

TOWN OF RICHLANDS
NORTH CAROLINA

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May 19, 2015

BUDGET MESSAGE

To: Mayor McKinley Smith and the Richlands Board of Aldermen

From: Gregg Whitehead, Town Administrator

Re: The 2015-2016 Fiscal Year Budget Message

Introduction

I am pleased to present the balanced, proposed Fiscal Year 15-16 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 May 7, 2015 and therefore most if not all items discussed in detail should be familiar to you.

The total operating budget proposed for Fiscal Year 15-16 is \$1,327,150 and solely consists of the General Fund. The proposed total operating budget represents an \$81,750 *increase* from the current year's budget, excluding any budget amendments adopted the previous year, and amounts to approximately a 6.5% increase in the overall budget as illustrated in Appendix C. The proposed operating budget of \$1,327,150 is the highest base level General Fund budget to be considered for adoption but **does not** include change in the property tax rate. The budget increase can be attributed to several factors including modest sales tax growth (see Appendix E) and the addition of a part-time position in the Public Safety Department and \$55,000 in capital item requests. In addition, an increase in the garbage collection fee is proposed to help make our solid waste program whole which will be discussed in further detail.

Due to the 2013 property tax revaluation, the property tax base in Richlands decreased 1.6% in 2014 and is estimated to fall an additional .1% for Fiscal Year 15-16 as illustrated in Appendix D. However, the Town of Richlands is still in excellent financial health and due to prudent fiscal management and restraint by both the town staff and the Board of Aldermen, the proposed budget for Fiscal Year 15-16 will be able to meet the needs of the citizenry as well as effectively allocate limited resources to address needed departmental capital expenditures. Though the property tax base is estimated to be slightly lower for Fiscal Year 15-16, sales tax revenues are

estimated to be 4% above current year distributions. With the modest anticipated gains in the distribution of the sales tax coupled with the utilization of an Onslow County tax collection rate for Richlands of 96%, I am able to propose a budget without having to make a change to the property tax rate. Therefore, I am proposing to remain at the current tax rate of \$.38 per \$100.00 which will provide the necessary funds to provide the standard of services expected by the community. Please note that the overall growth in the budget is not solely a case of an increase in 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.

Capital Outlay items totaling \$55,000 have been budgeted in four departments: The Police Department, the Administration Department and the Public Works Department and the Public Buildings and Grounds Department. A summary of the capital item requests can be found in Appendix H. The \$55,000 budgeted for capital items is \$30,600 *more* than the capital outlay expenditures from last year. Please note that the single largest capital item in the budget is \$25,500 for a replacement pickup truck in the Public Works Department and that 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 part-time position in the Public Safety Department, capital outlay purchases, annual service contracts and an update to the 2006 Pay Plan 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 estimated revenues in the General Fund are slightly higher than last year due to projected increases in the anticipated property tax and sales tax revenues.

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 B, the primary source of revenue for the town is by the collection of property tax. However, the Fiscal Year 15-16 will see an estimated drop in total property tax values in Richlands by .1% from the current fiscal year with a total property tax valuation estimated at \$152,130,000. This represents a decrease in property values of \$163,200 from the current fiscal year. The total property tax value of the town since 2000 is illustrated in Appendix D. Furthermore, 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 to hold the current property tax rate of \$.38 per \$100.00 of taxable valuation for the Fiscal Year 15-16.

Accounting for a 100% collection rate, a penny levied equals approximately \$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 Fiscal Year 15-16 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 96% collection rate for the Fiscal Year 15-16. Utilizing a rounded total tax valuation of \$152,000, 000, a tax rate of \$.38 is expected to generate approximately \$554,000 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 \$17,500. An illustration of the difference in sales tax revenue projections versus actual collections can be found in Appendix E. I have always attempted to budget conservative sales tax revenue estimates and according to the N.C. League of Municipalities FY 15-16 Revenue Projections Summary, sales tax receipts are projected to grow 4 percent from the 2014-2015 fiscal year. Taking into consideration these factors, I have budgeted a sales tax revenue number that is approximately \$9,000 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 21% 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 four re-evaluations has created a significant revenue disparity between sales tax revenues and property tax revenues. 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 (1679) increased by 61 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 \$52,000 for the Town of Richlands, 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 increase 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.

\$500 is budgeted for State grant funds available for mosquito control operation in the proposed budget and \$16,500 in funds from the Governor's Highway Safety Grant. \$28,600 in Fund Balance is also budgeted for Fiscal Year 15-16.

I am not proposing any changes in the Planning and Development fees or rental fees for the Community Building. I am proposing an increase to the solid waste collection fee in order to make the solid waste collection and disposal program whole. The current monthly solid waste fee of \$11.25 per cart only covers the collection of solid waste and not disposal/land fill fees. Therefore I am proposing a monthly fee change to \$13.90 per cart to cover all costs associated with the residential solid waste program. I am also proposing a \$15.00 per hour rental fee for those who want to reserve the use of the new picnic shelter at Venters Park. The proposed fee increases are listed in the attached 2015-2016 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 B.

Expenditures

For the Fiscal Year 15-16 the town will incur \$68,805 in obligated expenditures for capital items and installment purchase payments, which is \$4,600 less than last year and includes the purchase of a new pickup truck. The last installment purchase payment for the town hall and the 2010 Dodge Charger Police Interceptor has been paid as is not included in the proposed Fiscal Year 15-16 budget. And as noted in Appendix I, final installment purchase payments totaling \$18,550 are included in the proposed budget which will further decrease our expenditure obligations for Fiscal Year 16-17 and beyond.

To meet capital outlay needs a total of \$55,000 is being budgeted between the departments. Among the capital outlay items proposed to be purchased are six (6) 800 MHz compliant handheld radios and body cameras for the Public Safety Department, additional building surveillance cameras for town hall, a laptop computer for use in the Administration Department and a new pickup truck for the Public Works Department. The \$55,000 in proposed capital outlay items for fiscal Year 15-16 represents less than half of 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 \$2,000 in funds for continuing improvements to Venters Park and \$1,500 is budgeted to contribute to downtown façade improvement efforts. Departmental operating costs are not expected to change significantly and the cost of health insurance premiums which will increase approximately 8% in Fiscal Year 15-16. 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 will remain at \$25,500.

Overall, I have attempted to budget departmental expenditures at a conservative yet realistic level in order to provide high level of municipal services 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 50% 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 an update to the 2006 Pay Plan that we currently utilize. The goal is to get personnel pay close to the average pay of communities our size. Based on the annual municipal pay study by the North Carolina League of Municipalities, the Town of Richlands average pay for all job categories combined is \$46,000 less than the average for communities under 2500 in population. I am proposing to lessen this discrepancy by increasing total payroll by \$27,000 among the departments, which will still leave total personnel pay below average in terms of communities under 2500 but will be of great assistance to the town personnel. No other merit or COLA is being considered for personnel. 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. \$6,000 has been budgeted for the annual experience/holiday bonuses. The Police Department will add an additional part-time position to implement community policing efforts and provide code enforcement duties.

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 increase the current residential solid waste user fee of \$11.25 per household per month to \$13.90. The purpose of the proposed increase is to fully cover the costs associated with solid waste management, which includes solid waste collection by Waste Industries and disposal at the landfill. The current rate of \$11.25 was established in 2010 and was not changed even when the town added the 65 gallon recycling bin service in July 2012. For Fiscal Year 15-16 the annual contract amount with Waste Industries will increase from \$10.38 to \$10.58 per household per month which is a 2% increase. However, the town's solid waste disposal costs average \$32,000-33,000 per year, which results in a net loss of approximately \$27,000 for the solid waste program. The proposed rate of \$13.90 will able the town to cover both the cost of solid waste collection and disposal. Please note that the proposed rate of \$13.90 per cart per month includes our residential recycling program and when comparing our combined rate to other communities nearby the proposed rate is still one of the lowest in the area.

Buildings and Grounds

I am not proposing any changes to the rental fees for the Community Building in Fiscal Year 15-16. 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 four organizations: the local AA group, the Richlands Rotary Club, the Richlands Ruritan Club, and the Woodmen of the World. The agreement and deed that was signed in 2002 requires 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. No funds have been placed in the proposed budget to renovate or fix the building however costs estimates will be received by town staff in the event repair needs are approved in the future.

As mentioned previously, \$2,000 is currently budgeted for continuing Venters Park improvements, some of which will go to providing landscaping needs and to address any items that may have been overlooked during the completion of Venters Park Improvement Project.

Additional surveillance cameras are to be placed at town hall to provide more security for town staff and to assist in the oversight of the Police evidence room.

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
2015 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Requested	Recommended	Approved
10-301-0100 TAXES - AD VALOREM CURRENT	542,000	521,788.22	544,904.38		514,000	
10-301-0150 TAXES - DMV NCVTS DISTRIBUTION	0	33,731.54	0.00		40,000	
10-301-0200 TAXES - AD VALOREM PRIO	5,000	11,103.93	13,675.55		5,000	
10-301-0300 TAXES - AD VALOREM 2ND	2,000	2,961.49	3,469.51		2,000	
10-301-0400 TAXES - AD VALOREM ALL	500	541.35	4,420.61		500	
10-312-0000 REFUNDS PAID - AD VALOREM	0	-851.42	0.00		0	
10-317-0000 TAX PENALTIES & INTEREST	2,000	2,860.63	5,267.80		2,000	
10-325-0000 PRIVILEGE LICENSES	500	370.00	1,420.00		0	
10-328-0100 CABLE TV FRANCHISE	18,000	16,862.43	20,573.88		20,000	
10-329-0000 INTEREST EARNED/INV	0	0.00	0.00		0	
10-329-0100 INTEREST EARNED - BANK	800	408.99	1,066.43		500	
10-329-0200 POWELL BILL INTEREST	0	10.86	20.20		0	
10-331-0000 RENT & CONCESSIONS	5,000	9,080.00	7,423.87		6,500	
10-331-0100 GTE LEASE	6,500	6,215.39	7,606.44		6,500	
10-331-0200 ONWASA RENT	35,000	29,166.66	35,000.00		35,000	
10-335-0000 MISCELLANEOUS REVENUES	5,000	6,878.49	5,548.75		5,000	
10-335-0100 MISC (PARK PATROL)	9,800	10,073.00	9,866.00		10,000	
10-335-0200 MISC (NARCOTICS ENFORCE)	500	210.80	739.08		500	
10-336-0000 DONATIONS FROM PRIVATE	1,100	1,106.04	0.00		0	
10-337-0000 UTILITIES FRANCHISE TAX	91,000	77,753.48	94,661.76		105,000	
10-341-0000 WINE & BEER TAX	6,500	0.00	7,077.62		7,000	
10-343-0000 POWELL BILL REVENUES	50,000	52,435.99	50,970.01		52,000	
10-345-0100 ARTICLE 40 SALES TAX (1/2%)	60,500	56,365.63	66,797.59		62,000	
10-345-0200 ARTICLE 42 SALES TAX (1%)	56,000	46,509.99	55,594.91		55,000	
10-345-0300 SALES TAX (ON SLOW)	0	0.00	0.00		0	
10-345-0400 ARTICLE 44 SALES TAX (NEW 1/2)	52,000	54,310.29	50,325.92		60,000	
10-345-0500 ARTICLE 39 SALES TAX (1%)	105,000	88,798.29	108,838.40		105,000	
10-347-0000 ABC REVENUES	28,000	23,410.00	29,202.00		30,000	
10-348-0100 STATE GOVT. GRANTS-MOSQ	1,000	0.00	0.00		500	
10-348-0200 STATE GRANTS - CRIME CONTROL	26,500	30,563.34	52,313.42		16,500	
10-348-0300 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	4,500	4,608.50	5,490.00		4,500	
10-351-0100 ORDINANCE VIOLATION FEES	100	600.00	635.00		500	
10-352-0000 PARKING VIOLATION FEES	100	0.00	0.00		100	
10-355-0000 BUILDING PERMITS	4,000	1,775.00	3,175.00		3,000	
10-357-0000 INSPECTION FEES	0	0.00	0.00		0	

**Town of Richlands
2015 Budget Worksheet**

<u>GL Account/Description</u>	<u>Current</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Requested</u>	<u>Recommended</u>	<u>Approved</u>
10-359-0000 GARBAGE COLLECTION FEES	120,000	97,972.59	119,137.20		143,450	
10-367-0100 NC SALES TAX REFUNDS	2,500	3,826.88	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	4,927.40		2,000	
10-391-0100 REIMBURSEMENT - WATER FUND	0	0	0.00		0	
10-391-0200 REIMBURSEMENT - SEWER FUND	0	0.00	0.00		0	
10-394-0000 APPROPRIATED FUND BALANCE	0	0.00	0.00		0	
10-398-0000 PROCEEDS FRM INSTALLMT	0	0.00	0.00		0	
10-399-0000 FUND BALANCE APPROPRIATED	146,000	0.00	0.00		28,600	
10-650-3401 POWELL BILL - CURRENT YEAR	0	0.00	0.00		0	
10-650-3402 POWELL BILL - SURPLUS	0	0.00	0.00		0	
10-700-0000 TRANSFER TO CAPITAL PROJECTS	0	0.00	0.00		0	
****REVENUES Totals	1,391,400	1,191,448.38	1,310,148.73		1,327,150	

**Town of Richlands
2015 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Requested	Recommended	Approved
10-410-0000 GOVERNING BODY						
10-410-0100 TOWN OFFICIALS	9,100	6,756.75	9,009.00		9,100	
10-410-0200 EXPERIENCE BONUS	5,000	5,660.00	5,596.00		6,000	
10-410-0300 INCENTIVE BONUS	0	0.00	0.00		0	
10-410-0400 ATTORNEY FEES	10,000	8,800.00	8,000.00		9,000	
10-410-0500 FICA	800	517.02	689.36		800	
10-410-0550 AUDITOR	12,000	12,150.00	10,600.00		12,000	
10-410-1000 TRAINING	3,000	641.00	1,450.00		2,500	
10-410-1400 TRAVEL	1,200	925.38	953.98		1,200	
10-410-4500 CONTRACTED SERVICES	3,000	5,487.25	3,150.78		5,500	
10-410-5300 DUES & SUBSCRIPTIONS	3,000	3,607.00	3,126.00		3,500	
10-410-5400 INSURANCE & BONDS	38,000	30,014.26	30,400.64		32,000	
10-410-5700 MISCELLANEOUS EXPENSES	7,000	2,265.90	4,983.40		5,000	
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	92,100	76,824.56	77,959.16		86,600	

**Town of Richlands
2015 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Requested	Recommended	Approved
10-420-0000 ADMINISTRATION						
10-420-0200 SALARIES & WAGES	138,000	118,945.02	132,089.73		144,000	
10-420-0400 PROFESSIONAL SERVICES	0	0.00	0.00		0	
10-420-0500 FICA EXPENSE	11,000	9,024.91	10,220.02		11,100	
10-420-0600 GROUP HEALTH INSURANCE	16,000	15,823.12	19,805.58		17,400	
10-420-0700 RETIREMENT	9,700	8,514.43	9,445.10		10,300	
10-420-0800 401(K)	3,500	3455.73	4007.82		3,500	
10-420-1000 TRAINING	3,500	2,425.05	2,974.96		3,500	
10-420-1100 TELEPHONE & POSTAGE	3,500	2,988.63	3,542.58		3,500	
10-420-1200 PRINTING & PUBLISHING	500	244.35	485.59		500	
10-420-1300 UTILITIES	6,000	6,408.89	7,480.35		6,000	
10-420-1400 TRAVEL	4,500	3,144.50	4,966.56		4,500	
10-420-1500 MAINTENANCE - BUILDINGS	500	615.40	114.00		500	
10-420-1600 MAINTENANCE - EQUIPMENT	500	0.00	19.95		500	
10-420-1700 MAINTENANCE - AUTOS	500	0.00	0.00		500	
10-420-2600 ADVERTISING	2,000	915.72	1,209.66		2,000	
10-420-3100 AUTO SUPPLIES	200	0.00	814.15		200	
10-420-3200 OFFICE SUPPLIES	1,300	1,386.85	1486.64		1,300	
10-420-3300 DEPARTMENTAL SUPPLIES	1,500	1,913.57	8,228.30		2,000	
10-420-3400 OTHER SUPPLIES	0	0.00	0.00		0	
10-420-3700 NC SALES TAX	300	655.99	0.00		500	
10-420-4000 ONSLOW COUNTY SALES TAX	400	314.06	0.00		400	
10-420-4100 TAX COLLECTION FEE	6,000	5,616.51	5,772.77		6,000	
10-420-4550 CONTRACTED SERVICES	23,700	23,353.42	16,512.57		12,000	
10-420-4700 IT CONTRACTED SERVICES	0.00	0.00	0.00		2,300	
10-420-5300 DUES & SUBSCRIPTIONS	3,500	1,551.27	1,618.12		3,500	
10-420-5400 INSURANCE	200	0.00	0.00		200	
10-420-5700 MISCELLANEOUS EXPENSE	500	488.44	258.65		500	
10-420-7200 CAPITAL OUTLAY - BUILDI	0	0.00	0.00		0	
10-420-7400 CAPITAL OUTLAY - EQUIPM	6,300	10,875.85	0.00		1,200	
10-420-9400 DEBT SERV. - COMP. SYS.	0	0.00	0.00		0	
****ADMINISTRATION Totals	243,600	218,661.71	231,053.10		237,900	

**Town of Richlands
2015 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Requested	Recommended	Approved
10-500-0000 PUBLIC BUILDINGS						
10-500-1100 TELEPHONE	300	0.00	0.00		300	
10-500-1300 UTILITIES	4,800	5,725.50	5,161.38		5,000	
10-500-1500 MAINTENANCE - BUILDINGS	1,200	4,939.14	1,387.09		2,000	
10-500-1600 MAINTENANCE - EQUIPMENT	300	36.74	292.15		300	
10-500-3300 DEPARTMENTAL SUPPLIES	300	96.34	308.43		300	
10-500-4500 CONTRACTED SERVICES	100	490.00	340.12		14,500	
10-500-5700 MISCELLANEOUS EXPENSE	100	460.47	104.00		200	
10-500-7300 CAPITAL OUTLAY - OTHER	0	0.00	0.00		0	
10-500-7400 CAPITAL OUTLAY - EQUIPM	0	16.95	0.00		3,000	
10-500-7500 PARK PROJECT	7,700	325.00	18,364.73		2,000	
10-500-7600 TOWN HALL OUTLAY	7,200	0.00	7,400.00		0	
10-500-7700 PARTF GRANT (VENTERS)					0	
10-500-9400 COMMUNITY BUILDING DEBT SERVIC	4,000	3,945.00	3,945.00		4,000	
****PUBLIC BUILDINGS Totals	26,000	16,035.14	37,302.90		31,600	

**Town of Richlands
2015 Budget Worksheet**

<u>GL Account/Description</u>	<u>Current</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Requested</u>	<u>Recommended</u>	<u>Approved</u>
10-510-0000 POLICE / PUBLIC SAFETY						
10-510-0200 SALARIES & WAGES	224,000	205,408.24	219,397.95		246,000	
10-510-0500 FICA EXPENSE	18,000	15,766.66	16,948.94		18,900	
10-510-0600 GROUP HEALTH INSURANCE	49,000	46,168.24	65,031.39		50,200	
10-510-0700 RETIREMENT	14,000	14,896.32	15,416.71		15,200	
10-510-0800 401(K)	9,500	9,675.35	10627.78		10,400	
10-510-1000 TRAINING	1,200	353.99	0.00		1,200	
10-510-1100 TELEPHONE & POSTAGE	6,000	5,053.49	5,784.43		6,000	
10-510-1200 PRINTING & PUBLISHING	200	117.66	193.10		200	
10-510-1300 UTILITIES	5,600	6,408.80	6,719.14		6,500	
10-510-1400 TRAVEL	600	903.10	344.99		600	
10-510-1500 MAINTENANCE - BUILDINGS	200	965.02	204.99		200	
10-510-1600 MAINTENANCE - EQUIPMENT	2,000	279.51	1,960.23		2,000	
10-510-1700 MAINTENANCE - AUTOS	4,500	6,119.58	4,792.02		6,000	
10-510-2600 ADVERTISING	0	0.00	0.00		0	
10-510-3100 AUTO SUPPLIES	18,000	12,279.69	16,691.65		18,000	
10-510-3200 OFFICE SUPPLIES	1000	716.93	823.49		1,000	
10-510-3300 DEPARTMENTAL SUPPLIES	3,500	1,008.86	2,967.02		3,000	
10-510-3500 LAUNDRY / DRY CLEANING	100	0.00	0.00		100	
10-510-3600 UNIFORMS	4,000	2,240.28	3,285.46		3,500	
10-510-3700 NC SALES TAX	1,000	759.90	0.00		1,000	
10-510-4000 ONSLOW COUNTY SALES TAX	700	250.11	0.00		500	
10-510-4500 CONTRACTED SERVICES	12,000	16,694.84	14,608.13		11,500	
10-510-4550 IT CONTRACTED SERVICES	0	0.00	0.00		2,800	
10-510-5300 DUES & SUBSCRIPTIONS	200	150.00	150.00		200	
10-510-5400 INSURANCE	0	0.00	0.00		0	
10-510-5700 MISCELLANEOUS EXPENSE	1,000	383.91	1,089.32		500	
10-510-7200 CAPITAL OUTLAY - BUILDI	0	0	0		0	
10-510-7400 CAPITAL OUTLAY - EQUIPM	17,500	11,205.85	61,570.46		24,800	
10-510-7600 CAPITAL OUTLAY - GHSP	0	0.00	37,220.57		0	
10-510-7900 PROJECTS	500	303.00	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	13,123.12		13,500	
****PUBLIC SAFETY Totals	407,800	371,232.45	498,950.89		444,300	

5/19/2015

Town of Richlands
2015 Budget Worksheet

<u>GL Account/Description</u>	<u>Current</u>	<u>Actual</u>	<u>Prior Year</u>	<u>Requested</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	25,500	25,500.00	25,000.00			
****FIRE PROTECTION Totals	25,500	25,500.00	25,000.00		25,500	

**Town of Richlands
2015 Budget Worksheet**

GL Account/Description	Current	Actual	Prior Year	Requested	Recommended	Approved
10-560-0000 STREETS						
10-560-0200 SALARIES & WAGES	124,000	105,595.68	98,240.19		132,000	
10-560-0400 PROFESSIONAL SERVICES	500	0.00	0.00		500	
10-560-0500 FICA EXPENSE	9,500	8,219.46	7,664.30		9,800	
10-560-0600 GROUP HEALTH INSURANCE	36,500	36,331.71	30,112.31		40,000	
10-560-0700 RETIREMENT	8,500	7,606.85	7,083.07		9,500	
10-560-0800 401(K)	3,600	3,086.46	3005.54		4,000	
10-560-1000 TRAINING	300	282.51	135.00		300	
10-560-1100 TELEPHONE & POSTAGE	1,500	2,278.68	2,021.93		1,800	
10-560-1200 PRINTING & PUBLISHING	100	49.00	0.00		100	
10-560-1300 UTILITIES	28,000	29,337.43	28,042.24		29,000	
10-560-1400 TRAVEL	100	0.00	0.00		100	
10-560-1500 MAINTENANCE - BUILDING	200	247.33	200.00		300	
10-560-1600 MAINTENANCE - EQUIPMENT	2,000	2,286.93	2,771.28		2,000	
10-560-1700 MAINTENANCE - AUTOS	2,000	1,461.72	1,786.43		2,000	
10-560-2600 ADVERTISING	100	325.95	0.00		100	
10-560-3100 AUTO SUPPLIES	9,000	8,329.80	7,402.47		8,000	
10-560-3200 OFFICE SUPPLIES	200	0.00	200.00		200	
10-560-3300 DEPARTMENTAL SUPPLIES	2,000	2,232.61	3,351.55		2,500	
10-560-3400 POWELL BILL SUPPLIES	60,000	55,748.70	18,838.81		60,000	
10-560-3500 LAUNDRY / DRY CLEANING	2,200	3,794.35	2,644.62		3,500	
10-560-3600 UNIFORMS / SAFETY EQUIP	500	669.19	495.53		700	
10-560-3700 NC SALES TAX	800	772.27	0.00		800	
10-560-3800 SIGN REPLACEMENT	3,000	0.00	0.00		3,000	
10-560-4000 ONSLOW COUNTY SALES TAX	400	380.44	0.00		400	
10-560-4400 CONTRACT SERVICE - WAST	100,000	100,288.27	104,920.12		109,500	
10-560-4500 CONTRACTED SERVICES	7,800	2,719.33	7,773.47		8,000	
10-560-4550 IT CONTRACTED SERVICES					700	
10-560-5400 INSURANCE	200	0.00	0.00		200	
10-560-5700 MISCELLANEOUS EXPENSE	500	199.38	204.68		350	
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	1,000	689.60	0.00		26,000	
10-560-9100 ONSLOW COUNTY TIPPING F	34,000	31,567.78	33,194.83		34,000	
10-560-9200 SUPPLIES MOSQUITO CONTO	800	0.00	0.00		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	43,190.30		11,000	

5/19/2015

Town of Richlands
2015 Budget Worksheet

***STREETS Totals	450,400	415,449.98	403,278.67	501,250	
**Total Expenditures for Fund: 10	1,245,400	1,123,704	1,273,545	1,327,150	0
**Revenues Over/(Under) Expenditures	0	67,744.54	36,604.01	0	0

PROPOSED 2015-2016 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.

<u>Fee Type</u>	<u>Fee Schedule</u>
Property Tax Rate	\$.38/\$100 assessed valuation
Business Privilege Licenses	Repealed by law
Community Building Rent	\$250.00 per day with \$100 deposit
Town Hall Board Room	\$30.00 per day
Venters Park Picnic Shelter	\$15.00 per hour w/two hour rental cap
Garbage Service	
residential, per cart	\$13.90 per month
commercial, 1 cart	\$13.90 per month
commercial, 2 carts	\$27.80 per month
commercial, 3 carts	\$41.70 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

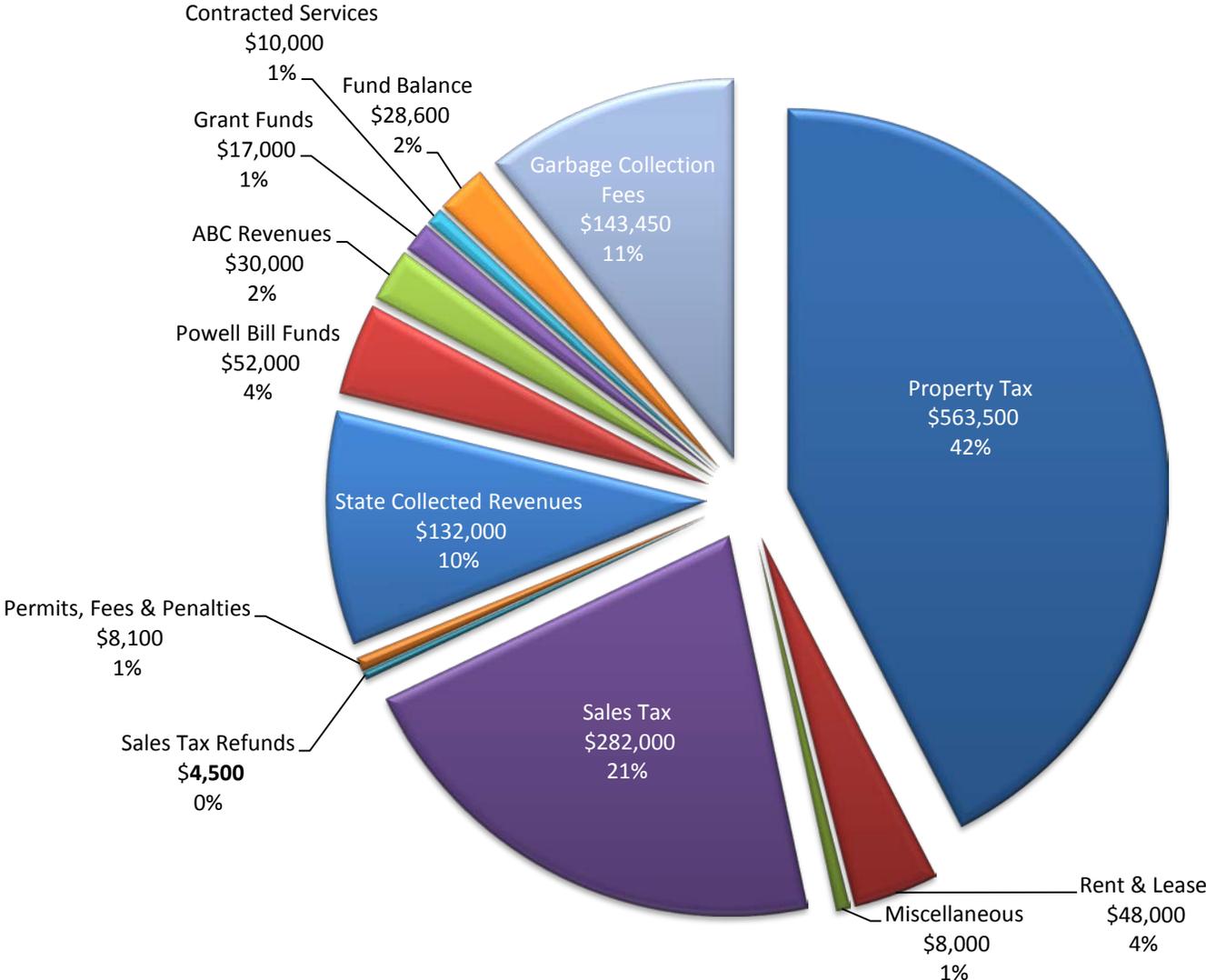
APPENDIX A

**2015-2016 Budget
Revenue & Expenditure Summary**

• GENERAL FUND REVENUES	2015	2014
• Property Tax (including penalties and interest)	\$563,500	\$551,500
• Rent & Lease	\$48,000	\$46,500
• Miscellaneous & Other	\$8,000	\$9,400
• Sales Tax	\$282,000	\$273,500
• Sales Tax Refunds	\$4,500	\$4,500
• State Collected Revenues	\$132,000	\$115,500
• Powell Bill Funds	\$52,000	\$50,000
• ABC Revenues	\$30,000	\$28,000
• Grant Funds	\$17,000	\$27,500
• Contracted Services	\$10,000	\$9,800
• Permits, Fees & Penalties	\$8,100	\$9,200
• Garbage Collection Fees	\$134,000	\$120,000
• Fund Balance	\$28,600	\$0
Total	\$1,327,150	\$1,245,400
• GENERAL FUND EXPENDITURES		
• Governing Body	\$86,600	\$92,100
• Administration	\$237,900	\$243,600
• Buildings	\$31,600	\$26,000
• Police	\$444,300	\$407,800
• Fire	\$25,500	\$25,500
• Streets	\$501,250	\$450,400
Total	\$1,327,150	\$1,245,400
• Revenues Over/(Under) Expenditures	\$0	\$0

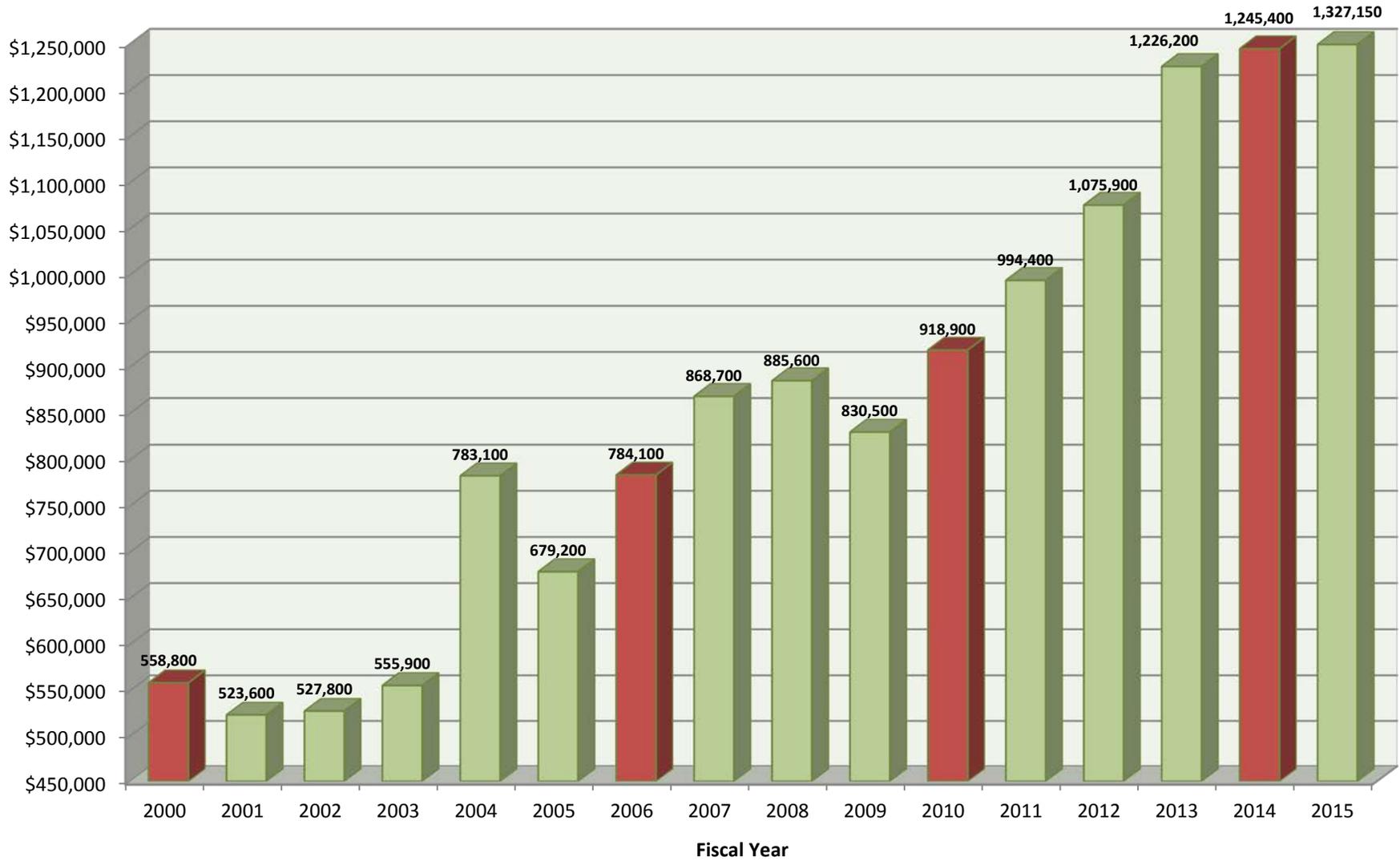
APPENDIX B

General Fund Revenues



APPENDIX C

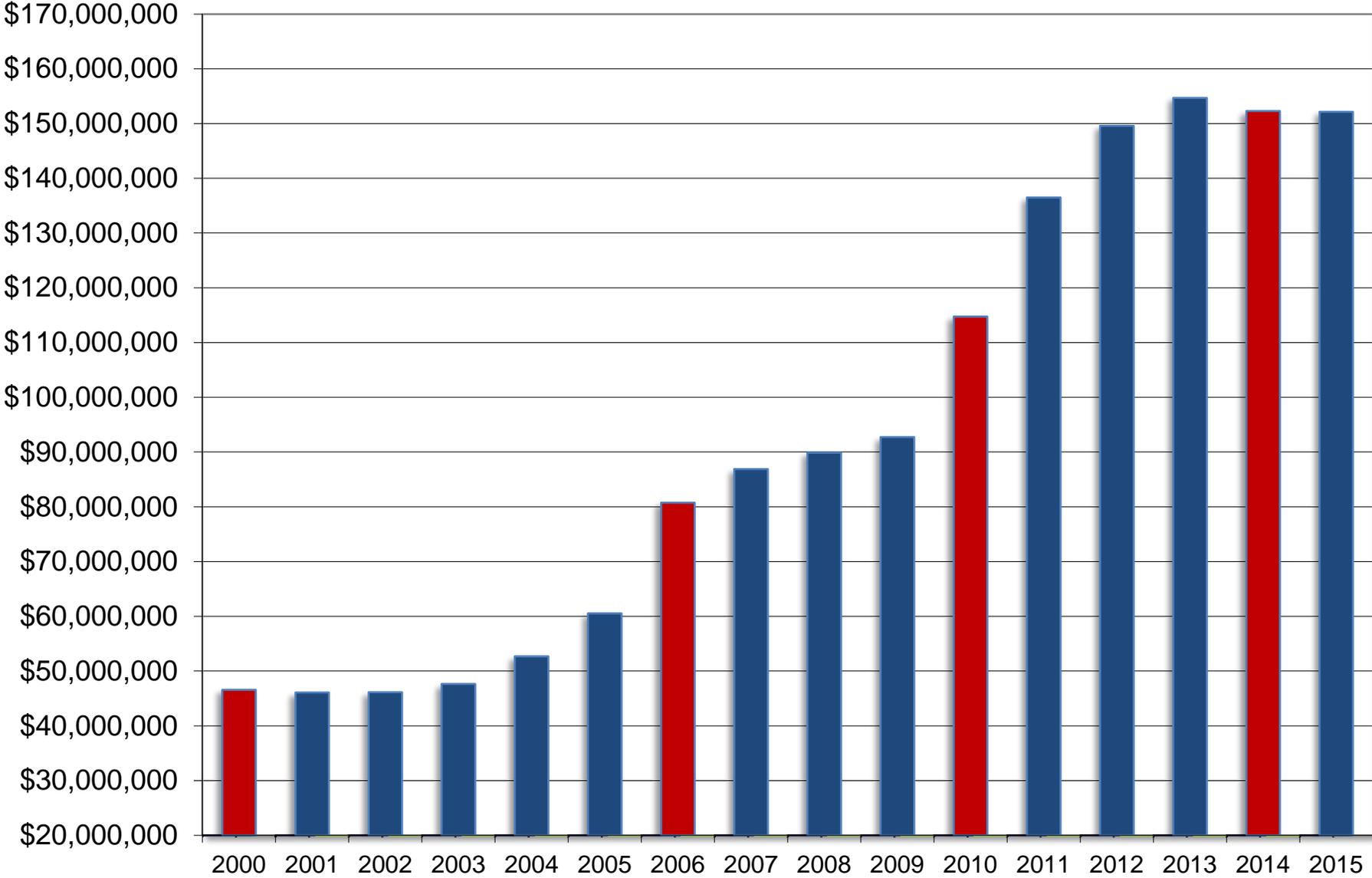
General Fund Budgets Over Time*



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

APPENDIX D

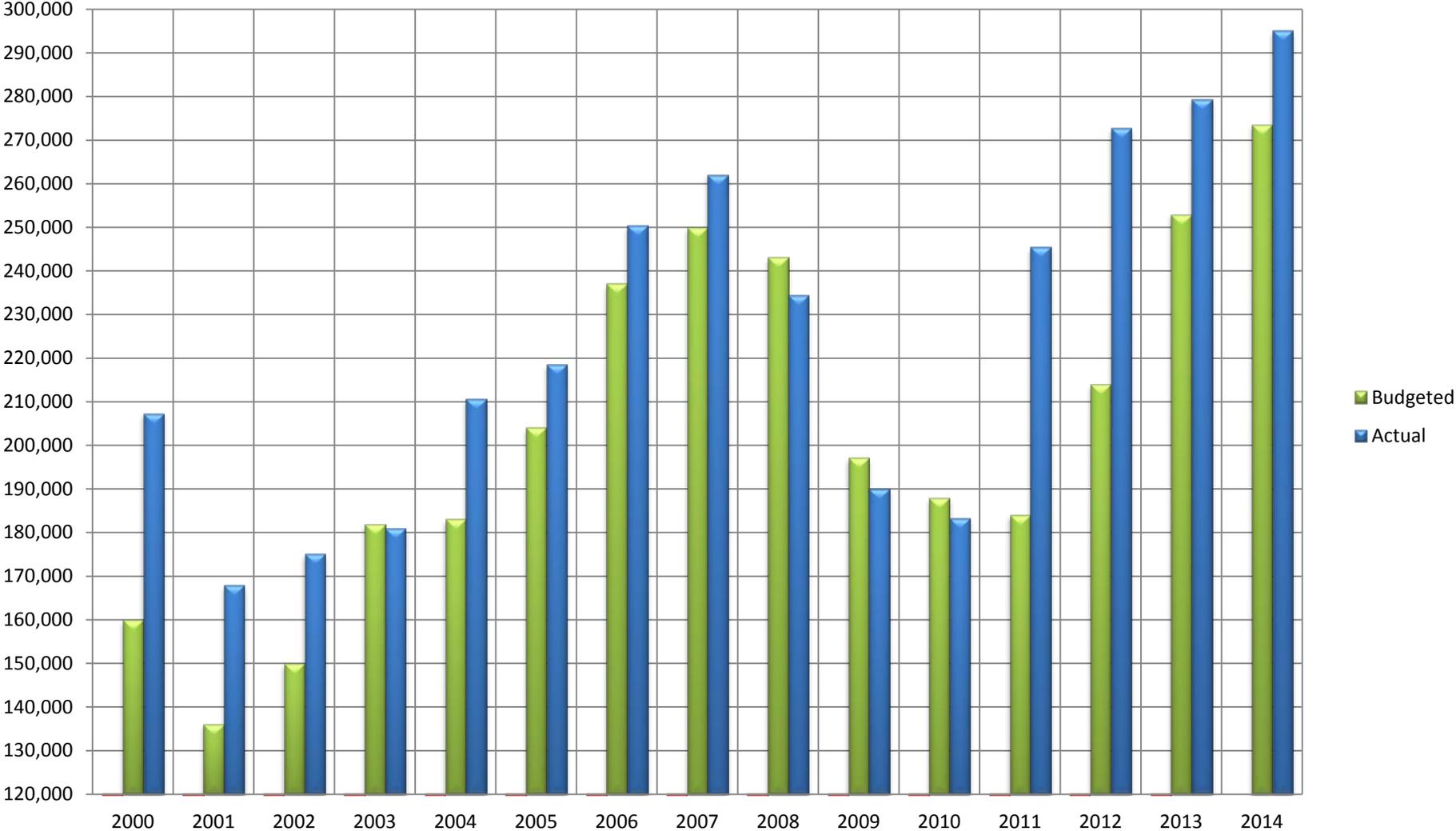
Property Tax Values Since 2000



** The red bars indicate a re-evaluation year

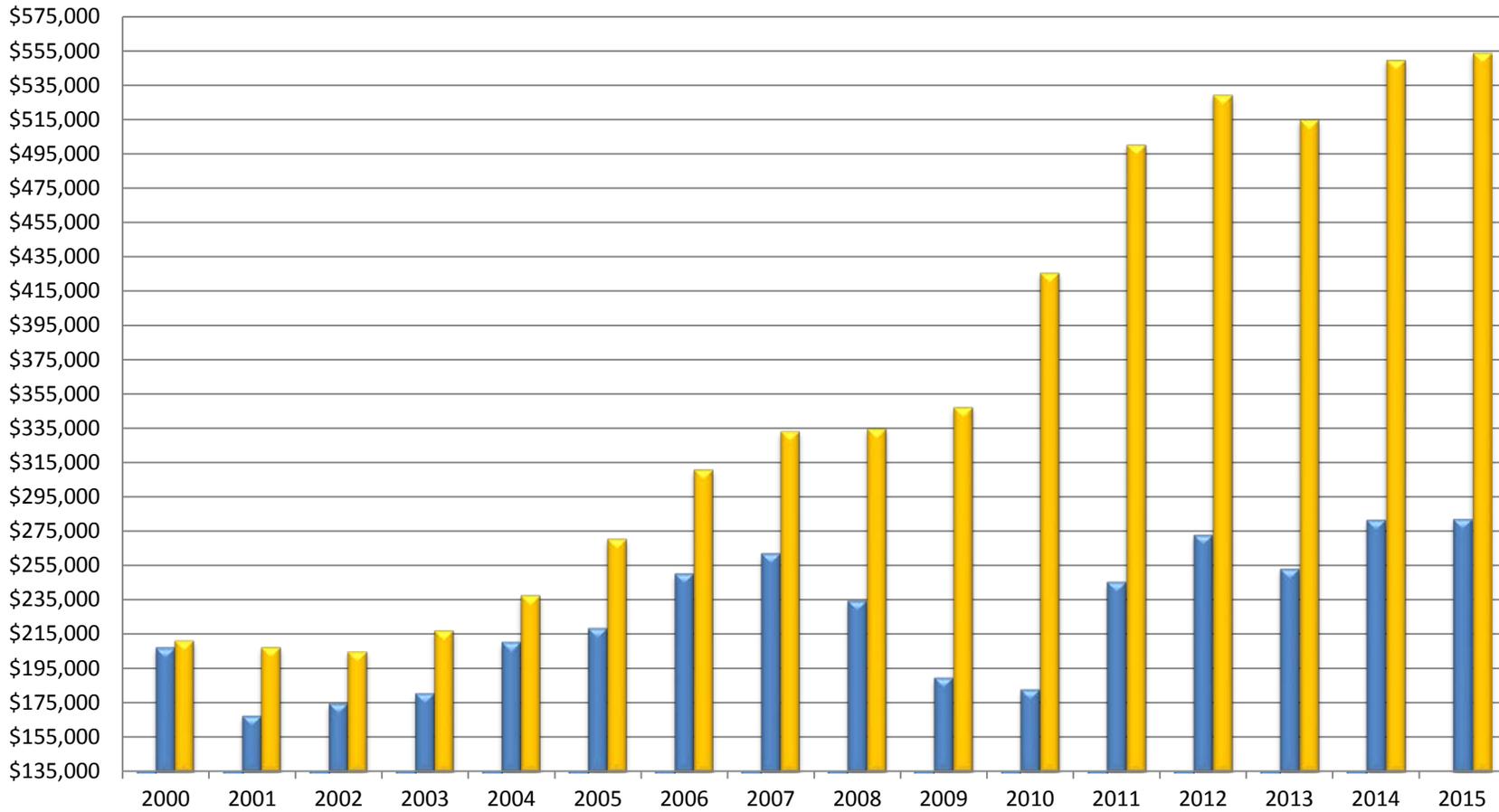
APPENDIX E

Sales Tax Revenue Totals Since 2000 Budget vs. Actual



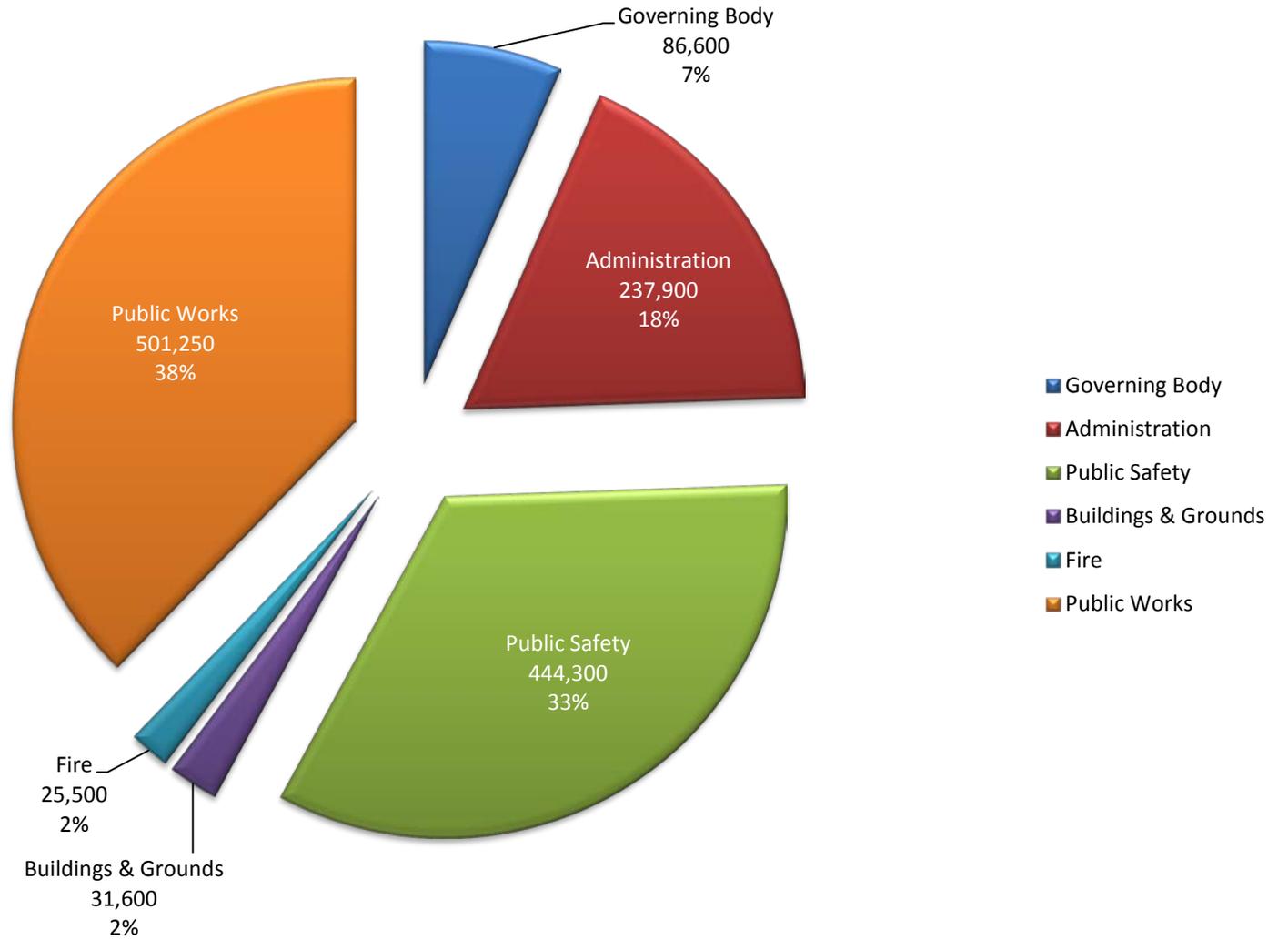
APPENDIX F

**Sales Tax Revenue
versus
Property Tax Revenue**



APPENDIX G

General Fund Expenditures



APPENDIX H

2015 Departmental Budget Requests

Department	Item Description	Quantity	Unit Cost	Financing Terms	Annual Cost	Total Cost
<i>Administration</i>	Software Upgrade from Citipak to FMS	1	\$2,700			\$2,700
	Laptop Computer	1	\$1,000			<u>\$1,000</u>
	Subtotal		\$3,700			\$3,700
<i>Public Safety</i>	800 Mhz Handheld Radios	6	\$3,367			\$20,202
	Body Cameras	7	\$400			\$2,800
	AR-15 Rifle	1	\$678			\$678
	Office Chairs	5	\$120			\$600
	Portable Printers	2	\$200			\$400
	Subtotal		\$4,765			\$24,680
<i>Public Works</i>	2015 Crew Cab Pick-up Truck	1	\$25,500	\$8,500	\$8,500	\$25,500
	Back Pack Leaf Blower	1	\$500			\$500
	Subtotal		\$26,000			\$26,000
<i>Public Buildings & Grounds</i>	Building Surveillance Cameras	2	\$1,489			\$2,978
	Subtotal		\$1,489			\$2,978
TOTAL			\$35,954			\$57,358

