

# CITY OF CONOVER

## NORTH CAROLINA



## ANNUAL BUDGET

### FISCAL YEAR

### 2014-2015







# City of Conover

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May 20, 2014

Honorable Mayor and City Council  
City of Conover  
Conover, North Carolina

Dear Mayor and Members of Council:

The proposed budget for the Fiscal Year beginning July 1, 2014 is submitted for your consideration. The recommendations contained in this budget are the result of Council Retreat in January, the Essentials of Municipal Government training in February, the budget retreat in May and the five year capital improvement plan presented in the prior year. The proposed budget represents many hours of analysis by the entire staff and presents a financially sound plan for the provision of municipal services at present levels.

Many of our partnerships have flourished this year such as; the Greater Hickory Metropolitan Planning Organization, the Western Piedmont Water Resources Committee with the Western Piedmont Council of Governments (WPCOG), and the Hickory-Conover Tourism Development Authority. These partnerships continue to benefit all involved by providing support and insight on complex issues facing our community and the region. Other partnerships, like the Multi-Jurisdictional Park, have furthered regional cooperation and thinking. Conover has been at the forefront of regional initiatives to protect our resources, limit liabilities, and leverage taxpayer dollars.

Economic Development activities are more important than ever if the city is to be successful long term. The Catawba County Economic Development Commission (EDC), the Hickory-Conover Tourism Development Authority (TDA), and the WPCOG continued to share their expertise and assist the city and region as we looked for new and expanded opportunities to create jobs and expand resources. The City continues to maintain confidence in their ability to assist us with strategies to take advantage of all development opportunities by participating in regional planning and marketing efforts enhancing the city's appearance, and strengthening our relationships with existing industries, as we continue to provide an atmosphere where businesses can grow and prosper.

The council's continued effort of a more aggressive economic development strategy, has resulted in the expansion of investment in Conover; including Interstate Foam, Republic Service's new resource reclamation facility, Carolina Farm Credit, Walgreens, HSM, (formerly Hickory Springs) expanding their operations to include a new Innovation

Center, Amphenol Antennae Solutions, and Apple's new Solar Farm PV 2. The construction for the Multi-Jurisdictional Park (MJP) now called NC Data Campus is underway and being actively marketed as a data center campus. Though still modest, we have had more new home starts in the past year, than in the prior three years combined.

Furthermore, council has partnered with Catawba Valley Community College and the Kauffman Foundation to create Innovation Fund North Carolina (IFNC). IFNC makes pre-seed funding awards to help entrepreneurs validate their technologies and business concepts. In addition to funding, IFNC provides education and mentoring resources to all awardees. IFNC is funded by financial donations from businesses, organizations and individuals. Its founding partners include Catawba Valley Community College, Fayetteville Technical Community College and the City of Conover. IFNC is a self-funded member of Innovation Fund America, which was established with the support of the Ewing Marion Kauffman Foundation, to nurture the growth of promising, high-impact startups.

Most importantly, the city has benefited from our relationship with Manufacturing Solutions Center (MSC) and Catawba Valley Community College (CVCC) to create a sustainable strategy for economic development and true entrepreneurship. More than 5,000 people have toured the new MSC and testing inquiries have increased nearly 300%. The first accelerator tenant, Symtegra, has already doubled their space, the second client Advanced Finishing Technologies has graduated the program with five new employees, and third tenant Scott McFarland is growing as an advanced apparel manufacturer. The center also received visits from Senator Burr, Governor McRory, Secretary Decker, and three U.S. Deputy Secretaries of Commerce.

Not only has MSC made an impact to the local economy, rather the impacts have reached globally. MSC and Conover were invited by the United States Foreign Trade Administration, and U.S. Department of Commerce, Economic Development Administration to represent the United States at the Conference of the Americas, Competitiveness Forum VII, in Panama City, Panama. Conover, through its partnership with Manufacturing Solutions Center, presented to the 33 other democratically elected countries from North and South America, how one small town can change its future and make a positive impact for the global community. The message is simple: local governments continue to compete for economic development opportunities by scavenging employers away from other communities. Conover has taken a different approach. It is not important where the job is created, but the fact it is created. Whether jobs are created in Conover, a neighboring city, or out of state, in the end, a rising tide floats all ships.

As a result, Conover and MSC were asked to be one of five host cities for the first Americas Competitiveness Exchange where from March 31 through April 4, more than 50 participants representing government, business, and economic development organizations from 19 countries across the Western Hemisphere embarked on a tour of the American Southeast. The purpose of this trip was to provide a forum to share best practices, foster alliances, and create opportunities for two-way trade.

The City continues to monitor state and federal agency activity as we struggle to plan and implement unfunded mandates. The General Assembly has plans to eliminate or reduce the Privilege License and Gross Receipts tax. Historically the City of Conover reserves cash funds, in some cases, for many years to purchase essential equipment like fire trucks, police cars, tractors, snow plows, and sanitation trucks without borrowing. Over the last 10 years, Conover continues to see revenues once generated from retail sales, manufacturing, and licensing fees, used for these major purchases, eliminated by our NC General Assembly. The NC General Assembly has cut revenues to Conover over \$400,000 and continues to introduce legislation that curtails the ability of cities and counties to govern themselves. The "hold harmless" revenue of \$164,655 in the 2012-2013 budget equivalent to 1.52¢ of the property tax, has expired despite efforts to keep it. The General Assembly did allow for a one half year distribution of \$82,327.50 in 2013-2014. With the elimination of "hold harmless," internet gaming, and privilege license the city has almost no revenue for future capital equipment purchases. Council has made the wise decision to hire the services of a lobbyist. These efforts have paid off in preparation time and the ability to influence legislation before it is presented to the legislative committees.

Federal budget challenges continue to concern staff and international instability would likely affect any recovery locally. Conover is in contact with our delegation in Washington D.C. weekly in an effort to maintain needed funding for city infrastructure. Federal funding impacts transportation funds both in transit and surface systems. Other funds impact police, fire, and public works. I can safely predict, that many of the grants we have seen in the past will become more competitive with less funding. Any loss of these revenue streams would have a major impact on services for all North Carolina cities. All of these actions continue to place burden on local governments.

Our fleet department dutifully stretches assets beyond their normal life cycle. This budget includes an additional mechanic funded by proceeds from the Water and Sewer Enterprise fund. In past years the city transferred revenue from the two ½ cent sales taxes to fund capital expenditures. Because of reduced general fund revenues and increased expenses we have discontinued the transfer to capital reserves and use these funds for operating expenses. This is not a sustainable policy and will not allow the City to maintain its present level of service long term. Continuing this policy will not allow for adequate reserves to be set aside for future capital purchases; therefore staff will alter implementation of the City's Capital Improvement Plan, and comply with mandates impacting municipal operations. The proposed budget is a step in the right direction to reverse this trend.

It is because of the Council's focus on basic municipal services, conservative fiscal nature and sound long range planning that we enter the 2014-2015 year with guarded optimism. In order to provide the same level of service expected by our citizens, I recommend a tax rate increase of 3 cents for the 2014-2015 budget. These funds will go directly toward reserves for capital equipment and street paving of which Council has made a priority. Staff and I feel it is a disservice to our citizens to borrow money for

equipment that could reach end of service life by the time the debt is repaid. Many cities take this approach and find themselves in financial trouble several years later. We will continue a "pay as you go" philosophy and believe it is a waste of taxpayer dollars to spend on interest and finance charges.

Our budget estimates are based upon property valuation numbers from Catawba County. The last two revaluations from Catawba County negatively affected Conover's property values, especially appealed industrial values. Since 2001, Conover has experienced a shift from industrial clients, who funded a large majority of Ad Valorem revenues, to residential. We anticipate a 3.5%-5% decrease in values in 2015.

Conover's sanitation service is well known as comprehensive and efficient. The single stream recycling effort has proved quiet successful. Full project implementation began the end of January this year. With the expanded recycling program we have seen a greater than 30% increase in recycled tons collected to date. Council made this possible with the increase in landfill fees. The proposed budget includes a capital reserve fund for future sanitation truck and equipment purchases. I recommend maintaining the Landfill Fee at \$11.00 per month for every household.

For 2014-2015, we estimate no reduction in tax value. I am confident we have estimated revenues conservatively. Our current ad valorem estimated revenue is \$4,565,012 assuming a conservative 97.97% collection rate. Conover has traditionally budgeted general fund balance, and usually returns most of it, last year we increased fund balance by \$161,787; however, for fiscal year 2013-2014, we estimate to spend \$1,065,899 general fund balance appropriation. The proposed budget has a \$620,553 unreserved general fund balance appropriation and a \$26,485 general fund balance appropriation reserved by state statute for Powell Bill purposes. Besides conservative revenue estimates, I recommend reinstating the merit pay system at 3% to be administered upon the employee's annual evaluation, continued freezing of the pay scale. I also recommend adding a part time records clerk for Police and adding the Planner II position for a set term to create a new Comprehensive Plan to include land use and capital improvements for the city.

#### GENERAL FUND

The Conover City Council understands this budget has been challenging for our Department Heads as they have looked for additional ways to reduce expenses. Every line item in this budget has been up for discussion. Exceptions have been personal safety equipment required for city associates and a reduction of services for our citizens. The proposed budget is based on an assessed valuation of \$1,084,378,167. This year's general capital fund includes; replacement of three vehicles in the police department, replacement of a service truck in the Fleet Department, replacement of a truck for the Cemeteries/Parks Department, street sweeper replacement, knuckle boom replacement, and replaces a truck for the solid waste department. The budget provides funding for annual commitments for park equipment replacements to improve safety and comply

with ADA standards. It includes funding for maintenance of the City's facilities, right of ways and streetscapes. It funds street repair, sanitation services, and fleet operations. Paving streets and extending the life of our street network is one of the primary focuses. It also includes the city's participation in many regional organizations such as the Western Piedmont Council of Governments, the Greater Hickory Metropolitan Planning Organization, the Western Piedmont regional Transportation Authority, and the Catawba County GIS Consortium.

### WATER AND SEWER FUND

The water and sewer fund is in stable condition, but fuel and energy increases directly impact the cost of replacement and repair of lines, and all materials based in petroleum including steel. This year we have received new requirements regarding the lead content of all brass fixtures. New brass fixtures that eliminate lead are more expensive.

The city continues to use partnerships to keep our rates among the lowest in the region. Ongoing maintenance and inspections keep our system from falling into a state of disrepair and keeps basic life giving services such as clean water affordable. The proposed budget includes a 1.5% increase in water purchased from the City of Hickory, with an additional 1.5% in sewer fee increases to fund the city's annual utility debt obligations. This includes the Highway 16 water tank loan, the ARRA loan, and the state loan for the Northeast Wastewater Treatment Plant, the improvements agreed to as part of the regional Clark Creek partnership with the City of Newton, the sanitary sewer bonds sold in 1997. Other items to note are; sludge disposal at the regional compost facility, the transfer to the Utility Capital Reserve Fund for line extensions and enlargements. Water and Sewer fund Capital projects include replacement of two service trucks, the purchase of a new tandem dump truck in the Water Department, truck replacement, an ATV for right of way inspections in Wastewater, and continued replacement of the automated meter reading program. Additionally, this budget prepares the way for future partnerships with Catawba County, and the cities of Newton, and Claremont.

### CAPITAL PROJECT RESERVE FUNDS

Major projects in this year's Capital Plan include a reserve for utility capacity upgrades, utility relocations, and a reserve for improvements to the North East Wastewater Treatment Plant. Reserve funds also include the reserve for a future fire engine, replacement of air packs for Fire, Taser upgrades for Police, reserve for replacement of future sanitation and recycling truck, reserve for truck and compressed air system in Fleet, reserve for one swap loader cab and chassis, replacement of a dump truck, reserve for service truck in Public Works, and begins a reserve for the Western Piedmont Regional Transit Authority.

### SUMMARY

Listed above are the major components of this year's program of work. In addition to items funded in the annual budget, the city will continue the many multi-year projects

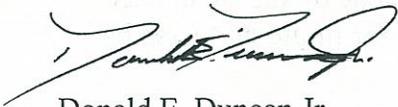
that are underway. This year we expect to complete recovery from the July 27<sup>th</sup> Flash Flood event, a Federally Declared Disaster, and completion of utilities and streets extension for Amir and Sharon Rashidi's commercial project at Conover Station.

Conover has a long history of having little or no fees, but with the current economic situation and the Council's strong desire to maintain a low tax rate, I recommend adopting the Schedule of Fees and the increase in the water and sewer fund.

In conclusion, this year's budget is based on your direction, the city's long range plans, and input received from citizens throughout the year. It includes added attention to those items that will make us competitive in this economic environment, begins to address regulatory challenges, and maintains our present level of service. It focuses on basic municipal services and is our best effort to predict what the future holds in these uncertain times. It builds on past decisions and looks optimistically to the future. This plan of work is the culmination of many hours of thought and work by you, the staff, and the city's volunteers serving on our appointed boards. The budget considers state and federal fiscal issues and their potential effects on the city. It also weighs the impact of falling revenues, a stagnant economy, increasing mandates, future partnerships, and debt necessary for infrastructure improvements. The budget, as presented, will maintain the current level of city services and allow us to live reasonably within our means.

I am proud of the professional manner in which the city staff assisted with the preparation of this budget, and I commend each of them. We stand ready to assist you in any way possible as we move to adopt this budget for the fiscal year 2014-2015.

Sincerely,



Donald E. Duncan Jr.  
City Manager

## 2014-2015 BUDGET SUMMARY

### GENERAL FUND

General Fund Revenue \$8,763,286.00

General Fund Expenditures

<u>Department</u>	<u>Appropriation</u>
Mayor and City Council	\$106,168.00
Administration	\$365,534.00
Planning	\$243,341.00
Information Technology	\$273,682.00
City Attorney	\$31,413.00
City Hall	\$77,885.00
Conover Station	\$96,530.00
Police	\$2,196,802.00
Fire	\$1,484,953.00
Fleet Maintenance	\$221,965.00
Public Works	\$254,511.00
Street	\$1,052,794.00
Powell Bill Street	\$280,485.00
Sanitation	\$645,798.00
Sanitation/Recycling	\$121,445.00
Cemeteries, Parks and Grounds	\$360,799.00
Non-Departmental	<u>\$949,181.00</u>
Total	<u>\$8,763,286.00</u>

### WATER/SEWER FUND

Water and Sewer Fund Revenue \$4,289,577.00

Water and Sewer Fund Expenses

<u>Department</u>	<u>Appropriation</u>
Water	\$1,439,069.00
Sewer	\$1,331,123.00
Non-Departmental	<u>\$1,519,385.00</u>
Total	<u>\$4,289,577.00</u>

TOTALS

General Fund \$8,763,286.00  
Water and Sewer Fund \$4,289,577.00

**GRAND TOTAL (OPERATING) \$13,052,863.00**

LESS INTERFUND TRANSFERS:

General Fund to General Capital Reserve Fund \$212,472.00  
General Fund to Solid Waste Capital Reserve \$260,340.00  
Water/Sewer to Water/Sewer Improvement Fund \$162,000.00  
Water/Sewer to W/S Capital Reserve \$500,000.00  
TOTAL INTERFUND TRANSFERS \$1,134,812.00

**NET OPERATING BUDGET \$11,918,051.00**

General Capital Reserve Fund \$750,750.00  
Solid Waste Capital Reserve Fund \$571,000.00  
General Capital Projects Funds \$646,705.00  
Water/Sewer Capital Reserve Fund \$1,124,696.00  
Water/Sewer Capital Projects Funds \$1,155,398.00

**GRAND TOTAL (CAPITAL BUDGET) \$4,248,549.00**

LESS INTERFUND TRANSFERS:

General Capital Reserve to General Capital Project \$219,200.00  
Solid Waste Capital Reserve to General Fund \$7,500.00  
Solid Waste Capital Reserve to General Capital Project \$425,000.00  
Water/Sewer Capital Project to Water/Sewer Operating \$55,535.00  
Water/Sewer Capital Reserve to Water/Sewer Capital Project \$639,863.00  
TOTAL INTERFUND TRANSFERS \$1,347,098.00

**NET CAPITAL BUDGET \$2,901,451.00**

**NET OPERATING AND CAPITAL PROJECTS  
BUDGET \$14,819,502.00**

SPECIAL REVENUE FUND

Facilities Rental Revenue and Interest \$3,005.00  
Facilities Maintenance Expenditure \$3,005.00

INTERNAL SERVICE FUND

Health/Dental Insurance Revenue \$1,058,931.00  
Health/Dental Insurance Expenditures \$1,058,931.00

**CITY OF CONOVER, NORTH CAROLINA  
ANNUAL BUDGET  
2014-2015**

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**CITY OF CONOVER, NORTH CAROLINA**

**ANNUAL BUDGET**

**FISCAL YEAR 2014-2015**



# **GENERAL FUND REVENUE**









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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
10-335-0501	8,006.62	8,000.00	8,000.00	8,000.00	3,975.20	49.69	7,000.00	7,000.00	0.00
10-337-0000	785,463.76	770,000.00	770,000.00	770,000.00	201,446.93	26.16	770,000.00	0.00	0.00
10-341-0000	33,135.50	30,000.00	36,540.00	36,540.00	0.00	0.00	34,000.00	34,510.00	0.00
10-343-0000	250,875.65	247,325.00	250,000.00	250,000.00	253,556.16	101.42	253,556.00	254,000.00	0.00
10-345-0000	709,501.99	710,000.00	740,000.00	740,000.00	300,541.41	40.61	730,000.00	748,000.00	0.00
10-345-0001	321,684.73	317,000.00	325,000.00	325,000.00	133,757.51	41.16	331,000.00	339,000.00	0.00
10-345-0002	268,473.06	260,000.00	265,000.00	265,000.00	110,079.85	41.54	270,000.00	276,750.00	0.00
10-345-0003	342,892.79	343,000.00	358,000.00	358,000.00	145,306.07	40.59	354,000.00	362,000.00	0.00
10-348-0000	0.00	0.00	0.00	3,500.00	3,286.00	93.89	3,286.00	0.00	0.00
10-349-0200	68,549.92	106,335.00	50,000.00	89,742.00	26,027.62	29.00	33,285.00	50,000.00	0.00
10-349-0500	0.00	0.00	0.00	0.00	0.00	0.00	12,821.00	102,891.00	0.00
10-349-0600	0.00	100.00	0.00	1,000.00	1,000.00	100.00	1,000.00	100.00	100.00
10-349-0700	0.00	50.00	50.00	50.00	500.00	***.**	500.00	50.00	0.00
10-349-0800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-349-0900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-349-4250	0.00	0.00	0.00	37,000.00	37,000.00	100.00	37,000.00	0.00	0.00
10-349-5100	0.00	100.00	100.00	100.00	0.00	0.00	0.00	10.00	0.00

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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
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ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
10-349-5101	1,139.12	1,000.00	1,000.00	1,000.00	1,057.70	105.77	1,100.00	1,000.00	0.00
10-349-5102	2,188.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	0.00
10-349-5103	9,249.26	9,249.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-349-5104	22,066.98	22,067.00	22,100.00	22,100.00	528.59	2.39	26,900.00	27,700.00	0.00
10-349-5810	0.00	0.00	0.00	75,000.00	0.00	0.00	75,000.00	0.00	0.00
10-350-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-351-0000	3,971.00	4,000.00	4,000.00	4,000.00	2,664.20	66.61	4,000.00	4,000.00	0.00
10-352-0000	0.00	1,000.00	100.00	100.00	0.00	0.00	0.00	100.00	0.00
10-354-0100	19,712.00	19,720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-361-0000	17,300.00	12,000.00	12,000.00	12,000.00	7,100.00	59.17	11,000.00	11,000.00	0.00
10-375-0000	0.00	0.00	500.00	500.00	810.00	162.00	1,200.00	1,200.00	0.00
10-376-0000	392,493.15	387,700.00	389,800.00	389,800.00	261,926.65	67.20	392,450.00	392,450.00	0.00
10-377-0000	4,622.98	5,800.00	5,420.00	5,420.00	2,640.10	48.71	4,500.00	4,700.00	0.00
10-377-0100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	542,750.00	0.00
10-377-0200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,750.00	0.00
10-377-0300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,750.00	0.00

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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
10-377-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,750.00	0.00
10-378-0000	3,040.00	2,880.00	3,155.00	3,155.00	1,600.00	50.71	2,400.00	2,400.00	0.00
10-382-0000	27.00	70.00	30.00	30.00	6.75	22.50	10.00	10.00	0.00
10-383-0000	0.00	9,450.00	100.00	100.00	0.00	0.00	0.00	100.00	0.00
10-395-0000	27,462.35	27,000.00	28,000.00	28,000.00	0.00	0.00	28,000.00	29,000.00	0.00
10-397-9130	204,000.00	204,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-397-9152	166,500.00	166,500.00	240,542.00	325,542.00	240,542.00	73.89	325,542.00	0.00	0.00
10-397-9158	0.00	0.00	7,500.00	90,338.00	90,338.00	100.00	90,338.00	7,550.00	0.00
10-397-9167	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-399-0000	0.00	554,637.00	410,391.00	1,043,400.26	0.00	0.00	0.00	620,553.00	0.00
10-399-1000	0.00	57,447.00	153,840.00	153,840.00	0.00	0.00	0.00	26,485.00	0.00
10-399-6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-399-6001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - GEN. FUND	7,990,693.69	8,432,735.00	8,383,459.00	9,340,548.26	5,989,518.36	64.12	8,143,100.00	8,763,286.00	100.00

# **GENERAL FUND EXPENDITURES**



**MAYOR AND COUNCIL**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Governing Body</u>		Activity: <u>City Council</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	<u>\$31,200</u>	<u>\$31,200</u>	<u>\$31,200</u>	<u>\$31,200</u>
TOTAL	\$31,200	\$31,200	\$31,200	\$31,200
POSITION - CLASSIFICATION				
Mayor	1	1	1	1
Council Members	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL	6	6	6	6

CITY OF CONOVER  
NORTH CAROLINA

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
GENERAL FUND EXPENSE REPORT										
10-410 - CITY COUNCIL										
10-410-0300			SPECIAL COMP. - CITY COUNCIL							
	25,800.00	25,800.00	31,200.00	31,200.00	20,800.00	66.67	31,200.00	31,200.00	31,200.00	0.00
10-410-0400	14,710.00	17,710.00	17,700.00	17,700.00	16,700.00	94.35	17,800.00	18,950.00	18,950.00	0.00
10-410-0500	1,974.00	1,975.00	1,975.00	1,975.00	1,591.12	80.56	2,390.00	2,390.00	2,390.00	0.00
10-410-1400	5,528.38	8,000.00	8,000.00	8,000.00	11,229.52	140.37	13,000.00	14,000.00	14,000.00	0.00
10-410-3300	1,723.61	4,500.00	4,500.00	4,500.00	2,717.47	60.39	4,500.00	4,500.00	4,500.00	0.00
10-410-4500	11,187.42	11,288.00	1,202.00	1,202.00	1,200.72	99.89	1,201.00	9,369.00	1,204.00	0.00
10-410-4600	776.89	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-410-5300	15,655.79	16,475.00	17,708.00	17,708.00	15,904.39	89.81	15,905.00	17,254.00	16,754.00	0.00
10-410-5400	8,662.65	8,000.00	8,795.00	8,795.00	8,648.79	98.34	8,650.00	8,870.00	8,870.00	0.00
10-410-5700	5,233.07	6,140.00	5,000.00	5,000.00	4,440.26	88.81	5,300.00	5,300.00	5,300.00	0.00
10-410-5800	0.00	0.00	6,500.00	6,500.00	0.00	0.00	7,982.00	0.00	0.00	0.00
10-410-5900	2,614.12	3,600.00	3,600.00	3,600.00	1,544.13	42.89	1,800.00	3,000.00	3,000.00	0.00
DEPARTMENT TOTAL	93,865.93	103,988.00	106,180.00	106,180.00	84,776.40	79.84	109,728.00	114,833.00	106,168.00	0.00

BUDGET JUSTIFICATIONS  
MAYOR AND COUNCIL  
FY 2014-2015

10-410-03	<u>Special Compensation</u>	\$ 31,200
	Funds for compensation of the Council which are disbursed monthly. Total Mayor compensation is \$475 monthly and councilman compensation is \$425 per month.	
10-410-04	<u>Professional Services</u>	\$ 18,950
	Audit Expense \$13,000 Financial Statement Preparation \$1,950 Legal \$4000	
10-410-05	<u>FICA Expense</u>	\$ 2,390
10-410-14	<u>Travel and Training</u>	\$ 14,000
	For travel expenses of Mayor and Council attending various meetings in NC, Washington, and other areas throughout the County. (NCLM, NLC, Local meetings associated with COG and sponsoring various meetings, etc.) Cost for retreat.	
10-410-33	<u>Supplies</u>	\$ 4,500
	Cost of paper for agendas and exhibit book, envelopes, copy paper and other items related to this Dept.	
10-410-45	<u>Contracted Services</u>	\$ 1,204
	Catawba County Arts Council \$0; Western Piedmont Water Resources \$1,204;	
10-410-53	<u>Dues and Subscriptions</u>	\$ 16,754
	Carolinas Innovation	\$ 386
	NC League of Municipalities	7,885
	Council of Governments	4,105
	Catawba Communities (Cable TV)	500
	School of Government	938
	Various Publications	500
	MPO-PL	2,247
	MPO-FTA	193
	Sister City	<u>-0-</u>

10-410-54	<u>Insurance and Bonds</u>	\$ 8,870
This represents the prorated cost of liability insurance, workers' compensation, bonds and claim deductibles		
10-410-57	<u>Miscellaneous Expense</u>	\$ 5,300
Refreshments - Christmas in the Park, Greater Hickory Classic, Flowers and Memorials, Community Workshop, Mayor's Citizenship Awards		
10-410-58	<u>Election Expense</u>	\$ -0-
Funds for election expenses to Catawba County Board of Elections for conducting general election and other elections per contract agreement. No election this fiscal year		
10-410-59	<u>Ordinance Expense</u>	\$ 3,000
Funds for up-dating the Code of Ordinances		
TOTAL MAYOR AND COUNCIL BUDGET		<u>\$106,168</u>

# **ADMINISTRATION**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>City Management</u>		Activity: <u>Administration</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$152,191	\$174,257	\$174,257	\$174,257
Intern				
Overtime	<u>\$2,200</u>	<u>\$2,200</u>	<u>\$2,200</u>	<u>\$2,200</u>
TOTAL	\$154,391	\$176,457	\$176,457	\$176,457
POSITION - CLASSIFICATION				
City Manager	½	½	½	½
City Clerk/ Personnel Director	½	½	½	½
Deputy City Clerk/ Personnel Clerk	½	½	½	½
Finance Director	½	½	½	½
Accounting Clerk I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3.0	3.0	3.0	3.0

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	P R E V I O U S ACTUAL	Y E A R BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-420 - ADMINISTRATION										
10-420-0200			SALARIES/WAGES ADMIN.							
	215,964.27	217,545.00	154,391.00	165,133.95	107,186.45	64.91	160,500.00	176,457.00	176,457.00	0.00
10-420-0400			PROFESSIONAL SERVICES							
	8,197.20	11,000.00	11,000.00	11,000.00	8,623.92	78.40	12,000.00	12,000.00	11,000.00	0.00
10-420-0500			F I C A TAX							
	16,424.76	16,645.00	11,811.00	12,632.91	8,065.30	63.84	12,162.00	13,499.00	13,499.00	0.00
10-420-0600			HEALTH INSURANCE CONTRIBUTION							
	23,431.02	24,444.00	27,076.00	29,332.32	18,050.65	61.54	29,896.00	33,845.00	33,845.00	0.00
10-420-0700			RETIREMENT							
	14,351.52	14,665.00	10,916.00	11,625.45	7,428.41	63.90	11,212.00	12,475.00	12,475.00	0.00
10-420-0900			401-K OTHERS							
	10,639.24	10,880.00	7,720.00	8,246.32	5,197.97	63.03	7,874.00	8,823.00	8,823.00	0.00
10-420-1100			TELEPHONE AND POSTAGE							
	8,239.40	8,500.00	8,700.00	8,700.00	4,967.98	57.10	8,700.00	9,000.00	9,000.00	0.00
10-420-1200			PRINTING							
	435.06	500.00	650.00	650.00	663.29	102.04	600.00	600.00	600.00	0.00
10-420-1400			TRAVEL AND TRAINING							
	10,557.63	10,000.00	10,000.00	10,000.00	9,992.25	99.92	12,000.00	14,200.00	14,200.00	0.00
10-420-1401			PROGRAM TRAINING							
	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00
10-420-1600			M & R EQUIPMENT							
	0.00	500.00	500.00	500.00	0.00	0.00	300.00	400.00	400.00	0.00
10-420-1700			M & R - AUTOMOBILES							
	810.12	1,000.00	1,000.00	1,045.00	533.36	51.04	1,000.00	3,000.00	3,000.00	0.00
10-420-2600			ADVERTISING							
	4,827.85	4,000.00	5,500.00	5,500.00	7,100.30	129.10	7,500.00	7,500.00	6,000.00	0.00
10-420-3100			GAS, OIL AND TIRES							
	3,923.70	4,025.00	4,200.00	4,200.00	1,223.62	29.13	4,200.00	4,200.00	4,200.00	0.00
10-420-3300			DEPARTMENTAL SUPPLIES							
	12,535.20	12,400.00	12,500.00	12,500.00	8,464.22	67.71	12,500.00	12,500.00	12,500.00	0.00
10-420-4500			CONTRACTED SERVICES							
	38,948.92	38,915.00	37,785.00	37,785.00	15,689.55	41.52	39,000.00	44,430.00	44,430.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-420-5300		DUES AND SUBSCRIPTIONS								
	5,080.06	5,155.00	5,445.00	5,445.00	4,947.88	90.87	5,785.00	5,830.00	5,430.00	0.00
10-420-5400		INSURANCE AND BONDS								
	6,380.85	5,800.00	6,480.00	6,480.00	6,954.59	107.32	7,000.00	7,175.00	7,175.00	0.00
10-420-5700		MISCELLANEOUS EXPENSE								
	55.94	500.00	500.00	500.00	390.00	78.00	400.00	500.00	500.00	0.00
10-420-6400		NON CAPITAL OUTLAY								
	450.39	1,000.00	1,000.00	1,000.00	368.80	36.88	768.00	1,000.00	1,000.00	0.00
10-420-7400		CAPITAL OUTLAY EQUIPMENT								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	381,253.13		318,174.00		215,848.54		333,397.00		365,534.00	
		388,474.00		333,275.95		64.77		368,434.00		0.00

BUDGET JUSTIFICATION  
ADMINISTRATIVE OFFICE  
FY 2014-2015

10-420-02	<u>Salaries and Wages</u>	\$ 176,457
	Funds for existing positions.	
10-420-04	<u>Professional Service</u>	\$ 11,000
	These Funds for professional services of attorney, \$4,000, Bank Fees-\$7,000.	
10-420-05/09	<u>Payroll Fringe Benefits</u>	\$ 68,642
	FICA, hospital insurance, retirement and 401K.	
10-420-11	<u>Telephone and Postage</u>	\$ 9,000
	Includes monthly and long distance land line and cell phone service and routine mailings.	
10-420-12	<u>Printing</u>	\$ 600
	Includes cost of regular printed supplies such as business cards, privilege license forms and other forms.	
10-420-14	<u>Travel and Training</u>	\$ 14,200
	NCLM Meetings	500
	NC City/Co Mgr. Assn. Conf.	1,000
	International Mgr. Meeting	1,800
	Personnel Schools (ADA/OSHA, Personnel update) Public Personnel Admin. Course	1,150
	Clerks Conference/Various Mtgs.	1,000
	Finance Conf/Seminars/Schools	900
	IIMC Conference (National)	2,000

	Clerk Certification	1,500	
	Various trips to Raleigh, Washington or other cities to conduct City's business	1,800	
	Other manager's meetings	1,200	
	CVCC Training	350	
	NLC-PC/Annual Congress & Annual Congressional Conference	<u>1,000</u>	
10-420-1401	<u>Program Training</u>		\$ 1,000
	Staff training on new software programs or software updates		
10-420-16	<u>Maintenance, Repair/Equipment</u>		\$ 400
	Funds for repairs and parts on computers, printers and typewriters that are not covered under maintenance agreements.		
10-420-17	<u>Maintenance - Repair/Auto</u>		\$ 3,000
	Up-keep on vehicles including batteries, tune-ups, front end alignments and other repairs necessary for maintenance of (2) vehicles		
10-420-26	<u>Advertising</u>		\$ 6,000
	Public notices, public hearings, sale of surplus materials, Holiday closings, employment ads, invitations to bid, etc.		
10-420-31	<u>Gas, Oil and Tires</u>		\$ 4,200
	Includes gas, oil and tires for vehicles used when conducting business for the Administration Dept.		
10-420-33	<u>Departmental Supplies</u>		\$ 12,500
	Items of normal and reoccurring nature including stationery, envelopes, paper, pens, pencils, file folders, forms and computer supplies. Safety Awards, meeting supplies, etc.		

10-420-45	<u>Contracted Services</u>	\$44,430
	Tax Billing/Collections (Property) (Includes increase for property tax billing) (New charges from DMV for Tax & Tag collection)	21,400
	Billing/Collections Vehicles (Tax & Tag)	9,600
	Typewriters and Laser Printers	1,160
	Postage Meter (Operating Lease)	1,720
	First Class (Presort)	225
	Permit Fee	225
	Copier 270/Fax/Main/Lease/Service	4,400
	P.O. Box Rental (549)	400
	Auditing Service/County	5,000
	Shredder	300
10-420-5300	<u>Dues and Subscriptions</u>	\$5,430
	NC Municipal Clerk & Deputy (NCAMC)	120
	ICMA	650
	Chamber of Commerce	990
	Sam's Club	135
	City/County Manager Assn.	185
	NC Econ. Deve. Assn.	200
	Charlotte Observer-\$240, ONE-\$50, Hickory Daily Record-\$185	475
	IIMC (Clerk & Deputy)	290
	CAFR Application	440

	NC Municipal Personnel (OMPO) Officers Association/Clerk & Deputy	75	
	Manager's Rotary Dues	800	
	Manager's ASU-LGAA	150	
	Miscellaneous Dues & Subscriptions	200	
	Finance Officer Dues (GFOA-Nat.)	170	
	NC Assn. Gov. Accounting (2)	50	
	American Payroll Assn. Guide	500	
	Phone Book Advertising (AT&T)	-0-	
10-420-54	<u>Insurance &amp; Bonds</u>		\$7,175
	This represents the prorated costs of property and liability insurance, workers comp. and bonds.		
10-420-57	<u>Miscellaneous</u>		\$ 500
	Items of non-recurring nature based on historical information.		
10-420-64	<u>Non-Capital Outlay-Equipment</u>		\$1,000
	Chair replacements & other equipment replacements as needed.		
10-420-74	<u>Capital Outlay-Equipment</u>		0
	TOTAL ADMINISTRATIVE OFFICE BUDGET		<u>\$365,534</u>



# PLANNING



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Planning</u>		Activity: <u>Planning</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$83,437	\$131,793	\$131,793	\$131,793
Summer Intern	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$89,437	\$131,793	\$131,793	\$131,793
 POSITION - CLASSIFICATION				
Planning Director	1	1	1	1
Planner II	0	1	1	1
GIS Coordinator	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
TOTAL	1.5	2.5	2.5	2.5

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR	ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT	ACTUAL	BUDGET	BUDGET	BUDGET	ENCUMBERED	SPENT	REQUEST	RECOMMENDS	APPROVED
10-425 - PLANNING DEPARTMENT									
10-425-0200	SALARIES/WAGES, PLANNING DEPT.								
110,498.29	115,790.00	89,437.00	89,545.28	58,791.76	65.66	90,251.00	131,793.00	131,793.00	0.00
10-425-0300	SPECIAL COMPENSATION								
1,686.29	2,500.00	2,500.00	2,500.00	950.00	38.00	1,400.00	2,500.00	2,500.00	0.00
10-425-0400	PROFESSIONAL SERVICES AND LEGAL								
14,934.67	16,405.00	15,500.00	17,040.00	9,630.71	56.52	16,000.00	15,000.00	15,000.00	0.00
10-425-0500	F I C A TAX								
8,174.51	8,860.00	6,842.00	6,850.28	4,306.08	62.86	6,904.00	10,082.00	10,082.00	0.00
10-425-0600	HEALTH INSURANCE CONTRIBUTION								
13,537.92	13,970.00	13,625.00	13,625.00	9,025.28	66.24	13,538.00	20,307.00	20,307.00	0.00
10-425-0700	RETIREMENT								
7,244.81	7,265.00	5,900.00	5,900.00	4,111.02	69.68	6,380.00	9,320.00	9,320.00	0.00
10-425-0900	401-K OTHERS								
5,374.48	5,390.00	4,172.00	4,172.00	2,892.42	69.33	4,512.00	6,590.00	6,590.00	0.00
10-425-1100	TELEPHONE AND POSTAGE								
2,348.04	2,200.00	2,500.00	2,500.00	1,518.96	60.76	2,400.00	2,500.00	2,500.00	0.00
10-425-1200	PRINTING								
0.00	500.00	500.00	500.00	256.50	51.30	400.00	500.00	500.00	0.00
10-425-1400	TRAVEL AND TRAINING								
2,076.51	1,800.00	2,000.00	2,000.00	701.83	35.09	1,800.00	5,000.00	5,000.00	0.00
10-425-1700	MAINTENANCE- REPAIR/AUTO								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00
10-425-2600	ADVERTISING								
569.00	1,200.00	1,200.00	1,200.00	1,403.00	116.92	1,700.00	1,500.00	1,200.00	0.00
10-425-3100	GAS, OIL, TIRES								
1,999.21	2,070.00	2,100.00	2,100.00	1,163.81	55.42	2,000.00	2,100.00	2,000.00	0.00
10-425-3300	DEPARTMENTAL SUPPLIES								
2,987.17	2,800.00	2,500.00	2,500.00	1,465.92	58.64	2,200.00	2,500.00	2,500.00	0.00
10-425-4500	CONTRACTED SERVICES								
22,712.52	24,550.00	29,550.00	34,750.00	22,822.23	65.68	34,000.00	24,525.00	24,525.00	0.00
10-425-5200	RIGHT OF WAY ACQUISITIONS								
0.00	0.00	0.00	30,260.00	30,260.00	100.00	30,260.00	0.00	0.00	0.00

CITY OF CONOVER  
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT  
BUDGET JUSTIFICATIONS

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-425-5300			DUES AND SUBSCRIPTIONS							
	991.69	1,200.00	1,200.00	1,200.00	654.25	54.52	1,000.00	1,000.00	1,000.00	0.00
10-425-5400			INSURANCE AND BONDS							
	7,239.62	6,540.00	7,350.00	7,350.00	7,335.38	99.80	7,340.00	7,524.00	7,524.00	0.00
10-425-5700			MISCELLANEOUS EXPENSE							
	736.54	300.00	300.00	300.00	646.41	215.47	700.00	500.00	500.00	0.00
10-425-6400			NON CAPITAL OUTLAY							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-425-7400			CAPITAL EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	203,111.27	213,340.00	187,176.00	224,292.56	157,935.56	70.41	222,785.00	243,741.00	243,341.00	0.00

**CITY OF CONOVER**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**  
**BUDGET JUSTIFICATIONS**  
**FY 2014-2015**

10-425-0200	<u>Salaries &amp; Wages</u> Funds are budgeted for three full time positions; Planning Director, GIS Coordinator, and Assistant Planner (Long Range Planning/Comprehensive Planner)	\$131,793.00
10-425-0300	<u>Special Compensation</u> Based on \$25.00 per month for each member of the Planning Board and Board of Adjustments for their attendance to meetings.	\$2,500.00
10-425-0400	<u>Professional Services</u> Funds budgeted for professional services of engineer for Economic development projects, commercial/industrial/residential plan review, attorney, surveyor and any other special project.	\$15,000.00
10-425-0500 through 10-425-0900	<u>Payroll Fringe Benefits</u> This represents the department's payroll cost and includes FICA, hospital insurance, retirement and 401K contribution.	\$46,299.00
10-425-1100	<u>Telephone &amp; Postage</u> This represents the department's share of the Administration telephone, Planning Department cell phone and postage costs incurred in regular duties of planning, and code enforcement. These funds may be appropriated for general office telephone & postage.	\$ 2,500.00
10-425-1200	<u>Printing</u> This amount is required for the printing of zoning, subdivision and stormwater ordinances, procedure manuals, maps, brochures, special projects, 2003 LDP information, Phase II stormwater materials, etc. as needed.	\$ 500.00
10-425-1400	<u>Travel &amp; Training</u> Education and Travel required to maintain certifications and other planning, economic development and stormwater related meetings, classes and conferences (NC School / Institute of Government Training, NCAPA, APA, GIS workshops, URISA, ESRI, NCDENR, NC Cooperative Extension, W NC Rail Committee, etc.). Anticipated increase included for tuition assistance towards Masters of Public Administration for Planning Director.	\$ 5,000.00

10-425-1700	<u>Maintenance – Repair/Auto</u> Repair and maintenance of vehicle.	\$500.00
10-425-2600	<u>Advertising</u> This includes legal notices concerning current planning issues (rezonings, annexations, Census notices, etc.) and advertising to meet the public education and outreach requirements of the City’s Phase II Stormwater permit.	\$ 1,200.00
10-425-3100	<u>Automobile</u> Items for maintenance and operation of the department’s vehicle including gas, oil and tires.	\$ 2,000.00
10-425-3300	<u>Departmental Supplies</u> Items of a recurring nature (pens, paper, office needs) and supplies for GIS and copy machines (printer cartridges, plotter paper). These funds are used for general office and field supplies.	\$ 2,500.00
10-425-4500	<u>Contracted Services</u> Includes items of a reoccurring contracted nature including Conover's annual share of Catawba County GIS operation & maintenance; the department color copier lease; wide format copier/scanner lease and associated copier maintenance; and Conover’s share in the Phase II Stormwater public outreach campaign coordinated by the WPCOG.	\$ 24,525.00
10-425-5300	<u>Dues &amp; Subscriptions</u> Dues and subscriptions for City's membership in APA, AICP, NCAPA, URISA (2), NCAZO, NCURISA, ARC/Info, NCAFPM, Stormwater BMP Certification maintenance Zoning Bulletin, and related publications.	\$ 1,000.00
10-425-5400	<u>Insurance &amp; Bonds</u> This represents the pro-rata costs of insurance and bonds paid.	\$ 7,524.00
10-425-5700	<u>Miscellaneous</u> Items of non-recurring nature.	\$ 500.00
10-425-6400	<u>Non-Capital Outlay</u> This includes computer software updates such as Sketchup, Paintshop Pro, etc., and a new desktop printer and Apple Mac	\$ 0.00
10-425-7400	<u>Capital Outlay</u>	\$ 0.00
<b>Total Department of Planning and Economic Development Budget Request for Fiscal Year 2014-2015</b>		<b>\$243,341.00</b>

10-15-100	10-15-100	10-15-100
10-15-101	10-15-101	10-15-101
10-15-102	10-15-102	10-15-102
10-15-103	10-15-103	10-15-103
10-15-104	10-15-104	10-15-104
10-15-105	10-15-105	10-15-105
10-15-106	10-15-106	10-15-106
10-15-107	10-15-107	10-15-107
10-15-108	10-15-108	10-15-108
10-15-109	10-15-109	10-15-109
10-15-110	10-15-110	10-15-110
10-15-111	10-15-111	10-15-111
10-15-112	10-15-112	10-15-112
10-15-113	10-15-113	10-15-113
10-15-114	10-15-114	10-15-114
10-15-115	10-15-115	10-15-115
10-15-116	10-15-116	10-15-116
10-15-117	10-15-117	10-15-117
10-15-118	10-15-118	10-15-118
10-15-119	10-15-119	10-15-119
10-15-120	10-15-120	10-15-120

# **INFORMATION TECHNOLOGY**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Information Technology</u>		Activity: <u>Information Technology</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	<u>\$33,180</u>	\$34,160	\$34,160	\$34,160
Part-Time		<u>\$16,661</u>	<u>0</u>	<u>0</u>
TOTAL	\$33,180	\$50,821	\$34,160	\$34,160
POSITION - CLASSIFICATION				
I. T. Director	<u>½</u>	<u>½</u>	<u>½</u>	<u>½</u>
Part-Time	0	1	0	0
TOTAL	.50	1.5	.50	.50

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	P R E V I O U S Y E A R ACTUAL	B U D G E T	ORIGINAL B U D G E T	CURRENT B U D G E T	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-430- INFORMATION TECHNOLOGY										
10-430-0200 SALARIES AND WAGES										
	64,505.90	64,440.00	33,180.00	33,234.14	23,067.42	69.41	33,137.00	50,821.00	34,160.00	0.00
10-430-0400 PROFESSIONAL SERVICES										
	11,104.25	11,000.00	6,000.00	6,000.00	0.00	0.00	6,000.00	6,000.00	6,000.00	0.00
10-430-0500 F. I. C. A TAX										
	4,927.27	4,930.00	2,538.00	2,542.14	1,762.32	69.32	2,535.00	3,888.00	2,615.00	0.00
10-430-0600 HEALTH INSURANCE										
	6,768.96	6,984.00	6,813.00	6,813.00	4,512.64	66.24	6,800.00	6,800.00	6,800.00	0.00
10-430-0700 RETIREMENT										
	4,342.91	4,345.00	2,346.00	2,346.00	1,627.06	69.35	2,342.00	2,449.00	2,415.00	0.00
10-430-0900 401 K										
	3,221.80	3,222.00	1,659.00	1,659.00	1,139.52	68.69	1,657.00	1,708.00	1,708.00	0.00
10-430-1100 TELEPHONE AND POSTAGE										
	640.00	750.00	750.00	750.00	406.21	54.16	750.00	750.00	750.00	0.00
10-430-1400 TRAVEL AND TRAINING										
	1,553.29	1,500.00	3,000.00	3,000.00	1,799.62	59.99	3,000.00	5,000.00	4,000.00	0.00
10-430-3300 DEPARTMENTAL SUPPLIES										
	1,068.93	1,500.00	2,000.00	2,000.00	550.19	27.51	2,000.00	2,000.00	2,000.00	0.00
10-430-4500 CONTRACTED SERVICES										
	116,228.53	126,318.00	135,748.00	125,199.00	92,070.08	73.54	125,199.00	131,594.00	131,594.00	0.00
10-430-5300 DUES AND SUBSCRIPTIONS										
	224.98	200.00	200.00	200.00	197.12	98.56	200.00	300.00	200.00	0.00
10-430-5400 INSURANCE AND BONDS										
	4,376.25	4,518.00	4,440.00	4,440.00	3,556.12	80.09	4,440.00	4,440.00	4,440.00	0.00
10-430-5700 MISCELLANEOUS EXPENSE										
	1,422.37	1,500.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
10-430-6400 NON-CAPITAL OUTLAY										
	59,337.24	56,720.00	48,000.00	48,000.00	27,724.30	57.76	48,000.00	26,000.00	26,000.00	0.00
10-430-7400 CAPITAL OUTLAY										
	0.00	4,560.00	30,000.00	125,549.00	10,549.00	8.40	125,549.00	50,000.00	50,000.00	0.00
DEPARTMENT TOTAL										
	279,722.68	292,487.00	277,674.00	362,732.28	168,961.60	46.58	362,609.00	292,750.00	273,682.00	0.00

**DEPARTMENT OF INFORMATION TECHNOLOGY  
BUDGET JUSTIFICATIONS FY 2014-2015**

10-430-0200	<u>Salaries &amp; Wages</u>	Funds are budgeted for IT Director	\$34,160
10-430-0400	<u>Professional Services</u>		\$6,000
		Funds budgeted for professional consultant services beyond Day to day IT Duties – Specialist Services (\$150/hr @ 40 hrs)	
10-430-0500	<u>Payroll Fringe Benefits</u>		\$13,538
	through	This represents the department's payroll cost and includes	
10-430-0900		FICA, hospital insurance, retirement and 401K contribution.	
10-430-1100	<u>Telephone &amp; Postage</u>	Long Distance, phone lines and postage	\$750
10-430-1400	<u>Travel &amp; Training</u>	- meetings, schools, conferences and training	\$4,000
10-430-3300	<u>Departmental Supplies</u>		\$2,000
10-430-4500	<u>Contracted Services</u>		\$131,594

**Software**

**\$99,139**

All - Microsoft SA	(Mar)	\$25,000 /yr
All - Symantec Antivirus L&M (95)	(Apr)	\$2,400 /yr
All - Catawba County Back-up	(Jan)	\$1,080 /yr
All - Identocard	(Mar)	\$200 /yr
ADM - Pontem	(Sept)	\$900 /yr
ADM - Harris	\$1224/mo	\$17,000 /yr
ADM - Deau Imaging (Laserfiche)	(Oct)	\$1,800 /yr
PD - NC Dept of Justice	\$2100/sa	\$4,200 /yr
PD - Southeast Sales	(June)	\$2,200 /yr
Policy Manual	\$250	
Investigator	\$900	
Property Suite	\$600	
Barcode Inventory	\$150	
Department  Veh	\$300	
PD - Visions M&U	(Apr)	\$15,287 /yr
RMS SW Support	\$1,843	
FBR SW Support	\$2,254	
Mobile SW Support	\$5,751	
GeoComm SW Support	\$4,626	
LMS User Subscription	\$813	
PD - Bair Analytics Annual Maint.	(Mar)	\$1,200
PD - Leads Online		\$2,656
PD - L3 Mobile-Vision Maint.	(Nov)	\$2,434
PD - Power DMS	(Jul)	\$3,000
FD - Firehouse	(Jul)	\$8,032
Annual Subscription	\$4,432/yr	
Inspector Module	\$3,000 (\$600 yrs 2-5)	
Training - 8hrs	\$600 (one time cost)	
PW - CMSEdit (Coulter Mapping)	(July)	\$1,350 /yr
PW - Azteca/CityWorks M&U	(June)	\$3,000 /yr
PW - ESRI	(May)	\$7,400 /yr
ARCGIS - Advanced (1)	\$3,000 /yr	
ARCGIS - Basic (2P, 9S)	\$3,900 /yr	
3D Analyst	\$500 /yr	

<b>Hardware</b>	<b>\$18,160</b>	
IT Cell Phone - \$80/mo	\$960 /yr	26
Cisco SmartNet Yearly Maintenance (Oct)	\$13,000 /yr	
ADM – Car. Office – Dot Matrix (Oct)	\$800 /yr	
PD - Recorder Yearly S&M (June)	\$3,400 /yr	

<b>Internet</b>	<b>\$14,295</b>	
Web Site Hosting (Avenet – Conovernc.gov)	\$1000 /yr	
Web Site Hosting (Van Oppen – ConoverStation.com)	\$220 / yr	
SlideRoll for Website (Dec)	\$35 /yr	
ConoverNC.gov Registration (July)	\$125 /yr	
Internet (WPCOG) - \$521.66/mo	\$6260 /yr	
Charter Internet Service (Monthly)	\$5040 /yr	
(City Hall Suite A = \$165/mo & NEWWTP,FS3,FS2 = \$85 ea/mo)		
Charter Fiber (Monthly)	\$1615 /yr	
(City Hall Suite B = \$134.55/mo)		

10-430-5300 Dues & Subscriptions \$200  
Dues and subscriptions.

IEEE Computer Society (March) \$100 /yr  
Sketch-up for Planning Dept. \$100

10-430-5400 Insurance & Bonds \$4,440  
This represents the pro-rata costs of insurance and bonds paid.

10-430-5700 Miscellaneous \$1,000  
Items of non-recurring nature.

10-430-6400 Non-Capital Outlay \$26,000  
Includes:

FD Firehouse Hardware Devices (4 users) \$3,000  
PC Upgrades/Tablets \$20,000  
Printer Replacement \$3,000

10-430-7400 Capital Outlay \$50,000

- Cisco Phone and Network Upgrades
- Desktop phones and network switches were installed in 2007
  - Desktop phones reach EOL/EOS in Jan 2015
  - Switch and Router reach EOL/EOS in July 2015
  - Time to upgrade!

**Total Department of Information Technology**  
**Budget Request for Fiscal Year 2014-2015** **\$273,682**

**CITY ATTORNEY**



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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	P R E V I O U S Y E A R ACTUAL	B U D G E T	O R I G I N A L B U D G E T	C U R R E N T B U D G E T	E X P E N D E D / E N C U M B E R E D	% S P E N T	E S T A N N U A L E X P E N S E	D E P T R E Q U E S T	M A N A G E R R E C O M M E N D S	C O U N C I L A P P R O V E D
10-470 - ATTORNEY										
10-470-0300			SPECIAL COMPENSATION, ATTORNEY							
	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	100.00	3,600.00	3,600.00	3,600.00	0.00
10-470-0400			PROFESSIONAL SERVICES							
	20,234.40	25,000.00	25,000.00	25,000.00	9,646.22	38.58	25,000.00	25,000.00	25,000.00	0.00
10-470-1400			TRAVEL AND TRAINING							
	1,425.66	1,000.00	1,500.00	1,500.00	440.00	29.33	500.00	1,000.00	1,000.00	0.00
10-470-5300			DUES AND SUBSCRIPTIONS							
	474.42	500.00	500.00	500.00	682.37	136.47	685.00	500.00	500.00	0.00
10-470-5400			INSURANCE AND BONDS							
	1,695.43	1,845.00	1,740.00	1,740.00	1,183.02	67.99	1,183.00	1,213.00	1,213.00	0.00
10-470-5700			MISCELLANEOUS EXPENSE							
	0.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	100.00	0.00
DEPARTMENT TOTAL										
	27,429.91	32,045.00	32,440.00	32,440.00	15,551.61	47.94	30,968.00	31,413.00	31,413.00	0.00

BUDGET JUSTIFICATIONS  
CITY ATTORNEY  
FY 2014-2015

10-470-03	<u>Special Compensation</u>	\$ 3,600
	This includes attending regular monthly meetings, special called meetings, other Council meetings, and legal advice to Staff and Council members (\$300 monthly).	
10-470-04	<u>Professional Services</u>	\$ 25,000
	For projects relating to the City business over and above normal routine meetings not chargeable to other departments.	
10-470-14	<u>Travel and Training</u>	\$ 1,000
	Attendance at various meetings as required.	
10-470-53	<u>Dues and Subscriptions</u>	\$ 500
	Supplements for NC General Statutes - City office copies - and other legal printings. No full set this year (\$700) Next full set in 2015-2016	
10-470-54	<u>Insurance and Bonds</u>	\$ 1,213
	This represents the prorated cost of insurance and bonds.	
10-470-57	<u>Miscellaneous Expense</u>	\$ 100
	Items of non-reoccurring nature based on historical information	
TOTAL CITY ATTORNEY BUDGET		<u>\$ 31,413</u>

# **CITY HALL**



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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-500 - CITY HALL									
10-500-0400		PROFESSIONAL SERVICES							
	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
10-500-1300		UTILITIES - CITY HALL							
	15,394.87	22,000.00	19,440.00	19,440.00	9,660.78	49.70	17,500.00	17,500.00	0.00
10-500-1500		M & R - BUILDING/GROUNDS							
	4,175.02	25,000.00	12,000.00	58,982.87	57,005.93	96.65	58,983.00	12,000.00	12,000.00
10-500-1501		MAINTENANCE-RENTAL PROPERTY							
	21,264.36	24,000.00	12,000.00	12,000.00	975.00	8.13	12,000.00	12,000.00	0.00
10-500-3300		DEPARTMENTAL SUPPLIES							
	2,662.28	4,000.00	4,000.00	4,000.00	1,368.61	34.22	2,500.00	3,000.00	3,000.00
10-500-4500		CONTRACTED SERVICES							
	16,539.00	17,805.00	17,735.00	17,735.00	16,213.00	91.42	16,300.00	16,485.00	16,485.00
10-500-5400		INSURANCE							
	3,348.98	3,456.00	3,430.00	3,430.00	3,215.09	93.73	3,215.00	3,300.00	3,300.00
10-500-5700		MISCELLANEOUS EXPENSE							
	0.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	100.00
10-500-6400		NON CAPITAL OUTLAY							
	0.00	2,000.00	2,000.00	2,000.00	424.98	21.25	800.00	2,000.00	2,000.00
10-500-7300		CAPITAL IMPROVEMENTS/OTHER							
	0.00	0.00	40,000.00	40,000.00	42,688.00	106.72	42,688.00	10,500.00	10,500.00
10-500-7400		CAPITAL OUTLAY - EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL									
	63,384.51		111,705.00		131,551.39		153,986.00		77,885.00
		99,361.00		158,687.87		82.90		77,885.00	0.00



10-500-54	<u>Insurance and Bonds</u>	\$ 3,300
	This represents the prorated cost of insurance and bonds previously budgeted in Non-Departmental.	
10-500-57	<u>Miscellaneous</u>	\$ 100
	Items of a non-reoccurring nature	
10-500-64	<u>Non-Capital Outlay-Equipment</u>	\$ 2,000
	Purchase of furniture for City Hall. (Replacements as needed)	
10-500-73	<u>Capital Improvement - Other</u>	\$ 10,500
	City Hall and Post Office parking lot sealing and striping	
10-500-74	<u>Capital Outlay - Equipment</u>	0
TOTAL CITY HALL BUDGET		<u>\$ 77,885</u>



# **CONOVER STATION**



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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-505 CONOVER STATION									
10-505-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-505-1300	25,875.49	25,000.00	27,000.00	19,702.58	72.97	32,800.00	33,000.00	33,000.00	0.00
10-505-1500	3,228.23	5,000.00	5,000.00	70.96	1.42	1,000.00	3,000.00	3,000.00	0.00
10-505-3300	3,061.11	2,000.00	3,000.00	1,014.94	33.83	2,000.00	2,500.00	2,500.00	0.00
10-505-4500	25,698.14	25,732.00	21,527.00	22,297.48	103.58	22,300.00	22,005.00	22,005.00	0.00
10-505-4501	26,128.85	26,520.00	27,320.00	12,853.79	47.05	26,915.00	27,725.00	27,725.00	0.00
10-505-5400	2,790.82	4,100.00	3,100.00	3,215.09	103.71	3,215.00	3,300.00	3,300.00	0.00
10-505-6400	601.91	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00
10-505-7300	11,500.00	11,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-505-7400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	98,884.55	104,852.00	91,947.00	59,154.84	64.34	88,230.00	96,530.00	96,530.00	0.00

BUDGET JUSTIFICATION  
CONOVER STATION  
FY 2014-2015

10-505-0400	<u>Professional Services</u>	\$ -0-
	These funds are for services of architect, engineer, etc.	
10-505-1300	<u>Utilities and Telephone</u>	\$33,000
	Estimated heating, cooling and water/sewer and telephone costs.	
10-505-1500	<u>Maintenance-Building, Grounds And Parking Lot</u>	\$ 3,000
	Service to air conditioners, furnaces, elevators. Repair work on building or parking lot, etc.	
10-505-3300	<u>Supplies</u>	\$ 2,500
	This includes items of a normal and recurring nature such as light bulbs, refuse containers, batteries and other miscellaneous items.	
10-505-4500	<u>Contracted Services</u>	\$22,005
	Janitorial Services (\$14,340), Elevator Service (\$1,925), Exterminating(\$725), Air & Heat Contract(\$4,220) Elevator Inspection (\$175) Fire Alarm Monitoring (\$220) Special Cleanings (\$400)	
10-505-4501	<u>Contracted Services/Library</u>	\$27,725
	Staffing (1) ½ position in Conover Express Library	
10-505-5400	<u>Insurance and Bonds</u>	\$ 3,300
	This represents property and liability insurance coverages	
10-505-6400	<u>Non-Capital Outlay-Equip.</u>	\$ 5,000
	Furnishing and Equipment below \$5,000 threshold	

10-505-7300	<u>Capital Improvements</u>	\$	0
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Structural repairs and improvements  
to structure.

10-505-7400	<u>Capital Outlay-Equip.</u>	\$	0
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Furnishings and Equipment at or above  
\$5,000 Threshold

Total Conover Station Budget		<u>\$96,530</u>	
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Capital Expenditures 10,000,000  
Maintenance and Repairs 5,000,000

Capital Expenditures 10,000,000  
Maintenance and Repairs 5,000,000

Total Current Budget 15,000,000

**POLICE**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Police</u>		Activity: <u>Adm/Invest/Patrol</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$1,167,742	\$1,260,556	\$1,195,780	\$1,195,780
Overtime	\$30,000	\$30,000	\$30,000	\$30,000
Part-time	<u>\$27,270</u>	<u>\$53,480</u>	<u>\$48,480</u>	<u>\$48,480</u>
TOTAL	1,225,012	1,344,036	1,274,260	1,274,260
POSITION - CLASSIFICATION				
Police Chief	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	2	2	2	2
Sergeant	6	6	6	6
Police Master Off.	0	0	0	0
Police Senior Off.	1	1	1	1
Police Specialist	3	3	3	3
School Res. Off.	1	1	1	1
Police Officer	12	14	12	12
Police Secretary	1	1	1	1
Code Enforcement	1	1	1	1
Part-Time	<u>9</u>	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL	38	41	39	39

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-510 - POLICE DEPARTMENT										
10-510-0200 SALARIES/WAGES, POLICE DEPT.										
	1,064,591.87	1,213,186.00	1,225,012.00	1,259,432.34	790,471.86	62.76	1,187,465.00	1,344,036.00	1,274,260.00	0.00
10-510-0400 PROFESSIONAL SERVICES										
	14,174.46	12,600.00	34,200.00	31,200.00	25,726.03	82.46	34,000.00	39,200.00	39,200.00	0.00
10-510-0500 F I C A TAX										
	79,304.69	92,809.00	93,714.00	93,842.34	59,211.01	63.10	89,704.00	102,819.00	97,481.00	0.00
10-510-0600 HEALTH INSURANCE CONTRIBUTION										
	176,912.57	203,494.00	196,300.00	196,300.00	123,533.52	62.93	189,531.00	216,132.00	196,300.00	0.00
10-510-0700 RETIREMENT LED										
	70,772.48	80,358.00	87,225.00	87,225.00	56,642.02	64.94	83,502.00	97,432.00	94,423.00	0.00
10-510-0910 401-K LED										
	52,278.87	59,296.00	59,907.00	59,907.00	38,668.00	64.55	58,538.00	64,868.00	63,713.00	0.00
10-510-1100 TELEPHONE AND POSTAGE										
	7,645.92	10,400.00	10,400.00	10,400.00	6,103.54	58.69	10,400.00	10,400.00	10,400.00	0.00
10-510-1200 PRINTING										
	605.02	1,500.00	1,500.00	1,500.00	617.50	41.17	1,500.00	1,500.00	1,500.00	0.00
10-510-1300 UTILITIES										
	13,511.62	16,200.00	16,200.00	16,200.00	9,099.62	56.17	16,200.00	16,200.00	16,200.00	0.00
10-510-1400 TRAVEL AND TRAINING										
	16,709.36	25,600.00	25,600.00	28,600.00	12,481.06	43.64	28,600.00	28,600.00	28,600.00	0.00
10-510-1500 MAINTENANCE/BLDG&GROUNDS										
	17,125.35	14,000.00	19,000.00	14,000.00	5,196.48	37.12	14,000.00	19,000.00	19,000.00	0.00
10-510-1600 M & R - EQUIPMENT										
	2,117.78	5,000.00	8,000.00	7,000.00	1,480.22	21.15	7,000.00	7,000.00	7,000.00	0.00
10-510-1700 M & R - AUTOMOBILES										
	25,624.06	18,000.00	18,000.00	31,648.00	28,128.34	88.88	31,648.00	35,000.00	35,000.00	0.00
10-510-3100 GAS, OIL AND TIRES										
	84,308.00	85,102.00	85,000.00	85,000.00	56,317.59	65.26	85,000.00	85,000.00	85,000.00	0.00
10-510-3300 DEPARTMENTAL SUPPLIES										
	12,641.74	20,500.00	21,500.00	29,305.50	18,481.23	63.06	21,500.00	23,500.00	23,500.00	0.00
10-510-3302 SUPPLIES/STATE SEIZURES										
	1,010.00	3,000.00	3,000.00	3,000.00	1,189.00	39.63	0.00	3,000.00	3,000.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-510-3303			SUPPLIES/FED SEIZURES							
	0.00	400.00	400.00	400.00	780.00	195.00	0.00	400.00	400.00	0.00
10-510-3304			SUPPLIES/FEDERAL/SEIZURES/TREASURY							
	636.95	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
10-510-3600			UNIFORMS							
	23,099.52	22,800.00	34,700.00	31,700.00	18,112.29	57.14	31,700.00	31,700.00	31,700.00	0.00
10-510-4500			CONTRACTED SERVICES							
	34,107.16	32,738.00	33,467.00	33,467.00	26,509.12	79.21	33,467.00	33,467.00	33,467.00	0.00
10-510-5300			DUES AND SUBSCRIPTIONS							
	2,902.37	3,785.00	4,085.00	4,085.00	1,937.00	47.42	4,085.00	4,155.00	4,155.00	0.00
10-510-5400			INSURANCE AND BONDS							
	62,577.29	64,000.00	62,930.00	62,930.00	61,797.08	98.20	62,930.00	64,503.00	64,503.00	0.00
10-510-5700			MISCELLANEOUS							
	302.59	1,000.00	1,000.00	1,000.00	518.97	51.90	1,000.00	1,000.00	1,000.00	0.00
10-510-6400			NON CAPITAL OUTLAY							
	76,456.63	64,087.00	55,228.00	68,618.00	62,956.96	91.75	68,168.00	33,000.00	33,000.00	0.00
10-510-7400			CAPITAL OUTLAY - EQUIPMENT							
	176,818.80	195,500.00	134,340.00	135,165.00	126,052.33	93.26	135,165.00	0.00	0.00	0.00
10-510-7401			CAP OUTLAY/FORFEITURES/FED							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-510-9151			TRANS. TO SEP. ALLOWANCE FUND							
	30,000.00	30,000.00	30,000.00	30,000.00	15,000.00	50.00	30,000.00	31,000.00	31,000.00	0.00
DEPARTMENT TOTAL	2,046,235.10	2,278,355.00	2,263,708.00	2,324,925.18	1,547,010.77	66.54	2,225,103.00	2,295,912.00	2,196,802.00	0.00

**CONOVER POLICE DEPARTMENT****BUDGET JUSTIFICATION****2014-2015**

Account	Descriptions	Totals
<b>10-510-0200</b>	<b>SALARIES AND WAGES</b>	<b>\$1,274,260</b>
	Funds for twenty-seven (27) sworn full-time positions, 9 sworn part-time positions, 1 civilian position, 1 Code Enforcement, overtime pay, and longevity pay.	
<b>10-510-0400</b>	<b>PROFESSIONAL SERVICES</b>	<b>\$39,200</b>
	Crime Mapping	\$1,900
	CALEA Annual Fee w/ Power DMS	\$4,800
	Interpreters Fees	\$0
	Investigative Funds	\$5,500
	LESI- Psychological Exams	\$3,000
	Risk Assessment for Schools	\$20,000
	Physical for Officers/New Employees	\$4,000
<b>10-510-0500</b>	<b>PAYROLL FRINGE BENEFITS</b>	<b>\$451,917</b>
<b>through 0900</b>	This represents the Department's payroll costs.	
<b>10-510-1100</b>	<b>TELEPHONE AND POSTAGE</b>	<b>\$10,400</b>
	AT&T	\$9,000
	Postage	\$1,400
<b>10-510-1200</b>	<b>PRINTING</b>	<b>\$1,500</b>
	Letter-head stationery, envelopes, business cards, community watch notifications, public information/notices and policy and procedures manuals.	
<b>10-510-1300</b>	<b>UTILITIES</b>	<b>\$16,200</b>
	Gas	\$4,000
	Power	\$10,800
	Water & Sewer	\$1,000
	Charter Communications	\$400
<b>10-510-1400</b>	<b>TRAVEL AND TRAINING</b>	<b>\$28,600</b>
	AOMP/SPI Training	\$4,500.00
	CALEA Conference	\$4,500.00
	IACP National Conference	\$3,000.00
	ICPC Conference	\$500
	NC Police Chiefs' Association	\$800
	NC Police Executives' Association	\$800
	Training/Education	\$9,000
	Tuition Reimbursement	\$5,500
<b>10-510-1500</b>	<b>BUILDING MAINTENANCE</b>	<b>\$19,000</b>
	A/C Heating Unit from original building reaching life expectancy, upgrade interview room cameras and microphones	
<b>10-510-1600</b>	<b>EQUIPMENT MAINTENANCE</b>	<b>\$7,000</b>
	Parts and maintenance on radios, sirens, printers, radar, alco-sensors and other related items not covered by a maintenance contract.	
<b>10-510-1700</b>	<b>MAINTENANCE AND REPAIR VEHICLES</b>	<b>\$35,000</b>
	Cost of regular maintenance of police vehicles and other required repairs.	
<b>10-510-3100</b>	<b>GAS, OIL &amp; TIRES</b>	<b>\$85,000</b>
	Gas, oil, tires, filters, and batteries.	

<b>10-510-3300</b>	<b>DEPARTMENT SUPPLIES      Police</b>	<b>\$23,500</b>
	Ammunition	\$8,000
	Batteries (Flashlight & Walkie-Talkie)	\$1,500
	Departmental Supplies	\$6,000
	Educational and Training Materials	\$1,500
	National Night Out	\$1,000
	Office Supplies	\$4,000
	Safety Supplies	\$1,000
	Hav-A-Cup	\$500
<b>10-510-3302</b>	<b>SUPPLIES-FORFEITURE/SEIZURE</b>	<b>\$3,000</b>
	<b>STATE FUNDS</b>	
<b>10-510-3303</b>	<b>SUPPLIES-FORFEITURE/SEIZURE</b>	<b>\$400</b>
	<b>FEDERAL FUNDS</b>	
<b>10-510-3304</b>	<b>SUPPLIES/FEDERAL/SEIZURE/TREASURY</b>	<b>\$3,000</b>
<b>10-510-3600</b>	<b>UNIFORMS</b>	<b>\$31,700</b>
	Uniforms	\$23,000
	Plain Clothes	\$1,500
	Replace 6 BP Vest	\$4,800
<b>10-510-4500</b>	<b>CONTRACTED SERVICES</b>	<b>\$33,467</b>
	Catawba County Cleaning Service	\$8,400
	Terminex	\$1,000
	USA Mobility	\$2,700
	NC Dept. of Justice (DCI and Mobile Computer Access)	\$0
	Verizon	\$10,000
	Radar Certification	\$1,900
	Lidar Calibration	\$400
	Ricoh Corp. (Copier Lease)	\$2,600
	Inter-agency Gang Grant Match paid to HPD	\$5,138
	Fire Extinguisher Service / Annual Inspection	\$800
	Chaplain's Insurance Nationwide Insurance	\$175
	Epanic Button	\$354
	Western Electronics (Radio Maintenance)	\$0
<b>10-510-5300</b>	<b>DUES AND SUBSCRIPTIONS</b>	<b>\$4,155</b>
	Chaplain's Dues (ICPC)	\$1,000
	FBI-LEEDA	\$50
	Firearms Range	\$500
	IACP	\$250
	IACP Net	\$500
	IACP Training Keys	\$250
	LESI- Admin online PHQ	\$175
	Lexis Law	\$200
	National Association of TownWatch	\$45
	NC Dept. of Motor Vehicles (Registration Fees)	\$400
	NC Chief's Association	\$300
	NC Law Enforcement Accreditation Network	\$100
	NC Police Executive Association	\$150
	NCLEOA	\$0

	Sam's Club	\$35
	SPI/AOMP Dues	\$200
<b>10-510-5400</b>	<b>INSURANCE AND BONDS</b>	<b>\$64,503</b>
<b>10-510-5700</b>	<b>MISCELLANEOUS EXPENSE      Police</b>	<b>\$1,000</b>
	Retirement and other non-reoccurring expenses .	
<b>10-510-6400</b>	<b>NONCAPITAL OUTLAY</b>	<b>\$33,000</b>
	Blue Lights w/Arrow Stick (4@ \$2,250)	\$9,000
	Install (4@\$1,250)	\$5,000
	Radio Consoles w/ computer mount (4 @ \$600)	\$2,400
	Safety Shields w/Shotgun and Rifle Mounts (4 @ \$800)	\$3,200
	Siren Speakers (4 @ \$150)	\$600
	Strobe LED light packages (4 @ \$900) Fog, Grille, Side, Corner	\$3,600
	800 MHz Radios (2 @ \$3,500)	\$7,000
	Rear Safety Partition (4 @ \$550)	\$2,200
<b>10-510-7400</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>
<b>10-510-7401</b>	<b>CAPITAL OUTLAY-FORFEITURE/SEIZURE</b>	<b>\$0</b>
	<b>FEDERAL FUNDS</b>	
<b>10-510-5100</b>	<b>SEPARATION ALLOWANCE</b>	<b>\$31,000</b>
<b>TOTAL POLICE DEPARTMENT BUDGET</b>		<b>\$2,196,802</b>

**FIRE**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Fire</u>		Activity: <u>Administration/Alarms</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$646,772	\$745,845	\$745,845	\$745,845
Overtime	<u>\$18,408</u>	<u>\$22,450</u>	<u>\$22,450</u>	<u>\$22,450</u>
<b>TOTAL</b>	<b>\$665,180</b>	<b>\$768,295</b>	<b>\$768,295</b>	<b>\$768,295</b>
<b>POSITION - CLASSIFICATION</b>				
Fire Chief	1	1	1	1
Deputy Chief/Fire Marshall	1	1	1	1
Admin. Assistant	1	1	1	1
Inspector/Engineer	1	1	1	1
Fire Captain	3	3	3	3
Fire Engineer	9	9	9	9
Firefighter (SAFER)	3	3	3	3
Part Time Firefighter	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-530- FIRE DEPARTMENT										
10-530-0200			SALARIES/WAGES FIRE DEPT.1							
	624,553.19	642,180.00	665,180.00	666,912.48	456,752.35	68.49	672,956.00	768,295.00	768,295.00	0.00
10-530-0201			FIREMENS PENSION/STATE CONTRIB							
	27,462.35	27,000.00	28,000.00	28,000.00	0.00	0.00	28,000.00	29,000.00	29,000.00	0.00
10-530-0300			SPECIAL COMPENSATION							
	64,470.66	64,500.00	70,000.00	70,000.00	63,149.17	90.21	70,000.00	99,832.00	78,440.00	0.00
10-530-0400			PROFESSIONAL SERVICES							
	8,175.80	9,625.00	12,600.00	12,600.00	75.00	0.60	12,600.00	12,600.00	12,600.00	0.00
10-530-0500			F I C A TAX							
	48,651.22	54,061.00	56,242.00	56,374.48	37,073.41	65.76	56,836.00	66,412.00	64,130.00	0.00
10-530-0600			HEALTH INSURANCE CONTRIBUTION							
	105,482.96	111,744.00	108,304.00	108,304.00	72,202.24	66.67	108,304.00	128,610.00	128,611.00	0.00
10-530-0700			RETIREMENT							
	41,498.32	43,285.00	47,028.00	47,028.00	32,231.14	68.54	45,833.00	54,318.00	54,318.00	0.00
10-530-0800			FIREMEN'S PENSION							
	3,320.00	3,960.00	4,440.00	4,440.00	2,040.00	45.95	4,440.00	4,440.00	4,440.00	0.00
10-530-0900			401-K OTHERS							
	30,790.87	32,109.00	33,260.00	33,260.00	22,794.54	68.53	32,414.00	38,415.00	38,415.00	0.00
10-530-1100			TELEPHONE & POSTAGE							
	6,254.75	6,522.00	7,850.00	7,850.00	4,461.38	56.83	7,850.00	7,850.00	7,850.00	0.00
10-530-1300			UTILITIES							
	30,875.91	37,585.00	39,464.00	39,464.00	21,913.62	55.53	39,464.00	41,437.00	39,464.00	0.00
10-530-1400			TRAVEL & STAFF DEVELOPMENT							
	8,294.38	10,500.00	14,375.00	14,375.00	1,651.36	11.49	14,375.00	14,375.00	14,375.00	0.00
10-530-1500			MAIN/REPAIRS BLDG & GROUNDS							
	16,753.53	17,355.78	16,250.00	16,250.00	3,582.22	22.04	16,250.00	17,062.00	17,062.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-530-1600			M & R - EQUIPMENT							
	12,816.67	18,225.00	18,225.00	18,225.00	8,451.96	46.38	18,225.00	18,681.00	18,681.00	0.00
10-530-1700			M & R - VEHICLES							
	24,783.44	26,293.58	19,590.00	19,590.00	19,556.65	99.83	19,590.00	21,549.00	21,549.00	0.00
10-530-3100			GAS, OIL, TIRES							
	43,139.76	40,457.00	40,457.00	40,457.00	19,114.05	47.25	40,457.00	40,457.00	40,457.00	0.00
10-530-3300			DEPARTMENTAL SUPPLIES							
	12,106.25	12,625.00	15,781.00	16,051.00	7,501.68	46.74	16,051.00	16,864.00	16,864.00	0.00
10-530-3600			UNIFORMS							
	10,603.19	11,087.00	17,920.00	17,920.00	7,558.44	42.18	17,920.00	19,757.00	19,757.00	0.00
10-530-4500			CONTRACTED SERVICES							
	11,003.57	18,995.00	18,995.00	18,995.00	11,495.29	60.52	18,995.00	18,995.00	18,995.00	0.00
10-530-5300			DUES AND SUBSCRIPTIONS							
	8,994.50	9,562.00	9,750.00	9,750.00	4,413.05	45.26	9,750.00	9,750.00	9,750.00	0.00
10-530-5400			INSURANCE AND BONDS							
	46,379.32	53,000.00	54,325.00	54,325.00	41,713.47	76.79	42,000.00	43,050.00	43,050.00	0.00
10-530-5700			MISCELLANEOUS							
	42.40	500.00	500.00	500.00	0.00	0.00	500.00	500.00	500.00	0.00
10-530-6400			NON CAPITAL OUTLAY							
	8,958.76	10,890.64	42,450.00	46,950.00	26,523.32	56.49	46,950.00	38,350.00	38,350.00	0.00
10-530-7300			CAPITAL OUTLAY-IMPROVEMENTS							
	0.00	19,720.00	11,492.00	11,492.00	0.00	0.00	11,492.00	0.00	0.00	0.00
10-530-7400			CAPITAL OUTLAY - EQUIPMENT							
	19,712.00	0.00	46,602.00	46,602.00	35,856.18	76.94	46,602.00	0.00	0.00	0.00
DEPARTMENT TOTAL										
	1,215,123.80		1,399,080.00		900,110.52		1,397,854.00		1,484,953.00	
		1,281,782.00		1,405,714.95		64.03		1,510,599.00		0.00

**BUDGET JUSTIFICATION  
FIRE DEPARTMENT  
FISCAL YEAR 2014-2015**

<b>10-530-0200</b>	<b>Salaries and Wages</b>	<b>768,295</b>
	<b>Full-time staff:</b>	
	Fire Chief	(1)
	Deputy Chief/Fire Marshal	(1)
	Shift Captains	(3)
	Engineers / Firefighters	(9)
	Fire Inspector	(1)
	Administrative Assistant	(1)
	Firefighters	(3) SAFER Positions
	<b>Total Fire Personnel</b>	<b>(19)</b>
<b>10-530-0201</b>	<b>Firemen's Pension (State)</b>	<b>29,000</b>
<b>10-530-0300</b>	<b>Special Compensation</b>	<b>78,440</b>
	<ul style="list-style-type: none"> <li>• Pay-per-call reimbursement @ \$11 per incident, includes reimbursement for training @ \$11 per training session</li> </ul>	
<b>10-530-0400</b>	<b>Professional Services</b>	<b>12,600</b>
	<ul style="list-style-type: none"> <li>• Annual OSHA Physical Exams as required for all interior structural firefighters</li> <li>• Includes Legal Services, Professional Services and fees, etc.</li> </ul>	
<b>10-530-05-09</b>	<b>Fringe Benefits</b>	<b>289,914</b>
<b>10-530-1100</b>	<b>Telephone and Postage</b>	<b>7,850</b>
	<ul style="list-style-type: none"> <li>• Monthly telephone and postage charges for Fire Department</li> </ul>	
<b>10-530-1300</b>	<b>Utilities</b>	<b>39,464</b>
	<ul style="list-style-type: none"> <li>• Electrical utility services (All Stations); Natural Gas Service (Station 1, Station 2); Water / Sewer Utility (All Stations); Propane Gas Service (Station 3 only)</li> </ul>	
<b>10-530-1400</b>	<b>Travel and Staff Development (Volunteer Staff / Full-Time Staff)</b>	<b>14,375</b>
	<ul style="list-style-type: none"> <li>• Departmental Training and Staff Development, including firefighter certification programs for volunteer and full-time staff personnel, Officer training and development, staff education tuition reimbursement, and items and materials required for training</li> </ul>	
<b>10-530-1500</b>	<b>Maintenance and Repair</b>	<b>17,062</b>
	<b>– Buildings and Grounds (three buildings)</b>	
	<ul style="list-style-type: none"> <li>• Maintenance and repairs to all three fire stations and grounds maintenance and upkeep of stations</li> <li>• Cleaning (done by FD staff) after all City functions and other non-city related functions</li> <li>• Maintenance and repair supplies (Items attached to the building)</li> <li>• Monthly safety checks (fire extinguishers, emergency lighting)</li> <li>• Annual servicing and repair of fire extinguishers and emergency lighting</li> </ul>	

**BUDGET JUSTIFICATION  
FIRE DEPARTMENT  
FISCAL YEAR 2014-2015**

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<b>10-530-1600</b>	<b>Maintenance and Repair</b>	<b>18,681</b>
	<b>– Equipment</b>	
	<ul style="list-style-type: none"><li>• OSHA required maintenance to SCBA and breathing air compressors</li><li>• Maintenance and repair on tools, equipment, and appliances</li><li>• Maintenance and repair on communications equipment (pagers, radios, etc.)</li><li>• Maintenance and repair for hydraulic extrication equipment</li><li>• Small engine maintenance and repair (generators, saws, etc.)</li><li>• Monthly gas monitor calibration, yearly maintenance and repair</li></ul>	
<b>10-530-1700</b>	<b>Maintenance and Repair</b>	<b>21,549</b>
	<b>– Apparatus and Support Vehicles</b>	
	<ul style="list-style-type: none"><li>• Routine maintenance and repairs (8 apparatus, 4 support vehicles)<ul style="list-style-type: none"><li>○ Increase reflects increasing costs of parts and maintenance items that are needed to conduct scheduled and preventative maintenance</li><li>○ Maintenance on Fire Department apparatus is conducted by Fire Department staff to cut expenses</li></ul></li><li>• Six-month apparatus preventive maintenance (oil change / service)</li><li>• Annual fire pump service test</li></ul>	
<b>10-530-3100</b>	<b>Fuel, Oil, Tires, etc</b>	<b>40,457</b>
	<ul style="list-style-type: none"><li>• Fuel; tires; batteries; service parts; vehicle cleaning supplies; etc.</li></ul>	
<b>10-530-3300</b>	<b>Fire Department Supplies</b>	<b>16,864</b>
	<ul style="list-style-type: none"><li>• Office Supplies, Janitorial Supplies, Paper Towels, Tissue, Cleaning Supplies for Fire Stations, Consumable and Non Consumable Supplies, Kitchen Supplies, Small Tools and equipment</li></ul>	
<b>10-530-3600</b>	<b>Duty Uniforms and Protective Clothing</b>	<b>19,757</b>
	<ul style="list-style-type: none"><li>• Staff Duty Uniforms (Volunteer and Full-Time)</li><li>• Structural Fire Gear</li></ul>	
<b>10-530-4500</b>	<b>Contracted Services</b>	<b>18,995</b>
	<ul style="list-style-type: none"><li>• Contracted services include items that are of reoccurring expenses in nature.</li><li>• Contracted Services also includes mandated service and testing activities on equipment that is required by the State of North Carolina, Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), North Carolina Office of Emergency Medical Services (NCOEMS), North Carolina Department of Labor (NCDOL) and North Carolina Department of Insurance (NCDOI).</li></ul>	
<b>10-530-5300</b>	<b>Dues and Subscriptions</b>	<b>9,750</b>
	<ul style="list-style-type: none"><li>• National Fire Code Subscription, Professional Membership Fees, Catawba County Firefighters Association Membership Dues, National Fire Protection Association dues, Dues to Volunteer Firefighter Fund, North Carolina State Firemen’s Association, National Volunteer Firefighters Council</li></ul>	
<b>10-530-5400</b>	<b>Insurance and Bonds</b>	<b>43,050</b>

**B U D G E T J U S T I F I C A T I O N**  
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**10-530-5700 Miscellaneous Expense 500**

**10-530-6400 Non-Capital Outlay 38,350**

- Non-Capital Outlay includes fire service items that are needed to maintain our current level of service capabilities.
  - Equipment in the non-capital outlay include items such as fire hose and fire service nozzles, hand and power tools, information technology and computer support hardware, emergency preparedness, communications and notification equipment, and record keeping as well as other emergency response related equipment.
- 800 MHz Mobile Radios \$ 16,250 (4 Mobiles)
  - Total of eight radios requested, four radios approved in 2013-2014 Budget, remainder budgeted in 2014-2015
- CGI Gas Monitors \$ 3,600 (1 Meter)
  - Two CGI meters needed to replace obsolete and non-functioning units, one CGI meter was budgeted in 2013-2014, the second CGI meter budgeted in 2014-2015

**10-530-7300 Capital Outlay Project**

**10-530-7400 Capital Outlay Project**

**Total Fire Department Operating Budget FY 2013-2014 \$1,484,953**

**52-660-9053 Fire Reserve - Apparatus 75,000**  
**(Add \$75,000 to existing \$185,000)**

Reserve fund for the replacement of Fire Apparatus to provide safe, adequate and efficient fire protection. Reserve funding would afford the City with a 25-year apparatus replacement plan. Maintaining outdated and aged apparatus will greatly affect the current Fire Insurance Rating and could potentially result in a cost to each resident within the City of an additional \$150/year (plus) per year in fire insurance permium cost.

**52-660-9053 Fire Reserve - Equipment 36,750**  
**(Add \$36,750 to existing \$73,500)**

Reserve fund for the replacement of equipment that will be reaching the "intended life" use. In 2021, Self Contained Breathing Apparatus (SCBA) will have reached the intended life use of the equipment. Using the equipment after the intended life use will place an unnecessary liability upon the City of Conover that could result in dire consequences to personnel safety. The fire department has in service sixty-five (65) SCBA, which will be required to be replaced in year 2021 per OSHA regulations and NFPA standards at an estimated cost today of \$227,500 dollars. Proactive response by the City to actively reserve funding for departmental equipment is prudent to future purchases for the department to safely and effectively operate.

**TOTAL FIRE DEPARTMENT BUDGET FY 2013-2014 \$1,596,703**

# **FLEET MAINTENANCE**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Fleet Maintenance</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$128,787	\$131,688	\$131,688	\$131,688
Overtime	<u>\$5,000</u>	<u>\$3,500</u>	<u>\$3,500</u>	<u>\$3,500</u>
TOTAL	\$133,787	\$135,188	\$135,188	\$135,188
POSITION - CLASSIFICATION				
Motor Pool Sup.	1	1	1	1
Lead Mechanic	1	1	1	1
Mechanic Helper	1	1	1	1
Eq. Service Attendant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4	4	4	4

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-540-	FLEET MAINTENANCE									
10-540-0200	SALARIES AND WAGES									
	125,014.62	129,515.00	133,787.00	134,003.56	84,636.75	63.16	123,512.00	135,188.00	135,188.00	0.00
10-540-0400	PROFESSIONAL SERVICES									
	278.00	200.00	200.00	200.00	59.50	29.75	200.00	200.00	200.00	0.00
10-540-0500	F I C A TAX									
	9,119.01	9,908.00	10,235.00	10,251.56	6,189.98	60.38	9,562.00	10,342.00	10,342.00	0.00
10-540-0600	HEALTH INSURANCE CONTRIBUTION									
	27,075.84	27,936.00	27,250.00	27,250.00	16,957.59	62.23	27,076.00	27,250.00	27,250.00	0.00
10-540-0700	RETIREMENT									
	8,406.03	8,730.00	9,459.00	9,459.00	5,965.00	63.06	9,056.00	9,558.00	9,558.00	0.00
10-540-0900	401-K OTHERS									
	6,258.61	6,475.00	6,689.00	6,689.00	4,262.56	63.72	6,401.00	6,760.00	6,760.00	0.00
10-540-1400	TRAVEL AND TRAINING									
	1,642.85	1,800.00	2,620.00	2,620.00	1,117.41	42.65	2,618.00	3,000.00	3,000.00	0.00
10-540-1500	M & R BUILDING									
	13.68	800.00	800.00	800.00	1,527.04	190.88	1,830.00	1,000.00	1,000.00	0.00
10-540-1600	M & R - EQUIPMENT									
	2,471.73	3,000.00	3,000.00	3,000.00	2,126.33	70.88	2,927.00	3,000.00	3,000.00	0.00
10-540-1700	M & R - VEHICLES									
	1,517.42	2,500.00	2,500.00	2,500.00	2,462.83	98.51	2,463.00	5,000.00	5,000.00	0.00
10-540-3100	GAS, OIL, TIRES									
	3,748.61	4,960.00	4,900.00	4,900.00	2,172.00	44.33	4,850.00	5,900.00	5,900.00	0.00
10-540-3300	DEPARTMENTAL SUPPLIES									
	5,942.63	6,500.00	6,500.00	6,629.00	2,740.60	41.34	5,850.00	6,500.00	6,500.00	0.00
10-540-3600	UNIFORMS									
	2,209.33	2,415.00	2,415.00	2,415.00	1,587.37	65.73	2,118.00	2,415.00	2,415.00	0.00
10-540-4500	CONTRACTED SERVICES									
	4,118.50	5,912.00	5,912.00	5,912.00	5,713.44	96.64	5,644.00	5,502.00	5,502.00	0.00
10-540-5300	DUES AND SUBSCRIPTIONS									
	75.00	300.00	300.00	300.00	0.00	0.00	250.00	250.00	250.00	0.00
10-540-5700	MISCELLANEOUS									
	0.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	100.00	0.00

BUDGET JUSTIFICATION  
 FLEET MAINTENANCE DEPARTMENT  
 FY 2014-2015

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CITY OF CONOVER  
 EXPENSE WORKSHEET REPORT

=== FISCAL ===  
 MONTH YEAR  
 8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-540-6400			NON CAPITAL OUTLAY							
	9,940.83	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-540-7400			CAPITAL OUTLAY - EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPARTMENT	207,832.69	221,051.00	216,667.00	217,029.12	137,518.40	63.36	204,357.00	221,965.00	221,965.00	0.00

**BUDGET JUSTIFICATION  
FLEET MAINTENANCE DEPARTMENT  
FY 2014-2015**

10-540-02	<u>Salaries and Wages</u> Includes regular salaries, longevity and overtime pay based on personnel policy for (4) positions.	\$ 135,188
10-540-04	<u>Professional Services</u> Includes physicals for CDL drivers.	\$ 200
10-540-05	<u>Payroll Fringe Benefits</u> Includes FICA, 401K, Hospital Insurance and Retirement Benefits for this department.	\$ 53,910
10-540-14	<u>Travel and Training</u> Includes travel expense for Fleet training & certification. NC Inspections ASE Basic, APWA Workshops Safety Training Program (820.00)	\$ 3,000
10-540-15	<u>Maintenance &amp; Repair-Buildings and Grounds</u> Includes maintenance and repair costs associated with the Fleet Maint. Area	\$ 1,000
10-540-16	<u>Maintenance and Repair - Equipment</u> Includes maint. , repairs and replacements to departmental equipment	\$ 3,000
10-540-17	<u>Maintenance and Repair - Vehicles</u> Represents cost for routine maintenance/ repair on vehicles used by the Department Includes service truck restoration.	\$ 5,000
10-540-31	<u>Automotive Supplies</u> Includes gas, oil and tires and alignments for Fleet vehicles.	\$ 5,900

**BUDGET JUSTIFICATION  
FLEET MAINTENANCE DEPARTMENT  
FY 2014-2015**

10-540-33	<u>Departmental Supplies</u> Includes cost for office supplies, small handtools, equipment.	\$ 6,500
10-540-36	<u>Uniform Purchase</u> Represents purchase of uniform and safety shoes, for employees in this department.	\$ 2,415
10-540-45	<u>Contracted Services</u> Annual Service / Maint DPSI (2463) Annual Service / Alldata (1089) Annual Service / Fire Extinguishers (750) Cellular Service (1200)	\$ 5,502
10-540-53	<u>Dues and Subscriptions</u> Includes NAFA dues	\$ 250
10-540-57	<u>Miscellaneous</u> Includes items of non-reoccurring nature and claims for damages.	\$ 100
10-540-64	<u>Non Capital Outlay</u> Includes small equipment used to performs maintenance and repair to city vehicles.	
	<b>TOTAL FLEET MAINTENANCE BUDGET</b>	<b>\$ 221,965</b>

BUDGET JUSTIFICATION  
 FLEET MAINTENANCE OF EQUIPMENT  
 FY 2011-2012

Item #	Description	Quantity	Unit Price	Total
10-540-03	Departmental Supplies Ink for color office printer, small printers equipped	2	0.50	1.00
10-540-04	Printer's purchase of uniform and safety shoes for employees in this department	1	2.16	2.16
10-540-42	Contracted Services Annual Service (Main Office) (2400) Annual Service (Labs) (100) Annual Service (Fire Extinguisher) (100) Cellular Service (1200)	1	4.50	4.50
10-540-53	Printer's Office Paper ink for HP A4 printer	2	1.00	2.00
10-540-54	Miscellaneous Ink for color office printer, small printers equipped	2	1.00	2.00
10-540-55	Printer's Office Paper ink for HP A4 printer	1	2.16	2.16
<b>TOTAL FLEET MAINTENANCE BUDGET</b>				<b>12.82</b>

# **PUBLIC WORKS**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Administration</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$101,837	\$106,364	\$106,364	\$106,364
Overtime	<u>\$4,000</u>	<u>\$4,800</u>	<u>\$4,800</u>	<u>\$4,800</u>
<b>TOTAL</b>	<b>\$105,837</b>	<b>\$111,164</b>	<b>\$111,164</b>	<b>\$111,164</b>
<b>POSITION - CLASSIFICATION</b>				
Public Works Director	½	½	½	½
Secretary	½	½	½	½
Assistant Public Works Director	½	½	½	½
Technical Assistant	<u>½</u>	<u>½</u>	<u>½</u>	<u>½</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED	
10-550 - PUBLIC WORKS										
10-550-0200	SALARIES/WAGES - PUBLIC WORKS									
	155,221.54	154,580.00	105,837.00	106,070.12	71,898.95	67.78	105,331.00	111,164.00	111,164.00	0.00
10-550-0400	PROFESSIONAL SERVICES									
	0.00	300.00	300.00	300.00	0.00	0.00	150.00	300.00	300.00	0.00
10-550-0500	F I C A TAX									
	11,136.98	11,825.00	8,097.00	8,097.00	5,292.13	65.36	7,868.00	8,504.00	8,504.00	0.00
10-550-0600	HEALTH INSURANCE CONTRIBUTION									
	21,729.00	24,444.00	27,076.00	27,076.00	16,857.55	62.26	25,884.00	27,076.00	27,076.00	0.00
10-550-0700	RETIREMENT									
	10,324.98	10,419.00	7,483.00	7,483.00	5,064.02	67.67	7,423.00	7,860.00	7,860.00	0.00
10-550-0900	401-K OTHERS									
	7,959.54	7,730.00	5,292.00	5,292.00	3,621.06	68.43	5,271.00	5,558.00	5,558.00	0.00
10-550-1100	TELEPHONE AND POSTAGE									
	5,835.04	6,400.00	6,100.00	6,100.00	4,219.81	69.18	6,330.00	6,330.00	6,330.00	0.00
10-550-1300	UTILITIES									
	24,835.75	33,390.00	32,300.00	32,300.00	16,938.91	52.44	29,038.00	29,300.00	29,300.00	0.00
10-550-1400	TRAVEL AND TRAINING									
	1,346.30	1,400.00	2,220.00	2,220.00	239.59	10.79	1,340.00	1,850.00	1,850.00	0.00
10-550-1500	M & R - BUILDING AND GROUNDS									
	3,240.74	3,000.00	3,000.00	3,000.00	1,877.68	62.59	3,328.00	3,500.00	3,500.00	0.00
10-550-1600	M & R - EQUIPMENT									
	387.86	1,500.00	1,500.00	1,500.00	110.00	7.33	500.00	900.00	900.00	0.00
10-550-1700	M & R - VEHICLES									
	1,076.63	1,500.00	1,500.00	1,563.00	796.59	50.97	1,100.00	1,500.00	1,500.00	0.00
10-550-2600	ADVERTISING									
	0.00	200.00	200.00	200.00	0.00	0.00	100.00	200.00	200.00	0.00
10-550-3600	UNIFORMS									
	1,376.32	1,500.00	1,500.00	1,500.00	1,273.03	84.87	1,617.00	1,650.00	1,650.00	0.00
10-550-5300	DUES AND SUBSCRIPTIONS									
	100.00	900.00	900.00	900.00	568.00	63.11	768.00	900.00	900.00	0.00
10-550-3100	GAS, OIL, TIRES									
	6,598.29	7,920.00	7,900.00	7,900.00	4,257.49	53.89	6,790.00	7,300.00	7,300.00	0.00

BUDGET JUSTIFICATION  
PUBLIC WORKS DEPARTMENT  
FY 2014-2015

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR ACCT ACTUAL BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED	
10-550-3300	DEPARTMENTAL SUPPLIES								
6,419.04	8,000.00	8,000.00	8,000.00	4,622.58	57.78	7,333.00	7,500.00	7,500.00	0.00
10-550-4500	CONTRACTED SERVICES								
17,358.65	16,460.00	16,385.00	16,385.00	14,799.27	90.32	16,758.00	16,844.00	16,844.00	0.00
10-550-5400	INSURANCE AND BONDS								
15,405.05	16,960.00	15,125.00	15,125.00	14,838.11	98.10	14,900.00	15,275.00	15,275.00	0.00
10-550-5700	MISCELLANEOUS EXPENSE								
336.51	700.00	700.00	700.00	718.89	102.70	719.00	700.00	700.00	0.00
10-550-6400	NON CAPITAL OUTLAY								
0.00	150.00	150.00	150.00	0.00	0.00	0.00	300.00	300.00	0.00
10-550-7300	CAPITAL OUTLAY - OTHER IMPROVE								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-550-7400	CAPITAL OUTLAY-EQUIP/LAND								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL									
290,688.30	309,278.00	251,565.00	251,861.12	167,993.66	66.70	242,548.00	254,511.00	254,511.00	0.00

**BUDGET JUSTIFICATION  
PUBLIC WORKS DEPARTMENT  
FY 2014-2015**

10-550-02	<u>Salaries and Wages</u>  Includes 1/2 regular salaries (4) positions. Also includes longevity and overtime.	\$ 111,164
10-550-04	<u>Professional Services</u>  Includes legal, engineering and other professional service fees.	\$ 300
550-05/09	<u>Payroll Fringe Benefits</u>  Includes FICA, 401K, Hospital Insurance and Retirement benefits for this department.	\$ 48,998
10-550-11	<u>Telephone and Postage</u>  Represents monthly telephone charge and postal charges for the Public Works Dept.	\$ 6,330
10-550-13	<u>Utilities</u>  Represents gas heating electrical cost and W&S Utility charges for the Public Works Facility. No rate increase projected from Duke Energy	\$ 29,300
10-550-14	<u>Travel and Training</u>  Includes expense for : Supervisory Training Program Computer/Secretary Workshops NCRWA, APWA, AWWA Certification Courses Safety Training Program (820.00)	\$ 1,850
10-550-15	<u>Maintenance and Repair Building and Grounds</u>  Includes maintenance and repair cost for building and grounds at the Public Works Dept.	\$ 3,500

**BUDGET JUSTIFICATION  
PUBLIC WORKS DEPARTMENT  
FY 2014-2015**

10-550-16	<u>Maintenance and Repair - Equipment</u> Includes maintenance and repair cost on all Public Works equipment such as; tools, office equipment, HVAC, time clock, etc.	\$ 900
10-550-17	<u>Maintenance and Repair - Vehicles</u> Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.	\$ 1,500
10-550-26	<u>Advertising</u> Includes advertisements relating to Public Works functions.	\$ 200
10-550-31	<u>Automotive Supplies</u> Includes gas, oil and tires for vehicles assigned to this department.	\$ 7,300
10-550-33	<u>Departmental Supplies</u> Includes cost for supplies such as; office supplies, paper towels, tissue, janitorial supplies, small tools and equipment.	\$ 7,500
10-550-36	<u>Uniform Purchase</u> Represents purchase of uniform, raingear and safety wear for employees in this department.	\$ 1,650
10-550-45	<u>Contracted Services</u> Annual Service - Time Clock (1035) Cleaning Service (8400) Pest Control (360) Cell Phone Charges (2020) City Works (75) Copier Lease (2364) Gate Reader Service (1285) Lake Hickory Security (220) Pump Service(1085)	\$ 16,844

**BUDGET JUSTIFICATION  
PUBLIC WORKS DEPARTMENT  
FY 2014-2015**

10-550-53	<u>Dues/Subscriptions</u>  Includes membership fees for : APWA (780) State Operator Dues (120)	\$ 900
10-550-54	<u>Insurance and Bonds</u>  Represents the prorated cost of insurance and bonds.	\$ 15,275
10-550-57	<u>Miscellaneous Expense</u>  Includes items of a non-reoccurring nature, claims for damages. American Public Works Week activities and Christmas Luncheon.	\$ 700
10-550-64	<u>Non-Capital Outlay / Equipment</u>  Includes office equipment and furniture replacement.	\$ 300
	<b>TOTAL PUBLIC WORKS DEPT. BUDGET</b>	<b>\$ 254,511</b>

**STREET**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Street Dept.</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$193,575	\$202,028	\$202,028	\$202,028
Overtime	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
TOTAL	\$203,575	\$212,028	\$212,028	\$212,028
POSITION - CLASSIFICATION				
Maintenance Sup.	1	1	1	1
Crew Leader	2	2	2	2
Street Maint Wkr III	0	0	0	0
Street Maint Wkr II	0	0	0	0
Street Maint Wkr I	3	3	3	3
Equipment Operator	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	7	7	7	7

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR	ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT ACTUAL BUDGET	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED	
10-560 - STREET DEPT.									
10-560-0200	SALARIES & WAGES - STREET DEPT								
206,831.72	200,030.00	203,575.00	203,953.98	143,113.25	70.17	210,272.00	212,028.00	212,028.00	0.00
10-560-0400	PROFESSIONAL SERVICES								
975.00	1,250.00	1,250.00	1,250.00	630.00	50.40	930.00	3,650.00	3,650.00	0.00
10-560-0500	F I C A TAX								
15,686.39	15,302.00	15,574.00	15,602.98	10,771.44	69.03	15,990.00	16,220.00	16,220.00	0.00
10-560-0600	HEALTH INSURANCE CONTRIBUTION								
45,972.52	48,888.00	48,273.00	48,273.00	31,111.70	64.45	46,905.00	48,273.00	48,273.00	0.00
10-560-0700	RETIREMENT								
13,902.56	13,482.00	14,393.00	14,393.00	10,095.17	70.14	14,893.00	14,990.00	14,990.00	0.00
10-560-0900	401-K OTHERS								
10,281.38	10,000.00	10,179.00	10,179.00	7,204.58	70.78	10,524.00	10,602.00	10,602.00	0.00
10-560-1300	UTILITIES								
331,209.49	324,373.00	362,626.00	362,626.00	192,991.73	53.22	362,263.00	366,126.00	366,126.00	0.00
10-560-1400	TRAVEL AND TRAINING								
881.75	1,200.00	2,635.00	2,635.00	157.66	5.98	2,003.00	2,445.00	2,445.00	0.00
10-560-1600	M & R - EQUIPMENT								
6,032.71	14,500.00	14,500.00	14,500.00	13,301.22	91.73	14,240.00	14,250.00	14,250.00	0.00
10-560-1700	M & R - VEHICLES								
15,685.62	15,000.00	18,500.00	18,500.00	6,433.71	34.78	17,535.00	18,500.00	18,500.00	0.00
10-560-1800	M & R - STREETS								
20,426.87	62,000.00	60,000.00	60,000.00	6,181.86	10.30	56,185.00	60,000.00	166,237.00	0.00
10-560-3100	GAS, OIL, TIRES								
34,522.61	31,900.00	34,500.00	34,500.00	28,233.93	81.84	33,900.00	34,500.00	34,500.00	0.00
10-560-3300	DEPARTMENTAL SUPPLIES								
22,129.52	30,000.00	30,000.00	30,000.00	13,904.39	46.35	28,730.00	30,000.00	30,000.00	0.00
10-560-3600	UNIFORMS								
4,996.29	5,250.00	5,250.00	5,250.00	3,255.68	62.01	4,872.00	5,325.00	5,325.00	0.00
10-560-4500	CONTRACTED SERVICES								
68,484.99	64,999.00	64,484.00	64,484.00	54,066.32	83.84	63,714.00	87,114.00	87,114.00	0.00
10-560-5300	DUES AND SUBSCRIPTIONS								
0.00	200.00	200.00	200.00	0.00	0.00	100.00	200.00	200.00	0.00

BUDGET JUSTIFICATION  
STREET DEPARTMENT  
FY 2014-2015

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-560-5400			INSURANCE AND BONDS							
	18,259.86	26,500.00	20,300.00	20,300.00	21,276.03	104.81	21,300.00	21,834.00	21,834.00	0.00
10-560-5700			MISCELLANEOUS EXPENSE							
	9.37	200.00	200.00	200.00	135.86	67.93	100.00	200.00	200.00	0.00
10-560-6400			NON CAPITAL OUTLAY							
	0.00	300.00	300.00	300.00	0.00	0.00	0.00	300.00	300.00	0.00
10-560-7300			CAPITAL OUTLAY - OTHER IMPROVE							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-560-7400			CAPITAL OUTLAY-EQUIP./LAND							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	816,288.65	865,374.00	905,739.00		542,864.53	59.84	904,456.00	946,557.00	1,052,794.00	0.00

**BUDGET JUSTIFICATION  
STREET DEPARTMENT  
FY 2014-2015**

10-560-02	<u>Salaries and Wages</u>	Includes regular salaries, longevity and overtime pay for (7) employees.	\$ 212,028
10-560-04	<u>Professional Services</u>	Includes legal, engineering bridge inspections and other professional service fees associated with Street work. Also Medical physicals for truck drivers.	\$ 3,650
560-05/09	<u>Payroll Fringe Benefits</u>	Includes FICA, 401K, Hospital Insurance and Retirement benefits for this department.	\$ 90,085
10-560-13	<u>Utilities</u>	Represents electrical cost for street lighting including; Christmas lights, Parks/Parking Lots, Welcome signs, Conover West, Conover Station and street lighting. No rate increase is requested by Duke Energy.	\$ 366,126
10-560-14	<u>Travel and Training</u>	Includes training, workshops related to this department, APWA and ITRE. Also includes funds for Safety Training Program (1845.00)	\$ 2,445
10-560-16	<u>Maintenance and Repair - Equipment</u>	Includes maintenance and repair for Street Depart. Equipment such as; lawn mowers, motor-grader, bush-hog, sand spreader, snow plows, compressor, leaf machines, backhoe, etc.	\$ 14,250
10-560-17	<u>Maintenance and Repair - Vehicles</u>	Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.	\$ 18,500

**BUDGET JUSTIFICATION  
STREET DEPARTMENT  
FY 2014-2015**

10-560-18	<u>Maintenance and Repair - Streets</u>	Includes maintenance, repair and replacement cost to City sidewalks, curbs, parking lots and roadways. Also includes paint of steel Utl. Poles downtown. And other non-Powell Bill eligible tasks. Misc. Resurfacing projects.	\$ 166,237
10-560-31	<u>Automotive Supplies</u>	Includes gas, oil and tires for vehicles assigned to this department.	\$ 34,500
10-560-33	<u>Departmental Supplies</u>	Includes items of a re-occurring nature that are normally used in this dept. such as; rakes, shovels, paint, grass seed, straw, cones, safety supplies, gloves, stone and street name and regulatory signs & posts.	\$ 30,000
10-560-36	<u>Uniform Purchase</u>	Provides uniforms for employees in this department and safety shoe purchase.	\$ 5,325
10-560-45	<u>Contracted Services</u>	Animal Control & Shelter by Catawba Co.(34,914) Install, Storage, Maint of Christmas Dec.(26,450) Cellular Service (1,620) Gas Bottle Lease (730) Installation of Elec. Service (750) Christmas Lighting at Gazebo and Tree(2,650) New City Park Christmas Lights (20,000)	\$ 87,114

**BUDGET JUSTIFICATION  
STREET DEPARTMENT  
FY 2014-2015**

10-560-53	<u>Dues/Subscriptions</u>  Includes APWA dues and street related subscriptions.	\$ 200
10-560-54	<u>Insurance and Bonds</u>  Represents prorated cost of insurance and bonds.	\$ 21,834
10-560-57	<u>Miscellaneous</u>  Includes items of a non-reoccurring nature, and claims for damages.	\$ 200
10-560-64	<u>Non - Capital Outlay</u>  Includes small equipment items not applicable to Capital Outlay Equipment.	\$ 300
10-560-73	<u>Capital Outlay - Other</u>  No allocation requested.	\$ -

**TOTAL STREET DEPARTMENT BUDGET \$1,052,794**

**POWELL BILL – STREET**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Street/Powell Bill/Maint.</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$58,575	\$61,134	\$61,134	\$61,134
Overtime	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$13,000</u>
TOTAL	\$71,575	\$74,134	\$74,134	\$74,134
POSITION - CLASSIFICATION				
Crew Leader	0	0	0	0
Equipment Operator	2	2	2	2
Part-Time	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3



BUDGET JUSTIFICATION  
STREET DEPARTMENT-POWELL BILL  
FY 2014-2015

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-570-7400	0.00	0.00	7,500.00	7,500.00	5,674.09	75.65	5,675.00	0.00	0.00	0.00
			CAPITAL OUTLAY/EQUIPMENT							
10-570-9152	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			TRANSFER TO GEN FUND CAP RESERVE							
10-570-9167	0.00	0.00	95,000.00	95,000.00	95,000.00	100.00	95,000.00	0.00	0.00	0.00
			TRANSFER TO GEN FUND CAPITAL PROJECT							
DEPARTMENT TOTAL	212,825.92	306,048.00	404,730.00	409,576.06	202,116.83	49.35	396,538.00	200,485.00	200,485.00	0.00

Maintenance and Repair - Vehicles

Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.

Maintenance and Repair - Streets

Includes repaving, sealing and painting of City Streets. Also covers maintenance.

Automotive Supplies

Includes gas, oil and tires for vehicles assigned to this Department.

Departmental Supplies

Includes items of no-accounting nature such as: painting metals, gloves, street marking paint, stone signs, cones, etc. Applicable to Powell Bill.

**BUDGET JUSTIFICATION  
STREET DEPARTMENT-POWELL BILL  
FY 2014-2015**

10-570-02	<u>Salaries and Wages</u>  Includes regular salaries, longevity and overtime pay for (2) employees assigned to this department. Also includes funds for part-time employee to assist with street sweeping , traffic control, ice and snow removal applicable to Powell Bill Funds.	\$ 74,134
10-570-04	<u>Professional Services</u>  Includes legal, engineering, surveying and other professional services associated with this dept.	\$ 2,500
570-05/09	<u>Payroll Fringe Benefits</u>  Includes; FICA, 401K, Hospital Insurance and Retirement benefits for this Department.	\$ 28,161
10-570-17	<u>Maintenance and Repair - Vehicles</u>  Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.	\$ 13,500
10-570-18	<u>Maintenance and Repair - Streets</u>  Includes resurfacing, sealing and painting of City Streets. Also crosswalk maintenance.	\$130,000
10-570-31	<u>Automotive Supplies</u>  Includes gas, oil and tires for vehicles assigned to this Department.	\$ 10,350
10-570-33	<u>Departmental Supplies</u>  Includes items of re-occurring nature such as; patching materials, culverts, street marking paint, stone, signs, cones, etc. Applicable to Powell Bill.	\$ 18,140

**BUDGET JUSTIFICATION  
STREET DEPARTMENT-POWELL BILL  
FY 2014-2015**

10-570-45	<u>Contracted Services</u> Annual maintenance cost by D.O.T. for RR Crossing guards @ 4th Street Place - Crossings 3rd Ave. Crossings 2nd Street	\$ 3,450
10-570-64	<u>Non Capital Outlay</u> Includes purchase of small tools and equipment used by the Dept.	\$ 250
10-570-73	<u>Capital Outlay - Other</u> Includes new drainage and street construction applicable to Powell Bill Funds.(Participation)	\$ -
10-570-74	<u>Capital Outlay - Equipment</u> Includes the purchase of a small sand spreader unit Replaces a unit that is cost prohibitive for further repair.	\$ -
10-570-9167	<u>Transfer to General Fund Capital Projects</u>	\$ -
<b>TOTAL POWELL BILL DEPT. BUDGET</b>		<b>\$ 280,485</b>



# **SANITATION**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Sanitation</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$209,338	\$217,509	\$217,509	\$217,509
Overtime	<u>\$17,800</u>	<u>\$17,800</u>	<u>\$17,800</u>	<u>\$17,800</u>
<b>TOTAL</b>	<b>\$227,138</b>	<b>\$235,309</b>	<b>\$235,309</b>	<b>\$235,309</b>
<b>POSITION - CLASSIFICATION</b>				
Supervisor	1	1	1	1
Sanit Equip Oper I	5	5	5	5
Sanit Equip Oper II	0	0	0	0
Sanitation Crew Leader	1	1	1	1
Sanit Wkr I	1	1	1	1
Sanit Wkr II	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-580-SANITATION										
10-580-0200	SALARIES/WAGES - SANITATION									
	217,548.96	215,058.00	227,138.00	227,571.12	154,744.35	68.00	228,308.00	235,309.00	235,309.00	0.00
10-580-0400	PROFESSIONAL SERVICES									
	949.30	800.00	1,000.00	1,000.00	339.00	33.90	730.00	1,000.00	1,000.00	0.00
10-580-0500	F I C A TAX									
	15,717.36	16,451.00	17,377.00	17,410.12	11,474.34	65.91	17,126.00	18,001.00	18,001.00	0.00
10-580-0600	HEALTH INSURANCE CONTRIBUTION									
	55,193.01	55,872.00	54,155.00	54,155.00	37,144.00	68.59	55,759.00	54,152.00	54,152.00	0.00
10-580-0700	RETIREMENT									
	14,180.40	14,494.00	16,059.00	16,059.00	10,780.64	67.13	15,982.00	16,636.00	16,636.00	0.00
10-580-0900	401-K OTHERS									
	10,387.29	10,753.00	11,357.00	11,357.00	7,347.64	64.70	11,040.00	11,766.00	11,766.00	0.00
10-580-1400	TRAVEL & TRAIN. - SANITATION									
	792.48	1,000.00	2,640.00	2,640.00	451.82	17.11	2,015.00	2,640.00	2,640.00	0.00
10-580-1600	MAIN & REPAIRS/EQUIPMENT									
	10,781.48	15,000.00	15,000.00	15,426.00	8,939.00	57.95	13,586.00	13,800.00	13,800.00	0.00
10-580-1700	M & R - VEHICLES									
	41,474.77	45,000.00	45,000.00	45,000.00	19,151.05	42.56	32,185.00	41,500.00	41,500.00	0.00
10-580-2200	LANDFILL FEES									
	94,634.79	95,325.00	97,709.00	97,709.00	58,314.55	59.68	96,394.00	96,700.00	96,700.00	0.00
10-580-2600	ADVERTISING									
	682.27	500.00	1,000.00	1,000.00	1,763.22	176.32	1,764.00	1,500.00	1,500.00	0.00
10-580-3100	GAS, OIL, TIRES									
	62,807.18	57,585.00	59,660.00	59,660.00	52,629.78	88.22	64,729.00	61,730.00	61,730.00	0.00
10-580-3300	DEPARTMENTAL SUPPLIES									
	7,098.33	8,950.00	8,950.00	8,950.00	5,327.66	59.53	7,372.00	8,500.00	8,500.00	0.00
10-580-3600	UNIFORMS									
	4,437.29	4,500.00	4,500.00	4,500.00	2,584.24	57.43	3,970.00	4,450.00	4,450.00	0.00
10-580-4500	CONTRACTED SERVICES									
	43,061.63	52,130.00	46,330.00	46,330.00	24,589.63	53.07	30,900.00	45,874.00	45,874.00	0.00
10-580-4800	PURCHASES FOR RESALE									
	0.00	100.00	100.00	100.00	0.00	0.00	0.00	100.00	100.00	0.00

CITY OF CONOVER  
 SANITATION DEPARTMENT  
 EXPENSE WORKSHEET REPORT

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 MONTH YEAR  
 8 2014

ACCT	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-580-5300			DUES AND SUBSCRIPTIONS							
	50.00	500.00	250.00	250.00	25.00	10.00	150.00	250.00	250.00	0.00
10-580-5400			INSURANCE AND BONDS							
	23,045.24	25,440.00	24,400.00	24,400.00	22,353.48	91.61	23,000.00	23,690.00	23,690.00	0.00
10-580-5700			MISCELLANEOUS EXPENSE							
	110.92	100.00	200.00	200.00	216.36	108.18	168.00	200.00	200.00	0.00
10-580-6400			NON CAPITAL OUTLAY							
	5,986.40	6,000.00	7,500.00	7,500.00	5,000.00	67.73	7,400.00	7,500.00	7,500.00	0.00
10-580-7400			CAPITAL OUTLAY-EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-580-9900			BAD DEBT EXPENSE							
	163.51	500.00	500.00	500.00	0.00	0.00	200.00	500.00	500.00	0.00
DEPARTMENT TOTAL	609,102.61	626,058.00	640,825.00	641,717.24	423,255.76	65.96	612,858.00	645,798.00	645,798.00	0.00

**BUDGET JUSTIFICATION  
SANITATION DEPARTMENT  
FY 2014-2015**

10-580-02	<u>Salaries and Wages</u>	Includes (8) Sanitation employee's annual salaries, longevity and emergency OT pay. Also includes overtime pay for City employees involved in annual leaf collection activities after normal working hours.	\$ 235,309
10-580-04	<u>Professional Services</u>	To include professional services fees for medical physicals and screenings for (9) license CDL drivers. Physicals and screenings for future employee's as required, plus random employee screenings as required or directed. Hepatitis B vaccines (future and on-going) and, screenings required by FHWA for Sanitation employees.	\$ 1,000
580-05/09	<u>Payroll Fringe Benefits</u>	To include costs associated with employee FICA, 401K, medical insurance and retirement benefits.	\$ 100,555
10-580-14	<u>Travel and Training</u>	To include costs incurred with the travel & training of employees associated with seminars, workshops and conferences as directed by PW Director or Supervisor. Includes Safety Training & Certification Program for this Division (1640.00)	\$ 2,640
10-580-16	<u>Maintenance and Repair - Equipment</u>	To include cost incurred with the maintenance, repair and emergency repair of equipment i.e.; leaf machines, chippers, roll-off containers, small gas powered equipment.	\$ 13,800
10-580-17	<u>Maintenance and Repair - Vehicles</u>	To include costs incurred with the maintenance, repair and, emergency repair on vehicles i.e.; (4) garbage trucks, (2) grapple trucks, (3) swap-loader trucks and (3) light duty trucks.	\$ 41,500

**BUDGET JUSTIFICATION  
SANITATION DEPARTMENT  
FY 2014-2015**

10-580-22	<u>Landfill Fees</u>	solid waste disposal based @ \$33.00 per ton and, \$2.00 per ton for state solid waste disposal tax. Revenues are derived from monthly charges added to Water/Sewer Utility bills. Includes or increase in volume.	\$ 96,700
10-580-26	<u>Advertising and Promotions</u>	To include costs associated with advertisement and events regarding the Solid Waste services provided throughout the City. Additional funds include charges for single stream recycling.	\$ 1,500
10-580-31	<u>Automotive Supplies</u>	To include cost incurred with fuel, oils and tires for vehicles and equipment i.e.; (4) garbage trucks, (2) grapple trucks, (3) swap-loader trucks, (3) light duty trucks, (5) leaf machines, (2) chipper machines and (2) multipurpose trailers. Reflects 3.6% increase.	\$ 61,730
10-580-33	<u>Departmental Supplies</u>	To include costs incurred with departmental needs both routine & reoccurring i.e.; replacement roll-out containers, replacement roll-out lids and hardware, required safety equipment and employee safety gear, basic hand tools and minor supplies need to complete assigned duties and responsibilities.	\$ 8,500
10-580-36	<u>Uniform Purchase</u>	To include costs associated with the purchasing of both uniforms and safety boots for (8) employees.	\$ 4,450

**BUDGET JUSTIFICATION  
SANITATION DEPARTMENT  
FY 2014-2015**

10-580-45	<u>Contracted Services</u>  To include services in the following areas: GDS garbage transfer fees @ \$12.00 per ton (28,980) )- Does not include Landfill Charges Towing services for vehicle and equipment breakdowns (1,000) Temporary labor services leaf collection, litter clean up and manpower assistance. (13,980) Waste oil removal (150) Cellular phone service (1764)	\$ 45,874
10-580-48	<u>Purchases for Resale</u>  To include costs associated with purchase of garbage bags for city cans and half the cost of rat poison.	\$ 100
10-580-53	<u>Dues/Subscriptions</u>  To include costs incurred with employees membership dues and publication subscriptions.	\$ 250
10-580-54	<u>Insurance and Bonds</u>  To include prorated cost of insurance and bonds.	\$ 23,690
10-580-57	<u>Miscellaneous Expense</u>  To include costs associated with non-reoccurring items.	\$ 200
10-580-64	<u>Non Capital Outlay</u>  Includes the purchase of Roll-Out containers and lids used in residential collection. (100) units to replace existing units beyond normal repair.	\$ 7,500
10-580-99	<u>BAD DEBT EXPENSE</u>	\$ 500
<b>TOTAL SANITATION DEPT. BUDGET</b>		<b>\$ 645,798</b>

# **SANITATION – RECYCLING**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Sanitation Recycling</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$53,650	\$55,391	\$55,391	\$55,391
Overtime	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$4,000</u>
TOTAL	\$57,650	\$59,391	\$59,391	\$59,391
POSITION - CLASSIFICATION				
Sanit Crew Leader	0	0	0	0
Sanit Equip Oper II	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	2	2	2	2

CITY OF CONDOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

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PREVIOUS YEAR	ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT	ACTUAL	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED	
10-581-SANITATION/RECYCL.									
10-581-0200	SALARIES AND WAGES								
54,860.51	60,359.00	57,650.00	57,758.28	38,460.69	66.59	57,190.00	59,391.00	59,391.00	0.00
10-581-0500	F. I. C. A. /SANI. -RECYCLING								
4,179.58	4,618.00	4,410.00	4,418.28	2,936.36	66.46	4,375.00	4,543.00	4,543.00	0.00
10-581-0600	HEALTH INSURANCE CONTRIBUTION								
13,798.26	13,970.00	13,625.00	13,625.00	9,025.28	66.24	13,540.00	13,625.00	13,625.00	0.00
10-581-0700	RETIREMENT								
3,683.34	4,068.00	4,076.00	4,076.00	2,711.54	66.52	4,044.00	4,200.00	4,200.00	0.00
10-581-0900	401-K								
2,752.64	3,018.00	2,883.00	2,883.00	1,917.59	66.51	2,860.00	2,970.00	2,970.00	0.00
10-581-1600	M & R EQUIPMENT								
410.85	5,000.00	5,000.00	5,000.00	176.18	3.52	3,200.00	4,500.00	4,500.00	0.00
10-581-1700	M & R VEHICLES								
2,654.27	7,500.00	7,500.00	7,500.00	4,365.38	58.21	7,860.00	8,500.00	7,500.00	0.00
10-581-2600	ADVERTISING AND PROMOTIONS								
135.09	300.00	300.00	300.00	277.54	92.51	280.00	300.00	300.00	0.00
10-581-3100	GAS, OIL, TIRES								
16,441.43	16,319.00	16,300.00	16,300.00	9,752.28	59.83	16,200.00	16,300.00	16,300.00	0.00
10-581-3300	DEPARTMENTAL SUPPLIES								
6,181.61	7,500.00	7,500.00	7,500.00	252.73	3.37	5,255.00	7,000.00	7,000.00	0.00
10-581-3600	UNIFORMS								
588.87	950.00	950.00	950.00	728.29	76.66	1,076.00	1,116.00	1,116.00	0.00
10-581-4500	CONTRACTED SERVICES								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-581-6400	NON CAPITAL OUTLAY								
0.00	0.00	0.00	157,838.00	124,211.33	78.70	157,838.00	0.00	0.00	0.00
10-581-7400	CAPITAL OUTLAY-EQUIPMENT								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL									
105,686.45	123,602.00	120,194.00	194,815.19	273,718.00	70.04	122,445.00	121,445.00	121,445.00	0.00

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**BUDGET JUSTIFICATION  
SANITATION/RECYCLING DEPARTMENT  
FY 2014-2015**

10-581-02	<u>Salaries and Wages</u>	To include (2) Sanitation employee's annual salaries, longevity pay and overtime pay.	\$ 59,391
581-05/09	<u>Payroll Fringe Benefits</u>	To include costs associated with employee FICA, 401K, medical insurance and retirement benefits.	\$ 25,338
10-581-16	<u>Maintenance and Repair - Equipment</u>	To include cost incurred with the maintenance, repair and emergency repair of equipment i.e.; (2) recycle trucks.	\$ 4,500
10-581-17	<u>Maintenance and Repair - Vehicles</u>	To include costs incurred with the maintenance, repair and emergency repair on vehicles i.e.; (2) recycle trucks.	\$ 7,500
10-581-26	<u>Advertising/Promotions</u>	To include costs associated with advertisement, promotional literature and educational publications in regard to recycling.	\$ 300
10-581-31	<u>Automotive Supplies</u>	To include cost incurred with fuel, oils and tires for vehicles and equipment i.e.; (2) recycle trucks.	\$ 16,300
10-581-33	<u>Departmental Supplies</u>	To include costs incurred with departmental needs both routine & reoccurring i.e.; replacement recycle roll-out containers, replacement recycle roll-out lids and hardware, recycle bins, required safety equipment and employee safety gear, basis hand tools and minor supplies need to complete assigned duties and responsibilities.	\$ 7,000

**BUDGET JUSTIFICATION  
SANITATION/RECYCLING DEPARTMENT  
FY 2014-2015**

10-581-36	<u>Uniform Purchase</u>	To include costs associated with the purchasing of both uniforms and safety boots for (2) employees.	\$ 1,116
10-581-45	<u>Contracted Services</u>		\$ -
10-581-64	<u>Non Capital Outlay</u>	To include cost incurred with small equipment and items not applicable to Capital Outlay.	\$ -
<b>TOTAL SANT/RECYCLE DEPARTMENT BUDGET</b>			<b>\$ 121,445</b>
	<u>Advertisement</u>	To include costs associated with advertisement, promotional literature and educational publications in regard to recycling.	
	<u>Automotive Supplies</u>	To include cost incurred with fuel oil and tires for vehicles and equipment, i.e. (2) recycle trucks.	
	<u>Departmental Supplies</u>	To include costs incurred with departmental needs both routine & accounting i.e. replacement recycle roll-out containers, replacement recycle roll-out lids and the driver's recycle time reduced safety equipment and employee safety gear, parts hand tools and minor supplies used to complete assigned duties and responsibilities.	

# **CEMETERIES, PARKS AND GROUNDS**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works</u>		Activity: <u>Cemeteries/Parks/Grounds</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$140,565	\$145,901	\$145,901	\$145,901
Overtime	<u>\$5,000</u>	<u>\$5,500</u>	<u>\$5,500</u>	<u>\$5,500</u>
TOTAL	\$145,565	\$151,401	\$151,401	\$151,401
POSITION - CLASSIFICATION				
Grounds Supervisor	1	1	1	1
Equipment Operator	1	1	1	1
Grounds Worker I	0	0	0	0
Grounds Worker II	2	2	2	2
R-O-W Mower	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	5	5	5	5

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR	ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL		
ACCT	ACTUAL	BUDGET	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED
10-640-CEMETERIES & PARKS										
10-640-0200	SALARIES & WAGES									
140,429.15	138,776.00	145,565.00	145,835.70	97,351.37	66.75	144,390.00	151,401.00	151,401.00	0.00	
10-640-0400	PROFESSIONAL SERVICES									
4,125.00	3,000.00	6,000.00	6,000.00	4,200.00	70.00	4,200.00	5,000.00	5,000.00	0.00	
10-640-0500	F. I. C. A. TAX									
10,690.73	10,617.00	11,138.00	11,158.70	7,414.50	66.45	11,086.00	11,583.00	11,583.00	0.00	
10-640-0600	HEALTH INSURANCE CONTRIBUTION									
33,844.80	34,920.00	33,845.00	33,845.00	22,563.20	66.67	33,846.00	33,845.00	33,845.00	0.00	
10-640-0700	RETIREMENT									
9,441.79	9,354.00	10,292.00	10,292.00	6,867.20	66.72	10,208.00	10,704.00	10,704.00	0.00	
10-640-0900	401-K									
7,083.90	6,940.00	7,280.00	7,280.00	4,932.89	67.76	7,220.00	7,570.00	7,570.00	0.00	
10-640-1400	TRAVEL AND TRAINING									
436.06	650.00	1,675.00	1,675.00	689.00	41.13	1,489.00	1,625.00	1,625.00	0.00	
10-640-1500	MAINTENANCE - GROUNDS									
44,441.28	46,300.00	60,586.00	60,586.00	58,534.28	96.61	59,935.00	60,515.00	60,515.00	0.00	
10-640-1600	MAINT. & REP./EQUIPMENT									
7,321.24	7,200.00	7,500.00	7,500.00	2,066.87	27.56	5,788.00	6,800.00	6,800.00	0.00	
10-640-1700	MAINT. & REP. VEHICLES									
3,930.64	4,500.00	5,000.00	5,000.00	1,838.23	36.76	4,926.00	4,930.00	4,930.00	0.00	
10-640-3100	GAS, OIL, TIRES									
16,291.68	17,250.00	17,250.00	17,250.00	13,064.91	75.74	17,827.00	17,800.00	17,800.00	0.00	
10-640-3300	DEPARTMENTAL SUPPLIES									
9,751.83	11,000.00	11,000.00	11,327.00	5,716.48	50.47	10,645.00	10,645.00	10,645.00	0.00	
10-640-3600	UNIFORMS									
2,973.77	2,700.00	2,700.00	2,700.00	2,076.93	76.92	2,703.00	2,705.00	2,705.00	0.00	
10-640-4500	CONTRACTED SERVICES									
6,607.48	11,350.00	20,500.00	20,500.00	15,293.75	74.60	19,650.00	19,650.00	19,650.00	0.00	
10-640-5400	INSURANCE AND BONDS									
10,108.16	9,297.00	9,500.00	9,500.00	12,463.55	131.20	12,464.00	12,776.00	12,776.00	0.00	
10-640-6400	NON CAPITAL OUTLAY									
4,400.00	5,900.00	4,600.00	4,600.00	4,500.00	97.83	4,500.00	3,250.00	3,250.00	0.00	

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-640-7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			CAPITAL OUTLAY-OTHER IMPROVEME							
10-640-7400	5,700.00	5,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			CAPITAL OUTLAY - EQUIPMENT							
DEPARTMENT TOTAL	317,577.51	325,454.00	354,431.00	355,049.40	259,573.16	73.11	350,877.00	350,799.00	360,799.00	0.00

**BUDGET JUSTIFICATION  
CEMETERY/PARKS AND GROUNDS  
FY 2014-2015**

10-640-02	<u>Salaries and Wages</u> Includes funds for (5) employees assigned to this Department.	\$ 151,401
10-640-04	<u>Professional Services</u> Represents funds for services of "Cemetery Manager" @ \$350.00 per month and surveying as needed.	\$ 5,000
640-05/09	<u>Payroll Fringe Benefits</u> Includes FICA, 401K, Hospital Insurance and Retirement Benefits for this Department.	\$ 63,702
10-640-14	<u>Travel and Training</u> Includes Seminars, workshops and certifications. Also includes Safety Training Program (1025.00).	\$ 1,625
10-640-15	<u>Maintenance and Repair - Grounds</u> Includes maintenance agreements for City Cemeteries, City Hall, Fire Departments, Police Department, P.O. Parking Lot and Thornburg Ramp Plantings. (47,865) Additions and replacements of plantings (2,600). Mowing at Conover City Park , Conover Station and MSC (10,050).	\$ 60,515
10-640-16	<u>Maintenance and Repair - Equipment</u> Includes maintenance and repair on equipment and (5) Park Facilities.	\$ 6,800
10-640-17	<u>Maintenance and Repair - Vehicles</u> Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.	\$ 4,930
10-640-31	<u>Automotive Supplies</u> Includes gas, oil and tires for vehicles assigned to this Department.	\$ 17,800

**BUDGET JUSTIFICATION  
CEMETERY/PARKS AND GROUNDS  
FY 2014-2015**

10-640-33	<u>Departmental Supplies</u>  Includes items of re-occurring nature such as: grass seed, straw, fertilizer, paint, weed killer, etc. Includes small tools: (1) weed eater, stick edger, small chain saw, and misc. furnishings, material and supplies used by this Department.	\$ 10,645
10-640-36	<u>Uniform Purchase</u>  Represents purchase of uniforms, and safety shoes for employees in this Department.	\$ 2,705
10-640-45	<u>Contracted Services</u>  Includes lime and fertilizer, burial adjustments, mulching service, cellular services ,tree trimming in Parks and Contracted Restroom Cleaning @ City Park @ 200.00 per mo.	\$ 19,650
10-640-54	<u>Insurance and Bonds</u>  This represents the prorated cost of insurance and bonds for this Department.	\$ 12,776
10-640-64	<u>Non - Capital Outlay - Equipment</u>  Includes the purchase of small equipment for the Division. (1)Small Scrape Blade (3250.00)	\$ 3,250
	<b>TOTAL PARKS AND GROUNDS DEPARTMENT BUDGET</b>	<b>\$ 360,799</b>



**GENERAL FUND**  
**NON – DEPARTMENTAL**



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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	PREVIOUS YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
10-660 - NON-DEPARTMENTAL										
10-660-0300										
	17,103.51	17,105.00	10,000.00	10,000.00	1,968.39	19.68	1,970.00	8,000.00	8,000.00	0.00
10-660-0301										
	0.00	0.00	18,190.00	18,190.00	4,320.33	23.75	8,740.00	17,976.00	17,976.00	0.00
10-660-0400										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-660-0401										
	0.00	0.00	0.00	10,000.00	10,000.00	100.00	10,000.00	10,000.00	10,000.00	0.00
10-660-1800										
	0.00	0.00	0.00	200,000.00	74,471.83	37.24	74,471.83	0.00	0.00	0.00
10-660-4500										
	52,331.00	52,331.00	52,331.00	52,331.00	26,165.50	50.00	52,331.00	55,957.00	55,957.00	0.00
10-660-4501										
	58,056.00	58,056.00	59,952.00	59,952.00	48,089.00	80.21	59,952.00	59,925.00	59,925.00	0.00
10-660-4504										
	3,565.72	6,000.00	4,000.00	4,000.00	3,438.52	85.96	3,439.00	4,000.00	4,000.00	0.00
10-660-4505										
	2,596.00	3,300.00	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	2,700.00	0.00
10-660-4700										
	0.00	0.00	0.00	0.00	0.00	0.00	14,959.38	18,000.00	18,000.00	0.00
10-660-4800										
	0.00	0.00	0.00	0.00	0.00	0.00	5,140.00	9,100.00	9,100.00	0.00
10-660-5200										
	7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-660-7300										
	0.00	0.00	0.00	325,600.00	325,750.00	100.05	325,750.00	0.00	0.00	0.00
10-660-7402										
	0.00	0.00	11,700.00	11,700.00	0.00	0.00	9,360.00	9,360.00	9,360.00	0.00
10-660-7403										
	49,858.38	49,850.00	49,860.00	49,860.00	24,929.19	50.00	49,860.00	49,860.00	49,860.00	0.00
10-660-7406										
	38,818.00	38,818.00	38,818.00	38,818.00	38,818.00	100.00	38,818.00	38,818.00	38,818.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED	
10-660-7407		USDA LOAN/POLICE FACILITY								
	62,814.00	62,814.00	62,814.00	62,814.00	0.00	0.00	62,814.00	62,814.00	62,814.00	0.00
10-660-8000		USDA LOAN/FIRE TRUCKS								
	52,654.00	52,654.00	52,654.00	52,654.00	0.00	0.00	52,654.00	52,654.00	52,654.00	0.00
10-660-8001		USDA LOAN/FIRE STATION #3								
	77,205.00	77,205.00	77,205.00	77,205.00	100.00	77,205.00	77,205.00	77,205.00	77,205.00	0.00
10-660-8900		CONTINGENCIES								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-660-9130		TRANS TO WATER/SEWER FUND								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-660-9152		TRANS TO GEN FUND CAP RESERVE								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,472.00	0.00	0.00
10-660-9158		TRANSFER TO SOLID WASTE CAP. RESERVE								
	261,268.00	259,293.00	260,000.00	260,000.00	0.00	0.00	262,720.00	260,340.00	260,340.00	0.00
10-660-9167		TRANSFER TO GENERAL FUND								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-660-9168		TRANSFER TO BROYHILL REDEV CPO								
	165,000.00	165,000.00	0.00	4,000.00	4,000.00	100.00	4,000.00	0.00	0.00	0.00
DEPARTMENT TOTAL	848,769.61		700,224.00		639,155.76		1,114,184.21		949,181.00	
		849,936.00		1,239,824.00		51.55		736,709.00		0.00
TOTAL - GENERAL FUND	7,817,782.62		8,383,459.00		5,848,194.52		9,024,196.21		8,763,286.00	
		8,421,485.00		9,340,548.26		62.61		8,601,366.00		0.00

BUDGET JUSTIFICATION  
G.F. NON-DEPARTMENTAL  
FY 2014-2015

10-660-0300	<u>Unemployment Compensation</u>	\$ 8,000
	Unemployment compensation paid on past employees who previously worked in general fund departments	
10-660-0301	<u>Unemployment Reserve</u>	\$ 17,976
	Unemployment reserve required to be set aside to pay future unemployment claims. Will replace unemployment compensation in future years. (\$214.00 per employee) State Mandated.	
10-660-0401	<u>Kaufmann Foundation "Innovat!on Fund NC"</u>	\$ 10,000
	Grant Match Number 2 for the "Innovat!on Fund NC"	
10-660-4500	<u>Contracted Services/WPRTA</u>	\$ 55,957
	The City's share of the annual expense for operating the Greenway Bus System. First increase in 5 years.	
10-660-4501	<u>Contracted Services</u>	\$ 59,925
	The City's share of the Economic Development Commission \$49,925, CVB \$5,000, Golf Tournament-\$5,000	
10-660-4504	<u>Contracted Services</u>	\$ 4,000
	Provides funds for employee assistance program (\$2,500), Code Red (Reverse 911) (\$1,500)	
10-660-4505	<u>Contracted Services/OPEB Actuarial</u>	\$ 2,700
	The City's cost for Post Employment Health Benefits Actuarial Valuation-Required every 2 years.	
10-660-4700	<u>Economic Development Incentive-DALCO</u>	\$ 18,000
	Payment contractually agreed to as an economic development incentive.	

10-660-4800	<u>Economic Development Incentive-HSM</u>	\$ 9,100
	Payment contractually agreed to as an economic development incentive.	
10-660-7402	<u>Catawba County (MJP)</u>	\$ 9,360
	Conover's portion of loan repayment to Catawba County for MJP. Year 2 of 7 (Interest only)	
10-660-7406	<u>Public Works/USDA Loan</u>	\$ 38,818
	Lease Purchase Installment, Principal & Interest for financing on Public Works Facility Renovations (6 of 40)	
10-660-7407	<u>Police Facility/USDA Loan</u>	\$ 62,814
	Lease Purchase Installment, Principal & Interest for Police Facility Renovations (6 of 40)	
10-660-7403	<u>Broyhill/Installment Purchase Debt</u>	\$ 49,860
	Lease Purchase Installment, Principal & Interest for purchase of Broyhill Facility (10 of 11)	
10-660-8001	<u>USDA Loan/Fire Trucks</u>	\$ 52,654
	Lease Purchase Installment, Principal & Interest on purchase of (2) Fire Trucks (10 of 20)	
10-660-8001	<u>USDA Loan/Fire Station #3</u>	\$ 77,205
	Lease Purchase Installment, Principal & Interest on Fire Station #3 Construction (9 of 40)	
10-660-9152	<u>Transfer to General Fund Capital Reserve</u>	\$212,472
	For the purchase of police cars and equipment	

10-660-9158	<u>Transfer to Solid Waste Capital Reserve</u>	\$260,340
	Waste Disposal Fees Transferred to Capital Reserve to Set Aside Reserve for Sanitation/ Recycling future purchases.	
TOTAL G.F. NON-DEPARTMENTAL		<u>\$949,181</u>

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# **WATER AND SEWER REVENUE**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
30 - WATER/SEWERFUND									
30-329-0000		INTEREST EARNED							
	3,317.52	4,500.00	3,300.00	3,300.00	2,293.17	69.49	3,000.00	3,000.00	0.00
30-335-0000		MISCELLANEOUS REVENUE							
	797.60	500.00	500.00	500.00	290.00	58.00	290.00	300.00	0.00
30-353-0000		SPRINKLER CHARGES							
	34,720.00	33,500.00	34,000.00	34,000.00	34,345.00	101.01	34,345.00	34,000.00	0.00
30-361-0000		SE CATAWBA CO/WATER							
	17,215.00	18,500.00	18,500.00	18,500.00	0.00	0.00	18,500.00	18,000.00	0.00
30-371-0000		WATER SALES							
	1,947,427.00	1,954,800.00	2,067,083.00	2,067,083.00	1,325,386.95	64.12	1,955,407.00	1,984,736.00	0.00
30-371-0100		SEWER CHARGES							
	1,743,313.73	1,715,000.00	1,816,815.00	1,816,815.00	1,217,400.23	67.01	1,813,281.00	1,840,480.00	0.00
30-373-0000		WATER TAP FEES							
	11,810.00	10,000.00	9,000.00	9,000.00	4,480.00	49.78	6,720.00	7,000.00	0.00
30-373-0100		SEWER TAP FEES							
	2,770.00	2,500.00	2,000.00	2,000.00	2,880.00	144.00	3,340.00	3,000.00	0.00
30-375-0000		DELINQUENT FEES							
	36,571.02	40,000.00	48,000.00	48,000.00	42,868.20	89.31	62,100.00	62,100.00	0.00
30-376-0000		RECONNECT FEES							
	14,640.00	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-383-0000		SALE OF FIXES ASSETS/WAT/SEW							
	3,629.71	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
30-397-9110		TRANSFER FROM GENERAL FUND							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-397-9174		TRANSFER FROM SEWER IMPROV FUN							
	40,533.00	55,533.00	55,533.00	55,533.00	0.00	0.00	36,850.00	55,535.00	0.00
30-399-0000		APPROP. FR. RETAINED EARN.							
	0.00	34,834.10	13,862.00	397,852.59	0.00	0.00	0.00	280,426.00	0.00
TOTAL WATER/SEWER FUND									
	3,856,744.58	4,069,593.00	4,453,583.59	4,453,583.59	2,629,943.55	59.05	3,933,833.00	4,289,577.00	0.00



**WATER AND SEWER FUND**

**EXPENSES**



**WATER AND SEWER**  
**NON - DEPARTMENTAL**



**CITY OF CONOVER  
NORTH CAROLINA  
PERSONNEL SUMMARY**

Department: <u>Public Works-Water/Sewer</u>		Activity: <u>Non-Departmental</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries TOTAL	<u>\$316,055</u> \$316,055	<u>\$365,354</u> \$365,354	<u>\$365,354</u> \$365,354	<u>\$365,354</u> \$365,354
POSITION - CLASSIFICATION				
City Manager	½	½	½	½
City Clerk	½	½	½	½
Deputy City Clerk	½	½	½	½
Finance Director	½	½	½	½
Finance Supervisor	1	1	1	1
GIS Coordinator	½	½	½	½
IT Director	½	½	½	½
Public Works Director	½	½	½	½
Asst. P/W Director	½	½	½	½
Secretary-P/W	½	½	½	½
Fleet Maintenance		1	1	1
Technical Asst.-P/W	½	½	½	½
TOTAL	6.0	7.0	7.0	7.0

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
WATER-SEWER DEPARTMENT									
30-660 - W/S NON-DEPARTMENTAL									
30-660-0200		SALARIES/WAGES-W/S NON-DEPT.							
126,342.86	127,084.00	316,055.00	316,109.14	219,582.07	69.46	323,478.00	365,354.00	365,354.00	0.00
30-660-0300		UNEMPLOYMENT COMPENSATION							
0.00	0.00	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00	0.00
30-660-0301		UNEMPLOYMENT COMPENSATION RESERVE							
0.00	0.00	4,708.00	4,708.00	1,342.74	28.52	2,305.00	5,140.00	5,140.00	0.00
30-660-0400		PROFESSIONAL SERVICES							
3,360.80	3,600.00	3,675.00	3,675.00	2,886.75	78.55	4,320.00	4,500.00	4,500.00	0.00
30-660-0500		F I C A TAX							
9,735.94	9,722.00	24,179.00	24,183.14	16,465.30	68.09	24,456.00	27,950.00	27,950.00	0.00
30-660-0600		HEALTH INSURANCE CONTRIBUTION							
13,277.58	13,968.00	6,770.00	6,770.00	3,949.28	58.34	6,770.00	13,538.00	13,538.00	0.00
30-660-0700		RETIREMENT							
8,434.21	8,566.00	22,345.00	22,345.00	15,386.17	68.86	24,749.00	25,831.00	25,831.00	0.00
30-660-0900		401-K							
6,286.76	6,355.00	15,803.00	15,803.00	11,209.54	70.93	16,389.00	18,268.00	18,268.00	0.00
30-660-1800		MAIN. & REPAIRS-LINES/STORM DAMAGE							
0.00	0.00	0.00	200,000.00	137,235.52	68.62	145,735.52	0.00	0.00	0.00
30-660-4500		CONTRACTED SERVICES							
2,904.00	2,908.00	2,904.00	2,904.00	2,904.00	100.00	2,904.00	2,904.00	2,904.00	0.00
30-660-8100		BOND/PRINCIPAL							
125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	100.00	125,000.00	125,000.00	125,000.00	0.00
30-660-8200		BOND/INTEREST							
39,750.00	39,750.00	33,125.00	33,125.00	33,125.00	100.00	33,125.00	26,500.00	26,500.00	0.00
30-660-8300		DUE TO CATAWBA COUNTY/BHHS							
0.00	0.00	23,765.00	23,765.00	0.00	0.00	23,765.00	23,765.00	23,765.00	0.00
30-660-8400		HWY 16 SCADA (DWSRF) LOAN							
0.00	18,875.00	18,875.00	18,875.00	0.00	0.00	0.00	18,875.00	18,875.00	0.00
30-660-8401		NE/SW W/L IMPROV. (DWSRF) LOAN							
0.00	36,246.00	36,246.00	36,246.00	0.00	0.00	0.00	36,247.00	36,247.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
30-660-8500		WATER TANK/PRINCIPAL								
	51,400.00	51,400.00	51,400.00	51,400.00	0.00	0.00	51,400.00	51,400.00	51,400.00	0.00
30-660-8501		WATER TANK/INTEREST								
	10,362.24	10,365.00	8,882.00	8,882.00	4,440.96	50.00	8,882.00	7,402.00	7,402.00	0.00
30-660-8600		DUE TO NEWTON								
	36,751.00	55,533.00	55,533.00	55,533.00	0.00	0.00	36,850.00	55,535.00	55,535.00	0.00
30-660-8701		PRINCIPAL FORGIVENESS GRANT								
	43,175.65	43,176.00	43,176.00	43,176.00	0.00	0.00	43,176.00	43,176.00	43,176.00	0.00
30-660-8800		BOND/SERV CHARGE								
	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00
30-660-8900		CONTINGENCIES								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-660-9000		RESERVE								
	0.00	256,868.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-660-9110		TRANS. TO GEN. FUND								
	204,000.00	204,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-660-9132		TRANSFER TO W/S CAPITAL PROJECT								
	0.00	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00	0.00
30-660-9135		TRANS TO MAT/SEW CAP RESERVE								
	175,000.00	175,000.00	474,794.00	474,794.00	0.00	0.00	474,794.00	500,000.00	500,000.00	0.00
30-660-9137		TRANS TO HWY 16N WATER QUALITY CPO								
	7,550.00	7,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-660-9138		TRANSFER TO NE-SW WATER QUALITY CPO								
	14,499.00	14,499.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-660-9166		TRANS TO CONOVER STATION NORTH CPO								
	0.00	0.00	0.00	180,587.01	0.00	0.00	180,587.00	0.00	0.00	0.00
30-660-9174		TRANSFER TO W/S CAPITAL FUND								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	162,000.00	162,000.00	0.00
DEPARTMENT TOTAL	877,830.04	1,212,465.00	1,313,235.00	1,693,800.29	573,527.33	33.86	1,568,685.52	1,519,385.00	1,519,385.00	0.00



30-660-8300                    Due to Catawba County                    \$ 23,765

Principal only payment to Catawba County for  
Bunker Hill High School sewer loan. (1 of 10)

30-660-8400                    Hwy 16 SCADA Loan                    \$ 18,875

No interest 20 year loan from DWSRF-  
State Revolving Loan Fund for water system  
improvements to prevent water loss, monitor  
water pressure and maintain proper chlorina-  
tion in the Hwy 16 water tank. (1 of 20)

30-660-8401                    NE/SW Waterline Improvement Loan                    \$ 36,247

No interest 20 year loan from DWSRF-  
State Revolving Loan Fund for replacement  
of undersized and inadequate water infra-  
structure to improve water quality, water  
pressure, reduce water loss and provide  
better fire service protection. (1 of 20)

30-660-8500                    Water Tank/Principal                    \$ 51,400

Principal payment due on state loan for one  
million gallon water tank on Highway 16.  
(15 of 20)

30-660-8501                    Water Tank/Interest                    \$ 7,402

Interest payment due on state loan for one  
million gallon water tank on Highway 16.

30-660-8600                    Due to Newton                    \$ 55,535

Phase I Improvements-Payment(9 of 15)to Newton  
for participation in Clark Creek WWTP Capital  
Improvement Project. (28,900)  
Phase II Improvements-Payment(5 of 15) to Newton  
for participation in Clark Creek WWTP Capital  
Project. (11,336)  
Phase III (proposed) Improvements-(1 of 15)  
(15,299)

30-660-8701	<u>ARRA Principal Forgiveness Loan/Interest</u>	\$ 43,176
	Interest Payment on ARRA Sewer Outfall Principal Forgiveness Loan (5 of 20)	
30-660-9135	<u>Transfer to Water/Sewer Capital Reserve</u>	\$500,000
30-660-8800	<u>Bond Service Charges</u>	\$ 2,000
	Annual Maintenance Charges to paying agents on Bonds.	
30-660-9174	<u>Transfer to Water/Sewer Capital Improvement Fund</u>	\$162,000
TOTAL W/S NON-DEPARTMENTAL		<u>\$1,519,385</u>

**WATER**



NORTH CAROLINA  
PERSONNEL SUMMARY

Department: <u>Public Works</u>		Activity: <u>Water/Meter Reading/Maint.</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$336,098	\$344,318	\$344,318	\$344,318
Overtime	<u>\$35,000</u>	<u>\$39,000</u>	<u>\$39,000</u>	<u>\$39,000</u>
TOTAL	\$371,098	\$383,818	\$383,818	\$383,818
POSITION - CLASSIFICATION				
Utility Services Sup.	1	1	1	1
Utility Crew Leader	1	1	1	1
Utility Const. Crew Leader	1	1	1	1
Utility Serv. Worker	0	0	0	0
Util. Serv. Mt. Wkr.	1	1	1	1
Utility Clerk I	2	2	2	2
Utility Service Tech.	3	3	3	3
Utility Equipment Operator	2	2	2	2
Customer Ser. Clerk	1	1	1	1
Part-Time	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	12	12	12	12

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
30-800 - WATER DEPARTMENT										
30-800-0200	SALARIES AND WAGES -WATER DEPT									
332,690.63	373,918.00	371,098.00	371,747.68	251,781.66	67.73	371,400.00	383,818.00	383,818.00	0.00	
30-800-0400	PROFESSIONAL SERVICES									
2,677.90	7,642.90	7,000.00	7,000.00	26,984.00	385.49	17,784.00	10,000.00	10,000.00	0.00	
30-800-0500	F I C A TAX									
24,762.54	28,605.00	28,389.00	28,438.68	18,642.64	65.55	28,412.00	29,363.00	29,363.00	0.00	
30-800-0600	HEALTH INSURANCE CONTRIBUTION									
71,334.48	76,824.00	81,226.00	81,226.00	54,151.68	66.67	80,100.00	81,228.00	81,228.00	0.00	
30-800-0700	RETIREMENT									
22,060.55	25,202.00	26,237.00	26,237.00	17,650.70	67.27	26,258.00	27,136.00	27,136.00	0.00	
30-800-0900	401-K OTHERS									
16,344.63	18,696.00	18,555.00	18,555.00	12,611.69	67.97	18,570.00	19,191.00	19,191.00	0.00	
30-800-1100	TELEPHONE & ALARM SYSTEM									
182.71	2,000.00	1,000.00	1,000.00	120.64	12.06	913.00	1,250.00	1,250.00	0.00	
30-800-1300	UTILITIES									
5,911.74	5,000.00	5,500.00	5,500.00	3,666.57	66.66	5,467.00	5,735.00	5,735.00	0.00	
30-800-1400	TRAVEL & TRAINING									
1,046.77	2,500.00	4,345.00	4,345.00	136.82	3.15	4,136.00	4,500.00	4,500.00	0.00	
30-800-1600	M & R - EQUIPMENT/LINES									
46,120.42	58,500.00	62,000.00	62,000.00	25,799.05	41.61	61,600.00	62,000.00	62,000.00	0.00	
30-800-1700	M & R, VEHICLES									
6,602.95	9,500.00	9,500.00	9,500.00	3,933.18	41.40	8,733.00	9,500.00	9,500.00	0.00	
30-800-2600	ADVERTISING									
421.50	5,200.00	5,200.00	5,200.00	1,921.50	36.95	5,021.00	5,200.00	5,200.00	0.00	
30-800-3100	GAS, OIL, TIRES									
40,876.39	41,722.00	41,900.00	41,900.00	31,170.39	74.39	41,900.00	41,900.00	41,900.00	0.00	
30-800-3300	DEPARTMENTAL SUPPLIES									
103,091.67	108,500.00	108,500.00	108,881.00	57,556.25	52.86	108,070.00	114,325.00	114,325.00	0.00	
30-800-3600	UNIFORMS									
4,315.49	5,700.00	5,700.00	5,700.00	3,528.61	61.91	5,628.00	5,900.00	5,900.00	0.00	
30-800-4500	CONTRACTED SERVICES									
71,787.60	91,440.00	95,585.00	95,585.00	77,435.99	81.01	79,665.00	92,138.00	92,138.00	0.00	

CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

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ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED	
30-800-4000		PURCHASES FOR RESALE								
	479,186.47	498,784.00	500,951.00	263,339.50	52.57	483,669.00	505,900.00	505,900.00	0.00	
30-800-5300		DUES AND SUBSCRIPTIONS								
	3,928.50	4,260.00	4,260.00	3,224.99	75.70	3,775.00	4,260.00	4,260.00	0.00	
30-800-5400		INSURANCE & BONDS								
	16,778.25	19,934.00	17,800.00	16,345.05	91.83	17,000.00	17,425.00	17,425.00	0.00	
30-800-5700		MISCELLANEOUS EXPENSE								
	1,340.82	1,850.00	1,850.00	1,284.92	69.46	1,800.00	1,900.00	1,900.00	0.00	
30-800-6400		NON CAPITAL OUTLAY								
	5,056.20	5,000.00	5,000.00	423.88	8.48	4,425.00	5,000.00	5,000.00	0.00	
30-800-7300		CAPITAL OUTLAY/OTHER IMPROVE.								
	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
30-800-7400		CAPITAL OUTLAY - EQUIPMENT								
	0.00	0.00	18,000.00	0.00	0.00	18,000.00	0.00	0.00	0.00	
30-800-9900		BAD DEBT EXP./WATER								
	1,254.94	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00	
DEPARTMENT TOTAL	1,257,773.15	1,425,996.00	1,427,076.36	871,709.71	61.08	1,392,326.00	1,439,069.00	1,439,069.00	0.00	

**BUDGET JUSTIFICATION  
WATER DEPARTMENT  
FY 2014-2015**

30-800-02	<u>Salaries and Wages</u>	Includes regular salaries, longevity and overtime pay for (9) employees assigned to this department and 3 Clerks for Administration -Billing.	\$ 383,818
30-800-04	<u>Professional Services</u>	Includes professional services such as; surveyor, engineer, etc.	\$ 10,000
800-05/09	<u>Payroll Fringe Benefits</u>	Includes FICA, 401K, Hospital Insurance and Retirement Benefits for this Department.	\$ 156,918
30-800-11	<u>Telephone and Postage</u>	Includes charges for altitude valve water control systems #JM1120115, #JM1123014 and #M128584, County Hm. Rd., HWY 70 W., Houston Mill Rd. and Hwy 70/Fairgrove Ch. Rd.	\$ 1,250
30-800-13	<u>Utilities</u>	Includes electrical charges for altitude valve water control systems and transfer of Natural Gas expense for the Water Division Building @ Public Works.	\$ 5,735
30-800-14	<u>Travel and Training</u>	Includes NCRWA, AWWA, and Safety Training/Cert.	\$ 4,500
30-800-16	<u>Maintenance and Repair - Equipment-Lines</u>	Includes maintenance and repair to equipment assigned to this department. Also hydrant replacement, special taps, line repair, large meter repair/replacement and blow - off device installation and repair to improve water quality efforts. Includes AMR battery change out supplies	\$ 62,000
30-800-17	<u>Maintenance and Repair - Vehicle</u>	Represents cost for performing routine maintenance and emergency repair on vehicles used by the Department.	\$ 9,500

**BUDGET JUSTIFICATION  
WATER DEPARTMENT  
FY 2014-2015**

30-800-26	<u>Advertisements</u>	Includes public notices concerning water system operations and annual Consumer Confidence Reports.	\$ 5,200
30-800-31	<u>Automotive Supplies</u>	Includes gas, oil and tires for vehicles assigned to this Department.	\$ 41,900
30-800-33	<u>Departmental Supplies</u>	Includes piping, meters, valve/meter boxes, repair clamps, tapping saddles and other fittings used on lines and repairs. All supplies of a normal re-occurring nature used in this dept. Also includes safety supplies and meter box replacements to improve AMR productivity. Includes increase in brass components	\$ 114,325
30-800-36	<u>Uniform Purchase</u>	Represents purchases of uniforms and safety boots for employees in this Department.	\$ 5,900
30-800-45	<u>Contracted Services</u>	Includes lab work, Tank Inspections and Emergency services regarding system operation. Water Quality Monitoring (13,200) Tank Maintenance Contracts: Downtown (22,160) HWY 16 (22,013) RMR Service Warranty (3,495) Stage 2 DBPR Monitoring (8,950) Plumbing Services (3,000) Utility Billing Services (16,500) Cellular Service (2,820)	\$ 92,138
30-800-48	<u>Purchase for Resale</u>	Represents cost of water purchased from the City of Hickory. Includes a 3.2% increase in water usage charges passed along by the City of Hickory	\$ 505,900

**BUDGET JUSTIFICATION  
WATER DEPARTMENT  
FY 2014-2015**

30-800-53	<u>Dues and Subscriptions</u>  Includes: Publications AWWA Membership Rural Water Membership DENR System Certification State Operators Certification	\$ 4,260
30-800-54	<u>Insurance and Bonds</u>  Represents the prorated cost of insurance and bonds applicable to the Department.	\$ 17,425
30-800-57	<u>Miscellaneous and R/W Acquisition Expense</u>  Represents claims for damages and ROW acquisitions. Also includes 800.00 for Public Works functions.	\$ 1,900
30-800-64	<u>Non - Capital Outlay</u>  Small equipment replacement.	\$ 5,000
30-800-73	<u>Capital Outlay - Lines</u>  Water infrastructure construction to upgrade inadequate lines, hydrants, valves and improve water quality.	\$ 10,000
30-800-74	<u>Capital Outlay - Equipment</u>	\$ -
30-800-99	<u>BAD DEBT WATER</u>	\$ 1,400
	<b>TOTAL WATER DEPARTMENT BUDGET</b>	<b>\$ 1,439,069</b>

**SEWER**



**CITY OF CONOVER  
NORTH CAROLINA**

**PERSONNEL SUMMARY**

Department: <u>Public Works-Sewer</u>		Activity: <u>Plant Operations</u>		
Annual Budget Fiscal Year Ending June 30, 2015				
Classification	Current Budget 2013-2014	Requested by Dept. Head 2014-2015	Proposed by City Manager	Approved by Council
Regular Salaries	\$340,054	\$349,916	\$349,916	\$349,916
Overtime	<u>\$27,500</u>	<u>\$27,500</u>	<u>\$27,500</u>	<u>\$27,500</u>
<b>TOTAL</b>	<b>\$367,554</b>	<b>\$377,416</b>	<b>\$377,416</b>	<b>\$377,416</b>
<b>POSITION - CLASSIFICATION</b>				
WWTP Supervisor	1	1	1	1
Asst WWTP Supv.	1	1	1	1
Environmental Coordinator	1	1	1	1
Waste Water Trtmt Plant Operator I	1	1	1	1
Utility Clerk II	1	1	1	1
Residuals Oper (PT)	1	1	1	1
Collection Line Operator I	0	0	0	0
Collection Line Operator II	1	1	1	1
Lab Technician	1	1	1	1
Maint Mech I	1	1	1	1
Maint Mech II	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	P R E V I O U S YEAR ACTUAL	B U D G E T	O R I G I N A L B U D G E T	C U R R E N T B U D G E T	E X P E N D E D / E N C U M B E R E D	% S P E N T	E S T A N N U A L E X P E N S E	D E P T R E Q U E S T	M A N A G E R R E C O M M E N D S	C O U N C I L A P P R O V E D
30-810 -	SEWER DEPT.									
30-810-0200	SALARIES AND WAGES/SEWER DEPT.									
	357,044.55	362,528.00	367,554.00	368,122.47	249,816.51	67.86	370,113.00	377,416.00	377,416.00	0.00
30-810-0400	PROFESSIONAL SERVICES									
	9,592.25	7,000.00	7,000.00	7,000.00	6,466.58	92.38	6,980.00	7,000.00	7,000.00	0.00
30-810-0500	F I C A TAX									
	25,784.91	27,733.00	28,118.00	28,161.47	18,108.95	64.30	28,314.00	28,872.00	28,872.00	0.00
30-810-0600	HEALTH INSURANCE CONTRIBUTION									
	67,689.60	69,840.00	67,700.00	67,700.00	45,126.40	66.66	67,689.00	67,700.00	67,700.00	0.00
30-810-0700	RETIREMENT									
	23,177.52	24,434.00	25,987.00	25,987.00	17,063.19	65.66	26,167.00	26,684.00	26,684.00	0.00
30-810-0900	401-K OTHERS									
	17,091.44	18,127.00	18,378.00	18,378.00	11,986.55	65.22	18,506.00	18,871.00	18,871.00	0.00
30-810-1100	TELEPHONE									
	5,129.45	7,000.00	7,000.00	7,000.00	4,084.68	58.35	6,127.00	7,000.00	7,000.00	0.00
30-810-1300	UTILITIES									
	85,788.84	83,590.00	96,900.00	96,900.00	57,775.87	59.62	92,640.00	94,665.00	94,665.00	0.00
30-810-1400	TRAVEL AND TRAINING									
	887.38	3,200.00	5,045.00	5,045.00	1,235.97	24.50	3,236.00	4,045.00	4,045.00	0.00
30-810-1500	M&R BUILDING & GROUNDS									
	148.36	4,438.70	3,500.00	3,500.00	0.00	0.00	2,000.00	2,500.00	2,500.00	0.00
30-810-1600	M & R EQUIPMENT									
	42,068.49	56,203.50	50,000.00	51,500.00	24,160.09	46.91	45,756.00	49,800.00	49,800.00	0.00
30-810-1700	M & R - VEHICLES									
	5,622.95	10,000.00	10,000.00	10,153.00	6,427.57	63.31	9,430.00	10,000.00	10,000.00	0.00
30-810-1800	M & R - LINES									
	15,213.40	17,000.00	35,000.00	35,000.00	9,389.00	26.83	29,400.00	33,000.00	33,000.00	0.00
30-810-3100	GAS, OIL, TIRES									
	30,811.02	30,620.00	32,620.00	32,620.00	16,834.60	51.61	29,155.00	32,000.00	32,000.00	0.00
30-810-3300	DEPARTMENTAL SUPPLIES									
	40,696.54	47,000.00	47,000.00	47,000.00	32,128.86	68.36	43,826.00	47,000.00	47,000.00	0.00
30-810-3600	UNIFORMS									
	4,939.79	5,000.00	5,000.00	5,000.00	3,292.80	65.86	4,939.00	5,500.00	5,500.00	0.00

CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

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ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED	
30-810-4500		CONTRACTED SERVICES								
	57,054.02	60,990.00	60,990.00	60,990.00	49,705.79	81.50	58,630.00	60,145.00	60,145.00	0.00
30-810-4501		SLUDGE DISPOSAL CONTRACTED SER								
	233,996.75	250,500.00	268,700.00	268,700.00	143,697.73	53.48	256,339.00	265,030.00	265,030.00	0.00
30-810-4800		PURCHASES FOR RESALE								
	138,360.00	160,120.00	160,120.00	160,120.00	152,880.00	95.48	154,800.00	160,120.00	160,120.00	0.00
30-810-5300		DUES AND SUBSCRIPTIONS								
	547.00	700.00	700.00	700.00	225.00	32.14	525.00	700.00	700.00	0.00
30-810-5400		INSURANCE & BONDS								
	21,312.93	26,500.00	23,000.00	23,000.00	22,623.24	98.36	23,000.00	23,575.00	23,575.00	0.00
30-810-5700		MISCELLANEOUS EXPENSE								
	13.75	500.00	500.00	500.00	514.55	102.91	515.00	600.00	600.00	0.00
30-810-6400		NON CAPITAL OUTLAY								
	0.00	600.00	600.00	600.00	242.92	40.49	445.00	500.00	500.00	0.00
30-810-7300		CAPITAL OUTLAY/OTHER IMPROVE.								
	0.00	2,000.00	2,500.00	2,500.00	0.00	0.00	1,500.00	2,000.00	2,000.00	0.00
30-810-7400		CAPITAL OUTLAY - EQUIPMENT								
	0.00	0.00	5,050.00	5,050.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
30-810-9900		BAD DEBT EXP./SEWER								
	1,123.40	1,400.00	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00
DEPARTMENT TOTAL	1,184,094.34		1,330,362.00		873,786.85		1,285,032.00		1,331,123.00	
		1,277,024.20		1,332,626.94		65.57		1,331,123.00		0.00
TOTAL-WATER/SEWER DEPT.	3,319,697.53		4,069,593.00		2,319,023.89		4,246,043.52		4,289,577.00	
		3,886,667.10		4,453,583.59		52.07		4,289,577.00		0.00

**BUDGET JUSTIFICATION  
SEWER DEPARTMENT  
FY 2014-2015**

30-810-02	<u>Salaries and Wages</u> Includes regular salaries, longevity and overtime pay for (11) employees assigned to this Dept. Includes Stormwater Manager position and transfer of the Utility/Billing Clerk from the General Fund.	\$377,416
30-810-04	<u>Professional Services</u> Represents funds for engineering services, medical exams and legal services.	\$7,000
810-05/09	<u>Payroll Fringe Benefits</u> Includes FICA, 401K, Hospital Insurance and Retirement benefits for this Department.	\$142,127
30-810-11	<u>Telephone and Postage</u> Represents cost of telephone service at the NE WWTP and alarm systems.	\$7,000
30-810-13	<u>Utilities</u> Represents electrical cost for the Northeast Waste Treatment Plant and (7) Pumping Stations . No increase projected from Duke Energy	\$94,665
30-810-14	<u>Travel and Training</u> Includes operators training seminars and certification schools, pretreatment workshops, annual Safety Training Program and (AWWA), (NCRWA) workshops.	\$4,045
30-810-15	<u>Maintenance &amp; Repair - Building and Grounds</u> Includes maintenance and repair cost for buildings and grounds at the sewer facilities.	\$2,500

**BUDGET JUSTIFICATION  
SEWER DEPARTMENT  
FY 2014-2015**

30-810-16	<u>Maintenance and Repair - Equipment</u>  Includes routine maintenance and emergency repairs at WW treatment plants, lift stations and outfall lines. Also includes maintenance and repairs to all equipment assigned to this Dept. System evaluation I & I (10,000).	\$49,800
30-810-17	<u>Maintenance and Repair - Vehicles</u>  Includes routine maintenance and emergency repairs to vehicles assigned to this Department.	\$10,000
30-810-18	<u>Maintenance and Repair Lines</u>  Represents cost for performing routine maintenance and emergency repair on lines and related infrastructure by the Department. Includes I&I and manhole repair for SE Areas.	\$33,000
30-810-31	<u>Automotive Supplies</u>  Includes gas, oil and tires for vehicles assigned to this Department.	\$32,000
30-810-33	<u>Department Supplies</u>  Includes items of normal and re-occurring nature such as: line cleaning chemicals, repair couplings, manhole rings and covers, line plugs. Also includes: Chemicals and other materials used in the treatment/monitoring process. Provides for increase in sodium hypochloride.	\$47,000
30-810-36	<u>Uniform Purchase</u>  Represents purchase of Uniforms and safety shoes for employees in this Department.	\$5,500

**BUDGET JUSTIFICATION  
SEWER DEPARTMENT  
FY 2014-2015**

30-810-45	<u>Contracted Services</u>		
	GDS Services - N.E. WWTP	1,585	
	Pest Control - N.E. WWTP	360	
	Grounds Maint Contract	4,795	
	Time Clock Maint.	360	
	Xerox Copier	1,440	
	Cellular Phone Charge	3,420	
	Contract Lab Fees	21,800	
	NPDES Permit Fees:		
	N.E. WWTP	3,440	
	S.E. WWTP	860	
	Bio Solids	220	
	Laboratory	1,200	
	Stormwater	860	
	Collection Line Permit	860	
	DI Water	330	
	Go To MY PC	180	
	Utility Billing Services	18,435	
			\$60,145
30-810-45	<u>Contracted Sludge Disposal</u>		
	Represents sludge disposal charges by Regional Compost Facility. Includes 15.5% of Operational and Capital cost associated with the Facility. Represents 3% increase for operations and \$10,000 in capital costs.		\$265,030
30-810-48	<u>Purchase for Resale</u>		
	Represents costs associated with sewer treatment at the Clark Creek WWTP. Based on 14% of the Plant O&M budget per contract. Includes funding for approved Capital equipment improvements.		\$160,120
30-810-53	<u>Dues and Subscriptions</u>		
	Includes Operators Certification renewal Charges and misc. subscriptions.		\$700

**BUDGET JUSTIFICATION  
SEWER DEPARTMENT  
FY 2014-2015**

30-810-54	<u>Insurance and Bonds</u> Represents the prorated cost of insurance and bonds associated with this Department.	\$23,575
30-810-57	<u>Miscellaneous &amp; R / W Acquisition</u> Includes items of a non-reoccurring nature and claims for damage.	\$600
30-810-64	<u>Non - Capital Outlay</u> Includes small equipment replacements.	\$500
30-810-73	<u>Capital Outlay - Other</u> Includes misc. system improvements, bores and casings, manhole reconditioning and replacement and new line construction.	\$2,000
30-810-74	<u>Capital Outlay - Equipment</u>	\$5,000
30-810-99	<u>Bad Debt</u>	\$1,400
	<b>TOTAL SEWER DEPARTMENT BUDGET</b>	<b>\$1,331,123</b>



**GENERAL CAPITAL**

**PROJECTS FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
67-GENERAL FUND CAP PROJECT									
67-397-9110	0.00	0.00	95,000.00	95,000.00	95,000.00	100.00	95,000.00	0.00	0.00
67-397-9152	401,772.67	441,500.00	203,000.00	214,459.00	198,085.00	92.36	198,085.00	219,200.00	0.00
67-397-9158	0.00	0.00	310,000.00	310,000.00	65,374.81	21.09	202,395.00	425,000.00	0.00
67-299-1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL-GEN FUND CAP PROJECT	401,772.67	441,500.00	608,000.00	619,459.00	358,459.81	57.87	495,480.00	644,200.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR		ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT	ACTUAL	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED	
67-GENERAL FUND CAP PROJECT										
67-420-7400		ADMINISTRATION EQUIPMENT								
	0.00	0.00	50,000.00	61,459.00	61,458.14	100.00	61,459.00	0.00	0.00	0.00
67-425-7400		PLANNING EQUIPMENT								
	25,003.08	25,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00
67-660-0400		PROFESSIONAL SERVICES								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67-660-9110		TRANSFER TO GENERAL FUND								
	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67-510-7400		POLICE EQUIPMENT								
	0.00	20,000.00	0.00	0.00	0.00	0.00	356,400.00	106,200.00		0.00
67-530-7400		FIRE EQUIPMENT								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67-540-7400		FLEET EQUIPMENT								
	0.00	0.00	0.00	0.00	0.00	0.00	38,000.00	38,000.00		0.00
67-550-7300		PUBLIC WORKS CAPITAL IMPROVEMENTS								
	22,969.61	28,300.00	18,000.00	18,000.00	0.00	0.00	18,000.00	5,500.00	0.00	0.00
67-550-7400		PUBLIC WORKS EQUIPMENT								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
67-560-7400		STREETS/SIDEWALKS								
	12,853.50	13,300.00	15,000.00	15,000.00	0.00	0.00	12,500.00	20,000.00	0.00	0.00
67-560-7401		STREET EQUIPMENT								
	42,865.08	42,900.00	80,000.00	80,000.00	0.00	0.00	80,000.00	215,000.00	215,000.00	0.00
67-570-7400		POWELL BILL STREET EQUIPMENT								
	0.00	0.00	95,000.00	95,000.00	84,211.00	88.64	84,211.00	0.00	0.00	0.00
67-580-7400		SANITATION EQUIPMENT								
	236,140.00	262,000.00	225,000.00	225,000.00	202,394.76	89.95	202,395.00	210,000.00	210,000.00	0.00
67-581-7400		RECYCLING EQUIPMENT								
	0.00	0.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00	0.00	0.00
67-640-7300		CEMETERIES AND PARKS IMPROVEMENTS								
	51,941.40	40,000.00	40,000.00	40,000.00	13,914.77	34.79	36,915.00	40,000.00	40,000.00	0.00
67-640-7400		CEMETERY/PARK-EQUIPMENT								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	0.00

GENERAL FUND CAPITAL PROJECTS FUND

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
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TOTAL GEN FUND CAP PROJECT	401,772.67	441,500.00	608,000.00	619,459.00	361,978.67	58.43	495,480.00	949,900.00	644,200.00	0.00
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POLICE EQUIPMENT (67-219-7100)

FLEET EQUIPMENT (67-248-7400)

Replacement of a 1997 pickup truck \$25,000 already in reserve. Also replacement of the Fleet Maintenance Management Program.

CEMETERY MARK EQUIPMENT (67-640-7400)

Replacement of a 1995 pickup truck used in daily grounds maintenance activities. Current will exceed replacement criteria and is unusable. Utilizes reserve of \$15,000.

FLEET EQUIPMENT (67-248-7400)

Sweeper replacement utilizing \$150,000 of reserves.

SANITATION EQUIPMENT (67-280-7100)

Replacement of a 1997 car chassis/mulchblower to be used in daily yard work and metal collection. Utilizing \$30,000 of reserves. Also includes replacement of a 1997 2 1/2 truck used in daily solid waste activities.

CAMERAS AND PARASITICIDALS (67-640-7300)

Provides funding for annual procurement for pest equipment repairs to improve safety and comply with ADA standards. Also provides partial funding for improvements to the S.W. ball field area. \$40,000

**GENERAL FUND CAPITAL PROJECTS FUND  
67 FUND  
FY 2014-15**

**THE GENERAL FUND CAPITAL PROJECTS FUND WILL PURCHASE  
MAJOR CAPITAL EQUIPMENT AND DISBURSEMENTS TO FINANCE  
ANNUAL MAJOR CAPITAL PROJECTS**

**POLICE EQUIPMENT (67-510-7400)**

Purchase of 3 Tahoes and 3 mobile vision cameras.

**FLEET EQUIPMENT (67-540-7400)**

Replacement of a 1997 pickup truck. \$25,000 already in reserves. Also replacement of the Fleet Maintenance Management Program.

**CEMETERY/PARK EQUIPMENT (67-640-7400)**

Replacement of a 1995 pickup truck used in daily grounds maintenance activities. Current unit exceeds replacement criteria and is unreliable. Utilizes reserve of \$15,000.

**STREET EQUIPMENT (67-560-7401)**

Sweeper replacement utilizing \$150,000 of reserves.

**SANITATION EQUIPMENT (67-580-7400)**

Replacement of a 1997 cab/chassis/knuckleboom to be used in daily yard debris and metal collections. Utilizing \$50,000 of reserves. Also includes replacement of a 1997 F-250 truck used in daily solid waste activities.

**CEMETERIES AND PARKS/IMPROVEMENTS (67-640-7300)**

Provides funding for annual commitment for park equipment replacements to improve safety and comply with ADA standards. Also provides partial funding for improvements to the S.W. ball field area. \$40,000

**PRIORITY SIDEWALK  
CAPITAL PROJECT FUND**



05/14/14  
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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
45-PRIORITY SIDEWALK CAPITAL PROJECT									
45-329-0000									
	10.00	10.00	5.00	5.00	0.00	0.00	0.00	5.00	0.00
INTEREST ON INVESTMENTS									
45-332-0000									
	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	2,500.00	0.00
FEE IN LIEU OF SIDEWALKS									
45-299-1000									
	0.00	8,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND BALANCE APPROPRIATION									
TOTAL (45) FUND	3,010.00	11,420.00	3,005.00	3,005.00	0.00	0.00	0.00	2,505.00	0.00

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CITY OF CONOVER  
 EXPENSE WORKSHEET REPORT

=== FISCAL ===  
 MONTH YEAR  
 8 2014

ACCT	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
45-PRIORITY SIDEWALK CAPITAL PROJECT										
45-560-7300			CAPITAL OUTLAY/IMPROVEMENTS							
	11,420.00	11,420.00	3,005.00	3,005.00	0.00	0.00	0.00	2,505.00	2,505.00	0.00
TOTAL (45) FUND	11,420.00		3,005.00		0.00		0.00	2,505.00		0.00
		11,420.00		3,005.00		0.00		2,505.00		0.00

**PRIORITY SIDEWALK CAPITAL PROJECT  
45 FUND  
FY 2014-15**

Revenues to this fund are payments made by developers in lieu of sidewalk construction. These revenues will be used for capital outlay and improvements within a priority sidewalk area as identified by the Conover Sidewalk Plan.

THE STATE OF HAWAII  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
OFFICE OF THE ATTORNEY GENERAL

For more information, please contact the Department of Land and Natural Resources. This document will be used for informational purposes only and does not constitute an offer. For more information, please contact the Department of Land and Natural Resources.

**WATER AND SEWER  
CAPITAL PROJECTS FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
32-W/S CAPITAL PROJECTS									
32-349-4902	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEVELOPER CONTRIBUTION									
32-397-9130	0.00	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00
TRANSFER FROM W/S FUND									
32-397-9135	323,600.88	474,000.00	567,564.00	666,738.00	140,766.14	21.11	601,618.50	639,863.00	0.00
TRANS FR W/S CAP. RESERVE									
32-299-1000	0.00	16,391.00	0.00	32,390.00	0.00	0.00	0.00	0.00	0.00
FUND BALANCE APPROPRIATION									
TOTAL-W/S CAP PROJECTS	323,600.88	490,391.00	607,564.00	739,128.00	140,766.14	19.04	641,618.50	639,863.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

P R E V I O U S Y E A R		ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT	ACTUAL	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED	
32-W/S CAPITAL PROJECTS										
32-810-0400		ENGINEERING								
	116,447.20	60,000.00	45,000.00	58,640.00	200,056.00	341.16	220,056.00	60,000.00	60,000.00	0.00
32-810-0401		ENGINEERING/INSPECTION								
	0.00	15,000.00	15,000.00	15,000.00	8,750.00	58.33	14,500.00	0.00	0.00	0.00
32-810-0402		LEGAL								
	0.00	5,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
32-810-5000		INFRASTRUCTURE IMPROV REIM TO NCDOT								
	13,267.20	96,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	35,000.00	35,000.00	0.00
32-810-5200		ROW ACQUISITION								
	0.00	5,000.00	5,000.00	5,000.00	4,098.00	81.96	5,000.00	5,000.00	5,000.00	0.00
32-810-7200		CONTRACTED CONSTRUCTION								
	42,306.96	150,000.00	183,750.00	202,500.00	51,604.20	25.48	102,000.00	175,000.00	175,000.00	0.00
32-810-7300		CAPITAL OUTLAY/OTHER IMPROVEMENTS								
	47,904.67	60,391.00	143,814.00	242,988.00	13,850.00	5.70	103,455.00	172,863.00	172,863.00	0.00
32-810-7400		CAPITAL OUTLAY/EQUIPMENT								
	95,741.35	99,000.00	175,000.00	175,000.00	0.00	0.00	175,000.00	187,000.00	187,000.00	0.00
32-810-8900		CONTINGENCIES								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND										
	315,667.38		607,564.00		278,358.20		660,011.00		639,863.00	
		490,391.00		739,128.00		37.66		639,863.00		0.00

**Utility Equipment Purchase**  
**Funding Requested (32-810-7400)**

**Tandem Dump Truck – Water Dept.**  
**Total Cost \$140,000.00**

**Used for hauling stone /soil and trailering large equipment to and from job sites.**

**Current equipment does not meet NCDOT weight requirements.**

**Truck Replacement – Wastewater Dept.**  
**Total Cost \$32,000.00**

**Replaces a 2001 model “Line Truck” used by the collection crew in daily maint. and repair of sewer lines**

**Collection System ATV – Wastewater Dept.**  
**Total Cost \$15,000.00**

**Provides a 4 wheel drive ATV for I&I inspections and light maintenance activity during inclement weather conditions utilization will reduce wear and tear on existing vehicles currently used and enable Staff to meet annual inspection requirements.**

**\$187,000.00**

## Capital Fund 32-810

### **Professional Services-Engineering**

Provides funds for engineering design and project management services.

**\$60,000.00**

### **Legal Services**

Includes legal services associated with Capital Projects

**\$5,000.00**

### **Infrastructure Improvements / Relocation Program**

Funding requested. (32-810-5000)

Includes utility relocates in conjunction with NCDOT bridge replacement projects . Reimbursement contracts.

**\$35,000.00**

### **Contracted Construction**

Funding requested. (32-810-7200)

Improvements include contracted construction for line extensions, infrastructure oversizing, participation in developmental projects and non-planned emergency repairs/replacements.

**\$175,000.00**

### **Water System/WW Collection System Rehabilitation Project**

Funding requested. (32-810-7300)

Provides funding for the following improvements:

Conover Blvd. East WL Project (69,082)

4<sup>th</sup> Street Dr/13<sup>th</sup> Avenue SE WL Project (83,828.00)

8<sup>th</sup> Av. SW / Reese Dr. WL Loop Project (19,953.00)

Addresses priority projects as defined in the F/Y 2014-2015

Utility Capital Improvement Plan (CIP)

**\$ 172,863.00**

**WATER AND SEWER  
IMPROVEMENTS  
PLANTS/INFRASTRUCTURE FUND**





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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR		ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL	
ACCT	ACTUAL	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED	
74-810 - W/S IMPROVE.FUND										
74-810-0400		ENGINEERING								
	19,338.16	97,348.28	45,000.00	81,214.34	50,114.34	61.71	70,115.00	65,000.00	65,000.00	0.00
74-810-0401		PROF. SERV.-ENGR. INSP.								
	0.00	20,000.00	15,000.00	15,000.00	0.00	0.00	7,500.00	0.00	0.00	0.00
74-810-0402		LEGAL								
	0.00	15,000.00	10,000.00	10,000.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
74-810-5200		ACQUISITION OF RIGHT-OF-WAY								
	0.00	10,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
74-810-7200		CONTRACTED CONSTRUCTION								
	49,242.78	75,000.00	75,000.00	75,000.00	0.00	0.00	42,000.00	75,000.00	75,000.00	0.00
74-810-7300		CAP. OUTLAY/IMPROVEMENTS								
	0.00	30,000.00	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	0.00
74-810-7400		EQUIPMENT								
	184,048.22	272,000.00	285,000.00	283,268.00	115,785.00	40.87	215,785.00	285,000.00	285,000.00	0.00
74-810-8900		CONTINGENCIES								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74-810-9130		TRANSFER TO WATER/SEWER FUND								
	40,533.00	55,533.00	55,533.00	55,533.00	0.00	0.00	36,850.00	55,535.00	55,535.00	0.00
74-810-9135		TRANS TO W/S CAP RESERVE								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74-810-9137		TR TO HWY 16 N AREA WATER QUALITY								
	0.00	0.00	0.00	21,057.00	21,057.00	100.00	21,057.00	0.00	0.00	0.00
TOTAL FUND										
	293,162.16	574,881.28	515,533.00	571,072.34	186,956.34	32.74	403,307.00	515,535.00	515,535.00	0.00

**Capital Fund 74-810**

**Professional Engineering / Design Services (74-810-0400)**

Provides funds for engineering and design services for proposed projects and assessing the NEWWTP Expansion.

75,000.00

**Water and Sewer Contracted Construction**

Funding Requested. (74-810-7200)

Provides funds for infrastructure improvements at the NE WWTP, pump stations and water vaults.

75,000.00

**Water and Sewer Capital Improvements**

Funding Requested. (74-810-7300)

Includes funds for emergency infrastructure repairs, replacements and improvements related to economic development.

25,000.00

**Capital Equipment Improvements**

Funding requested. (74-810-7400)

AMR Project - Project provides additional funds for the emergency replacement of AMR units that may fail due to exceeding normal projected life.

Phase 3 of Project (210,000.00)

WWTP Project – Provides for the following:

Maintenance Building Renovations (20,000.00)

Reactor Valve Replacements (30,000.00)

Sand Filter Restoration (25,000.00)

\$285,000.00

Capital Fund #4-21

Professional Engineering / Design Services (74-810-0100)	25,000.00
Provides funds for engineering and design services for process projects and assessing the MWWT Expansion.	
Water and Sewer Connected Capital Action	
Building Request (74-810-1200)	25,000.00
For the funds for infrastructure improvements at the MWWT, pump stations and sewer water.	
Water and Sewer Capital Improvements	
Building Request (74-810-1200)	25,000.00
Includes funds for program infrastructure repairs, pumps and improvements related to economic development.	
Capital Equipment Improvements	
Building Request (74-810-1200)	
A 10% of the project and other additional funds for the emergency replacement of lifts that may be in the existing normal project.	
Form 3 of Project (2012-2013)	
MWWT Project - Provides for the following:	
Infrastructure Building Revisions (20,000.00)	
Capital / Sewer Revisions (2,000.00)	
and other Revisions (2,000.00)	

**CAPITAL RESERVE FUNDS**  
**SUMMARY OF 2014-2015 ACTIVITY**  
**(FOR YOUR INFORMATION)**



## CAPITAL RESERVE FUNDS

### Summary 2014-2015 Activity Budgeted

<u>Fund</u>	<u>Revenue</u>	<u>Appropriations/Reserves</u>
General Capital Reserve	Interest \$ 800	Reserve for Police Equipment \$ 30,000
	Privilege License \$130,000	Reserve for Bullet Proof Vests \$ 3,800
	Sale of Capital Assets \$ 1,000	Reserve for Fire Truck \$260,000
	Lease Agreements \$ 64,403	Reserve for Fire Equipment \$110,250
	Transfer from General Fund \$212,472	Reserve for Fleet Equipment \$ 35,000
	Fund Balance Approp. \$342,075	Reserve For Street \$ 45,000
		Reserve for Technology \$ 10,000
		Reserve for Police Technology \$ 15,000
		Reserve for Public Works Equipment \$ 17,500
		Reserve for WPRTA (Greenway) \$ 5,000
		Trans. To General Fund Capital Project \$219,200
<hr/>		
<b>TOTALS</b>	<b><u>\$750,750</u></b>	<b><u>\$750,750</u></b>
<u>Fund</u>	<u>Revenue</u>	<u>Appropriations/Reserves</u>
Water/Sewer Capital Reserve	Interest \$ 900	Reserve for Utility Capacity Upgrades
	System Development Fees \$ 30,000	\$232,833
	Transfer from Water Sewer \$500,000	Reserve for Utility Relocations \$252,000
	Fund Balance Approp. \$593,796	Trans. To Water/Sewer Capital Project \$639,863
<hr/>		
<b>TOTALS</b>	<b><u>\$1,124,696</u></b>	<b><u>\$1,124,696</u></b>

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<u>Fund</u>	<u>Revenue</u>	<u>Appropriations/Reserves</u>
Solid Waste	Interest	Reserve for Sanitation/Recycling
Capital Reserve	\$ 400	Equipment
	Transfer From Gen. Fund	\$138,500
	\$260,340	Transfer to Gen. Fund
	Fund Balance	\$ 7,500
	Appropriation	Trans. To General Capital Projects
	\$310,260	Fund
		\$425,000
<b>TOTALS</b>	<b><u>\$571,000</u></b>	<b><u>\$571,000</u></b>

# **CAPITAL RESERVE FUNDS**



**GENERAL CAPITAL**

**RESERVE FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
52-GENERAL FUND CAP. RESERVE									
52-325-0000									
	274,284.88	130,000.00	130,000.00	130,000.00	132,862.98	102.20	132,863.00	130,000.00	0.00
52-329-0000									
	2,138.24	1,000.00	1,000.00	1,000.00	684.00	68.40	800.00	800.00	0.00
52-345-0003									
	164,655.52	164,655.00	0.00	81,267.00	81,267.48	100.00	81,267.00	0.00	0.00
52-359-0000									
	62,099.84	60,351.00	61,650.00	61,650.00	41,400.51	67.15	62,700.00	64,403.00	0.00
52-383-0000									
	43,092.82	33,770.00	1,000.00	11,665.00	20,165.25	172.87	20,165.00	1,000.00	0.00
52-397-9110									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	212,472.00	0.00
52-397-9158									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52-397-9168									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52-299-1000									
	0.00	857,044.00	879,392.00	880,186.00	0.00	0.00	0.00	342,075.00	0.00
52-299-2000									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52-TOTAL G.F. CAP RESERVE	546,271.30	1,246,820.00	1,073,042.00	1,165,768.00	276,380.22	23.71	297,795.00	750,750.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	P R E V I O U S Y E A R ACTUAL	B U D G E T	O R I G I N A L B U D G E T	C U R R E N T B U D G E T	E X P E N D E D / E N C U M B E R E D	% S P E N T	E S T A N N U A L E X P E N S E	D E P T R E Q U E S T	M A N A G E R R E C O M M E N D S	C O U N C I L A P P R O V E D
52-GENERAL FUND CAP RESERVE										
52-660-0000			RESERVE FOR FUTURE PROJECTS							
	0.00	33,770.00	0.00	81,267.00	0.00	0.00	0.00	0.00	0.00	0.00
52-660-9050			RESERVE FOR POLICE TECHNOLOGY							
	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	0.00
52-660-9051			RESERVE FOR FLEET EQUIPMENT							
	0.00	0.00	25,000.00	25,000.00	0.00	0.00	0.00	35,000.00	35,000.00	0.00
52-660-9110			TRANS TO GEN FUND							
	166,500.00	166,500.00	240,542.00	325,542.00	240,542.00	73.89	325,542.00	0.00	0.00	0.00
52-660-9158			TRAN TO SOLID WASTE CAP RES FUND							
	110,000.00	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52-660-9167			TRANS TO GEN FUND CAP. PROJECT							
	401,772.67	441,500.00	203,000.00	214,459.00	198,085.00	92.36	198,085.00	563,500.00	219,200.00	0.00
52-660-9052			RESERVE FOR POLICE EQUIPMENT							
	0.00	5,000.00	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00
52-660-9053			RESERVE FOR FIRE TRUCK							
	0.00	110,000.00	185,000.00	185,000.00	0.00	0.00	0.00	260,000.00	260,000.00	0.00
52-660-9054			RESERVE FOR BULLET PROOF VESTS							
	0.00	10,800.00	0.00	0.00	0.00	0.00	0.00	3,800.00	3,800.00	0.00
52-660-9055			RESERVE FOR FIRE EQUIPMENT							
	0.00	36,750.00	73,500.00	73,500.00	0.00	0.00	0.00	110,250.00	110,250.00	0.00
52-660-9056			RESERVE FOR STREET							
	0.00	137,500.00	150,000.00	150,000.00	0.00	0.00	0.00	45,000.00	45,000.00	0.00
52-660-9059			RESERVE FOR PW EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,500.00	17,500.00	0.00
52-660-9064			RESERVE FOR GROUNDS EQUIPMENT							
	0.00	0.00	15,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
52-660-9065			RESERVE FOR WPRTA (GREENWAY)							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00
52-660-9079			RES FOR TECHNOLOGY							
	0.00	80,000.00	85,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00

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CITY OF CONOVER  
 EXPENSE WORKSHEET REPORT

=== FISCAL ===  
 MONTH YEAR  
 8 2014

ACCT	P R E V I O U S Y E A R ACTUAL	B U D G E T	O R I G I N A L B U D G E T	C U R R E N T B U D G E T	E X P E N D E D / E N C U M B E R E D	% S P E N T	E S T A N N U A L E X P E N S E	D E P T R E Q U E S T	M A N A G E R R E C O M M E N D S	C O U N C I L A P P R O V E D
TOTAL G. F. CAP RESERVE	678,272.67	1,146,820.00	1,007,042.00	1,099,768.00	438,627.00	39.88	523,627.00		750,750.00	0.00

RESERVE FOR POLICE EQUIPMENT (52-660-9025)

RESERVE FOR FIRE TRUCK (52-660-9023)

RESERVE FOR BULLET PROOF VESTS (52-660-9024)

RESERVE FOR FIRE EQUIPMENT (52-660-9027)

RESERVE FOR STREET (52-660-9026)

RESERVE FOR PUBLIC WORKS EQUIPMENT (52-660-9022)

**FUNDS FOR MAJOR GENERAL FUND CAPITAL EQUIPMENT AND  
PROJECTS WILL BE COLLECTED AND DISTRIBUTED FROM THE  
GENERAL CAPITAL RESERVE FUND  
52 FUND  
FY 2014-15**

**RESERVE FOR POLICE TECHNOLOGY (52-660-9050)**

Set up \$15,000 reserve for future purchase of technology specific to Police Department.

**RESERVE FOR FLEET EQUIPMENT (52-660-9051)**

Reserve (1 of 2) for replacement of a 1999 utility truck used in daily fleet maintenance and repair activities (\$30,000). Reserve (1 of 2) for replacement of compressed air system (\$5,000).

**TRANSFER TO GENERAL FUND CAPITAL PROJECT FUND (52-660-9110)**

These funds will be transferred as expenses occur for those major capital purchases and projects included in the General Fund Capital Project Fund.

**RESERVE FOR POLICE EQUIPMENT (52-660-9052)**

Reserve for future taser upgrades.

**RESERVE FOR FIRE TRUCK (52-660-9053)**

These funds are set aside to reserve for truck replacement. (3 of 5).

**RESERVE FOR BULLET PROOF VESTS (52-660-9054)**

Begin reserve (1 of 6) for future purchase of replacement bullet proof vests.

**RESERVE FOR FIRE EQUIPMENT (52-660-9055)**

Reserve for future purchase of fire equipment (SCBA).

**RESERVE FOR STREET (52-660-9056)**

Reserve (1 of 2) for future replacement of a 1994 dump truck.

**RESERVE FOR PUBLIC WORKS EQUIPMENT (52-660-9059)**

Reserve (1 of 2) to replace a 2004 4X4 pickup truck.

**RESERVE FOR WPRTA (GREENWAY) (52-660-9065)**

To begin reserves for capital replacements (1 of 5).

**RESERVE FOR TECHNOLOGY (52-660-9079)**

These funds are reserved for future upgrades to our computer network, GIS system, and telephone communication manager.

THE UNIVERSITY OF MICHIGAN LIBRARY

1. To help review the current development of the

NEW VEHICLE TECHNOLOGY DEVELOPMENT

This study was prepared for future reference to the University network (U.S. system and electronic communication systems)

**SOLID WASTE**  
**CAPITAL RESERVE FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
58- SOLID WASTE CAPITAL RESERVE FUND									
58-299-1000	0.00	0.00	279,343.00	362,181.00	0.00	0.00	0.00	310,260.00	0.00
58-299-1000 FUND BALANCE APPROPRIATION									
58-329-0000	125.89	150.00	100.00	100.00	207.47	207.47	310.00	400.00	0.00
58-329-0000 INTEREST									
58-397-9110	261,268.00	259,293.00	260,000.00	260,000.00	0.00	0.00	262,720.00	260,340.00	0.00
58-397-9110 TRANSFER FROM GENERAL FUND									
58-397-9152	110,000.00	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58-397-9152 TRANS FROM GENERAL CAP RESERVE									
TOTAL 58 FUND	371,393.89	369,443.00	539,443.00	622,281.00	207.47	0.03	263,030.00	571,000.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

PREVIOUS YEAR		ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT Y	MANAGER	COUNCIL
ACCT	ACTUAL	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED
58-SOLID WASTE CAPITAL RESERVE FUND									
58-660-9058		RESERVE FOR SAN/RECYLING EQUIP.							
0.00	0.00	369,443.00	221,943.00	221,943.00	0.00	0.00	138,500.00	138,500.00	0.00
58-660-9110 TRANSFER TO GENERAL FUND									
0.00	0.00	0.00	7,500.00	90,338.00	90,338.00	100.00	90,338.00	7,500.00	7,500.00
58-660-9167 TRANS TO GENERAL CAP PROJ FUND									
0.00	0.00	0.00	310,000.00	310,000.00	65,374.81	21.09	202,395.00	425,000.00	425,000.00
TOTAL 58 FUND									
	0.00	369,443.00	539,443.00	622,281.00	155,712.81	29.23	292,733.00	571,000.00	571,000.00

**SOLID WASTE CAPITAL RESERVE FUND  
58 FUND  
FY 2014-15**

**RESERVE FOR SANITATION/RECYCLING EQUIPMENT (58-660-9058)**

Reserve for purchase of sanitation and/or recycling equipment. Funds come from monthly landfill fees. This includes reserves for a replacement of a 1999 swap loader cab & chassis, (1 of 2) a 1999 side load garbage truck (1 of 3) and recycling equipment.

**TRANSFER TO GENERAL FUND**

For the purchase of roll out containers (replacements).

**TRANSFER TO GENERAL CAPITAL PROJECT FUND (58-660-9167)**

Funds transferred for the replacement of a 1997 cab/chassis and knuckleboom used in daily yard debris and metal collections (\$210,000). Also for a sweeper replacement (\$215,000).

GENERAL INVESTMENT ACCOUNT  
STATE OF  
NEW YORK

RESERVE FOR PURCHASE OF STUDENT AND/OR RECYCLING EQUIPMENT

Reserve for purchase of student and/or recycling equipment. Funds come from monthly fee of \$1.00 per student for a replacement of a 1997 recycling cap & classic (1 of 2) 1997 side bed recycling fund (1 of 2) and recycling equipment.

TRANSFER TO GENERAL FUND

For the purchase of roll out containers (equipment).

TRANSFER TO GENERAL CAPITAL PROJECT FUND (66-910)

Funds are referred to the replacement of a 1997 car/bench and bench room used in July, 2000 and more collections (2,000). Also for a window replacement (200,000).

**WATER AND SEWER  
CAPITAL RESERVE FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
35-W/S CAPITAL RESERVE									
35-329-0000									
	1,310.05	2,000.00	1,000.00	1,000.00	708.72	70.87	1,000.00	900.00	0.00
35-333-0000									
	24,953.65	10,000.00	10,000.00	10,000.00	26,015.00	260.15	30,205.00	30,000.00	0.00
35-397-9130									
	175,000.00	175,000.00	474,794.00	474,794.00	0.00	0.00	474,794.00	500,000.00	0.00
35-397-9174									
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35-299-1000									
	0.00	862,000.00	1,095,354.00	1,194,528.00	0.00	0.00	0.00	593,796.00	0.00
TOTAL-W/S CAP RESERVE (35)	201,263.70	1,049,000.00	1,581,148.00	1,680,322.00	26,723.72	1.59	505,999.00	1,124,696.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
35-W/S CAPITAL RESERVE										
35-810-9132			TRANS TO W/S CAP PROJECT							
	323,608.88	474,000.00	567,564.00	666,738.00	140,766.14	21.11	601,618.50	639,863.00	639,863.00	0.00
35-810-9175			TRANS TO NEWWTP EXPANSION CPO							
	0.00	0.00	0.00	0.00	0.00	0.00	115,000.00	0.00	0.00	0.00
35-810-9000			RESERVE FOR OTHER W/S PROJECTS							
	0.00	190,000.00	441,756.00	441,756.00	0.00	0.00	0.00	0.00	0.00	0.00
35-810-9033			RESERVE FOR UTILITY CAPACITY UPGRADES							
	0.00	210,000.00	317,828.00	317,828.00	0.00	0.00	0.00	232,833.00	232,833.00	0.00
35-810-9034			RESERVE FOR UTILITY RELOCATIONS							
	0.00	175,000.00	252,000.00	252,000.00	0.00	0.00	0.00	252,000.00	252,000.00	0.00
35-810-9074			RESERVE FOR EQUIPMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND										
	323,608.88	1,049,000.00	1,579,148.00	1,678,322.00	140,766.14	8.39	716,618.50	1,124,696.00	1,124,696.00	0.00

**PUBLIC WORKS  
F/Y 2014-2015**

**“Utility Fund”  
Capital Budget Request**

**Reserve Fund 35-810**

**Reserve For Capacity Improvements (35-810-9033)**

Provides funds for future capacity improvements/additions related to water and sewer treatment facilities.

Revenues are derived from system development charges. **\$232,833.00**

**Reserve for Utility Relocation / Interconnect**

Request continuation. (35-810-9034)

Includes a reserve for the Boundary Street Sewer Interconnect / Pump Station Elimination Project.

**\$252,000.00**

**Transfer to Water /Sewer Capital Projects**

Reserves transferred to fund capital purchase requests from the Water/Sewer Capital Projects Fund

**\$639,863.00**

IN BLDG WORK  
Y 2014-2015

Utility Fund  
Capital Budget Request

Reserve Fund 35-810

Reserve for Capacity Improvements (35-810-9033)  
Provides funds for future capacity improvements, additions related  
to water and sewer treatment facilities.  
Reserves are derived from system development charges.  
\$2,312,874.98

Reserve for Utility Relocation in accordance  
Request contained (35-810-9034)  
Includes a reserve for the Bureau Street Sewer Interconnect  
Pump Station Relocation Project.  
\$1,122,000.00

Transfer to State Street Capital Projects  
Reserve transferred to fund capital purchase requests from  
the Waterbury Capital Projects Fund.  
\$617,803.00

# **SPECIAL REVENUE FUNDS**



**FACILITIES MAINTENANCE**

**SPECIAL REVENUE FUND**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	YEAR BUDGET	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
53-FACILITIES MAINTENANCE SPEC REV FUND									
53-329-0000		INTEREST							
	2.61	10.00	10.00	10.00	3.40	34.00	5.00	5.00	0.00
53-331-0000		RENTAL INCOME/SIDETRAX							
	2,400.00	2,400.00	2,400.00	2,400.00	1,200.00	50.00	1,200.00	0.00	0.00
53-332-0000		RENTAL INCOME/COMMUNITY ROOM							
	1,650.00	4,190.00	1,000.00	1,000.00	2,300.00	230.00	3,000.00	3,000.00	0.00
TOTAL 53 FUND	4,052.61	6,600.00	3,410.00	3,410.00	3,503.40	102.74	4,205.00	3,005.00	0.00

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CITY OF CONOVER  
 EXPENSE WORKSHEET REPORT

=== FISCAL ===  
 MONTH YEAR  
 8 2014

P R E V I O U S Y E A R		ORIGINAL	CURRENT	EXPENDED/	%	EST ANNUAL	DEPT	MANAGER	COUNCIL
ACCT	ACTUAL	BUDGET	BUDGET	ENCUMBERED	SPENT	EXPENSE	REQUEST	RECOMMENDS	APPROVED
53-FACILITIES MAINTENANCE SPEC REV FUND									
53-505-1500 MAINTENANCE & REPAIRS/BLDG & GROUNDS									
	0.00	6,600.00	3,410.00	3,410.00	0.00	0.00	3,005.00	3,005.00	0.00
TOTAL 53 FUND									
	0.00	6,600.00	3,410.00	3,410.00	0.00	0.00	3,005.00	3,005.00	0.00

**SPECIAL REVENUE FUND  
53 FUND  
FY 2014-15**

**MAINTENANCE AND REPAIR – BUILDINGS AND GROUNDS**

Rental income from the Community Room to be set aside and used for maintenance of building and grounds at Conover Station.

SPECIAL REPORT NO. 10  
NOVEMBER 1964  
FY 1964-65

MAINTENANCE AND REPAIR - BUILDINGS AND GROUNDS

Actual income from the Government is to be set aside and the maintenance of buildings and grounds at Government Camp.

**INTERNAL SERVICE FUND**  
**HEALTH/DENTAL CARE BENEFITS**



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CITY OF CONOVER  
REVENUE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCOUNT NUMBER	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	REVENUE TO DATE	% SPENT	ESTIMATED ENTIRE YEAR	ESTIMATED NEXT YEAR	COUNCIL APPROVED
20-HEALTH/DENTAL INSURANCE								
20-329-0000	3.74	50.00	50.00	50.00	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS								
20-348-0000	16,807.44	16,807.00	16,807.00	16,807.00	11,204.96	66.67	16,807.00	16,807.00
CONTRIBUTION FROM RETIREES								
20-349-0000	685,905.96	731,048.00	731,048.00	731,048.00	474,383.62	64.89	712,426.00	758,124.00
CONTRIBUTION FR EMPLOYER								
20-349-0100	130,373.40	125,231.00	125,231.00	125,231.00	89,089.74	71.14	125,272.00	118,000.00
CONTRIBUTION FR EMPLOYEE								
20-349-0200	34,890.56	17,515.00	31,270.00	31,270.00	15,095.07	48.27	35,611.00	35,000.00
VOLUNTARY COV. (EMPLOYEE)								
20-349-0300	4,641.96	7,400.00	5,000.00	5,000.00	2,412.90	48.26	4,830.00	5,000.00
LIFE COVERAGES (EMPLOYEE)								
20-349-0400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
TOBACCO USER'S CONTRIBUTION								
20-350-0000	7,906.47	14,200.00	14,200.00	14,200.00	1,120.50	7.89	1,150.50	10,000.00
NON-EMPLOYEE (COBRA)								
20-351-0000	677.41	500.00	500.00	500.00	55.41	11.08	55.00	500.00
REFUNDS								
20-352-0000	2,870.08	1,000.00	1,000.00	1,000.00	1,040.15	104.02	1,685.00	1,500.00
RX REBATES								
20-359-0000	28,935.20	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
RE-INSURANCE								
20-399-1000	0.00	75,000.00	75,000.00	75,000.00	0.00	0.00	0.00	82,000.00
FUND BALANCE APPROP.								
TOTAL REVENUE	913,012.22	1,020,106.00	1,020,106.00	594,402.35	58.27	897,836.50	1,050,931.00	0.00

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CITY OF CONOVER  
EXPENSE WORKSHEET REPORT

=== FISCAL ===  
MONTH YEAR  
8 2014

ACCT	PREVIOUS YEAR ACTUAL	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED/ ENCUMBERED	% SPENT	EST ANNUAL EXPENSE	DEPT Y REQUEST	MANAGER RECOMMENDS	COUNCIL APPROVED
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20-HEALTH/DENTAL INSURANCE

20-660-0000	EMPLOYEE CLAIMS EXPENSE	551,942.57	544,045.00	624,066.00	624,066.00	360,034.22	57.69	550,000.00	628,237.00	628,237.00	0.00
20-660-0200	VOLUNTARY CHARGES	34,890.56	17,515.00	31,270.00	31,270.00	24,015.61	76.80	35,611.00	35,000.00	35,000.00	0.00
20-660-0300	LIFE INSURANCE	4,641.96	7,400.00	5,000.00	5,000.00	3,213.37	64.27	4,830.00	5,000.00	5,000.00	0.00
20-660-0400	NON-EMPLOYEE COBRA	9,692.59	14,200.00	14,200.00	14,200.00	1,120.50	7.89	1,120.50	10,000.00	10,000.00	0.00
20-660-4500	ADMINISTRATION EXPENSE	32,187.30	37,248.00	37,248.00	37,248.00	25,000.80	67.12	37,907.00	38,628.00	38,628.00	0.00
20-660-5400	STOP LOSS EXPENSE	268,267.49	268,843.00	288,822.00	288,822.00	200,322.89	69.36	300,434.00	310,566.00	310,566.00	0.00
20-660-5401	WELLNESS PROGRAM	5,863.85	19,500.00	19,500.00	19,500.00	3,464.45	17.77	10,000.00	19,500.00	19,500.00	0.00
20-660-5402	PRIMARY PHYSICIAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	0.00
TOTAL FUND		907,486.32	1,008,751.00	1,020,106.00	1,020,106.00	617,171.84	60.50	939,902.50	1,058,931.00	1,058,931.00	0.00

**CAPITAL PROJECT ORDINANCES**

**ACTIVITY REPORT**

**(FOR YOUR INFORMATION)**



CAPITAL PROJECT ORDINANCES

STATEMENT OF FINANCIAL ACTIVITY  
FROM INCEPTION TO APRIL 30, 2014

PROJECT – 36 SW WASTEWATER SYSTEM

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
NC DENR Grant	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
Transfer from Water/Sewer	\$750.00	\$750.00	\$0.00	\$750.00
REVENUES	\$50,750.00	\$50,750.00	\$0.00	\$50,750.00
EXPENSES	\$50,750.00	\$50,750.00	\$0.00	\$50,750.00
BALANCE	\$0.00	\$0.00	\$0.00	\$0.00

PROJECT – 37 HWY 16 N AREA WATER QUALITY

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
NC DENR Loan Proceeds	\$377,500.00	\$0.00	\$162,766.00	\$162,766.00
Transfer from Water/Sewer Fund	\$7,550.00	\$7,550.00	\$0.00	\$7,550.00
Transfer from Water/Sewer Imp. Fund	\$21,057.00	\$0.00	\$21,057.00	\$21,057.00
REVENUES	\$406,107.00	\$7,550.00	\$183,823.00	\$191,373.00
EXPENSES	\$406,107.00	\$6,347.28	\$296,440.64	\$302,787.92
BALANCE	\$0.00	\$1,202.72	(\$112,617.64)	(\$111,414.92)

PROJECT – 38 NE-SW WATER QUALITY IMPROVEMENTS

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
NCDENR Loan Proceeds	\$724,928.00	\$245,424.00	\$185,982.00	\$431,406.00
Transfer from Water/Sewer Fund	\$14,499.00	\$14,499.00	\$0.00	\$14,499.00
REVENUES	\$739,427.00	\$259,923.00	\$185,982.00	\$445,905.00
EXPENSES	\$739,427.00	\$206,236.41	\$494,361.12	\$700,597.53
BALANCE	\$0.00	\$53,686.59	(\$308,379.12)	(\$254,692.53)

PROJECT – 39 SW SEWER REHABILITATION

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
NC DENR Loan Proceeds	\$1,566,938.00	\$0.00	\$0.00	\$0.00
REVENUES	\$1,566,938.00	\$0.00	\$0.00	\$0.00
EXPENDITURES	\$1,566,938.00	\$0.00	\$0.00	\$0.00
BALANCE	\$0.00	\$0.00	\$0.00	\$0.00

PROJECT – 56 SHELF PROJECT - TRANSPORTATION

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
Interest	\$100.00	\$0.00	\$34.83	\$34.83
Transfer from Broyhill Redevelopment CPO	\$110,680.00	\$0.00	\$110,680.00	\$110,680.00
REVENUES	\$110,780.00	\$0.00	\$110,714.83	\$110,714.83
EXPENDITURES	\$110,780.00	\$0.00	\$15,564.09	\$15,564.09
BALANCE	\$0.00	\$0.00	\$95,150.74	\$95,150.74

PROJECT – 66 CONOVER STATION NORTH

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
Transfer from Water/Sewer Fund	\$180,587.01	\$0.00	\$180,587.01	\$180,587.01
Transfer from MSC CPO	\$83,040.99	\$0.00	\$83,040.99	\$83,040.99
REVENUES	\$263,628.00	\$0.00	\$263,628.00	\$263,628.00
EXPENDITURES	\$263,628.00	\$0.00	\$4,275.00	\$4,275.00
BALANCE	\$0.00	\$0.00	\$259,353.00	\$259,353.00

PROJECT – 68 BROYHILL RE-DEVELOPMENT

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
EDI Grant	\$735,000.00	\$735,000.00	\$0.00	\$735,000.00
EPA Brownfield Clean Up Grant	\$200,000.00	\$183,134.20	\$0.00	\$183,134.20
CMAQ Grant	\$2,146,200.00	\$2,088,456.65	\$0.00	\$2,088,456.65
NC Clean Water Mgt. Trust Grant	\$415,719.00	\$415,719.00	\$0.00	\$415,719.00
PARTF Grant	\$333,744.00	\$300,366.36	\$0.00	\$300,366.36
Sale of Capital Assets	\$80,000.00	\$69,893.79	\$0.00	\$69,893.79
Transfer from General Fund	\$1,105,376.00	\$1,105,376.00	\$0.00	\$1,105,376.00
Transfer from Water/Sewer Fund	\$7,900.00	\$3,900.00	\$4,000.00	\$7,900.00
Transfer from Capital Reserve Fund	\$247,325.00	\$247,325.00	\$0.00	\$247,325.00
Transfer from Econ. Development Fund	\$363,373.00	\$363,373.02	\$0.00	\$363,373.02
<b>REVENUES</b>	<b>\$5,634,637.00</b>	<b>\$5,512,544.02</b>	<b>\$4,000.00</b>	<b>\$5,516,544.02</b>
<b>EXPENDITURES</b>	<b>\$5,634,637.00</b>	<b>\$5,410,475.93</b>	<b>\$120,821.70</b>	<b>\$5,531,297.63</b>
<b>BALANCE</b>	<b>\$0.00</b>	<b>\$102,068.09</b>	<b>(\$116,821.70)</b>	<b>(\$14,753.61)</b>

PROJECT – 69 SHELF PROJECTS

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
Transfer from General Fund	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
Transfer from Water/Sewer	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00
<b>REVENUES</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>
<b>EXPENDITURES</b>	<b>\$100,000.00</b>	<b>\$74,273.70</b>	<b>\$0.00</b>	<b>\$74,273.70</b>
<b>BALANCE</b>	<b>\$0.00</b>	<b>\$25,726.30</b>	<b>\$0.00</b>	<b>\$25,726.30</b>

PROJECT – 71 MULTI-JURISDICTIONAL PARK

<u>Revenues</u>	<u>Project Authorization</u>	<u>Prior Years</u>	<u>Actual Current Year</u>	<u>Total To Date</u>
Interest	\$100.00	\$1,549.08	\$1,394.55	\$2,943.63
EDC Contribution	<u>\$2,529,770.00</u>	<u>\$2,529,770.00</u>	\$0.00	<u>\$2,529,770.00</u>
REVENUES	\$2,529,870.00	\$2,531,319.08	\$1,394.55	\$2,532,713.63
EXPENSES	<u>\$2,529,870.00</u>	<u>\$267,473.93</u>	<u>\$699,268.93</u>	<u>\$996,742.86</u>
BALANCE	\$0.00	\$2,263,845.15	(\$697,874.38)	\$1,565,970.77

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