

# FY15 BUDGET

## TOWN OF BEAUFORT NORTH CAROLINA

Presented by: Charles W. Burgess, Jr. - Town Manager

June 1, 2014



**TABLE OF CONTENTS**

General Fund .....4

- General Fund - Budget At A Glance .....4
- General Fund - Revenue .....5
- General Fund - Debt .....8
- General Fund – Expenditures by Department .....9
- Governing Body .....11
- Administration Department .....14
- Finance Department .....17
- Facilities Maintenance/Parks & Recreation Department .....20
- Public Works Department .....23
- Planning & Inspections Department.....26
- Police Department .....29

Utility Fund .....32

- Utility Fund - Budget At A Glance .....32
- Sewer Department .....33
- Wastewater Treatment Department.....36
- Water Department .....39

Fire Fund .....42

- Fire Fund - Budget At A Glance.....42
- Fire Department .....43

**GENERAL FUND****GENERAL FUND - BUDGET AT A GLANCE**

	<b>FY12 ACTUAL</b>	<b>FY13 ACTUAL</b>	<b>FY14 PROJECTED</b>	<b>FY15 PROPOSED</b>
<b><u>REVENUE</u></b>				
Property Taxes	2,049,125	2,386,090	2,419,246	2,656,975
Intergovernmental	1,310,933	1,228,021	1,386,780	1,406,780
Permits & Fees	423,219	431,374	413,000	421,000
Sales & Rent	199,276	214,415	290,080	268,080
Water & Sewer Admin	40,000	142,776	30,000	30,000
Other	227,114	44,402	54,938	5,700
<b>TOTAL REVENUE</b>	<b>4,249,667</b>	<b>4,447,078</b>	<b>4,594,044</b>	<b>4,788,535</b>
<b><u>EXPENDITURES</u></b>				
Governing Body	222,128	258,056	270,262	266,594
Administration	356,374	405,746	449,785	498,465
Finance	299,802	355,583	276,278	285,103
Facilities Maint./Parks & Rec	332,648	295,163	298,200	255,000
Planning & Inspections	220,366	226,372	215,665	228,150
Police Department	1,239,513	1,102,940	1,136,719	1,317,700
Public Works	1,640,386	1,128,562	1,174,003	1,147,390
<b>TOTAL EXPENDITURES</b>	<b>4,311,216</b>	<b>3,769,422</b>	<b>3,820,912</b>	<b>3,998,402</b>
<b><u>TRANSFERS</u></b>				
To Fire Department	562,034	584,000	795,364	790,133
To Water Fund	62,222	0	0	0
To Town Hall Project	116,309	0	0	0
<b>USE OF UNAPPROPRIATED FUND BALANCE</b>	<b>(\$661,307)</b>	<b>\$93,656</b>	<b>(\$46,000)</b>	<b>0</b>
<b>YEAR-END FUND BALANCE</b>	<b>\$2,407,481</b>	<b>\$2,501,137</b>	<b>\$2,455,137</b>	<b>\$2,455,137</b>

GENERAL FUND - REVENUE

	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
<b><u>PROPERTY TAXES</u></b>			
AD VALOREM TAX - CURRENT YEAR	2,182,284	2,206,471	2,447,200
AD VALOREM TAX - PRIOR YEARS	86,692	83,000	80,000
PENALTIES AND INTEREST(AD VAL)	19,130	15,000	15,000
AD VALOREM - CORPORATE	19,775	19,775	19,775
MOTOR VEHICLE AD VALOREM TAX	78,209	95,000	95,000
<b>SUBTOTAL</b>	<b>2,386,090</b>	<b>2,419,246</b>	<b>2,656,975</b>
<b><u>UNRESTRICTED INTERGOVERNMENTAL</u></b>			
COUNTY ABC PROFIT DISTRIBUTION	70,867	86,000	86,000
HOUSING AUTH/IN LIEU OF TAXES	32,898	13,307	13,307
UTILITIES FRANCHISE TAX	255,316	268,000	268,000
BEER AND WINE TAX	16,489	17,000	17,000
LOCAL OPTION SALES TAX	730,759	780,000	800,000
<b>SUBTOTAL</b>	<b>1,106,329</b>	<b>1,164,307</b>	<b>1,184,307</b>
<b><u>RESTRICTED INTERGOVERNMENTAL</u></b>			
POWELL BILL	120,762	122,123	122,123
POWELL BILL TRANSFER FROM RESERVE	-	100,000	100,000
OJP- BODY ARMOR GRANT	-	350	350
MOSQUITO CONTROL GRANT	930	-	-
<b>SUBTOTAL</b>	<b>121,692</b>	<b>222,473</b>	<b>222,473</b>
<b><u>PERMITS &amp; FEES</u></b>			
PRIVILEGE LICENSES	38,484	30,000	25,000
COURT COSTS, FEES, CHARGES	1,692	1,200	1,200
PARKING VIOLATIONS/PENALTIES	1,600	1,200	4,200
BUILDING PERMITS	86,461	77,000	85,000
SOLID WASTE USER FEE ( RES )	286,836	288,000	290,000
SOLID WASTE USER FEES ( COMM )	16,301	15,600	15,600
<b>SUBTOTAL</b>	<b>431,374</b>	<b>413,000</b>	<b>421,000</b>

	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
<b><u>SALES &amp; RENT</u></b>			
SALE OF FIXED ASSETS	-	22,000	-
CEMETARY LOT SALES	3,000	3,000	3,000
ANTENNA CONTRACTS	52,080	52,080	52,080
RENTS AND CONCESSIONS	159,335	213,000	213,000
<b>SUBTOTAL</b>	<b>214,415</b>	<b>290,080</b>	<b>268,080</b>
<b><u>INVESTMENT EARNINGS</u></b>			
<b>SUBTOTAL</b>	<b>3,293</b>	<b>3,000</b>	<b>3,000</b>
<b><u>OTHER</u></b>			
TRANSFER FROM HWY 70 PROJECT	-	47,288	-
MISCELLANEOUS REVENUE - PD	1,160	1,500	1,500
MISCELLANEOUS REVENUE-TOWN FLAGS	1,560	1,200	1,200
MISCELLANEOUS REVENUE-OTHER	3,501		
DONATIONS	20,000	-	-
REIMBURSEMENT FROM INSURANCE	14,888	-	-
ROADRACE REGISTRATION	-	1,950	-
<b>SUBTOTAL</b>	<b>41,109</b>	<b>51,938</b>	<b>2,700</b>
<b>UTILITY FUND ADMIN EXPENSE</b>	<b>142,776</b>	<b>30,000</b>	<b>30,000</b>
<b>UNAPPROPRIATED FUND BALANCE</b>	<b>-</b>	<b>46,000</b>	<b>-</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>4,447,078</b>	<b>4,640,044</b>	<b>4,788,535</b>

## REVENUE HIGHLIGHTS AND KEY ASSUMPTIONS

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- These figures show a **\$.03 tax increase**, bringing the tax rate to \$.33 on every \$100. The money generated from the increase will be used exclusively for one-time expenditures to include in FY15 the purchase of five (5) fully outfitted police cars (\$180,000) for the Police Department and \$31,000 for various equipment purchases for street maintenance and sanitation service.
- **\$5,000,000 Net Increase in FY15 Property Valuation.** This estimate is based on year-to-date estimates distributed by the County that reflect a \$5,000,000 increase over FY14 estimates from the same period.
- **\$2,000,000 Net Increase in FY14 Motor Vehicle Property Valuation.** This estimate is based on year-to-date estimates distributed by the County that reflect a \$2,000,000 increase over FY13 estimates from the same period
- State-collected revenue estimates are derived from input from the NC League of Municipalities, combined with local trends as they relate to State and League historic predictions
- Solid waste fees will remain at FY14 levels, \$11/household/month. A slight revenue increase may be realized as new construction gets underway.
- Revenue from building permits is expected to rise in accordance with known pending construction projects.
- There were modest changes to inspection and privilege license fees in mid FY14. These projections reflect those changes, with no significant change expected. The recently passed legislation regarding privilege licenses has been incorporated into the estimates.

GENERAL FUND - DEBT

ANNUAL DEBT SERVICE

ASSET	FY12 ACTUAL	FY13 PROJECTED	FY14 PROPOSED	FY15 PROJECTED	FY16 PROJECTED	FY17 PROJECTED	FY18 PROJECTED
<b><u>TOWN HALL</u></b>							
Principal	0	100,000	100,000	100,000	100,000	100,000	100,000
Interest	26,181	42,775	39,825	36,875	33,925	30,975	28,025
<b>TOTAL</b>	<b>26,181</b>	<b>142,775</b>	<b>139,825</b>	<b>136,875</b>	<b>133,925</b>	<b>130,975</b>	<b>128,025</b>
<b><u>WASTE COMPACTOR</u></b>							
Principal	6,612	26,886	27,597	28,327	29,077	22,311	0
Interest	922	3,253	2,542	1,812	1,062	292	0
<b>TOTAL</b>	<b>7,534</b>	<b>30,139</b>	<b>30,139</b>	<b>30,139</b>	<b>30,139</b>	<b>22,603</b>	<b>0</b>
<b>GENERAL FUND TOTAL</b>	<b>\$33,715</b>	<b>\$172,914</b>	<b>\$169,964</b>	<b>\$167,014</b>	<b>\$164,064</b>	<b>\$153,578</b>	<b>\$128,025</b>

YEAR-END BALANCE REMAINING

ASSET	FY12 ACTUAL	FY13 PROJECTED	FY14 PROPOSED	FY15 PROJECTED	FY16 PROJECTED	FY17 PROJECTED	FY18 PROJECTED
TOWN HALL	1,500,000	1,400,000	1,300,000	1,200,000	1,100,000	1,000,000	900,000
WASTE COMPACTOR	134,199	107,313	79,716	51,388	22,311	0	0
<b>GENERAL FUND TOTAL</b>	<b>\$1,634,199</b>	<b>\$1,507,313</b>	<b>\$1,379,716</b>	<b>\$1,251,388</b>	<b>\$1,122,311</b>	<b>\$1,000,000</b>	<b>\$900,000</b>

GENERAL FUND – EXPENDITURES BY DEPARTMENT

	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
<b><u>GOVERNING BODY</u></b>				
Personnel	19,827	16,793	16,794	16,794
Operations	180,009	98,233	113,266	112,925
Capital Outlay	0	0	0	0
Debt Service	22,291	143,030	140,202	136,875
<b>TOTAL</b>	<b>222,127</b>	<b>258,056</b>	<b>270,262</b>	<b>266,594</b>
<b><u>ADMINISTRATION</u></b>				
Personnel	214,880	284,140	315,249	359,565
Operations	141,494	121,606	134,536	138,900
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>356,374</b>	<b>405,746</b>	<b>449,785</b>	<b>498,465</b>
<b><u>FINANCE</u></b>				
Personnel	237,047	275,406	223,408	205,545
Operations	62,755	80,177	52,870	79,558
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>299,802</b>	<b>355,583</b>	<b>276,278</b>	<b>285,103</b>
<b><u>FACILITIES MAINT./PARKS</u></b>				
Personnel	91,375	99,131	92,000	93,400
Operations	112,608	146,530	85,300	101,600
Capital Outlay	128,664	49,502	120,900	60,000
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>332,647</b>	<b>295,163</b>	<b>298,200</b>	<b>255,000</b>
<b><u>POLICE DEPARTMENT</u></b>				
Personnel	987,307	916,035	943,275	951,200
Operations	206,119	186,905	193,444	186,500
Capital Outlay	46,086	0	0	180,000
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>1,239,512</b>	<b>1,102,940</b>	<b>1,136,719</b>	<b>1,317,700</b>
<b><u>PLANNING &amp; INSPECTIONS</u></b>				
Personnel	177,733	186,436	197,200	202,300
Operations	42,632	36,936	18,465	25,850
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>220,365</b>	<b>223,372</b>	<b>215,665</b>	<b>228,150</b>

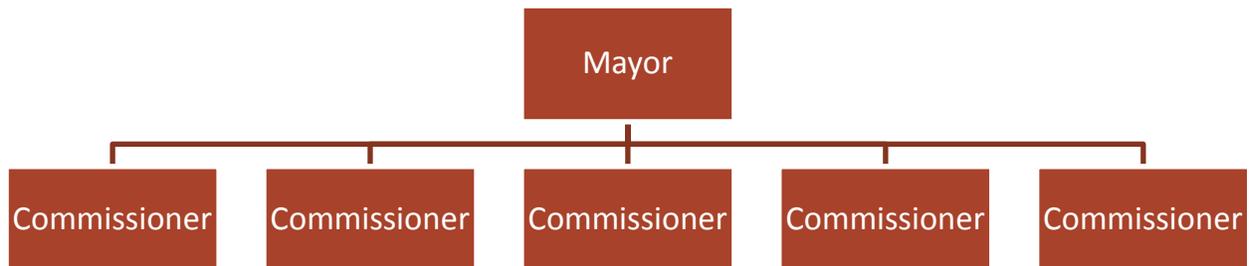
<b><u>PUBLIC WORKS</u></b>				
Personnel	594,703	475,972	435,522	385,500
Operations	817,119	522,953	708,342	731,750
Capital Outlay	221,028	99,498	0	0
Debt Service	7,535	30,139	30,139	30,140
<b>TOTAL</b>	<b>\$ 1,640,385</b>	<b>\$ 1,128,562</b>	<b>\$ 1,174,003</b>	<b>\$ 1,147,390</b>
<b><u>GENERAL FUND TOTALS</u></b>				
Personnel	2,322,872	2,253,913	2,223,448	2,214,304
Operations	1,562,736	1,193,340	1,306,223	1,377,083
Capital Outlay	395,778	149,000	120,900	240,000
Debt Service	29,826	173,169	170,341	167,015
<b>TOTAL</b>	<b>\$ 4,311,212</b>	<b>\$ 3,769,422</b>	<b>\$ 3,820,912</b>	<b>\$ 3,998,402</b>

## GOVERNING BODY

### DESCRIPTION

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The Town's governing body is comprised of a Mayor (2-year term) and five (5) Commissioners (4-year term). They are responsible for the adoption of ordinances, resolutions, and policies. They provide guidance and direction to the Town Manager.



### FY14 NOTABLE ACCOMPLISHMENTS

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- Re-evaluated and re-adopted Strategic Priorities and Core Values for the Town of Beaufort
- Actively participated in NC League of Municipality activities and programs particularly as it related to legislative issues
- Conducted twelve (12) Board of Commissioner regular meetings and four (4) additional meetings that were reconvened, eleven (11) work sessions, and one (1) retreat.
- Passed resolutions (6) resolutions and five (5) proclamations
- Adopted a new Land Development Ordinance
- Constructed and opened a new fire substation to service north end of the Beaufort fire district
- Obtained designation as an official Tree City USA
- Evaluated and adjusted employee salaries to be more in line with industry standards

### FY15 GOALS

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- Develop and adopt appropriate ordinances, resolutions, and local code changes to address the Strategic Priorities of the organization and the goals of the community
- Ensure county, state, and federal legislators are kept abreast of legislative initiatives and their associated impact on the Town of Beaufort
- Realize increased efficiencies through the digitization of public meeting agendas and minutes
- Provide continued direction and guidance to the Town Manager regarding the effectiveness of the overall operations of the organization and its service delivery
- Increase opportunities for active citizen participation, engagement, and input through meetings, social media, print communications, and other outreach technologies
- Provide oversight to the financial management of the organization by monitoring revenues and expenditures via monthly reporting to ensure budget compliance

## PERFORMANCE MEASURES

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- Compliance with North Carolina Government Statutes
- Numbers of resolutions passed
- Numbers of meetings, public attendance/participation
- Citizen feedback

## PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
Mayor	1	1	1	1
Commissioner	5	5	5	5
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	19,827	16,793	16,794	16,794
Operations	180,009	98,233	113,266	112,925
Capital Outlay	0	0	0	0
Debt Service	22,291	143,030	140,202	136,875
<b>TOTAL</b>	<b>\$222,127</b>	<b>\$258,056</b>	<b>\$270,262</b>	<b>266,594</b>

## NOTABLE BUDGET ITEMS

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### OPERATIONS

- Legal Services: \$32,000
- Audit: \$26,580

### DEBT SERVICE

- Town Hall: \$136,875 (principal and interest)

LINE ITEM DETAIL

EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	15,600	15,600
FICA	1,194	1,194
POSTAGE	1,025	1,025
PUBLIC NOTICES/ADVERTISING	5,000	5,000
NEWSLETTER	3,600	3,600
OFFICE SUPPLIES	3,000	3,000
OFFICE EQUIPMENT (NON-CAPITAL)	1,700	1,700
DUES & SUBSCRIPTIONS	6,800	6,800
HUMAN RESOURCES	4,000	4,000
TRAINING- REGISTRATION & CLASS MAT.	2,200	2,200
TRAVEL MILEAGE	750	750
MEALS	250	250
LODGING	1,100	1,100
EMPLOYEE ENGAGEMENT	5,200	5,000
PROFESSIONAL SERVICES	26,957	27,000
CODIFICATION	2,000	2,000
LEGAL SERVICES	32,000	32,000
INSURANCE AND BONDS	12,284	12,500
ELECTIONS	4,400	-
CONTINGENCIES	1,000	5,000
DEBT SERVICE- PRINCIPAL	100,000	100,000
DEBT SERVICE- INTEREST	40,202	36,875
<b>GOVERNING BODY SUBTOTAL</b>	<b>\$ 270,262</b>	<b>\$ 266,594</b>

## ADMINISTRATION DEPARTMENT

### DESCRIPTION

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Under the direction of the Town Manager, the Administration Department is responsible for synthesizing the overall operations of the Town of Beaufort. It is comprised of the Town Manager, Assistant Town Manager, Town Clerk, and Town Hall Office Manager, and includes several specific functions including economic development, financial analysis, human resources, communications, information/document management, marketing, and strategic planning. Through the Town Manager and Assistant Town Manager, the Administration Department supervises all of the primary functions of the Town, provides leadership and direction to Department Heads, and ensures the organization is addressing the Town's Strategic Priorities and adhering to its Core Values.

### FY14 NOTABLE ACCOMPLISHMENTS

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- Provided staff support to the Board of Commissioners, and Parks & Recreation Advisory Board, and established a new Tree Committee
- Completed state mandated Records Retention and Disposition Schedule
- Applied for \$300K+ funds from the NC Parks and Recreation Trust Fund (PARTF)
- Received \$18K grant from CAMA
- Monitored and managed organization-wide spending to ensure adherence to the FY14 budget appropriation
- Secured designation as an official Tree City USA
- Organized several events including a New Years' Eve celebration and 5K race series for the Boys & Girls Club
- Oversaw alterations and improvements to Town Hall and Grayden Paul Park in anticipation of NPS arrival
- Implemented new newsletter format
- Provided service and direction to all Departments to improve organizational functioning
- Increased organizational outreach and partnering capacity by providing a liaison for the community

### FY15 GOALS

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- Develop new town website
- Continue to develop and implement a functioning employee engagement program to improve productivity, morale, and job satisfaction
- Implement new performance tracking system
- Provide increased marketing, administrative, and logistical support to event organizers to increase participation and attendance, and to help facilitate smooth event operations
- Plan for the design/construction of a replacement fire station, the relocation of Public Works, and the subsequent construction of a new Town park
- Consistently strive to provide responsive, professional, and friendly customer service to the community

### PERFORMANCE MEASURES

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- Timely project completion
- Program/Project effectiveness based on established goals to include citizen feedback, employee turnover and productivity, and cost savings.
- Grant funds received
- Timeliness, content, and appearance of minutes, agendas, newsletters and other communication and documentation tools.

## PERSONNEL

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Beginning in mid-FY15, the Town Clerk position will assume additional communications responsibilities.

POSITION TITLE	FY12	FY13	FY14	FY15
Town Manager	1	1	1	1
Assistant Town Manager	0	0	1	1
Communications & Development Dir.	0	1	0	0
Town Clerk/Public Info Officer	1	1	1	1
Office Manager	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	214,880	284,140	315,249	359,565
Operations	141,494	121,606	134,536	138,900
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>\$356,374</b>	<b>405,746</b>	<b>449,785</b>	<b>498,465</b>

## NOTABLE BUDGET ITEMS

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### OPERATIONS

- Office Contract Services:
  - Information Technology: \$41,000
- Marketing: \$13,200
  - New Website: \$7,000

LINE ITEM DETAIL

EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	242,346	270,000
OVERTIME	0	500
OTHER SALARIES - PART TIME	4,000	8,000
FICA EXPENSE	19,073	20,665
GROUP INSURANCE EXPENSE	23,500	28,000
RETIREMENT EXPENSE	26,330	32,400
TELEPHONE	3,400	3,400
INTERNET/CABLE	7,000	7,000
POSTAGE	4,500	4,500
MARKETING	8,500	13,200
OFFICE SUPPLIES	3,915	3,900
OFFICE EQUIPMENT (NON-CAPITAL)	1,000	1,000
OFFICE EQUIPMENT LEASES	7,100	7,100
OFFICE CONTRACT SERVICES	46,742	46,750
DUES AND SUBSCRIPTIONS	3,000	3,000
MISC. ADMIN EXPENSE	6,600	6,600
TOWN FLAGS		1,200
ELECTRIC	9,000	9,000
WATER/SEWER/SOLID WASTE	1,000	1,000
HUMAN RESOURCES	600	600
OSHA/SAFETY COMPLIANCE	300	300
SAFETY SUPPLIES & MATERIALS	200	200
TRAINING- REGISTRATION & CLASS MAT.	250	500
TRAVEL MILEAGE	750	1,000
MEALS	250	350
LODGING	750	1,000
EQUIPMENT MAINT & REPAIRS	250	250
AUTO FUEL	550	550
VEHICLE MAINT. & REPAIRS	1,100	500
PROFESSIONAL SERVICES	0	-
CONTRACT SERVICES	12,000	12,000
INSURANCE AND BONDS	13,829	14,000
ROAD RACE	1,950	-
<b>ADMINISTRATION SUBTOTAL</b>	<b>\$ 449,785</b>	<b>\$ 498,465</b>

## FINANCE DEPARTMENT

### DESCRIPTION

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The Finance Department provides for the collection of taxes and fees from the property owners and businesses in town. The Department provides support to the Utility Fund for the billing and collection of water and sewer fees. Department staff also process the Town's payroll and payables, submits required reports, and manages the bank reconciliation and general ledger.

### FY14 NOTABLE ACCOMPLISHMENTS

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- Implemented the distribution of monthly YTD expense reports to the Manager and Board of Commissioners
- Achieved timely monthly balancing and bank reconciliation
- Consistently mailed water and sewer bills in a timely fashion
- Revamped the existing chart of accounts into a more useful and accurate system
- Restructured payable procedures to increase efficiency and accuracy
- Worked with Administration Department to improve payroll functioning
- Completed the annual audit on time with no material weaknesses

### FY15 GOALS

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- Smoothly transition to county-collected ad valorem taxes
- Implement a quarterly Department Budget Review process to improve organizational financial management
- Continue to cross train employees to foster individual development and improved department functioning
- Improve the Town's Human Resource functionality
- Increase public access to budget documents and audit reports via the Town website

### PERFORMANCE MEASURES

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- To maintain timely financial reporting to the Town Manager and Board of Commissioners
- To establish departmental goals of collection rates, time-framing of utility customer dispute resolution, and accuracy of posted financial transactions
- Minimal use of overtime to accomplish routine tasks
- Adherence to the NC General Statutes and financial reporting requirements

## PERSONNEL

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In FY13, the Finance Department added a Deputy Finance Officer. In FY14, the Finance Director position was eliminated, citing the need for additional administrative, versus supervisory, capabilities.

POSITION TITLE	FY12	FY13	FY14	FY15
Finance Director	1	1	0	0
Deputy Finance Officer	0	1	1	1
Human Resource Officer	0	0	0	.5
Revenue Supervisor & Tax Collector	1	1	1	0
Tax Collector	0	0	0	.5
Billing Specialist	1	1	1	1
Customer Service Representative	1	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	91,375	275,406	223,408	205,545
Operations	112,608	80,177	52,870	79,558
Capital	3,682	0	0	0
Outlay				
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>\$207,665</b>	<b>355,583</b>	<b>276,278</b>	<b>285,103</b>

## NOTABLE BUDGET ITEMS

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### OPERATIONS

- Contracted Services: \$50,000
  - CSI Accounting software: \$15,000
  - Consulting assistance: \$20,000
- New Tax Collection Admin Expense payable to Carteret County

LINE ITEM DETAIL

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EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	159,900	142,185
OVERTIME	0	-
FICA EXPENSE	15,640	15,640
GROUP INSURANCE EXPENSE	27,000	27,000
RETIREMENT EXPENSE	20,868	20,720
POSTAGE	1,500	1,500
OFFICE SUPPLIES	1,720	1,700
OFFICE CONTRACT SERVICES	1,000	1,000
DUES AND SUBSCRIPTIONS	150	150
TAX REFUND	700	700
TRAINING- REGISTRATION & CLASS MAT.	1,000	1,000
TRAVEL MILEAGE	400	400
MEALS	200	200
LODGING	700	700
EQUIPMENT MAINT & REPAIRS	500	500
PROFESSIONAL SERVICES	45,000	35,000
TAX COLLECTION ADMIN. EXPENSE	0	36,708
<b>FINANCE SUBTOTAL</b>	<b>276,278</b>	<b>285,103</b>

DESCRIPTION

The Facilities Maintenance Department is responsible for maintaining proper functionality of Town buildings and grounds. Staff performs routine repairs, supervises construction projects, monitors neighborhoods for cleanliness and safety, and maintains landscaping on all Town property to include parks, streets, and green spaces. The activities of the Facilities Maintenance Department directly further several of the Town’s Strategic Priorities, specifically Public Safety, Parks/Recreation/Outdoors, and Sense of Place.

FY14 NOTABLE ACCOMPLISHMENTS

- Assisted in renovating Town Hall to prepare for NPS arrival
- Completion of new sign at Town Hall
- Assisted in renovation work needed for the mold remediation project at the existing fire department
- Coordinated and performed the maintenance and upkeep of Randolph Johnson Park, tennis and basketball courts, boardwalk, public right-of-ways, and Oceanview Cemetary
- Partnered with private citizens on the street sign replacement program in the National Historic District
- Established a strong working relationship with the Beaufort Garden Club
- Established successful work plan for revised staffing configuration to include one (1) supervisor, one (1) maintenance worker and two (2) inmates
- Planted replacement trees for those removed during the last utility maintenance work.

FY15 GOALS

- Relocate the Public Works Yard to convert the existing area to public green space (Water Tower Park)
- Spearhead the landscaping and planting of the area surrounding the tennis and basketball courts
- Continue to work with the Beaufort Garden Club, the Beaufort Business Association, and other community groups to maintain and improve Beaufort streetscapes and wayfinding
- Improve Town water access capabilities through improvements to Fisherman’s Park

PERFORMANCE MEASURES

- Citizen feedback with respect to responsiveness, courteousness, and professionalism
- Functional and aesthetic quality of work
- Measures of productivity
- Overall condition of Town-owned properties and facilities

PERSONNEL

POSITION TITLE	FY12	FY13	FY14	FY15
Supervisor	1	1	1	1
Maintenance Worker	2	2	2	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	91,375	99,131	92,000	93,400
Operations	112,608	146,530	85,300	101,600
Capital Outlay	128,664	49,502	120,900	60,000
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>\$332,647</b>	<b>\$295,163</b>	<b>298,200</b>	<b>255,000</b>

## NOTABLE BUDGET ITEMS

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### OPERATIONS

- Docks & Boardwalk Maintenance: \$10,000
  - Fishermen's Park: \$5,000 in matching funds for CAMA grant; improvements include ADA accessibility alterations and a floating dock
- Park Contracted Services: \$60,000
  - Funds earmarked for Water Tower Park in anticipation of receiving a PARTF grant
- Parking lot rentals: \$8,100

LINE ITEM DETAIL

EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	62,000	63,000
OVERTIME	1,000	1,000
FICA EXPENSE	6,500	6,500
GROUP INSURANCE EXPENSE	14,600	15,000
RETIREMENT EXPENSE	7,900	7,900
TELEPHONE- CELLULAR	900	1,000
OFFICE SUPPLIES	500	500
ELECTRIC	1,300	1,300
WATER/SEWER/SOLID WASTE	800	800
UNIFORMS	500	500
TOWN HALL BLDG MAINT	4,800	3,000
TOWN HALL GROUND MAINT	500	500
TOWN HALL JANITORIAL SUPPLIES	1,200	1,200
TOWN HALL CONTRACTED SERVICES	47,900	10,000
TRAIN DEPOT BLDG MAINT	1,000	1,000
TRAIN DEPOT GROUND MAINT	200	200
TRAIN DEPOT JANITORIAL SUPPLIES	500	500
TRAIN DEPOT CONTRACTED SERVICES	4,000	4,000
POLICE DEPT BLDG MAINT	2,000	4,000
POLICE DEPT GROUND MAINT	500	1,000
POLICE DEPT JANITORIAL SUPPLIES	1,200	1,200
POLICE DEPT CONTRACTED SERVICES	8,500	5,000
PUBLIC WORKS BLDG MAINT	1,000	1,000
PUBLIC WORKS GROUND MAINT	500	500
PUBLIC WORKS JANITORIAL SUPPLIES	1,000	1,000
PUBLIC WORKS CONTRACTED SERVICES	1,000	1,000
CEMETARY MAINTENANCE	3,500	3,500
PUBLIC RESTROOM BLDG MAINT	2,500	2,500
PUBLIC RESTROOM JANITORIAL SUPPLY	5,000	5,000
PARKS MAINTENANCE	8,500	8,500
PARKS CONTRACTED SERVICES	0	60,000
DOCKS AND BOARDWALK MAINT	72,000	10,000
PUBLIC R.O.W. MAINT	10,000	5,000
NON-CAPITAL EQUIPMENT PURCHASE	1,750	1,750
EQUIPMENT MAINT. & REPAIRS	1,750	1,750
PROPERTY LEASES	8,100	8,100
DEPARTMENTAL SUPPLIES & MATERIALS	2,500	2,500
CONTRACTED SERVICES	7,000	10,000
SPECIAL EVENTS	3,800	3,800
<b>FACILITIES &amp; GROUNDS SUBTOTAL</b>	<b>\$ 298,200</b>	<b>\$ 255,000</b>

### DESCRIPTION

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Under the direction of the Public Works Department Supervisor, the department is responsible for the maintenance of public rights of way and sidewalks, drainage structures, collection of household refuse and recyclables, the collection of yard debris and other household refuse and the minor repair of public owned vehicles. The activities of the Public Works Department advance several of the Town's Strategic Priorities, specifically Infrastructure, Public Safety, and Sense of Place.

### FY14 NOTABLE ACCOMPLISHMENTS

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- 220 miles of public right of way swept annually
- Refuse collection for 2174 residential and business customers totally approximately 1,500 tons
- Recycling collection for 2174 residential and business customers totally approximately 250 tons
- Yard waste collection of 250 tons for the year
- Increased inmate labor from four (4) to six (6) individuals
- Completed the restriping of Front Street parking spaces
- Performed numerous special requests for various businesses, institutions and residents of the town
- Coordinated two (2) community clean-up events
- Disposed of, through public auction, \$19,000 of surplus equipment

### FY15 GOALS

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- To transition to once a week, Town-wide pick up of all trash, recycling, and yard debris.
- The establishment of uniform trash and recycling receptacles and protocols for Beaufort businesses
- To provide courteous, efficient cost saving service to the community
- To institute a road repaving/improvement program to address the condition of public streets and rights of way
- To evaluate the community collection systems (household refuse, extra trash, recycling) to establish a more efficient, energy conserving, effective means to conduct these activities.
- To address drainage concerns and develop a systematic maintenance program for Town drainage infrastructure.
- Provide timely repairs of Town owned vehicles and equipment.

### PERFORMANCE MEASURES

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- Statistical data will be collected and analyzed to provide for cost effectiveness of activities such as cost per ton, employee cost per function, etc.
- Reduction of drainage complaints through the use of a systematic drainage maintenance program.
- Improved pavement surfaces in Town
- Continued household pick up of refuse, debris and recyclables on a weekly cycle

## PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
Public Works Director	1	1	0	0
Public Works Supervisor	1	1	1	1
Garbage Truck Driver	2	2	2	2
Extra Trash Truck Driver	2	2	2	2
Mechanic	3	2	2	1
Heavy Equipment Operator	1	1	1	1
Office Manager	1	1	0.5	0.5
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>8.5</b>	<b>8.5</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	597,703	475,972	435,522	385,500
Operations	629,663	293,373	366,342	387,750
Street Lights	108,992	109,642	122,000	122,000
Street Maintenance	78,464	119,938	220,000	222,000
Capital Outlay	221,028	99,498	0	0
Debt Service	7,535	30,139	30,139	30,140
<b>TOTAL</b>	<b>\$1,640,385</b>	<b>\$1,157,299</b>	<b>\$1,174,003</b>	<b>\$1,147,390</b>

## NOTABLE BUDGET ITEMS

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### PERSONNEL

- Anticipated retirement of a mechanic mid-year

### OPERATIONS

- Fuel Costs: \$45,000
- Vehicle Maintenance: \$28,000
- Dredging: \$60,000

### EQUIPMENT PURCHASES: \$31,000

- The Public Works Department will use funds from the \$.03 tax increase to purchase several much needed pieces of equipment to include the following
  - Hydraulic tippers for trash truck
  - Diagnostic tablet for garage
  - Crimping machine for garage

LINE ITEM DETAIL

EXPENDITURES	FY14	FY15
	PROJECTED	PROPOSED
SALARIES AND WAGES	301,388	260,000
OVERTIME	13,000	12,000
FICA EXPENSE	25,314	19,900
GROUP INSURANCE EXPENSE	51,000	62,400
RETIREMENT EXPENSE	37,320	31,200
UNEMPLOYMENT EXPENSE	7,500	-
TELEPHONE	1,575	2,000
TELEPHONE- CELLULAR	3,700	4,000
INTERNET/CABLE	1,150	1,500
POSTAGE	3,559	4,500
OFFICE SUPPLIES	1,205	1,750
OFFICE EQUIPMENT LEASES	2,530	3,100
OFFICE CONTRACT SERVICES	1,800	2,000
DUES AND SUBSCRIPTIONS	128	150
ELECTRIC	5,500	5,500
LP GAS	6,000	3,000
WATER/SEWER/SOLID WASTE	500	750
HUMAN RESOURCES	500	500
OSHA/SAFETY	1,500	1,750
SAFETY SUPPLIES & MATERIALS	500	500
TRAINING- REGISTRATION & CLASS MAT.	400	400
TRAVEL MILEAGE	100	100
UNIFORMS	6,890	7,000
NON-CAPITAL EQUIPMENT PURCHASE	4,000	31,000
EQUIPMENT MAINT. & REPAIRS	5,000	5,000
AUTO FUEL	52,544	45,000
VEHICLE MAINT. & REPAIRS	27,500	28,000
DEPARTMENTAL SUPPLIES & MATERIALS	6,300	5,000
STREET CONT. SERVICES	208,000	192,000
STREET SUPPLIES & MATERIALS	12,000	30,000
CONTRACTED SERVICES	3,850	3,500
INMATE CONTRACT SERVICES	2,000	2,000
MOSQUITO CONTROL	0	2,000
CONTRACTED SVC-RECYCLING	56,000	56,000
SOLID WASTE DISPOSAL FEE	77,000	77,000
DREDGING EXPENSE	60,000	60,000
INSURANCE AND BONDS	34,611	34,750
STREET LIGHTS	122,000	122,000
DEBT SERVICE- PRINCIPAL	27,597	28,328
DEBT SERVICE-INTEREST	2,542	1,812
<b>PUBLIC WORKS SUBTOTAL</b>	<b>1,174,003</b>	<b>1,147,390</b>

### DESCRIPTION

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Under the direction of the Town Planner, the department provides land use and development information to the public, reviews development plans, issues building permits, and performs building inspections. The Planning Department is also responsible for code enforcement, and provides staff support to the Historic Preservation Commission, Planning Board, and Board of Adjustment. The activities of the Planning Department directly further several of the Town's Strategic Priorities, specifically Parks/Recreation/Outdoors, Economic Development, and Sense of Place.

### FY14 NOTABLE ACCOMPLISHMENTS

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- Completion of the Land Development Ordinance (LDO)
- Reached an agreement with the NC Water Resources to participate in a five year agreement for dredging bulkhead channel.
- Obtained Major CAMA permit for the NPS Ferry Service.
- Review of three (3) preliminary plats and recorded two (2) final plats.
- Presented seven (7) requests for changes to the official zoning map.
- Processed two (2) major site plans and four (4) Board of Adjustment cases.
- Retention of Class Eight (8) status in the Community Rating System for National Flood Insurance Program.
- Successfully navigated the FEMA audit.
- Building Inspector advanced to Level II Certification in Plumbing and Mechanical fields.

### FY15 GOALS

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- Update of the Town's Subdivision Ordinance.
- Pursue funding for the implementation for the Comprehensive Bicycle Plan.
- Implementation of way-finding elements shown in Town of Beaufort Entry Master Plan.
- Continued development to overlay districts in an effort to improve aesthetics and environmental impacts.
- Continuation of RS-5 rezoning of Old Town/New Town areas to bring nonconforming properties into conformity.
- Develop a Comprehensive Code Enforcement Plan to update and enforce Town nuisances.
- Adoption by the Town of the proposed Hazard Mitigation Plan.

### PERFORMANCE MEASURES

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- Numbers of inspections performed
- Number of site plans submitted and processed
- Ability to retain the FEMA Community Service Rating
- Project completion measures: timeliness, report quality, cost efficiency
- Citizen feedback regarding helpfulness, knowledge, responsiveness, professionalism

## PERSONNEL

---

POSITION TITLE	FY12	FY13	FY14	FY15
Planning Director	1	1	1	1
Building Inspector	1	1	1	1
Administrative Specialist	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## BUDGET

---

	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	177,733	186,436	197,200	202,300
Operations	42,632	36,936	18,465	25,850
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>\$220,366</b>	<b>223,372</b>	<b>215,665</b>	<b>228,150</b>

## NOTABLE BUDGET ITEMS

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### PROFESSIONAL SERVICES

- The department realizes the need for a contracted/part time building inspector based on the amount of projected construction activity for FY15. The use of contracted/part time inspector will also allow for the opportunity for staff to evaluate if an additional full time inspector will be needed for FY16 or if contracting this service this way is more effective. Staff is requesting an additional \$5,000 to be added for a total of \$10,000 to cover this additional cost.

LINE ITEM DETAIL- OPERATIONS

EXPENDITURES	FY14	FY15
	PROJECTED	PROPOSED
SALARIES AND WAGES	143,500	145,100
OVERTIME	2,825	2,000
FICA EXPENSE	11,200	11,300
GROUP INSURANCE EXPENSE	22,000	26,000
RETIREMENT EXPENSE	17,675	17,900
TELEPHONE- CELLULAR	350	700
POSTAGE	500	500
OFFICE SUPPLIES	4,000	3,000
DUES AND SUBSCRIPTIONS	800	800
HUMAN RESOURCES	32	100
OSHA/SAFETY	68	100
TRAINING- REGISTRATION & CLASS MAT.	1,450	1,100
TRAVEL MILEAGE	796	500
MEALS	450	500
LODGING	1,100	1,100
NON-CAPITAL EQUIPMENT PURCHASE	0	2,000
AUTO FUEL	1,336	1,500
VEHICLE MAINT. & REPAIRS	150	500
PERMITS & FEES RECURRING	800	-
HISTORIC COMM-SUPPLIES	95	100
HISTORIC COMM-LEGAL EXP	450	1,000
HISTORIC COMM-TRAVEL	1,105	1,100
PROFESSIONAL SERVICES	3,748	10,000
INSURANCE & BONDS	1,235	1,250
<b>PLANNING &amp; INSPECTIONS SUBTOTAL</b>	<b>\$ 215,665</b>	<b>\$ 228,150</b>

## POLICE DEPARTMENT

### DESCRIPTION

---

Under the direction of the Police Chief, the Police Department is responsible for the safety of our citizens and visitors through 24 hour emergency and non-emergency response and the enforcement of local, state and federal laws. The Department conducts public outreach programs to assist the residents in safety programs such as the establishment of community (neighborhood) watch programs, public information sessions on identity theft and how to make your home safe. The Department strives to be responsive to the law enforcement needs of our community and to provide this service in a professional, timely and efficient manner.

### FY14 NOTABLE ACCOMPLISHMENTS

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- Began new community outreach program with great success – Coffee with a Cop
- Upgraded technology to ensure officers are able to process via in-car computers required reports in the field opposed to in the office.
- Maintained low crime through visibility and timely responses to crimes

### FY15 GOALS

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- Apply for COPS grant
- Assist in managing new traffic patterns due to new bridge / road construction
- Continue to ensure motorists are provided safe travel on the roads / highways through visibility and enforcement measures.
- Through actions, visibility, and open communications with the public, provide for the continued low crime rate.

### PERFORMANCE MEASURES

---

- Statistical data compilation as to response times, change in types of offenses and percent of crimes solved.
- Staff's ability to seek and obtain grant funding for needed departmental supplies, equipment and/or new programs.
- Timely and professionally administered training programs for all staff so as to maintain a well trained staff that is current in law enforcement techniques and programs.
- Citizen feedback regarding helpfulness, responsiveness, professionalism, and friendliness

### PERSONNEL

---

POSITION TITLE	FY12	FY13	FY14	FY15
Police Chief	1	1	1	1
Major	1	1	1	1
Shift Supervisor	4	4	4	4
Patrol Officers	12	12	8	8
Investigator	1	2	1	1
Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>16</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	987,307	916,035	943,275	951,200
Operations	206,119	186,905	193,444	186,500
Capital Outlay	46,086	0	0	180,000
Debt Service	0	0	0	0
<b>TOTAL</b>	<b>\$1,239,512</b>	<b>\$1,102,940</b>	<b>\$1,136,719</b>	<b>\$1,137,700</b>

## NOTABLE BUDGET ITEMS

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### CAPITAL OUTLAY VIA CAPITAL PROJECTS FUND

- The Police Department is in dire need of several replacement vehicles (\$25,000/each x 5) and associated radar/camera equipment (\$55,000). These purchase will be made using the Capital Projects Fund using revenues derived from the \$.03 increase in the ad valorem tax rate.

LINE ITEM DETAIL- OPERATIONS

EXPENDITURES	FY14	FY15
	PROJECTED	PROPOSED
SALARIES AND WAGES	680,000	680,000
OVERTIME	13,000	13,000
OTHER SALARIES - PART TIME	7,500	7,500
FICA EXPENSE	51,700	51,700
GROUP INSURANCE EXPENSE	112,075	120,000
RETIREMENT EXPENSE	79,000	79,000
TELEPHONE	2,500	2,500
TELEPHONE- CELLULAR	14,810	15,000
INTERNET/CABLE	1,000	1,000
POSTAGE	900	1,000
OFFICE SUPPLIES	2,000	2,000
OFFICE EQUIPMENT (NON-CAPITAL)	2,500	2,000
OFFICE EQUIPMENT LEASES	5,200	5,500
OFFICE CONTRACT SERVICES	3,252	15,000
DUES AND SUBSCRIPTIONS	500	500
MISC. ADMIN. EXPENSE	1,200	1,000
GRANT REFUND	2,163	-
ELECTRIC	7,200	7,200
WATER/SEWER/SOLID WASTE	2,000	2,000
HUMAN RESOURCES	2,000	2,000
OSHA/SAFETY COMPLIANCE	250	250
SAFETY SUPPLIES & MATERIALS	800	-
TRAINING- REGISTRATION & CLASS MAT.	250	250
MEALS	2,870	3,000
LODGING	318	1,200
UNIFORMS	15,000	10,000
EQUIPMENT MAINT. & REPAIRS	2,000	2,000
AUTO FUEL	42,000	40,000
VEHICLE MAINT. & REPAIRS	12,000	12,000
DEPARTMENTAL SUPPLIES	8,700	8,700
CAPITAL EQUIPMENT - VEHICLES	0	180,000
PROFESSIONAL SERVICES	182	-
CONTRACTED SERVICES	9,500	-
INSURANCE AND BONDS	51,549	51,600
CRIME PREVENTION	800	800
<b>POLICE DEPARTMENT SUBTOTAL</b>	<b>\$ 1,136,719</b>	<b>\$ 1,317,700</b>

## UTILITY FUND

### UTILITY FUND - BUDGET AT A GLANCE

	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
<b><u>REVENUE</u></b>			
Regular Water Service	823,425	818,000	832,000
Regular Sewer Service	2,130,480	2,149,100	2,172,000
Tap & Connection Fees	33,966	25,500	39,000
Impact Fees	25,650	69,300	140,000
Interest	7,996	0	0
Miscellaneous	87,335	55,500	58,000
<b>TOTAL REVENUE</b>	<b>3,108,852</b>	<b>3,117,400</b>	<b>3,241,000</b>
<b><u>OPERATING EXPENSES</u></b>			
Water Department	554,829	499,450	507,600
Sewer Department	241,289	324,766	337,598
Wastewater Treatment	789,521	709,915	692,626
<b>OPERATING EXPENSES SUBTOTAL</b>	<b>1,585,639</b>	<b>1,534,131</b>	<b>1,537,824</b>
<b><u>DEBT SERVICE</u></b>			
Water Department	175,968	361,835	210,222
Sewer Department	457,208	450,578	442,951
Wastewater Treatment	937,208	924,535	910,003
<b>DEBT SERVICE SUBTOTAL</b>	<b>1,570,384</b>	<b>1,736,948</b>	<b>1,563,176</b>
<b>TOTAL EXPENDITURES</b>	<b>3,156,023</b>	<b>3,271,079</b>	<b>3,101,000</b>
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(47,171)</b>	<b>(153,679)</b>	<b>140,000</b>
<b><u>TRANSFERS</u></b>			
To Glenda Drive Capital Project	(14,340)	0	0
To Utility Capital Reserve Fund	0	(69,300)	(140,000)
<b>USE OF UNAPPROPRIATED FUND BALANCE</b>	<b>(61,511)</b>	<b>(222,979)</b>	<b>0</b>

### DESCRIPTION

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The Sewer Division is responsible for the maintenance of the sewer transmission system for the Town. There are approximately 25 miles of gravity sewer line, 28 miles of force main lines, and 20 pump stations comprising the Town sewer collection system. The activities of the Sewer Division directly further the Town's expressed Strategic Priority of maintaining and improving its infrastructure.

### FY14 NOTABLE ACCOMPLISHMENTS

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- Maintained an effective and efficient sanitary sewer collection system
- The weekly inspection of 20 pump stations
- Cleaning and maintenance of stormwater infrastructure
- Maintained an efficient and effective customer response for repair and line location
- Installed new sewer taps for emerging development in Beaufort

### FY15 GOALS

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- To update or replace generators in the Town's sewer lift stations
- To provide adequate service for the expansion of the North River Club development
- To provide adequate service for the expansion of the Beaufort East development
- To digitize existing sewer utility mains and service lines for data analysis and manipulation
- To provide courteous and efficient customer service and timely response to customer needs and requests
- To operate the sewer collection system in accordance with the requirements and guidelines of state and other regulatory agencies
- To be proactive in addressing situations of known stormwater infiltration into the sewer system
- To inspect, maintain and repair as needed the mechanical apparatus in the 20 pump stations
- To provide for the routine maintenance and cleaning of the Town owned stormwater drainage infrastructure
- To provide for staff training and professional development, in order to maintain a highly qualified staff
- To provide 24 hour service to the community in meeting sewer system needs.

### PERFORMANCE MEASURES

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- Provide responsive service/repair to the community sewer system
- To maintain, clean, and rehabilitate sewer transmission lines in a systematic program
- To daily inspect and repair as needed the mechanical equipment contained in the sewer pump stations
- To respond in a timely manner to any customer repair needs or any other emergency scenarios involving the sewer collection system
- To provide routine maintenance of the stormwater infrastructure to maximize the drainage of public and personal property during storm events
- Maintain and enhance staff certifications and capabilities through training attendance and satisfactory completion

## PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
System Supervisor	1	1	1	1
Senior Line Mechanic	1	1	1	1
Line Maintenance Mechanic	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## BUDGET

---

	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	156,560	167,267	165,800	193,250
Operations	134,463	74,264	158,966	144,348
Capital Outlay	17,894	0	0	0
Debt Service	464,545	457,208	450,578	442,951
<b>TOTAL</b>	<b>\$773,462</b>	<b>\$698,739</b>	<b>\$775,344</b>	<b>\$780,549</b>

## NOTABLE BUDGET ITEMS

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LINE ITEM DETAIL

EXPENDITURES	FY14	FY15
	PROJECTED	PROPOSED
SALARIES AND WAGES	109,000	130,000
OVERTIME	12,000	13,000
FICA EXPENSE	9,300	9,500
GROUP INSURANCE EXPENSE	21,000	23,250
RETIREMENT EXPENSE	14,500	15,500
EMPLOYEE DEVELOPMENT	-	2,000
TELEPHONE	4,100	4,000
TELEPHONE- CELLULAR	1,675	1,800
INTERNET/CABLE	-	2,000
POSTAGE	4,300	4,100
OFFICE SUPPLIES	500	750
OFFICE CONTRACT SERVICES	2,500	2,200
ELECTRIC	37,000	34,000
HUMAN RESOURCES	500	500
OSHA/SAFETY	500	500
SAFETY SUPPLIES AND MATERIALS	500	500
TRAINING- REGISTRATION & CLASS MATERIAL	1,000	1,000
MEALS	200	250
LODGING	478	500
UNIFORMS	3,500	3,200
BUILDING MAINTENANCE	1,000	1,000
JANITORIAL SUPPLIES	500	500
EQUIPMENT LEASE	14,500	11,000
EQUIPMENT MAINTENANCE & REPAIRS	15,000	15,000
AUTO FUEL	18,665	17,000
VEHICLE MAINTENANCE & REPAIRS	6,500	7,500
PERMITS AND FEES	2,000	2,000
DEPARTMENT SUPPLIES	4,000	5,000
CONTRACT SERVICES	25,000	15,000
INSURANCE & BONDS	15,048	15,048
CAPITAL OUTLAY - EQUIPMENT	-	-
DEBT SERVICE-PRINCIPAL	337,508	337,508
DEBT SERVICE-INTEREST	113,070	105,443
<b>SEWER DEPARTMENT SUBTOTAL</b>	<b>\$ 775,344</b>	<b>\$ 780,549</b>

## WASTEWATER TREATMENT DEPARTMENT

### DESCRIPTION

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The Wastewater Treatment Plant Division operates a permitted 1.5 million gallon per day facility that treats the collected sewage of the Town. The operation discharge enters into the eastern end of Taylors Creek in compliance with state and federal guidelines. The activities of the WWTP Division directly further the Town's expressed Strategic Priority of maintaining and improving its infrastructure.

### FY14 NOTABLE ACCOMPLISHMENTS

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- The plant operated in 100% compliance of state and federal requirements and guidelines
- The staff performed cost saving preventative maintenance versus the outsourcing of the needed work

### FY15 GOALS

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- Ensure state and federal permit requirements are met or exceeded
- Perform routine maintenance of the component parts of the system on a regular basis
- Perform all work in observance of all safety measures and procedures
- To provide for staff training and professional development in order to maintain a highly qualified staff
- To perform more compliance testing in house to save on compliance testing costs
- To provide adequate service for the expansion of the North River Club development
- To provide adequate service for the expansion of the Beaufort East development.

### PERFORMANCE MEASURES

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- Operational compliance with all state and federal requirements, guidelines, and permits
- To develop operation changes to reduce utility (electricity) usage
- To develop, implement, and follow routine maintenance schedule for plant operation
- To conduct and submit all reporting, sample taking, and system data collection in accordance with all state and federal guidelines and requirements
- Maintain and enhance staff certifications and capabilities through training attendance and satisfactory completion

### PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
Public Utilities Supervisor	0	0	0	1
Supervisor	1	1	1	0
Senior Plant Mechanic	1	1	1	1
Lab Technician	1	1	1	1
Plant Maintenance Mechanic	2	2	2	2
<b>TOTAL</b>	5	5	5	5

## BUDGET

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	FY12	FY13	FY14	FY15
	ACTUAL	ACTUAL	PROJECTED	PROPOSED
Personnel	312,563	300,162	354,500	346,628
Operations	397,852	489,359	355,415	345,998
Capital Outlay	0	0	0	0
Debt Service	914,685	937,208	924,535	910,003
<b>TOTAL</b>	<b>\$1,625,100</b>	<b>\$1,726,729</b>	<b>\$1,634,450</b>	<b>\$1,602,629</b>

## NOTABLE BUDGET ITEMS

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LINE ITEM DETAIL

EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	235,000	245,128
OVERTIME	28,000	21,000
FICA EXPENSE	21,000	18,500
GROUP INSURANCE EXPENSE	39,000	31,000
RETIREMENT EXPENSE	31,500	28,000
EMPLOYEE DEVELOPMENT	-	3,000
TELEPHONE	5,500	3,000
TELEPHONE- CELLULAR	1,500	1,500
INTERNET/CABLE	97	2,900
POSTAGE	500	500
OFFICE SUPPLIES	2,000	2,000
ADMINISTRATIVE EXPENSE ALLOCATION	15,000	15,000
DUES AND SUBSCRIPTIONS	400	450
ELECTRIC	128,000	128,000
WATER/SEWER/SOLID WASTE	600	750
HUMAN RESOURCES	250	250
OSHA/SAFETY	1,100	1,100
TRAINING- REGISTRATION & CLASS MATERIAL	2,750	2,000
MEALS	222	200
LODGING	478	500
UNIFORMS	3,300	3,000
BUILDING MAINTENANCE	12,000	10,000
JANITORIAL SUPPLIES	800	500
NON-CAPITAL EQUIPMENT PURCHASE	1,500	2,500
EQUIPMENT MAINENANCE & REPAIRS	16,000	16,000
AUTO FUEL	9,000	8,000
VEHICLE MAINTENANCE & REPAIRS	3,000	3,500
PERMITS AND FEES- RECURRING	4,000	4,000
COMPLIANCE TESTING	12,000	13,000
DEPARTMENTAL SUPPLIES	31,820	32,000
PROFESSIONAL SERVICES	13,000	12,000
CONTRACTED SERVICES	27,250	20,000
INSURANCE AND BONDS	63,348	63,348
DEBT SERVICE - PRINCIPAL	692,017	692,017
DEBT SERVICE - INTEREST	232,518	217,986
<b>WWTP DEPARTMENT SUBTOTAL</b>	<b>1,634,450</b>	<b>1,602,629</b>

### DESCRIPTION

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The Water Division is responsible for the collection, treatment, and delivery of potable water to all residences and businesses with the Town. The Water Department operates with two (2) water treatment facilities (Pine Street and Glenda Drive) and has a designated potable water flow rate of 1.2 million gallons per day. The activities of the Water Division directly further the Town's expressed Strategic Priority of maintaining and improving its infrastructure..

### FY14 NOTABLE ACCOMPLISHMENTS

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- Addressed leaks and other service interruptions in a timely manner while minimizing the length of time users were inconvenienced
- Timely and accurate reading of water meters
- Operation of a treatment and distribution system to provide potable water to the Town residences and businesses
- Both water treatment facilities (Pine Street and Glenda Drive) operated with 100% compliance with federal, state, and other regulatory agencies
- Installed new water taps for emerging development in Beaufort

### FY15 GOALS

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- To replace all current analog water meters with digital radio frequency meters to provide a more effective and efficient means of obtaining water meter data
- To provide adequate service for the expansion of the North River Club development
- To provide adequate service for the expansion of the Beaufort East development
- To perform coating and sealing repairs on the Pine Street ground storage tank to prevent contamination of the Town's water supply
- To digitize existing water utility mains and service lines for data analysis and manipulation
- To provide courteous, efficient, timely, and reliable service in meeting the water needs of the community
- To operate a water treatment system in accordance with current guidelines and requirements of the state and other regulatory agencies
- To perform new water tap services in a timely and professional manner
- To provide timely, 24-hour response repair service to the community
- To develop operational cost reduction practices in order to positively impact customer usage fees.

### PERFORMANCE MEASURES

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- Maintain an efficient water delivery system which calculates water produced versus water delivered for consumption
- Meet Division goals for service interruption response time
- Provide accurate meter reading to minimize customer concerns as to billing discrepancies
- Timely reporting on required testing and sample taking of produced water
- Maintain and enhance staff certifications and capabilities through training attendance and satisfactory completion

## PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
System Supervisor	1	1	1	1
Water System Operator	1	1	1	1
Senior Line Mechanic	1	1	1	1
Utility Field Service Specialist	2	2	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	207,135	187,990	195,250	221,750
Operations	424,510	366,839	304,200	285,850
Capital Outlay	290,762	0	0	0
Debt Service	73,280	175,968	361,835	210,222
<b>TOTAL</b>	<b>\$995,687</b>	<b>\$730,797</b>	<b>\$861,285</b>	<b>\$717,822</b>

## NOTABLE BUDGET ITEMS

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LINE ITEM DETAIL

EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES AND WAGES	131,500	156,000
OVERTIME	7,250	7,250
FICA EXPENSE	11,500	11,500
GROUP INSURANCE EXPENSE	28,000	28,000
RETIREMENT EXPENSE	17,000	17,000
EMPLOYEE DEVELOPMENT	-	2,000
TELEPHONE	800	500
TELEPHONE- CELLULAR	1,500	1,500
POSTAGE	4,500	4,500
OFFICE SUPPLIES	2,000	2,000
OFFICE CONTRACT SERVICES	2,600	2,000
ADMINISTRATION EXPENSE ALLOCATION	15,000	15,000
DUES AND SUBSCRIPTIONS	1,750	1,000
ELECTRIC	33,000	34,000
LP GAS	2,000	1,500
WATER/SEWER/SOLID WASTE	600	750
HUMAN RESOURCES	500	500
OSHA/SAFETY	1,500	1,000
TRAINING- REGISTRATION & CLASS MATERIAL	1,250	1,500
MEALS	100	100
LODGING	500	400
UNIFORMS	3,000	2,200
BUILDING MAINTENANCE	500	2,500
JANITORIAL SUPPLIES	250	500
NON-CAPITAL EQUIPMENT PURCHASE	4,500	5,000
EQUIPMENT MAINTENANCE & REPAIRS	35,375	32,000
AUTO FUEL	12,000	10,500
VEHICLE MAINTENANCE & REPAIRS	2,500	2,500
PERMITS AND FEES	8,500	7,100
COMPLIANCE TESTING	13,751	14,000
DEPARTMENT SUPPLIES	73,115	73,000
CONTRACT SERVICES	34,000	28,500
COUNTY WATER PURCHASE	32,361	25,000
INSURANCE AND BONDS	16,748	16,800
DEBT SERVICE - PRINCIPAL	214,791	160,612
DEBT SERVICE - INTEREST	147,044	49,610
<b>WATER DEPARTMENT SUBTOTAL</b>	<b>861,285</b>	<b>717,822</b>

## FIRE FUND

### FIRE FUND - BUDGET AT A GLANCE

	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
<b>REVENUE</b>			
General Fund Allocations	584,000	795,364	790,133
Fire District Ad Valorem Tax	322,385	322,000	318,975
Fire District Sales Tax	78,000	90,000	90,000
Investment Income	422	1,850	1,800
Grants	14,279	1,074	0
Insurance Reimbursement	0	15,228	0
Miscellaneous	2,430	0	0
Loan Proceeds	359,858	0	90,000
<b>TOTAL REVENUE</b>	<b>1,361,374</b>	<b>1,225,516</b>	<b>1,290,908</b>
<b>EXPENSES</b>			
Personnel	775,795	855,634	917,141
Operations	128,081	170,051	150,750
Capital Outlay	376,444	50,000	90,000
Debt Service	65,025	110,531	103,017
<b>TOTAL EXPENDITURES</b>	<b>1,345,345</b>	<b>1,186,216</b>	<b>1,260,908</b>
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>	<b>16,029</b>	<b>39,300</b>	<b>30,000</b>
<b>TRANSFERS</b>			
To General Fund (Fire Substation)	0	109,978	30,000
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>16,029</b>	<b>(70,678)</b>	<b>0</b>
<b>YEAR-END FUND BALANCE</b>	<b>105,363</b>	<b>34,685</b>	<b>34,685</b>

### DESCRIPTION

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Under the direction of the Fire Chief, the Fire Department is responsible for providing the best quality fire protection to the community in the most efficient, cost effective, and professional manner possible. The department also facilitates and hosts community outreach and educational training. The department performs systematic inspections of business operations to assist the locations in minimizing their risk for fire. Working in conjunction with Beaufort Emergency Medical Service as a first responder, the department also enhances the community's medical response capabilities.

### FY14 NOTABLE ACCOMPLISHMENTS

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- The department responded to 958 incidents with 639 located within Town limits. The average municipal response time was 3.51 minutes
- Provided educational and fire prevention programs to schools and daycare centers reaching approximately 500 children, as well as education services to NOAA, Carteret County Library, and local businesses.
- Completed 174 commercial fire inspections
- Completed training hours for volunteer and career staff totaled 3,724
- Completed construction of Hwy 101 substation, with operations commencing January 2014. Successfully completed inspection by North Carolina Office of the State Fire Marshal and expect fire insurance ratings for properties beyond six (6) miles from our main station to be lowered from a 10 to a 9 or a 5 if within 1,000 sq. ft. of a hydrant.

### FY15 GOALS

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- Development of specifications for a new fire station
- Continue to expand community outreach and educational programs
- To maintain current department standards on call response time
- Continue to provide staff training and professional development in order to maintain a qualified, well-trained staff.

### PERFORMANCE MEASURES

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- To maintain a response time within the Town limits of under four (4) minutes
- To continue to assist Beaufort Emergency Medical Services as a first responder.
- To maintain regularly scheduled maintenance of all equipment and apparatus.
- To evaluate cost savings measures for service delivery while reducing departmental costs when possible.
- Maintenance of staff certifications and capabilities through training attendance and satisfactory completion.

## PERSONNEL

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POSITION TITLE	FY12	FY13	FY14	FY15
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
40-hour Firefighter	1	1	1	0
Captain	3	3	3	3
Lieutenant	2	2	2	3
Engineer	4	4	4	3
Firefighter	3	3	3	3
Administrative Specialist	1	1	1	1
<b>TOTAL</b>	16	16	16	15

## BUDGET

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	FY12 ACTUAL	FY13 ACTUAL	FY14 PROJECTED	FY15 PROPOSED
Personnel	766,658	775,795	855,634	917,141
Operations	143,384	128,081	170,051	150,750
Capital Outlay	0	376,444	50,000	90,000
Debt Service	65,025	65,025	110,531	103,017
<b>TOTAL</b>	<b>975,067</b>	<b>1,345,345</b>	<b>1,186,216</b>	<b>1,260,908</b>

## NOTABLE BUDGET ITEMS

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### PERSONNEL

- Personnel includes \$30,000 in anticipation of increased personnel needs associated with the new substation and/or potential expansion of the Beaufort Fire District.

### OPERATIONS

- Auto Fuel: Fuel costs are expected to increase due to the additional vehicles in use at the new substation and anticipated expansion of the Beaufort Fire District. FY15 includes an estimated 25% increase FY14.

### DEBT SERVICE

- Fire/Rescue Boat: During the past two years, there were over a dozen incidents (water rescues and vessel fires) that required a mutual aid watercraft response from Morehead City and Atlantic Beach Fire Departments. With the anticipated increase in recreational boat traffic and visitors to Beaufort, we expect that water-related emergency incidents will continue to rise. The purchase of a Fire Rescue boat will increase both public safety and our response times to these types of emergencies. (\$65,000)
- New Chief's Vehicle: The vehicle driven by the Assistant Chief is a 1999 Ford Explorer that has reached the end of its useful life. We will replace this vehicle with the Chief's 2006 Durango and purchase a new pick-up truck for the Chief. In addition to being the Chief's primary vehicle, a pick-up truck is a flexible resource useful for hauling and transporting hose and equipment back from fire scenes greatly enhancing our ability to return equipment to service. (\$25,000)
- The budget assumes financing \$90,000 for five (5) years at 4%

## LINE ITEM DETAIL (SEE NEXT PAGE)

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EXPENDITURES	FY14 PROJECTED	FY15 PROPOSED
SALARIES & WAGES	591,285	620,497
OVERTIME	20,850	20,000
SALARIES-PARTIME/PRN	15,000	20,000
FICA EXPENSE	47,192	51,284
GROUP INSURANCE	110,000	126,500
RETIREMENT EXPENSE	71,307	78,860
TELEPHONE	1,000	1,000
TELEPHONE-CELLULAR	3,800	3,250
INTERNET/CABLE	1,100	1,100
POSTAGE	200	200
OFFICE SUPPLIES	800	1,000
OFFICE EQUIPMENT (NON-CAPITAL)	1,100	500
OFFICE EQUIPMENT LEASES	1,250	1,250
OFFICE CONTRACT SERVICES	2,000	1,600
DUES & SUBSCRIPTIONS	1,200	1,200
MISCELLANEOUS ADMIN. EXPENSES	301	250
ELECTRIC	10,000	10,000
LP GAS	2,800	4,000
WATER/SEWER/SOLID WASTE	2,200	2,600
HUMAN RESOURCES	1,600	1,600
OSHA/SAFETY COMPLIANCE	3,100	3,100
SAFETY EQUIPMENT	11,900	5,000
SAFETY SUPPLIES & MATERIALS	1,000	1,000
TRAINING-REGISTRATION & CLASS MAT	350	250
TRAVEL MILEAGE	180	200
MEALS	550	550
LODGING	400	500
UNIFORMS	4,220	4,500
BUILDING MAINTENANCE	0	3,000
GROUND MAINT.	200	200
JANITORIAL SUPPLIES	1,000	1,000
MAINT. CONTRACTS	200	200
NON-CAPITAL EQUIPMENT PURCHASE	12,000	3,000
EQUIPMENT MAINT & REPAIRS	5,600	5,000
AUTO FUEL	23,000	23,000
VEHICLE LEASES	78,017	78,017
VEHICLE MAINT & REPAIRS	12,000	12,000
DEPT. SUPPLIES & MATERIALS	7,000	1,700
INSURANCE & BONDS	58,000	57,000
CAPITAL OUTLAY-BLDG	50,000	-
CAPITAL OUTLAY - VEHICLE	0	90,000
DEBT SERVICE-PRINCIPAL	32,014	21,500
DEBT SERVICE-INTEREST	500	3,500
<b>TOTAL EXPENDITURES</b>	<b>1,186,216</b>	<b>1,260,908</b>
TRANSFER TO GF (FIRE SUBSTATION)	30,000	30,000
<b>FIRE DEPARTMENT SUBTOTAL</b>	<b>1,216,216</b>	<b>1,290,908</b>