

# ADOPTED BUDGET

## Fiscal Year 2021

City Of Wilmington,  
North Carolina



CITY OF  
**WILMINGTON**  
NORTH CAROLINA

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## INTRODUCTION

Welcome to the City of Wilmington’s Annual Budget. Through this document we, as proud citizens and employees, wish to convey what City government is doing to maintain the quality of life in Wilmington and the improvements we are making to preserve and enhance Wilmington’s safe, clean, and prosperous environment.

This budget serves four basic functions for City Council, staff, the citizens of Wilmington, and others. First, it is a policy document that articulates the City Council’s priorities and issues for the upcoming year. Secondly, it serves as an operations guide for staff in developing goals and objectives for the fiscal year and in monitoring and evaluating progress toward those goals. Thirdly, the budget is a financial device for the projection of revenues and expenditures; it authorizes expenditures and the means for financing them; and, is a control mechanism for spending limits. Finally, it is a way to communicate to citizens how public money is being spent and what is being accomplished with those expenditures. We hope all readers of this document come away with a better understanding of City services in general and specifically what will be done in Wilmington during the fiscal year 2021.

City staff embrace five Core Values as a guideline for personal conduct when fulfilling the City mission “to provide quality services which enhance the safety, livability, and prosperity of our community.” Those Core Values are Respect, Professionalism, Service, Integrity, and Safety.

The Strategic Plan focus areas of Create a Safe Place, Support Efficient Transportation Systems, Foster a Prosperous, Thriving Economy, Promote Culture, Arts and Public Spaces, Engage in Civic Partnership and Provide Sustainability and Adaptability were designed by City Council and staff to fulfill that same City mission. It is the hope of City staff that, by using this guide and working with City residents, City government can better meet the needs of every citizen.



Figure 1: The relationship between the City's core values, mission and strategic plan.



## PROFILE OF THE CITY OF WILMINGTON

The City of Wilmington, incorporated in 1739, is in the southeastern region of North Carolina. The city's borders touch the Cape Fear River on the west and the Intracoastal Waterway on the east, adjacent to the Atlantic Ocean. Wilmington is the County Seat of New Hanover County. The City is 51.49 square miles, extends 10 miles north to South and a little over 9 miles East to West at its widest points<sup>1</sup>. The City's historic core hugs the Cape Fear River, while later patterns of development extend eastward toward the ocean.

## FORM OF GOVERNMENT

The City has a Council-Manager form of government. The Council is comprised of the Mayor and six Council members. The Mayor is elected at large every two years and the Council members are elected at large every four years with staggered terms. The Council is the legislative body of city government with the Mayor as a voting member and the presiding officer. The city manager is appointed by the Council and administers the daily operations of the City through appointed department heads. City Council meetings are typically held the 1st and 3rd Tuesday of each month in City Hall.



## COMMUNITY PROFILE

### *Healthcare*

New Hanover Regional Medical Center and its affiliates include three hospital campuses and a total of 855 licensed beds. New Hanover Regional Medical Center (NHRMC) is the primary referral hospital in the region, with specialty centers in cardiac, cancer, obstetrics, trauma, vascular surgery, intensive care, rehabilitation, and psychiatry. The medical center has grown over the years by establishing partnerships to offer orthopedic care, merging with a smaller hospital in the city limits, and expanding operations and services. However, it was decided that additional resources were needed to ensure NHRMC is able to keep pace with regional growth. A Partnership Advisory Committee was formed to explore various programs and options that would best serve the community. Partnership proposals are currently being reviewed, with a decision expected late summer 2020<sup>2</sup>.

<sup>1</sup> City of Wilmington Development Services Department, GIS staff

<sup>2</sup> New Hanover Regional Medical Center, <https://nhrmcfuture.org/>

## TRANSPORTATION

### *Port*

The Port of Wilmington is owned and operated by the North Carolina State Ports Authority and is located on the Cape Fear River approximately twenty-six (26) miles from open sea. The Port of Wilmington is strategically located on the East Coast of the United States within 700 miles of more than 70% of the U.S. industrial base. Recent and ongoing improvements to regional and national highway networks make surface transportation supporting the Port of Wilmington superior to neighboring ports. And CSX Transportation provides intermodal rail service with best-in-class transit times, as well as daily service for boxcar, tanker and general cargo services.

The Port of Wilmington is one of the few Southern ports with readily available berths and storage areas for containers and cargo. Specifically, it offers terminal facilities serving container, bulk, breakbulk, and ro-ro (roll-on/roll-off capable, ideal for cars, trucks, railroad cars, etc) operations. It offers a deep 42-foot navigational channel, nine berths with 6,768 feet of wharf frontage, four post-Panamax container cranes and three neo-Panamax container cranes<sup>3</sup>.

According to a report from the American Council of Engineering Companies, the port is the fastest growing port in the country, experiencing a growth of 26.2% from 2017 to 2018. Analysts credit this in large part to the availability of cold storage warehousing on dock and in the nearby industrial real estate market. Wilmington's port is becoming a player in the growing cold supply chain, which is experiencing an uptick in demand due to changing consumer preferences and the widespread adoption of online grocery purchasing<sup>4</sup>.

### *Freight/Rail*

Freight and rail movement in the City of Wilmington centers on the activity at the Wilmington Port and has served as a discussion point in recent months considering the population growth and the interaction of rail with other transportation modes throughout the city. There is a balance to be struck between maximizing the port's ability to move goods and the transportation network's ability to move people and commerce throughout the region. Congestion levels, the discussions of desired rail passenger transportation, goods movement and economic development all come into play in freight and rail planning in the region.

The City is the lead agency for a rail realignment project. The purpose of the project is to benefit southeastern North Carolina by realigning the existing heavy rail corridor that currently runs through the City of Wilmington to a safer, more direct access to the port of Wilmington, which would then allow a

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<sup>3</sup> North Carolina Ports, <https://ncports.com/port-facilities/port-of-wilmington/>

<sup>4</sup> American Council of Engineering Companies, [https://www.acec.org/default/assets/File/2019\\_IntermodalandLogistics\\_Final.pdf](https://www.acec.org/default/assets/File/2019_IntermodalandLogistics_Final.pdf)



repurpose of the right of way for public use. The project can enhance capacity for the port of Wilmington and businesses using the river and rail and improve statewide logistics. On June 12, 2019 the Wilmington Rail Realignment project was announced as a recipient of up to \$2 million in grant funds by the Federal Railroad Administration's (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant program. This grant requires a state or local match in the amount of \$500,000, which will be furnished by NC DOT in \$250,000 increments over two fiscal years<sup>5</sup>.

### *Airport*

Wilmington International Airport (ILM) is a key economic engine for the area and a significant regional asset for the community. Wilmington International Airport ranks fourth in the state of North Carolina for most enplanements (passengers boarding an airplane) behind Charlotte-Douglas International Airport (CLT), Raleigh-Durham International Airport (RDU), and Piedmont Triad International Airport (GSO)<sup>6</sup>. With additional population in the region, new routes and airlines have been added. ILM's Terminal Expansion Projects, a 4+ year expansion comprised of three construction phases, began in 2018. The NC General Assembly appropriated \$11.8 M to jumpstart the project and get design underway. Once complete, the ILM terminal will grow by 75%, expanding to 162, 800 SF. The expansion will provide more room for more travelers and amenities<sup>7</sup>.

### *Bus system*

Cape Fear Public Transit Authority (CFPTA) offers regional mass transit services to the community through fixed route bus lines, a downtown trolley, regional commuting vans, origin to destination services and the University of North Carolina Wilmington 'Seahawk shuttle', a service dedicated to the university community. CFPTA also offers Amtrak and Greyhound connection through their centrally located Forden Station. A new Multi Modal Transportation Center was dedicated in downtown Wilmington. The new facility was named in honor of longtime public transit advocate Laura Padgett. The upgraded facility replaces the Authority's on street operation located at 2nd and Princess Street. The two decade long project was a collaborative effort between the City of Wilmington, the Wilmington Metropolitan Planning Organization (WMPO) and the Cape Fear Transportation Authority<sup>8</sup>.

## TRANSPORTATION PLANNING

The Wilmington Urban Area Metropolitan Planning Organization (WMPO) manages regional and local transportation planning efforts, is federally-mandated due to the regions' population density and is federally funded. The organization prepares long-range transportation plans and an annual planning work program aiding in prioritizing projects for inclusion in the State Transportation Improvement Program, a 10-year North Carolina Department of Transportation Program. The WMPO planning area includes the

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<sup>5</sup> City of Wilmington Rail Realignment, <https://www.wilmingtonnc.gov/departments/city-manager/rail-realignment>

<sup>6</sup> Official USA, <https://www.officialusa.com/travel/airlines/northcarolina-airports.html>

<sup>7</sup> Wilmington International Airport, <https://flyilm.com/terminal-expansion/>

<sup>8</sup> North Carolina Public Transportation Association, <https://www.nctransit.org/wilmington-multi-modal-transportation-center-dedicated/>

City of Wilmington, New Hanover County and several towns in the region including those in neighboring Pender and Brunswick Counties. Officials from area counties and municipalities, as well as representatives from the Cape Fear Public Transportation Authority and the North Carolina Board of Transportation, guide the direction of the WMPO<sup>9</sup>.

## EDUCATION

The City of Wilmington offers several higher education opportunities for citizens living in the region, most notably the University of North Carolina Wilmington and Cape Fear Community College, both with main campuses within the city limits.

The University of North Carolina Wilmington (UNCW) is identified as an economic driver in the region, had an estimated enrollment of 14,785 undergraduate and 2,714 graduate students in 2019. 15% of UNCW students stem from Southeastern North Carolina. A total of 86% of the student population is from North Carolina. The university attracts students from 15 countries and offers 56 Bachelor degrees, 36 Masters and 4 Doctoral programs. The annual budget is \$366.4 million, with 32% being appropriated from the state.<sup>10</sup>

Cape Fear Community College (CFCC), another identified economic driver, reaches 22,005 students including 8,207 full time students enrolled in 2018-2019 school with their wide array of programs and courses.<sup>11</sup> Students can train in a technical program or earn a two-year college transfer degree to continue their education. The community college works closely with the business community to offer customized employee training. CFCC also offers continuing education programs and free programs centered on basic skills. Additionally, the college maintains a Small Business Center offering seminars for entrepreneurs and small businesses, as well as business counseling.<sup>12</sup>

## CULTURE

The most popular attractions in the region, as listed by the Greater Wilmington Business Journal 2020 Book On Business, tells a story of the community's values around the natural environment, history and the arts. Topping the list of most populous attractions are the Fort Fisher State Historic Site, Fort Fisher State Recreation Area, Carolina Beach State Park, the NC Aquarium at Fort Fisher, the Battleship North Carolina, Airlie Gardens, The Wilson Center and Thalian Hall Center for the Performing Arts. Beyond individual venues, a council has formed to promote arts and artists in the region in a comprehensive manner. The Arts Council of Wilmington's mission is to support artists and arts organizations through innovative public/private partnerships that support jobs, stimulate commerce, and showcase the region as an arts destination<sup>13</sup>.

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<sup>9</sup> Wilmington Urban Metropolitan Planning Organization (WMPO), <https://www.wmpo.org/about/>

<sup>10</sup> University of North Carolina Wilmington, Fact Sheet, <https://www.uncw.edu/aboutuncw/facts.html>

<sup>11</sup> Cape Fear Community College, Quick Facts, <https://cfcc.edu/about/institutional-effectiveness-and-planning/quick-facts/>

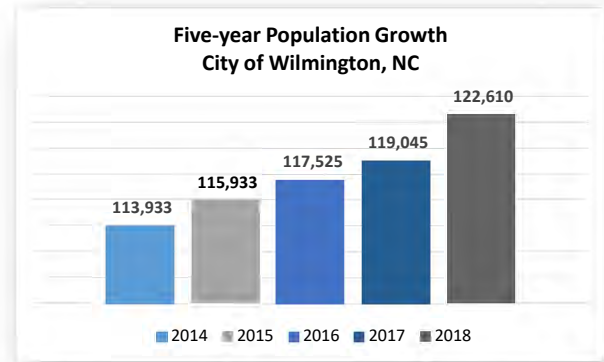
<sup>12</sup> Cape Fear Community College, [www.cfcc.edu/about/](http://www.cfcc.edu/about/)

<sup>13</sup> Arts Council of Wilmington, [www.artscouncilofwilmington.org](http://www.artscouncilofwilmington.org)

## DEMOGRAPHICS

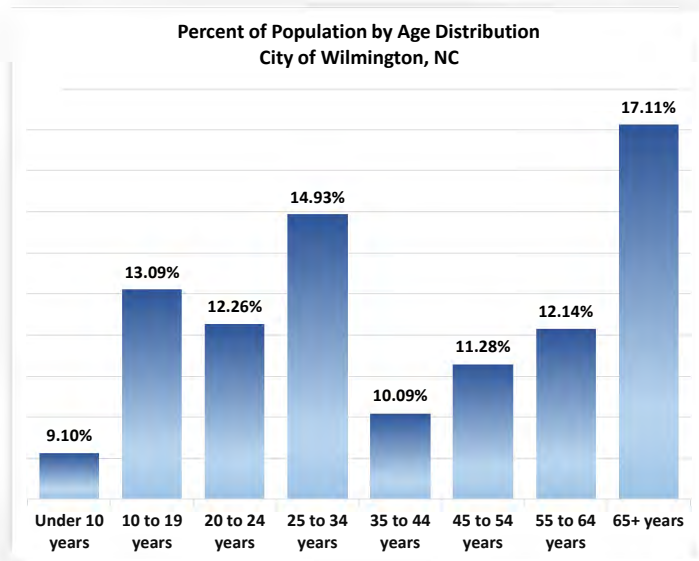
### Population

The City of Wilmington’s population was estimated at 122,610 in 2018 according to the US Census ACS Demographic and Housing Estimates. Based on economic forecasts, the Wilmington area should expect sustainable growth at around 2% each year of the next three years.



### City Services

The City provides a full range of services required by state statute. This includes police, fire, sanitation, streets, public improvements, planning and zoning and general administrative services. The City also operates parking facilities, parks and recreational services, a golf course, and provides solid waste and stormwater management services. In addition, the Cape Fear Public Transportation Authority, a component unit, provides bus transit services within the City.<sup>14</sup>



### Age Distribution

The median age of Wilmington, NC citizens is 36 according to Census Reporter<sup>15</sup>.

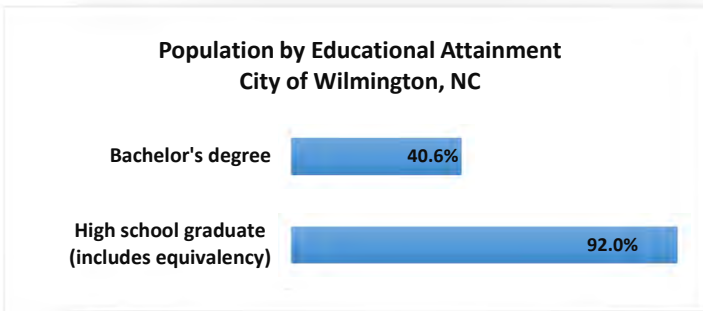
### Income

Median household income (in 2018 dollars), 2014-2018 is \$45,450. The per capita income in the past 12 months (in 2018 dollars), 2014-2018, is \$30,923.<sup>16</sup>

<sup>14</sup> City of Wilmington, FY20 Adopted Budget, <https://www.wilmingtonnc.gov/home/showdocument?id=10786>

<sup>15</sup> Age distribution representation, City of Wilmington, NC (US Census, 2018 ACS Demographic and Housing Estimates)

<sup>16</sup> US Census Bureau, 2019, Quick Facts, City of Wilmington, <https://www.census.gov/quickfacts/wilmingtoncitynorthcarolina>



### Educational Attainment

Educational data for people over 25 years of age, shows 92% of Wilmington citizens are high school graduates and 40.6% earned a bachelor's degree.<sup>17</sup>

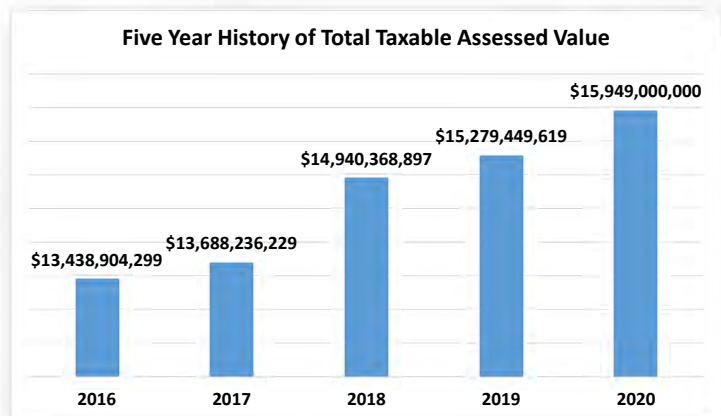
## ECONOMIC DEVELOPMENT INITIATIVES

The City of Wilmington has one dedicated staff member spending a portion of their time on economic development initiatives, collaborating with the County and other regional entities to develop economic development framework in the region. The city also facilitates a competitive funding process for local nonprofits working toward regional economic vitality. In the FY20 budget, \$405,290 is programmed to facilitate this process. Also, a \$150,000 economic development contingency fund was budgeted for this fiscal year. Incentive payments per contractual agreements have been budgeted for at a total of \$201,000 in FY21. The City is also responsible for oversight and administration of federal funding for affordable housing, community development block grants and housing development activities.

## ASSESSED VALUE OF TAXABLE PROPERTY

The Assessed Value trend shows that the City has seen positive growth in taxable assessed values.

According to the City of Wilmington 2019 CAFR, 'no single taxpayer comprises more than 1.62% of the total tax base, providing further confirmation of the City's diversity and non-reliance on any one employer or employment sector for economic stability'.<sup>18</sup>

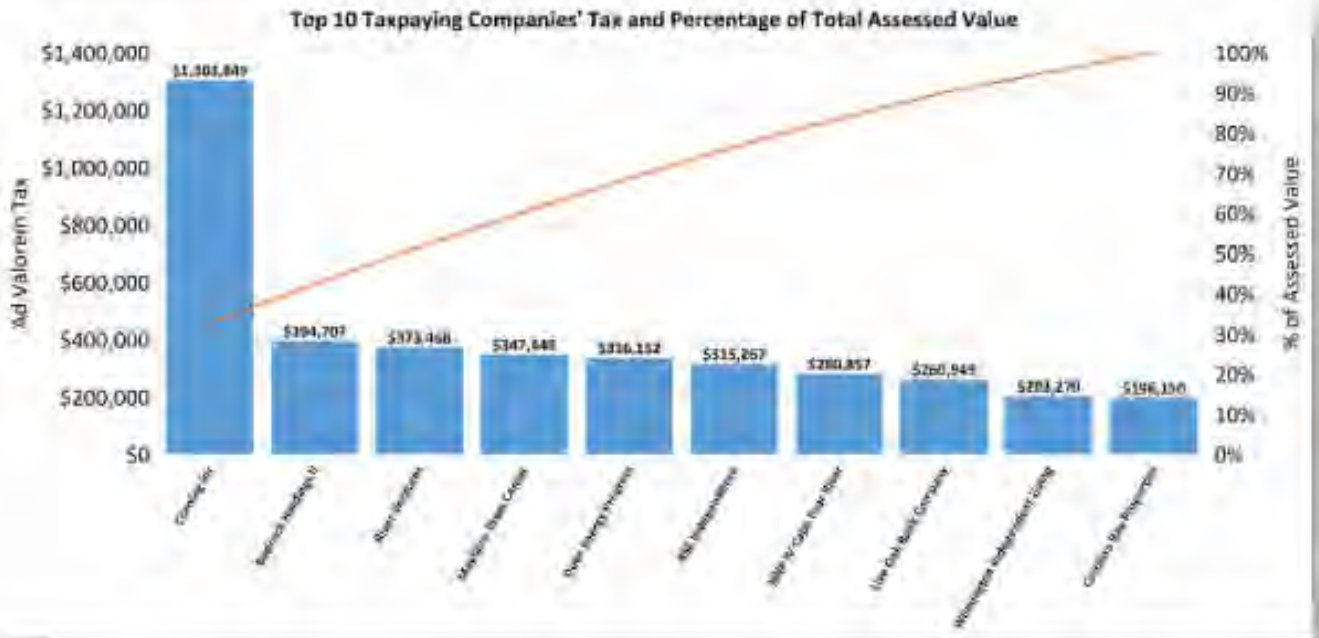


The top 10 companies in Wilmington have an assessed value range between \$38M to \$248M<sup>19</sup>. Corning Inc. has the highest assessed value at \$248M with a tax value of \$1,3M with Bedrock Holdings II with a tax value of \$394K having the second highest \$100M.

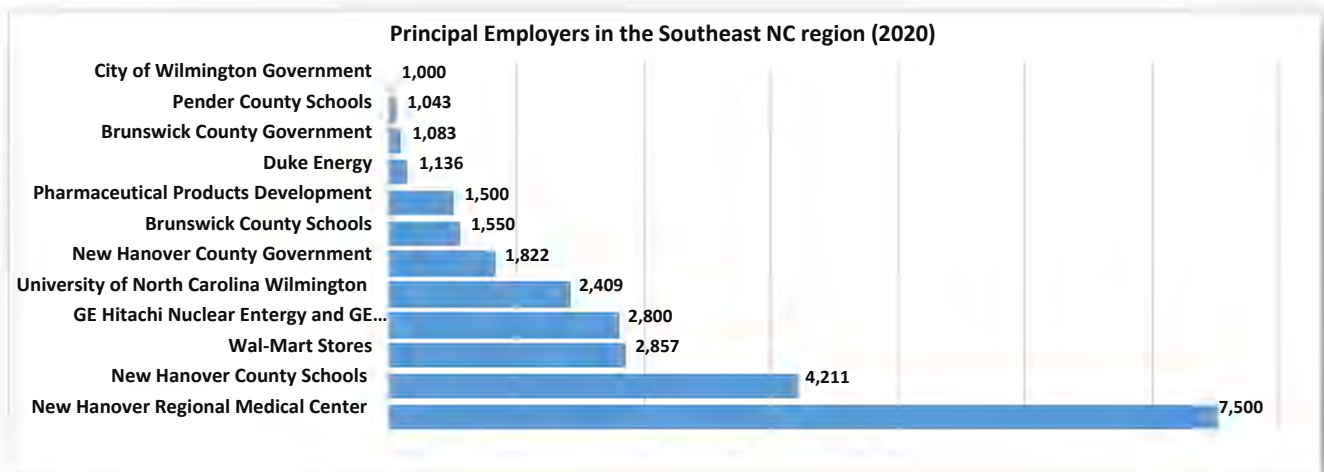
<sup>17</sup> US Census, Quick Facts, City of Wilmington, <https://www.census.gov/quickfacts/wilmingtoncitynorthcarolina>

<sup>18</sup> CAFR, City of Wilmington (2019), page xiv

<sup>19</sup> Top Ten Taxpayers in Wilmington per NHC Tax Dept., 2019

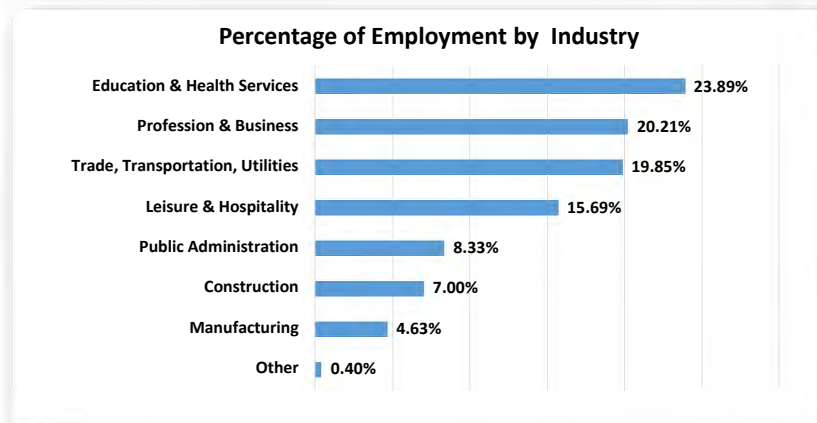


The top ten employers by employee counts vary by industry sector. The largest employer is in the healthcare industry, but the education field has strong representation. The biotechnical, aviation, nuclear, communications and government are represented as well<sup>20</sup>.



<sup>20</sup> Principal Employers in the Southeast NC region per Book on Business, pg. 108, 2020

According to the Greater Wilmington Business Journal 2020 Book on Business, health care and educational services employ the highest percentage of Wilmington citizens.

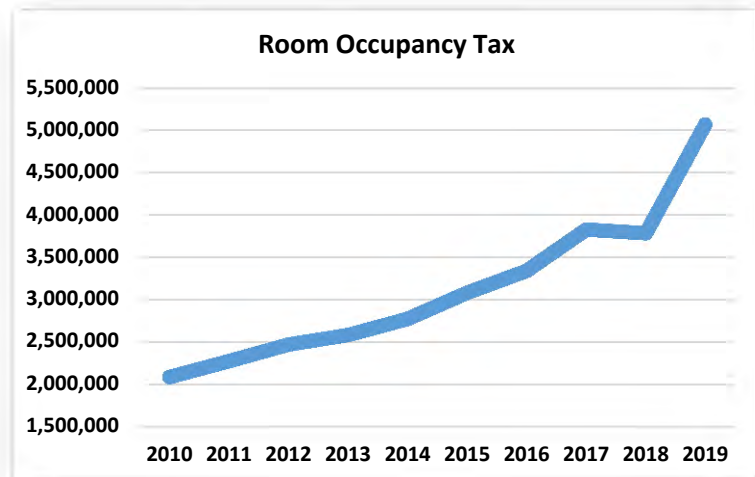


Groups actively working on local and regional economic development issues and listed in the Wilmington Business Journal 2020 Book on Business include Wilmington Business Development, Wilmington Downtown Inc., Brunswick

County Business & Industry Development, North Carolina’s Southeast and the Wilmington Chamber of Commerce. These groups work individually and collectively to enhance the region’s economy. Wilmington serves as the center piece of these efforts.<sup>21</sup> The economic drivers of the region include the Port of Wilmington, the University of North Carolina Wilmington, Cape Fear Community College, the Wilmington International Airport and New Hanover Regional Medical Center. These drivers contribute to the economy in several ways, either by providing customized training, moving goods and people, facilitating trade, bolstering higher education and research and offering high quality healthcare to the region.

## TOURISM

An independent public authority, the New Hanover Tourism Development Authority, also called the Wilmington and Beaches Convention & Visitors Bureau, is partially funded by a portion of New Hanover County’s room occupancy tax. The authority builds outside visitor traffic to the region by offering a variety of services, including an information clearing house, convention management, consultant and promotional services.<sup>22</sup> However tourism has taken a hard hit from COVID-19. The New Hanover County Tourism Development Authority estimates \$5



<sup>21</sup> 2020 Book on Business, Greater Wilmington Business Journal, page 122-124

<sup>22</sup> Wilmington Convention and Visitor’s Bureau, [www.wilmingtonandbeaches.com](http://www.wilmingtonandbeaches.com)



million was lost in fiscal year 2020. Room occupancy tax collections were down by nearly 90% in April and approximately 41% in May<sup>23</sup>.

## NOTABLE INITIATIVES

### *River Place (previously Water Street parking deck)*

Construction nears completion on the multi-story mixed use development that will include parking, residential and retail space. The project maintains access to Bijou Park and re-connects Chestnut Street to Water Street, while providing public space at the foot of Chestnut Street. The project includes a multi-story mixed use development including 403 parking spaces, 171 residential units and 25,633 square feet of commercial space<sup>24</sup>.



### *North Waterfront Park*

Work is underway on the city's flagship North Waterfront Park. After several revisions and a re-bid to reduce construction expenses, the city now has a plan of action and an approved construction contract of \$29.17 million. The park is expected to be ready for the 2021 concert season.

Increases from the initial \$20 million estimate are largely related to infrastructure and site improvements in and around the site, as well as construction cost inflation that has become more pronounced since Hurricane Florence.

The final plan contains all but two of the originally planned amenities for the park – public art and the floating dock – that can be added later. The park will be a cornerstone attraction for all of Wilmington and our surrounding region to enjoy<sup>25</sup>.



<sup>23</sup> WECT News, <https://www.wect.com/2020/07/15/tourism-decline-predicted-new-hanover-county/>

<sup>24</sup> City of Wilmington, River Place, <https://www.wilmingtonnc.gov/departments/major-construction-projects/river-place>

<sup>25</sup> City of Wilmington, North Waterfront Park, <https://www.wilmingtonnc.gov/departments/major-construction-projects/2016-parks-bond/north-waterfront-park>

## ADDITIONAL DEMOGRAPHIC INFORMATION

### *Citizen Demographics:*

Population, Wilmington (Estimate, 2018)	122,610
Median Household Income, (2018 dollars) for 2014-2018	\$45,450
Per capita income in past 12 months, (2018 dollars) for 2014-2018	\$30,923
Persons per household 2014-2018	2.20
Median Value of Owner-occupied homes, 2014-2018	\$237,700
Median Age, New Hanover County	36
Gender Composition (Female)	53.3%
Racial Composition, White alone (2017)	76.4%
Racial Composition, Black or African-American alone (2017)	18.6%
Racial Composition, American Indian or Alaska Native alone (2017)	0.2%
Racial Composition, Asian alone (2017)	1.4%
Racial Composition, Two or more races (2017)	2.1%
Racial Composition, Hispanic or Latino (2017)	6.1%

### *Geography:*

Population per square mile, 2018	2,067.8
Land area in square miles	51.49

### *Area Educational Information:*

University of North Carolina Wilmington	• Undergraduate student enrollment, 2019	14,785
	• Graduate student enrollment, 2019	2,714
New Hanover County Schools	• Student enrollment (2019-2020 school year)	26,913
	• Number of total schools	46
	• Pre-K-2schools	4
	• Elementary schools	37
	• Middle schools	14
	• High schools	9
	• Graduation rate (2020)	85%
Cape Fear Community College	• Student enrollment (total unduplicated CFCC students, (2018-2019)	22,005
	• Full-time student enrollment (2018-2019)	8,207

### *Police Protection:*

Number of Sworn Officers	278
Number of Calls for Service (FY19)	173,000+
Number of Stations (1 HQ and 1 substation)	2

*Fire Protection:*

ISO rating	2
Number of fire responses (FY19)	14,057
Number of stations	9

*Solid Waste Collection:*

Number of customers serviced by city crews	28,861
Refuse tons collected	24,976
Bulky trash tons collected	3,307
Yard waste tons collected	9,997
Recycling tons collected	6,476

*Street System:*

Miles of soil, stone or gravel surface street	7.5
Miles of hard surface street	390.62
Miles of Local Municipal Streets with an average width of less than sixteen (16) feet	13.85

*Municipal Golf Course:*

Number of holes (par 71)	18
Total distance	6,784
Number of rounds (18-holes) played annually	36,959
Number of rounds (9-holes) played annually	15,830

*Parks and Recreation:*

City-owned parks (sites)	55
City-owned public parks (acreage)	418
City-owned Athletic complexes	17
City-owned Athletic complex (acreage)	390
City-owned Trails (Multi-Use Paths) linear miles	32

*Street lighting:*

Streetlights leased from Duke Energy Progress	8,109
City-owned streetlights	767
Streetlight reimbursements to HOAs	463

*Facilities:*

Facility lighting, leased from Duke Energy Progress	517
Facility lighting, city-owned	440
City-maintained facilities sq ft	1,361,238
City-owned trails (Multi-Use Paths) linear miles	32

## READER'S GUIDE

The budget begins with the City Manager's budget message that contains key features of the budget as recommended by the City Manager. Highlights of the proposed work plan and information about the financial condition of the City are also included.

The first section in the document, the Budget Summary, summarizes the total City budgeted revenues and expenditures as well as the total General Fund budget. The Budget Summary section also includes a listing of appropriations by funds, an accounting term which simply means a balanced set of revenues and expenses. The City of Wilmington has established separate funds for the purpose of reporting and accounting for all financial transactions. Each fund represents a separate financial and accounting entity established for the purpose of carrying out a specific set of activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations that pertain to the operations or resources of the fund.

Each fund is categorized by **operating**, **program**, **debt service**, and **capital project** and reflects a gross amount as well as the net budget which is less appropriations to other funds and debt funding. A separate summary shows the capital debt service projects.

A summary of total revenues for all funds is reflected in the next section and shows the prior year adopted budget levels as compared to current budget. Details follow this summary and again, each fund is identified within the categories of operating, program, debt service, and capital projects.

The General Government section provides expenditure summaries for the General Fund governance and administrative and support services departments. Each department is shown separately and includes an authorized position total. This section also shows the General Fund Sundry appropriations, and all nonprofit agency appropriations.

The next section summarizes the budgets of the City's Community Development departments, which include Community Services, Planning, Development and Transportation, Public Services, the Community Development Block Grant Fund (CDBG), CDBG/HOME Grant and Loan Administration Fund, and HOME Investment Partnership Fund. The CDBG and HOME grant funds include the City's annual entitlement from the federal Department of Housing and Urban Development (HUD) for activities designed to improve low- and moderate-income neighborhoods. Expenditures include housing loan programs, capital improvements, and contributions to public service agencies. The CDBG/HOME Grant and Loan Fund was established to account for the community development and accounting activities associated with the federal entitlement for the Community Development Block Grant and HOME Investment Partnership funds.

The Public Safety section follows and includes the General Fund expenditure budgets for Police and Fire. These are also shown with authorized positions and expenditure summaries for departments.

The next section summarizes the budgets of the City's Enterprise Funds. An enterprise fund is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Expenditures in these funds are financed primarily through user fees.

The Other Funds section of the budget contains smaller funds and includes two internal service funds that centralize the expenditures and replacement of vehicles and technology.

The Capital Improvement Program section contains the City's plan for major capital projects to be funded through FY23. These are new construction and/or renovation projects which improve the City's infrastructure. The projects are grouped according to general type: Streets and Sidewalks, Parks and Recreation, Public Facilities, Parking and Stormwater. Funds for these improvements come from transfers from the City's 80/20 Capital Debt Plan, the Parking Fund, Stormwater Management Fund, as well as from bonds and other sources.

In reading any of the budget items under each department, the following data in the example below is available:

**A. Mobile Device Management Implementation (MDM)**

**Division:** IT Services  
**Total Cost:** \$68,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 7.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The funding allows the IT Department to procure and implement a mobile device management solution, supporting, tracking and managing mobile devices.

- **Division:** Indicates which division in the department the funding was allocated unless it was allocated to multiple division then the word 'multiple' would be shown.
- **Total Cost:** Indicates change to the department's budget (+/-) with the specific package identified.
- **Priority:** Various options are available.
  - **Strategic plan:** funding related to the strategic plan; the focus area is named and the strategy number and action step follow.
    - In the example above it indicates 'Provide Sustainability and Adaptability 7.2'. The number indicate Strategy 7, Action Step 2 of that strategy.
  - **Continuation of Services:** funding for the continuation of current service levels.
  - **Budget adjustment:** funding shifted in the base budget, supporting a high priority item for the department.
  - **Reduction:** funding reduced from the department's budget through savings, process changes or required reductions.
  - **Outside directive:** funding authorized for items outside the original budget instructions but found to have merit.
  - **One-time non-recurring expenditure reduction:** funding removed for one-time items authorized the previous year.
- **Position:** Indicates if the funding includes a full-time or part-time position.
- **Description:** Describes what the funding is for as well as the benefit to the city if applicable.

Funding amounts in the Adjusted columns do not reflect audited amounts rather represent funding amounts as of the financial close of month 12 (June).

## BUDGETARY FUND STRUCTURE

The City of Wilmington budget consists of two overarching fund types, governmental and proprietary funds.

**Governmental Funds** are used to account for those functions reported as governmental activities. Most of the City’s basic services are accounted for in governmental funds.

The City of Wilmington has two types of **Proprietary Funds**. *Enterprise Funds* are used to report the same functions presented as business-type activities and *Internal Service Funds* are an accounting device used to accumulate and allocate costs internally among the functions of the City of Wilmington. The City uses Internal Service Funds to account for two activities – fleet operations and technology replacement.

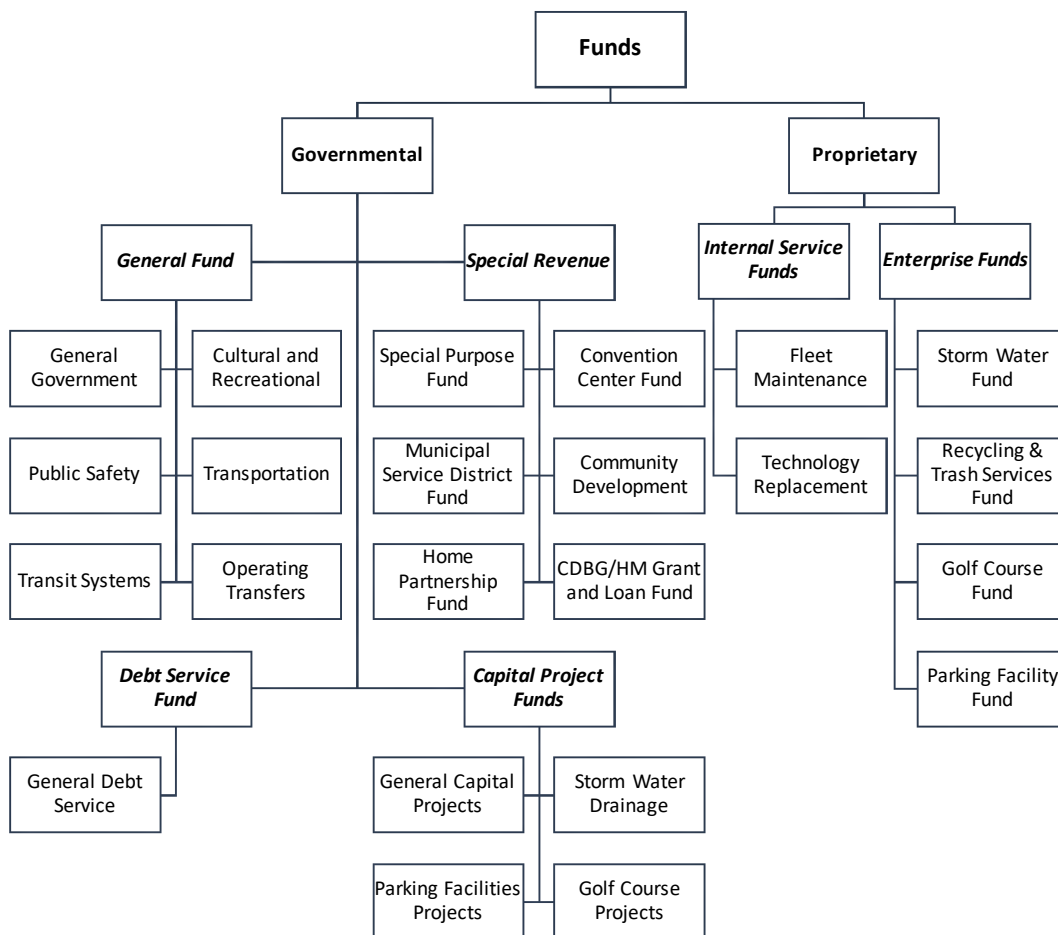
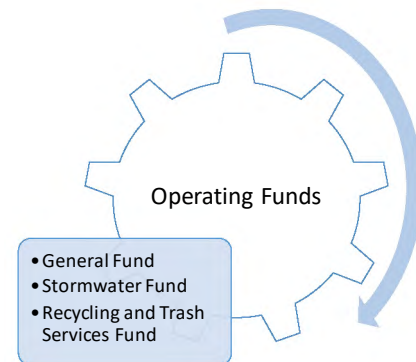


Figure 2: These funds provide for all the basic operations of the City.

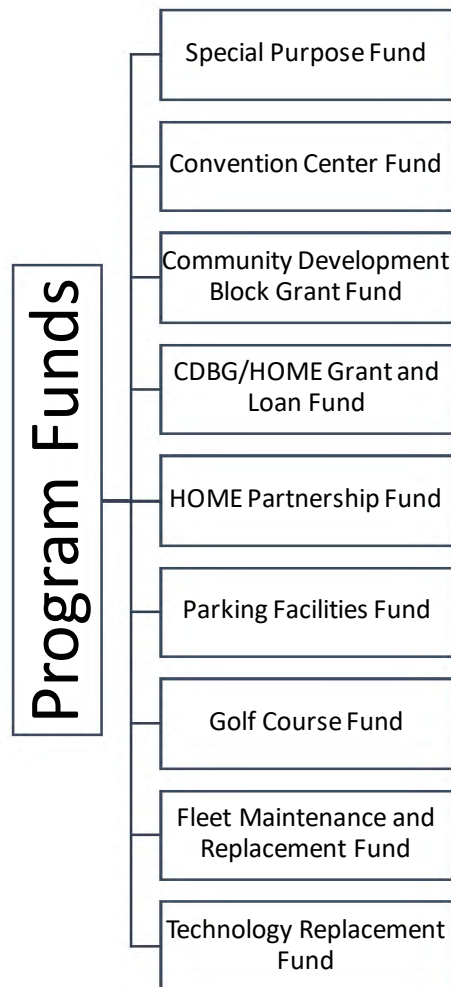


## FUNDS SUBJECT TO APPROPRIATION BY CATEGORY

The *General Fund (100)* is the general purpose fund of the City of Wilmington. It was established to account for all financial resources, except those required by State law, local ordinance, and generally accepted accounting principles, to be accounted for in another fund. General Fund revenues primarily include property taxes, sales taxes, and revenues from state and federal governments, licenses, fees, and permits. The major operating activities include general government, public safety, community development, transportation, and other governmental service functions.



The *Stormwater Management Fund (500)* includes revenues and expenditures associated with the City's stormwater planning, maintenance, public information efforts, and the City's drainage capital improvements. The stormwater utility fee, which is based on the amount of impervious surface present on each parcel of property, is the primary revenue source for these expenditures.



The *Recycling and Trash Services Fund (560)* includes revenues and expenditures for the collection and disposal of garbage, yard waste, recyclable materials, and other refuse. Customer fees are the primary revenue source for this fund.

The *Special Purpose Fund (210)* is supported primarily by grant funds and donations to the City for special purposes.

The *Convention Center Operating Fund (220)*, established by City Council in April 2008, captures the costs of managing the project, as well as marketing and pre-opening expenditures. It is supported primarily by Room Occupancy Tax funds allocated to the City for the development of the Convention Center.

The *Community Development Block Grant Fund (223)* is supported primarily by federal grant funds allocated to the City for community development programs designed to improve low- and moderate-income neighborhoods.

The *CDBG/HOME Grant and Loan Fund (224)* is supported by CDBG and HOME Partnership administrative funds allocated under the entitlement to the City as well as General Fund revenues to support low- and moderate-income housing and community development activities.

The *HOME Partnership Fund (225)* is supported primarily by federal grant funds allocated to the City for housing-related activities in low- and moderate-income neighborhoods.

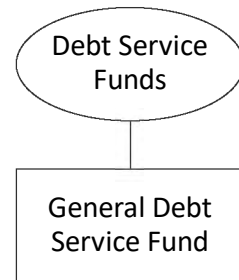
The *Parking Facilities Fund (550)* provides for the general operational and maintenance costs for the Second Street, RiverPlace and Market Street parking decks, the Second Street and Hannah Block parking lots, and on-street parking. The fund is supported by parking deck and meter user fees as well as interest earnings.

The *Golf Course Fund (570)* is supported by the income received at the City's municipal golf course and the associated costs with running that operation.

The *Fleet Maintenance and Replacement Fund (610)* is an internal service fund that centralizes the expenditures for the maintenance and replacement of vehicles for all participating departments. Each City department makes annual payments according to the types of vehicles leased.

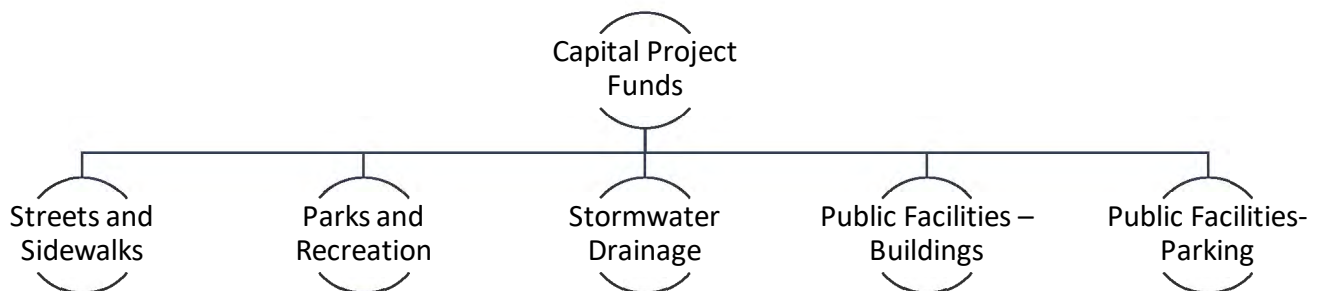
The *Technology Replacement Fund (650)* is an internal service fund that provides for the replacement of technology to reduce the technology gap and off-site hosting of certain applications. Revenues for this fund consist of internal charges to City departments according to the type of device and a subsidy from the General Fund.

The *Debt Service Fund (150)* was established to set aside resources to meet current and future debt service requirements on general long-term debt. The fund receives a dedicated \$0.0947 of property tax which funds the City's maintenance and new infrastructure capital needs. Eighty percent (80%) of the rate pays for debt and 20% pays for pay-as-you-go projects – 80/20 Capital Debt Plan. The Debt Service Fund is currently supporting the completion of projects related to the 1st 80/20 CIP, the 2nd 80/20 CIP, and the voter approved Transportation and Parks Bonds.



The *Special Tax District (215)* is the municipal service district in the Wilmington's central business district established for services beyond the scope provided already by City services.

The purpose of the Capital Project Funds is to account for the financial resources segregated for the acquisition or construction of major capital facilities. The budgets within these funds are adopted for the life of the project, with revenues and expenditures accumulating until the year in which the project is completed.



The Capital Project Funds provide for street and sidewalk improvement projects, park improvement projects, and various other physical improvement projects which typically cost over \$50,000, have a useful life greater than five years, and are approved by the City Council.

Funding for capital projects comes from several sources, including property and sales tax collections as well as fees.

## **BUDGET PREPARATION AND ADOPTION**

The City of Wilmington begins the budget process in September with the preparation for proposed new and revised capital improvements projects. The official budget kick-off is done in December with a transmittal to all staff involved in the budget process that includes budget instructions and key issues and changes. In January and/or February, work sessions are held with the City Council to review the City's financial condition and the forecasts for the future. This is also an opportunity for the Council to develop goals and objectives for the upcoming year.

In accordance with State Statutes, departments must submit a budget request to the Budget Officer before April 30 of each fiscal year. For the City of Wilmington, typically, that deadline for Departmental submissions is the end of January. After all departmental budgets are submitted, the Budget Office reviews the requests and meets with each department individually to review the needs and priorities in detail. The Budget Office and the departments then meet with the City Manager to discuss programmatic issues and the objectives to be accomplished in the new budget year. Revisions are made as necessary in the operating budgets, the capital budgets, and the revenue estimates, until a final recommended budget document is produced in April.

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

In accordance with the North Carolina General Statutes, the City prepares and adopts the budget on the modified accrual basis of accounting, in which revenues are recorded when the amount becomes measurable and available, and expenditures are recorded when the liability is actually incurred. Only revenues and expenditures anticipated during the fiscal year are included in the budget. Unexpended operating budget funds revert to fund balance at the close of the fiscal year. Unexpended capital project reserve funds are carried forward life-to-date until the project is officially closed.

Throughout the fiscal year the City's financial accounting system maintains a modified accrual method as the adopted budget. At year-end, the City's Comprehensive Annual Financial Report (CAFR) is prepared on a basis consistent with "generally accepted accounting principles" or GAAP. This basis of accounting conforms to the way the City prepares its budget with some exceptions. The most notable exception is that the City's Enterprise funds are converted from the modified accrual basis of accounting to the full accrual basis for financial statement presentation purposes. In the accrual basis, revenues are recognized

when they are earned, and expenses are recognized when they are incurred. This change between the budget and the financial report for the Enterprise funds provides for some significant differences. One is that depreciation is recorded as an expense in the CAFR and is not recognized at all in the budget. Another is that capital outlay and principal debt service payments are identified as expenditures in the budget but reported as adjustments to the balance sheet in the CAFR.

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

<b>Fund</b>	<b>Basis of Budgeting</b>	<b>Basis of Reporting</b>
General	Modified Accrual	Modified Accrual
Special Revenue	Modified Accrual	Modified Accrual
Enterprise	Modified Accrual	Accrual

## **BUDGET AMENDMENT PROCESS**


Proposed amendments to the budget may be submitted at any time by a member of the City Council or the City Manager. The City Manager is authorized to transfer budget amounts within adopted functional categories, however, changes between functional categories or changes that increase or decrease the total expenditures in any fund must be approved by City Council.

Proposed ordinance amendments are prepared by the administration and include a statement by the Finance Officer as to the availability of funds. A cover letter provides background information and the City Manager’s recommendation on the proposed amendment. Ordinances require two readings for adoption.

Minor budget changes that do not affect the ordinances are submitted to the Budget Office at any time with an explanation of and justification for the change. All changes must be approved by the Budget Office. Changes in salaries or benefits are not permitted, except in rare instances, with prior approval by the Budget Office and by the City Manager.

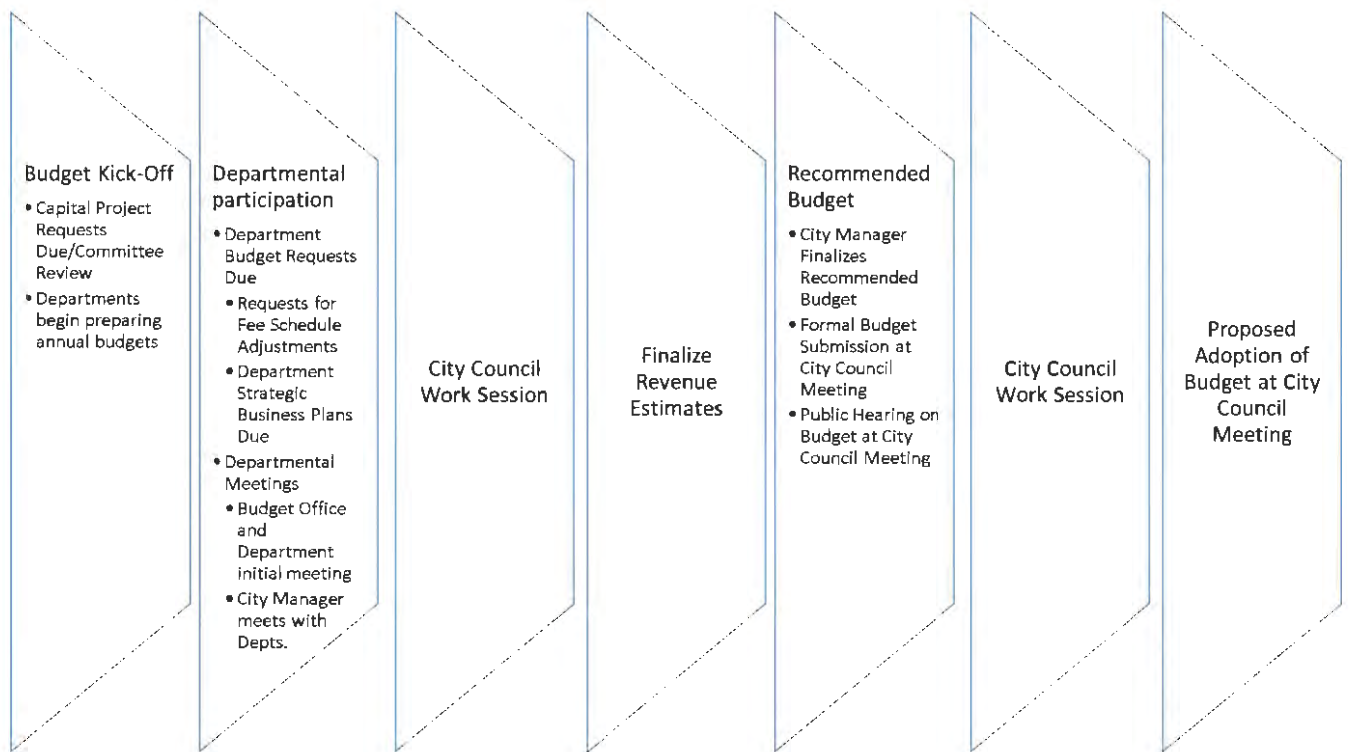
**Schedule of Events for Preparation of the FY21 Budget**

<b>FY21 Budget Calendar:</b>	
FY21 Strategic Council Work-session	November 15, 2019
City-wide Departmental Budget Kick-off	December 5, 2019
Council Work-session	January 24, 2020
Department's Budget Proposals Due	January 31, 2020
Council Work-session	March 27, 2020
FY21 Recommended Budget Presentation	May 5, 2020
FY21's Budget Public Hearing	May 19, 2020
Council Work-session	May 22, 2020
FY21 Budget's 1 <sup>st</sup> Reading	June 2, 2020
FY21 Budget's 2 <sup>nd</sup> Reading	June 16, 2020

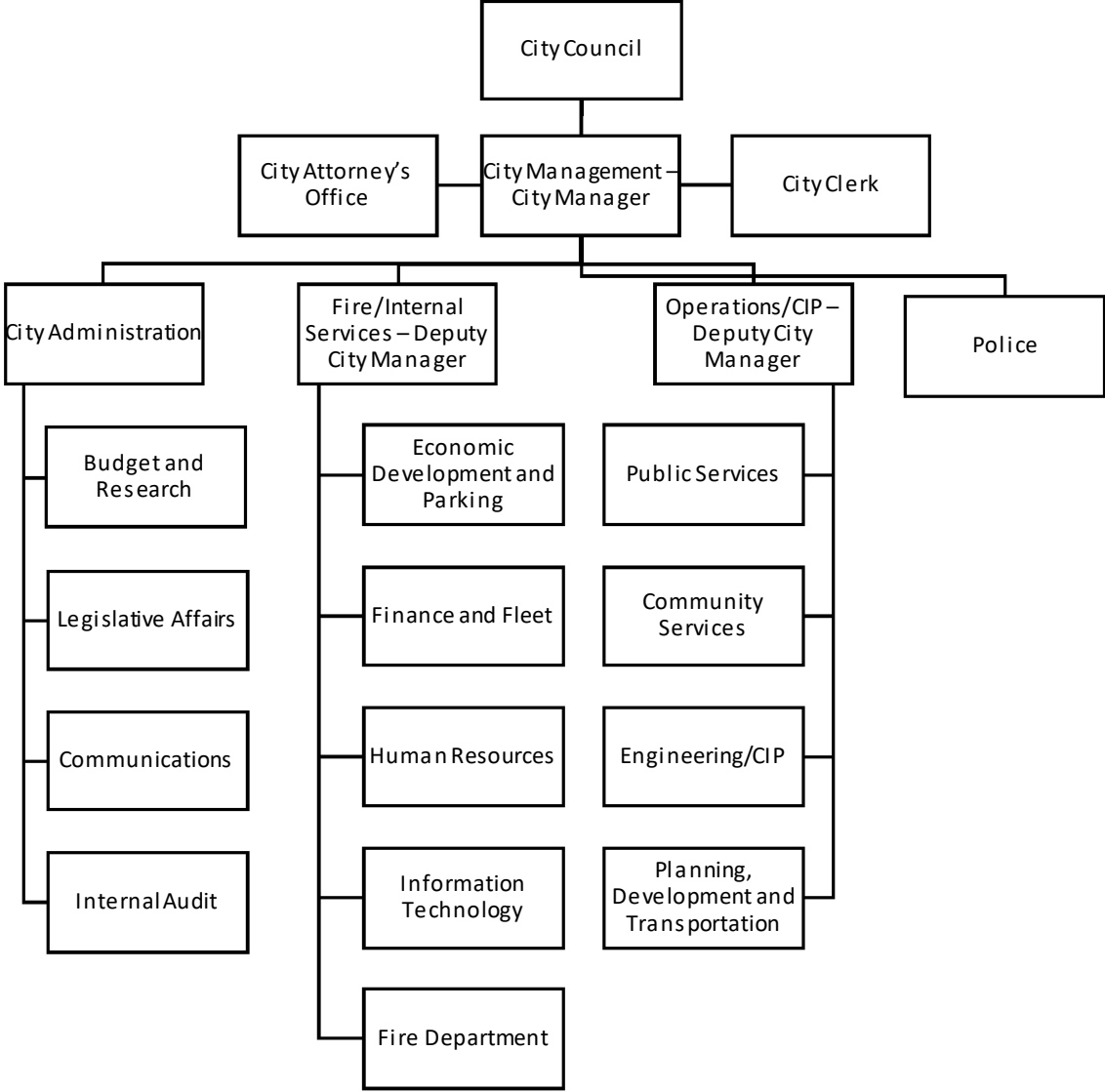


**BUDGET  
CALENDAR**

**BUDGET PREPARATION PROCESS**



## ORGANIZATIONAL STRUCTURE



## FINANCIAL MANAGEMENT POLICIES

These Financial Management Policies serve as guidelines for the preparation and operation of the annual budget. They are designed to complement the North Carolina Local Government Budget and Fiscal Control Act, recommendations of the Local Government Commission (LGC), the Government Finance Officers Association and the National Advisory Council on State and Local Budgeting. These policies were developed by Finance staff and were formally adopted by the City Council effective July 1, 2002 and amended effective June 4, 2013 and June 18, 2018. These policies are used to frame major policy initiatives and are reviewed during each budget process to ensure continued relevance and to identify any gaps that should be addressed with new policies. These policies assist in maintaining the City’s stable financial position and ensures that Council’s intentions are implemented and followed.



## REVENUE POLICIES

### Revenue Diversity

The City shall continue to provide adequate funds for stable operation of desired service levels through diversification of revenue sources to avoid over-reliance on any one revenue source and to maintain stable rates and fees.

### Fees and Charges

The City shall maximize user fees where possible in order to distribute the costs of municipal services to those who use the services; include users who may have tax exempt property; to avoid subsidizing where the service is not used by the general public, except where appropriate; and maintain charges that are equitable and efficient by capturing the costs to provide the service.

All revenue sources will be reviewed on an annual basis, the levels of cost recovery will be reviewed, and the reasons for the subsidy will be reviewed.

### Use of One-time revenues

Use of one-time revenues is limited to covering expenditures that temporarily exceed revenues, early debt retirement, or capital purchases that do not significantly increase ongoing operating expenses.

### Property Tax Estimates

The percentage collection of property taxes relative to the tax rate estimated in the budget must not be greater than the percentage of the levy realized in cash as of June 30 of the preceding fiscal year, in accordance with State law. This ensures a conservative estimate of property tax revenues.

A dedicated property tax rate will be restricted in the Debt Service Fund by Ordinance and evaluated in every revaluation year. This revenue is committed to pay for 80% debt and 20% pay-as-you-go funding for capital maintenance and new infrastructure needs.

### Unpredictable Revenue

Estimated revenues shall include only those reasonably expected to be realized during the fiscal year.

Grant funding will be pursued and used for a variety of purposes. Application to apply will be reviewed and evaluated in advance for consistency with Council goals and compatibility with City programs and objectives. All new grants must be presented to Council for consideration before application is made. Any awarded funds will be accepted only after Council review and approval. Any changes in the original intended use of grant funds must be approved by the granting agency and City Council.

## EXPENDITURE POLICIES

### Balanced Budget

The City shall prepare an annual balanced budget in accordance with the Local Government Budget and Fiscal Control Act, Generally Accepted Accounting Principles, and shall maintain excellence in finance and budgeting by meeting the standards necessary to achieve the Government Finance Officers Association's Distinguished Budget Award.

Actual funds expended and received against budget will be reported to the City Manager and department directors on a monthly basis and City Council on a quarterly basis.

### Evaluation and Prioritization

Expenditures shall be reviewed by staff, the City Manager, and City Council prior to adoption, and continually monitored throughout the budget year. Priority will be given to expenditures consistent with the City's Strategic Plan, and those necessary to carry out the mandated and core services of the City.

### Nonprofit Agencies – Competitive Process

Funding for nonprofit agencies shall be considered on a competitive basis consistent with Council's priorities or with a departmental or City-wide mission, and with the City's Consolidated Plan. Any agency receiving over \$5,000 in any one fiscal year is required to complete a financial review. Any agency receiving over \$10,000 in any one fiscal year is required to complete a financial single-audit. Community Development Block Grant Funds will be allocated to public service agencies at the maximum percentage allowable by HUD regulations. General Funds will be allocated to public service agencies that complete the competitive process a total amount not to exceed ½ percent of the General Fund operating budget. No agencies will be considered for funding without an operational budget.

### Nonprofit Agency – Non-Competitive Process

Funding considerations for any nonprofit agency not considered through the competitive process in the recommended budget will require a formal budget request made to the City of Wilmington via the City Manager on or before March 31 annually.

## RESERVES

### Debt Service Fund

The City shall maintain a Debt Service Fund and all accumulated revenues will be used towards debt service, debt administration, debt issuance and pay-as-you-go funding.

The City Council has adopted a dedicated property tax rate to be restricted in the Debt Service Fund for an 80% debt and 20% pay-as-you-go funding mechanism that will cover all projects within the multi-year Capital Improvement Plan. This rate will be adjusted as needed in future revaluation years.

### Fund Balance

The City shall maintain a minimum unassigned fund balance equal to 20-25% of the operating budget for each the General Fund and Debt Service Fund. All other City funds will maintain a minimum unassigned fund balance equal to 15-20% of their respective operating budget. Any portion of the unassigned fund balance in excess of the minimum % of budgeted expenditures may be appropriated for one-time “pay-as-you-go” expenditures. (Examples are, but not limited to: incentive agreements, capital improvements, computer systems and software). Unassigned fund balance is not a recurring revenue source of funds and should only be appropriated for non-recurring expenditures.

At the close of each fiscal year, a report on unassigned fund balance in the General Fund will be given to City Council. At this time, Council may choose to transfer an agreed amount of excess reserves above 30% of unassigned fund balance to the Debt Service Fund where these funds will be used to offset future property tax rate increases for capital improvement plans.

### Contingency

Reserves may be appropriated in operating budgets to a contingency account in an amount not to exceed 5% of the fund in order to meet unexpected increases in service delivery costs.

## DEBT MANAGEMENT

### Debt Model

Debt Service models will be maintained for all debt and will identify the impact of future debt and the adequacy of designated resources.

### Debt Service

The total annual debt service paid on tax-supported debt shall not exceed 20% of the consolidated operating budgets of the General Fund and the Debt Service Fund, including inter-fund transfers (Except transfers between the General Fund and the Debt Service Fund which are eliminated on consolidation).

### Direct Net Debt

The outstanding direct net debt will not exceed the NC statutory limit of 8% of the appraised property subject to taxation with an optimal level of less than 2%.

### Bonded Debt

Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.

### Bond Rating

The City will maintain its financial condition so as to maintain a minimum AA bond ratings.

## CAPITAL INVESTMENT POLICIES

The City shall annually update and adopt a minimum 5-year Capital Improvements Program (CIP) in conjunction with the Annual Operating Budget.

A dedicated property tax rate will be restricted to the Debt Service Fund for an 80% debt and 20% pay-as-you-go funding mechanism that will cover all projects within the multi-year plan. This rate will be adjusted as needed in future revaluation years.

The City shall appropriate all funds for capital projects with an Ordinance in accordance with State statutes.

Capital expenditures included in the CIP as a project will generally cost at least \$50,000 and have a useful life of at least 5 years.

Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project.

The capitalization threshold minimum for fixed assets is set at \$5,000. The threshold will be applied to individual fixed assets and will only be capitalized if they have a useful life of at least two years from the date of acquisition.

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

The accounting systems for the City will be compliant with the North Carolina Local Government Budget and Fiscal Control act and will be maintained to enable the preparation of financial statements that conform to generally accepted accounting principles (GAAP).

Reasonable access to the financial system will be made available to department directors and other staff for the continuous monitoring of revenues and expenditures. Emphasis will be placed on internal budgetary and financial controls with regard to the financial system for the purposes of maintaining proper checks and balances.

The City will have an annual independent audit performed by a certified accounting firm that will issue an opinion of the annual financial statements that are required by the Local Government Budget and Fiscal Control Act.

The City will prepare a Comprehensive Annual Financial Report (CAFR) that will be provided to City Council and is in compliance with established criteria to obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting and will be submitted to that award program each year.

Full disclosure will be provided in all regulatory reports, financial statements and debt offering statement.

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## TRANSMITTAL



June 30, 2020

The Honorable City Council  
And the Citizens of the City of Wilmington:

In accordance with state and local ordinances, I am pleased to present to you the Adopted FY21 Annual Budget for the City of Wilmington as adopted by City Council on June 16, 2020.

After reviewing the recommended budget, City Council directed staff to make a \$52,500 adjustment shifting Council contingency funds to two agencies.

- 1 Love Lenny Simpson Tennis program applied for the competitive agency funding, a two year cycle, and was awarded \$2,500 of their initial \$5,000 request. Council awarded them their full request (\$5,000).
- Food Bank of North Carolina also applied for \$250,000 of the competitive agency funding which was not recommended. After further discussions with Council, Council decided to award the Food Bank \$50,000, the first of a five year commitment, subject to appropriation, to aid with their food kitchen capital campaign.

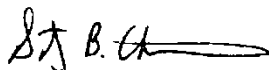
The following table represents the \$52,500 adjustments made to those accounts:

	Recommended	Adjustment	Adopted
<b>General Fund Competitive Agencies</b>			
1 Love Lenny Simpson Tennis	\$ 2,500	\$ 2,500	\$ 5,000
<b>Other General Fund Agencies</b>			
Food Bank of North Carolina	\$ -	\$ 50,000	\$ 50,000
<b>Contingency</b>			
Council Contingency	\$ 150,000	\$ (52,500)	\$ 97,500

In sum, the total adopted budget (all funds) equals \$206,606,307 with a net budget, less transfers between funds, totaling \$183,020,853. The General Fund is the largest component of this budget with a total budget of \$115,713,806 and a net expenditure of \$103,747,686. The adopted budget continues the current ad valorem tax rate of 49.84 cents per \$100 assessed value.

I would refer all readers to the *Recommended Budget* transmittal for full budget details.

Respectfully submitted,



Sterling B. Cheatham  
City Manager





April 25, 2020

The Honorable City Council  
And the Citizens of the City of Wilmington:

Transmitted, herewith, please find the Fiscal Year *2021 Recommended Budget* (beginning July 1, 2020 and ending June 30, 2021) as required by the City Charter and in accordance with §159-11 of the North Carolina General Statutes. Accompanying the City's financial plan for city services, that is consistent with Council's directed policies, is a continuation of the fourth year of the FY18-23 Capital Improvement Program (CIP). The recommended budget meets the statutory and administrative obligations to prepare and present a balanced budget for your consideration.

It is important to note, this budget comes at a time of unprecedented uncertainties stemming from the rapidly changing impacts of the global Covid-19 pandemic. This event is on the tail-end of our community's effort to recover from Hurricane Florence that struck the coast September of 2019. Due to the impacts of Covid-19 on the community, staff thought it was imperative and consistent with Council feedback to avoid a property tax increase so that the community can begin to recover from the global pandemic's economic impacts without further burdens. The recommended budget continues with the current ad valorem tax rate of 49.84 cents per \$100 assessed value. Many, but not all, well-meaning services are included in the presented budget.

The total projected budget (all funds) equals \$206,606,307 as compared to the FY20 adopted amount of \$200,675,258. The total FY21 budget represents a slight increase of 2.96% or \$5.9M over the prior year. The net budget, less transfers between funds, totals \$183,020,853 and represents a 0.44% or \$787K increase over the *FY20 Adopted Budget* of \$182,215,349. This small increase is mainly due to five components. First, the *FY21 Recommended Budget* includes the use of General Fund undesignated fund balance for the final payment of a legal obligation totaling \$1,000,000, transfers to the CIP totaling \$1,008,950 and \$1,347,569 for one-time items which is just shy of a 12% increase over the prior year. Secondly, the Stormwater Management Fund's budget increased by almost 7% in FY21 with an increase of \$1.2M as a transfer to the CIP fund primarily to continue funding for the storm drain rehabilitation projects. The Parking Fund's budget increased over FY20 adopted by 55% with the new debt service payment obligation for the construction of the River Place parking deck in the amount of \$2,322,000. And lastly, these increases are offset by a decrease of 14.2% in appropriated monies in the Capital Project Funds translating to roughly \$1.4M less than last year and a 12.6% decrease in the Recycling and Trash Services Fund operating budget related to the prior years \$800K fleet lease loan payoff.

The General Fund is the largest component of this budget with net expenditures of \$103,747,686 an increase of 0.77% or \$794K over the current adopted budget of \$102,954,041. Of the 49.84 cents, 40.37

cents per \$100 assessed valuation is recommended for the continuation of core services in the General Fund and 9.47 cents per \$100 valuation is earmarked for the 80/20 Capital Debt Plan. This continues support of the Transportation Bond projects, Parks Bond projects, River Place project and other Capital Improvement projects, including the 1st and 2nd CIP.

Our Financial Management Policies state that unassigned fund balance should only be appropriated for non-recurring expenditures. The City’s General Fund unassigned fund balance remains stable even after Hurricane Florence’s recovery efforts. This demonstrates the resiliency of the community and the efficiency of our staff who tirelessly worked to recover funding from both the State and Federal governments. It is recommended for the *FY21 Recommended Budget* that \$3,356,519 of the General Fund’s undesignated fund balance be appropriated for expenses related to the final year of a 3-year public safety legal obligation, capital improvement needs and one-time FY21 items. This amount is \$336,519 or 11.88% more than the prior year’s undesignated fund balance appropriation of \$3,000,000. Some of the specifics follow:

Department	Item	Funding
Community Services	Northern Waterfront Park Equipment • Truck • Trailer • Mower • Bobcat • Gator	\$ 92,806
	Urban Forestry Management Plan	\$ 100,000
City Manager	Rail Economic Feasibility Study	\$ 100,000
Sundry	WAVE TransPro Study	\$ 113,403
Multiple	Office furnishings • Cubical • Desks	\$ 10,876
	Computers	\$ 9,145
	Vehicles	\$ 150,612
Engineering	Consultant Services	\$ 30,000
	Office Renovation	\$ 20,000
Police & Fire	Ballistic Vests	\$ 41,788
Fire	Diesel Exhaust Removal Equipment	\$ 17,000
	Technical Rescue Team Boots	\$ 4,875
	Turn Out Gear	\$ 120,000
Police	Crash Data Retrieval Device	\$ 20,000
	Body-Worn Cameras	\$ 24,465
	Bomb Robot	\$ 36,225

Police	Property and Evidence Equipment • Automatic evidence shelves • Digital scale • Dehumidifiers	\$ 16,161
	Settlement Obligation	\$ 1,000,000
	Building Wiring	\$ 145,000
Public Services	Vehicle Outfitting	\$ 3,500
	Asphalt Equipment • Asphalt SWAT vehicle • Mini Excavator • 12 ton trailer • Single axle dump truck	\$ 291,713
Transfer	CIP projects • N. 3rd St. Bridge Lighting • Building Maintenance • HVAC • Thalian Hall	\$ 1,008,950
<b>Total</b>		<b>\$ 3,356,519</b>

There is an additional \$20,000 of designated fund balance appropriated in Sundry for special unplanned travel and training that may arise in the fiscal year that may benefit the city and reserved for only Councilmembers and limited executive staff.

At a time when municipal budgets need to be balanced, several questions are arising that cause unprecedented uncertainty regarding budgeting revenues such as:

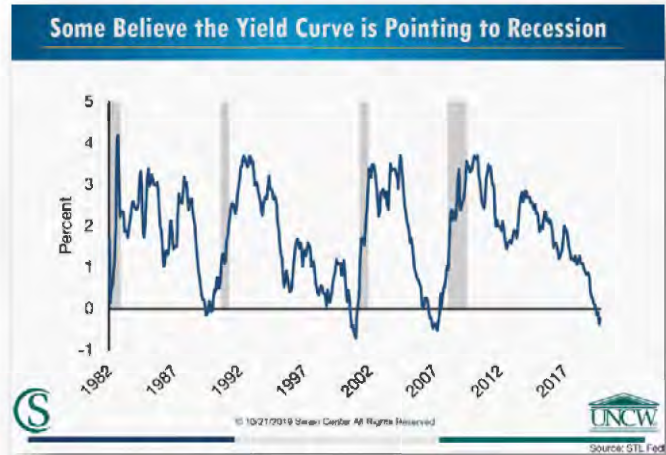
- the rapidly evolving Covid-19 pandemic that available data does not yet reflect
- the unknown speed in which governmental policies begin to reopen the global, national, and local economies
- the impact of governmental policies that potentially provide relief for consumers and businesses such as extending sales tax reporting and waiving associated late fees or reducing or delaying city and county property tax payments
- the rebounding of consumer confidence to pre-virus output levels and growth rates
- the potential of a secondary surge of virus in the fall of FY21

An important consideration about the recommended budget is that it requires fiscal restraint during the first half of the fiscal year. The recommended budget has a somewhat optimistic 4.6% or a \$1.2M increase in sales tax over the FY20 budgeted amount, from \$27,069,810 to \$28,310,354. Throughout the year, staff will monitor and consider measures to ensure the budget remains in balance by the year's end. Those considerations include deferring one-time purchases and consider restricted hiring should they become necessary.

## THE ECONOMY

The nation continued to surpass the longest period between recessions (12 years) by two years in the early part of FY20. The late half of calendar year 2019 saw several economic indicators fluctuate leaving cause for concern. A few of those indicators follow:

- May 2019: Inverted Yield Curve where the 3-month Treasury was more than the 10-year Treasury
- July 2019: US Federal Reserve cut interest rates in the first time in over a decade
- August 2019: Inverted Yield Curve where short-term bonds are higher than the interest rates paid by long-term bonds
- September 2019: US Federal Reserve cut interest rates for the second time by a quarter percent



Additionally, a dip in consumer confidence occurred at a national level with uncertainty related to international trade agreements. Per Dr. Adam Jones, an Associate Professor of Economics at UNCW, consumer sentiment seemed to be holding up well and people are remaining optimistic about the future. Unemployment was roughly 3.7% after a short increase in the 3<sup>rd</sup> quarter of 2019.

In February of 2020 the Coronavirus pandemic began to emerge. The virus showed an impact not just in China, the originating country, but throughout the world. At the end of February 2020, the United States' markets fell sharply amid widening concern that the continuing spread of Coronavirus cases could lead to a global pandemic. That month, the DOW responded to new outbreaks in Italy, Iran and South Korea by dropping more than 1,000 points, the worst performance in more than two years. By March 11, 2020, the longest period of economic expansion in history ended with the DOW closing at 1,465 points, a nearly 5.9% decrease changing the bull market to a bear market.



As the community shutdowns spread, unemployment followed. By April 16, 2020, the unemployment rate was 18% nation-wide with more than 22 million jobless as compared to the 3.7% the quarter before. Per the NC Department of Commerce Employment Security, North Carolina saw over 672,362 claims filed between March 15 and April 19 of

2020 with 579,726 related to COVID-19. These numbers can be a bit misleading since most states, including North Carolina, have antiquated systems which have caused delays in people making claims; so, there is good reason to believe the numbers are higher. It is important to note, that some of these jobless claims will hopefully be temporary and as the communities begin to open back up, and employees return to work.

Beyond the Covid-19 pandemic, there are other state and federal uncertainties the city continues to monitor. Those include:

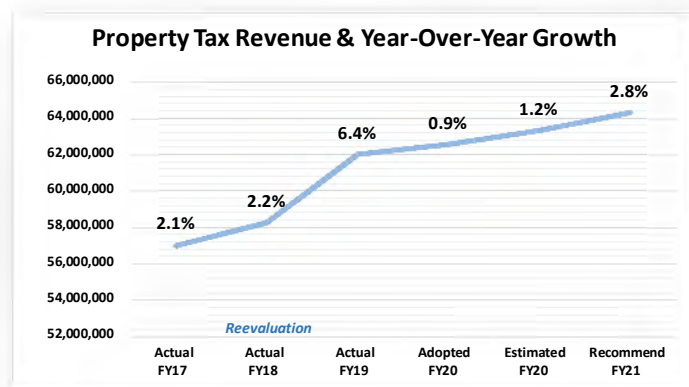
- **Short-term rental legislation** is a topic at the State level being heavily debated. Bills were created and later pulled that allowed existing ordinances and regulations to be grandfathered in and a moratorium put in place on new ordinances while the North Carolina General Assembly conducted a study of the issue. This issue may resurface.
- **North Carolina Department of Transportation** has encountered funding shortages due to storm cleans-ups, the MAP Act lawsuits, and construction cost increases that have resulted in the department suspending pre-construction work on roughly 900 projects across the state. Now couple those with the additional loss of gas tax related to the Stay-at-Home executive order, and project start statuses could decline further.
- **Sales Tax Modernization** is being discussed at the State level. Discussions surrounding simplifying the sales tax formulas to be more transparent began in the winter of 2020.

At the Federal level, staff continues to work with the United States Coast Guard regarding the riverfront bulkhead and the eventual departure of the Coast Guard Cutter ‘Diligence’, with plans to resettle in Pensacola, Florida. Additionally, staff are continuing their disaster recovery and resiliency advocacy efforts to ensure the city is reimbursed for expended resources and to ensure resiliency is part of future federal funding plans, especially in the wake of Hurricane Florence in the fall of 2019.

## REVENUES

The following will provide an overview of the revenues as they are estimated for the *FY21 Recommended Budget*.

The City of Wilmington’s projected FY21 **property tax growth** over FY20’s adopted budget totals 2.8% and is a continued indication of the positive trend in the real estate market as multi-family, hotel and office construction projects continue to expand our tax base. The City’s tax base for FY21<sup>26</sup> is estimated at \$15,949,000,000 with the City’s real property totaling \$14,871,000,000 and Motor Vehicle property



<sup>26</sup> Estimates on tax base were obtained from the April 16, 2020 update from the NHC Tax Administrator purportedly the final numbers.

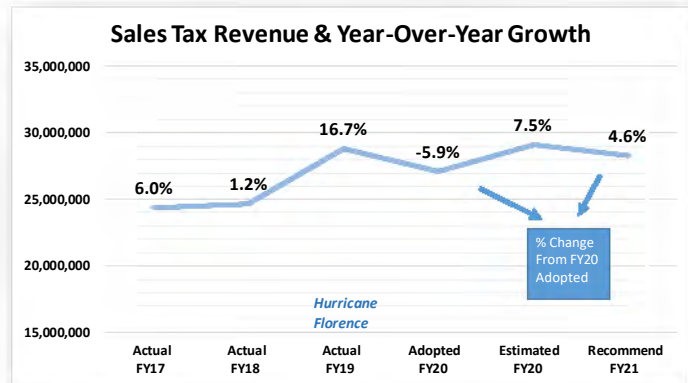


equaling \$1,078,000,000. With a \$0.4984 tax rate, one penny equates to a value of \$1,583,152 using a collection rate of 99.21% for property tax and 100% for motor vehicles. The tax base is expected to provide the City \$78,904,291 which is split between two funds. The split is as follows:

- General Fund (\$63,911,843/\$0.4037)
- Debt Service (\$14,992,449/\$0.0947)

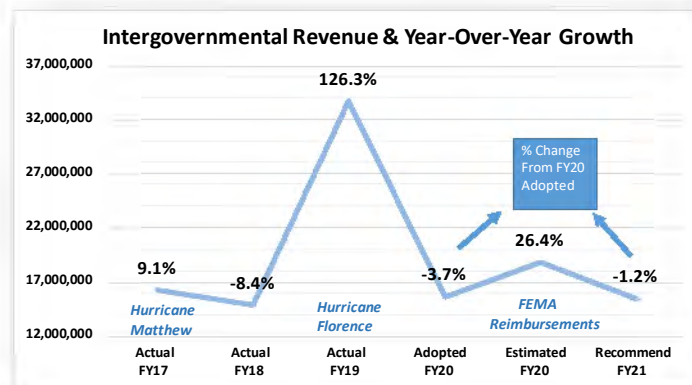
This recommended budget has a projected **sales tax** growth of 4.6% or \$1.2M over the FY20 Adopted amount (FY20: \$27,069,809; FY21: \$28,310,354). Our forecast growth rate in sales tax collection is based on historical trends or indicators:

- Wilmington’s population base is growing by roughly 2% per year
- Between FY16 and FY19, three of the four fiscal years yielded an average collection above the estimated forecast by \$1.9M
- Pre-Covid-19, Wilmington’s FY21 forecast was estimated to continue to grow at a rate of 5.5%
- There are still Hurricane Florence recovery efforts that will continue to take place in FY21, given that only less than half of the property values lost to Hurricane Florence have been recovered county-wide (\$44M out of \$100M)
- Unknown duration of virus resulted in staff recommending keeping the sales tax just under planned pre-covid-19 with spending restrictions until trends emerge



Sales tax is generally the most difficult to forecast due to its dependency on customer confidence and changes in the economy. The State budgeted 4.6% growth for FY21. The City’s sales tax collection tends to be 1.5-2% more than the State’s average due to the city’s location and tourism industry but given the pandemic and the other rationale provided above, the forecast remains at a 4.6% growth estimate.

The third largest revenue stream is **Intergovernmental Revenues**. The entire category has decreased from FY20 by roughly 1.2% or \$185K (FY20: \$15,670,149; FY21: \$15,485,045). This is mainly due to the reduction \$569K of beer and wine tax dedicated to the Wrightsville Beach ABC store which the city was collecting and remitting back to them. The city is no longer obligated to do this and therefore the revenue and associated expenditure were removed from the FY21 budget. The spikes



seen in the Intergovernmental Revenue graph relate to FEMA funding reimbursements for Hurricane Matthew in FY17 and Hurricane Florence in FY19 and into FY20.

A few highlights of revenue types found in this category follows:

- The utility franchise tax, also known as the electricity sales tax, is the largest revenue source in this category budgeted at just under \$7.8M for FY21, representing a 7.8% increase over the FY20 adopted budget of \$7.2M. The estimate is based on the projected FY20 year-end of \$7.7M.
- Video programming and telecommunications continue to decline by roughly 1% as consumer behavior changes to more people turning to streaming services over cable and turning to cell phones rather than land lines. For the above reasons, the *FY21 Recommended Budget* continues with a 2.9% or \$40K decrease for the video programming and 11% or \$106K decrease for telecommunications.
- The Powell Bill Gasoline tax has increased by 2% or \$88K for FY21 and remains consistent with the State having recently changed the funding source to an appropriated amount in their budget rather than linked to a percentage of the gas tax.

Other notable changes in revenues include the following:

- Convention Center Fund was able to begin to pay back \$2.1 million to the general fund for a loan to purchase Convention Center land. Due to the Covid-19 pandemic and the estimate loss of room occupancy tax, the fund did not continue the transfer of \$250K to the general fund for FY21. Once revenue trends become more visible, a review of the financial health of the fund will determine when payments can resume in future years.
- Interest Earnings due to the Covid-19 pandemic and the current financial environment estimates are at a decrease of over \$500K from the FY20 adopted budget. Interest on investments had a budget of \$826,540 in FY20 as compared to the \$328,000 estimated for FY21 a 60% decrease.

And lastly, the City's general obligation bond rating continue to the highest possible ratings:

- Aaa issued by Moody's
- AAA issued by both Fitch and Standard & Poor's

The credit rating agencies base their ratings on a number of factors. Both Fitch and Standard & Poor's cited the city's healthy and diverse economy, very strong financial management, budgetary flexibility provided by ample operating reserves, and manageable long-term obligations. Better bond ratings result in lower interest costs on long-term debt.

The economy, even though strong pre-Covid-19, has an uncertain future. We continue to be moderately conservative in our projections due to this uncertainty. The total General Fund revenues equal \$115,713,806 which is 1.97% higher than FY20's Adopted budget of \$113,480,412. If the budgets were compared without the use of unassigned fund balance, the FY21 budget (\$110,460,412) would be \$1.8 million or 1.7% higher than the FY20 Adopted budget (\$112,337,287).

## BUDGET PREPARATION

In developing the *FY21 Recommended Budget*, the strategies used to balance the budget included:

- No property tax increase
- Moderately conservative sales tax revenue estimates
- Strategic use of fund balance for one-time expenditures
- No mandate of service reductions
- Continue core services with limited additions
- Prioritize any requested enhancements based on the city's key strategic priorities

In starting the FY21 budget process, City Council's priorities were identified, and the budget was framed using those priorities. Those included the following:

- Develop and fund strategic plan initiatives with an emphasis on the following:
  - Competitive compensation as the #1 priority
  - Core infrastructure upgrades & maintenance
    - Core infrastructure maintenance focuses on those areas where the City has taken on assets over the years but has not provided the appropriate resources to maintain those assets
  - City resiliency
    - Items that are linked to improving the city's resiliency related to emergency events that are not capital items
  - Community engagement and policing with an emphasis on youth violence prevention and reduction initiatives
  - Workforce development, specifically jobs and affordable housing
  - Collaborative partnerships internally and externally
- Maintain current services at existing levels
- Continue to fund infrastructure maintenance related to the following areas:
  - 80/20 Capital projects
  - Transportation Bond projects
  - Parks Bond projects

Every department in the City contributed to the overall goal of recommending a budget that incorporates a fiscally responsible plan for the continuation of quality services that meet the City's priorities as set forth above.



## BUDGET HIGHLIGHTS

The following section presents highlights included in the recommended budget.

### STRATEGIC PLAN

Staff is dedicated to delivering high-quality services to the citizens of Wilmington. FY19 represented the third full year implementation of the City’s adopted four-year strategic plan. The plan builds upon the community’s vision and the city’s core values and commitments.

The foundation of the plan are the six focus areas adopted June of 2015 and include:

- **Create a Safe Place:** The City will create a safe, inclusive community with neighborhood/area based public safety and support services.
- **Foster a Prosperous, Thriving Economy:** The City will promote opportunity and prosperity by fostering sustainable, regionally coordinated economic growth and development strategies for creating jobs, building a strong workforce, facilitating commerce and business vitality.
- **Promote Culture, Arts and Public Spaces:** The City will provide unique, creative open space, parks and community facilities integrated with arts and cultural activities for all.
- **Support Efficient Transportation Systems:** The City will advocate for, develop and maintain diverse modes of transportation needed for an inclusive, connected community. Greenways, pedestrian and bicycle amenities and a regionally focused multimodal transportation system will increase mobility and regional connectivity.
- **Engage in Civic Partnerships:** The City will build and improve partnerships, collaborations and relationships with all stakeholders, including our citizens and public and private organizations.
- **Provide Sustainability and Adaptability:** The City will protect and preserve our natural resources with quality design for the built environment.

The FY17-20 Strategic Plan requires updating. During FY20 the process to update the strategic plan with feedback from Council’s Governance Committee began but was paused due to the pandemic and social distancing. The city will continue to use the FY17-20 Strategic Plan as a policy document until such time as a new plan can be adopted. The plan serves as a roadmap guiding the City’s vision for the future through its focus areas, strategies, action steps and outcomes. The plan continues to provide a consistent framework for alignment with the Comprehensive Plan, Council’s policies, budgetary decisions and staff guidance.

This recommended budget continues funding for current services and programs and specific initiatives that advance the six areas identified as the primary focus areas of Council’s vision for the City through the



Strategic Plan. The *FY21 Recommended Budget* has \$4,072,100 in new funding initiatives that directly tie to the strategic plan.

### City of Wilmington's Workforce

The strategic plan emphasizes investment in the development of the City's human capital by following internal service staffing plans that meet the need of our growing community (***Provide Sustainability and Adaptability 1.1***). As a priority, this recommended budget reflects the continuation of a multi-year compensation strategy that pays market wages to employees doing similar jobs. The success of our compensation program hinges on our ability to appropriately compete with external labor markets, to recognize and reward exceptional performance and to maintain a shared sense of internal equity and fairness. With limited revenues to support on-going costs, the number one priority in this economic environment was ensuring employee compensation and benefit needs were met.

The *FY21 Recommended Budget* proposes a compensation plan to recognize employees for their performance through a merit program totaling roughly \$2,117,439 in salary and benefits of which \$1,794,320 is located in the General Fund. The funding represents a 2.5% increase in salaries. This allows the city to continue investing in strong workers and recognizing their value to the city. We are appreciative of Council's support and commitment to this market employee compensation philosophy.

Additionally, the budget funds an increase in United Healthcare's health insurance rates of \$555,719 of which \$462,683 is located in the General Fund. Both the city and the employees will see an increase in rates. The city funds roughly 68% of the cost and the employee funds roughly 32% of the overall cost of the health packages. The employer saw an average increase per health package of 9.09% as compared to the employees increase of 7.30%. The *FY21 Recommended Budget* represents the 2nd year with United Healthcare. The city is self-insured for health insurance.

Additionally, continuing to work on ensuring our staff are able to respond to the community needs properly, the *FY21 Recommended Budget* provides for:

- Centralization of GIS staff (***Provide Sustainability and Adaptability 1.1***): Five GIS positions from across the city (Stormwater, Engineering, Planning) totaling \$423,310 have been shifted under the leadership of the Information Technology department allowing for efficiencies in workflow when responding to GIS requests.
- Administrative Support Technician (***Provide Sustainability and Adaptability 1.1***): This front-desk position is recommended to be housed at Police Headquarters and was funded by eliminating four vacant part-time Cadet positions at a cost of \$47,507. The administrative position will provide further consistency for interaction with the public at the front desk. The remaining cadet positions will now move around the department learning new skills as well as assisting the administrative personnel at the front desk.
- Pay Factor Compensation Software (***Provide Sustainability and Adaptability 5.2***): Compensation software (\$13,500) is recommended to streamline Human Resources' efforts to regularly review compensation and competitiveness within the market.

- Training and development (***Provide Sustainability & Adaptability 1.2***): The *FY21 Recommended Budget* continues the same level of funding dedicated to staff development.
  - City-wide training and development continue with the 4<sup>th</sup> Cohort of Lean Six Sigma training as well as continued partnerships with UNCW, CFCC and School of Government (\$60,812).
  - For the City Attorney’s office, a \$2,500 increase in funds associated with required certifications and licenses required by the NC Bar.
  - An additional \$2,000 was provided in the Fire Department’s training budget to allow for newly hired Fire personnel, namely the Emergency Management Coordinator and Public Information Officer, to participate in opportunities.
  - Funding in the amount of \$10,000 was provided for multiple training needs in the Police Department to include Polygraph Operator School, FBI LEEDA, and NC State Admin Officer Management Program.

**Youth Violence Prevention & Community Policing**

The recommended budget continues to fund efforts to aid in the reduction and prevention of youth violence in progressive and innovative ways as identified in both the ***Create a Safe Place 1.1 and Engage in Civic Partnership 1.1*** focus areas. Our outside agency competitive human services process, which operates under a two-year contract cycle, enables community partners to request funding to support community-based programming. Generally, these organizations are well established in the community, and have provided quality programming for many years.

The *FY21 Recommended Budget* continues the funding commitment to the competitive human services agencies totaling \$624,308, which is a 2% or \$11,858 increase over FY20’s appropriation. This represents the first year of a two-year commitment. The current financial management policy states that competitive agency funding should not exceed ½% of the General Fund total appropriation. The funding in the recommended budget reflects 0.60% of the General Fund’s total budget, exceeding the financial policy guidelines. It should be noted there is an additional \$175,000 through the federal Community Development Block Grant funding dedicated to other community agencies. Just a few of those General Fund supported agencies include:

- Voyage (\$68,672) that supports two programs related to job skills training, summer youth employment and youth violence prevention through education, safety and health and wellness programs
- Step Up Wilmington (\$32,167) that provides job readiness and job placement services to disadvantaged persons, including young adults and sheltered persons with increased funding this fiscal year for a summer youth employment program
- Brigade Boys and Girls Club (\$56,420) and Community Boys and Girls Club (\$46,673) that address youth intervention with afterschool and summer education, tutoring and recreational programming
- Dreams (\$23,194) that delivers programming focusing on multi-disciplinary arts classes, serving elementary, middle, high school aged youth

- Kids Making It (\$35,979) that offers skill-building programming through woodworking, vocational and skilled trades training, entrepreneurship and income-earning opportunities, and paid apprenticeships
- Wilmington Residential Adolescent Achievement Place (\$26,322) that delivers free after-school services and community outreach programs that reduces the number of unsupervised youths
- Cape Fear Communities in Schools (\$23,940) that works collaboratively with the New Hanover County School system through after-school and summer programs for at-risk youth

The recommended budget also continues on-going funding in the amount of \$15,000 in support of the Port City Super Girls program, which empowers girls throughout our community. It includes a week-long academy for 60 girls. The program curriculum includes sports, health and fitness, and is aimed at youth ages 12-18 who live in and around inner-city communities.

The budget continues our youth athletic and engagement programming. The *FY21 Recommended Budget* continues to outsource the pool operations to the YMCA which increased pool hours and number of days the pools are open. First Tee, a program that influences the lives of young people by providing not only skills in the golf arena but also offers educational programming that builds leadership, character and promotes healthy choices.

The Shot Spotter program has aided the Police Department to respond more rapidly to areas where potential gun fire occurs. This recommended budget funds two expansions for this program. The first increase relates to the second year of a three-year contract (\$48,750) for Shot Spotter Missions, a crime forecasting and patrol management tool. The tool is useful to the Police Department in creating a plan of action used to deploy officers and resources throughout the city. The other item is an expansion of the Shot Spotter geographic range, which includes a partnership with University of North Carolina Wilmington. The expansion covers one square mile in and around the university campus. The total cost is \$70,000 with the University reimbursing the city \$35,000 annually.

In response to the public's desire for neighborhood sweeps and community policing (***Create a Safe Place 2.2 and 2.3***), several initiatives continue. The *FY21 Recommended Budget* continues with the Wilmington Police Department Rover Bulky program. The program allows for collaboration with the Recycling and Trash Services division to clean up city rights-of-way and illegal dumpsites, aiding in the 'Broken Window Theory', potentially reducing conditions that encourage crime. The General Fund transfer totaling \$29,866 to Solid Waste Management has been successful since its inception in July of 2016. Since its beginning of the program over 600 tons have been collected. The most recent years saw an increase in tons collected with FY18 collecting 124 tons, FY19 collecting 241 tons and just over 167 tons year to date for current fiscal year.

To help keep our community safe and proactively respond to the growing areas of the downtown district, funding for a partial year Police Officer (***Create a Safe Place 3.1***) is recommended at a cost of \$98,556. The officer will allow the Department to maintain an adequate workforce that will be able to continue to facilitate a safe community through proactive policing, community engagement and other best practices.

The *FY21 Recommended Budget* provides funds to equip police officers with functional and reliable body-worn and in-car cameras (**Create a Safe Place 6.2**) which affords officers the ability to collect video evidence to assist in criminal investigations and prosecutions. This, in turn, allows the City the ability to review an officer's interactions with members of the community to help ensure the highest standards of excellence are met. Included in the *FY21 Recommended Budget* are several appropriations related to this effort. Funding in the amount of \$12,452 is recommended to support the second year of the in-car camera contract. A request totaling \$24,465 was funded to expand the body-worn camera program from 200 cameras to 235 cameras to include those officers in specialized units and officers executing search warrants. The in-car camera program was also expanded at a cost of \$70,042 to equip seventy-five additional vehicles over the next three years, phasing in twenty-five per year. After the initial roll-out of the program in November 2019, with the installation of one hundred in-car camera unit, and with the successful use of the data gathered, the benefit of outfitting additional units was understood.

FY21 will be the first full year of operating the Haynes and Lacewell Training Facility (**Create a Safe Place 6.2**). Not only will this facility serve as a training center for our Police and Fire employees but is also available for use by other jurisdictions and community groups. Included in the budget is \$27,487 to increase the part-time housekeeper (FTE: 0.48) to full-time status (**Provide Sustainability and Adaptability 1.1**).

### **Workforce Affordable Housing**

This budget continues to support the strategic plan initiative found in **Provide Sustainability and Adaptability 6.1 and 6.3** where the focus is on workforce and affordable housing. The budget transfers \$118,180 for workforce and affordable housing related to the city's community development and housing activities. The budget represents a 1.4% increase totaling \$702,606 in FY21 as compared to the \$692,356 in FY20.

The City of Wilmington/New Hanover County's Ad hoc Committee on Improving Workforce/Affordable Housing has a placeholder of \$50,000 for executing any decision Council makes in FY21 subject to completion of the housing study and a public awareness campaign.

Additionally, the budget continues to fund, through a General Fund transfer, \$573,000 for programs aiding low income owner-occupied housing and rehabilitation programs. Those programs include:

- *Homeownership Opportunity Program* offers working families an opportunity to own a house without becoming cost burdened by lowering the mortgage payments through down payment assistance and 0% interest rates (\$470,000)
- *Rehabilitation Program* serves low income homeowners by aiding them in home repair costs (\$103,000)
  - Minor Repairs up to \$10,000
  - Owner-occupied housing rehabilitation programs up to \$75,000
- *Forgivable loan legal fees* which was given an influx of funding totaling \$100,000 in FY17 and another \$50,000 in FY19 continues to be available for the program and fluctuates as it used and earns interest is now at \$138,593 for FY21.

### Expanding Infrastructure Maintenance

The city's concept of expanding Infrastructure Maintenance includes both physical structures and human capital. For physical structures, there are some instances where the City has acquired assets but not properly funded ongoing maintenance. In terms of human capital, ensuring employees have the spaces, tools and resources needed to serve the community is of utmost importance. The recommended budget provides the following initiatives related to this priority.

Over the years, the city has increased the employee complement but has not met the need for office space for those employees. In response to this, the city has leased several office spaces to accommodate the expansion of staff. Beginning in FY20, funding was authorized to begin the outfitting of the Wellington Fire Station to become an Engineering annex with the department having outgrown their current office space. The *FY21 Recommended Budget* authorizes an additional \$20,000 to help complete the transition.

In addition to the repurposing of the old Wellington Fire station, property located at 525 North 4th Street was purchased by the North Carolina Department of Transportation (NCDOT) as part of the Wilmington Multi-modal Transportation Center. NCDOT conveyed the property (former Thomas Grocery building) to the City of Wilmington in January 2017. This property is currently owned by the City and the building is vacant. The rehabilitation and re-use of the building/property is being identified as the Wilmington Multi-modal Transportation Center Phase 1B. The estimated cost to rehabilitate the building is \$1,700,000 and was funded in October of 2019. The City/MPO are currently finalizing the scope and fee for the schematic design, design development, preparation of construction documents, and bidding. Staff anticipates presentation of this design contract to City Council for approval in May 2020. If the design contract is approved in May, staff anticipates the completion of the design in early September. Construction is anticipated to take six to eight months. The goal is for the MPO to occupy the building in July 2021.

Police Headquarters is fourteen years old and is beginning to require infrastructure basic upgrades. The *FY21 Recommended Budget* funds the first of a four year effort to replace two systems that are becoming obsolete: the security camera system and the access control system. The annual allotment is \$145,000 with the first year, consisting of rewiring the building and starting the replacement of the cameras.

As the Northern Waterfront Park gets closer to opening, operational maintenance needs have to be considered. Funding of \$111,631 is being recommended for the purchase of a vehicle and several pieces of equipment to include a trailer, mower, Bobcat and a Gator utility vehicle.

The city continues to expand its software infrastructure. This year included in the budget is \$264,784 in funding for a myriad of technology needs such as an increase in Microsoft licenses, server licenses, Azure cloud storage, continued computer purchases and an increase in city bandwidth and connectivity. It also continues to fund the new Financial Enterprise Operating SaaS (Software as a Service) fees transitioning further from the legacy system to the Cloud and continuing efforts to make citizen's interaction with the city more direct and convenient.

Because of the increasing use of technology for city operations and the increased threat of cyber-attacks, the *FY21 Recommended Budget* funds Security Information and Event Management (SIEM) Software



**(Provide Sustainability and Adaptability 5.2)** at a cost of \$70,000. The software will apply analytics to data discovering trends, detecting threats, enabling city staff to proactively investigate alerts.

The parking deck portion of the River Place development, that is publicly owned, is expected to commence operations in late FY20. The FY21 budget recommends \$13,000 in funding to include weekly maintenance and an annual deep clean of the fountain as well as other routine maintenance items in the common areas.

Due to the expanding parking program, an Assistant Parking Manager (\$82,285) is requested **(Provide Sustainability and Adaptability 1.1)** and will fully support all facets of the parking program as well as support economic development projects as needed, with an emphasis on field work. Additionally, the parking decks require updated functional cameras to keep the customers safe. This budget recommends the beginning of a camera replacement project funded annually at a cost of \$51,000.

### **Modes of Transportation**

Continuing our partnerships with local agencies, and reflected in the *FY21 Recommended Budget*, is WAVE Transit's operating subsidy totaling \$1,489,668, a three percent increase over FY20's adopted amount. This fiscal year, WAVE representatives did not request any capital funding from the city. Additionally, there is \$113,403 budgeted to partner with New Hanover County to initiate a governance model study **(Support Efficient Transportation Systems 4.2 & 4.3)** contributing to the efforts to make WAVE Transit more financially sustainable and a choice ridership mode of transportation. It should be noted, the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020 has apportioned roughly \$6.8 million and is available to reimburse eligible expenses by WAVE over the course of the next several years. Presently, WAVE staff and board members are investigating what expenses can be covered with these funds in the current fiscal year and in the FY21 WAVE budget.

Regarding the Transportation bond projects, a full-year fiscal support specialist (\$73,308) is recommended in Engineering. This position will free up roughly 15% of each project manager's time doing administrative work such as contract routing, purchase order processing, budget amendments, meeting minutes, and entering city council resolutions and ordinances. These tasks are currently being done by project managers. Additionally, a half-year project manager (\$59,430) in Engineering is recommended to aid in the transportation bond projects. Lastly, a Senior Budget Analyst (\$64,097) is recommended for one half-year funding to take a more active role in the administration of the city-wide capital improvement process, elevating further resources in Engineering for a more heightened focus on the completion of the transportation bond projects. This position will allow for the Budget and Research Office to allocate more resources to the city's strategic direction. All these position link to the city's strategic initiative found in **Provide Sustainability and Adaptability 1.1**.

The City is the lead agency for a rail realignment project. The purpose of the project is to benefit southeastern North Carolina by realigning the existing heavy rail corridor that currently runs through the City of Wilmington to a safer, more direct access to the port of Wilmington. This would then allow a repurposing of the right-of-way for public use. The project can enhance capacity for the Port of Wilmington and businesses using the river and rail resulting in improved statewide logistics. The

recommended budget funds \$100,000 for a rail realignment feasibility study (**Support Efficient Transportation Systems 2.2 & 4.1**) which begins a partnership with North Carolina Port Authority who plans to support a portion of the study.

The General Fund allocates half-year funding for an additional asphalt crew (**Provide Sustainability and Adaptability 1.1**) and associated equipment for a total of \$430,891. In addition to asphalt repair, this crew will help serve the increasing needs for additional cold patch pothole patching, cracking sealing, and the operation of the Streets division's asphalt hot box. It will also help to further enhance the City's strategic plan action step to develop operational staffing plans to reflect services and infrastructure growth. Additionally, the crew will help address the increase of roadways over the desirable PCI 80 on existing and newly accepted roadways within the City.

The Wilmington Urban Area Metropolitan Planning Organization began a strategic planning exercise in March 2016 that culminated with the adoption of the 2017-2021 Wilmington MPO Strategic Business Plan on February 22, 2017. The MPO is in the midst of developing Cape Fear Moving Forward 2045 which will serve as the MPO's metropolitan/long-range transportation plan for region. The Metropolitan Transportation Plan (Cape Fear Moving Forward 2045) is required by federal law to have a minimum 20 year planning horizon and must be adopted by November 2020. Following adoption of Cape Fear Moving Forward 2045, the MPO will embark on the completion of the MPO's 2021-2025 Strategic Plan. This plan, estimated to cost \$10,000, will establish the focus and direction of the organization over the next 5 years (**Support Efficient Transportation Systems 1.1**).

Funding in the amount of \$50,000 is added to the WMPO FY21 budget to allow for the purchase of a robust origin-designation database (**Provide Sustainability and Adaptability 5.2**). The cost to the city is \$4,213 based on the city's contribution in the Wilmington Metropolitan Planning Organization. The database allows the WMPO to perform data analysis in real time.

### City Resiliency

Hurricane Florence devastated the community in September of 2019. Since that time, gaps in resources have been identified. The *FY21 Recommended Budget* continues to fund resource gaps to help city operations be more resilient during and after such an event. Funding includes:

- Funding in the amount of \$10,000 supports the second year for the New Hanover County Long Term Recovery Group (NHCR3) linked to **Foster a Prosperous, Thriving Economy 1.1**. The funding is dedicated for a portion of the director's salary. The organization is supported also by the United Way, a strong partner in supporting the community when a disaster occurs and is the only FEMA recognized long term recovery organization in New Hanover County. The organization seeks to organize government, faith-based and nonprofit organizations for on-going recovery needs and planning and preparedness for future events.
- Funding in the amount of \$25,000 is recommended for the Public Services Buildings on-going operational maintenance needs. This will allow the department to proactively maintain generators, HVAC units, plumbing and alarm systems as well as for garage door repairs.



- Funding in the amount of \$30,200 is appropriated in the Stormwater Maintenance division for the purchase of a trailer mounted pump that will be used for other flooding emergencies and for stormwater system repair and maintenance.

**Other Strategic Plan Initiatives**

Linked to the strategic plan’s focus area **Foster a Prosperous, Thriving Economy 2.1**, the *FY21 Recommended Budget* represents the continuation of the 2<sup>nd</sup> year of a three-year commitment to the city’s funding for partners in the economic development and cultural arts sphere direct and less direct. Funding for these agencies totals \$541,290.

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Recommend
<b>Economic Civic Partners</b>				
<b><i>Economic Development (Direct)</i></b>				
Wilmington Business Development	\$ 100,000	\$ 102,000	\$ 102,000	\$ 102,000
Wilmington Downtown, Inc.	\$ 86,000	\$ 100,000	\$ 100,000	\$ 100,000
Wilmington Regional Film Commission	\$ 121,890	\$ 121,890	\$ 121,890	\$ 121,890
Entrepreneur Center	\$ 70,000	\$ 71,400	\$ 71,400	\$ 71,400
<b><i>Cultural and Recreation (Non-direct)</i></b>				
YWCA Lower Cape Fear	\$ -	\$ -	\$ 40,000	\$ 40,000
Downtown Business Alliance	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Children's Museum of Wilmington	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Arts Council	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Cameron Art Museum	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cucalorus Film Foundation	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Wilmington Jewish Film Festival	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Economic Civic Partner Agencies</b>	<b>\$ 446,890</b>	<b>\$ 474,290</b>	<b>\$ 514,290</b>	<b>\$ 514,290</b>

A part-time (FTE: 0.48) Administrative Support Technician (**Provide Sustainability and Adaptability 1.1**) is recommended in the *FY21 Recommended Budget* for the Fire Department. This position will assist with responsibilities associated with the financial system. In addition, a new part-time (FTE: 0.48) Fire and Life Safety Educator (**Provide Sustainability and Adaptability 1.1**) will assist with educational requests within the community that have increased by 39% in the last year.

Funding of \$120,000 authorizes the Fire Department to purchase thirty-nine additional sets of turn out gear (**Create a Safe Place 6.1**), as a part of a three-year plan to outfit all fire personnel with a second set of gear. These thirty-nine sets are in addition to the forty-five sets purchased annually. A second set of gear allows for a primary set and a backup when the primary set is being cleaned or has been damaged.

Funding of \$17,000 allows for the purchase of diesel exhaust systems equipment for stations (**Create a Safe Place 6.1**). There are seven fire apparatus’ that must now meet new NCDOT emission standards and require outfitting.

A total of \$12,800 is included in the budget to allow for the purchase of 20 ballistic vests (**Create a Safe Place 6.1**) intended for the fire suppression personnel riding on fire apparatus. This is the first of a three-

year plan to outfit fire apparatus with ballistic vests for fire personnel. This is another of protection discussed at the national level which we are providing local response.

Funding totaling \$12,615 authorizes the purchase of a digital signature software (***Provide Sustainability and Adaptability 5.2***) to be used throughout the city for onboarding and contract approvals. The software will drastically reduce time and resources devoted to capturing and storing signatures. The city-wide deficiency was magnified during the execution of contracts required in the recovery from Hurricane Florence.

An Urban Forestry Management Plan is proposed for funding by both the General Fund and Stormwater equally at \$100,000. This plan will enable staff to clearly identify the City's goals and priorities for managing its trees and forests, describe the status of the City's urban forest resources and its management programs, enable a fluid/living tree inventory and document the methods, resources, and personnel that will be used to achieve these goals.

## CONTINUING CORE SERVICES

Additional funding is needed to continue core services at current levels. Many of these services require enhancements to include replacement of equipment to ensure staff has what is needed to complete their jobs safely and effectively. Some of those initiatives include the following:

- Property and Evidence equipment, such as photo sweep, aisle entry sensors on automatic evidence shelves, humidifiers and digital scale, is approved in FY21 with \$16,161 in funding.
- Funding of \$23,080 allows the Police Department to replace three expiring self-contained breathing apparatus (SCBA), originally purchased in 2006, for use by Bomb Technicians.
- Several new vehicle replacements are being purchased:
  - A total of \$31,234 replaces a van that came off lease a few years ago that has required costly and on-going repairs, accelerating the need for replacement for the Buildings division.
  - A total of \$144,420 is funded to replace four replacement vehicles in the Fire Department; two of these were vetted in FY20 and awaiting FEMA funding to purchase. The *FY21 Recommended Budget* allows for those vehicles to be purchased plus two additional.
- The funding of \$10,500 allows the Fire Fleet division to purchase diagnostic equipment for the department in order to properly repair the apparatus and vehicles in-house.
- Funding of \$30,000 is recommended to have a consultant finalize Engineers Joint Contract Documents Committee Bid and contract templates. This will assist the Engineering staff in overhauling the contract templates to correct problems with project scoping and cost overruns.
- Funding of \$20,000 is recommended to the Fire Fleet vehicle parts budget to address ongoing vehicle parts purchases and increases due to inflation.

## DEBT SERVICE & 80/20 CAPITAL IMPROVEMENT PLAN (CIP)

### Debt Service




FY21 continues the fourth year of the 2<sup>nd</sup> 80/20 Debt Service CIP. It also continues the voter approved Parks Bond projects, the Water Street Collaboration, now referred to as River Place, the 80/20 Debt Service for the 1st CIP and the voter approved Transportation Bond projects. Streets and sidewalk, public facilities, infrastructure maintenance and park improvements projects continue to be funded through the implementation of the Capital Improvement Plan. This budget allocates \$0.0947 of the tax rate or \$14,992,449 that is dedicated to the Debt Service fund.





In order to maintain the current capital infrastructure improvement plan, the General Fund continues with the \$9.3 million transfer to the Debt Service fund in future support of the projects. It includes the payment of principal and interest costs for already approved and committed capital projects.

### 80/20 Capital Improvement Plan

The *FY21 Recommended Budget* appropriates \$8,724,586 in projects related to Streets and Sidewalks, Parks and Recreation, Public Facilities-Buildings, Public Facilities-Parking and Stormwater. These appropriations continue the 4<sup>th</sup> year of the 2<sup>nd</sup> 80/20 Capital Improvement Plan, FY18-FY23.

The Capital Improvement Plan incorporates changes in the 2<sup>nd</sup> CIP as pressing needs were identified and addressed. The following discussion highlights projects already appropriated but require more funding to complete, pop-up projects that staff believes are Council priorities require attention in FY21 and a few unfunded projects that were discussed with Council throughout the budget development. To identify these, the following codes will help:

-  = Appropriated project requiring more funding
-  = Pop-up Projects
-  = Unfunded

- The general fund shifts funding to the CIP for FY21 to support:
  -  North 3<sup>rd</sup> Street Bridge Lighting (\$175,000) to complete the project
  -  Building Maintenance parent project (\$288,950 in FY21 and \$78,050 in FY22) receives additional funding for identified needs
  -  HVAC needs (\$350,000)
  -  Thalian Hall <sup>27</sup> multi-year funding plan totaling \$606K to includes stage floor, carpet and door access upgrades in FY21 at a cost of \$195K, lobby lighting and beginning the

City Hall / Thalian Hall		
Stage floor	\$ 45,000	FY21
Carpet	\$ 80,000	FY21
Door	\$ 70,000	FY21
Dressing room	\$ 80,000	FY22
Lobby lighting and electrical	\$ 72,000	FY22
Dressing room final	\$ 259,000	FY23
<b>Plan total</b>	<b>\$ 606,000</b>	

<sup>27</sup> Thalian Hall Repairs was one of 5 unfunded projects presented to Council to identify which projects were the highest priority to fund in FY21. Thalian Hall repairs ranked 2<sup>nd</sup> with 6 votes.

dressing room renovation in FY22 estimated to total \$152K and finalizing the dressing rooms in FY23 for a total of \$259K

- ✕ The Hawksbill Causeway project, originally funded in FY19, is gaining an additional \$375,000, funded with debt capacity in FY21, to complete the project.
- ✕ A shift forward of a portion of the planned FY23 Street Rehabilitation funding to the FY21 Recommended CIP totaling \$2M for the Street Rehabilitation project is in the budget in order to continue rehabilitation efforts city-wide.
- ✕ The RiverLights Fire Station cost estimates did not align with the bid costs with a shortfall of \$2M. The fire station funding totaling \$3,024,000 was moved from FY21 to FY22 and \$2M was added to the project using debt capacity to ensure the project needs will be met.
- ✕ The Parks Maintenance facility funding totaling \$3,195,000 in FY20, was originally proposed to replace the Parks Maintenance Facility located on Burnett Blvd or build a Parks Maintenance Facility on other city-owned land. It has become apparent land will need to be acquired to build a facility for parks maintenance. Due to this need, and rising construction costs, an additional \$1,314,700 was added to the CIP in FY22, also utilizing debt capacity.
- 🛠️ The original eight tennis courts at the Althea Gibson Tennis complex at Empie Park are in disrepair and closed to the public. Funding in the amount of \$488,000 of debt capacity is included in FY21 to address the tennis court reconstruction.
- 🛠️ The Police Chiller needs replacement at a cost of \$700,000, funded with debt capacity.
- ✂️ Police Southeast Command Station<sup>28</sup>, originally estimated at \$18M, is unfunded as staff conducts a space assessment and look at alternative options such as leasing space.
- ✂️ Buck Hardee Field Capital Upgrade<sup>29</sup>, estimated at \$6M is currently unfunded. New Hanover County at the time was not willing to fund the project due to other priorities. The Sharks were informed neither the City nor the County will be funding the proposal. The Sharks plan to present a counter proposal at an unknown date.
- ✂️ Reservation of Debt Capacity<sup>30</sup>, requested to reserve \$6M, is also unfunded but the need to use the current debt capacity is required as seen in the above projects.
- ✂️ Public/Private Partnership: Northern Downtown Properties<sup>31</sup>, project has an unknown cost at this point.

These changes and more can be found in the CIP section of the recommended budget document.

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<sup>28</sup> Police Southeast Station was one of the 5 projects presented to Council to identify which projects were the highest priority to fund in FY21. Southeast Station ranked 1<sup>st</sup> with 8 votes.

<sup>29</sup> Buck Hardee was one of the 5 projects presented to Council to identify which projects were the highest priority to fund in FY21. Buck Hardee Field tied at 3<sup>rd</sup> with 5 votes but was later pulled due to other partners not funding their requests and the Sharks will return with a counter proposal.

<sup>30</sup> Reservation of Debt was one of the 5 projects presented to Council to identify which projects were the highest priority to fund in FY21. Debt Capacity ranked last with 3 votes.

<sup>31</sup> Northern Downtown Properties was one of the 5 projects presented to Council to identify which projects were the highest priority to fund in FY21. The Properties project tied at 3<sup>rd</sup> with 5 votes.

## ENTERPRISE FUNDS

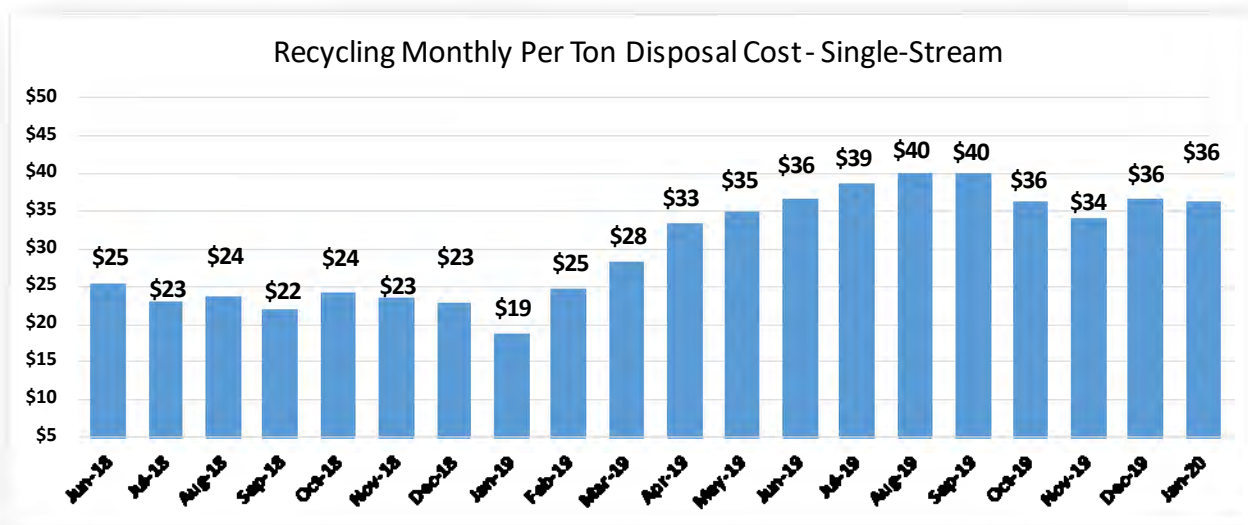
Since the FY20 *Recycling and Trash Services'* budget, previously known as Solid Waste, strategies have been put in place to delay a rate increase to include:

- the prepayment of the loan associated with the 18 packer trucks that were purchased in prior years
- the full payment of four replacement packer trucks purchased in FY20 avoiding an on-going repayment
- a reduced indirect costs charged related to services rendered by general fund departments (FY20 \$170K)

These strategies decreased the FY20 and FY21 budget expenditures allowing for the natural on-going cost increases to be covered with existing customer fees and estimated revenues.

An expected challenge in developing the FY21 budget relates to the recycling tip fee per ton, which has increased significantly throughout the last 12 months. In February of 2018, the cost per recycling ton was \$10. That amount increased to \$24.64 in February of 2019. Since that time, the monthly amount continued to increase resulting in approximately \$40 per ton. To balance the FY21 budget and allow the appropriate amount of recycling tip fees to be budgeted while avoiding a rate increase, the following strategies were put in place:

- a salary credit<sup>32</sup> of slightly less than \$54,000 was instituted
- a break on the indirect cost owed to the general fund resulting in \$874,171 out of the \$1,000,212 owed for a savings to the fund of \$126,041



<sup>32</sup> This amount reasonable since historically there is a salary and benefit savings associated with vacancies throughout the year totaling roughly \$200,000

The budget continues \$20,000 in funding to support a contracted alley maintenance program piloted in FY18 that results in the trimming of debris in alleyways that Recycling and Trash Services vehicles frequent. Lastly, the budget continues the revenue transfer in from the General Fund of \$29,866 to support the partnership with Police and Code Enforcement to clean up illegal dumping sites in targeted neighborhoods.

The FY21 Recycling and Trash Services fund is balanced at \$10,023,445 of which \$106,000 of unassigned fund balance is included. The expected unassigned fund balance as of June 30, 2021 is projected to be \$4,932,865 or 49.21% of FY21 projected expenditures.

The **Stormwater Management** rate model requires a 1% rate increase to fund expenditures, which includes a transfer to the Capital Improvement Plan in FY21 of \$3,400,000 for annual storm drain rehabilitation of which a total of \$610,000 of that transfer is to fund the Whispering Pines drainage improvement project.

The Stormwater Management fund is balanced at \$12,909,922. The unassigned fund balance in the Stormwater Fund as of June 30, 2020 is expected to be \$9,117,403 or 70.62% of FY21 projected expenditures. Due to the capital-intensive nature of the Stormwater Management Program, a higher fund balance than normal policy requires of 15-20% is expected.

The most notable change in the budget was a reorganization of Public Services which includes the Stormwater Fund. The General Fund Streets and Stormwater Services divisions have been working cooperatively for years to meet the requirements of City infrastructure including the drainage system, streets, and sidewalks. Most of the reorganization recommended herein merged functional groups together under one manager to streamline the services thus not impacting the general ledger. There are a few services however that do have budget impacts and those are highlighted below.

Referencing the Table 1 below, a new Stormwater Engineering division shifts three employees previously housed in the Streets division into Stormwater Services whose functional service relates to quality control of CIP inspections. These individuals will be supervised by a Stormwater Engineer. The division will review Capital Improvement Projects related to both Streets and Stormwater. Because this division will be providing services for both the General Fund and Stormwater, a cost share of 50% is shared between the two funds for the division's expenses.



Table 1: Stormwater Engineering Division (New)

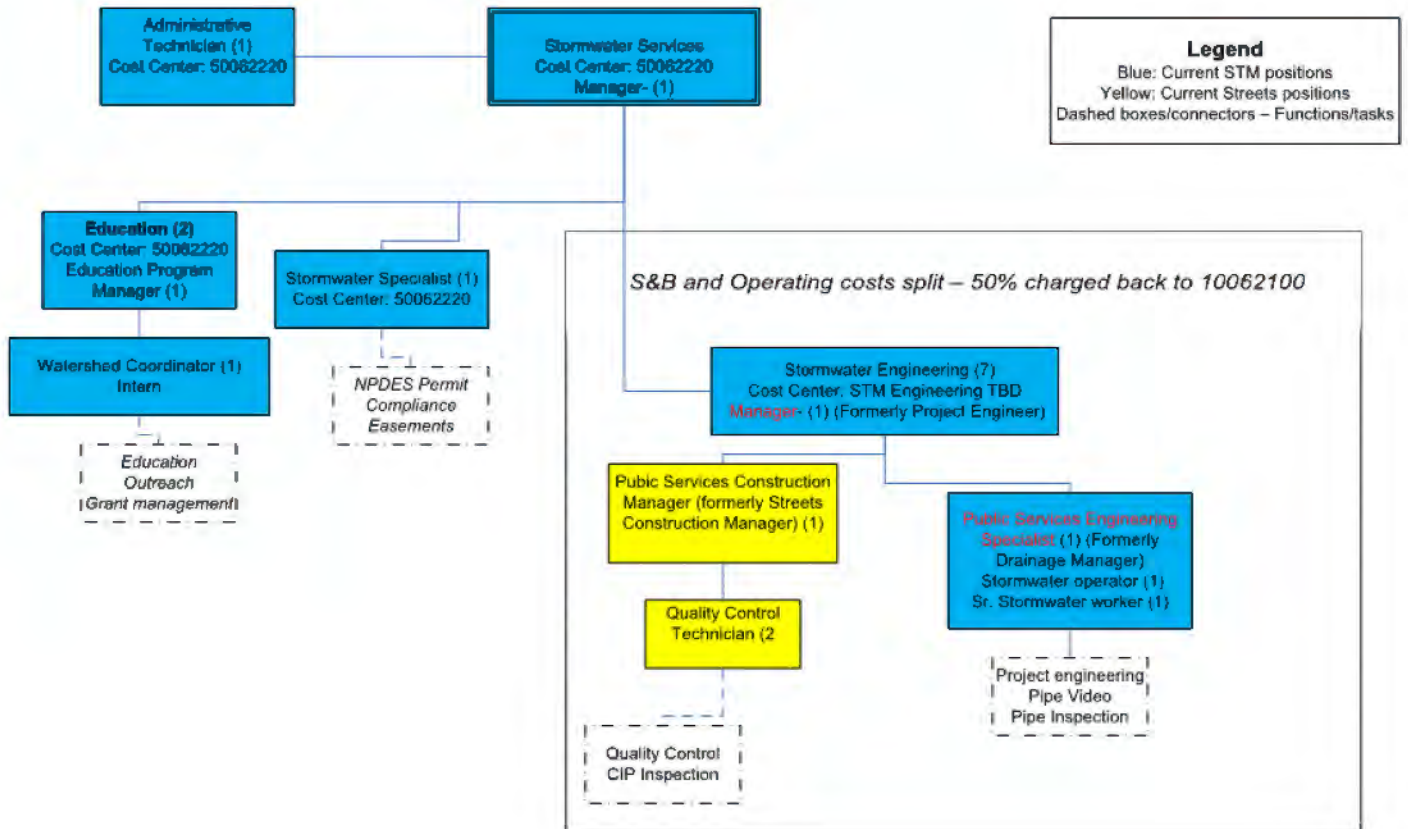
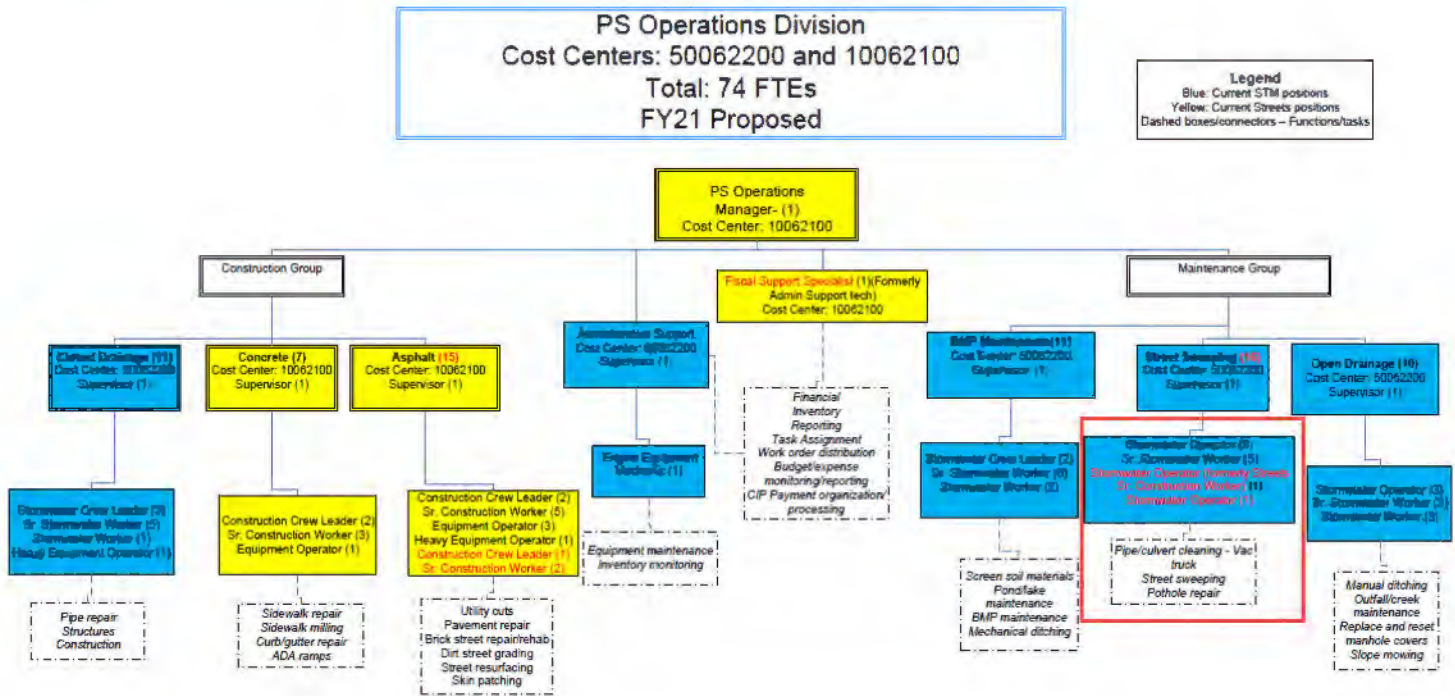


Table 2 shows the functional areas that on paper now work together under one manager but are expensed by the same fund(s) with one exception, Pothole Services. Two overall groups have been created and are consolidated under the newly created Public Services Operations Division, a construction group and a maintenance group. The Construction group houses Stormwater’s closed drainage activities as well as Street’s division concrete and asphalt crews. The Maintenance group houses all Stormwater activity to now include the Pothole group as well as the BMPs, Street Sweeping and Open Drainage crews.

The pothole service was shifted into Stormwater and is now a service under that fund, referenced in the red box section in Table 2. Stormwater is funding an additional pothole repair truck and driver to meet the service demands that continue to exist post-Hurricane Florence. It can be argued that potholes are only caused by water and thus is 100% a Stormwater issue. However, there are other causes to potholes therefore 30% of this function is being paid for by the General Fund until further analysis can be made in order to ensure the Stormwater bonds are adhered to appropriately.

Table 2: Streets & Stormwater Coordination Under One Manager



The final step in the reorganization in the Stormwater Fund relates to centralizing the Geographical Information Services (GIS) employees in the General Fund’s Information Technology Department. Three employees from Stormwater were shifted to the IT department but are still funded by Stormwater though an indirect cost allocation until an analysis can be done on the hours serviced with the newly created GIS division.

Parking in the City of Wilmington is a high priority for residents, tourists, and businesses, especially in the downtown area. Key factors in the success of the parking program are an improving economy, moderate weather and no natural or man-made disasters as well as smart growth and development. The **Parking Facilities** Fund provides comprehensive parking management contracted services for 82 blocks: on-street metered (973 spaces), time-limited (79 spaces), historic residential district parking program (300 spaces), and off-street - 2 parking decks (959 spaces) and 2 surface lots (141 spaces) and City office lots. River Place parking deck (405 spaces) and 60+ on-street parking blocks for general on-call parking enforcement adjacent to the program’s current geographic boundaries are expected to open in the spring of FY20.

The *FY21 Recommended Budget* recommends the allocation of funds for an Assistant Parking Manager. The growth and demand for parking projects and the increase economic activity downtown has created a greater service demand for parking. Added staff capacity to meet these growing service demands is needed. The department shifted current resources to make this occur. The position will support all facets of daily parking activity with an emphasis on field work as well as working with the Parking Manager on future parking and mobility solutions, researching and providing future parking technology needs, working with consultant on data research and parking planning, supporting CIP projects, and adding additional oversight to the parking operator’s contract.



The *FY21 Recommended Budget* also allows the Parking fund to begin to repay the debt for the construction of the River Place Deck in the amount of \$2,322,000. In addition to this repayment, there is a transfer of \$51,000 to a Parking Facilities Capital Improvement Fund to begin building up funds to help replace the security cameras. These funds will be on-going annually to the capital improvement project.

The Parking Facilities Fund is balanced at \$6,475,767. The fund's unassigned fund balance as of June 30, 2021 is projected to be approximately \$3,014,538 or 46.55% of FY21 budgeted expenditures. Parking is also a capital-intensive fund, and a fund balance higher than the normal 15%-20% is expected.

The ***Municipal Golf Course's*** (Muni) recommended budget, totaling \$1,544,637, is \$73,818 or 5% greater than the FY20 adopted budget. A rate study was funded in the FY20 budget and is currently underway but not complete. Because of that, the budget was balanced without a rate increase for FY21 until the study is complete and can help drive decisions for future budgets. To balance the FY21 budget, relief from the calculated indirect cost allocation paid to the General Fund for services rendered was included and continues the strategy from FY20. Golf course staff were challenged to increase the amount of indirect budget from prior year by roughly \$16,000. They were able to achieve that goal but still owe the General Fund \$60,938 out of \$220,692. The total amount budgeted for the Municipal Golf Course indirect cost for FY21 is \$159,754 as compared to the FY20 indirect allocation amount of \$143,861 an 11% increase.

An increase of \$26,631 was instituted to accommodate a new 60 month lease agreement for maintenance of course equipment to include two additional rough mowers, a fairway verticutter, a sod cutter and two used greens mowers. Because of the uptick in course play due to other regional course closures bank charges related to processing credit card transactions have increased by \$12,000 for a budget of \$39,000 in the FY21 budget.

The Municipal Golf Course's unassigned fund balance as of June 30, 2021 is projected to be approximately \$320,773 or 20.77% of the FY21 budgeted expenditures.

## MUNICIPAL SERVICE DISTRICT FUND

The Wilmington City Council established a Municipal Services District (MSD) for the Central Business District in December of 2016 to provide professional services above and beyond what is already provided by the City. This recommended budget continues the tax rate of \$0.07 per \$100 assessed value, for both real and personal property, based on the total estimated district's property values totaling \$623.5 million. The assessed values have increased by \$10.3% over FY20s value of \$565 million.

It should be noted that the MSD funds can be spent on improvements to the district area for thing above and beyond what is provided by the city. The funding generated by the service district is not guaranteed funding to any service contract manager and can be used by the city to provide said services if deemed appropriate.

On March 19, 2020, the MSD Advisory Committee endorsed the *FY21 Recommended Budget* with a sustained focus on improving the Ambassador program through the public safety program and the continuation of the cleaning, physical appearance, and marketing service programs. This year, the

advisory committee recommended a \$100,000 tree well program funded by fund balance. The fund balance is estimated at \$269,000 and with this appropriation would remain well within the city's financial policies.

Total expected FY21 revenues equal \$589,153 of which \$432,655 is ad valorem revenues and \$100,000 is a fund balance appropriation for a district tree well program. Wilmington Downtown, Inc., will continue to be the city's service provider. The FY21 service contract budget totals \$444,692 and is 7% higher than the FY20 Adopted service contract due to growth in both property and sales tax. The fund continues to budget a reserve for unforeseen needs and includes fees to New Hanover County for revenue collections.

## CONSIDERATIONS

There are some topics that future consideration should be given.

The downtown Municipal Service District, funded through both a 7 cent Ad Valorem tax rate and sales tax, was established to improve services in this area above and beyond what the city already provides. Some of that funding is managed through a contractual management service. It should be noted that consideration could be given to the city to hire police officer(s), using the MSD funding, to aid the district if desired by the district's residents and businesses.

The Southeastern North Carolina Airborne Law Enforcement (SABLE) unit currently provides the Wilmington Police Department, New Hanover County Sheriff's Office, Pender County Sheriff's Office, and Leland Police Department with a safe, fiscally sound, and proactive airborne asset. SABLE is available for service, to each of these jurisdictions, 24 hours a day, seven days a week. SABLE is led by the Wilmington Police Department but is governed by an Executive Board comprised of members of the four partner agencies. Partner agencies pay for flight hours each year that offset costs of operations. The Executive Board agreed to increase the cost of flight hours to \$300 per hour to help with the rising costs of operations. Some partners will decrease their flight hours purchased to offset the costs in FY 21.

## NOT INCLUDED

Although the *FY21 Recommended Budget* included a number of items related to the city's expanding infrastructure, there are items that were not funded. Those items the budget did not address at the requested level include:

- The additional number of police officers to cover the northern downtown district
- The additional number of cyber security measures
- Funding a number of unfunded CIP projects such as the Southeast Police Station, the redevelopment of the Downtown Properties or neighborhood traffic calming improvements
- Funding appropriate office space to house the growing number of city employees

It should be noted that there were no major service reductions authorized in this fiscal plan even with limited resources.

## COMMITMENT

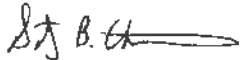
The City is committed to creating financial resiliency in preparation for the challenges that we will face in the years to come. We must continue to challenge each other and our systems, policies and methods of operation to ensure our taxpayer dollars are used efficiently and responsibly.

As the General Assembly convenes and deliberates the future with regard to various revenue streams for local governments, we will move forward conservatively to remain flexible and proactive in our efforts to maintain quality services. We will continue to engage all employees in our efforts to make sure we provide quality and efficient services to citizens and that we represent the core values established by the City in the conduct of business. The Covid-19 pandemic has challenged the city financially at a time when the city is still recovering from Hurricane Florence. Strategic measures to ensure the revenues and expenditures are balanced at year end is the priority in the FY21 budget year.

In closing, I would like to commend the efforts of the City Council for their guidance in the preparation of this budget and for their commitment to quality services for our community. As no reasonably objective budget can be prepared without staff support. I wish to share my special thanks to City departments and budget staff, in particular, for their hard work and efforts.

The *FY21 Recommended Budget* is now respectfully submitted to Council for consideration. We stand ready to discuss this recommended budget with you.

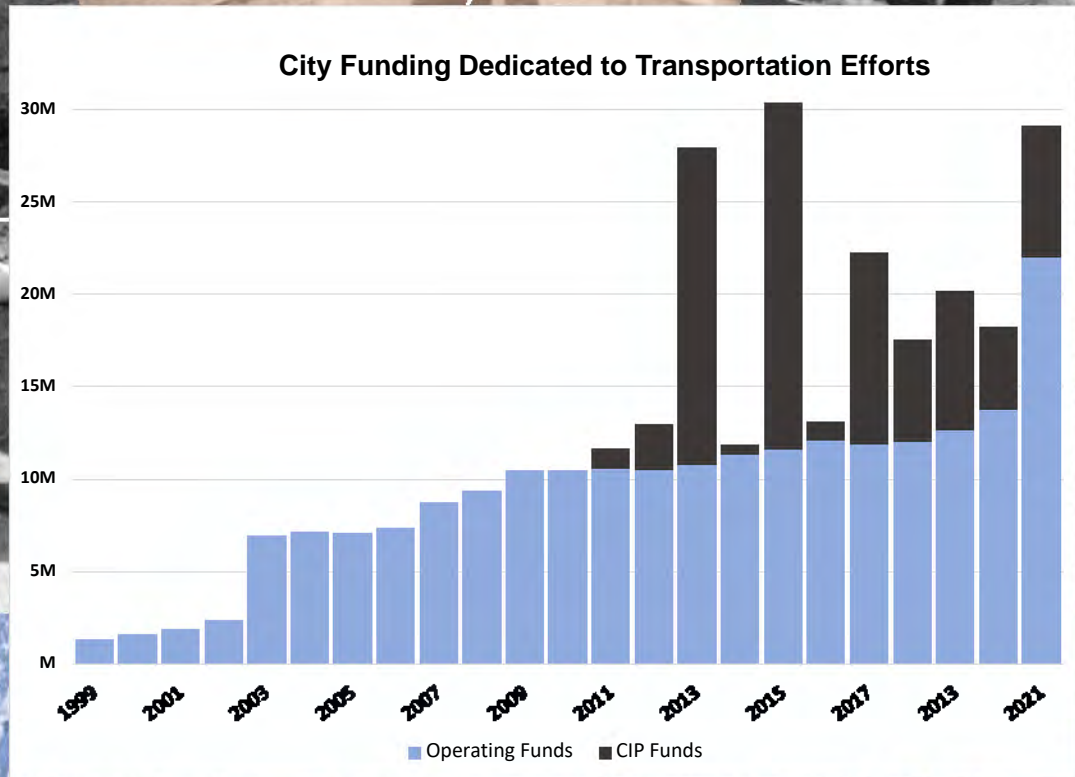
Respectfully submitted,



Sterling B. Cheatham  
City Manager

# TRANSPORTATION

## SERVICE HIGHLIGHT



The Transportation Service Highlight is an opportunity to showcase the commitment to building and maintaining the city's transportation infrastructure.

City funding dedicated to Transportation varies and is categorized as operating or Capital Improvement.

**Operating funds** include Traffic Engineering, Public Services Streets division, City Surveyor's time working with traffic accidents, Traffic Investigators, Stormwater Streets and Drainage division, the city's contribution to transportation efforts such as the regional MPO, the Safelight program, WAVE transit, as well as funding devoted to the Rail Realignment program.

The **Capital Improvement funds** include all funding appropriated to the Streets and Sidewalks and the Stormwater capital funds over time.

Note to readers, the graphs in this section present actuals incurred by the city and therefore only show data up through FY20.





## FY21 Transportation Initiatives

FY21 Adopted Budget

**Asphalt repair crew: \$430,891**

Service Highlight

\$139,178 on-going; \$291,713 one-time; 3 FTEs funded half-year

**Street Rehabilitation Funding (CIP): \$2M Shift forward**

Shift a portion of the planned FY23 Street Rehabilitation funding to the FY21 CIP

**Pothole Repair Crew: \$328,708**

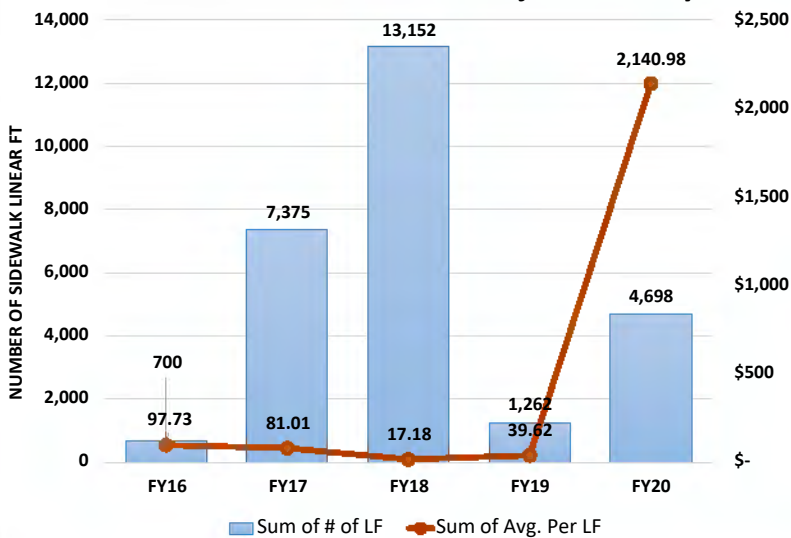
\$105,708 on-going; \$223,000 one-time; 1 FTE

**Engineering Department: Positions**

Fiscal Support Specialist at \$73,000; 1 FTE

Project Manager at \$59,000; 1 FTE; half-year funding

### 5 Year Sidewalk Projects History



The Sidewalk Projects history captures data from design, bid to build. Projects are managed by the Engineering Department. This typically includes complex projects involving new construction and sidewalk gaps. These projects have the potential to involve ramps, curbs and gutters, pedestrian signals and retaining walls. These projects are funded in a variety of ways to include the Transportation Bond, NCDOT, and/or the city's Capital Improvement Program.

FY20's high cost per linear foot is associated with the 5<sup>th</sup> at Dawson and Wooster project where pedestrian crossings included pedestrian signals on all four legs of both intersections, curb adjustments to account for ADA compliance. The work was done on one of the highest volume roads in the City.

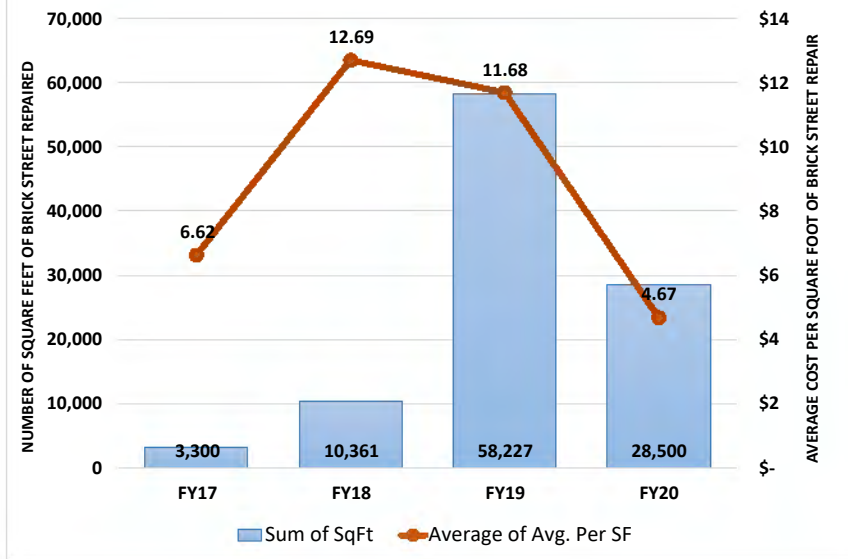
Sidewalk gap repairs and completion not deemed necessary for the design, bid, & build process are often managed in-house or by a contractor managed by the Streets division. These repairs are funded either through the Streets division operating funds, the Street Rehab project or other capital projects.

In FY20, no sidewalk gap projects were completed with in-house Streets division resources due to operational crews focusing on Hurricane Florence repairs throughout the City.

### 6 Year Sidewalk Gap Repair/Completed History



### 4 Year Brick Street Repair History

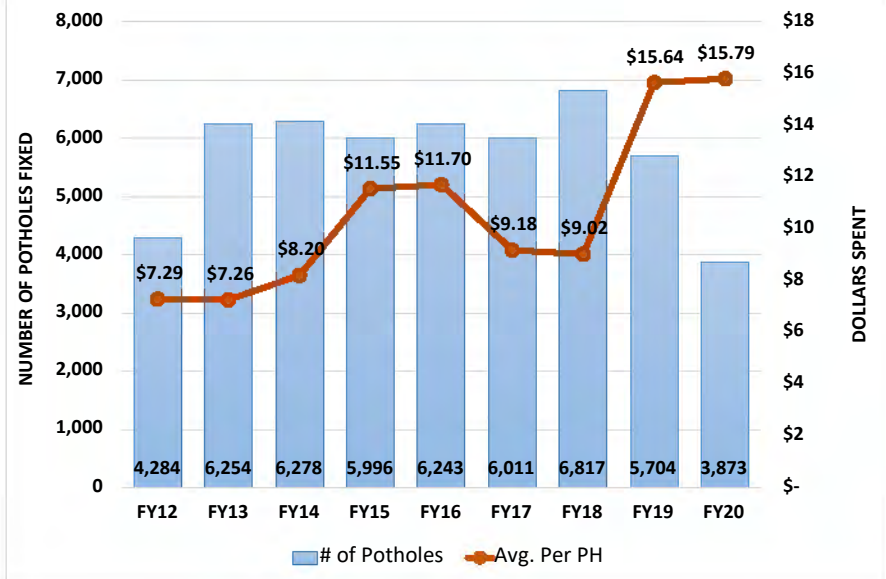


Brick Street repair history shows the beginning of an effort by the city to replace and/or restore brick streets in the downtown area. A policy adopted via resolution February 7, 2017 details the requirements for brick streets and brick under asphalt streets, provisions for an official brick and stone streets policy map with annual updates, and requirements for handling of bricks or stone when disturbed.

The high cost in FY18 and FY19 as compared to square foot complete is due to the use of operational funds to purchase bricks and materials preparing for contractual projects.

The pothole data shown to the right details the effort by the Streets division to maintain a vast network of city streets. The spike in cost (especially true in FY19 and FY20) is likely due the type of repair method used. When costs are low it is due to most repairs being done by pothole patch truck, which equates to one laborer and one machine, thus low material costs. If the truck needs repair, a different method is required. When done by hand, a higher number of laborers are needed, resulting in higher labor cost per pothole repaired. Many potholes identified since Hurricane Florence are generally bigger and deeper and require more material per repair.

### 9 Year Pothole History





2014 Transportation Bond  
Project Status

Jul-20	Project Name	Project Phase	Start (Orig)	Start (Adjusted)	Schedule Status
<i>All projects started</i>					
	Roadway: Hurst Dr Extension (Kerr Ave/College Rd)	Planning	2017	2016	▲
	Intersection: Racine Dr at New Center Dr Right Turn Lane	Design	2020	2018	▲
	Trail: Greenville Loop Rd (College Rd/Wrightsville Ave)	Design	2020	2019	▲
	Trail: Kerr Ave (Randall Pkwy/College Rd)	Design	2016	2016	▬
	Streetscape: North Front St (Chestnut St/Walnut St)	Design	2020	2019	▲
	Sidewalk: 17th St (Wooster St/Greenfield St)	Design	2017	2018	▼
	Crosswalk: 16th St & Dawson St	Design	2016	2018	▼
	Crosswalk: 17th St & Dawson St	Design	2016	2018	▼
	Intersection: Oleander Dr & Pine Grove Dr Realignment	Design	2019	2016	▲
	Intersection: Pine Grove Dr at MacMillan Ave	Design	2019	2016	▲
	Intersection: Pine Grove Dr at Greenville Loop Rd	Design	2018	2016	▲
	Intersection: Pine Grove Dr at Holly Tree Rd	Design	2018	2016	▲
	Streetscape: Dawson St & Wooster St	Design	2015	2015	▬
	Crosswalk: 8th St & Dawson St	Design	2015	2015	▬
	Crosswalk: 8th St & Wooster St	Design	2015	2015	▬
	Sidewalk: Oleander Dr #1 (Hawthorne Rd/42nd Ave)	Design	2017	2017	▬
	Sidewalk: Oleander Dr #3 (Wooster St/Mimosa Pl)	Design	2017	2016	▲
	Roadway: Eastwood Rd Access Management (Phase 2)	Design	2020	2016	▲
	Streetscape: Carolina Beach Road (Burnett Blvd/Shipyard Blvd)	Design	2020	2015	▲
	Trail: Masonboro Loop Rd (Pine Grove Dr/Navaho Trail)	Design	2016	2016	▬
	Sidewalk: Wrightsville Ave #2 (Castle St/Independence Blvd)	Design	2018	2018	▬
	Intersection: Wrightsville Ave at Wallace Ave	Design	2018	2016	▲
	Sidewalk: Wrightsville Ave #1 (44th St/Independence Blvd)	Design	2018	2017	▲
	Sidewalk: Wrightsville Ave #3 (College Rd/Hawthorne Dr)	Design	2018	2017	▲
	Roadway: Eastwood Rd Access Management (Phase 1)	Construction	2020	2015	▲
	Sidewalk: Oleander Dr #2 (Pine Grove Dr/College Rd)	Complete	2019	2017	▲
	Trail: College Rd (Holly Tree Rd/South 17th St)	Complete	2015	2015	▬
	Sidewalk: Delaney Ave (Wellington Ave/Glen Meade Rd)	Complete	2019	2017	▲
	Sidewalk: Fairlawn Dr (Barclay Hills Dr/Kerr Ave)	Complete	2015	2015	▬
	Sidewalk: Clover Road (Fairlawn Dr/McClelland Dr)	Complete	2015	2015	▬
	Sidewalk: McClelland Dr (Saint Rosea Rd/Kerr Ave)	Complete	2015	2015	▬
	Sidewalk: Gleason Rd (Fairlawn Dr/McClelland Dr)	Complete	2015	2015	▬
	Sidewalk: North 23rd St (Princess Pl/Belvedere Dr)	Complete	2016	2015	▲
	Sidewalk: Dawson St Sidewalk (Wrightsville Ave/Oleander Dr)	Complete	2015	2015	▬
	Crosswalk: Kerr Ave & Wilshire Blvd	Complete	2016	2015	▲
	Crosswalk: College Rd & Wilshire Blvd	Complete	2016	2015	▲
	Roadway: Love Grove Memorial Bridge	Complete	2015	2015	▬
<i>Transit: Public Transportation by Cape Fear Public Transit Authority (\$461,363.15 of \$2M encumbered as 11/07/2018)</i>					
<i>Crosswalk: Holly Tree &amp; College Rd transferred from Transp Bond to STP-DA/45W200 (08/18/2015)</i>					

**Project Start**

- ▲ Ahead of Original Schedule
- ▬ On Original Schedule
- ▼ Behind Original Schedule

## Data Collection

The funding table on the first page of the Service Highlight was compiled from a combination of adopted budget appropriations from the city's financial system as well as data gathered from departments on time spent in different functions. This data was pulled as far back as 1990.

Measures data (subsequent pages) was collected from the Engineering and Public Services departments utilizing in-house and contracted work, project work, etc. There is no one data warehouse in the organization but as capital projects were included in a multi-year plan, departments began to refine measures and data collection. The first CIP was adopted FY13. Data continues to be refined and communicated amongst departments.

## BUDGET SUMMARY

### REVENUE AND EXPENDITURE TRANSFER SCHEDULE

	Total Revenues	Less Approp Fm Other Funds	Net Revenue	Total Expenditures	Less Approp To Other Funds	Net Expenditure
<b>Operating Funds</b>						
General Fund	\$ 115,713,806	\$ -	\$ 115,713,806	\$ 115,713,806	\$ 11,966,120	\$ 103,747,686
Stormwater Management Fund	\$ 12,909,922	\$ -	\$ 12,909,922	\$ 12,909,922	\$ 3,400,000	\$ 9,509,922
Recycling and Trash Services Fund	\$ 10,023,445	\$ 29,866	\$ 9,993,579	\$ 10,023,445	\$ -	\$ 10,023,445
<b>Subtotal</b>	<b>\$ 138,647,173</b>	<b>\$ 29,866</b>	<b>\$ 138,617,307</b>	<b>\$ 138,647,173</b>	<b>\$ 15,366,120</b>	<b>\$ 123,281,053</b>
<b>Program Funds</b>						
Special Purpose Fund	\$ 3,038,221	\$ 801,098	\$ 2,237,123	\$ 3,038,221	\$ -	\$ 3,038,221
Convention Center Operating Fund	\$ 8,670,891	\$ -	\$ 8,670,891	\$ 8,670,891	\$ -	\$ 8,670,891
CDBG Fund	\$ 1,040,399	\$ -	\$ 1,040,399	\$ 1,040,399	\$ -	\$ 1,040,399
CDBG/HOME Grant and Loan Fund	\$ 702,606	\$ 118,180	\$ 584,426	\$ 702,606	\$ -	\$ 702,606
HOME Partnership Fund	\$ 1,196,894	\$ -	\$ 1,196,894	\$ 1,196,894	\$ -	\$ 1,196,894
Parking Facilities Fund	\$ 6,475,767	\$ 2,322,000	\$ 4,153,767	\$ 6,475,767	\$ 51,000	\$ 6,424,767
Golf Course Fund	\$ 1,544,637	\$ -	\$ 1,544,637	\$ 1,544,637	\$ -	\$ 1,544,637
Fleet Maintenance & Replacement Fund	\$ 7,452,929	\$ -	\$ 7,452,929	\$ 7,452,929	\$ -	\$ 7,452,929
Technology Replacement Fund	\$ 1,403,582	\$ 673,194	\$ 730,388	\$ 1,403,582	\$ -	\$ 1,403,582
<b>Subtotal</b>	<b>\$ 31,525,926</b>	<b>\$ 3,914,472</b>	<b>\$ 27,611,454</b>	<b>\$ 31,525,926</b>	<b>\$ 51,000</b>	<b>\$ 31,474,926</b>
<b>Debt Service Fund</b>						
Debt Service Fund	\$ 27,119,469	\$ 9,334,832	\$ 17,784,637	\$ 27,119,469	\$ 8,168,334	\$ 18,951,135
<b>Subtotal</b>	<b>\$ 27,119,469</b>	<b>\$ 9,334,832</b>	<b>\$ 17,784,637</b>	<b>\$ 27,119,469</b>	<b>\$ 8,168,334</b>	<b>\$ 18,951,135</b>
<b>Special District</b>						
MSD	\$ 589,153	\$ -	\$ 589,153	\$ 589,153	\$ -	\$ 589,153
<b>Subtotal</b>	<b>\$ 589,153</b>	<b>\$ -</b>	<b>\$ 589,153</b>	<b>\$ 589,153</b>	<b>\$ -</b>	<b>\$ 589,153</b>
<b>Capital Project Fund (Not of Debt)</b>						
CP - Streets and Sidewalks	\$ 3,601,375	\$ 3,182,966	\$ 418,409	\$ 3,601,375	\$ -	\$ 3,601,375
CP - Parks and Recreation	\$ (22,927)	\$ -	\$ (22,927)	\$ (22,927)	\$ -	\$ (22,927)
CP- Stormwater/Drainage	\$ 1,691,374	\$ 3,400,000	\$ (1,708,626)	\$ 1,691,374	\$ -	\$ 1,691,374
CP- Parks and Recreation	\$ -	\$ 2,549,368	\$ (2,549,368)	\$ -	\$ -	\$ -
CP- Public Facilities	\$ 3,403,764	\$ 1,122,950	\$ 2,280,814	\$ 3,403,764	\$ -	\$ 3,403,764
CP- Parking Facilities	\$ 51,000	\$ 51,000	\$ -	\$ 51,000	\$ -	\$ 51,000
CP- Golf Course Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 8,724,586</b>	<b>\$ 10,306,284</b>	<b>\$ (1,581,698)</b>	<b>\$ 8,724,586</b>	<b>\$ -</b>	<b>\$ 8,724,586</b>
<b>Total All Funds</b>	<b>\$ 206,606,307</b>	<b>\$ 23,585,454</b>	<b>\$ 183,020,853</b>	<b>\$ 206,606,307</b>	<b>\$ 23,585,454</b>	<b>\$ 183,020,853</b>

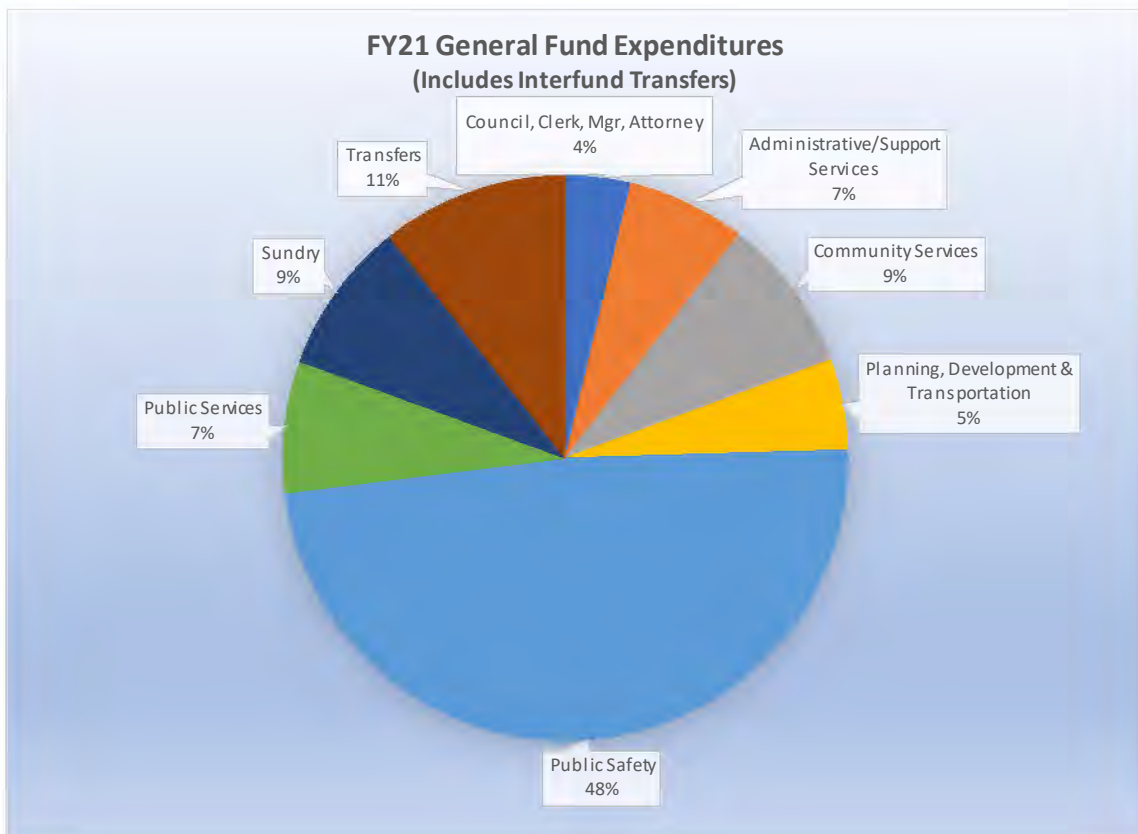
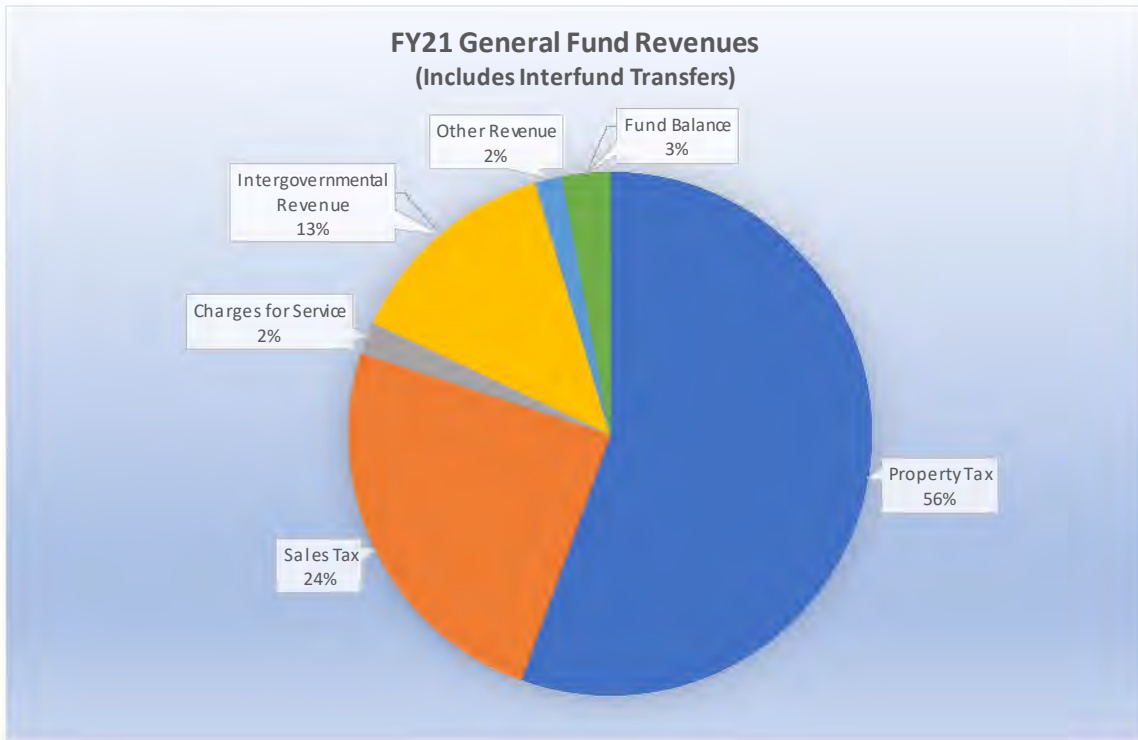
Table represents transfers appropriated in other funds. Periodically, transfers are appropriated on one side by not received on the other; those are not depicted in the above table.



**GENERAL FUND BUDGET SUMMARY (INCLUDING INTERFUND TRANSFERS)**

	<b>FY19</b>	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>FY20 to FY21</b>
PROPERTY TAX	\$ 61,978,213	\$ 62,518,926	\$ 62,518,926	\$ 64,273,794	2.8%
SALES TAX	\$ 28,776,074	\$ 27,069,810	\$ 27,069,810	\$ 28,310,354	4.6%
RESTRICTED INTERGOV	\$ 20,904,293	\$ 3,114,495	\$ 3,455,911	\$ 3,164,111	1.6%
UNRESTRICTD INTERGOV	\$ 12,800,172	\$ 12,555,654	\$ 12,555,654	\$ 12,320,934	-1.9%
CHARGES FOR SERVICE	\$ 2,981,999	\$ 2,610,514	\$ 2,610,514	\$ 2,324,064	-11.0%
INTEREST EARNINGS	\$ 1,388,213	\$ 826,540	\$ 826,540	\$ 328,000	-60.3%
LICENSE FEE & PERMIT	\$ 778,125	\$ 800,000	\$ 800,000	\$ 735,000	-8.1%
OTHER TAX	\$ 382,984	\$ 300,000	\$ 300,000	\$ 382,000	27.3%
MISCELLANEOUS	\$ 748,889	\$ 269,473	\$ 288,072	\$ 374,030	38.8%
FINES & FORFEITS	\$ 134,762	\$ 145,000	\$ 145,000	\$ 125,000	-13.8%
OPERATING TRANSFR IN	\$ 13,080,809	\$ 250,000	\$ 250,000	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ 3,020,000	\$ 4,139,423	\$ 3,376,519	11.8%
<b>Grand Total</b>	<b>\$ 143,954,535</b>	<b>\$ 113,480,412</b>	<b>\$ 114,959,850</b>	<b>\$ 115,713,806</b>	<b>2.0%</b>

<b>Expenditures</b>					
MAYOR AND COUNCIL	\$ 217,850	\$ 241,590	\$ 241,590	\$ 237,600	-1.7%
CITY CLERK	\$ 235,594	\$ 288,107	\$ 288,107	\$ 281,915	-2.1%
CITY ATTORNEY	\$ 1,008,171	\$ 1,057,770	\$ 1,072,230	\$ 1,124,592	6.3%
CITY MANAGER	\$ 2,155,097	\$ 2,447,562	\$ 2,481,998	\$ 2,677,212	9.4%
FINANCE	\$ 2,164,352	\$ 2,341,407	\$ 2,340,907	\$ 2,391,169	2.1%
HUMAN RESOURCES	\$ 1,016,455	\$ 1,102,991	\$ 1,129,164	\$ 1,136,991	3.1%
INFORMATION TECHNOLOGY SERVICE	\$ 3,137,927	\$ 3,782,496	\$ 3,976,041	\$ 4,324,448	14.3%
COMMUNITY SERVICES	\$ 7,986,271	\$ 9,929,877	\$ 10,203,392	\$ 10,230,791	3.0%
PLANNING DEVELOPMENT & TRANSP	\$ 5,273,028	\$ 6,007,126	\$ 6,144,413	\$ 5,983,523	-0.4%
FIRE	\$ 18,712,468	\$ 19,725,282	\$ 19,747,662	\$ 20,286,984	2.8%
POLICE	\$ 34,191,916	\$ 36,546,488	\$ 36,703,021	\$ 35,835,622	-1.9%
PUBLIC SERVICES	\$ 6,264,775	\$ 4,873,762	\$ 5,244,892	\$ 5,521,748	13.3%
ENGINEERING	\$ 2,667,536	\$ 2,858,536	\$ 2,939,195	\$ 3,200,607	12.0%
NONDEPARTMENTAL	\$ 30,145,249	\$ 10,941,632	\$ 10,619,682	\$ 9,883,984	-9.7%
CONTINGENCY	\$ -	\$ 236,415	\$ 130,007	\$ 247,500	4.7%
TRANSFER TO OTHER FUNDS	\$ 27,675,453	\$ 11,099,371	\$ 11,697,549	\$ 12,349,120	11.3%
<b>Grand Total</b>	<b>\$ 142,852,142</b>	<b>\$ 113,480,412</b>	<b>\$ 114,959,850</b>	<b>\$ 115,713,806</b>	<b>1.97%</b>



## FORECAST ASSUMPTIONS AND PROVISIONS

In this section, typically the financial forecasts present 5 years of financial prediction, the exception is the General Fund which shows only 4 years. This is due to formatting of the table and making the table legible for the publication reader.

### GENERAL FUND

The General Fund financial forecast makes the following assumptions and provisions for the fiscal year 2021 and estimated future years as follows:

#### FY21

- FY21's property tax rate stayed flat at 49.84 cents per \$100 assessed valuation, of which 40.37 cents is for the continuation of core services in the General Fund and 9.47 cents per \$100 valuation would be earmarked for debt.
- A total of \$3,356,519 of appropriated fund balance was budgeted for the following:
  - \$1,000,000 of unrestricted fund balance is being used to balance the budget to pay for the last year of a 3 year public safety litigation settlement
  - \$1,327,569 of unrestricted fund balance for one-time items
  - \$1,008,950 of unrestricted fund balance for 4 CIP projects (N. 3<sup>rd</sup> Street Bridge Lighting; Building Maintenance, HVAC Systems, Thalian Hall)
  - \$20,000 of restricted fund balance for special travel
- Sales tax revenue is budgeted at approximately 4.6% over the FY20 adopted budget.
- General Fund expenditures reflect an increase of 0.77% over FY20 adopted.
- FY21 budget reflects the first year of a 2 year contract commitment for the community partner agencies competitive process. A total of \$626,806 was allocated for FY21 that represents a 2.34% (N = \$14,353) increase of FY20's adopted amount.
- The provision for a 2.5% salary and benefits increase across the board was authorized to fund a merit program.
- The FY21 Adopted Budget reflects a net increase of 7.4 positions that includes an increase of 9 full time positions and a decrease of 1.6 part-time positions.

#### FY22 through FY25 Assumptions

- Property taxes reflect a 1.7% growth in estimated revenue with no change in rate.
- Sales tax is estimated to realize continued growth in FY22 of 4% but with a 0.5% growth decrease each year out in anticipation for an economic change. FY23 estimates a 3.5% growth rate. FY24 estimates a 3% growth factor. FY25 estimates a 2.5% growth rate and so on.
- Compensation is estimated at a 2% increase for each future year.
- Operating expenditures are forecasted to increase at 1.5% for each future year.
- Capital Project's operating expenses once on-line are estimated in expenditures.

**GENERAL FUND FINANCIAL FORECAST**

	Actuals FY19	Adopted FY20	FY20 Adjusted	FY20 YE Est	Adopted FY21	FY22 Estimate	FY23 Estimate	FY24 Estimate	FY25 Estimate
<b>Revenue</b>									
PROPERTY TAX	\$ 61,978,213	\$ 62,518,926	\$ 62,518,926	\$ 62,428,243	\$ 64,273,794	\$ 65,364,562	\$ 66,473,874	\$ 67,602,043	\$ 68,749,392
SALES TAX	\$ 28,776,070	\$ 27,069,810	\$ 27,069,810	\$ 27,087,630	\$ 28,310,354	\$ 29,442,768	\$ 30,473,265	\$ 31,387,463	\$ 32,172,150
LICENSE FEE & PERMIT	\$ 778,124	\$ 800,000	\$ 800,000	\$ 848,603	\$ 735,000	\$ 742,250	\$ 749,573	\$ 756,968	\$ 764,438
UNRESTRICTD INTERGOV	\$ 12,800,173	\$ 12,555,654	\$ 12,555,654	\$ 12,418,016	\$ 12,320,934	\$ 12,409,148	\$ 12,498,997	\$ 12,590,500	\$ 12,683,674
RESTRICTED INTERGOV	\$ 20,904,294	\$ 3,114,495	\$ 3,455,911	\$ 9,174,276	\$ 3,164,111	\$ 3,193,602	\$ 3,223,388	\$ 3,253,472	\$ 3,283,857
CHARGES FOR SERVICE	\$ 2,982,003	\$ 2,610,514	\$ 2,610,514	\$ 3,035,012	\$ 2,324,064	\$ 2,346,055	\$ 2,368,265	\$ 2,390,698	\$ 2,413,355
FINES & FORFEITS	\$ 134,762	\$ 145,000	\$ 145,000	\$ 109,124	\$ 125,000	\$ 126,250	\$ 127,513	\$ 128,788	\$ 130,076
INTEREST EARNINGS	\$ 1,388,214	\$ 826,540	\$ 826,540	\$ 906,524	\$ 328,000	\$ 489,060	\$ 651,121	\$ 651,182	\$ 651,244
MISCELLANEOUS	\$ 748,888	\$ 269,473	\$ 288,072	\$ 1,057,666	\$ 374,030	\$ 325,520	\$ 327,026	\$ 328,546	\$ 330,081
OTHER TAX	\$ 382,984	\$ 300,000	\$ 300,000	\$ 384,732	\$ 382,000	\$ 397,280	\$ 411,185	\$ 423,520	\$ 434,108
OPERATING TRANSFR IN	\$ 13,080,809	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
APPROPR FUND BALANCE	\$ -	\$ 3,020,000	\$ 4,139,423	\$ -	\$ 3,376,519	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>	<b>\$ 143,954,534</b>	<b>\$ 113,480,412</b>	<b>\$ 114,959,850</b>	<b>\$ 117,449,826</b>	<b>\$ 115,713,806</b>	<b>\$ 114,836,496</b>	<b>\$ 117,554,205</b>	<b>\$ 119,763,180</b>	<b>\$ 121,862,374</b>
<b>Expenditure</b>									
DEPARTMENTS	\$ 85,031,440	\$ 91,202,994	\$ 92,512,612	\$ 90,353,891	\$ 93,233,202	\$ 94,462,730	\$ 98,043,880	\$ 101,776,442	\$ 105,667,190
NON-DEPARTMENTAL	\$ 57,820,702	\$ 22,277,418	\$ 22,447,238	\$ 21,887,002	\$ 22,480,604	\$ 21,702,618	\$ 21,847,485	\$ 21,706,024	\$ 21,825,209
CIP OPERATIONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 985,687	\$ 1,530,377	\$ 1,658,228	\$ 1,701,317
<b>Expenditure Total</b>	<b>\$ 142,852,142</b>	<b>\$ 113,480,412</b>	<b>\$ 114,959,850</b>	<b>\$ 112,240,893</b>	<b>\$ 115,713,806</b>	<b>\$ 117,151,035</b>	<b>\$ 121,421,743</b>	<b>\$ 125,140,694</b>	<b>\$ 129,193,716</b>
<b>Over / (Under)</b>	<b>\$ 1,102,392</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,208,933</b>	<b>\$ -</b>	<b>\$ (2,314,539)</b>	<b>\$ (3,867,537)</b>	<b>\$ (5,377,514)</b>	<b>\$ (7,331,342)</b>

## STORMWATER MANAGEMENT FUND

The Stormwater Management Fund financial forecast makes the following assumptions and provisions for the fiscal year 2021 and estimated future years as follows:

### FY21

- Stormwater rates reflect a 1% increase in FY21 taking the rate from \$8.27 to \$8.35 per ERU (Equivalent Residential Units) per month.
- Estimated revenues have increased by approximately 7% over FY20 adopted. This increase is based on both the rate increase as well as prior year collection averages.
- The Public Services Department is proposing a re-organization that will consolidate the workforce between Streets and Stormwater field operations. The net increase to the Stormwater fund is approximately \$218,000 for this re-org.
- This budget includes \$230,096 to fund the purchase of a pothole patcher truck and a new full time Operator position.
- A trailer mounted pump to be used for stormwater system repairs as well as for flooding emergencies, is budgeted for \$30,200.
- There is a \$3.4M transfer budgeted to the CIP fund. Of this transfer \$2,790,000 is for annual storm drain rehabilitation efforts and \$610,000 is for the Whispering Pines project.
- There is a reserve budgeted in the amount of \$95,047 in order to balance the fund.
- The provision for a 2.5% salary and benefits increase across the board was authorized to fund a merit program and is included herein.

### FY22 through FY26 Assumptions

- The current rate model reflects a 1% increase in Stormwater rates in all estimated years.
- Compensation is estimated at a 2% increase for each future year.
- Operating expenditures are forecast to increase at 1.5% in FY22 and all other estimated years.

**STORMWATER MANAGEMENT FUND FINANCIAL FORECAST**

	Actual FY19	Adopted FY20	Adjusted FY20	YE Estimate FY20	Adopted FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25	Estimated FY26
<b>Revenue</b>										
Stormwater Utility Fees	\$ 9,094,780	\$ 8,940,758	\$ 8,940,758	\$ 9,475,412	\$ 9,825,988	\$ 9,924,248	\$ 10,023,490	\$ 10,123,725	\$ 10,224,963	\$ 10,327,212
City Streets STW Utility Fees	\$ 2,742,393	\$ 2,839,062	\$ 2,839,062	\$ 2,839,062	\$ 2,939,139	\$ 3,042,009	\$ 3,148,479	\$ 3,258,676	\$ 3,372,730	\$ 3,490,775
Stormwater Discharge Permits	\$ 57,400	\$ 100,100	\$ 100,100	\$ 48,200	\$ 51,000	\$ 51,510	\$ 52,025	\$ 52,545	\$ 53,071	\$ 53,602
NC DOT Drainage Maintenance	\$ 15,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,370	\$ 37,744	\$ 38,121	\$ 38,502	\$ 38,887
Other Revenue	\$ -	\$ -	\$ -	\$ 165,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	\$ 261,753	\$ 164,680	\$ 164,680	\$ 146,102	\$ 56,795	\$ 57,363	\$ 57,937	\$ 58,516	\$ 59,101	\$ 59,692
Transfer from General Fund	\$ 17,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriated Fund Balance	\$ -	\$ -	\$ 587,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>	<b>\$ 12,188,627</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,711,050</b>	<b>\$ 12,909,922</b>	<b>\$ 13,112,500</b>	<b>\$ 13,319,675</b>	<b>\$ 13,531,584</b>	<b>\$ 13,748,366</b>	<b>\$ 13,970,168</b>
<b>Expenditures</b>										
Personnel	\$ 2,215,955	\$ 2,797,709	\$ 2,717,705	\$ 2,219,195	\$ 2,781,474	\$ 2,837,072	\$ 2,893,783	\$ 2,951,627	\$ 3,010,628	\$ 3,070,810
Benefits	\$ 669,786	\$ 970,444	\$ 955,475	\$ 750,389	\$ 1,024,264	\$ 1,044,749	\$ 1,065,644	\$ 1,086,957	\$ 1,108,696	\$ 1,130,870
Operating	\$ 2,847,823	\$ 3,152,220	\$ 4,062,665	\$ 3,786,631	\$ 3,423,901	\$ 3,936,234	\$ 4,525,416	\$ 5,202,976	\$ 5,982,170	\$ 6,878,243
Nondepartmental	\$ 37,474	\$ 77,000	\$ 77,000	\$ 47,000	\$ 77,000	\$ 88,550	\$ 101,833	\$ 117,107	\$ 134,673	\$ 154,875
Outlay	\$ -	\$ 800,093	\$ 1,616	\$ 1,616	\$ 284,006	\$ 5,220	\$ 5,703	\$ 6,258	\$ 6,897	\$ 7,632
Debt Service	\$ 1,835,279	\$ 1,841,944	\$ 1,841,944	\$ 1,841,944	\$ 1,824,230	\$ 1,819,545	\$ 1,818,624	\$ 1,816,093	\$ 2,265,952	\$ 2,182,202
Transfer to Capital Projects Fund	\$ 3,300,000	\$ 2,137,497	\$ 2,707,558	\$ 2,707,558	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ -
Budget Reserve	\$ -	\$ 304,693	\$ 304,693	\$ -	\$ 95,047	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Operational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,880	\$ 22,346	\$ 28,777	\$ 29,640	\$ 30,529
<b>Expenditures Total</b>	<b>\$ 10,906,317</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 11,354,333</b>	<b>\$ 12,909,922</b>	<b>\$ 9,734,251</b>	<b>\$ 10,433,349</b>	<b>\$ 11,209,796</b>	<b>\$ 12,538,657</b>	<b>\$ 13,455,160</b>
<b>SURPLUS/(SHORTFALL)</b>	<b>\$ 1,282,311</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,356,717</b>	<b>\$ -</b>	<b>\$ 3,378,249</b>	<b>\$ 2,886,326</b>	<b>\$ 2,321,788</b>	<b>\$ 1,209,709</b>	<b>\$ 515,008</b>



## RECYCLING AND TRASH SERVICES FUND

The Recycling and Trash Services' (RTS) financial forecast, funded by the Solid Waste Management Fund, makes the following assumptions and provisions for the fiscal year 2021 and estimated future years as follows:

### FY21

- Overall budget is approximately 5% greater than FY20 adopted (excluding use of appropriated fund balance used to purchase equipment). Revenue estimates are calculated based on estimated growth as well as current and prior year actuals.
- \$106,000 is budgeted in revenue utilizing fund balance to outsource a fee and an operational study. The last rate study was completed in FY15 and the last route study was completed in FY10.
- Continuation of the successful alley maintenance program that assists the Parks Maintenance division in clearing overgrown trees and shrubs from alleyways that are deemed to be difficult for RTS drivers to maneuver.
- A net increase in the amount of \$111,850 in Landfill Disposal Fees was included to meet the increasing expense of disposing of recycling and trash collections.
- Indirect charges to the fund increased by \$30,888 over FY20 bringing the charges to a total of \$874,171. This charge for indirect costs is \$126,041 lower than the actual charges due. Increases will continue to be phased in over the next several years.
- Solid Waste refuse collection fees are budgeted with an anticipated 1% growth.
- The provision for a 2.5% salary and benefits increase across the board was authorized to fund a merit program and is included herein.

### FY22 through FY26 Assumptions

- The forecasts show a net shortage each of the out-years that will need to be addressed through a rate increase or creative ways to cut costs throughout the fund.
- The State disposal tax is also estimated at a cumulative 1% growth in all future years.
- Compensation is estimated at a 2% increase for each future year.
- Operating expenditures are forecast to increase at 1.5% in FY22 and all other estimated years.



**RECYCLING AND TRASH SERVICES FUND FINANCIAL FORECAST**

	Actual FY19	Adopted FY20	Adjusted FY20	YE Estimate FY20	Adopted FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25	Estimated FY26
<b>Revenue</b>										
Refuse Collection Fees	\$ 9,052,618	\$ 9,111,598	\$ 9,111,598	\$ 8,565,291	\$ 9,440,088	\$ 9,534,489	\$ 9,629,834	\$ 9,726,132	\$ 9,823,393	\$ 9,921,627
New Customer Activation Fees	\$ 113,911	\$ 114,188	\$ 114,188	\$ 112,725	\$ 119,000	\$ 120,190	\$ 121,392	\$ 122,606	\$ 123,832	\$ 125,070
Other Revenue and Interest Earnings	\$ 202,117	\$ 127,118	\$ 127,118	\$ 108,485	\$ 55,491	\$ 56,046	\$ 56,606	\$ 57,172	\$ 57,744	\$ 58,322
Bag Sales	\$ 101,055	\$ 102,790	\$ 102,790	\$ 99,323	\$ 136,000	\$ 137,360	\$ 138,734	\$ 140,121	\$ 141,522	\$ 142,937
Recycling Sales	\$ 39,780	\$ 37,078	\$ 37,078	\$ 41,136	\$ 45,000	\$ 45,450	\$ 45,905	\$ 46,364	\$ 46,827	\$ 47,295
Intergovernmental Revenue	\$ 90,010	\$ 78,551	\$ 78,551	\$ 75,185	\$ 92,000	\$ 92,920	\$ 93,849	\$ 94,788	\$ 95,736	\$ 96,693
Transfer from General Fund	\$ 47,433	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866	\$ 29,866
Appropriated Fund Balance	\$ -	\$ 1,870,615	\$ 1,870,615	\$ 1,854,040	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>	<b>\$ 9,646,924</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,886,051</b>	<b>\$ 10,023,445</b>	<b>\$ 10,016,321</b>	<b>\$ 10,116,185</b>	<b>\$ 10,217,049</b>	<b>\$ 10,318,920</b>	<b>\$ 10,421,811</b>
<b>Expenditures</b>										
Administration	\$ 292,340	\$ 971,423	\$ 967,823	\$ 953,666	\$ 621,126	\$ 524,240	\$ 533,966	\$ 543,879	\$ 553,981	\$ 564,277
Allocated Cost	\$ 727,987	\$ 843,283	\$ 843,283	\$ 843,283	\$ 874,171	\$ 887,284	\$ 900,593	\$ 914,102	\$ 927,813	\$ 941,730
Bulky/Metal Collection	\$ 621,514	\$ 1,132,324	\$ 1,132,324	\$ 1,096,163	\$ 684,995	\$ 696,463	\$ 708,142	\$ 720,039	\$ 732,156	\$ 744,497
Customer Refuse	\$ 3,716,289	\$ 4,486,482	\$ 4,496,482	\$ 4,162,339	\$ 3,919,831	\$ 3,979,787	\$ 4,040,793	\$ 4,102,868	\$ 4,166,032	\$ 4,230,305
Downtown Collections	\$ 1,028,190	\$ 1,054,849	\$ 1,033,649	\$ 1,038,373	\$ 1,066,925	\$ 1,084,597	\$ 1,102,605	\$ 1,120,958	\$ 1,139,660	\$ 1,158,720
Recycling	\$ 700,310	\$ 792,673	\$ 792,673	\$ 752,550	\$ 893,491	\$ 905,936	\$ 918,593	\$ 931,466	\$ 944,560	\$ 957,877
Yard Waste	\$ 1,845,932	\$ 2,175,270	\$ 2,190,070	\$ 2,013,646	\$ 1,947,406	\$ 1,977,667	\$ 2,008,484	\$ 2,039,866	\$ 2,071,826	\$ 2,104,373
Nondepartmental	\$ 9,571	\$ 15,500	\$ 15,500	\$ 26,031	\$ 15,500	\$ 15,733	\$ 15,968	\$ 16,208	\$ 16,451	\$ 16,698
<b>Expenditures Total</b>	<b>\$ 8,942,134</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,886,051</b>	<b>\$ 10,023,445</b>	<b>\$ 10,071,704</b>	<b>\$ 10,229,144</b>	<b>\$ 10,389,386</b>	<b>\$ 10,552,479</b>	<b>\$ 10,718,477</b>
<b>SURPLUS/(SHORTFALL)</b>	<b>\$ 704,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (55,383)</b>	<b>\$ (112,959)</b>	<b>\$ (172,337)</b>	<b>\$ (233,559)</b>	<b>\$ (296,666)</b>

## GOLF FUND

The Golf Course Fund financial forecast makes the following assumptions and provisions for the fiscal year 2021 and estimated future years as follows:

### FY21

- FY21 Operating revenue estimates for the Municipal course is overall 5% greater than FY20 adopted, and approximately 1% over FY19 actuals.
- Discount Card Fees revenue estimates are 27% greater than FY20 adopted and Concessions revenue estimates are 16% greater than FY20 adopted.
- Indirect charges to the fund increased by \$15,893 over FY20 bringing the charges to a total of \$159,754. This charge for indirect costs is \$60,938 lower than the actual charges due. Increases will continue to be phased in over the next several years.
- Two other operating accounts are showing an increase for FY21: \$12,000 increase for bank charges due to an increase in credit card usage and \$26,631 increase for new equipment leases.
- A reserve is currently budgeted in the amount of \$24,098.
- The provision for a 2.5% salary and benefits increase across the board was authorized to fund a merit program and is included herein.

### FY22 through FY26 Assumptions

- Revenue estimates are budgeted at a 1% increase each year.
- Compensation is estimated at a 2% increase for each future year.
- Operating expenditures are forecast to increase at 1.5% in FY22 and all other estimated years.
- The forecasts show a net shortage each year that will need to be addressed through additional rate increases, service alternatives at a lesser cost or finding ways to cut costs throughout the fund.

**GOLF COURSE FUND FINANCIAL FORECAST**

	Actual FY19	Adopted FY20	Adjusted FY20	YE Estimate FY20	Adopted FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25	Estimated FY26
<b>Revenue</b>										
Daily Green Fees	\$ 743,142	\$ 780,068	\$ 780,068	\$ 858,678	\$ 765,393	\$ 773,047	\$ 780,777	\$ 788,585	\$ 796,471	\$ 804,436
Discount Card Fees	\$ 228,607	\$ 217,052	\$ 217,052	\$ 217,052	\$ 276,050	\$ 278,811	\$ 281,599	\$ 284,415	\$ 287,259	\$ 290,131
Cart Rentals	\$ 282,744	\$ 253,720	\$ 253,720	\$ 263,899	\$ 259,390	\$ 261,984	\$ 264,604	\$ 267,250	\$ 269,922	\$ 272,621
Tournament Fees	\$ 11,264	\$ 11,083	\$ 11,083	\$ 11,083	\$ 11,746	\$ 11,863	\$ 11,982	\$ 12,102	\$ 12,223	\$ 12,345
Locker Fees	\$ 80	\$ 150	\$ 150	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Concessions	\$ 196,759	\$ 149,907	\$ 149,907	\$ 202,251	\$ 173,975	\$ 175,715	\$ 177,472	\$ 179,247	\$ 181,039	\$ 182,849
Expired Gift Certificates/Passes	\$ 3,924	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,030	\$ 3,060	\$ 3,091	\$ 3,122	\$ 3,153
Interest Earnings	\$ 8,020	\$ 4,443	\$ 4,443	\$ 4,443	\$ 1,687	\$ 1,704	\$ 1,721	\$ 1,738	\$ 1,755	\$ 1,773
Other Revenue	\$ 1,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Tee	\$ 51,396	\$ 51,396	\$ 51,396	\$ 26,698	\$ 53,396	\$ 53,930	\$ 54,469	\$ 55,014	\$ 55,564	\$ 56,120
Appropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>	<b>\$ 1,527,507</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,584,184</b>	<b>\$ 1,544,637</b>	<b>\$ 1,560,083</b>	<b>\$ 1,575,684</b>	<b>\$ 1,591,441</b>	<b>\$ 1,607,355</b>	<b>\$ 1,623,429</b>
<b>Expenditures</b>										
Personnel	\$ 501,165	\$ 534,152	\$ 534,152	\$ 523,590	\$ 545,937	\$ 556,856	\$ 567,993	\$ 579,353	\$ 590,940	\$ 602,759
Benefits	\$ 153,729	\$ 173,803	\$ 173,803	\$ 167,483	\$ 180,664	\$ 184,277	\$ 187,963	\$ 191,722	\$ 195,557	\$ 199,468
Nondepartmental	\$ 19,412	\$ 24,032	\$ 22,023	\$ 11,000	\$ 35,098	\$ 11,165	\$ 11,332	\$ 11,502	\$ 11,675	\$ 11,850
Operating	\$ 578,244	\$ 594,971	\$ 622,419	\$ 656,281	\$ 623,184	\$ 632,473	\$ 641,902	\$ 651,472	\$ 661,185	\$ 671,045
Outlay	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Cost	\$ 128,068	\$ 143,861	\$ 143,861	\$ 143,861	\$ 159,754	\$ 162,150	\$ 164,583	\$ 167,051	\$ 169,557	\$ 172,100
<b>Expenditures Total</b>	<b>\$ 1,383,053</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,502,215</b>	<b>\$ 1,544,637</b>	<b>\$ 1,546,922</b>	<b>\$ 1,573,773</b>	<b>\$ 1,601,100</b>	<b>\$ 1,628,914</b>	<b>\$ 1,657,222</b>
<b>SURPLUS/(SHORTFALL)</b>	<b>\$ 144,454</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,969</b>	<b>\$ -</b>	<b>\$ 13,162</b>	<b>\$ 1,912</b>	<b>\$ (9,659)</b>	<b>\$ (21,558)</b>	<b>\$ (33,793)</b>

## PARKING FUND

The Parking Facility Fund financial forecast makes the following assumptions and provisions for the fiscal year 2021 and estimated future years as follows:

The following notes a caveat regarding the FY20 adjusted budget. Parking fund recognized an increase in Debt Service for the refinancing of a temporary loan that was issued in May 2020. This debt is for the old Water Street Parking Deck redevelopment located in the newly constructed River Place development in downtown Wilmington.

### FY21

- Operating revenue estimates are approximately 6% higher than FY20 adopted with the largest increase anticipated for Parking Facility charges.
- The River Place parking deck is fully budgeted this year with the opening of the deck in late spring of FY20.
- The Parking Fund has started repayment to the Debt Service fund for the construction of the River Place parking deck in the amount of \$2,322,000. This expense is offset by a revenue transfer in from the Debt Service fund for the same amount.
- The Water Street deck debt payments expired with the FY20 budget year. Debt associated with the Market Street deck remains in the fund.
- FY21 will begin an annual transfer of \$51,000 to a CIP for the upgrade and replacement of security cameras at the parking decks.
- The provision for a 2.5% salary and benefits increase across the board was authorized to fund a merit program and is included herein.
- The FY21 has budgeted for a new Assistant Parking Manager position to support all facets of the parking program.

### FY22 through FY26 Assumptions

- No rate increases are forecast in the estimated years however, a 2% growth is assumed in FY21 and 2% in other future years.
- Compensation is estimated at a 2% increase for each future year.
- Operating expenditures are forecast to increase at 1.5% in FY22 and all other estimated years.

**PARKING FUND FINANCIAL FORECAST**

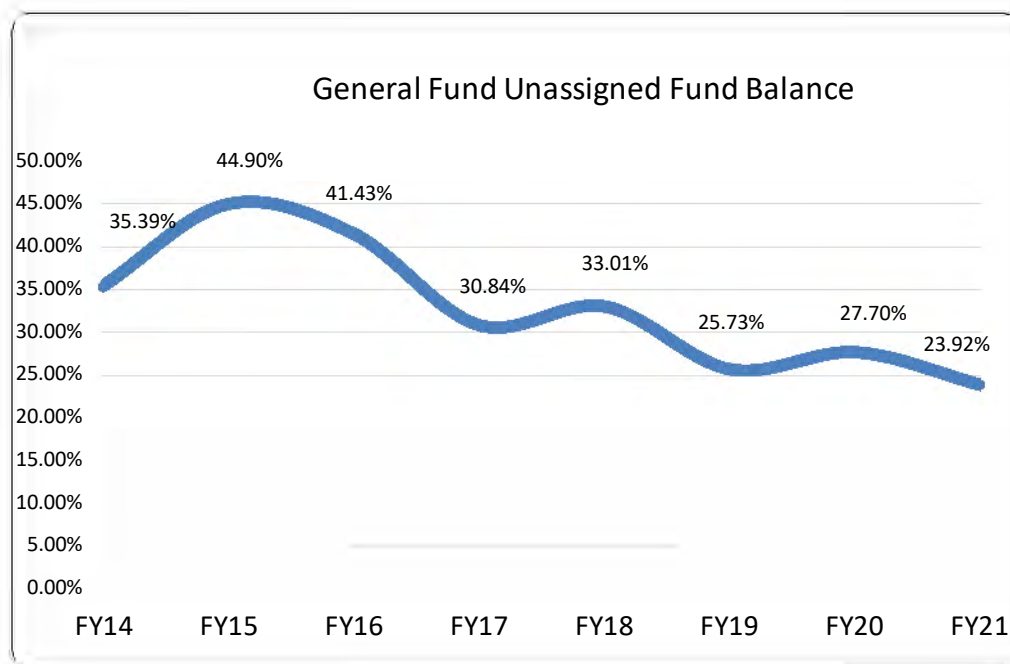
	Actual FY19	Adopted FY20	Adopted FY20	Adjusted FY20	YE Estimate FY20	Adopted FY21	Estimated FY22	Estimated FY23	Estimated FY24	Estimated FY25	Estimated FY26
<b>Revenue</b>											
PARKING METERS	\$ 1,305,242	\$ 1,364,980	\$ 1,364,980	\$ 1,364,980	\$ 1,142,906	\$ 1,420,128	\$ 1,448,531	\$ 1,477,501	\$ 1,507,051	\$ 1,537,192	\$ 1,567,936
PARKING FACILITY CHARGES	\$ 1,764,916	\$ 1,880,697	\$ 1,880,697	\$ 1,880,697	\$ 1,501,195	\$ 2,225,764	\$ 2,270,279	\$ 2,315,685	\$ 2,361,999	\$ 2,409,239	\$ 2,457,423
PARKING FINES	\$ 473,892	\$ 456,500	\$ 456,500	\$ 456,500	\$ 435,100	\$ 475,000	\$ 484,500	\$ 494,190	\$ 504,074	\$ 514,155	\$ 524,438
RESIDENTIAL PARKING PERMITS	\$ 7,600	\$ 6,195	\$ 6,195	\$ 6,195	\$ 13,824	\$ 11,000	\$ 11,220	\$ 11,444	\$ 11,673	\$ 11,907	\$ 12,145
OTHER REVENUE & INTEREST EARNINGS	\$ 635,079	\$ 171,022	\$ 22,441,022	\$ 22,441,022	\$ 22,445,976	\$ 2,343,875	\$ 2,344,313	\$ 2,344,759	\$ 2,345,214	\$ 2,345,678	\$ 2,346,152
APPROPRIATED FUND BALANCE	\$ -	\$ 298,068	\$ 1,324,739	\$ 1,324,739	\$ 1,487,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>	<b>\$ 4,186,729</b>	<b>\$ 4,177,462</b>	<b>\$ 27,474,133</b>	<b>\$ 27,474,133</b>	<b>\$ 27,026,312</b>	<b>\$ 6,475,767</b>	<b>\$ 6,558,842</b>	<b>\$ 6,643,579</b>	<b>\$ 6,730,011</b>	<b>\$ 6,818,171</b>	<b>\$ 6,908,094</b>
<b>Expenditure Total</b>											
HANNA BLOCK LOT	\$ 21,267	\$ 18,529	\$ 28,866	\$ 28,866	\$ 24,115	\$ 19,029	\$ 19,314	\$ 19,604	\$ 19,898	\$ 20,197	\$ 20,500
MARKET ST DECK	\$ 494,609	\$ 504,463	\$ 562,000	\$ 562,000	\$ 479,367	\$ 652,196	\$ 661,979	\$ 671,909	\$ 681,987	\$ 692,217	\$ 702,600
RIVERPLACE DECK	\$ -	\$ 381,214	\$ 385,742	\$ 385,742	\$ 130,149	\$ 571,363	\$ 579,933	\$ 588,632	\$ 597,462	\$ 606,424	\$ 615,520
SECOND ST DECK	\$ 318,410	\$ 387,223	\$ 417,975	\$ 417,975	\$ 338,581	\$ 486,186	\$ 493,479	\$ 500,881	\$ 508,394	\$ 516,020	\$ 523,760
SECOND ST LOT	\$ 264,622	\$ 269,996	\$ 289,382	\$ 289,382	\$ 265,963	\$ 263,363	\$ 267,313	\$ 271,358	\$ 275,464	\$ 279,632	\$ 283,863
STREET PARKING	\$ 1,048,999	\$ 1,240,634	\$ 1,252,293	\$ 1,252,293	\$ 1,055,797	\$ 1,554,540	\$ 1,366,289	\$ 1,388,052	\$ 1,410,166	\$ 1,432,639	\$ 1,455,475
TRANSFER TO CIP	\$ 139,050	\$ 701,000	\$ 1,593,472	\$ 1,593,472	\$ 1,593,472	\$ 51,000	\$ 51,765	\$ 52,541	\$ 53,330	\$ 54,130	\$ 54,941
CIP OPERATIONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE	\$ 1,122,441	\$ 674,403	\$ 22,944,403	\$ 22,944,403	\$ 22,745,884	\$ 2,878,090	\$ 2,806,904	\$ 2,735,745	\$ 2,666,338	\$ 2,595,095	\$ 2,523,855
<b>Expenditure Total Total</b>	<b>\$ 3,409,397</b>	<b>\$ 4,177,462</b>	<b>\$ 27,474,133</b>	<b>\$ 27,474,133</b>	<b>\$ 26,633,328</b>	<b>\$ 6,475,767</b>	<b>\$ 6,246,976</b>	<b>\$ 6,265,722</b>	<b>\$ 6,257,639</b>	<b>\$ 6,247,154</b>	<b>\$ 6,180,516</b>
<b>SURPLUS/(SHORTFALL)</b>	<b>\$ 777,332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 392,984</b>	<b>\$ -</b>	<b>\$ 311,866</b>	<b>\$ 377,857</b>	<b>\$ 472,372</b>	<b>\$ 571,017</b>	<b>\$ 727,579</b>

## CONSOLIDATED UNASSIGNED FUND BALANCE SUMMARY

Fund	Unassigned Fund Balance As of June 30, 2019	Anticipated Unassigned Fund Balance June 30, 2020	Adopted FY 20 - 21 Budgeted Expenditures	% of FY 20 - 21 Budgeted Expenditures	Anticipated Unassigned Fund Balance June 30, 2021	% of FY 20 - 21 Budgeted Expenditures
General Fund	31,052,237	31,052,237	115,713,806	26.84%	27,675,718	23.92%
Recycling and Trash Services Fund	4,480,256	5,470,866	10,023,445	54.58%	5,470,866	54.58%
Stormwater Management Fund	9,809,993	10,254,118	12,909,922	79.43%	10,254,118	79.43%
Golf Course Fund	307,339	566,835	1,544,637	36.70%	566,835	36.70%
Parking Facilities Fund	4,292,181	3,356,758	6,475,767	51.84%	3,356,758	51.84%

The anticipated unassigned fund balance for June 30, 2020 includes up to date data as was available prior to development of this document. The unassigned fund balance for year-end FY21 assumes receipt of budgeted revenues and use of all budgeted expenditures.

## GENERAL FUND UNASSIGNED FUND BALANCE



Fund balance is the accumulated excess of revenues and other financing sources over expenditures and other financing uses for governmental functions. **Unassigned** fund balance is the residual classification for the government’s General Fund based on GASB (Governmental Accounting Standards Board) Statement #54 and includes all spendable amounts not contained in other classifications.



## AUTHORIZED POSITION LISTING

The authorized position listing summarizes the net changes in positions for the FY19 through the recommended FY21 budget.

	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>General Fund Full Time</b>				
City Clerk	3	3	3	3
City Manager	19	20	20	21
City Attorney	10	10	10	10
Human Resources	10	11	11	11
Finance	27	27	27	27
Information Technology Services	21	21	21	27
Community Services	89	92	92	91
Planning, Development and Transportation	50	49	49	48
Police Department	344	342	342	346
Fire Department	219	221	221	220
Public Services Department	40	42	42	41
Engineering	31	31	31	33
<b>General Fund Full Time Total</b>	<b>863</b>	<b>869</b>	<b>869</b>	<b>878</b>
<b>Other Funds Full Time</b>				
CD/HM Grant and Loan Fund	8	8	9	9
Fleet	13	13	13	13
Golf Course Fund	10	10	10	10
Metropolitan Planning Special Purpose Fund	11	11	11	11
Parking Fund	2	2	2	3
Recycling and Trash Services Fund	75	75	75	75
Stormwater Management Fund	60	60	60	62
SABLE Special Purpose Fund	2	2	2	2
<b>Other Funds Full Time Total</b>	<b>181</b>	<b>181</b>	<b>182</b>	<b>185</b>
<b>General Fund Part Time</b>				
Community Services	15.7	15.53	15.53	15.53
Fire Department	1.45	1.45	1.45	2.41
Human Resources	0.48	0	0	0
Police Department	12.79	8.2	8.2	5.64
<b>General Fund Part Time Total</b>	<b>30.42</b>	<b>25.18</b>	<b>25.18</b>	<b>23.58</b>
<b>Other Funds Part Time</b>				
CD/HM Grant and Loan Fund	0.96	0.96	0.96	0.96
Golf Course Fund	2.92	2.92	2.92	2.92
<b>Other Funds Part Time Total</b>	<b>3.88</b>	<b>3.88</b>	<b>3.88</b>	<b>3.88</b>
<b>All Funds Full Time Total</b>	<b>1044</b>	<b>1050</b>	<b>1051</b>	<b>1063</b>
<b>All Funds Part Time Total</b>	<b>34.30</b>	<b>29.06</b>	<b>29.06</b>	<b>27.46</b>
<b>Grand Total All Funds</b>	<b>1078.30</b>	<b>1079.06</b>	<b>1080.06</b>	<b>1090.46</b>



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## *Position Overview*

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Through Council approval, the FY20 adopted authorized strength increased by one (1) position in January 2020 with the addition of a grant funded Lead Hazard Grant Coordinator in the Special Purpose Fund. This position is funded by the US Department of Housing and Urban Development and the Office of Lead Hazard Control and Healthy Homes. The position is assigned to the Lead Hazard Reduction Program and along with the program will provide grants to eligible homeowners and landlords to remediate lead-based paint hazards. Full time authorization increased from 1050 to 1051 over the course of the fiscal year.

The FY21 adopted budget reflects a net increase to the authorized strength over FY20 Adjusted by 10.40 across the city. This represents an increase to full-time authorizations of twelve and a net reduction in part time positions of 1.60.

The full-time positions include a Project Manager and Fiscal Support Specialist in Engineering, an Assistant Parking Manager in the Parking Fund, an Administrative Support Technician, Housekeeper, Police Officer and a Police Criminal Intelligence Analyst in the Police Department, a Sr. Budget Analyst in the City Manager's Office, a Construction Crew Leader and two Sr. Construction Workers in the Streets Division of Public Services and a Stormwater Operator in the Stormwater Fund.

The Fire Department is recognizing an increase of 0.96 in part time authorizations with the addition of one Administrative Support Technician at a 0.48 FTE and a Fire & Life Safety Educator also at a 0.48 FTE. The Police Department is closing four part-time 0.52 FTE Cadet positions and utilizing a portion of that 2.08 reduction.

In addition to the increases and decreases in the current complement, there were a few internal reorganizations that occurred. First, due to a reorganization in Public Services between the Stormwater fund and Streets division in the General Fund, Streets is recognizing a reduction of 4 positions that are now located in the Stormwater Management fund. Second, the City centralized its GIS staff into IT located in the General Fund. Three positions transferred from the Stormwater Fund, one position transferred from each of the following General Fund Departments: Fire, Planning Development and Transportation and Engineering. IT Department saw a net increase from the GIS centralization of 5 positions. And third, a Fire system analyst was also transferred to the IT department.

## FEE SCHEDULE CHANGES

Below is a summary of recommended changes to the fee schedule showing current policy vs the recommended change.

PROPOSED FEE SCHEDULE CHANGES FY21		
	Current	Proposed Change
<b>Parks and Recreation</b>		
ARTICLE B. Athletic Fees	N/A	Adult Athletic Leagues: Up to \$100.00 Youth and Adult single day events: Up to \$50.00 Athletics Special Events: Admission fees per person: Up to \$5 for a single day; Up to \$20 for a weekend
ARTICLE B. Athletic Fees	Hugh Morton/Greenfield Lake Amphitheater	Remove from schedule
ARTICLE B. Athletic Fees	Legion Sports Complex Main field per day/event/game: Non-Profit \$750/For Profit \$1,500/For Profit Multi year contract \$850 Backfield or parking lot per event: Non-Profit \$575/For Profit \$700 Baseball field: Non-Profit \$475/For Profit \$575 Plus \$35.00/hour attendant fee.	Legion Sports Complex Main field per day: Non-Profit \$750/For Profit \$1,500/For Profit Multi year contract \$850 Backfield or parking lot per day: Non-Profit \$575/For Profit \$700 Baseball field: Non-Profit \$475/For Profit \$575 Plus \$35.00/hour attendant fee. Deposit fee: 50% of the rental fee (not including attendant fee and ticket surcharge) is due with the signed contract at least 30 calendar days prior to event. Balance is due within five (5) business days following event.
ARTICLE B. Athletic Fees	Godwin Stadium With lights \$35.00/hour/field  Cancellations made less than two weeks prior to the event will forfeit deposit	Godwin Stadium \$35.00/hour  Cancellations made less than 10 calendar days prior to the event will forfeit deposit.
Section 5. Special Services Fees/Boxing Center	N/A	Workplace Wellness Package: Package #1 for \$99 annually; Package #2 for \$199 annually.
Section 5. Special Services Fees/Fit for Fun Center	N/A	Birthday Party Rate: \$200 base rate for all parties. \$100 deposit due at time of reservation; \$50 cancellation fee within 2 weeks of event  Socks for resale: \$3.00 a pair
<b>PDT</b>		
Section 4. Zoning Application Fees	Appeal to Board of Adjustment/Building Appeals Board: \$500	Appeal to Board of Adjustment/Building Appeals Board: \$200
Section 19. Wilmington Urban Area MPR Special Event Fees	N/A	River To Sea Bike Ride Day of Registration \$5
<b>Stormwater</b>		
Section 2. Standard Rate	ERU Rate \$8.27	ERU Rate \$8.35

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## REVENUE ESTIMATES

### REVENUE SUMMARY ALL FUNDS

		FY19 Actual	FY20 Adopted	FY21 Adopted	Change FY20 to FY21
<b>FUND OPERATING FUNDS</b>					
100	GENERAL FUND	\$ 143,954,535	\$ 113,480,412	\$ 115,713,806	2.0%
500	STORM WATER MANAGEMENT FUND	\$ 12,188,627	\$ 12,081,600	\$ 12,909,922	6.9%
560	RECYCLING AND TRASH SERVICES FUND	\$ 9,646,924	\$ 11,471,804	\$ 10,023,445	-12.6%
<b>OPERATING FUNDS TOTAL</b>		<b>\$ 165,790,086</b>	<b>\$ 137,033,816</b>	<b>\$ 138,647,173</b>	<b>1.2%</b>
<b>PROGRAM FUNDS</b>					
210	SPECIAL PURPOSE FUND	\$ 3,572,744	\$ 2,951,919	\$ 3,038,221	2.9%
220	CONVENTION CENTER FUND	\$ 9,814,037	\$ 8,765,309	\$ 8,670,891	-1.1%
223	COMMUNITY DEVELOPMENT FUND	\$ 1,623,364	\$ 963,254	\$ 1,040,399	8.0%
224	CD/HM GRANTS & LOAN ADMIN FUND	\$ 804,137	\$ 692,356	\$ 702,606	1.5%
225	HOME INVESTMENT PARTNRSHP FUND	\$ 846,395	\$ 979,346	\$ 1,196,894	22.2%
550	PARKING FACILITIES FUND	\$ 4,186,729	\$ 4,177,462	\$ 6,475,767	55.0%
570	GOLF FUND	\$ 1,527,507	\$ 1,470,819	\$ 1,544,637	5.0%
610	EQUIP MAINT & REPLACEMENT FUND	\$ 6,835,767	\$ 7,603,073	\$ 7,452,929	-2.0%
650	TECHNOLOGY REPLACEMENT FUND	\$ 985,847	\$ 1,113,313	\$ 1,403,582	26.1%
<b>PROGRAM FUNDS TOTAL</b>		<b>\$ 30,196,527</b>	<b>\$ 28,716,851</b>	<b>\$ 31,525,926</b>	<b>9.8%</b>
<b>DEBT SERVICE FUND</b>					
150	DEBT SERVICE FUND	\$ 37,526,833	\$ 24,333,514	\$ 27,119,469	11.4%
<b>DEBT SERVICE FUND TOTAL</b>		<b>\$ 37,526,833</b>	<b>\$ 24,333,514</b>	<b>\$ 27,119,469</b>	<b>11.4%</b>
<b>SPECIAL TAX DISTRICTS</b>					
215	SPECIAL TAX DISTRICTS	\$ 549,223	\$ 425,960	\$ 589,153	38.3%
<b>SPECIAL TAX DISTRICTS TOTAL</b>		<b>\$ 549,223</b>	<b>\$ 425,960</b>	<b>\$ 589,153</b>	<b>38.3%</b>
<b>CAPITAL PROJECT FUNDS</b>					
331	CP-STREETS & SIDEWALKS FUND	\$ 4,009,382	\$ 2,256,969	\$ 3,601,375	59.6%
333	CP-PARKS & RECREATION FUND	\$ 4,158,925	\$ 1,052,228	\$ (22,927)	-102.2%
334	CP-BUILDING IMPROVEMENTS FUND	\$ 2,806,626	\$ 3,968,835	\$ 1,691,374	-57.4%
339	CP-PUBLIC IMPROVEMENTS FUND	\$ 69,653	\$ -	\$ -	-%
502	CP-STORM WATER FUND	\$ 3,721,086	\$ 2,186,085	\$ 3,403,764	55.7%
552	CP-PARKING FACILITIES FUND	\$ 14,526,019	\$ 701,000	\$ 51,000	-92.7%
572	CP-GOLF FUND	\$ 201,848	\$ -	\$ -	-%
<b>CAPITAL PROJECT FUNDS TOTAL</b>		<b>\$ 29,493,539</b>	<b>\$ 10,165,117</b>	<b>\$ 8,724,586</b>	<b>-14.2%</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 263,556,207</b>	<b>\$ 200,675,258</b>	<b>\$ 206,606,307</b>	<b>2.96%</b>
LESS INTERFUND TRANSFERS		\$ (24,655,879)	\$ (18,459,909)	\$ (23,585,454)	27.8%
<b>NET OPERATING &amp; CAPITAL</b>		<b>\$ 238,900,328</b>	<b>\$ 182,215,349</b>	<b>\$ 183,020,853</b>	<b>0.44%</b>

## GENERAL FUND REVENUE ESTIMATES

The revenue estimates for the FY21 budget have been made in accordance with the City’s Financial Management Policies. These estimates include only those reasonably expected to be realized during the fiscal year to meet all operating, debt and capital needs in line with the “no deficiency” budget requirements imposed by State Statute. The funds are separated into annual funds and multi-year funds. Revenue sources are categorized and described below.

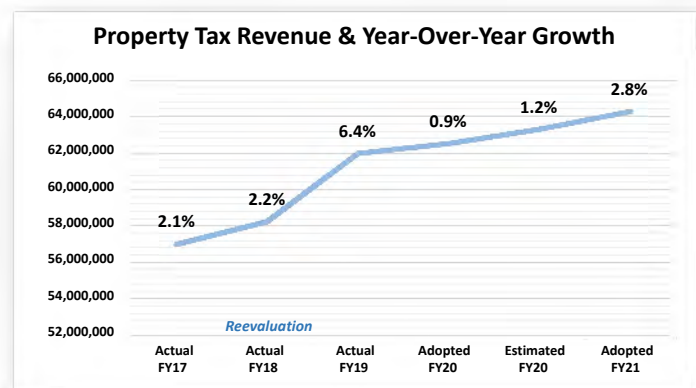
### ANNUAL FUNDS

#### GENERAL FUND

REVENUES	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
PROPERTY TAX	\$ 61,978,213	\$ 62,518,926	\$ 62,518,926	\$ 64,273,794	2.8%
SALES TAX	\$ 28,776,074	\$ 27,069,810	\$ 27,069,810	\$ 28,310,354	4.6%
RESTRICTED INTERGOV	\$ 20,904,293	\$ 3,114,495	\$ 3,455,911	\$ 3,164,111	1.6%
UNRESTRICTD INTERGOV	\$ 12,800,172	\$ 12,555,654	\$ 12,555,654	\$ 12,320,934	-1.9%
CHARGES FOR SERVICE	\$ 2,981,999	\$ 2,610,514	\$ 2,610,514	\$ 2,324,064	-11.0%
INTEREST EARNINGS	\$ 1,388,213	\$ 826,540	\$ 826,540	\$ 328,000	-60.3%
LICENSE FEE & PERMIT	\$ 778,125	\$ 800,000	\$ 800,000	\$ 735,000	-8.1%
OTHER TAX	\$ 382,984	\$ 300,000	\$ 300,000	\$ 382,000	27.3%
MISCELLANEOUS	\$ 748,889	\$ 269,473	\$ 288,072	\$ 374,030	38.8%
FINES & FORFEITS	\$ 134,762	\$ 145,000	\$ 145,000	\$ 125,000	-13.8%
OPERATING TRANSFR IN	\$ 13,080,809	\$ 250,000	\$ 250,000	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ 3,020,000	\$ 4,139,423	\$ 3,376,519	11.8%
<b>Grand Total</b>	<b>\$ 143,954,535</b>	<b>\$ 113,480,412</b>	<b>\$ 114,959,850</b>	<b>\$ 115,713,806</b>	<b>2.0%</b>

#### Property Taxes

Property tax represents 55.5% of the total general fund budget. The City of Wilmington’s projected FY21 property tax growth over FY20’s adopted budget totals 2.8% and is a continued indication of the positive trend in the real estate market as multi-family, hotel and office construction continue to expand the tax base. The City’s tax base for FY21<sup>33</sup> is estimated at \$15,949,000,000 with the City’s real property totaling \$14,871,000,000 and Motor Vehicle property equaling \$1,078,000,000. With a \$0.4984 tax rate, one penny equates to a value



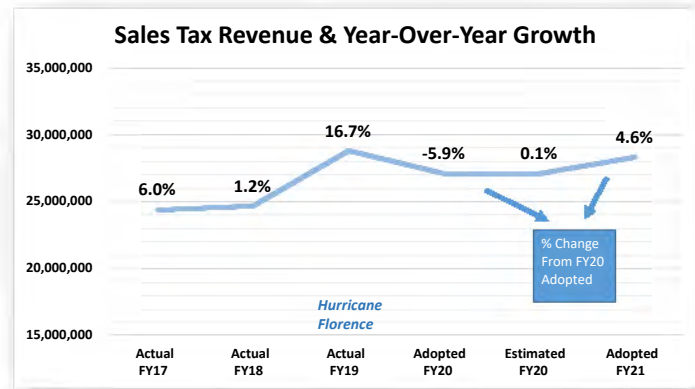
<sup>33</sup> Estimates on tax base were obtained from the April 16, 2020 update from the NHC Tax Administrator.

of \$1,538,152 using a collection rate of 99.21% for property tax and 100% for motor vehicles. The tax base is expected to provide the City \$78,904,291 which is split between two funds. The split is as follows:

- General Fund (\$63,911,843/\$0.4037)
- Debt Service (\$14,992,449/\$0.0947)

**Local Sales Tax**

Local sales tax revenues for FY21 are estimated at \$28,310,354 reflecting a 4.6% increase over FY20 adopted levels and a 1.6% decrease over the FY19 actuals. Sales Tax represents 24.4% of the total General Fund revenues. Of the total amount, \$13.2 million comes from the locally collected and distributed one-cent levy. The balance of the revenue, approximately \$15 million, comes from the statewide collected 1.5 cent levy. Both levies are distributed among New Hanover County’s local governments based on the property tax levy.

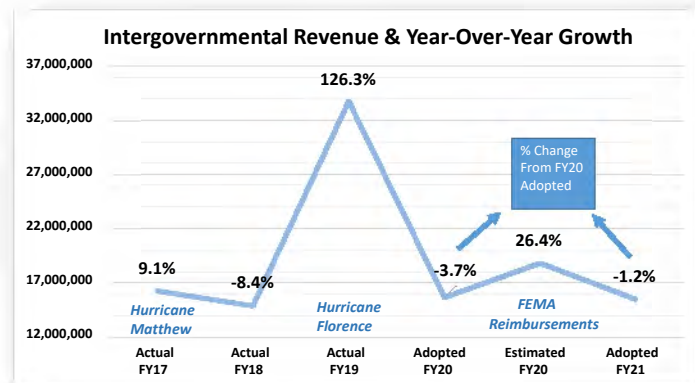


**Licenses, Fees, and Permits**

This revenue category includes the anticipated revenues for such items as motor vehicle licenses and annual fire permit fees, and reflects an 8.1% decrease from FY20 adopted levels which is mainly due to short-term lodging registration revenue which was reduced to an estimate of \$40,000 based on collection trends. This category of revenue makes up less than 1% of the General Fund revenues totaling \$735,000.

**Intergovernmental Revenues**

The third largest revenue stream, 13.3% of the total budget, is Intergovernmental Revenues. The entire category has decreased from FY20 by roughly 1.2% or \$185K (FY20: \$15,670,149; FY21: \$15,485,045). This is mainly due to the reduction \$569K of beer and wine tax dedicated to the Wrightsville Beach ABC store which the city was collecting and remitting back to them. The city is no longer obligated to do this and therefore the revenue and associated expenditure were removed from the FY21 budget. The spikes seen in the Intergovernmental Revenue graph relate to



FEMA funding reimbursements for Hurricane Matthew in FY17 and Hurricane Florence in FY19 and into FY20.

### **Charges for Current Services**

Charges for current services represent approximately 2% of total anticipated General Fund revenues for FY21. Charges for current services are classified in five sub-categories: general government services, public safety services, public services, recreation programs, and miscellaneous charges. For the FY21 budget, these revenues total \$2,324,064 which represents almost an 11% decline from FY20's adopted budget. The Parks and Recreation division revenue estimates are down \$470,000 due to the anticipation of outsourcing of the management of the Amphitheater. This revenue is mainly associated with concession revenues. Overall, there are decreases found in Police, Fire and Code Enforcement and are based on trends.

### **Other Revenue, Donation, Interest Earnings and Fines and Forfeitures**

Other Revenue includes miscellaneous revenue sources in the amount of \$827,030, of which \$328,000 is interest earnings. For FY21, interest earnings are expected to decline by 60% over FY20 adopted budget. The estimates are reflective of the current and anticipated market rates attributed to the existing economic position throughout the country. Fines and Forfeitures include civil citations and fire code violations. The budget reflects the City's historical experience in collection of civil citations.

### **Appropriated Fund Balance**

Use of appropriated fund balance in the amount of \$3,376,519 is included in the budget for the following reason:

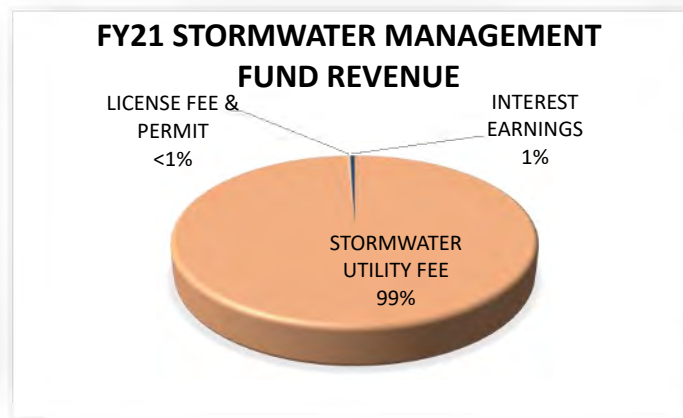
- Unassigned Fund Balance in the amount of:
  - \$1,000,000 for a public safety legal obligation
  - \$1,008,950 for transfers to the CIP
  - \$1,347,569 for purchasing one-time items
- Restricted Fund Balance in the amount of \$20,000 for governance special travel

General Fund Unassigned fund balance as of June 30, 2021 is anticipated to be approximately 23.92% of FY21 budgeted expenditures or \$27,675,718.



**STORMWATER FUND**

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
STORMWATER UTILITY FEE	\$ 11,852,173	\$ 11,816,820	\$ 11,816,820	\$ 12,802,127	8.3%
LICENSE FEE & PERMIT	\$ 57,400	\$ 100,100	\$ 100,100	\$ 51,000	-49.1%
INTEREST EARNINGS	\$ 261,753	\$ 164,680	\$ 164,680	\$ 56,795	-65.5%
OPERATING TRANSFR IN	\$ 17,301	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 587,056	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 12,188,627</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,909,922</b>	<b>6.9%</b>



**Stormwater Utility Fees**

The Stormwater Utility Fees for FY21 represents an 8.3% increase over FY20 adopted budget. This is the third year of a 1% increase in the Stormwater utility rate in accordance with the Stormwater rate model. The rate is now \$8.35 per ERU rather than FY20’s \$8.27 per ERU with the revenue estimated at \$9,825,988.

There is \$37,000 budgeted for an annual interlocal agreement with the State of North Carolina for street sweeping and drainage maintenance services performed on state maintained streets.

The General Fund pays the Stormwater Fund for City streets, which for FY21 represents \$2,939,139. This amount is derived by the ERU calculation for impervious surface, a 2.5% annual increase as required by bond covenant, plus any rate increases imposed.

**Other Revenue and Interest on Investments**

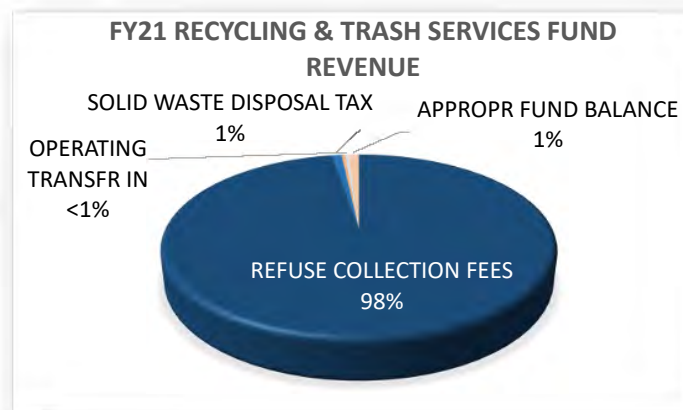
Funds are collected from some new developments where on-site retention is not feasible, and a payment is made in lieu of constructing such facilities. These funds are dedicated to capital improvements of the City’s Stormwater management system. Other revenue also includes interest on investments (\$56,795) and permits for Stormwater discharge (\$51,000).

### Appropriated Fund Balance

The FY21 budget is not appropriating any fund balance. The expected unassigned fund balance in the Stormwater Fund as of June 30, 2020 is expected to be \$10,254,118 or 79.43% of FY21 projected expenditures.

### RECYCLING AND TRASH SERVICES FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
REFUSE COLLECTION FEES	\$ 9,327,850	\$ 9,381,654	\$ 9,381,654	\$ 9,756,088	4.0%
SOLID WASTE DISPOSAL TAX	\$ 90,010	\$ 78,551	\$ 78,551	\$ 92,000	17.1%
FINES & FORFEITS	\$ 1,500	\$ -	\$ -	\$ -	-%
MISCELLANEOUS	\$ 28,324	\$ 13,000	\$ 13,000	\$ 6,860	-47.2%
INTEREST EARNINGS	\$ 151,808	\$ 98,118	\$ 98,118	\$ 32,631	-66.7%
OPERATING TRANSFR IN	\$ 47,433	\$ 29,866	\$ 29,866	\$ 29,866	-%
APPROPR FUND BALANCE	\$ -	\$ 1,870,615	\$ 1,870,615	\$ 106,000	-94.3%
<b>REVENUE Total</b>	<b>\$ 9,646,924</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,023,445</b>	<b>-12.6%</b>



### Refuse Collection Fees

Recycling and Trash Services Fund revenues are earned primarily from monthly fees charged to customers based on the chosen level of service. The selected number and size of the refuse containers and the frequency of collection determine monthly fees. The monthly rates include refuse, recycling, and yard waste collection as well as bulky item collection on an “on-call” basis. The FY21 budget reflects a 4% increase over FY20’s budgeted amount for a total of \$9,756,088.

Included in the Refuse Collection Fees category is an activation fee that is specifically for all new customer accounts. It is anticipated to generate approximately \$119,000 this fiscal year. Also included are the bag purchases for the central business district estimated to collect \$136,000 in FY21.

***Solid Waste Disposal Fee***

This revenue category totals \$92,000 as collections for an excise tax imposed on the disposal of municipal solid waste and construction and demolition debris in a permitted landfill.

***Miscellaneous Revenue and Interest Earnings***

This revenue category totals \$39,491 with \$32,631 in interest earnings and \$6,860 in miscellaneous for sales and equipment revenue.

***Transfer from General Fund***

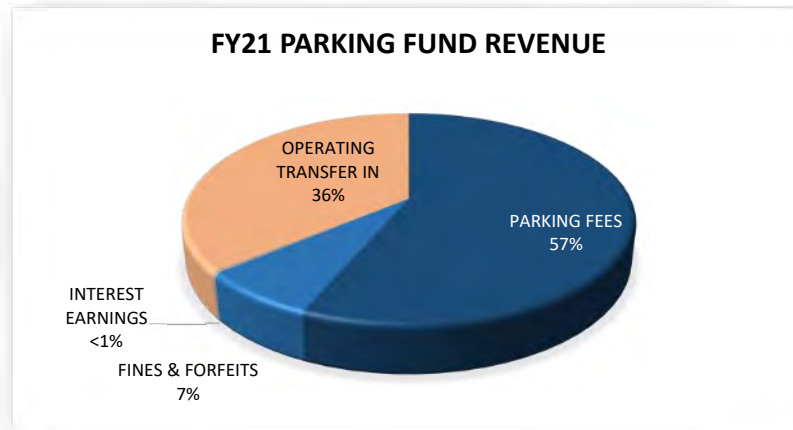
In FY17, a \$29,866 transfer from the General Fund started to aid in a cross departmental effort with the Wilmington Police Department to clean up City right of ways and illegal dumpsites. This amount will continue in the FY21 budget.

***Appropriated Fund Balance***

An appropriation of fund balance is required in the amount of \$106,000 for to allow for an operations study to include division programs, logistics and operations analysis with a rate study. Unassigned fund balance for the Recycling and Trash Services Fund as of June 30, 2020 is anticipated to be approximately \$5,470,866 million or 54.58% of FY21 budgeted expenditures.

***PARKING FACILITIES FUND***

	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>FY20 Adjusted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
<b>REVENUE</b>					
PARKING FEES	\$ 3,077,758	\$ 3,251,872	\$ 3,251,872	\$ 3,656,892	12.5%
FINES & FORFEITS	\$ 473,892	\$ 456,500	\$ 456,500	\$ 475,000	4.1%
INSTALLMENT FINANCNG	\$ -	\$ -	\$ 22,270,000	\$ -	-%
INTEREST EARNINGS	\$ 100,536	\$ 68,789	\$ 68,789	\$ 21,875	-68.2%
OPERATING TRANSFER IN	\$ 534,543	\$ 102,233	\$ 102,233	\$ 2,322,000	2171.3%
APPROPR FUND BALANCE	\$ -	\$ 298,068	\$ 1,324,739	\$ -	-100.0%
<b>REVENUE Total</b>	<b>\$ 4,186,729</b>	<b>\$ 4,177,462</b>	<b>\$ 27,474,133</b>	<b>\$ 6,475,767</b>	<b>55.0%</b>



***Parking Fees***

The parking fees category consists of parking facility hourly, monthly, lease and special event fees. Also included are meters, meter permits and residential parking program permit. The FY21 parking fees budget of \$3,656,892 represents a 12.5% increase over FY20’s budget totaling \$3,251,872. This increase is based the newly opened River Place parking deck and its expected hourly, leased and monthly fees.

***Fines and Forfeits***

The fines and forfeits category consist of parking fines. The budget for FY21 is \$475,000 a 4.1% increase over FY20’s adopted budget.

***Interest Earnings***

Interest earnings decreased for FY21 by roughly 68%. The FY21 budget totals \$21,875 compared to the FY20 budget of \$68,789. Anticipated interest earnings for FY21 are estimated lower across the city due to the economic environment that has decreased interest earning rates.

***Operating Transfer***

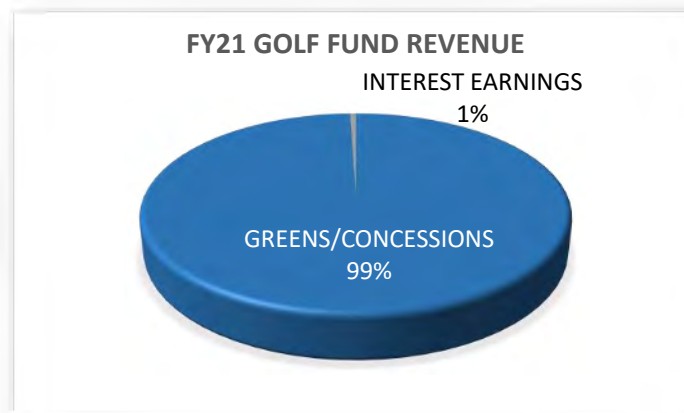
An operating transfer from the debt service fund in the amount of \$2,322,000 is budgeted in FY21. Parking has begun the repayment of debt for the construction of the River Place Deck in the amount of \$2,322,000 transferred in from the Debt Service Fund.

### Appropriated Fund Balance

Unassigned fund balance for the Parking Facilities Fund as of June 30, 2020 is anticipated to be approximately \$3,356,758 or 51.84% of FY21 budgeted expenditures. There is no use of appropriated fund balance budgeted for FY21.

### GOLF COURSE FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
GREENS/CONCESSIONS	\$ 1,517,916	\$ 1,466,376	\$ 1,466,376	\$ 1,542,950	5.2%
INTEREST EARNINGS	\$ 8,020	\$ 4,443	\$ 4,443	\$ 1,687	-62.0%
MISCELLANEOUS	\$ 1,571	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 25,439	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 1,527,507</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,544,637</b>	<b>5.0%</b>



### Greens Fees/Concessions

This category is made up of charges for services such as concessions, cart rentals, discount and daily green fees. These fees include daily greens fees, tournament fees, and discount card greens fees. The FY21 budget increased by 5.2% over FY20 for a total of \$1,542,950. This is mainly attributable to estimated increase in retail concessions and discount cards.

### Interest Earnings

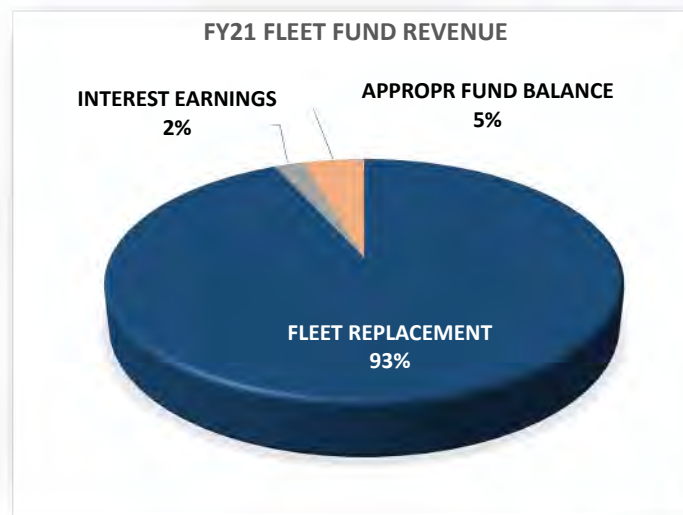
Interest on investments in the Golf Fund are budgeted with a decrease of 62% from FY20's amount totaling \$1,687. Anticipated interest earnings for FY21 are estimated lower across the city due to the economic environment that has decreased interest earning rates.

**Appropriated Fund Balance**

Unassigned fund balance for the Golf Fund as of June 30, 2020 is anticipated to be approximately \$566,835 or 36.70% of FY21 budgeted expenditures. There is no appropriated fund balance budgeted for FY21.

**FLEET MAINTENANCE & REPLACEMENT FUND**

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
FLEET REPLACEMENT	\$ 6,193,486	\$ 6,119,714	\$ 7,869,343	\$ 6,948,050	13.5%
INTEREST EARNINGS	\$ 208,351	\$ 167,629	\$ 167,629	\$ 159,108	-5.1%
MISCELLANEOUS	\$ 405,025	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
APPROPR FUND BALANCE	\$ -	\$ 1,310,730	\$ 2,936,020	\$ 340,771	-74.0%
FEMA REIMBURSEMENT	\$ 25,074	\$ -	\$ -	\$ -	-%
OPERATING TRANSFER IN	\$ 3,831	\$ -	\$ -	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 6,835,767</b>	<b>\$ 7,603,073</b>	<b>\$ 10,977,992</b>	<b>\$ 7,452,929</b>	<b>-2.0%</b>



**Fleet Replacement – Maintenance/Insurance/Replacement**

These revenues are internal charges to City departments for centralized vehicle and equipment management services. An annual lease rate is established each fiscal year for each type of vehicle to cover replacement, anticipated maintenance, and insurance. Revenue for FY21 totaling \$6,948,050 is budgeted 13.5% higher than FY20's funding.



### Other Charges/Interest on Investments

These revenues represent internal charges to other City department’s usage of pool vehicles, fuel, and services provided above and beyond the routine preventative maintenance. The FY21’s budget totals \$164,108 which is 5.1% less than the m FY20’s budget of \$172,629. The decrease is directly contributable to the interest on earnings income. Anticipated interest earnings for FY21 are estimated lower across the city due to the economic environment that has decreased interest earning rates.

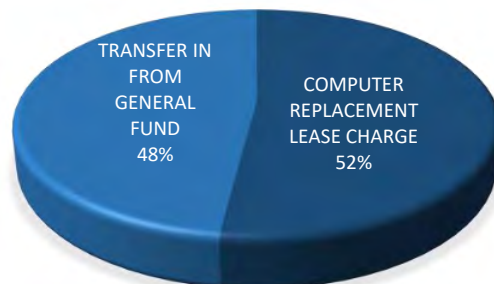
### Appropriated Fund Balance

Unassigned fund balance for the Fleet Fund as of June 30, 2020 is anticipated to be approximately \$8,616,859 or 115.62% of FY21 budgeted expenditures. Fund balance is used to purchase replacement vehicles and equipment as scheduled. The FY21’s budget totals \$340,771 a 74% decrease from FY20’s adopted budget of \$1,310,730.

### TECHNOLOGY REPLACEMENT FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
COMPUTER REPLACEMENT LEASE CHARGE	\$ 674,933	\$ 704,903	\$ 704,903	\$ 730,388	3.6%
TRANSFER IN FROM GENERAL FUND	\$ 308,685	\$ 408,410	\$ 408,410	\$ 673,194	64.8%
INTEREST EARNINGS	\$ 2,229	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 206,271	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 985,847</b>	<b>\$ 1,113,313</b>	<b>\$ 1,319,584</b>	<b>\$ 1,403,582</b>	<b>26.1%</b>
<b>APPROPRIATIONS</b>					
OPERATING	\$ 1,205,394	\$ 1,060,844	\$ 1,267,115	\$ 1,351,113	27.4%
RESERVE	\$ -	\$ 52,469	\$ 52,469	\$ 52,469	0.0%
<b>APPROPRIATIONS Total</b>	<b>\$ 1,205,394</b>	<b>\$ 1,113,313</b>	<b>\$ 1,319,584</b>	<b>\$ 1,403,582</b>	<b>26.1%</b>

### FY21 TECH FUND REVENUE



### Technology Replacement Charges

The Technology Fund revenues of \$730,388, entitled IT Technology Fees in the chart above, are internal charges to City departments for replacement of scheduled equipment including computers, docking stations, and other miscellaneous computer equipment. In addition to replacing computer equipment, the fee is used to cover network services which include networking equipment and service fees. In FY21, the standard charge is \$650 per computer seat. It should be noted, the IT Technology fund is exploring funding options to ensure all technology items are covered in future years. This revenue represents 52% of the Technology Fund FY21 budget. Funding in this category increased by 3.6% which is attributed to a new Microsoft Enterprise Agreement (1<sup>st</sup> of 3-year agreement), server increases, bandwidth expansion, and a larger than normal replacement year.

### General Fund

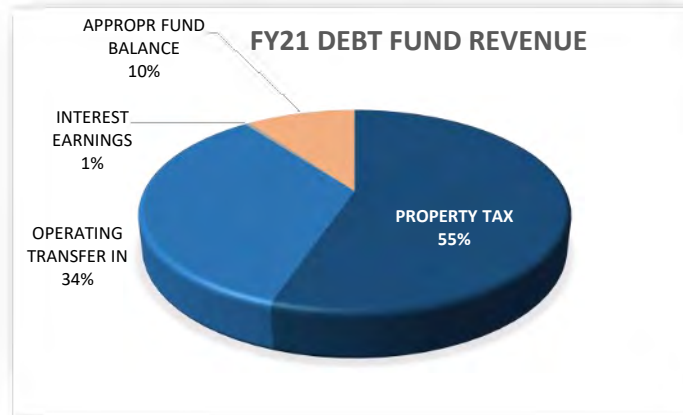
These funds represent a transfer-in from the General Fund in the amount of \$673,194 to support the fund for the off-site hosting of certain applications used enterprise wide. The transfer-in represents 48% of the total revenues. This fiscal year, the revenue required by the general fund is 64.8% greater than FY20.

### Appropriated Fund Balance

There is no use of appropriated fund balance for FY21. Unassigned fund balance for the Technology Fund as of June 30, 2020 is anticipated to be approximately \$350,697 or 24.99% of FY21 budgeted expenditures.

### DEBT SERVICE FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
PROPERTY TAX	\$ 14,519,557	\$ 14,565,063	\$ 14,565,063	\$ 14,992,449	2.9%
OPERATING TRANSFER IN	\$ 22,334,832	\$ 9,334,832	\$ 9,334,832	\$ 9,334,832	0.0%
FEMA REIMBURSEMENT	\$ 437,699	\$ 290,664	\$ 290,664	\$ -	-100.0%
INSTALLMENT FINANCNG	\$ -	\$ -	\$ 14,097,363	\$ -	-%
INTEREST EARNINGS	\$ 234,745	\$ 142,955	\$ 142,955	\$ 130,147	-9.0%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 260,286	\$ 2,662,041	-%
<b>REVENUE Total</b>	<b>\$ 37,526,833</b>	<b>\$ 24,333,514</b>	<b>\$ 38,691,163</b>	<b>\$ 27,119,469</b>	<b>11.4%</b>



### *Property Tax*

The expected FY21 revenue from property tax equals \$14,992,449, a 2.9% increase over the FY20's adopted budget of \$14,565,063. Of the FY21 Property Tax rate, 0.4984, \$0.0947 is dedicated to the Debt Service Fund to support capital projects related to the 1st 80/20 Debt Service CIP, the voter approved Transportation Bond, the voter approved Parks Bond, the Water Street Deck Collaboration and the 2nd year of the 2nd 80/20 Debt Service CIP.

### *Operating Transfer In*

The standard operating transfer from the General Fund of \$9,334,832 is budget for FY21. This is to support capital projects and is embedded in the debt model to help cover expenses.

### *Interest Earnings*

Interest earnings has a budget of \$130,147 for FY21, a 9% decrease over FY20's budget of \$142,955. Anticipated interest earnings for FY21 are estimated lower across the city due to the economic environment that has decreased interest earning rates.

### *Appropriated Fund Balance*

A total of \$2,662,041 is budgeted in the Debt Service Fund for FY21 to balance the fund. Fund balance in the Debt Service fund is considered committed to projects approved and appropriated by council.

*CDBG/HOME GRANT & LOAN FUND*

	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>FY20 Adjusted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
<b>REVENUE</b>					
OPERATING TRANSFER IN	\$ 804,137	\$ 692,356	\$ 692,356	\$ 702,606	1.5%
<b>REVENUE Total</b>	<b>\$ 804,137</b>	<b>\$ 692,356</b>	<b>\$ 692,356</b>	<b>\$ 702,606</b>	<b>1.5%</b>

*Operating Transfers In*

This category includes a General Fund transfer totaling \$118,180. The FY21 budget reflects the General Fund contribution to the CDBG/HOME Grant and Loan Fund activities within the City and represents a 17.41% decrease from FY20 adopted of \$143,086. The reduced General Fund transfer is due to an increase in transfers coming from the CDBG and Home Funds.

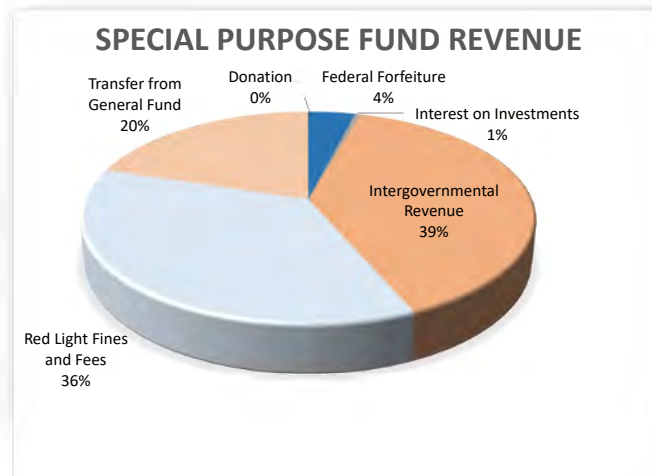
A transfer from Community Development Block Grant Fund is the maximum allowable portion of the federal entitlement from HUD for CDBG program administration and planning, as well as housing delivery costs for community development activities and represents the largest component of revenue at 66.14%. The budgeted \$464,737 represents a 5% increase over the FY20 amount of \$441,980.

The third transfer is from HOME investment Partnership Fund and totals \$119,689. This is the portion of HOME Investment Partnership entitlement funds associated with the program administration and planning activities and represents 11.56% increase over the FY20 amount. This revenue supports 10% of planning and administration expenses in the HOME fund that is associated with HOME entitlement revenue which has seen an overall increase in FY21 of approximately 22% as compared to FY20 of \$143,086.

**MULTI-YEAR FUNDS**

*SPECIAL PURPOSE FUND*

	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
<b>REVENUE</b>		
INTERGOVERNMENTAL	\$ 1,303,685	641%
FINES & FORFEITURES	\$ 1,105,932	-48%
OTHER FINANCING SOURCES	\$ 611,098	350%
INVESTMENT EARNINGS	\$ 14,255	-90%
MISCELLANEOUS	\$ 3,251	-126%
<b>REVENUE Total</b>	<b>\$ 3,038,221</b>	<b>8%</b>



### *Intergovernmental Revenues*

Total budgeted intergovernmental revenue for FY21 totals \$1,303,685. This budgeted revenue includes \$100,616 from New Hanover County<sup>34</sup> for their contribution to the continued operating expenses associated with the Safelight program. Contributions from the Town of Leland, Pender County, and New Hanover County for the S.A.B.L.E. program budgeted in the amount of \$39,800 and Fed Forfeiture at \$115,744. State and Federal Contributions for the Wilmington Metropolitan Planning Organization and relative local matches from multiple member jurisdictions for the Metropolitan Planning Administration project are included in the amount of \$978,525. Continuing from FY20 in the Special Purpose Fund is \$69,000 from the Department of Public Safety for the Regional Fire HazMat Response.

### *Red Light Camera Fines and Late Fees*

Fine and late fee revenues for the Safelight program is estimated at \$1,105,932 for FY21, representing 17% increase over FY20 budgeted amount.

### *Transfer in From General Fund*

A transfer totaling \$611,098 from the General Fund covers the City’s contribution to the operation of the following Special Purpose Fund projects:

Transfers to the Special Purpose Fund moves funding into projects for various programs. The budget for FY21 includes:

- Metropolitan Planning Administration (WMPO): \$226,825, which includes the City of Wilmington contribution to the WMPO of \$85,742 and a general fund contribution of \$141,083 to balance the project.
- SABLE: \$184,273
- Safelight: \$200,000

<sup>34</sup> New Hanover County’s Safelight contract totals \$234,000 annually; after adjusting for prior year unspent budget remaining in this project, which is housed in a multi-year fund, the amount is budgeted at \$100,615.

*Interest on Investments*

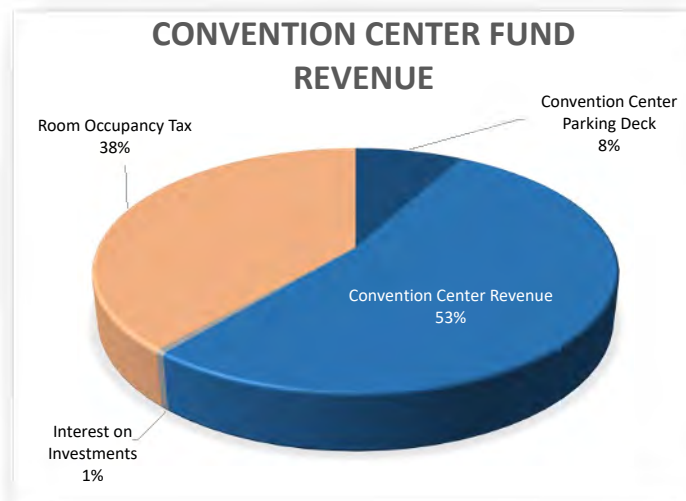
Interest on investments revenue anticipated on the cash balances for the Safelight program is estimated at \$14,255 for FY21.

*Donations*

A total of \$3,251 is budgeted as a donation from participants for the River to Sea Bike Ride in the Bike Pedestrian project. The donations support event shirts, the insurance needed for riders, and porta johns the riders use.

**CONVENTION CENTER FUND**

	<b>FY21 Adopted</b>
<b>REVENUE</b>	
CHARGES FOR CURRENT SERVICES	\$ 5,291,680
TAXES	\$ 3,335,779
INVESTMENT EARNINGS	\$ 43,432
<b>REVENUE Total</b>	<b>\$ 8,670,891</b>



*Charges for Current Services*

The Convention Center parking deck is estimated to receive \$684,281 in revenue for FY21 with most of that revenue (N = \$321,320) associated with use by the adjacent hotel. Event parking is expected to bring in \$220,505 in revenue with monthly fees estimated to be \$23,260, hourly fees totaling \$106,514 and special events totaling \$12,682.



Event and ancillary income revenue are found in this category. It includes rental income, billing services and other operating income totaling \$1,401,318 and ancillary income such as catering and concessions totaling \$3,206,081.

*Taxes*

The Convention Center Operations Fund provides for the administration and management of the Convention Center, as well as the marketing and debt service. Room Occupancy Tax totaling \$3,335,779 covers a significant portion of the Convention Center expenditures at 38%.

*Interest on Investment*

Interest on investments revenue anticipated on the cash balances for the is estimated at \$43,432 for FY21.

*COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG)*

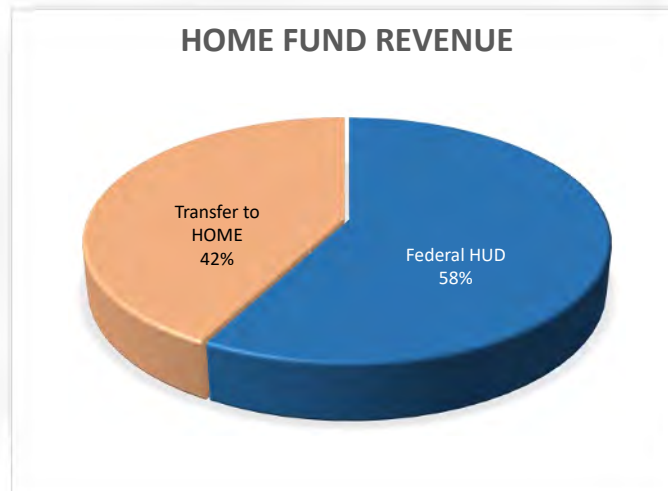
	FY21 Adopted
<b>REVENUE</b>	
INTERGOVERNMENTAL	\$ 1,040,399
<b>REVENUE Total</b>	<b>\$ 1,040,399</b>

*Intergovernmental*

The City of Wilmington has been a Community Development Block Grant (CDBG) entitlement community since 1975. Funding comes to the City in the form of an annual block grant through the U.S. Department of Housing and Urban Development (HUD). Funding totals \$1,040,399 an 8% increase over FY20's total of \$936,254.

*HOME INVESTMENT PARTNERSHIP FUND*

	FY21 Adopted
<b>REVENUE</b>	
INTERGOVERNMENTAL	\$ 692,384
OTHER FINANCING SOURCES	\$ 504,510
<b>REVENUE Total</b>	<b>\$ 1,196,894</b>



***Intergovernmental***

The federal entitlement from HUD for the FY21 HOME program is budgeted at \$692,384 representing a 13% increase from FY20 adopted total of \$614,346.

***Other Financing Sources***

An amount of \$504,510 transferred from HOME investment is being appropriated to support the FY21 program which is an increase of 38% as compared to the FY20's total of \$365,000. This increase is due to increases in Planning and Administration costs and to support an increase in housing projects per the Consolidated Plan.

***CAPITAL PROJECTS FUNDS***

Revenues within the Capital Project Funds include several sources which include appropriations of bond proceeds, debt financing, pay-as-you-go funding, and interest on investments. There is a special section for Capital Improvement Projects in this adopted book.

## CITY OF WILMINGTON STRATEGIC PLAN (2017-2020)

The Strategic Plan (Plan) set forth, like the City itself, is not a static object; rather it is intended to provide a framework for positive change in the city. It sets the stage for the City's priority initiatives as voiced by City Council, citizens and vetted by staff. The plan is expected to evolve to ensure the city is moving towards the desired vision.

The strategic plan's philosophy ensures maintenance of the City's core and essential services while at the same time enhancing identified strategic initiatives. This ensures the services succeeding today are not the community's strategic initiatives tomorrow. It also ensures the Plan set forth is focused on a small number of community priorities to make certain that over the next four years the strategies identified will have successes.

The Plan's intent is threefold:

- To provide a strategic focus for the community and city staff,
- To provide stability and opportunities for those who already live, work and build their businesses here, and
- To provide a common goal for all

Basic Strategic Planning elements and definitions:

- **Focus Areas:** a broad statement toward which the organization's efforts are directed; identifies the 'what' the organization desires things to be
- **Community Outcomes:** specific and measurable milestones the community/organization sets that identifies success toward achieving the Focus Area
- **Strategies:** the approach or plan of action the organization wants to take to achieve the community outcomes; the 'how' the organization is going to get there, the 'direction' of the plan
- **Action Steps:** the actual work task or specific tactic identified to deliver on the strategy; the 'what you do', which will remain flexible allowing staff to respond to community needs

FY20 represented the final fiscal year of the city's strategic plan. Staff is currently working through a process to gather Council's feedback to update the plan. That progress was delayed due to the Covid-19 pandemic. The plan will be extended until such time as changes can be adopted and continues to support the recommendation in **Provide Sustainability and Adaptability** where staff capture a resiliency strategy and its associated actions steps. The recommendation includes the following:

8. Bring resiliency to the forefront when planning for city growth, building city facilities, and cultivating the city's human resources (Outcome link: 1, 4, 5, 7, 9)

### Action Steps

- 8.1. City to develop an understanding of the challenges it faces, review its ability to address those challenges and unite people, projects, and priorities, to act on resilience challenges
- 8.2. City to hire an Emergency Management Coordinator to begin ingraining resiliency into projects, processes and training
- 8.3. Seek funding support from Federal and state governments to build and retrofit our infrastructure

## **FOCUS AREA: CREATE A SAFE PLACE**

The City will create a safe, inclusive community with neighborhood/area based public safety and support services.

### ***Community Outcomes***

1. Reduce city crime rate on a year over year basis
2. Truancy rates decline year over year
3. Participation increases in after school program
4. School drop-out rates decrease 5% annually
5. Increase newly developed “complete streets” by no less than 1,000 linear feet annually
6. The total response time for all calls for emergency service, the Fire Departments first due unit will be within four and a half (4.5) minutes for 90% of all calls for emergency service
7. Reduce the # of enforced (under order) minimum housing code and nuisance violations

### ***Strategies***

1. Partner with community and non-profit agencies to enhance youth engagement (Outcome Link: 1, 2, 3, 4)

#### Action steps:

- 1.1. Proactively recruit additional resources or groups that will promote and enhance youth engagement
- 1.2. Partner with non-profits that will enable affordable home ownership opportunities to eligible citizens

2. Review and implement city-wide sharing of resources across departments to aid in known public safety service gaps allowing more targeted community policing (Outcome Link: 1, 2, 3, 4, 7)

#### Action steps:

- 2.1. Real time CTR implementation
- 2.2. Initiate neighborhood sweeps
- 2.3. Pilot community policing approaches and roll out successful practices to more of the community

3. Implement a public safety staffing plan directed at a safer community (Outcome Link: 1, 2, 3, 4, 6, 7)

#### Action steps:

- 3.1. Ensure current staffing levels are resourced in key areas of the city

4. Employ comprehensive plan policies and land development codes to create both defensible spaces and safe streets (Outcome Link: 1, 5, 7)

Action steps:

- 4.1. Maximize active walls in pedestrian oriented areas and promote the development of more pedestrian oriented areas
- 4.2. Incorporate crime prevention through environmental design (CPTED) techniques in parks, public spaces, parking decks, and new developments to maximize community safety
- 4.3. Allow “drivability” centered mixed use development
- 4.4. Enhance bike and pedestrian infrastructure that increases bicycle and pedestrian safety and supports public health goals
- 4.5. Coordinate street designs with placemaking and pedestrian priorities to improve traffic flow and enhance bike and pedestrian safety
- 4.6. Relocate freight trains to a more direct route into the port of Wilmington to dramatically reduce the number of at-grade freight train crossings, improve traffic flow and enhance vehicular, bicycle, and pedestrian safety
- 4.7. Plan for police and fire services in coordination with development and growth projections to allow for the efficient provision of public safety services

5. Engage in public outreach to change citizen perception (Outcome Link: 1, 2, 3, 4, 7)

Action steps:

- 5.1. Creative messaging of media statements
- 5.2. Police will partner with key groups to convey common regional communications
- 5.3. Proactively target and implement additional neighborhood watch programs
- 5.4. Proactively identify City code violations and alert the property owner

6. Provide state of the art equipment and personnel capabilities in order to best provide for the fire, EMS, and disaster emergency response needs of our citizens, businesses, and visitors.” (Outcome link: 6)

Action steps:

- 6.1. Provide innovative fire suppression operations in order to protect life, property and the environment
- 6.2. Provide specialized operational capabilities and strategies in order to safely mitigate low frequency high risk emergency incidents

## FOCUS AREA: SUPPORT EFFICIENT TRANSPORTATION SYSTEMS

The City will advocate for, develop and maintain diverse modes of transportation needed for an inclusive, connected community. A complete transportation system includes motor vehicles, mass transit, pedestrian, bicycle and other transportation modes operating in a unified and complementary manner that increases mobility and regional connectivity.

### ***Community Outcomes***

1. Improve citizen's important-satisfaction rating for '***overall maintenance of city streets and sidewalks***' from .2596
2. Improve Citizen's important-satisfaction rating for '***maintenance of neighborhood streets***' from .1277
3. Improve Citizen's important-satisfaction rating for '***overall management of traffic flow on city streets***' from .2549
4. Increase Bike/Pedestrian paths by at least ½ miles per year
5. Maintain and/or increase State/Federal funding levels in support of transportation improvements
6. Convert WAVE from a 'dependency rider' model to a 'choice rider' model
7. Increase WAVE ridership year over year

### ***Strategies***

1. Create and follow a strategic transportation financial plan to include multiple partners (Outcome link: 1, 2, 3, 4, 5, 7)

Action steps:

- 1.1. Create the 2045 Metropolitan Transportation Plan

2. Proactively seek local and regional partners for smart development initiatives (Outcome link: 2, 3, 4)

Action steps:

- 2.1. Work with New Hanover County towards a common understanding of effective mixed-use development and implement through respective code changes
- 2.2. Work through CFPUA and New Hanover County to encourage smart growth
- 2.3. Seek partners to aid in the rail realignment project



3. Develop and market public educational materials to improve traffic perceptions and ultimately behavior while driving around the city (Outcome link: 3)

Action steps:

- 3.1. Employ commercials, billboards and print ads promoting safe bike, walk drive rules
- 3.2. Employ GTV8, the web and social media to convey safe driver behaviors

4. Enable and promote alternative modes of transportation (i.e. WAVE, carpooling, mass transit, bike sharing) (Outcome link: 3, 4, 6, 7)

Action steps:

- 4.1. Continue pursuit of rail realignment and trolley service through further studies, public awareness and development of regional partnerships
- 4.2. Improve the efficiencies of the transit system by continuing to fund WAVE transit and encouraging other local jurisdictions to participate in building capacity and service area
- 4.3. Assess recommendations from FY18 joint City/County WAVE Study implementing practical and appropriate recommendations to streamline transportation in the region

5. Increase attention to intergovernmental affairs to include relations, advocacy and education (Outcome Link: 5)

Action Steps:

- 5.1. Increase attention to state and federal legislative action regarding transportation funding (e.g. Powell Bill Appropriations)
- 5.2. Seek additional state and federal transportation funding

## **FOCUS AREA: FOSTER A PROSPEROUS, THRIVING ECONOMY**

The City will promote opportunity and prosperity by fostering sustainable, regionally coordinated economic growth and development strategies for creating jobs, building a strong workforce, facilitating commerce and business vitality.

### ***Community Outcomes***

1. Decrease Vacancy Rates (VE)
2. Economic development partners will maintain required benchmarks
3. 2% increase in higher paying job wages in targeted industries (Garner Report/Chambers Scorecard)
4. Strategic increases in the city's tax base
5. Increase in redevelopment as measured in redevelopment projects—target no less than 3 projects per year
6. Reduce single occupancy driven miles to work measured in TDM initiatives—no less than 2 initiatives per year
7. Complete the new Land Development Code—75% complete by the end of 2017-18 with 100% by 2018-19.
8. Citizen survey results related to economic development will be the same or better than the prior year's results

### ***Strategies***

1. Leverage existing assets to support a diverse economy (i.e. Innovate NC, Garner Report, etc.) (Outcome Link: 2, 3, 4, 8)

#### **Action steps:**

- 1.1. Pursue partnering projects in the tri-county
- 1.2. Revise and adopt new business incentive policy
- 1.3. Find ways to work with federal dollars to increase % used

2. Pursue partnerships for Economic Development (Outcome link: 1, 2, 3, 4, 8)

#### **Action steps:**

- 2.1. Leverage non-profits such as WBD, WDI, Film, UNCW and TDA
- 2.2. Advocate with TDA for tourism strategies that extend beyond summer and attract more tourists
- 2.3. Continuing supporting 'Choose Cape Fear' marketing campaign to foster regional economic development and communicate the opportunities available in Southeastern North Carolina

3. Encourage smart economic development (Outcome link: 3, 4, 5, 6, 7)

Action steps:

- 3.1. Develop codes that promote accessory housing
- 3.2. Market to citizens and developers benefits of placemaking; facilitate development projects that embody placemaking elements
- 3.3. Consult with the development community and citizens during the drafting of the new land development code to provide clarity, gather stakeholder input and promote more timely issuance of the permitting process
- 3.4. As development returns to a normal or an above normal volume of projects, provide adequate staffing to maintain an expedited pace of development review
- 3.5. Facilitate adaptive reuse and redevelopment projects to put underperforming properties back on the market and added to the tax base of the City and NHC

4. Work with regional partners to create a regional advisory board to enhance economic development (Outcome link: 1, 2, 3, 4, 8)

Action steps:

- 4.1. Evaluate regional process as reported annually by the Wilmington Chamber of Commerce – Regional Economic Scorecard, WBD, TDA, WBI
- 4.2. Properly manage growth and development using comprehensive planning principles and policies seeking opportunities to coordinate with other local governments in the region

## FOCUS AREA: PROMOTE CULTURE, ARTS AND PUBLIC SPACES

The City will provide unique, creative open space, parks and community facilities integrated with arts and cultural activities for all.

### ***Community Outcomes***

1. All new developments in the city limits will have average open space of no less than 10% of total project acreage
2. The Northern Waterfront Park will have no less than 1 major public event per month over the course of any given year
3. Designs for the Northern Waterfront Park will be 100% complete by FY17-18
4. The design of the Northern Waterfront Park will allow for multiple events going on at one time.
5. The Northern Waterfront area of downtown will average no less than 5 acres of enhanced development completed annually over the next 3 years.
6. The City's Brownfields Program shall facilitate no less than one development project annually.
7. Increase citizen's awareness of role and effectiveness of the Arts Council
8. Increased \$ value of economic impact of film industry
9. Increased youth participation in city sponsored outreach programs (FY16 = 508)
10. Increased athletic events run by the city (FY16 = 12 programs<sup>35</sup>)

### ***Strategies***

1. Transform environmental constraints into amenities (Outcome link: 1, 6)

#### Action steps:

- 1.1. Employ stream corridors and buffer areas for recreation and non-vehicular mobility
- 1.2. Investigate opportunities to allow for the use old railway beds for public spaces
- 1.3. Promote the reuse of Brownfield properties through proactive initiatives

2. Promote Northern Waterfront Park to be a large public gathering place with activities for all (Outcome link: 2, 3, 4, 5)

#### Action steps:

- 2.1. Adopt a master plan for the northern end of downtown as part of the Greater Downtown Plan
- 2.2. Design the park to accommodate a diversity of events year round
- 2.3. Develop a promotional outreach plan that seeks to provide dynamic and diverse programming at the park
- 2.4. Maintain design schedule to keep on pace to be in a position to advertise for construction summer of 2018
- 2.5. Develop funding scheme for improvements including private contributions

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<sup>35</sup> Twelve programs referenced includes collaborative programs. City runs 7 programs and 6 more collaboratively with city partners.

3. Engage in civic partnerships to bring arts and cultural events to public spaces (Outcome link: 7)

Action steps:

- 3.1. Develop a Sister City strategic plan
- 3.2. Participate and develop a Strategic Plan for the Arts Council and related groups
- 3.3. Promote the viability of the Arts Council by working in tandem with the Council to develop funding marketing, educational and cultural opportunities

4. Promote film industry by continuing to value the necessity of incentives and capitalization (Outcome link: 8)

Action steps:

- 4.1. Continue support for the film industry on the City's legislative agenda and through key stakeholders and partners

5. Continue to promote the use of the city's public spaces (Outcome link: 1, 2, 4, 8, 9, 10)

Action steps:

- 5.1. Continue support and growth of athletic events that positively impact the community
- 5.2. Market city programs to youth
- 5.3. Use social media as a method to promote activities available in the city's public spaces
- 5.4. Communicate the positive impact of the quality of life that diverse public spaces generate

6. Increase the creative class base in Wilmington (outcome link: 2, 7)

Action steps:

- 6.1. Create, protect and enhance assets of area to attract creative talents
- 6.2. Support the generation of entrepreneurial ideas thru public/private partnerships

## **FOCUS AREA: ENGAGE IN CIVIC PARTNERSHIP**

The City will build and improve partnerships, collaborations and relationships with all stakeholders, including our citizens and public and private organizations.

### ***Community Outcomes***

1. Increase citizen satisfaction rating with the level of public involvement in decision-making (FY15 = 29%)
2. Increase citizen's satisfaction with the quality of city recreation programs/classes (FY15 = 45%)
3. Increase # of civic presentations about the city's priorities
4. Increase # of social organizations that support and help solve the city's social challenges
5. Reduce city crime rate year over year
6. Increase in Community Youth intervention and prevention activities
7. Reduce the number of citizen's who feel less safe in their residential community

### ***Strategies***

1. Leverage the existing process of civic partnerships to maximize the utilization of existing public sector resources (Outcome link: 2, 3, 4, 5, 6, 7)

#### Action steps:

- 1.1. Increase resources going to organizations that address youth violence reduction programs
- 1.2. Encourage civic partners to collaborate on affordable housing/workforce housing and other city priorities
- 1.3. Target partnerships with citizens and/or citizen groups who feel less safe in their communities in order to work with them to create a safe place
- 1.4. Market and support active lifestyle programs
- 1.5. Market and support athletic and recreation programs

2. Promote both City and citizen engagement in the community (Outcome link: 1, 3)

#### Action steps:

- 2.1. Leverage existing tools and resources that will enable the public to contribute opinions and ideas more readily
- 2.2. Encourage employees to volunteer with non-profits to address the needs of the community



## FOCUS AREA: PROVIDE SUSTAINABILITY AND ADAPTABILITY

The City will protect and preserve our natural resources with quality design for the built environment. The City will make strategic decisions focused on the long-term financial, physical and social health of the entire City to enhance our ability to respond to changing economic and demographic conditions. Our actions will be based on a shared commitment to inclusiveness, equity and continuous improvement.

### ***Community Outcomes***

1. City's utility consumption will reduce by 2% annually (per heated sq foot of city-owned buildings)
2. Maintain current bond rating annually
3. Maintain or increase citizen satisfaction ratings for City taxes and fees (FY15 = 32%); quality of services provided by the City (FY15 = 64%) and availability of affordable housing (FY15 = 31%)
4. Maintain an undesignated fund balance of each year at targeted levels
5. 90% of CIPs will follow draft environmental performance standards including the potential to integrate renewable energy
6. Revenues at least equal to budgets
7. Increase # of new revenue sources made available
8. The Comprehensive Plan will be used in 100% of all land use decisions brought before the Planning Commission and City Council
9. Upon adoption of the new land development code, sustainable, form-based development shall represent no less than 1/4 of all development projects in the 1945 corporate limits annually
10. Ratio of internal staff accepting promotions as compared to external candidates

### ***Strategies***

1. Invest in the development of human capital to meet organizational goals (Outcome link: 3, 10)

#### Action steps:

- 1.1. Develop internal service staffing plan to respond to the increased capital and resource growth and demand for service
- 1.2. Promote a culture of life-long learning through avenues such as career development, succession planning or the city's performance process

2. Promote uses of alternative energy and reduction in resource consumption (Outcome link: 1, 2, 5)

Action steps:

- 2.1. Develop policy on new construction following the draft environmental performance standards
- 2.2. Require capital projects to include total cost of ownership projections
- 2.3. Develop policy on personal appliances in city owned buildings/offices
- 2.4. Assess new and existing buildings for potential energy innovations
- 2.5. Evaluate electric and natural gas for the city's fleet

3. Diversify the city's sources of funding (Outcome link: 2, 3, 6, 7)

Action steps:

- 3.1. Pursue legislative strategies to charge new fees thus augmenting fees in lieu of taxes
- 3.2. Maximize dollars by leveraging grant opportunities
- 3.3. Align revenue with the cost of doing business for certain services

4. Implement the Comprehensive Plan and create a new development code (Outcome link: 8, 9)

Action steps:

- 4.1. Develop local and regional partnerships, as well as private sector participation, to aid in the rail initiative
- 4.2. Develop new LDC employing form-based development principles where appropriate
- 4.3. Prepare and employ alternative transportation map for in land use decisions
- 4.4. Continue to link higher density development with higher density facilities, such as mixed-use centers and transit truck lines
- 4.5. Promote walkability to public facilities (especially parks and schools)

5. Cultivate stewardship of the taxpayer's money at all levels (Outcome link: 2, 3, 4, 6, 7)

Action steps:

- 5.1. Develop life cycle costing policies and steps for users to take
- 5.2. Deliver value for money through innovation and continuous improvement of processes

6. Partner with developers and non-profits on ways to tackle the challenges to create more affordable housing (Outcome Link: 3)

Action steps:

- 6.1. Facilitate a work program that evaluates the capabilities of the Mayor's Taskforce on affordable housing's recommendations
- 6.2. Seek incentives and greater flexibility in the Land Development Code to promote affordable housing
- 6.3. Consider providing infrastructure improvements as the city's contribution to creating affordable housing

7. Foster a culture of transparent government (Outcome link: 3)

Action steps:

- 7.1. Adopt policies, practices and procedures that allow citizens to have access to understandable, accurate data and information about the city's operations and decision making
- 7.2. Review current methods or establish new methods to enable citizens to find information, complete transactions and provide input via the city's website

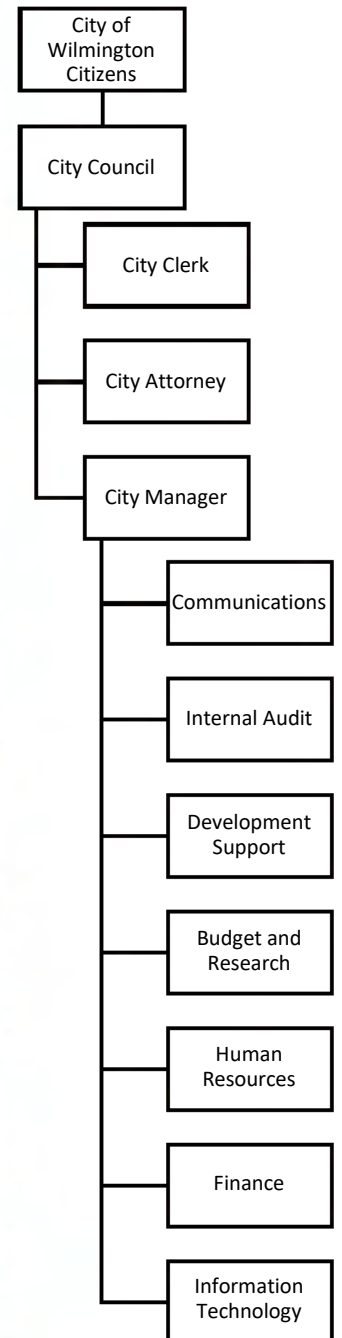
8. Bring resiliency to the forefront when planning for city growth, building city facilities, and cultivating the city's human resources (Outcome link: 1, 4, 5, 7, 9)

Action Steps

- 8.1. City to develop an understanding of the challenges it faces, review its ability to address those challenges and unite people, projects, and priorities, to act on resilience challenges
- 8.2. City to hire an Emergency Management Coordinator to begin ingraining resiliency into projects, processes and training
- 8.3. Seek funding support from Federal and state governments to build and retrofit our infrastructure

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## GOVERNANCE OFFICES



## CITY COUNCIL

The seven-member City Council is the official legislative and policy-making body of the City of Wilmington. The Mayor, the presiding officer of the City Council, serves as the official and ceremonial head of the City and is a voting member of the City Council.

The Mayor serves a two-year term, while the other six members of the City Council serve four-year terms. The six members of City Council serve staggered terms, with three members elected in each odd-numbered year. All members are elected at-large on a non-partisan basis. All official actions of the City Council are taken at public meetings. City Council holds regular public meetings on the first and third Tuesday of each month. The City Council also conducts special meetings, work sessions on the City budget, and other issues of special interest. All City Council meetings are broadcast live on cable channel 8, the City’s Government Information Channel. Taped meetings are also re-broadcast several times between City Council meetings.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>MAYOR AND COUNCIL</b>					
PERSONNEL	\$ 129,780	\$ 129,780	\$ 129,780	\$ 131,476	1.3%
BENEFITS	\$ 52,883	\$ 63,401	\$ 63,401	\$ 52,954	-16.5%
OPERATING	\$ 35,187	\$ 48,409	\$ 48,409	\$ 53,170	9.8%
<b>MAYOR AND COUNCIL Total</b>	<b>\$ 217,850</b>	<b>\$ 241,590</b>	<b>\$ 241,590</b>	<b>\$ 237,600</b>	<b>-1.7%</b>

<b>Council</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
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### Budget Overview

The City Council budget reflects a continuation of current services. Additionally, adjustments were made to various internal services charges related to technology management fees and insurance liabilities as a cost of doing business. This budget continues core services.



## CITY CLERK

Appointed by the City Council to a two-year term, the **City Clerk** acts as the official record keeper for the City of Wilmington. The City Clerk attends and records minutes of all Council meetings, certifies ordinances and resolutions adopted by City Council, maintains files of deed and contractual transactions, provides for the official notification of special meetings and public hearings, maintains the membership record of all City boards and commissions, manages the codification of ordinances, and provides information from these reports to the Council, public, and staff.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CITY CLERK</b>					
PERSONNEL	\$ 154,642	\$ 192,910	\$ 192,910	\$ 190,338	-1.3%
BENEFITS	\$ 47,029	\$ 65,190	\$ 65,190	\$ 61,420	-5.8%
OPERATING	\$ 33,923	\$ 30,007	\$ 30,007	\$ 30,157	0.5%
<b>CITY CLERK Total</b>	<b>\$ 235,594</b>	<b>\$ 288,107</b>	<b>\$ 288,107</b>	<b>\$ 281,915</b>	<b>-2.1%</b>
<b>Authorized Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

### *Budget Overview*

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

## CITY MANAGER

The City Manager is appointed by the City Council and serves as Chief Executive Officer of the City of Wilmington. The City Manager provides leadership and management of City operations and works through a management team composed of two Deputy City Managers, department directors, and other key staff to identify needs, establish priorities, administer programs, policies and operations, and build organizational capacity. The City Manager also assists City Council in its policy making role by providing recommendations and background materials on programs, trends, and issues of concern to the City Council and the Administration.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CM-ADMINISTRATION</b>					
PERSONNEL	\$ 782,659	\$ 921,966	\$ 921,966	\$ 834,191	-9.5%
BENEFITS	\$ 196,651	\$ 255,872	\$ 255,872	\$ 238,533	-6.8%
OPERATING	\$ 42,059	\$ 61,757	\$ 59,457	\$ 54,713	-11.4%
<b>CM-ADMINISTRATION Total</b>	<b>\$ 1,021,369</b>	<b>\$ 1,239,595</b>	<b>\$ 1,237,295</b>	<b>\$ 1,127,437</b>	<b>-9.0%</b>
<b>CM-BUDGET</b>					
PERSONNEL	\$ 315,444	\$ 325,270	\$ 325,270	\$ 368,979	13.4%
BENEFITS	\$ 82,613	\$ 90,652	\$ 90,652	\$ 109,105	20.4%
OPERATING	\$ 21,863	\$ 28,112	\$ 28,112	\$ 33,964	20.8%
OUTLAY	\$ -	\$ -	\$ -	\$ 5,876	-%
<b>CM-BUDGET Total</b>	<b>\$ 419,921</b>	<b>\$ 444,034</b>	<b>\$ 444,034</b>	<b>\$ 517,924</b>	<b>16.6%</b>
<b>CM-ECONOMIC DEVELOPMENT</b>					
PERSONNEL	\$ 86,464	\$ 88,732	\$ 88,732	\$ 91,367	3.0%
BENEFITS	\$ 22,082	\$ 24,169	\$ 24,169	\$ 25,970	7.5%
OPERATING	\$ (21,583)	\$ (32,285)	\$ (25,285)	\$ (34,078)	5.6%
<b>CM-ECONOMIC DEVELOPMENT Total</b>	<b>\$ 86,963</b>	<b>\$ 80,616</b>	<b>\$ 87,616</b>	<b>\$ 83,259</b>	<b>3.3%</b>
<b>CM-INTERNAL AUDIT</b>					
PERSONNEL	\$ 75,615	\$ 77,887	\$ 77,887	\$ 79,050	1.5%
BENEFITS	\$ 20,534	\$ 22,589	\$ 22,589	\$ 23,838	5.5%
OPERATING	\$ 2,187	\$ 7,803	\$ 7,803	\$ 7,849	0.6%
<b>CM-INTERNAL AUDIT Total</b>	<b>\$ 98,336</b>	<b>\$ 108,279</b>	<b>\$ 108,279</b>	<b>\$ 110,737</b>	<b>2.3%</b>
<b>CM-PI-GOVERNMENT TELEVISION</b>					
PERSONNEL	\$ 163,211	\$ 172,986	\$ 172,986	\$ 177,071	2.4%
BENEFITS	\$ 51,321	\$ 58,994	\$ 58,994	\$ 62,021	5.1%
OPERATING	\$ 54,475	\$ 58,534	\$ 58,534	\$ 58,381	-0.3%
<b>CM-PI-GOVERNMENT TELEVISION Total</b>	<b>\$ 269,007</b>	<b>\$ 290,514</b>	<b>\$ 290,514</b>	<b>\$ 297,473</b>	<b>2.4%</b>
<b>CM-PUBLIC INFORMATION</b>					
PERSONNEL	\$ 188,636	\$ 196,837	\$ 196,837	\$ 196,460	-0.2%
BENEFITS	\$ 46,747	\$ 52,832	\$ 52,832	\$ 55,185	4.5%
OPERATING	\$ 24,118	\$ 34,855	\$ 39,855	\$ 35,005	0.4%
<b>CM-PUBLIC INFORMATION Total</b>	<b>\$ 259,501</b>	<b>\$ 284,524</b>	<b>\$ 289,524</b>	<b>\$ 286,650</b>	<b>0.7%</b>

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CM-RAIL REALIGNMENT</b>					
PERSONNEL	\$ -	\$ -	\$ -	\$ 114,446	-%
BENEFITS	\$ -	\$ -	\$ -	\$ 31,876	-%
OPERATING	\$ -	\$ -	\$ -	\$ 107,410	-%
<b>CM-RAIL REALIGNMENT Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 253,732</b>	
<b>CITY MANAGER TOTAL</b>	<b>\$ 2,155,097</b>	<b>\$ 2,447,562</b>	<b>\$ 2,457,262</b>	<b>\$ 2,677,212</b>	<b>9.4%</b>

**Authorized Positions**

City Manager Administration	7	8	8	7
Budget and Research	4	4	4	5
Communications	6	6	6	6
Development Support	1	1	1	1
Internal Audit	1	1	1	1
Rail Realignment	0	0	0	1
<b>City Manager Total</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>21</b>

**Division Descriptions**

The **Administrative** arm of the City Manager’s department includes the City Manager, two Deputy City Managers, Legislative Affairs staff and support staff. Together they provide professional, effective leadership and management of all City operations. In addition, they assist City Council in their policy making role by providing information to ensure that Council makes informed decisions.

The **Budget and Research** office coordinates the preparation of the annual operating and capital budget including financial forecasting. It ensures fiscal control over City expenditures, conducts program evaluations and analysis, and coordinates the development and progress of the City's Strategic Plan.

The **Communications** division of the City Manager’s office ensures that the public at-large is provided with current and relevant information provided through the City’s website, print media, press releases, and the citizen information line. The Government Television section reflects the costs associated with operating the City’s cable channel 8 (GTV).

The **Internal Audit** division conducts financial and compliance audits throughout the organization to identify and mitigate risks, to ensure compliance with applicable policies and procedures, to ensure that resources are utilized efficiently and effectively, and that the organization's objectives are achieved.

The **Economic Development** division provides resources for economic development guidance and management. The division is responsible for convention center support and associated hotel and adjacent area project coordination, development agreement and opportunities oversight, and downtown parking management oversight.

The **Rail Realignment** division of the City Manager’s Office advances, manages and oversees all City efforts related to the Rail Realignment Project. The Rail Realignment Project would create a replacement freight rail route from Navassa into the Port of Wilmington and would allow for the acquisition and repurposing the existing freight rail right-of-way for alternative transportation uses such as a mass transit system or a greenway for pedestrians and bicyclists.

### **Budget Overview**

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### **Budget Modifications**

#### **A. New Position: Sr. Budget Analyst**

**Division:** Budget  
**Total Cost:** \$64,097  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** Half year funding (6 months) totaling \$64,097 has been authorized for a Senior Budget Analyst position. Annual salary is \$71,000 where \$35,500 was budgeted for half of the year plus benefits. Included in the budget is \$11,511 in operating costs to include one-time funding for a cubical (\$5,876), laptop (\$1,745), training and subscriptions (\$2,725).

This position will allow the budget staff to take a more active role in the administration of the city-wide capital improvement process and also allow for the Budget and Research Office to allocate more resources to the city’s strategic direction.

#### **B. Rail Study**

**Division:** Rail Realignment  
**Total Cost:** \$100,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 4.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$100,000 for a Rail Realignment economic study is approved. The City expects partners to share in the cost but has yet to formalize agreements. The study is the first step in moving forward with the Rail Realignment Project.

*Performance Measures*

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To implement an integrated, purposeful approach for the development of effective policies and processes					
<b>Objective:</b> Prepare agendas for policy deliberation	<b>Measure:</b> Number of agendas items brought forward from Councilmembers	5	10	5	5
<b>Objective:</b> Maintain an effective policy making process	<b>Measure:</b> Number of days prior to the Legislative session the City legislative agenda is approved	13	21	16	21
Foster a Prosperous, Thriving Economy		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To promote business growth and development in the community					
<b>Objective:</b> To facilitate regional discussion concerning economic development	<b>Measure:</b> Number of meetings with regional economic development organizations	4	4	2	4
Engage in Civic Partnerships		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> Maintain existing communication infrastructure to facilitate continued one-way information sharing and two-way engagement with citizens					
<b>Objective:</b> To maintain the City newsletter as a source of information at 45% as measured in the biennial citizen survey	<b>Measure:</b> Publish quarterly regular newsletters	4	4	1	N/A
<b>Objective:</b> To maintain the City newsletter as a source of information as measured in the biennial citizen survey	<b>Measure:</b> Publish regular newsletters*	N/A	N/A	1	3
<b>Objective:</b> To provide gavel to gavel coverage of City Council and Planning Commission meetings	<b>Measure:</b> To cablecast and webcast 100% of all regularly scheduled City Council and Planning Commission meetings*	100%	100%	100%	100%
<b>Objective:</b> To provide timely responses to daily TV and newspaper inquiries	<b>Measure:</b> Respond to routine inquiries within 24 hours	95%	95%	95%	N/A

Engage in Civic Partnerships		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> Maintain existing communication infrastructure to facilitate continued one-way information sharing and two-way engagement with citizens					
<b>Objective:</b> Utilize media inquiry tracking system to ensure timely responses to media inquiries	<b>Measure:</b> Total percent of media inquiries answered and recorded with media inquiry tracking system*	N/A	N/A	100%	100%
<b>Objective:</b> To solicit public opinion on city projects, issues, initiatives	<b>Measure:</b> Number of responses to citizen surveys and feedback opportunities (excluding biennial citizen survey) *	N/A	N/A	N/A	2,000
<b>Objective:</b> To increase the availability of citizen feedback on city initiatives and performance	<b>Measure:</b> Number of departments and special initiatives that utilize citizen surveys and feedback opportunities *	N/A	N/A	N/A	3
<b>Objective:</b> To analyze, identify, and report areas of key public interest or concern by developing citizen feedback reports	<b>Measure:</b> Number of reports generated from social listening and citizen surveys and feedback opportunities*	N/A	N/A	N/A	12

\*New measures



## CITY ATTORNEY

The City Attorney's Office provides legal services to the Mayor, Members of City Council, the City Manager, the City Clerk, and to each of the City's departments, boards, and commissions.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CITY ATTORNEY</b>					
PERSONNEL	\$ 726,882	\$ 755,559	\$ 764,649	\$ 792,850	4.9%
BENEFITS	\$ 189,414	\$ 220,976	\$ 220,976	\$ 243,259	10.1%
OPERATING	\$ 91,875	\$ 81,235	\$ 86,605	\$ 88,483	8.9%
<b>CITY ATTORNEY Total</b>	<b>\$ 1,008,171</b>	<b>\$ 1,057,770</b>	<b>\$ 1,072,230</b>	<b>\$ 1,124,592</b>	<b>6.3%</b>

<b>Authorized Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
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### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### Budget Modifications

#### A. Computer Upgrades

**Division:** Attorney  
**Total Cost:** \$660  
**Priority:** Outside the Directives  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$660 has been authorized to enable the upgrade of one attorney's desktop to laptop allowing for efficiencies in workstation locations.

## B. Professional Training

**Division:** Attorney

**Total Cost:** \$2,500

**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.2

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$2,500 approved in order to maintain the department's current certifications & licenses. This includes the need for technology credits now required by NC Bar at the cost of \$200 a year per attorney.

## C. Business Travel

**Division:** Attorney

**Total Cost:** \$8,000

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$8,000 to enable two staff members to attend the annual International Municipal Lawyers Association conference, as well as cover travel costs related to litigation and professional training. This funding will be on-going allowing the team to travel each year to this conference.

The conference allows the attorneys to gain knowledge about national trends and provide the ability to discuss and learn from jurisdictions that have either dealt with or are starting to deal with issues emerging in the City of Wilmington (i.e. opioids & gangs).

## D. Salary: Equity Correction

**Division:** Attorney

**Total Cost:** \$9,256

**Priority:** Outside the Directives

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$9,256 for salary increases in order to remedy a pay compression issue. An increase of \$5,000 each for two Assistant City Attorneys for a cost of \$12,256 for salary and associated benefits. Department is committing \$3,000 from Audio/Visual Library to help offset expenses leaving a need for \$9,256 to cover both the salary and benefits.

## HUMAN RESOURCES

The Human Resources department provides comprehensive services which support effective management of the workforce to all City departments. Functional areas include recruitment and selection, compensation and classification, wellness and benefits administration, personnel records management, employee relations and learning/training, and safety and risk management.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>HUMAN RESOURCES</b>					
PERSONNEL	\$ 752,884	\$ 775,608	\$ 806,660	\$ 791,342	2.0%
BENEFITS	\$ 198,759	\$ 231,010	\$ 231,010	\$ 235,995	2.2%
OPERATING	\$ 64,812	\$ 96,373	\$ 91,494	\$ 109,654	13.8%
<b>HUMAN RESOURCES Total</b>	<b>\$1,016,455</b>	<b>\$1,102,991</b>	<b>\$1,129,164</b>	<b>\$1,136,991</b>	<b>3.1%</b>
<b>Authorized Positions</b>	<b>10.48</b>	<b>11</b>	<b>11</b>	<b>11</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### Base Budget Adjustments

#### A. Budget Correction: Utility Funds - Refuse &/or Stormwater

**Division:** Human Resources  
**Total Cost:** \$421  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$421 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

## Budget Modifications

### A. Software: Pay Factor Compensation Suite

**Division:** Human Resources  
**Total Cost:** \$13,500  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$13,500 authorized to allow for the purchase of an annual membership to the Pay Factor Compensation Suite.

The software contains multiple compensation data resources, streamlining Human Resources' efforts to regularly review compensation and remain competitive within the market. The software contains a database of position, industry-specific and location-specific, access to consultants, centralized catalog of employee data and historic trends. The software also auto-populates data into surveys that HR regularly responds to.

## Performance Measures

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> Work in partnership with our clients to support their business outcome.					
<b>Objective:</b> Develop a detailed recruitment/selection plan prior to opening any recruitment	<b>Measure:</b> Increase retention of new hires during probation period	89%	95%	94%	95%
	<b>Measure:</b> Percentage of positions posted with prescreening questions	100%	100%	100%	100%
	<b>Measure:</b> Number of positions filled at or before 60 days (from initial posting date to start date)	55%	60%	57%	60%
<b>Goal:</b> Create, promote, and foster individual and organizational effectiveness by offering diverse and innovative programs that support the City's values					
<b>Objective:</b> Recognize the value of our employees by providing opportunities for developing their knowledge, skills and abilities	<b>Measure:</b> Percent of employees completing safety training with a goal of 100%	96%	98%	95%	98%
	<b>Measure:</b> Percentage of participants rating training programs as useful to their job with a goal of 90%	100%	100%	100%	100%

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> Offer a variety of wellness/personal enrichment classes					
<b>Objective:</b> Provide services and programs that promote optimal health and productivity of employees	<b>Measure:</b> Percentage of clinic visits related to chronic disease management.	N/A%	65%	48%*	55%
	<b>Measure:</b> Percent participation in the annual Health Risk Assessment	78%	85%	N/A**	85%

\*Target not met due to COVID-19 and clinic being closed.

\*\*No HRA was completed for FY21 due to COVID-19

## FINANCE

The Finance Department is responsible for all financial transactions to include accounts payable and receivable, management of fixed assets, payroll, cash receipts, internal mail delivery throughout the city, procurement, grant reporting, preparation of the City's Comprehensive Annual Financial Report, filing of statutory reports, and the management of the City's cash and investment portfolio and debt issuance. Also, under the umbrella of Finance, though presented separately, is the Community Development/Housing Division who work closely with the Community Development programmatic staff to manage the numerous loan accounts provided through various federal/state/local funding sources designed to benefit low to moderate income citizens. The Fleet Division of Finance provides a safe and efficient management of city-owned passenger motor vehicles and equipment through the management of a full-service maintenance facility. The Fleet division budget is shown in the Other Funds section under Fleet Fund.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>FINANCE</b>					
PERSONNEL	\$ 1,667,986	\$ 1,718,157	\$ 1,718,157	\$ 1,744,976	1.6%
BENEFITS	\$ 476,016	\$ 527,067	\$ 527,067	\$ 549,161	4.2%
OPERATING	\$ 20,350	\$ 96,183	\$ 95,683	\$ 97,032	0.9%
<b>FINANCE Total</b>	<b>\$ 2,164,352</b>	<b>\$ 2,341,407</b>	<b>\$ 2,340,907</b>	<b>\$ 2,391,169</b>	<b>2.1%</b>
<b>Authorized Positions</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.



*Performance Measures*

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To provide financial, debt and cash management for all City funds in accordance with statutory requirements and generally accepted accounting principles					
<b>Objective:</b> Minimize credit risk by limiting investments purchased to those types authorized by State statute	<b>Measure:</b> Dollars invested during the course of the fiscal year in security types not authorized by State statute	\$0	\$0	\$0	\$0
<b>Objective:</b> Minimize the concentration of credit risk by diversifying investments by security type. Limit investments in a single government agency security type to 25% of investment portfolio	<b>Measure:</b> The greatest percentage of the total investment portfolio occupied by a single government agency security type	9.4%	<25%	4.9%	<25%
<b>Goal:</b> To provide a centralized system that bills and collects in a timely and accurate manner and to maintain an environment that supports the collection of all City revenue					
<b>Objective:</b> Ensure all invoices and account statements are accurately processed, generated and billed as scheduled	<b>Measure:</b> Percent of available invoices and account statements processed, generated and billed as scheduled	99%	100%	100%	100%
<b>Objective:</b> Ensure all revenue received is accurately processed and applied to the revenue item for which it is designated	<b>Measure:</b> Percent of payments accurately processed and applied	99%	100%	99%	99%
<b>Goal:</b> To enhance customer service to all City departments by ensuring that all materials, supplies, equipment and services are acquired in a timely manner, at the best quality and value, and in compliance with all applicable procurement laws					
<b>Objective:</b> Secure goods and services at the lowest possible cost to support city operations by reviewing requisitions and securing quotes for items requested	<b>Measure:</b> Number of quotes received per requisition above \$10,000	2-3	2-3	2-3	2-3

## INFORMATION TECHNOLOGY

The Information Technology department provides a wide array of services which support all departments through end-user client support, network infrastructure, software applications, and championing the use of technology to meet the City's strategic goals.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>INFORMATION TECHNOLOGY SERVICE</b>					
PERSONNEL	\$ 1,390,013	\$ 1,481,638	\$ 1,490,388	\$ 1,887,154	27.4%
BENEFITS	\$ 401,942	\$ 470,574	\$ 470,574	\$ 610,557	29.7%
OPERATING	\$ 1,345,972	\$ 1,830,284	\$ 2,015,079	\$ 1,826,737	-0.2%
<b>INFORMATION TECHNOLOGY SERVICE Total</b>	<b>\$ 3,137,927</b>	<b>\$ 3,782,496</b>	<b>\$ 3,976,041</b>	<b>\$ 4,324,448</b>	<b>14.3%</b>

<b>Authorized Positions</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>27</b>
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### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### Base Budget Adjustments

#### A. Adjustment: Software Cost

**Division:** IT Services

**Total Cost:** (\$59,053)

**Priority:** Budget Adjustment

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Information Technology reduced the departmental operating budget by \$59,053 in FY21 to account for the transition to the new financial software at (-\$64,409) and the shifting of budget to house PowerDMS from Police (+5,356).

**B. One-time Funding Removal: Information Technology Strategic Plan Update**

**Division:** IT Services  
**Total Cost:** (\$50,000)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$50,000 associated with an update to the Information Technology strategic plan has been removed.

**C. Budget Correction: Utility Funds - Refuse &/or Stormwater**

**Division:** IT Services  
**Total Cost:** \$3,813  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$3,813 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

**D. Position Transfer: Systems Analyst from Fire Department to IT Department**

**Division:** IT Services  
**Total Cost:** \$87,828  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** Funding of \$87,828 authorizes the Information Technology Department to transfer an existing Fire Department Systems Analyst to further centralize IT services as well as provide opportunity for career growth. The funding includes salary plus benefits, pc replacement and fuel. The Fire Department has a matching reduction in the operating budget.

**E. Centralization: GIS Staff**

**Division:** IT Services  
**Total Cost:** \$423,310  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 5; Part-Time: 0.00  
**Description:** Funding of \$423,310 authorizes the centralization of GIS staff to the IT Department. The funding includes salary, benefits and operating of five employees located in Stormwater, Engineering and Planning, Development and Transportation Departments. The funding is being shifted from those departments creating a net zero impact on the budget.

### Budget Modifications

#### A. Digital signature software (eSignature)

**Division:** IT Services  
**Total Cost:** \$12,615  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$12,615 authorizes the purchase of a digital signature software to be used throughout the city for onboarding and contract approvals. The software will drastically reduce time and resources devoted to capturing and storing signatures.

#### B. Security Information and Event Management (SIEM) Software

**Division:** IT Services  
**Total Cost:** \$74,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$74,000 allows IT to purchase a network security solution software, SIEM, software that aggregates and analyzes activity from many different resources across the entire IT infrastructure. SIEM collects security data from network devices, servers, domain controllers, and more. SIEM stores, normalizes, aggregates, and applies analytics to that data to discover trends, detect threats, and enable organizations to investigate any alerts.

### Performance Measures

Provide Sustainability and Adaptability		FY 19	FY 20	FY 20	FY 21
		Actual	Target	Actual	Target
<b>Goal:</b> Improve the overall efficiency of the City by standardizing applications and common data elements.					
<b>Objective:</b> Determine the best enterprise Operating systems for the City	<b>Measure:</b> All City supported computers will have Windows 10	33%	100%	80%	100%
<b>Goal:</b> Provide Excellent Customer Service to all customers of IT Services.					
<b>Objective:</b> To ensure that IT is meeting our customers' expectations and providing superior services.	<b>Measure:</b> Percentage of Respondents that are satisfied with IT services.	96%	85%	93%	90%

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> Provide a high-availability infrastructure to ensure that the City can function at optimal levels and meet potential interruptions in service with a minimum of downtime.					
<b>Objective:</b> Provide a high degree of Information Technology system reliability	<b>Measure:</b> Any unscheduled outage affecting a Public Safety Department mission-critical applications, employee safety, more than five Departments, or 50% or more of our users.	98.8%	100%	99%	100%
	<b>Measure:</b> Any unscheduled outage affecting more than two departments, revenue producing departments or at least 25% of our users.	99.2%	99%	98.9%	99%
	<b>Measure:</b> Any unscheduled outage affecting a small group of users, or one department.	98.4%	98%	99.2%	98%

## SUNDRY APPROPRIATIONS

### NONDEPARTMENTAL

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>Non-Departmental</b>				
Salary Savings Credit	\$ -	\$ (378,200)	\$ (552,307)	\$ (589,574)
Employee Recognition	\$ 15,477	\$ 20,000	\$ 20,000	\$ 20,000
City Facilities Stormwater	\$ 146,511	\$ 130,000	\$ -	\$ -
City Code Amendments	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
City Newsletter	\$ 72,234	\$ 85,000	\$ 85,000	\$ 85,000
Facilities Insurance	\$ 488,209	\$ 571,500	\$ 571,500	\$ 673,961
Unemployment Compensation	\$ 12,087	\$ 35,000	\$ 35,000	\$ 25,000
Worker's Compensation Claims	\$ 31,575	\$ 142,500	\$ 142,500	\$ 142,500
Dues - Associations	\$ 130,015	\$ 120,772	\$ 120,772	\$ 126,797
Claims Against the City	\$ 136,091	\$ 125,000	\$ 125,000	\$ 130,000
City Advertising	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Medical Insurance - Regular	\$ -	\$ 530,000	\$ 518,500	\$ 430,000
Medical Insurance - Retiree	\$ 1,571,020	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
New Hanover County Tax Collection	\$ 463,879	\$ 464,843	\$ 464,843	\$ 476,480
DMV Tax Collection Fees	\$ 95,283	\$ 119,536	\$ 119,536	\$ 130,557
Independent Audit	\$ 83,725	\$ 85,000	\$ 146,725	\$ 85,000
Employee Parking	\$ 82,800	\$ 87,000	\$ 87,000	\$ 87,000
Municipal Elections	\$ -	\$ 111,798	\$ 111,798	\$ -
Actuarial Studies	\$ 10,782	\$ 10,000	\$ 19,000	\$ 10,100
United Way Fund Raising Campaign	\$ 521	\$ 3,000	\$ 3,000	\$ 5,000
Wellness Program	\$ 19,994	\$ 20,000	\$ 20,000	\$ 20,000
City-wide Training	\$ 30,375	\$ 38,650	\$ 31,650	\$ 44,312
City-wide Tuition Reimbursement	\$ 24,805	\$ 40,000	\$ 40,000	\$ 40,000
Retirement Payout Estimate	\$ -	\$ 255,000	\$ 255,000	\$ 255,000
Records Retention	\$ 9,672	\$ 20,000	\$ 20,000	\$ 20,000
City Streets Stormwater	\$ 2,742,393	\$ 2,839,062	\$ 2,839,062	\$ 2,939,139
Strategic Planning	\$ 23,050	\$ 12,852	\$ 12,852	\$ 31,530
Indirect Cost Study	\$ 9,000	\$ -	\$ -	\$ -
Technology Projects	\$ -	\$ 40,000	\$ 20,000	\$ 20,000
Rent - Coast Guard Spaces	\$ 17,250	\$ 18,000	\$ 18,000	\$ 18,000
Bank Service Fees	\$ 48,394	\$ 52,770	\$ 54,309	\$ 55,835
Governance Travel Pool	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
City-wide Intern Pool	\$ 15,069	\$ 27,129	\$ 27,129	\$ 28,260
Economic Development Initiatives	\$ 18,378	\$ 50,000	\$ 63,962	\$ 50,000
City Marketing	\$ -	\$ 20,000	\$ 12,000	\$ 30,000
Legal Fees	\$ -	\$ -	\$ 75,000	\$ 15,000
Legislative Affairs	\$ 38,012	\$ 26,250	\$ 34,250	\$ 36,750
Miscellaneous	\$ 459,566	\$ 215,209	\$ 362,989	\$ 100,000
Accounting Move/Rent	\$ 228,819	\$ 266,388	\$ 301,102	\$ 266,388
Leadership Development	\$ 16,000	\$ 33,150	\$ 40,150	\$ 24,000



	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>Non-Departmental</b>				
Office Space Assessment	\$ 8,767	\$ -	\$ 22,828	\$ -
Dental Self Insurance	\$ (9,012)	\$ -	\$ -	\$ -
Disease Management	\$ 378,016	\$ 389,000	\$ 389,000	\$ 496,644
HRA Retiree and Administrative Fees	\$ 1,075	\$ 56,176	\$ 56,176	\$ 54,696
FSA Administrative Fees	\$ 12,766	\$ 36,958	\$ 36,958	\$ 36,958
Employment Medical	\$ 112,761	\$ 105,000	\$ 105,000	\$ 105,000
Employee Assistance Program	\$ 10,815	\$ 10,629	\$ 10,629	\$ -
Retiree Health Claims Audit	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Health Claims Audit	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Special Purpose Grant Match	\$ -	\$ 220,000	\$ 57,837	\$ 190,000
Hurricane Debris Removal/Disposal	\$ 20,672,288	\$ -	\$ 27,107	\$ -
Wave Transit Subsidy	\$ 1,404,155	\$ 1,446,280	\$ 1,446,280	\$ 1,489,668
Allocated Costs	\$ (1,648,257)	\$ (1,949,388)	\$ (1,949,388)	\$ (2,370,430)
<b>Non-Departmental Total</b>	<b>\$ 27,984,362</b>	<b>\$ 8,403,864</b>	<b>\$ 8,299,748</b>	<b>\$ 7,686,571</b>

The FY21 General Fund Non-departmental budget includes funding for general City expenditures not attributable to a specific City department. Some highlights for the allotments are as follows:

- A salary savings credit of \$589,574 is budgeted, a \$211,374 credit increase from FY20 and is projected from the vacancy rates throughout the functions in the General Fund.
- Funding for WAVE Transit has a 3% increase from FY20 totaling \$1,489,668 for operating costs with no additional capital assistance request.
- A total of \$15,000 has been budgeted to aid the Attorney’s office with legal fees associated with the transportation bonds projects.
- Disease Management initiative received two programs, a behavioral health and a diabetic program, at a cost of \$79,378.
- City leadership training is funding the 4<sup>th</sup> Lean Six Sigma cohort at \$16,500.
- City training funding continues to support \$16,500 for CFCC; \$13,000 for UNCW with new funding totaling \$14,812 for CFCC Succession Planning training.
- An increase credit from indirect cost coming from other funds totals \$421,042. Some of that increase relates to funding for the shift of three GIS employees from Stormwater to IT and the other amount relates to the updated indirect cost study.
- A total of \$100,000 was removed from Miscellaneous related to the city hosting the League of Municipalities Annual Conference which was canceled due to the Covid-19 pandemic.
- A total of \$130,000 was removed from the Sundry budget and spread to other general fund departments where the refuse and sewer bills are being paid.

## SUNDRY’S PUBLIC SERVICE AGENCY APPROPRIATIONS

The City provides funding to public service agencies through the General Fund, Community Development Block Grant, and HOME Investment Partnership funds that provide services consistent with the City Council's strategic focus areas, Department of Housing and Urban Development (HUD) national guidelines, and the priorities of the City's Five-year Consolidated Plan for CDBG/HOME. Applications for these funds are considered through a competitive process for two consecutive years of funding that is appropriated annually by City Council through the budget process.

### Public Service Agencies - General Fund

The agencies listed here received funding through the City's application process and are funded from the General Fund. FY21 represents the first year of a two-year contract and represents a flat amount.

	FY19	FY20	FY20	FY21
	Actual	Adopted	Adjusted	Adopted
<b>General Fund Competitive Agencies</b>				
Coastal Horizons	\$ 72,778	\$ 72,779	\$ 72,779	\$ 100,111
Domestic Violence Shelter & Services, Inc.	\$ 3,545	\$ 3,545	\$ 3,545	\$ 3,757
Elderhaus	\$ 21,387	\$ 21,393	\$ 21,393	\$ -
YWCA	\$ 6,305	\$ 46,305	\$ 6,305	\$ -
StepUp Wilmington	\$ 16,196	\$ 16,196	\$ 16,196	\$ 32,167
Kids Making It	\$ 33,943	\$ 33,943	\$ 33,943	\$ 35,979
Brigade Boys and Girls Club	\$ 53,227	\$ 53,227	\$ 53,227	\$ 56,420
American Red Cross	\$ 11,938	\$ 11,938	\$ 11,938	\$ -
Food Bank of North Carolina	\$ 16,810	\$ 16,810	\$ 16,810	\$ 17,482
Communities in Schools in Cape Fear	\$ 22,589	\$ 22,589	\$ 22,589	\$ 23,940
Ability Garden	\$ 8,013	\$ 8,013	\$ 8,013	\$ 8,333
Wilmington Area Rebuilding Ministry	\$ 41,109	\$ 41,109	\$ 41,109	\$ 42,753
Historic Wilmington Foundation	\$ 13,231	\$ 13,231	\$ 13,231	\$ -
Aging in Place Downtown	\$ 8,830	\$ 8,830	\$ 8,830	\$ 6,950
Cape Fear Literacy Council	\$ 15,820	\$ 15,820	\$ 15,820	\$ 16,769
LINC - Leading Into New Communities	\$ 79,157	\$ 79,157	\$ 79,157	\$ 78,606
Cape Fear Housing Land Trust	\$ 23,500	\$ 23,500	\$ 23,500	\$ 24,440
Blue Ribbon Commission	\$ 64,785	\$ 64,785	\$ 64,785	\$ 68,672
Dreams	\$ 22,302	\$ 22,302	\$ 22,302	\$ 23,194
Wilmington Residential Adolescent Achievement	\$ 25,310	\$ 25,310	\$ 25,310	\$ 26,322
Community Boys and Girls Club	\$ 46,673	\$ 46,673	\$ 46,673	\$ 46,673
Wilm Housing Finance & Development	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
1 Love Lenny Simpson Tennis	\$ -	\$ -	\$ -	\$ 5,000
First Tee Greater Wilmington Youth	\$ -	\$ -	\$ -	\$ 5,000
Good Shepard Ministries	\$ -	\$ -	\$ -	\$ 4,240
<b>Subtotal General Fund Competitive Agencies</b>	<b>\$ 612,448</b>	<b>\$ 652,455</b>	<b>\$ 612,455</b>	<b>\$ 626,808</b>

The competitive agencies amount increased by 2% over FY20. It should be noted, that \$40,000 of the YWCA amount was budgeted in error in FY20 in this section, it should be shown in the civic partners section and is reflected properly in the *FY21 Adopted Budget*.

There are three new programs receiving funding in the competitive agencies process. One Love Lenny Simpson Tennis is receiving \$5,000, First Tee is receiving \$5,000 and Good Shepard Ministries is receiving \$4,240.

Public Service Agencies - CDBG

The agencies listed here received funding through the City's application process and are funded from Federal entitlement funds associated with the Community Development Block Grant.

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>CDBG Competitive Agencies</b>				
<i>Public Service Agencies</i>				
Domestic Violence Shelter & Services, Inc.	\$ 31,289	\$ 32,360	\$ 32,360	\$ 32,360
Good Shepherd Ministries/Wilmington Interfaith	\$ 118,740	\$ 118,740	\$ 118,740	\$ 118,740
First Fruit Ministries	\$ 47,800	\$ 23,900	\$ 23,900	\$ 23,900
<b>Subtotal CDBG Competitive Agencies</b>	<b>\$ 197,829</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>
<b>Grand Total Competitive Agencies</b>	<b>\$ 810,277</b>	<b>\$ 827,455</b>	<b>\$ 787,455</b>	<b>\$ 801,808</b>

**CIVIC DEVELOPMENT PARTNER AGENCY APPROPRIATIONS**

The City also provides funding to Civic Development Partner agencies through the General Fund such as those that provide economic and physical development, cultural and recreational programs, or boards and commissions that enhance the area and quality of life for its citizens. Applications through the General Fund for these agencies are also considered through a competitive process. FY21, represents the second year of a 3-year commitment for these agencies.

Civic Development Partner Agencies

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>Economic Civic Partners</b>				
<i>Economic Development (Direct)</i>				
Wilmington Business Development	\$ 100,000	\$ 102,000	\$ 102,000	\$ 102,000
Wilmington Downtown, Inc.	\$ 86,000	\$ 100,000	\$ 100,000	\$ 100,000
Wilmington Regional Film Commission	\$ 121,890	\$ 121,890	\$ 121,890	\$ 121,890
Entrepreneur Center	\$ 70,000	\$ 71,400	\$ 71,400	\$ 71,400
<i>Cultural and Recreation (Non-direct)</i>				
YWCA Lower Cape Fear	\$ -	\$ -	\$ 40,000	\$ 40,000
Downtown Business Alliance	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Children's Museum of Wilmington	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Arts Council	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Cameron Art Museum	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cuclorus Film Foundation	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Wilmington Jewish Film Festival	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Economic Civic Partner Agencies</b>	<b>\$ 446,890</b>	<b>\$ 474,290</b>	<b>\$ 514,290</b>	<b>\$ 514,290</b>

Funding for this category increased by \$40,000 from FY20 due to an administrative error that budgeted the YWCA funding in the competitive agency category. The FY21 Budget corrects that error.

## OTHER GENERAL FUND AGENCY APPROPRIATIONS

Other General Fund agencies include those that provide quality of life for the citizens of the greater Wilmington region and are considered annually in the budget. These agencies do not go through an application process.

<b>Other General Fund Agencies</b>	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>FY20 Adjusted</b>	<b>FY21 Adopted</b>
<b>Agencies</b>				
Battleship Fireworks	\$ 39,702	\$ 40,000	\$ 40,000	\$ 40,000
Thalian Hall Center for the Performing Arts	\$ 136,537	\$ 138,585	\$ 138,585	\$ 141,772
Community Arts Center	\$ 53,700	\$ 65,267	\$ 65,267	\$ 66,768
YMCA Natatorium	\$ -	\$ 120,000	\$ 120,000	\$ 120,000
Food Bank of North Carolina	\$ -	\$ -	\$ -	\$ 50,000
Wrightsville Beach ABC Store	\$ 577,024	\$ 569,693	\$ 597,932	\$ -
New Hanover County Crime Lab	\$ -	\$ 194,978	\$ 194,978	\$ 241,872
New Hanover County Transit Study	\$ -	\$ -	\$ -	\$ 113,403
New Hanover Long Term Recovery Group	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
NHC Social Services: Neighbors Helping Neighbors	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
UNCW Track	\$ 100,000	\$ -	\$ -	\$ -
CF COG- Continuum of Care (10 Yr Plan)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Martin Luther King Day Celebration	\$ (372)	\$ -	\$ -	\$ -
<b>Sub-total Agencies</b>	<b>\$ 956,591</b>	<b>\$ 1,192,523</b>	<b>\$ 1,220,762</b>	<b>\$ 837,815</b>

FY21 represents year 2 of a 10-year funding agreement for the YMCA to construct a regional Natatorium. New Hanover County Crime Lab funding increased \$46,894. Funding in the amount of \$113,403 was funded for a joint regional transportation study with New Hanover County. A \$597,932 reduction for FY21 signifies the Wrightsville Beach ABC store rebuild being complete, and the city is no longer obligated to collect and remit the beer and wine sales tax. The Food Bank of North Carolina received \$50,000, the first of a five year commitment to help with a capital campaign to build a kitchen.

	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>FY20 Adjusted</b>	<b>FY21 Adopted</b>
<b>Boards and Commissions</b>				
City Boards	\$ 565	\$ 6,500	\$ 6,500	\$ 6,500
Civil Service Appeals	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Sister City	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
<b>Sub-total Board and Commissions</b>	<b>\$ 2,565</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>
<b>Total Other Agencies</b>	<b>\$ 959,156</b>	<b>\$ 1,210,023</b>	<b>\$ 1,238,262</b>	<b>\$ 855,315</b>
<b>Grand Total General Fund Agencies</b>	<b>\$ 2,018,494</b>	<b>\$ 2,336,768</b>	<b>\$ 2,365,007</b>	<b>\$ 1,996,413</b>

## CONTINGENCY

<b>Contingency</b>	<b>FY19 Actual</b>	<b>FY20 Adopted</b>	<b>FY20 Adjusted</b>	<b>FY21 Adopted</b>
Council Contingency	\$ -	\$ 86,415	\$ 35,415	\$ 97,500
Contingency for Economic Development	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
<b>Contingency Total</b>	<b>\$ -</b>	<b>\$ 236,415</b>	<b>\$ 185,415</b>	<b>\$ 247,500</b>

## ECONOMIC INCENTIVES

	<b>FY19</b>	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>
<b>Economic Incentives</b>				
Wrightsville Beach Galleria	\$ 7,224	\$ 30,000	\$ 30,000	\$ 30,000
Castle Branch	\$ 25,000	\$ -	\$ -	\$ -
Live Oak Bank	\$ 50,000	\$ -	\$ -	\$ -
Miscellaneous Incentives	\$ -	\$ 125,000	\$ 125,000	\$ 125,000
National Gypsym	\$ 35,169	\$ 46,000	\$ 46,000	\$ 46,000
<b>Economic Incentives Total</b>	<b>\$ 117,393</b>	<b>\$ 201,000</b>	<b>\$ 201,000</b>	<b>\$ 201,000</b>

Incentive payment agreements with Castle Branch and Live Oak Bank were removed leaving the continuation of an agreement with National Gypsym, originally introduced in FY19. The budget also includes a contractual payment to Wrightsville Beach for the annexation of the Galleria property. The \$30,000 payment to the town of Wrightsville Beach is scheduled to continue through July 2043. The miscellaneous incentive funding increased by \$25,000 in FY19 and has continued through FY21.

## TRANSFERS

	<b>FY19</b>	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>
<b>Transfers</b>				
Debt Service	\$ 22,334,832	\$ 9,334,832	\$ 9,334,832	\$ 9,334,832
Special Purpose	\$ 687,566	\$ 610,177	\$ 610,177	\$ 611,098
CDBG/HOME Grant & Loan Administration	\$ 193,347	\$ 143,086	\$ 143,086	\$ 118,180
Capital Projects Parks and Recreation	\$ 1,714,301	\$ -	\$ -	\$ -
Capital Projects Streets and Sidewalks	\$ 200,000	\$ -	\$ -	\$ 175,000
Capital Projects Public Facilities	\$ 1,718,157	\$ -	\$ 195,000	\$ 833,950
Capital Projects Public Improvement	\$ -	\$ -	\$ 162,163	\$ -
Stormwater Management Fund	\$ 17,301	\$ -	\$ -	\$ -
Solid Waste Management Fund	\$ 47,433	\$ 29,866	\$ 29,866	\$ 29,866
Fleet Replacement Fund	\$ 3,831	\$ -	\$ -	\$ -
Technology Replacement Fund	\$ 308,685	\$ 408,410	\$ 408,410	\$ 673,194
Loan Fund: HOP Revolving	\$ 60,000	\$ 470,000	\$ 470,000	\$ 470,000
Loan Fund: Legal and Forgivable Loans	\$ 390,000	\$ 103,000	\$ 103,000	\$ 103,000
<b>Transfer Total</b>	<b>\$ 27,675,453</b>	<b>\$ 11,099,371</b>	<b>\$ 11,456,534</b>	<b>\$ 12,349,120</b>

The FY21 Sundry Transfers budget provides for approximately \$9.3 million to the Debt Service Fund, which represents existing debt service previously incorporated into the property tax rate. This level of funding is on-going.

Transfers to the Special Purpose Fund moves funding into projects for various programs. The budget for FY21 includes:

- Metropolitan Planning Administration (WMPO): \$226,825, which includes the City of Wilmington contribution to the WMPO of \$85,742 and a general fund contribution to balance the project at \$141,083
- SABLE: \$184,273
- Safelight: \$200,000

The General Fund subsidizes the community development activities in the CD/HM Grant and Loan Administration Fund, which is funded primarily with Community Development Block Grant and HOME funds from the federal government. The General Fund contribution for FY21 is \$118,180.

The \$673,194 to the Technology Replacement Fund provides for the costs associated with the City's transition to a hosted environment also known as cloud computing.

The City of Wilmington/New Hanover County Ad hoc Committee on Improving Workforce/Affordable Housing has been formally established as an ongoing committee. The *FY21 Recommended Budget* continues to budget \$50,000 for to be used if appropriate after the FY20 funded study and marketing campaign is completed.

Additionally, the budget allows for \$573,000 to continue to fund those programs aiding low income owner-occupied housing and rehabilitation programs. Those programs include:

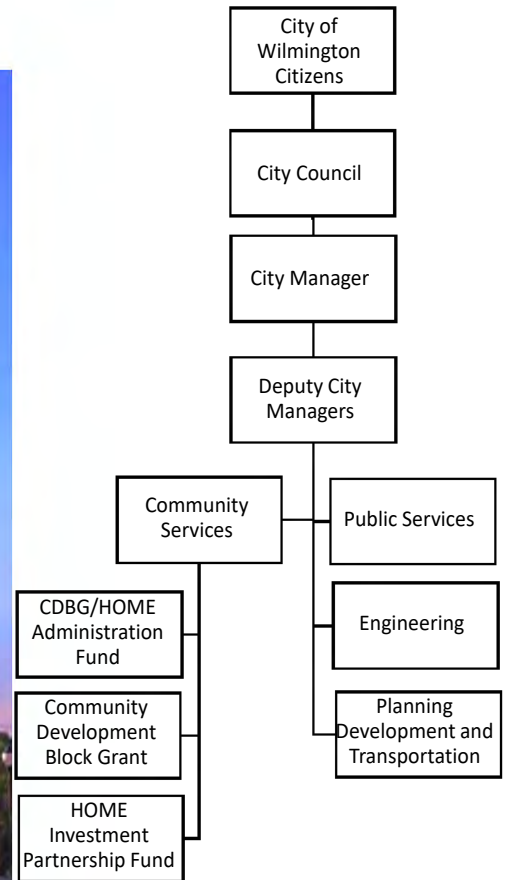
- *Homeownership Opportunity Program* offers working families an opportunity to own a house without becoming cost burdened by lowering the mortgage payments through down payment assistance and 0% interest rates (\$470,000)
- *Rehabilitation Program* serves low income homeowners by aiding them in home repair costs (\$103,000)
  - Minor Repairs up to \$10,000
  - Owner-occupied housing rehabilitation programs up to \$75,000
- *Forgivable loan legal fees* which was given an influx of funding totaling \$100,000 in FY17 and another \$50,000 in FY19 has \$138,593 for FY21<sup>36</sup> remaining to continue to help support the forgivable loan's legal fees

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<sup>36</sup> Forgivable Loan legal fees funding fluctuates with use and interest earnings.



# COMMUNITY DEVELOPMENT





## COMMUNITY SERVICES

The Community Services department encompasses programs designed to improve the quality of life for all City residents regardless of age or economic standing.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CS-ADMINISTRATION</b>					
PERSONNEL	\$ 166,331	\$ 170,195	\$ 170,195	\$ 174,877	2.8%
BENEFITS	\$ 44,084	\$ 48,245	\$ 48,245	\$ 51,483	6.7%
OPERATING	\$ (45,377)	\$ 565,966	\$ 644,142	\$ 666,695	17.8%
OUTLAY	\$ -	\$ -	\$ 1,200	\$ -	-%
<b>CS-ADMINISTRATION Total</b>	<b>\$ 165,038</b>	<b>\$ 784,406</b>	<b>\$ 863,782</b>	<b>\$ 893,055</b>	<b>13.9%</b>
<b>CS-CODE ENFORCEMENT</b>					
PERSONNEL	\$ 235,428	\$ 287,043	\$ 286,919	\$ 285,613	-0.5%
BENEFITS	\$ 71,298	\$ 100,593	\$ 100,593	\$ 103,732	3.1%
OPERATING	\$ 195,197	\$ 306,244	\$ 353,098	\$ 308,622	0.8%
<b>CS-CODE ENFORCEMENT Total</b>	<b>\$ 501,922</b>	<b>\$ 693,880</b>	<b>\$ 740,610</b>	<b>\$ 697,967</b>	<b>0.6%</b>
<b>CS-INLAND GREENS PARK</b>					
PERSONNEL	\$ 166,921	\$ 91,340	\$ 135,131	\$ 89,755	-1.7%
BENEFITS	\$ 43,358	\$ 28,727	\$ 45,048	\$ 28,946	0.8%
OPERATING	\$ 69,744	\$ 6,550	\$ 6,550	\$ 6,550	0.0%
<b>CS-INLAND GREENS PARK Total</b>	<b>\$ 280,023</b>	<b>\$ 126,617</b>	<b>\$ 186,729</b>	<b>\$ 125,251</b>	<b>-1.1%</b>
<b>CS-PARKS &amp; LANDSCAPE MAINT</b>					
PERSONNEL	\$ 1,524,723	\$ 1,593,323	\$ 1,593,323	\$ 1,671,205	4.9%
BENEFITS	\$ 502,986	\$ 594,658	\$ 594,658	\$ 618,222	4.0%
OPERATING	\$ 934,415	\$ 1,122,340	\$ 1,168,887	\$ 1,313,458	17.0%
OUTLAY	\$ 77,762	\$ -	\$ 2,231	\$ 134,936	-%
<b>CS-PARKS &amp; LANDSCAPE MAINT Total</b>	<b>\$ 3,039,886</b>	<b>\$ 3,310,321</b>	<b>\$ 3,359,099</b>	<b>\$ 3,737,821</b>	<b>12.9%</b>
<b>CS-RECREATION</b>					
PERSONNEL	\$ -	\$ 922,751	\$ 1,017,301	\$ 1,101,678	19.4%
BENEFITS	\$ -	\$ 268,551	\$ 319,420	\$ 321,195	19.6%
OPERATING	\$ 22,970	\$ 768,230	\$ 688,643	\$ 645,467	-16.0%
OUTLAY	\$ -	\$ -	\$ 23,502	\$ 28,802	-%
<b>CS-RECREATION Total</b>	<b>\$ 22,970</b>	<b>\$ 1,959,532</b>	<b>\$ 2,048,866</b>	<b>\$ 2,097,142</b>	<b>7.0%</b>
<b>CS-RECREATION ADMIN</b>					
PERSONNEL	\$ 1,792,100	\$ 905,017	\$ 355,857	\$ 138,973	-84.6%
BENEFITS	\$ 489,146	\$ 254,831	\$ 130,131	\$ 53,933	-78.8%
OPERATING	\$ 871,811	\$ 97,737	\$ 182,528	\$ 103,169	5.6%
OUTLAY	\$ 28,176	\$ -	\$ -	\$ -	-%
<b>CS-RECREATION ADMIN Total</b>	<b>\$ 3,181,233</b>	<b>\$ 1,257,585</b>	<b>\$ 668,516</b>	<b>\$ 296,075</b>	<b>-76.5%</b>

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>CS-RECREATION CENTER PROGRAMS</b>					
PERSONNEL	\$ -	\$ 370,696	\$ 756,466	\$ 845,083	128.0%
BENEFITS	\$ -	\$ 114,718	\$ 197,896	\$ 246,217	114.6%
OPERATING	\$ 7,709	\$ 300,017	\$ 336,667	\$ 265,328	-11.6%
<b>CS-RECREATION CENTER PROGRAMS Total</b>	<b>\$ 7,709</b>	<b>\$ 785,431</b>	<b>\$ 1,291,029</b>	<b>\$ 1,356,628</b>	<b>72.7%</b>
<b>CS-TREE MAINTENANCE</b>					
PERSONNEL	\$ 451,322	\$ 538,012	\$ 539,060	\$ 549,746	2.2%
BENEFITS	\$ 150,243	\$ 192,662	\$ 192,662	\$ 196,707	2.1%
OPERATING	\$ 185,927	\$ 281,431	\$ 313,039	\$ 289,753	3.0%
<b>CS-TREE MAINTENANCE Total</b>	<b>\$ 787,492</b>	<b>\$ 1,012,105</b>	<b>\$ 1,044,761</b>	<b>\$ 1,036,206</b>	<b>2.4%</b>
<b>COMMUNITY SERVICE TOTAL</b>	<b>\$ 7,986,271</b>	<b>\$ 9,929,877</b>	<b>\$ 10,203,392</b>	<b>\$ 10,230,791</b>	<b>3.0%</b>

**Authorized Positions**

Community Services Administration	2	3	3	2
Code Enforcement	6	6	6	6
Inland Greens Course/Park	2.44	2.44	2.44	2.44
Parks & Recreation	94.26	96.09	96.09	96.09
<b>Community Services Total</b>	<b>104.7</b>	<b>107.53</b>	<b>107.53</b>	<b>106.53</b>

**Division Description**

The **Administration** division's primary responsibility is the oversight, coordination, and management of all departmental activities.

The primary responsibility of the **Code Enforcement** division is to enforce City ordinances and educate citizens on maintaining a healthy and safe environment.

The **Parks and Recreation** division provides an array of services such as individual and team activities to youth and adults for improvement in mental health, health maintenance, and promotion of positive sportsmanship. It also provides outlets for social interaction, physical activity, environmental awareness, and to support community integration through creative programming for the total family and to make a positive impact towards their quality of life. The Division operates first-class sports and entertainment facilities hosting tournaments, concerts and other special events designed to attract citizens and visitors, imparting a positive economic impact to the city. The Parks, Landscape and Tree Maintenance section maintains landscaping and trees in City greenways and supports over 50 public parks and playgrounds throughout the City. Additionally, the division provides set-up and support for press conferences and special meetings throughout City departments.

The **Community Development and Housing** division administers federal, state and local funding to benefit low-to-moderate income citizens by supporting the production and rehabilitation of affordable housing, assistance for homebuyers and numerous community-based organizations that serve at-risk youth, elderly, homeless, victims of abuse and neglect, disabled, and other special populations. The Community Development and Housing division works to leverage limited funding by working in collaboration with the non-profit and private sectors to address a variety of issues impacting the quality of life in a community.

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### **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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### **Base Budget Adjustments**

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#### **A. Centralization: Janitorial Contracts**

**Division:** Multiple  
**Total Cost:** (\$36,160)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** With the janitorial contract management shifting over to the Buildings Division of Public Services, a decrease in the amount of \$36,160 has been made from Community Services to accommodate funding for contracted services.

#### **B. Position Transfer: Parks Superintendent in Community Services to Project Manager in Engineering**

**Division:** Multiple  
**Total Cost:** (\$2,650)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: -1; Part-Time: 0.00  
**Description:** Funding in the amount of \$2,650 is was reduced from the Community Services base operating accounts and transferred to the Engineering Department.

This Parks Superintendent position was initially approved in the FY20 Community Services budget and was later determined that it would best be utilized as a Project Manager managing the voter approved Parks Bond projects.

The full budget reduction impact to Community Services is in the amount of \$113,254 with the removal of salary and benefits a one time purchase of a computer and operational budgeted accounts.

**C. One-time Funding Removal: Computer**

**Division:** Recreation Administration  
**Total Cost:** (\$1,886)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$1,886 associated with an the Parks & Recreation Superintendent position has been removed.

**D. Accelerated Vehicle Replacement**

**Division:** Code Enforcement  
**Total Cost:** \$0  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$10,000 has been approved to assist with the accelerated replacement of an existing vehicle (#6114). The estimated cost of replacement is \$20,000 with \$10,000 having already been paid into the Fleet Lease Replacement fund with the remaining \$10,000 being shifted from Other Professional Services to make this purchase. This is a one time shift of funding and the \$10,000 will be placed back into the Other Professional Services account in future fiscal year budgets.

This vehicle is used for daily inspections and is over 10 years old with regular maintenance issues that cause downtime for the officers.

**E. Centralization: Landscaping**

**Division:** Parks & Landscape  
**Total Cost:** \$18,965  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The Parks and Landscape Division will manage the landscaping contracts for the Haynes Lacewell Training Facility in the amount of \$11,120, of which \$4,320 is newly added to the budget in FY21, with the other \$6,800 being shifted in from the Police Department's current budget.

The Fire Department budget of \$7,845 is being shifted in to Parks and Landscape for the management of their landscaping contracts for Fire Headquarters and Station No.3, Cinema Drive. Overall, an increase of \$4,320 is recognized in FY21 for landscaping services with the remaining \$14,645 already existing in the general fund budget.

**F. Increase in Utilities**

**Division:** Admin  
**Total Cost:** \$21,100  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The utility accounts in Community Services have been increased by \$21,100 due to budget constraints, as the responsibility of utility payments has shifted to the departments. This \$21,100 was reduced from the Public Services utility accounts, which appeared to have capacity with actual use in comparison to available budget.

**G. Budget Correction: Utility Funds - Refuse &/or Stormwater**

**Division:** Multiple  
**Total Cost:** \$81,073  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$81,073 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

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**Budget Modifications**

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**A. Urban Forestry Management Plan**

**Division:** Parks & Landscape  
**Total Cost:** \$100,000  
**Priority:** Outside the Directives  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$100,000 has been approved for a professional Urban Forestry consultant to develop a comprehensive Urban Forestry Management Plan. Of the \$100,000 approved funding, \$50,000 is being provided by the Stormwater Fund through indirect costs. This plan will enable staff to clearly identify the City's goals and priorities for managing its trees and forests, define the status of the City's urban forest resources and its management programs, enable a fluid/living tree inventory and document the methods, resources, and personnel that will be used to achieve these goals.

The budget of \$100,000 for the consultant study for a limited scope of tree inventory in the 1945 corporate limits of the City. A full tree inventory is estimated to be approximately \$100,000 and the department is proposing to have the inventory completed over multiple consecutive years.

**B. North Waterfront Park Equipment**

**Division:** Parks & Landscape

**Total Cost:** \$113,631

**Priority:** Expanding Infrastructure

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$111,631 has been approved for the purchase of a vehicle and equipment for maintenance of the North Waterfront Park. Of this equipment, \$92,806 is a one-time purchase with the remaining \$18,825 in annual replacement, insurance and maintenance needs. There is also \$2,000 budgeted for estimated annual fuel costs.

Approved in this request is the purchase of a truck for \$41,686 with annual 8 year replacement costs of \$7,290, a trailer for \$5,000 and annual costs of \$500, a standup mower for \$8,500 with \$3,225 in annual costs, a Bobcat and attachments in the amount of \$25,799 with annual costs of \$4,461 and a Gator utility vehicle for \$11,821 with annual costs totaling \$3,349.

**Performance Measures**

Promote Culture, Arts and Public Spaces		FY 19	FY 20	FY 20	FY 21
		Actual	Target	Actual	Target
<b>Goal:</b> To provide abundant well maintained City park system and athletic facilities					
<b>Objective:</b> To maintain overall citizen satisfaction with maintenance and appearance of City parks per citizen survey	<b>Measure:</b> Achieve 75% or higher satisfaction rating on <u>biennial</u> citizen survey	N/A	80%	77%	80%
Foster a Prosperous, Thriving Economy		FY 19	FY 20	FY 20	FY 21
		Actual	Target	Actual	Target
<b>Goal:</b> To develop and preserve an increased stock of affordable housing alternatives accessible to all citizens in need					
<b>Objective:</b> To develop new affordable housing, including homeowner and rental	<b>Measure:</b> Number of new units of affordable homeowner and rental housing constructed/completed	7	24	25	2
<b>Objective:</b> To rehabilitate existing vacant blighted housing for rental to lower income households	<b>Measure:</b> Number of Rental Rehabilitation Incentive Loans Closed	N/A	5	10	5

Foster a Prosperous, Thriving Economy	FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
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**Goal:** To operate first class sports and entertainment facilities designed to attract significant athletic and cultural attractions to the City of Wilmington

<b>Objective:</b> To maximize the use and revenue opportunities of City recreation facilities	<b>Measure:</b> Number of rounds played at the Inland Greens Golf Course	17,322	17,500	18,204	17,500
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Create a Safe Place	FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
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**Goal:** To enhance quality of life, and protect public health and safety, through targeted code enforcement initiatives

<b>Objective:</b> To decrease the number of City initiated demolitions and voluntary demolitions, which maintain the housing stock by increasing the number of rehabilitations through the minimum housing initiatives	<b>Measure:</b> Percentage of rehabilitations to total demolitions and rehabilitations	80%	85%	89%	85%
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<b>Objective:</b> To increase the rate of voluntary compliance for Public Nuisance cases which improves public knowledge of property maintenance requirements for long-term compliance	<b>Measurement:</b> Percentage of voluntary compliance to total city abatements and voluntary compliance on public nuisance cases	N/A	85%	88%	85%
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Provide Sustainability and Adaptability	FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
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**Goal:** To provide for current and growing demand for recreational programming, greenways, and first class facilities, ensuring that service gaps and future capacity requirements are addressed.

<b>Objective:</b> To maintain facility levels to meet demand	<b>Measure:</b> Number of parks and recreation facilities in Capital Improvement Program completed	12	14	14	3
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## CDBG/HOME GRANT AND LOAN ADMIN FUND

The CDBG/HOME Grant and Loan Fund was established in FY10 to capture the costs associated with the City's community development and housing activities.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
OPERATING TRANSFER IN	\$ 804,137	\$ 692,356	\$ 692,356	\$ 702,606	1.5%
<b>REVENUE Total</b>	<b>\$ 804,137</b>	<b>\$ 692,356</b>	<b>\$ 692,356</b>	<b>\$ 702,606</b>	<b>1.5%</b>
<b>APPROPRIATIONS</b>					
PERSONNEL	\$ 476,480	\$ 484,465	\$ 484,465	\$ 488,958	0.9%
BENEFITS	\$ 136,367	\$ 158,867	\$ 158,867	\$ 163,501	-%
OPERATING	\$ 90,395	\$ 49,024	\$ 49,024	\$ 50,147	2.3%
TRANSFER TO COMMUNITY DEV	\$ 100,895	\$ -	\$ -	\$ -	-%
<b>APPROPRIATIONS Total</b>	<b>\$ 804,137</b>	<b>\$ 692,356</b>	<b>\$ 692,356</b>	<b>\$ 702,606</b>	<b>1.5%</b>
<b>Authorized Positions</b>	<b>8.96</b>	<b>8.96</b>	<b>9.96</b>	<b>9.96</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

## COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

### BUDGET SUMMARY

<b>CDBG</b>	<b>FY20 Adopted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
CDBG: Undesignated	\$ 354,644	\$ 400,662	13%
Domestic Violence	\$ 32,360	\$ 32,360	0%
First Fruit Ministries	\$ 23,900	\$ 23,900	0%
PS Joint Project	\$ 118,740	\$ 118,740	0%
Administrative Costs	\$ 191,411	\$ 222,538	16%
Housing Delivery Costs	\$ 242,199	\$ 242,199	0%
<b>CDBG Expenditure Total</b>	<b>\$ 963,254</b>	<b>\$ 1,040,399</b>	<b>8%</b>
Federal HUD	\$ 957,054	\$ 1,040,399	9%
Transfer to CDBG	\$ 6,200	\$ -	-100%
<b>CDBG Funding Total</b>	<b>\$ 963,254</b>	<b>\$ 1,040,399</b>	<b>8%</b>

### *Budget Overview*

In program year 2021, the City anticipates \$1,040,399 in CDBG entitlement funds and \$692,384 in HOME entitlement funds. One hundred percent of CDBG funds are anticipated to be used for the benefit of low-to-moderate income persons.

The proposed projects and programs for implementation in the coming fiscal year include continuing the City's Home Ownership Pool program providing mortgages for homebuyers, increasing partnerships with local agencies supporting homeownership as well agencies providing shelter and services to homeless individuals, including securing permanent housing.

## HOME INVESTMENT PARTNERSHIP FUND

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use, often in partnership with local nonprofit groups, to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income persons.

### BUDGET SUMMARY

<b>HOME</b>	<b>FY20 Adopted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
Housing: CHDO's	\$ 92,152	\$ 103,858	13%
Housing: Undesignated	\$ 789,260	\$ 973,347	23%
HOME Planning and Administration	\$ 97,934	\$ 119,689	22%
<b>HOME Expenditure Total</b>	<b>\$ 979,346</b>	<b>\$ 1,196,894</b>	<b>22%</b>
Federal HUD	\$ 614,346	\$ 692,384	13%
Transfer to HOME	\$ 365,000	\$ 504,510	38%
<b>HOME Funding Total</b>	<b>\$ 979,346</b>	<b>\$ 1,196,894</b>	<b>22%</b>

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### *Budget Overview*

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In program year 2021, the City anticipates \$1,040,399 in CDBG entitlement funds and \$692,384 in HOME entitlement funds. One hundred percent of CDBG funds are anticipated to be used for the benefit of low-to-moderate income persons.

The proposed projects and programs for implementation in the coming fiscal year include improving neighborhoods by rehabilitating blighted housing for homeowners and renters, increasing affordable housing stock through the construction of new units and addressing lead paint hazards and other safety issues, especially in households with children under the age of six.

## PLANNING, DEVELOPMENT AND TRANSPORTATION

The Planning, Development and Transportation department is comprised of the Planning and Traffic Engineering divisions. The department provides technical support to ensure growth and redevelopment contribute to the quality of life in the City of Wilmington. The department is split amongst the General Government and the Transportation Functions as depicted below.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>GENERAL GOVERNMENT</b>					
<b>PDT-ADMINISTRATION</b>					
PERSONNEL	\$ 237,517	\$ 249,625	\$ 249,625	\$ 196,156	-21.4%
BENEFITS	\$ 63,162	\$ 73,733	\$ 73,733	\$ 58,635	-20.5%
OPERATING	\$ 36,548	\$ 23,722	\$ 27,134	\$ 20,387	-14.1%
<b>PDT-ADMINISTRATION Total</b>	<b>\$ 337,226</b>	<b>\$ 347,080</b>	<b>\$ 350,492</b>	<b>\$ 275,178</b>	<b>-20.7%</b>
<b>PDT-PLANNING</b>					
PERSONNEL	\$ 1,128,971	\$ 1,309,741	\$ 1,308,981	\$ 1,320,358	0.8%
BENEFITS	\$ 308,755	\$ 399,355	\$ 399,355	\$ 412,964	3.4%
OPERATING	\$ 163,436	\$ 244,456	\$ 242,441	\$ 219,702	-10.1%
OUTLAY	\$ 6,552	\$ -	\$ 22,265	\$ -	-%
<b>PDT-PLANNING Total</b>	<b>\$ 1,607,714</b>	<b>\$ 1,953,552</b>	<b>\$ 1,973,042</b>	<b>\$ 1,953,024</b>	<b>0.0%</b>
<b>GENERAL GOVERNMENT Total</b>	<b>\$ 1,944,940</b>	<b>\$ 2,300,632</b>	<b>\$ 2,323,534</b>	<b>\$ 2,228,202</b>	<b>-3.1%</b>
<b>TRANSPORTATION</b>					
<b>PDT-TRAFFIC</b>					
PERSONNEL	\$ 1,272,224	\$ 1,388,362	\$ 1,448,462	\$ 1,419,848	2.3%
BENEFITS	\$ 370,849	\$ 453,836	\$ 453,836	\$ 476,078	4.9%
OPERATING	\$ 1,685,015	\$ 1,864,296	\$ 1,918,581	\$ 1,859,395	-0.3%
<b>PDT-TRAFFIC Total</b>	<b>\$ 3,328,088</b>	<b>\$ 3,706,494</b>	<b>\$ 3,820,879</b>	<b>\$ 3,755,321</b>	<b>1.3%</b>
<b>TRANSPORTATION Total</b>	<b>\$ 3,328,088</b>	<b>\$ 3,706,494</b>	<b>\$ 3,820,879</b>	<b>\$ 3,755,321</b>	<b>1.3%</b>
<b>PDT Total</b>	<b>\$ 5,273,028</b>	<b>\$ 6,007,126</b>	<b>\$ 6,144,413</b>	<b>\$ 5,983,523</b>	<b>-0.4%</b>

#### Authorized Positions

PDT Administration	3	3	3	2
Planning	23	22	22	22
Traffic	24	24	24	24
<b>PDT Total</b>	<b>50</b>	<b>49</b>	<b>49</b>	<b>48</b>

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### *Division Description*

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The **Administrative** function provides management and leadership to the three Divisions of the Planning, Development and Transportation Department, while also coordinating department activities with the activities of other city departments.

The **Traffic Engineering** Division is comprised of three sections: Intelligent Transportation System Management, (Traffic Signals, CCTV and City ornamental streetlights) Signs and Pavement markings, Neighborhood Traffic Management, and Street Lighting program management. The Division is also participating in Development Review Services and administers the SafeLight program.

The **Planning Division** provides development review, maintenance of development regulations, historic preservation planning, zoning administration and enforcement, floodplain administration, boards and commissions administration, comprehensive planning, urban design and placemaking assistance, neighborhood and special area planning, environmental planning, geospatial planning and analysis, and special projects services.

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### *Budget Overview*

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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### *Base Budget Adjustments*

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#### **A. Centralization: GIS Staff**

**Division:** Administration

**Total Cost:** (\$81,964)

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: -1; Part-Time: 0.00

**Description:** Funding reduction of \$81,964 represents the centralization of GIS staff to the IT Department. The funding includes salary, benefits and operating of one GIS employee formerly housed in the Planning, Development and Transportation Department. The funding is being shifted to IT creating a net zero impact on the budget.

**B. One-time Funding Removal: Land Development Code Implementation**

**Division:** Planning  
**Total Cost:** (\$25,000)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$25,000 is removed from the budget associated with the FY20 enhancement of the Land Development Code implementation package. The original enhancement was \$85,300. This removal allows for the continued printing, advertising, mailings and meeting provisions in FY21.

**C. One-time Funding Removal: NCAPA Conference Hosting Supplies**

**Division:** Planning  
**Total Cost:** (\$3,500)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$3,500 is removed from the budget associated with supplies required to host the North Carolina Chapter of the American Planning Association conference.

**D. Replace and Update: Public Notice Signage**

**Division:** Planning  
**Total Cost:** \$0  
**Priority:** Expanding Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$900 shifted to allow the PDT Department to replace bulky, aging public notice signs with more light-weight signage and establishes an ongoing budget for small tools. The signs are utilized to post a variety of notices to include re-zonings, special use permits, variances, street closures and certificates of appropriateness signs, etc.

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**Budget Modifications**

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**A. Field Communication for Zoning Officers**

**Division:** Planning  
**Total Cost:** \$3,308  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** To maintain an existing service, \$3,308 is added to the FY21 budget, allowing for the continuation of Zoning Officer field communication through iPad cellular service and cell phone service.

*Performance Measures*

Support Efficient Transportation Systems		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To promote regional mobility within the City of Wilmington and the Cape Fear Region by integrating transportation and land use policies and procedures					
<b>Objective:</b> To develop corridor studies, collector street plans, and transportation studies that provide guidance for opportunities to integrate transportation and land-use planning	<b>Measure:</b> Number of plans completed that include transportation and land use recommendations	0	0	0	3
Engage in Civic Partnerships		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To develop and implement a public outreach program by fostering relationships and civic partnerships					
<b>Objective:</b> To promote education and outreach initiatives	<b>Measure:</b> Number of attendees at sponsored meetings	350	700	1000	1200
<b>Objective:</b> To apply for transportation related grants that will promote transportation in the City of Wilmington	<b>Measure:</b> Number of grant applications submitted	2	2	1	3
Foster a Prosperous, Thriving Economy		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To facilitate responsive plan review and technical assistance within the Planning, Development and Transportation Department					
<b>Objective:</b> To maintain an 18-business-day completion rate on initial review submittal for development review.	<b>Measure:</b> Percent of initial plan reviews completed within 15 business days/total initial plan submittals	97%	90%	99%	90%
<b>Objective:</b> To maintain a 10-business-day completion rate on re-submittal plan review	<b>Measure:</b> Percent of re-submitted plan reviews completed within 10 business days/total number of re-submittal plans	85%	90%	85%	90%



## PLANNING, DEVELOPMENT AND TRANSPORTATION: WMPO

The City of Wilmington serves as the Lead Planning Agency for the Wilmington Metropolitan Planning Organization (WMPO). As a federally mandated and federally funded entity, the Wilmington MPO is tasked with providing a regional and cooperative transportation planning process that serves as the basis for the expenditure of all federal transportation funds in the greater Wilmington area. The WMPO is required to prepare long range transportation plans for the planning area with a minimum of a 20-year horizon. Additionally, the WMPO prepares an annual planning work program and assists with the prioritization of projects for inclusion in the State Transportation Improvement Program (outlines NCDOT’s funding for a 10-year period).

### BUDGET SUMMARY

<b>WMPO</b>	<b>FY20 Adopted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
Personnel	\$ 664,287	\$ 684,167	3%
Benefits	\$ 210,903	\$ 232,100	10%
Operating	\$ 220,164	\$ 289,083	31%
<b>WMPO Expenditure Total</b>	<b>\$ 1,095,354</b>	<b>\$ 1,205,350</b>	<b>10%</b>
City of Wilmington	\$ 75,780	\$ 85,742	13%
New Hanover County	\$ 61,210	\$ 69,257	13%
Pender County	\$ 17,052	\$ 19,293	13%
Brunswick County	\$ 6,476	\$ 7,327	13%
Town of Leland	\$ 9,623	\$ 10,888	13%
Town of Belville	\$ 1,386	\$ 1,567	13%
Town of Carolina Beach	\$ 4,066	\$ 4,600	13%
Town of Kure Beach	\$ 1,439	\$ 1,628	13%
Town of Navassa	\$ 1,079	\$ 1,221	13%
Town of Wrightsville Beach	\$ 1,763	\$ 1,994	13%
NCDOT Highways	\$ 374,958	\$ 282,577	-25%
NCDOT Planning	\$ 8,000	\$ 9,336	17%
NCDOT STPDA	\$ 312,522	\$ 494,151	58%
UMTA Planning Section 5303	\$ 64,000	\$ 74,686	17%
General Fund Contribution	\$ 156,000	\$ 141,083	-10%
<b>WMPO Funding Total</b>	<b>\$ 1,095,354</b>	<b>\$ 1,205,350</b>	<b>10%</b>

**Authorized Positions** **11** **11**

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## Budget Overview

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The City of Wilmington serves as the Lead Planning Agency for the Wilmington Metropolitan Planning Organization (WMPO). Due to additional funding sources now afforded the Transportation Management Area (TMA) designation bestowed upon the City in FY14, and to properly monitor, verify and record expenditures associated with the multiple funding sources as well as account for the multi-member match contributions, the Metropolitan Planning Administration Special Purpose project was established.

The WMPO is housed in the Planning, Development and Transportation Department but the budget resides in the Special Purpose Fund. The WMPO Budget Summary reflects funding for the continuation of regional transportation management. Overall, the WMPO budget increased by 10%.

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## Budget Modifications

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### A. WMPO Strategic Plan

**Division:** PDT\_MPO

**Total Cost:** \$5,000

**Priority:** Strategic Plan: Support Efficient Transportation Systems 1.1

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$5,000 will supplement existing funding of \$5,000 to contract with a consultant to complete the Wilmington Urban Area MPO 2021-2025 Strategic Plan.

The Wilmington Urban Area Metropolitan Planning Organization began a strategic planning exercise in March 2016 that culminated with the adoption of the 2017-2021 Wilmington MPO Strategic Business Plan on February 22, 2017. The MPO is in the midst of developing Cape Fear Moving Forward 2045 which will serve as the MPO's metropolitan/long-range transportation plan for region. The Metropolitan Transportation Plan (Cape Fear Moving Forward 2045) is required by federal law to have a minimum 20 year planning horizon and to be adopted by November 2020. Following adoption of Cape Fear Moving Forward 2045, the MPO will embark on the completion of the MPO's 2021-2025 Strategic Plan. This plan will establish the focus and direction of the organization over the next 5 years. The MPO desires to utilize a consultant to prepare this strategic plan and has estimated a cost of \$10,000. The cost to the city is approximately \$421 based on the city's contribution in the Wilmington Metropolitan Planning Organization.

**B. Reclass: Sr. Transportation Planner to Deputy WMPO Director**

**Division:** PDT\_MPO

**Total Cost:** \$8,580

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding in the amount of \$8,580 was added to the WMPO budget to allow for a reclassification of the Sr. Transportation Planner to Deputy WMPO Director and allows for an increase of \$7,000 in salary plus benefits. The cost to the city is approximately \$723 based on the city's contribution in the Wilmington Metropolitan Planning Organization. The funding increase allows the WMPO to align staff salaries with comparable entities.

**C. Increase in WAVE Pass Through Funds**

**Division:** PDT\_MPO

**Total Cost:** \$13,357

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** The increase of \$13,357 is due to the increase of 5303 grant funds. The MPO passes 70% of the 5303 total grant amount to WAVE.

The 5303 grant amount for FY21 is \$93,357; a \$13,357 increase; 70% of this goes to WAVE, which increases the pass through by \$9,350. The cost to the city is approximately \$563 based on the city's contribution in the Wilmington Metropolitan Planning Organization.

**D. New: Travel Pattern Database**

**Division:** PDT\_MPO

**Total Cost:** \$50,000

**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding in the amount of \$50,000 is added to the WMPO FY21 budget to allow for the purchase of a robust origin-designation database. The cost to the city is \$4,213 based on the city's contribution in the Wilmington Metropolitan Planning Organization.

The database allows the WMPO to perform data analysis in real time. Using a compilation of trillions of geospatial data points, collected from user applications in smart phones and GPS Navigation devices, data is ingested, indexed and anonymized resulting in sophisticated travel pattern information. The information is located in an on-demand platform which lets the user analyze, visualize and compare travel patterns.

## PUBLIC SERVICES

The Public Services department is responsible for streets, City buildings and facilities, stormwater services (managed through the Stormwater enterprise fund) and solid waste services (managed through the Recycling and Trash enterprise fund). The department is split amongst the General Government and the Transportation Functions as depicted below.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>GENERAL GOVERNMENT</b>					
<b>PS-ADMINISTRATION</b>					
PERSONNEL	\$ 373,884	\$ 430,188	\$ 430,188	\$ 442,342	2.8%
BENEFITS	\$ 105,289	\$ 135,138	\$ 135,138	\$ 136,895	1.3%
OPERATING	\$ (129,172)	\$ (191,285)	\$ (192,104)	\$ (194,707)	1.8%
<b>PS-ADMINISTRATION Total</b>	<b>\$ 350,001</b>	<b>\$ 374,041</b>	<b>\$ 373,222</b>	<b>\$ 384,530</b>	<b>2.8%</b>
<b>PS-BUILDINGS</b>					
PERSONNEL	\$ 492,016	\$ 557,942	\$ 557,042	\$ 554,528	-0.6%
BENEFITS	\$ 139,891	\$ 175,150	\$ 175,150	\$ 179,136	2.3%
OPERATING	\$ 3,176,757	\$ 1,221,070	\$ 1,456,585	\$ 1,345,995	10.2%
OUTLAY	\$ -	\$ 23,000	\$ 23,000	\$ 24,112	4.8%
<b>PS-BUILDINGS Total</b>	<b>\$ 3,808,664</b>	<b>\$ 1,977,162</b>	<b>\$ 2,211,777</b>	<b>\$ 2,103,771</b>	<b>6.4%</b>
<b>GENERAL GOVERNMENT Total</b>	<b>\$ 4,158,665</b>	<b>\$ 2,351,203</b>	<b>\$ 2,584,999</b>	<b>\$ 2,488,301</b>	<b>5.8%</b>
<b>TRANSPORTATION</b>					
<b>PS-STREETS</b>					
PERSONNEL	\$ 1,126,270	\$ 1,219,008	\$ 1,219,008	\$ 1,094,422	-10.2%
BENEFITS	\$ 339,868	\$ 399,757	\$ 399,757	\$ 361,766	-9.5%
OPERATING	\$ 639,973	\$ 903,794	\$ 1,041,128	\$ 1,285,546	42.2%
OUTLAY	\$ -	\$ -	\$ -	\$ 291,713	-%
<b>PS-STREETS Total</b>	<b>\$ 2,106,111</b>	<b>\$ 2,522,559</b>	<b>\$ 2,659,893</b>	<b>\$ 3,033,447</b>	<b>20.3%</b>
<b>TRANSPORTATION Total</b>	<b>\$ 2,106,111</b>	<b>\$ 2,522,559</b>	<b>\$ 2,659,893</b>	<b>\$ 3,033,447</b>	<b>20.3%</b>
<b>Public Services Total</b>	<b>\$ 6,264,775</b>	<b>\$ 4,873,762</b>	<b>\$ 5,244,892</b>	<b>\$ 5,521,748</b>	<b>13.3%</b>

#### Authorized Positions

Administration	5	6	6	6
Buildings	10	11	11	11
Streets	25	25	25	24
<b>Public Services Total</b>	<b>40</b>	<b>42</b>	<b>42</b>	<b>41</b>

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### **Division Description**

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The **Administration** division is responsible for oversight and management of all Public Services divisions, as well as employee development, strategic planning, and overall financial and budget development and management. The division also houses the compliance, sustainability, and safety programs.

The **Streets** Division's mission is to maintain a simple, dependable street and sidewalk system, allowing people in Wilmington to travel safely and efficiently. To fulfill this mission, the division provides a dependable and well-maintained street system and coordinates street and sidewalk rehabilitation projects.

The **Buildings** division's mission is to maintain quality facilities that ensure a safe environment for citizens and city staff to conduct business. The division maintains the health of City-owned facilities through a combination of preventative, corrective, and emergency maintenance.

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### **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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### **Base Budget Adjustments**

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#### **A. One-time Funding Removal: Upfront Cost of New Employee**

**Division:** Buildings  
**Total Cost:** (\$23,000)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A new Project Coordinator position was authorized in FY20. One-time funding was approved for the purchase of a vehicle totaling \$23,000. This purchase has been removed from the budget for FY21.

**B. Shift Utility Funding**

**Division:** Buildings  
**Total Cost:** (\$21,100)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A shift in utility funding in the amount of \$21,100 is being done to provide Community Services with additional funding to assist with utility billing increases.

**C. One-time Funding Removal: Upfront Cost of New Employee**

**Division:** Admin  
**Total Cost:** (\$1,886)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A new Compliance Officer was authorized in FY20. One-time funding was authorized for a computer purchase in the amount of \$1,886 that has been reduced from the budget.

**D. Base Shift: Annual Computer Replacement**

**Division:** Buildings  
**Total Cost:** (\$650)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The base budget was reduced by \$650 in the Buildings division to cover the new annual PC replacement charges for the computer transfer from the Stormwater division.

**E. Budget Correction: Utility Funds - Refuse &/or Stormwater**

**Division:** Buildings  
**Total Cost:** \$24,230  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$24,230 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

## Budget Modifications

### A. Reduction: Public Services Re-Org

**Division:** Streets  
**Total Cost:** (\$4,148)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: -4; Part-Time: 0.00  
**Description:** A reduction to Streets Department in the amount of \$4,148 as part of the Field Operations reorganization.

There are multiple changes that come from this reorganization to include position reclasses, creation of new crews, the purchase of new equipment and a general shift in duties and responsibilities in both General Fund Streets and the Stormwater Enterprise Fund divisions of Public Services. A cost share between the two divisions and funds is included in the reorganization that has resulted in this credit to the General Fund Streets Division.

### B. Accelerate Vehicle Replacements

**Division:** Administration  
**Total Cost:** \$0  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase in the amount of \$6,368 for the accelerated replacement of the second Compliance Officer truck. Funding was approved for this replacement in FY20 in the amount of \$2,750 and was revised by the Fleet Manager to be an annual cost of \$9,118. With the \$2,750 already budgeted, this four year accelerated replacement plan increased by \$6,368, with the full cost funded through indirect costs coming in from the Stormwater and Recycling and Trash enterprise funds.

### C. Vehicle Equipment

**Division:** Buildings  
**Total Cost:** \$3,500  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The Buildings Division will be replacing two vehicles in this budget period. The Crew Leader vehicle (#08394) and the Project Coordinator vehicle (#08390) will both be replaced. Ladder racks and storage units at a cost of \$3,500 will be installed to make them functional for the assigned personnel.



#### D. Reclass Admin Support Tech

**Division:** Streets  
**Total Cost:** \$4,596  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase of the budget by \$4,596 for the reclassification of an existing Administrative Support Technician position to a Fiscal Support Specialist.

This reclassified position will assist with existing duties that are currently being performed inconsistently with an Administrative Support Technician. New responsibilities have been placed on this position to include monitoring and reporting budget and financial information, and contract and payments related to capital projects across multiple divisions within Public Services.

#### E. Broadband for Tablets

**Division:** Multiple  
**Total Cost:** \$8,664  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase in the amount of \$8,664 for monthly broadband fees for tablets used in the field to access City systems, including the Munis system's new work order program expected to go on-line in FY21.

#### F. Fuel Increase

**Division:** Buildings  
**Total Cost:** \$10,000  
**Priority:** Strategic Plan: Create a Safe Place 6.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** An increase in the amount of \$10,000 has been budgeted in order to continue to serve generator needs at eighteen City facilities as well as provide propane necessary for heating and cooking at the fire stations. This service supports the City's move for resiliency during inclement weather events.

This budget line has proven to be under budgeted and this increase supports actual costs for these services.

#### G. New Service Contracts

**Division:** Buildings  
**Total Cost:** \$11,000  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$11,000 has been approved to enter in to new service contracts to assist with pressure-washing building exteriors, with the Operations Center receiving one pressure wash annually, servicing of the 12 service gates located throughout City-owned properties, and continuance of pest control specialty treatments at City Hall.

#### H. River Place Annual Operating

**Division:** Buildings  
**Total Cost:** \$13,000  
**Priority:** Expanding Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Annual maintenance costs for the public areas at the River Place development have been budgeted in the amount of \$13,000 to include weekly maintenance and an annual deep clean of the fountain as well as other routine maintenance items in the common areas.

This is the first year of operation for the fountain and common areas related to the River Place development. Annual maintenance needs will be evaluated as the year progresses for possible unknown needs however, there is no contingencies with this funding as approved.

#### I. Funding for Equipment and Maintenance Repairs

**Division:** Buildings  
**Total Cost:** \$25,000  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding has been approved in the amount of \$25,000 for on-going maintenance needs and repairs for generators, HVAC units, plumbing and alarm systems as well as for overhead door repairs. This additional funding will bring the repair and maintenance account more in line with the actual budget needed to provide for these necessary repairs.

#### J. Vehicle

**Division:** Buildings  
**Total Cost:** \$31,234  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The purchase of a new vehicle in the Buildings division of Public Services has been approved totaling \$31,234. The cost of the vehicle is \$24,112 as a one-time expense with annual replacement, insurance and maintenance costs of \$4,122 on an 8-year replacement plan. In addition to the cost of the vehicle and replacement, \$500 is included for annual fuel costs as well as a one-time expense of \$2,500 for accessories to upfit the truck such as ladder racks and storage units.

This vehicle replaces a van that came off lease a few years ago that has required costly and on-going repairs, accelerating the need for replacement.

**K. Cost Share: Pothole Patcher Crew**

**Division:** Streets  
**Total Cost:** \$31,712  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The Public Service reorganization shifted the Pothole function into Stormwater. In order to cost share with the activities that cross funds, a 30% charge-back to the Streets Division in the amount of \$31,712 is implemented. The 30% charge-back is for the cost associated with salary and benefits, the annual fleet replacement and the annual fuel costs totaling \$105,708.

**L. Centralization: Janitorial Contracts**

**Division:** Buildings  
**Total Cost:** \$48,399  
**Priority:** Continuation of Services 2.14  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Citywide janitorial service contracts will now be centralized and managed within the Buildings Division of Public Services. Centralizing all janitorial contracts will lead to better overall management and efficiencies throughout the city.  
 Two departments outside of Public Services manage their own contracts; Community Services in the general fund and Fire Department headquarters. Community Services has shifted in \$36,160 and Fire has shifted in \$12,239 so support this effort. The Municipal Golf Course in Community Services, has a budget of \$2,100 for janitorial contracts and has retained that budget within the enterprise fund set of accounts. Buildings will utilize this available budget to manage janitorial contracting services for the golf course. A total budget increase of \$48,399 is being recognized in the Buildings division.

**M. New Positions: Three Man Asphalt Repair Crew**

**Division:** Streets  
**Total Cost:** \$430,891  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 3; Part-Time: 0.00  
**Description:** Half year funding (6 months) totaling \$430,891 is authorized for a three-man asphalt pavement repair crew and equipment, The annual cost for the three positions total \$161,791 for salary and benefits with half of the funding approved in FY21 in the amount of \$80,895. This includes one Construction Crew Leader (N5) and two Sr. Construction Workers (N3).

Equipment costs are \$343,909 for the purchase of equipment as well as annual replacement, insurance and maintenance costs. The equipment includes an asphalt swat vehicle for \$77,318, a mini excavator for \$160,482, a 12 ton trailer for \$17,612 and a single axle dump truck for \$88,497. Of the equipment budget, \$291,713 is a one-time purchase.

In addition to asphalt repair, this crew will help serve the increasing needs for additional cold patch pothole repair, cracking sealing, and the operation of the Streets division’s asphalt hot box. It will also help to further enhance the City’s strategic plan action step to develop operational staffing plans to reflect services and infrastructure growth. This will help to continue with the increase of roadways over the desirable PCI 80 on existing and newly accepted roadways within the City due to population and development growth.

*Performance Measures*

Support Efficient Transportation Systems		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To maintain the integrity of City streets and sidewalks so that there is a safe and clear passageway for all vehicular and pedestrian traffic					
<b>Objective:</b> Ensure the citizens receive the best quality service that enhances their quality of life	<b>Measure:</b> Citizens who are overall satisfied with the maintenance of City streets and sidewalks	24.9%	45%	N/A	36%
<b>Objective:</b> To protect the City's investment and the public through preventative maintenance and rebuilding of sidewalks	<b>Measure:</b> Square yards of concrete removed and replaced per man day	1.98	5.50	2.86	5.50
Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To protect the citizens and employees by providing standards to safeguard life and limb, health, property and public welfare through both preventative and proactive facilities maintenance.					
<b>Objective:</b> Ensure all existing facilities meet required standards while ensuring reliable and cost-effective facility usage	<b>Measure:</b> Square footage per facilities FTE for City-owned buildings	88,555	N/A	123,658	75,000

## ENGINEERING

The Engineering Department provides civil engineering and related services. The Administration Section establishes Technical Standards and Specifications, processes contract payments, and oversees administrative functions. The Plan Review Section regulates private development stormwater permitting, variances, sureties, official acceptance, and encroachments. The Construction Management Section oversees engineering inspections for public and private development projects; performs constructability reviews; and administers the Right-of-Way Permit program. The Capital Projects group is comprised of three sections. The Project Management Section and Design Section implement Capital Improvement Program public infrastructure projects (e.g., bridges, roadway, pedestrian & bicycle, riverfront, facilities, streetscape, and utilities). The Geomatics Section provides professional surveying and mapping services for capital projects, legal, planning, police, and operations staff.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>ENGINEERING</b>					
PERSONNEL	\$ 1,980,165	\$ 2,108,472	\$ 2,108,453	\$ 2,265,197	7.4%
BENEFITS	\$ 578,013	\$ 662,709	\$ 662,998	\$ 747,190	12.7%
OPERATING	\$ 234,176	\$ 239,795	\$ 289,185	\$ 310,660	29.6%
OUTLAY	\$ -	\$ -	\$ 30,999	\$ -	-%
ALLOCATED COST	\$ (124,818)	\$ (152,440)	\$ (152,440)	\$ (122,440)	-19.7%
<b>ENGINEERING Total</b>	<b>\$ 2,667,536</b>	<b>\$ 2,858,536</b>	<b>\$ 2,939,195</b>	<b>\$ 3,200,607</b>	<b>12.0%</b>
<b>Authorized Positions</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>33</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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## Base Budget Adjustments

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### A. Centralization: GIS Staff

**Division:** Engineering

**Total Cost:** (\$79,856)

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: -1; Part-Time: 0.00

**Description:** Funding reduction of \$79,856 authorizes the Engineering Department to transfer an existing GIS Analyst to the Information Technology Department. The funding includes salary, benefits and operating of one employee. The funding is being shifted to IT creating a net zero impact to the budget.

### B. Position Transfer: Parks Superintendent in Community Services to Project Manager in Engineering

**Division:** Engineering

**Total Cost:** \$3,250

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00

**Description:** Funding in the amount of \$3,250 is added to the Engineering Department budget coming in as a reduction to Community Services for the relocation of a budgeted position.

This Parks Superintendent position was initially approved in the FY20 Community Services budget and was later determined that it would best be utilized as a Project Manager managing the voter-approved Parks Bond projects.

The full budget impact to Engineering is in the amount of \$99,933 with the salary and benefits portion of \$96,683 already in Engineering's salary package for FY21. The remaining amount is for operational needs for the position.

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## Budget Modifications

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### A. Computers for Construction Inspectors

**Division:** Engineering

**Total Cost:** \$3,490

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding has been approved in the amount of \$3,490 for the purchase of two computers at a cost of \$2,490 and \$1,000 as an on-going annual expense.

The Engineering Department currently has five Construction Inspectors who share three computers. The purchase of two additional computers will aid in efficiencies for the Inspectors.

**B. PE Licensure Add Pay**

**Division:** Engineering  
**Total Cost:** \$3,678  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Per City policy, funding of \$3,678 is granted to provide additional pay for Professional Engineer Licenses. Retaining PE Licensure is essential to maintaining solid performance.

**C. Office Space Operating Costs**

**Division:** Engineering  
**Total Cost:** \$20,000  
**Priority:** Expanding Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** With several Engineering staff relocating to new office space, \$20,000 has been approved for incidentals and operating costs to include furniture, supplies and utility expenses.

**D. Professional Services (Contract Templates)**

**Division:** Engineering  
**Total Cost:** \$30,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding amounting \$30,000 has been approved to have a consultant finalize EJDC Bid and Contract Templates. This will assist the Engineering staff in overhauling the contract templates to correct problems with project scoping and cost overruns.

**E. Decrease in Engineering Charges to CIP**

**Division:** Engineering  
**Total Cost:** \$30,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Authorized for FY21 is a reduction of the charge back cost associated with in-house engineering services charged to the Stormwater Fund for the anticipated completion of the Stormwater Service Geodatabase project in FY20.

The account now reflects a balance of -\$122,440 in chargebacks for CIP related professional assistance.



**F. New Position: Project Manager**

**Division:** Engineering

**Total Cost:** \$59,430

**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1

**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00

**Description:** Half year funding (6 months) totaling \$59,430 has been authorized for a Project Manager (E7) for the Capital Projects Division. The annual salary is approved at the mid-point at a rate of \$77,428 plus \$26,661 in associated benefits. Half of the year for salary and benefits totals \$52,045. The 6 month funding also includes \$6,485 in one-time and annual operating expenses to include \$500 for PC replacement, \$100 for office supplies, \$75 for uniforms, \$900 in travel and training and \$5,810 for furniture, computer and phone.

The Project Manager position is needed to restore a balanced and efficient workload. Current staffing levels cannot sustain the existing workload and quality management of projects that is required and the additional of project manager will increase the level of service needed in the Engineering Department.

**G. New Position: Fiscal Support Specialist**

**Division:** Engineering

**Total Cost:** \$73,308

**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1

**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00

**Description:** Funding in the amount of \$73,308 is approved allowing the Engineering Department to hire a Fiscal Support Specialist (N5). This includes \$48,256 for salary, \$20,077 in benefits and \$7,385 in operating to include a computer, phone and office furniture. Of these expenses, \$4,100 is for one-time purchases.

It is estimated that 15% of valuable Project Manager(s) time will be freed up from administrative tasks such as contract routing, purchase order processing, budget amendments, meeting minutes, city council resolutions and ordinances amongst other administrative duties.

*Performance Measures*

Foster a Prosperous, Thriving Economy		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To provide timely/responsive review of and technical assistance with development plan submittals in order to streamline the City’s permitting process					
<b>Objective:</b> To increase the percentage of plan review submittals reviewed within 30 calendar days	<b>Measure:</b> Percent of submittals reviewed within 30 days	79.55	75%	89.80%	N/A
<b>Objective:</b> To increase the percentage of plan review submittals reviewed within 21 calendar days	<b>Measure:</b> Percent of submittals reviewed within 21 days	N/A	N/A	N/A	75%
<b>Goal:</b> To improve overall Engineering division performance by devoting sufficient staff time to general engineering functions.					
<b>Objective:</b> Maintain an appropriate balance between administration and general engineering assignments	<b>Measure:</b> Ratio of time devoted to general engineering vs. administrative functions	1.07	1.00	0.89*	1.00

\*Note: Adjusted to remove Hurricane Dorian impacts; Original FY20 actual at 0.94

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## PUBLIC SAFETY



## POLICE DEPARTMENT

The Police department provides a wide array of services aimed at protecting Wilmington residents and visitors through the prevention and reduction of crime, the enforcement of laws, and the promotion of community safety and wellbeing. Led by the Chief of Police, the department promotes Community Policing by targeting illegal drug activities, violent street crimes, and other quality of life problems.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>PD-OFFICE OF THE CHIEF</b>					
PERSONNEL	\$ 1,999,588	\$ 1,346,621	\$ 1,346,621	\$ 1,134,954	-15.7%
BENEFITS	\$ 559,187	\$ 376,162	\$ 376,162	\$ 317,597	-15.6%
OPERATING	\$ 324,178	\$ 618,525	\$ 612,984	\$ 610,060	-1.4%
OUTLAY	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-OFFICE OF THE CHIEF Total</b>	<b>\$ 2,882,953</b>	<b>\$ 2,341,308</b>	<b>\$ 2,335,767</b>	<b>\$ 2,062,611</b>	<b>-11.9%</b>
<b>PD-ADMIN SUPPORT</b>					
PERSONNEL	\$ 1,360,574	\$ 1,503,927	\$ 1,505,425	\$ 1,388,243	-7.7%
BENEFITS	\$ 417,399	\$ 498,518	\$ 498,842	\$ 511,935	2.7%
OPERATING	\$ 4,303,909	\$ 5,260,538	\$ 4,862,123	\$ 5,674,982	7.9%
OUTLAY	\$ 77,154	\$ 27,551	\$ 432,517	\$ 185,096	571.8%
NON-DEPARTMENTAL	\$ 2,255,156	\$ 3,000,000	\$ 3,006,000	\$ 1,000,000	-66.7%
RESERVE FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-ADMIN SUPPORT Total</b>	<b>\$ 8,414,193</b>	<b>\$ 10,290,534</b>	<b>\$ 10,304,907</b>	<b>\$ 8,760,256</b>	<b>-14.9%</b>
<b>PD-ADMIN-LAB &amp; CSI</b>					
PERSONNEL	\$ 517,522	\$ -	\$ -	\$ -	-%
BENEFITS	\$ 157,684	\$ -	\$ -	\$ -	-%
OPERATING	\$ 177,035	\$ -	\$ 13,867	\$ -	-%
OUTLAY	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-ADMIN-LAB &amp; CSI Total</b>	<b>\$ 852,240</b>	<b>\$ -</b>	<b>\$ 13,867</b>	<b>\$ -</b>	<b>-%</b>
<b>PD-INVESTIGATIVE BUREAU</b>					
PERSONNEL	\$ 2,346,163	\$ 2,583,614	\$ 2,583,614	\$ 2,609,469	1.0%
BENEFITS	\$ 659,577	\$ 833,698	\$ 833,698	\$ 859,469	3.1%
OPERATING	\$ 203,093	\$ 223,033	\$ 225,027	\$ 160,970	-27.8%
OUTLAY	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-INVESTIGATIVE BUREAU Total</b>	<b>\$ 3,208,833</b>	<b>\$ 3,640,345</b>	<b>\$ 3,642,339</b>	<b>\$ 3,629,908</b>	<b>-0.3%</b>
<b>PD-PLANNING AND RESEARCH</b>					
PERSONNEL	\$ 579,992	\$ 1,205,379	\$ 1,270,310	\$ 1,422,501	18.0%
BENEFITS	\$ 150,713	\$ 412,003	\$ 412,003	\$ 492,447	19.5%
OPERATING	\$ -	\$ 6,489	\$ 19,621	\$ 22,489	246.6%
OUTLAY	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-PLANNING AND RESEARCH Total</b>	<b>\$ 730,705</b>	<b>\$ 1,623,871</b>	<b>\$ 1,701,934</b>	<b>\$ 1,937,437</b>	<b>19.3%</b>

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>PD-SPECIAL OPERATIONS</b>					
PERSONNEL	\$ 3,440,273	\$ 4,017,959	\$ 4,027,959	\$ 2,372,218	-41.0%
BENEFITS	\$ 989,109	\$ 1,260,931	\$ 1,260,931	\$ 784,882	-37.8%
OPERATING	\$ 170,027	\$ 302,452	\$ 265,304	\$ 319,462	5.6%
OUTLAY	\$ -	\$ -	\$ 37,073	\$ 56,225	-%
RESERVE FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-%
<b>PD-SPECIAL OPERATIONS Total</b>	<b>\$ 4,599,409</b>	<b>\$ 5,581,342</b>	<b>\$ 5,591,267</b>	<b>\$ 3,532,787</b>	<b>-36.7%</b>
<b>PD-UNIFORM PATROL</b>					
PERSONNEL	\$ 7,469,136	\$ 6,774,427	\$ 6,826,269	\$ 8,838,906	30.5%
BENEFITS	\$ 2,149,190	\$ 2,280,017	\$ 2,280,017	\$ 3,007,294	31.9%
OPERATING	\$ 441,810	\$ 494,675	\$ 494,225	\$ 489,247	-1.1%
OUTLAY	\$ -	\$ -	\$ 425	\$ -	-%
<b>PD-UNIFORM PATROL Total</b>	<b>\$ 10,060,136</b>	<b>\$ 9,549,119</b>	<b>\$ 9,600,936</b>	<b>\$ 12,335,447</b>	<b>29.2%</b>
<b>PD-VICE/NARCOTICS ENFORCEMENT</b>					
PERSONNEL	\$ 1,995,529	\$ 1,949,132	\$ 1,949,132	\$ 1,912,173	-1.9%
BENEFITS	\$ 599,461	\$ 659,933	\$ 659,933	\$ 659,499	-0.1%
OPERATING	\$ 148,456	\$ 160,904	\$ 152,939	\$ 162,429	0.9%
OUTLAY	\$ -	\$ -	\$ -	\$ 18,075	-%
<b>PD-VICE/NARCOTICS ENFORCEMENT Total</b>	<b>\$ 2,743,446</b>	<b>\$ 2,769,969</b>	<b>\$ 2,762,004</b>	<b>\$ 2,752,176</b>	<b>-0.6%</b>
<b>PD-SEPARATION ALLOWANCE</b>					
PERSONNEL	\$ 700,000	\$ 750,000	\$ 750,000	\$ 825,000	10.0%
<b>PD-SEPARATION ALLOWANCE Total</b>	<b>\$ 700,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 825,000</b>	<b>10.0%</b>
<b>Grand Total</b>	<b>\$ 34,191,916</b>	<b>\$ 36,546,488</b>	<b>\$ 36,703,021</b>	<b>\$ 35,835,622</b>	<b>-1.9%</b>

**Authorized Positions**

Office of the Chief	34	33	33	18
Administrative Services Bureau	36.93	36.2	36.2	35.64
Criminal Investigations	48.4	46	46	43
Planning & Research	7	7	7	26
Special Operations	51	46	46	17
Uniform Patrol	148.46	151	151	182
Special Investigations	31	31	31	30
<b>Police Department Total</b>	<b>356.79</b>	<b>350.2</b>	<b>350.2</b>	<b>351.64</b>

**Division Description**

The **Office of the Chief** is responsible for the oversight of all law enforcement services within the City of Wilmington to include internal investigations, policy development and review, and the targeting of criminal activity through crime analysis.

**Planning and Research** allows for greater oversight and managerial authority of critical components that directly affect the overall operation of the department's divisions. Systematic research, planning and analysis is critical to compliance with national accreditation standards, departmental staffing, benchmarking and charting its overall direction.

The **Criminal Investigations** division (CID) investigates cases for criminal trials, recovers property, participates in a multi-agency fugitive task force, handles youth-related incidents, and oversees crime scene investigation. The unit also consists of drug enforcement teams, commercial robbery, violent crime task force, Alcoholic Beverage Control (ABC) section and the FBI- JTTF (Joint Terrorism Task Force). CSI, or Crime Scene Investigations, falls under the Criminal Investigations Division. CSI manages collection and analysis of evidence.

The **Uniform Patrol** division is a consists of uniformed officers situated in the northwest and southeast portions of the City and is responsible for high visibility, proactive policing patrols utilizing a strategy that consists of crime prevention, crime detection, and perpetrator apprehension utilizing mobile and foot conveyances.

The **Special Operations** unit consists of Traffic, K-9, and oversees the department's Emergency Response Team (ERT), Explosive Ordinance Disposal (EOD), harbor patrol and hostage negotiation units. This division also houses the School Resource Officers and Wilmington Housing Authority Officers.

The **Administrative Services Bureau** division maintains, controls and coordinates department information and functions related to records, property/evidence control and disposal, personnel, budget, grants, logistics and recruitment.

The **Special Investigations Division** (SID) is responsible for investigations involving illegal drugs, prostitution, or any investigation involving prescription drugs or the pharmacies that distribute legal prescription drugs within the City. SID also has members of Federal Task Forces for the U.S. Drug Enforcement Administration (DEA), U.S. Marshal Service, and U.S Alcohol Tobacco Firearms and Explosives (ATF).

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## **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.



## Base Budget Adjustments

### A. One-time Funding Removal: Legal Settlement

**Division:** Administrative Support  
**Total Cost:** (\$2,000,000)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$2,000,000 associated with a legal settlement was removed from the budget. FY21 will represent the last year of that legal settlement's obligation where \$1,000,000 remains in the Police budget to support that need.

### B. One-time Funding Removal: Bomb Suit

**Division:** Special Operations  
**Total Cost:** (\$37,076)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$37,076 associated with the purchase of a new bomb suite has been removed from the budget.

### C. One-time Funding Removal: Motorcycle

**Division:** Administrative Support  
**Total Cost:** (\$29,997)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$29,997 associated with a three-year plan beginning in FY18 to replace police motorcycles, one per year, was removed from the budget.

### D. Swap of Positions: Latent Print vs. Crime Analyst

**Division:** Investigative Bureau  
**Total Cost:** (\$15,112)  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** In prior years, City WPD funded \$81,000 toward a NHC Latent Print Examiner (\$81,000) while NHC authorized and funded a STING Center Crime Analyst at WPD (\$46,259 salary plus benefits totaling \$65,888). Both organizations agreed to an adjustment, starting FY21, resulting in the City WPD halting payment for the Latent Print Examiner and the County halting funding and authorization of the STING Center Crime Analyst. The City now funds and has authorized the STING Center Crime Analyst and is no longer funding the Latent Print Examiner at a net savings of \$15,122.

**E. One-time Funding Removal: Industrial-Grade Refrigerator**

**Division:** Administrative Support  
**Total Cost:** (\$12,882)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$12,882 associated with the purchase of an industrial-grade refrigerator to store evidence has been removed from the budget.

**F. Centralize Landscaping Contracts: Shift From Police to Community Services**

**Division:** Administrative Support  
**Total Cost:** (\$11,120)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$11,120 is shifted from Police to Community Services to account for the centralization of landscape contracts for City facilities. These funds represent the contract amount for the Haynes Lacewell Fire and Police Training Facility. \$6,800 was added in FY20 representing a partial year, and \$4,320 was approved in FY21 to represent a full year for the facility.

**G. Shift: PowerDMS Software to IT Department**

**Division:** Multiple  
**Total Cost:** (\$5,356)  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Police shifted the PowerDMS software to IT (-\$5,365). The IT Department has a matching increase.

**H. One-time Funding Removal: Camera Software**

**Division:** Investigative Bureau  
**Total Cost:** (\$3,125)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** One-time funding in the amount of \$3,125 associated with the purchase of software for the new Axon cameras was removed from the budget.

**I. New Position: Administrative Support Technician**

**Division:** Administrative Support  
**Total Cost:** \$0  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 1; Part-Time: -2.08  
**Description:** Funding is shifted in the FY21 budget in order to create a new Administrative Support Technician position (N3). The shift includes the removal of four vacant part-time Cadet positions (0.52 each) leaving seven remaining Cadet positions.

The position ensures WPD provides front-end service and support to citizens on a consistent basis and results in increased positive community contacts. It also allows the Police Cadets to be utilized in other divisions where they can increase their skills and job knowledge as they prepare for careers in law enforcement.

**J. Budget Correction: Utility Funds - Refuse &/or Stormwater**

**Division:** Multiple  
**Total Cost:** \$9,040  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$9,040 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

**Budget Modifications**

**A. Reclass: Police Property Technician Position to Senior Level**

**Division:** Administrative Support  
**Total Cost:** \$2,220  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$2,220 is authorized to allow for the reclassification of a Police Property Technician position to Senior level (N3 to N4).

This allows for more advancement opportunities for civilian staff as well as fairly compensate employees who are tasked with more complex assignments and projects.

**B. Reclass: Police DCI Clerks to NCIC Specialist**

**Division:** Administrative Support  
**Total Cost:** \$8,366  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$8,366 authorizes the reclassification of Police DCI Clerks to NCIC Specialist (N3 to N4). This includes a salary increase for three employees of \$6,823 plus benefits. DCI Clerks possess a robust skill set. DCI Clerks must attain state certifications in the use of the Division of Criminal Information (DCI) system and federal certifications for the use of the National Crime Information Center (NCIC) system. These employees also review and interpret complex criminal history records and make critical decisions about criminal information.

**C. Police Training Budget**

**Division:** Office of the Chief  
**Total Cost:** \$10,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$10,000 is added to the budget to increase the annual training budget in the Police Department. Multiple training opportunities need to occur. The funding allows for the Police Department to continue as a highly trained organization.

**D. Contract Adjustment: Body Cameras and In-car Cameras**

**Division:** Administrative Support  
**Total Cost:** \$12,452  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$12,452 is approved to support the second year of the in-car camera contract (\$83,718) and the second year of the body camera contract (-\$71,266). Equipping police employees with functional and reliable body-worn cameras and vehicle with in-car cameras affords officers the ability to collect video evidence to assist in criminal investigations and prosecutions, which in turn aids in creating a safe place.

**E. Replace: Property and Evidence Equipment**

**Division:** Administrative Support  
**Total Cost:** \$16,161  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Property and Evidence equipment is approved to be added or replaced in FY21 with \$16,161 in funding. The photo sweep and aisle entry sensors on automatic evidence shelves (\$6,570) and a digital scale (\$4,704) were identified as a replacement need. Three new commercial-grade dehumidifiers (\$4,887) were approved in order to address humidity in the evidence area.

**F. Replace: Phone Unlocking System**

**Division:** Vice/Narcotics enforcement  
**Total Cost:** \$18,075  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$18,075 is approved to allow the Police Department to replace and update the aging phone unlocking technology. The Police Department performs approximately three hundred cell phone extractions annually. The new technology can extract data from cellphones, tablets and other mobile devices to be utilized in connection with criminal investigations.

**G. Crash Data Retrieval Device**

**Division:** Special Operations  
**Total Cost:** \$20,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$20,000 is included in the budget to allow for the purchase of a Crash Data Retrieval device. The device facilitates the download of data from modern vehicle manufacturers' storage devices, such as vehicle speed, seat belt status, steering input, etc. A Crash Data Retrieval (CDR) device is necessary to accurately gather data from serious and fatal traffic crashes. Intel gathered is collected from manufacturers' storage devices installed in modern vehicles. A CDR device will aid in the successful recreation of serious and fatal crashes and help in the successful prosecution of parties responsible for same.

**H. Replace: Self-Contained Breathing Apparatus**

**Division:** Special Operations  
**Total Cost:** \$23,080  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$23,080 allows the Police Department to replace three expiring self-contained breathing apparatus (SCBA), originally purchased in 2006, for use by Bomb Technicians. Technicians utilize the SCBAs in criminal explosive situations within a HazMat environment. The SCBA's are required in response with identified HazMat scenarios involving explosives. National Fire Protection Agency (NFPA) strictly prohibits the use of expired equipment. All Bomb Technicians are also Hazardous Materials Technicians. Incidents involving explosives and HazMat materials are not handled by traditional HazMat teams, but handled by PD Bomb Technicians.

**I. Expand: Body-Worn Camera Program**

**Division:** Administrative Support

**Total Cost:** \$24,465

**Priority:** Strategic Plan: Create a Safe Place 6.2

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** The funding of \$24,465 allows the Police Department to expand the body-worn camera program to thirty-five personnel. After the initial roll-out of the program in August FY20, where two hundred officers were outfitted, an identified need arose to also outfit specialized units and those officers executing search warrants.

Equipping police employees with functional and reliable body-worn cameras affords officers the ability to collect video evidence to assist in criminal investigations and prosecutions, which in turn aids in creating a safe place. Body-worn cameras also allow the city the ability to review an officer's interactions with members of the community to help ensure that they are meeting the highest standards of excellence expected by the city. Video footage collected on body-worn cameras can aid investigators in the Professional Standards Section of the Police Department with citizen complaints, providing an additional level of oversight for personnel.

**J. Reclass: Part-time Housekeeper to Full-time for Haynes Lacewell**

**Division:** Administrative Support

**Total Cost:** \$27,487

**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1

**Position(s):** Full Time Equivalent: 1; Part-Time: -0.48

**Description:** Funding in the amount of \$27,487 supplements the partial year funding for operating funding added in the FY20 budget. Operating estimates for nine months were included in the FY20 budget due to the timing of completion of the Haynes Lacewell training facility. The funding allows the Police Department to convert one part-time housekeeper, authorized in FY20, to full-time at a salary of \$25,813 (N1) plus benefits.

**K. Replace: Expired Specialized Ballistic Vests**

**Division:** Administrative Support

**Total Cost:** \$28,988

**Priority:** Strategic Plan: Create a Safe Place 6.1

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding in the amount of \$28,988 allows the Police Department to purchase fifteen specialized tactical vests set to expire in FY21 and utilized by the Special Investigations Division. This funding is in addition to ongoing funding in the department of \$16,800 for the ongoing replacement of specialized vests. In FY22, this funding will be reduced to meet a long-term replacement plan schedule.

**L. Refurbish: Bomb Robot**

**Division:** Special Operations  
**Total Cost:** \$36,225  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 5.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$36,225 is included in the budget to allow for the refurbishment of the Bomb Squad's Remotec Model F6A-J robot, purchased in 2010. The refurbishment will bring the robot to 'as-new' status and will eliminate the need to purchase a new robot, which could cost up to \$127,000. A functional, multi-purpose robot is a requirement of maintaining accreditation compliance with the FBI under the National Guidelines for Bomb Technicians standards.

The robot has been in continuous service for 8 years on calls in Southeast North Carolina and is used routinely in mandated training.

**M. Shot Spotter Missions (Contract:Year Two)**

**Division:** Administrative Support  
**Total Cost:** \$48,750  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$48,750 is approved for the second year of a three-year contract for Shot Spotter Missions, a crime forecasting and patrol management tool. The tool is useful to the Police Department in creating a plan of action used to deploy officers and resources throughout the city.

**N. Towing Budget**

**Division:** Administrative Support  
**Total Cost:** \$52,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Due to a drastic increase in rates for towing services, \$52,000 was added to the FY21 Budget.

**O. Partial Year: Haynes Lacewell Operating Costs**

**Division:** Administrative Support  
**Total Cost:** \$58,516  
**Priority:** Strategic Plan: Create a Safe Place 6.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$58,516 supplements the partial year funding for operating funding added in the FY20 budget. Operating estimates for nine months were included in the FY20 budget. This funding represents 3 months and completes a full year of operating funding for the facility. Due to the timing of warranties, additional funding may be identified in future years. The funding allows the department to maintain the CO2 gas for the use of force simulator and purchase annual training supplies (\$10,000), maintain the annual fee for a digital communications board (\$2,160), maintain and dispose of range HVAC filters via contract (\$18,536), increase landscaping line (\$4,320), account for janitorial supplies (\$3,500) and maintain AV equipment via contract (\$20,000).



The Haynes Lacewell training facility is a shared Fire Department and Police Department facility, with the Police Department managing the operating budget. Highly trained police and fire employees allows for enhanced service delivery. In addition to training capabilities for public safety staff, the facility is used by community groups and other entities.

**P. Shot Spotter Expansion**

**Division:** Administrative Support  
**Total Cost:** \$70,000  
**Priority:** Expanding Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding added in the amount of \$70,000 to continue the FY20 ShotSpotter one square mile expansion. UNCW begins in FY21 reimbursing the city \$35,000 annually for this expansion.

The expansion allows for faster response to any 'shots fired' calls in the coverage area. The expansion area was selected due to its higher than average calls for service, the presence of a large number of apartment buildings and its high population density during the school year.

**Q. Police LEO Separation Allowance**

**Division:** PD-Separation Allowance  
**Total Cost:** \$75,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The FY21 estimate for the Sworn Law Enforcement Officer Separation Allowance totals \$825,000. Funding of \$75,000 was added to the budget to ensure the city meets this need.

**R. Expand: In-car Camera Program**

**Division:** Administrative Support  
**Total Cost:** \$70,042  
**Priority:** Strategic Plan: Create a Safe Place 6.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$70,042 allows the Police Department to expand the in-car camera program to seventy-five additional vehicles over three years, phasing in 25 per year. After the initial roll-out of the program in November FY20, installation of one hundred in-car camera installations, and the successful use of the data gathered, the benefit of outfitting additional units was understood. The additional in-car cameras would be covered under a separate contract. The contract amount will adjust each year.

Similar to body cameras, equipping police employees with functional and reliable in-car cameras affords officers the ability to collect video evidence from a vehicular perspective to assist in criminal investigations and prosecutions, which in turn aids in creating a safe place. In-car cameras also allow the City the ability to review an officer's interactions with members of the community to help ensure that they are meeting the highest standards of excellence expected by the City. Video footage collected on in-car cameras can aid investigators in the Professional Standards Section of the Police Department with citizen complaints, providing an additional level of oversight for personnel.

**S. New Position: Police Officer**

**Division:** Uniform Patrol  
**Total Cost:** \$98,556  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** Funding in the amount of \$98,556 allows the Police Department to hire one Police Officer focused on the northern part of downtown. Funding includes half year of salary of \$38,985 plus benefits, a vehicle at \$33,650, fuel and fleet lease, uniform, technology equipment and pc lease, small tools and equipment, and overtime.

The officer will allow the Department to maintain an adequate workforce that will be able to continue to facilitate the current trend of crime reduction through proactive policing, community engagement and other best practices that aid in maintaining the city's health and harmony.

**T. Replace Existing and Expand: Security Camera System and Access Control technology at Police Headquarters**

**Division:** Administrative Support  
**Total Cost:** \$145,000  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$145,000 authorizes the Police Department to replace ten existing security cameras and expand security camera locations, as well as replace Access Control/Intercom System throughout Police headquarters. The funding plan includes \$145,000 over the course of four years.

The funding will allow for the purchase of sixty-one digital cameras to be placed throughout the interior and exterior of the facility. The cameras will be able to zoom, tilt and pan, and have access capabilities via the web. Sensors within the cameras will activate with movement and alert the front desk personnel of movement.

Access via badges, sensor alerts and intercom capabilities have slowly degraded since the original installation in 2013. The newly built system is one that will not only align with other city and police facilities, but comes after a year-long review of the building to determine what will meet the Police Department needs. Building security is a core expectation for police facilities.

*Performance Measures*

Support Efficient Transportation Systems		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To maintain fatal, personal injury, and property damage crashes					
<b>Objective:</b> To maintain the number of fatal, personal injury, and property damage crashes with the target range	<b>Measure:</b> Percent change in fatal, personal injury and property damage accidents	+1.54%	-1%	-13%*	+/-10%
<b>Objective:</b> To maintain total property damage amounts in traffic collisions within the target range	<b>Measure:</b> Percent change in property damage	+1.53%	-1%	-4%*	+/-10%
Create a Safe Place		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To reduce Part I crime within the City limits					
<b>Objective:</b> To lower Part I crime (murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft) by 2%	<b>Measure:</b> Percent reduction in Part I crime	-11.1%	-1%	+2%	-1%
Create a Safe Place		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To maintain Part I clearance rates at or above national averages.					
<b>Objective:</b> To sustain Part I clearance rate at or above national averages based on FBI measures	<b>Measure:</b> Percent of Part I crimes cleared by arrest or exceptional means	+25%	>=24%	+21%*	>=24%
Engage in Civic Partnerships		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To foster good working relationships and positive contacts with civic groups, business owners, and citizens alike					
<b>Objective:</b> To maintain the number of focus patrols in each patrol district within the specified target range	<b>Measure:</b> Percent change in focus patrols initiated in New Hanover County CAD database	-16.2%	+2%	-38.9%*	+/-5%
<b>Objective:</b> To reduce the number of the Wilmington Police Department sustained complaints.	<b>Measure:</b> Number of sustained complaints.	15	10	14	12

\*FY20 Actual likely affected by global pandemic.



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## *Budget Modifications*

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### **A. Establish: SABLE Standby Budget**

**Division:** SABLE

**Total Cost:** \$24,577

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$24,577 allows the Southeastern Airborne Law Enforcement (SABLE) unit to pay personnel when assigned to standby (\$20,124) plus benefits. Crew members often respond and are required to work outside of their normal schedules.

## FIRE DEPARTMENT

The Fire department provides a multitude of services dedicated to the life and property safety of residents and visitors by providing education and protection from fires and other related emergencies.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>FD-ADMINISTRATION</b>					
PERSONNEL	\$ 305,111	\$ 315,902	\$ 315,902	\$ 473,716	50.0%
BENEFITS	\$ 73,377	\$ 80,901	\$ 80,901	\$ 150,568	86.1%
OPERATING	\$ 3,362	\$ 209,408	\$ 228,453	\$ 228,180	9.0%
<b>FD-ADMINISTRATION Total</b>	<b>\$ 381,850</b>	<b>\$ 606,211</b>	<b>\$ 625,256</b>	<b>\$ 852,464</b>	<b>40.6%</b>
<b>FD-COMMUNITY RISK REDUCTION</b>					
PERSONNEL	\$ 59,494	\$ 59,931	\$ 59,931	\$ 71,284	18.9%
BENEFITS	\$ 19,031	\$ 20,662	\$ 20,662	\$ 22,502	8.9%
OPERATING	\$ 11,755	\$ 14,668	\$ 14,668	\$ 14,573	-0.6%
<b>FD-COMMUNITY RISK REDUCTION Total</b>	<b>\$ 90,279</b>	<b>\$ 95,261</b>	<b>\$ 95,261</b>	<b>\$ 108,359</b>	<b>13.7%</b>
<b>FD-FIRE SUPPRESSION</b>					
PERSONNEL	\$ 10,723,576	\$ 10,812,116	\$ 10,812,116	\$ 11,003,789	1.8%
BENEFITS	\$ 3,229,980	\$ 3,556,927	\$ 3,527,927	\$ 3,718,844	4.6%
OPERATING	\$ 270,866	\$ 332,392	\$ 326,787	\$ 335,942	1.1%
<b>FD-FIRE SUPPRESSION Total</b>	<b>\$ 14,224,422</b>	<b>\$ 14,701,435</b>	<b>\$ 14,666,830</b>	<b>\$ 15,058,575</b>	<b>2.4%</b>
<b>FD-PREVENTION</b>					
PERSONNEL	\$ 472,729	\$ 521,129	\$ 521,129	\$ 593,127	13.8%
BENEFITS	\$ 142,649	\$ 171,931	\$ 171,931	\$ 196,188	14.1%
OPERATING	\$ 6,118	\$ 8,246	\$ 8,246	\$ 10,736	30.2%
<b>FD-PREVENTION Total</b>	<b>\$ 621,495</b>	<b>\$ 701,306</b>	<b>\$ 701,306</b>	<b>\$ 800,051</b>	<b>14.1%</b>
<b>FD-SS-FLEET MAINTENANCE</b>					
PERSONNEL	\$ 165,293	\$ 161,686	\$ 161,686	\$ 166,421	2.9%
BENEFITS	\$ 56,557	\$ 60,475	\$ 60,475	\$ 63,510	5.0%
OPERATING	\$ 229,771	\$ 238,778	\$ 255,813	\$ 281,005	17.7%
<b>FD-SS-FLEET MAINTENANCE Total</b>	<b>\$ 451,622</b>	<b>\$ 460,939</b>	<b>\$ 477,974</b>	<b>\$ 510,936</b>	<b>10.8%</b>
<b>FD-SUPPORT SERVICES</b>					
PERSONNEL	\$ 362,785	\$ 436,472	\$ 436,472	\$ 201,443	-53.8%
BENEFITS	\$ 103,823	\$ 137,251	\$ 137,251	\$ 59,263	-56.8%
OPERATING	\$ 1,848,600	\$ 1,943,547	\$ 1,971,251	\$ 2,141,978	10.2%
OUTLAY	\$ 60,814	\$ 30,500	\$ 29,900	\$ 124,000	306.6%
<b>FD-SUPPORT SERVICES Total</b>	<b>\$ 2,376,023</b>	<b>\$ 2,547,770</b>	<b>\$ 2,574,874</b>	<b>\$ 2,526,684</b>	<b>-0.8%</b>
<b>FD-TRAINING</b>					
PERSONNEL	\$ 392,549	\$ 405,303	\$ 405,303	\$ 265,685	-34.4%
BENEFITS	\$ 117,025	\$ 136,961	\$ 136,961	\$ 86,889	-36.6%
OPERATING	\$ 57,203	\$ 70,096	\$ 63,897	\$ 77,341	10.3%
<b>FD-TRAINING Total</b>	<b>\$ 566,777</b>	<b>\$ 612,360</b>	<b>\$ 606,161</b>	<b>\$ 429,915</b>	<b>-29.8%</b>
<b>Fire Department Total</b>	<b>\$ 18,712,468</b>	<b>\$ 19,725,282</b>	<b>\$ 19,747,662</b>	<b>\$ 20,286,984</b>	<b>2.8%</b>

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>Authorized Positions</b>				
Fire Administration	3	4	4	4
Community Risk Reduction	1	1	1	1.48
Fire and Life Safety	7.49	8.49	8.49	9.49
Firefighting	193.96	193.96	193.96	194.96
Fire Fleet Maintenance	3	3	3	3
Fire Support Services	5	5	5	5.48
Fire Training	7	7	7	4
<b>Fire Department Total</b>	<b>220.45</b>	<b>222.45</b>	<b>222.45</b>	<b>222.41</b>

### Division Descriptions

The **Administrative** division houses the Fire Chief who oversees the Department’s coordination and management of all fire and emergency response activities.

The **Fire and Life Safety** Division primarily focuses on fire safety inspections, new and existing commercial construction plan reviews, and fire investigation. The Fire and Life Safety division houses the Community Risk Reduction section, whose primary focus is on public education with special emphasis on community involvement at the individual fire station level to reduce risks in their first-in response area.

The **Firefighting** division maintains responsibility for two primary functions. The first relates to firefighting units who are responsible for all fireground operations which include confinement, extinguishment, salvage, and overhaul operations to reduce further damage. The second function relates to emergency medical services who are generally first on the scene and provide immediate care for life-threatening injuries, controlling the scene, and preparing for the arrival of advanced life support personnel.

The **Fire Fleet Maintenance** section, which is responsible for maintaining the department’s apparatus and vehicles in proper working condition. This includes periodic preventative maintenance to ensure the immediate availability for an emergency response.

The **Support Services** Division’s primary responsibilities focus on the management of training division, fleet maintenance, Fire and Life Safety and the department’s budget.

The **Fire Training** division oversees expenditures and efforts for training and equipment in fire, water rescue, tactical rescue and hazardous materials. Assistant Chiefs are assigned to each special team to monitor and effectively assess training needs and expenditures.



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## **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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## **Base Budget Adjustments**

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### **A. Position Transfer: Systems Analyst from Fire Department to IT Department**

**Division:** Support Services

**Total Cost:** (\$87,828)

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: -1; Part-Time: 0.00

**Description:** Funding reduction of \$87,828 authorizes the Fire Department to transfer an existing Systems Analyst to the Information Technology Department to further centralize IT services as well as provide opportunity for career growth. The funding includes salary plus benefits, pc replacement and fuel. The Information Technology Department has a matching addition in the operating budget.

### **B. One-time Funding Removal: Upfront Cost of New Employees**

**Division:** Support Services

**Total Cost:** (\$39,973)

**Priority:** One-Time, Non-recurring Expenditure Reduction

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Two new employees were authorized in FY20, a Fire Inspector and a Emergency Management Coordinator. One-time funding was authorized for various needs such as computers, vehicle and gear totaling \$39,973. That amount was reduced from the budget.

### **C. Centralization: Janitorial Contracts**

**Division:** Support Services

**Total Cost:** (\$12,239)

**Priority:** Budget Adjustment

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$12,239 shifted to the Public Services Department in FY21 to centralize janitorial contracts. The funding covers the janitorial contract for Fire Headquarters.

**D. One-time Funding Removal: Ladder Testing Equipment**

**Division:** Support Services  
**Total Cost:** (\$9,000)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$9,000 of one-time funding associated with ladder testing equipment was removed from the budget.

**E. Centralization: Landscaping**

**Division:** Support Services  
**Total Cost:** (\$7,845)  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$7,845 is shifted from Fire to Community Services to account for the centralization of landscape contracts for City facilities. The funds represent the landscaping contract for Fire HQ and Fire Station No. 3, Cinema Drive.

**F. Budget Correction: Utility Funds - Refuse &/or Stormwater**

**Division:** Multiple  
**Total Cost:** \$19,045  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** FY20 represented the first year utility funding was appropriated in the responsible departments. Refuse and stormwater charges were missed with the initial shift. This change of \$19,045 represents the permanent budget correction identified mid-year FY20 and approved by Council Ordinance.

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**Budget Modifications**

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**A. Fire Life Safety Certification Funding**

**Division:** Prevention  
**Total Cost:** \$1,120  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The funding of \$1,120 allows for the continued renewal of Fire Inspector certifications at \$10 each for seven personnel and Fire Investigator certifications at \$175 each for six personnel.

#### B. Fire Training Funds

**Division:** Fire Fleet  
**Total Cost:** \$2,000  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$2,000 was added to the training budget to allow for newly hired Fire personnel, namely the Emergency Management Coordinator and Public Information Officer, to participate in training opportunities.

Fire also shifted \$2,000 into the Fire Fleet training lines to budget for Emergency Vehicle Maintenance certifications.

#### C. Towing Budget

**Division:** Fire Fleet  
**Total Cost:** \$3,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Due to a drastic increase in rates for towing services, \$3,000 was added to the FY21 Budget.

#### D. Water Rescue Team Operating Budget

**Division:** Training  
**Total Cost:** \$3,000  
**Priority:** Strategic Plan: Create a Safe Place 6.2  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** An addition of \$3,000 in funding is allotted to the Water Rescue Team to begin a replacement plan for necessary equipment. Equipment includes Aqua Lung Dry Suits (7), Wired Communication System (1), Full-face dive mask (3), phone-through-water transceivers (3), GPS radar bundle (1) and a Garmin Automatic ID System Transceiver (1).

#### E. Replace: Technical Rescue Team Boots

**Division:** Training  
**Total Cost:** \$4,875  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$4,875 allows the Fire Department to purchase a total of 40 sets of technical rescue boots over the course of four years. Current boots are more than ten years old and in need of replacement.

**F. New Part-time Position: Administrative Support Technician**

**Division:** Administration  
**Total Cost:** \$8,818  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.48  
**Description:** Funding of \$8,818 allows the Fire Department to hire a part-time Administrative Support Technician at \$16.58/hr on January 1, 2021. The position assists the Fiscal Support Specialist with responsibilities associated with the financial system, as well as duties in the Administrative Services division. Full year costs includes a salary of \$16,382 plus benefits and is 988 hours per year. The funding is sourced from a broader Fire Department reorganization occurring in FY20.

**G. Diagnostic Tools**

**Division:** Fire Fleet  
**Total Cost:** \$10,500  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The funding of \$10,500 allows the Fire Fleet division to purchase diagnostic equipment for the department in order to properly repair the apparatus and vehicles in-house.

**H. New Part-time Position: Fire and Life Safety Educator**

**Division:** Community Risk Reduction  
**Total Cost:** \$10,664  
**Priority:** Strategic Plan: Create a Safe Place 3.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.48  
**Description:** Funding of \$10,664 allows the Fire Department to hire a part-time Fire and Life Safety Educator at \$20.05/hr on January 1, 2021. The Fire and Life Safety Educator assists the Community Risk Education Coordinator with educational requests within the community. Full year cost includes a salary of \$19,810 plus benefits and is 988 hours per year. The funding is sourced from a broader Fire Department reorganization occurring in FY20.

Public education requests have seen a significant increase in the past year (+39%). This position allows the Community Risk Education Coordinator more opportunities in developing programs at the fire station level for risk reduction.

**I. Fuel Increase**

**Division:** Fire Support  
**Total Cost:** \$11,963  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$11,963 allows for continued Fire operations based on FY21 fuel projection usage and cost.

**J. Ballistic Vest**

**Division:** Fire Suppression  
**Total Cost:** \$12,800  
**Priority:** Strategic Plan: Create a Safe Place 6.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$12,800 is included in the budget to allow for the purchase of 20 ballistic vests at \$635 each with a life cycle of 10 years intended for the fire suppression personnel. This is the first of a three-year plan to outfit fire apparatus with ballistic vests for fire personnel. At the end of the three year timeframe, this amount will be reduced to \$4,000 per year to allow for a replacement plan.

This allotment of funds is in response to the national discussion trending in recent years towards adding ballistic vests as one of the standard personal protective gear assigned to fire fighters and the growing number of incidents nationally where fire fighters are being placed in dangerous situations where they have been fired upon.

It is important to note, this request was vetted in FY20 authorizing \$12,800 or 20 vests to phase in program over-time. FY20's one-time funding did not allow for the purchase due Hurricane Florence. If enough FEMA funding was received in FY20 the city was going to purchase the items. That did not occur as of this writing.

**K. Equipment: Diesel Exhaust Removal Modifications**

**Division:** Fire Support  
**Total Cost:** \$17,000  
**Priority:** Strategic Plan: Create a Safe Place 6.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$17,000 allows for the purchase of Plymovent diesel exhaust removal modification equipment. The apparatus purchased for Fire HQ, Stations 2, 7, 8, 9, 10 and 15 must now meet new NCDOT emission standards. The exhaust tailpipes are larger and the current boot attached to the truck will not fit or activate the system. This funding will modify the existing systems and relocate and install a new emission removal system at Fire HQ for the Dive/Water Rescue truck and Tactical Rescue truck at Station 2. The upgrade will provide for the safe removal of vehicle exhaust when the truck is operating inside a fire station garage.

**L. Vehicle Parts**

**Division:** Fire Fleet  
**Total Cost:** \$20,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$20,000 is added to the Fire Fleet vehicle parts budget to address ongoing vehicle parts purchases and increases due to inflation.

#### M. Vehicle Replacements

**Division:** Fire Support  
**Total Cost:** \$64,204  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding totaling \$64,204 allows the Fire Department to purchase the following vehicles and include them in the fleet fund replacement program.

Funding includes \$22,000 for vehicle #04213, assigned to the Special Operations Chief and \$33,000 for vehicle #00232, assigned to the Training division. The lease, repayment and insurance total \$9,204 on an annual basis.

#### N. Vehicle Replacements

**Division:** Fire Support  
**Total Cost:** \$80,216  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding totaling \$80,216 allows the Fire Department to purchase the following vehicles and include them in the fleet fund replacement program.

Funding includes \$21,000 for Vehicle #00205 assigned to the Fire and Life Safety Educator and \$48,000 for Vehicle #01211 assigned to Fire Fleet staff with the lease, repayment and insurance totaling \$11,216 on an annual basis.

#### O. Turn Out Gear: Second Set

**Division:** Fire Support  
**Total Cost:** \$120,000  
**Priority:** Strategic Plan: Create a Safe Place 6.1  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding of \$120,000 authorizes the Fire Department to purchase thirty-nine additional sets of turn out gear, as a part of a three-year plan to outfit fire personnel with a second set of gear. These thirty-nine sets are in addition to the forty-five sets purchased annually. A second set of gear allows for a primary set and a backup when the primary set is being cleaned or has been damaged. Prior to this funding only thirty fire personnel had a second set of gear. Washing gear after each structure fire is recommended for cancer prevention.

*Performance Measures*

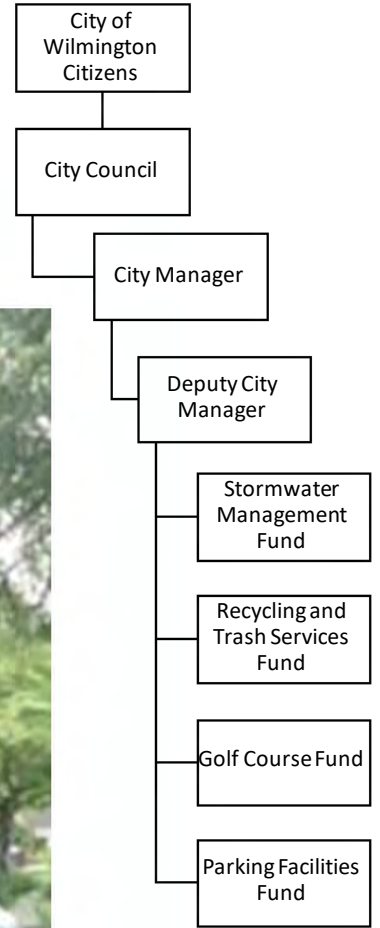
Create a Safe Place		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To prevent the loss of life through modern firefighting techniques and provide training and equipment to achieve those goals. Inspect businesses to meet NC Fire Prevention Code schedule requirements and conduct fire investigations when requested.					
<b>Objective:</b> Measure current department performance objectives for Response Time for Fire Incidents, Structure Fire Resources, EMS, and Other Call Types ( <i>Reaction + Travel Time</i> )	<b>Measure:</b> Response time for Fire Incident Type ( <i>1<sup>st</sup> Arriving Unit. 90<sup>th</sup> percentile</i> )	6:26	6:00	6:24	6:00
	<b>Measure:</b> Response time for EMS Incident Type ( <i>1st Arriving Unit. 90th percentile</i> )	6:08	6:00	6:00	6:00
	<b>Measure:</b> Response time for Other Incident Types ( <i>1st Arriving Unit. 90th percentile</i> )	6:34	6:00	6:38	6:00
	<b>Measure:</b> Response time for Structure Fire Incidents ( <i>Concentration of ALL resources required. 90th percentile</i> )	10:48	9:30	10:25	9:30
<b>Objective:</b> Complete inspections on schedule	<b>Measure:</b> Time to complete inspection ( <i>Average</i> )	23min	25min	24min	25min
	<b>Measure:</b> Percent of scheduled inspections completed on schedule	77.7%	80%	68%*	80%
<b>Objective:</b> Determine the origin and cause of fires	<b>Measure:</b> Percent of undetermined fire investigations	0%	<10%	7%	<10%

\*Scheduled inspections were impacted by the global pandemic the last half of FY20.



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## ENTERPRISE FUNDS



## STORMWATER MANAGEMENT FUND

The City of Wilmington's Stormwater Management division funded by the Stormwater Management enterprise fund, maintains and improves the public drainage system for the protection of the community and the environment.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
STORMWATER UTILITY FEE	\$ 11,852,173	\$ 11,816,820	\$ 11,816,820	\$ 12,802,127	8.3%
LICENSE FEE & PERMIT	\$ 57,400	\$ 100,100	\$ 100,100	\$ 51,000	-49.1%
INTEREST EARNINGS	\$ 261,753	\$ 164,680	\$ 164,680	\$ 56,795	-65.5%
OPERATING TRANSFR IN	\$ 17,301	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 587,056	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 12,188,627</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,909,922</b>	<b>6.9%</b>
<b>APPROPRIATIONS</b>					
PERSONNEL	\$ 2,215,955	\$ 2,797,709	\$ 2,717,705	\$ 2,781,474	-0.6%
BENEFITS	\$ 669,786	\$ 970,444	\$ 955,475	\$ 1,024,264	5.5%
OPERATING	\$ 2,847,823	\$ 3,152,220	\$ 4,090,665	\$ 3,423,901	8.6%
OUTLAY	\$ -	\$ 800,093	\$ 273,616	\$ 284,006	-64.5%
NON-DEPARTMENTAL	\$ 37,474	\$ 77,000	\$ 77,000	\$ 77,000	0.0%
RESERVE	\$ -	\$ 304,693	\$ 4,693	\$ 95,047	-68.8%
DEBT SERVICE	\$ 1,835,279	\$ 1,841,944	\$ 1,841,944	\$ 1,824,230	-1.0%
TRANSFER TO CIP	\$ 3,300,000	\$ 2,137,497	\$ 2,707,558	\$ 3,400,000	59.1%
<b>APPROPRIATIONS Total</b>	<b>\$ 10,906,317</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,909,922</b>	<b>6.9%</b>

#### Authorized Positions

Storm Water Maintenance	50	51	51	50
Storm Water Services	10	9	9	5
Stormwater Engineering	0	0	0	7
<b>Stormwater Total</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>62</b>

### Division Descriptions

The core components of the **Stormwater Services** section include engineering, management and planning, and capital improvements for both the stormwater and streets/sidewalk systems, as well as stormwater regulatory and enforcement activities, outreach and education, and watershed and water quality improvements.

The Public Services **Operations Division** is responsible for maintaining and improving the public drainage system and the street and sidewalk system. Maintenance activities consist of a variety of core components - open drainage, which includes ditches and ponds, closed drainage, which is comprised of underground pipes and culverts, asphalt street maintenance, and concrete sidewalk maintenance.

The Public Services **Engineering Division** is responsible for video camera inspection, engineering, management and planning, and capital improvements for both the stormwater and streets/sidewalk systems.

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## **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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## **Base Budget Adjustments**

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### **A. One-time Funding Removal: Rolling Stock**

**Division:** Maintenance  
**Total Cost:** (\$798,227)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$798,227 associated with the purchase of several pieces of equipment authorized in FY20 was removed from the budget.

### **B. One-time Funding Removal: Computer**

**Division:** Stormwater  
**Total Cost:** (\$1,866)  
**Priority:** One-Time, Non-recurring Expenditure Reduction  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A total of \$1,866 associated with the purchase of a computer for the GIS Intern position in FY20 was removed from the budget.

**C. Centralization: GIS Staff**

**Division:** Stormwater  
**Total Cost:** \$0  
**Priority:** Budget Adjustment  
**Position(s):** Full Time Equivalent: -3; Part-Time: 0.00  
**Description:** Three staff members have been authorized to move to the IT department as part of the GIS Staff Centralization. Funding for one Stormwater GIS Manager and two GIS Analysts has been reduced from the Stormwater budget in the amount of \$261,490 that covers salary, benefits and operating costs. This reduction is offset by a charge to indirect costs and is a net zero change to Stormwater operating costs. This indirect cost transfer will fund the IT Department for these positions.

**Budget Modifications**

**A. Broadband for Tablets**

**Division:** Stormwater  
**Total Cost:** \$9,120  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase in the amount of \$9,120 for monthly broadband fees for tablets used in the field to access City systems, including the Munis system's new work order program expected to go on-line in FY21.

**B. Trailer Mounted Pump**

**Division:** Stormwater  
**Total Cost:** \$30,200  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$30,200 has been approved for the purchase of a trailer mounted pump that will be used for streets and other flooding emergencies and for stormwater system repair and maintenance as is necessary to remove water from project sites. It will diminish the need to rent pumps during heavy rain events. This will assist the division with continuing to provide the core services of emergency disaster response.

**C. PS Field Operations Reorganization**

**Division:** Stormwater  
**Total Cost:** \$217,476  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 4; Part-Time: 0.00  
**Description:** The Streets and Stormwater divisions of the Public Services Department has been approved for a reorganization to provide better efficiencies and process improvements. These divisions are combined into a newly developed Public Services Operations Division. Stormwater Services has added a new division for Engineering Services that will include capital project management for both Streets and Stormwater.

There are multiple changes throughout both funds and cost centers with Streets general fund recognizing a reduction of \$4,148 as well as a reduction of 4 positions that transferred to the Stormwater Fund. Stormwater has been approved for an increase in the amount of \$217,476 to support this reorganization.

**D. New: Stormwater Operator & Equipment**

**Division:** Stormwater  
**Total Cost:** \$296,996  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** As part of the Public Services Field Operations reorganization, \$328,708 has been approved for a new pothole patcher truck at a cost of \$267,096 and the hiring of a new Stormwater Operator (N5) at a salary of \$37,856 plus benefits. The pothole patcher truck is \$223,000 with \$44,096 in annual replacement and maintenance costs.

The cost to the Stormwater fund is \$296,996 with the remaining \$31,712 charged back to Streets general fund. The \$31,712 is 30% of \$105,708 which is the salary and benefits of the Operator position, annual fleet replacement and annual fuel costs. The pothole patcher truck cost of \$223,000 will be funded entirely by the Stormwater fund as a one time purchase.

**E. Transfer to CIP Fund**

**Division:** Stormwater  
**Total Cost:** \$3,400,000  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** A transfer in the amount of \$3,400,000 has been approved to provide funding to capital improvement projects. Funding in the amount of \$610,000 has been committed in the FY21 CIP for the Whispering Pines project. The remaining \$2,790,000 transfer funds multiple storm drain rehab projects already underway that require additional funding due to increases in construction costs.

*Performance Measures*

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To ensure City’s established stormwater program performs to the maximum extent practicable safeguarding overall health of the City’s people and natural resources					
<b>Objective:</b> Ensure the citizens receive the best quality service that enhances their quality of life	<b>Measure:</b> Citizens who are overall satisfied with the management of stormwater run-off by the City	26.8%	44%	N/A	44%
<b>Objective:</b> To maintain stormwater system and mitigate flooding and to protect water quality and the health of the stormwater system infrastructure through removing pollutants prior to discharge into receiving waters	<b>Measure:</b> Average man-hours per pipe repair	32.59	20.00	34.82	22.00
	<b>Measure:</b> Annual tons of street sweepings diverted from stormwater system per lane mile swept	NA*	0.32	NA*	0.32
	<b>Measure:</b> Linear foot per manual ditching man-hours	56.61	70	64.71	60.00

\*The scale was inoperable during FY19 and FY20. This measure will be collected for FY21 depending on the schedule for scale repair.



## RECYCLING AND TRASH SERVICES FUND

The City of Wilmington’s Recycling and Trash Services fund oversees the collection and disposal of City solid waste customer refuse. The division also oversees recycling, yard waste and bulky collection.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
REFUSE COLLECTION FEES	\$ 9,327,850	\$ 9,381,654	\$ 9,381,654	\$ 9,756,088	4.0%
SOLID WASTE DISPOSAL TAX	\$ 90,010	\$ 78,551	\$ 78,551	\$ 92,000	17.1%
FINES & FORFEITS	\$ 1,500	\$ -	\$ -	\$ -	-%
MISCELLANEOUS	\$ 28,324	\$ 13,000	\$ 13,000	\$ 6,860	-47.2%
INTEREST EARNINGS	\$ 151,808	\$ 98,118	\$ 98,118	\$ 32,631	-66.7%
OPERATING TRANSFR IN	\$ 47,433	\$ 29,866	\$ 29,866	\$ 29,866	-%
APPROPR FUND BALANCE	\$ -	\$ 1,870,615	\$ 1,870,615	\$ 106,000	-94.3%
<b>REVENUE Total</b>	<b>\$ 9,646,924</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,023,445</b>	<b>-12.6%</b>
<b>APPROPRIATIONS</b>					
PERSONNEL	\$ 2,919,043	\$ 3,163,261	\$ 3,145,261	\$ 3,162,116	0.0%
BENEFITS	\$ 955,167	\$ 1,128,120	\$ 1,128,120	\$ 1,147,772	1.7%
OPERATING	\$ 5,005,608	\$ 6,202,423	\$ 6,202,198	\$ 5,632,057	-9.2%
OUTLAY	\$ -	\$ 896,500	\$ 896,725	\$ -	-100.0%
NON-DEPARTMENTAL	\$ 56,349	\$ 81,500	\$ 99,500	\$ 81,500	0.0%
<b>APPROPRIATIONS Total</b>	<b>\$ 8,942,134</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,023,445</b>	<b>-12.6%</b>

#### Authorized Positions

Bulky Waste Collection	7	7	7	7
Customer Refuse	29	29	29	29
Downtown Collection	11	11	11	11
Recycling	5	5	5	5
Solid Waste Administration	5	5	5	5
Yard Waste	18	18	18	18
<b>Recycling and Trash Services Total</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>

### Division Description

The primary responsibility of the **Recycling & Trash Services Administration** section is to provide leadership and direction for all operational sections. Other responsibilities include telephone customer support, bulky pick up appointments, new customer support, assuring proper billing information is sent to CFPUA and scheduling the cleaning, delivery, pick up, and repair of customer trash carts.

The **Customer Refuse Collection** section of Recycling & Trash Services provides residential trash collection to approximately 31,000 City of Wilmington residents.

The **Recycling** section provides for the bi- weekly curbside collection of recyclable materials from City Recycling & Trash Services customers.

The **Yard Waste** section provides for the weekly curbside collection of vegetative yard waste. Once collected, yard waste is processed for reuse through a commercial facility.

The **Downtown Collection** section provides trash and recycling services for residents and commercial establishments in the Central Business District (CBD). This section also services pedestrian trash receptacles and ashtrays in the CBD. Other activities performed in the CBD include maintaining public restrooms, pressure washing sidewalks, litter collection, and organizing cleanup activities following the City's festivals and events.

The **Bulky** section oversees the City's call-in bulky, white goods, and electronic collection, and carrion service for City streets. The section also partners with the Police Department and Public Services code compliance on the Rover Bulky program.

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## **Budget Overview**

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The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

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## **Base Budget Adjustments**

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### **A. One-time Funding Removal: Rolling Stock**

<b>Division:</b>	Multiple
<b>Total Cost:</b>	(\$896,500)
<b>Priority:</b>	One-Time, Non-recurring Expenditure Reduction
<b>Position(s):</b>	Full Time Equivalent: 0; Part-Time: 0.00
<b>Description:</b>	Funding in the amount of \$896,500 used for the acceleration of the purchase of various fleet vehicles in FY20.

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## Budget Modification

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### A. Salary Credit

**Division:** Refuse  
**Total Cost:** (\$53,978)  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The salary and benefits budget has been reduced by \$53,978 to assist in balancing the fund. Historically, due to turnover and process time to hire replacement staff, there is available salary to make this reduction.

### B. Broadband for Tablets

**Division:** Administration  
**Total Cost:** \$6,840  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase in the amount of \$6,840 for monthly broadband fees for tablets used in the field to access City systems, including the Munis system's new work order program expected to go on-line in FY21.

### C. Reclass: Operators to Crew Leader Positions

**Division:** Multiple  
**Total Cost:** \$15,556  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** The position reclassifications will recognize four individuals for leadership on collection routes throughout the City. Four existing Recycling & Trash Operator positions (N3) reclassified to RTS Crew Leader (N5), one in each section, Refuse, Recycle, Yard Waste & Bulky, and 'Carts, Electronics & Metal', at a total cost of \$15,556.

The position reclassification request is intended to leverage the knowledge, skills, and abilities of an experienced employee and recognize efforts that improve the entire section's performance and service to the community. The position would also allow for achievable career progression within the division and organization, thus enhancing the organization's ability to attract quality applicants.

#### D. Increase to Indirect Charges

**Division:** Administration

**Total Cost:** \$30,888

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** An increase in the amount of \$30,888 is added for indirect charges to assist in recovery of credits that were provided to the fund in FY20. An additional \$888 was added for the increase in fleet replacement costs for the accelerated replacement of a vehicle for the compliance officer position that is funded by the Recycling and Trash Services at a 50% cost share with the Stormwater Fund.

#### E. Operations Study

**Division:** Administration

**Total Cost:** \$106,000

**Priority:** Cost Recovery Effort

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** A budget of \$106,000 has been approved to fund a study to include a division programs, logistics and operations analysis with the rate study. This analysis will allow time to plan for any potential capital or operational costs so that they may be accounted for within recommended rates.

#### F. Increase Recycling Disposal Costs

**Division:** Multiple

**Total Cost:** \$113,897

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** An increase in the amount of \$113,897 is approved to fund the increase in recycling disposal costs. Recyclable commodity markets and numerous policy changes from China have caused dramatic changes to the costs of processing recycling. The FY20 budget cost is per ton is \$24/ton with actuals having reached the City's contracted cap of \$40 per ton disposal. In conjunction with New Hanover County, a negotiated rate of \$44 per ton has been reached in order to continue this service to the area. Approval of this request will enable continued curbside recycling collection for citizens, sustained landfill diversion, and set a positive community example.

*Performance Measures*

Create a Safe Place	FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target	
<b>Goal:</b> Ensure that a cost-effective and self-sustaining Solid Waste Management system is adopted to protect both the environment and populace, thus promoting a healthy community.					
<b>Objective:</b> Develop a cost-effective solid waste management system responsive to public services and keep the City in compliance with State and County mandates.	<b>Measure:</b> Annual cost per yard waste tons disposed.	\$159.26	\$128.96	\$167.00	\$171.30
	<b>Measure:</b> Annual cost per recycle tons collected.	\$100.18	\$100.78	\$102.00	\$107.00
	<b>Measure:</b> Annual cost per bulky tons collected.	\$219.49	\$303.57	\$218.91	\$222.00
	<b>Measure:</b> Average number of calls per call center FTE.	15,701	20,800	16,362	17,180
	<b>Measure:</b> Annual cost per refuse tons disposed.	\$149.68	\$150.49	\$141.00	\$143.00

## GOLF COURSE FUND

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
GREENS/CONCESSIONS	\$ 1,517,916	\$ 1,466,376	\$ 1,466,376	\$ 1,542,950	5.2%
INTEREST EARNINGS	\$ 8,020	\$ 4,443	\$ 4,443	\$ 1,687	-62.0%
MISCELLANEOUS	\$ 1,571	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 25,439	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 1,527,507</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,544,637</b>	<b>5.0%</b>
<b>APPROPRIATIONS</b>					
PERSONNEL	\$ 501,165	\$ 534,152	\$ 534,152	\$ 545,937	2.2%
BENEFITS	\$ 153,729	\$ 173,803	\$ 173,803	\$ 180,664	3.9%
OPERATING	\$ 708,747	\$ 738,832	\$ 766,280	\$ 782,938	6.0%
NON-DEPARTMENTAL	\$ 19,412	\$ 11,000	\$ 11,000	\$ 11,000	0.0%
RESERVE	\$ -	\$ 13,032	\$ 11,023	\$ 24,098	84.9%
<b>APPROPRIATIONS Total</b>	<b>\$ 1,383,053</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,544,637</b>	<b>5.0%</b>
<b>Authorized Positions</b>	<b>12.92</b>	<b>12.92</b>	<b>12.92</b>	<b>12.92</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### Base Budget Adjustments

#### A. One-time Funding Removal: Fee Study

<b>Division:</b>	Golf
<b>Total Cost:</b>	(\$8,000)
<b>Priority:</b>	One-Time, Non-recurring Expenditure Reduction
<b>Position(s):</b>	Full Time Equivalent: 0; Part-Time: 0.00
<b>Description:</b>	A total of \$8,000 associated with a fee study has been removed from the budget.

### Budget Modifications

#### A. Increase in Bank Charges

**Division:** Golf  
**Total Cost:** \$12,000  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Due to the increase in credit card transactions, bank fees have been continually increasing resulting in the approval of an additional \$12,000 for bank fees in FY21.

#### B. Increase in Indirect Costs

**Division:** Golf  
**Total Cost:** \$15,893  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$15,893 has been approved to assist in paying the Golf Fund's share of indirect cost for services rendered in the General Fund. The Golf fund is currently not paying roughly \$61,000 of the indirect cost charges.

#### C. Increase in Equipment Leases

**Division:** Golf  
**Total Cost:** \$26,631  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Effective in August 2020, the Municipal Golf Course will enter into a new 60 month lease agreement for maintenance equipment. The annual increase has been approved in the amount of \$26,631.

### Performance Measures

Foster a Prosperous, Thriving Economy		FY 19	FY 20	FY 20	FY 21
		Actual	Target	Actual	Target
<b>Goal:</b> To operate first class sports and entertainment facilities designed to attract significant athletic and cultural attractions to the City of Wilmington					
<b>Objective:</b> To maximize the use and revenue opportunities of City recreation facilities	<b>Measure:</b> Actual revenue collected at the Municipal and Inland Greens golf courses	1,513,941	1,461,425	1,664,468	1,525,000
	<b>Measure:</b> Number of rounds played at the Municipal Golf Course (18 & 9 hole rounds)	49,444	44,265	52,789	47,800





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## Base Budget Adjustments

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### A. New Position: Assistant Parking Manager

**Division:** Parking  
**Total Cost:** \$82,285  
**Priority:** Strategic Plan: Provide Sustainability and Adaptability 1.1  
**Position(s):** Full Time Equivalent: 1; Part-Time: 0.00  
**Description:** Funding was shifted in the FY21 budget in order to create a new Assistant Parking Manager position (E4). The shift included the removal of contingency funding as well as reductions in prior year capital budget not needed in FY21. The total amount budgeted to support the Assistant Parking Manager position is \$82,285 at a salary of \$57,000 plus benefits and \$2,395 for a computer purchase and annual fees.

This position will fully support all facets of the parking program as well as support economic development projects as needed, with an emphasis on field work.

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## Budget Modifications

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### A. Security Camera Replacement

**Division:** Parking  
**Total Cost:** \$51,000  
**Priority:** Maintaining Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Annual funds transfer in the amount of \$51,000 to a capital project intended for the upgrade and replacement of security cameras at the parking decks.

### B. Budget Reserve

**Division:** Parking  
**Total Cost:** \$168,083  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Increase to the Budget Reserve account in the amount of \$160,083. With this additional funding added for FY21, the available balance in the budget reserve account is \$209,668.

**C. Increase: Annual Contract Fee Lanier Services**

**Division:** Second St Deck  
**Total Cost:** \$428,077  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Annual contract fee increases with Lanier Services. The total contract for the Second Street Deck is \$372,497 which is an increase of \$110,432, with \$44,054 being funded through base shifts.

The total contract for the Market Street Deck is \$427,069 which is an increase in the amount of \$144,975. A full year annual contract is in place for the River Place parking deck in the amount of \$216,724. The total contract in FY21 was \$141,047 for a partial year. The total contract amount is \$357,771.

**D. Debt Service**

**Division:** Parking  
**Total Cost:** \$2,203,687  
**Priority:** Expanding Infrastructure  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Debt Service has a reduction in the amount of \$121,897 for continued repayments to Debt Service Fund for the 2012 Refunding of LOBS. Total principal and interest for the 2012 Refunding is \$550,988. In addition to the reduction for LOBS debt, Parking has begun the repayment of Debt for the construction of the River Place deck in the amount of \$2,322,000 along with \$3,584 in Fiscal Agent Fees. The net payments to Debt Service total \$2,878,090. Of this, the Parking fund receives in \$2,322,000 in revenue as a transfer from the Debt Service to cover the River Place deck construction.

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**Performance Measures**

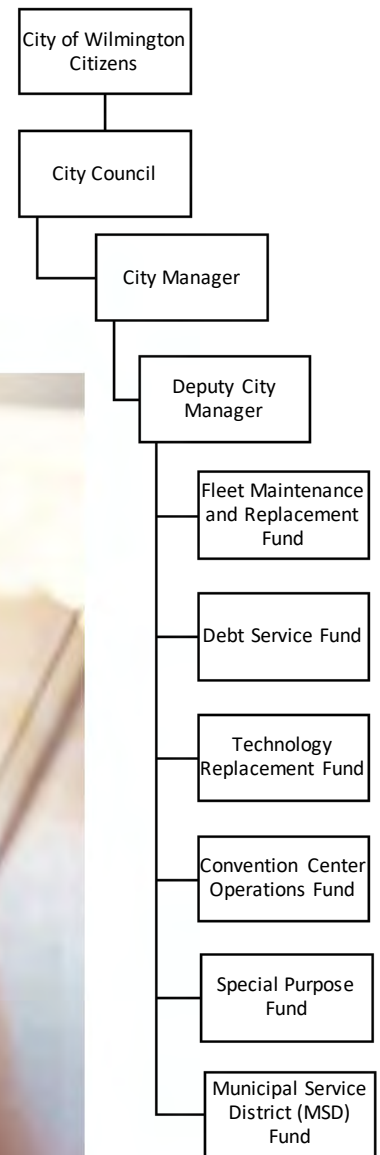
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Provide Sustainability and Adaptability		FY 19	FY 20	FY 20	FY 21
		Actual	Target	Actual	Target
<b>Goal:</b> To generate adequate parking revenues to sustain safe, reliable operation, retire debt, and fund for future parking growth					
<b>Objective:</b> To achieve a 75% collection rate on parking citations	<b>Measure:</b> Percentage of citation collection rate	73%	75%	73%	75%
<b>Objective:</b> Increase the number of hours of on-street customers paying by 2% each year	<b>Measure:</b> Number of on-street hours purchased	953,450	972,519	778,385	793,953

Support Efficient Transportation Systems		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To provide parking options that meets the customers' needs in a professional, efficient, courteous and friendly manner, each and every day.					
<b>Objective:</b> To increase the use of Pay-by-Phone usage; user and transactions by 10% in 2 years	<b>Measure:</b> Number of Pay-by-Phone transactions/users	149,457/ 63,677	147,359 / 62,242	149,424 / 64,329	164,402 / 70,044
<b>Objective:</b> Increase bank card usage by 5% in 2 years	<b>Measure:</b> Percent of sales –				
	- Parking decks	47%	44%	48%	49%
	- Parking lot	88%	85%	92%	92%
	- On-street	50%	43%	54%	53%
	- Citations	68%	67%	70%	71%

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## OTHER FUNDS



## FLEET MAINTENANCE & REPLACEMENT FUND

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
FLEET REPLACEMENT	\$ 6,193,486	\$ 6,119,714	\$ 7,869,343	\$ 6,948,050	13.5%
INTEREST EARNINGS	\$ 208,351	\$ 167,629	\$ 167,629	\$ 159,108	-5.1%
MISCELLANEOUS	\$ 405,025	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
APPROPR FUND BALANCE	\$ -	\$ 1,310,730	\$ 2,936,020	\$ 340,771	-74.0%
FEMA REIMBURSEMENT	\$ 25,074	\$ -	\$ -	\$ -	-%
OPERATING TRANSFER IN	\$ 3,831	\$ -	\$ -	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 6,835,767</b>	<b>\$ 7,603,073</b>	<b>\$ 10,977,992</b>	<b>\$ 7,452,929</b>	<b>-2.0%</b>
<b>APPROPRIATIONS</b>					
PERSONNEL	\$ 606,056	\$ 661,637	\$ 661,637	\$ 673,795	1.8%
BENEFITS	\$ 197,366	\$ 233,579	\$ 233,579	\$ 246,647	5.6%
OPERATING	\$ 1,279,829	\$ 1,435,468	\$ 2,087,166	\$ 1,547,794	7.8%
OUTLAY	\$ 5,098,545	\$ 4,336,800	\$ 7,486,749	\$ 4,055,500	-6.5%
NON-DEPARTMENTAL	\$ 6,961	\$ 8,000	\$ 8,000	\$ 8,000	0.0%
RESERVE	\$ -	\$ 500,000	\$ 73,272	\$ 500,000	0.0%
DEBT SERVICE	\$ 433,985	\$ 427,589	\$ 427,589	\$ 421,193	-1.5%
<b>APPROPRIATIONS Total</b>	<b>\$ 7,622,742</b>	<b>\$ 7,603,073</b>	<b>\$ 10,977,992</b>	<b>\$ 7,452,929</b>	<b>-2.0%</b>
<b>Authorized Positions</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	

### Budget Overview

The City continues to invest in the workforce by adding funding to a merit program. This budget increases the associated salary and corresponding benefits related to those initiatives. Additionally, adjustments were made to various internal services charges related to technology management fees, insurance liabilities, fuel and central fleet as a cost of doing business. This budget continues core services.

### Base Budget Adjustments

#### A. One-time Funding Removal: Up-fit of WPD Vehicles

<b>Division:</b>	Fleet
<b>Total Cost:</b>	(\$70,000)
<b>Priority:</b>	One-Time, Non-recurring Expenditure Reduction
<b>Position(s):</b>	Full Time Equivalent: 0; Part-Time: 0.00
<b>Description:</b>	Remove \$70,000 in FY20 funding for the up-fit of Police Department vehicles.



### Budget Modifications

#### A. Replacement of 82 Vehicles

**Division:** Fleet  
**Total Cost:** \$517,200  
**Priority:** Continuation of Services  
**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00  
**Description:** Funding in the amount of \$517,200 is being allocated for the purchase of 82 replacement vehicles scheduled for replacement in FY21. The increase is funded by the use of the vehicle replacement fund balance in Fleet.

### Performance Measures

Provide Sustainability and Adaptability		FY 19 Actual	FY 20 Target	FY 20 Actual	FY 21 Target
<b>Goal:</b> To provide a variety of necessary vehicles and equipment to City departments by ensuring adequate vehicle availability, expedient repairs, aggressive preventative maintenance procedures, and cost productive practices					
<b>Objective:</b> Maintain 95% fleet availability	<b>Measure:</b> Percent of vehicles and equipment available in relation to total number of vehicles and equipment	95%	95%	93%	95%
<b>Objective:</b> Complete 65% of work orders in 24 hours or less	<b>Measure:</b> Percent of work orders completed in 24 hours or less in relation to total number completed work orders	65%	65%	55%	65%
<b>Objective:</b> Complete 87% of all preventative maintenance within scheduled time window	<b>Measure:</b> Percent of preventative maintenance completed in scheduled time window in relation to total number of completed PM's	82%	87%	81%	87%
<b>Objective:</b> Maintain 80% ratio of hours billed to billable hours	<b>Measure:</b> Percent of hours billed in relation to total annual billable hours	87%	80%	91%	80%

## DEBT SERVICE FUND

This service/reserve fund was established in FY05 to set aside resources to meet current and future debt service requirements on general long-term debt.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
PROPERTY TAX	\$ 14,519,557	\$ 14,565,063	\$ 14,565,063	\$ 14,992,449	2.9%
OPERATING TRANSFER IN	\$ 22,334,832	\$ 9,334,832	\$ 9,334,832	\$ 9,334,832	0.0%
FEMA REIMBURSEMENT	\$ 437,699	\$ 290,664	\$ 290,664	\$ -	-100.0%
INSTALLMENT FINANCNG	\$ -	\$ -	\$ 14,097,363	\$ -	-%
INTEREST EARNINGS	\$ 234,745	\$ 142,955	\$ 142,955	\$ 130,147	-9.0%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 260,286	\$ 2,662,041	-%
<b>REVENUE Total</b>	<b>\$ 37,526,833</b>	<b>\$ 24,333,514</b>	<b>\$ 38,691,163</b>	<b>\$ 27,119,469</b>	<b>11.4%</b>
<b>APPROPRIATIONS</b>					
DEBT SERVICE	\$ 13,952,857	\$ 13,956,889	\$ 28,054,252	\$ 18,592,173	33.2%
OPERATING	\$ 151,715	\$ 161,506	\$ 161,506	\$ 206,850	28.1%
NON-DEPARTMENTAL	\$ 127,402	\$ 144,722	\$ 144,722	\$ 152,112	5.1%
RESERVE	\$ -	\$ 5,225,356	\$ 5,225,356	\$ -	-100.0%
TRANSFER TO CIP	\$ 18,787,279	\$ 4,845,041	\$ 5,105,327	\$ 8,168,334	68.6%
<b>APPROPRIATIONS Total</b>	<b>\$ 33,019,253</b>	<b>\$ 24,333,514</b>	<b>\$ 38,691,163</b>	<b>\$ 27,119,469</b>	<b>11.4%</b>

### Budget Overview

Along with maintaining the current AAA rating with credit agencies Standard & Poor's and Fitch, Moody's upgraded their rating to Aaa in April 2017. The higher bond rating results in lower interest costs on long-term debt. The credit rating agencies base their ratings on several factors. The area's healthy and diverse economy, very strong financial management, budgetary flexibility provided by ample operating reserves, and manageable long-term obligations are factors used in providing a rating.

The Debt Service Fund will reserve approximately \$27 million to cover current and future debt obligations associated with the Capital Improvement Program in FY21. The expenditures also reflect transfers of 20% of the FY21 project totals resultant from the implementation of the 80/20 capital plan. This plan provides for a dedicated \$0.0947 cents on the City's ad valorem rate to provide for an 80% financed, 20% pay-as-you-go plan for the City's recommended Capital Improvement Program.

In FY13, a five-year plan was adopted that established a 5 cents property tax that was set aside to fund the 80% debt service and 20% pay-go (80/20 Plan) for \$41.1 million of projects in the CIP.

Effective July 1, 2015, the Debt Service Fund has a dedicated \$0.0187 cents on the City's tax rate due to an approved \$55M Bond Referendum for streets, sidewalks and other transportation Improvements. This consists of \$44 million of General Obligation Bonds, plus an additional \$11 million of pay-go projects.

In FY16, the voters approved a \$30.465 million General Obligation Bond Referendum for parks and recreation projects. In FY17, City Council authorized a \$25.8 million installment purchase contract with PNC Bank, National Association for the construction of the parking deck component of the Water Street parking deck redevelopment project.

In FY18, the 2nd 80/20 Plan was approved to fund \$57.6 million of projects over a six-year period. Also in FY18 there was a property tax revaluation that reduced the existing dedicated tax rates to revenue neutral for the 1st 80/20 Plan and the Streets and Sidewalks Bond to 4.68 cents and 1.87 cents, respectively. An increase to the City's property tax rate of \$0.0292 was effective with the adoption of the FY18 budget with 1.8 cents for the Parks and Recreation Bonds, .94 cents for the Water Street parking deck redevelopment and .18 cents for the 2nd 80/20 Plan that now all incorporated make up the current dedicated rate of \$0.0947 cents.

## TECHNOLOGY REPLACEMENT FUND

This internal service fund provides for the scheduled replacement and support of IT related hardware and enterprise related software in order to fully realize the benefits of improving technology and assures that the organization's workforce has reliable tools available to maximize productivity and efficiency. The fund also provides for cloud computing services and enterprise telephony.

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
COMPUTER REPLACEMENT LEASE CHARGE	\$ 674,933	\$ 704,903	\$ 704,903	\$ 730,388	3.6%
TRANSFER IN FROM GENERAL FUND	\$ 308,685	\$ 408,410	\$ 408,410	\$ 673,194	64.8%
INTEREST EARNINGS	\$ 2,229	\$ -	\$ -	\$ -	-%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 206,271	\$ -	-%
<b>REVENUE Total</b>	<b>\$ 985,847</b>	<b>\$ 1,113,313</b>	<b>\$ 1,319,584</b>	<b>\$ 1,403,582</b>	<b>26.1%</b>
<b>APPROPRIATIONS</b>					
OPERATING	\$ 1,205,394	\$ 1,060,844	\$ 1,267,115	\$ 1,351,113	27.4%
RESERVE	\$ -	\$ 52,469	\$ 52,469	\$ 52,469	0.0%
<b>APPROPRIATIONS Total</b>	<b>\$ 1,205,394</b>	<b>\$ 1,113,313</b>	<b>\$ 1,319,584</b>	<b>\$ 1,403,582</b>	<b>26.1%</b>

### Budget Overview

The IT Department's Technology Fund's FY21 budget continues to provide for the replacement of scheduled equipment including personal computers, docking stations, and other miscellaneous computer equipment. In addition to replacing computer equipment, the fee is used to cover network services which include networking equipment and service fees. In FY21, the standard charge is \$650 per computer seat. It should be noted, the IT Technology fund is exploring funding options to ensure all technology items are covered in future years. The 26.1% increase in the *FY21 Adopted Budget* reflects a new Microsoft Enterprise Agreement (1<sup>st</sup> of 3-year agreement), server increases, bandwidth expansion, and a larger than normal replacement year. The goal of the fund is to keep the City's technology current and reduce the need for extraneous costs to fix outdated technology.

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## *Budget Modifications*

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### **A. Annual Increases for Replacements, Increased Bandwidth and Increased EA**

**Division:** IT Services

**Total Cost:** \$290,269

**Priority:** Continuation of Services

**Position(s):** Full Time Equivalent: 0; Part-Time: 0.00

**Description:** Funding of \$290,269 allows the IT Tech fund to cover increases in Microsoft licenses, server licenses, Azure cloud storage, continued computer purchases and an increase in city bandwidth and connectivity.

## CONVENTION CENTER OPERATIONS FUND

This operating fund was established in FY 2007-08 to set aside resources to meet operating expenditures associated with the construction and operation of the Convention Center.

### BUDGET SUMMARY

Convention Center	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
Convention Center Operating	\$ 5,185,788	\$ 5,425,932	\$ 9,503,324	\$ 5,571,849	3%
Debt Service	\$ 1,915,725	\$ 1,912,775	\$ 2,187	\$ 1,897,625	-1%
Parking Deck Operating	\$ 461,294	\$ 538,902	\$ 558,171	\$ 582,745	8%
Parking Deck Debt Service	\$ 25,000	\$ 505,000	\$ 505,000	\$ 525,000	4%
Outlay	\$ -	\$ 60,000	\$ -	\$ -	-100%
Allocated Cost	\$ 49,192	\$ 69,764	\$ -	\$ 93,672	34%
Budget Reserve	\$ -	\$ 2,936	\$ (85,862)	\$ -	-100%
Transfer to General Fund	\$ -	\$ 250,000	\$ 250,000	\$ -	-100%
<b>Convention Ctr ExpTotal</b>	<b>\$ 7,636,999</b>	<b>\$ 8,765,309</b>	<b>\$ 10,732,820</b>	<b>\$ 8,670,891</b>	<b>-1%</b>
Room Occupancy Tax	\$ 5,061,597	\$ 3,898,670	\$ 5,866,181	\$ 3,335,779	-14%
Convention Center Revenue	\$ 3,968,166	\$ 4,200,443	\$ 4,688,869	\$ 4,607,399	10%
Convention Center Parking De	\$ 638,378	\$ 700,708	\$ 212,282	\$ 684,281	-2%
Interest Earnings	\$ 119,663	\$ (34,512)	\$ (34,512)	\$ 43,432	-226%
Miscellaneous	\$ 26,233	\$ -	\$ -	\$ -	0%
<b>Convention Ctr Funding Total</b>	<b>\$ 9,814,037</b>	<b>\$ 8,765,309</b>	<b>\$ 10,732,820</b>	<b>\$ 8,670,891</b>	<b>-1%</b>

### Budget Overview

The *FY21 Adopted Budget* for the Convention Center Operations Fund reflects a decrease of 1% over FY20 budget. The FY21 budget contributes to the Convention Center project, which is cumulative in nature. A decrease in budgeted revenue is shown in the Room Occupancy Tax (ROT) estimates while an increase is shown in direct revenue associated with convention center bookings, food and beverage sales and overall billable services. Revenue estimates associated with the parking deck have decreased approximately 2% and is based on trends.

A new Full Cost Allocation Plan was generated by an outside consultant in FY20 and updated in FY21 that resulted in indirect charges to be made to the Convention Center in the amount of \$35,233. These charges are in direct relation to professional services performed in both Finance and Budget offices within the City of Wilmington. In addition to the services performed by Finance and Budget, the Convention Center is also seeing a charge of \$28,341 for time and services provided by the Assistant to the City Manager for Economic Development. This charge is reflective of 25% of the staff's time that is dedicated to working with the Convention Center. The third indirect charge is for both the Parking Manager and the Parking

Fiscal Support Specialist's time dedicated to working on behalf of the Convention Center. The total charge for the parking staff comes to \$30,098 and is reflective of 15% each of the staff time. Total indirect charges for FY21 is \$93,672.

The CVB, housed within other professional services shows an increase of \$120,152 in FY21. The increase allows for two marketing campaigns at \$50,000 each. Phase one of the program is an industry-based 'bleisure' program, which will develop pre- and post-event template social content to share with attendees and create new materials to promote the Convention District. Phase two will allow for the Convention District brand identify and messaging toolkit to be utilized to offer attendees special programs, update materials to align with the opening of the new Aloft Hotel, add advanced features to meeting websites and plan/host a media familiarization trip showcasing the Convention District and Riverfront development. Beyond the two marketing campaigns, the \$20,152 portion of the increase allows for 2% additional operating expenses and \$10,000 for the transportation fund, providing shuttle services for large convention groups.

In FY20, a transfer to the City of Wilmington General Fund in the amount of \$250,000 was started and the intention was to continue that each year until 2027. It was the first year that the Convention Center began repayment to the General Fund for the original purchase of the land on which the Convention Center is located. In FY21, the transfer was removed due to the uncertainty around economic conditions and the global pandemic and what impacts that will have on room occupancy tax and the financial strength of the Convention Center model.



## SPECIAL PURPOSE FUND

The Special Purpose Fund is primarily supported by grants, donations to the City, and contributions from the General Fund for special purpose projects. Each project is identified with its own project title and code and is life-to-date.

### BUDGET SUMMARY

<b>Special Purpose Fund</b>	<b>FY20 Adopted</b>	<b>FY21 Adopted</b>	<b>Change FY20 to FY21</b>
<b>Fire Hazmat</b>			
Operating	\$ 69,000	\$ 69,000	0.0%
<b>Total</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>0.0%</b>
<b>Red Light Cameras</b>			
Operating	\$ 1,335,409	\$ 1,420,803	6.4%
<b>Total</b>	<b>\$ 1,335,409</b>	<b>\$ 1,420,803</b>	<b>6.4%</b>
<b>SABLE</b>			
Personnel	\$ 132,986	\$ 156,453	17.6%
Benefits	\$ 41,484	\$ 49,612	19.6%
Operating	\$ 133,436	\$ 133,752	0.2%
<b>Total</b>	<b>\$ 307,906</b>	<b>\$ 339,817</b>	<b>10.4%</b>
<b>Home Ownership Services</b>			
Operating	\$ 20,650	\$ -	-100%
<b>Total</b>	<b>\$ 20,650</b>	<b>\$ -</b>	<b>-100%</b>
<b>Metropolitan Planning</b>			
<b>WMPO</b>			
Personnel	\$ 664,287	\$ 684,167	3.0%
Benefits	\$ 210,903	\$ 232,100	10.1%
Operating	\$ 220,164	\$ 289,083	31.3%
<b>Total</b>	<b>\$ 1,095,354</b>	<b>\$ 1,205,350</b>	<b>10.0%</b>
<b>TDM Coordinator</b>			
Operating	\$ 123,600	\$ -	-100%
<b>Total</b>	<b>\$ 123,600</b>	<b>\$ -</b>	<b>-100%</b>
<b>WMPO Bike Ped Committee</b>			
Operating	\$ -	\$ 3,251	-%
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,251</b>	<b>-%</b>
<b>Metropolitan Planning Total</b>	<b>\$ 1,218,954</b>	<b>\$ 1,208,601</b>	<b>-0.8%</b>
<b>Special Purpose Fund Total</b>	<b>\$ 2,951,919</b>	<b>\$ 3,038,221</b>	<b>2.9%</b>

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## *Budget Overview*

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The Fire Department's regional hazmat response program will continue to be captured in a project in the Special Purpose fund. The department receives funding from the NC Department of Public Safety to respond to regional hazmat issues as well as for specialized training opportunities.

The budget for the continued operation of the Red-Light Cameras project, Safelight program, reflects the operating expenditures and the required 90% contribution of the total fines paid to the New Hanover County Board of Education. The budget for FY20 was \$1,335,409 and for FY21 is \$1,420,803, an increase of 6.4%.

The budget for SABLE is also included in the Special Purpose Fund, however, is presented under Public Safety with the Police Department budget.

The budget for the Metropolitan Planning Administration, or WMPO, is included in the Special Purpose Fund, however, is presented under Community Development with the Planning, Development and Transportation Department budget. The Transit Demand Management (TDM) program budget was appropriated in FY20 with the adopted budget due to the early arrival of the grant offer letter. For the FY21 budget development, the WMPO did not have the letter at the time of budget adoption. Additionally, the WMPO proposed a registration fee for the River to Sea bike ride, as well as planned for the appropriation within the Bike Ped Committee project.

## MUNICIPAL SERVICE DISTRICT

### BUDGET SUMMARY

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted	Change FY20 to FY21
<b>REVENUE</b>					
PROPERTY TAX	\$ 395,681	\$ 390,960	\$ 390,960	\$ 432,655	10.7%
SALES TAX	\$ 147,274	\$ 34,000	\$ 34,000	\$ 52,500	54.4%
INTEREST EARNINGS	\$ 6,268	\$ 1,000	\$ 1,000	\$ 3,998	299.8%
APPROPR FUND BALANCE	\$ -	\$ -	\$ 27,975	\$ 100,000	-%
<b>REVENUE Total</b>	<b>\$ 549,223</b>	<b>\$ 425,960</b>	<b>\$ 453,935</b>	<b>\$ 589,153</b>	<b>38.3%</b>
<b>APPROPRIATIONS</b>					
OPERATING	\$ 402,139	\$ 407,735	\$ 450,710	\$ 544,692	33.6%
NON-DEPARTMENTAL	\$ 3,767	\$ 3,225	\$ 3,225	\$ 3,670	13.8%
RESERVE	\$ -	\$ 15,000	\$ -	\$ 40,791	171.9%
<b>APPROPRIATIONS Total</b>	<b>\$ 405,905</b>	<b>\$ 425,960</b>	<b>\$ 453,935</b>	<b>\$ 589,153</b>	<b>38.3%</b>

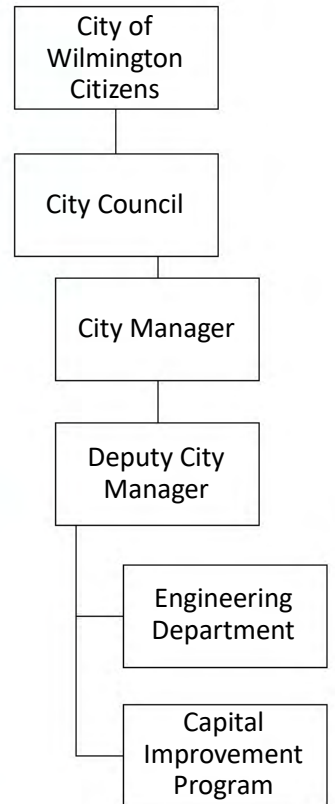
### Budget Overview

The Wilmington City Council established a Municipal Services District (MSD) for the Central Business District in December of 2016 to provide professional services above and beyond what is already provided by the City. This recommended budget continues the tax rate of \$0.07 per \$100 assessed value, for both real and personal property, based on the total estimated district's property values totaling \$623.5 million. The assessed values have increased by \$10.3% over FY20s value of \$565 million.

On March 19, 2020, the MSD Advisory Committee endorsed the *FY21 Recommended Budget* with a sustained focus on improving the Ambassador program through the public safety program and the continuation of the cleaning, physical appearance, and marketing service programs. This year, the advisory committee recommended a \$100,000 tree well program funded by fund balance. The fund balance is estimated at \$269,000 and with this appropriation would remain well within the city's financial policies.

Total expected FY21 revenues equal \$589,153 of which \$432,655 is ad valorem revenues and \$100,000 is a fund balance appropriation for a district tree well program. Wilmington Downtown, Inc., will continue to be the city's service provider. The FY21 service contract budget totals \$444,692 and is 7% higher than the FY20 Adopted service contract due to growth in both property and sales tax. The fund continues to budget a reserve for unforeseen needs and includes fees to New Hanover County for revenue collections.

## CAPITAL IMPROVEMENT FUNDS



## CAPITAL BUDGETING

Capital improvement programming is a critical procedure for identifying major facility needs, projecting fiscal resources, establishing priorities, and developing defined project schedules to meet the City of Wilmington capital needs. Capital projects, for the purpose of the Capital Improvement Program (CIP), are generally defined as fixed assets that have a useful life greater than five years and with a cost of \$50,000 or greater. Regular purchases of vehicles and equipment for routine operations and most maintenance and repair costs for City facilities are funded through the annual operating budget.

Once adopted by the City Council, the CIP becomes a policy document regarding the timing, location, character, and funding of future capital projects. It is recognized that the policy represented by the CIP reflects the best judgment of the City Council at the time, and that changing capital priorities, fiscal constraints, and additional needs are likely to become apparent before the program is completed.

The policy established by the CIP provides important guidance for City administration, boards, and commissions appointed by the City Council regarding municipal governance as it relates to the following matters:

- Preparation of the capital portion of the annual operating budget
- Scheduling and prioritization of project planning and scheduling
- Financial modeling regarding the financing of debt
- Planning efforts of businesses, developers, and community organizations

Capital improvement programming provides a bridge between general long-term and short-term project planning. In this process, the long-term objectives of the City are reviewed and translated into a more specific and well defined, multi-year program of five to six years.

It should be noted, the projects and funding figures shown in this section are included due to their inclusion in the financial funding plan.

### ***2<sup>nd</sup> CIP: 80/20 CAPITAL DEBT PLAN***

The FY18-FY23 CIP reflects a financing strategy implemented in FY18 that provides a dedicated \$0.0018 of the property tax rate which funds eighty percent (80%) of debt service and 20% pay-go funding for maintenance and new infrastructure needs –80/20 Capital Debt Plan. The projects represented in the plan are consistent with City Council goals and objectives and within a framework of identified priorities.

To put this plan into place, the Wilmington City Council adopted a tax rate of \$0.0018 cents over revenue neutral in the 2017 revaluation year for the FY18 budget. The dedicated rate is restricted in the Debt Service Fund by Ordinance and as changes occur in future revaluation years, the tax rate can be adjusted as needed. The prioritization of the recommended projects as well as the funding plan will be determined in the years of actual appropriation.

### ***Operating Estimates***

Operating estimates are shown for active projects in the CIP project areas and represent years FY22 through FY24. The estimates are collected through the CIP oversight committee via multi-departmental coordination. Project Managers are tasked with compiling future impacts of capital projects once built. The estimates are a way for project managers to communicate with city leadership on the operational needs and impacts in upcoming years. Once a project is complete, the operating impacts are either absorbed or requested as an enhancement in departmental operating budgets. It should be noted, this process is being reviewed by a multi-departmental team in FY21. The project managers and CIP oversight committee will work together to ensure the operating impacts are being captured correctly and as efficiently as possible given the future year estimate.

## **CAPITAL IMPROVEMENT PROGRAM SUMMARY**

The Capital Improvement Program includes the City's 2<sup>nd</sup> CIP that began in FY18 and continues through FY23. Project costs, descriptions, and funding plans are presented in five (5) programmatic categories which include Streets and Sidewalks, Parks and Recreation, Public Facilities- Buildings, Public Facilities-Parking and Storm Water from FY21 to FY23.

The **Streets and Sidewalks** program addresses major thoroughfare needs, street maintenance and rehabilitation, sidewalk construction and repair at a projected cost of \$23,318,888 over the next three years.

The **Parks and Recreation** program provides for development of existing parks and funding for the maintenance and repair of various park facilities and structures throughout the City at a projected cost of \$1,366,705 over the next three years.

The **Buildings** program consists of funding for various public improvements at a projected cost of \$9,966,538 over the next three years.

The **Parking** program consists of funding for various public improvements in the capital parking fund at a projected cost of \$153,000 over the next three years.

The **Storm Water** program continues the City's efforts to proactively manage and mitigate the effects of storm water runoff, alleviate flooding, improve and maintain the drainage systems and drainage capacity of watercourses and containment structures City-wide at a projected cost of \$10,335,764 over the next three years.



### Capital Improvement Cost Summary by Program

<b>Fund Totals</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Total FY21-FY23</b>
Streets and Sidewalks	\$ 3,601,375	\$ 9,581,978	\$ 10,135,535	\$ 23,318,888
Parks and Recreation	\$ (22,927)	\$ 489,632	\$ 900,000	\$ 1,366,705
Buildings	\$ 1,691,374	\$ 7,274,419	\$ 1,000,745	\$ 9,966,538
Parking	\$ 51,000	\$ 51,000	\$ 51,000	\$ 153,000
Stormwater	\$ 3,403,764	\$ 3,317,000	\$ 3,615,000	\$ 10,335,764
<b>Grand Total</b>	<b>\$ 8,724,586</b>	<b>\$ 20,714,029</b>	<b>\$ 15,702,280</b>	<b>\$ 45,140,895</b>

<b>Fund Totals</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Total FY21-FY23</b>
Debt Service Fund - 2nd 80/20 Plan	\$ 780,352	\$ 2,760,256	\$ 3,668,852	\$ 7,209,460
Installment Financing - 2nd 80/20 Plan	\$ 2,561,407	\$ 11,041,023	\$ 8,108,428	\$ 21,710,858
Debt Service Fund 80/20 Capacity	\$ 312,600	\$ 662,940	\$ -	\$ 975,540
Installment Financing 80/20 Capacity	\$ 1,250,400	\$ 2,651,760	\$ -	\$ 3,902,160
Parking Fund	\$ 51,000	\$ 51,000	\$ 51,000	\$ 153,000
Stormwater Fund	\$ 3,400,000	\$ 3,317,000	\$ 3,615,000	\$ 10,332,000
Transportation Bond Future PayGo	\$ (2,500,000)	\$ -	\$ -	\$ (2,500,000)
Transportation Bond PayGo	\$ 2,500,000	\$ -	\$ -	\$ 2,500,000
Parks Bond Future Pay Go	\$ (100,000)	\$ -	\$ -	\$ (100,000)
Parks Bond PayGo	\$ 100,000	\$ -	\$ -	\$ 100,000
Rental Income	\$ 8,424	\$ -	\$ -	\$ 8,424
CFPUA Revenue Reimbursement	\$ (751,913)	\$ -	\$ -	\$ (751,913)
Interest Earnings	\$ 103,366	\$ -	\$ -	\$ 103,366
Transfer from General Fund	\$ 1,008,950	\$ 230,050	\$ 259,000	\$ 1,498,000
<b>Revenue Totals</b>	<b>\$ 8,724,586</b>	<b>\$ 20,714,029</b>	<b>\$ 15,702,280</b>	<b>\$ 45,140,895</b>



## Streets and Sidewalks

Project Code	Project Name	FY21	FY22	FY23	Total FY21-FY23
<b>2nd CIP FY21 Adopted</b>					
2TRBR1720	Bridge Repair	\$ 419,373	\$ 24,035	\$ 271,357	\$ 714,765
2TRSR1710	Streets Rehabilitation	\$ 2,000,592	\$ 4,855,543	\$ 5,260,542	\$ 12,116,677
2TRSR1810	Brick Street Rehabilitation	\$ -	\$ 500,000	\$ 1,500,000	\$ 2,000,000
2TRST1310	Coordinated Improvements w/CFPUA	\$ -	\$ 1,000,000	\$ 1,500,000	\$ 2,500,000
2TRST2110	Downtown Alley Improvements	\$ 125,000	\$ 152,000	\$ -	\$ 277,000
2TRSW1710	Sidewalk Rehab/Repairs	\$ 150,000	\$ 1,000,000	\$ 1,000,000	\$ 2,150,000
2TRSW1720	Pedestrian/Bike Improvements	\$ 300,000	\$ 500,000	\$ 200,000	\$ 1,000,000
TBD	Market St Access Management Improvements	\$ -	\$ 1,550,400	\$ -	\$ 1,550,400
TBD	Riverwalk South Handrails	\$ -	\$ -	\$ 403,636	\$ 403,636
<b>Pop-up Projects</b>					
2TRSR1811	Hawksbill Causeway	\$ 375,000	\$ -	\$ -	\$ 375,000
2TRST1515	North 3rd Street Bridge	\$ 175,000	\$ -	\$ -	\$ 175,000
<b>Interest Earnings</b>					
2CRRF0810	Riverwalk North - Marina	\$ 410	\$ -	\$ -	\$ 410
2TRSR14101	Pine Valley Rd / Street Rehab	\$ 20,000	\$ -	\$ -	\$ 20,000
2TRST1569	Contingency: Roadway Projects	\$ 36,000	\$ -	\$ -	\$ 36,000
<b>Total Expenditure Streets and Sidewalks</b>		<b>\$ 3,601,375</b>	<b>\$ 9,581,978</b>	<b>\$ 10,135,535</b>	<b>\$ 23,318,888</b>

	FY21	FY22	FY23	Total FY21-FY23
<b>Revenue Type FY21 Adopted</b>				
Debt Service Fund - 2nd 80/20 Plan	\$ 432,966	\$ 1,189,544	\$ 2,027,107	\$ 3,649,617
Installment Financing - 2nd 80/20 Plan	\$ 2,561,407	\$ 8,392,434	\$ 8,108,428	\$ 19,062,269
Debt Service Fund 80/20 Capacity	\$ 75,000	\$ -	\$ -	\$ 75,000
Installment Financing 80/20 Capacity	\$ 300,000	\$ -	\$ -	\$ 300,000
Transportation Bond Future PayGo	\$ (2,500,000)	\$ -	\$ -	\$ (2,500,000)
Transportation Bond PayGo	\$ 2,500,000	\$ -	\$ -	\$ 2,500,000
Interest Earnings	\$ 57,002	\$ -	\$ -	\$ 57,002
Transfer from General Fund	\$ 175,000	\$ -	\$ -	\$ 175,000
<b>Total Revenue Streets and Sidewalks</b>	<b>\$ 3,601,375</b>	<b>\$ 9,581,978</b>	<b>\$ 10,135,535</b>	<b>\$ 23,318,888</b>

	FY22 Operating Impact	FY23 Operating Impact	FY24 Operating Impact	Total FY22-FY24 Operating Impacts
<i>Streets and Sidewalks Operating Impacts</i>				
<b>Streets and Sidewalks Operating Impacts</b>				
23rd Street Connector (Near Scientific Drive)	\$ -	\$ -	\$ -	\$ -
Brick Street Rehabilitation	\$ -	\$ -	\$ -	\$ -
Bridge Repair	\$ -	\$ -	\$ -	\$ -
Coordinated Improvements w/CFPUA	\$ -	\$ -	\$ -	\$ -
Downtown Alley Improvements	\$ -	\$ -	\$ -	\$ -
Independence Blvd Screen Wall Repair	\$ -	\$ -	\$ -	\$ -
Interchange Upgrade (Kerr & MLK)	\$ -	\$ -	\$ -	\$ -
Kerr Avenue Bicycle Facilities	\$ -	\$ -	\$ -	\$ -
Manly Avenue	\$ -	\$ -	\$ -	\$ -
Market St LED upgrade	\$ -	\$ -	\$ -	\$ -
Market Street Access Management Improvements	\$ -	\$ -	\$ -	\$ -
Pedestrian/Bike Improvements	\$ -	\$ -	\$ -	\$ -
Red Cross Streetscape - Front to Second	\$ -	\$ -	\$ -	\$ -
Riverfront Assessment Update	\$ -	\$ -	\$ -	\$ -
Riverfront Stabilization	\$ -	\$ -	\$ -	\$ -
Riverwalk South Handrails	\$ -	\$ -	\$ -	\$ -
Riverwalk: Red Cross Riverwalk Access (ALOFT Hotel)	\$ -	\$ -	\$ -	\$ -
Sidewalk Rehab/Repairs	\$ -	\$ -	\$ -	\$ -
Streets Rehabilitation	\$ -	\$ -	\$ -	\$ -
Eastwood Road, Military Cutoff Road) Interchange Upgrade	\$ -	\$ -	\$ -	\$ -
Wayfinding Signage	\$ -	\$ -	\$ -	\$ -
WTA Grant Match (Buses, Shelters, Benches)	\$ -	\$ -	\$ -	\$ -
<b>Transportation Bond</b>				
16th Street / Dawson Crosswalk	\$ -	\$ -	\$ -	\$ -
17th / Greenfield / Wooster Sidewalk	\$ 1,000	\$ 1,030	\$ 1,061	\$ 3,091
17th Street / Dawson Crosswalk	\$ -	\$ -	\$ -	\$ -
8th Street / Dawson Crosswalk	\$ -	\$ -	\$ -	\$ -
8th Street / Wooster Crosswalk	\$ -	\$ -	\$ -	\$ -
Carolina Beach Rd Streetscape	\$ -	\$ -	\$ 80,500	\$ 80,500
Central College Trail / Holly Tree / 17th St Greenways	\$ -	\$ -	\$ -	\$ -
College / Wilshire Crosswalk	\$ -	\$ -	\$ -	\$ -
Dawson / Wrightsville / Oleander Sidewalk	\$ -	\$ -	\$ -	\$ -
Dawson/Wooster Street Improvement	\$ 9,180	\$ 9,455	\$ 9,739	\$ 28,374
Delaney / Wellington / Glen Meade Sidewalk	\$ -	\$ -	\$ -	\$ -
Greenville Loop trail / College / Park Avenue Greenways	\$ -	\$ 98,620	\$ 101,579	\$ 200,199
Hurst Drive Extension	\$ -	\$ 77,650	\$ 79,980	\$ 157,630
Kerr Ave trail / Randall Pky / College Greenways	\$ -	\$ 15,850	\$ 16,326	\$ 32,176
MacMillan / Pine Grove Intersection Improvement	\$ 600	\$ 618	\$ 637	\$ 1,855
Masonboro Loop Multi-Purpose Trail	\$ -	\$ -	\$ -	\$ -
N. Front Street Streetscape	\$ 10,815	\$ 11,139	\$ 11,474	\$ 33,428
Oleander / Hawthorne to 42nd Sidewalk	\$ -	\$ -	\$ -	\$ -
Oleander / Pine Grove / College Sidewalk	\$ -	\$ -	\$ -	\$ -
Oleander / Pine Grove Realignment	\$ 2,400	\$ 2,472	\$ 2,546	\$ 7,418
Oleander / Wooster / Mimosa Sidewalk	\$ 350	\$ 361	\$ 371	\$ 1,082

<i>Streets and Sidewalks Operating Impacts</i>	<b>FY22 Operating Impact</b>	<b>FY23 Operating Impact</b>	<b>FY24 Operating Impact</b>	<b>Total FY22-FY24 Operating Impacts</b>
<b>Transportation Bond</b>				
Pine Grove / Greenville Loop Roundabout	\$ -	\$ -	\$ 3,300	\$ 3,300
Pine Grove / Holly Tree Roundabout	\$ -	\$ -	\$ 3,550	\$ 3,550
Public Transportation	\$ -	\$ -	\$ -	\$ -
Racine / New Centre Turn Lane	\$ 500	\$ 515	\$ 530	\$ 1,545
Wrightsville / 44th / Independence Sidewalk	\$ -	\$ -	\$ -	\$ -
Wrightsville / Castle / Independence Sidewalk	\$ -	\$ -	\$ -	\$ -
Wrightsville / College / Hawthorne Sidewalk	\$ -	\$ -	\$ -	\$ -
Wrightsville / Wallace Roundabout	\$ 4,750	\$ 4,893	\$ 5,039	\$ 14,682
Eastwood Rd Access Mgmt.	\$ -	\$ -	\$ -	\$ -
<b>Total Streets and Sidewalks Projects Operating Impacts</b>	<b>\$ 29,595</b>	<b>\$ 222,603</b>	<b>\$ 316,631</b>	<b>\$ 568,829</b>

Operating estimates are shown for active projects in the CIP project areas and represent years FY22 through FY24. The estimates are collected through the CIP oversight committee via multi-departmental coordination. Project Managers are tasked with compiling future impacts of capital projects once built. The estimates are a way for project managers to communicate with city leadership on the operational needs and impacts in upcoming years. Once a project is complete, the operating impacts are either absorbed or requested as an enhancement in departmental operating budgets. It should be noted, this process is being reviewed by a multi-departmental team in FY21.

# ADOPTED BUDGET CIP

## Bridge Repair

DEPARTMENT

**ENGINEERING**

DIVISION

**CAPITAL PROJECTS**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

The Bridge Repair project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The City of Wilmington contracts with the North Carolina Department of Transportation (NCDOT) to have their consultant conduct inspections of the City's nineteen (19) bridges subject to federally mandated inspections. The inspections help to identify routine maintenance items to be completed by city crews, specialty items that need to be contracted, and periodically more extensive structural repairs on some bridges. This project provides an allowance for minor contractor repairs when identified by inspections while more extensive repairs may require additional appropriations.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	CONSTRUCTION
PROJECT NUMBER	2TRBR1720
FY21 APPROPRIATION	\$419,373
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

Federal law requires the city to inspect their bridges every two years and to perform mandatory corrective work.





# ADOPTED BUDGET CIP

## Streets Rehabilitation

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STREETS**

PROJECT LOCATION City Wide

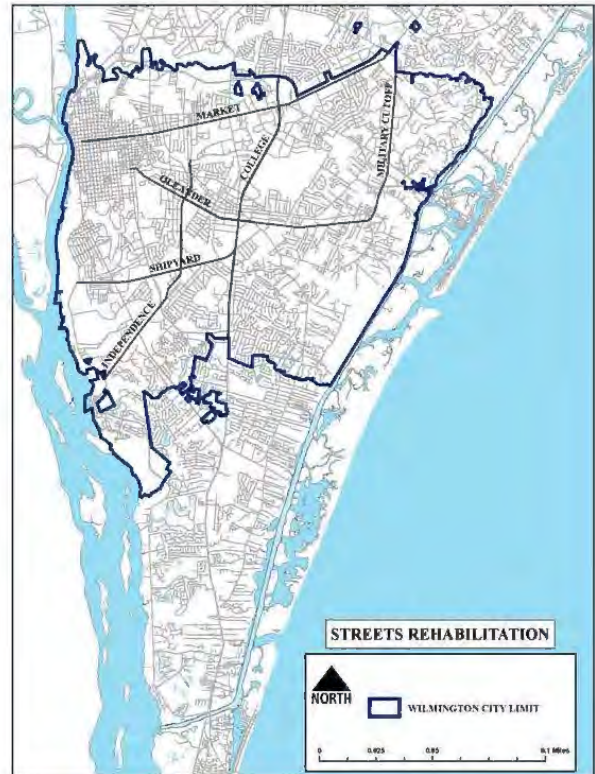
### PROJECT DESCRIPTION

The streets rehabilitation project is classified as a parent project; Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. Streets and sidewalk rehabilitation includes contracted rehabilitation and resurfacing of streets within the city streets network by means of projects with scope that include but are not limited to road construction activities and practices such as full depth reclamation and stabilization, milling and resurfacing, surface treatments, and pavement preservation techniques.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	CONSTRUCTION
PROJECT NUMBER	2TRSR1710
FY21 APPROPRIATION	\$2,000,592
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

Projects are necessary to address the rapidly deteriorating condition of the streets network. Poor street conditions and poor ride quality are listed as top priorities in the citizen's survey. Pothole complaints have risen to record levels in recent years and those rising numbers are clear indicators of declining street stability and durability.



# ADOPTED BUDGET CIP

## Downtown Alley Improvements

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STREETS**

PROJECT LOCATION Downtown Wilmington

### PROJECT DESCRIPTION

The downtown alleys are in a state of disrepair. Prior to the 2008 economic downturn, the City funded a program to improve downtown alleys for pedestrians and for service to restaurants. This project revitalizes that effort and converts alleys into usable space for a variety of activities.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	FUNDED, PENDING ACTION
PROJECT NUMBER	2TRST2110
FY21 APPROPRIATION	\$125,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

Improvements to the alleys will enhance the types of activities and quality of downtown Wilmington making it a more positive place to live, work, and play.





# ADOPTED BUDGET CIP

## North 3rd Street Bridge

DEPARTMENT **PLANNING, DEVELOPMENT AND TRANSPORTATION**

DIVISION **WILMINGTON METROPOLITAN PLANNING ORGANIZATION (WMPO)**

PROJECT LOCATION North 3rd Street Bridge

**PROJECT DESCRIPTION**

The projects includes the installation of color-changing lights on the North 3rd Street Bridge.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	CONSTRUCTION
PROJECT NUMBER	2TRST1515
FY21 APPROPRIATION	\$175,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

**BENEFIT TO THE CITY**

The decorative lighting on the bridge will provide an opportunity for incorporating the lighting into City events and enhance the sense of place for Wilmington by providing an iconic feature in downtown Wilmington.





# ADOPTED BUDGET CIP

## Pedestrian/Bike Improvements

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STREETS**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

The Pedestrian and Bicycle Improvement project provides a dedicated source of funds for pedestrian and bicycle initiatives in the City of Wilmington through review and implementation by a cross-departmental committee of City staff. The committee that oversees the use of the funds distributes them towards projects through a transparent and equitable formula that prioritizes projects based on recommendations in adopted plans, contributions by outside agencies, proximity to pedestrian/bicycle trip generators, and other criteria. The committee was formed in response to the high demand for bike paths and sidewalks as determined by the Citizens Survey and in several adopted City plans to include the Walk Wilmington Comprehensive Pedestrian Plan, Wilmington/New Hanover Comprehensive Greenway Plan, Cape Fear Transportation 2040, Parks and Rec Open Space Plan, and throughout the City of Wilmington Comprehensive Plan development.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	CONSTRUCTION
PROJECT NUMBER	2TRSW1720
FY21 APPROPRIATION	\$300,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The project is driven by the high demand for bike paths and sidewalks as determined by the Citizens Survey and the identified need for bicycle and pedestrian facilities as determined in the Walk Wilmington Pedestrian Planning Study, Cape Fear Transportation 2040, and Parks and Rec Open Space Plan. Citizens have been very vocal for alternate means of transportation through Greenway projects.



# ADOPTED BUDGET CIP

## Sidewalk Rehab/Repairs

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STREETS**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

The Sidewalk Rehab / Repairs project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The project scope includes repair and mitigation of hazardous and non-compliant sidewalks and ramps within the City sidewalk network and ADA ramp inventory. The project also addresses citizen complaints regarding missing ramps and tripping hazards.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	CONSTRUCTION
PROJECT NUMBER	2TRSW1710
FY21 APPROPRIATION	\$150,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

This important project is aimed at improving pedestrian access, safety, and mobility throughout the City's pedestrian network.





# ADOPTED BUDGET CIP

## Hawksbill Causeway

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STREETS**

PROJECT LOCATION Causeway between Turtle Hall and Cedar Island

### PROJECT DESCRIPTION

The Hawksbill Causeway connects Turtle Hall to Cedar Island and is rapidly deteriorating. The scope of work includes installation of sheet piles to provide stabilization of soil loss and injection of grout to fill voids beneath the slab.

PROJECT CATEGORY	STREETS & SIDEWALKS
STATUS	DESIGN
PROJECT NUMBER	2TRSR1811
FY21 APPROPRIATION	\$375,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The causeway rehabilitation will serve as a proactive measure to address public safety concerns with the deteriorating structure. Rehabilitating the structure will support maintaining efficient transportation in the community and will avoid pouring valuable resources into escalating maintenance costs.



**STREETS AND SIDEWALKS 2<sup>nd</sup> CIP FY21-FY23 CAPITAL PROJECT DESCRIPTIONS****BRIDGE REPAIR – 2TRBR1720; APPROPRIATED FY21; PROJECTED FY22 AND FY23**

The Bridge Repair project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The City of Wilmington contracts with the North Carolina Department of Transportation (NCDOT) to have their consultant conduct inspections of the City's nineteen (19) bridges subject to federally mandated inspections. The inspections help to identify routine maintenance items to be completed by city crews, specialty items that need to be contracted, and periodically more extensive structural repairs on some bridges. This project provides an allowance for minor contractor repairs when identified by inspections while more extensive repairs may require additional appropriations.

**STREETS REHABILITATION – 2TRSR1710; APPROPRIATED FY21; PROJECTED FY22 AND FY23**

The Streets Rehabilitation project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. Streets and sidewalk rehabilitation projects include contracted rehabilitation and resurfacing of streets within the city streets network. Project scopes of work include but are not limited to road construction activities and practices such as full depth reclamation and stabilization, milling and resurfacing, surface treatments, and pavement preservation techniques.

**BRICK STREET REHABILITATION – 2TRSR1810; PROJECTED FY22 AND FY23**

The project provides for the rehabilitation, reconstruction, and repair of the City's historic brick street inventory. The historic brick streets inventory has been deteriorating for many years due to normal wear and tear but primarily due to utility cuts made many years ago and patched using asphalt. Brick streets are an important component of the City's historical character and the unique character of the neighborhoods encompassed by the brick street network.

**COORDINATED IMPROVEMENTS WITH CFPUA – 2TRST1310; PROJECTED FY22 AND FY23**

This project proposes annual funding for street improvements to be performed as enhanced restoration for the Cape Fear Public Utility Authority (CFPUA) water and sanitary sewer rehabilitation program. This project combines and is an extension of previous projects such as: Front Street Improvements (Market St to Chestnut St); Water Street/Riverfront Park Project; and Third Street. This project will provide the necessary flexibility to respond to interagency coordination needs, such as the Water Street Project from Princess Street to Walnut Street, which is currently under construction. By coordinating the streetscape improvements work with CFPUA projects, significant cost savings are realized. In addition, it is a commonsense approach to repair the subsurface utility infrastructure as a first step before making surface improvements avoiding the demolition and replacement of recently constructed infrastructure.

**DOWNTOWN ALLEY IMPROVEMENTS – 2TRST2110; APPROPRIATED FY21; PROJECTED FY22**

The downtown alleys are in a state of disrepair. Prior to the 2008 downturn in the economy, the City funded a program to improve downtown alleys for pedestrians and for service to restaurants. This project revitalizes this effort and converts alleys into usable space for a variety of activities.

**SIDEWALK REHAB/REPAIRS – 2TRSW1710; APPROPRIATED FY21; PROJECTED FY22 AND FY23**

This project provides for repairs and rehabilitation to existing sidewalks and American with Disability Act (ADA) ramps within the City sidewalk inventory. Project scope is to repair and mitigate hazardous and non-compliant sidewalks and ramps within the City. The project goal is to improve pedestrian access and mobility throughout the City's sidewalk network.

**PEDESTRIAN/BIKE IMPROVEMENTS – 2TRSW1720; APPROPRIATED FY21; PROJECTED FY22 AND FY23**

The Pedestrian and Bicycle Improvement project has provided a dedicated source of funds for bicycle and pedestrian initiatives in the City through review and implementation by a cross-departmental committee of City staff. The committee that oversees the use of the funds distributes them towards projects through a transparent and equitable formula that prioritizes projects based on recommendations in adopted plans, contributions by outside agencies, proximity to pedestrian/bicycle trip generators, and other quantifiable criteria. The committee was formed in response to the high demand for bike paths and sidewalks as determined by the Citizens Survey and in several adopted City plans including the Walk Wilmington Pedestrian Planning Study, Wilmington/New Hanover Comprehensive Greenway Plan, Cape Fear Transportation 2040, Parks and Rec Open Space Plan, and throughout the City of Wilmington Comprehensive Plan development.

**MARKET STREET ACCESS MGMT IMPROVEMENTS – TBD; PROJECTED FY22**

This project includes access management improvements along Market Street from Porters Neck Road to Colonial Drive. The portion in the City is from Gordon Road to Colonial Drive.

**RIVERWALK SOUTH HANDRAILS – TBD; PROJECTED FY23**

The existing handrails were installed using the original detail developed under the Riverwalk South project (2001). This railing system is maintenance-intensive and requires frequent checking and tightening of set screws on collars to prevent loss of railings. The new railing system developed under the Riverwalk North (Phase 1) project eliminates this maintenance requirement by eliminating the need for collars. This also improves public safety by anchoring the railings into the timber posts.

**HAWKSBILL CAUSEWAY – 2TRSR1811; APPROPRIATED FY21**

This is a supplemental appropriation to the FY18 project which was funded as a child project of the Streets Rehabilitation project. General construction costs have risen significantly in recent years, particularly the steel used in sheet pile walls and the plastic used in vinyl sheeting which comprise a significant portion of the costs for this project. The FY21 appropriation addresses the additional construction costs based on the final engineered design.

**NORTH 3<sup>RD</sup> STREET BRIDGE – 2TRST1515; APPROPRIATED FY21**

This is a supplemental appropriation to the previously funded North 3<sup>rd</sup> Street Bridge project to provide decorative lighting on the bridge.

## Parks and Recreation

Project Code	Project Name	FY21	FY22	FY23	Total FY21-FY23
<b>2nd CIP FY21 Adopted</b>					
3CRPK1715	Park Facilities Maintenance	\$ 198,386	\$ 489,632	\$ 900,000	\$ 1,588,018
<b>Pop-up Project</b>					
3CRPK2110	Empie Park Tennis Reconstruction	\$ 488,000	\$ -	\$ -	\$ 488,000
<b>Interest Earnings</b>					
3CRPK0630	Recreation Master Plan	\$ 42,600	\$ -	\$ -	\$ 42,600
<b>Error Correction</b>					
3CRPK1860	Northern Waterfront Park	\$ (751,913)	\$ -	\$ -	\$ (751,913)
<b>Total Expenditure Parks and Recreation</b>		<b>\$ (22,927)</b>	<b>\$ 489,632</b>	<b>\$ 900,000</b>	<b>\$ 1,366,705</b>
<b>Revenue Type FY21 Adopted</b>					
Debt Service Fund - 2nd 80/20 Plan		\$ 198,386	\$ 489,632	\$ 900,000	\$ 1,588,018
Debt Service Fund 80/20 Capacity		\$ 97,600	\$ -	\$ -	\$ 97,600
Installment Financing 80/20 Capacity		\$ 390,400	\$ -	\$ -	\$ 390,400
Parks Bond Future Pay Go		\$ (100,000)	\$ -	\$ -	\$ (100,000)
Parks Bond PayGo		\$ 100,000	\$ -	\$ -	\$ 100,000
CFPUA Revenue Reimbursement		\$ (751,913)	\$ -	\$ -	\$ (751,913)
Interest Earnings		\$ 42,600	\$ -	\$ -	\$ 42,600
<b>Total Revenue Parks and Recreation</b>		<b>\$ (22,927)</b>	<b>\$ 489,632</b>	<b>\$ 900,000</b>	<b>\$ 1,366,705</b>

Of note in the Parks and Recreation is a significant funding reduction categorized as 'Error Correction' in the above table. In November 19, 2019, two ordinances went forward (O6a and O7b) and were approved by Council duplicating appropriations to the Northern Waterfront Park, with revenue from the Cape Fear Public Utility Authority, in the amount of \$751,913. In the *FY21 Adopted Budget*, this error is corrected.

	FY22 Operating Impact	FY23 Operating Impact	FY24 Operating Impact	Total FY22-FY24 Operating Impacts
<i>Parks and Recreation Operating Impacts</i>				
<b>Parks and Recreation</b>				
Bijou Park Renovation	\$ -	\$ -	\$ -	\$ -
Echo Farms Park	\$ -	\$ -	\$ -	\$ -
Empie Park Improvements	\$ -	\$ -	\$ -	\$ -
Park Facilities Maintenance	\$ -	\$ -	\$ -	\$ -
Riverfront Park Phase IA	\$ -	\$ -	\$ -	\$ -
Riverfront Park Rehabilitation	\$ -	\$ -	\$ -	\$ -
<b>Parks and Recreation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks Bond</b>				
Althea Gibson Tennis Complex Resurfacing	\$ -	\$ -	\$ -	\$ -
Bradley Creek Canoe & Kayak Launch (Pecan)	\$ -	\$ 13,012	\$ 13,402	\$ 26,414
Cross City Trail (Eastwood Parking)	\$ -	\$ -	\$ -	\$ -
Derick Davis Community Center Expansion	\$ -	\$ -	\$ -	\$ -
Greenfield Park Improvements	\$ -	\$ -	\$ -	\$ -
Halyburton Maintenance Building Expansion	\$ -	\$ -	\$ -	\$ -
MLK Community Center Expansion & Improvements	\$ 67,272	\$ 68,618	\$ 69,990	\$ 205,880
Northern Waterfront Park Site Development	\$ -	\$ -	\$ -	\$ -
Olsen Park Bond	\$ -	\$ 65,660	\$ 70,256	\$ 135,916
Park Security Enhancements	\$ -	\$ -	\$ -	\$ -
Parking Lot Improvements	\$ -	\$ -	\$ -	\$ -
Skate Park Office Replacement	\$ -	\$ -	\$ -	\$ -
Soccer Complex	\$ -	\$ 245,000	\$ 245,000	\$ 490,000
Wade Park Building Improvements	\$ -	\$ -	\$ -	\$ -
<b>Parks Bond Total</b>	<b>\$ 67,272</b>	<b>\$ 392,290</b>	<b>\$ 398,648</b>	<b>\$ 858,210</b>
<b>Golf Course</b>				
Golf Course Greens Replacement	\$ -	\$ -	\$ -	\$ -
Municipal Golf Course Improvements	\$ -	\$ -	\$ -	\$ -
<b>Golf Course Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Parks and Recreation Projects Operating Impacts</b>	<b>\$ 67,272</b>	<b>\$ 392,290</b>	<b>\$ 398,648</b>	<b>\$ 858,210</b>



# ADOPTED BUDGET CIP

## Park Facilities Maintenance

DEPARTMENT **COMMUNITY SERVICES**  
DIVISION **PARKS AND RECREATION**

PROJECT LOCATION City Wide

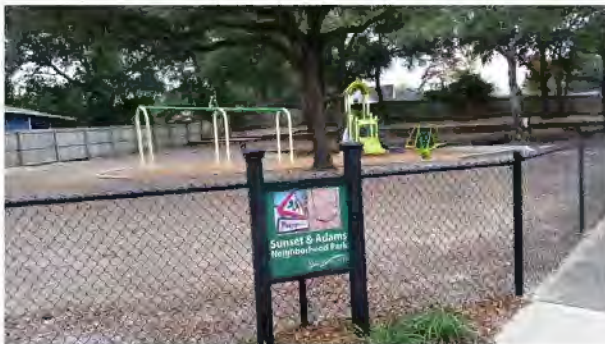
### PROJECT DESCRIPTION

The parks facilities maintenance project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The project includes on-going upgrades, enhancements and improvements to city parks, grounds, landscapes and athletic fields. Maintenance is needed for aesthetic improvements and to meet safety requirements. This is an ongoing CIP maintenance project.

PROJECT CATEGORY	PARKS & RECREATION
STATUS	CONSTRUCTION
PROJECT NUMBER	3CRPK1715
FY21 APPROPRIATION	\$198,386
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The project funds repairs, enhancements and replacement needs to include park amenities (tables, benches, shelters, fencing etc); landscape maintenance (mulch, prep work for new landscapes or upgrades to existing, irrigation projects and upgrades to ball fields and parks); trail maintenance and safety issues, repairs to amenities along trails, playgrounds (play mulch and replacement of aged out play units); park signs; athletic facilities (repairs to existing and/or replace field lights, tennis court surfaces, bocce ball courts, shelters, bleachers and upgrades to aged out ball fields, new dugouts); and special projects (handle requested in-house assistance with projects and landscaping).



# ADOPTED BUDGET CIP

## Empie Park Tennis Courts Reconstruction

DEPARTMENT **COMMUNITY SERVICES**  
DIVISION **PARKS AND RECREATION**

PROJECT LOCATION Empie Park

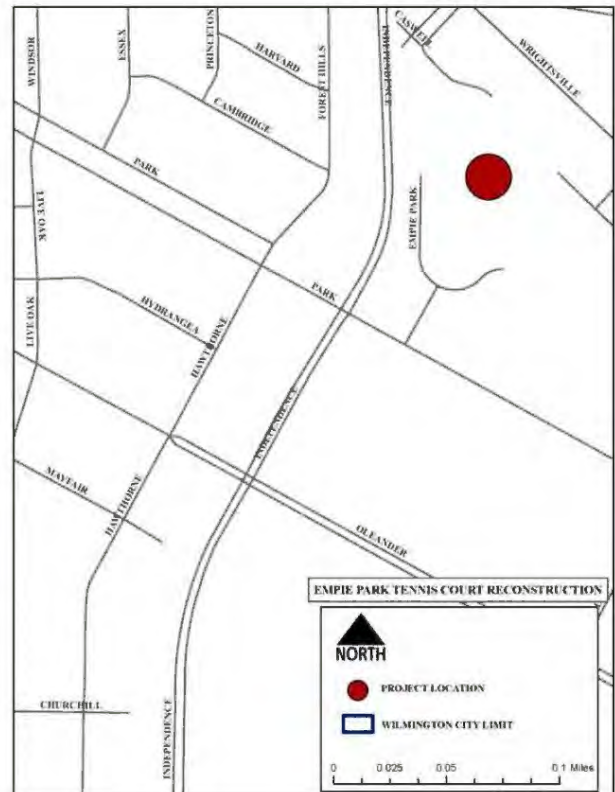
### PROJECT DESCRIPTION

The project is for the reconstruction of the original bank of eight (8) tennis courts at Empie Park, which were constructed in the 1960's. The courts have been resurfaced numerous times over the years, however, they can no longer be patched and resurfaced and are becoming unsafe.

PROJECT CATEGORY	PARKS & RECREATION
STATUS	FUNDED, PENDING ACTION
PROJECT NUMBER	3CRPK2110
FY21 APPROPRIATION	\$488,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

Following reconstruction of the courts, they will be in similar condition to the newer courts built in 2010 and 2018 and will allow the City to be more competitive in attracting large tournaments at the Althea Gibson Tennis Center.



## PARKS AND RECREATION 2nd CIP FY21-FY23 CAPITAL PROJECT DESCRIPTIONS

## PARK FACILITIES MAINTENANCE – 3CRPK1715; APPROPRIATED FY21; PROJECTED FY22 AND FY23

The Parks Facilities Maintenance project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The project includes on-going upgrades, enhancements and improvements to city parks, grounds, landscapes, and athletic fields. Maintenance is needed for aesthetic improvements and to meet safety requirements.

## EMPIE PARK TENNIS RECONSTRUCTION – 3CRPK2110; FY21 APPROPRIATION

The project is for the reconstruction of the original bank of eight (8) tennis courts at Empie Park, which were constructed in the 1960's. The courts have been resurfaced numerous times over the years, however, they can no longer be patched and resurfaced and are becoming unsafe. Following reconstruction of the courts, they will be in similar condition to the newer courts built in 2010 and 2018 and will allow the City to be more competitive in attracting large tournaments at the Althea Gibson Tennis Center.

## Public Facilities - Buildings

Project Code	Project Name	FY21	FY22	FY23	Total FY21-FY23
<b>2nd CIP FY21 Adopted</b>					
4CRMF1710	Parks Maintenance Facility	\$ -	\$ 1,314,700	\$ -	\$ 1,314,700
4GGMF1705	Building Maintenance	\$ 149,000	\$ 705,669	\$ 741,745	\$ 1,596,414
4PSMF1930	RiverLights Fire Station	\$ -	\$ 5,024,000	\$ -	\$ 5,024,000
<b>Pop-up Projects</b>					
4GGMF1705	Building Maintenance	\$ 288,950	\$ 78,050	\$ -	\$ 367,000
4GGMF1810	HVAC	\$ 350,000	\$ -	\$ -	\$ 350,000
4PSMF2110	Police HQ Chiller	\$ 700,000	\$ -	\$ -	\$ 700,000
4GGMF2120	City Hall/ Thalian Hall	\$ 195,000	\$ 152,000	\$ 259,000	\$ 606,000
<b>Rental Income</b>					
4GGMF0690	Northern Warehouse Purchase	\$ 8,424	\$ -	\$ -	\$ 8,424
<b>Total Expenditure Public Facilities</b>		<b>\$ 1,691,374</b>	<b>\$ 7,274,419</b>	<b>\$ 1,000,745</b>	<b>\$ 9,966,538</b>
<b>Revenue Type FY21 Adopted</b>					
Debt Service Fund - 2nd 80/20 Plan		\$ 149,000	\$ 1,081,080	\$ 741,745	\$ 1,971,825
Installment Financing - 2nd 80/20 Plan		\$ -	\$ 2,648,589	\$ -	\$ 2,648,589
Debt Service Fund 80/20 Capacity		\$ 140,000	\$ 662,940	\$ -	\$ 802,940
Installment Financing 80/20 Capacity		\$ 560,000	\$ 2,651,760	\$ -	\$ 3,211,760
Rental Income		\$ 8,424	\$ -	\$ -	\$ 8,424
Transfer from General Fund		\$ 833,950	\$ 230,050	\$ 259,000	\$ 1,323,000
<b>Total Revenue Buildings</b>		<b>\$ 1,691,374</b>	<b>\$ 7,274,419</b>	<b>\$ 1,000,745</b>	<b>\$ 9,966,538</b>

<i>Public Facilities Buildings Operating Impacts</i>	FY22 Operating Impact	FY23 Operating Impact	FY24 Operating Impact	Total FY22-FY24 Operating Impacts
Public Facilities				
Building Maintenance	\$ -	\$ -	\$ -	\$ -
Cinema Drive	\$ -	\$ -	\$ -	\$ -
Enterprise Data Backup System	\$ -	\$ -	\$ -	\$ -
GTV Upgrade	\$ -	\$ -	\$ -	\$ -
HVAC Replacement	\$ -	\$ -	\$ -	\$ -
IT Core system replacement	\$ -	\$ -	\$ -	\$ -
Microsoft Enterprise Agreement	\$ -	\$ -	\$ -	\$ -
Multimodal Transportation Center	\$ 16,640	\$ 17,139	\$ 17,653	\$ 51,433
Parks Maintenance Facility	\$ 8,000	\$ 8,240	\$ 8,487	\$ 24,727
Police Training Facility & Substation	\$ -	\$ -	\$ -	\$ -
RiverLights Fire Station	\$ 880,820	\$ 907,245	\$ 934,462	\$ 2,722,527
Self Contained Breathing Apparatus Replacement	\$ -	\$ -	\$ -	\$ -
<b>Public Facilities Operating ImpactsTotal</b>	<b>\$ 905,460</b>	<b>\$ 932,624</b>	<b>\$ 960,603</b>	<b>\$ 2,798,686</b>



# ADOPTED BUDGET CIP

## Building Maintenance

DEPARTMENT **PUBLIC SERVICES**  
DIVISION **PUBLIC BUILDINGS**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

The Building Maintenance project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The scope of this project is to make improvements to multiple city facilities. The improvements are imperative to ensure that city facilities continue to function as a safe place to do business for both our employees and citizens.

PROJECT CATEGORY	PUBLIC FACILITIES
STATUS	CONSTRUCTION
PROJECT NUMBER	4GGMF1705
FY21 APPROPRIATION	\$437,950
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

It is necessary to continuously improve existing facilities to ensure our citizens receive services and employees provide services in properly functioning, safe facilities. If general improvements are neglected, it will result in greater cost in future years.



# ADOPTED BUDGET CIP

## Police HQ Chiller

DEPARTMENT

**PUBLIC SERVICES**

DIVISION

**PUBLIC BUILDINGS**

PROJECT LOCATION WPD HQ

### PROJECT DESCRIPTION

The scope of work includes replacement of the two 250 ton chiller units at the Wilmington Police Department Headquarters facility. Additionally, improvements are needed in the evidence room area to control humidity levels.

PROJECT CATEGORY

PUBLIC FACILITIES

STATUS

FUNDED, PENDING ACTION

PROJECT NUMBER

4PSMF2110

FY21 APPROPRIATION

\$700,000

FY21 PRIMARY FUNDING SOURCE

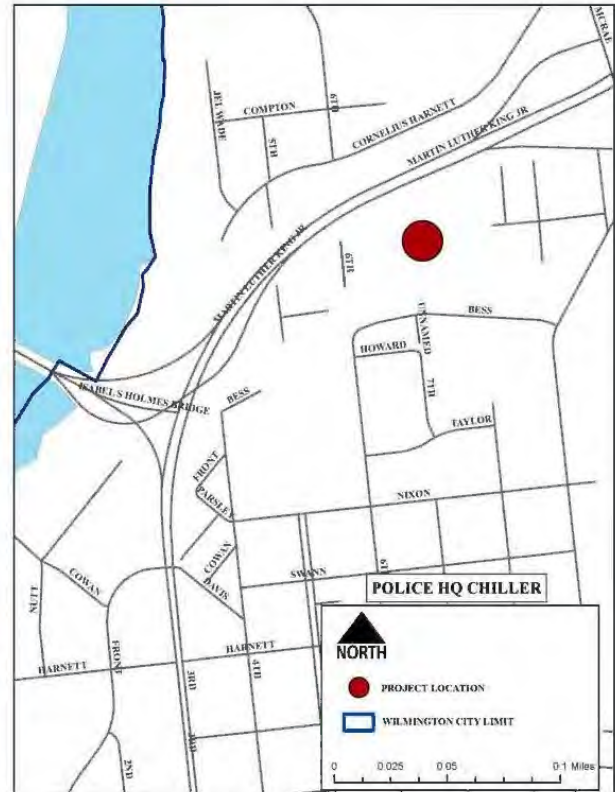
2nd CIP 80/20

FY22-FY24 OPERATING IMPACT

\$0

### BENEFIT TO THE CITY

The primary benefit of this project is the long term operation of one of the most important Public Safety facilities owned by the City of Wilmington. Additionally, the replacement of older and less efficient equipment with new more energy efficient equipment provides an opportunity for energy savings.





# ADOPTED BUDGET CIP

## HVAC Replacement

DEPARTMENT **PUBLIC SERVICES**  
DIVISION **PUBLIC BUILDINGS**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

This is a supplemental appropriation to the previously funded project to replace HVAC equipment at multiple City facilities. The appropriation is needed to cover costs for a mechanical room on the mezzanine level within City Council Chambers as well as a dormer required to house the duct work for the air handlers serving the theater side of the building.

PROJECT CATEGORY	PUBLIC FACILITIES
STATUS	CONSTRUCTION
PROJECT NUMBER	4GGMF1810
FY21 APPROPRIATION	\$350,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The improvements allow for safer access for maintenance of the air handlers and improve air flow as required by code.





# ADOPTED BUDGET CIP

## City Hall / Thalian Hall

DEPARTMENT **PUBLIC SERVICES**  
DIVISION **PUBLIC BUILDINGS**

PROJECT LOCATION City Hall - Thalian Hall

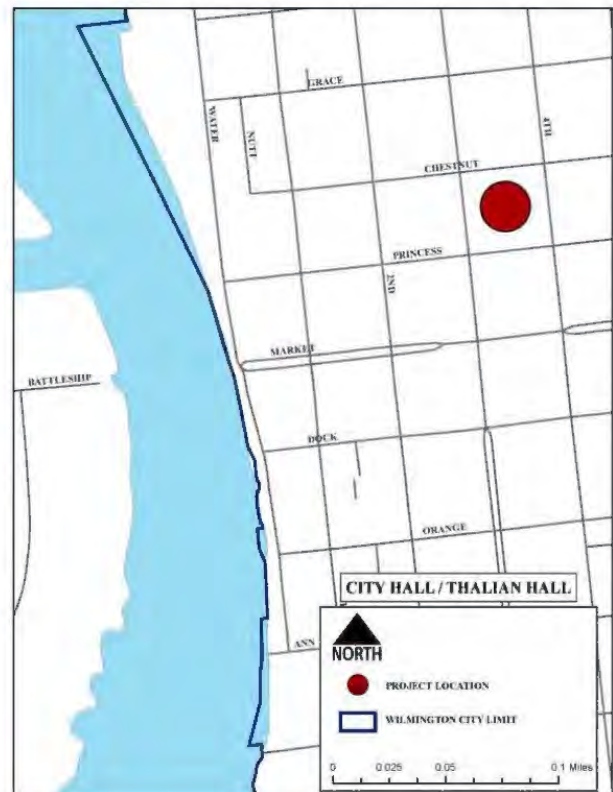
### PROJECT DESCRIPTION

This project will address the first phase of renovations to several critical operational areas of Thalian Hall. The renovations will include replacement of the stage floor; carpet replacement for the stairwells, 2nd floor lobby, and City Council Chambers; and replacement of doors with new hardware and panic bars.

PROJECT CATEGORY	PUBLIC FACILITIES
STATUS	FUNDED, PENDING ACTION
PROJECT NUMBER	4GGMF21 20
FY21 APPROPRIATION	\$195,000
FY21 PRIMARY FUNDING SOURCE	2nd CIP 80/20
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The renovations are long overdue and are necessary for the safe and efficient operation of the theatre and City functions. The entire project promotes the arts to the public by improving in great measure the experience of our volunteers and visitors to Thalian Hall.



## PUBLIC FACILITIES 2nd CIP FY21-FY23 CAPITAL PROJECT DESCRIPTIONS

## PARKS MAINTENANCE FACILITY – 4CRMF1710; PROJECTED FY22

The existing Parks Maintenance facility requires replacement due to its age and compliance issues. This project will provide for design and replacement of the maintenance and administrative buildings and facilities currently located at 1702 Burnett Blvd at an alternate location. Staff are currently working to identify the best site for the new facility.

## BUILDING MAINTENANCE – 4GGMF1705; APPROPRIATED FY21; PROJECTED FY22 AND FY23

The Building Maintenance project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The scope of this project is to make improvements to multiple city facilities. The improvements are imperative to ensure that city facilities continue to function as a safe place to do business for both our employees and citizens.

## RIVERLIGHTS FIRE STATION – 4PSMF1930; PROJECTED FY22

This project will provide funding for a new fire station and a pumper truck near the River Lights development. Land will be provided by the RiverLights development in accordance with the development agreement.

## HVAC – 4GGMF1810; FY21 APPROPRIATION

This is a supplemental appropriation to the previously funded project to replace the HVAC equipment in City Hall. The appropriation is needed to cover costs for a mechanical room on the mezzanine level within City Council Chambers as well as a dormer required to house the duct work for the air handlers serving the theater side of the building. The costs associated with providing these elements were not known at the time of the original project funding, but the improvements allow for safer access for maintenance of the air handlers and improve air flow as required by code.

## POLICE HQ CHILLER – 4PSMF2110; FY21 APPROPRIATION

This project will replace the two (2) chiller units at WPD Headquarters and improve HVAC operations in the evidence room area.

## CITY HALL / THALIAN HALL – 4GGMF2120; FY21 APPROPRIATION; PROJECTED FY22 AND FY23

This project will address the first phase of renovations to several critical operational areas of Thalian Hall. The renovations will include replacement of the stage floor; carpet replacement for the stairwells, 2<sup>nd</sup> floor lobby, and City Council Chambers; and replacement of doors with new hardware and panic bars. The renovations are long overdue and are necessary for the safe and efficient operation of the theatre and City functions. The second phase will address renovations to several critical operational areas of Thalian Hall. Renovations will include upgrading the lobby electrical to install energy efficient lighting, directional lighting, and additional power outlets; dressing room renovations to replace old fixtures and equipment and upgrade the lighting to comply with current regulations and reduce energy use; and provide ADA compliance for backstage dressing rooms and restrooms.

## Parking

Project Code	Project Name	FY21	FY22	FY23	Total FY21-FY23
<b>Parking CIP FY21 Adopted</b>					
8PF1715	Camera Replacement Decks	\$ 51,000	\$ 51,000	\$ 51,000	\$ 153,000
<b>Total Expenditure Public Facilities - Parking</b>		<b>\$ 51,000</b>	<b>\$ 51,000</b>	<b>\$ 51,000</b>	<b>\$ 153,000</b>
<b>Revenue Type FY21 Adopted</b>					
Parking Fund		\$ 51,000	\$ 51,000	\$ 51,000	\$ 153,000
<b>Total Revenue Parking</b>		<b>\$ 51,000</b>	<b>\$ 51,000</b>	<b>\$ 51,000</b>	<b>\$ 153,000</b>

<i>Parking Projects Operating Impacts</i>	FY22 Operating Impact	FY23 Operating Impact	FY24 Operating Impact	Total FY22-FY24 Operating Impacts
Parking				
2nd Street Parking Deck Elevator Modernization	\$ -	\$ -	\$ -	\$ -
IPS Meters	\$ -	\$ -	\$ -	\$ -
Market St. Deck Access Improvements	\$ -	\$ -	\$ -	\$ -
Market Street Facility Light Replacement	\$ -	\$ -	\$ -	\$ -
PARCS Equipment Replacement	\$ -	\$ 37,000	\$ 44,600	\$ 81,600
Parking Decks Camera Replacement	\$ -	\$ -	\$ -	\$ -
RiverPlace	\$ -	\$ -	\$ -	\$ -
Second St. Parking Deck Repair	\$ -	\$ -	\$ -	\$ -
<b>Parking Projects Operating Impacts Total</b>	<b>\$ -</b>	<b>\$ 37,000</b>	<b>\$ 44,600</b>	<b>\$ 81,600</b>

# ADOPTED BUDGET CIP

## Parking Deck Camera Replacement

DEPARTMENT **CITY MANAGER**

DIVISION **PARKING**

PROJECT LOCATION City Owned Parking Decks

### PROJECT DESCRIPTION

This is a supplemental appropriation to the FY17 CIP project to fund upgrades to the cameras in the Market and 2nd Street Parking Decks. To date, the FY17 project has installed over 85 security cameras at the Market Street Parking Deck, 2nd Street Parking Deck, the exterior of the Community Arts Center, and is in process of upgrading both recording servers at the parking decks and expanding the management servers in the IT Server Room. All cameras installed to date have been integrated into WPD's STING Center. The supplemental appropriation will be utilized for the installation of the new security camera system at the Riverplace Parking Deck, providing approximately 40 new cameras, servers and a workstation at the parking deck. The system will be fully integrated with WPD's STING Center upon completion.

PROJECT CATEGORY STATUS	PUBLIC FACILITIES – PARKING
PROJECT NUMBER	8PF1715
FY21 APPROPRIATION	\$51,000
FY21 PRIMARY FUNDING SOURCE	Parking Fund
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

Upon completion of the camera installations, the Wilmington Police Department will have access to view and retrieve video from the cameras.





## PUBLIC FACILITIES - PARKING 2nd CIP FY21-FY23 CAPITAL PROJECT DESCRIPTIONS

## CAMERA REPLACEMENT DECKS – 8PF1715; APPROPRIATED FY21; PROJECTED FY22 AND FY23

This is a supplemental appropriation to the FY17 CIP project to fund upgrades to the cameras in the Market and 2<sup>nd</sup> Street Parking Decks. To date, the FY17 project has installed over 85 security cameras at the Market Street Parking Deck, 2<sup>nd</sup> Street Parking Deck, the exterior of the Community Arts Center, and is in process of upgrading both recording servers at the parking decks and expanding the management servers in the IT Server Room. All cameras installed to date have been integrated into WPD's STING Center. The funding will be utilized for the installation of the new security camera system at the River Place Parking Deck, providing approximately 40 new cameras, servers, and a workstation at the parking deck. The system will be fully integrated with WPD's STING Center upon completion.

## Stormwater

Project Code	Project Name	FY21	FY22	FY23	Total FY21-FY23
<b>Stormwater CIP FY21 Adopted</b>					
7DC1720	Annual Storm Drain Rehab	\$ 2,790,000	\$ 1,500,000	\$ 1,500,000	\$ 5,790,000
7DC2110	Whispering Pines/Masonboro Dr	\$ 610,000	\$ 1,475,000	\$ 1,215,000	\$ 3,300,000
TBD	Kelly Road	\$ -	\$ 342,000	\$ 900,000	\$ 1,242,000
<b>Interest Earnings</b>					
7DC0910	Wisteria / Clearbrook Area	\$ 3,764	\$ -	\$ -	\$ 3,764
<b>Total Expenditure Stormwater</b>		<b>\$ 3,403,764</b>	<b>\$ 3,317,000</b>	<b>\$ 3,615,000</b>	<b>\$ 10,335,764</b>
<b>Revenue Type FY21 Adopted</b>					
Stormwater Fund		\$ 3,400,000	\$ 3,317,000	\$ 3,615,000	\$ 10,332,000
Interest Earnings		\$ 3,764	\$ -	\$ -	\$ 3,764
<b>Total Revenue Stormwater</b>		<b>\$ 3,403,764</b>	<b>\$ 3,317,000</b>	<b>\$ 3,615,000</b>	<b>\$ 10,335,764</b>

	FY22 Operating Impact	FY23 Operating Impact	FY24 Operating Impact	Total FY22-FY24 Operating Impacts
<b>Stormwater Operating Impacts</b>				
<b>Stormwater Projects</b>				
Annual Storm Drain Rehab	\$ -	\$ -	\$ -	\$ -
Annual Storm Drain Rehabilitation	\$ -	\$ -	\$ -	\$ -
Brookshire / Beasley Drainage Project	\$ -	\$ 7,500	\$ 7,725	\$ 15,225
Clear Run Branch	\$ -	\$ 9,000	\$ 9,270	\$ 18,270
Kelly Road	\$ -	\$ -	\$ -	\$ -
New MacCumbers Outfall	\$ -	\$ -	\$ -	\$ -
Pirates Cove	\$ -	\$ 2,880	\$ 2,966	\$ 5,846
Whispering Pines/Masonboro Drainage	\$ -	\$ -	\$ 2,880	\$ 2,880
Greenville/White Ave Drainage	\$ 2,880	\$ 2,966	\$ 3,055	\$ 8,902
Wisteria/Clearbrook Stage 2 Drainage	\$ -	\$ -	\$ 2,880	\$ 2,880
<b>Stormwater Operating Impacts Total</b>	<b>\$ 2,880</b>	<b>\$ 22,346</b>	<b>\$ 28,777</b>	<b>\$ 54,003</b>



# ADOPTED BUDGET CIP

## Annual Storm Drain Rehabilitation

DEPARTMENT **PUBLIC SERVICES**

DIVISION **STORMWATER**

PROJECT LOCATION City Wide

### PROJECT DESCRIPTION

The Annual Storm Drain Rehabilitation project is classified as a parent project. Funds appropriated to this project can be expended from the project or moved to a child project throughout the year. The project involves rehabilitating sections of the existing drainage system that are in need of repair because of joint failures, excessive maintenance costs, root intrusion, collapse, etc. Types of repair will include pipe lining, internal repairs or full replacement of the system.

PROJECT CATEGORY	STORMWATER
STATUS	CONSTRUCTION
PROJECT NUMBER	7DC1720
FY21 APPROPRIATION	\$2,790,000
FY21 PRIMARY FUNDING SOURCE	Stormwater Fund
FY22-FY24 OPERATING IMPACT	\$0

### BENEFIT TO THE CITY

The drainage system is aging and rehabilitation is essential to minimizing failure. Funding set aside in a parent project allows the Stormwater Services Division to take on small- to medium-sized projects in a timely and efficient manner. Drainage outfalls in the downtown area have been assessed in order to coordinate with water, sewer and streetscape improvement efforts. A large portion of the predicted expenditures from this project are for the suburban areas of the city.





**STORMWATER 2nd CIP FY21-FY23 CAPITAL PROJECT DESCRIPTIONS****ANNUAL STORM DRAIN REHABILITATION – 7DC1720; ANNUAL APPROPRIATION**

Project involves rehabilitating sections of existing storm drain that need repair because of joint failures, excessive maintenance costs, root intrusion, and collapse. Types of repair include pipe lining, internal repairs, or full replacement of the system.

**WHISPERING PINES/MASONBORO DRAINAGE IMPROVEMENTS – 7DC2110; APPROPRIATED FY21; PROJECTED FY22 AND FY23**

This project was identified in the 1998 Annex Area Master Plan prepared by Dewberry and Davis and ranks 9th out of 21 projects in both the 1995 and 1998 annex areas. This project includes the improvement of drainage outfalls within Whispering Pines, Grainger Point, Orchard Trace and Windward Oaks. In addition, two (2) culvert locations draining under Masonboro Sound Road will be upgraded.

**KELLY ROAD– TBD; PROJECTED FY22 AND FY23**

The project will replace existing drainage structures and pipes and clear/improve drainage channels along Kelly Road, Sand Hills Drive and within the Tyndall neighborhood off Beasley Road. The project will also retrofit an existing pond off Chelon Avenue within the Tyndall neighborhood to help improve water quality as part of the Hewletts Creek Watershed Restoration Plan.



## DEBT MANAGEMENT

The City of Wilmington periodically issues long term debt to finance capital improvements and major equipment purchases. Examples of projects and major equipment financed by long term debt instruments include the construction of a new police station, the purchase of a new fire truck, the construction of a new roadway, etc. The City issues debt to finance these items to 1) spread out the costs of these items and preserve adequate cash flow to meet operating expenses, and 2) to equitably distribute the costs of these items among the current and future citizens of the City. Long term debt instruments utilized by the City of Wilmington include general obligation bonds, limited obligation bonds, installment purchase contracts, revenue bonds, and interlocal agreements.

The City continues to maintain a strong financial position, due in part to its effective management of long-term debt. The City strives to maintain a balance between debt financing and the “pay-as-you-go” approach. City staff continually work to secure the most favorable interest rates for the City’s debt issues. The North Carolina Local Government Commission reviews all bonded debt issues and other debt issues of at least five years’ maturity to determine the City’s ability to repay the debt and maintain a solid financial position. Furthermore, for all bonded debt and some other debt instruments, the City receives a credit rating from Standard & Poor’s Ratings Services, Moody’s Investors Services and Fitch Ratings. The City’s current ratings of AAA, Aaa, and AAA respectively, are an indicator of the City’s financial stability. The City’s credit ratings were affirmed in April 2020.

### OUTSTANDING BONDED DEBT

The City of Wilmington’s outstanding bonded debt is comprised of debt incurred from the issuance of general obligation bonds. General obligation bonds require voter approval because they pledge the taxing power of the City.

As of June 30, 2020, the total outstanding bonded debt for the City is \$45.9 million. Outstanding general bonded debt is budgeted in the Debt Service Fund and retired with general tax revenues (property tax, sales tax, etc.) collected annually.

#### Outstanding Bonded Debt

ISSUE DATE	MATURITY DATE	SERIES	OUTSTANDING PRINCIPAL JUNE 30, 2020	PRINCIPAL TO BE RETIRED FY 2020-21	OUTSTANDING PRINCIPAL JUNE 30, 2021
<i>General Debt</i>					
29-Jun-11	1-Jul-31	Public Improvement - Series 2011A 2/3rds	2,340,000	195,000	2,145,000
30-Jun-11	1-Jul-31	Public Improvement - Series 2011C	3,180,000	265,000	2,915,000
26-Jun-14	1-Jun-34	Public Improvement 2/3rds - Series 2014	2,120,000	155,000	1,965,000
7-Jun-16	1-Jun-36	Public Improvements, 2/3rds - Series 2016A	2,325,000	150,000	2,175,000
8-Jun-16	1-Sep-28	Pub Improv/Streets-Refunding - Series 2016B	5,990,000	660,000	5,330,000
31-May-18	1-Jun-38	Street and Sidewalk - Series 2018	13,770,000	765,000	13,005,000
21-May-20	1-Jun-40	Parks and Recreation - Series 2020	16,165,000	810,000	15,355,000
<b>TOTAL GENERAL DEBT</b>			<b>45,890,000</b>	<b>3,000,000</b>	<b>42,890,000</b>
<b>TOTAL BONDED DEBT</b>			<b>45,890,000</b>	<b>3,000,000</b>	<b>42,890,000</b>

## OTHER OUTSTANDING DEBT

The City also relies on other debt instruments to finance capital improvements and major equipment purchases. These other debt instruments do not pledge the taxing power of the City. In most cases, the physical asset being purchased or constructed is pledged as collateral in the event that the City defaults on its obligation. Other debt instruments utilized by the City include revenue bonds, limited obligation bonds, installment purchase contracts, and interlocal agreements.

As of June 30, 2020, the total other outstanding debt for the City is \$205.0 million. Total other outstanding governmental general debt at June 30, 2020, is approximately \$105.2 million. Other outstanding general debt is budgeted in the Debt Service Fund and retired with general tax revenues (property tax, sales tax, etc.) collected annually.

- Total other outstanding general debt at June 30, 2020, for the Convention Center Fund is approximately \$48.4 million and represents issuance for the construction of the Convention Center and Parking Deck. This debt is retired with proceeds from the room occupancy tax.
- Total other outstanding debt at June 30, 2020, for the Equipment, Maintenance and Replacement Fund is approximately \$0.8 million. Outstanding debt for equipment, maintenance and replacement is retired with revenues earned from leasing the financed equipment to the user departments.
- Total other outstanding debt at June 30, 2020, for the Stormwater Management Fund is approximately \$20.9 million. Outstanding debt for storm water projects is retired with revenues earned from the storm water enterprise.
- Total other outstanding debt at June 30, 2020, for the Parking Facilities Fund is approximately \$29.7 million. Revenue from the parking decks and the on-street parking program pay for a portion of this installment debt; however, a majority of this debt is paid with general tax revenues.

ISSUE DATE	MATURITY DATE	INSTRUMENT	PURPOSE	OUTSTANDING PRINCIPAL JUNE 30, 2020	PRINCIPAL TO BE RETIRED FY 2020-21	OUTSTANDING PRINCIPAL JUNE 30, 2021
<i>General Debt</i>						
30-Jun-10	1-Aug-30	Installment Debt	NHC Parks and Recreation Bonds	253,057	253,057	-
27-Jun-12	1-Jun-30	2012 LOBs	Refunding	11,890,250	1,691,750	10,198,500
30-Jul-14	1-Jun-32	2014A LOBs	Refunding of 2005 COPs	16,555,000	1,395,000	15,160,000
26-Jun-15	1-Jun-35	2015A LOBs	Various Projects	15,240,000	1,100,000	14,140,000
24-May-16	1-Aug-28	Installment Debt	NHC Parks Bonds - Refund 2008	5,453,661	616,473	4,837,188
24-May-16	1-Aug-30	Installment Debt	NHC Parks Bonds - Refund 2010	2,491,458	-	2,491,458
11-May-17	1-Jun-37	Installment Debt	Various Projects	10,055,000	595,000	9,460,000
28-May-20	1-Jun-40	2020A LOBs	Various Projects and Refunding	25,605,000	1,870,000	23,735,000
28-May-20	1-Jun-40	2020B LOBs	Police/Fire Training Facility/Range	9,470,000	475,000	8,995,000
28-May-20	1-Jun-40	2020C LOBs	Various Projects - Taxable	8,160,000	410,000	7,750,000
<b>TOTAL GENERAL DEBT</b>				<b>105,173,426</b>	<b>8,406,280</b>	<b>96,767,146</b>
<i>Convention Center Fund Debt</i>						
12-May-16	1-Jun-38	2016 LOBs	Refunding of 2008A & 2008B COPs	48,410,000	525,000	47,885,000
<b>TOTAL CONVENTION CENTER FUND DEBT</b>				<b>48,410,000</b>	<b>525,000</b>	<b>47,885,000</b>
<i>Equipment, Maintenance and Replacement Fund</i>						
15-Mar-15	1-Mar-22	Installment Debt	Sanitation Trucks	820,000	410,000	410,000
<b>TOTAL SOLID WASTE FUND DEBT</b>				<b>820,000</b>	<b>410,000</b>	<b>410,000</b>
<i>Storm Water Management Debt</i>						
30-Oct-07	1-Jun-33	2007 Revenue Bonds	Various Projects	1,715,000	150,000	1,565,000
30-Jul-14	1-Jun-32	2014A LOBs	Refunding of 2005 COPs	360,000	75,000	285,000
26-Jun-15	1-Jun-40	2015A Revenue Bonds	Various Projects	18,410,000	535,000	17,875,000
26-Jun-15	1-Jun-22	2015B Revenue Bonds	Various Projects - Taxable	360,000	180,000	180,000
<b>TOTAL STORM WATER MANAGEMENT DEBT</b>				<b>20,845,000</b>	<b>940,000</b>	<b>19,905,000</b>
<i>Parking Facilities Debt</i>						
27-Jun-12	1-Jun-30	2012 LOBs	Refunding	3,154,750	393,250	2,761,500
28-May-20	1-Jun-40	2020C LOBs	Installment Financing	26,585,000	1,330,000	25,255,000
<b>TOTAL PARKING FACILITIES DEBT</b>				<b>29,739,750</b>	<b>1,723,250</b>	<b>28,016,500</b>
<b>TOTAL OTHER DEBT</b>				<b>204,988,176</b>	<b>12,004,530</b>	<b>192,983,646</b>



**Annual Debt Service Requirements: Outstanding Bonded Debt and Other Debt**

FISCAL YEAR	Debt Service Fund			Parking Facilities Fund		
	PRINCIPAL	INTEREST	TOTAL PAYMENT	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020-21	11,406,280	5,863,743	17,270,023	1,723,250	776,527	2,499,777
2021-22	11,264,452	5,395,630	16,660,082	1,723,250	734,314	2,457,564
2022-23	11,128,204	4,948,053	16,076,257	1,723,250	696,817	2,420,067
2023-24	10,909,716	4,498,272	15,407,988	1,725,000	657,869	2,382,869
2024-25	10,917,977	4,022,282	14,940,259	1,725,000	617,251	2,342,251
2025-26	10,926,239	3,542,628	14,468,868	1,725,000	575,304	2,300,304
2026-27	10,854,501	3,059,956	13,914,457	1,725,000	530,949	2,255,949
2027-28	10,797,948	2,586,750	13,384,699	1,725,000	483,934	2,208,934
2028-29	9,985,281	2,141,489	12,126,770	1,330,000	435,708	1,765,708
2029-30	8,778,743	1,803,161	10,581,903	1,325,000	406,568	1,731,568
2030-31	7,049,085	1,471,964	8,521,049	1,325,000	376,212	1,701,212
2031-32	6,790,000	1,237,451	8,027,451	1,325,000	344,532	1,669,532
2032-33	4,980,000	1,010,543	5,990,543	1,330,000	311,526	1,641,526
2033-34	4,975,000	837,580	5,812,580	1,330,000	277,066	1,607,066
2034-35	4,825,000	662,918	5,487,918	1,330,000	241,940	1,571,940
2035-36	3,875,000	505,018	4,380,018	1,330,000	205,485	1,535,485
2036-37	3,725,000	379,806	4,104,806	1,330,000	164,388	1,494,388
2037-38	3,135,000	258,359	3,393,359	1,330,000	123,291	1,453,291
2038-39	2,370,000	156,067	2,526,067	1,330,000	82,194	1,412,194
2039-40	2,370,000	78,235	2,448,235	1,330,000	41,097	1,371,097
<b>Totals</b>	<b>151,063,426</b>	<b>44,459,903</b>	<b>195,523,329</b>	<b>29,739,750</b>	<b>8,082,973</b>	<b>37,822,723</b>

FISCAL YEAR	Storm Water Management Fund			Convention Center Fund		
	PRINCIPAL	INTEREST	TOTAL PAYMENT	PRINCIPAL	INTEREST	TOTAL PAYMENT
2020-21	940,000	872,794	1,812,794	525,000	1,897,625	2,422,625
2021-22	970,000	836,394	1,806,394	545,000	1,876,625	2,421,625
2022-23	1,010,000	793,500	1,803,500	1,860,000	1,854,825	3,714,825
2023-24	1,055,000	743,700	1,798,700	2,235,000	1,780,425	4,015,425
2024-25	1,105,000	690,950	1,795,950	2,340,000	1,668,675	4,008,675
2025-26	1,065,000	654,200	1,719,200	2,435,000	1,575,075	4,010,075
2026-27	1,105,000	615,200	1,720,200	2,530,000	1,477,675	4,007,675
2027-28	1,145,000	574,725	1,719,725	2,610,000	1,401,775	4,011,775
2028-29	1,185,000	537,875	1,722,875	2,740,000	1,271,275	4,011,275
2029-30	1,240,000	478,625	1,718,625	2,880,000	1,134,275	4,014,275
2030-31	1,305,000	416,625	1,721,625	3,025,000	990,275	4,015,275
2031-32	1,360,000	362,975	1,722,975	3,140,000	873,900	4,013,900
2032-33	1,410,000	307,025	1,717,025	3,265,000	748,300	4,013,300
2033-34	740,000	249,025	989,025	3,395,000	617,700	4,012,700
2034-35	780,000	212,025	992,025	3,535,000	481,900	4,016,900
2035-36	820,000	173,025	993,025	3,675,000	340,500	4,015,500
2036-37	850,000	142,275	992,275	3,780,000	230,250	4,010,250
2037-38	885,000	110,400	995,400	3,895,000	116,850	4,011,850
2038-39	920,000	75,000	995,000	-	-	-
2039-40	955,000	38,200	993,200	-	-	-
<b>Totals</b>	<b>20,845,000</b>	<b>8,884,538</b>	<b>29,729,538</b>	<b>48,410,000</b>	<b>20,337,925</b>	<b>68,747,925</b>

<b>Equipment, Maintenance &amp; Replacement Fund</b>			
<b>FISCAL YEAR</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>TOTAL PAYMENT</b>
2020-21	410,000	11,193	421,193
2021-22	410,000	4,797	414,797
<b>Totals</b>	<b>820,000</b>	<b>15,990</b>	<b>835,990</b>

## LEGAL DEBT MARGIN

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

As of June 30, 2020, the City of Wilmington could legally issue an additional \$1.016 billion of debt. The City’s net debt as of June 30, 2020, is estimated at 1.48% of the assessed valuation of the City, well below the 8% legal limit. The City’s net debt as of June 30, 2021 is projected at 1.36% of the assessed valuation of the City.

### Legal Debt Margin

#### Legal Debt Margin

	<b>AS OF JUNE 30, 2020</b>	<b>ESTIMATED AS OF JUNE 30, 2021</b>
Assessed Valuation	15,581,295,787	15,949,000,000
Legal Debt Limit (8% of Assessed Valuation)	1,246,503,663	1,275,920,000
Amount of Debt Applicable to Legal Debt Limit - NET DEBT		
General Obligation Bonds	45,890,000	42,890,000 *
Other Debt (excluding Revenue Bonds)	184,503,176	173,363,646 *
Gross Debt	230,393,176	216,253,646
<b>TOTAL NET DEBT</b>	<b>230,393,176</b>	<b>216,253,646</b>
<b>PERCENT OF ASSESSED VALUATION</b>	<b>1.48%</b>	<b>1.36%</b>
<b>LEGAL DEBT MARGIN</b>	<b>1,016,110,487</b>	<b>1,059,666,354</b>

\* Does not account for any potential issuances of new debt in fiscal year 2021.

## NET DIRECT DEBT AS A PERCENT OF OPERATING BUDGET

The amount of annual debt service for net direct debt (to be retired with general tax revenues) as a percentage of the annual operating budget is another measure of a city's debt burden. It is the City's policy that annual debt service on tax supported debt shall not exceed 20% of the operating expenditures in the General Fund and the Debt Service Fund, including inter-fund transfers. For FY 2020-21, debt service for tax supported debt totals approximately \$19.2 million.

The Debt Service Fund is currently supporting the completion of projects related to the 1st 80/20 CIP Plan, the voter approved Transportation Bond, Parks and Recreation Bond, the Water Street Deck Redevelopment, and the 2nd 80/20 CIP plan.

For FY 2020-21, with a total General Fund and Debt Service Fund combined operating budget of approximately \$133.5 million, annual debt service for tax supported debt of approximately \$19.2 million represents 14.4% of the annual operating budget. No debt service for Stormwater Management Fund, Golf Enterprise Fund, Convention Center Fund or Equipment Maintenance and Replacement Fund are paid with general tax revenues. A portion of the debt service for the Parking Facilities Fund is paid with general tax revenues.

### Debt Service - % of Operating Budget

	<b>FY 2020-21 OPERATING BUDGET*</b>	<b>FY 2020-21 TOTAL DEBT SERVICE</b>	<b>FY 2020-21 % OF OPERATING BUDGET</b>
General Fund and Debt Service Fund	133,498,443	19,218,810	14.40%

\* Does not account for any potential issuances of new debt in fiscal year 2021.

ORDINANCES

**Ordinance**



City Council  
City of Wilmington  
North Carolina

**Introduced By:** Sterling B. Cheatham, City Manager

**Date:** 5/19/2020

**Ordinance Making Appropriations to the General Fund for the Fiscal Year Beginning July 1, 2020**

**LEGISLATIVE INTENT/PURPOSE:**

Appropriations to the General fund for the Fiscal Year Beginning July 1, 2020.

**THEREFORE, BE IT ORDAINED:**

**SECTION I:** That the following appropriations are hereby made to the General Fund, consistent with the Recommended Budget and any changes made during City Council's work sessions, and that following revenues are anticipated to be available during the fiscal year to meet these appropriations.

**GENERAL FUND**

**APPROPRIATIONS**

General Government	\$30,222,521
Cultural & Recreational	\$10,230,791
Public Safety	\$56,122,606
Transportation	\$6,788,768
Transit	\$1,489,668
Operating Transfers	\$12,349,120
<b>TOTAL APPROPRIATIONS</b>	<b>\$115,713,806</b>

**REVENUES**

Property Taxes	\$64,273,794
Local Sales Taxes	\$28,310,354
Licenses, Fees, and Permits	\$735,000
Intergovernmental Revenues	\$15,485,045
Charges for Current Services	\$2,324,064
Fines and Forfeitures	\$125,000
Interest Earnings	\$328,000
Other Revenue	\$756,030
Appropriated Fund Balance	\$3,376,519
<b>TOTAL REVENUES</b>	<b>\$115,713,806</b>

**SECTION II:** That there is hereby levied tax rate of \$0.4984 per \$100 valuation of taxable property as listed for taxes as of January 1, 2019; \$0.4037 per \$100 valuation for General

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 CITY CLERK

Fund, \$0.0947 per \$100 valuation earmarked for Debt Service in support of the Capital Improvement Plans, Streets and Sidewalks Bond projects, Water Street Deck Collaboration project, and restricted in the Debt Service Fund, the Parks Bond projects located throughout the City, for the purpose of raising revenue from current property tax as set forth in the foregoing estimate of revenues.

**SECTION III:** That appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2020 added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

**SECTION IV:** That City Council authorizes the consolidations and other actions necessary to comply with GASB pronouncements that would affect financial reporting compliance.

**SECTION V:** That City Council authorizes the appropriation and implementation of retiree payout based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION VI:** The City Council authorizes the appropriation of a 2.5% salary and benefits merit pool budget for implementation in accordance with the City's compensation plan increases based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION VII:** That City Council authorizes the appropriation and implementation of workers' compensation claims based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION VIII:** That City Council authorizes the appropriation and implementation of liability insurance based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION IX:** That City Council authorizes the funding of up to six (6) over hire positions in the Fire Department during the hiring process, as needed for the purpose of maintaining its full authorized strength throughout the year.

**SECTION X:** That City Council authorizes the funding of up to twelve (12) over hire positions in the Police Department during the hiring process, as needed for the purpose of maintaining its full authorized strength throughout the year. Two (2) of those ten (10) may only be used to accommodate officers that have been (and continue to be) on military leave for over one (1) year.

**SECTION XI:** That any construction or repair project undertaken by city work forces shall be in compliance with the requirements of North Carolina General Statutes 143-135 and are hereby approved upon adoption of the FY21 budget.

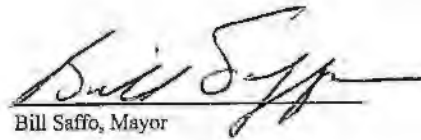
**SECTION XII:** That appropriations herein authorized shall fund the following Full-time, Full-Time Equivalent (Part-time) positions. It does not include other temporary or seasonal positions such as interns:

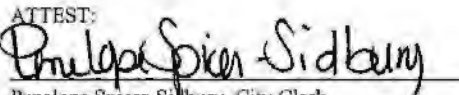
General Government	Full-time: 173	FTE (Part-time): 0
Cultural & Recreational	Full-time: 91	FTE (Part-time): 15.53
Public Safety	Full-time: 565	FTE (Part-time): 8.05
Transportation	Full-time: 48	FTE (Part-time): 0
Total	Full-time: 877	FTE (Part-time): 23.58

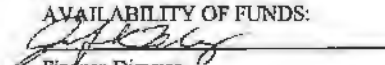
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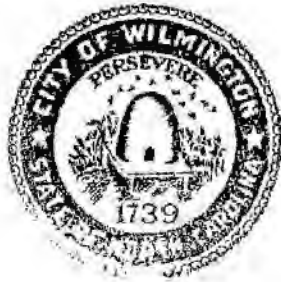


Adopted at a regular meeting  
on June 16, 2020

  
Bill Saffo, Mayor

ATTEST:  
  
Penelope Spicer-Sidbury, City Clerk

APPROVED AS TO  
AVAILABILITY OF FUNDS:  
  
Finance Director





# Ordinance



ITEM 01b  
City Council  
City of Wilmington  
North Carolina

Introduced By: Sterling B. Cheatham, City Manager

Date: 5/19/2020

**Ordinance Making Appropriations to the Grant Projects, Financial Plans, Enterprise Funds, Debt Service Fund and Special Tax District for the Fiscal Year Beginning July 1, 2020**

**LEGISLATIVE INTENT/PURPOSE:**

Appropriations for the Fiscal Year beginning July 1, 2020.

**THEREFORE, BE IT ORDAINED:**

**SECTION I:** That, pursuant to NCGS 159-13.2, the following Grant Project appropriations are hereby made to the funds listed in the schedule below, consistent with the Recommended Budget and any changes made during City Council's work sessions, and that the following revenues are estimated to be available during the fiscal year to meet these appropriations in the respective funds:

**COMMUNITY DEVELOPMENT BLOCK GRANT**

<b>APPROPRIATIONS</b>	
Economic & Physical Development	\$1,040,399
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,040,399</b>
<b>REVENUES</b>	
Federal Entitlement	\$1,040,399
<b>TOTAL REVENUES</b>	<b>\$1,040,399</b>

**HOME INVESTMENT PARTNERSHIP FUND**

<b>APPROPRIATIONS</b>	
Economic & Physical Development	\$1,196,894
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,196,894</b>
<b>REVENUES</b>	
HOME Investment Partnership	\$692,384
HOME Program Income	\$504,510
<b>TOTAL REVENUES</b>	<b>\$1,196,894</b>

**CDBG/HOME GRANT AND LOAN ADMINISTRATION FUND**

<b>APPROPRIATIONS</b>	
CD/HM Grant and Loan Operations	\$702,606
<b>TOTAL APPROPRIATIONS</b>	<b>\$702,606</b>
<b>REVENUES</b>	
Transfer from General Fund	\$118,180
Transfer from CDBG	\$464,737
Transfer from HOME Fund	\$119,689

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 CITY CLERK

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<b>TOTAL REVENUES</b>	<b>\$702,606</b>
<b>SPECIAL PURPOSE FUND</b>	
<b>APPROPRIATIONS</b>	
SABLE Program	\$339,817
Safelight Camera Program	\$1,420,803
Metropolitan Transportation Planning Administration	\$1,205,350
WMPO Bike Ped Committee	\$3,251
Regional Hazmat Response Team	\$69,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$3,038,221</b>
<b>REVENUES</b>	
Transfer from General Fund	\$611,098
Fed Forfeiture	\$115,744
Intergovernmental Revenue	\$1,187,941
Red Light Fines and Late Fees	\$1,105,932
Interest on Investments	\$14,255
Donation	\$3,251
<b>TOTAL REVENUES</b>	<b>\$3,038,221</b>
<b>CONVENTION CENTER OPERATING FUND</b>	
<b>APPROPRIATIONS</b>	
Convention Center Operating	\$6,248,266
Debt Service	\$2,422,625
<b>TOTAL APPROPRIATIONS</b>	<b>\$8,670,891</b>
<b>REVENUES</b>	
Rooms Occupancy Tax	\$3,335,779
Convention Center Revenue	\$4,607,399
Convention Center Parking Deck Revenue	\$684,281
Interest on Investments	\$43,432
<b>TOTAL REVENUES</b>	<b>\$8,670,891</b>

**SECTION II:** That pursuant to NCGS 159-13.1, the following Financial Plans are hereby made to the funds listed in the schedule below and that the following revenues are estimated to be available during the fiscal year to meet these appropriations in the respective funds.

**FLEET MAINTENANCE/REPLACEMENT FUND**

<b>APPROPRIATIONS</b>	
Fleet Management Operations	\$7,031,736
Debt Service	\$421,193
<b>TOTAL APPROPRIATIONS</b>	<b>\$7,452,929</b>
<b>REVENUES</b>	
Lease Charges	\$6,948,050
Other Revenue and Interest Earnings	\$164,108
Appropriated Fund Balance	\$340,771
<b>TOTAL REVENUES</b>	<b>\$7,452,929</b>

**TECHNOLOGY REPLACEMENT FUND**  
**APPROPRIATIONS**

PC and Technology Support	\$1,403,582
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,403,582</b>
<b>REVENUES</b>	
Technology Replacement Charges	\$730,388
Transfer from General Fund	\$673,194
<b>TOTAL REVENUES</b>	<b>\$1,403,582</b>

**SECTION III:** That the following appropriations are hereby made to the funds listed in the schedule below and that the following revenues are estimated to be available during the fiscal year to meet these appropriations in the respective funds.

**GOLF COURSE FUND**

<b>APPROPRIATIONS</b>	
Golf Course Operations	\$1,544,637
<b>TOTAL APPROPRIATIONS</b>	<b>\$1,544,637</b>
<b>REVENUES</b>	
Greens Fees	\$1,041,443
Cart Rentals	\$259,390
Concessions	\$173,975
Other Revenue and Interest Earnings	\$69,829
<b>TOTAL REVENUES</b>	<b>\$1,544,637</b>

**PARKING FACILITIES FUND**

<b>APPROPRIATIONS</b>	
Parking Facilities Operations	\$3,597,677
Debt Service	\$2,878,090
<b>TOTAL APPROPRIATIONS</b>	<b>\$6,475,767</b>
<b>REVENUES</b>	
Parking Fees	\$4,131,892
Transfer from Debt Service Fund	\$2,322,000
Interest Earnings	\$21,875
<b>TOTAL REVENUES</b>	<b>\$6,475,767</b>

**RECYCLING AND TRASH SERVICES FUND**

<b>APPROPRIATIONS</b>	
Recycling and Trash Services Operations	\$10,023,445
<b>TOTAL APPROPRIATIONS</b>	<b>\$10,023,445</b>
<b>REVENUES</b>	
Solid Waste Disposal Tax	\$92,000
Refuse Collection Fees	\$9,756,088
Other Revenue and Interest Earnings	\$39,491
Transfer from General Fund	\$29,866
Appropriated Fund Balance	\$106,000
<b>TOTAL REVENUES</b>	<b>\$10,023,445</b>

**STORM WATER MANAGEMENT FUND**

<b>APPROPRIATIONS</b>	
Storm Water Operations	\$11,085,692

Debt Service	\$1,824,230
<b>TOTAL APPROPRIATIONS</b>	<b>\$12,909,922</b>
<b>REVENUES</b>	
Storm Water Utility Fees	\$12,802,127
Other Revenue and Interest Earnings	\$107,795
<b>TOTAL REVENUES</b>	<b>\$12,909,922</b>

**SECTION IV:** That there is hereby levied tax rate of \$0.0947 per \$100 valuation earmarked for Debt Service in support of the Capital Improvement Plans, Streets and Sidewalks Bond projects, Water Street Deck Collaboration project, the Parks Bond projects located throughout the City and restricted in the Debt Service Fund, for the purpose of raising revenue from current property tax as set forth in the foregoing estimate of revenues.

**DEBT SERVICE FUND**

<b>APPROPRIATIONS</b>	
Debt Service Payments	\$27,119,469
<b>TOTAL APPROPRIATIONS</b>	<b>\$27,119,469</b>
<b>REVENUES</b>	
Property Tax	\$14,992,449
Transfer from General Fund	\$9,334,832
Interest Earnings	\$130,147
Appropriated Fund Balance	\$2,662,041
<b>TOTAL REVENUES</b>	<b>\$27,119,469</b>

**SECTION V:** That there is hereby levied tax rate of \$0.07 per \$100 valuation within the established boundaries of the Municipal Service District of the City of Wilmington, for the purpose of raising revenue to fund downtown service enhancements, from current property tax as set forth in the foregoing estimate of revenues.

**SPECIAL TAX DISTRICT**

<b>APPROPRIATIONS</b>	
Special Tax District	\$589,153
<b>TOTAL APPROPRIATIONS</b>	<b>\$589,153</b>
<b>REVENUES</b>	
Property Tax	\$432,655
Sales Tax	\$52,500
Interest on Investments	\$3,998
Appropriated Fund Balance	\$100,000
<b>TOTAL REVENUES</b>	<b>\$589,153</b>

**SECTION VI:** That appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2020, added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

**SECTION VII:** The City Council authorizes the consolidation and other actions necessary to comply with GASB pronouncements that would affect financial reporting compliance.

**SECTION VIII:** The City Council authorizes the appropriation and implementation of retiree payout based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION IX:** The City Council authorizes the appropriation of a 2.5% salary and benefits

merit pool budget for implementation in accordance with the City's compensation plan increases based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION X:** The City Council authorizes the appropriation and implementation of the Wilmington Area Metropolitan Transportation Planning Administration based upon usage to the respective functions, departments, divisions, and sections upon the adoption of the FY21 budget.

**SECTION XI:** The City Council authorizes the appropriation and implementation of workers' compensation claims based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION XII:** The City Council authorizes the appropriation and implementation of liability insurance based upon usage to the respective functions, departments, divisions, and sections upon adoption of the FY21 budget.

**SECTION XIII:** That any construction or repair project undertaken by city work forces shall be in compliance with the requirements of North Carolina General Statutes 143-135 and are hereby approved upon adoption of the FY21 budget.

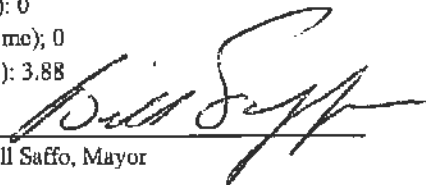
**SECTION XIV:** That appropriations herein authorized shall fund the following Full-time, Full Time Equivalent (Part-time) positions. It does not include other temporary or seasonal positions such as interns:

Finance/CD HM	Full-time: 2	FTE (Part-time): .96
Community Development	Full-time: 4	FTE (Part-time): 0
Housing Development	Full-time: 3	FTE (Part-time): 0
Metropolitan Planning	Full-time: 11	FTE (Part-time): 0
Fleet	Full-time: 13	FTE (Part-time): 0
Golf	Full-time: 10	FTE (Part-time): 2.92
Parking	Full-time: 3	FTE (Part-time): 0
Recycling & Trash Svcs	Full-time: 75	FTE (Part-time): 0
Storm Water	Full-time: 62	FTE (Part-time): 0
Special Purpose SABLE	Full-time: 2	FTE (Part-time): 0
Total	Full-time: 185	FTE (Part-time): 3.88

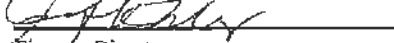
Adopted at a regular meeting  
on June 16, 2020

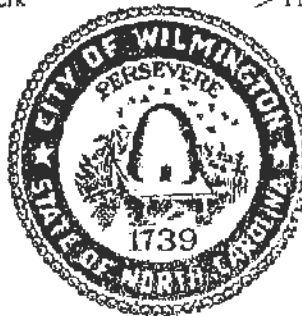
ATTEST:

  
Penelope Spicer-Sidbury, City Clerk

  
Bill Saffo, Mayor

APPROVED AS TO  
AVAILABILITY OF FUNDS:

  
Finance Director



# Ordinance



ITEM 01c  
City Council  
City of Wilmington  
North Carolina

**Introduced By:** Sterling B. Cheatham, City Manager

**Date:** 5/19/2020

**Ordinance Making Appropriations to the Capital Projects Funds for the Fiscal Year  
Beginning July 1, 2020**

**LEGISLATIVE INTENT/PURPOSE:**

Appropriations to the Capital Projects Funds for the Fiscal Year beginning July 1, 2020.

**THEREFORE, BE IT ORDAINED:**

**SECTION I:** That, pursuant to NCGS 159-13.2, the following appropriations are hereby made to the Capital Projects Funds, consistent with the Recommended Budget and any changes made during City Council's work sessions, and that the following revenues are estimated to be available during the fiscal year to meet these appropriations.

**CAPITAL PROJECTS**

**Appropriations:**

Streets and Sidewalks Capital Projects:	\$3,601,375
Parks and Recreation Capital Projects:	(\$22,927)
Public Facilities Capital Projects:	\$1,691,374
Public Facilities - Parking Capital Projects:	\$51,000
Storm Water Capital Projects:	\$3,043,764
<b>Total Appropriations:</b>	<b>\$8,724,586</b>

**Revenue:**

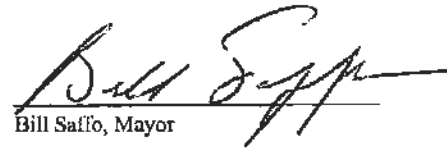
Installment Financing	\$3,811,807
Transfer from Debt Service	\$1,092,952
Rental Income	\$8,424
CFPUA Revenue Reimbursement	(\$751,913)
Interest Earnings	\$103,366
Transfer from Parking Fund	\$51,000
Transfer from Stormwater Fund	\$3,400,00
Transfer from General Fund	\$1,008,950
<b>Total Revenue:</b>	<b>\$8,724,586</b>


**SECTION II:** All expenditures relating to obtaining any bond referendum and/or installment purchase adopted as part of the Budget will be reimbursed from bond proceeds and installment purchase proceeds and, if non-taxable, in accordance with the requirements of the United States Treasury Regulations Section 1.150-2.

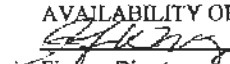
CERTIFIED TO BE A TRUE COPY  
 City Clerk  
 Stephen Sidbury



Adopted at a regular meeting  
on June 16, 2020

  
\_\_\_\_\_  
Bill Saiffo, Mayor

ATTEST:  
  
\_\_\_\_\_  
Penelope Spier-Sidbury, City Clerk

APPROVED AS TO  
AVAILABILITY OF FUNDS:  
  
\_\_\_\_\_  
Finance Director



# Ordinance



City Council  
City of Wilmington  
North Carolina

Introduced By: Sterling B. Cheatham, City Manager

Date: 5/19/2020

**Ordinance Amending Various Chapters of the City of Wilmington Fee Schedule for the  
Fiscal Year Beginning July 1, 2020**

**LEGISLATIVE INTENT/PURPOSE:**

Pursuant to N.C.G.S. 160A-77(b)(1), the City Council has established the City of Wilmington Fee Schedule as defined in Section 1-2 of the City Code and maintained in the office of the City Clerk. It is appropriate to amend various chapters of the Fee Schedule as shown below in brief, but more particularly as set forth in Exhibit A, attached hereto:

Chapter III. Golf Course and Recreation  
Article B. Parks and Recreation Fees  
Section 1. Athletic Fields

Youth Athletics:

- Adult Athletic Leagues: Up to \$100
- Youth and Adult single day events: Up to \$50
- Athletics Special Events - Admission fees per person: Up to \$5 for a single day; Up to \$20 for a weekend

Legion Sport Complex

Main field per day/event/game:

- ~~Non-profit: \$750 plus \$30/hr attendant fee and 0.50 ticket surcharge~~
- ~~For Profit: \$1,500 plus \$30/hr attendant fee and \$1.00 ticket surcharge~~
- ~~For Profit Multi-Year Contract: \$850 \*plus \$30/hr attendant fee and \$1.00 ticket surcharge~~
- ~~Back field or parking lot per event day;~~
- ~~Non-profit: \$575 plus \$30/hr attendant fee and 0.50 ticket surcharge~~
- ~~For Profit: \$700 plus \$30/hr attendant fee and \$1.00 ticket surcharge~~

Baseball field:

- ~~Non-profit: \$475 plus \$30/hr attendant fee and 0.50 ticket surcharge\*~~
- ~~For Profit: \$575 plus \$30/hr attendant fee and \$1.00 ticket surcharge\*~~

Plus \$35/hr attendant fee. Deposit fees: 50% of the rental fee (not including attendant fee and ticket surcharge) is due with the signed contract at least 30 calendar days prior to event. Balance is due within five (5) business days following event. \*A deposit fee: 50% of the rental fee (not including attendant fee and ticket surcharge) is due with the signed contract at least

CITY CLERK  
CERTIFIED TO BE A TRUE COPY  
Sterling B. Cheatham  
5/19/2020

O2-2

~~thirty (30) calendar days prior to the event. Balance is due within five (5) business days of the following event.~~

Godwin Stadium

- ~~With lights: \$35/hr/field (includes attendant fee)~~

~~Cancellations may be made up to two (2) weeks prior to the event for a full refund of the deposit/fee less than 10 calendar days prior to the event will forfeit deposit.~~

### Section 3. Special Services Fees

#### Boxing Center:

- Workplace Wellness Package:
  - Package #1: \$99 annually
  - Package #2: \$199 annually

#### Fit for Fun Center:

#### Birthday Party Rate:

- \$200 base rate for all parties
- \$100 deposit due at time of reservation
- \$50 cancellation fee within 2 weeks of event

**Socks for resale: \$3/pair**

### Chapter VI. Planning, Zoning, and Miscellaneous Fees and Permits

#### Article A. Planning and Zoning Fees and Permits

##### Section 4. Zoning Application Fees

**Appeal to Board of Adjustment/Building Appeals Board: ~~\$500~~\$200**

#### Short-term Lodging Permit:

- ~~Homestay: \$200~~\$250
- ~~Whole-house rental: \$300~~\$400

#### Article B. Miscellaneous Permits and Fees

##### Section 7. River to Sea Bike Ride

Day of Registration: \$5

### Chapter VII. Storm Water Service Fees

#### Section 3. Rate per Equivalent Residential Unit

All other property uses will be charged the rate of ~~\$8.27~~ \$8.35 per month

O2-3

**THEREFORE, BE IT ORDAINED:**

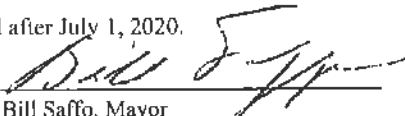
SECTION I. That Chapters III, VI, and VII of the City of Wilmington Fee Schedule are hereby amended as shown in Exhibit "A" attached hereto and incorporated herein by reference.

SECTION II. That the amendment to the fees set forth in Chapters III, VI, and VII of the Fee Schedule shall be effective for all services rendered after July 1, 2020.


SECTION III. That the City Manager shall cause these amendments to be inserted in all official copies of the City of Wilmington Fee Schedule.

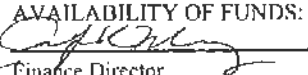
SECTION IV. That this ordinance shall be effective on and after July 1, 2020.

Adopted at a regular meeting  
on June 16, 2020

  
\_\_\_\_\_  
Bill Saffo, Mayor

ATTEST:

  
\_\_\_\_\_  
Penelope Spicer-Sidbury, City Clerk

APPROVED AS TO  
AVAILABILITY OF FUNDS:  
  
\_\_\_\_\_  
Finance Director





## SUPPLEMENTAL INFORMATION

### REVENUE DETAILS

#### GENERAL FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>INTERGOVERNMENTAL</b>				
ABC REVENUES	\$ 1,622,591	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
ABC REVENUES/WRIGHTSVILLE BCH	\$ 577,024	\$ 569,693	\$ 569,693	\$ -
BEER AND WINE TAX	\$ 523,468	\$ 600,000	\$ 600,000	\$ 530,000
COURT FEES	\$ 22,667	\$ 25,000	\$ 25,000	\$ 20,000
FEMA HOMELAND SECURITY	\$ 17,594,290	\$ -	\$ 195,000	
NC FOREST SERVICE	\$ -	\$ -	\$ -	
NEW HANOVER COUNTY	\$ 289,572	\$ 204,225	\$ 204,225	\$ 195,000
PIPED NATURAL GAS EXCISE	\$ 217,104	\$ 235,000	\$ 235,000	\$ 222,200
POWELL BILL GASOLINE TAX	\$ 2,993,405	\$ 2,890,270	\$ 2,890,270	\$ 2,949,111
SUPPL PEG CHANNEL SUPPORT	\$ 27,027	\$ 20,000	\$ 20,000	\$ 20,000
TELECOMMUNICATION SRV TX	\$ 896,608	\$ 940,000	\$ 940,000	\$ 833,654
UTILITY FRANCHISE TAX	\$ 7,616,832	\$ 7,215,961	\$ 7,215,961	\$ 7,785,080
VIDEO PROGRAMMING TAX	\$ 1,323,879	\$ 1,370,000	\$ 1,370,000	\$ 1,330,000
<b>INTERGOVERNMENTAL Total</b>	<b>\$ 33,704,466</b>	<b>\$ 15,670,149</b>	<b>\$ 15,865,149</b>	<b>\$ 15,485,045</b>
<b>TAXES</b>				
AD VAL TAX ALL OTHER PRIOR YR	\$ 490	\$ -	\$ -	
AD VALOREM TAX 1ST PRIOR YEAR	\$ 147,268	\$ 154,000	\$ 154,000	\$ 160,000
AD VALOREM TAX 2ND PRIOR YEAR	\$ 49,641	\$ 50,000	\$ 50,000	\$ 50,000
AD VALOREM TAX 3RD PRIOR YEAR	\$ 19,960	\$ 20,000	\$ 20,000	\$ 23,000
AD VALOREM TAX 4TH PRIOR YEAR	\$ 12,361	\$ 10,000	\$ 10,000	\$ 12,000
AD VALOREM TAX 5TH PRIOR YEAR	\$ 10,853	\$ 5,000	\$ 5,000	\$ 6,000
AD VALOREM TAX 6TH PRIOR YEAR	\$ 5,211	\$ -	\$ -	
AD VALOREM TAX 7TH PRIOR YEAR	\$ 5,099	\$ -	\$ -	
AD VALOREM TAX 8TH PRIOR YEAR	\$ 1,224	\$ -	\$ -	
AD VALOREM TAX 9TH PRIOR YEAR	\$ 941	\$ -	\$ -	
AD VALOREM TAX CY DMV COLLECT	\$ 4,094,415	\$ 3,984,519	\$ 3,984,519	\$ 4,351,886
AD VALOREM TAXES CURRENT YEAR	\$ 57,426,567	\$ 58,105,407	\$ 58,105,407	\$ 59,559,957
PENALTY AND INTERST AD VAL TX	\$ 172,365	\$ 160,000	\$ 160,000	\$ 90,000
PENALTY AND INTERST DMV COLLCT	\$ 31,818	\$ 30,000	\$ 30,000	\$ 20,951
RENTAL VEHICLE TAX	\$ 382,984	\$ 300,000	\$ 300,000	\$ 382,000
SALES TAX 1% ART 39	\$ 13,737,387	\$ 12,741,127	\$ 12,741,127	\$ 13,278,183
SALES TAX 1/2% ART 40	\$ 4,855,268	\$ 4,694,930	\$ 4,694,930	\$ 4,882,727
SALES TAX 1/2% ART 42	\$ 6,740,787	\$ 6,233,428	\$ 6,233,428	\$ 6,545,099
SALES TAX 1/2% ART 44 2003	\$ 2,073	\$ -	\$ -	
SALES TAX 1/4% ART 44 HLD HRM	\$ 3,440,559	\$ 3,400,325	\$ 3,400,325	\$ 3,604,345
<b>TAXES Total</b>	<b>\$ 91,137,271</b>	<b>\$ 89,888,736</b>	<b>\$ 89,888,736</b>	<b>\$ 92,966,148</b>



	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>CHARGES FOR CURRENT SERVICES</b>				
AZALEA FESTIVAL SERVICES	\$ 21,600	\$ 10,000	\$ 10,000	\$ -
BOXING CENTER	\$ 691	\$ -	\$ -	\$ -
BUCK HARDEE FIELD	\$ 1,150	\$ -	\$ -	\$ -
CHARGES FOR OUTSIDE OVERTIME	\$ 427,720	\$ 380,000	\$ 380,000	\$ 380,000
CODE ENF PENLTY/FEES/ASSESMNTS	\$ 1,401	\$ -	\$ -	\$ -
CODE ENFRMNT BOARDING FEES	\$ 14,087	\$ 12,000	\$ 12,000	\$ 10,000
CODE ENFRMNT DEMOLITION	\$ 3,676	\$ -	\$ -	\$ -
CODE ENFRMNT LOT CLEANING	\$ 42,793	\$ 20,000	\$ 20,000	\$ 20,000
CONCESSIONS / ALTHEA GIBSON	\$ 4,195	\$ -	\$ -	\$ 3,000
CONCESSIONS / AMPHITHEATER	\$ 410,734	\$ -	\$ -	\$ 7,500
CONCESSIONS / FOOD/BEV GENERAL	\$ 5,996	\$ -	\$ -	\$ -
CONCESSIONS / FOOD/BEVERAGE	\$ 12,908	\$ 440,000	\$ 440,000	\$ -
CONCESSIONS / LEGION	\$ 43,951	\$ -	\$ -	\$ 50,000
CONCESSIONS / OLSEN PARK	\$ 16,286	\$ -	\$ -	\$ 15,000
COURT JUDGEMENTS	\$ -	\$ -	\$ -	\$ -
CRIME LAB FEES	\$ 42,697	\$ 20,000	\$ 20,000	\$ -
DERICK G S DAVIS CENTER	\$ 13	\$ -	\$ -	\$ -
EMPIE PARK TENNIS TOURN	\$ 1,315	\$ -	\$ -	\$ -
FEES / ALTHEA GIBSON TENNIS	\$ 23,995	\$ 22,000	\$ 22,000	\$ 23,000
FEES / AMPHITHEATER SALES	\$ -	\$ -	\$ -	\$ 80,000
FEES / FIT FOR FUN	\$ 24,938	\$ 26,500	\$ 26,500	\$ 27,000
FEES / OLSEN PARK	\$ 44,689	\$ 34,000	\$ 34,000	\$ 44,000
FEES / SKATE PARK FEES	\$ 5,132	\$ 5,000	\$ 5,000	\$ -
FEES / SOFTBALL LEAGUE	\$ -	\$ -	\$ -	\$ -
FEES / TENNIS RESERVATIONS	\$ 12,814	\$ 18,000	\$ 18,000	\$ 13,000
FEES / YOUTH ATHLETICS	\$ 8,965	\$ 8,000	\$ 8,000	\$ 10,000
FEES/BOXING/FITNESS CENTER	\$ 25,106	\$ 22,000	\$ 22,000	\$ 25,000
FINGERPRINTS AND ID	\$ 6,130	\$ 10,000	\$ 10,000	\$ 8,000
FIRE ESCORTS	\$ 52,800	\$ 60,000	\$ 60,000	\$ 30,000
FIRE INSPECTION FEES	\$ 68,023	\$ 70,000	\$ 70,000	\$ 70,000
GARY SHELL CCT NONPOSSESS	\$ -	\$ -	\$ -	\$ -
GOLF FEES / BEER SALES	\$ 5,471	\$ 1,500	\$ 1,500	\$ 7,000
GOLF FEES /CART RENTALS	\$ 6,373	\$ 4,000	\$ 4,000	\$ 6,000
GOLF FEES /DAILY GREEN FEES	\$ 140,945	\$ 80,000	\$ 80,000	\$ 130,000
GOLF FEES /FOOD & BEV CONCESSN	\$ 7,155	\$ 5,000	\$ 5,000	\$ 6,500
GOLF FEES /RETAIL CONCESSIONS	\$ 2,695	\$ 2,000	\$ 2,000	\$ 2,000
GREENFIELD AMPHITHEATER	\$ 39,772	\$ -	\$ -	\$ -

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>CHARGES FOR CURRENT SERVICES</b>				
HALYBURTON PARK	\$ 930	\$ -	\$ -	
HALYBURTON PARK PROGRAM	\$ 28,095	\$ -	\$ -	
HAULING & MOWING CHARGES	\$ 34,401	\$ 36,000	\$ 36,000	\$ 36,000
HAZMAT RESPONSE OVERTIME	\$ 7,722	\$ -	\$ -	
LEGION SPORTS COMPLEX	\$ 1,615	\$ -	\$ -	
MAIDES PARK PROGRAMS	\$ 3,040	\$ -	\$ -	
MAINT ST HIGHWAY SIGNALS	\$ 426,760	\$ 425,000	\$ 425,000	\$ 425,000
MARTIN LUTHER KING CENTER	\$ 531	\$ -	\$ -	
MISCELLANEOUS CHARGES	\$ 819	\$ 2,000	\$ 2,000	\$ 1,000
MLK PROGRAMS	\$ 9,322	\$ -	\$ -	
MUTUAL AIDE REIMBURSEMENT	\$ -	\$ -	\$ -	
NHC SCHOOLS	\$ 69,914	\$ 69,914	\$ 69,914	\$ 69,914
NORTH WATERFRONT PARK	\$ 1,000	\$ -	\$ -	
OLSEN PARK	\$ 1,285	\$ -	\$ -	
OUTSIDE CITY	\$ 25,222	\$ -	\$ -	
OVERTIME REIMURSMENT	\$ 13,540	\$ 3,000	\$ 3,000	\$ 10,000
PERMITS / DOCKING	\$ 4,361	\$ 20,000	\$ 20,000	\$ 7,000
PERMITS / RIVERFRONT PARK	\$ 1,175	\$ 1,800	\$ 1,800	\$ -
PERMITS / TREE PERMITS	\$ 9,425	\$ 10,000	\$ 10,000	\$ 10,000
PORTIA MILLS HINES	\$ -	\$ -	\$ -	
PRECIOUS METAL PERMITS	\$ 2,072	\$ -	\$ -	\$ 2,000
REC INTERVENTN ACTIVITI	\$ -	\$ -	\$ -	
RECREATION / MISCELLANEOUS	\$ 18,138	\$ -	\$ -	
RENTS / NORTH WATERFRONT PARK	\$ -	\$ -	\$ -	
RENTS/ PORTIA MILLS HINES PARK	\$ 320	\$ 50	\$ 50	\$ 200
RENTS/(NON)OLSEN SOFTBLL FIELD	\$ 4,411	\$ 8,000	\$ 8,000	\$ 5,000
RENTS/EMPIE PICNIC SHELTER	\$ 2,743	\$ 4,000	\$ 4,000	\$ 1,500
RENTS/GREENFIELD PARK-GROUNDS	\$ 818	\$ 500	\$ 500	\$ 400
RENTS/GREENFIELD PK-AMPHITHETR	\$ 36,696	\$ 28,000	\$ 28,000	\$ 40,000
RENTS/GREENFIELD PK-GARDENS	\$ 675	\$ 1,300	\$ 1,300	\$ 800
RENTS/HALYBURTON RENTALS	\$ 33,053	\$ 35,000	\$ 35,000	\$ 30,000
RENTS/HEMENWAY RENTALS	\$ -	\$ -	\$ -	
RENTS/LEGION STADIUM	\$ 29,604	\$ 30,000	\$ 30,000	\$ 30,000
RENTS/M L KING CENTER	\$ 635	\$ 1,100	\$ 1,100	\$ 750
RENTS/MAIDES PARK	\$ 3,390	\$ 4,500	\$ 4,500	\$ 3,500

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>CHARGES FOR CURRENT SERVICES</b>				
RESIDENT PARKING PERMITS	\$ 1,500	\$ -	\$ -	
REVENUE PRODUCING PROGR	\$ -	\$ -	\$ -	
ROAD RACE/GROUP WALKS	\$ 11,376	\$ -	\$ -	
ROAD RACE/ORG GROUP WALK	\$ 2,100	\$ 4,000	\$ 4,000	\$ 4,000
ROAD RACES/TRIATHLONS	\$ 2,550	\$ 16,350	\$ 16,350	\$ 15,000
SPECIAL EVENTS	\$ -	\$ -	\$ -	
SPECIAL TEAMS (MOU)	\$ 97,926	\$ 80,000	\$ 80,000	\$ 80,000
STATE HAZMAT ADMIN	\$ -	\$ -	\$ -	
STATE PROPERTY	\$ 128,837	\$ 120,000	\$ 120,000	\$ 125,000
SWIMM POOLS/YMCA OF WILMINGTON	\$ 22,424	\$ 22,000	\$ 22,000	\$ 22,000
SWIMMING POOLS / LEGION POOL	\$ -	\$ -	\$ -	
SWIMMING POOLS /NORTHSIDE POOL	\$ -	\$ -	\$ -	
SWIMMING POOLS/ROBERT STRANGE	\$ -	\$ -	\$ -	
TASKFORCE BUST/BUY MONEY REIMB	\$ 280	\$ -	\$ -	
TENNIS CLINICS	\$ 1,493	\$ -	\$ -	
TRAINING FACILITY FEES	\$ -	\$ -	\$ -	\$ 20,000
UTILITY CUT/STREET REPAIR	\$ 135,326	\$ 145,000	\$ 145,000	\$ 135,000
WILMINGTON HOUSING AUTHORITY	\$ 158,000	\$ 158,000	\$ 158,000	\$ 158,000
YOUTH ATHLETICS	\$ 352	\$ -	\$ -	
ZONING & SUBDIV FEES	\$ 121,911	\$ 135,000	\$ 135,000	\$ 125,000
<b>CHARGES FOR CURRENT SERVICES Total</b>	<b>\$ 2,981,999</b>	<b>\$ 2,610,514</b>	<b>\$ 2,610,514</b>	<b>\$ 2,324,064</b>
<b>LICENSES &amp; PERMITS</b>				
ANNUAL FIRE PERMITS	\$ 41,984	\$ 50,000	\$ 50,000	\$ 55,000
FIRE CONSTRUCTION	\$ 110,579	\$ 65,000	\$ 65,000	\$ 65,000
FIRE SPECIAL CHARGES	\$ 72,520	\$ 65,000	\$ 65,000	\$ 75,000
MISC LIC/PMTS SHORT TERM LODGE	\$ 47,376	\$ 155,000	\$ 155,000	
MISCELLANEOUS	\$ 78,248	\$ 60,000	\$ 60,000	\$ 120,000
MOTOR VEHICLE DMV COLLECTIONS	\$ 408,930	\$ 405,000	\$ 405,000	\$ 410,000
MOTOR VEHICLE LICENSE	\$ 792	\$ -	\$ -	
PRIVILEGE LICENSE	\$ 16,785	\$ -	\$ -	\$ 10,000
PRIVILEGE LICENSE PENALTIES	\$ 910	\$ -	\$ -	
<b>LICENSES &amp; PERMITS Total</b>	<b>\$ 778,125</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ 735,000</b>
<b>FINES &amp; FORFEITURES</b>				
CIVIL CITATIONS	\$ 71,453	\$ 55,000	\$ 55,000	\$ 65,000
CODE ENFORCEMENT	\$ 14,540	\$ 20,000	\$ 20,000	\$ 14,000
FALSE ALARM CITATIONS	\$ 48,569	\$ 65,000	\$ 65,000	\$ 45,000
FIRE CODE VIOLATIONS	\$ 200	\$ 5,000	\$ 5,000	\$ 1,000
<b>FINES &amp; FORFEITURES Total</b>	<b>\$ 134,762</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>	<b>\$ 125,000</b>

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>INVESTMENT EARNINGS</b>				
CHANGE IN VALUE OF INVESTMENT	\$ 58,974	\$ -	\$ -	
INTEREST ON ASSESSMENT	\$ -	\$ -	\$ -	
INTEREST ON INVESTMENTS	\$ 1,315,738	\$ 826,540	\$ 826,540	\$ 322,000
INTEREST ON LIENS	\$ 13,502	\$ -	\$ -	\$ 6,000
<b>INVESTMENT EARNINGS Total</b>	<b>\$ 1,388,213</b>	<b>\$ 826,540</b>	<b>\$ 826,540</b>	<b>\$ 328,000</b>
<b>MISCELLANEOUS</b>				
BLUE CROSS BLUE SHIELD	\$ 12,230	\$ -	\$ -	
COLLECTION BAD DEBT	\$ 1,638	\$ -	\$ -	
DONATIONS	\$ 4,040	\$ -	\$ -	
EQUIPMENT	\$ 378	\$ -	\$ -	
INSURANCE REIMB -BLDGS & IMPRV	\$ 448,706	\$ -	\$ -	
INSURANCE REIMB -VEHICLE/EQUIP	\$ 26,576	\$ -	\$ -	
MATERIALS	\$ -	\$ -	\$ -	
MISCELLANEOUS	\$ 11,506	\$ 5,000	\$ 5,000	\$ 5,000
NC STATE PORTS AUTHORITY	\$ -	\$ -	\$ -	\$ 50,000
NHC BOARD OF EDUCATION	\$ 109,849	\$ 105,000	\$ 105,000	\$ 105,000
OTHER REVENUE	\$ 6,869	\$ 10,000	\$ 10,000	\$ 10,000
PCARD REBATE PROGRAM	\$ 31,966	\$ 30,000	\$ 30,000	\$ 30,000
REAL ESTATE SALES	\$ 800	\$ -	\$ -	
RENTAL INCOME	\$ 94,330	\$ 119,473	\$ 119,473	\$ 139,030
UNIVERSITY OF NC AT WILMINGTON	\$ -	\$ -	\$ -	\$ 35,000
WORKERS COMP	\$ -	\$ -	\$ -	
<b>MISCELLANEOUS Total</b>	<b>\$ 748,889</b>	<b>\$ 269,473</b>	<b>\$ 269,473</b>	<b>\$ 374,030</b>
<b>OTHER FINANCING SOURCES</b>				
APPROPRIATED FUND BALANCE	\$ -	\$ 3,020,000	\$ 4,139,423	\$ 3,376,519
CONVENTION CENTER	\$ -	\$ 250,000	\$ 250,000	\$ -
CP BUILDING IMPROVEMENT	\$ 45,614	\$ -	\$ -	
CP PUBLIC IMPROVEMENTS	\$ 35,195	\$ -	\$ -	
DEBT SERVICE	\$ 13,000,000	\$ -	\$ -	
<b>OTHER FINANCING SOURCES Total</b>	<b>\$ 13,080,809</b>	<b>\$ 3,270,000</b>	<b>\$ 4,389,423</b>	<b>\$ 3,376,519</b>
<b>General Fund Total</b>	<b>\$ 143,954,535</b>	<b>\$ 113,480,412</b>	<b>\$ 114,794,835</b>	<b>\$ 115,713,806</b>

## STORMWATER MANAGEMENT FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>STORM WATER MANAGEMENT FUND</b>	<b>\$ 12,188,627</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,909,922</b>
<b>LICENSE FEE &amp; PERMIT</b>	<b>\$ 57,400</b>	<b>\$ 100,100</b>	<b>\$ 100,100</b>	<b>\$ 51,000</b>
STORMWATER DISCHARGE	\$ 57,400	\$ 100,100	\$ 100,100	\$ 51,000
<b>CHARGES FOR SERVICE</b>	<b>\$ 11,852,173</b>	<b>\$ 11,816,820</b>	<b>\$ 11,816,820</b>	<b>\$ 12,802,127</b>
CITY STREET STRMWTR FEE	\$ 2,742,393	\$ 2,839,062	\$ 2,839,062	\$ 2,939,139
NCDOT DRAINAGE MAINTENANCE	\$ 15,000	\$ 37,000	\$ 37,000	\$ 37,000
STORMWATER UTILITY FEE	\$ 9,074,059	\$ 8,940,758	\$ 8,940,758	\$ 9,825,988
STORMWTR REVENUE RECOVERY FEE	\$ 20,720	\$ -	\$ -	\$ -
<b>INTEREST EARNINGS</b>	<b>\$ 261,753</b>	<b>\$ 164,680</b>	<b>\$ 164,680</b>	<b>\$ 56,795</b>
CHANGE IN VALUE OF INVESTMENT	\$ 30,028	\$ -	\$ -	\$ -
INTEREST ON INVESTMENTS	\$ 231,725	\$ 164,680	\$ 164,680	\$ 56,795
<b>OPERATING TRANSFR IN</b>	<b>\$ 17,301</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
GENERAL FUND	\$ 17,301	\$ -	\$ -	\$ -
<b>APPROPR FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 587,056</b>	<b>\$ -</b>
APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ 587,056	\$ -
<b>Grand Total</b>	<b>\$ 12,188,627</b>	<b>\$ 12,081,600</b>	<b>\$ 12,668,656</b>	<b>\$ 12,909,922</b>

## RECYCLING AND TRASH SERVICES FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>SOLID WASTE MANAGEMENT FUND</b>	<b>\$ 9,646,924</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,023,445</b>
<b>RESTRICTED INTERGOV</b>	<b>\$ 90,010</b>	<b>\$ 78,551</b>	<b>\$ 78,551</b>	<b>\$ 92,000</b>
SOLID WASTE DISPOSAL TAX	\$ 90,010	\$ 78,551	\$ 78,551	\$ 92,000
<b>CHARGES FOR SERVICE</b>	<b>\$ 9,327,850</b>	<b>\$ 9,381,654</b>	<b>\$ 9,381,654</b>	<b>\$ 9,756,088</b>
RECYCLING / SALES	\$ 39,780	\$ 37,078	\$ 37,078	\$ 45,000
REFUSE / BAG PURCHASE/DOWNTOWN	\$ 101,055	\$ 102,790	\$ 102,790	\$ 136,000
REFUSE COL/REFUSE-REV RECOVERY	\$ 20,485	\$ 16,000	\$ 16,000	\$ 16,000
REFUSE COLL/SW ACTIVATION FEE	\$ 113,911	\$ 114,188	\$ 114,188	\$ 119,000
REFUSE COLLECTION/REGULAR	\$ 9,052,618	\$ 9,111,598	\$ 9,111,598	\$ 9,440,088
<b>INTEREST EARNINGS</b>	<b>\$ 151,808</b>	<b>\$ 98,118</b>	<b>\$ 98,118</b>	<b>\$ 32,631</b>
CHANGE IN VALUE OF INVESTMENT	\$ 18,672	\$ -	\$ -	\$ -
INTEREST ON INVESTMENTS	\$ 133,136	\$ 98,118	\$ 98,118	\$ 32,631
<b>MISCELLANEOUS</b>	<b>\$ 28,324</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 6,860</b>
EQUIPMENT	\$ 5,000	\$ 3,000	\$ 3,000	\$ -
OTHER REVENUE	\$ 4,788	\$ 10,000	\$ 10,000	\$ 6,860
WORKERS COMP	\$ 18,536	\$ -	\$ -	\$ -
<b>OPERATING TRANSFR IN</b>	<b>\$ 47,433</b>	<b>\$ 29,866</b>	<b>\$ 29,866</b>	<b>\$ 29,866</b>
GENERAL FUND	\$ 47,433	\$ 29,866	\$ 29,866	\$ 29,866
<b>APPROPR FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 1,870,615</b>	<b>\$ 1,870,615</b>	<b>\$ 106,000</b>
APPROPRIATED FUND BALANCE	\$ -	\$ 1,870,615	\$ 1,870,615	\$ 106,000
<b>Grand Total</b>	<b>\$ 9,646,924</b>	<b>\$ 11,471,804</b>	<b>\$ 11,471,804</b>	<b>\$ 10,023,445</b>

## PARKING FACILITIES FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>PARKING FACILITIES FUND</b>	<b>\$ 4,186,729</b>	<b>\$ 4,177,462</b>	<b>\$ 27,474,133</b>	<b>\$ 6,475,767</b>
<b>FINES &amp; FORFEITS</b>	<b>\$ 473,892</b>	<b>\$ 456,500</b>	<b>\$ 456,500</b>	<b>\$ 475,000</b>
PARKING FINES	\$ 473,892	\$ 456,500	\$ 456,500	\$ 475,000
<b>CHARGES FOR SERVICE</b>	<b>\$ 3,077,758</b>	<b>\$ 3,251,872</b>	<b>\$ 3,251,872</b>	<b>\$ 3,656,892</b>
PARKING METER MONTHLY FEES	\$ 22,334	\$ 29,480	\$ 29,480	\$ 29,628
PARKING METER PERMITS	\$ 39,649	\$ 30,000	\$ 30,000	\$ 35,000
PARKING METER TOKENS	\$ 5,621	\$ 5,500	\$ 5,500	\$ 5,500
PARKING METERS	\$ 1,237,639	\$ 1,300,000	\$ 1,300,000	\$ 1,350,000
PRKG FAC CHRNG EVENNG/NGHT COLL	\$ 108,997	\$ 117,000	\$ 117,000	\$ 127,000
PRKG FAC CHRNG HOURLY FEES	\$ 819,450	\$ 903,164	\$ 903,164	\$ 966,164
PRKG FAC CHRNG LEASED SPACES	\$ -	\$ 101,833	\$ 101,833	\$ 285,600
PRKG FAC CHRNG MONTHLY FEES	\$ 761,842	\$ 672,000	\$ 672,000	\$ 763,200
PRKG FAC CHRNG SPECIAL EVENTS	\$ 64,620	\$ 71,700	\$ 71,700	\$ 67,800
PRKG FAC CHRNG STAMP SALES	\$ 10,007	\$ 15,000	\$ 15,000	\$ 16,000
RESIDENTL PARKING PROGR PERMITS	\$ 7,600	\$ 6,195	\$ 6,195	\$ 11,000
<b>INTEREST EARNINGS</b>	<b>\$ 100,536</b>	<b>\$ 68,789</b>	<b>\$ 68,789</b>	<b>\$ 21,875</b>
CHANGE IN VALUE OF INVESTMENT	\$ 11,288	\$ -	\$ -	\$ -
INTEREST ON INVESTMENTS	\$ 89,248	\$ 68,789	\$ 68,789	\$ 21,875
<b>INSTALLMENT FINANCNG</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,270,000</b>	<b>\$ -</b>
PROCEEDS REFUNDING LOBS	\$ -	\$ -	\$ 22,270,000	\$ -
<b>OPERATING TRANSFR IN</b>	<b>\$ 534,543</b>	<b>\$ 102,233</b>	<b>\$ 102,233</b>	<b>\$ 2,322,000</b>
DEBT SERVICE	\$ 534,543	\$ 102,233	\$ 102,233	\$ 2,322,000
<b>APPROPR FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 298,068</b>	<b>\$ 1,324,739</b>	<b>\$ -</b>
APPROPRIATED FUND BALANCE	\$ -	\$ 298,068	\$ 1,324,739	\$ -
<b>Grand Total</b>	<b>\$ 4,186,729</b>	<b>\$ 4,177,462</b>	<b>\$ 27,474,133</b>	<b>\$ 6,475,767</b>

## GOLF COURSE FUND

	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>GOLF FUND</b>	<b>\$ 1,527,507</b>	<b>\$ 1,470,819</b>	<b>\$ 1,496,258</b>	<b>\$ 1,544,637</b>
<b>CHARGES FOR SERVICE</b>	<b>\$ 1,517,916</b>	<b>\$ 1,466,376</b>	<b>\$ 1,466,376</b>	<b>\$ 1,542,950</b>
GOLF FEES / BEER SALES	\$ 49,325	\$ 40,000	\$ 40,000	\$ 40,000
GOLF FEES /CART RENTALS	\$ 282,744	\$ 253,720	\$ 253,720	\$ 259,390
GOLF FEES /DAILY GREEN FEES	\$ 743,142	\$ 780,068	\$ 780,068	\$ 765,393
GOLF FEES /DISC CRDS-GREEN FEE	\$ 228,607	\$ 217,052	\$ 217,052	\$ 276,050
GOLF FEES /FOOD & BEV CONCESSN	\$ 43,164	\$ 38,135	\$ 38,135	\$ 39,975
GOLF FEES /LOCKER FEES	\$ 80	\$ 150	\$ 150	\$ -
GOLF FEES /RETAIL CONCESSIONS	\$ 104,269	\$ 71,772	\$ 71,772	\$ 94,000
GOLF FEES /TOURNAMENT FEES	\$ 11,264	\$ 11,083	\$ 11,083	\$ 11,746
GOLF FEES/EXPIRD GIFTCERT/PASS	\$ 3,924	\$ 3,000	\$ 3,000	\$ 3,000
GOLF FEES/FIRST TEE	\$ 51,396	\$ 51,396	\$ 51,396	\$ 53,396



	FY19 Actual	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>INTEREST EARNINGS</b>	\$ 8,020	\$ 4,443	\$ 4,443	\$ 1,687
CHANGE IN VALUE OF INVESTMENT	\$ 1,137	\$ -	\$ -	\$ -
INTEREST ON INVESTMENTS	\$ 6,883	\$ 4,443	\$ 4,443	\$ 1,687
<b>MISCELLANEOUS</b>	\$ 1,571	\$ -	\$ -	\$ -
EQUIPMENT	\$ 557	\$ -	\$ -	\$ -
OTHER REVENUE	\$ 1,014	\$ -	\$ -	\$ -
<b>APPROPR FUND BALANCE</b>	\$ -	\$ -	\$ 25,439	\$ -
APPROPRIATED FUND BALANCE	\$ -	\$ -	\$ 25,439	\$ -
<b>Grand Total</b>	\$ 1,527,507	\$ 1,470,819	\$ 1,496,258	\$ 1,544,637

## DETAILED AUTHORIZED POSTION LISTING

### Full Time

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
City Clerk	City Clerk	Assistant City Clerk	1	1	1	1
		City Clerk	1	1	1	1
		Deputy City Clerk	1	1	1	1
		<b>City Clerk Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>City Clerk Total</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
City Manager	Budget and Research	Budget Director	1	1	1	1
		Budget Specialist	1	1	1	1
		Sr. Budget Analyst	2	2	2	3
		<b>Budget and Research Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>
	City Manager Administration	Assistant to CM for Legislative Affairs	1	1	1	1
		City Manager	1	1	1	1
		Deputy City Manager	2	2	2	2
		Executive Asst to Mayor & Council	1	1	1	1
		Executive Staff Assistant	1	1	1	1
		Executive Support Specialist	1	1	1	1
		Rail Realignment Manager	-	1	1	-
		<b>City Manager Administration Total</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>
	Communications	City Communications Specialist	-	-	-	1
		Communications Director	-	-	-	1
		Communications Officer	1	1	1	-
		Communications Specialist	1	1	1	-
		GTV Producer/Director	1	1	1	1
		GTV Station Manager	1	1	1	1
		Marketing Coordinator	1	1	1	1
		Video Production Technician	1	1	1	1
	<b>Communications Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	
Development Support	Assistant to City Manager/Development	1	1	1	1	
<b>Development Support Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
Internal Audit	City Auditor	1	1	1	1	
<b>Internal Audit Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
Rail Realignment	Rail Realignment Manager	-	-	-	1	
<b>Rail Realignment Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>		
<b>City Manager Total</b>			<b>19</b>	<b>20</b>	<b>20</b>	<b>21</b>
City Attorney	City Attorney	Administrative Support Specialist	1	1	1	1
		Assistant City Attorney	3	3	3	3
		City Attorney	1	1	1	1
		Deputy City Attorney	1	1	1	1
		Executive Support Specialist	1	1	1	1
		Paralegal	3	3	3	3
		<b>City Attorney Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>City Attorney Total</b>			<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
Human Resources	Human Resources	Administrative Support Technician	-	1	1	1
		Assistant Human Resources Director	-	-	-	1
		Compensation and Benefits Manager	-	-	-	1
		Data Analyst	1	1	1	1
		Director of Human Resources	1	1	1	1
		Human Resource Technician	3	3	3	3
		Human Resources Manager	1	1	1	-
		Safety Programs Manager	1	1	1	1
		Sr. Human Resource Analyst	3	3	3	2
		<b>Human Resources Total</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Human Resources Total</b>			<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
Finance	Billing and Collections	Accountant	1	1	1	1
		Collections Officer/Tax Collections	1	1	1	1
		Customer Service Manager	1	1	1	1
		Mail Courier	1	1	1	1
		Revenue Specialist	4	4	4	4
		<b>Billing and Collections Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Billing and Collections Total</b>			<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
	<b>Finance Administration and Accounting</b>	Accountant	2	2	2	2
		Accounting Manager	1	1	1	1
		Accounting Specialist	-	-	-	1
		Administrative Support Technician	1	1	1	1
		Assistant Finance Director - Controller	1	1	1	1
		Assistant Finance Director - Treasurer	1	1	1	1
		Finance Director	1	1	1	1
		Fiscal Support Technician	1	1	1	-
		Payroll Accountant	1	1	1	1
		Payroll Manager	1	1	1	1
		Payroll Specialist	1	1	1	1
		Reporting Analyst	2	2	2	2
		Sr. Accountant	1	1	1	1
	<b>Finance Administration and Accounting Total</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
	<b>Purchasing</b>	Administrative Support Specialist	1	1	1	1
		Buyer	2	2	2	2
		Contract Specialist	1	1	1	1
		Purchasing Manager	1	1	1	1
	<b>Purchasing Total</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Finance Total</b>			<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>Information</b>						
<b>Technology Services</b>	<b>Information Technology Services</b>	Assistant IT Director	1	1	1	1
		Business Systems Analyst	4	4	4	4
		Business Systems Analyst, Senior	3	3	3	3
		Business Systems Project Manager	1	1	1	1
		Client Services Manager	1	1	1	1
		Computer Support Analyst	2	2	2	-
		Computer Support Specialist	3	3	3	3
		Director of Information Technology	1	1	1	1
		GIS Analyst	-	-	-	4
		GIS Manager	1	1	1	2
		GIS Manager, Senior	1	1	1	1
		IT Procurement Specialist	1	1	1	1
		Network Administrator	-	-	-	2
		Network Administrator, Senior	1	1	1	1
		Systems Analyst	-	-	-	1
		Technology Systems Manager	1	1	1	1
	<b>Information Technology Services Total</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>27</b>
<b>Information Technology Services Total</b>			<b>21</b>	<b>21</b>	<b>21</b>	<b>27</b>
<b>Community Services</b>	<b>Code Enforcement</b>	Administrative Support Technician	1	1	1	1
		Chief Code Enforcement Officer	1	1	1	1
		Code Enforcement Officer	4	4	4	4
	<b>Code Enforcement Total</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
	<b>Community Services Administration</b>	Administrative Support Specialist	1	1	1	1
		Director of Community Services	1	1	1	1
		Parks & Recreation Superintendent	-	1	1	-
	<b>Community Services Administration Total</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>
	<b>Inland Greens Course/Park</b>	Recreation Coordinator	1	1	1	1
	<b>Inland Greens Course/Park Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Parks and Recreation</b>	Administrative Support Specialist	1	1	1	1
		Administrative Support Technician	1	1	1	1
		Concessions Supervisor	1	1	1	1
		Event Coordination Specialist	1	1	1	1
		Facilities Crew Leader	1	1	1	1
		Facilities Manager	1	1	1	1
		Facilities Technician	2	2	2	2
		Forestry Management Supervisor	1	1	1	1
		Grounds Crew Leader	8	8	8	8
		Grounds Technician	15	15	15	16
		Horticulturist	6	6	6	6
		Housekeeper	1	1	1	-
		Landscape Supervisor	1	1	1	1
		Parks Landscape & Forestry Manager	1	1	1	1
		Parks Supervisor	1	1	1	1
		Program Specialist-Rec Intervention	1	1	1	1

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
		Recreation Assistant	1	1	1	1
		Recreation Business Manager	1	1	1	1
		Recreation Coordinator	3	5	5	5
		Recreation Manager	1	1	1	1
		Recreation Marketing Specialist	1	1	1	1
		Recreation Supervisor	10	9	9	9
		Sr. Grounds Technician	10	10	10	10
		Sr. Small Engine Mechanic	1	1	1	1
		Tree Crew Leader	3	3	3	3
		Tree Crew Supervisor	1	1	1	1
		Tree Trimmer	6	6	6	6
	<b>Parks and Recreation Total</b>		<b>81</b>	<b>82</b>	<b>82</b>	<b>82</b>
<b>Community Services Total</b>			<b>90</b>	<b>92</b>	<b>92</b>	<b>91</b>
<b>Planning, Development and Transportation</b>						
	<b>PDT Administration</b>	Administrative Support Specialist	1	1	1	1
		Department of Planning, Development, and Transportation Director	1	1	1	1
		GIS Analyst	1	1	1	-
	<b>PDT Administration Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
	<b>Planning</b>	Administrative Support Specialist	1	1	1	1
		Permit Technician	1	1	1	1
		Rail Realignment Manager	1	-	-	-
		Sr. Zoning Officer	1	1	1	1
		Zoning Officer	4	4	4	4
	<b>Planning Total</b>		<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>
	<b>Planning</b>	Administrative Support Technician	1	1	1	1
		Assistant Planning Director	1	1	1	1
		Associate Planner	7	7	7	7
		Historic Preservation Planner	1	1	1	1
		Planner, Senior	2	2	2	2
		Planning Coordinator	1	1	1	1
		Urban Designer	1	1	1	1
		Zoning Administrator	1	1	1	1
	<b>Planning Total</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
	<b>Traffic Engineering</b>	Administrative Support Specialist	1	1	1	1
		City Traffic Engineer	1	1	1	1
		Electronic & Instrumentation Technician	-	-	-	-
		ITS Maintenance Supervisor	1	1	1	1
		ITS Technician	4	4	4	4
		Senior Electronic & Instrumentation Technician	-	-	-	-
		Signal System Specialist	1	1	1	1
		Signal Systems Management Engineer	1	1	1	1
		Signs and Markings Engineering Manager	1	1	1	1
		Signs and Markings Supervisor	1	1	1	1
		Signs and Markings Technician I	3	3	3	3
		Signs and Markings Technician II	3	3	3	3
		Sr. ITS Technician	4	4	4	4
		Traffic Engineer Tech, Senior	2	2	2	2
		Traffic Signs Fabricator	1	1	1	1
	<b>Traffic Engineering Total</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b>Planning, Development and Transportation Total</b>			<b>50</b>	<b>49</b>	<b>49</b>	<b>48</b>
<b>Police Department</b>	<b>Administrative Services Bureau</b>	Administrative Support Specialist	-	-	-	2
		Administrative Support Technician	2	1	1	1
		Code Enforcement Officer	1	1	1	1
		Facilities Technician	1	1	1	1
		Fiscal Support Specialist	1	1	1	1
		Housekeeper	3	3	3	4
		NCIC Specialist	-	-	-	6
		Police Admin Program Manager	-	1	1	1
		Police Administrative Supervisor	3	3	3	3
		Police Captain	1	1	1	1
		Police DCI Clerk	6	6	6	-

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
		Police Lieutenant	1.00	1.00	1.00	-
		Police Property Technician	4.00	4.00	4.00	3.00
		Police Records Clerk	6.00	6.00	6.00	6.00
		Quarter Master	1.00	1.00	1.00	1.00
		Sr. Police Property Technician	-	-	-	1.00
	<b>Administrative Services Bureau Total</b>		<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>32.00</b>
	<b>Criminal Investigations</b>	Administrative Support Specialist	1.00	1.00	1.00	1.00
		Crime Scene Technician	8.00	8.00	8.00	8.00
		Crime Scene Unit Supervisor	1.00	1.00	1.00	1.00
		Forensic Chemist	1.00	-	-	-
		Manager Forensic Lab	1.00	-	-	-
		Police Captain	1.00	1.00	1.00	1.00
		Police Corporal	11.00	10.00	10.00	10.00
		Police Lieutenant	1.00	1.00	1.00	1.00
		Police Officer	17.00	20.00	20.00	17.00
		Police Sergeant	3.00	3.00	3.00	3.00
		Social Worker	1.00	1.00	1.00	1.00
	<b>Criminal Investigations Total</b>		<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>43.00</b>
	<b>Office of the Chief</b>	Administrative Support Specialist	4.00	4.00	4.00	1.00
		Administrative Support Technician	1.00	1.00	1.00	2.00
		Assistant Police Chief	1.00	1.00	1.00	1.00
		Communications Specialist	1.00	1.00	1.00	1.00
		Crime Prevention Specialist	1.00	1.00	1.00	1.00
		Data Analyst, Senior	1.00	1.00	1.00	-
		Deputy Police Chief	2.00	2.00	2.00	2.00
		Executive Staff Assistant	1.00	1.00	1.00	1.00
		Police Captain	-	1.00	1.00	-
		Police Chief	1.00	1.00	1.00	1.00
		Police Community Relations/PIO	1.00	1.00	1.00	1.00
		Police Corporal	7.00	6.00	6.00	-
		Police Criminal Intelligence Analyst	-	-	-	1.00
		Police Lieutenant	2.00	2.00	2.00	1.00
		Police Officer	3.00	3.00	3.00	1.00
		Police Officer - Day	1.00	-	-	-
		Police Sergeant	4.00	4.00	4.00	2.00
		Sting Center and Grants Manager	1.00	1.00	1.00	-
	<b>Office of the Chief Total</b>		<b>32.00</b>	<b>31.00</b>	<b>31.00</b>	<b>16.00</b>
	<b>Planning &amp; Research</b>	Administrative Support Specialist	2.00	2.00	2.00	3.00
		Data Analyst, Senior	-	-	-	1.00
		Police Corporal	-	-	-	4.00
		Police Criminal Intelligence Analyst	5.00	5.00	5.00	5.00
		Police Lieutenant	-	-	-	2.00
		Police Officer	-	-	-	8.00
		Police Sergeant	-	-	-	2.00
		Sting Center and Grants Manager	-	-	-	1.00
	<b>Planning &amp; Research Total</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>26.00</b>
	<b>SABLE</b>	Police Command Pilot	1.00	1.00	1.00	1.00
		Police Lead Pilot	1.00	1.00	1.00	1.00
	<b>SABLE Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
	<b>Special Investigations</b>	Administrative Support Specialist	1.00	1.00	1.00	1.00
		Police Captain	1.00	1.00	1.00	1.00
		Police Corporal	10.00	8.00	8.00	8.00
		Police Lieutenant	1.00	1.00	1.00	1.00
		Police Officer	14.00	16.00	16.00	15.00
		Police Sergeant	4.00	4.00	4.00	4.00
	<b>Special Investigations Total</b>		<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>30.00</b>
	<b>Special Operations</b>	Police Officer	51.00	46.00	46.00	17.00
	<b>Special Operations Total</b>		<b>51.00</b>	<b>46.00</b>	<b>46.00</b>	<b>17.00</b>



Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
	<b>Uniform Patrol</b>	Administrative Support Specialist	2.00	2.00	2.00	2.00
		Court Officer	1.00	1.00	1.00	1.00
		Police Captain	3.00	2.00	2.00	3.00
		Police Corporal	30.00	34.00	34.00	36.00
		Police Lieutenant	8.00	8.00	8.00	8.00
		Police Officer	83.00	84.00	84.00	112.00
		Police Sergeant	18.00	18.00	18.00	18.00
		Traffic Investigators	2.00	2.00	2.00	2.00
	<b>Uniform Patrol Total</b>		<b>147.00</b>	<b>151.00</b>	<b>151.00</b>	<b>182.00</b>
<b>Police Department Total</b>			<b>346.00</b>	<b>344.00</b>	<b>344.00</b>	<b>348.00</b>
<b>Fire Department</b>	<b>Community Risk Reduction</b>	Community Risk Reduction Coordinator	1.00	1.00	1.00	1.00
	<b>Community Risk Reduction Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
	<b>Fire Administration</b>	Administrative Support Specialist	1.00	1.00	1.00	1.00
		Emergency Management & Planning Coordinator	-	1.00	1.00	-
		Fire Chief	1.00	1.00	1.00	1.00
		Human Resource Technician	1.00	1.00	1.00	1.00
		Project & Budget Analyst	-	-	-	1.00
	<b>Fire Administration Total</b>		<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
	<b>Fire and Life Safety</b>	Administrative Support Technician	1.00	1.00	1.00	1.00
		Fire Battalion Chief	1.00	1.00	1.00	1.00
		Fire Captain Dayshift	2.00	2.00	2.00	2.00
		Fire Inspector	-	1.00	1.00	-
		Fire Master Firefighter Day	3.00	3.00	3.00	5.00
	<b>Fire and Life Safety Total</b>		<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>
	<b>Fire Fleet Maintenance</b>	Emergency Vehicle Tech I	1.00	1.00	1.00	1.00
		Emergency Vehicle Tech II	1.00	1.00	1.00	1.00
		Service/Shop Supervisor	1.00	1.00	1.00	1.00
	<b>Fire Fleet Maintenance Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
	<b>Fire Support Services</b>	Assistant Fire Chief	1.00	1.00	1.00	1.00
		Data Analyst, Senior	1.00	1.00	1.00	1.00
		Fire Captain Dayshift	1.00	1.00	1.00	1.00
		Fiscal Support Specialist	1.00	1.00	1.00	1.00
		Public Information Officer	-	-	-	1.00
		Systems Analyst	1.00	1.00	1.00	-
	<b>Fire Support Services Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
	<b>Fire Training</b>	Administrative Support Specialist	1.00	1.00	1.00	1.00
		Fire Battalion Chief	1.00	1.00	1.00	1.00
		Fire Captain Dayshift	1.00	1.00	1.00	-
		Fire Master Firefighter Day	3.00	2.00	2.00	2.00
		Firefighter Dayshift	1.00	2.00	2.00	-
	<b>Fire Training Total</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>4.00</b>
	<b>Firefighting</b>	Administrative Services Manager	-	-	-	1.00
		Assistant Fire Chief	3.00	3.00	3.00	1.00
		Deputy Fire Chief	1.00	1.00	1.00	1.00
		Fire Battalion Chief	6.00	6.00	6.00	7.00
		Fire Business & Organizational Development Mgr	1.00	1.00	1.00	-
		Fire Captain	47.00	45.00	45.00	48.00
		Fire Captain Dayshift	2.00	3.00	3.00	1.00
		Fire EMS Coordinator	-	1.00	1.00	1.00
		Fire Master Firefighter	47.00	48.00	48.00	47.00
		Firefighter	84.00	85.00	85.00	86.00
		Firefighter Dayshift	2.00	-	-	1.00
	<b>Firefighting Total</b>		<b>193.00</b>	<b>193.00</b>	<b>193.00</b>	<b>194.00</b>
<b>Fire Department Total</b>			<b>219.00</b>	<b>221.00</b>	<b>221.00</b>	<b>220.00</b>
<b>Public Services Department</b>	<b>Buildings</b>	Administrative Support Technician	1.00	1.00	1.00	1.00
		Buildings & Facilities Superintendent	1.00	1.00	1.00	1.00
		Facilities Crew Leader	1.00	1.00	1.00	1.00
		Facilities Project Coordinator	-	1.00	1.00	1.00
		Facilities Specialist	4.00	4.00	4.00	4.00
		Facilities Technician	1.00	1.00	1.00	1.00
		Housekeeper	1.00	1.00	1.00	1.00
		Sr. Facilities Specialist	1.00	1.00	1.00	1.00
	<b>Buildings Total</b>		<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>



Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
	<b>Public Services Administration</b>	Business & Employee Development Mgr	1	1	1	1
		Director of Public Services	1	1	1	1
		Public Services Compliance Officer	1	2	2	2
		Safety and Training Specialist	1	1	1	1
		Sustainability Project Manager	1	1	1	1
	<b>Public Services Administration Total</b>		<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>
	<b>Streets</b>	Administrative Support Technician	1	1	1	-
		Construction Crew Leader	4	4	4	5
		Construction Supervisor	2	2	2	2
		Equipment Operator	4	4	4	4
		Fiscal Support Specialist	-	-	-	1
		Heavy Equipment Operator	1	1	1	1
		Public Services Field Operations Manager	-	-	-	1
		Quality Control Technician	2	2	2	-
		Sr. Construction Workers	9	9	9	10
		Streets Construction Manager	1	1	1	-
		Streets Manager	1	1	1	-
	<b>Streets Total</b>		<b>25</b>	<b>25</b>	<b>25</b>	<b>24</b>
	<b>Public Services Department Total</b>		<b>40</b>	<b>42</b>	<b>42</b>	<b>41</b>
<b>Engineering</b>	<b>Engineering</b>	City Engineer	1	1	1	1
		City Surveyor	1	1	1	1
		Construction Inspector	3	3	3	3
		Construction Manager	1	1	1	1
		Construction Project Manager	3	3	3	-
		Contract Administrator	1	1	1	1
		Division Engineer	1	1	1	1
		Engineering Technician - Public Services	1	1	1	1
		Engineering Technology Specialist	1	1	1	1
		Fiscal Support Specialist	-	-	-	1
		GIS Analyst	2	2	2	1
		Plan Review Engineer	1	1	1	1
		Project Engineer	2	2	2	2
		Project Manager	-	-	-	5
		Property Acquisition Specialist	1	1	1	1
		Quality Control Technician	2	2	2	2
		Sr. Construction Project Manager	1	1	1	-
		Sr. Engineering Tech	1	1	1	1
		Sr. Project Engineer	1	1	1	1
		Sr. Project Manager	-	-	-	1
		Staff Engineer - Engineering	1	1	1	1
		Survey Chief	3	3	3	3
		Survey Project Manager	1	1	1	1
		Survey Technician	2	2	2	2
	<b>Engineering Total</b>		<b>31</b>	<b>31</b>	<b>31</b>	<b>33</b>
<b>Engineering Total</b>			<b>31</b>	<b>31</b>	<b>31</b>	<b>33</b>
<b>CD/HM Grant and Loan Fund</b>	<b>CD/HM Grant &amp; Loan Fund - Community Development</b>	Community Development Analyst Compliance	1	1	1	1
		Community Development and Housing Planner	1	1	1	1
		Community Development Specialist	1	1	1	1
		Lead Hazard Grant Coordinator - Grant Funded	-	-	1	1
	<b>CD/HM Grant &amp; Loan Fund - Community Development Total</b>		<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
	<b>CD/HM Grant &amp; Loan Fund - Finance Accounting</b>	Accountant	1	1	1	1
		Accountant, Senior	1	1	1	1
	<b>CD/HM Grant &amp; Loan Fund - Finance Accounting Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>CD/HM Grant &amp; Loan Fund - Housing</b>	Administrative Support Technician	1	1	1	1
		Community Development Analyst Compliance	1	1	1	1
		Housing Rehabilitation Technician, Senior	1	1	1	1
	<b>CD/HM Grant &amp; Loan Fund - Housing Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>CD/HM Grant and Loan Fund Total</b>			<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted	
Fleet	Fleet Maintenance & Replacement	Administrative Support Supervisor	1.00	1.00	1.00	-	
		Administrative Support Technician	1.00	1.00	1.00	1.00	
		Assistant Fleet Manager	1.00	1.00	1.00	1.00	
		Auto/Equipment Mechanic - Heavy	5.00	5.00	5.00	5.00	
		Auto/Equipment Mechanic - Light	4.00	4.00	4.00	4.00	
		Fiscal Support Specialist	-	-	-	1.00	
		Fleet Manager	1.00	1.00	1.00	1.00	
	<b>Fleet Maintenance &amp; Replacement Total</b>		<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	
<b>Fleet Total</b>			<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	
Parking	Parking Facility - Street Parking	Assistant Parking Manager	-	-	-	1.00	
		Fiscal Support Specialist	1.00	1.00	1.00	1.00	
		Parking Manager	1.00	1.00	1.00	1.00	
	<b>Parking Facility - Street Parking Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	
<b>Parking Total</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	
Recycling and Trash Services	Bulky Waste Collection	Recycling and Trash Crew Leader	-	-	-	1.00	
		Recycling and Trash Operator	5.00	5.00	5.00	4.00	
		Recycling and Trash Worker	2.00	2.00	2.00	2.00	
		<b>Bulky Waste Collection Total</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
	Customer Refuse	Recycling and Trash Crew Leader	-	-	-	1.00	
		Recycling and Trash Manager	1.00	1.00	1.00	1.00	
		Recycling and Trash Operator	20.00	20.00	20.00	19.00	
		Recycling and Trash Worker	8.00	8.00	8.00	8.00	
		<b>Customer Refuse Total</b>		<b>29.00</b>	<b>29.00</b>	<b>29.00</b>	<b>29.00</b>
	Downtown Collection	Recycling and Trash Crew Leader - Downtown	2.00	2.00	2.00	2.00	
		Recycling and Trash Manager	1.00	1.00	1.00	1.00	
		Recycling and Trash Operator - Downtown	8.00	8.00	8.00	8.00	
		<b>Downtown Collection Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
	Recycling	Recycling and Trash Crew Leader	-	-	-	1.00	
		Recycling and Trash Operator	5.00	5.00	5.00	4.00	
		<b>Recycling Total</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
	Recycling and Trash Services Administration	Administrative Support Technician - Recycling and Trash Services	3.00	3.00	3.00	3.00	
Recycling and Trash Manager		1.00	1.00	1.00	1.00		
		<b>Recycling and Trash Services Administration Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Solid Waste Administration	Superintendent of Recycling and Trash Services	1.00	1.00	1.00	1.00		
	<b>Solid Waste Administration Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	
Yard Waste	Recycling and Trash Crew Leader	-	-	-	1.00		
	Recycling and Trash Manager	1.00	1.00	1.00	1.00		
	Recycling and Trash Operator	12.00	12.00	12.00	11.00		
	Recycling and Trash Worker	5.00	5.00	5.00	5.00		
	<b>Yard Waste Total</b>		<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	
	<b>Recycling and Trash Services Total</b>		<b>75.00</b>	<b>75.00</b>	<b>75.00</b>	<b>75.00</b>	
Golf Course Fund	Municipal Golf Course	Assistant Golf Course Superintendent	1.00	1.00	1.00	1.00	
		Golf Course Manager	1.00	1.00	1.00	1.00	
		Golf Course Superintendent	1.00	1.00	1.00	1.00	
		Recreation Assistant	1.00	1.00	1.00	1.00	
		Recreation Coordinator	1.00	1.00	1.00	1.00	
		Turf Grass Technician	1.00	1.00	1.00	1.00	
		Turf Grass Worker	4.00	4.00	4.00	4.00	
	<b>Municipal Golf Course Total</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	
	<b>Golf Course Fund Total</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	
Stormwater Management	Stormwater Engineering	Engineering Technician	-	-	-	1.00	
		Public Services Construction Manager	-	-	-	1.00	
		Quality Control Technician	-	-	-	2.00	
		Sr. Project Engineer	-	-	-	1.00	
		Sr. Storm Water Worker	-	-	-	1.00	
		Storm Water Operator	-	-	-	1.00	
		<b>Stormwater Engineering Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>7.00</b>
	Stormwater Maintenance	Administrative Support Supervisor	1.00	1.00	1.00	1.00	
		Drainage Manager	1.00	1.00	1.00	-	
		Heavy Equipment Operator	-	1.00	1.00	1.00	
Sr. Small Engine Mechanic		1.00	1.00	1.00	1.00		
	<b>Stormwater Maintenance Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
	<b>Stormwater Management Total</b>		<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>19.00</b>	

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
		Storm Water Crew Leader	5.00	5.00	5.00	5.00
		Storm Water Operator	12.00	12.00	12.00	13.00
		Storm Water Supervisor	4.00	4.00	4.00	4.00
		Storm Water Worker	5.00	6.00	6.00	6.00
	<b>Stormwater Maintenance Total</b>		<b>50.00</b>	<b>51.00</b>	<b>51.00</b>	<b>50.00</b>
	<b>Stormwater Services</b>	Administrative Support Technician	1.00	1.00	1.00	1.00
		GIS Analyst	2.00	2.00	2.00	-
		Project Engineer	1.00	1.00	1.00	-
		Storm Water GIS Manager	1.00	1.00	1.00	-
		Storm Water Program Education Manager	1.00	1.00	1.00	1.00
		Storm Water Services Manager	1.00	1.00	1.00	1.00
		Storm Water Specialist	2.00	1.00	1.00	1.00
		Watershed Coordinator	1.00	1.00	1.00	1.00
	<b>Stormwater Services Total</b>		<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>5.00</b>
<b>Stormwater Management Total</b>			<b>60.00</b>	<b>60.00</b>	<b>60.00</b>	<b>62.00</b>
<b>Wilmington Metropolitan Planning Organization</b>	<b>WMPO</b>	Accountant	1.00	-	-	-
		Associate Transportation Planner	4.00	4.00	4.00	4.00
		Deputy Transportation Planning Manager	-	-	-	1.00
		GIS Analyst	1.00	1.00	1.00	1.00
		Planner, Senior	1.00	1.00	1.00	-
		Project Engineer	1.00	1.00	1.00	-
		Project Engineer, Senior	1.00	1.00	1.00	-
		Project Manager	-	-	-	1.00
		Sr. Accountant	-	1.00	1.00	1.00
		Traffic Counter	1.00	1.00	1.00	1.00
		Transportation Planning Engineer	-	-	-	1.00
		Transportation Planning Manager	1.00	1.00	1.00	1.00
	<b>WMPO Total</b>		<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Wilmington Metropolitan Planning Organization Total</b>			<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Grand Total</b>			<b>1,045</b>	<b>1,050</b>	<b>1,051</b>	<b>1,063</b>

Part Time

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
<b>Human Resources</b>	<b>Human Resources</b>	Hr Data Integrity/Process Specialist	0.48	-	-	-
	<b>Human Resources Total</b>		<b>0.48</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Human Resources Total</b>			<b>0.48</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Services</b>	<b>Inland Greens Course/Park</b>	Recreation Assistant	0.48	0.48	0.48	0.48
		Recreation Specialist	0.96	0.96	0.96	0.96
	<b>Inland Greens Course/Park Total</b>		<b>1.44</b>	<b>1.44</b>	<b>1.44</b>	<b>1.44</b>
	<b>Parks and Recreation</b>	Facilities Technician	-	-	-	-
		Food Service Attendant	1.48	1.48	1.48	1.48
		Grounds Technician	1.72	1.72	1.72	1.72
		Recreation Assistant	4.79	5.27	5.27	5.27
		Recreation Coordinator	2.24	1.36	1.36	1.36
		Recreation Specialist	4.03	4.26	4.26	4.26
	<b>Parks and Recreation Total</b>		<b>14.26</b>	<b>14.09</b>	<b>14.09</b>	<b>14.09</b>
<b>Community Services Total</b>			<b>15.70</b>	<b>15.53</b>	<b>15.53</b>	<b>15.53</b>
<b>Police Department</b>	<b>Administrative Services Bureau</b>	Administrative Support Specialist	0.25	-	-	-
		Code Enforcement Officer	0.96	-	-	-
		Housekeeper	-	0.48	0.48	-
		Police Cadet	5.72	5.72	5.72	3.64
	<b>Administrative Services Bureau Total</b>		<b>6.93</b>	<b>6.20</b>	<b>6.20</b>	<b>3.64</b>

Dept	Division	Position Title	FY19 Actuals	FY20 Adopted	FY20 Adjusted	FY21 Adopted
	<b>Criminal Investigations</b>	Forensic Chemist - Grant Funded	1.00	-	-	-
		Forensic Chemist (P/T)	0.40	-	-	-
		Forensic Lab Technician Grant Funded	1.00	-	-	-
	<b>Criminal Investigations Total</b>		<b>2.40</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Office of the Chief</b>	Police Background Investigator	2.00	2.00	2.00	2.00
	<b>Office of the Chief Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
	<b>Uniform Patrol</b>	Gang Prevention Specialist	0.48	-	-	-
		Police Pilot	0.98	-	-	-
	<b>Uniform Patrol Total</b>		<b>1.46</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Police Department Total</b>			<b>12.79</b>	<b>8.20</b>	<b>8.20</b>	<b>5.64</b>
<b>Fire Department</b>	<b>Community Risk Reduction</b>	Fire & Life Safety Educator	-	-	-	0.48
	<b>Community Risk Reduction Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.48</b>
	<b>Fire and Life Safety</b>	Admin Support Assistant	0.49	0.49	0.49	0.49
	<b>Fire and Life Safety Total</b>		<b>0.49</b>	<b>0.49</b>	<b>0.49</b>	<b>0.49</b>
	<b>Fire Support Services</b>	Administrative Support Technician	-	-	-	0.48
	<b>Fire Support Services Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.48</b>
	<b>Firefighting</b>	Admin Support Specialist	0.48	0.48	0.48	0.48
		Fire Accreditation Specialist	0.48	0.48	0.48	0.48
	<b>Firefighting Total</b>		<b>0.96</b>	<b>0.96</b>	<b>0.96</b>	<b>0.96</b>
<b>Fire Department Total</b>			<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>2.41</b>
<b>CD/HM Grant and Loan Fund</b>	<b>CD/HM Grant &amp; Loan Fund - Finance Account</b>	Fiscal Support Technician	0.96	0.96	0.96	0.96
	<b>CD/HM Grant &amp; Loan Fund - Finance Accounting Total</b>		<b>0.96</b>	<b>0.96</b>	<b>0.96</b>	<b>0.96</b>
<b>CD/HM Grant and Loan Fund Total</b>			<b>0.96</b>	<b>0.96</b>	<b>0.96</b>	<b>0.96</b>
<b>Golf Course Fund</b>	<b>Municipal Golf Course</b>	Recreation Assistant	1.00	1.00	1.00	1.00
		Starter/Marshall	1.92	1.92	1.92	1.92
	<b>Municipal Golf Course Total</b>		<b>2.92</b>	<b>2.92</b>	<b>2.92</b>	<b>2.92</b>
<b>Golf Course Fund Total</b>			<b>2.92</b>	<b>2.92</b>	<b>2.92</b>	<b>2.92</b>
<b>Grand Total</b>			<b>34.30</b>	<b>29.06</b>	<b>29.06</b>	<b>27.46</b>

## GLOSSARY

**Accrual Basis** – a method of accounting wherein revenues are recognized when they are earned and expenses are recognized when they are incurred.

**ADA** – Americans with Disabilities Act.

**Ad Valorem Tax** – a tax levied on the assessed value of real property. Property taxes are Ad Valorem taxes.

**Allotment** – is a portion of the budget allotted for a given purpose.

**Appropriation** – a specific amount of money authorized by the City Council for the purchase of goods and services. The City Council makes separate appropriations for each expenditure activity.

**Assessed Property Value** – the value set upon real estate or other property by the County as a basis for levying taxes in the City.

**Authorized Positions** – the number of regular employees in the City government. The City Council sets the number of Authorized Positions in adopting the budget.

**Balanced Budget** – a budget in which planned revenues are equal to planned expenditures. All budgets are required by the State of North Carolina to be balanced.

**Benefits** – payments by the City to provide benefits to employees. Examples include Social Security, retirement, medical insurance, and life insurance.

**Bond Rating** – the level of credit risk as evaluated by a bond company associated with the City's bond issue. A bond rating ranges from AAA, the highest possible, to D, or default. The higher the City's bond rating, the lower the interest rate to the City on projects financed with bonds.

**Bonds** – a certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specific future date. In the budget document, these payments are identified as 'debt service.' Bonds are used to obtain long-term financing for some capital improvements.

**Budget** – an annual proposed plan for receiving and spending money for a fiscal year.

**Budget Ordinance** – the ordinance that levies taxes and appropriates revenues for specified purposes during a fiscal year.

**CADD** – Computer Aided Drafting Design system.

**Capital Balances** – funds available from the completion of a capital project which are transferred to another capital project.

**Capital Outlay** – equipment or improvements with an expected life of more than one year and a value of more than \$5,000.

**CIP** – Capital Improvement Program.

**Contingency** – an appropriation of funds to cover unforeseen events that occur during the fiscal year.



**COPs** – Certificates of Participation. A municipal obligation secured by relatively short-term leases on public facilities. Voter approval is not required.

**Core Values** – the City’s principles of quality.

**Debt Service** – the sum of money required to pay installments of principal and interest on borrowed funds such as bonds.

**Department** – the principal organizational units of the City government. Each City employee is assigned to a department.

**Division** – a sub-unit of a department. Larger departments are composed of several divisions having a specific function within the department.

**Effectiveness** – indicator of service quality of (outcome) progress toward objectives. Tells “how well” the degree to which customers are satisfied with a service or how accurately or timely a service is provided.

**Efficiency** – cost per unit of output or level of service provided per employee or work period. Reflects the relationship between work performed and the resources required performing it.

**Encumbrance** – an amount of money committed for the payment of goods or services for which payment has not yet been made.

**Enterprise Fund** – a fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the City Council is to fund the cost of enterprise services fully or predominantly through user fees. There are four enterprise funds: Golf Course Fund, Parking Facilities Fund, Solid Waste Management Fund, Stormwater Management Fund.

**Fiscal Year** – a 12 month period to which the annual budgets apply. In North Carolina, fiscal years for local governments are required by State Statute to begin July 1 and end June 30.

**Focus Areas** – chosen by City Council that drive the strategic direction and resources of the city.

**Fund** – a set of accounts to record revenues and expenditures associated with a specific purpose in accordance with regulations, restrictions, or limitations, and constituting an independent fiscal and accounting entity.

**Fund Balance** – the accumulated excess of revenues and other financing sources over expenditures and other financing uses for governmental functions.

**General Obligation Bonds** – bonds which are backed by the full faith and credit of the issuing government.

**GFOA** – Government Finance Officers Association.

**GIS** – Geographic Information System.

**Goals** – broad guiding principles of intention and desired results as put forth in the Mission.

**Governmental Funds** – funds used to account for those functions reported as governmental activities.



**Grant** – a payment from one level of government to another. Federal and State aid to local governments is often in this form. Grants are usually made for specific purposes.

**GTV-8** – the City of Wilmington’s government television channel (cable channel 8).

**Interfund Transfer** – as authorized by City Council, the transfer of budgeted funds between accounting funds.

**Intergovernmental Revenues** – revenues the City receives from federal, state, and county governments in the form of grants, reimbursements, payments in lieu, shared revenues, and/or entitlements.

**Internal Service Fund** – an accounting fund used to finance goods or services provided by one governmental department or agency to another on a cost reimbursement basis.

**Levy** – The imposition or collection of an assessment – as in property tax.

**ISO** – Insurance Service Office, Inc. This organization evaluates and rates a community’s ability to respond and suppress fires. This rating provides the insurance industry with the level of risk associated in a given community. The ratings range from 1 to 10, with 1 being the best public protection.

**Local Government Commission (LGC)** – The Local Government Commission (LGC) is a non-profit, nonpartisan, membership organization that provides inspiration, technical assistance, and networking to local elected officials and other dedicated community leaders.

**Lease Purchase Agreements** – contracted agreements which are termed leases, but which apply the lease amount to the purchase.

**Lis Pendens** – a pending suit or lien placed through the courts on real property.

**Mission** – broad statement identifying who, for what purpose, for whom, and why.

**Modified Accrual Basis** – a method of accounting wherein revenues are recorded when the amount becomes measurable, and expenditures are recorded when the liability is actually incurred.

**Municipal Service District (MSD)** – a service district is a defined area within a municipality or county in which the unit’s governing board levies an additional property tax in order to provide extra services to the residents or properties in the district.

**Nondepartmental Accounts** – items of expenditure essential to the operation of the City which either do not fall within the function of any department or which provide for expenditures related to more than one department.

**NCLGBA** – North Carolina Local Government Budget Association.

**NPDES** – National Pollutant Discharge Elimination System.

**Objectives** – specific statements of measurable targets that are to be achieved in order to meet a Goal.

**Operating Expenses** – costs, other than expenditures for salaries and benefits and capital outlay, which are necessary to support the services of the organization. Examples are: printing charges, departmental supplies, electricity, and construction materials.

**Ordinance** – a law set forth by a governmental authority; *specifically*: a municipal regulation.

**Outside Agency** – not-for-profit agencies providing human, ecological, and economic development services. The City funds many outside agencies that benefit the citizens of Wilmington and provide services consistent with the City’s objectives.

**Performance Measures** – quantifiable means to evaluate workload, efficiency, and effectiveness performance levels, directly related to a department’s goals and objectives.

**Personnel** – expenditures made for salaries and wages for regular and temporary employees of the City.

**Property Tax** – a tax levied on the assessed value of real property. This tax is also known as Ad Valorem Tax.

**Proprietary Funds** – are a classification of funds that include Enterprise Funds and Internal Service Funds.

**Rolling Stock** – term used to refer to the City’s fleet of wheeled vehicles.

**Section** – a sub-unit of a division having a specific function within the division.

**Sundry** – miscellaneous appropriations for the general operation of a fund but not directly associated with a specific department’s operating expenditures. Sundry appropriations can include non-departmental accounts, outside agencies, debt service, transfers to other funds, and contingency.

**Surplus** – an excess of revenues over expenditures.

**Tax Base** – the total assessed value of real, personal and state appraised property within the City.

**Tax Year** – the calendar year in which tax bills are sent to property owners.

**Transportation Advisory Committee (TAC)** – the governing body for the Wilmington Urban Area Metropolitan Planning Organization.

**Unified Development Ordinance (UDO)** – combines the City and County zoning and subdivision ordinances into one document.

**Wilmington Urban Area Metropolitan Planning Organization (MPO)** – a group of governmental entities and private enterprise formed to steer long range planning in New Hanover County.

**Workload** – input/output. How much or how many products or services were handled or produced.