



RANDLEMAN

★ NORTH CAROLINA ★

FINAL BUDGET FISCAL YEAR 2023-2024

Approved June 13, 2023

Adopted June 27, 2023

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June 27, 2023

TO: The Honorable Gary B. Betts, Mayor
The Honorable T. Renee Bryant, Mayor Pro Tempore
The Honorable Melissa Blalock, Alderwoman
The Honorable Nancy Henderson, Alderwoman
The Honorable Michael Dawkins, Alderman

FROM: Greg Patton, Interim City Manager
Elizabeth Sechriest, Finance Director

Dear Honorable Mayor and Board of Aldermen,

The following Budget Message is presented in accordance with NCGS 159-11(b).
Significant topics addressed within this budget message are:

- Purpose and Introduction
- Budget Overview
- Revenue Sources
- Property Taxes
- Personnel Expenses
- Capital Improvement Expenses
- FY 2023-2024 Outlook
- Conclusion

BUDGET MESSAGE

A. Purpose and Introduction

The purpose of this budget message is to share the foremost features of the City's operations as they relate to the City of Randleman's budget. The Fiscal Year 2023-2024 (FY 2024) recommended budget for the City of Randleman is hereby presented for your consideration. This proposed budget is balanced in accordance with related respective North Carolina General Statutes and attempts to address the Board's priorities, departmental requests, and citizen concerns for FY 2024. A notice of submission of this budget to the Board of Aldermen will be published in accordance with N.C.G.S. §159-12.

B. Budget Process

The City of Randleman adopts the annual budget by ordinance in accordance with North Carolina General Statutes, which require that estimated revenues and appropriated fund balances be equal to appropriations. The budget is developed on a cash basis, including only expenditures and revenues expected to be realized during the fiscal year. The budget is adopted, however, on a modified accrual basis with sufficient appropriations for encumbrances (outstanding purchase orders and contracts as of June 30) carried over into the new year. All operating funds reasonably expected to be received are included in the Budget Ordinance and are expended in accordance with the adopted ordinance. State statute also sets the fiscal year as beginning July 1 and ending June 30. Therefore, the Board of Aldermen must adopt a budget before July 1 of each year. Developed on a program basis, the budget depicts all services provided by the City and resources allocated for the provision of these services. Organizational strategic priorities are developed by Board of Aldermen and City Directors and are used as major guidelines in the development of funding recommendations. The board of Aldermen reviews and updates strategic priorities and establishes specific outcomes as part of their annual budget retreat. City Manager & Directors provides regular updates throughout the year on progress toward strategic priorities. See below for the projected 2024 Budget Calendar:

Meetings/Actions	Dates
Dept. Heads Budgets Due to City Manager	Wednesday, April 12, 2023
Budget Retreat	Tuesday, April 25, 2023
Budget Presented to Board/Available to Public	Tuesday, May 30, 2023
Public Hearing on Budget (Regular Board Meeting)	Tuesday, June 6, 2023
Budget Workshop (Special Meeting, if needed)	Tuesday, June 27, 2023
FY 2023-2024 Budget Ordinance Adopted	By June 30, 2023 (Friday)

B. Budget Overview:

The total budget for the FY 2023-2024, inclusive of the General Fund and Water and Sewer Fund, is presented at a combined total of \$10,948,744, an overall increase of \$1,484,838 over the previous year. The General Fund is presented at \$7,746,448, an increase of \$994,042 and the Water and Sewer Fund is presented at \$3,202,296, which is an increase of \$490,796 from the current budget year. A detailed line-item budget can be found in Appendix A. Table 1 summarizes this information below:

TABLE 1: CITY OF RANDLEMAN FY 2022-2023 AMENDED AND FY 2023-2024 RECOMMENDED BUDGETS			
Funds	FY 2022-2023	Recommended FY 2023-2024	Increase or (Decrease)
General Fund	\$6,752,406	\$ 7,746,448	\$994,042
Water/Sewer Fund	\$ 2,711,500	\$ 3,202,296	\$490,796
TOTAL	\$ 9,463,906	\$ 10,948,744	\$ 1,484,838

C. Revenue Sources:

This budget recommends no property tax rate increases and will allow departments to maintain current levels of service for citizens and customers. This budget recommends a 10% increase to the water and sewer rates for FY 2023-2024.

With the uncertainty of how inflation will affect the Nation's Economy and City's revenues, the recommended budget is presented with careful considerations to volatile revenues such as sales tax and franchise taxes. This budget reflects a General Fund increase in investment revenue estimated at \$10,000.

D. Property Taxes:

The City's current property value is \$597,932,357, an increase of \$137,489,498 from FY 2023. The current property tax rate is sixty-three (\$0.63) cents per one hundred dollars (\$100) of valuation. It is recommended that the City maintain the current tax rate of sixty-three cents (\$0.63) per one hundred dollars (\$100) of valuation for FY 2023-2024. Estimated collections from the Property Tax are 96% for an expected revenue income of \$3,616,294. This is an estimated 2.68% increase from the current year's collections due to the increase in the City's property valuation. Although Randolph County is estimating a 98% revenue collection rate this budget seeks to estimate revenues conservatively.

E. Personnel Expenses:

This budget recommends an 8 % COLA increase to all full-time employees, and a \$1.00 per-hour increase for part-time employees. This proposed budget also includes a benefit incentive package for all full-time employees; the employee incentive package is to be approved and included in the City of Randleman's personnel policy.

The City will also recognize an increase in employee health insurance of 6% to 13.6% after the City's renewal process. This increase is market driven as employee claims have stayed flat.

F. Capital Improvement Expenditures:

Both funds are recommended to see relevant funding for capital expenditures, totaling \$3,510,000. Below is the breakdown.

TABLE 2: GENERAL FUND CAPITAL ITEMS			
DEPARTMENT	ITEM DESCRIPTION	ITEM COST	FUNDING SOURCE
Parks & Rec.	PARTF Grant	\$125,000.00	Grant Funding
Public Works	Rear Loader	\$265,000.00	Loan/ARP
Police Dept.	Vehicle Replacements	\$143,000.00	General Fund
Library.	Painting/White Board	\$27,000.00	General Fund
WWTP.	Tank Coating, Repairs	\$250,000.00	General Fund
Fire Department	Station Maintenance, Security System, Generator	\$160,000.00	General Fund
Administration	Computers/M&R	\$250,000.00	Grant Funding
Total		\$ 1,220,000.00	

G. FY 2023-2024 Outlook:

This budget is balanced with a tax rate of .63 cents. This is the same total property tax rate as the current year. While uncertainties resulting from the pandemic persist and our recovery is gradual, the recommended budget puts our city in a position to emerge stronger from the effects of the pandemic. This budget makes plans and projections for the near future in a prudent, visionary, and pragmatic manner to accommodate growth in an equitable manner while investing in our most important resource: our 80+ employees. The recommended FY 23-24 budget reflects an increase that positions the city to meet the expectations precipitated by recent and anticipated growth. Much of the growth in the proposed budget represents an effort to invest in critical areas such as staffing, increasing fund balances, providing adequate facility maintenance, and delivery of services at the high levels expected from residents, visitors, and customers.

H. Recognition:

This budget recognizes that the City of Randleman provides a Senior Adult center which is located in the Randleman Community Center. This is for the use of any and all seniors in the Randleman area.

I. Conclusion:

This budget recognizes the need for reorganization of our structure to respond to the needs of growth more effectively. This budget continues progress towards The Board of Aldermen's, City of Randleman's and Directors' desire to support the needs of the citizens as well as our employees. With this budget, the City of Randleman positions itself as an economically competitive employer of choice driven by a desire to deliver services to our community in an equitable manner and with the capability to meet present and future challenges.

We invite each of you to take some time to review the proposed budget and we welcome the opportunity to meet with you individually and/or collectively over the

next few weeks, as we approach the public hearing on June 6, 2023. A proposed ordinance is included in Appendix D.

We are grateful to the Mayor and Board of Aldermen for the opportunity to serve as Interim City Manager and Finance Director for our wonderful community. We wish to thank each of the City's Directors for their assistance in compiling the information needed to develop the FY 2023-2024 Budget. We would also like to give our thanks and appreciation to all our City of Randleman staff for their hard work and dedication to the jobs they accomplish each day to make our City an excellent place to work, live and visit.

Respectfully Submitted,

Elizabeth Sechriest, Finance Director

June 27, 2023

Appendix A: Line-Item Budgets



GENERAL FUND REVENUE

General Fund Revenues				
Account #	Account Desc.	FY 2023 Budget	FY 2023 YTD	FY24 Projected
10-00-3110-2020	CURRENT AD VALOREM TAXES	2,850,700	2,769,677	3,000,000
10-00-3110-2100	AD VALOREM TAXES-PRIOR YEARS	200	73.46	300
10-00-3110-2117	2020 AD VALOREM TAXES	200	-	300
10-00-3110-2118	2021 AD VALOREM TAXES	500	198	600
10-00-3110-2119	2022 AD VALOREM TAXES	15,000	141.52	16,000
10-00-3110-2800	PENALTIES & INTEREST	3,000	5,456	5,000
10-00-3230-0100	LOCAL SALES & USE TAX	1,100,000	833,000	1,500,000
10-00-3232-0300	SOLID WASTE DISPOSAL TAX	3,000	2,818	4,000
10-00-3260-0100	PRIVILEGE LICENSES	200	210	250
10-00-3280-0100	VEHICLE TAG FEE	200	-	-
10-00-3311-0200	P.I.L.O.T.-HOUSING AUTHORITY	9,000	10,475	15,000
10-00-3322-0200	STATE - BEER & WINE	20,000	17,000	20,000
10-00-3324-0200	STATE FRANCHISE TAXES	490,000	326,666	500,000
10-00-3330-0200	FIRE DISTRICT TAX REVENUE	620,000	649.237	700,000
10-00-3492-0200	MISC GRANT REVENUE/RESTRICTED	125,000	-	125,000
10-00-3831-0801	INTEREST ON INVESTMENTS	10,000	253,405	385,291
10-00-3832-0800	LOAN PROCEEDS	185,000	240,025	185,000
10-00-3833-0801	FUNDRAISING - ADMIN	1,000	2,000	1,000
10-00-3834-0800	BUILDING/PROP RENTS	5,700	12,464	5,700
10-00-3837-0200	ABC REVENUE GENERAL FUND	200,000	370,895	354,007
10-00-3837-0210	ABC REVENUE LAW ENFORCEMENT	10,000	22,387	10,000
10-00-3837-0240	ABC REVENUE RECREATION	10,000	20,320	10,000
10-00-3839-0800	MISC SOURCES	10,000	17,313	10,000
10-00-3839-0900	INSURANCE PROCEEDS	-	4,729	-

10-00-3920-0900	SALE OF REAL PROPERTY/ASSET	5,000	13,000	5,000
10-00-3990-0900	APPROPRIATED FUND BALANCE	327,826	-	-
10-10-3431-0301	UNAUTHORIZED SUBSTANCE TAX	1,000	107	1,000
10-10-3431-0400	ARREST FEES & MILEAGE	3,000	1,661	3,000
10-10-3434-0800	FIRE PREVENTION-PERMITS	50	250	500
10-10-3833-0801	FUNDRAISING-POLICE	3,000	9,025	5,000
10-10-3492-0200	GRANT FUNDRAISING	-	-	125,000
10-20-3316-0300	POWELL BILL	130,000	86,666	150,000
10-20-3471-0400	TIPPING FEES - SANITATION	361,080	240,720	400,000
10-20-3473-0400	STORMWATER FEES	35,000	18,000	35,000
10-30-3491-0401	ZONING PERMIT FOR BLDG PE	2,000	1,535	2,000
10-30-3491-0402	SPEC USE PERMITS/ZONING	1,000	700	1,000
10-40-3330-0300	LIBRARY RANDOLPH COUNTY	12,000	8,000	14,000
10-40-3492-0200	REC/CULTURAL GRANT	-	12,000	
10-40-3611-0400	LIBRARY FEES & FINES	2,000	748	2,000
10-40-3611-0803	LIBRARY GIFTS & MEMORIALS	2,000	1,630	2,000
10-40-3611-0804	LIBRARY MISC REV	3,000	1,338	3,000
10-40-3612-0400	REC MEMBERSHIPS & PROGRAMS	145,000	101,165	100,000
10-40-3613-0800	REC DONATIONS & SPONSORS	-	505	
10-40-3613-0802	REC GATE ADMISSIONS	4,000	890	4,000
10-40-3613-0803	REC CONCESSIONS & VENDING	8,000	4,989	8,000
10-40-3613-0805	REC FACILITY RENTALS	10,000	11,500	10,000
10-40-3613-0806	REC MISCELLANEOUS	2,500	-	2,500
10-40-3613-0807	FESTIVAL & EVENTS SPONSORSHIPS	25,000	26,675	25,000
10-40-3833-0801	FUNDRAISING-LIBRARY	1,000	1,569	1,000
10-40-3833-0802	FUNDRAISING- RECREATION	-	2,000	
Grand Total		6,752,156	5,454,575	7,746,448



GENERAL FUND EXPENDITURE

General Fund Expenditures				
Account #	Account Desc.	FY 2023 Budget	FY 2023 YTD	FY 2024 Recommended
Board of Aldermen				
10-00-4110-5100	SALARIES-MAYOR/BOARD	29,100	24,875	32,700
10-00-4110-5102	FICA-COUNCIL	2,300	1,874	2,600
10-00-4110-7302	TRAVEL/MEETINGS/SCHOOL/SUPPLIES	3,300	2,372	8,000
Department Total		34,700	29,121	43,300
Administration				
10-00-4120-5100	SALARIES - ADMIN	150,000	102,112	225,000
10-00-4120-5101	401K - ADMIN	7,000	4,031	11,250
10-00-4120-5102	FICA - ADMIN	12,000	8,092	18,000
10-00-4120-5103	STATE RETIREMENT - ADMIN	16,000	9,795	29,000
10-00-4120-5104	GROUP INSURANCE - ADMIN	14,000	5,685	19,000
10-00-4120-5105	COBRA INSURANCE	500	19	500
10-00-4120-5106	RETIREE INSURANCE	-	-	-
10-00-4120-5107	CAR ALLOWANCE	1,800	900	2,000
10-00-4120-5109	UNEMPLOYMENT TAX	7,000	-	8,000
10-00-4120-5111	OPEB OUTLAY - ADMIN	5,000	-	5,000
10-00-4120-6200	ACCOUNTANT/AUDITOR	27,000	25,537	30,000
10-00-4120-6201	LEGAL SERVICES	15,000	20,019	20,000
10-00-4120-6203	TELEPHONE	14,000	10,851	15,000
10-00-4120-6204	UTILITIES	10,000	6,048	11,000
10-00-4120-6205	M & R BUILDING	15,000	7,602	15,000
10-00-4120-6206	M & R EQUIPMENT	5,000	-	5,000
10-00-4120-6207	ADVERTISING	3,000	200	3,000
10-00-4120-6208	SOFTWARE SUBSCRIPTION	18,000	267	18,000
10-00-4120-6209	INSURANCE & BONDS	170,000	190,808	200,000

10-00-4120-6210	COUNTY BOARD OF ELECTIONS	3,000	-	3,000
10-00-4120-6211	HANGING CHRISTMAS LIGHTS	3,000	4,429	5,000
10-00-4120-6213	REFUND PRIOR YR TAXES	-	-	-
10-00-4120-6214	TMA COLLECTION FEES/TAXES	42,000	43,312	45,000
10-00-4120-7300	DEPARTMENT SUPPLIES	16,000	14,517	20,000
10-00-4120-7301	MISCELLANEOUS	5,000	4,363	5,000
10-00-4120-7302	TRAVEL/MEETINGS/SCHOOL	15,000	10,785	20,000
10-00-4120-7303	POSTAGE	2,500	1,316	2,500
10-00-4120-7304	PRINTING	2,000	736	2,000
10-00-4120-7305	OSHA & WELLNESS	17,000	1,200	17,000
10-00-4120-7306	CONTRACTED SERVICES	65,000	94,599	75,000
10-00-4120-7308	FROM FUNDRAISING	1,000	-	-
10-00-4120-7313	DUES & SUBSCRIPTIONS	12,000	15,401	15,000
10-00-4120-7322	COMMUNITY OUTREACH	4,000	4,464	4,000
10-00-4120-7323	EMERGENCY EXPENDITURES - FEMA	-	-	-
10-00-4120-9800	CAPITAL OUTLAY	15,000	16,788	15,000
10-00-9800-9200	TRANSFER TO OTHER FUNDS	-	-	-
Department Total		692,800	603,876	863,250
Debt Services				
10-00-9800-9500	BB&T-PRINCIPAL (2025) Phase II	97,500	89,375	97,500
10-00-9800-9502	BB&T PHASE II-INTEREST	3,818	2,889	1,400
10-00-9800-9503	BB&T-PRINCIPAL (2027) Tanker	38,826	38,772	44,000
10-00-9800-9504	BB&T TANKER-INTEREST	4,205	4,603	3,500
10-00-9800-9505	TRUIST BANK - PRINCIPAL (2028) Leaf	25,149	31,438	26,000
10-00-9800-9506	TRUIST BANK - INT (VAC LEAF TRK)	3,131	3,864	2,700
10-00-9800-9507	PRINCIPAL-FIRE SQUAD TRUCK	32,897	32,723	26,000
10-00-9800-9508	INTEREST-FIRE SQUAD TRUCK	3,988	4,157	3,315
10-20-9800-9500	TRUIST- REFUSE TRUCK	-	19,314	-
Department Total		209,514	227,134	204,415

Police				
10-10-4310-5100	SALARIES - POLICE	882,500	782,635	1,133,352
10-10-4310-5101	401K LEO - POLICE	43,000	37,619	55,500
10-10-4310-5102	FICA - POLICE	69,500	57,752	86,700
10-10-4310-5103	STATE RETIREMENT - POLICE	115,000	98,100	142,500
10-10-4310-5104	GROUP INSURANCE - POLICE	90,000	62,293	102,000
10-10-4310-5108	OVERTIME - POLICE	25,000	-	40,000
10-10-4310-5111	OPEB OUTLAY - POLICE	4,000	-	17,500
10-10-4310-6203	TELEPHONE	26,500	28,261	28,000
10-10-4310-6204	UTILITIES	18,000	13,657	18,000
10-10-4310-6205	M & R BUILDING	8,000	3,581	8,000
10-10-4310-6216	COUNTY DISPATCHER	4,100	798	4,100
10-10-4310-6218	PHYSICALS & IMMUNIZATIONS	500	-	-
10-10-4310-6220	PRE-EMP/SAFETY REQUIR	3,000	2,100	5,000
10-10-4310-7300	DEPARTMENT SUPPLIES	6,000	4,435	6,500
10-10-4310-7301	MISCELLANEOUS	3,000	2,820	3,000
10-10-4310-7302	TRAVEL/MEETINGS/SCHOOLS	2,000	2,078	2,000
10-10-4310-7303	POSTAGE	500	93	500
10-10-4310-7307	EQUITABLE SHARING EXPEN	-	-	-
10-10-4310-7308	FROM FUNDRAISING	-	5,062	-
10-10-4310-7309	UNIFORMS & ACCESS	9,000	4,896	40,000
10-10-4310-7310	RESTRICTED FUNDS EXPENSE	-	3,880	4,000
10-10-4310-7311	INVESTIGATIVE SUPPLIES	4,000	3,339	4,000
10-10-4310-7312	VICE & NARCOTICS	4,000	1,000	4,000
10-10-4310-7313	EQUIPMENT	28,001	12,582	30,000
10-10-4310-7314	COMPUTER RECORDS/REPORTS	33,500	28,111	35,000
10-10-4310-7319	GAS & FUEL	50,000	46,163	50,000
10-10-4310-7320	AUTOMOTIVE SUPPLIES	26,000	20,594	27,000
10-10-4310-9800	CAPITAL OUTLAY	263,500	135,054	143,000
Department Total		1,718,601	1,356,903	1,989,652

Fire				
10-10-4340-5100	SALARIES - FIRE	1,001,000	859,576	1,001,000
10-10-4340-5101	401K - FIRE	48,606	43,303	55,000
10-10-4340-5102	FICA - FIRE	85,777	76,287	76,576
10-10-4340-5103	STATE RETIREMENT - FIRE	117,625	104,820	135,000
10-10-4340-5104	GROUP INSURANCE - FIRE	106,000	75,155	110,830
10-10-4340-5105	FULL-TIME CALL-BACK	30,000	45,383	45,000
10-10-4340-5106	PART-TIME	110,000	111,916	125,000
10-10-4340-5108	FIRE CALLS (VOLUNTEER)	-	-	-
10-10-4340-5111	OPEB OUTLAY - FIRE DEPT	1,000	-	1,000
10-10-4340-6203	TELEPHONE	13,000	14,161	13,000
10-10-4340-6204	UTILITIES	20,000	15,550	20,000
10-10-4340-6205	M & R BUILDING	20,000	25,207	30,000
10-10-4340-6218	PHYSICALS/IMMUNIZATIONS	12,000	14,674	20,000
10-10-4340-6250	NON-CAPITAL EXPENDITURES	8,000	6,187	15,000
10-10-4340-7300	DEPARTMENT SUPPLIES	10,000	10,540	10,000
10-10-4340-7302	TRAVEL/MEETINGS/SCHOOLS	4,000	1,748	5,000
10-10-4340-7303	POSTAGE	200	38	200
10-10-4340-7306	CONTRACTED SERVICES	10,500	8,862	12,000
10-10-4340-7308	FROM FUNDRAISING FUNDS	1,000	-	-
10-10-4340-7309	UNIFORMS	68,000	111,158	75,000
10-10-4340-7310	PEDIODICALS & TRAINING	1,000	311	1,000
10-10-4340-7311	NON/VEHICLE MED/RAD/FIRE	35,000	22,776	35,000
10-10-4340-7312	DUES & MEMBERSHIPS	2,500	927	3,000
10-10-4340-7313	FIRE PROGRAMS	8,000	4,869	10,000
10-10-4340-7319	GAS & FUEL	25,000	24,686	30,000
10-10-4340-7320	M & R VEHICLE	65,000	57,249	75,000
10-10-4340-7322	COMMUNITY OUTREACH - FIRE	3,500	2,705	4,000
10-10-4340-9800	CAPITAL OUTLAY	140,000	245,937	160,000
Department Total		1,946,708	1,884,025	2,067,606

Fleet				
10-20-4250-5100	SALARIES - FLEET MAINT	104,000	49,601	115,000
10-20-4250-5101	401K - FLEET	5,100	2,422	7,000
10-20-4250-5102	FICA - FLEET	8,000	3,780	9,000
10-20-4250-5103	STATE RETIREMENT - FLEET	12,250	5,885	14,000
10-20-4250-5104	GROUP INSURANCE - FLEET	12,000	4,481	14,500
10-20-4250-5111	OPEB OUTLAY - FLEET	-	-	-
10-20-4250-6203	TELEPHONE	700	502	1,000
10-20-4250-6204	UTILITIES	12,000	7,759	12,000
10-20-4250-7301	B&M MISCELLANEOUS	4,200	5,027	6,000
10-20-4250-7309	UNIFORMS	2,600	691	3,000
10-20-4250-7310	BUILDING MAINTENANCE	-	-	6,200
10-20-4250-7311	PARTS ALL DEPTS	4,000	4,105	5,000
10-20-4250-7319	GAS & FUEL	6,000	18,894	6,000
	NEW SUSIDARIES FOR ALL DEPTS	-	-	-
10-20-4250-7320	AUTOMOTIVE	8,000	3,940	8,000
10-20-4250-9800	CAPITAL OUTLAY	13,500	11,391	6,000
Department Total		192,350	118,478	212,700
Streets				
10-20-4510-5100	SALARIES	100,000	83,139	150,000
10-20-4510-5101	401K	5,000	4,055	7,500
10-20-4510-5102	FICA	7,700	6,252	11,475
10-20-4510-5103	STATE RETIREMENT	12,000	9,855	19,200
10-20-4510-5104	GROUP INSURANCE	15,200	7,809	18,500
10-20-4510-5110	PART-TIME SALARIES	-	-	-
10-20-4510-5111	OPEB OUTLAY	-	-	-
10-20-4510-6203	TELEPHONE	-	-	-
10-20-4510-6208	STREET LIGHTS	60,000	63,528	60,000
10-20-4510-6211	ENGINEERING	5,000	-	5,000
10-20-4510-6212	CHARGEABLE POWELL BILL	120,000	131,443	120,000
10-20-4510-7300	DEPARTMENT SUPPLIES	8,500	8,309	23,500

10-20-4510-7308	FUNDRAISING EXPENDITURES	-	-	-
10-20-4510-7309	UNIFORMS	3,700	2,446	3,700
10-20-4510-7310	M & R STREETS	6,700	-	6,700
10-20-4510-7313	BAD DEBT-STORM WATER FEES	-	-	-
10-20-4510-7319	GAS & FUEL	7,000	7,667	7,000
10-20-4510-7320	AUTOMOTIVE SUPPLIES	8,000	3,514	8,000
10-20-4510-9800	CAPITAL OUTLAY	-	-	-
Department Total		358,800	328,017	440,575
Sanitation				
10-20-4710-5100	SALARIES - SANITATION	105,000	62,740	85,000
10-20-4710-5101	401K - SANITATION	5,250	2,013	4,250
10-20-4710-5102	FICA - SANITATION	8,000	4,396	6,600
10-20-4710-5103	STATE RETIREMENT	13,000	5,530	11,000
10-20-4710-5104	GROUP INSURANCE	15,200	1,013	14,800
10-20-4710-5111	OPEB OUTLAY	-	-	-
10-20-4710-6203	TELEPHONE	-	-	-
10-20-4710-6213	TIPPING FEES/COUNTY CHARGE	100,000	96,129	110,000
10-20-4710-6214	BRUSH GRINDING	14,000	13,500	15,000
10-20-4710-7300	DEPARTMENT SUPPLIES	8,000	6,782	8,000
10-20-4710-7309	UNIFORMS	3,600	1,204	4,500
10-20-4710-7319	GAS & FUEL	25,500	19,532	25,500
10-20-4710-7320	M&R Vehicle	26,000	26,204	35,000
10-20-4710-9800	CAPITAL OUTLAY	-	349,849	38,000
Department Total		323,550	588,892	357,650
Economic Development				
10-30-4900-6204	DOWNTOWN UTILITIES	16,500	18,039	20,000
10-30-4900-6205	DOWNTOWN IMPROVEMENTS	5,000	8,799	10,000
10-30-4900-6206	CITY BUILDINGS M&R	20,000	11,580	20,000
10-30-4900-6250	INDUSTRIAL DEVELOPMENT	7,700	7,700	10,000
10-30-4900-6258	BEAUTIFICATION	10,000	4,417	10,000

10-30-4900-6253	ECONOMIC DEVELOPMENT	-	-	15,000
Department Total		59,200	50,535	85,000
Community Outreach				
10-30-4900-6259	BRANDING EXPENDITURES	10,000	2,004	10,000
10-30-4900-6251	SENIOR CITIZENS	30,000	30,000	30,000
10-30-4900-6255	ARTS GUILD/ FAMILY CRISIS CENTER	2,000	2,000	-
10-30-4900-6256	CHAMBER OF COMMERCE	7,500	7,500	10,000
10-30-4900-6257	RANDLEMAN HISTORIC SOCIETY	7,000	7,000	7,000
Department Total		56,500	48,504	57,000
Planning				
10-30-4910-5100	SALARIES - PLANNING	60,217	62,108	70,000
10-30-4910-5101	401K - PLANNING	3,011	2,936	3,500
10-30-4910-5102	FICA - PLANNING	4,745	4,658	5,000
10-30-4910-5103	STATE RETIREMENT - PLANNING	3,011	7,135	8,500
10-30-4910-5104	GROUP INSURANCE - PLANNING	5,100	4,248	6,000
10-30-4910-5105	PLANNING BOARD	2,500	500	2,500
10-30-4910-5111	OPEB OUTLAY - PLANNIN	-	-	-
10-30-4910-6203	TELEPHONE	1,600	544	1,500
10-30-4910-6207	ADVERTISING	1,500	360	1,500
10-30-4910-6208	STORMWATER PTWQ PARTNER	6,000	5,605	6,000
10-30-4910-6250	NON-CAPITAL EXPENDITURES	-	-	-
10-30-4910-7300	DEPARTMENT SUPPLIES	2,500	2,145	3,000
10-30-4910-7301	MISCELLANEOUS	1,000	220	1,000
10-30-4910-7302	TRAVEL/MEETINGS/SCHOOLS	1,200	954	1,200
10-30-4910-7303	POSTAGE	500	133	500
10-30-4910-7304	PRINTING	200	-	200
10-30-4910-7306	CONTRACTED SERVICES	35,000	30,448	35,000
10-30-4910-7309	UNIFORMS	-	-	-
10-30-4910-7319	GAS & FUEL	900	971	1,200
10-30-4910-7320	AUTOMOTIVE SUPPLIES	1,500	44	1,500

10-30-4910-9800	CAPITAL OUTLAY - PLANNING	-	-	-
Department Total		130,484	123,010	148,100
Library				
10-40-6110-5100	SALARIES - LIBRARY	136,000	120,336	160,000
10-40-6110-5101	401K - LIBRARY	6,600	5,879	8,000
10-40-6110-5102	FICA - LIBRARY	14,600	11,893	17,000
10-40-6110-5103	STATE RETIREMENT - LIBRARY	21,000	18,001	22,000
10-40-6110-5104	GROUP INSURANCE - LIBRARY	17,000	2,865	18,000
10-40-6110-5110	PART TIME HELP	54,500	42,123	75,000
10-40-6110-5111	OPEB OUTLAY - LIBRARY	-	-	-
10-40-6110-6203	TELEPHONE	1,600	1,596	2,000
10-40-6110-6204	UTILITIES	14,000	38,444	14,000
10-40-6110-6205	M & R BUILDING	26,000	68,957	26,000
10-40-6110-6206	M & R EQUIPMENT	8,400	2,252	9,000
10-40-6110-7300	DEPARTMENT SUPPLIES	3,000	1,489	4,000
10-40-6110-7301	MISCELLANEOUS	1,000	349	1,000
10-40-6110-7307	Grant Expenses	-	-	-
10-40-6110-7308	FROM FUNDRAISING FUNDS	-	844	2,000
10-40-6110-7311	VIDEOS & DVDS	5,000	2,921	5,000
10-40-6110-7312	BOOKS & REBINDING	12,000	12,000	15,000
10-40-6110-7313	MEMORIALS & DONATIONS	2,000	1,966	2,000
10-40-6110-7314	PROGRAMS	13,000	10,461	13,000
10-40-6110-7315	JW DONATION EXPENDITURES - LIBRARY		4,683	5,000
10-40-6110-9800	CAPITAL OUTLAY	-	-	30,000
Department Total		335,700	347,060	428,000
Parks & Recreation				
10-40-6120-5100	SALARIES - RECREATION	149,500	92,568	167,000
10-40-6120-5101	401K - RECREATION	7,300	4,319	9,000
10-40-6120-5102	FICA - RECREATION	11,500	11,775	13,000
10-40-6120-5103	STATE RETIREMENT - RECREATION	18,000	10,495	20,000

10-40-6120-5104	GROUP INSURANCE - RECREATION	15,000	14,598	16,000
10-40-6120-5110	PART-TIME HELP	70,000	64,014	80,000
10-40-6120-5111	OFFICIALS/GAMES	11,781	17,326	23,500
10-40-6120-5112	OPEB OUTLAY - RECREATION	1,000	-	1,000
10-40-6120-6203	TELEPHONE	9,500	8,747	9,500
10-40-6120-6204	UTILITIES	35,000	31,934	35,000
10-40-6120-6205	M & R BUILDING	36,000	14,020	36,000
Add New GL	M & R EQUIPMENT	-	-	5,000
10-40-6120-6208	PURCHASE FOR RESALE	8,000	5,162	8,000
10-40-6120-6209	INS FOR BASEBALL	2,500	-	2,500
10-40-6120-6250	NON-CAPITAL EXPENDITURES	3,500	210	3,500
10-40-6120-7300	DEPARTMENT SUPPLIES	12,000	4,478	12,000
10-40-6120-7301	MISCELLANEOUS	5,000	1,213	5,000
10-40-6120-7302	TRAVEL, MEETING, SCHOOLS	2,000	-	2,000
10-40-6120-7303	POSTAGE	500	91	500
10-40-6120-7304	PRINTING	1,000	-	1,000
10-40-6120-7306	CONTRACTED SERVICES	35,000	29,314	35,000
10-40-6120-7308	FROM FUNDRAISING FUND	-	678	-
10-40-6120-7309	UNIFORMS & PROGRAM SUPPLIES	32,000	24,825	32,000
10-40-6120-7311	AWARDS	500	-	500
10-40-6120-7312	OFFICE SUPPLIES	700	187	700
10-40-6120-7313	DUES & SUBSCRIPTIONS	500	170	500
10-40-6120-7314	SPECIAL EVENTS	20,000	13,218	20,000
10-40-6120-7315	FESTIVAL/M&M EXPENDITURES	20,000	23,060	20,000
10-40-6120-7319	GAS & FUEL	3,000	854	3,000
10-40-6120-7320	AUTOMOTIVE SUPPLIES	3,000	273	3,000
10-40-6120-9800	CAPITAL OUTLAY	160,000	33,622	285,000
Department Total		673,781	407,149	849,200
Grand Total		6,732,688	6,112,704	7,746,448



WATER & SEWER FUND REVENUES

Water & Sewer Revenues				
Account #	Account Desc.	FY 2023 Budget	FY 2023 YTD	FY24 Requested
60-60-3713-0500	WATER CHARGES	1,340,000.00	1,334,121.00	1,677,869
60-60-3713-0501	WATERLINE CONNECTIONS	10,000.00	24,8000.00	10,000.00
60-60-3714-0500	WASTEWATER CHARGES	1,300,000.00	1,052,229.00	1,444,927
60-60-3714-0501	WASTEWATER CONNECTIONS	10,000.00	800.00	10,000.00
60-60-3831-0800	INTEREST ON INVESTMENT	-	-	-
60-60-3839-0000	MISC SOURCES	1,000.00	204.00	1,000.00
60-60-3839-0001	LATE FEES	40,000.00	36,835.00	45,000
60-60-3839-0002	RETURNED CHECK CHARGE	500.00	500.00	500.00
60-60-3839-0004	CREDIT CARD FEES	10,000.00	13,365.00	13,000
Grand Total		\$ 2,711,500	\$ 2,686,054.00	\$ 3,202,296



WATER & SEWER FUND EXPENDITURES

Water & Sewer Expenses				
Account #	Account Desc.	FY 2023 Budget	FY 2023 YTD	FY 2024 Recommended
Water Department				
60-60-7110-5100	SALARIES-WATER DEPT	244,000	178,832	250,000
60-60-7110-5101	401 K WATER DEPT	12,300	6,508	12,500
60-60-7110-5102	FICA WATER DEPT	18,700	13,570	19,125
60-60-7110-5103	STATE RETIREMENT-WATER DEPT	30,000	15,814	32,000
60-60-7110-5104	GROUP INSURANCE-WATER DEPT	21,000	9,980	25,000
60-60-7110-5106	RETIREE INSURANCE - WATER	-	-	-
60-60-7110-5112	OPEB OUTLAY - WATER	5,000	-	-
60-60-7110-5199	PENSION EXPENSE	-	-	-
60-60-7110-6203	TELEPHONE	7,500	6,174	7,500
60-60-7110-6204	UTILITIES	5,000	4,192	5,000
60-60-7110-6206	M & R EQUIPMENT	6,000	3,295	6,000
60-60-7110-6220	DUES & CERTIFICATION	5,000	4,702	5,000
60-60-7110-6230	WATER TESTING LAB/SUPPLIES	7,000	3,593	9,000
60-60-7110-7300	DEPARTMENT SUPPLIES	2,000	2,306	3,000
60-60-7110-7303	POSTAGE	4,000	4,306	4,500
60-60-7110-7304	PRINTING	4,000	2,428	4,000
60-60-7110-7305	UTILITY SERVICES	61,000	57,856	64,000
60-60-7110-7306	CONTRACTED SERVICES	15,000	548	15,000
60-60-7110-7307	PTRWA ADMIN OPERATING FEES	40,000	-	40,000
60-60-7110-7316	WATER PURCHASE - ASHEBORO	125,000	119,441	125,000
60-60-7110-7317	WATER PURCHASE-PTRWA	410,000	429,412	440,000
60-60-7110-7322	CREDIT CARD FEES	15,000	11,076	17,000
Totals		1,037,500	874,032	1,083,625
Water Maintenance				
60-60-7120-5100	SALARIES - WATER MAINT.	52,000	48,010	110,000
60-60-7120-5101	401K - WATER MAINT.	3,000	2,296	8,000
60-60-7120-5102	FICA - WATER MAINT.	4,000	3,593	5,000
60-60-7120-5103	STATE RETIREMENT - WATER MAINT.	6,500	5,579	12,800
60-60-7120-5104	GROUP INSURANCE - WATER MAINT.	13,000	4,401	15,000

60-60-7120-5112	OPEB OUTLAY - WATER MAINT	-	-	-
60-60-7120-6203	TELEPHONE	1,500	773	1,500
60-60-7120-7300	DEPARTMENT SUPPLIES	3,000	2,033	3,000
60-60-7120-7301	MISCELLANEOUS	1,000	465	1,000
60-60-7120-7302	TRAVEL/MEETINGS/SCHOOL	2,000	495	3,000
60-60-7120-7306	CONTRACTED SERVICES	10,000	722	10,000
60-60-7120-7309	UNIFORMS	4,000	1,274	4,500
60-60-7120-7311	MAINTENANCE MATERIALS	30,000	17,670	30,000
60-60-7120-7312	WATERLINE CONST/REPLACE	30,000	6,597	30,000
60-60-7120-7313	BAD DEBT EXPENSE	500	-	500
60-60-7120-7319	GAS & FUEL	15,000	14,244	17,000
60-60-7120-7320	AUTOMOTIVE SUPPLIES	7,000	4,550	7,000
60-60-7120-9800	CAPITAL OUTLAY	7,500	7,495	7,500
Totals		190,000	120,200	265,800
Waste Water Maintenance				
60-60-7125-5100	SALARIES - WASTEWATER MAINTENANCE	52,000	42,477	95,000
60-60-7125-5101	401K - WASTEWATER MAINTENANCE	3,000	2,124	4,750
60-60-7125-5102	FICA - WASTEWATER MAINTENANCE	4,000	3,174	7,300
60-60-7125-5103	STATE RETIREMENT - WW MAINT.	6,500	5,161	12,000
60-60-7125-5104	GROUP INSURANCE - WW MAINT.	13,000	4,189	14,000
60-60-7125-5112	OPEB OUTLAY - WW MAINT.	-	-	-
60-60-7125-6203	TELEPHONE - WASTEWATER MAINT.	1,500	773	1,500
60-60-7125-7300	DEPARTMENT SUPPLIES	2,000	1,706	4,500
60-60-7125-7301	MISCELLANEOUS - WASTEWATER MAINT.	1,000	442	1,000
60-60-7125-7302	TRAVEL/MEETINGS/SCHOOLS - WW MAINT.	2,000	85	2,000
60-60-7125-7306	CONTRACTED SERVICES - WW MAINT.	10,000	30,154	10,000
60-60-7125-7307	GRANT EXPENDITURES	-	-	-
60-60-7125-7309	UNIFORMS - WASTEWATER MAINT.	4,000	1,489	4,500
60-60-7125-7311	MAINTENANCE MATERIALS - WW MAINT.	23,000	12,065	23,000
60-60-7125-7312	SEWERLINE CONST/REPLACE - WW MAINT.	20,000	4,385	20,000
60-60-7125-7313	BAD DEBT EXPENSE - WW MAINT.	500	-	500
60-60-7125-7319	GAS & FUEL - WASTEWATER MAINT.	6,400	873	6,400

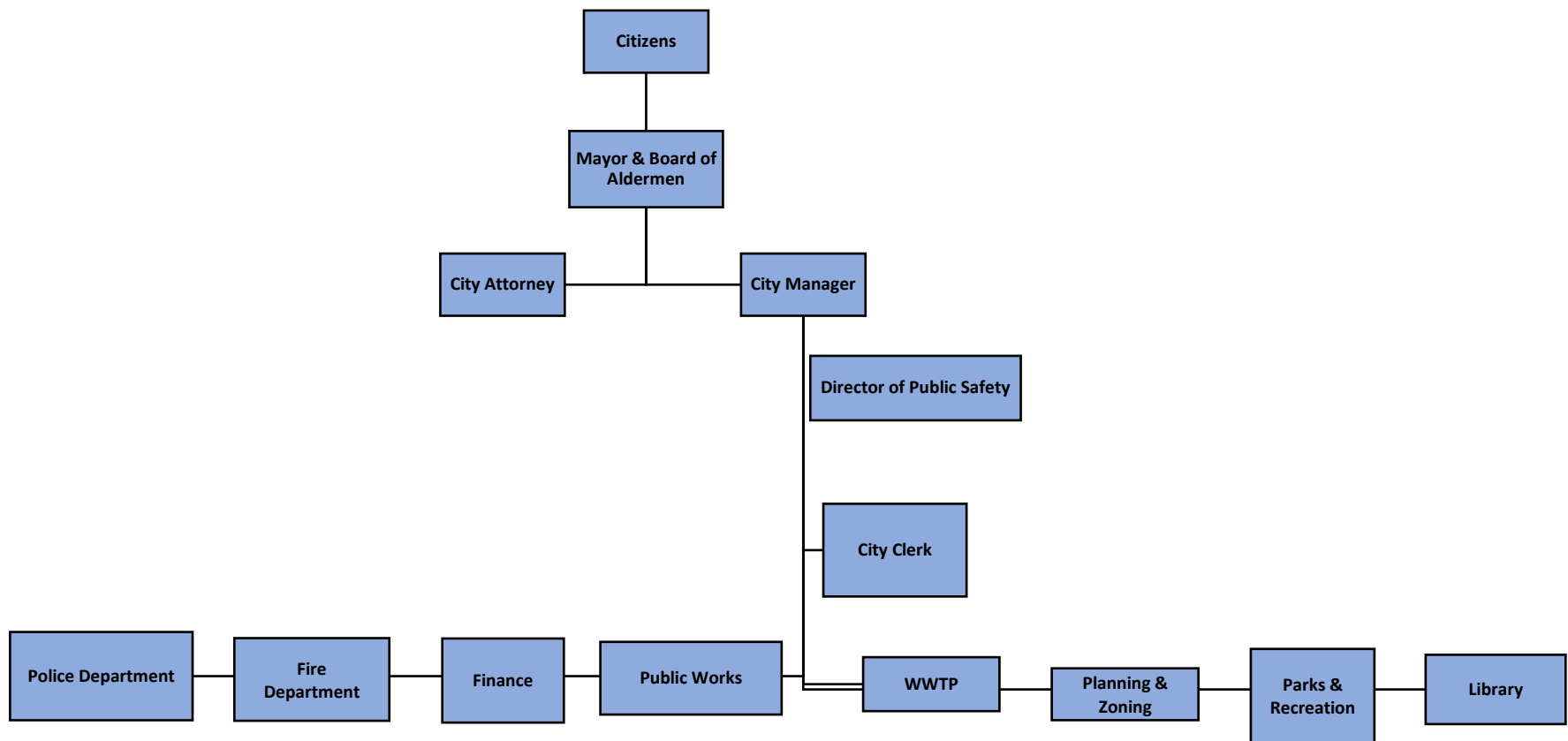
60-60-7125-7320	AUTOMOTIVE SUPPLIES - WW MAINT.	6,500	6315	6,500
60-60-7125-9800	CAPITAL OUTLAY - WASTEWATER MAINT.	1,033,396	15,016	105,000
Totals		1,188,796	130,428	317,950
Waste Water Treatment Plant				
60-60-7130-5100	SALARIES - WWTP	195,000	168,353	250,000
60-60-7130-5101	401K - WWTP	9,800	8,127	10,645
60-60-7130-5102	FICA - WWTP	14,950	12,748	19,125
60-60-7130-5103	STATE RETIREMENT - WWTP	22,250	19,566	25,000
60-60-7130-5104	GROUP INSURANCE - WWTP	23,500	15,019	24,000
60-60-7130-5112	OPEB OUTLAY - WWTP	2,000	-	10,000
60-60-7130-6203	TELEPHONE	10,000	3,954	12,000
60-60-7130-6204	UTILITIES	145,000	67,028	145,000
60-60-7130-6205	M & R BLDG	14,000	57	14,000
60-60-7130-6206	M & R EQUIPMENT	50,000	55,946	80,000
60-60-7130-6209	SLUDGE REMOVAL	60,000	35,862	70,000
60-60-7130-6220	DUES/FEES FOR CERTIFICATION	9,500	6,151	10,000
60-60-7130-6230	PRETREATMENT & LAB	35,000	44,055	40,000
60-60-7130-6231	FINES & PENALTIES	3,000	-	3,000
60-60-7130-7300	DEPARTMENT SUPPLIES	3,500	3,085	3,500
60-60-7130-7301	MISCELLANEOUS EXPENSE	1,000	187	1,000
60-60-7130-7302	TRAVEL/MEETINGS/SCHOOL	3,000	63	3,000
60-60-7130-7303	POSTAGE	3,000	1,136	3,000
60-60-7130-7309	UNIFORMS	4,500	1,494	5,500
60-60-7130-7311	SUPPLIES & CHEMICALS	45,000	18,261	55,000
60-60-7130-7316	WASTEWATER TREAT - ASHEBORO	40,000	33,876	45,000
60-60-7130-7319	GAS & FUEL	6,000	6,857	8,000
60-60-7130-7320	AUTOMOTIVE SUPPLIES	3,500	689	4,000
60-60-7130-9800	CAPITAL OUTLAY	210,000	153,059	488,891
Totals		913,500	655,573	1,329,661
Debt Service				
60-60-9800-3800	CAPITAL OUTLAY-OTHER	-	-	-
60-60-9800-9200	TRANSFER TO OTHER FUNDS	-	-	-

60-60-9800-9500	SRF LOAN-PRIN (2033)	43,530	43,528	43,528
60-60-9800-9501	SRF LOAN-INTEREST	10,450	4,788	9,576
60-60-9800-9503	PTRWA-LEGAL FEES	-	-	-
60-60-9800-9504	PTRWA #1/PRIN (2019)	-	-	-
60-60-9800-9505	PTRWA #1-INTEREST	-	-	-
60-60-9800-9506	PTRWA #2-PRIN (2028)	88,382	93,464	93,464
60-60-9800-9507	PTRWA #2-INTEREST	19,128	10,648	10,648
60-60-9800-9509	CONTINGENCY	-	-	-
60-60-9800-9511	DENR LOANS INTEREST	-	-	-
60-60-9800-9512	GO BOND SERVICE CHARGES	-	-	-
60-60-9800-9513	SRF LOAN - PRIN (2037) - AIR DIFFUSERS	23,400	-	23,400
60-60-9800-9514	BB&T LOAN - PRIN (2034)	17,334	22,121	17,333
60-60-9800-9515	BB&T LOAN - INTEREST (2034)	7,934	7,312	7,312
Totals		210,158	181,861	205,261
Grand Total		3,539,954	1,962,094	3,202,296

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City of Randleman, North Carolina Organizational Chart



Personnel Summary for the City of Randleman- Revised 9/5/2023

Job Class	Pay Grade	Approved FTE FY 21-22	Approved FTE FY 22-23	Recommended FTE FY 23-24
CITY HALL				
City Manager	N/A	1	1	1
Finance Director	28	1	1	1
City Planner	25	1	1	1
City Clerk	24	1	1	1
Accounting Tech./Administrative Assistant	20	0	0	1
Utility Billing/Collection Specialist/Admin. Asst.	20	1	1	1
Water Billing and Collection Specialist	18	0	0	0
Total		5	5	6
POLICE				
Chief of Police	34	1	1	1
Assistant Chief of Police	31	1	1	1
Patrol Lieutenant	27	0	0	0
Administrative Lieutenant	27	0	0	0
Detective (Lieutenant)	27	1	2	2
Police Sergeant	26	4	4	4
Police Officer/Administrative	25	1	1	1
Police Officer	25	8	8	8
Total		16	17	17
Fire				
Fire Chief	33	1	1	1
Assistant Fire Chief/Fire Marshal	27	1	1	1
Fire Captain	23	3	3	3
Fire Engineer	22	6	6	6
Firefighter (Full-Time)	21	10	10	10
Firefighter (Part-Time)	N/A	2	2	2
Total		23	23	23
PUBLIC WORKS				
Public Works Director	29	1	1	1
Assistant Public Works Director	24	1	1	0
Public Works Supervisor Street/Sanitation	20	0	0	1
Public Works Supervisor Water/Wastewater	20	0	0	1
Public Works Sup. Dist. and Collections	23	1	1	1
Public Works Technician I	12	1	1	2
Public Works Technician II	16	3	3	1
Mechanic I	18	1	1	1
Mechanic II	23	1	1	1
Building and Grounds Maintenance Tech. I	12	1	1	1
Building and Grounds Maintenance Tech. II	16	1	1	1
Water Resource Specialist	20	0	0	1
Total		11	11	12

Personnel Summary for the City of Randleman- Revised 9/5/2023

[illegible]

City of Randleman's Pay & Classification Schedule

Pay Grade	Minimum	Midpoint	Maximum	Annual Dev. Increase
10	\$25,443.60	\$31,804.50	\$38,165.40	\$1,017.74
11	\$26,715.78	\$33,394.73	\$40,073.68	\$1,068.63
12	\$28,050.96	\$35,063.60	\$42,076.32	\$1,122.04
13	\$29,454.00	\$36,817.50	\$44,181.00	\$1,178.16
14	\$30,927.30	\$38,659.13	\$46,390.96	\$1,237.09
15	\$32,473.30	\$40,591.63	\$48,709.96	\$1,298.93
16	\$34,096.85	\$42,621.06	\$51,145.27	\$1,363.87
17	\$35,802.78	\$44,753.48	\$53,704.18	\$1,432.11
18	\$37,593.52	\$46,991.90	\$56,390.28	\$1,503.74
19	\$39,473.93	\$49,342.41	\$59,210.89	\$1,578.96
20	\$41,448.84	\$51,811.05	\$62,173.26	\$1,657.95
21	\$43,520.67	\$54,400.84	\$65,281.00	\$1,740.83
22	\$45,696.70	\$57,120.88	\$68,544.06	\$1,827.87
23	\$48,105.34	\$60,131.68	\$72,158.02	\$1,924.21
24	\$50,000.00	\$62,975.94	\$75,571.13	\$2,015.23
25	\$52,900.88	\$66,126.10	\$79,351.32	\$2,116.04
26	\$55,547.01	\$69,433.76	\$83,320.51	\$2,221.88
27	\$58,324.00	\$72,905.00	\$87,486.00	\$2,332.96
28	\$61,239.11	\$76,548.89	\$91,858.69	\$2,449.56
29	\$64,302.04	\$80,377.55	\$96,453.06	\$2,572.08
30	\$67,517.62	\$84,397.03	\$101,276.44	\$2,700.70
31	\$70,893.14	\$88,616.43	\$106,339.72	\$2,835.73
32	\$74,438.28	\$93,047.86	\$111,657.43	\$2,977.53
33	\$78,160.32	\$97,700.40	\$117,240.48	\$3,126.41
34	\$82,068.33	\$102,585.41	\$123,102.49	\$3,282.73

Department Descriptions

Council/Manager Government: The City of Randleman has adopted the Council/Manager form of government to provide the highest degree of professional and non-political administration of public services in accordance with policies set by the elected mayor and Board of Aldermen.

Administration: The Administration Department consists of the City Manager and the City Clerk. The City Manager is the chief administrative officer for the city. The City Manager's Office, which is part of the Executive Department, coordinates and oversees all City departments and implements policy decisions made by the mayor and the Board of Aldermen. In addition, the office leads the financial and budget management process and recommends improvements in operations and programs. The City Manager is appointed by and reports to the City Council. The City Clerk's Office is to maintain the permanent records of the City, which include all minutes of Council meetings, ordinances and resolutions adopted by the Board of Aldermen, and contracts.

Finance: The Finance Department maintains and improves the City of Randleman financial environment by enhancing the City's ability to fund service and budget priorities, including changing priorities. Finance prioritizes and manages the City's financials and administrative resources in an efficient manner, promotes accountability for resource usage, provides quality and timely financial reports, services and products to all customers and partners, and carries out its fiscal role in accordance with the City's goals and objectives as well as the policy and procedures set by the City Board of Aldermen. The Finance Department oversees Utility/Billing and HR Benefits/Policies alongside the City Manager and Director of Public Safety. The Finance Department is a three-person department hosting the City's Finance Director, Utility/ Billing and Collection Specialist and Account/AP Specialist.

Planning and Zoning: The Planning and Zoning Department is charged with promoting the sound growth and development of the City of Randleman. We work with our residents, businesses and community partners to create a vision for the future of Randleman, lead programs that strengthen neighborhoods, encourage economic development and support our quality of life. City of Randleman has (1) Planning and Zoning Director in its department.

Parks & Recreation:

The Parks and Recreation Department provides a variety of athletic, recreational, and arts and crafts activities for all ages and special populations. The department maintains multiple parks and sporting areas including a gymnasium, community center, sports complex, and playgrounds. The Department is home to three full-time staff (Director, Deputy Director, and Program Coordinator) as well as nine part-time staff.

Library:

The Library cultivates a thriving community by nurturing readers, empowering learners and creating connections. The library collects and circulates materials for enlightenment and recreation, provides reliable information and research resources, supports educational success and lifelong learning, offers programs for individual and community enrichment, and provides a place for everyone. The Department has three full-time employees, including the Library Director and two Library Associate II and three part-time Library Associate I.

Police:

The City of Randleman Police Department is responsible for protecting the lives, homes, and properties of Randleman residents. The Randleman Police Department is dedicated to serving all citizens by responding to calls for services, enforcing state laws and local ordinances, conducting preventative patrol activities, performing criminal investigations, traffic safety, and apprehending criminal and traffic offenders. The Randleman Police Department's core values are the preservation of human life, integrity, professionalism, and service. The Randleman Police Department force employs a Chief of Police/Public Safety Director, Police Captain, eight Patrol Officers, one Patrol/Administrative Officer, four Sergeants and one Detective.

Fire:

As a full-service emergency services agency, we provide comprehensive fire protection, emergency medical first responder service, hazardous materials response services, and technical rescue services. We also enforce state fire codes, conduct fire investigations, and provide public fire and injury prevention education programs for at-risk groups and businesses. The Fire Department employees are one Fire Chief, three captains, 6 Engineers, 10 firefighters.

WWTP:

The Wastewater Treatment Plant treats wastewater to a quality that provides a healthy environment for aquatic life and downstream recreational users and drinking supplies. The department also works proactively with local and state agencies, organizations, and individuals to monitor and protect the region's water, soil, and air. The Department employees one Waste Water Director, one full-time Waste Water Plant Operator I, one full-time Waste Water Plant Operator II, one full-time Waste Water Plant Operator III, and one Fulltime Waste Water Deputy Director.

Public Works:

Public works performs, but is not limited to, responsible work in the upkeep and maintenance of the City's buildings, community areas, parks, and landscape. The department inspects facilities and equipment, performs routine servicing of equipment, installs equipment, performs minor electrical and carpentry work, building maintenance, landscaping, and assembling and disassembling of equipment. Light to heavy manual labor work is necessary in the collection and disposal of municipal garbage, yard waste, and refuse from residences and businesses. Department personnel are responsible for operating all garbage and trash trucks and in performing difficult, skilled, and technical work, participating in and supervising, the servicing, maintenance, and repair of a variety of automotive, lawn maintenance, heavy and specialized equipment. Work includes repair or replacement of water and sewer pipes, maintenance of streets and pavements, leaf collection, driving a truck, loading, and unloading supplies, directing traffic. ORCA Distribution Level B: Water and Wastewater Collections I-IV issued by the State of NC Department of Environmental and Natural Resources (NCDENR). The department has eleven full-time employees which includes one Director, one Water Resource Specialist and two Supervisors.



Consolidated & Fund Financial Schedules

Water and Wastewater Fund

Beginning and Ending Fund Balance Amounts

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023
Revenues				
Water Charges	\$1,375,478	\$1,320,000	\$1,428,381	\$1,139,773
Sewer Charges	\$1,252,842	\$1,295,000	\$1,244,592	\$912,380
Tap Fees	\$14,900	\$22,000	\$5,900	\$800
Other Operating Revenues	\$43,879	\$68,000	\$54,241	\$45,488
Total Revenues	\$2,687,099	\$2,705,000	\$2,733,115	\$2,098,442
Expenditures				
Water Division	\$912,041	\$846,500	\$737,285	\$781,908
Water and Sewer Maintenance Division	\$244,839	\$278,000	\$108,709	\$103,464
Wastewater Treatment Plant Division	\$574,505	\$333,000	\$335,992	\$115,420
Wastewater Maintenance Division	\$95,651	\$1,035,500	\$913,500	\$494,373
Other Operating Expenditures	\$446,988	\$212,000	\$179,481	\$138,768
Total Expenditures	\$2,274,024	\$2,705,000	\$2,274,967	\$1,633,933
Transfer to Capital Projects	\$0	\$0	\$0	\$0
Net Change in Net Position	\$330,678	\$0	\$458,148	\$464,509
Beginning Net Position	\$6,694,379	\$7,025,057	\$7,025,057	\$7,483,205
Ending Net Position	\$7,025,057	\$7,025,057	\$7,483,205	\$7,947,714

General Fund				
Beginning and Ending Fund Balance Amounts				
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023
Revenues				
Ad Valorem Taxes	\$2,732,259	\$2,827,897	\$2,963,099	\$2,345,376
Other Taxes and Licenses	\$214	\$192	(\$3,960)	\$872
Intergovernmental Revenues:				
Unrestricted	\$2,013,846	\$2,970,427	\$2,832,722	\$3,175,553
Restricted	\$132,148	\$275,839	\$323,839	\$413,602
Sales and Services	\$482,316	\$496,697	\$502,973	\$585,600
Investment Earnings	\$107,708	\$110,935	\$139,909	\$304,408
Miscellaneous Revenues	\$82,496	\$58,313	\$27,158	\$2,595
Total Revenues	\$5,550,987	\$6,740,300	\$6,785,740	\$6,828,006
Expenditures				
General Government	\$762,628	\$726,238	\$515,540	\$544,348
Public Safety	\$2,737,939	\$3,004,534	\$3,226,816	\$2,667,168
Public Works	\$625,745	659,059	\$527,869	\$622,296
Cultural and Recreational	\$939,281	\$825,884	\$721,933	\$629,637
Economic & Physical Development	\$166,600	\$154,596	\$137,363	\$91,177
Capital Outlay	\$523,229	\$666,770	\$642,589	\$263,873
Debt Payments	\$108,747	\$168,666	\$224,235	\$163,920
Total Expenditures	\$5,340,940	\$6,205,748	\$5,996,346	\$4,982,419
Debt Proceeds	\$278,169	\$200,000	\$0	\$0
Transfers from Other Funds	\$1,171	\$0	\$0	\$0
Transfers to Other Funds	(\$46,200)	\$0	\$0	\$0
Fund Balance Appropriated	\$0	\$0	\$0	\$0
Net Change in Fund Balance	\$210,047	\$534,552	\$789,394	\$1,845,587
Beginning Fund Balance	\$5,232,023	\$4,832,970	\$5,232,023	\$6,021,417
Ending Fund Balance	\$4,832,970	\$5,232,023	\$6,021,417	\$7,281,404

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APPENDIX D:
PROPOSED FY 2023 – 2024 BUDGET
ORDINANCE

MAYOR
GARY B. BETTS, SR.

BOARD OF ALDERMEN
RENEE BRYANT
Mayor Pro-Tempore

MELISSA BLALOCK
MIKE DAWKINS
NANCY HENDERSON
(VACANT)



204 S. MAIN STREET
RANDLEMAN, NC 27317
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WWW.CITYOFRANDLEMAN.COM

CITY ADMINISTRATION
Greg Patton
Interim City Manager
Steven B. Leonard
Director of Public Safety / Chief of
Police
Elizabeth H. Sechriest
Finance Director
Connie Peeler
City Clerk

BUDGET ORDINANCE
FISCAL YEAR 2023-2024

BE IT ORDAINED by the Board of Aldermen of the City of Randleman, North Carolina in session assembled:

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the city government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this City:

ACCOUNT	DEPARTMENT OR FUNCTION	APPROPRIATION (\$)
10-00-4110-XXXX	(4110) - COUNCIL	43,300
10-00-4120-XXXX	(4120) - ADMINISTRATION	863,250
10-00-9800-XXXX	(9800) - DEBT SERVICE	204,415
10-10-4310-XXXX	(4310) - POLICE	1,989,652
10-10-4340-XXXX	(4340) - FIRE	2,067,606
10-20-4250-XXXX	(4250) - FLEET MAINTENANCE	212,700
10-20-4510-XXXX	(4510) - STREET	440,575
10-20-4710-XXXX	(4710) - SANITATION	357,650
10-30-4900-XXXX	(4900) - ECON & PHYS DEV	142,000
10-30-4910-XXXX	(4910) - PLANNING & ZONING	148,100
10-40-6110-XXXX	(6110) - LIBRARY	428,000
10-40-6120-XXXX	(6120) - RECREATION	849,200
TOTAL APPROPRIATIONS		7,746,448

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT (\$)
10-00-3110-2020	CURRENT AD VALOREM TAXES	3,000,000
10-00-3110-2100	AD VALOREM TAXES-PRIOR YEARS	300
10-00-3110-2117	2020 AD VALOREM TAXES	300
10-00-3110-2118	2021 AD VALOREM TAXES	600
10-00-3110-2119	2022 AD VALOREM TAXES	16,000
10-00-3110-2800	PENALTIES & INTEREST	5,000
10-00-3230-0100	LOCAL SALES & USE TAX	1,500,000
10-00-3232-0300	SOLID WASTE DISPOSAL TAX	4,000
10-00-3260-0100	PRIVILEGE LICENSES	250
10-00-3311-0200	P.I.L.O.T.-HOUSING AUTHORITY	15,000
10-00-3322-0200	STATE - BEER & WINE	20,000
10-00-3324-0200	STATE FRANCHISE TAXES	500,000
10-00-3330-0200	FIRE DISTRICT TAX REVENUE	700,000
10-00-3492-0200	MISC GRANT REVENUE/RESTRICTED	125,000
10-00-3831-0801	INTEREST ON INVESTMENTS	385,291
10-00-3832-0800	LOAN PROCEEDS	185,000
10-00-3833-0801	FUNDRAISING - ADMIN	1,000
10-00-3834-0800	BUILDING/PROP RENTS	5,700
10-00-3837-0200	ABC REVENUE GENERAL FUND	354,007
10-00-3837-0210	ABC REVENUE LAW ENFORCEMENT	10,000
10-00-3837-0240	ABC REVENUE RECREATION	10,000
10-00-3839-0800	MISC SOURCES	10,000
10-00-3920-0900	SALE OF REAL PROPERTY/ASSET	5,000
10-10-3431-0301	UNAUTHORIZED SUBSTANCE TAX	1,000
10-10-3431-0400	ARREST FEES & MILEAGE	3,000
10-10-3434-0800	FIRE PREVENTION-PERMITS	500
10-10-3833-0801	FUNDRAISING-POLICE	5,000
10-10-3492-0200	GRANT FUNDING	125,000
10-20-3316-0300	POWELL BILL	150,000
10-20-3471-0400	TIPPING FEES - SANITATION	400,000
10-20-3473-0400	STORMWATER FEES	35,000
10-30-3491-0401	ZONING PERMIT FOR BLDG PE	2,000

10-30-3491-0402	SPEC USE PERMITS/ZONING	1,000
10-40-3330-0300	LIBRARY RANDOLPH COUNTY	14,000
10-40-3611-0400	LIBRARY FEES & FINES	2,000
10-40-3611-0803	LIBRARY GIFTS & MEMORIALS	2,000
10-40-6110-7308	LIBRARY FROM FUNDRAISING	2,000
10-40-3611-0804	LIBRARY MISC REV	3,000
10-40-3612-0400	REC MEMBERSHIPS & PROGRAMS	100,000
10-40-3613-0802	REC GATE ADMISSIONS	4,000
10-40-3613-0803	REC CONCESSIONS & VENDING	8,000
10-40-3613-0805	REC FACILITY RENTALS	10,000
10-40-3613-0806	REC MISCELLANEOUS	2,500
10-40-3613-0807	FESTIVAL & EVENTS SPONSORSHIPS	25,000
10-40-3833-0801	FUNDRAISING-LIBRARY	1,000

Total Appropriations	7,746,448
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SECTION 3: There is hereby levied a tax at the rate of sixty-three cents (\$0.63) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Current Year's Taxes" in the General Fund in Section 2 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$597,932,357 and the budgeted amount is based on an estimated rate of collection of 96%.

SECTION 4: The following General Fund Fees are hereby adopted for provision of services by the City for the fiscal year beginning July 1, 2023.

Department	Fee Description	Fee Amount	Unit	Add'l Information
Administration	8.5 X 11 Copy	\$1.00	per page	Black & white
Administration	Miscellaneous Returned Check Fee	\$25.00	per occurrence	
Administration	Privilege License Fee (Alcohol Sales)	15.00	per license	
Administration	Worthville Community Center - Residents	300.00	per day	Free To Senior Citizens Group for meetings
Administration	Worthville Community Center – Non-Residents	400.00	per day	
Administration	Worthville Community Center – Cleaning Deposit	100.00	All Rentals	
Fire Department	Fire Inspection Fee	\$50.00	per occurrence	
Library	Copies	\$0.20	per page	Black/white or color
Library	Lost Item or Item Damaged beyond Use ²	RC*	each item	
Library	Locking DVD Case Unusable	\$2.00	each case	
Library	Locking DVD Case Missing (With Cover & Barcode)	\$4.00	each case	
Library	AV Case (audiobook, cd) Missing or Damaged ³	\$1.00	each case	
Library	AV Jacket (DVD, Audiobook, CD) missing with Barcode or damaged	\$2.00	each jacket	
Library	Barcode missing	\$1.00	each barcode	
Library	Book jacket torn or missing	\$1.00	each jacket	
Library	Book damage – crayon/pen/highlights on few pages	\$0.25	per page	
Library	Book damage – crayon/pen/highlights on few pages throughout book	RC*	each book	
Library	Book damage – page torn	\$0.25	each page	
Library	Book damage – multiple pages torn	RC*	each book	
Library	Book damage – spine damaged	RC*	each book	
Library	Book damage (spine not affected) – water damage (slight)	\$0.25	each page	
Library	Book damage (spine not affected) – damage throughout	RC*	each book	
Library	Damaged DVD, Audiobook, or CD ³	RC*	each item	
Library	Magazine Damaged	RC*	each item	
Library	Non-return of Study Room Reservation Holder	\$10.00	each time	
Library	Miscellaneous Programming Fees	City Manager's Discretion		each program
Parks & Rec	Community Center Room Rentals - Senior Room - Applies to All	\$50.00	First 2 hours	
Parks & Rec	Community Center Room Rentals - Senior Room - Applies to All	\$20.00	Each Add'l hour	after first 2 hours
Parks & Rec	Community Center Room Rentals - Basketball Courts - Applies to All	\$50.00	First 2 hours	
Parks & Rec	Community Center Room Rentals - Basketball Courts - Applies to All	\$20.00	Each Add'l hour	after first 2 hours
Parks & Rec	Community Center Room Rentals - Rock Wall Room - Applies to All	\$50.00	First 2 hours	
Parks & Rec	Community Center Room Rentals - Rock Wall Room - Applies to All	\$20.00	Each Add'l hour	after first 2 hours

Department	Fee Description	Fee Amount	Unit	Add'l Information
Parks & Rec	Community Center Room Rentals - Aerobic Room - Applies to All	\$50.00	First 2 hours	
Parks & Rec	Community Center Room Rentals - Aerobic Room - Applies to All	\$20.00	Each Add'l hour	after first 2 hours
Parks & Rec	Community Center Membership Fees - Adults - Residents	\$15.00	per month	
Parks & Rec	Community Center Membership Fees - Adults - Non-Residents	\$25.00	per month	
Parks & Rec	Community Center Membership Fees - Seniors - Residents	\$10.00	per month	Ages 65+
Parks & Rec	Community Center Membership Fees - Seniors - Non-Residents	\$20.00	per month	Ages 65+
Parks & Rec	Community Center Membership Fees - Couples – Residents ⁴	\$25.00	per month	
Parks & Rec	Community Center Membership Fees - Couples - Non-Residents ⁵	\$35.00	per month	
Parks & Rec	Community Center Membership Fees - Family – Residents ⁶	\$35.00	per month	
Parks & Rec	Community Center Membership Fees - Family – Non-Residents ⁶	\$45.00	per month	
Parks & Rec	Community Center Membership Fees - Single Entry Rate - Residents	\$5.00	per day	
Parks & Rec	Community Center Membership Fees - Single Entry Rate - Non-Residents	\$5.00	per day	
Parks & Rec	Community Center Membership Fees - Specials (All Rates) ⁷	City Manager's Discretion		
Parks & Rec	Soccer Field Rentals - Residents	\$50.00	hour	
Parks & Rec	Soccer Field Rentals - Non-residents	\$75.00	hour	
Parks & Rec	Soccer Field Rentals - Tournaments - Residents	\$250.00	day	
Parks & Rec	Soccer Field Rentals - Tournaments - Non-Residents	\$300.00	day	
Parks & Rec	Baseball Field Rentals - Residents	\$15.00	hour	Lights not included
Parks & Rec	Baseball Field Rentals - Non-Residents	\$20.00	hour	Lights not included
Parks & Rec	Baseball Field Rentals - Residents	\$30.00	hour	lights included
Parks & Rec	Baseball Field Rentals - Non-Residents	\$40.00	hour	lights included
Parks & Rec	Baseball Field Rentals - Tournaments – Residents – 1 field	\$90.00	per day	Lights not included
Parks & Rec	Baseball Field Rentals - Tournaments - Non-Residents – 1 field	\$100.00	per day	Lights not included
Parks & Rec	Baseball Field Rentals - Tournaments – Residents -2 fields	\$160.00	per day	Lights not included
Parks & Rec	Baseball Field Rentals - Tournaments - Non-Residents – 2 fields	\$180.00	per day	Lights not included
Parks & Rec	Baseball Field Rentals - Tournaments – Residents -1 field	\$110.00	per day	lights included
Parks & Rec	Baseball Field Rentals - Tournaments - Non-Residents – 1 field	\$125.00	per day	lights included
Parks & Rec	Baseball Field Rentals - Tournaments – Residents – 2 fields	\$200.00	per day	lights included

Parks & Rec	Baseball Field Rentals - Tournaments - Non-Residents – 2 fields	\$225.00	per day	lights included
Parks & Rec	Baseball Field Rentals - Tournaments - Concession Stands - Residents	\$75.00	per day	
Parks & Rec	Baseball Field Rentals - Tournaments - Concession Stands - Non-Residents	\$90.00	per day	
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Hughes Room - Residents	\$300.00	per day	
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Hughes Room - Non-Residents	\$400.00	per day	
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Ferguson Room - Residents	\$200.00	per day	
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Ferguson Room - Non-Residents	\$300.00	per day	
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Each Room – Alcohol Deposit	\$500.00	per day	If alcohol at event
Parks & Rec	Commerce Square Facility Rentals – Randleman Civic Center – Each Room – Cleaning Deposit	\$100.00	per day	All rentals
Parks & Rec	Fire Stone Building- Residents	\$300.00	per day	
Parks & Rec	Fire Stone Building- Non-Residents	\$500.00	per day	
Parks & Rec	Fire Stone Building- Cleaning Deposit	\$100.00	per day	
Parks & Rec	Commerce Square Facility Rentals - Band Stand - Residents	\$100.00	per day	Elec. not included
Parks & Rec	Commerce Square Facility Rentals - Band Stand - Non-Residents	\$150.00	per day	Elec. not included
Parks & Rec	Commerce Square Facility Rentals - Band Stand - Residents	\$125.00	per day	Elec. included

² If a portion of a set is damaged, the cost of the entire set will be assessed.

³ Assessed in addition to jacket & barcode fees.

⁴ 2 memberships; each member must be resident.

⁵ 2 memberships; price if either member is non-resident.

⁶ 4 memberships per household

⁷ Usually done twice; in January and May to promote fitness

Department	Fee Description	Fee Amount	Unit	Add'l Info.
Parks & Rec	Commerce Square Facility Rentals - Band Stand - Non-Residents	\$175.00	per day	Elec. included
Parks & Rec	Commerce Square Facility Rentals - Farmer's Market - Applies to All ⁸	\$0.00	1 space/day	
Parks & Rec	Commerce Square Facility Rentals – All Buildings - Non-Profit Organizations	½ of listed resident price per day		
Parks & Rec	Youth Sports Fees - Basketball (All Ages) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Basketball (All Ages) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Soccer (All Ages) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Soccer (All Ages) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Football (All Ages) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Football (All Ages) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Cheerleading (All Ages) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Cheerleading (All Ages) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Volleyball (All Ages) - Residents	\$20.00	per person	
Parks & Rec	Youth Sports Fees - Volleyball (All Ages) - Non-Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall T-Ball (Ages 3-4) - Residents	\$20.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall T-Ball (Ages 3-4) - Non-Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Tot-Ball (Ages 5-6) - Residents	\$20.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Tot-Ball (Ages 5-6) - Non-Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall C-Ball (Ages 7-8) - Residents	\$20.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall C-Ball (Ages 7-8) - Non-Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Baseball (Ages 9-10) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Baseball (Ages 9-10) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Baseball (Ages 11-12) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Baseball (Ages 11-12) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 8 & under) - Residents	\$20.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 8 & under) - Non-Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 10 & under) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 10 & under) - Non-Residents	\$50.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 12 & under) - Residents	\$30.00	per person	
Parks & Rec	Youth Sports Fees - Spring/Fall Softball (Ages 12 & under) - Non-Residents	\$50.00	per person	
Parks & Rec	Miscellaneous Community Programs (Comm. events, Fitness Programs, etc.)	City Manager's Discretion		
Planning/Zoning	Zoning Permit Fee	\$40.00	per permit	
Planning/Zoning	Rezoning Application Fee	\$175.00	per application	
Planning/Zoning	Variance/Specialty Use Permit Fee	\$175.00	per permit	

Police	Fingerprinting Fee	\$10.00	per service	
Public Works	Sanitation Fee	\$17.00	per can per month	
Public Works	Extra Garbage Can	\$75.00	per can	
Stormwater	Residential Stormwater Fee	\$2.00	per bill	
Stormwater	Commercial Stormwater Fee	\$10.00	per bill	

⁸ Vendors must register to sell products prior to setting up.

SECTION 5: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the city government and its' activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this City:

ACCOUNT	DEPARTMENT OR FUNCTION	APPROPRIATION (\$)
60-60-7110-XXXX	(7110) - WATER	1,083,625
60-60-7120-XXXX	(7120) – WATER MAINTENANCE	265,800
60-60-7125-XXXX	(7125) – WASTEWATER MAINTENANCE	317,950
60-60-7130-XXXX	(7130) - WASTEWATER	1,329,661
60-60-9800-XXXX	(9800) - CAPITAL OUTLAY/DEBT SERVICE	205,261
TOTAL APPROPRIATIONS		3,202,296

SECTION 6: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

DESCRIPTION	AMOUNT (\$)
WATER CHARGES	1,677,869
WATERLINE CONNECTIONS	10,000
WASTEWATER CHARGES	1,444,927
WASTEWATER CONNECTIONS	10,000
INTEREST ON INVESTMENT	0
MISC SOURCES	1,000
LATE FEES	45,000
RETURNED CHECK CHARGE	500
CREDIT CARD FEES	13,000
TOTAL ESTIMATED REVENUES	3,202,296

SECTION 7: The following Water and Sewer Fund Fees are hereby adopted for provision of services by the City for the fiscal year beginning July 1, 2023:

**** New Meter System installation- Billing will be changed from semi-monthly billing to monthly billing ****

Dept.	Fee Description	Fee Amount	Unit	Add'l Information
Water	Utility Charges - Water – Residential - Base Fee - Inside City Limits ¹	\$23.88	0 - 3,000 gals	Billed every 2 months
Water	Utility Charges - Water – Residential - Consumption Fee - Inside City Limits ¹	\$8.73	per 1,000 gals over first 3,000 gals	Billed every 2 months
Water	Utility Charges - Water – Residential - Base Fee - Outside City Limits ¹	\$47.77	0 - 3,000 gals	Billed every 2 months
Water	Utility Charges - Water – Residential - Consumption Fee - Outside City Limits ¹	\$17.47	per 1,000 gals over first 3,000 gals	Billed every 2 months
Water	Utility Charges - Water – Commercial - Base Fee - Inside City Limits ²	\$23.88	0 - 3,000 gals	Billed every month
Water	Utility Charges - Water – Commercial - Consumption Fee - Inside City Limits ²	\$8.73	per 1,000 gals over first 3,000 gals	Billed every month
Water	Utility Charges - Water – Commercial - Base Fee - Outside City Limits ²	\$47.77	0 - 3,000 gals	Billed every month
Water	Utility Charges - Water – Commercial - Consumption Fee - Outside City Limits ²	\$17.47	per 1,000 gals over first 3,000 gals	Billed every month
Water	Utility Charges - Water – Industrial Rate (7,000,000+ gals avg. per month)	\$11,000.00	per month	Billed every month
Water	Water Tap Fee - 3/4" - City Installed - Inside City Limits	\$1400.00	per tap	
Water	Water Tap Fee - 3/4" - City Installed - Outside City Limits	\$2,200.00	per tap	
Water	Water Tap Fee - 3/4" - Developer Installed (Subdivisions) - Inside City Limits	\$500.00	per tap	
Water	Water Tap Fee - 3/4" - Developer Installed (Subdivisions) - Outside City Limits	\$700.00	per tap	
Water	Meter Tampering Fee - First Occurrence (All locations)	\$100.00	per meter	
Water	Meter Tampering Fee - Each Additional Occurrence (All locations)	\$150.00	per meter	
Water	Meter Replacement Fee ³	Cost + \$25.00	per meter	
Water	Late Fee - (All locations) - after 5 pm on due date ⁴	\$10.00	per account	
Water	Second Late Fee - (All locations) - after 5 pm on cut-off date ⁵	\$35.00	per account	
Water	Returned Check/Draft Fee	\$30.00	per occurrence	
Water	Services not listed	City Manager's Discretion: minimum: at Cost		
Misc.	Utility Service Deposit - Rental Property - Inside City Limits	\$200.00	per account	Due when account is opened
Misc.	Utility Service Deposit - Rental Property - Outside City Limits	\$300.00	per account	Due when account is opened
Misc.	Utility Service Deposit - All Properties - Inside City Limits (no Social Security Number given)	\$400.0	per account	Due when account is opened
Misc.	Utility Service Deposit – All Properties – Outside City Limits (no Social Security Number given)	\$500.00	per account	Due when account is opened

Misc.	Convenience Fee	\$2.95	per transaction	For bill payments made by credit cards
Wastewater	Utility Charges - Sewer – Residential - Base Fee - Inside City Limits ⁶	\$23.88	0 - 3,000 gals	Billed every 2 months
Wastewater	Utility Charges - Sewer – Residential - Consumption Fee - Inside City Limits ⁶	\$8.73	per 1,000 gals over first 3,000 gals	Billed every 2 months
Wastewater	Utility Charges - Sewer – Residential - Base Fee - Outside City Limits ⁶	\$47.77	0 - 3,000 gals	Billed every 2 months
Wastewater	Utility Charges - Sewer – Residential - Consumption Fee - Outside City Limits ⁶	\$17.47	per 1,000 gals over first 3,000 gals	Billed every 2 months
Wastewater	Utility Charges - Sewer – Commercial - Base Fee - Inside City Limits ⁷	\$23.88	0 - 3,000 gals	Billed every month
Wastewater	Utility Charges - Sewer – Commercial - Consumption Fee - Inside City Limits ⁷	\$8.733	per 1,000 gals over first 3,000 gals	Billed every month
Wastewater	Utility Charges - Sewer – Commercial - Base Fee - Outside City Limits ⁷	\$47.777	0 - 3,000 gals	Billed every month
Wastewater	Utility Charges - Sewer – Commercial - Consumption Fee - Outside City Limits ⁷	\$17.47	per 1,000 gals over first 3,000 gals	Billed every month
Wastewater	Utility Charges - Sewer - Industrial Rate (7,000,000+ gals avg. per month)	\$35,000.00	per month	Billed every month
Wastewater	Tap Fee - 4" - City Installed - Inside City Limits	\$1,100.00	per tap	
Wastewater	Tap Fee - 4" - City Installed - Outside City Limits	\$1,700.00	per tap	
Wastewater	Tap Fee - 4" - Developer Installed (Subdivisions) - Inside City Limits	\$500.00	per tap	
Wastewater	Tap Fee - 4" - Developer Installed (Subdivisions) - Outside City Limits	\$700.00	per tap	
Wastewater	Services not listed	City Manager's Discretion: minimum: at Cost		

¹ Billed every 2 months per Utility Billing Schedule.

² Billed every month per Utility Billing Schedule.

³ In addition to Meter Tampering Fee, added to customer's bills.

⁴ Late fee is added after 5 PM on due date; usually occurs on 15th of utility bill's due month; could vary dependent on how the dates fall.

⁵ Second late fee added after 5 PM on cut-off date; usually occurs on 25th of utility bill's due month; could vary dependent on how the dates fall.

⁶ Billed every 2 months per Utility Billing Schedule.

⁷ Billed every month per Utility Billing Schedule.

SECTION 8: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a) He/she may transfer between line-item expenditures within a department without limitation and without a report to the Governing Board being required.
- b) He/she may transfer amounts between departments, within the same fund. He/she must make an official report on such transfers more than \$10,000 at the next regular meeting of the Governing Board.
- c) He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance, as amended.

SECTION 9: Copies of this Budget Ordinance shall be furnished to the City Clerk, to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the management and disbursement of funds. A copy will also be made available in City Hall and at the City of Randleman website: www.cityofrandleman.com

TOTAL GROSS BUDGET

\$10,948,744

Adopted this, the _____ day of June 2023.

Gary B. Betts Sr., Mayor

ATTEST:

Connie M. Peeler, City Clerk



Summary of Financial Policies and Goals

I. Objectives

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the City of Randleman, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. The main objectives of this policy are:

- To enable the City to protect itself from financial disaster.
- To establish clear and consistent guidelines that promote long-term financial stability.
- To promote the understanding of linking long-term financial planning with day-to-day operations.
- To direct consideration to the total financial outlook rather than single issue areas.
- To improve short term and long-term financial credit ability by enabling the City to attempt to achieve the highest credit and bond ratings possible.
- To afford the City of Randleman's citizens, Board of Aldermen, and staff an outline for measuring the financial impact of government services.

II. Budgeting Policies and Practices

The City of Randleman has adopted the following policies for budget preparation, presentation, and implementation:

1. The City will adhere to all budgetary statutes and guidelines as set forth in the Local Government Budget and Fiscal Control Act (NC G.S §159-7 through § 159-42.1)
2. The City's proposed budget will be prepared in accordance with all Generally Accepted Accounting Principles.
3. The City's basis of budgeting for all funds will be modified accrual, the same basis of accounting found within the City's audited financial statements.
4. The City's proposed budget will be balanced such that proposed expenditures will not surpass proposed revenues.
5. Budgeted revenues will only be spent for those expenditures for which they are intended (i.e., County Fire Tax within the Fire Department, etc.).
6. Department budgets are reviewed by Department Heads, the Finance Director, and the City Manager prior to the presentation of the proposed budget to the Board of Aldermen. The Board of Aldermen will review the proposed budget prior to its adoption.
7. Staff authorization for budget adjustments, as well as an outline for budget adjustments and amendments will be made within the annual budget ordinance.
8. Debt service payments will be budgeted following the guidelines presented when the loan was issued or in the respective fund that is responsible for the repayment of the debt and as documented within the City's Debt Policy.
9. In accordance with N.C.G.S 160A-17, funds are to be appropriated sufficient to meet obligations for ongoing contracts.
10. The City's financial policy will be adhered to in development, implementation, and management of the annual fiscal year budget.

III. Revenue

I. Revenue Forecasting

Good revenue management involves the ongoing process of reviewing and evaluating all revenue sources to ensure that incomes from each source are optimal. The Board of Aldermen expect that every attempt will be made to project revenues for the annual budget within at least 5% of actual recognized revenues at the end of each fiscal year. These projections should be based on patterns in growth, the underlying economy, and historical trends in collections.

J. Ad Valorem Taxes

As prescribed by North Carolina General Statute 159 (also known as the Local Government Budget and Fiscal Control Act), the Finance Director for the City of Randleman shall estimate revenue from the Ad Valorem Tax levy for the annual budget as follows:

- Total assessed valuation will be estimated based on historical trends, growth patterns, and anticipated new constructions.
- In accordance with state law, the estimated percentage of collections does not exceed the percentage of levy that was actually collected in the previous fiscal year.
- The Ad Valorem tax rate will be set each year based on the cost of providing general government services, paying debt service requirements as scheduled, and the supplementation of other budgeted revenues in regard to the overall budget. Future revenue requirements will also be given consideration in regard to maintaining service levels as the board sees fit.

K. User Fees

The Board of Aldermen for the City of Randleman sets fees for certain services provided by the City of Randleman that can be individually identified and in which the costs of these services are directly related to the level of services provided. This allows for the possibility of growth within the City to pay for itself and helps to alleviate burdens placed on current residents to fund said growth. By placing emphasis on user fees over Ad Valorem Taxes, the Board of Aldermen have enabled the following benefits:

- User fees allow for avoidance of subsidization in instances where the service that is provided to citizens is not necessarily provided to the public.
- User fees allow for the regulation of the facility of certain services.
- User fees are paid by all users for their respective services, including those that are exempt from paying property taxes.

- User fees for certain services can be justified based on equity and efficiency, by producing information on the demand level for services and by helping to make the connection between the amount paid and the service received.
- User fees, at a minimum, should cover at least 50% of the service they are being charged to provide.

L. Donations

Donations will be spent only toward the intent for which they were given.

M. One-Time Revenues

One-time or other special revenues will not be used to finance continuing City operations but will instead be used for the purpose they were received for or for funding special projects, when permitted.

N. Utility Fees

The City of Randleman reviews and updates its fee schedule as needed from time to time. Water and Sewer rates will be set at the appropriate levels to enable the Water and Sewer Fund to be self-supporting.

O. Grant Funding

The City of Randleman will adhere to its adopted Grant Policies and Procedures in reference to applying for grants, funding received from grants, and the expending of those funds. Highlights of that policy are set forth:

The City of Randleman may use grant funding for a variety of purposes that include but are not limited to:

- Funding current City operations (services, positions, etc.)
- Departmental long-range plans
- Capital Projects
- Other projects or activities that address the mission and goals of the City of Randleman

City staff will pursue opportunities for grant funding as they arise. Application will be made after the grant is determined by the City Manager to be compatible with the City's programs, objectives,

and goals. If the City Manager deems the potential grants to be compatible, the respective grant will be presented to the City of Randleman's Board of Aldermen for consideration prior to formal application being made. If funds are awarded for approved grants, they will be accepted after Board review and action, including the creation of the appropriate line items, as well as the approval of any associated budget amendments to account for the collection and expending of said funds.

IV. Debt

P. Uses of Debt

Debt will be used to finance capital projects or for purchase of equipment that provide value to current and future citizens. The City of Randleman will not use debt proceeds for operational needs.

Q. Terms and Structure of Debt

When debt is deemed necessary, it is the expectation of the City of Randleman to put as little strain on operations, while maintaining low interest payments, as possible. The following are to serve as a guideline to how debt is to be termed and structured:

- Capital projects shall only be financed for a period not to exceed the estimated useful life of the project.
- Non-utility debt will normally have a term of 20 years or less.
- Utility debt will normally have a term of 30 years or less.
- The City will seek the best financing type, debt structure and timeframe for each financing need based on the flexibility to meet the project needs, timing, tax or rate payer equity and lowest interest cost.
- Case financing (pay-as-you-go) is a component of the capital program that contributes to the financial integrity of the City.

R. Debt Capacity

The City of Randleman's debt capacity for general obligation debt is defined by North Carolina General Statute 159-55 as limited to eight percent of the City's assessed property values. The Board of Aldermen for the City of Randleman have directed that the City's total debt including interest for the General Fund is not to exceed 3% of assessed property values. The ratio of budgeted Debt Service Expenditures as a percent of budgeted Total Governmental Fund Expenditures should not exceed 15%.

The City will set utility rates and fees for the enterprise fund to achieve a debt service coverage ratio of at least 1.10 times or greater. The debt service coverage ratio is calculated by dividing net revenue by debt service principal and interest. Net Revenue is calculated by subtracting operating expenses (minus depreciation) from operating revenues. These equations are exhibited below:

- *Operating Revenues – Operating Expenses without Depreciation =*
Net Revenue
- $$\frac{\text{Net Revenue}}{\text{Debt Service Principal and Interest}} = \text{Debt Service Coverage Ratio}$$

V. Fund Balance

S. Overview and Purpose

The purpose of having a well-established Fund Balance policy is to provide guidelines to set a reasonable Fund Balance level that is to be maintained for the City of Randleman's major funds, to describe the circumstances under which the City can decrease the balances below the reasonable Fund Balance levels, and to document the procedures to be followed on restoring the fund balance levels to their reasonable levels. The Fund Balance levels that the City refers to in the policy are the Unreserved or Undesignated Fund Balance. This type of Fund Balance refers to the funds that remain available for appropriation by the City of Randleman's Board of Aldermen after all commitments for future expenditures, required reserves (as defined by State Statutes), and previous Board of Aldermen designations have been calculated. The City will define these remaining amounts as "Available Fund Balance."

T. General Fund

At the close of each fiscal year, the City of Randleman's General Fund Available Fund Balance is not to be less than 25% of actual General Fund net expenditures without formal consent from the Board of Aldermen. Twenty-five percent was chosen because it is over three times the bare minimum amount (8%) recommended by the Local Government Commission to be retained by local governments.

The Board of Aldermen may, from time-to-time, utilize the Available Fund Balance such that the balance may fall below the 25% policy for the following: declared fiscal emergencies such as a drastic unanticipated revenue shortfall, dealing with a natural disaster or other similar event that threatens the health, safety and wellbeing of the City's residents, financial opportunities to enhance the City of Randleman, or other such universal purpose as to protect the long-term fiscal security of the City of Randleman. In such circumstances, after the level of Available Fund Balance has been calculated as part of the closing-out process for the fiscal year (usually done with the annual audit process), the Board of Aldermen will adopt a plan as part of the following year's budget process to restore the Unassigned Fund Balance to the policy level within 24 months from the date of the budget adoption. If restoration cannot be accomplished within such time period without severe hardship to the City, then the Board of Aldermen may establish a different but appropriate time period, as it sees fit.

After the level of Available Fund Balance has been calculated as part of the closing-out process for the fiscal year, any monies that are available above 40% Available Fund balance may be allocated for appropriation by the Board of Aldermen, as they see fit.

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VI. Financial Operations and Reporting

U. Accounting and Fiscal Reporting

The City of Randleman will establish and maintain its accounting systems according to North Carolina General Statute 159 also known as the “Local Government Budget and Fiscal Control Act.” While following N.C.G.S 159 and all its subchapters, the City will also hold its records and reporting to be in accordance with all Generally Accepted Accounting Principles (GAAP) and with all Governmental Accounting Standards Board (GASB) statements.

Financial systems will be maintained and reviewed to monitor expenditures and revenues. The City of Randleman places emphasis on the maintenance of an accounting system which provides strong internal budgetary and accounting controls. These controls are to be designed to provide reasonable, but not absolute, assurance regarding both the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and reports, such as the annual budget ordinance and the Comprehensive Annual Financial Report (CAFR), as well as maintenance of accountability of assets.

Per N.C.G.S. 159-34, an annual audit will be performed by an independent certified public accounting firm which will issue an opinion on the annual financial statements, with a management letter detailing areas that need improvement if required. The Finance Director is instructed to evaluate and select auditing services through a competitive bidding process at a minimum of every three years. Full disclosure is to be provided in all regulatory reports, financial statements, and bond representations.

The City will maintain the number of funds and accounts necessary for proper and accurate records, as determined by the Finance Director, for proper accounting and management purposes. The City may maintain the types of funds as outlined in N.C.G.S. 159-26, as deemed appropriate for the City by the Finance Director.

V. Operational Cash Management

Pre-audits

Per N.C.G.S. 159-28 (a), “no obligation may be incurred...unless the budget ordinance includes an appropriation authorizing the obligation *and* an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction...” To abide by this statute, for each obligation presented to the City, the Finance Director (or Deputy Finance Director) must check to see if there is an appropriation in the budget ordinance, check to

see if sufficient funds remain in the appropriation to cover the amount of the obligation, and affix a signed pre-audit certificate (found in N.C.G.S. 159-28(a)) to any purchase orders as assigned per the City's Purchasing Policy or contracts associated with the obligation. Exempted from this policy are obligations approved by the Local Government Commission, Payroll expenditures (including associated benefits for employees), and electronic transactions (such as obligations paid for by credit card or electronic check (e-checks)).

Cash Disbursements

The City will make disbursements in accordance with N.C.G.S. 159-28 and the City's adopted Purchasing Policy. Disbursements will be made shortly in advance of or on the agreed-upon contractual date of payment unless earlier payment provides a greater economic benefit in favor of the City of Randleman. All invoices must be approved by the Finance Director or his/her designee prior to payment. Proper documentation will be required prior to the disbursement of funds. This documentation will be maintained to meet all GAAP, GASB, auditing standards, and town policies. The Finance Director or his/her designee has the right to request additional information and or documentation from departments, as needed to determine whether an invoice is to be paid. Disbursements are to be made using the method(s) considered most efficient at the discretion of the Finance Officer or his/her designee, as approved by the Board of Aldermen.

Per N.C.G.S. 159-25(b), checks are to be dually signed through a combination of two signatures by the Finance Director or appointed Deputy Finance Director and countersigned by another official of the local government designated by the governing board. The City of Randleman's Board of Aldermen has designated the mayor for this role. Payroll disbursements are to be in accordance with all federal and state regulations, rules, and laws and by the City's Personnel Policy.

With regards to escheats, the City will follow all rules and regulations as directed by North Carolina General Statutes.

Receipts

The City of Randleman will be collected and deposited as expediently as reasonably possible, as determined by the Finance Director, to provide secure handling of incoming monies and to move these funds into interest earning accounts and investments. All incoming funds will be deposited daily, per N.C.G.S. 159-32, and are allowed to be received in the most efficient means possible.

Banking Relations

The City of Randleman, at the discretion of the Finance Director, will evaluate banking service providers on a regular basis to ensure the City is receiving the services deemed necessary to operate at a competitive rate. The City will maintain the number of bank accounts as deemed necessary by the Finance Director to facilitate the movement and investment of funds. Deposits may be pooled in accordance with North Carolina General Statutes. The State Treasurer of North Carolina is responsible for enforcing standards of minimum capitalization for all pooling method financial institutions. North Carolina local governments, in turn, rely on the State Treasurer to monitor those financial institutions. The City will analyze the financial soundness of all financial institutions that it uses. When designating official depositories and the verification of properly secured deposits, the City of Randleman will comply with the North Carolina General Statutes.

Collections

The City of Randleman will follow through with the collection of delinquent customer accounts using any manner readily available and as allowed by North Carolina General Statutes. These manners include the North Carolina Debt Set-off Program and the use of a third-party collection agency. After all collection efforts are exhausted and after considering legal time limits for all collection methods, delinquent balances may be written off at the discretion of the Finance Director. Fees for collection delinquency are reviewed annually and are included in the City of Randleman's Fee Schedule. City Staff have the authority to suspend all utility services in connection with an unpaid customer account. Services may be resumed once the outstanding balance is paid in full.

Internal Control and Compliance

The City intends to maintain a system of internal controls, as developed by the Finance Director, which ensures complete, accurate and timely financial records as well as creates a business system that properly captures and reports financial related information. The Finance Director will provide clarification from time to time on City financial-related policies and procedures and other regulatory and statutory requirements. Per the Personnel Policy, positions deemed as critical for financial purposes will be subject to background checks.

VII. Investments

It is the policy of the City of Randleman to retain capital and invest publicly held funds in a manner which provides the highest investment return with the highest level of security while maintaining

the daily cash flows requirements of the City and conforming to all State statutes that govern the investment of public funds. This investment policy applies to all financial assets in the City's investment portfolio, including debt proceeds.

The Finance Director will oversee the investment of all funds held by the City of Randleman according to the following:

1. Primary significance will be given to the preservation of capital with secondary significance given to the generation of income and capital gains.
2. Staff, acting in accordance with written procedures, state statutes, and through the exercise of due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes. This provision provides that any deviations are reported to the governing board immediately and action is taken to control adverse developments.
3. The City of Randleman will make every effort to maintain a diversified investment portfolio according to security type and institution.
4. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating needs and requirements which may be reasonably anticipated through the use of structured maturities and marketable securities. The City will not invest funds in long term that inhibit operations without structuring the investments to maintain a sufficient level of readily available funds.
5. The Finance Director will maintain a list of financial institutions authorized to provide investment services to the City of Randleman. Such institutions include banks maintaining an office in the State of North Carolina and securities brokers and/or dealers classified by the New York Federal Reserve as primary dealers. Preference will be given to banks that hold office within the city limits of the City of Randleman.
6. The Finance Director is responsible for establishing and maintaining a system of internal controls designed to ensure that the assets of the City are protected from loss, theft, or misuse.
7. Officials and employees involved with the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
8. Investment officials will disclose to the Finance Director any material financial interests in financial institutions that conduct business within the City of Randleman, and they will further disclose any large personal financial and/or investment positions that could be related to the performance of the City's investment portfolio.

VIII. Capital Improvement Planning

The City of Randleman shall develop a five-year Capital Improvement Plan and review and update the plan annually during its budget process. The Plan shall adhere to the following guidelines:

1. Capital Projects that are included in the Capital Improvement Plan will specifically advance one or more of the Board of Aldermen's Strategic Priorities, as adopted from time-to-time.
2. The Capital Improvement Plan will address those capital assets with a value of \$15,000 or more and a useful life of a minimum of three (3) years.
3. The City of Randleman will identify both the projected costs and the potential sources of funding for each capital project within the plan.
4. The Capital Improvement Plan shall incorporate existing needs as well as projections for future capital expenditures necessitated by changes in population, development, or in the economic base of the City of Randleman.
5. The Capital Improvement Plan will be incorporated into the development of the annual operating budget.
6. Future operating and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts. This is to be done in addition to any debt obligations that are estimated to be incurred.
7. The City's assets are to be maintained at a level adequate to protect the City's capital investment, to preserve the asset's ability to perform its intended purpose, and to minimize future maintenance and replacement costs.
8. Each year, the City of Randleman will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. With this projection, a maintenance and repair schedule will be developed and adhered to and related expenditures should be justified according to the budget document.
9. The City of Randleman will attempt to determine the least costly and most flexible financing method for all new projects.



GLOSSARY OF TERMS

- Adopted Budget - the official expenditure plan adopted by the Board of Aldermen for a fiscal year.
- Ad Valorem Taxes - usually referred to as Property Taxes; for many governments, it is the single largest revenue source. Taxes are levied at the stated tax rate for both real and personal property according to the valuation.
- Amortization - the process of paying off a debt (often from a loan or mortgage) over time through regular payments.
- Amortization Schedule - a table detailing each periodic payment on an amortizing loan.
- Appropriated Fund Balance - revenue appropriated from existing fund balance to help expenditures in each year.
- Appropriation - an authorization by the governing board to make expenditures and incur obligations for specific purposes.
- Assessed Valuation - the total value established for real property and used as the basis for levying property taxes.
- Balanced Budget - when the sum of estimated net revenues and appropriated fund balance in each fund is equal to appropriations in that fund. The State of North Carolina requires municipalities to pass a balanced budget annually.
- Budget - a comprehensive financial plan of operation for a specified period of time containing an estimate of proposed expenditures and the means of financing them. In the State of North Carolina, it is required by law that a balanced budget be produced.
- Budget Calendar - the schedule for completion of the various tasks involved in the preparation, submission, and adoption of the fiscal year annual operating budget for the City.
- Budget Message - a written transmittal contained in the proposed budget document prepared by the City Manager and addressed to the governing board which contains the City Manager's views and recommendations on the City's operation for the coming fiscal year.
- Budget Ordinance - the legal document approved by the governing board that establishes the spending authority for the City.

- Capital Asset - tangible items that have a significant value of \$3,000 or greater and a useful life of one year or more.
- Capital Improvement Plan (CIP) - a short-range plan, usually five to ten years, which identifies capital projects and equipment purchases, provides a planning schedule, and identifies options for financing the plan.
- Capital Outlay - budgeted expenditures of \$3,000 for tangible items with a useful life of at least one year.
- Capital Project - projects dealing with major construction and acquisitions that are not anticipated to be completed within a fiscal year and help to maintain or improve a city asset.
- Capital Project Fund - a fund used to account for expenditures for major construction and acquisition projects that are not accounted for in other funds and are not anticipated to be completed in one year.
- Capital Expenditures - money spent on acquiring or maintaining fixed assets, such as land, buildings, and equipment of \$5,000 or more.
- Debt Service - monies required for payment of principal and interest and other associated expenses on outstanding debt.
- Department - a major operating budget area of the City, which includes overall management for a respective activity or group of related activities.
- Effluent- Cleaned wastewater which flows out of the treatment plant.
- Encumbrance - an obligation in the form of a purchase order or a contract, which is chargeable to an appropriation and for which a part of the appropriation is reserved. An encumbrance becomes an expenditure when paid.
- Enterprise (Proprietary) Fund - a fund established to account for the operation of facilities and services that are entirely or predominantly financed through user charges.
- Expenditure - the amount paid for goods delivered and services rendered.
- Fiscal Year (FY) - a twelve-month period to which the annual budget applies. North Carolina law dictates that local government's fiscal years are from July 1 through June 30.
- Fixed Asset - tangible property owned by the City that has a monetary value of \$3,000 or greater and has a useful life of one year or more.

- Fund - an independent accounting entity with a self-balancing set of accounts.
- Fund Balance -the excess of a fund's assets and revenues over its liabilities, reserves, and expenditures at the close of a fiscal year.
- GAAP (Generally Accepted Accounting Principles) - Accounting principles that are commonly used in preparing financial statements and generally accepted by accounting practices. The source of GAAP for state and local governments is the Governmental Accounting Standards Board.
- GASB (Government Accounting Standards Board) - the source of GAAP (Generally Accepted Accounting Principles), use by state and local governments in the United States.
- General Fund - used to account for the ordinary operations of the City, which are financed through taxes, other general revenues, contributions, transfers, and reimbursements from other funds.
- Governmental Fund - segregations of financial resources. Expendable assets are assigned to the various governmental funds and current liabilities are assigned to the fund from which they are to be paid. The difference between governmental fund assets and liabilities, the fund equity, is referred to as Fund Balance.
- Influent - Untreated wastewater when it flows into the treatment plant.
- Installment Agreement Financing - a type of financing agreement or loan that is repaid over time with a set number of scheduled payments; the term of the loan may vary.
- Inter-fund Transfer - transfers of money between accounting funds as authorized by the Governing Board.
- Intergovernmental Revenue - revenue received by the City from federal, state, and/or county agencies.
- LGBFCA (Local Government Budget and Fiscal Control Act) - North Carolina General Statute 159, Article 3; controls how local governments budget and spend money.
- Line Item - a unit of budgeted expense used to classify expenditures by item or category.
- Local Government Commission (LGC) - The Local Government Commission was established by legislation to provide assistance to local governments and public authorities in North Carolina. It is staffed by the Department of State Treasurer and approves the issuance of debt for all units of local government and assists those units with fiscal management.

- Modified Accrual Accounting - Method of accounting under which revenues are recognized in the period that they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. Most government accounting follows this method. It is also referred to as modified cash basis accounting.
- NC DENR (NC Department of Environment and Natural Resources) - State of North Carolina department that handles the management of environmental and natural resources including water quality, air quality, coastal management, fisheries, energy resources, water infrastructure and more. The Department is now referred to as the North Carolina Department of Environmental Quality (NC DEQ).
- NCGS (North Carolina General Statutes) - laws that govern the State of North Carolina.
- NCLM (North Carolina League of Municipalities) - a nonpartisan association of municipalities in North Carolina whose mission is to promote good government by offering non-partisan advocacy and other services for over 540 municipalities in North Carolina.
- Operating Budget - the City's financial plan for its operation for the fiscal year that outlines the proposed expenditures and revenue estimates to finance the expenditures.
- Operating Expenses - funds, not including capital outlay, allocated for the day-to-day operations of the City's services.
- Operating Revenues - revenues associated with the business activities of an organization. The City of Randleman's operating revenues are comprised of collections of water and sewer charges.
- Ordinance - a legislative enactment by the Governing Board. It has full force of the law within the City if it is not in conflict with any higher law.
- PTRWA (Piedmont Triad Regional Water Authority) -the major water supplier to the City of Randleman.
- Property Tax - an annual tax levied by the Governing Board on the value of real property to fund General Fund expenditures. The amount of revenue budgeted for in the annual budget ordinance is calculated by taking the tax value of the real property, dividing it by one hundred, multiplying it times the tax rate and then times the collection percent.
- Proprietary Fund - funds that are used to account for a government's on- going activities which are found in private businesses or the private sector. These funds have their own set of revenue and expense accounts.

- Revaluation - occurs when county tax collectors update the values of taxable real property periodically. Revaluation must occur at a minimum of every 8 years in the State of North Carolina.
- Revenue - income received by the City from various sources used to finance its operations.
- Revenue Neutral Property Tax Rate - defined by NCGS as the rate that is estimated to produce revenue for the next fiscal year to the revenue that would have been produced for the next fiscal year by the current property tax rate if no reappraisal had occurred.
- SRF (State Revolving Fund) - a fund operated by the State of North Carolina's Department of Environmental Quality that provides money to water and wastewater providers and enables them to receive loans for water and wastewater projects at low or no interest.
- Tax Base - the total assessed valuation of real property within the city limits.
- Tax Levy - the total amount of revenue to be raised from the property tax levied by the governing board in the annual budget ordinance.
- Tax Rate - the amount of tax per \$100 of assessed valuation levied by the governing board.
- User Charges - the payment of a fee for receipt of a service provided by the City.
- Valuation - the tax value of real property as determined by the county tax assessors.

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