

# Town of Richlands

## North Carolina



### Proposed Annual Budget Fiscal Year 2014-2015

Prepared By *Gregg R. Whitehead*  
Town Administrator

**Mayor**     *McKinley Smith*

**Town Clerk**     *Doreen Putney*

#### **Board of Aldermen**

*Tom L. Brown*  
*Michael Carpenter*  
*Paul Conner*  
*Kandy Koonce*  
*Kent Painter*

**TOWN OF RICHLANDS**  
**NORTH CAROLINA**

Office of the  
Town Administrator  
(910) 324-3301  
(910) 324-2324 fax

Mailing Address  
P.O. Box 245  
Richlands, N.C.  
28574



**May 13, 2014**

**BUDGET MESSAGE**

**To: Mayor McKinley Smith and the Richlands Board of Aldermen**

**From: Gregg Whitehead, Town Administrator**

**Re: The 2014-2015 Fiscal Year Budget Message**

**Introduction**

I am pleased to present the balanced, proposed 2014-2015 fiscal year operating budget for the Town of Richlands. As you are aware, the actual departmentalized budget ordinance, complete with fee schedules, will be available for your adoption after the necessary public hearing is held and all line items and rates are agreed upon and finalized. The proposed budget and the information within this summary is a direct result of the budget workshop held on April 25, 2014 and therefore most if not all items discussed in detail should be familiar to you.

The total operating budget proposed for FY 2014-2015 is \$1,244,300 and solely consists of the General Fund. The total operating budget represents an \$18,100 *increase* from the current year's budget, excluding any budget amendments adopted the previous year, and amounts to approximately a 1.48% increase in the overall budget as illustrated in Appendix D. The proposed operating budget of \$1,244,300 is the highest base level General Fund budget to be considered for adoption but does not include any use fund balance. The increase can be attributed to several factors including modest sales tax growth (see Appendix C) and the addition of a full-time position in the Public Works Department. Due to the 2013 property tax revaluation, the property tax base in Richlands decreased 1.6%, the first drop in property tax value since 2000, and was predominately caused by a lowering of residential values (see Appendix B). Capital expenditure departmental requests are very manageable this year. Since this proposed budget comes after a property tax revaluation, I am required by law to publish a revenue neutral rate. Using the appropriate methods for calculating such a rate, the revenue neutral rate for the Fiscal Year 2014 is \$.40 per 100.00 of total property tax valuation. However, I am proposing a tax rate of \$.38 per \$100.00 which will provide the necessary funds to provide the standard of services expected by the community. The implication of the property tax revaluation is explained in greater detail later in this message. Please note that the growth in the budget is not solely a case of an increase in proposed revenues, but also a reflection of the actual

cost of services, which do not remain stagnate over time, and the function of the budget is to provide and manage those services. A summary of the General Fund revenues and expenditures is outlined in Appendix A.

Since the 2000 Census, the total population in Richlands has grown 74% and the population increase has a direct correlation to the continuing growth of residential development in Richlands. Since the 2010 Census, the total population has grown 6.45%, with the current population figure at 1,618. The population growth since 2000 is primarily due to new housing construction in new residential subdivisions. Though the added residential developments do place added service burdens to the town's departments and staff, the consistent population growth has the ability to lessen the impact from the volatility of sales tax revenue caused by the economic downturn while still providing the necessary revenue to maintain a high level of municipal service without having to fluctuations in the property tax rate. Revenues are discussed in further detail in a later section of the summary.

Capital Outlay items totaling \$27,074 have been budgeted in the three main departments: The Police Department, the Administration Department and the Public Works Department (see Appendix H). The \$27,074 budgeted is \$45,252 *less* than the capital outlay expenditures from last year. However, the capital outlay expenditures still signify a substantial investment in capital needs and will allow for the town Departments to continue providing a high level of services to the community. The capital outlay items are also discussed in further detail in a later section of this summary.

Since service delivery is our primary function, I believe I have developed a budget that allows the Town of Richlands to continue to provide a multitude of services at high levels, while being fiscally responsible. In general, I have kept the growth of general expenditures to a low but realistic level. The addition of a full-time position in the Public Works Department, capital outlay purchases and annual service contracts contribute to the bulk of the expenditure increases. In addition, the rising costs of departmental supplies out of the town's control such as fuel costs, electricity costs, and health insurance premiums also account for increased expenditures. I have attempted to forecast conservative revenue estimates, though the projected revenues in the General Fund are higher than last year due to a projected increase in the anticipated property tax revenue from an expanding tax base.

Please remember that the budget is titled "proposed" and therefore nothing contained herein is permanent. Upon your receiving this proposal, the bulk of my work has been completed. I hope the budget I am proposing meets the priorities and goals of the Board of Aldermen.

### **Revenues**

As illustrated by the chart in Appendix F, the primary source of revenue for the town is by the collection of property tax. However, due to the 2013 property tax revaluation, the total property tax value of the town dropped 1.6% or over 2 million in actual dollars. The Town's total taxable valuation is now approximately \$152 million and is illustrated in Appendix B. In addition, new home construction has slowed down considerably from previous years. Fortunately, sales tax revenues have continued to outperform budgeted expectations. With these property tax numbers

and sales tax revenue trends in mind, I am proposing a property tax rate of \$.38 per \$100.00 of taxable valuation, which equals a two cent increase from last year.

G.S. 159-11(e) requires each taxing unit to publish a revenue-neutral rate as part of its budget for the fiscal year following revaluation. A revenue-neutral rate is a rate that would produce revenues equal to those produced for the current fiscal if the revaluation never happened. As part of the calculation a growth factor equal to the annual percentage increase in the tax base due to improvements since the last general appraisal is established and adjusted to account for any annexation, de-annexation, merger, or similar events. As the table below illustrates, the revenue-neutral rate for the 2014-2015 fiscal year is *\$.40 per \$100.00* of taxable valuation. This adjusted rate accounts for a 4 year average growth rate of 10.44%. However, I am proposing a tax rate of \$.38 per \$100.00.

2014 Revaluation Revenue Neutral Tax Rate Calculation						
Revaluation as of February 10, 2014						
Fiscal Year	Assessed Value	Annexation (deannexation)	Total w/Annexation or deannexation	Valuation Increase	Percentage Change	
2014-2015	152,293,200		152,293,200	(1,432,989)	-0.93%	
2013-2014	154,701,189	975,000	153,726,189	4,148,826	2.77%	
2012-2013	149,577,363		149,577,363	13,098,603	9.60%	
2011-2012	136,478,760		136,478,760	21,733,639	18.94%	
2010-2011	114,745,121		114,745,121			
			Average Growth %		10.44%	
Last year prior to revaluation			Tax rate	Estimated Tax Levy		
2013-2014	153,726,189		0.3600	\$ 553,414.28		
First year of revaluation			Tax rate to produce equivalent levy			
2014-2015	152,293,200		0.3634	\$ 553,414.28		
Increase tax rate for average growth rate			Revenue neutral tax rate, to be			
	152,293,200		0.4013	\$ 370,334.58		
			Increase	\$ (183,079.70)		
			Average Percentage Increase	10.44%		

Accounting for a 100% collection rate, a penny levied equals \$15,200.00 of property tax revenue and the proposed \$.38 per \$100 property tax rate would collect approximately \$578,714 in ad valorem taxes for the 2014-2015 fiscal year at a 100% collection rate. Since state law requires that municipalities estimate a collection rate equal to or lower than the previous year's rate, I have utilized a conservative 94% collection rate for the FY 2014-2015. Utilizing a rounded total tax valuation of \$152,000,000, a tax rate of \$.38 is expected to generate approximately \$542,000

in property tax revenue and the number doesn't include property tax revenue collected from previous years.

As mentioned previously, the revenue derived from sales tax receipts has been higher than budgeted over the past three years and sales tax revenue growth has been consistent over the same period of time as well. Current sales tax receipts are on pace to exceed the budgeted amount by \$24,600. An illustration of the difference in sales tax revenue projections versus actual collections can be found in Appendix C. I have always attempted to budget conservative sales tax revenue estimates and according to the N.C. League of Municipalities FY 14-15 Revenue Projections Summary, sales tax receipts are projected to grow 3.75 percent from the 2013-2014 fiscal year. Taking into consideration these factors, I have budgeted a sales tax revenue number that is approximately \$4,000 lower than what the town is expected to receive this current fiscal year. Assuming sales tax revenues grow as projected, sales tax receipts should still come in higher than budgeted.

While the revenue from the collection of sales tax was once on par with property tax levies, the revenues from sales tax has been outpaced by the growth in property tax revenues since 2002 and now only accounts for 22% of all revenue collected (see Appendix F). The reason is two-fold: The initial loss in population from the 2000 Census combined with significant increases in tax values over the course of three re-evaluations has created a significant revenue disparity between sales tax revenues and property tax revenues. Please recall that last year the Onslow County Commissioners elected to change the sales tax distribution based solely on tax levy instead of the 60% tax levy and 40% per capita split that was in use for several years. With the change in the sales tax distribution method to 100% tax levy we are at a noticeable disadvantage in comparison to the other small municipalities in the county. Please note that though sales tax revenues are important the revenue derived from property taxes are more stable and less subject to economic changes.

In determining revenue projections for state collected revenue (Powell Bill Funds, the Wine and Beer Tax and the Utilities Franchise Tax), I rely heavily on the estimates established by the N.C. League of Municipalities and known trends. The revenue received from the state collected revenue (Powell Bill Funds, the Wine and Beer Tax and the Utilities Franchise Tax), is based on the town's population, though Powell Bill funding is also a product of the amount of miles in the town street system. Town population (1618) increased by 51 people from last year so no significant revenue increase in any revenue based on population can be expected. Based on the League research, Powell Bill funding will increase to approximately \$50,000, which is \$2,000 more than last year. Please note that almost 70% of Powell Bill funding is based on the population. I was able to project a slight decrease in the revenue received from the Cable Franchise and a slight increase in the Utilities Franchise Tax, though the percentages are in the single digits.

\$1,000 is budgeted for State grant funds available for mosquito control operation in the proposed budget and \$27,500 in funds from the Governor's Highway Safety Grant. No fund balance is budgeted at this time.

I am not proposing any changes in the Planning and Development fees or rental fees for the Community Building. Also, no changes are proposed to the solid waste collection fees though changes in the Waste Industries solid waste collection contract to help provide greater recycling benefits are in effect. The proposed fee increases are listed in the attached 2014-2015 Fiscal Year Fee Schedule. As a whole, revenue growth is expected to be minimal with the primary gains coming from sales tax and utilities franchise fees. Revenues by category are illustrated in Appendix E.

### **Expenditures**

For the 2014-2015 fiscal year the town will incur \$73,450 in obligated expenditures for capital items and installment purchase payments, which is \$35,700 less than last year. To meet capital outlay needs a total of \$27,074 is being budgeted between the three main departments. The Public Safety Department will be replacing their old laptops with more portable tablets to use in the patrol cars and a camera system for Venters Park is budgeted as well. \$9,000 in funds is budgeted in the Administration Department in order to replace the aging computer server and install a more user friendly flat screen monitor in the board room that will replace the need for a projector and screen. In the Public Works Department funds are budgeted to replace a refrigerator in the Public Works Building and to purchase some miscellaneous tools. A chart describing the recurring departmental expenditures over a ten year period can be found at Appendix I. Please note that the town hall debt will be paid off next year.

As mentioned prior, a total of \$27,074 in Capital Outlay items has been budgeted for 2014-2015 and represents less than 1% of the General Fund budget. A summary of the capital outlay requests for all departments is provided in Appendix H. The total Powell Bill expenditures are budgeted at \$60,000, of which \$32,000 will be utilized to cover the street improvement debt. The remaining \$28,000 is available to the Public Works Department for routine street maintenance needs. In addition, no Powell Bill funds are to be used to cover the salaries of the Public Works Department.

I have budgeted \$6,600 in funds for improvements to Venters Park and \$2,000 is budgeted to contribute to downtown façade improvement efforts. Potential funds for the Venters Park Renovation Project from the town's PARTF application have not been budgeted at this time. Once we know the status of the grant application we will make budget amendments accordingly. Departmental operating costs are not expected to change significantly and the cost of health insurance premiums which will actually decrease approximately 7% in 2014. In addition, the town's general liability insurance premiums are expected to be marginally lower this year. The annual contract fee for fire protection by the Richlands Volunteer Fire Department is being increased \$500 to \$25,500.

Overall, I have attempted to budget departmental expenditures at a conservative yet realistic level in order to ensure that town can provide a high level of service to the community. The cost breakdown for each department is highlighted in Appendix G.

**Personnel Costs**

Since people do the bulk of the town work, salaries and benefits account for 54% of the General Fund budget. Due to the increasing cost of basic living expenses and the need to stay competitive in retaining and recruiting excellent staff, I am proposing a 5% Cost of Living Adjustment (COLA) for all full-time employees. The Consumer Price Index average for 2013 was 2%. The proposed 5% COLA will account for an additional \$21,376 over current payroll costs. The 401(k) employer contribution for all full-time personnel (excluding police officers) will remain at 3%. The town is already required by law to provide a 5% 401(k) employer contribution for police officers. \$5,000 has been budgeted for the annual experience/holiday bonuses. One full-time staff position is being added to the Public Works Department. The Police Department will continue to have one part-time position to utilize at the discretion of the Chief of Police.

Salaries for the Mayor and Board of Aldermen have not changed and are budgeted at the following levels:

Mayor	\$2,016
Mayor Pro-tem	\$1,701
Aldermen	\$1,323

**Sanitation**

I am proposing to maintain the current residential solid waste user fee of \$11.25 per household per month. The change in July 2012 to provide 65 gallon recycling carts to all households in Richlands will increase the annual contract amount from \$10.18 to \$10.34 per household per month for the 2014-2015 fiscal year which is a 2% increase. The switch to the 65 gallon recycling carts has netted an average increase of the recycling tonnage of over 2 tons a month over prior years and the increase in recycling tonnage equals an annual savings of approximately \$2,000 per year. However, please note that recycling materials normally weigh less than regular solid waste. Since I am proposing that the customer fee remain the same, the majority of the landfill costs will have to be covered by the General Fund. However, by increasing the recycling tonnage we can reduce landfill costs and overtime the savings will help offset the added cost of the contract.

**Buildings and Grounds**

I am not proposing any changes to the rental fees for the Community Building in 2014-2015. The Help Building was formerly owned by Help, Inc, a group established by the local chapter of Alcoholics Anonymous, and deeded to the town in April 2002. Though the building is a simple concrete block structure, the building is in need of considerable repair to the roof and HVAC system in order to keep the building in a useable state. The town does not actually have a need or use for the building, rather the building is maintained for public use and is currently utilized by three organizations: the local AA group, the Richlands Ruritan Club, and the Woodmen of the World. The agreement and deed that was signed in 2002 does require that the property be available “for the benefit of the citizens” until April 2022 or until no local AA support group

exists in the Richlands area, whichever occurs first. The Liberty Center still intends on acquiring and maintaining the building as a public use this year. Therefore, no funds have been placed in the proposed budget to renovate or fix the building.

As mentioned previously, \$6,600 is currently budgeted for Venters Park improvements, some of which will go to providing landscaping and fencing for the Venters Park Wishing Tree. I am not budgeting any funds for the Venters Park Improvement Project. The total project cost is estimated at \$131,469 and the town applied for PARTF funds to cover 50% of the cost of the project. Once we know the status of our grant application, funds will be budgeted accordingly.

### **Conclusion**

I firmly believe that the proposed budget will meet the citizen demand for efficient and effective municipal services without compromising the fiscal integrity of the Town, as well as meeting the funding priorities of the Board as established at the Budget Workshop. I have included a complete fee schedule and other appendices for your review. Please feel free to contact me any time at your convenience if you have any questions regarding the proposed budget.

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-301-0100 TAXES - AD VALOREM CURRENT	515,000	513,876.79	528,338.57	542,000	
10-301-0200 TAXES - AD VALOREM PRIO	5,000	13,442.61	12,122.24	5,000	
10-301-0300 TAXES - AD VALOREM 2ND	2,000	3,402.19	3,999.02	2,000	
10-301-0400 TAXES - AD VALOREM ALL	500	4,359.89	1,252.62	500	
10-312-0000 REFUNDS PAID - AD VALOR	0	-1,419.95	-665.23	0	
10-317-0000 TAX PENALTIES & INTERES	2,000	4,766.72	3,403.32	2,000	
10-325-0000 PRIVILEGE LICENSES	500	530.00	1,385.00	500	
10-328-0100 CABLE TV FRANCHISE	19,000	15,415.15	20,495.02	18,000	
10-329-0000 INTEREST EARNED/INV	0	0.00	0.00	0	
10-329-0100 INTEREST EARNED - BANK	500	1,036.68	383.36	800	
10-329-0200 POWELL BILL INTEREST	0	17.23	0.00	0	
10-331-0000 RENT & CONCESSIONS	5,000	5,433.87	5,485.00	5,000	
10-331-0100 GTE LEASE	6,500	6,338.70	6,972.57	6,500	
10-331-0200 ONWASA RENT	35,000	29,166.66	35,000.00	35,000	
10-335-0000 MISCELLANEOUS REVENUES	3,000	13,311.91	13,189.43	5,000	
10-335-0100 MISC (PARK PATROL)	9,500	9,866.00	9,588.00	9,800	
10-335-0200 MISC (NARCOTICS ENFORCE	500	627.09	753.87	500	
10-336-0000 DONATIONS FROM PRIVATE	0	0.00	0.00	0	
10-337-0000 UTILITIES FRANCHISE TAX	89,000	67,877.31	90,172.48	91,000	
10-341-0000 WINE & BEER TAX	6,500	0.00	6,326.72	6,500	
10-343-0000 POWELL BILL REVENUES	47,000	50,970.01	49,386.20	50,000	
10-345-0100 ARTICLE 40 SALES TAX (	55,000	56,537.79	58,582.45	60,500	
10-345-0200 ARTICLE 42 SALES TAX (1	52,000	46,098.79	56,247.38	56,000	
10-345-0300 SALES TAX (ON SLOW)	0	0.00	0.00	0	
10-345-0400 ARTICLE 44 SALES TAX (N	48,000	41,061.53	52,118.42	52,000	
10-345-0500 ARTICLE 39 SALES TAX (1	98,000	88,469.53	111,792.06	105,000	
10-347-0000 ABC REVENUES	28,000	28,384.00	29,383.00	28,000	
10-348-0100 STATE GOVT. GRANTS-MOSQ	1,000	0.00	0.00	1,000	
10-348-0200 STATE GRANTS - CRIME CO	83,808	0.00	0.00	26,500	
10-348-0300 STATE GRANTS - DOT	0	0.00	0.00	0	
10-348-0400 STATE GRANTS - PARTF	0	0.00	0.00	0	
10-349-0100 FED. GOVT. GRANTS - COP	0	0.00	0.00	0	
10-349-0200 FEMA REIMBURSEMENT	0	0.00	0.00	0	
10-350-0000 TSA GRANT	0	0.00	0.00	0	
10-351-0000 COURT COSTS, FEES & CHARGES	4,000	4,180.50	5,521.50	4,500	
10-351-0100 ORDINANCE VIOLATION FEES	100	250.00	650.00	100	
10-352-0000 PARKING VIOLATION FEES	100	0.00	0.00	100	
10-355-0000 BUILDING PERMITS	4,000	2,825.00	6,400.00	4,000	
10-357-0000 INSPECTION FEES	0	0.00	0.00	0	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-359-0000 GARBAGE COLLECTION FEES	110,000	99,257.51	113,242.93	120,000	
10-367-0100 NC SALES TAX REFUNDS	2,500	3,047.03	0.00	2,500	
10-367-0200 NC GAS TAX REFUNDS	2,000	0.00	0.00	2,000	
10-382-0000 SALE OF ASSETS	2,000	0.00	9,703.23	2,000	
10-391-0100 REIMBURSEMENT - WATER FUND	0	0	0.00	0	
10-391-0200 REIMBURSEMENT - SEWER F	0.00	0.00	0.00	0	
10-394-0000 APPROPRIATED FUND BALAN	24,200.00	0.00	0.00	0	
10-398-0000 PROCEEDS FRM INSTALLMT	0.00	0.00	52,817.41	0	
10-399-0000 FUND BALANCE APP	24,790.00	0.00	0.00	0	
10-650-3401 POWELL BILL - CURRENT Y	0.00	0.00	0.00	0	
10-650-3402 POWELL BILL - SURPLUS	0.00	0.00	0.00	0	
10-700-0000 TRANSFER TO CAPITAL PRO	0.00	0.00	-4,614.56	0	
<b>***REVENUES Totals</b>	<b>1,285,998</b>	<b>1,109,130.54</b>	<b>1,279,432.01</b>	<b>1,244,300</b>	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-410-0000 GOVERNING BODY	0.00	0.00	0.00		
10-410-0100 TOWN OFFICIALS	9,100	6,756.75	9,009.00	9,100	
10-410-0200 EXPERIENCE BONUS	5,000	5,596.00	4,679.00	5,000	
10-410-0300 INCENTIVE BONUS	0	0.00	0.00	0	
10-410-0400 ATTORNEY FEES	10,000	7,200.00	8,826.00	10,000	
10-410-0500 FICA	800	517.02	689.36	800	
10-410-0550 AUDITOR	12,000	10,600.00	12,150.00	12,000	
10-410-1000 TRAINING	3,000	1,325.00	1,138.00	3,000	
10-410-1400 TRAVEL	1,200	903.58	475.78	1,200	
10-410-4500 CONTRACTED SERVICES	3,000	3,150.78	2,371.90	3,000	
10-410-5300 DUES & SUBSCRIPTIONS	3,000	3,126.00	1,143.00	3,000	
10-410-5400 INSURANCE & BONDS	37,000	30,400.64	39,076.00	38,000	
10-410-5700 MISCELLANEOUS EXPENSES	7,000	3,921.65	7,725.55	7,000	
10-410-7500 CAPITAL OUTLAY NEW TOWN	0	0.00	0.00	0	
10-410-9000 DONATIONS / GRANTS	0	0.00	0.00	0	
10-410-9100 CDBG CONTRIBUTION	0	0.00	0.00	0	
****GOVERNING BODY Totals	91,100	73,497.42	87,283.59	92,100	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-420-0000 ADMINISTRATION					
10-420-0200 SALARIES & WAGES	130,000	114,183.21	126,496.65	138,000	
10-420-0400 PROFESSIONAL SERVICES	0	0.00	0.00	0	
10-420-0500 FICA EXPENSE	10,000	8,850.15	9,772.78	11,000	
10-420-0600 GROUP HEALTH INSURANCE	16,000	18,369.58	14,568.51	16,000	
10-420-0700 RETIREMENT	9,500	8,179.11	8,610.53	9,700	
10-420-0800 401(K)	3,500	3,317.74	3,832.56	3,500	
10-420-1000 TRAINING	4,500	2,854.00	1,313.40	3,500	
10-420-1100 TELEPHONE & POSTAGE	3,500	3,078.88	3,478.05	3,500	
10-420-1200 PRINTING & PUBLISHING	500	358.79	164.80	500	
10-420-1300 UTILITIES	6,000	6,246.09	6,128.36	6,000	
10-420-1400 TRAVEL	3,200	4,901.60	3,618.88	4,500	
10-420-1500 MAINTENANCE - BUILDINGS	500	114.00	554.00	500	
10-420-1600 MAINTENANCE - EQUIPMENT	500	19.95	459.98	500	
10-420-1700 MAINTENANCE - AUTOS	1,000	0.00	0.00	1,000	
10-420-2600 ADVERTISING	2,000	1,102.70	3,270.32	2,000	
10-420-3100 AUTO SUPPLIES	200	814.15	0.00	200	
10-420-3200 OFFICE SUPPLIES	1,300	1,330.02	1,583.31	1,300	
10-420-3300 DEPARTMENTAL SUPPLIES	1,500	1,528.36	2,383.71	1,500	
10-420-3400 OTHER SUPPLIES	0	0.00	0.00	0	
10-420-3700 NC SALES TAX	300	171.64	0.00	300	
10-420-4000 ONSLOW COUNTY SALES TAX	400	83.40	0.00	400	
10-420-4100 TAX COLLECTION FEE	5,500	5,735.46	5,695.28	5,500	
10-420-4500 CONTRACTED SERVICES	21,000	15,547.76	19,931.53	23,700	
10-420-5300 DUES & SUBSCRIPTIONS	3,500	1,618.12	3,633.43	3,500	
10-420-5400 INSURANCE	200	0.00	0.00	200	
10-420-5700 MISCELLANEOUS EXPENSE	500	238.65	812.06	500	
10-420-7200 CAPITAL OUTLAY - BUILDI	5,200	5,199.95	0.00	0	
10-420-7400 CAPITAL OUTLAY - EQUIPM	1,500	1,499.99	0.00	6,300	
10-420-9400 DEBT SERV. - COMP. SYS.	0	0.00	0.00	0	
****ADMINISTRATION Totals	231,800	205,343.30	216,308.14	243,600	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-500-0000 PUBLIC BUILDINGS					
10-500-1100 TELEPHONE	300	0.00	232.10	300	
10-500-1300 UTILITIES	4,000	4,890.28	4,293.51	4,800	
10-500-1500 MAINTENANCE - BUILDINGS	1,200	1,387.09	1,564.18	1,200	
10-500-1600 MAINTENANCE - EQUIPMENT	300	108.85	1,721.85	300	
10-500-3300 DEPARTMENTAL SUPPLIES	300	63.43	2,070.04	300	
10-500-4500 CONTRACTED SERVICES	100	310.12	14.25	100	
10-500-5700 MISCELLANEOUS EXPENSE	100	104.00	300.94	100	
10-500-7300 CAPITAL OUTLAY - OTHER	0	0.00	0.00	0	
10-500-7400 CAPITAL OUTLAY - EQUIPM	0	0.00	0.00	0	
10-500-7500 PARK PROJECT	15,000	13,003.93	0.00	6,600	
10-500-7600 TOWN HALL OUTLAY	7,500	7,400.00	7,766.67	7,200	
10-500-9400 COMMUNITY BUILDING DEBT SERVICE	4,000	3,945.00	2,006.71	4,000	
****PUBLIC BUILDINGS Totals	32,800	31,212.70	17,963.54	24,900	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-510-0000 POLICE / PUBLIC SAFETY					
10-510-0200 SALARIES & WAGES	216,000	189,275.33	196,647.91	224,000	
10-510-0500 FICA EXPENSE	17,121	14,644.45	15,184.14	18,000	
10-510-0600 GROUP HEALTH INSURANCE	54,715	60,054.39	38,481.27	49,000	
10-510-0700 RETIREMENT	15,377	13,303.33	13,172.20	14,000	
10-510-0800 401(K)	10,685	8,750.46	9277.43	9,500	
10-510-1000 TRAINING	2,700	0.00	0.00	1,200	
10-510-1100 TELEPHONE & POSTAGE	6,000	4,855.94	6,273.97	6,000	
10-510-1200 PRINTING & PUBLISHING	200	193.10	0.00	200	
10-510-1300 UTILITIES	5,600	6,246.04	6,128.29	5,600	
10-510-1400 TRAVEL	600	344.99	227.39	600	
10-510-1500 MAINTENANCE - BUILDINGS	200	129.99	254.00	200	
10-510-1600 MAINTENANCE - EQUIPMENT	2,000	1,869.93	2,048.30	2,000	
10-510-1700 MAINTENANCE - AUTOS	4,500	4,243.16	6,602.93	4,500	
10-510-2600 ADVERTISING	0	0.00	0.00	0	
10-510-3100 AUTO SUPPLIES	18,000	14,567.14	18,465.23	18,000	
10-510-3200 OFFICE SUPPLIES	1000	823.49	1271.98	1,000	
10-510-3300 DEPARTMENTAL SUPPLIES	3,500	2,169.67	7,606.42	3,500	
10-510-3500 LAUNDRY / DRY CLEANING	100	0.00	0.00	100	
10-510-3600 UNIFORMS	4,000	729.89	2,532.56	4,000	
10-510-3700 NC SALES TAX	1,000	1,425.72	0.00	1,000	
10-510-4000 ONSLOW COUNTY SALES TAX	700	599.75	0.00	700	
10-510-4500 CONTRACTED SERVICES	12,000	14,255.53	16,306.48	12,000	
10-510-5300 DUES & SUBSCRIPTIONS	200	150.00	112.00	200	
10-510-5400 INSURANCE	0	0.00	0.00	0	
10-510-5700 MISCELLANEOUS EXPENSE	1,000	999.32	938.24	1,000	
10-510-7200 CAPITAL OUTLAY - BUILDI	0	0	0	0	
10-510-7400 CAPITAL OUTLAY - EQUIPM	60,500	64,567.46	32,185.32	17,500	
10-510-7600 CAPITAL OUTLAY - GHSP	55,500	33,573.58			
10-510-7900 PROJECTS	500	0.00	0.00	500	
10-510-9000 SAFETY GRANTS/DONATIONS	0	0.00	0.00	0	
10-510-9100 DUE TO RICHLANDS VFD	0	0.00	0.00	0	
10-510-9400 DEBT SERVICE - AUTO LEA	13,500	13,123.12	5,585.48	13,500	
****PUBLIC SAFETY Totals	507,198	450,895.78	379,301.54	407,800	

5/13/2014

**Town of Richlands  
2013 Budget Worksheet**

<u>GL Account/Description</u>	<u>Current</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Recommended</u>	<u>Approved</u>
10-530-0000 FIRE DEPT	0	0.00	0.00		
10-530-1300 UTILITIES	0	0.00	0.00		
10-530-7200 CAPITAL OUTLAY BLDG	0	0.00	0.00		
10-530-7400 CAPITAL OUTLAY-EQUIP (P	0	0.00	0.00		
10-530-7500 CONTRIBUTION/FIRE DEPT	25,000	25,000.00	25,000.00	25,500	
****FIRE PROTECTION Totals	25,000	25,000.00	25,000.00	25,500	

**Town of Richlands  
2013 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Recommended	Approved
10-560-0000 STREETS					
10-560-0200 SALARIES & WAGES	98,000	84,998.07	93,677.10	124,000	
10-560-0400 PROFESSIONAL SERVICES	500	0.00	0.00	500	
10-560-0500 FICA EXPENSE	7,500	6,651.25	7,288.15	9,500	
10-560-0600 GROUP HEALTH INSURANCE	24,000	27,979.31	23,101.02	36,500	
10-560-0700 RETIREMENT	6,900	6,146.84	6,421.10	8,500	
10-560-0800 401(K)	3,000	2,495.78	2858.11	3,600	
10-560-1000 TRAINING	300	135.00	135.00	300	
10-560-1100 TELEPHONE & POSTAGE	1,500	1,644.52	1,915.47	1,500	
10-560-1200 PRINTING & PUBLISHING	100	0.00	0.00	100	
10-560-1300 UTILITIES	22,000	23,671.05	24,513.93	28,000	
10-560-1400 TRAVEL	100	0.00	0.00	100	
10-560-1500 MAINTENANCE - BUILDING	200	0.00	0.00	200	
10-560-1600 MAINTENANCE - EQUIPMENT	2,000	2,726.97	767.75	2,000	
10-560-1700 MAINTENANCE - AUTOS	2,000	1,733.77	999.82	2,000	
10-560-2600 ADVERTISING	100	0.00	241.94	100	
10-560-3100 AUTO SUPPLIES	9,000	6,552.44	8,804.59	9,000	
10-560-3200 OFFICE SUPPLIES	200	0.00	18.33	200	
10-560-3300 DEPARTMENTAL SUPPLIES	2,000	1,495.56	4,316.45	2,000	
10-560-3400 POWELL BILL SUPPLIES	55,000	50,327.01	11,147.97	60,000	
10-560-3500 LAUNDRY / DRY CLEANING	2,200	2,412.22	2,314.50	2,200	
10-560-3600 UNIFORMS / SAFETY EQUIP	500	495.53	334.85	500	
10-560-3700 NC SALES TAX	800	567.55	0.00	800	
10-560-3800 SIGN REPLACEMENT	1,000	0.00	0.00	3,000	
10-560-4000 ONSLOW COUNTY SALES TAX	400	298.51	0.00	400	
10-560-4400 CONTRACT SERVICE - WAST	100,000	96,307.84	98,853.80	100,000	
10-560-4500 CONTRACTED SERVICES	7,800	7,273.47	5,351.00	7,800	
10-560-5400 INSURANCE	200	0.00	0.00	200	
10-560-5700 MISCELLANEOUS EXPENSE	500	9.59	136.33	500	
10-560-7200 MAINT & REPAIR BLDG	100	0.00	0.00	100	
10-560-7300 CAPITAL OUTLAY - OTHER	0	0.00	0.00	0	
10-560-7400 CAPITAL OUTLAY - EQUIPM	2,400	1,736.42	32369.86	1,000	
10-560-9100 ONSLOW COUNTY TIPPING F	36,000	29,699.70	33,539.11	34,000	
10-560-9200 SUPPLIES MOSQUITO CONTO	800	0.00	41.35	800	
10-560-9201 INS SAFETY GRANT	0	0.00	0.00	0	
10-560-9300 FEMA/CULVERT PIPE	0	0.00	0.00	0	
10-560-9400 DEBT SERVICE - AUTO LEA	11,000	10,948.55	7,221.31	11,000	
***STREETS Totals	398,100	366,306.95	366,368.84	450,400	

5/13/2014

Town of Richlands  
2013 Budget Worksheet

GL Account/Description				Recommended	Approved
**Total Expenditures for Fund: 10	1,285,998	1,152,256	1,092,226	1,244,300	0
**Revenues Over/(Under) Expenditures	0	(43,125.61)	187,206.36	0	0.00

## 2014-2015 FISCAL YEAR FEE SCHEDULE

The following table summarizes the fee schedule the Town of Richlands charges various fees for several of the services that are provided. These fees are charged in order to recover the cost of providing a service and replacing assets that are consumed by municipal activities.

<b><u>Fee Type</u></b>	<b><u>Fee Schedule</u></b>
Property Tax Rate	\$.38/\$100 assessed valuation
Business Privilege Licenses	\$10.00 as permitted by law
Community Building Rent	\$250.00 per day with \$100 deposit
Town Hall Board Room	\$30.00 per day
Garbage Service	
residential, per cart	\$11.25 per month
commercial, 1 cart	\$11.25 per month
commercial, 2 carts	\$23.00 per month
commercial, 3 carts	\$34.00 per month
Bulky Item Pickup	\$10.00 per item permitted
Copies	\$.10 per page
Golf Cart Registration	\$25.00 Annually
Police Reports	\$5.00 per report copy
Applicant Fingerprint Requests	\$15.00 per request
VIN # Verification	\$25.00 per verification
Zoning Permit (Residential)	\$65.00
Zoning Permit (Commercial)	\$90.00
Zoning Verification Letter	\$10.00
Flood Verification	\$10.00
Flood Development Permit	\$200.00
Rezoning Application (Map)	\$350.00
Rezoning Application (Text)	\$250.00
Conditional Use Application	\$250.00
Variance Request	\$450.00
Subdivision Plan Review	
10 Lots or Less	\$50.00
11 – 50 Lots	\$100.00
50 + Lots	\$200.00
Minor Subdivision Approval	\$50.00
Sign Permit	
Wall Mounted	\$100.00
Free Standing	\$200.00
Minimum Residential Planning Fee	\$75.00
Minimum Commercial Planning Fee	\$100.00

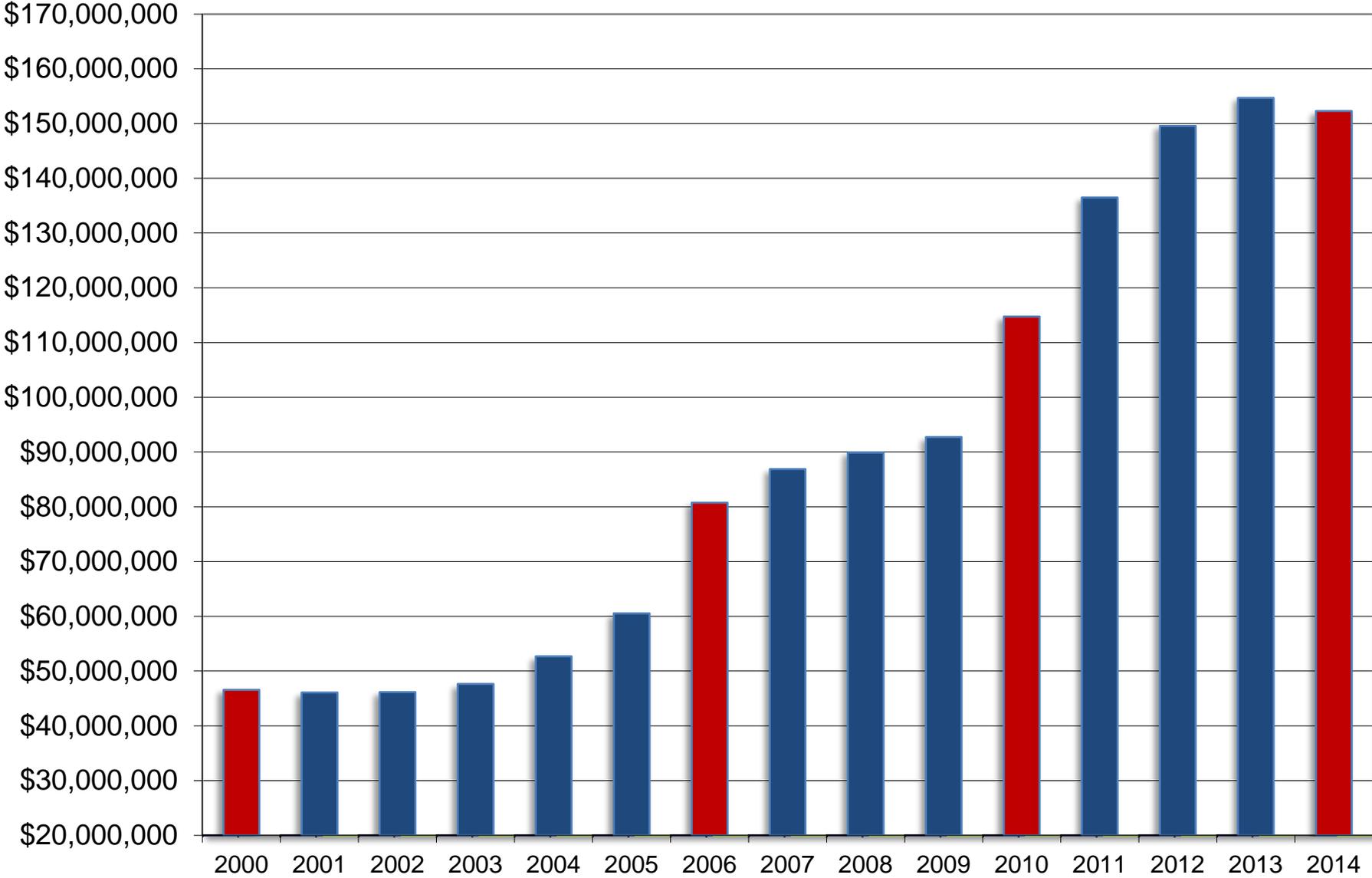
APPENDIX A

**2014-2015 Budget  
Revenue & Expenditure Summary**

<b>• GENERAL FUND REVENUES</b>	<b>2014</b>	<b>2013</b>
• Property Tax (including penalties and interest)	\$551,500	\$524,500
• Rent & Lease	\$46,500	\$46,500
• Miscellaneous & Other	\$8,300	\$6,000
• Sales Tax	\$273,500	\$253,000
• Sales Tax Refunds	\$4,500	\$4,500
• State Collected Revenues	\$115,500	\$114,500
• Powell Bill Funds	\$50,000	\$47,000
• ABC Revenues	\$28,000	\$28,000
• Grant Funds	\$27,500	\$51,000
• Contracted Services	\$9,800	\$9,500
• Permits, Fees & Penalties	\$9,200	\$8,700
• Garbage Collection Fees	\$120,000	\$110,000
• Fund Balance	\$0	\$23,000
<b>Total</b>	<b>\$1,244,300</b>	<b>\$1,226,200</b>
 <b>• GENERAL FUND EXPENDITURES</b>		
• Governing Body	\$92,100	\$92,100
• Administration	\$243,600	\$236,100
• Buildings	\$24,900	\$19,800
• Police	\$407,800	\$405,600
• Fire	\$25,500	\$25,000
• Streets	\$450,400	\$447,600
<b>Total</b>	<b>\$1,244,300</b>	<b>\$1,226,200</b>
 <b>• Revenues Over/(Under) Expenditures</b>	<b>\$0</b>	<b>\$0</b>

APPENDIX B

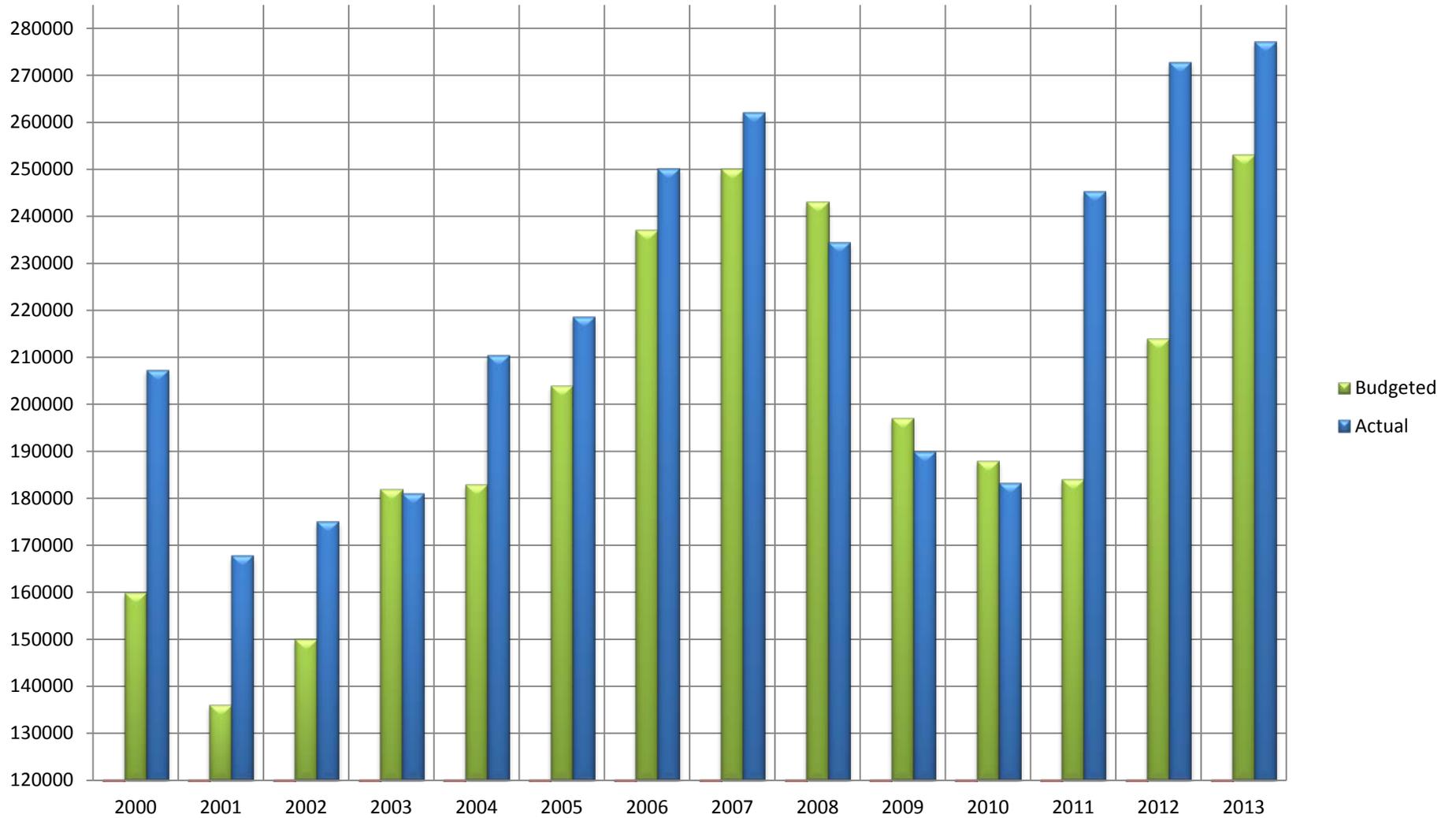
Property Tax Values Since 2000



\*\* The red bars indicate a re-evaluation year

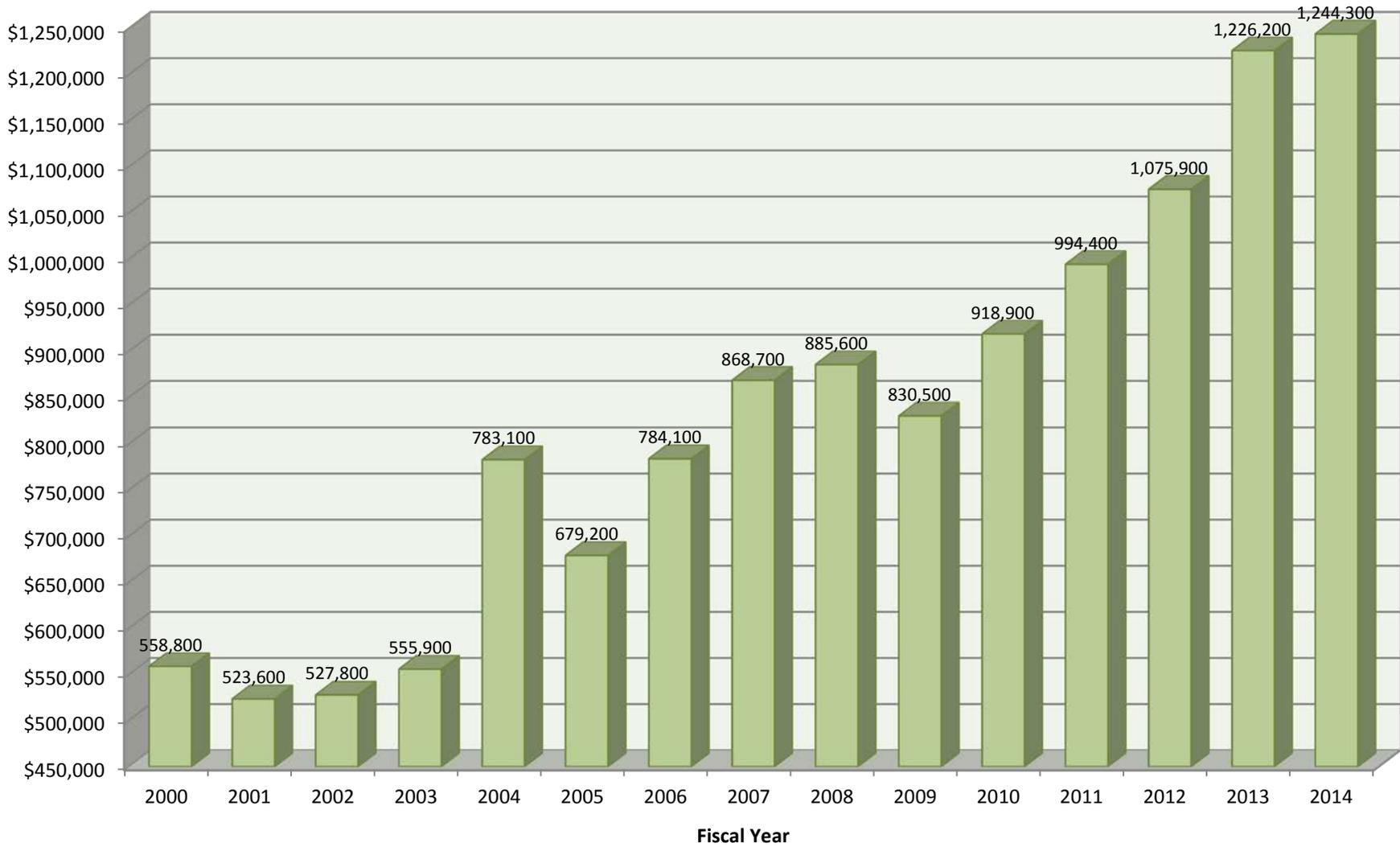
APPENDIX C

### Sales Tax Revenue Totals Since 2000 Budget versus Actual



APPENDIX D

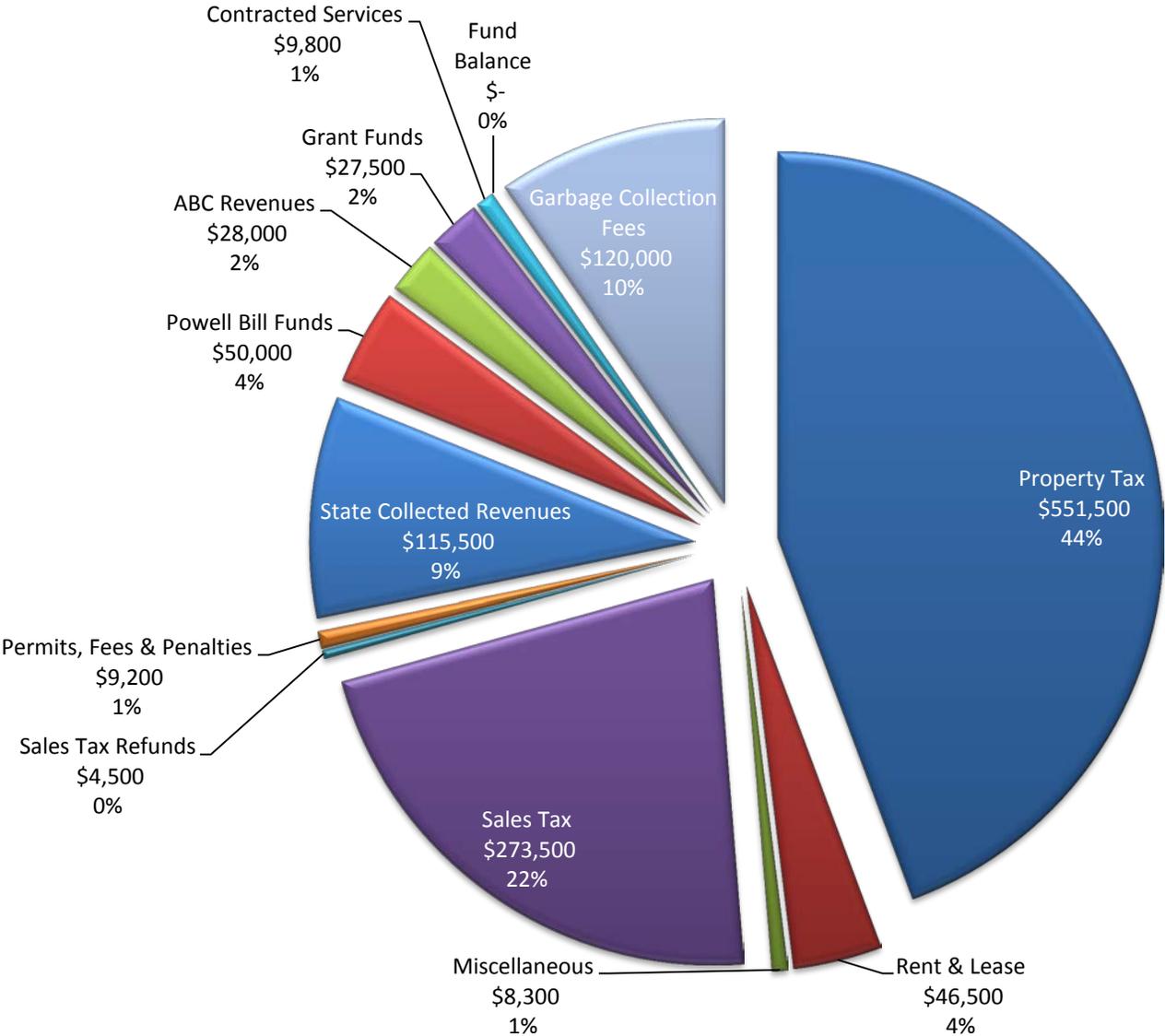
**General Fund Budgets Over Time\***



\* Figures reflect budget amounts originally adopted and do not account for any budget amendments.

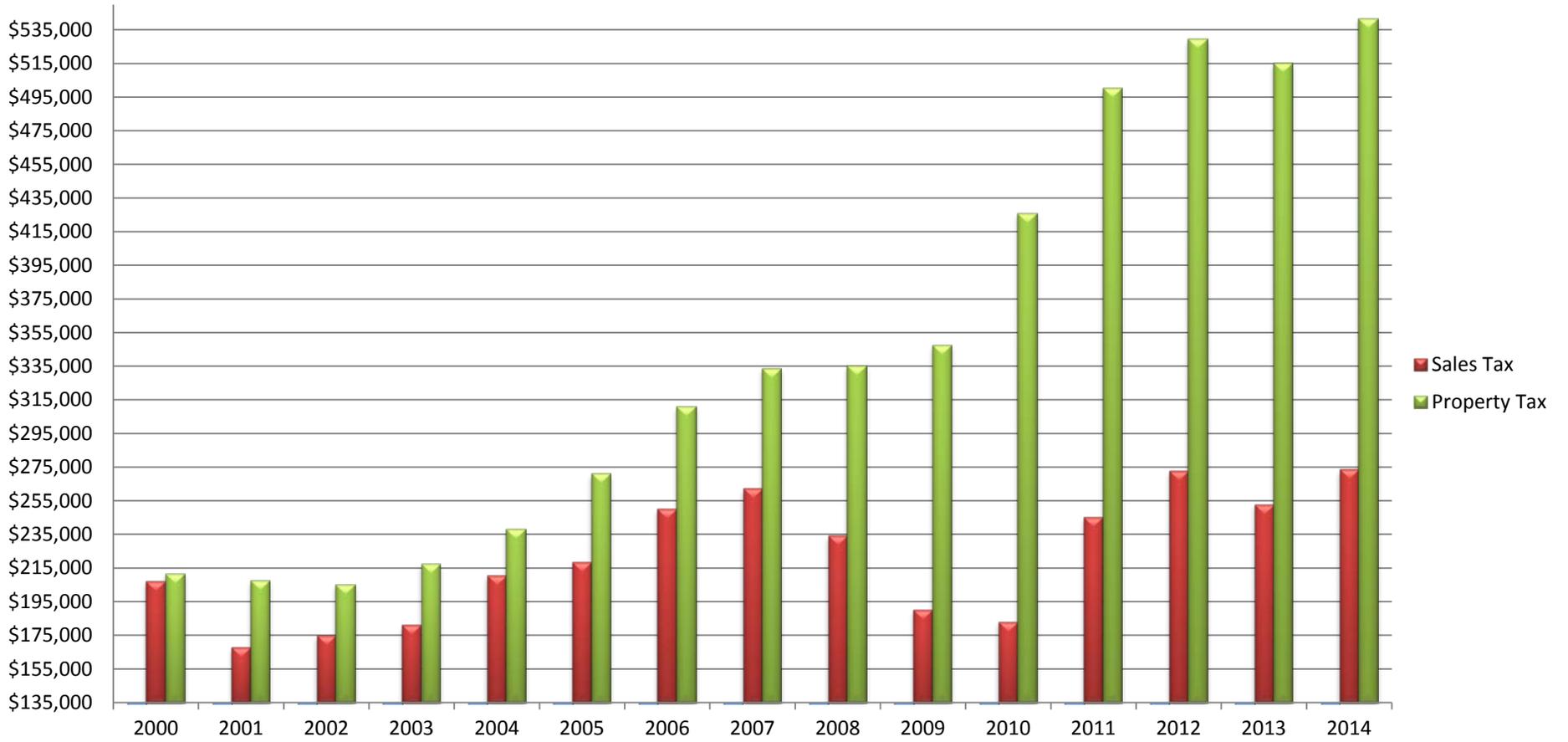
APPENDIX E

### General Fund Revenues



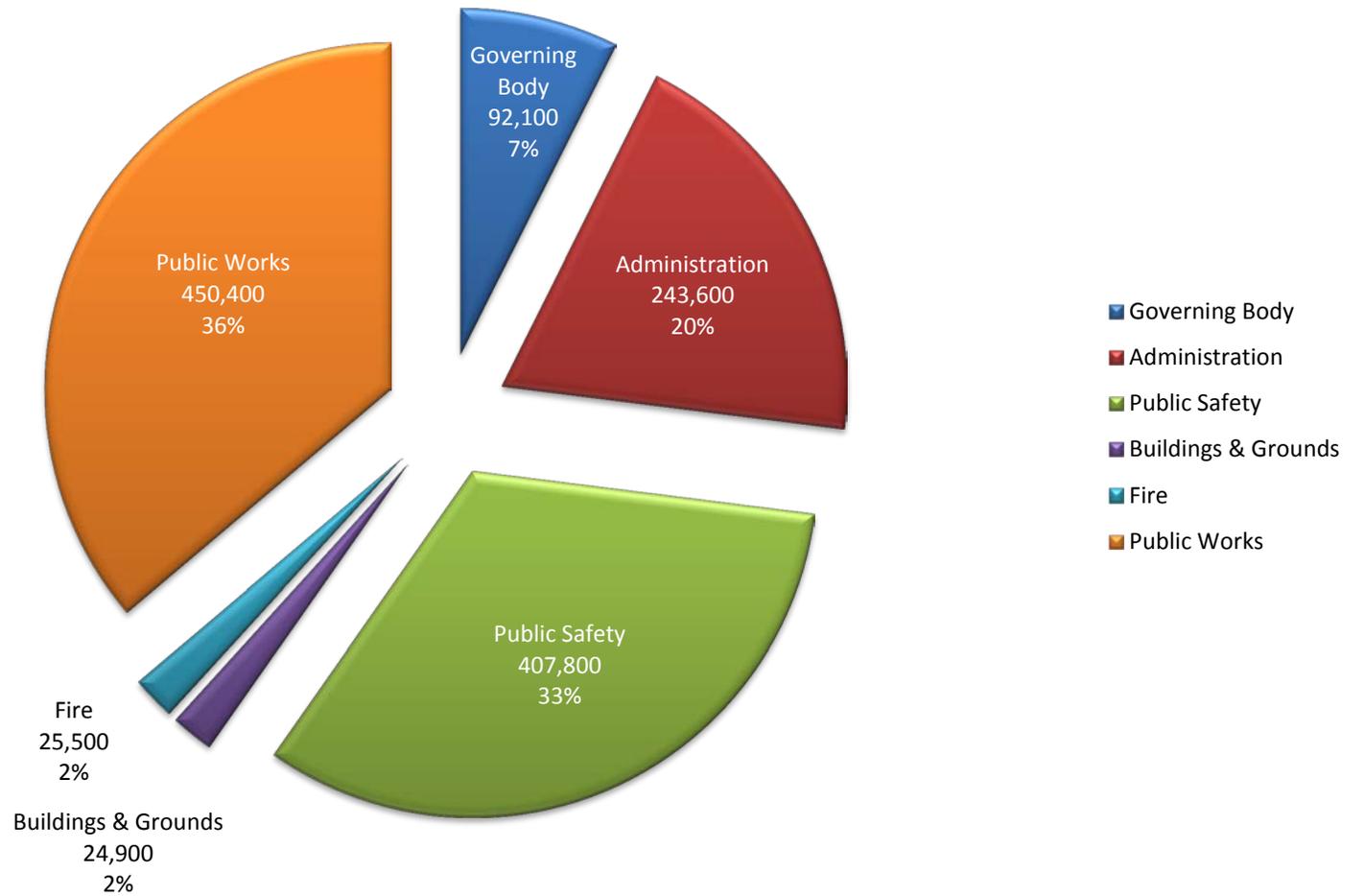
APPENDIX F

# Sales Tax Revenue versus Property Tax Revenue



# APPENDIX G

## General Fund Expenditures



## APPENDIX H

## 2014 Departmental Budget Requests

Department	Item Description	Quantity	Unit Cost	Financing Terms	Annual Cost	Total Cost
<i>Administration</i>	80" LED HDTV for Boardroom	1	\$3,200			\$3,200
	Computer Server	1	\$3,100			\$3,100
	Software Upgrade from Citipak to FMS	1	\$2,700			\$2,700
	Subtotal		\$9,000			<b>\$9,000</b>
<i>Public Safety</i>	Samsung Galaxy Tab Pro 10.1 Tablets	3	\$499			\$1,497
	Wireless BlueTooth Printer	3	\$179			\$537
	Rechargeable LED Flashlights	6	\$165			\$990
	Remote Camera System for Venters Park	1	\$12,000			\$12,000
	Ceiling Replacement for Evidence Room	1	\$2,300			\$2,300
Subtotal		\$15,143			<b>\$17,324</b>	
<i>Public Works</i>	10.3 Cubic Foot Refrigerator	1	\$450			\$450
	Miscellaneous Tools	1	\$300			\$300
	Subtotal		\$750			<b>\$750</b>
<b>TOTAL</b>			\$24,893			<b>\$27,074</b>

