



**City of Havelock  
Proposed Annual Budget  
Fiscal Year 2020-21**

**TO:** Honorable Mayor Will Lewis  
Board of Commissioners

**FROM:** Frank Bottorff, Manager & Budget Officer

**DATE:** May 11, 2020

**RE:** Proposed FY 2020-21 Budget Transmittal Letter

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### **Introduction**

Generally described, a budget document outlines policy direction and serves as an understanding of the City's fiscal year operating and capital programs. It reflects the City's commitment to maintain required services along with striving to improve the quality of service activities while keeping the impact of taxes and fees to citizens at an appropriate level.

This upcoming FY 2020-21 budget presents us with a new set of challenges that are somewhat different from recent budget years. Economic growth on the national level was going strong, but has been severely impacted by the COVID-19 pandemic. Although property taxes have seemed to remain stable, sales tax revenue is expected to be lower than originally predicted because of the pandemic restrictions and economic impact that will carry over into our new fiscal year. Predictions for sales tax revenue vary widely by source and the rate of the economic recovery is unclear. Locally, the costs of goods and services have continued to rise although the bottom line is a reduced revenue stream with the cost of goods trending slightly upward.

The proposed FY 2020-21 budget and accompanying workbook presented on this date is balanced for beginning governing body debate on crafting a final budget document. Accounted for were new mandated expenses while maintaining priority services. In doing so, the budget was funded at the tax rate of \$0.59, which is no change from last fiscal year. A 1.5% rate increase is proposed on water, sewer and trash services along with including some other proposed rate schedule increases.

Additionally, the following amounts were appropriated to balance the budget:

- General Fund, Fund Balance of \$370,747
- Sewer Retained Earnings of \$524,658
- Water Retained Earnings of \$60,197
- Powell Bill Fund Balance of \$98,533
- E911 Fund Balance of \$30,245

### **Budget Planning Considerations**

This proposed budget was developed with the goal of presenting a balanced budget to the Board of Commissioners. Achieving a balanced budget required the prioritization of services and capital investments resulting in some services being underfunded and other capital investments being unfunded or funded through fund balance or retained earnings. Major discussion issues are presented below.

### **Pay and Compensation**

The local Consumer Price Index for All Urban Consumers (CPI-U) was at 2.5% in March of this year. The COVID-19 shutdown continues to have an impact on the CPI and in April, it was reduced to 1.6% and as of 12 May is 1.4%. To help mitigate the impacts of inflation, this budget includes a COLA of 1.0% for employee salaries. The cost, including benefits, of the COLA is \$56,003 for the General Fund and \$12,954 for the Enterprise Funds.

### **Fund Balance and Retained Earnings**

General Fund, Fund Balance use is necessary to help fund several capital or capital reserve items, including a fire rescue vehicle, a fire engine, a mini excavator, 4 police vehicles and road paving reserve.

Water Fund Retained Earnings use is necessary to help fund requirements including several capital reserves for the following items: plant generator, year 3 of 4 for the filter media replacement, building expansion, and year 3 of 4 for Well #7.

The Sewer Fund Retained Earnings use is necessary to help fund requirements including, year 4 of 5 for a plant rehabilitation project of \$192,940 and year 2 of the plant SCADA upgrade for \$200,000. Additionally, the budget includes \$88,000 for sewer lines replacement reserve as directed by the Board of Commissioners during the 2019-20 budget meetings.

Included in the Solid Waste budget is a \$130,284 administration fee. This administrative fee was started last budget year and increased this year. This increase

brings the Solid Waste program costs closer to representing the true cost of independent operations of the enterprise. The costs are a reimbursement to cover administrative services (City Manager, Administration, Finance and IT) and oversight that have been covered by the General Fund.

Other General Fund, Fund Balance and Sewer or Water Fund Retained Earnings expenditures could be considered during the budget process. The use of balances in the funds could be considered to meet additional requirements presented in the Unfunded Priority List. The Water Fund Retained Earnings is increasing slightly (\$200,000) and remains steady around the minimum recommended balance. Sewer Fund Retained Earnings will go down by \$700,000 during the current budget year, and is expected to continue to be stressed during the proposed budget year.

**Personnel**

This year’s budget does not include any recommended increases in personnel totals. Across the organization, most departments struggle to meet the expected levels of service with the current personnel levels. The following is a list of personnel requested by departments:

(3) Firefighters/EMT	\$160,000	General Fund
(1) Telecommunications Clerk	\$43,000	General Fund
(1) Planning P/T Nuisance	\$16,000	General Fund
(1) Public Services Auto Technician	\$51,000	All Funds
(1) Public Services Budget Assistant	\$57,000	All Funds
(2) Lines Utility Service Worker	\$89,000	Water/Sewer Funds
(1) Public Services P/T Utilities	\$8,000	Water/Sewer Funds

**Revenue**

Several increases to revenue will be presented during this budget cycle including Water and Sewer rates and fees, and the Permit and Inspections Fee Schedule. The proposed 1.5% CPI increases to the water, sewer and solid waste rates are already included within the current budget. Additionally, the proposed increases for the Planning Fee Schedule are included as revenue within the proposed budget.

## Conclusion

<b>Budget Year Comparisons</b>	<b><u>Actual 2018-19</u></b>	<b><u>Budget 2019-20</u></b>	<b><u>Proposed 2020-2021</u></b>
Gen./Powell Fund	\$16,289,057	\$14,065,913	\$11,804,899
Water Fund	\$3,075,300	\$3,421,844	\$2,827,847
Sewer Fund	\$6,158,623	\$5,430,954	\$4,498,657
Solid Waste	\$1,159,674	\$1,216,852	\$1,110,718
Tourist Center	\$465,482	\$465,829	\$442,082
E911	<u>\$239,118</u>	<u>\$338,240</u>	<u>\$177,600</u>
<b>Totals</b>	<b><u>\$27,387,254</u></b>	<b><u>\$24,939,632</u></b>	<b><u>\$20,861,803</u></b>

The recommended property tax remains at \$0.59/hundred tax rate in this budget. Additionally, the average home value within the City of Havelock, as presented by the Craven County Assessor, remains unchanged at \$120,035, resulting in an average home tax bill of \$708.21. The tax assessor has estimated that the City's tax base will increase about \$21,000,000 from last year. This amounts to an approximate tax revenue increase of \$120,000. This gain is partially offset by a decrease of \$78,590 in sales tax revenue.

This proposed budget for fiscal year 2020-2021 continues to fund essential city services and places a high priority on public safety, and water and sewer service. As required by State Statute, the budget is balanced with revenues and expenditures in each fund and is hereby submitted for your review and consideration.

## Table of Contents

<u>Departments</u>	<u>Page</u>
General Fund Revenues	2-3
Governing Body	4-5
ACT	6-7
Administration	8-9
Economic Development	10-11
Finance & Customer Service	12-15
Legal Department	16-17
Information Technology	18-19
Planning & Inspections	20-21
Police	22-23
Telecommunications	24-25
E911 Fund	26-27
Animal Control	28-29
Fire & Rescue	30-31
Public Services Administration	32-33
Traffic/Street Lights	34-35
Fleet Maintenance	36-37
Streets/Maintenance	38-39
Powell Bill	40-41
Storm Water	42-43
Facilities & Grounds	44-45
Parks & Recreation	46-47

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# General Fund Revenues

**Mission:**

The City of Havelock's mission is to promote the highest quality of life possible for its citizens while recognizing limitations and available resources. The City will utilize those resources to provide leadership and quality customer service. All services shall be delivered in the most cost-effective methods based on the needs of the community and the requirements of all applicable laws. This mission shall be performed in partnership with our citizens, our neighbors, and other governmental entities.

## PROGRAM DESCRIPTIONS

**Revenues:**

General Fund revenues provide the resources to support the general fund activities of the City of Havelock. These include public safety functions, parks and recreation, cultural activities, public works and general government. Additional information regarding the general fund revenues may be obtained by contacting Lee Tillman, Director of Finance, at (252) 444-6403 or [LTillman@HavelockNC.US](mailto:LTillman@HavelockNC.US)

## RESOURCES

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$4,638,342	\$4,527,250	\$4,534,844	Ad Valorem Taxes	\$4,630,000	\$4,630,000	\$0
\$577,480	\$475,000	\$575,195	Motor Vehicle Taxes	\$575,000	\$575,000	\$0
\$86,801	\$87,000	\$86,750	Beer/Wine Tax	\$86,750	\$86,750	\$0
\$1,176,375	\$1,200,000	\$1,186,006	Franchise Taxes	\$1,185,000	\$1,185,000	\$0
\$2,604,947	\$2,619,550	\$2,767,357	Sales Tax	\$2,540,960	\$2,540,960	\$0
\$116,925	\$116,925	\$116,925	BOE-SRO	\$116,925	\$116,925	\$0
\$468,503	\$465,000	\$457,668	Powell Bill	\$450,000	\$450,000	\$0

<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 18-19</b>		<b>FY 19-20</b>	<b>FY 19-20</b>	<b>FY 19-20</b>
<b>Actual</b>	<b>Budget</b>	<b>Projected</b>		<b>Departmental Requested</b>	<b>City Manager Recommended</b>	<b>Difference</b>
\$915	\$800	\$800	<b>Beer Licenses</b>	\$800	\$800	\$0
\$134,025	\$82,725	\$170,074	<b>Permits (Planning &amp; Inspections)</b>	\$91,300	\$91,300	\$0
\$358,203	\$317,975	\$362,365	<b>Rents</b>	\$347,000	\$347,000	\$0
\$300,000	\$250,000	\$300,000	<b>EMS County Contribution</b>	\$300,000	\$300,000	\$0
\$629,938	\$700,000	\$700,000	<b>EMS Billing Revenues</b>	\$625,000	\$625,000	\$0
\$0	\$0	\$0	<b>Stormwater Revenues</b>	\$0	\$0	\$0
\$311,859	\$255,071	\$246,028	<b>Interest</b>	\$158,700	\$158,700	\$0
\$7,024	\$5,350	\$6,000	<b>Court Fees/ABC Revenues</b>	\$4,350	\$4,350	\$0
\$1,757,688	\$243,382	\$1,584,560	<b>Other Revenue</b>	\$124,634	\$124,634	\$0
\$0	\$1,393,311	\$1,393,311	<b>Fund Balance Appropriated</b>	\$0	\$370,747	-\$370,747
\$0	\$439,961	\$439,961	<b>Powell Bill Fund Balance Appropriated</b>	\$0	\$98,533	-\$98,533

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# Governing Body Department

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**Mission:**

The City of Havelock's mission is to promote the highest quality of life possible for its citizens while recognizing limitations and available resources. The City will utilize those resources to provide leadership and quality customer service. All services shall be delivered in the most cost effective methods based on the needs of the community and the requirements of all applicable laws. This mission shall be performed in partnership with our citizens, our neighbors, and other governmental entities.

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## PROGRAM DESCRIPTIONS

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**Board of Commissioners Operations:**

The Board of Commissioners is responsible for providing leadership and direction in formulating the goals, objectives and policies for the City. Additional information regarding the Board of Commissioners Department may be obtained by contacting Cindy Morgan, City Clerk, at (252) 444-6406 or CMorgan@HavelockNC.US.

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## RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$49,432	\$66,750	\$66,750	Personnel	\$69,590	\$67,500	\$2,090
\$92,253	\$123,607	\$123,607	Operations	\$161,928	\$153,228	\$8,700
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$141,685	\$190,357	\$190,357	<b>Total</b>	\$231,518	\$220,728	\$10,790
-	-	-	Authorized FTE	-	-	-



# Contributions-Allies for Cherry Point's Tomorrow

**Mission:**

The City of Havelock's mission is to promote the highest quality of life possible for its citizens while recognizing limitations and available resources. The City will utilize those resources to provide leadership and quality customer service. All services shall be delivered in the most cost effective methods based on the needs of the community and the requirements of all applicable laws. This mission shall be performed in partnership with our citizens, our neighbors, and other governmental entities.

## PROGRAM DESCRIPTIONS

**Outside Agency Operations**

Allies for Cherry Point's Tomorrow has requested funding. Additional information regarding this request may be obtained by contacting Cindy Morgan, City Clerk, at (252) 444-6406 or [cmorgan@havelocknc.us](mailto:cmorgan@havelocknc.us).

## PROGRAM DESCRIPTIONS

### RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$0	\$0	Personnel	\$0	\$0	\$0
\$10,325	\$11,440	\$10,600	Operations	\$11,440	\$11,440	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$10,325	\$11,440	\$10,600	<b>Total</b>	\$11,440	\$11,440	\$0
-	-	-	Authorized FTE	-	-	-



# Administrative Services Department

**Mission:**

The Administrative Services Department exists to provide comprehensive information and top-level support to the board of commissioners, city manager, city departments and the public for the purposes of conducting operational and administrative city business, historical preservation and implementation of governing body policies to make Havelock a city of the highest standard.

## PROGRAM DESCRIPTIONS

**Administrative Services Operations:**

The Administrative Services Department is responsible for providing leadership, planning, administrative support and information dissemination in implementing the goals, objectives and policies of the governing body and city departments. Functional areas within the department include the city clerk, beer and wine administration, human resources and oversight of the Tourist and Event Center. Additional information regarding the Administrative Services Department may be obtained by contacting Cindy Morgan, City Clerk, at (252) 444-6406 or [CMorgan@HavelockNC.US](mailto:CMorgan@HavelockNC.US).

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$670,076	\$773,634	\$775,264	Personnel	\$844,899	\$837,917	\$6,982
\$300,187	\$368,209	\$377,006	Operations	\$335,060	\$335,060	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
-\$151,789	-\$151,789	-\$151,789	Admin Fee	-\$151,789	-\$180,537	\$28,748
\$818,474	\$990,054	\$1,000,481	<b>Total</b>	\$1,028,170	\$992,440	\$35,730
5.5	5.5	5.5	<b>Authorized FTE</b>	5.5	5.5	-



# Economic Development Department

**Mission:**

The Economic Development Department exists to provide comprehensive information and top-level professional support to promote retail, commercial, and industrial development in the City of Havelock through presentations, networking, marketing tools, and ongoing communication with other development individuals and organizations that will create and retain a vibrant commercial environment within Havelock.

## PROGRAM DESCRIPTIONS

**Economic Development Operations:**

The Economic Development Department is responsible for providing leadership, planning, and administrative support to recruit and retain business in Havelock by acting as the initial point of contact. Responsibilities include attending periodic meetings, developing reports, grants, studies, projects related to economic development and building relationships with local business leaders, federal, state, local and regional economic development officials, City staff, Board of Commissioners, and the general public. Functional areas within the department include the economic development coordinator and oversight of the Tourist and Event Center. Additional information regarding the Economic Development Department may be obtained by contacting the City's Economic Development Director, at (252) 463-7175.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$56,051	\$88,444	Personnel	\$89,603	\$88,444	\$1,159
\$474	\$7,490	\$7,490	Operations	\$7,490	\$7,490	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$474	\$63,541	\$95,934	<b>Total</b>	\$97,093	\$95,934	\$1,159
-	1	1	Authorized FTE	1	1	-



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# Finance

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**Mission:**

The City of Havelock Finance Department provides excellent financial service to our customers through quality management of the City's financial resources with an eye on detail and priority on value.

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## PROGRAM DESCRIPTIONS

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**Finance Operations:**

The Finance Department is responsible for managing all of the fiscal affairs of the City and supporting the financial related operations of other departments. Major services provided are accounting (general ledger), budget, payroll, purchasing and accounts payable. Additional information regarding the Finance Department may be obtained by contacting Lee Tillman, Certified Local Government Finance Officer, Director of Finance, at (252) 444-6403 or [ltillman@havelocknc.us](mailto:ltillman@havelocknc.us).

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## RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$257,576	\$265,144	\$265,144	Personnel	\$281,937	\$275,880	\$6,057
\$73,374	\$114,151	\$111,096	Operations	\$120,633	\$120,633	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
-\$296,164	-\$296,164	-\$296,164	Admin Fee	-\$324,912	-\$324,912	\$0
\$34,786	\$83,131	\$80,076	<b>Total</b>	\$77,658	\$71,601	\$6,057
3	3	3	<b>Authorized FTE</b>	3	3	-

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# Customer Service

**Mission:**

The City of Havelock Customer Service Department provides quality customer service by billing accurately, processing payments timely, and communicating effectively based on understanding the needs and perceptions of our customers. This responsive customer service helps to provide the City with the resources for the delivery of quality public utility services.

## PROGRAM DESCRIPTIONS

**Customer Service Operations:**

The Customer Service Department is responsible for billing and collecting all the utility accounts for the City. Major services provided are assisting customers with service requests, processing the monthly billing, and collecting amounts due. Additional information regarding the Department may be obtained by Lee Tillman, Certified Local Government Finance Officer, Director of Finance, at (252) 444-6403 or [ltillman@havelocknc.us](mailto:ltillman@havelocknc.us).

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$170,709	\$219,646	\$219,646	Personnel	\$232,411	\$227,626	\$4,785
\$158,381	\$230,365	\$228,235	Operations	\$233,465	\$233,465	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
-\$314,607	-\$364,607	-\$364,607	Admin Fee	-\$364,607	-\$364,607	\$0
\$14,483	\$85,404	\$83,274	Total	\$101,269	\$96,484	\$4,785
4	4	4	Authorized FTE	4	4	-



# Legal Department

**Mission:**

The City of Havelock's mission is to promote the highest quality of life possible for its citizens while recognizing limitations and available resources. The City will utilize those resources to provide leadership and quality customer service. All services shall be delivered in the most cost effective methods based on the needs of the community and the requirements of all applicable laws. This mission shall be performed in partnership with our citizens, our neighbors, and other governmental entities.

## PROGRAM DESCRIPTIONS

**Legal Operations:**

The Legal Department provides legal advice and direction to all City departments. Additional information regarding the Legal Department may be obtained by contacting Cindy Morgan, City Clerk, at (252) 444-6406 or [cmorgan@havelocknc.us](mailto:cmorgan@havelocknc.us).

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$0	\$0	Personnel	\$0	\$0	\$0
\$56,391	\$85,000	\$85,000	Operations	\$85,000	\$85,000	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$56,391	\$85,000	\$85,000	Total	\$85,000	\$85,000	\$0
-	-	-	Authorized FTE	-	-	-



# Information Technology Department

**Mission:**

Strategically provide the most efficient information technology solutions supporting the employees of Havelock government activities to best serve the City of Havelock citizens and community.

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## PROGRAM DESCRIPTIONS

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**IT Operations:**

The IT Department is responsible for the planning, procurement, implementation and ongoing maintenance support of all information systems utilized throughout the city's facilities.

Major services are provided under the general categories of:

- (1) Computer hardware, software and networking support
- (2) Website and custom application development
- (3) Telecommunications
- (4) Radio communications
- (5) Geographical Information Systems (GIS)
- (6) Data manipulation, integrity, storage & security

In each category, the IT Department takes responsibility for working with all other city departments in assessing their workflow challenges from the technical solutions perspective. The department then procures, implements, and supports the information system solution designed to improve efficiency and productivity of the work process.

Additional information regarding the IT Department may be obtained by contacting Chad Ives, Director of IT, at (252) 444-6432 or [CIves@HavelockNC.US](mailto:CIves@HavelockNC.US).

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## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$306,924	\$335,670	\$335,670	Personnel	\$348,682	\$341,244	\$7,438
\$372,200	\$371,638	\$366,937	Operations	\$402,114	\$387,994	\$14,120
\$93,810	\$81,042	\$63,400	Capital	\$110,500	\$42,500	\$68,000
-\$77,159	-\$77,159	-\$77,159	Admin Fee	-\$105,907	-\$105,907	\$0
\$695,775	\$711,191	\$688,848	Total	\$755,389	\$665,831	\$89,558
4	4	4	Authorized FTE	4	4	-



# Planning & Inspections

**Mission:**

The City of Havelock Department of Planning and Inspections exists to provide efficient codes administration/enforcement, diligent plan review, thorough and time responsive inspections, and sustain interdepartmental and outside agency partnerships to promote a safe, secure, and aesthetically pleasing environment for the City of Havelock.

## PROGRAM DESCRIPTIONS

**Department of Planning & Inspections Operations:**

The Department of Planning and Inspections is responsible for providing development services coordination, site inspection, and information to the general public regarding permitting and site development. In addition, this department assists in preparing and implementing the City's urban planning programs to include the CAMA Land Use/Comprehensive Plan, Community Rating System (CRS), and the Comprehensive Transportation Plan. Additional information regarding the Department of Planning & Inspections may be obtained by contacting Katrina Marshall, AICP- Director of Planning & Inspections, at (252) 444-6411 or [kmarshall@HavelockNC.US](mailto:kmarshall@HavelockNC.US).

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$296,478	\$316,465	\$316,465	Personnel	\$346,883	\$323,981	\$22,902
\$71,484	\$84,730	\$91,350	Operations	\$116,720	\$107,351	\$9,369
-\$195	\$0	\$0	Capital	\$25,000	\$0	\$25,000
\$0	\$0	\$0	Admin Fee	\$0	\$0	
\$367,767	\$401,195	\$407,815	Total	\$488,603	\$431,332	\$57,271
4	4	4	Authorized FTE	4.5	4	-



# Police

**Mission:**

The Havelock Police Department exists to protect and serve the community's desire to have a crime-free existence, free from fear, with democratic principles applied equally to all, while demonstrating leadership, professionalism, and promoting the Community Policing Philosophy.

## PROGRAM DESCRIPTIONS

**Police Operations:**

The Police Department is responsible for providing a safe community for all citizens to live, socialize, visit, and prosper. Major services provided are patrol, criminal investigations, telecommunications, administrative support, education and training, animal control, and community outreach programs. Additional information regarding the Police Department may be obtained by contacting Chief Williams at (252) 447-3212 or [mwilliams@havelocknc.us](mailto:mwilliams@havelocknc.us).

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$1,795,667	\$2,148,494	\$2,101,339	Personnel	\$2,207,441	\$2,176,920	\$30,521
\$331,749	\$413,685	\$376,575	Operations	\$380,862	\$367,805	\$13,057
\$187,376	\$228,094	\$191,382	Capital	\$231,395	\$175,395	\$56,000
	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$2,314,792	\$2,790,273	\$2,669,296	<b>Total</b>	\$2,819,698	\$2,720,120	\$99,578
29	29	29	<b>Authorized FTE</b>	29	29	-



# Telecommunications

**Mission:**

The Havelock Police Department exists to protect and serve the community's desire to have a crime-free existence, free from fear, with democratic principles applied equally to all, while demonstrating leadership and professionalism.

## PROGRAM DESCRIPTIONS

**Telecommunications Operations:**

Telecommunications is responsible for dispatching police, fire, and EMS in a professional, courteous, and timely manner. Additional information regarding the Police Telecommunications Department may be obtained by contacting Chief Marvin Williams at (252) 447-3212 or [Mwilliams@havelocknc.us](mailto:Mwilliams@havelocknc.us)

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$392,442	\$439,149	\$429,149	Personnel	\$447,688	\$439,821	\$7,867
\$3,246	\$3,556	\$3,556	Operations	\$3,577	\$3,577	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$395,688	\$442,705	\$432,705	Total	\$451,265	\$443,398	\$7,867
7	7	7	Authorized FTE	7	7	-



# E911

**Mission:**

The Havelock Police Department exists to protect and serve the community's quest to have a crime-free existence, free from fear, with democratic principles applied equally to all.

## PROGRAM DESCRIPTIONS

**E911 Wireless:**

E911 Wireless makes it possible to dispatch police, fire, and EMS in a professional, courteous, and timely manner. Additional information regarding the E911 Wireless may be obtained by contacting Chief Marvin Williams at (252) 447-3212 or [Mwilliams@havelocknc.us](mailto:Mwilliams@havelocknc.us)

## RESOURCES

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$189,083	\$142,549	\$142,549	E911 Revenue	\$141,355	\$141,355	\$0
\$11,185	\$3,000	\$6,000	Interest	\$6,000	\$6,000	\$0
\$0	\$192,691	\$118,192	Approp FB	\$23,245	\$23,245	\$0
\$200,268	\$338,240	\$266,741	Total	\$170,600	\$170,600	\$0
-	-	-	Authorized FTE	-	-	-

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$0	\$0	Personnel	\$0	\$0	\$0
\$81,204	\$198,425	\$128,657	Operations	\$97,000	\$79,600	\$17,400
\$82,979	\$139,816	\$138,084	Capital	\$96,000	\$91,000	\$5,000
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$164,183	\$338,241	\$266,741	Total	\$193,000	\$170,600	\$22,400
-	-	-	Authorized FTE	-	-	-



# Animal Control

**Mission:**

The Havelock Police Department exists to protect and serve the community's desire to have a crime-free existence, free from fear, with democratic principles applied equally to all, while demonstrating leadership and professionalism.

## PROGRAM DESCRIPTIONS

**Animal Control Operations:**

Animal Control is responsible for responding to animal complaints and enforcing state and city animal control ordinances. The operation differs from other area municipalities in that it operates its own animal control facility. Additional information regarding Animal Control may be obtained by contacting the Animal Control Officer at (252) 447-2712.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$69,359	\$86,881	\$86,881	Personnel	\$87,934	\$87,676	\$258
\$7,653	\$8,285	\$8,285	Operations	\$8,285	\$8,285	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$77,012	\$95,166	\$95,166	<b>Total</b>	\$96,219	\$95,961	\$258
1.5	1.5	1.5	Authorized FTE	1.5	1.5	-



# Fire/Rescue

**Mission:** Prevent and minimize loss of life and property through education and experience.

**Vision:** To be recognized as the premier department providing the highest level of service to our customers - internal (city limits)/external (county)

**Core Values:**

<b>Teamwork</b>	Working together to become One
<b>Service</b>	Highest quality available provided to all our customers
<b>Professionalism</b>	Act and perform in everyday duties
<b>High Standard</b>	We expect and deliver the very best
<b>Effective/Efficient</b>	Provide the best care, equipment, and services within our means
<b>Integrity</b>	Do what's ethically and morally correct
<b>Pride</b>	Knowing we have tried our best in all aspects of a situation
<b>Commitment</b>	As one unified unit, we believe in the Mission, Vision and Core Values of our Organization

## PROGRAM DESCRIPTIONS

**Fire/Rescue Operations:**

The Fire/Rescue Department is responsible for providing Fire, EMS and Rescue to the citizens of Havelock as well as outside the City limits to cover Craven County in Townships 5 and 6. The Department also has mutual aid agreements to support our surrounding departments when called upon. Other services provided include Fire Inspection/ Prevention, Community Education and Public Access Defibrillation Program. Additional information regarding the Fire/Rescue Department may be obtained by contacting Chief Rick Zaccardelli at (252) 444- 6441 or email to: [RZaccardelli@havelocknc.us](mailto:RZaccardelli@havelocknc.us)

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$1,404,598	\$1,514,715	\$1,418,137	Personnel	\$1,765,459	\$1,568,549	\$196,910
\$627,580	\$676,286	\$661,849	Operations	\$671,621	\$655,199	\$16,422
\$435,665	\$421,170	\$406,856	Capital	\$395,000	\$345,000	\$50,000
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$2,467,843	\$2,612,171	\$2,486,842	Total	\$2,832,080	\$2,568,748	\$263,332
18	18	18	Authorized FTE	21	18	-



# Public Services Department ~ Administration

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

## PROGRAM DESCRIPTIONS

**Public Services Administration:**

Public Services serves as the General Fund’s infrastructure function, providing basic services to both City departments and residents of Havelock. Public Services is comprised of streets, Powell Bill, streetlights, fleet maintenance, public building maintenance, and sanitation. Major services provided are maintenance of City streets, storm drainage systems, sidewalks, signage, mowing right of ways, City buildings and grounds, City fleet and equipment, collections of green waste, brown and white goods. Public Services Administration provides the management and clerical work for the Public Services Department. Additional information regarding the Public Services Department may be obtained by contacting Public Services at (252) 444-6409.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$113,606	\$222,208	\$230,093	Personnel	\$228,518	\$177,747	\$50,771
\$54,141	\$63,862	\$65,852	Operations	\$101,799	\$73,825	\$27,974
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$167,747	\$286,070	\$295,945	Total	\$330,317	\$251,572	\$78,745
4.5	4.5	4.5	Authorized FTE	5.5	4.5	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries	\$12,436.00
Parttime	\$25,000.00
FICA	\$951.00
NCGL Retirement General	\$1,262.00
401k Retirement General	\$622.00
Employees Group Insurance	\$10,500.00
Physicals and Shots	\$306.00
Drug Screening	\$300.00
Cleaning Supplies	\$50.00
Safety Supplies	\$250.00
Safety PPE	\$1,200.00
Safety Training	\$4,700.00
Departmental Supplies	\$1,200.00
Office Supplies	\$1,000.00
Schools	\$2,650.00
Travel Provisions	\$1,052.00
Travel Mileage	\$900.00
Travel Lodging	\$2,500.00
Postage	\$50.00
Electric Bills	\$1,000.00
Water and Sewer	\$500.00
Contracted Services	\$4,620.00
Contracted Services Maintenance	\$1,000.00
Equipment Purchases	\$500.00
Dues and Subscriptions	\$196.00
Computer Hardware	\$4,000.00
Total	\$78,745.00

# Public Services Department ~ Street Lights

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all resident “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

## PROGRAM DESCRIPTIONS

**Public Services Operations:**

Major service provided is the operation of street lights on City and State Streets. Additional information regarding the Public Services Department may be obtained by contacting: Public Services at (252) 444-6410.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$0	\$0	Personnel	\$0	\$0	\$0
\$146,655	\$153,760	\$153,760	Operations	\$153,760	\$153,760	\$0
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$146,655	\$153,760	\$153,760	<b>Total</b>	\$153,760	\$153,760	\$0
-	-	-	<b>Authorized FTE</b>	-	-	-



# Public Services Department ~ Fleet Maintenance

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all resident “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

## PROGRAM DESCRIPTIONS

**Fleet and Equipment Maintenance:**

The Fleet and Equipment Maintenance Division is responsible for the maintenance and repair of the City’s vehicles, heavy and light equipment. The City’s fleet is very diverse with diesel and gasoline engines, construction equipment, fire trucks, ambulances, automobiles, lawn equipment, generators, and gasoline powered tools. Additional information regarding the Public Services Department may be obtained by contacting Public Services at (252) 444,6409.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$92,804	\$110,531	\$110,531	Personnel	\$121,584	\$122,619	-\$1,035
\$29,358	\$38,452	\$38,322	Operations	\$51,366	\$37,916	\$13,450
\$0	\$18,911	\$18,911	Capital	\$85,500	\$0	\$85,500
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$122,162	\$167,894	\$167,764	<b>Total</b>	\$258,450	\$160,535	\$97,915
2.5	2.5	2.5	Authorized FTE	<b>3.5</b>	2.5	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries & Wages	-\$1,738.00
Overtime	\$1,100.00
FICA Expense	-\$133.00
NCLG Retirement General	-\$177.00
401k Retirement General	-\$87.00
Professional Services	\$5,000.00
Drug Screening	\$270.00
Safety Supplies	\$250.00
Safety PPE	\$1,200.00
Safety Provisions	\$180.00
Safety Training	\$400.00
Office Supplies	\$150.00
Schools	\$400.00
Travel Provisions	\$300.00
Travel Lodging	\$800.00
Telephone	\$50.00
Utilities Water & Sewer Bills	\$800.00
DMV Expenses	\$60.00
M&R Equipment	\$1,400.00
Contracted Services	\$800.00
Equipment Purchases	\$1,390.00
Capital Outlay Equipment	\$27,500.00
Capital Outlay Vehicles	\$58,000.00
<b>Total</b>	<b>\$97,915.00</b>

# Public Services Department ~ Street Maintenance (non Powell Bill)

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

## PROGRAM DESCRIPTIONS

**Street Maintenance (non-Powell Bill):**

Street Maintenance (non-Powell Bill): services provided are maintenance of traffic signage (non-regulatory), mowing in right of ways and assisting other divisions were needed. This division manages and/or funds the non-Powell Bill activities of the Street Maintenance activities: training, vacation, sick, holiday. Additional information regarding the Public Services Department may be obtained by contacting Public Services at (252) 444-6409.

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$186,146	\$286,903	\$286,903	Personnel	\$487,325	\$306,930	\$180,395
\$147,298	\$1,192,509	\$1,193,769	Operations	\$1,135,399	\$211,810	\$923,589
\$185,036	\$191,500	\$190,000	Capital	\$165,000	\$198,000	-\$33,000
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$518,480	\$1,670,912	\$1,670,672	Total	\$1,787,724	\$716,740	\$1,070,984
3	3	3	Authorized FTE	3	3	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries	\$144,935.00
FICA	\$5,355.00
NCLG Retirement General	\$7,105.00
401k Retirement General	\$3,500.00
Employees Group Insurance	\$19,500.00
Professional Services	\$5,000.00
Professional Service Engineer	\$3,000.00
Cleaning Supplies	\$2,100.00
Safety Supplies	\$3,232.00
Office Supplies	\$300.00
Schools	\$904.00
Travel Provisions	\$48.00
DMV Expenses	\$240.00
Street Signs	\$1,700.00
Contracted Services	\$895,000.00
Equipment Purchases	\$12,065.00
Capital Outlay Vehicles	\$92,000.00
Capital Outlay Other Improvements	\$25,000.00
Reserve	-150000
Total	\$1,070,984.00

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# Public Services Department ~ Street Maintenance (Powell Bill)

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**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

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## PROGRAM DESCRIPTIONS

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**Public Services Operations:**

Major services provided are maintenance of City streets, storm drainage systems, sidewalks, traffic signage (regulatory) and Right-of-Ways using Powell Bill funds (*state-shared gasoline taxes*).

Additional information regarding the Public Services Department may be obtained by contacting: Public Services Director at (252) 444-6409.

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## RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$120,408	\$163,369	\$163,276	Personnel	\$98,205	\$166,034	-\$67,829
\$245,108	\$741,593	\$741,492	Operations	\$549,159	\$232,499	\$316,660
\$0	\$0	\$0	Capital	\$150,000	\$150,000	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$365,516	\$904,962	\$904,768	<b>Total</b>	\$797,364	\$548,533	\$248,831
3	3	3	<b>Authorized FTE</b>	3	3	-



# Public Services Department ~ Storm Water

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

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## PROGRAM DESCRIPTIONS

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**Storm Water:**

Storm Water: services provided are maintenance to drainage ways i.e. ditches & culverts. Additional information regarding the Public Services Department may be obtained by contacting, Public Services at (252) 444-6410.

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## RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$0	\$0	\$0	Personnel	\$0	\$0	\$0
\$0	\$30,000	\$0	Operations	\$30,000	\$0	\$30,000
\$0	\$0	\$0	Capital	\$0	\$0	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$0	\$30,000	\$0	<b>Total</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>
-	-	-	Authorized FTE	-	-	-

<u>Cut Identification</u>	<u>Amount</u>
Contracted Services	\$30,000.00
Total	\$30,000.00

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## Public Services Department ~ General Services

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**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

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### PROGRAM DESCRIPTIONS

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**General Services (Facilities & Grounds):**

General Services provides basic services and support to City departments and residents of City of Havelock. This mission is comprised of maintaining public buildings, grounds, and parks throughout the City. Additional information regarding the Public Services Department may be obtained by contacting Public Services at (252) 444-6409.

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### RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$72,454	\$75,234	\$75,234	Personnel	\$111,437	\$93,815	\$17,622
\$128,720	\$174,946	\$175,240	Operations	\$399,161	\$170,576	\$228,585
\$73,835	\$134,694		Capital	\$309,805	\$36,000	\$273,805
\$0	\$0		Admin Fee	\$0	\$0	\$0
\$275,009	\$384,874	\$250,474	Total	\$820,403	\$300,391	\$520,012
2.5	2.5	2.5	Authorized FTE	3	2.5	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries & Wages	\$13,128.00
Overtime	\$1,500.00
FICA Expense	\$1,005.00
NCLG Retirement General	\$1,332.00
401k Retirement General	\$657.00
Professional Services	\$5,000.00
Professional Services Engineer	\$1,000.00
Physicals & Shots	\$120.00
Drug Screening	\$96.00
Cleaning Supplies	\$50.00
Safety Supplies	\$100.00
Safety PPE	\$500.00
Safety Training	\$620.00
Vehicle & Equipment Fuel	\$4,500.00
Departmental Supplies	\$10,700.00
Schools	\$560.00
Travel Provisions	\$324.00
Travel Lodging	\$722.00
Utilites Fuel Bills	\$1,300.00
M&R Buildings	\$37,176.00
M&R Buildings Plumbing	\$600.00
M&R Buildings Heat/AC	\$9,000.00
M&R Buildings Electrical	\$12,205.00
M&R Buildings Grounds	\$4,500.00
M&R Equipment	\$4,000.00
M&R Vehicles	\$400.00
Contracted Services	\$34,320.00
Contracted Services Maint	\$95,400.00
Equipment Purchases	\$3,892.00
Equipment Rental	\$1,500.00
Computer Hardware	\$1,460.00
Capital Outlay Equipment	\$20,000.00
Capital Outlay Other Improveme	\$50,000.00
Capital Outlay Buildings	\$202,345.00
Total	\$520,012.00

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# Parks and Recreation

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**Mission:**

Through our valuable assets and resources and community partnerships including Marine Corp Air Station Cherry Point we will provide a complete range of cultural, passive, and active recreational opportunities to attain the highest quality of life possible for all citizens.

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## PROGRAM DESCRIPTIONS

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**Parks and Recreation Operations:**

The Parks and Recreation Department is responsible for procurement, development, operation and maintenance of the parks and park related amenities and the oversight of activities within such facilities. Major services provided are asset management, programming, administration, and partnerships. Additional information regarding the Parks and Recreation Department may be obtained by contacting Parks and Recreation Director, Travis Adams, at (252) 444-6439 or [tadams@havelocknc.us](mailto:tadams@havelocknc.us)

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## RESOURCE ALLOCATION

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$455,280	\$525,151	\$525,151	Personnel	\$536,540	\$526,447	\$10,093
\$279,007	\$340,480	\$337,672	Operations	\$350,572	\$338,072	\$12,500
\$58,528	\$92,200	\$62,200	Capital	\$15,000	\$15,000	\$0
\$0	\$0	\$0	Admin Fee	\$0	\$0	\$0
\$792,815	\$957,831	\$925,023	Total	\$902,112	\$879,519	\$22,593
8.5	8.5	8.5	Authorized FTE	8.5	8.5	-

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# Public Utilities Department-Water

**Mission:**

The City of Havelock Public Utilities Department, consisting of the Brown Blvd. Water Treatment Plant, the Jackson Drive Wastewater Treatment Plant, and the Distribution and Collections Division strive to provide quality drinking water and wastewater services to the citizens of Havelock through responsible, sustainable, and creative stewardship of the resources and assets we manage. This is obtained with a productive, empowered, talented and diverse work force that strives for excellence as a team.

## PROGRAM DESCRIPTIONS

Water Treatment Plant Operates and provides general routine, preventive maintenance of the water treatment plant and four (4) deep raw-water wells. Programs within this activity include water treatment operations, laboratory operation, residuals management disposal, safety and chemical hygiene (OSHA compliance), inspections, and maintenance of new development construction and special projects.

Water Distribution Division provides general routine and preventive maintenance of the water distribution system, metering devices and (3) elevated water tanks. Programs within this activity include: water distribution line flushing ~ valve and fire hydrant cleaning, inspections, water metering devices and reading and maintenance of new development construction and special projects.

**Additional information regarding the Public Utilities Department may be obtained by contacting: Public Services at (252) 444-6409.**

## RESOURCES

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$2,439,236	\$2,548,000	\$2,660,000	Water Revenue	\$2,665,000	\$2,665,000	\$0
\$16,181	\$0	\$184,338	System Develop Fees	\$0	\$0	\$0
\$23,660	\$25,000	\$25,000	Activation Fees	\$25,000	\$25,000	\$0
\$32,029	\$30,000	\$34,000	Disconnect Fees	\$32,500	\$32,500	\$0
\$45,905	\$45,150	\$45,150	Interest	\$5,150	\$5,150	\$0
\$31,528	\$4,000	\$4,403	Misc Revenue	\$40,000	\$40,000	\$0
\$0	\$668,250	\$668,250	App Retained Earnings	\$60,197	\$60,197	\$0
\$2,588,539	\$3,320,400	\$3,621,141	Total	\$2,827,847	\$2,827,847	\$0

RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$845,670	\$920,407	\$920,993	Personnel	\$1,046,818	\$1,003,513	\$43,305
\$647,820	\$1,235,533	\$1,234,532	Operations	\$1,582,736	\$1,237,234	\$345,502
\$181,421	\$1,265,904	\$1,265,904	Capital	\$1,879,803	\$587,100	\$1,292,703
\$1,674,911	\$3,421,844	\$3,421,429	Total	\$4,509,357	\$2,827,847	\$1,681,510
8.25	9.25	9.25	Authorized FTE	11.75	9.25	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries & Wages	\$22,837.00
Overtime	\$3,000.00
Parttime	\$3,000.00
Longevity	-\$1,700.00
FICA Expense	\$1,902.00
NCLG Retirement General	\$2,523.00
401k Retirement General	\$1,243.00
Employees Group Insurance	\$10,500.00
Professional Services	\$17,500.00
Physicals & Shots	\$105.00
Drug Screening	\$40.00
Safety Supplies	\$24,366.00
Safety PPE	\$5,820.00
Safety Provisions	\$210.00
Safety Training	\$900.00
Chemicals	\$56,780.00
Uniforms	\$2,500.00
Vehicle & Equipment Fuel	\$2,500.00
Departmental Supplies	\$25,980.00
Office Supplies	\$200.00
Schools	\$11,615.00
Fuel Provisions	\$1,500.00
Travel Lodging	\$10,191.00
Telephone	\$100.00
Utilities Fuel Bills	\$1,500.00
DMV Expenses	\$330.00
Printing	\$250.00
M&R Buildings	\$9,200.00
M&R Buildings Heat/AC	\$2,000.00
M&R Buildings Grounds	\$19,000.00
M&R Equipment	\$65,200.00
M&R Vehicles	\$3,000.00
Contracted Lab Fees	\$3,000.00
Contracted Services	\$3,240.00
Contracted Services Maint	\$8,000.00
Equipment Purchases	\$66,200.00
Equipment Rental	\$2,000.00
Dues & Subscriptions	\$600.00
Permlts & Licenses	\$1,675.00
Computer Hardware	-\$2,089.00
Capital Outlay Equipment	\$90,726.00
Capital Outlay Vehicles	\$25,000.00
Capital Outlay Other Improve	\$285,000.00
Capital Outlay Buildings	\$99,900.00
Capital Outlay Meters	\$406,666.00
Capital Outlay Line Constructi	\$287,500.00
erve	\$100,000.00
	\$1,681,510.00

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# Public Utilities Department-Sewer

**Mission:**

The City of Havelock Public Utilities Department, consisting of the Brown Blvd. Water Treatment Plant, the Jackson Drive Wastewater Treatment Plant, and the Distribution and Collections Division strive to provide quality drinking water and wastewater services to the citizens of Havelock through responsible, sustainable, and creative stewardship of the resources and assets we manage. This is obtained with a productive, empowered, talented and diverse work force that strives for excellence as a team.

## PROGRAM DESCRIPTIONS

**Wastewater Treatment Plant:**

Wastewater Treatment Plant provides general routine and preventive maintenance of the City's wastewater treatment plant, and programs including plant, laboratory, residuals management, sludge disposal, safety, chemical hygiene, construction project management. Maintains the wastewater treatment facilities in compliance with state permits.

**Wastewater Collections:**

Wastewater Collection System Division provides general routine and preventive maintenance of the City's wastewater collection system, 28 lift-stations and programs including plant and pump station, chemical hygiene, sewer line manhole cleaning, inspection, construction project management, inspections of new development and special projects.

**Additional information regarding the Public Utilities Department may be obtained by contacting:** Public Services at (252) 444-6409.

## RESOURCE

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$3,556,938	\$3,796,000	\$3,796,000	Sewer Revenue	\$3,905,000	\$3,905,000	\$0
\$56,616	\$0	\$218,376	System Develop Fees	\$0	\$0	\$0
\$23,754	\$22,000	\$22,000	Activation Fees	\$22,000	\$22,000	\$0
\$23,242	\$25,000	\$25,000	Disconnect Fees	\$25,000	\$25,000	\$0
\$22,771	\$22,996	\$22,000	Interest	\$22,000	\$22,000	\$0
\$340	\$0	\$0	Misc Revenue	\$0	\$0	\$0
\$0	\$887,030	\$0	App Retained Earnings	\$524,658	\$524,658	\$0
\$3,683,661	\$4,753,026	\$4,083,376	Total	\$4,498,658	\$4,498,658	\$0

RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$1,045,576	\$1,200,059	\$1,756,603	Personnel	\$1,304,171	\$1,278,005	\$26,166
\$2,507,380	\$3,342,470	\$3,711,397	Operations	\$4,291,922	\$2,645,112	\$1,646,810
\$259,740	\$888,426	\$888,426	Capital	\$3,459,440	\$575,540	\$2,883,900
\$3,812,696	\$5,430,955	\$6,356,426	Total	\$9,055,533	\$4,498,657	\$4,556,876
8.25	9.25	9.25	Authorized FTE	9.25	9.25	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries & Wages	\$10,493.00
Overtime	\$5,000.00
Longevity	\$800.00
FICA Expense	\$1,766.00
NCLG Retirement General	\$2,344.00
401k Retirement General	\$5,763.00
Professional Services	\$5,000.00
Professional Services	\$2,500.00
Professional Services Engineer	\$40,000.00
Physicals & Shots	\$350.00
Drug Screening	\$95.00
Safety Supplies	\$22,740.00
Safety PPE	\$9,310.00
Safety Provisions	\$676.00
Safety Training	\$8,300.00
Chemicals	\$15,495.00
Uniforms	\$4,000.00
Vehicle & Equipment Fuel	\$5,000.00
Departmental Supplies	\$22,230.00
Office Supplies	\$300.00
Schools	\$6,615.00
Travel Provisions	\$1,920.00
Travel Lodging	\$4,745.00
Telephone	\$200.00
Postage	\$1,500.00
Utilities Electric Bills	\$4,000.00
Utilites Fuel Bills	\$150.00
DMV Expenses	\$220.00
Printing	\$400.00
M&R Buildings	\$37,700.00
M&R Equipment	\$44,994.00
M&R Vehicles	\$5,500.00
M&R Line Maintenance	\$1,150,000.00
M&R Lift Stations	\$43,000.00
Contracted SVSC Lease Land App	\$70,500.00
Contracted Lab Fees	\$5,000.00
Contracted Services	\$21,500.00
Contracted Services Maint	\$12,500.00
Equipment Purchases	\$82,200.00
Equipment Rental	\$12,000.00
Dues & Subscriptions	\$1,180.00
Permits & Licenses	\$4,990.00
Capital Outlay Equipment	\$341,600.00
Capital Outlay Vehicles	\$160,000.00
Capital Outlay Other Improveme	\$99,000.00
Capital Outlay Line Constructi	\$1,273,500.00
Capital Outlay Lift Stations	\$1,102,400.00
Reserve	-\$5,000.00
Contingency	-\$87,600.00
	\$4,556,876.00

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# Public Services Department ~ Sanitation

**Mission:**

The City of Havelock Public Services Department strives to enhance the quality of life for all residence “customers” by providing safe, reliable, effective services consistent with the vision and goals of the community.

## PROGRAM DESCRIPTIONS

**Sanitation:**

Sanitation Division provides weekly scheduled collection of green waste and white/brown goods. This division also provides the annual leaf collection (supplemented by Street maintenance staff). Additional information regarding the Public Services Department may be obtained by contacting Public Services at (252) 444-6409.

## RESOURCES

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$1,021,000	\$1,057,724	\$1,084,700	Revenue	\$1,110,375	\$1,110,718	\$0
\$128,024	\$153,253	\$153,253	Approp Fund Balance	\$0	\$0	\$0
\$1,149,024	\$1,210,977	\$1,237,953	<b>Total</b>	\$1,110,375	\$1,110,718	\$0

## RESOURCE ALLOCATION

FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$219,244	\$267,519	\$267,519	Personnel	\$267,519	\$216,456	\$51,063
\$687,749	\$718,458	\$718,258	Operations	\$764,018	\$764,018	\$0
\$141,804	\$180,875	\$180,875	Capital	\$0	\$0	\$0
\$0	\$50,000	\$50,000	Admin Fee	\$50,000	\$130,244	-\$80,244
\$1,048,797	\$1,216,852	\$1,216,652	<b>Total</b>	\$1,081,537	\$1,110,718	-\$29,181
3	4	4	Authorized FTE	4	4	-

<u>Cut Identification</u>	<u>Amount</u>
Salaries & Wages	\$24,001.00
Parttime	\$27,062.00
Administration Fee	-\$80,244.00
Total	-\$29,181.00

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# Tourist & Event Center

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**Mission:**

The Havelock Tourist & Event Center exists to enhance the economic climate of the city by providing a facility to attract tourists and furnish visitor information, accommodate groups for meetings and special events, and incorporate a first-class Marine Corps aviation exhibit.

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## PROGRAM DESCRIPTIONS

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**Tourist & Event Center Operations:**

*Tourist & Event Center Facilities* – The TEC serves as a unique multi-purpose facility that contains state-of-the-art meeting rooms which are available for rental.

*Exhibits* – The TEC exhibits feature a variety of military and historical displays for the public, which are maintained by volunteers. The Havelock Board of Commissioners established the Eastern Carolina Aviation Heritage Foundation in 2006 for the purpose of maintaining and enhancing the exhibits.

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## RESOURCES

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FY 18-19	FY 19-20	FY 19-20		FY 20-21	FY 20-21	FY 20-21
Actual	Budget	Projected		Departmental Requested	City Manager Recommended	Difference
\$43,179	\$60,000	\$75,000	Building Rent	\$70,000	\$70,000	\$0
\$17,828	\$31,000	\$31,500	ABC Sales	\$19,000	\$19,000	\$0
\$20,080	\$59,387	\$36,675	Other Fees	\$36,500	\$36,500	\$0
\$97,000	\$97,000	\$97,000	Room Occupancy	\$97,000	\$97,000	\$0
\$34,935	\$25,000	\$25,000	Foundation Revenues	\$24,750	\$24,750	\$0
\$222,807	\$191,149	\$191,149	Transfer from General Fund	\$194,832	\$194,832	\$0
\$435,829	\$463,536	\$456,324	Total	\$442,082	\$442,082	\$0

RESOURCE ALLOCATION

<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 19-20</b>		<b>FY 20-21</b>	<b>FY 20-21</b>	<b>FY 20-21</b>
<b>Actual</b>	<b>Budget</b>	<b>Projected</b>		<b>Departmental Requested</b>	<b>City Manager Recommended</b>	<b>Difference</b>
\$137,377	\$175,307	\$174,307	<b>Personnel</b>	\$180,576	\$179,140	\$1,436
\$132,076	\$196,810	\$168,972	<b>Operations</b>	\$178,192	\$178,192	\$0
\$5,131	\$43,812	\$41,712	<b>Capital</b>	\$67,100	\$35,000	\$32,100
\$0	\$0	\$0	<b>Admin Fee</b>	\$0	\$0	\$0
\$20,490	\$49,900	\$47,700	<b>Exhibits</b>	\$49,750	\$49,750	\$0
\$295,074	\$465,829	\$432,691	<b>Total</b>	\$475,618	\$442,082	\$33,536
2.5	2.5	2.5	<b>Authorized FTE</b>	2.5	2.5	-

<u>Cut Identification</u>	<u>Amount Cut</u>
Salary & Wages (41200)	\$1,340
FICA (418100)	\$32
NCLG Retirement	\$43
401K (418270)	\$21
Computer Hardware (451000)	\$2,100
Capital Outlay Other (455000)	\$45,000
Capital Reserve (460063)	-\$15,000
<b>TOTAL</b>	<b>\$33,536.00</b>

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# CITY OF HAVELOCK

## FIVE YEAR CAPITAL IMPROVEMENT PLAN REQUESTED for ANNUAL BUDGETS FISCAL YEAR 2020-2021

Department Number	Description	Total Costs	Prior Years Reserves/Expense	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25
<b>General Fund</b>								
5100	In car Cameras	\$ 181,170	\$ 54,195	\$ 25,395	\$ 25,395	\$ 25,395	\$ 25,395	\$ 25,395
	Hardware	\$ 120,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Patrol Cars Vehicle Rotation	\$ 720,641	\$ 220,385	\$ 130,000	\$ 92,564	\$ 92,564	\$ 92,564	\$ 92,564
	<b>Total Police</b>	<b>\$ 1,021,811</b>	<b>\$ 294,580</b>	<b>\$ 175,395</b>	<b>\$ 137,959</b>	<b>\$ 137,959</b>	<b>\$ 137,959</b>	<b>\$ 137,959</b>
5300	Medic 231	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Medic 232	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Medic 234	\$ 160,000	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ -
	Medic 235	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
	Rescue 237	\$ 265,000	\$ 130,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -
	Rescue 238	\$ 251,430	\$ 251,430	\$ -	\$ -	\$ -	\$ -	\$ -
	Engine 233	\$ 520,000	\$ 375,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -
	Engine 235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Engine 231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Quint	\$ 1,000,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000
	Pwer Stretcher	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
	Fire Marshal Vehicle	\$ 50,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
	<b>Total Fire/EMS</b>	<b>\$ 2,686,430</b>	<b>\$ 1,006,430</b>	<b>\$ 345,000</b>	<b>\$ 275,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 700,000</b>
5600	Street Paving	\$ 300,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
	Mini-E	\$ 88,000	\$ 40,000	\$ 48,000	\$ -	\$ -	\$ -	\$ -
	<b>Total Non-Powell</b>	<b>\$ 388,000</b>	<b>\$ 40,000</b>	<b>\$ 198,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5900	Gym light upgrades	\$ 21,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -
	Senior Building Handicap Door Opener	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -
	HVAC Replacement (1 large, 1 small)	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -
	<b>Total Public Buildings</b>	<b>\$ 50,000</b>	<b>\$ 7,000</b>	<b>\$ 36,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
6200	Message Board	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Recreation</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>				
	<b>Total General Fund</b>	<b>\$ 4,176,241</b>	<b>\$ 1,378,010</b>	<b>\$ 754,395</b>	<b>\$ 569,959</b>	<b>\$ 317,959</b>	<b>\$ 317,959</b>	<b>\$ 837,959</b>

# CITY OF HAVELOCK

## FIVE YEAR CAPITAL IMPROVEMENT PLAN REQUESTED for ANNUAL BUDGETS FISCAL YEAR 2020-2021

Department Number	Description	Total Costs	Prior Years Reserves/Expense	Fiscal Year 20-21	Fiscal Year 21-22	Fiscal Year 22-23	Fiscal Year 23-24	Fiscal Year 24-25
<b>Powell Fund</b>								
	Street Paving	\$ 300,000		\$ 150,000	\$ 150,000			
	<b>Total Powell Bill</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Water Fund</b>								
30	Well #7 (17-18 engineering, const est \$450	\$ 850,000	\$ 375,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 100,000	\$ -
	Computer Hardware	\$ 22,100	\$ -	\$ 22,100	\$ -	\$ -	\$ -	\$ -
	Water Lab, water proofing (year 4)	\$ 190,000	\$ 115,000	\$ 25,000	\$ 50,000	\$ -	\$ -	\$ -
	Filter Media Rehab	\$ 650,000	\$ 500,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
	Generator WTP	\$ 350,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000
	Water Line Reserve	\$ 1,967,600	\$ 60,000	\$ 60,000	\$ 287,500	\$ 287,500	\$ 287,500	\$ 985,100
	AMR Program	\$ 900,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
	<b>Total Water Fund</b>	<b>\$ 4,929,700</b>	<b>\$ 1,250,000</b>	<b>\$ 582,100</b>	<b>\$ 662,500</b>	<b>\$ 612,500</b>	<b>\$ 587,500</b>	<b>\$ 1,235,100</b>
<b>Sewer Fund</b>								
35	SCADA	\$ 1,214,000	\$ 214,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
	Sludge Cake Press	\$ 60,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
	Clarifiers Rehab	\$ 964,700	\$ 578,820	\$ 192,940	\$ 192,940	\$ -	\$ -	\$ -
	Replace 2% of System yearly	\$ 1,325,200	\$ 87,600	\$ 87,600	\$ 287,500	\$ 287,500	\$ 287,500	\$ 287,500
	Generator Replacement	\$ 300,000	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	West End Solution	\$ 1,570,000	\$ 314,000	\$ -	\$ 314,000	\$ 314,000	\$ 314,000	\$ 314,000
	<b>Total Sewer Fund</b>	<b>\$ 5,433,900</b>	<b>\$ 1,194,420</b>	<b>\$ 570,540</b>	<b>\$ 1,084,440</b>	<b>\$ 861,500</b>	<b>\$ 861,500</b>	<b>\$ 861,500</b>
<b>Tourist Center Fund</b>								
39	Aircraft Restoration	\$ 100,000	\$ 25,000	\$ 25,000		\$ 25,000	\$ -	\$ 25,000
	Main Hall Rehab	\$ 265,000	\$ 123,000	\$ 25,000	\$ 60,000	\$ 32,000	\$ 25,000	\$ -
	<b>Total Tourist Center Fund</b>	<b>\$ 365,000</b>	<b>\$ 148,000</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>	<b>\$ 57,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Total for all Funds</b>		<b>\$ 15,204,841</b>	<b>\$ 3,970,430</b>	<b>\$ 2,107,035</b>	<b>\$ 2,526,899</b>	<b>\$ 1,848,959</b>	<b>\$ 1,791,959</b>	<b>\$ 2,959,559</b>