

**FY20 Budget Process
City Council Budget Questions
Group 2**

Fund Balance

17. Please provide a breakdown of the \$4.1 M proposed use of fund balance for the General Fund.

The \$4.1 million total appropriation of fund balance includes uses for the Capital Funding Plan (CFP) (\$1,868,430) plus the other uses (\$2,191,592).

The \$1,868,430 for the CFP results from proposed CFP expenditures for FY2020 (\$10,072,266) that exceed the \$8,203,836 projected to be generated from the 5.43 cents of the tax rate (unchanged) and other dedicated revenues. The proposed use of accumulated CFP resources (fund balance) includes cash funding (“pay-go”) \$1M for Sykes Pond Road Repairs, \$375K for Murchison Road Redevelopment and \$264K for the additional expenditures for the downtown replacement parking funding.

The remaining balance of \$2,191,592 is associated with specific planned non-recurring expenditures. The funded expenditures include: a total of \$269,330 for capital and technology improvement plan projects comprised of \$75,000 for an facility operational needs assessment for the Alexander Street Maintenance site, \$75,000 in additional funding for the Hope VI project, \$62,330 for the replacement of a generator at Fire Station 1, and \$57,000 for anticipated temporary staffing needs to backfill for staff focused on the ERP system replacement project; \$500,000 to fund a revitalization initiative; \$405,553 for non-recurring contract services including \$250,000 for an infrastructure asset management study and \$50,000 to fund the City’s share of the community rebranding project; \$300,000 for vehicle replacements in excess of typical annual funding needs; \$241,200 for cost associated with the Council elections; \$260,772 for non-recurring vehicle, small equipment and software licensing purchases; \$75,000 for renovations of the Hope Center facility; \$85,000 for a contracted grant writer to pursue a Choice Neighborhoods grant; \$53,047 to fund the City’s participation in the University of North Carolina School of Government Management Fellowship Program; and a miscellaneous appropriation of \$1,690 to balance the recommended budget.

18. What are the projected fund balance amounts and measures as a percentage of expenditures for the Enterprise Funds?

As the Transit Fund is heavily subsidized by the General Fund, it does not carry a fund balance reserve. The table below summarizes fund balance projections based upon the proposed budget as provided on pages D-21 and D-22 of the budget document.

	Airport Fund	Environmental Services Fund	Stormwater Fund
Projected Available Fund Balance at June 30, 2020	\$1,667,105	\$690,035	\$3,040,417
Projected Fund Balance as a % of FY20 Expenditures and Other Financing Uses	13.49%	5.06%	27.83%

Retiree Benefits

19. Please provide information regarding changes in retiree contributions for the healthcare plan. Are the increases the same as the increases for active employees?

Monthly Contribution Rates for Healthcare Plan	City			Retiree		
	FY 19	FY 20	Inc %	FY 19	FY 20	Inc %
Plan A						
Employee Only	857.14	983.56	14.75%	202.12	231.94	14.75%
Employee/Spouse	859.98	986.82	14.75%	728.90	836.40	14.75%
Employee/Child	872.38	1,001.06	14.75%	557.62	639.86	14.75%
Employee/Family	805.68	924.50	14.75%	942.12	1,081.08	14.75%
Plan B						
Employee Only	821.44	942.58	14.75%	103.86	119.18	14.75%
Employee/Spouse	827.12	949.12	14.75%	560.80	643.52	14.75%
Employee/Child	758.42	870.30	14.75%	490.72	563.10	14.75%
Employee/Family	824.16	945.72	14.75%	702.54	806.16	14.75%

Healthcare benefit plans for retirees and active employees are separately managed for purposes of setting contribution rates. As a self-funded plan, the City adjusts rates each year based on claims experience and claims cost forecasting in consultation with contracted industry professionals.

As noted in response to Group 1 Budget Question responses, question 14, City and employee contribution rates have been increased by 2.83% for the coming fiscal year.

Human Resource Development staff compiled the following data showing how healthcare contribution rate changes for active employees and retirees have compared over the past six years.

Fiscal Year	Active Employees	Retirees
FY 2014	No increase	No increase
FY 2015	5% increase plan A; 3.5% increase plan B	No increase
FY 2016	Minimum 6% increase	3% increase
FY 2017	9.5% increase	4.5% increase
FY 2018	3.4% increase	1.5% increase
FY 2019	Minimum 8.1% increase	No increase

Capital and Technology Improvement Projects and Capital Funding Plan

20. Is there funding included in the five-year capital improvement plan to construct restrooms at Roy G. Turner Park or Martin Luther King, Jr. Park?

There are no plans for construction of restrooms for these parks included in the five-year capital improvement plan. Parks and Recreation staff provided rough cost estimates of \$175,000 to \$225,000 per location to construct permanent restrooms, dependent upon size requirements. Other alternatives that have been discussed to provide facilities for special events at the parks have

included the purchase of a mobile restroom trailer, for which cost estimates range from \$50,000 to \$85,000, also dependent upon size. Council could choose to appropriate General Fund fund balance to fund these non-recurring expenditures.

21. When is funding for Martin Luther King, Jr. Park projected to be appropriated?

On January 28, 2019, City Council appropriated \$50,000 from fund balance to support the update of design and cost estimates for the desired improvements at the park to support future fundraising efforts by the MLK Committee, and to also identify proposed improvements for use of the bond funds. That funding is already available in the Parks and Recreation operating budget, and staff is coordinating with the committee (Dr. Lacy) and working with Mr. Vick to get a signed engineering exemption form that will ensure his engineering fee for design services will not exceed \$50,000.

There was also \$100,000 of project funding planned to be funded from Parks and Recreation bond projects as a part of the “Existing Parks and Building Renovations” project. That funding has not yet been appropriated to a capital project ordinance, pending identification of the specific park improvements.

22. Did Council agree to the truck wash project?

The Automated Truck Wash Facility project is currently included in the proposed five-year CIP in fiscal year 2024. Council can provide direction to remove the project from the plan.

23. What is the projected FY 2019 expenditure of \$500k for Fire Station 4 relocation if the project is proposed to be debt financed?

The FY 2019 projected expenditure is for the purchase of land to secure a site for the project. As this purchase is two years in advance of planned construction and financing, staff is recommending to cash fund the land purchase from Capital Funding Plan accumulated resources.

24. How critical is the Sykes Pond Repair this budget year? Have we applied for State assistance for this project?

The Sykes Pond Road Repair funding need was provided to the State Legislative Delegation for possible funding assistance. At this time, there has been no additional funding committed.

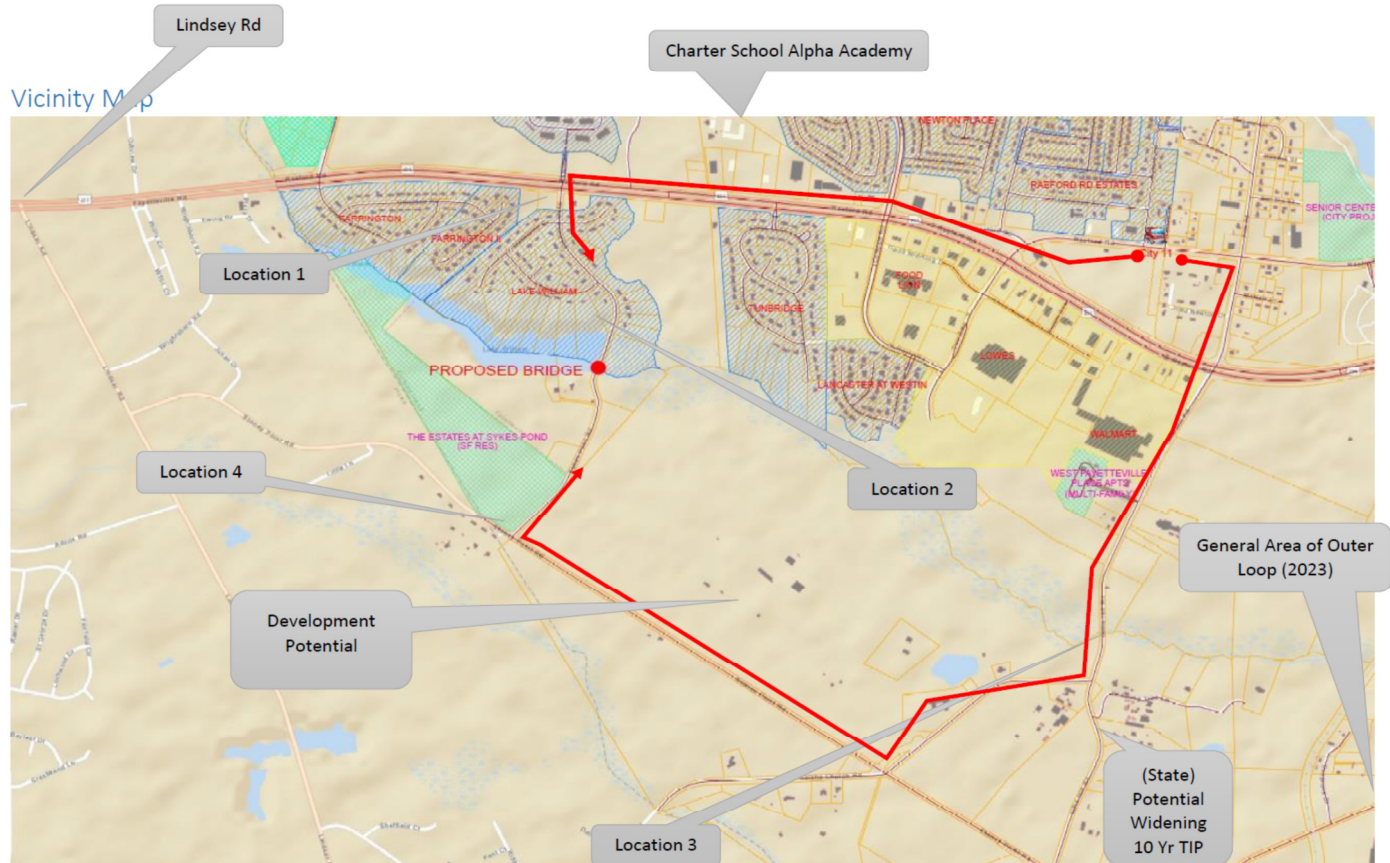
Sykes Pond Road has been closed due to a washout since September 29, 2016. Current projected traffic volumes based on known developments and existing conditions can be accommodated with or without the bridge being placed. However, the additional connectivity and access provided by restoring the bridge would allow for increased levels of response for Fire, Police, Schools, EMS, Solid Waste, and others providing service to the area.

Additional considerations include:

- A recent DOT project has restricted the intersection of Sykes Pond Road and Raeford Road to left in/right in/right out operation. Replacing the bridge would allow developments on the north side of the bridge to travel south and access westbound Raeford Road at the signalized intersection of Lindsey Rd.
- Sykes Pond Road is an alternate/parallel route in the event Gillis Hill Road was washed out downstream in a future storm event. Gillis Hill Road has an average daily traffic count of 17,000

vehicles per day. Staff has not evaluated the condition of the downstream Gilles Hill Road culvert.

- Upcoming development of a 54 home subdivision at the intersection of Sykes Pond Road and Stoney Point Road would require additional access to Raeford Road, and presents additional concerns from a Fire response standpoint. There is also future development potential south of the bridge off Stoney Point Rd.
- The bridge will provide additional connectivity in the general vicinity of the Outer Loop (2023) and a State Widening Project that will hopefully bringing additional growth to the area.



25. Please explain the funding requirements for the ERP replacement project and why a portion is proposed to be financed (\$5.1 M) and a portion is proposed to be funded by a General Fund transfer (\$332K)?

Staff is recommending back-filling some positions in the Finance and Human Resources Development Departments to allow for current staff to have time available to support the project implementation. Those costs, currently estimated at \$232,000 across fiscal years 2020 and 2021, along with \$100,000 of estimated costs for ongoing implementation in fiscal year 2022 are conservatively projected to be funded from a General Fund transfer. Staff could pursue financing those costs, along with the major project implementation costs projected to be \$5.1 million over fiscal years 2020 and 2021 should Council desire.

26. Following up on the response to question 12, please provide additional details of the \$10,957,561 increase for the category “Capital and transfers to capital project funds” from FY 2019 to FY 2020.

The table below provides a greater level of detail, splitting out the expenditures by fund and by type of expenditure. Lists of specific items comprising each of account totals are provided on pages J-35 through J-38 in the budget document.

Capital and Transfers for Capital Project Funds	FY 2019 Original Budget	FY 2020 Proposed Budget	Variance
<u>General Fund</u>			
Capital			
Improvements - Other	232,510	0	(232,510)
Equipment - Office	0	12,000	12,000
Equipment - Other	204,955	510,961	306,006
Equipment - Motor Vehicles	3,695,000	4,495,445	800,445
Rights of Way	1,000	1,000	0
Transfers for Capital			
General Government Capital Fund	1,622,923	1,357,159	(265,764)
Economic & Physical Development Fund	0	714,000	714,000
Environmental Protection Fund	0	50,000	50,000
Public Safety Fund	85,331	62,330	(23,001)
Recreation & Cultural Fund	89,777	489,831	400,054
Transportation Fund	6,100,000	6,940,702	840,702
Total	12,031,496	14,633,428	2,601,932
<u>Parking Fund</u>			
Capital			
Equipment - Other	0	290,000	290,000
Total	0	290,000	290,000
<u>E-911 Fund</u>			
Capital			
Equipment - Office	0	135,218	135,218
Total	0	135,218	135,218
<u>Airport Fund</u>			
Capital			
Improvements - Other	78,000	0	(78,000)
Equipment - Other	22,000	36,000	14,000
Equipment - Motor Vehicles	0	105,500	105,500
Transfers for Airport Capital Fund	1,010,000	7,836,466	6,826,466
Total	1,110,000	7,977,966	6,867,966
<u>Environmental Service Fund</u>			
Capital			
Buildings	98,000	0	(98,000)
Equipment - Other	70,160	25,200	(44,960)
Equipment - Motor Vehicles	1,622,000	1,628,000	6,000
Total	1,790,160	1,653,200	(136,960)
<u>Stormwater Fund</u>			
Capital			
Equipment - Other	0	112,500	112,500
Transfers for Stormwater Capital Fund	4,104,472	5,066,767	962,295
Total	4,104,472	5,179,267	1,074,795
<u>Transit Fund</u>			
Capital			
Equipment - Motor Vehicles	17,680	9,800	(7,880)
Transfers for Transit Capital Fund	166,710	299,200	132,490
Total	184,390	309,000	124,610
Total All Funds	19,220,518	30,178,079	10,957,561

27. Following up on the response to question 12, there is a category labelled as “Capital funding plan transfers for future debt svc or capital” which was shown as declining \$1.2 M between the original FY 2019 budget and the proposed FY 2020 budget. Please explain what this category reflects and why it has declined?

This category reflects projected *additions to fund balance* assigned or designated for the capital funding plans. For the General Capital Funding Plan, there were projected uses of fund balance in both fiscal years. For the Stadium Funding Plan, there were uses of fund balance in FY 2019, and only a minor addition to fund balance of \$610 projected for FY 2020. The third capital funding plan in the General Fund is the funding plan for the Parks and Recreation Bonds. That is the plan for which there is a significant change in the amount of funding set aside for future expenditures due to the timing of the issuance of the Parks and Recreation bonds and the associated debt service payments. With the FY 2019 adopted budget, it was anticipated that there would be \$1.96 M in dedicated funding to be received from the 1.42 cents of the tax rate, and only \$256K of debt service to be paid during the fiscal year, resulting in a projected increase in fund balance of \$1.70 M during FY 2019. For FY 2020, it is anticipated that \$1.99 M will be received from the 1.42 cents of the tax rate and that debt service payments will be \$1.47 M, leaving a remainder of approximately \$520 K to be added to designated fund balance.

Stormwater Fund

28. What is included in the \$5.07 M transfer to other funds as listed on page D-16 of the budget document?

The transfers are for capital equipment purchases (\$421,500) and capital improvement projects (\$4,645,267), as detailed on page J-38 of the budget document.

29. What is included in the \$819,908 of “Other Charges” as listed on page D-16 of the budget document?

Indirect Cost Allocations	\$303,700
Cost Redistribution (Haz Mat Protection)	75,000
Employee Appreciation	1,000
Service Charges (banking fees)	1,000
Appropriation to balance expenditure budget to projected revenues (add to fund balance)	439,208
Total	\$819,908

30. How much revenue would be projected to be received from a \$1 per month increase in the stormwater fee and how are fee collections split among residential and non-residential properties?

For fiscal year 2020, there is \$11,125,370 projected to be received in first-year collections from the current \$6 per month stormwater fee. On that basis, each \$1 of the fee would be projected to generate \$1,854,228 in revenues. The following table illustrates how projected revenue collections are split among non-residential and residential properties.

	FY 2020 First Year Fee Revenue Projection (\$72 per year or \$6 per month per ERU)	FY 2020 First Year Fee Revenue Projection Per \$1 per month or \$12 per year per ERU
Non-Residential	6,673,343	1,112,224
Residential	4,452,027	742,004
Total	\$11,125,370	\$1,854,228

31. How much funding is included for fiscal year 2020 for spot repair projects?

For fiscal year 2020, there is \$4,361,394 included in the recommended budget to be transferred to the capital project fund for stormwater projects. Of that total, \$200,000 has been identified for spot repairs.

32. Please provide a breakdown of the Stormwater budget reflecting uses for operations versus capital (project) funding?

A five-year financial model for the Stormwater Fund is being provided at the May 16, 2019 budget work session. The table below provides a summary of the major categories of expenditure projected within that five-year period.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Operations	4,822,653	4,929,717	5,077,609	5,229,938	5,386,836
Debt Service	921,094	919,400	916,201	922,297	916,651
Capital					
Equipment/Other	706,500	931,876	427,500	44,000	516,282
Projects/Watershed Studies	4,472,767	5,556,160	5,215,000	5,293,560	4,005,660
Total	10,923,014	12,337,153	11,636,310	11,489,795	10,825,429

Environmental Services Fund

33. What is included in the “Other Charges” of \$1.12M as shown on page D-15 of the budget document?

Other Charges projected for FY 2020 for the Environmental Services are comprised of:

Indirect Cost Allocations	\$730,200
Employee Appreciation, incl. Rodeo Event, incentive awards	11,255
Annexation Reimbursement to Spring Lake	3,143
Service Charges (credit card fees)	2,700
Community Relations	40
Appropriation to balance expenditure budget to projected revenues (add to fund balance)	376,986
Total	<u>\$1,124,324</u>

34. Is there a legal mandate to recycle?

No, there is no specific NC statute that makes recycling mandatory; however there are multiple items that are banned from being knowingly disposed of in landfills. Please see the list provided below:

Items Banned from Disposal in Landfills

No person shall knowingly dispose of the following solid wastes in landfills:

1. Used oil.
2. Yard trash, except in landfills approved for the disposal of yard trash under rules adopted by the Commission. Yard trash that is source separated from solid waste may be accepted at a solid waste disposal area where the area provides and maintains separate yard trash composting facilities.
3. White goods.
4. Antifreeze (ethylene glycol).
5. Aluminum cans.
6. Whole scrap tires, as provided in G.S. 130A-309.58(b). The prohibition against landfilling whole tires applies to all whole pneumatic rubber coverings, but does not apply to whole solid rubber coverings.
7. Lead-acid batteries, as provided in G.S. 130A-309.70.
8. Beverage containers that are required to be recycled under G.S. 18B-1006.1. *(Specifically applies to commercial ABC monitored businesses)*
9. Motor vehicle oil filters.
10. Recyclable rigid plastic containers that are required to be labeled as provided BELOW, that have a neck smaller than the body of the container and that accept a screw top, snap cap, or other closure. The prohibition on disposal of recyclable rigid plastic containers in landfills does not apply to rigid plastic containers that are intended for use in the sale or distribution of motor oil or pesticides.
 - (a) For polyethylene terephthalate, the letters "PETE" and the number 1.
 - (b) For high density polyethylene, the letters "HDPE" and the number 2.
 - (c) For vinyl, the letter "V" and the number 3.
 - (d) For low density polyethylene, the letters "LDPE" and the number 4.
 - (e) For polypropylene, the letters "PP" and the number 5.
 - (f) For polystyrene, the letters "PS" and the number 6.
 - (g) For any other, the letters "OTHER" and the number 7.
11. Wooden pallets, except that wooden pallets (mixed into construction waste) may be disposed of in a landfill that is permitted to only accept construction and demolition debris.
12. Oyster shells.
13. Discarded computer equipment (includes laptops, desktops, monitors, video displays, printers, scanners, and printer-scanner-fax combos.)
14. Discarded televisions.
15. Fluorescent lights and thermostats that contain mercury are banned from unlined landfills. *(In North Carolina, all construction and demolition landfills are considered unlined landfills.)*

35. What options are available to reduce to the cost of our recycling program?

The City is currently contracted with Waste Management for our current recycling collection program through June 30, 2022.

A recycling program change to every other week collection with larger recycling carts could be explored for potential to reduce costs in the future.

36. What is happening with materials collected currently? That is, which materials are actually being recycled vs. disposed in landfills?

City staff contacted Pratt Recycling representatives who have stated that approximately 85% of the materials that are brought to the facility are recycled. The remaining 15% of the materials are residue materials that cannot be recycled and must be landfilled.

Parking Fund

37. Why did both the operating cost increase from \$111k-\$179k and contract cost-\$308k-\$415k?

The increase in Operating costs for the Parking Fund for FY 2020 is primarily attributable to the completion of the Hay Street Parking Deck, which is expected to be fully operational in the fall of 2019. Operating costs for FY 2020 related to the new deck include: utilities (\$20,573), building maintenance costs (\$26,748), equipment and software maintenance (\$22,420), telephone service (\$9,421), and insurance costs (\$10,500). These new operating expenditures are offset by an expected reduction in the costs of building maintenance at the Franklin Street Parking Deck.

The increase in Contract Services for the Parking Fund for FY 2020 is attributable to the costs of contracted collection at the special events and at the new Hay Street Parking Deck, offset by the relocation of credit card processing fees to Other Charges. The private vendor contract is projected to increase to \$415,613 for FY 2020 from \$294,840 for FY 2019 year-end projections. The increase of \$120,773 consists of an additional \$88,725 for collection at special events and baseball games, \$28,167 for management of the new Hay Street Parking Deck, and an anticipated 2% increase in costs of \$3,881 for parking lot and on-street parking enforcement.

38. Is the \$159K Transfer to Other Funds shown on page D-12 the contribution to the baseball financing model?

Yes, the transfer to the General Fund is proposed to be dedicated to the Stadium Funding Plan, as planned with the original funding model. The reduction of the special event parking fee from \$10 to \$5 will likely negatively impact the amount of funding that will be available for transfer for that funding model, but it is still being evaluated.

39. What is included in the \$68,869 of "Other Charges" as listed on page D-12 of the budget document?

Other Charges projected for FY 2020 for the Parking Fund are comprised of:

Service Charges (credit card fees)	\$15,960
Appropriation to balance expenditure budget to projected revenues (add to fund balance)	52,909
Total	<u>\$68,869</u>

The parking fund revenue projections resulted in a projected excess beyond the expenditures included in the fiscal year 2020 budget. As there was a significant level of uncertainty with the

revenue projections for the baseball game parking revenues, that excess was offset within the parking fund, rather than projecting additional transfers to the General Fund to assist with the repayment of debt for the parking deck. The reduction of the special event parking fee from \$10 to \$5 will significantly reduce the revenue projections for the parking fund and eliminate the projected excess, but the impacts are still being evaluated.

City Manager’s Office

40. How many times has the FayFixIt application been downloaded?

In the last twelve months, there have been a total of 2,590 downloads of the FayFixIt application. Also, the FayFixIt website received 14,493 visits during the last year.

Position Vacancies

41. Please provide a listing of currently vacant positions, to include the length of the vacancy period.

The table below was compiled by Human Resources Development staff and provides information regarding position vacancies in excess of 100 days.

Department/Division	Position	Days Vacant	Comments
Building Maint			
	Facilities Manager	410	Difficulty recruiting for position at current salary. Employee from division is currently acting as interim.
	Sr. Skilled Trades Technician	488	Interviewing week of June 1. Previous attempts to hire unsuccessful due to requests for salary negotiation.
Construction Mgmt			
	Engineering Inspector	258	Multiple advertisements, no viable applicants
	Sr. Survey Technician	637	Multiple advertisements, no viable applicants
Corporate Communications			
	Printer	135	On hold during evaluation of potential print shop out sourcing or hybrid service model

Department/Division	Position	Days Vacant	Comments
Finance			
	Buyer	300	Position in review to expand responsibilities
Fleet Maintenance			
	Fleet Manager	New	Prior offers for candidates were declined and recruitment for this new position continues
Human Resource Development			
	OD&T Coach	172	Delayed recruitment to provide salary savings for replacement Office Supervisor over-hire/cross training
Inspections			
	Plans Examiner	818	We are using an electronic platform of plan review by all trades by the inspectors and have not repurposed the position. Having all trades responsible for the review. This position will be reviewed for possible change to a more critical staff requirement in the department.
	Building Inspector	260	Current response for inspections is within target so addition of inspector will be delayed until demand increases
	Permit Technician	395	New Technology is increasing efficiency, however, increase in requests for permits could require recruiting again for the position
Parks			
	Turf Technician	674	Posting closed 5/10/19. One application placed on SME Review on 4/2/19. No action from dept. Recurring vacancies
	Equipment Operator I	366	No action since placed on Referred 4/17/19. 3rd recruitment. Recurring vacancies

Department/Division	Position	Days Vacant	Comments
Parks	Equipment Operator II	226	No action since last applicants placed on SME 2/26/19. Recurring vacancies.
	Maintenance Worker	524	No actions since being place on Referred List 4/17/19. Recurring vacancies
	Parks Superintendent	683	Interviews scheduled for the week of June 1. Prior hire attempts unsuccessful due to inability to offer high enough salary
	Sr. Skilled Trades Tech	488	Interviews scheduled for the week of June 1. Prior hire attempts unsuccessful due to inability to offer high enough salary
	Parks Division Manager	212	
	Personnel Techician	730	Department is conducting reference checks
Police			
	Police Officers	N/A	Continuous recruitment
	Police Records Supervisor	256	Interviews and skills testing completed on 5/8/19. Prior candidates did not get through the background process
	Police Records Clerk	156	Candidates referred on 5/9/19. Interviews Scheduled for 5/14-5/16. When this position is vacant we support the vacancy with officers needing light duty/administrative work due to injuries
	Office Assistant II	529	Processing hire. Contingent job offer made. During the interim the position has been supported and handled by officers who were on light duty status conducting administrative duties
	911 Office Administrator	135	Processing Hire. Pending Contingent Job Offer

Department/Division	Position	Days Vacant	Comments
Police	Telecommunicator I & II	409	Processing Hires. Pending 8 Contingent Job Offers. We are making 8 contingent job offers this week, but historically we may lose half of them after the background process starts. Since the training is extensive for this position, FPD opens up the position 4 times a year and gets many applications. We have recently created part time positions in an effort to assist during peak time periods with experienced individuals who may have recently retired and looking for minimal hours of work. The maximum which we are able to train are 8 at a time and we are increasing our recruiting efforts for our Communication unit.
Real Estate			
	Paralegal II	865	Last applicant placed on SME 4/29/19, 2 applicants status as failed but 2 still n/a. 4th recruitment (3x under Req 2538)
ROW & Street Maintenance			
	Equipment Operator II	N/A	Ongoing recruitment as Operators are hired and others retire or separate.
Solid Waste			
	Equipment Operator II	831	Pending Firm Offer to the last candidate on the list
Stormwater			
	Maintenance Worker	N/A	Ongoing recruitment as Maintenance Workers are hired and others retire or separate.
	Equipment Operator II	N/A	Ongoing recruitment as Operators are hired and others retire or separate.
	Project Manager	New	Job description created - posted April 2019

Department/Division	Position	Days Vacant	Comments
Stormwater	Watershed Engineer	New	Job description created - posted April 2019
	Engineer II	New	Interviews conducted 5/13/19
	Engineering Inspector	New	Job description created - posted April 2019. No applicants met minimum qualifications. Will be re-advertised
	Engineering Technician	New	Interviews conducted 5/13/19
Transit			
	Safety/Training Coordinator	199	Position in review to refine responsibilities - will be posted next week
	Transit Supervisor	588	1 hire pending with 6/3 anticipated start date
	Transit Dispatcher	240	Waiting on Personnel Action Form approval to process hire.
	Bus Operator	612	Continuous recruitment - processing hires weekly