

Town of Lake Waccamaw

ON THE SHORES OF NORTH CAROLINA'S LARGEST NATURAL LAKE

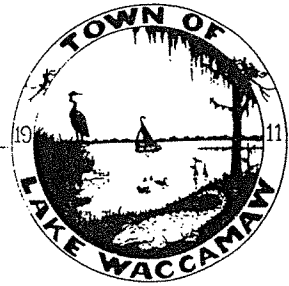
P.O. Box 145

Lake Waccamaw, North Carolina 28450

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Member N.C. League of Municipalities

To: The Honorable Daniel Hilburn, Mayor
The Honorable Lake Waccamaw Board of Commissioners

From: Harry W. Foley 
Town Manager

Date: May 30, 2018

RE: Presentation of 2018-2019 Budget

Honorable Mayor and Commissioners:

In accordance with North Carolina General Statute 159-11, we present you with the Town of Lake Waccamaw balanced budget for fiscal year 2018-2019. We have advertised our public hearing on the budget for June 12, 2018 at 6:00 p.m. at the Lake Waccamaw Town Hall. The budget will be available for public inspection at the Town Hall from 8:30 a.m. until 12:00 p.m. and 1:00 p.m. until 4:00 p.m. Monday through Friday and on the Town's website at www.lakewaccamaw.com until the budget ordinance is adopted.

Town of Lake Waccamaw



**Fiscal Year 2018-2019
ANNUAL BUDGET**

Town of Lake Waccamaw

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BUDGET MESSAGE

TO: The Honorable Daniel Hilburn, Mayor
The Honorable Lake Waccamaw Board of Commissioners

FROM: ^{HWF} Harry W. Foley
Town Manager

DATE: June 1, 2018

RE: TOWN OF LAKE WACCAMAW
Fiscal Year 2018-2019 Budget

Overview

The Proposed Budget for fiscal year 2018-2019 is hereby presented to you in accordance with the North Carolina Budget and Fiscal Control Act and North Carolina General Statutes. North Carolina law states that a balanced budget has to be presented to the governing body by June 1 and adopted by June 30.

The Proposed Budget is designed to care for necessities like water and sewer infrastructure, help to maintain a low insurance rating and provide for public safety and the general wellness and welfare of our citizens in a responsible manner.

Revenues are not expected to increase significantly while our capital needs continue to be a challenge. To address this issue and meet our capital needs and other obligations, we transferred \$140,369.00 from our fund balance, as compared to \$136,797.00 last year, to cover our anticipated expenditures. Total expenditures amount to \$2,498,091.00 which represents an increase of \$216,467.00 or 9.5%. The majority of the increase will be covered by \$189,721.00 PARTF grant funding while the additional \$26,746.00 is part of funding for a Building Inspector/Zoning-Code Enforcement position. This position will also assume oversight and planning duties at the Brinkley Park Complex and is proposed to be added to the Administrative Services division.

The Police Department will equip all vehicles with electronic tablets and cell phone service to increase officer's safety. The Fire Department is awaiting the delivery of the new tanker and has requested funds for much needed foul weather gear, turn-out gear and OSHA required

flammable liquid storage cabinets. Parks and Recreation will experience significant changes in the coming year. Site preparation will begin in early July for the expansion of Elizabeth Brinkley Park, while staff and a citizen's advisory committee continue to work on planning to wisely allocate the \$189,721.00 PARTF monies enhancements. We will continue our highly successful and popular mosquito spraying program to benefit our citizens. Road, culvert and ditch maintenance will continue to be the priority for the Streets Department. With this mindset, we have allocated funds to purchase a jet trailer that will greatly increase our capacity to keep culverts and drainage tiles free of obstruction. The Water Department will receive funding for a pump replacement on Well #2 and contingencies for repairs. We have made significant strides in combating infiltration into our sewer system; however, we need to remain vigilant in maintaining our pump stations and our WWTP. In its current condition, our WWTP can accept and treat 50% more waste before reaching capacity. The majority of funds budgeted for this department consists of replacement parts, back-up motors and the on-going air relief valve project. We have budgeted funds for an additional truck because there are two employees assigned to the plant, and occasionally one will have to leave the site for work-related activities, leaving one individual without transportation which could cause a potentially dangerous situation in case of an emergency.

In an effort to maintain the Town-owned roads and rights of way, we budgeted \$42,500.00 from Powell Bill funds toward that endeavor. In last year's budget message we were anxiously waiting for the bridge over the dam construction to begin. This year I can report to you that the bridge will be completed by July 1, 2018. Thank you for your support of this project that will benefit our local economy by bringing in tourism dollars and give our citizens an opportunity to explore parts of Lake Waccamaw in a manner previously not possible. We have received \$1,226,475.00 to build two new wells and have contracted with Engineering Services, PA to facilitate this project. The engineering report will be submitted by July 2, 2018 by Engineering Services on our behalf. The bid and design package will be submitted by June 3, 2019. I am working with NC State Parks on the acquisition of one acre of land, a process that is moving along.

I recommend that we do not increase our property tax rate this year.

Also, I recommend that we resume bi-annual pier inspections for private piers and annual inspections for commercial piers.

Because of the CPI increase of 2.1% which Waste Industries is allowed to pass on, we elected to increase our commercial dumpster rates from \$35.48 to \$37.00 for a 2 cubic yard dumpster, from \$70.92 to \$73.00 for a 4 cubic yard dumpster, from \$106.31 to \$109.00 for a 6 cubic yard dumpster and from \$141.76 to \$145.00 for a 8 cubic yard dumpster. This move will allow the Town to see a \$84.72 profit rather than a \$466.92 loss.

Our fund balance is healthy at \$1,076,295.00 of which \$697,664.00 is unrestricted.

Our employees are the best around and we will encourage them to continue to suggest cost saving measures while holding their expenditures to the approved items. On behalf of the Town's employees, thank you for giving a 2.5% COLA increase, the third increase in as many years.

Revenues

Ad-Valorem Property Tax Collections – Tax collections were calculated based on a 98% collection rate. The Town's proposed tax rate for the coming FY 2018-2019 remains \$0.20 per \$100.00 in value.

Other Revenues

Sales Tax Projections

No changes from years past.

Powell Bill Funds

We have budgeted \$42,500.00 for Town-owned road improvements in this year's budget.

Departmental Highlights

Administration: Replaced the phone system in Town Hall and remodeled the kitchen. Secured a \$1,226,475.00 low interest loan to construct two new wells and received a \$189,721.00 PARTF grant. Town Manager decided to re-retire due to health reasons.

Fire & Rescue: The Dupree Landing Substation was completed. Received a grant to purchase a \$300,000.00 tanker, acquired funding for a \$55,000.00 rescue boat and achieved a NCRRS rating of 4 in Town and in the East Columbus Fire District.

Police: The department received 3 radar detectors; staff is in the process of being certified. Sgt. Coffman retired on April 8, 2018.

Water & Sewer: Maintenance and WWTP staff continues preventive maintenance. The laboratory expansion has been completed and major renovations were done to testing locations on the intake and outgoing sites of the plant.

Maintenance: Same as last year. No job too large or small, no building too tall or ditch too deep, Robert Bailey and his crew are truly available and on the job 24/7.

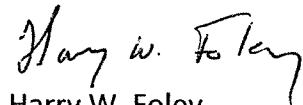
Sanitation: Curbside recycling is going well; unfortunately, the recycling business is not. Recyclables have lost value and may end up in the landfill.

In Conclusion

Staff has worked hard to present you with a balanced budget proposal for Fiscal Year 2018-2019. This is YOUR BUDGET. Please amend and make changes as appropriate. According to N.C.G.S. Chapter 159 Article 12, you must hold a public hearing on this budget and it must be adopted by June 30, 2017. The public hearing is scheduled for June 12, 2018 at 6:00 p.m. in the Council Chambers at Town Hall.

Sincerely,

TOWN OF LAKE WACCAMAW



Harry W. Foley
Town Manager

Town of Lake Waccamaw

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Member N.C. League of Municipalities

Section 1:

BE IT ORDAINED by the Board of Commissioners of the Town of Lake Waccamaw, North Carolina, meeting in a regular session on the 12th day of June 2018 that:

The following amounts are hereby appropriated for the operations of the Town of Lake Waccamaw for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

A. General Fund Expenditures

1. General Fund - Governing Body	\$ 8,612.00
2. General Fund - Administrative Services	\$ 326,271.00
3. Police Department	\$ 325,000.00
4. Fire & Rescue Department	\$ 252,599.00
5. Recreation Department	\$ 315,361.00
6. Fogging Department	\$ 8,700.00
7. Street Department	\$ <u>218,365.00</u>
EXPENDITURES - GENERAL FUND	\$1,454,908.00

B. Water & Sewer Fund - Expenditures

1. Water Department	\$ 274,775.00
2. Sewer Department	\$ <u>563,858.00</u>
EXPENDITURES - WATER AND SEWER	\$ 838,633.00

C. Sanitation Fund - Expenditures

\$ 204,550.00

TOTAL EXPENDITURES - ALL FUNDS

\$2,498,091.00

Section 2:

That the following amounts are estimated as revenues that will be available during the fiscal year beginning July 1, 2018 and ending June 30, 2019.

A. General Fund Revenues

<u>Description</u>	<u>Amount</u>
Tax Revenue 2017	\$ 1,750.00
Tax Revenue 2018	\$ 513,900.00
2017 Vehicle Taxes	\$ 3,000.00
2018 Vehicle Taxes	\$ 25,000.00
Penalties	\$ 2,500.00
City Tags	\$ 20.00
Privilege Licenses	\$ 75.00
Interest Income	\$ 100.00
Misc. Income	\$ 9,000.00
ABC Store Distribution	\$ 4,500.00
Wine Tax	\$ 6,800.00
Powell Bill	\$ 46,675.00
Solid Waste Disposal Tax	\$ 750.00
1% Sales Tax (Art. 39)	\$ 102,000.00
½% Sales Tax (Art. 40, 42, 44)	\$ 235,000.00
Officers Fees	\$ 105.00
Columbus County Fire Allocation	\$ 10,543.00
E. Columbus Fire Tax	\$ 13,500.00
Zoning/Planning Permits	\$ 2,000.00
Sales Tax Refund	\$ 9,000.00
Franchise Tax	\$ 90,000.00
Building and Sign Permit Fees	\$ 100.00
PARTF Grant 2018	\$ 189,721.00
Activity Sponsorships	\$ 2,000.00
Fire/Rescue Donations	\$ 10,000.00
Revenue from Tank Rental	\$ 36,500.00
Fund Balance Appropriated	\$ <u>140,369.00</u>
TOTAL REVENUES - GENERAL FUND	\$<u>1,454,908.00</u>

B. Enterprise Fund Revenues

Water Department Revenues

Returned Check Fee	\$ 175.00
Misc. Revenues	\$ 50.00
Sales Tax Refund	\$ 2,000.00
Water Revenue	\$ 269,000.00
Tap On & Construction	\$ 3,200.00
Disconnect Fees - Water	\$ 100.00
Reconnections	\$ <u>250.00</u>
TOTAL REVENUES - WATER	\$ 274,775.00

Sewer Department Revenues

Returned Check Fee	\$ 200.00
Misc. Revenues	\$ 500.00
Sales Tax Refund	\$ 3,500.00
Sewer Revenue	\$ 531,290.00
Tap On & Construction	\$ 3,900.00
Grinder Maintenance	\$ 500.00
Reconnections	\$ 50.00
Fund Balance Appropriated	\$ <u>23,918.00</u>
TOTAL REVENUES - SEWER	\$ 563,858.00

TOTAL REVENUES - WATER & SEWER FUND \$ 838,633.00

C. Sanitation Department Revenues

Sanitation Fees	\$ <u>204,550.00</u>
TOTAL REVENUES - SANITATION	\$ 204,550.00

TOTAL REVENUES - ALL FUNDS **\$2,498,091.00**

Section 3: Taxation

That \$0.20 on each \$100 valuation of taxable property, as listed for taxes on January 1, 2018, is hereby levied in the General Fund for the purpose of raising revenue for the current year property tax, and that the estimated amount of \$513,900.00 General Fund Revenue is based on a 98% collection rate.

Section 4: The Budget Officer shall be authorized to reallocate departmental appropriations among the various objects of expenditures, as he believes necessary.

Section 5:

- A. The transfer of monies, except as noted in Section 4, shall be accomplished by Town Board authorization only.
- B. The utilization of any contingency appropriation shall be accomplished only with Town Board authorization.
- C. No salary increases, beyond those set forth in the Budget document as attached, may be made without Town Board approval.

Section 6: Various fees shall be charged by the Town for services. Below are the approved fee schedules for the Town of Lake Waccamaw for Fiscal Year 2018-2019. These fees are reviewed annually.

Water and Sewer Fees and Rates Effective July 1, 2018

SERVICE	COSTS
¾" Water Tap (In Town)	\$1,600
Water Tap (Out of Town)	\$1,650
1" and above Water Tap (In Town)	*Actual Cost to Town
(Out of Town)	*Actual Cost to Town
Sewer Tap (In Town)	\$1,950
(Out of Town)	\$2,000
Reconnect Fee (Normal Business Hours)	\$25
Reconnect Fee (After Hours/Weekends)	\$50
Water & Sewer Line Extensions	Actual Costs to Town
Deposits Water & Sewer (In-Town)	\$50
(Out of Town)	\$60
Returned Bad Checks	\$35
Install ¾" Water Meter Only	\$200
*Any other size meter will be actual cost to Town	
Irrigation Meter	\$600
Swimming Pool Fill (Once per year)	Bill for Water Only

WATER AND SEWER RATES

WITHIN TOWN LIMITS	
Water (0-4,000 Gallons)	\$18.00
Water (per 1,000 over min.)	\$3.00
Sewer (0-4,000 Gallons)	\$35.50
Sewer (per 1,000 over min.)	\$6.60
OUTSIDE OF TOWN LIMITS	
Water (0-4,000 Gallons)	\$30.00
Water (per 1,000 over min.)	\$4.75
Sewer (0-4,000 Gallons)	\$40.75
Sewer (per 1,000 over min.)	\$6.25
Bulk Water Sales to Contractors	\$250/day and \$10/1,000 Gals.

*Costs will be determined by the average hourly salary of the maintenance crew along with the cost of pipe, meter boxes, and any other supplies necessary to make the tap. Equipment charges will be based on the current FEMA schedule of equipment rates.

Planning Department Fee Schedule

APPLICATION REQUEST	FEE
SUBDIVISION REVIEWS	
Preliminary Site Plan Review (Minor- 4 lots or less)	\$250 plus \$10 per lot
(Major- 5 lots and above)	\$350 plus \$10 per lot
Final Site Plan Review (Minor- 4 lots or less)	\$150 plus \$10 per lot
(Major- 5 lots and above)	\$250 plus \$10 per lot
Consulting Fees (Engineer, Attorney, etc.)	Actual Cost to Town
Exemption Plats	\$50
Recombination/Exempt Plats	\$50
Zoning Permit (Residential)	\$50
(Commercial)	\$75
Zoning Certification Letter	\$25
Rezoning Request	\$350 plus map amendment fee
Sign Permit	\$25
Home Occupation Permit	\$25
Conditional/Special Use Permit	\$350
Demonstration/Parade Permit	\$50
Board of Adjustment Applications/Requests	
Appeal to Board of Adjustment	\$350
Variance Application/Request	\$350
Text Change Application/Request	\$350
Re-Advertisement for Any Ordinance	\$150
Landscaping by Town	\$75/hr.
Bad Check Fees	\$35
ORDINANCE FEES	
Pier Inspection Fee by TOLW	\$20
Subdivision Ordinance	\$10
Zoning Ordinance	\$15
All Other Ordinances	\$10

SOLID WASTE FEES

Company	Service	Unit Cost			
Waste Industries	Curbside-Residential	\$12.65	Commercial	\$13.65	
	Curbside-Recycling	\$4.28			
	Dumpster Rates	1 x Wk	2 x Wk	3 x Wk	4 x Wk
	2 CY	37.00	72.00		
	4 CY	\$73.00	143.00		
	6 CY	\$109.00	213.00		
	8 CY	\$145.00	289.00	\$423.12	\$563.00
	8 CY CB	\$59.20	117.89		

Section 7: This Ordinance and the Budget document shall be the basis of the financial plan for the Town of Lake Waccamaw during the 2018-2019 Fiscal Year. The Budget Officer shall administer the Budget, and he shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The accounting section shall establish records, which are in consonance with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina.

Section 8: Copies of this Ordinance shall be furnished to the Finance Officer of the Town of Lake Waccamaw to be kept on file for directing the disbursement of funds.

Adopted this 12th day of June, 2018.

LAKE WACCAMAW BOARD OF COMMISSIONERS

ATTEST:

Daniel Hilburn, Mayor

Valerie Register, Town Clerk