance (01-82) 01-05-82
Camera Location Fee	\$50.00 Set up fee + \$2.00 per linear foot	
Water and Sewer Facilities permit applications (responsibility of person submitting application)	Vary	State-imposed Council Action 01-03-84
Temporary Construction Service Charge	\$40.00	City Council Action as of 7-1-98
Backflow Testing (Emergency Situations Only i.e. after normal working hours)	\$50.00	
Sewer Allocation Processing Fee	\$50.00	Sewer Allocation Policy Adopted March 2, 2010

Sewer Allocation Reservation Fee	15% of the Total Facility Charge for the Proposed Development (Reference Schedule "B")	Sewer Allocation Policy Adopted March 2, 2010
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Grease Trap Fees and Charges

Grease Inspections (every 3 months)	Corrected	Uncorrected
Initial Inspection	\$0	N/A
First Re-inspection (30 days)	\$0	\$100
Additional Re-inspection (14 days)	\$0	\$100

Other Activities

Paperwork Violation Fee (1st Offense)	Notice of Violation	\$25 (after 14 days of no response)
Paperwork Violation Fee (2nd Offense)	Notice of Violation+\$25	\$50 (after 14 days of no response)

Fees will be invoiced. Those not paid on time will be added on the utility bill.

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 ACCOUNT DEPOSITS

Residential Customers – 5/8" meter size

**Low Risk Customer- \$0*
**Medium Risk Customer-\$150*
**High Risk Customer- \$200*

Residential Customers – 3/4" meter size

**Low Risk Customer-\$0*
**Medium Risk Customer-\$170*
**High Risk Customer-\$220*

*Risk is determined by rating provided by Online Utility Exchange after completing credit check on customer establishing service. Green rating will indicate low risk. Yellow rating will indicate medium risk. Red rating or refusal of credit check will indicate high risk.

Outside City rates are 200% of above rates. Customers establishing either water or sewer only service will pay 50% of above rates.

Commercial Customers

Water Meter Size	General	Restaurants	Laundries
5/8"	\$150	\$170	\$280
3/4"	170	190	300
1"	250	290	390
1 1/2"	350	450	710
2"	450	560	880
3"	850	960	1440

4" and over - Estimated monthly use x 3.0

Outside City rates are 200% of above rates. Customers establishing either water or sewer only service will pay 50% of above rates.

HYDRANT METER DEPOSIT

Hydrant Size	Amount
.62" x .75"	\$500
3"	\$1500
Hydrant Wrench	\$50

**WATER AND SEWER RATE SCHEDULE
SCHEDULE "A"**

RATE SCHEDULE DESCRIPTION	WATER	SEWER	WATER & SEWER TOTALS
1. <u>Capacity Charge Per Month</u>			
a. 5/8" meter	16.28	33.79	50.07
b. 3/4" meter-sprinkler	16.28	33.79	50.07
c. Multi-units (per unit)	16.28	33.79	50.07
d. 3/4" meter	24.43	50.70	75.13
e. 1" meter	40.71	84.49	125.20
f. 1-1/2" meter	81.40	168.95	250.35
g. 2" meter	130.24	270.32	400.56
h. 3" meter	260.48	540.64	801.12
i. 4" meter	407.00	844.75	1251.75
j. 6" meter	814.00	1689.50	2503.50
2. <u>Volume Charges</u> <u>per 100 Gallons</u>	Capacity	Capacity	Capacity
0 - 2,000 gallons	See #1	See #1	See #1
2,001 - 5,999 gallons	.3218	.4415	.7633
6,000 - 9,999 gallons	.4022	.5078	.9100
10,000 - 29,999 gallons	.4827	.5740	1.0567
Over 30,000 gallons	.5632	.6623	1.2255
Surcharges per 100 Gallons:			
Restaurant	-0-	0.0746	
Laundry	-0-	0.0692	
Bakery	-0-	0.2289	
3. <u>Outside City Rates</u>			
Percentage of inside rates	200%	200%	200%
1. <u>Hydrant meter used on Onslow County waterlines</u>			
Minimum monthly charge (Up to 60,000 gallons)	Based on ONWASA rate schedule		
> 60,000 gallons per 1,000 gallons			

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.

CITY OF JACKSONVILLE FACILITIES CHARGE SCHEDULE SCHEDULE "B"

(Facility charges below do not include meter costs which will be at market.)

	Effective July 1, 2014
Residential	
Water (detached)	\$ 2,119
Sewer (detached)	\$ 3,799
Water (attached)	\$ 2,048
Sewer (attached)	\$ 3,588
 Non-Residential	
Water .625inch	\$ 2,119
Sewer .625inch	\$ 3,799
Water .75inch	\$ 2,692
Sewer .75inch	\$ 5,702
Water 1inch	\$ 3,846
Sewer 1inch	\$ 9,506
Water 1.5inch	\$ 6,738
Sewer 1.5inch	\$ 19,018
Water 2inch	\$ 10,211
Sewer 2inch	\$ 30,431
Water 3inch	\$ 19,458
Sewer 3inch	\$ 60,858
Water 4inch	\$ 29,859
Sewer 4inch	\$ 95,089

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.
- 6) Sewer Facility fees are based on the size of the water meter not the size of the sewer line.
- 7) Any fee adjustments for new developments where permits have expired shall be issued in accordance with the adopted Fee Adjustments/Facilities Charge Adjustment Policy.

**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.

**CITY OF JACKSONVILLE SERVICE AREA ASSESSMENT SCHEDULE
SCHEDULE "C"**

The City of Jacksonville’s Service Area Assessment describes a method of financing public improvements by distributing the cost of a project over those property owners who will realize a direct benefit. In the case of water and sewer projects, the cost of projects to provide water and sewer to specific areas are borne by those who receive water and sewer service in these areas.

Below is a schedule of assessments that have been developed for projects that have extend water and/or sewer service to areas previously un-served by City water and/or sewer. A water assessment is applicable to any new water connection which will receive water through City-owned lines constructed to extend service to an area that is included within the schedule below. A sewer assessment is applicable to any new sewer connection which will send sewerage through City-owned lines, pump stations and/or force mains constructed to extend service to an area that is included within the schedule below.

These assessments are in addition to water and sewer facilities fees and installation charges which are found in Schedule B of this document.

Southwest Service Area

This service area assessment is for sewer only. The assessment is for the construction of a sewer pumping station, a force main and gravity sewer.

Residential	Sewer (detached)	\$390
	Sewer (attached)	\$367
Non-Residential	Sewer (0.625-inch water meter)	\$390
	Sewer (0.75-inch water meter)	\$585
	Sewer (1-inch water meter)	\$975
	Sewer (1.5-inch water meter)	\$1,950
	Sewer (2-inch water meter)	\$3,120
	Sewer (3-inch water meter)	\$6,239
	Sewer (4-inch water meter)	\$9,749

North Marine Town Center Service Area

These service area assessments are for water and sewer. The water assessment is for the construction of approximately 2,200 linear feet of 12-inch diameter water line. The sewer assessment is for the City's participation in the construction of a sewer pumping station and force main.

Residential

Water (detached)	\$130
Sewer (detached)	\$900
Water (attached)	\$120
Sewer (attached)	\$850

Non-Residential

Water (0.625-inch water meter)	\$130
Sewer (0.625-inch water meter)	\$900
Water (0.75-inch water meter)	\$200
Sewer (0.75-inch water meter)	\$1,360
Water (1-inch water meter)	\$330
Sewer (1-inch water meter)	\$2,260
Water (1.5-inch water meter)	\$660
Sewer (1.5-inch water meter)	\$4,520
Water (2-inch water meter)	\$1,060
Sewer (2-inch water meter)	\$7,230
Water (3-inch water meter)	\$2,120
Sewer (3-inch water meter)	\$14,460
Water (4-inch water meter)	\$3,310
Sewer (4-inch water meter)	\$22,600

New Bern Highway-Drummer Kellum Service Area

These service area assessments are for water and sewer. The water assessment is for the construction of approximately 1,420 linear feet of 8-inch diameter water line. The sewer assessment is for construction of approximately 1,640 linear feet of 8-inch diameter gravity sewer.

Residential

Water (detached)	\$80
Sewer (detached)	\$1,140
Water (attached)	\$70
Sewer (attached)	\$1,150

Non-Residential

Water (0.625-inch water meter)	\$80
--------------------------------	------

Sewer (0.625-inch water meter)	\$1,140
Water (0.75-inch water meter)	\$120
Sewer (0.75-inch water meter)	\$1,730
Water (1-inch water meter)	\$190
Sewer (1-inch water meter)	\$2,870
Water (1.5-inch water meter)	\$390
Sewer (1.5-inch water meter)	\$5,740
Water (2-inch water meter)	\$620
Sewer (2-inch water meter)	\$9,190
Water (3-inch water meter)	\$1,230
Sewer (3-inch water meter)	\$18,370
Water (4-inch water meter)	\$1,930
Sewer (4-inch water meter)	\$28,710

Piney Green Service Area

These service area assessments are for water and sewer. The water assessment is for the construction of approximately 9,960 linear feet of 12-inch diameter water line from Wolf Swamp Road to near Piney Green Road with part of the water line being located along Thomas Humphrey Road and Halltown Road. The sewer assessment is for construction of approximately 6,000 linear feet of 18-inch diameter gravity sewer, 8- and 12-inch force main and a sewer pump station.

Residential

Water (detached)	\$380
Sewer (detached)	\$770
Water (attached)	\$350
Sewer (attached)	\$730

Non-Residential

Water (0.625-inch water meter)	\$380
Sewer (0.625-inch water meter)	\$770
Water (0.75-inch water meter)	\$560
Sewer (0.75-inch water meter)	\$1,160
Water (1-inch water meter)	\$940
Sewer (1-inch water meter)	\$1,930
Water (1.5-inch water meter)	\$1,880
Sewer (1.5-inch water meter)	\$3,870
Water (2-inch water meter)	\$3,010
Sewer (2-inch water meter)	\$6,190
Water (3-inch water meter)	\$6,020

Sewer (3-inch water meter)	\$12,370
Water (4-inch water meter)	\$9,410
Sewer (4-inch water meter)	\$19,330

Notes:

- 1) Payment of the assessment is due prior to issuance of a building permit or at the time of application for service to a previously un-served parcel or building.
- 2) The residential schedule applies only to connections for places of residence.
- 3) A 1-inch diameter service line, meter setter and box is required for a 0.75-inch meter installation
- 4) Assessments 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 cost per customer.
- 5) Sewer assessments are based on the size of the water meter, not the size of the sewer line.
- 6) Any assessment adjustment for new developments where permits have expired shall be issued in accordance with the adopted Fee Adjustments Policy at the time of expiration.