

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Central Administration			
Administrative Secretary	1		1
Assistant County Manager	2		2
Clerk to the Board	1		1
County Manager	1		1
Executive Assistant	2		2
Total	7	-	7

Internal Audit			
Internal Auditor	1		1
Total	1	-	1

Legal			
Administrative Assistant	1		1
Senior Staff Attorney	1		1
Attorney I	0.8		0.8
Total	2.8	-	2.8

Personnel			
Assistant Personnel Director	1		1
Benefits Technician	1		1
Personnel Director	1		1
Personnel Technician	2		2
Risk Manager	1		1
Total	6	-	6

Finance			
General Fund			
Accounting Clerk	1		1
Accounting Services Supervisor	1		1
Accounting Tech III	3		3
Assistant Finance Director	1		1
Budget Technician	1		1
Finance Director	1		1
Senior Accountant II	1		1
Senior Accountant - Treasurer	1		1

Water and Sewer Fund

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Business Manager	1		1
Total	11	-	11

Tax Administration

General Fund

Tax Collections

Assistant Collector of Revenue	1		1
Collection Specialist	6		6
Deputy Tax Collector	3		3
Deputy Tax Collector, Supervisor	2		2
Public Service Representative	1		1

Assessment, Listing & Mapping

Administrative Assistant	1		1
Assistant Assessor	1		1
Auditor	2		2
GIS Specialist	1		1
GIS Technician	3		3
Land Records Division Manager	1		1
Operations Assistant	1		1
Personal Property Division Manager	1		1
Personal Property Representative	1		1
Personal Property Specialist	3		3
Personal Property Technician	2		2
Project Analyst	1		1
Public Service Representative	1		1
Real Estate Appraisal Supervisor	1		1
Real Property Representative	1		1
Tax Administrator	1		1

Reappraisal Fund

Real Estate Appraisal Specialist	4		4
Real Property Specialist	4		4
Senior Real Estate Appraiser	2		2
Total	45	-	45

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Elections			
Director of Elections	1		1
Elections Administrative Clerk	3		3
Mail-In Absentee Ballot Coordinator	1.4	-0.1	1.3
Total	5.4	-0.1	5.3
Register of Deeds			
Assistant Register of Deeds III	6		6
Assistant Register of Deeds IV	3		3
Register of Deeds	1		1
Total	10	-	10
Information Systems			
Director of Information Systems	1		1
Assistant Director of Information Systems	1		1
Network Administrator	1		1
Training Coordinator/WebPage Manager	1		1
System Programmer Analyst	1		1
Technical Administration Specialist	1		1
Systems Support	2		2
GIS Project Coordinator	2		2
GIS Technician	2		2
Total	12	-	12
General Services			
Accounting Technician III	1		1
Administrative Secretary	1		1
Assistant Director of General Services	1		1
Automotive Mechanic	2		2
Director of General Services	1		1
Fleet Manager	1		1
Housekeeping Supervisor	1		1
Housekeeping Assistant	1		1
Office Support III	1		1

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Purchasing Agent	1		1
Security Guard	0.7		0.7
Sign Technician	1		1
Toll Collection	0.7		0.7
Total	13.4	-	13.4
Law Enforcement			
Administrative Assistant	2		2
Administrative Secretary	2.8	0.2	3
Captain-DS Master	2		2
Captain-Executive Officer-DS Master	1		1
Chief Deputy Sheriff-DS Master	1		1
Corporal-DS I	3		3
Corporal-DS Master	3		3
Court Officers	0	5	5
Dare Officers	0	0	0
Deputy Sheriff I	27		27
Deputy Sheriff I - Courthouse Security	5		5
Deputy Sheriff I - 601 South	1		1
Deputy Sheriff I - Drug Investigator	1		1
Deputy Sheriff I K-9	2		2
Deputy Sheriff I w/a II	5		5
Deputy Sheriff I w/a Master	1		1
Deputy Sheriff II	5		5
Deputy Sheriff II - Drug Investigator	1		1
Deputy Sheriff II -Detective	3		3
Deputy Sheriff II w/a Master	5		5
Deputy Sheriff Master	9		9
Deputy Sheriff Master - Courthouse Security	1		1
Deputy Sheriff-DS Master- Detective	6		6
Deputy Sheriff-DS Master- Drug Investigator	2		2
Deputy Sheriff-Governor's Hwy Safety	3		3
Dispatcher	3		3
Investigator		1	1
Legal Counsel	1		1
Lieutenant-DS I	3		3

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Lieutenant-DS II	1		1
Lieutenant-DS Master	3		3
Lieutenant-DS Master- Detective	1		1
Office Support III - PT to FT		1	1
Sergeant-Detective-DS Master	1		1
Sergeant-Drug Investigator- DS Master	1		1
Sergeant-DS I	3		3
Sergeant-DS Master	5		5
Sergeant-Training Officer-DS Master	1		1
Sheriff	1		1
Social Worker III	1		1
Jail			
Administrative Assistant	1		1
Captain-DS Master	1		1
Corporal - DO I	4		4
Deputy Sheriff I	9		9
Deputy Sheriff Master	1		1
Detention Officer I	17	6	23
Detention Officer I w/a DO II	1		1
Dispatcher	1		1
Lieutenant-DS Master	2		2
Life Skills Executive Director	1	-1	0
Nurse	2		2
Sergeant	1		1
Sergeant-DS I	2		2
Sergeant-DS Master	3		3
Jail - Facility			
Maintenance Supervisor	1		1
Maintenance Technician	1		1
Total Law Enforcement	164.8	12.2	177

Communications

General Fund			
Communications Supervisor	1		1
Switchboard Operator	1		1
Telecommunicator – Shift Supervisor	4		4

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Telecommunicator	14	6	20
Emergency Telephone System Fund			
Assistant E-911 Data Base Manager	1		1
Director of Communications	1		1
E-911 Data Base Supervisor	1		1
Total	23	6	29
Homeland Security			
Director of Homeland Security	1		1
Emergency Management Planner I	1		1
Office Assistant III	1		1
Total	3	-	3
Fire Services/School Traffic Control			
School Traffic Control Officer	0.5		0.5
Fire Service Maintenance Assistance	0.5		0.5
Administrative Assistant I	1		1
Assistant Fire Marshall	1		1
Fire Inspector	2		2
Fire Marshall	1		1
Total	6	-	6
Inspections			
Administrative Assistant	1		1
Building, Plumbing, Mechanical Inspector II	1		1
Building, Plumbing, Mechanical Inspector III	6		6
Commercial Building Inspector	2		2
Construction Manager	1		1
Director of Inspections	1		1
Electrical Inspector III	9		9
Electrical Inspector, Supervisor	1		1
Land Use Administrator	1		1
Permit Clerk	5		5

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Residential Building Inspector, Supervisor	1		1
Total	29		29
Animal Control			
Animal Control Supervisor I	1		1
Animal Control Lead Officer	1		1
Animal Control Officer I	5		5
Animal Shelter Attendant	2		2
Processing Assistant III	1	1	2
Total	10	1	11
Planning			
Administrative Assistant	1		1
Director of Planning	1		1
Secretary	1		1
Senior Planner	1		1
Storm Water Engineer	1	-1	0
Total	5	-1	4
Economic Development			
Administrative Secretary	1		1
Director of Economic Development	1		1
Total	2	-	2
Cooperative Extension			
Administrative Secretary	1		1
Director of Cooperative Extension	1		1
Extension Agent	5		5
4-H Program Associate	1		1
Secretary II	2		2
Total	10	-	10
Soil Conservation			
Administrative Secretary	1		1
District Coordinator	1		1
Soil Conservation Technician	1		1
Total	3	-	3
Public Health			
Accounting Technician I	1		1

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Accounting Technician II	1		1
Administrative Assistant II	1		1
Computing Support Technician II	1		1
Dental Assistant	1		1
Dental Hygienist	1.2	-0.6	0.6
Director of Health Department	1		1
Environmental Health Director I	1		1
Environmental Health Program Specialist	1		1
Environmental Health Specialist	13.6		13.6
Environmental Health Supervisor I	1		1
Foreign Language Interpreter	5		5
Licensed Practitioner Nurse II	3		3
Medical Lab Technician I	1		1
Medical Lab Technologist II	1		1
Medical Office Assistant	3		3
Nutritionist I	2		2
Nutritionist II	1		1
Nutritionist III - WIC Director	1		1
Office Assistant IV	1		1
Patient Relations Representative IV	1		1
Physician Extender II	0.6	0.1	0.7
Physician III	1.2	0.1	1.3
Processing Assistance III	15.6		15.6
Processing Assistance IV	2.0		2.0
Public Health Administrator I	1.0		1.0
Public Health Educator II	1.0		1.0
Public Health Educator Specialist	0.5		0.5
Public Health Nurse I	10.0	-0.5	9.5
Public Health Nurse II	14.6	-0.5	14.1
Public Health Nurse III	2		2
Public Health Nurse Supervisor I	2.8		2.8
Social Worker II	3.0	-2.0	1.0
Social Worker III	1.0		1.0
Total	98.1	-3.4	94.7

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Social Services			
Accounting Specialist I	1		1
Accounting Technician I	1.7		1.7
Accounting Technician II	1		1
Accounting Technician III	1		1
Administrative Assistant I	1		1
Community Social Service Assistant	11	2	13
Computer Technician I	1		1
Computer Technician II		1	1
Computing Consultant I	1		1
Date Entry Operator II	3		3
Day Care Coordinator	1		1
Director of Social Services II	1		1
Foreign Language Interpreter	1		1
General Utility Worker	3		3
Human Resource Aide	1		1
Human Services Coordinator II	1		1
Income Maintenance Administrator I	1		1
Income Maintenance Caseworker I	1		1
Income Maintenance Caseworker II	45		45
Income Maintenance Caseworker III	4		4
Income Maintenance Investigator II	2		2
Income Maintenance Supervisor II	6		6
Income Maintenance Technician	2		2
Office Support Class III	14		14
Office Support Class IV	7		7
Processing Assistant III	0.8	1	1.8
Processing Assistant IV		1	1
Processing Unit Supervisor V	1		1
Public Health Nurse I	1		1
Public Health Nurse III	1		1
Social Services Program Administrator I	1		1
Social Worker II	18		18
Social Worker III	30		30

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Social Worker Program Manager	1		1
Social Worker Supervisor II	3		3
Social Worker Supervisor III	6		6
Staff Development Specialist II	1		1
Teaching Parent Assistant	1		1
Volunteer Services Coordinator	1		1
Delinquency Prevention Social Worker III	1		1
Total	178.5	5.0	183.5

Senior Services

Director of Senior Services	1		1
Transportation Coordinator	1		1
Billing Services Representative	1		1
Driver	4	1	5
Dispatcher	1		1
Scheduler	1		1
Nutrition Assistant	1		1
Nutrition Coordinator	1		1
Site Manager	2.5		2.5
Total	13.5	1	14.5

Veteran's Service

Assistant Veteran's Service Officer	1		1
Director of Veteran's Service Administrative Secretary	1	1	1
Total	2	1	3

Library

Library-1800 Administrative and Accounting Specialist	1		1
Administrative Branch Librarian	1		1
Assistant Branch Manager I	1		1
Assistant Branch Manager II	2		2
Assistant Director	1		1
Automation Coordinator	1		1

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Branch Manager I	1		1
Branch Manager II	2		2
Circulation Asst Manager- Adm Services	1		1
Circulation Assistant Manager Genealogy/Local History Librarian	1		1
Hispanic Services Librarian	0	1	1
Juvenile Services Coordinator	1		1
Library Assistant I-Technical	2		2
Library Assistant II- Administration	1	1	2
Library Assistant II-Children's Public Service	1		1
Library Assistant II-Juvenile Services	1		1
Library Assistant II Public Service	11		11
Library Assistant II-Technical	1		1
Library Assistant II Circulation Monroe	0	1	1
Library Assistant II Circulation Union West	0	1	1
Library Assistant III-Public Service	3		3
Library Assistant III- Reference	2	3	5
Library Director	1		1
Outreach Specialist	4		4
Readers Services Librarian	1		1
Reference Services Librarian	1		1
Technical Services Coordinator	1		1
Library-LSTA-1802 Library Assistant III	0.8		0.8
Total	44.8	7	51.8

Parks and Recreation

Administration			
Administrative Assistant	1		1
Clerk	1.2		1.2
Park Attendant	1		1
Park Director	0.8		0.8
Park Maintenance Mechanic	1		1

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Park Maintenance Mechanic Crewleader	1		1
Park Ranger I	0.8		0.8
Park Ranger II	2		2
Park Superintendent	1		1
Camp Ground Clerk	0.8		0.8
Park Director	0.2		0.2
Park Maintenance Mechanic	1		1
Park Ranger I	1		1
Recreation Supervisor	0.5		0.5
Community Recreation Park Ranger I	0.2		0.2
Recreation Supervisor	0.5		0.5
Total	14	-	14

Stormwater

Assistant to the County Manager	0	0.3	0.3
Stormwater Engineer	0	1	1
Total	-	1.3	1.3

Public Works

Water & Sewer Fund Assistant to the County Manager	0	0.5	0.5
Director, Public Works	0.9		0.9
Deputy Director, Public Works	1		1
Assistant Director, WW, SW	0.9		0.9
Engineering Technican	1		1
Business Operations Supervisor	0.9		0.9
Billing Services Supervisor	1		1
Customer Service Supervisor	1		1
Business Operations Representative	1		1
Billing Service Representative	3.7		3.7
Customer Service Representative IV	4		4
Assistant Director, Water	1		1
CIP Construction Manager	1		1

Positions By Class Title

	FY2003 Authorized Positions	FY2004 Recommended New Positions	FY2004 Total Recommended Positions
Water Superintendent	1		1
Construction Inspector III	1		1
Construction Inspector II	5		5
Mechanic III - Crewleader	1		1
Mechanic II - Crewleader	5		5
Mechanic II	11		11
Mechanic I	27		27
Meter Reader	6		6
Treatment Plant Supervisor	1		1
Assistant Engineer	1		1
Engineering Assistant	1		1
Laboratory Supervisor	1		1
Laboratory Technician	2		2
Collection Superintendent	1		1
Treatment Plant Operator IV	2		2
Treatment Plant Operator III	1		1
Treatment Plant Operator II	1		1
Treatment Plant Operator I	1		1
Construction Inspector IV Coordinator	1		1
Solid Waste Fund			
Assistant to the County Manager	0	0.2	0.2
Director, Public Works	0.1		0.1
Assistant Director, WW, SW	0.1		0.1
Business Operations Supervisor	0.2		0.2
Billing Service Representative	0.3		0.3
Environmental Patrol Officer	1		1
Equipment Operator I	4		4
Equipment Operator II	4		4
Equipment Operator II - Crewleader	1		1
Recycling Coordinator	1		1
Sanitation Superintendent	1		1
Scale Operator	1		1
Total	101.1	0.7	101.7
GRAND TOTAL	821.3	30.7	852.0

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	541400	Assessor	5510	Three color duples printer	One will be for MV printing and the other two will be replacing the older line printers in the equipment room. These changes are due to different software by Manatron.	3	5,000	2 yes	15,000	15,000	
				5510 Total					15,000	15,000	-
				Grand Total					15,000	15,000	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
10	541700	Board of Elections	5550	Scanner.	Scanner required by the State for support of image scanning in SEIMS.	1	4,200	Yes	4,200	4,200	
10	541700	Board of Elections	5550	Small Suitcase Size Voting Machines. One time estimated costs for software and hardware for this equipment.	We are considerably over the recommended number of voters per machine and need to purchase additional machines to avoid long lines at the election. Small suitcase size voting equipment requires considerably less storage space and meets federal ADA requirements due 2006.	1	171,500	Yes	171,500	171,500	
10	541700	Board of Elections	5550	Small Suitcase Size Voting Machines. Variable (per quantity purchased) estimated costs for software and hardware for this equipment.	" " - The number of current machines is 186 and the number of machines needed for recommended coverage is 344. Midpoint of these two quantities is 265 and 265 phased in over five years is 53 machines for year one.	53	274,572	Yes	274,572	274,572	
				5550 Total					450,272	450,272	-
				Grand Total					450,272	450,272	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	542100	Information Systems	5510	Remote location tape library with HP/San units.	For disaster recovery plan.	1	77,600	No	77,600	77,600	
10	542100	Information Systems	5510	Niagara portable streaming system.	For web casting.	1	25,000	No	25,000	0	
10	542109	Information Systems - Phone Operations	5510	Meridian switch upgrade.	For additional telephone ports (currently at maximum) and voice-mail capacity.	1	30,000	No	30,000	0	
10	542200	Information Systems - GIS	5510	Large sheet scanner	Color Scanner for network used to scan large items (plans and aerials) and color items.	1	22,000	No	22,000	0	
				5510 Total					154,600	77,600	-
				Grand Total					154,600	77,600	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	542500	Fleet Management	5550	new machine to help on brake jobs	to do a brake job now it takes approx. 5 hours with this machine the time will be reduced to 2.3 hours	1	9,166	no	9,166	9,166	
10	542500	Fleet Management	5550	12,000 pound lift	to replace an older lift that will be able to pick up heavier vehicles	1	9,566	yes	9,566	9,566	
5550 Total									18,732	18,732	-
Grand Total									18,732	18,732	-

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
10	542620	General Service	5550	Lift	Both the new UWRL and the Main Library have ceiling heights up to 32 feet. In order to change light bulbs and clean windows requires an OSHA approved lift for safety purposes.	1	19,000	Yes	19,000	19,000	
			5550 Total						19,000	19,000	-
10	542620	General Service	5580	HVAC replacement-Old Post Office basement level	The systems serving this space have reached the end of their servicable life. Controls frequently malfunction and the air distribution system is ineffective resulting in frequent hot/cold repair calls.	1	45,000	Yes	45,000	45,000	
10	542620	General Service	5580	Slate roof/clock tower repairs-Old Courthouse	There are numerous missing and/or damaged slate tiles that must be replaced in order to maintain a watertight structure. Tin flashing in some areas is also damaged and/or missing.	1	21,000	Yes	21000	21000	
10	542620	General Service	5580	Walkway repairs-Old Courthouse	Several areas of brick pavers are sinking thus creating a trip/fall hazard to pedestrian traffic.	1	12,000	Yes	12000	12000	
10	542620	General Service	5580	Relocate clock tower access and install OSHA approved stairway inside tower.	Accessing the clock tower is now a difficult and dangerous task. Once per week, a County staff volunteer must climb up the tower to wind the clock. We must provide as safe an access as possible to avoid injury.	1	25,000	Yes	25000	25000	
10	542620	General Service	5580	Exterior painting-Old Courthouse	Many areas on the clock tower and on the windows and trim are beginning to blister and peel. Repainting is necessary in order to maintain the integrity and appearance of the building.	1	125,000	Yes	125000	125000	
10	542620	General Service	5580	Asbestos abatement and demolition of Old Ag. Building	The building was vacated during FY03 due to unsafe conditions. The building has no value and is becoming an eyesore in downtown Monroe. The property, after demolition could be used for additional parking for Public Works.	1	50,000	Yes	50000	50000	
10	542620	General Service	5580	Repave parking lot, repair curb & gutter, repair sidewalks-Old Post Office	Numerous areas of asphalt, curb & gutter and sidewalks have deteriorated and are in need of repair.	1	30,000	Yes	30000	30000	
10	542620	General Service	5580	Replace retaining wall-Old Post Office rear parking lot.	Current retaining wall has deteriorated and needs replacement.	1	14,000	Yes	14000	14000	

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543128	UC Sheriff's Facility	5550	(2) Digital Camera Recording Equipment Units.	Purchase of (2) Digital Camera Recording Equipment Units to replace outdated VCR's and Multiplexing Equipment in Master Control to gain better security and archival quality.	2	7,500	Yes	15,000	15,000	
10	543128	UC Sheriff's Facility	5550	Dehumidifier for evidence room	Issue with the evidence room	1	20,000	No	20,000	20,000	
10	543128	UC Sheriff's Facility	5550	Walk-In Cooler for Kitchen	Provide much needed additional cold food storage, due to an increased inmate population and an increase in the number of meals served with the for Nutrition for the Elderly program.	1	8,452	No	8,452	-	
10	543128	UC Sheriff's Facility	5550	Muffin Monster Grinder Unit	Unit will be installed on wastewater line leaving facility. Unit would reduce grindable solids in the discharge to a particle size that minimizes problems with blockage or pump clogging that is currently maintained 7 days a week by Maintenance.	1	19,607	No	19,607	19,607	
				5550 Total					63,059	54,607	-
				Grand Total					63,059	54,607	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543130 / 1050	UC Sheriff's Office	5540	New Police Package 4-Door Six Passenger Sedans	Sheriff's Office vehicles for (1) Criminal Investigator	1	23,966	No	23,966	23,966	
10	543130 / 1050	UC Sheriff's Office	5540	New Police Package 4-Door Six Passenger Sedans	Sheriff's Office vehicles for (1) DARE/SRO position requested in the new budget	1	23,966	No	23,966	-	
10	543130 / 1050 / 1053 / 1054 / 1055 / 1056 .	UC Sheriff's Office	5540	20.0 Replacement Police Package 4-Door Six Passenger Sedans. 2.5 vehicles will be coded off to the contract towns based on their total amortization.	Current Sheriff's Office vehicles identified by the county garage as the "worst of the worst" will be replaced.	20	23,966	Yes	479,325	479,325	
5540 Total									527,257	503,291	-
10	543130 / 1059	UC Sheriff's Office	5550	Firearm simulator	To be purchased with LLEBG grant revenues already received. Waiting on decision regarding the firearm range before purchasing.	1	19,000	No	19,000	19,000	
5550 Total									19,000	19,000	-
	543130 / 1050		5580	Firearm range		1	375,000	No	375,000	375,000	
5580 Total									375,000	375,000	-
Grand Total									921,257	897,291	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543135	UC Sheriff's Jail	5540	(2) All-Wheel Drive 8-Passenger Transport Vans	Because existing vans are kept on the road moving inmates to other jails, state prisons, mental hospitals, medical appointments, etc., it is imperative we replace at least (2) vehicles each year. Jail officers and Jail vehicles log thousands of miles each year. Last year the jail averaged some 7,800-8,000 miles per month. Both vehicles to be replaced will have at least 100,000 miles on them by the time any new ones arrive. Vehicles to be replaced will be determined by the county garage at the appropriate time.	2	21,485	Yes	42,970	42,970	
			5540 Total						42,970	42,970	-
10	543135	UC Sheriff's Jail	5550	Tilt Kettle	This item is used by both the Jail and Nutrition for the Elderly Program. Because of the increased number of inmate and Nutrition meals being prepared and the age of the existing unit the purchase of an additional unit is needed.	1	3,000	No	3,000	3,000	
			5550 Total						3,000	3,000	-
			Grand Total						45,970	45,970	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543200	Communications	5510	Additional Radio System license	Necessary for merger with City Dispatch Center	1	15,000	No	15,000	15,000	-
			5510 Total						15,000	15,000	-
10	543200	Communications	5550	Additional Console Position Furniture	Necessary for merger with City Dispatch Center	1	7,500	No	7,500	7,500	-
10	543200	Communications	5550	Additional Hardware for Position	Necessary for merger with City Dispatch Center	1	2,500	No	2,500	2,500	-
			5550 Total						10,000	10,000	-
			Grand Total						25,000	25,000	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
33	543200	Communications	5510	Computer Aided Dispatch (CAD) replacement / upgrade...Software Purchase	Current computer system is out dated and not longer supported by original vendor. New system will allow integration with Sheriff's Office.	1	165,000	No	165,000	165,000	
33	543200	Communications	5510	BackOffice Mapping	BackOffice Mapping Enhancements	1	68,000	no	68,000	68,000	
			5510 Total						233,000	233,000	-
33	543200	Communications	5550	Computer Aided Dispatch (CAD) replacement / Upgrade...System Server	Server will house software for system. Additionally, can serve as a back-up server for Sheriff System as well.	1	185,000	No	185,000	185,000	
33	543200	Communications	5550	Flyover Ortho Photographs of County	Current photos were produced from 2001 Flyover. With growth in Union County, new photos are needed to keep GIS and 911 mapping system accurate.	1	550,500	No	550,500	550,500	
33	543200	Communications	5550	Radio Console Equipment for Alternate 911 Center	In the event the main County 911 center has to evacuate, an alternate center is crucial. Main radio channels are in place at Sheriff's Office. Console equipment necessary for multichannel dispatch and paging required by 911.	1	25,000	No	25,000	25,000	
			5550 Total						760,500	760,500	-
			Grand Total						993,500	993,500	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543300	Homeland Security	5540	Compact Truck	For transportation for Emergency Planner - transportation to county wide facilities	1	19,700	no	19,700	-	
10	543300	Homeland Security	5540	3/4 ton vehicle	For new director - to pull mobile EOC in time of need	1	25,500	no	25,500	-	
			5540-Total						45,200		-
			Grand Total						45,200	-	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543400	Fire Service	5540	Compact Truck	Inspector hired in November needs vehicle to drive to do inspections.	1	13,119	No	13,000	13,000	
10	543400	Fire Service	5540	3/4 ton van (14,778.75) + towing package (1,000) Vehicle pricing from Purchasing sheet, prices subject to change.	Garage said vehicle #3497 needs to be replaced.	1	15,779	Yes	16,000	16,000	
			5540 Total				28,898		29,000	29,000	-
			Grand Total						29,000	29,000	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543500	Inspection	5540	ext. cab truck, limited slip rear end	replacing existing vehicles due to high milage and repair cost.	3	13,119	yes	39,400		
				5540 Total					39,400	-	-
				Grand Total					39,400	-	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	543800	Animal Control	5540	1 Compact Long Bed Truck	To replace current truck in use with over 100,000 miles on it	1	16,500	Yes	16,500	16,500	-
			5540-Total						16,500	16,500	-
			Grand Total						16,500	16,500	-

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	551154	Environmental Health	5510	Microfiche Reader/Printer	To read microfilm for records retention	1	5,000	NO	5,000	5,000	
		5510-Total							5,000	5,000	-
		Grand Total							5,000	5,000	-

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
10	553101	DSS - Administration	5540	Four Door Sedan Six Passenger: Engine: 6 Cylinder/Factory Installed Air Conditioning/Power Door Locks/ Seats: Bench Type Foam Cushion, Front and Rear/Power Steering/ All Season Radial Tires/Automatic Transmission	Replacement for a 1992 Chevrolet Station Wagon #6-92 in Poor Condition. This vehicle is more than 10 years old and since its involvement in an accident, has had many repair problems. Arnold Price with the County Garage has recommended replacement.	1	16,700	Yes	16,700	16,700	-
10	553101	DSS - Administration	5540	7 Passenger Mini-Van. Standard Length/Engine:6 Cylinder, Gasoline, 4.3 L Minimum/ABS Power Brakes/Power Steering/Automatic Transmission/Heavy Duty Battery, 130 AMP Alternator/Front and Rear Air Conditioning/ Front Cloth Seats, Two Vinyl Bench Seats/ Power Door Locks.	This is a replacement for a 1991 Ford Aerostar Van. This 12 year old Van has transmission problems and has been recommended for replacement by the County Garage.	1	22,500	yes	22,500	22,500	-
10	553101	DSS - Administration	5540	Four Door Sedan Six Passenger: Engine: 6 Cylinder/Factory Installed Air Conditioning/Power Door Locks/ Seats: Bench Type Foam Cushion, Front and Rear/Power Steering/ All Season Radial Tires/Automatic Transmission	Replacement for a 1993 Ford Crown Victoria in Fair Condition with more than 115,00 miles. This 10 year old vehicle is recommended for replacement by Arnold Price with the County Garage.	1	16,700	yes	16,700	16,700	-
10	553101	DSS - Administration	5540	Four Door Sedan Six Passenger: Engine: 6 Cylinder/Factory Installed Air Conditioning/Power Door Locks/ Seats: Bench Type Foam Cushion, Front and Rear/Power Steering/ All Season Radial Tires/Automatic Transmission	Replacement for a 1995 Oldsmobile Cutlass Ciera with high mileage(105,000 miles). The County Garage has recommended this vehicle for replacement.	1	16,700	yes	16,700	16,700	-
10	553101	DSS - Administration	5540	Four Door Sedan Six Passenger: Engine: 6 Cylinder/Factory Installed Air Conditioning/Power Door Locks/ Seats: Bench Type Foam Cushion, Front and Rear/Power Steering/ All Season Radial Tires/Automatic Transmission	Replacement for a 1996 Cutlass Ciera with more than 100,000 miles. This vehicle has problems with the cooling system and has been recommended for replacement by the County Garage.	1	16,700	yes	16,700	16,700	-
5540-Total									89,300	89,300	-
10	553101	DSS -Administration	5550	High Speed Ricoh 450DE Scanner with adaptec 19160 SCSI Card kit and cable	The scanners will replace the smaller, slower desk top scanners. With limited space, we need to control paper storage and reduce the file volume.	2	\$5000 each		10,000	10,000	-
5550-Total									10,000	10,000	-
Grand Total									99,300	99,300	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
10	558100	Transportation	5540	Lift equipped/raised roof/14 passenger van	County van 7200 has met DOT mileage limit for reimbursement/cost will be 90% reimbursement by NCDOT	1	38,500	YES	\$38,500	\$38,500	
10	558100	Transportation	5540	Minivan/Max 6 passengers Van	County van 6500 has met DOT mileage limit for reimbursement/cost will be 90% reimbursement by NCDOT	1	25,000	YES	\$25,000	\$25,000	
10	558100	Transportation	5540	Conversion/14 passenger Van	To be used to rotate vehicles and to allow coverage when van is out of service for repairs/maintenance. Cost will be 90% reimbursement by NCDOT.	1	35,000	NO	\$35,000	\$35,000	
		5540 Total							\$98,500	\$98,500	
		Grand Total							\$98,500	\$98,500	

FY2004 Budget Requests											
Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace-ment? yes/no	Requested	Recommended	Adopted
10	561100	Library	5510	library automation server	replacement of library automation system, current server is 3 years old	1	17,000	yes	17,000	17,000	
10	561100	Library	5510	MS Office	MS Office upgrade	1	48,000	no	48,000	48,000	
				5510 Total					65,000	65,000	-
10	561100	Library	5540	Van	Van for courier services	1	15,400	no	15,400	15,400	
				5540 Total					15,400	15,400	-
				Grand Total					80,400	80,400	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replace- ment? yes/no	Requested	Recommended	Adopted
10	561301	P & R - Administration	5540	Skid Steer Bobcat 843	Used for larger jobs/assignments which have increased over the last three years. Many more future projects will be required with future park development at Cane Creek and Jesse Helms Park. Current Bobcat has 1710 hours on the hour meter	1	27,000	no	27,000	-	
10	561301	P & R - Administration	5540	4-door 4X4 pickup truck	Replaces 37-97 w/ mileage of 3,256. Requested but not funded in 2002-2003 budget	1	20,000	yes	20,000	20,000	
10	561301	P & R - Administration	5540	John Deere Gator 4 x 6	Current Gator has over 1100 hours. Used primarily in the Day Use Area by the Duty Ranger for safety and enforcement patrols, emergency evacuation of injured people, hunting for overdue/lost people, and transportation for the "needy".	1	8,700	no	8,700	-	
5540 Total									55,700	20,000	-
10	561301	P & R - Administration	5550	18' Aluminum Work/Patrol Boat	Current patrol boat is rated at 3 persons or 350lbs. Total for equipment, motor and gear is 550lbs. Pontoon boat would be remove from the lake during work week this year to protect it from the buzzards.	1	5,500	no	5,500	5,500	
10	561301	P & R - Administration	5550	Filter System for DUA well	This filter system should remove the sediment, providing cleaner drinking water. Currently we have to turn the water on at the end of the line for over eight hours to flush the system	1	3,100	no	3,100	-	
10	561301	P & R - Administration	5550	Single axle tilt back trailer	Second year piece of equipment has been requested. It will allow more maneuverability and will be more cost efficient that using the Five-ton truck to pull the double axle trailer for small equipment projects	1	3,100	no	3,100	-	
5550 Total									11,700	5,500	-
10	561301	P & R - Administration	5570	Repairs to Day Use Area Waterfront Project	Repairs to Day Use Area Waterfront Project		53,000	no	53,000	53,000	
10	561301	P & R - Administration	5570	Waterline to Maintenance Area	Waterline to Maintenance Area. Hopefully will do out of this year's budget. 01/5356		7,000	no	7,000	-	
5570 Total									60,000	53,000	-
10-561301 Total									127,400	78,500	-
10	561371	P & R - Camp Ground	5550	GCA Sewage Lift Station Upgrade	This system is due for failure and we want to upgrade the system for easy repair/trouble-shooting	1	5,000	yes	5,000	5,000	

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Request	Recommended	Adopted
61	571186	Public Works Sewer - West	5510	Desk, chairs for Crooked Creek WWTP.	Current furniture was obtained from surplus. Time to replace.	1	5,500	Y	5,500	5,500	
61	571186	Public Works - Water	5510	Desk, chairs, bookshelves, computer, file cabinets, etc.	Business Manager and Engineering Assistant. 50/50 split with West side sewer.	1	3,500	N	3,500	3,500	
61	571185	Public Works - Water	5510	Desk, chairs, bookshelves, computer, file cabinets, etc.	Business Manager and Engineering Assistant. 50/50 split with West side sewer.	1	3,500	N	3,500	3,500	
5510 Total									12,500	12,500	-
61	571186	Public Works Sewer - West	5540	1/2 Ton Pickups 4X4	Replacement due to high mileage and increased maintenance. 2 Collection, 2 Treatment	4	26,000	Y	104,000	104,000	
61	571186	Public Works Sewer - West	5540	1/2 Ton Pickups 4X4	Replacement for Inspector.	1	26,000	Y	26,000	26,000	
61	571186	Public Works Sewer - West	5540	1 Ton Dump Truck	Truck 10-82 is becoming maintenance intensive due to age & mileage.	1	40,000	Y	40,000	40,000	
61	571186	Public Works Sewer - West	5540	1 Ton Cab & Chassis	Truck 22-92 is becoming maintenance intensive due to age & mileage.	1	30,000	Y	30,000	30,000	
61	571186	Public Works Sewer - West	5540	4 X 4 Electrical maintenance/service van	Van as opposed to truck to provide increased security/capacity of tools and electrical equipment.	1	33,000	Y	33,000	33,000	
61	571185	Public Works - Water	5540	1/2 Ton 4x4 Pickup Truck	Replacement for inspector truck 21-99. 100,000+ miles.	1	26,000	Y	26,000	26,000	
61	571185	Public Works - Water	5540	11,000 lb. GVWR Truck w/service body.	Replace 37-99 Increasing cost to maintain. Existing body not transferable. 84,000 miles	1	37,000	Y	37,000	37,000	
61	571185	Public Works - Water	5540	11,000 lb. GVWR Truck w/service body.	Replace 22-93 Increasing cost to maintain. Existing body not transferable. 79,000 miles	1	37,000	Y	37,000	37,000	
61	571185	Public Works - Water	5540	1/2 Ton Pickup Truck	To replace trucks that have increasing cost to maintain. Truck #'s 32-97, 24-95, 30-97, all 100K+ miles.	3	16,000	Y	48,000	48,000	
61	571185	Public Works - Water	5540	Tandem Truck w/dump body.	50/50 Split w/West side sewer. Needed to transport stone, dirt, and similar materials. Reduced trips = better efficiency.	1	51,000	N	51,000	-	
61	571185	Public Works - Water	5540	33,000 lb. GVWR Roll-Back Truck	Needed to transport trenchers, small tractors and similar equipment in "tight places".	1	65,000	N	65,000	-	
61	571186	Public Works Sewer - West	5540	33,000 GVWR Service Truck	Currently Tap Crew & I&I crew are sharing one truck. This truck is needed to improve efficiency.	1	60,000	N	60,000	60,000	
61	571186	Public Works Sewer - West	5540	Tandem Truck w/dump body.	50/50 Split w/water. Needed to transport stone, dirt, and similar materials. Reduced trips = better efficiency.	1	51,000	N	50,000	-	

FY2004 Budget Requests

5540 Total								607,000	441,000	-	
61	571186	Public Works Sewer - West	5550	Influent pump station cap for Crooked Creek	Safety issue. Doors are too small to safely remove pumps.	1	10,000	Y	10,000	10,000	
61	571186	Public Works Sewer - West	5550	Control Panel for Crooked Creek and Hunley Creek pump stations	Existing control panels contain parts that have become obsolete and hard to trouble shoot.	2	4,000	Y	8,000	8,000	
61	571186	Public Works Sewer - West	5550	Tethering System	Safety issue. Insure personnel safety while working in and around the Twelve Mile Creek WWTP lift station.	1	3,500	N	3,500	3,500	
61	571186	Public Works Sewer - West	5550	Refurbish Tertiary Filters at Twelve Mile WWTP	Currently experiencing low removal efficiency due to age of filter media.	1	15,000	Y	15,000	15,000	
61	571186	Public Works Sewer - West	5550	8 X 16 Trench Box	Safety issue. Needed to safely work on lines greater than 10 feet in depth.	1	7,500	N	7,500	7,500	
61	571186	Public Works Sewer - West	5550	5 Yard Rock Box	Safety issue. Needed to place stone around pipe in deep trenches.	1	6,000	N	6,000	6,000	
61	571186	Public Works Sewer - West	5550	Ramax Type Trench Roller. Remote control compaction machine for deep cuts.	Safety issue. Keeps personnel out of deep hole during compaction.	1	31,500	N	31,500	31,500	
61	571186	Public Works Sewer - West	5550	Vacuum Trailer	Needed to maintain pump stations and gray water tanks.	1	80,000	N	80,000	-	
61	571186	Public Works Sewer - West	5550	Jet Machine	Required for daily maintenance, State required 10% cleaning and emergency repair of collection system. Current machine is 12 yrs old.	1	50,000	Y	50,000	50,000	
61	571186	Public Works Sewer - West	5550	20 Ton Trailer	Required to transport heavy equipment to & from job sites.	1	16,000	Y	16,000	16,000	
61	571186	Public Works Sewer - West	5550	Grout Machine	Aid I&I Crew in expediting repairs to damaged manholes.	1	35,000	N	35,000	35,000	
61	571186	Public Works Sewer - West	5550	Pan & Tilt attachment for sewer camera	Provides the ability to see full pipe radius and to view lateral from the main.	1	20,000	N	20,000	-	
61	571186	Public Works Sewer - West	5550	Laboratory Vacuum System	Increased efficiency of WWTP laboratory testing. Lab expansion will be "plumbed" for vacuum.	1	8,000	N	8,000	8,000	
61	571186	Public Works Sewer - West	5550	8" High Head Bypass Pump.	For use when bypassing pump stations for maintenance/emergency repairs.	1	35,000	N	35,000	-	
61	571186	Public Works Sewer - West	5550	Laser	Promotes accurate alignment of sewer lines during repair/installation.	1	5,600	N	5,600	-	
61	571186	Public Works Sewer - West	5550	Track Loader	Needed for right-of-way repair & the handling of heavy materials.	1	115,000	N	115,000	-	
61	571185	Public Works - Water	5550	Trencher	Replace machine 22-96 due to frequent repairs.	1	55,000	Y	55,000	55,000	
61	571185	Public Works - Water	5550	Air Compressor	To be used by crews for road bores and pavement removal.	1	13,500	N	13,500	13,500	
61	571185	Public Works - Water	5550	Directional Boring Machine	Increased efficiency and reduced area damage.	1	115,000	N	115,000	115,000	

FY2004 Budget Requests

61	571185	Public Works - Water	5550	Lawn Tractor 18HP	Replace existing mower that requires increased maintenance.	1	6,500	Y	6,500	-	
61	571185	Public Works - Water	5550	Power Rake	Quicker clean-up of yards after repairs.	1	5,000	N	5,000	-	
61	571185	Public Works - Water	5550	Electric Valve Wrench	For valve exercise program on 16", 24" and 42" lines.	1	6,000	N	6,000	-	
61	571185	Public Works - Water	5550	Skid Steer Loader	Clean-up work and general purpose vehicle with various attachments.	1	25,000	N	25,000	-	
61	571101	Public Works - Admin	5550	Voice Over IP System	Working with Information Sys. To provide enhanced customer service by improving phone system. Approved in the FY 2002-2003 budget.	1	33,000	N	33,000	33,000	
61	571101	Public Works - Admin	5550	IVR-Electronic Interactive Voice Response - Interactive phone and on-line services system.	Enhancing customer relations through convenience to customers.	1	65,200	N	65,200	65,200	
5550 Total									770,300	472,200	-
61	571186	Public Works Sewer - West	5570	Fencing	Fence Operations Center for enhanced security. 50/50 split water & sewer.	1	15,000	N	15,000	15,000	
61	571185	Public Works - Water	5570	Fire Hydrants at VFD's.	BCC direction to place hydrants at all VFD's with access to County water.	8	6,188	N	49,503	49,503	
61	571185	Public Works - Water	5570	Security Measures for Water Infrastructure as per EPA Vulnerability Assessment.	Motion detectors, additional lighting, fencing, new locks, remote intrusion alarm systems for pump stations and storage tanks.	1		N	250,000	250,000	
61	571185	Public Works - Water	5570	Fencing and Security Gate	Fence Operations Center for enhanced security. 50/50 split water & sewer.	1	15,000	N	15,000	15,000	
5570 Total									329,503	329,503	-
Grand Total									1,719,303	1,255,203	-

FY2004 Budget Requests

Fd	Ag Code	Agency Name	Object	Description of Item	Justification	Quantity	Cost /Item	Replacement? yes/no	Requested	Recommended	Adopted
66	547281	Public Works - Landfill	5540	Road Tractor	Needed to transport recyclables and MSW. Approved in FY 03 Budget.	1	90,000	Y	90,000	0	
66	547281	Public Works - Landfill	5540	90000 GVWR Roll-Off Truck	Current truck is becoming maintenance intensive due to age and mileage.	1	115,000	Y	115,000	115,000	
66	547281	Public Works - Landfill	5540	90000 GVWR Roll-Off Truck	Current truck is becoming maintenance intensive due to age and mileage.	1	115,000	Y	115,000	115,000	
5540 Total									320,000	230,000	-
66	547201	Public Works - Landfill	5550	Coin Counter & Bagger	Over \$ 150 K in coins counted and bagged annually - very time consuming. This machine will pay for itself in a short period of time.	1	4,500	N	4,500	4,500	
66	547281	Public Works - Landfill	5550	48 " Walking Floor Trailer	Needed to transport recyclables and MSW. Approved in FY 03 Budget.	1	50,000	N	50,000	0	
66	547281	Public Works - Landfill	5550	Compactor	Needed at White Store & Armfield Mill to reduce number of loads transported. Un-compacted 40 yd container = 4 tons, compacted = 10 tons.	2	20,000	N	40,000	40,000	
66	547281	Public Works - Landfill	5550	Recycle Material Bailer	Required for market direct sale of paper & cardboard. Would result in \$100 K estimated annual revenue.	1	90,000	N	90,000	0	
5550 Total								164,500	184,500	44,500	-
66	547281	Public Works - Landfill	5570	Close and cap old C & D Cell	Regulatory requirement.	1	125,000	N	125,000	125,000	
5570 Total								125,000	125,000	125,000	-
66	547281	Public Works - Landfill	5580	Building & Site Works	Needed to house bailer. Would result in \$100 K estimated annual revenue.	1	250,000	N	250,000	0	
66	547281	Public Works - Landfill	5580	Transfer Station improvements.	To address noise & safety issues. Approved in FY 03 Budget.	1	50,000	N	50,000	0	
5580 Total								300,000	300,000	0	-
Grand Total								909,500	929,500	399,500	-

Agency: A major administrative program of the County that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Allocate: To set apart portions of budgeted expenditures that are specifically designated to organizations for special activities or purposes (i.e., Arts Council).

Annual Budget: A budget covering a single fiscal year (July 1 - June 30).

Appropriation: A budget authorization made by the County Commission to incur obligations or make expenditures for purposes listed in the budget ordinance. An appropriation is limited in amount and to the time when it may be expended.

Assessed Valuation: A value determined by the County Tax Assessor's office for real and personal property to be used as a basis for levying property taxes.

Assets: Property owned by the County that has monetary value.

Bond: A written promise to pay a specific amount of money within a specific time period, usually long-term. Bonds are typically issued to fund specific capital improvement expenditures. The County issues general obligation bonds, which require approval by voter referendum before issue and two-thirds, installment financing and revenue bonds, which do not require referendum approval.

Bonds Issued: Bonds that are sold.

Budget: A financial plan that includes estimated revenues and expenditures for a fiscal year and specifies the type and level of services to be provided. The amount reflected as FY2003 Budget represents the original appropriation for that fiscal year adjusted to reflect carryover of appropriations for encumbrances, special projects and fund balance designations for specific purposes and budget revisions and amendments.

Budget Document: A formal document presented to the County Commission containing the County's financial plan for a fiscal year. The budget document is presented in two phases — preliminary and final—the latter of which reflects the budget as adopted by the County Commission.

Budget Message: A written summary of the proposed budget from the County Manager to the County Commission. The message includes an explanation of important features of the budget, changes in programs or appropriation levels from previous years and recommendations of the County Manager.

Budget Ordinance: A schedule adopted by the County Commission which lists revenues by source, appropriations by department or fund and levies taxes for the coming fiscal year.

Capital Assets: Items (such as vehicles, equipment and furniture) purchased by the County and have an expected life of more than one year with a value in excess of \$3,000.

Capital Project: A project expected to have a useful life greater than 10 years and an estimated total cost of \$100,000 or more. Capital projects include the construction,

Glossary

Capital Project (continued) purchase, or major renovation of buildings, utility systems, or other structures; purchase of land; major landscaping projects; and purchase of new motorized equipment.

Capital Projects Fund: A fund used to account for the acquisition or construction of major governmental, education and enterprise capital facilities and equipment.

Contingency: An account in which funds are set aside for unforeseen expenditures which may become necessary during the year and which have not been provided for in the context of the annual operating budget.

Debt Service Fund: A fund used to account for the accumulation of resources for, and the payment of, installment financing agreements associated with the Detention Facility. General long-term debt such as general obligation debt (most often for schools), other installment financing agreements and capital lease payments are accounted for in the General Fund.

Deficit: An excess of expenditures over revenues or expenses over income.

Department: A major administrative program of the County that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Encumbrances: A financial commitment for services, contracts or goods that have not, as yet, been delivered or performed.

Enterprise Fund: A fund used to account for activities that are operated in a manner similar to business enterprises. Fees are charged to the consumers (general public) of the service to completely or partially recover the expenses of the operation.

Expenditures: The total costs of a program or capital project.

Fiscal Year (FY): A 12-month period (July 1 - June 30) to which the annual operating budget applies and at the end of which an assessment is made of the County's financial condition and performance of its operations.

Fund: An independent fiscal and accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or attain certain objectives in accordance with set laws and regulations.

Fund Balance: The difference between the accumulated revenues and expenditures for a particular fund. These resources are set-aside within a fund to provide adequate cash flow and reserves. North Carolina statutes dictate that a portion of fund balance is not available for appropriation in the following fiscal year.

General Fund: A fund that provides for the accounting of all financial resources except those designated to other funds. Most of the basic government services, such as public safety, human services, parks and recreation and education are accounted for in this fund.

General Obligation Bonds: Debt instruments issued by the County which are secured by the unit's taxing power.

Grants: A contribution or gift in cash or other assets from another government or nonprofit foundation to be used for a specified purpose.

Infrastructure: Facilities on which the continuance and growth of a community depend, such as water lines, plants, etc.

Interfund Accounts: Accounts that reflect transfers between funds.

Intergovernmental Revenues: Revenues from other governments (state, federal, local) which can be in the form of grants, shared revenues, or entitlements.

Internal Service Fund: A fund used to account for the financing of goods and services provided by one department to other departments and agencies of the County on a cost reimbursement basis such as health, dental and workers' compensation.

Lease-Purchase Agreement: A contractual agreement to acquire items of equipment whereby the local government agrees to pay the purchase price, plus interest on an installment basis.

Levy: The amount of tax, service charges, and assessments imposed by a government.

Municipal Bond: A bond issued by a local government – whether City or County.

Non-Operating Expenses: Expenses that are not directly related to the provision of services such as debt service.

Non-Operating Revenues: Revenues that are generated from other sources (i.e., interest income) and are not directly related to service activities.

Objective: A statement of specific direction, purpose or intent to be accomplished by a department or agency.

Pension Trust Fund: A fund established to account for a public employment retirement system. For example, the Special Separation Allowance Fund.

Property Tax (Ad Valorem Tax): A tax levied by the County Commission on real and personal property.

Proprietary Fund: A fund used to account for governmental activities that are operated in a manner similar to those found in private enterprises. Internal Service and Enterprise funds are included in this category.

Recommended Budget: The budget proposal of the County Manager presented to the County Commission for approval.

Reserve: An account designated for a portion of the fund balance which is to be used for a specific purpose.

Revenue: Income received from a variety of sources used to finance government or enterprise operations.

Glossary

Revenue Bonds: Principal and interest associated with revenue bonds are paid exclusively from the earnings of the project or system.

Shared Revenues: Revenues levied and collected by one government but are shared with another government based on a predetermined method.

Special Revenue Fund: A fund used to account for resources that are subject to certain legal spending restrictions. They are created when a resolution, statute or ordinance requires that specific taxes or special revenue sources be used to finance a particular activity (i.e., E-911).

Tax Levy: The total amount of revenue to be raised by property taxes for the purposes specified in the budget ordinance.

Tax Rate: The amount of taxes levied based on each one hundred dollars (\$100) of assessed property valuation.

Two-Thirds Bonds: General obligation bonds that can be issued by a local government without voter authorization under a formula set by the state of two-thirds of the previous year's net debt reduction.

Undesignated Fund Balance: The amount of unreserved fund balance that is not designated for encumbrances, a subsequent year's expenditure, or for any other purpose. Undesignated fund balance is available for future appropriations.

User Charges: The payment of a fee or direct receipt of a public service by the party benefiting from the service.