



**TOWN OF BEAUFORT
NORTH CAROLINA**

FY16 PROPOSED FINANCIAL PLAN

Presented by Charles W. Burgess - Town Manager
May 11, 2015

TABLE OF CONTENTS

Budget Calendar	3
Budget Message	4
General Fund	4
Fire Fund	6
Utility Fund	6
In Closing	7
Introduction.....	8
Organizational Overview	8
Town Staff Organizational Chart.....	8
Mission Statement.....	9
Strategic Priorities	9
Core Values.....	10
General Fund	11
General Fund - Budget At A Glance	11
General Fund – Fund Balance History	11
General Fund - Revenue	12
General Fund - Debt	15
General Fund – Expenditures by Department.....	16
Governing Body	19
Administration Department	22
Finance Department.....	25
Facilities Maintenance/Parks & Recreation Department	28
Public Works Department	31
Planning & Inspections Department.....	34
Police Department.....	37
Utility Fund	40
Utility Fund - Budget At A Glance	40
Utility Fund – Unrestricted fund and impact fee balances.....	42
Utility Fund – Debt.....	43
Water Department	44
Sewer Department	47

Wastewater Treatment Department.....	50
Fire Fund	53
Fire Fund - Budget At A Glance.....	53
Fire Fund – Fund Balance History	53
Fire Department	54
APPENDIX 1 – Town of Beaufort Fee Schedule.....	57
Planning & Inspections – Permitting Fees	57
Business Registration Fee	60
Fire Safety.....	60
Water, Sewer & Solid Waste Collection	62
Stormwater Fees	63
Miscellaneous Fees.....	64

TOWN OF BEAUFORT
701 FRONT STREET
BEAUFORT, NORTH CAROLINA
28156
252.728.2141

WWW.BEAUFORTNC.ORG

BUDGET CALENDAR

March 4 5 pm Train Depot	Public Information Session – Getting to Know the Town Budget Presentation by staff followed by Q&A session
March 9 6 pm Train Depot	Board of Commissioners Regular Meeting Identify budget goals, approve Budget Calendar
March 10-12 as scheduled Town Hall	Staff Meetings Management holds individual meetings with Department Heads
April 1	Department budget requests due to management
April 22 8:30 am Train Depot	Board of Commissioners Work Session Rough draft of Proposed Plan presented by staff to board for input
May 11 6 pm Train Depot	Board of Commissioners Regular Meeting Public hearing on Proposed Plan
May 27 8:30 am Train Depot	Board of Commissioners Work Session Additional discussion and revision as needed
June 08 6 pm Train Depot	Board of Commissioners Regular Meeting Approval of Proposed Plan

BUDGET MESSAGE

Dear Mayor and Board of Commissioners:

The following is a brief summary of the Fiscal Year 2016 proposed Financial Plan.

The Financial Plan is composed of three (3) separate Funds: General Fund, Fire Fund and Utility Fund. Each will be addressed separately. Each of the three Fund presented is a “balanced” budget and contains itemization of revenue sources and expenses. In addition debt service information is provided by Fund.

GENERAL FUND

The General Fund for Fiscal Year 2016 is proposed at \$5,463,050. This amount includes a \$795,169 transfer to the Fire Fund, resulting in an operational budget for the General Fund in the amount of \$4,667,881. Based on the projected expenditures of the Fiscal Year 2015, the Fiscal Year 2016 proposes an increase of \$25,318.

GENERAL FUND REVENUE

PROPERTY TAXES

The 2015 property revaluation resulted in a 5.18% reduction in property values within Beaufort town limits. In order to mitigate the effects of the revaluation, a 5% revenue neutral increase in the tax rate is included in the FY16 budget. This brings Beaufort’s tax rate to \$0.3475 for every \$100, up from the FY15 rate of \$0.33. Total projected revenue from property taxes, \$2,607,250, thus remains mainly flat, with a slightly lower projection for prior year collections.

INTERGOVERNMENTAL SOURCES

Local Option Sales Tax collections were markedly higher in FY15 over FY14 as a result of increased consumer spending. The NC League of Municipalities estimates that this trend will likely continue, albeit at a slower rate than last year. However, because these funds are distributed based on tax levies from the prior calendar year, Beaufort’s 10% tax increase in FY14 will yield an FY16 increase in this line item. We are thus projecting an overall increase of approximately 8% over FY15, or \$985,000 in Local Option Sales Tax collections. As will be discussed below, \$75,000 of these funds are earmarked for a proposed \$1.2 million 5-year paving program.

The General Assembly’s revamping of the taxing system for North Carolina’s utilities – namely the transition from a franchise tax to a sales tax - took effect in FY15. This change yielded a significant 30% statewide increase in distributions to municipalities, to include Beaufort. For FY15, Beaufort will receive an estimated \$335,000 versus the originally projected \$268,000. Distributions in FY16 over FY15, however, are projected to grow only slightly at a rate of 2% bringing this number to \$340,000 in FY16.

With respect to restricted intergovernmental funds, the FY16 budget proposes using \$200,000 from Beaufort’s Powell Bill Reserve Funds as part of the proposed multi-year paving program. Each year, the state distributes \$123,000 to Beaufort that must be used solely for street maintenance. If the funds are not spent annually, they are held in reserve as part of the General Fund balance. At the close of FY14, Beaufort had \$588,444 in Powell Bill Reserves. The FY15 budget included \$300,000 in reserve funds for a large paving project. Using \$200,000 in FY16 nearly depletes the funds Beaufort has in reserves to use for street maintenance. However, given the current condition of Beaufort’s roadways, the expenditure is clearly warranted.

PERMITS & FEES

One new revenue source for FY16 is proposed, the Stormwater Fee. This fee will be assessed to all developed properties within the Town limits with the revenues used to fund the personnel/operational costs of a newly formed stormwater maintenance function of the Public Works Department. The residential fee is proposed at \$4.00 per household per month and will go into effect July 1, 2015. The commercial fee will be based on impervious surface using an Equivalent Residential Unit (ERU) of 1,708 sq. ft. with a \$4.00/ERU fee. (The ERU is the average square footage of impervious surface per residential unit in Beaufort.) It is estimated that the commercial fee will take effect January 1, 2016 as staff needs time to perform its calculations and to develop a discount and incentive structure.

The other area of note in this category is the Pay-to-Park on Front downtown parking initiative. With respect to revenue projections, there are three notable changes this year over last year. First, last year's ferry riders to Cape Lookout National Seashore were exempt from paid parking. This year, that exemption has been removed. We conservatively project we will realize an increase of between 10-15% due to this change. Second, the parking meters were not installed until July 1 last year, so we will see additional revenue from the month of June. Thirdly, however, the season was shortened to exclude the month of September, which will result in a decrease of an estimated \$15,000. We are thus projecting an overall increase from \$66,686 in FY15 to \$80,000 in FY16. After expenses, these funds are used solely for downtown streetscaping, waste management, and maintenance, with corresponding expenditures in Public Works and Facilities budgets.

The residential solid waste fee remains unchanged and per General assembly action, the Privilege License Fees are no longer being collected.

OTHER

While no material sources of "other" revenue are included in the budget, we anticipate again asking Carteret County for financial assistance in the dredging of Bulkhead Channel. This will likely remain an annual request until a more permanent dedicated funding stream, such as a new countywide sales tax, is established.

USE OF FUND BALANCE

The FY16 budget calls for \$200,000 of fund balance monies. At FY14 year-end, Beaufort had \$1,828,165 in unrestricted funds in its General Fund. The close of FY15 will likely add approximately \$100,000 to this balance, which is a \$200,000 positive swing from what was anticipated at the beginning of FY15. This \$200,000, combined with the \$200,000 in Powell Bill reserve funds and new revenue from Powell Bill (\$123,000) and Local Option Sales Tax (\$75,000), form the foundation for the proposed paving program.

GENERAL FUND EXPENDITURES

While expenditures of the proposed Fiscal Year 2016 General Fund reflect the "flat" revenue projections, there are several key proposed elements that bear mentioning.

First, the Public Works budget for FY16 includes \$600,000 for paving. This represents the first phase of a two-year, \$1.2 million paving project. This project straddles two (2) fiscal years, FY16 and FY17. It is funded in FY16 using \$600,000 from the aforementioned sources combined with \$600,000 in borrowed funds in FY17 to be repaid over the following three (3) years (FY18-FY20) using the same revenue sources, namely Powell Bill and Local Option Sales Tax.

There are also two (2) staff additions in Public Works. These positions will be assigned to the newly formed, dedicated function of stormwater maintenance. \$180,000 in funds derived from the FY14 \$0.03 tax increase are earmarked for the purchase of necessary stormwater equipment. Additionally, Public Works and Facilities & Parks have combined personnel to improve organizational efficiency. While there is not net change in expenditure, it does constitute a substantive change in department appropriations.

The Planning & Inspections Department contains \$35,000 in the Professional Services line item to fund consultant fees associated with the development of a new zoning classification, the New 70 Corridor District. These funds are combined with \$40,000 in funds in the FY15 budget.

Facilities & Parks has two noteworthy items. First, there is \$40,000 allocated the multi-year development of Water Tower Park as there are indications that Carteret County will provide financial support to the Town for this project. These combined funds can then be leveraged with private donations of funds, time, and material. There are also specific funds (\$7,000) dedicated to improve Beaufort's community tree canopy. Entering into our second year as a Tree City USA, we hope to implement an Adopt-A-Tree program to systematically and drastically increase the number of trees in our community.

The personnel costs of the General Fund constitute 51% of the expenditures proposed in Fiscal Year 2016. The personnel costs are inclusive of the employee's salary, Town retirement contributions, Town health insurance contribution, etc. The FY16 budget includes a 2% cost of living adjustment for all employees effective January 2016.

The components of the debt service of the General Fund for Fiscal Year 2016 are the repayment for the current Town Hall Building and the next to last payment on one of Public Works' packer trucks (trash trucks).

FIRE FUND

The Fire Fund proposed Financial Plan for Fiscal Year 2016 is in the amount of \$1,286,346. The Town transfer to the Fire Fund comprises \$795,169 of the total revenue the other three (3) revenue sources for the Fire Fund are Fire District Ad Valorem Tax ((\$316,470), Fire District Sales Tax (\$95,000) and Harlowe District Tax (\$77,907). These three (3) revenue sources are provided by Carteret County. In Fiscal Year 2015 the Town also provided fire protection for the North River Fire District. It is unclear at this time if this activity will be continued in Fiscal Year 2016. The Town is awaiting the decision of the Carteret County Board of Commissioners regarding the potential for Beaufort Fire Department to continue fire protection coverage of the North River Fire District.

The Fire Department will maintain their staffing level at 17. This includes two (2) forty (40) hour per week positions to provide staffing at Fire Station #2 (fire substation). These two (2) positions in conjunction with the use of part time firefighter employees provides for active fire coverage capability from Fire Station #2, Monday-Friday, 8am to 5pm.

The Personnel expenses of the Fire Department constitute 77% (\$995,646) of the overall Fire Fund Fiscal Year 2016 expenses. Operational expenses utilize 12.5% (\$161,526).

The Fire Fund has additional debt payments for Fiscal Year 2016 due to the purchase/financing of a replacement pickup truck and new fire boat.

UTILITY FUND

Beaufort continues to be plagued by relatively high sewer rates due to the large amount of debt required to pay for the state-mandated construction of a new Wastewater Treatment Plant in 2008. Debt obligations do decline slightly every year after spiking in 2014 and FY15 is projected to be the first year that it is not necessary to use fund balance money to pay for operations. There are no rate changes in the Utility Fund included in the FY16 budget and revenues are projected to be flat with any new growth offset by increases in water efficiency.

While the Utility Fund budget remains very tight, there are still several large expenditures proposed for this year. First, we would like to implement Phase I of the town-wide conversion to digital water meters. Several neighboring municipalities, as well as Carteret County, have completed their conversions and report significant improvements in operational efficiency and cost effectiveness. With the end of the recession and several new developments poised to begin construction, it is prudent to begin the conversion process so as to avoid the cost of retrofitting as many new meters as possible. This project carries an overall cost of approximately \$700,000 and will be funded using previously collected impact fees. \$300,000 is currently included in the FY16 budget, although if it is more cost effective to do the complete conversion at once versus in phases, we may request that this number be adjusted upwards later via amendment. At the close of FY14, the Town had \$2,111,548 in impact fees reserves that are restricted solely for utility infrastructure purposes; FY15 should add upwards of \$70,000.

There are also two (2) vehicles in the Sewer Department that are nearing the end of their useful life. The vacuum and flush trucks are both critical pieces of equipment and both need to be replaced. The flush truck is the most urgent, so we have included the loan proceeds and a full year of debt service for this estimated \$150,000 purchase. The vacuum truck is in marginally better condition, so we have slated it for replacement in January 2016. Included in the budget is the full \$375,000 purchase price paid for with loan proceeds and six (6) months of debt service.

Lastly, the Utility Fund budget includes an appropriation for the purchase of a generator for one of our sewer lift stations. We are working through outfitting all lift stations with generators at a rate of one per year. These are vital components of our wastewater treatment system; having back-up power sources is critical.

IN CLOSING

As the 2015 Fiscal Year winds down, it is apparent the local economy is gradually emerging from the economic downturn of seven or eight years ago. Construction activity within the Town limits has begun to increase, sales tax revenues have risen and the tourist/visitors have begun to return. These trends provide local economic promise as we look forward to Fiscal Year 2016.

Respectfully submitted,

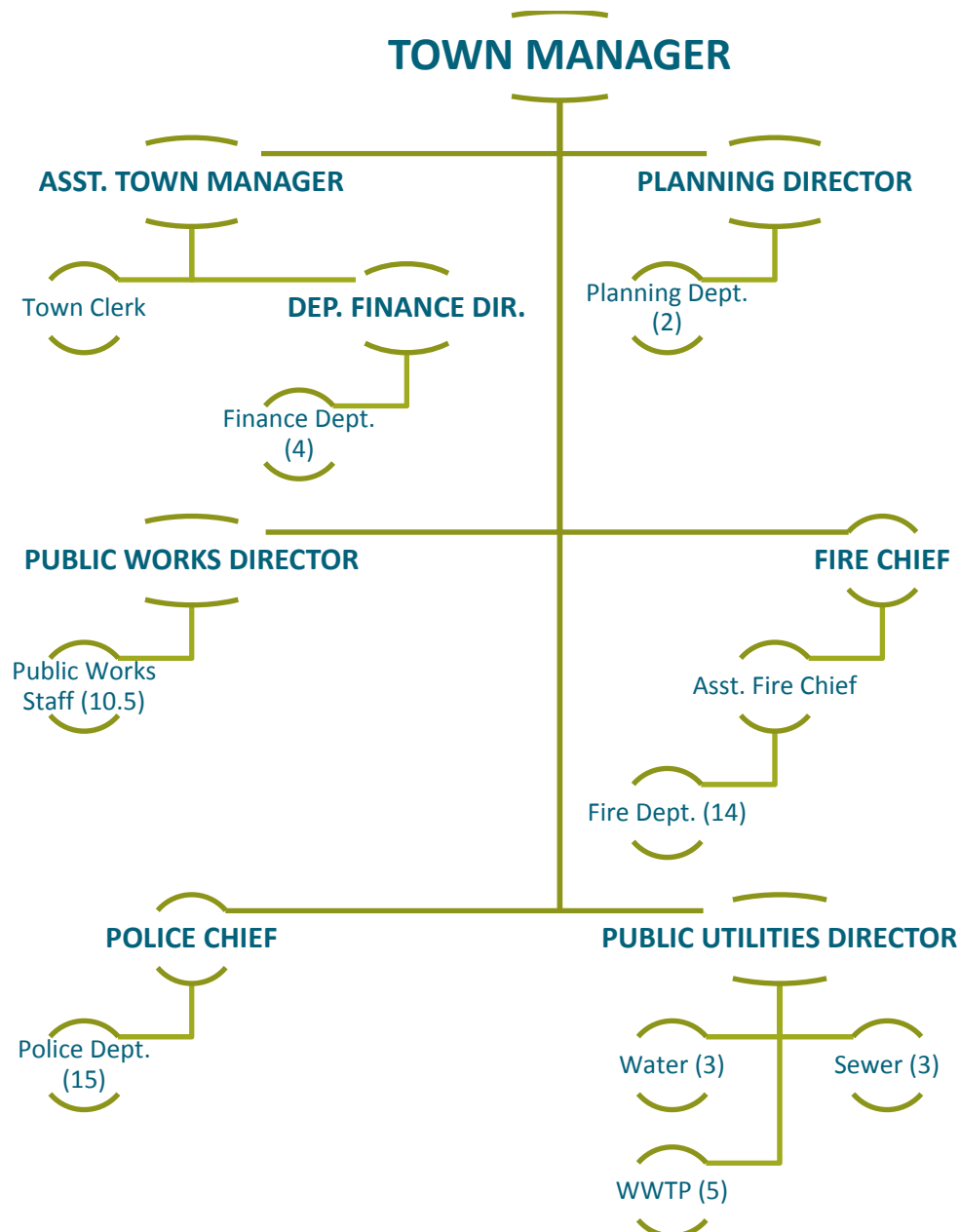
Charles W. Burgess
Town Manager
Beaufort, North Carolina
May 11, 2015

INTRODUCTION

The following document is the proposed FY16 Financial Plan for the Town of Beaufort. This document was developed by staff with the guidance of the Mayor and the Board of Commissioners in accordance with the Town's Mission, Strategic Priorities, and Core Values as outlined below.

ORGANIZATIONAL OVERVIEW

TOWN STAFF ORGANIZATIONAL CHART



MISSION STATEMENT

The mission of the Town of Beaufort is to foster a scenic and welcoming coastal community that enhances the well-being and prosperity of our citizens, celebrates our diverse culture and heritage, and preserves our natural and historic resources.

STRATEGIC PRIORITIES

INFRASTRUCTURE

- Provide for the essential service needs of our community by funding and maintaining resilient water, sewer, waste disposal, streets, and storm water systems.
- Continuously evaluate and plan for future infrastructure needs.

PUBLIC SAFETY AND WELFARE

- Maximize the responsiveness capabilities of our police and fire departments by ensuring they have the necessary personnel, training, and equipment to fulfill their missions.
- Enhance the safety of our neighborhoods through consistent community outreach focusing on education and prevention.
- Monitor our roads, pedestrian areas, and public lands and assume a proactive approach to improving walkability, bike-ability, community connectivity, and public safety.

CITIZEN ENGAGEMENT

- Through a citizen-centered approach to communications and recruitment, empower our diverse citizenry to participate in local government activities and decision making.
- Foster a productive and civil discourse between citizens and the Town.
- Maximize the functionality of committees, advisory boards, and other citizen-comprised groups through focused capacity building and dedicated staff support.

PARKS/RECREATION/OUTDOORS

- Continue to champion outdoor recreation and scenic beauty as essential components of Beaufort's healthy lifestyle and tourism economy by preserving and increasing peoples' ability to connect with and enjoy our natural environment.
- Encourage and promote environmental stewardship and preservation.
- Increase the amount of recreational offerings and opportunities in our public spaces.

ECONOMIC DEVELOPMENT

- Increase our tax revenue base and improve citizen employment opportunities by encouraging private enterprise through retention, support of expansion, and recruitment.
- Continue to embrace tourism as our primary economic driver and work to increase visitation by promoting Beaufort as a destination and working to maximize the visitor experience.

SENSE OF PLACE

- Cultivate and protect our, "Beaufort-ness", the central element of Beaufort's lifestyle and visitor appeal.
- Uphold and improve Beaufort's appearance and character through careful land-use planning and streetscaping that honors our historic and natural surroundings and preserves our small-town ambiance.

- Foster community stewardship and pride by supporting continued and new neighborhood development, preservation, and/or revitalization efforts.
- Nurture our community’s cultural fabric by advancing the appreciation of our diverse histories, new and old traditions, and the arts.

CORE VALUES

LEADERSHIP AT ALL LEVELS

We are an organization that encourages initiative and innovation, and strives for continuous improvement. We are committed to open and transparent communications, both internally and externally. We confront each decision with a solutions-driven approach based on thorough information gathering and openness to diverse ideas and opinions. We believe in leading by example.

EXEMPLARY SERVICE

As public service professionals, we believe it is our duty to provide responsive, friendly, and efficient service to our citizens and visitors. We are dedicated to resolving conflicts, overcoming obstacles, and removing barriers.

EMPLOYEE ENGAGEMENT

We believe in advancing an organizational culture rooted in mutual respect that values our employees’ well-being, growth, and development, and encourages their success. We view our employees as essential partners in pursuit of our organizational mission.

FISCAL RESPONSIBILITY

As the financial stewards of the Town, we make well-informed, cost-effective, and responsible financial decisions. When deliberating any expense or project, we identify and secure adequate funding resources, contemplate potential cost-saving measures, and consider the possible impact on future financial stability.

STRONG PARTNERSHIPS

We value our relationships with surrounding government entities--especially the Town of Morehead City and Carteret County--and believe in being a strong collaborative partner. We are committed to communicating openly and often, contributing to joint undertakings, and actively seeking out mutually beneficial opportunities. We also believe in entering into public, institutional, and non-profit partnerships that positively impact our community.

THE VALUE OF DIVERSITY

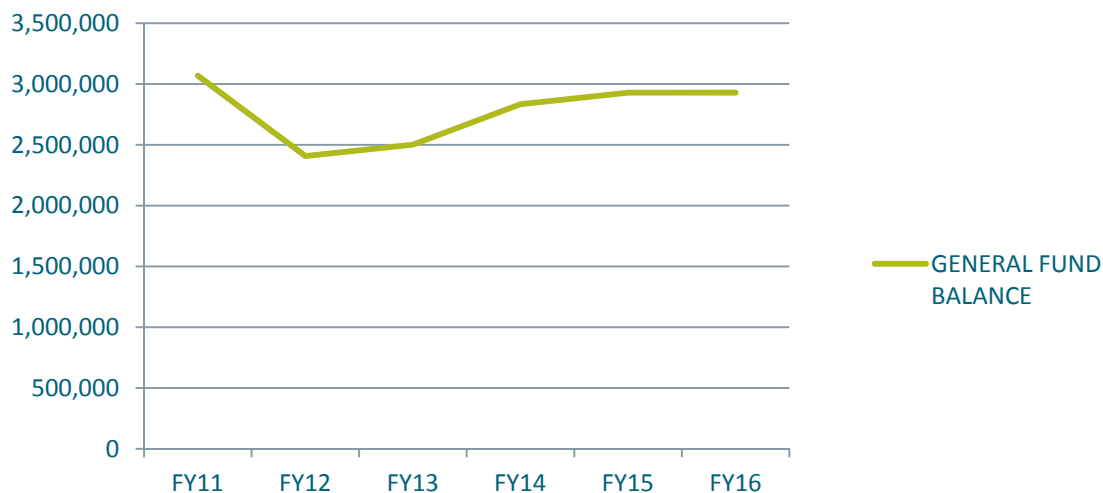
We regard diversity as an invaluable attribute of our community and our organization. We embrace diversity, as differences in experience, opinion, and background are vital to our decision-making process.

GENERAL FUND

GENERAL FUND - BUDGET AT A GLANCE

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
REVENUE			
PROPERTY TAXES	2,435,202	2,673,975	2,607,250
INTERGOVERNMENTAL	1,342,551	1,831,687	1,769,300
PERMITS & FEES	422,302	484,936	587,000
SALES & RENT	683,274	268,555	266,500
WATER & SEWER ADMIN	30,000	30,000	30,000
OTHER	571,893	226,078	3,000
TOTAL REVENUE	5,485,222	5,515,231	5,463,050
EXPENDITURES			
GOVERNING BODY	820,888	236,844	241,075
ADMINISTRATION	457,116	578,460	490,250
FINANCE	244,989	304,450	339,400
FACILITIES MAINT./PARKS & REC	288,235	278,000	169,317
PLANNING & INSPECTIONS	211,360	262,619	262,150
POLICE DEPARTMENT	1,131,176	1,317,100	1,207,100
PUBLIC WORKS	1,054,891	1,665,090	1,958,590
TOTAL EXPENDITURES	4,208,656	4,642,563	4,667,881
TRANSFERS			
TO FIRE DEPARTMENT	795,364	775,550	795,169
TO FIRE SUBSTATION PROJECT	147,810	0	0
USE OF UNAPPROPRIATED FUND BALANCE	0	0	0
NET CHANGE IN FUND BALANCE	333,392	97,118	0
FUND BALANCE BEGINNING	2,501,137	2,831,529	2,928,647
YEAR-END FUND BALANCE	2,834,529	2,928,647	2,928,647

GENERAL FUND – FUND BALANCE HISTORY

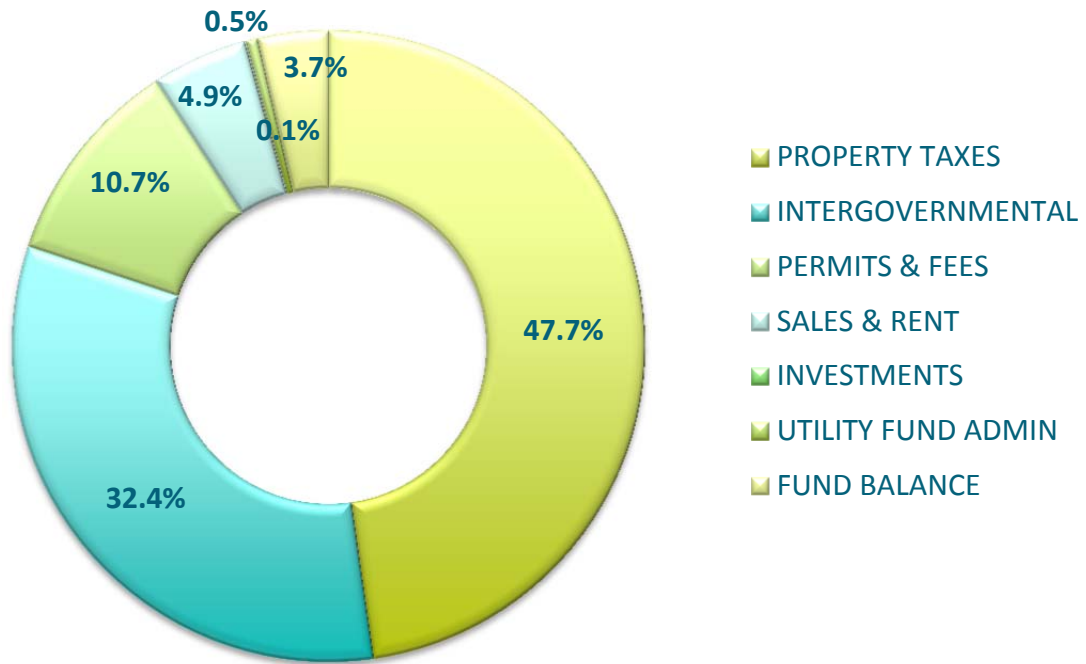


GENERAL FUND - REVENUE

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<u>PROPERTY TAXES</u>			
AD VALOREM TAX – CURRENT YEAR	2,208,094	2,447,200	2,440,000
AD VALOREM TAX – PRIOR YEARS	72,686	93,000	45,000
PENALTIES AND INTEREST	14,375	19,000	7,500
AD VALOREM – UTILITIES	19,453	19,775	19,750
MOTOR VEHICLE AD VALOREM TAX	120,594	95,000	95,000
SUBTOTAL	2,435,202	2,673,975	2,607,250
<u>UNRESTRICTED INTERGOVERNMENTAL</u>			
COUNTY ABC PROFIT DISTRIBUTION	83,523	95,000	90,000
HOUSING AUTHORITY (IN LIEU OF TAX)	18,414	13,307	13,300
UTILITIES FRANCHISE TAX	267,074	0	0
UTILITIES SALES TAX	0	335,000	340,000
BEER AND WINE TAX	17,882	17,000	17,000
LOCAL OPTION SALES TAX	833,185	910,000	985,000
SUBTOTAL	1,220,078	1,370,307	1,445,300
<u>RESTRICTED GOVERNMENTAL</u>			
POWELL BILL	122,123	123,394	123,000
POWELL BILL RESERVES	0	300,000	200,000
REIMBURSEMENT FROM NPS	0	13,815	0
CAMA WATER ACCESS GRANT	0	18,000	0
OJP- BODY ARMOR GRANT	350	5,171	0
MOSQUITO CONTROL GRANT	0	1,000	1,000
SUBTOTAL	122,473	461,380	324,000
<u>PERMITS & FEES</u>			
PRIVILEGE LICENSES	28,053	9,000	0
COURT COSTS, FEES, CHARGES	1,426	1,000	1,000
PARKING METER FEES	5	66,686	80,000
PARKING VIOLATIONS/PENALTIES	1,055	2,000	2,000
BUILDING PERMITS	86,651	100,000	95,000
STORMWATER FEE (RES.)	0	0	105,000
STORMWATER FEE (COMM.)	0	0	0
SOLID WASTE USER FEE (RES.)	292,433	294,000	294,000
SOLID WASTE USER FEE (COMM.)	12,679	12,250	10,000
SUBTOTAL	422,302	484,936	587,000

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<u>SALES & RENT</u>			
SALES OF FIXED ASSETS	407,860	2,275	0
CEMETERY LOT SALES	4,450	1,200	1,500
ANTENNA CONTRACTS	54,065	52,080	52,000
PROPERTY LEASES	216,899	213,000	213,000
SUBTOTAL	683,274	268,555	266,500
<u>INVESTMENT EARNINGS</u>			
SUBTOTAL	1,139	3,000	3,000
<u>OTHER</u>			
BLUE TREASURE PRE-ANNEXATION AMENDMENT	510,000	0	0
DREDGING FUNDS	0	86,000	0
DONATION FOR FISHERMEN'S PARK	0	4,700	0
RESIDUAL FROM HWY70 PROJECT	47,287	0	0
LOAN PROCEEDS	0	98,800	0
INSURANCE REIMBURSEMENT	2,533	240	0
FEMA REIMBURSEMENT	0	25,439	0
ROAD RACE REGISTRATIONS	3,725	2,289	0
MISCELLANEOUS REVENUE	7,209	5,610	0
SUBTOTAL	570,754	223,078	0
UTILITY FUND ADMIN EXPENSE	30,000	30,000	30,000
USE OF FUND BALANCE	0	0	200,000
TOTAL GENERAL FUND REVENUE	5,485,222	5,515,231	5,463,050

FY16 REVENUE BY SOURCE



REVENUE HIGHLIGHTS AND KEY ASSUMPTIONS

- These figures show a **\$.0175 tax increase**, bringing the tax rate to \$.3475 on every \$100. The decision to increase the tax rate by 5% stems from the 2015 countywide property revaluation that yielded a 5% decline in property value within Beaufort's town limits. The increase is designed to be revenue neutral for the Town budget.
- **Local Option Sales Tax** is expected to rise as a result of the anticipated increase in distribution percentage brought about by the 10% increase in the tax rate in FY14.
- 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 FY15 levels, \$11/household/month. A slight revenue increase may be realized as new construction gets underway.
- A new Stormwater Fee is being proposed. The suggested rates are \$4/month per household and \$4/E
- Estimates for building permit revenues are considered conservative and may rise considerably if building commences in Beaufort East and/or North River Club.
- As per the General Assembly, business privilege license fees have been terminated. There are no other material changes in the fee schedule for the General Fund.

GENERAL FUND - DEBT

ANNUAL DEBT SERVICE

ASSET	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED	FY17 PROJECTED	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED
<u>TOWN HALL</u>							
Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest	39,825	36,875	34,384	31,483	28,402	25,411	22,420
TOTAL	139,825	136,875	134,384	131,483	128,402	125,411	122,420
<u>WASTE COMPACTOR</u>							
Principal	27,597	28,327	29,077	22,311	0	0	0
Interest	2,542	1,812	1,062	292	0	0	0
TOTAL	30,139	30,139	30,139	22,603	0	0	0
GENERAL FUND TOTAL	\$169,964	\$167,014	\$164,523	\$154,086	\$128,402	\$125,411	\$122,420

YEAR-END BALANCE REMAINING

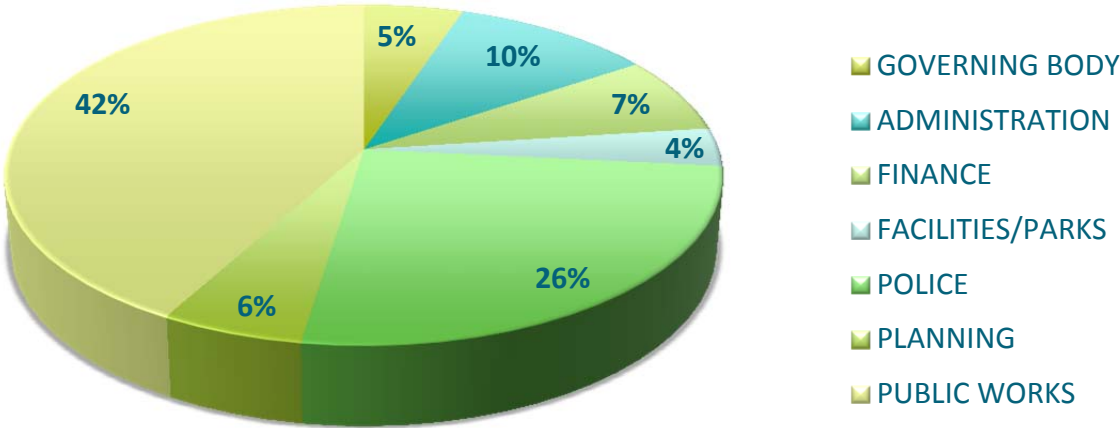
ASSET	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED	FY17 PROJECTED	FY18 PROJECTED	FY17 PROJECTED	FY18 PROJECTED
TOWN HALL	1,300,000	1,200,000	1,100,000	1,000,000	900,000	800,000	700,000
WASTE COMPACTOR	79,716	51,388	22,311	0	0	0	0
GENERAL FUND TOTAL	\$1,379,716	\$1,251,388	\$1,122,311	\$1,000,000	\$900,000	\$800,000	\$700,000

GENERAL FUND – EXPENDITURES BY DEPARTMENT

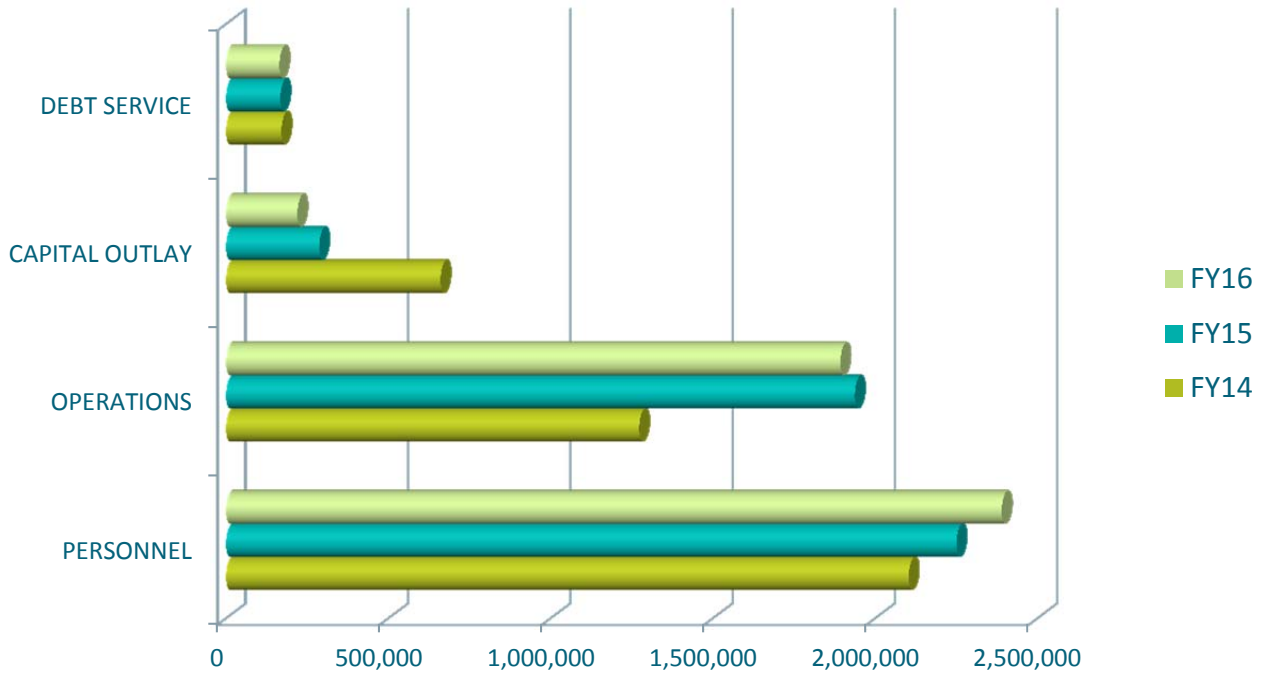
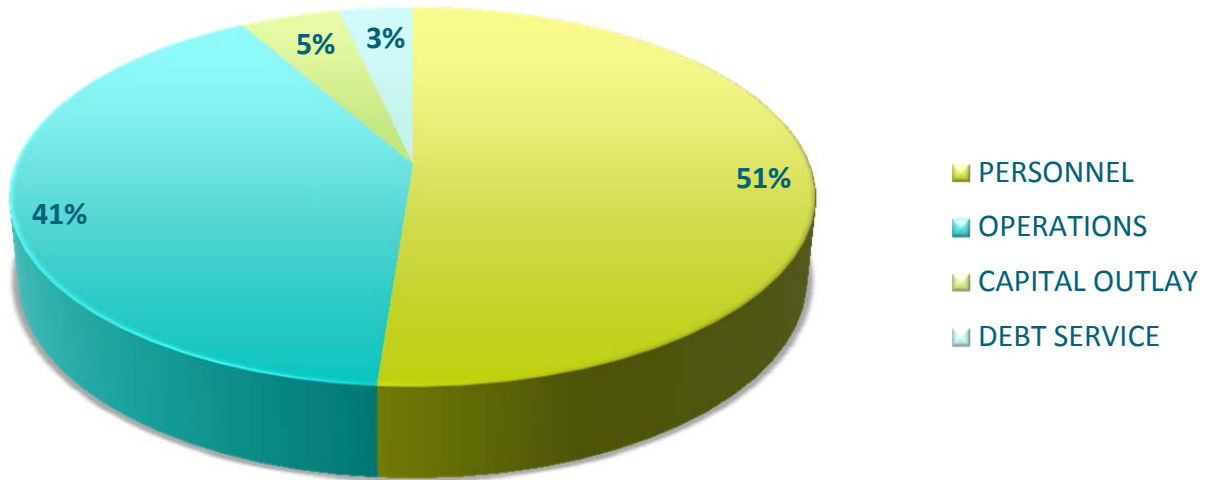
	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
<u>GOVERNING BODY</u>			
Personnel	16,794	16,794	16,800
Operations	104,872	82,675	89,891
Capital Outlay	558,545	0	0
Debt Service	140,677	137,375	134,384
SUBTOTAL	820,888	236,844	241,075
<u>ADMINISTRATION</u>			
Personnel	310,774	376,500	356,500
Operations	0	132,960	133,750
Capital Outlay	0	69,000	0
Debt Service	146,342	0	0
SUBTOTAL	457,116	578,460	490,250
<u>FINANCE</u>			
Personnel	197,801	201,500	229,500
Operations	47,188	102,950	109,900
Capital Outlay	0	0	0
Debt Service	0	0	0
SUBTOTAL	244,989	304,450	339,400
<u>FACILITIES & PARKS</u>			
Personnel	87,443	75,500	0
Operations	98,204	164,500	129,317
Capital Outlay	102,588	38,000	40,000
Debt Service	0	0	0
SUBTOTAL	288,235	278,000	169,317
<u>POLICE DEPARTMENT</u>			
Personnel	931,267	957,000	1,006,000
Operations	199,909	180,100	201,100
Capital Outlay	0	180,000	0
Debt Service	0	0	0
SUBTOTAL	1,131,176	1,317,100	1,207,100
<u>PLANNING & INSPECTIONS</u>			
Personnel	195,544	204,800	204,300
Operations	15,816	57,816	57,850
Capital Outlay	0	0	0
Debt Service	0	0	0
SUBTOTAL	211,360	262,616	262,150
<u>PUBLIC WORKS</u>			
Personnel	363,931	418,500	577,000
Operations	660,820	1,216,450	1,171,450
Capital Outlay	0	0	180,000
Debt Service	30,140	30,140	30,140
SUBTOTAL	1,054,891	1,665,090	1,958,590

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
GENERAL FUND TOTALS			
Personnel	2,103,554	2,250,594	2,390,100
Operations	1,273,152	1,937,454	1,893,258
Capital Outlay	661,133	287,000	220,000
Debt Service	170,816	167,515	164,523
SUBTOTAL	4,208,655	4,642,563	4,667,881

FY16 EXPENDITURES BY DEPARTMENT



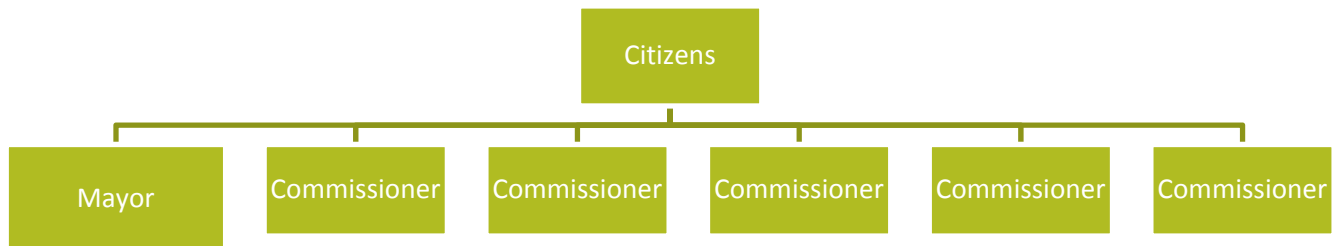
FY16 EXPENDITURES BY CATEGORY



GOVERNING BODY

DESCRIPTION

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.



FY15 NOTABLE ACCOMPLISHMENTS

- Received a clean audit for Fiscal Year 2014
- Conducted twelve (12) Board of Commissioner regular meetings and nine (9) additional meetings that were reconvened, five (5) work sessions, and one (1) retreat.
- Passed resolutions (11) eleven resolutions and eight (8) proclamations
- Obtained designation as an official Tree City USA for a second year
- Awarded design contract for new Fire Station

FY16 GOALS

- 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
- Provide continued direction and guidance to the Town Manager regarding the effectiveness of the overall operations of the organization and its service delivery
- Continue to 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
- Improve audio visual capabilities for public meetings in the Train Depot

PERFORMANCE MEASURES

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

PERSONNEL

POSITION TITLE	FY13	FY14	FY15	FY16
Mayor	1	1	1	1
Commissioner	5	5	5	5
TOTAL	6	6	6	6

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	16,794	16,794	16,794	16,800
Operations	98,233	104,872	82,675	89,891
Capital Outlay	0	558,545	0	0
Debt Service	143,030	140,677	137,375	134,384
TOTAL	\$258,057	\$820,888	236,844	241,075

NOTABLE BUDGET ITEMS

OPERATIONS

- Legal Services: \$24,525
- Audit: \$26,000

DEBT SERVICE

- Town Hall: \$134,400 (principal and interest)

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	15,600	15,600
FICA	1,194	1,200
POSTAGE	1,025	1,000
PUBLIC NOTICES/ADVERTISING	2,000	2,000
NEWSLETTER	4,000	4,000
OFFICE SUPPLIES	1,000	1,000
OFFICE EQUIPMENT (NON-CAPITAL)	0	1,800
DUES & SUBSCRIPTIONS	9,300	9,300
HUMAN RESOURCES	500	0
TRAINING – REGISTRATION & CLASS MAT.	2,200	2,200
TRAVEL MILEAGE	750	750
MEALS	1,050	1,050
LODGING	500	1,000
EMPLOYEE ENGAGEMENT	3,000	0
DEPARTMENT SUPPLIES & MATERIALS	100	2,000
PROFESSIONAL SERVICES	26,000	26,000
CODIFICATION	2,000	2,000
LEGAL SERVICES	18,000	24,525
INSURANCE & BONDS	11,250	11,250
ELECTIONS	0	0
DEBT SERVICE – PRINCIPAL	100,000	100,000
DEBT SERVICE – INTEREST	37,375	34,400
GOVERNING BODY SUBTOTAL	236,844	241,075

DESCRIPTION

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.

FY15 NOTABLE ACCOMPLISHMENTS

- Provided staff support to the Board of Commissioners, Parks & Recreation Advisory Board, and Tree Advisory Board
- Launched a comprehensive Town of Beaufort communications strategy to include a new website, Facebook page, Twitter account, and eBulletin.
- Spearheaded implementation of the \$18K CAMA grant for Fishermen's Park
- Monitored and managed organization-wide spending to ensure adherence to the FY15 budget appropriation
- Implemented new Pay-To-Park on Front Street summer parking program
- Organized several events including a New Years' Eve celebration, Community Clean-Ups, an Arbor Day event, and 5K races for are non-profits.
- Added Public Information Officer capacity to Town Clerk position
- Provided service and direction to all Departments to improve organizational functioning
- Increased organizational outreach and partnering capacity by providing a liaison for the community

FY16 GOALS

- Launch a new tourism website
- Complete Watershed Management Plan for Taylors Creek and apply for EPA 319 funding for stormwater
- 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 Water Tower Park
- Consistently strive to provide responsive, professional, and friendly customer service to the community
- Establish Adopt-a-Tree Program

PERFORMANCE MEASURES

- 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

POSITION TITLE	FY13	FY14	FY15	FY16
Town Manager	1	1	1	1
Assistant Town Manager	0	1	1	1
Communications & Development Dir.	1	0	0	0
Town Clerk/Public Info Officer	1	1	1	1
Office Manager	1	1	1	1
TOTAL	4	4	4	4

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	284,140	310,774	376,500	356,500
Operations	121,606	146,342	132,960	133,750
Capital Outlay	0	0	69,000	0
Debt Service	0	0	0	0
TOTAL	405,746	457,116	578,460	490,250

NOTABLE BUDGET ITEMS

OPERATIONS

- Office Contract Services includes IT and website hosting contracts

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	283,000	270,000
OVERTIME	0	0
OTHER SALARIES – PART TIME	5,000	5,000
FICA	21,500	21,500
GROUP INSURANCE EXPENSE	27,000	27,000
RETIREMENT EXPENSE	33,000	33,000
UNEMPLOYMENT EXPENSE	7,000	0
TELEPHONE	2,000	2,000
INTERNET/CABLE	3,200	3,200
POSTAGE	2,500	2,500
MARKETING	10,000	12,000
OFFICE SUPPLIES	4,500	4,500
OFFICE EQUIPMENT (NON-CAPITAL)	1,500	1,500
OFFICE EQUIPMENT LEASES	7,100	7,100
OFFICE CONTRACT SERVICES	46,750	54,000
DUES & SUBSCRIPTIONS	2,000	2,000
MISC. ADMIN. EXPENSE	9,500	9,500
TOWN FLAGS	1,400	0
ELECTRIC	11,000	11,000
WATER/SEWER/SOLID WASTE	2,000	2,000
HUMAN RESOURCES	500	0
OSHA/SAFETY COMPLIANCE	100	100
SAFETY SUPPLIES & MATERIALS	200	200
TRAINING – REGISTRATION & CLASS MAT.	250	250
TRAVEL MILEAGE	300	300
MEALS	350	350
LODGING	100	500
EMPLOYEE ENGAGEMENT	100	0
EQUIPMENT MAINTENANCE & REPAIRS	250	100
AUTO FUEL	550	550
VEHICLE MAINTENANCE & REPAIRS	1,200	1,200
CONTRACT SERVICES	9,600	5,000
INSURANCE & BONDS	13,900	13,900
ROAD RACE	2,260	0
CAPITAL OUTLAY	69,000	0
ADMINISTRATION SUBTOTAL	578,610	490,250

FINANCE DEPARTMENT

DESCRIPTION

The Finance Department provides for the collection fees from the property owners and businesses in town and houses the Town's human resource functions.. 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.

FY15 NOTABLE ACCOMPLISHMENTS

Budget Management

- Implemented the distribution of monthly YTD expense reports to the Manager and Board of Commissioners

Financial Accounting

- Achieved timely monthly balancing and bank reconciliation
- Consistently mailed water and sewer bills in a timely fashion
- Completed the annual audit on time with no material weaknesses or significant deficiencies
- Completed two core classes for the NC Government Finance Officers Certification
- Smoothly transitioned to county-collected ad valorem taxes
- Completed employee cross training to improve department functionality

FY16 GOALS

Budget Management

- Continue to develop independent departmental management of budget

Financial Accounting

- Establish a Financial Operations Policy
- Implement new MCSJ Financial Software
- Launch new citizen portal
- Continue advancement towards NC Government Finance Officers Certification

Human Resources

- Improve the Town's Human Resource functionality
- Develop an employee performance evaluation schedule
- Continue to develop and implement a functioning employee engagement program to improve productivity, morale, and job satisfaction
- Launch employee education portal

PERFORMANCE MEASURES

- 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

In FY15, a Human Resource Officer position was added to the Finance Department. Additionally, with the transfer of tax collection to the County, the Tax Collector position was eliminated.

POSITION TITLE	FY13	FY14	FY15	FY16
Finance Director	1	0	0	0
Deputy Finance Director	1	1	1	1
Human Resource Officer	0	0	.5	1
Revenue Supervisor & Tax Collector	1	1	0	0
Tax Collector	0	0	.5	0
Billing Specialist	1	1	1	1
Customer Service Representative	1	1	1	1
TOTAL	4	5	4	4

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	275,406	197,801	201,500	229,500
Operations	80,177	47,188	102,950	109,900
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
TOTAL	355,583	244,989	304,450	339,400

NOTABLE BUDGET ITEMS

OPERATIONS

- Office Contracted Services
 - MCSJ Accounting software: \$14,800
- Professional Services
 - Consulting assistance: \$24,000
- Tax Collection Admin Expense payable to Carteret County

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	145,000	168,000
OVERTIME	0	0
FICA	11,500	11,500
GROUP INSURANCE EXPENSE	27,000	32,000
RETIREMENT EXPENSE	18,000	18,000
POSTAGE	500	500
OFFICE SUPPLIES	2,500	1,500
OFFICE CONTRACT SERVICES	14,800	14,800
DUES & SUBSCRIPTIONS	150	200
TAX REFUND	2,500	2,500
HUMAN RESOURCES	0	4,000
TRAINING – REGISTRATION & CLASS MAT.	1,000	2,000
TRAVEL MILEAGE	300	500
MEALS	200	200
LODGING	300	700
EMPLOYEE ENGAGEMENT	0	4,000
EQUIPMENT MAINTENANCE & REPAIRS	200	500
PROFESSIONAL SERVICES	26,000	24,000
TAX COLLECTION ADMIN EXPENSE - PROPERTY	52,000	52,000
TAX COLLECTION ADMIN EXPENSE – M/V	2,500	2,500
FINANCE SUBTOTAL	304,450	339,400

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.

FY15 NOTABLE ACCOMPLISHMENTS

- Built new storage racks and ADA compliant docks at Fishermen’s Park
- Installed boardwalk and kiosk at Grayden Paul Park
- Installed ADA compliant access ramp at Grayden Paul Park
- Coordinated and performed the maintenance and upkeep of Randolph Johnson Park, tennis and basketball courts, boardwalk, public right-of-ways, and Oceanview Cemetary
- Continued a strong working relationship with the Beaufort Garden Club
- Implemented first phase of Pay to Park downtown streetscaping program to include new benches, trash cans, and crosswalk improvements from Turner Street west.
- Worked with private citizens to improve entrance to Highland Park neighborhood.
- Completed new restrooms at Town Hall/NPS Visitors Center

FY16 GOALS

- Relocate the Public Works Yard to convert the existing area to public green space (Water Tower Park)
- Complete exterior renovations to the Train Depot
- Conduct interior renovations to old police station building
- Continue to work with the Beaufort Garden Club, the Downtown Beaufort Business Association, and other community groups to maintain and improve Beaufort streetscapes and wayfinding
- Improve Town water access capabilities through improvements to terminus of Marsh Street

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	FY13	FY14	FY15	FY16
Supervisor	1	1	1	0
Maintenance Worker	2	2	1	0
TOTAL	3	3	2	0

**In FY16, personnel combined with Public Works Department

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	99,131	87,443	75,500	0
Operations	146,530	98,204	164,500	129,317
Capital Outlay	49,502	102,588	38,000	40,000
Debt Service	0	0	0	0
TOTAL	295,163	298,200	278,000	169,317

NOTABLE BUDGET ITEMS

OPERATIONS

- Created new line item for Trees; previously resided in Public ROW Maintenance.
- \$40,000 included for Water Tower Park Contracted Services, pending commitment by County
- \$10,000 for external paint and repairs to Train Depot
- \$13,000 for rehabilitation of old Police Station

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	54,000	0
OVERTIME	500	0
FICA	5,000	0
GROUP INSURANCE EXPENSE	10,000	0
RETIREMENT EXPENSE	6,000	0
TELEPHONE - CELLULAR	2,000	2,000
OFFICE SUPPLIES	100	100
ELECTRIC	1,000	1,000
UNIFORMS	250	250
TOWN HALL BLDG MAINT.	1,000	1,000
TOWN HALL GROUND MAINT.	0	0
TOWN HALL JANITORIAL SUPPLIES	1,000	1,000
TOWN HALL CONTRACTED SERVICES	14,500	11,000
TRAIN DEPOT BLDG MAINT.	100	100
TRAIN DEPOT GROUNDS MAINT.	0	0
TRAIN DEPOT JANITORIAL SUPPLIES	50	200
TRAIN DEPOT CONTRACTED SERVICES	0	10,000
POLICE DEPT BLDG MAINT.	3,050	3,000
POLICE DEPT GROUND MAINT.	0	0
POLICE DEPT JANITORIAL SUPPLIES	1,500	1,500
POLICE DEPT CONTRACTED SERVICES	6,400	13,000
PUBLIC WORKS BLDG MAINT.	1,500	1,500
PUBLIC WORKS GROUNDS MAINT.	0	250
PUBLIC WORKS JANITORIAL SUPPLIES	100	300
PUBLIC WORKS CONTRACTED SERVICES	0	0
CEMETERY MAINTENANCE	8,500	8,500
PUBLIC RESTROOM BLDG MAINTENANCE	5,000	5,500
PUBLIC RESTROOM JANITORIAL SUPPLIES	6,500	8,000
PARKS MAINTENANCE	9,500	8,500
PARKS CONTRACTED SERVICES	44,000	40,000
DOCK AND BOARDWALK MAINTENANCE	38,000	10,000
PUBLIC R.O.W. MAINTENANCE	4,000	8,000
TREES	0	7,000
NPS-RELATED IMPROVEMENTS	17,100	0
NON-CAPITAL EQUIPMENT PURCHASE	1,500	1,000
EQUIPMENT MAINTENANCE & REPAIRS	1,250	1,500
PROPERTY LEASES	8,100	8,100
DEPARTMENTAL SUPPLIES & MATERIALS	4,500	4,000
CONTRACTED SERVICES	19,500	10,000
SPECIAL EVENTS	2,500	3,017
FACILITIES/PARKS SUBTOTAL	278,000	169,317

DESCRIPTION

Under the direction of the Public Works Director, 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.

FY15 NOTABLE ACCOMPLISHMENTS

- Refuse collection for approximately 2,200 residential and business customers totally approximately 1,500 tons
- Recycling collection for approximately 2,200 residential and business customers totally approximately 250 tons
- Yard waste collection of 250 tons for the year
- Implemented Phase I of the Pay-to-Park funded downtown streetscaping program to include six (6) ADA compliant sidewalk access ramps and crosswalk rehabilitation.
- Completed the restriping and renumbering 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
- Completed the "de-grassing" of Cedar Street, donating plants to several sources
- Conducted tree inventory
- Rehabilitated and sodded corner of Hedrick and Lennoxville Rd.
- Began in-house systematic road patching
- Worked with citizens to bring downtown street signs to ADA-compliant height
- Cleaned numerous drainage ditches, most notably in Professional Park

FY16 GOALS

- Complete department restructuring and re-classification of existing employees; absorb personnel previously classified as Facilities and Parks.
- 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.

PERFORMANCE MEASURES

- 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

POSITION TITLE	FY13	FY14	FY15	FY15
Public Works Director	1	0	0	1
Public Works Supervisor	1	1	1	1
CDL Truck Driver	2	2	2	2
Extra Trash Truck Driver	2	2	2	0
Mechanic	2	2	2	1
Heavy Equipment Operator	1	1	1	1
Skilled Craft Laborer	0	0	0	1
General Laborer	0	0	0	1
Stormwater Crew Chief	0	0	0	1
Stormwater Laborer	0	0	0	1
Administrative Specialist	1	0.5	0.5	0.5
TOTAL	11	8.5	8.5	10.5

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	475,972	393,931	418,500	577,000
Operations	293,373	409,102	684,450	444,449
Street Lights	109,642	110,906	110,000	122,000
Street Maintenance	119,938	110,811	422,000	605,000
Capital Outlay	99,498	0	0	180,000
Debt Service	30,140	30,140	30,140	30,140
TOTAL	\$1,157,299	\$1,054,890	\$1,665,090	\$1,958,589

NOTABLE BUDGET ITEMS

PERSONNEL

- Addition of Stormwater Crew Chief and General Laborer
- Absorbed personnel from Facilities and Parks

5-YEAR \$1.2 MILLION PAVING PROGRAM

- FY16: \$600,000 project with funds from Powell Bill (\$125,000), Local Option Sales Tax (\$75,000) Powell Bill reserves (\$200,00), and Unappropriated Fund Balance monies (\$200,000)
- FY17: Repay Fund Balance, finance \$600,000 project to repay in FY18-FY20.
- FY21: Repeat

CAPITAL OUTLAY - EQUIPMENT: \$180,000

- The Public Works Department will use funds from the \$.03 tax increase to purchase several much needed pieces of critical stormwater equipment to include the following
 - Excavator w/ twist-a-wrist \$90,000
 - Dump truck w/ towing capacity \$35,000
 - Back hoe with rubber tires: \$25,000
 - 4-door pickup truck: \$30,000

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	290,000	395,000
OVERTIME	15,000	15,000
FICA	22,500	31,600
GROUP INSURANCE EXPENSE	54,500	88,000
RETIREMENT EXPENSE	36,500	47,400
TELEPHONE	1,750	1,750
TELEPHONE - CELLULAR	3,700	4,200
INTERNET/CABLE	2,500	2,500
POSTAGE	4,500	4,500
OFFICE SUPPLIES	2,000	2,000
OFFICE EQUIPMENT LEASES	3,100	3,100
OFFICE CONTRACT SERVICES	2,000	2,000
DUES AND SUBSCRIPTIONS	150	150
ELECTRIC	8,000	6,000
LP GAS	4,000	3,500
WATER/SEWER/SOLID WASTE	750	750
HUMAN RESOURCES	500	0
OSHA/SAFETY	1,500	1,500
SAFETY SUPPLIES & MATERIALS	900	1,000
TRAINING – REGISTRATION & CLASS MAT.	500	1,000
MEALS	100	250
UNIFORMS	7,000	7,000
NON-CAPITAL EQUIPMENT PURCHASE	35,000	10,000
EQUIPMENT MAINTENANCE & REPAIRS	5,000	5,000
AUTO FUEL	45,000	45,000
VEHICLE MAINTENANCE & REPAIRS	32,000	28,000
DEPARMENTAL SUPPLIES & MATERIALS	10,000	15,750
STREETSCAPING MATERIALS	22,000	28,000
STREET CONTRACTED SERVICES	392,000	575,000
STREET SUPPLIES & MATERIALS	30,000	30,000
PARKING METERS	149,000	36,000
CONTRACT SERVICES	30,000	5,000
INMATE CONTRACTED SERVICES	2,000	2,000
MOSQUITO CONTROL	1,000	1,000
CONTRACTED SERVICES - RECYCLING	56,000	56,000
SOLID WASTE DISPOSAL FEE	77,000	77,000
DREDGING EXPENSE	143,000	60,000
INSURANCE & BONDS	34,500	34,500
STREET LIGHTS	110,000	122,000
CAPITAL OUTLAY – EQUIPMENT	0	180,000
DEBT SERVICE – PRINCIPAL	28,328	29,077
DEBT SERVICE – INTEREST	1,812	1,062
PUBLIC WORKS SUBTOTAL	1,665,090	1,958,589

DESCRIPTION

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.

FY15 NOTABLE ACCOMPLISHMENTS

- Processed & Presented – 43 Certificates of Appropriateness for the Historic Preservation Commission.
- Retention of Certified Local Government (CLG) status for Historic Preservation
- Bulkhead Channel Dredging Grant recipient of up to 50% of cost.
- Review of one (1) Preliminary Subdivision Plan
- Presented five (5) requests for changes to the official zoning map.
- Processed and presented two (2) major site plans and one (1) Board of Adjustment case
- Received a Clean Audit from the NC Department of Public Safety Community Assistance Visit (CAV) as part of National Flood Insurance Program.
- Building Inspector advanced to Level II Building Certificate and Probationary Level III in Plumbing & Mech.
- Completed parking inventory of available spaces for use in downtownFY15 Goals

FY16 GOALS

- Completion of updated Subdivision Ordinance
- Continue to pursue funding for Multi-modal transportation projects within community.
- Improve the enforcement of Town Codes & ordinance by use of new software and technology.
- Retain or improve Community Rating System (CRS) with FEMA Audit
- Seek training opportunities for the Planning Board, Historic preservation Commission & Board of Adjustment
- Historic Preservation Certified Local Government (CLG) Retention
- Adoption of new Regional Hazard Mitigation Plan
- Completion and implementation of new Hwy. 101/US 70 Zoning District
- Continuation of RS-5 Zoning for non-conforming properties within Old Town neighborhood

PERFORMANCE MEASURES

- Numbers of Inspections performed
- Ability to retain FEMA Community Rating Service status
- Number of development proposals processed (Building Permits, Site Plans, Subdivisions, COA's etc.)
- 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 Assistant	1	1	1	1
TOTAL	3	3	3	3

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	186,436	195,544	204,800	204,300
Operations	36,936	15,816	57,816	57,850
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
TOTAL	223,372	211,360	262,616	262,150

NOTABLE BUDGET ITEMS

PROFESSIONAL SERVICES

- The budget includes ½ of an estimated \$75,000 fee for contracted services for the development of the New Highway 70 Corridor zoning classification. The remainder is included in the FY15 budget projections.

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	151,000	148,000
OVERTIME	1,800	1,800
FICA	11,500	12,000
GROUP INSURANCE EXPENSE	22,000	24,000
RETIREMENT EXPENSE	18,500	18,500
TELEPHONE – CELLULAR	550	550
POSTAGE	100	100
OFFICE SUPPLIES	3,669	3,000
DUES & SUBSCRIPTIONS	700	700
TRAINING – REGISTRATION & CLASS MAT.	750	1,000
TRAVEL MILEAGE	500	500
MEALS	350	350
LODGING	830	1,000
NON-CAPITAL EQUIPMENT PURCHASE	800	800
AUTO FUEL	1,500	1,500
VEHICLE MAINTENANCE & REPAIRS	500	500
PERMITS & FEES RECURRING	1,000	1,250
HISTORIC COMMISSION – SUPPLIES	53	100
HISTORIC COMMISSION – LEGAL EXPENSES	0	0
HISTORIC COMMISSION – TRAVEL	1,517	1,500
PROFESSIONAL SERVICES	45,000	45,000
PLANNING & INSPECTIONS SUBTOTAL	262,619	262,150

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.

FY15 NOTABLE ACCOMPLISHMENTS

- Maintained fast response times to calls for service
- Maintained low crime rate
- Assist several neighborhoods with establishing their Neighborhood Watch Programs with great success
- Continued the Coffee With A Cop Program
- Upgraded motor vehicle fleet with 5 new Patrol Division vehicles

FY16 GOALS

- Research and develop program to supply all Patrol Division Officers with body cameras
- Upgrade antiquated radars in patrol vehicles
- Maintain fast response times to calls for service
- Maintain low crime rate
- Increase minority sensitivity training for all officers

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
TOTAL	21	21	16	16

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	916,035	931,267	957,000	1,006,000
Operations	186,905	199,909	180,100	201,100
Capital Outlay	0	0	180,000	0
Debt Service	0	0	0	0
TOTAL	\$1,102,940	\$1,131,176	\$1,317,100	\$1,207,100

NOTABLE BUDGET ITEMS

NON-CAPITAL EQUIPMENT PURCHASE

- New radar systems for vehicles
- Appropriation for six (6) body cameras

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	672,000	700,000
OVERTIME	18,000	18,000
OTHER SALARIES – PART TIME	17,000	17,000
FICA	53,000	56,000
GROUP INSURANCE EXPENSE	112,000	128,000
RETIREMENT EXPENSE	85,000	87,000
TELEPHONE	1,700	1,700
TELEPHONE - CELLULAR	12,000	12,000
INTERNET/CABLE	1,700	1,700
POSTAGE	1,000	1,000
OFFICE SUPPLIES	2,000	2,000
OFFICE EQUIPMENT (NON-CAPITAL)	2,450	2,450
OFFICE EQUIPMENT LEASES	5,500	5,500
OFFICE CONTRACT SERVICES	13,550	13,550
DUES AND SUBSCRIPTIONS	500	500
MISC. ADMIN EXPENSE	650	650
ELECTRIC	6,000	6,000
WATER/SEWER/SOLID WASTE	2,000	2,000
HUMAN RESOURCES	2,000	0
OSHA/SAFETY	250	250
SAFETY SUPPLIES & MATERIALS	600	600
TRAINING – REGISTRATION & CLASS MAT.	250	250
TRAVEL MILEAGE	350	350
MEALS	2,800	2,800
LODGING	1,200	1,200
UNIFORMS	7,500	7,500
NON-CAPITAL EQUIPMENT PURCHASE	0	25,000
EQUIPMENT MAINTENANCE & REPAIRS	2,000	2,000
AUTO FUEL	38,000	38,000
VEHICLE MAINTENANCE & REPAIRS	15,000	13,000
DEPARMENTAL SUPPLIES & MATERIALS	8,050	8,050
INSURANCE & BONDS	51,600	51,600
CRIME PREVENTION	1,450	1,450
CAPITAL OUTLAY – VEHICLES	180,000	0
POLICE DEPARTMENT SUBTOTAL	1,317,100	1,207,100

UTILITY FUND

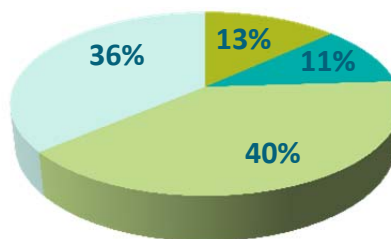
UTILITY FUND - BUDGET AT A GLANCE

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
REVENUE			
REGULAR WATER SERVICE	818,123	832,000	832,000
REGULAR SEWER SERVICE	2,179,754	2,160,000	2,160,000
SERVICE CHARGES	7,446	4,600	4,600
TAP & CONNECTION FEES	35,110	30,000	30,000
MISCELLANEOUS	56,749	57,000	57,000
LOAN PROCEEDS	0	0	525,000
TRANSFER FROM RESTRICTED FUND BALANCE (IMPACT FEES)	0	65,000	333,000
TOTAL REVENUE	3,097,182	3,148,600	3,941,600
OPERATIONAL EXPENDITURES			
WATER DEPARTMENT	753,399	686,297	625,710
SEWER DEPARTMENT	769,202	756,271	845,045
WASTEWATER TREATMENT PLANT	1,645,115	1,612,253	1,612,845
SUBTOTAL OPERATIONS	3,167,716	3,054,821	3,083,600
OTHER EXPENDITURES			
CAPITAL OUTLAY	36,950	92,038	858,000
SUBTOTAL EXPENDITURES	3,167,716	3,146,859	3,941,600
TRANSFER TO CAPITAL PROJECTS	(31,248)	0	0
TOTAL REVENUE OVER (UNDER) BUDGETED EXPENDITURES	(70,534)	1,741	0
NON-OPERATING INCOME			
IMPACT FEES			
WATER	38,800	49,500	60,000
SEWER	30,500	55,500	60,000
SALES OF FIXED ASSETS	7,500	0	0
INVESTMENT INCOME	2,011	0	0
SUBTOTAL	78,811	105,000	100,000
NET CHANGE IN UTILITY FUND CASH BALANCE	(22,971)	41,741	(233,000)

	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
WATER			
PERSONNEL	200,420	219,000	226,000
OPERATIONS	268,627	257,075	259,170
CAPITAL OUTLAY	24,949	32,138	300,000
DEBT SERVICE	262,644	210,222	140,540
TRANSFER TO CAPITAL PROJECT	31,247	0	0
SUBTOTAL WATER	787,887	718,435	925,710
SEWER			
PERSONNEL	167,552	176,500	185,500
OPERATIONS	141,472	136,820	151,270
CAPITAL OUTLAY	12,001	32,100	558,000
DEBT SERVICE	449,306	442,951	508,275
SUBTOTAL SEWER	770,331	788,371	1,403,045
WWTP			
PERSONNEL	358,518	355,000	365,000
OPERATIONS	365,852	347,250	352,375
CAPITAL OUTLAY	0	27,800	0
DEBT SERVICE	922,112	910,003	895,470
SUBTOTAL WWTP	1,646,482	1,640,053	1,612,845

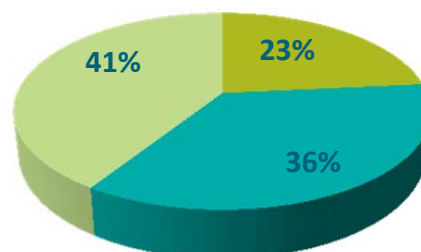
FY16 EXPENDITURES BY CATEGORY

■ PERSONNEL
 ■ OPERATIONS
 ■ CAPITAL OUTLAY
 ■ DEBT SERVICE



FY16 EXPENDITURES BY DEPARTMENT

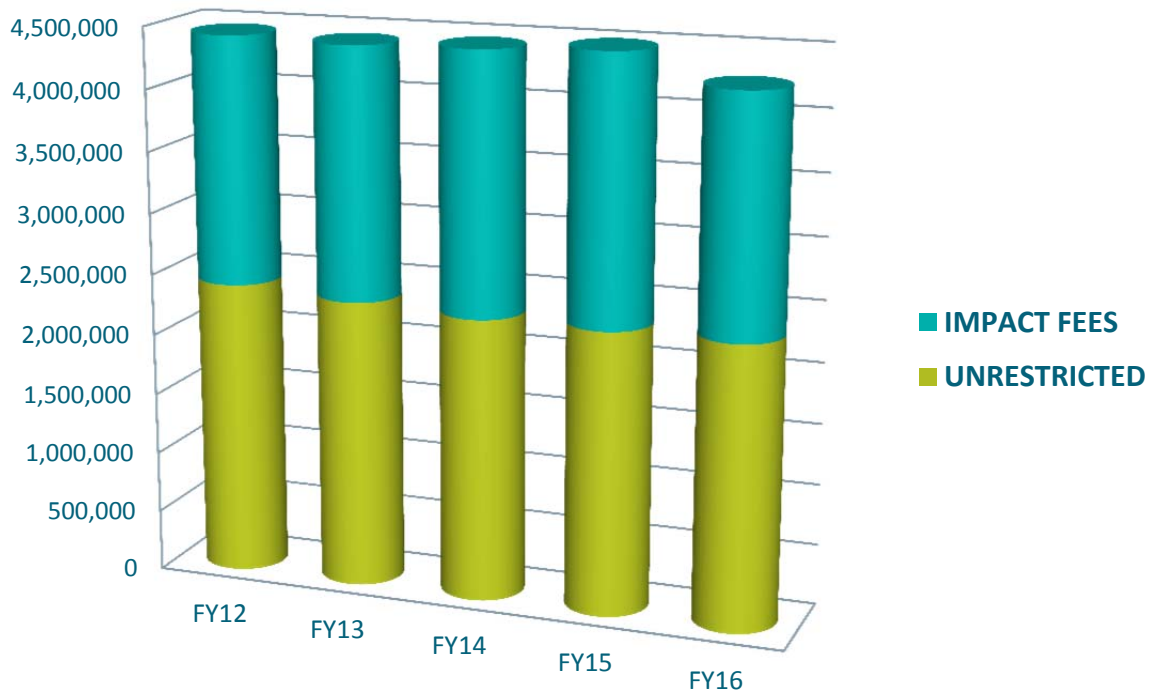
■ WATER
 ■ SEWER
 ■ WWTP



UTILITY FUND – UNRESTRICTED FUND AND IMPACT FEE BALANCES

	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
UNRESTRICTED CASH	2,420,540	2,366,518	2,320,097	2,321,838	2,321,838
RESTRICTED CASH (IMPACT FEES)	2,011,734	2,041,271	2,111,548	2,151,548	1,918,548
TOTAL CASH (FUND BALANCE)	4,432,274	4,407,789	4,431,645	4,473,386	4,240,386

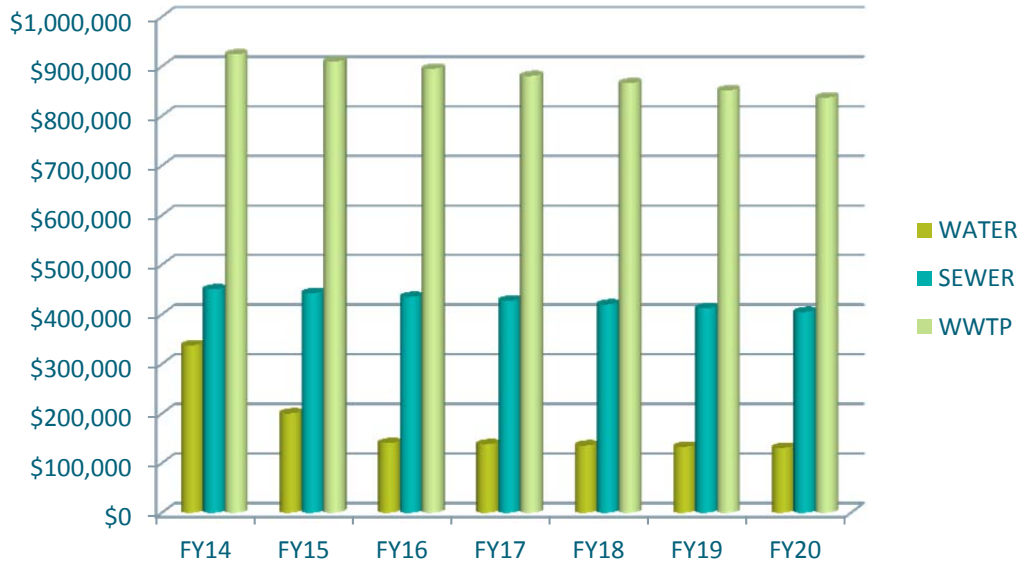
UTILITY FUND CASH BALANCE



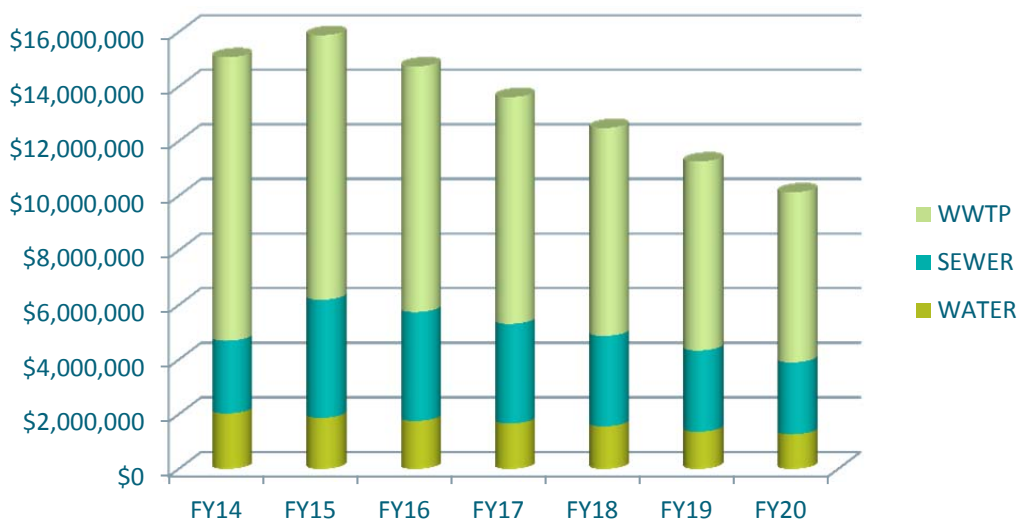
UTILITY FUND – DEBT

DEBT SERVICE PER FISCAL YEAR

	FY14	FY15	FY16	FY17	FY18	FY19	FY20
WATER	337,774	200,379	140,539	138,138	135,736	133,134	130,932
SEWER	450,577	442,951	435,324	427,698	420,071	412,445	404,818
WWTP	924,534	910,002	895,470	880,937	866,405	851,873	837,340
TOTAL	1,712,885	1,553,332	1,471,333	1,446,773	1,422,212	1,397,452	1,373,090



REMAINING YEAR-END BALANCES



DESCRIPTION

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..

FY15 NOTABLE ACCOMPLISHMENTS

- Reconditioned the Pine Street groundwater storage tank
- Reconditioned the Glenda Drive groundwater storage tank
- Accepted the water infrastructure for Beaufort Springs Development
- Completed repairs in a timely manner
- Made water taps as needed

FY16 GOALS

- Maintain compliance with NCDENR
- Begin transition to radio read meters
- Prepare and recoat piping inside well house at Pine St.
- Continue to make repairs in a timely manner
- Install taps as needed

PERFORMANCE MEASURES

- 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 though training attendance and satisfactory completion

PERSONNEL

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
TOTAL	5	5	4	4

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	187,990	200,420	219,000	226,000
Operations	366,839	268,627	257,075	259,170
Capital Outlay	0	24,949	32,138	300,000
Debt Service	175,968	262,644	210,222	140,540
Transfer to Capital Project	0	31,247	0	0
TOTAL	\$730,797	787,887	718,435	925,710

NOTABLE BUDGET ITEMS

CAPITAL OUTLAY

- Phase 1 Conversion of digital read water meters - \$300,000

DEPARTMENT SUPPLIES

- Salt and other treatment chemicals

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	152,000	155,000
OVERTIME	7,500	7,500
FICA	12,500	12,500
GROUP INSURANCE EXPENSE	28,000	32,000
RETIREMENT EXPENSE	19,000	19,000
TELEPHONE	2,000	2,000
TELEPHONE - CELLULAR	1,350	1,500
POSTAGE	4,500	4,500
OFFICE SUPPLIES	1,250	1,500
OFFICE CONTRACT SERVICES	3,000	3,000
ADMINISTRATIVE EXPENSE ALLOCATION	15,000	15,000
DUES AND SUBSCRIPTIONS	1,000	1,000
ELECTRIC	34,000	34,000
LP GAS	1,500	1,500
WATER/SEWER/SOLID WASTE	750	750
HUMAN RESOURCES	500	500
OSHA/SAFETY	550	1,000
TRAINING – REGISTRATION & CLASS MAT.	1,025	1,500
TRAVEL MILEAGE	100	100
MEALS	400	400
EMPLOYEE DEVELOPMENT	2,000	3,000
UNIFORMS	2,650	2,650
BUILDING MAINTENANCE	1,000	1,000
JANITORIAL SUPPLIES	500	500
NON-CAPITAL EQUIPMENT PURCHASE	5,000	5,000
EQUIPMENT MAINTENANCE & REPAIRS	20,000	20,000
AUTO FUEL	9,000	9,000
VEHICLE MAINTENANCE & REPAIRS	2,500	2,500
PERMITS & FEES - RECURRING	5,000	5,000
COMPLIANCE TESTING	14,000	14,000
DEPARMENTAL SUPPLIES & MATERIALS	75,000	75,000
PROFESSIONAL SERVICES	230	0
CONTRACT SERVICES	28,270	28,270
COUNTY WATER PURCHASE	25,000	25,000
INSURANCE & BONDS	0	0
CAPITAL OUTLAY – CONTRACTED SERVICES	32,138	300,000
CAPITAL OUTLAY – VEHICLES	0	0
DEBT SERVICE – PRINCIPAL	160,612	97,311
DEBT SERVICE – INTEREST	49,610	43,229
WWTP DEPARTMENT SUBTOTAL	718,435	925,710

SEWER DEPARTMENT

DESCRIPTION

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.

FY15 NOTABLE ACCOMPLISHMENTS

- In the process of receiving and installing a new generator for lift station #9
- Prepared lift station #12 for installation of the old generator from lift station #10
- Removed and replaced a manhole on Short Street
- Used the vacuum and flush trucks to clean and maintain the Town's sewer lines and 20 lift stations
- Made sewer taps as needed
- Remained in compliance with NCDENR throughout the year
- Cleaned storm lines as needed

FY16 GOALS

- Maintain compliance with NCDENR
- Purchase and install a generator for lift station #16
- Purchase a new vacuum truck and/or flush truck
- Clean 10-15% of sewer lines
- Maintain 20 lift stations
- Inspect and ultimately accept the new infrastructure for Deerfield subdivision
- Install taps as needed

PERFORMANCE MEASURES

- 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

POSITION TITLE	FY13	FY14	FY15	FY16
System Supervisor	1	1	1	1
Senior Line Mechanic	1	1	1	1
Line Maintenance Mechanic	1	1	1	1
TOTAL	3	3	3	3

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	167,267	167,552	176,500	185,500
Operations	74,264	141,472	136,820	151,270
Capital Outlay	0	12,001	32,100	558,000
Debt Service	457,208	449,306	442,951	508,275
TOTAL	698,739	770,331	788,371	1,403,045

NOTABLE BUDGET ITEMS

CAPITAL OUTLAY

- Replacement flush truck: \$375,000
- Replacement vacuum truck: \$150,000

OPERATIONS

- Repair to intersection of Circle Drive and Live Oak Street

DEBT SERVICE

- Twelve (12) months of payments on flush truck
- Six (6) months of payments on vacuum truck

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	121,000	125,000
OVERTIME	10,000	12,000
FICA	9,500	9,500
GROUP INSURANCE EXPENSE	21,000	24,000
RETIREMENT EXPENSE	15,000	15,000
TELEPHONE	5,000	5,000
TELEPHONE - CELLULAR	2,500	2,500
INTERNET/CABLE	0	0
POSTAGE	4,100	4,100
OFFICE SUPPLIES	250	250
OFFICE CONTRACT SERVICES	2,200	2,200
DUES AND SUBSCRIPTIONS	200	200
ELECTRIC	34,000	34,000
HUMAN RESOURCES	500	500
OSHA/SAFETY	580	1,000
SAFETY SUPPLIES & MATERIALS	420	1,000
TRAINING – REGISTRATION & CLASS MAT.	1,000	1,000
MEALS	250	500
LODGING	500	500
EMPLOYEE DEVELOPMENT	1,800	2,500
UNIFORMS	3,200	3,200
BUILDING MAINTENANCE	1,000	1,000
JANITORIAL SUPPLIES	500	500
EQUIPMENT LEASE	11,000	11,000
EQUIPMENT MAINTENANCE & REPAIRS	14,500	15,000
AUTO FUEL	15,000	16,000
VEHICLE MAINTENANCE & REPAIRS	5,000	5,000
PERMITS & FEES	2,620	2,620
DEPARMENTAL SUPPLIES & MATERIALS	15,000	10,000
CONTRACT SERVICES	1,000	17,000
INSURANCE & BONDS	14,700	14,700
CAPITAL OUTLAY – EQUIPMENT	32,100	33,000
CAPITAL OUTLAY – VEHICLES	0	525,000
DEBT SERVICE – PRINCIPAL	337,508	401,206
DEBT SERVICE – INTEREST	105,443	107,069
SEWER DEPARTMENT SUBTOTAL	788,371	1,403,045

DESCRIPTION

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.

FY15 NOTABLE ACCOMPLISHMENTS

- Maintained the plant through routine maintenance
- Treated over 240,000,000 gallons of wastewater
- The belt press facility processed over 50 dry tons of residual solids
- Remained in compliance with NCDENR throughout the year

FY15 GOALS

- Maintain compliance with NCDENR
- Replace/adjust the impellers on the influent pumps
- Perform routine maintenance

PERFORMANCE MEASURES

- 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

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
TOTAL	5	5	5	5

BUDGET

	FY13	FY14	FY15	FY16
	ACTUAL	ACTUAL	PROJECTED	PROPOSED
Personnel	300,162	358,518	355,000	365,000
Operations	489,359	365,852	347,250	352,375
Capital Outlay	0	0	27,800	0
Debt Service	937,208	922,112	910,003	895,470
TOTAL	1,726,729	1,646,482	1,640,053	1,612,845

NOTABLE BUDGET ITEMS

LINE ITEM DETAIL

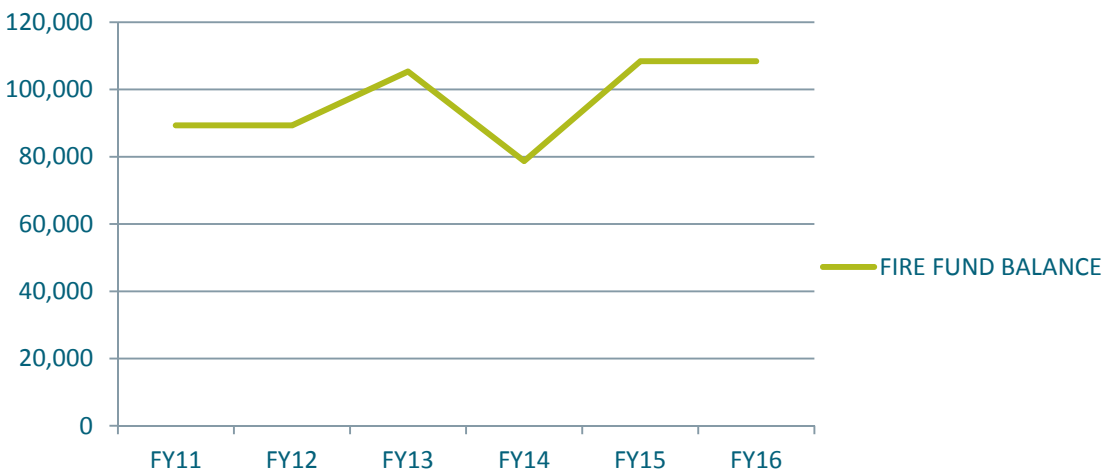
EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	239,000	245,000
OVERTIME	28,000	28,000
FICA	20,000	20,000
GROUP INSURANCE EXPENSE	36,000	40,000
RETIREMENT EXPENSE	32,000	32,000
TELEPHONE	1,000	1,000
TELEPHONE - CELLULAR	1,500	1,500
INTERNET/CABLE	2,900	2,900
POSTAGE	500	500
OFFICE SUPPLIES	1,700	1,700
ADMINISTRATIVE EXPENSE ALLOCATION	15,000	15,000
DUES AND SUBSCRIPTIONS	750	750
ELECTRIC	128,000	128,000
WATER/SEWER/SOLID WASTE	750	750
HUMAN RESOURCES	250	250
OSHA/SAFETY	975	1,000
TRAINING – REGISTRATION & CLASS MAT.	1,820	2,000
TRAVEL MILEAGE	180	200
MEALS	200	200
LODGING	500	500
EMPLOYEE DEVELOPMENT	3,000	3,000
UNIFORMS	3,125	3,125
BUILDING MAINTENANCE	5,400	8,000
JANITORIAL SUPPLIES	500	500
NON-CAPITAL EQUIPMENT PURCHASE	2,500	2,500
EQUIPMENT MAINTENANCE & REPAIRS	20,000	20,000
AUTO FUEL	10,000	10,000
VEHICLE MAINTENANCE & REPAIRS	2,500	4,000
PERMITS & FEES - RECURRING	5,600	6,000
COMPLIANCE TESTING	12,000	12,000
DEPARMENTAL SUPPLIES & MATERIALS	34,600	35,000
PROFESSIONAL SERVICES	9,400	9,400
CONTRACT SERVICES	20,000	20,000
INSURANCE & BONDS	62,600	62,600
CAPITAL OUTLAY – VEHICLES	27,800	0
DEBT SERVICE – PRINCIPAL	692,017	692,017
DEBT SERVICE – INTEREST	217,986	203,453
WWTP DEPARTMENT SUBTOTAL	1,640,053	1,612,845

FIRE FUND

FIRE FUND - BUDGET AT A GLANCE

	FY14 ACTUAL	FY15 PROJECTED	FY15 PROPOSED
REVENUE			
GENERAL FUND ALLOCATION	795,364	775,550	795,169
FIRE DISTRICT AD VALOREM TAX	318,975	420,520	316,470
FIRE DISTRICT SALES TAX	90,000	115,225	95,000
HARLOWE DISTRICT TAX	0	0	77,907
INVESTMENT INCOME	61	0	0
GRANTS	1,074	0	0
INSURANCE REIMBURSEMENT	15,229	0	0
MISCELLANEOUS	1,868	1,800	1,800
LOAN PROCEEDS	0	90,000	0
TOTAL REVENUE	1,222,571	1,403,095	1,286,346
EXPENSES			
PERSONNEL	831,710	927,164	995,646
OPERATIONS	196,992	232,275	161,526
CAPITAL OUTLAY	0	82,564	0
DEBT SERVICE	110,529	79,446	99,174
TOTAL EXPENDITURES	1,139,231	1,321,449	1,256,346
TOTAL REVENUE OVER (UNDER) EXPENDITURES	83,340	89,659	30,000
TRANSFERS			
TO GENERAL FUND (FIRE SUBSTATION)	109,978	60,000	30,000
NET INCREASE (DECREASE) IN FUND BALANCE	(26,638)	29,659	0
YEAR-END FUND BALANCE	78,728	108,387	108,387

FIRE FUND – FUND BALANCE HISTORY



DESCRIPTION

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.

FY15 NOTABLE ACCOMPLISHMENTS

- The department responded to a total of 1,123 incidents in 2014 with 702 located within the municipality.
- Provided educational and fire prevention programs to schools and daycare centers reaching approximately 500 children, together with providing educational services to NOAA, Carteret County Libraries, and other community organizations and businesses.
- Completed 135 commercial fire inspections and 23 tent inspections in 2014.
- Total training hours in 2014 for all types of training for both volunteer and career staff was 3,870 hours.
- Our Highway 101 substation is now manned Monday through Friday, 8:00 to 5:00 with three (3) personnel.
- Completion of our North Carolina Office of State Fire Marshal rating inspection on January 5, 2015. We were able to maintain our municipal fire insurance rating of a 5, and for those areas outside the municipality, we were able to lower their rating from a 10 to a 9 or a 5 if they are within 1,000' from a hydrant.

FY15 GOALS

- Complete the specifications and the bid process for the new fire station.
- Expand community outreach and educational programs.
- To maintain current department standards on call response time within the Town Limits to under 4 minutes for structure fires.
- Continue to provide staff training and professional development in order to maintain a qualified, well trained staff.

PERFORMANCE MEASURES

- 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

POSITION TITLE	FY13	FY14	FY15	FY16
Fire Chief	1	1	1	1
Assistant Chief	1	1	1	1
40-hour Firefighter	1	1	1	1
40-hour Engineer	0	0	1	1
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
TOTAL	16	16	17	17

BUDGET

	FY13 ACTUAL	FY14 ACTUAL	FY15 PROJECTED	FY16 PROPOSED
Personnel	775,795	831,710	927,164	995,646
Operations	128,081	196,992	232,275	161,526
Capital Outlay	376,444	0	82,564	0
Debt Service	65,025	110,529	79,446	99,174
TOTAL	1,345,345	1,139,231	1,379,643	1,256,346

NOTABLE BUDGET ITEMS

PERSONNEL

- As of February 16, 2015, Station 2 has been staffed with two (2) PRN's, together with one career staff for a total of three (3) personnel, Monday through Friday, from 8:00 am to 5:00 pm. In order to provide more consistent staffing at Station 2, the FY16 budget includes a new Engineer position for Station 2. This position will work Monday through Friday, 8:00 to 5:00, totaling 9 hours daily.

NON-CAPITAL EQUIPMENT

- Extrication Equipment– Existing extrication equipment ranges in age from 7 to 30 years, and most are at the end of their expected service life. The cutter and spreaders were purchased by Beaufort EMS circa 1980. The majority of equipment was purchased in 2004. Due to the expected increase in traffic and number of motor vehicle collisions both during the construction and after completion of the new bridge, it is necessary to replace this equipment. Half of the total equipment needed was purchased in FY15, with the remainder in the FY16 budget.

SAFETY EQUIPMENT

- Continuation of the SCBA (Self Contained Breathing Apparatus) maintenance program. Included in the FY16 budget is funding to replace three (3) units at \$4,000/unit.

LINE ITEM DETAIL

EXPENDITURES	FY15 PROJECTED	FY16 PROPOSED
SALARIES AND WAGES	615,000	653,089
OVERTIME	15,000	25,000
SALARIES – PARTIME/PRN	40,000	45,000
FICA	52,814	56,072
GROUP INSURANCE EXPENSE	126,500	134,640
RETIREMENT EXPENSE	77,850	81,845
FIREMENE’S PENSION FUND	1,200	1,600
TELEPHONE	1,800	2,500
TELEPHONE - CELLULAR	3,250	3,250
INTERNET/CABLE	1,200	1,700
POSTAGE	200	200
OFFICE SUPPLIES	1,300	1,000
OFFICE EQUIPMENT (NON-CAPITAL)	1,075	1,000
OFFICE EQUIPMENT LEASES	1,250	1,250
OFFICE CONTRACT SERVICES	1,600	2,000
DUES AND SUBSCRIPTIONS	1,200	1,200
MISCELLANEOUS ADMIN. EXPENSES	250	250
ELECTRIC	10,000	10,000
LP GAS	1,900	3,000
WATER/SEWER/SOLID WASTE	2,600	2,400
HUMAN RESOURCES	1,600	1,600
OSHA/SAFETY	3,100	3,100
SAFETY EQUIPMENT	34,800	13,726
SAFETY SUPPLIES & MATERIALS	1,000	1,500
TRAINING – REGISTRATION & CLASS MAT.	700	600
TRAVEL MILEAGE	0	200
MEALS	1,050	700
LODGING	1,700	500
UNIFORMS	4,780	4,500
BUILDING MAINTENANCE	27,550	3,000
GROUND MAINTENANCE	200	200
JANITORIAL SUPPLIES	1,000	1,000
FIRE DEPT. CONTRACTED SERVICES	400	400
NON-CAPITAL EQUIPMENT PURCHASE	36,000	15,000
EQUIPMENT MAINTENANCE & REPAIRS	6,600	3,750
AUTO FUEL	23,000	25,000
VEHICLE LEASES	0	0
VEHICLE MAINTENANCE & REPAIRS	17,820	10,000
DEPARMENTAL SUPPLIES & MATERIALS	3,700	3,400
INSURANCE & BONDS	38,450	42,000
CAPITAL OUTLAY – VEHICLES	82,564	0
DISTRICT EXPANSION CONTINGENCIES	0	0
DEBT SERVICE – PRINCIPAL	71,350	91,660
DEBT SERVICE – INTEREST	8,096	7,514
TRANSFER TO GENERAL FUND (SUBSTATION)	60,000	30,000
FIRE DEPARTMENT SUBTOTAL	1,381,449	1,286,346

APPENDIX 1 – TOWN OF BEAUFORT FEE SCHEDULE

EFFECTIVE DATE: July 1, 2016

PLANNING & INSPECTIONS – PERMITTING FEES

RESIDENTIAL

Residential permits are required for all work involving the following:

- Work performed to residential and/or farm structures costing \$5,000 and above
- Work involving changes to load-bearing features
- Work involving plumbing, heating & air conditioning, and electrical systems (including appliances)
- Any project larger than 12' in length, height, or width

NEW STRUCTURES & ADDITIONS

Building & Insulation (heated/unheated space)	\$50.00 base fee + \$0.12/sq. ft. for first 1,000 sq. ft. then \$.06/sq ft. thereafter
Electrical (heated/unheated space)	\$50.00 base fee + \$.06/sq. ft.
Mechanical (heated space only)	\$50.00 base fee + \$.06/sq. ft.
Plumbing (heated space only)	\$50.00 base fee + \$.06/sq. ft.
Homeowner's Recovery Fee*	\$10.00/structure

NEW PORCHES, DECKS, SHEDS, DOCKS, PIERS, BULKHEADS, ETC.

Building & Insulation	\$50.00 base fee + \$.06/sq. ft.
Electrical	\$50.00 base fee + \$.06/sq. ft.
Mechanical	\$50.00 base fee + \$.06/sq. ft.
Plumbing	\$50.00 base fee + \$.06/sq. ft.
Homeowner's Recovery Fee*	\$10.00/structure

*100% of the Homeowner's Recovery Fee is sent quarterly to the General Contracting Board; fee is only assessed to contractors with a current NC General Contracting License.

RENOVATIONS AND ALTERATIONS TO EXISTING STRUCTURES

Renovations & Repairs (For projects valued in excess of \$5,000, the fee assessed for Renovations & Repairs is inclusive of all other fees listed below.)	\$8.00 per \$1,000.00 construction value
Electrical additions/changes	\$50.00/system
HVAC additions	\$50.00/unit
Plumbing	\$50.00

MISCELLANEOUS

Re-inspection fee (applies to third attempt and beyond)	\$50.00/visit
Minimum permit fee	\$50.00
House moving	Same as new construction
Demolition	\$50.00/structure
Gas pumps/Storage tanks	\$50.00 + \$20.00/unit
Signs	\$50.00 + \$1.50/sq. ft.
Fire sprinkler/Alarm systems	\$50.00 + \$.06/sq. ft.
Working without a permit	Double the permit fee unless waived by Inspector

COMMERCIAL

COMMERCIAL STRUCTURES & ADDITIONS

Building & Insulation (heated/unheated space)	\$50.00 base fee + \$0.25/sq. ft. for first 1,000 sq. ft. then \$.15/sq ft. thereafter
Electrical (heated/unheated space)	\$50.00 base fee + \$0.09/sq. ft. for first 1,000 sq. ft. then \$.05/sq ft. thereafter
Mechanical (heated space only)	\$50.00 base fee + \$0.09/sq. ft. for first 1,000 sq. ft. then \$.05/sq ft. thereafter
Plumbing (heated space only)	\$50.00 base fee + \$0.09/sq. ft. for first 1,000 sq. ft. then \$.05/sq ft. thereafter

COMMERCIAL PIERS, BULKHEADS, JETTIES, DOCKS, RETAINING WALLS, DECKS, ETC.

Building & Insulation	\$50.00 base fee + \$0.12/sq. ft. for first 1,000 sq. ft. then \$.06/sq ft. thereafter
Electrical	\$50.00 base fee + \$0.06/sq. ft.
Plumbing	\$50.00 base fee + \$0.06/sq. ft.

COMMERCIAL OUTBUILDINGS

- Commercial Outbuildings includes airport storage structures (except hangars), and warehouse buildings, but does not include shell buildings or multiple storage structures.

Building & Insulation	\$50.00 base fee + \$0.13/sq. ft. for first 1,000 sq. ft. then \$.08/sq ft. thereafter
Electrical	\$50.00 base fee + \$0.05/sq. ft. for first 1,000 sq. ft. then \$.03/sq ft. thereafter
Mechanical	\$50.00 base fee + \$0.05/sq. ft. for first 1,000 sq. ft. then \$.03/sq ft. thereafter
Plumbing	\$50.00 base fee + \$0.05/sq. ft. for first 1,000 sq. ft. then \$.03/sq ft. thereafter

RENOVATIONS AND ALTERATIONS TO EXISTING STRUCTURES

Renovations & Repairs (For projects valued in excess of \$5,000, the fee assessed for Renovations & Repairs is inclusive of all other fees listed below.)	\$8.00 per \$1,000.00 construction value
Electrical additions/changes	\$50.00/system
HVAC additions	\$50.00/unit
Plumbing	\$50.00

MISCELLANEOUS

Re-inspection fee (applies to third attempt and beyond)	\$50.00/visit
Minimum permit fee	\$50.00
House moving	Same as new construction
Demolition	\$50.00/structure
Gas pumps/Storage tanks	\$50.00 + \$20.00/unit
Signs	\$50.00 + \$1.50/sq. ft.
Fire sprinkler/Alarm systems	\$50.00 + \$.06/sq. ft.
Working without a permit	Double the permit fee unless waived by Inspector

OTHER APPLICATION FEES

Beaufort Historic Preservation Commission Submission	\$25.00/application
Rezoning Request	\$200.00/application
Variance Request	\$200.00/application
Preliminary Plat Approval	\$100.00/application
Final Plat/Subdivision Approval	\$100.00/application
Special Use Permission	\$200.00/application
Site Plan Review	\$100.00/application

BUSINESS REGISTRATION FEE

A registration fee of \$25.00 for all new businesses beginning operation within the Town limits.

FIRE SAFETY

INSPECTION PROGRAM

1 st Inspection (initial)	No charge
2 nd Inspection (after 30 days)	No charge
3 rd Inspection	\$25.00 + \$25.00 fine per violation per day until corrected
4 th Inspection	\$50.00 + \$25.00 fine per violation per day until corrected

- After 4th inspection, the inspection fee increases incrementally by \$25 for each inspection with a fine of \$25 per violation per day until corrected.
- After the 2nd inspection, a request for an extension and waiver of fees can be submitted for approval.

LIFE SAFETY VIOLATIONS FINES AND FEES

1 st Offense	Must be corrected immediately; verbal warning with a written letter sent within 72 hours
2 nd Offense in 6 months	Must be corrected immediately; \$150.00+ \$20.00 per violation; warning letter sent within 72 hours
3 rd Offense in 6 months	Business is closed for 24 hours; \$250.00 + \$40.00 per violation

DEFINITIONS

- *Over Occupant Limit/Overcrowding:* A condition that exists when either there are more people in a building, structure or portion thereof than have been authorized or posted by the fire code official, or when the fire code official determines that a threat exists to the safety of the occupants due to persons sitting and/ or standing in locations that may obstruct or impede the use of aisles, passages, corridors, stairways, exits or other components of the means of egress. **Each person over occupancy is considered a violation.**
- *Locked/Blocked/Impeded Means of Egress:* Any obstruction in the required width of a means of egress. ("Means of Egress" is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)
- *Impairment of Fire Detection, Extinguishment and Related Equipment:* Failure to have required testing and maintenance conducted of fire alarm system(s), fire sprinkler systems and/or alternative automatic fire extinguishing systems (includes commercial hood and duct systems, wet –chemical, dry-chemical, foam, carbon dioxide systems, halon systems and clean agent systems) and to have required documentation of test(s).
- Assemblies with Impaired Fire Detection/Extinguishment Equipment must provide a Fire Watch person while the building is occupied or will be closed.

GENERAL VIOLATION FEES

Parking in a fire lane or in front of a fire hydrant \$100.00 per violation
Assault on a Fire Code Official \$100.00 per violation

Nuisance Fire Alarms

After 4th nuisance alarm in a single calendar year \$100.00

After 5th nuisance alarm in a single calendar year \$200.00

*If a business owner/occupant can show documentation that the system has been serviced by a Fire System Technician since the 3rd nuisance alarm, then the fee will be waived. The alarm count will start new for the calendar year after the system has been serviced.

Fire Detection & Suppression System work and/or modification without plan submittal and approval: \$150.00

WATER, SEWER & SOLID WASTE COLLECTION

SERVICE CHARGES

New Water Account Service Fee (waived if set up on Bank Draft)	\$25.00
New Account Service Deposit (3/4" meter)	\$75.00
New Account Service Deposit (1" meter)	\$100.00
New Account Service Deposit (1 1/2" meter)	\$140.00
New Account Service Deposit (2" meter)	\$275.00
Transfer Account	\$25.00
Cleaning/Renovation/Inspection (available for a 2 week period plus water and sewer usage)	\$25.00
Fire Hydrant Meters (includes mobilization, on site employee and 5,000 gallons of water, additional gallons \$.01 each)	\$75.00
Reconnect Fee	\$25.00
After Hours Reconnect Fee	\$75.00
Week End Call Out	\$75.00
Meter Tampering	\$100.00
Meter Testing	\$30.00
Irrigation/Dock Meter- Tap Fee	\$500.00
Returned Check Fee	\$25.00
Solid Waste User Fee- Residential	\$11.00
Late Fees - added to late portion	10%

IMPACT & TAP FEES

Meter Size	Water Tap Fee	Sewer Tap Fee	Water Impact Fee	Sewer Impact Fee
3/4"	\$500.00	\$750.00	\$3,000.00	\$3,000.00
1"	\$630.00	\$750.00	\$3,500.00	\$3,500.00
1 1/2"	\$1,075.00	\$750.00	\$4,300.00	\$4,300.00
2"	\$1,375.00	\$750.00	\$5,300.00	\$5,300.00
3"	*\$575.00	\$750.00	\$7,600.00	\$7,600.00
4"	*\$625.00	\$750.00	\$11,900.00	\$11,900.00
6"	*\$850.00	\$750.00	\$19,200.00	\$19,200.00
8"	*\$1175.00	\$750.00	\$25,800.00	\$25,800.00

* All taps larger than 2" shall be installed at the developers cost in accordance with the Town of Beaufort standards and developers shall pay a tap-on fee applicable to the above schedule.

*All water and sewer taps made outside the Town limits will be double the in-town rates shown above. Water or Sewer impact fees outside Town limits are negotiable but will not exceed 2X rates shown above.

*Upgrades in service, i.e. changing from a 3/4" meter to a 1" meter, will be subject to a difference in the water tap, water impact, and sewer impact fees.

USAGE RATES

WATER	In-Town Monthly Rate	Out- of Town Monthly Rate
	Fixed rate for all Users	Fixed rate for all Users
3/4"	\$11.00	\$22.00
1"	\$18.20	\$36.40
1 1/2"	\$38.00	\$76.00
2"	\$65.90	\$131.80
3"	\$146.90	\$293.80
4"	\$259.40	\$518.80
6"	\$578.00	\$1,156.00
Variable Charge per 1000/gallons	\$2.80	\$4.20

SEWER	In-Town Monthly Rate	Out- of Town Monthly Rate
	Fixed Rate for all Users	Fixed rate for all Users
3/4"	\$19.00	\$38.00
1"	\$29.80	\$59.60
1 1/2"	\$59.50	\$119.00
2"	\$101.35	\$202.70
3"	\$222.85	\$445.70
4"	\$391.60	\$783.20
6"	\$869.50	\$1,739.00
Variable Charge per 1000/gallons	\$11.85	\$17.78 (ETJ)
Variable Charge per 1000/gallons		\$20.74 (NGB)
Variable Charge per 1000/gallons		\$23.70 (beyond NGB)

STORMWATER FEES

RESIDENTIAL

Residential Unit \$4.00/month

COMMERCIAL

Equivalent Residential Unit (ERU) \$4.00/month

ERU = 1708 (sq.ft.) of Effective Impervious Area (EIA)

EIA= Impervious Area (sq.ft.) + 15% Pervious Area (sq.ft.)

MISCELLANEOUS FEES

Tent Permit\Inspection	\$50.00
Public Records Request (paper copies)	\$.15/page
Public Records Request (recording of meeting)	\$1.00/CD
Off Duty Officer Request	\$32.50/hr.
Parking Ticket	\$20.00
Parking Ticket in Handicap Space	\$100.00
Golf Cart Registration	\$75.00
Special Event Parking	\$10/day or \$25/event
Fire Works Display	\$50.00