TOWN OF CALABASH
BUDGET MESSAGE
Fiscal Year 2019/2020

May 09, 2019

Dear Mayor Knight and Board of Commissioners:

Please find attached the Calabash, North Carolina Fiscal Year 2019/2020 Annual Budget. The budget was prepared in accordance with the North Carolina Local Government, Budget and Fiscal Control Act. This document represents the Board of Commissioners recommended budget as discussed during the four budget workshops beginning this past February, and continuing until budget adoption in June. The budget process has included discussions of overall goals and objectives, requests from employees and departments, discussions regarding the tax rate, discussions regarding salaries/fringe benefits, and discussions regarding larger capital items and expenditures. The Town Administrator, Town Clerk and Tax Collector/Finance Clerk will provide whatever assistance the Board may request as you review the proposed 2019/2020 budget. Although the Board has held several workshops, after the public hearing on June 11th, you may decide to make additional changes to the proposed budget to ensure it is consistent with Town goals and objectives.

This Budget Message along with the Budget Explanation provides an overview of the budget as well as a detailed explanation of what is included in it. The Budget Ordinance has been prepared as a line-item budget in order to provide as much detail as possible to the Board, staff and Town citizenry.

Proposed Property Tax Rate for Fiscal Year 2019/2020

The proposed budget recommends a tax rate of $0.0875 per $100 of assessed valuation. This represents the same tax rate as utilized in the previous eight fiscal year budgets. As part of the last two revaluations, the Town lost tax valuation. The proposed tax values for 2019/2020 from the new revaluation shows the first increase in 8 years. Also, since 2017, the tax base has been growing at a slow but steady rate, but we are noticing an increased rate of growth with many new homes being constructed in The Thistle and Kingfish Bay.

As of late spring 2019 there was a total assessed property valuation in the Town of Calabash of $288,013,820. After deducting exemptions and deferments the Town realizes a net taxable valuation of $285,710,400. Multiplied by our tax rate of 0.0875 (.000875) this computes to taxes collectable of $250,685, then multiplied by a collection rate of 97%, equaling the budgeted amount of $245,600.

Current Economy

Economic forecasts continue to be mixed but improving slowly (as has been the case for the last several years). Certain indicators of an upswing in the economy such as sales taxes have continued strong, consistent growth, while other types of revenues such as development fees and permits, etc. have been down but are now growing quickly based on new construction. News about construction starts

continues to be encouraging. Most indicators are of a continuing consistent economic growth, but it should also be noted that circumstances could change because of factors such as natural disasters and unrest abroad. A watchful eye should be kept on the economy and the Town's budget during the year to ensure that revenues meet expectations, and if not, to make sure that we make adjustments to expenditures to ensure that we do not overspend the budget.

General Fund

The Town of Calabash General Fund is currently in very good shape. The Audit completed in the fall of 2018 showed reserves available for the general fund of 81% of the Towns 2018/2019 original adopted budget. As of the audit prepared last fall, the Town had $1,474,137 in all reserves combined, and an amount of 1,053,351 in the General Fund Balance. It is projected that the Town will add approximately $250,000 or more to general fund balance by the end of 2018/2019 (due to the PARTF Grant reimbursement for purchase of the waterfront park property, and FEMA reimbursement for Hurricane Florence).

Revenues

General Fund Revenues are a mix of taxes and fees that the Town has control over, and State shared revenues that are collected at the State level and distributed back to the Town based upon some sort of formula (such as per capita, street mileage, population, etc.).

The Town's taxes collected are up from the previous budget year (as of the latest Brunswick County Revaluation). The Town needs growth in the tax valuation through new development and redevelopment. Permit and development fees have shown increased growth, and nationwide this trend continues to improve. The Town has shown significant growth based upon construction starts in Kingfish Bay and The Thistle as well as Devaun Park in our Extraterritorial Jurisdiction. With the exception of most of Devaun Park, this growth in development fees should translate into steady growth in the Towns tax base.

Regarding State shared revenues, the North Carolina League of Municipalities has given recommendations for each type of revenue. Sales taxes, utility franchise taxes, Powell Bill Funds, and beer and wine tax are projected to go up, while the telecommunications tax, and video tax are projected to be lower. We should continue to be vigilant in protecting our Sales Tax allocation as it alone makes up approximately 44% of our budgeted revenues. Revenue categories, amounts and percentages of budget are as follows:

Ad Valorem Taxes, Motor Vehicle Taxes, Back Taxes, etc.	$274,950	21%
Local ABC Distribution	95,000	07%
NC Sales Tax	575,000	44%
Other State Shared Revenues	147,750	11%
Development Permits/Fees	91,200	07%
Other (All Other Line Items, Miscellaneous)	19,775	01%
Fund Balance Appropriation	128,941	09%

Expenditures

General Fund expenditures are somewhat different from the 2018/2019 budget. Last year's General Fund (prior to amendment from receiving thePARTF Grant and FEMA Grant) showed a budget of 1,217,924, while the 2019/2020 budget is higher than the previous years budget with an amount of $1,322,616. The General Fund budget recommends up to 5% merit increase for all employees after being evaluated on the employees anniversary date. This year's budgeted expenditures has placed an emphasis on operations and maintenance, adding a new dump truck and mower (Town Services), continued support for concerts, a large donation to the fire department, stormwater, street paving, and a slight increase in health insurance. Other insurances remain similar to last years amounts.

Since projected expenditures are more than expected revenues, the Town has balanced the budget by utilizing a fund balance appropriation of $128,941.

The General Fund also offers a contingency of 3% of the budgeted expenditures for unexpected expenditures or emergencies. This years allocation calculates to $38,814.

Powell Bill Fund

The Powell Bill Fund allocates monies to cities and towns from State coffers. The Powell Bill Fund is a State shared revenue derived from the tax on gasoline, and is distributed based upon population and street mileage. These funds can be utilized for street paving, patching, repair, sidewalks, drainage, curb and gutter, and also for related supplies and salaries. During the 2012/2013 budget discussions the Board of Commissioners felt that the Powell Bill Funds should be used for as much street paving and repair as possible, and therefore removed all salaries and related expenses from the Powell Bill Fund budget. This theme will also be carried forward into the 2019/2020 budget year. Also, during the 2012/2013 fiscal year the Town spent most of the Powell Bill Reserves. This year's Powell Bill Fund budget will be based solely on the Funds collected this year. Projected funds are similar to last year, and it is anticipated that the Town will receive $61,064 in Powell Bill revenues, of which the Town will budget $55,564 for street paving/repairs. The Town will match that with $55,000 from reserves for a total amount available in 2019/2020 for street paving at over $110,564.

Capital Projects and Other Reserve Funds

Regarding reserve funds and project ordinances, the Board of Commissioners has recommended several actions. There will be a $20,000 transfer from the general fund to Fund Dredging. There will be a $20,000 transfer from the general fund to Fund Streets and Sidewalks. General Fund Department 585 Environmental (Stormwater) is recommended to become Capital Project Fund 81, and there will be a general fund transfer to this department of $37,500 (any amounts left over from the 2018/2019 budget year in department 585 are to be rolled into the new Capital Project Fund.

In the event anything changes, necessary budget amendments will be recommended to ensure compliance with necessary budget and finance regulations.

In conclusion, it is felt that this is a fair budget that addresses most of the needs for the Town of Calabash. Please review all of the documents thoroughly, and contact me if you have any questions, comments, or need any further information.

Sincerely,

Chuck Nance
Town Administrator

TOWN OF CALABASH
NORTH CAROLINA

BUDGET ORDINANCE
FISCAL YEAR 2019-2020

JUNE 11, 2019

TOWN OF CALABASH
BUDGET ORDINANCE
Fiscal Year 2019-2020

BE IT ORDAINED by the Board of Commissioners of the Town of Calabash, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in accordance with the chart of accounts heretofore established for the town.

Governing Body	$ 26,200
Administration	422,900
Elections	2,500
Public Safety	35,850
Planning & Zoning	25,800
Local Economic Development Comm	7,500
Public Buildings	18,250
Community Park	7,750
Inspection Department	114,900
Community Services	13,500
Town Services Dept.	458,152
Street Lights/Utilities	74,000
Sanitation	9,000
Non Departmental	77,500
Contingency	38,814
	$1,322,616

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Current year's property taxes	$245,600
Prior years taxes	12,350
Penalties/Interest - property taxes	3,000
Animal Control	0
Motor Vehicles	14,000
Telecommunications	18,250
Video Tax	6,400
Franchise Tax	115,000
Privilege License	650
Interest –General Fund	0
Interest CD9495	0
NCDOT Mowing Contract	3,800
Interest Business Invest Act	7,500
Solid Waste Disposal	1,325
Beer and Wine	8,100

Local Option Sales Tax	575,000
ABC Board	95,000
Building Permit Fees	86,200
Zoning Administration	5,000
Misc. Income	5,000
Parks and Recreation Revenue	1,500
Fund Balance Appropriated	128,941
	$1,322,616

Section 3: The following amounts are hereby appropriated in the Powell Bill Fund for construction/repair of streets and sidewalks for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Salaries	$ 0
Professional Services	1,000
FICA/Medicare	0
Retirement Expense	0
Maintenance/Repair Equipment	0
Street Supplies	4,000
Street Repairs	5,000
Contracted Services	51,064
	$ 61,064

Section 4: It is estimated that the following revenues will be available in the Powell Bill Fund for streets and sidewalks for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Interest/Powell	$ 0
Powell Bill	61,064
Powell Bill Fund Balance	0
	$ 61,064

Section 5: It is estimated that the following revenues will be available in the Capital Grant Project Fund (Calabash Community Park; Fund 61) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$ 0.00

Section 6: It is estimated that the following revenues will be available in the Capital Project Fund (sewer expansion; Fund 65) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$ 0.00

Section 7: It is estimated that the following revenues will be available in the Capital Improvement Fund (Stormwater; Fund 71) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$ 0.00

Section 8: It is estimated that the following revenues will be available in Capital Reserve Fund (Sewer; Fund 72) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$ 0.00

Section 9: It is estimated that the following revenues will be available in Capital Reserve Fund (Streets/sidewalks; Fund 73) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$20,000.00

Section 10: It is estimated that the following revenues will be available in Capital Reserve Fund (Dredging; Fund75) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$20,000.00

Section 11: It is estimated that the following revenues will be available in Capital Project Fund (Environmental/Stormwater Fund 81) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Transfer from General Fund	$37,500.00

Section 12: There is hereby levied a tax at the rate of $0.0875 per one hundred dollars ($100) valuation of property as listed for taxes as of January 1, 2019 for the purpose of raising the revenue listed as "current year's property taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of $285,710,400 (after exemptions and deferments were deducted) as provided by the Brunswick County Tax Department (as of April 2019). The Town will continue the tax rate from 2018/2019 of $0.0875 into fiscal year 2019/2020. The total tax projected to be collected for fiscal year 2019/2020 after a collection rate of 97% is $245,600.

Section 13: The Budget Officer/Finance Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. He/she may transfer amounts between line item expenditures within a department without a budget amendment. These changes should not result in increases in recurring obligations such as salaries.
b. He/she may transfer amounts up to $1,000 between departments, including contingency appropriations, within the same fund. He/she must present a budget amendment on such transfers at the next regular meeting of the Governing Board.
c. He/she may not transfer any amounts between funds except as approved by the Governing Board in the Budget Ordinance as amended.

Section 14: Copies of this Budget Ordinance shall be furnished to the Clerk of the Governing Body, the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

The Calabash Budget Ordinance for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 was hereby adopted by the Calabash Board of Commissioners this the _____ day of _____, 2019.

_____
Mary Louise Knight, Mayor

(seal)

Attest:

_____
Sue Stuhr, Town Clerk

GENERAL FUND
FUND 10

REVENUES

Taxes –Ad Valorem			
10-301-10	Taxes	0	
10-301-11	Taxes	200	
10-301-12	Taxes	200	
10-301-13	Taxes	200	
10-301-14	Taxes	250	
10-301-15	Taxes	500	
10-301-16	Taxes	1,000	
10-301-17	Taxes	5,000	
10-301-18	Taxes	5,000	
10-301-19	Taxes	245,600	
10-317-00	Tax Penalties & Interest	3,000	
			$260,950
Licenses and Permits			
10-314-00	Dog Tags	0	
10-325-00	Privilege License	650	
10-355-00	Building Permits	60,000	
			$ 60,650
Intergovernmental Revenue			
10-337-00	Utility Franchise	115,000	
10-338-00	Sales Telecommunications	18,250	
10-339-00	Video Tax	6,400	
10-341-00	Beer & Wine	8,100	
10-345-00	Local Option Sales Tax	575,000	
			$722,750
Agency –Other Contributions			
10-347-00	ABC Board (Local)	95,000	
10-319-00	Motor Vehicle Tax	14,000	
			$109,000
Other Revenues			
10-329-01	Interest –General Fund	0	
10-329-05	Interest-CD9495	0	
10-329-08	Interest-Bus Invest Act	7,500	
10-334-00	DOT Mowing Contract	3,800	
10-335-00	Miscellaneous Income	5,000	
10-355-01	Miscellaneous Permits	1,500	
10-355-02	Fire Inspections	3,000	
10-357-01	Mechanical & Gas	9,000	
10-357-02	Electrical Inspections	5,500	
10-357-03	Plumbing & Sewer	6,000	
10-357-04	Re-inspections	100	

10-357-05	Certificate of Occupancy	1,000	
10-357-06	Penalties/Violations	100	
10-357-07	Zoning Administration	5,000	
10-359-00	Solid Waste	1,325	
10-365-00	Recreation Revenue	250	
10-365-01	Park Reservation Fees	250	
10-365-02	Community Service Revenue	1,000	
10-399-00	Fund Balance	128,941	
			$179,266
			$1,332,616

EXPENDITURES

Governing Body			
10-410-01	Board Fees	$14,900	
10-410-05	FICA/Medicare	1,000	
10-410-10	Training	2,500	
10-410-14	Travel	2,500	
10-410-32	Office Supplies	500	
10-410-57	Miscellaneous	800	
10-410-58	Service & Hospitality	1,000	
10-410-93	Donations	2,000	
10-410-94	Public School Ed. Grant	1,000	
			$26,200
Administration			
10-420-02	Salaries	215,000	
10-420-03	Overtime	1,000	
10-420-04	Professional Service	48,000	
10-420-05	FICA/Medicare	16,500	
10-420-06	Group Insurance	41,000	
10-420-07	Retirement Expense	19,500	
10-420-08	Town Adm-Misc Exp Act	500	
10-420-09	Other/Fringe Benefits	10,000	
10-420-10	Employee Training	1,500	
10-420-11	Telephone/Postage	7,500	
10-420-12	Printing	3,000	
10-420-14	Travel	2,000	
10-420-16	Maint/Repair Equipment	4,000	
10-420-17	Maint/Repair Auto	500	
10-420-26	Legal Advertising	3,000	
10-420-31	Gas, Oil, Tires	1,000	
10-420-32	Office Supplies	3,500	
10-420-33	Dept. Material/Supplies	2,500	
10-420-35	Service Charges	700	
10-420-44	American Legal-Minute Cat.	2,000	

10-420-45	Contracted Services-MV fee	2,600	
10-420-53	Dues & Subscriptions	5,000	
10-420-54	Insurance/Bond/WC	25,000	
10-420-57	Miscellaneous	1,000	
10-420-74	Capital Outlay	3,000	
10-420-75	Christmas Party	2,600	
10-420-76	Website Maintenance	1,000	
			$422,900
Elections			
10-430-04	Brunswick County	2,500	
			2,500
Public Safety			
10-450-11	Safety Internet/Phone	0	
10-450-33	Emergency Supplies	3,500	
10-450-57	Misc/Fire Fees	850	
10-450-74	Capital Outlay/Equip	4,000	
10-450-91	Calabash Fire Dept. Bldg Donation	27,500	
10-450-92	Calabash EMS Donation	0	
10-450-93	Calabash EMS ABC %	0	
10-450-94	Calabash FD ABC %	0	
			$35,850
Planning and Zoning			
10-490-01	Board Fees	4,000	
10-490-04	Professional Services	21,500	
10-490-05	Fica/Medicare	250	
10-490-14	Travel	0	
10-490-33	Dept Materials/Supplies	50	
10-490-45	Contracted Services	0	
			$25,800
Local Economic Development			
10-495-57	Miscellaneous	5,000	
10-495-33	Banners	2,500	
			$7,500
Public Buildings			
10-500-13	Utilities	9,500	
10-500-15	M&R/Buildings & Grounds	2,250	
10-500-33	Dept Supplies/Materials	2,500	
10-500-45	Contracted Services	1,500	
10-500-72	Capital Outlay/Buildings	2,500	
			$18,250

10-550-66	Easter	400	
10-550-67	Taste of Calabash	3,000	
			$13,500

Town Services Department

10-560-02	Salaries	200,000	
10-560-03	Overtime	500	
10-560-05	FICA/Medicare	15,300	
10-560-06	Group Insurance	61,000	
10-560-07	Retirement Expense	18,000	
10-560-10	Employee Training	500	
10-560-11	Phone/Postage	4,000	
10-560-14	Travel	250	
10-560-16	Equipment Maintenance	10,000	
10-560-17	Maint/Repair – Autos	5,000	
10-560-31	Gas/Oil/Tires	13,500	
10-560-32	Office Supplies	1,700	
10-560-33	Street Supplies	0	
10-560-34	Dept Materials/Supplies	6,000	
10-560-45	Contracted Services	55,000	
10-560-74	Capital Outlay/Equipment	67,402	
10-560-90	Debt Service	0	
			$458,152

Street Lights

10-565-13	Utilities/Billboard	500	
10-565-33	Utilities/Street Lights	69,000	
10-565-45	Install New Street Lights	2,500	
10-565-48	Christmas Lights	2,000	
			$74,000

Sanitation

10-580-45	Contracted Services	9,000	
			$9,000

Environmental Protection	**CHANGE TO FUND CP FUND 81 AND MAKE TRANSFER**		
10-585-04	Professional Services	5,000	
10-585-44	Drainage/Stormwater	25,000	
10-585-57	Misc/Travel/Phone	0	
10-585-74	Capital Outlay/Equipment	2,500	
			$32,500

Non Departmental

10-660-81	Trans to Env Protection	37,500	
10-660-94	Trans to Street/Sidewalks	20,000	
10-660-92	Trans to Dredging	20,000	
10-660-95	Trans to Land Acquisition	0	
10-660-98	Trans to SAV Project Fund	0	
			$77,500

POWELL BILL
FUND 11

REVENUES

11-329-02	Interest	$ 0	
11-343-00	Powell Bill	61,064	
11-399-02	Fund Balance/Powell Bill	0	
			$61,064

EXPENDITURES

11-570-02	Salaries	$ 0	
11-570-04	Professional Service	500	
11-570-05	FICA/Medicare	0	
11-570-07	Retirement Expense	0	
11-570-16	Maint/Repair Equipment	0	
11-570-33	Street Supplies	4,000	
11-570-42	Street Repairs	5,000	
11-570-45	Contracted Services	51,564	
			$61,064

CAPITAL PROJECT
SEWER EXPANSION
FUND 65

REVENUE

65-820-00	Transfer from General Fund	$ 0

CAPITAL PROJECT
MAINTENANCE BUILDING
FUND 64

REVENUE

64-500-00	Transfer from General Fund	$ 0

CAPITAL IMPROVEMENTS
STORMWATER
FUND 71

REVENUE

71-397-10	Transfer from General Fund	$	0.00

CAPITAL RESERVE FUND
SEWER (all sewer funds transferred to Fund 65)
FUND 72

REVENUE

72-397-10	Transfer from General Fund	$ 0.00

CAPITAL RESERVE FUND
STREETS/SIDEWALKS
FUND 73

Revenues:

73-397-10	Transfer from GF 10	$20,000

BUDGET EXPLANATION 2019/2020
GENERAL FUND
(FUND 10)

REVENUES:

10-301-10 thru 10-301-18 **Back Taxes $12,350 –** Line items 301-10 through 301-18 are budgeted taxes owed for each budget year from 2010 through 2018 based upon uncollected taxes.

10-301-19 **2019 Taxes $245,600 –** The 2019-2020 budget estimates that the Town will collect $245,600 in property taxes. This estimate is based on last year's total collection, the proposed tax rate, the amount billed based upon the Brunswick County Tax Scroll after revaluation (minus exemptions and deferments), and a collection rate of 97%. The proposed tax rate is .0875 per $100 of valuation (same as 2018-2019). The estimated taxable property valuation listed in the Town of Calabash is $285,710,400.

10-314-00 **Animal Control $0 –** The Town Board of Commissioners voted not to require or pursue collection of this line item.

10-317-00 **Tax Interest and Penalties $3,000 –** This item is based on what is added onto the late payments of previous year's taxes. The amount is based on what has been collected in prior years and how much tax is owed from prior years.

10-319-00 **Motor Vehicle Taxes $14,000 –** The amount shown is based on previous years collection of motor vehicle taxes and County tax estimates. Same as last year.

10-325-00 **Privilege License Fees $650 –** Fees regulated by the Town and implemented on those establishments selling alcoholic beverages only. Same as last year.

10-329-01 **Interest/General Fund $0 –** Some of the CD's have been moved so there are no revenues shown in this line item.

10-329-05 **Interest/CD 9495 $0 –** CD's have been moved, no revenues shown.

10-329-08 **Interest/Business Account $7,500 –** Interest on money market account. Up significantly from previous years as the amount is drawing a higher interest rate and we have invested more funds there.

10-334-00 **NCDOT Mowing Contract $3,800-**Amount projected for reimbursement to mow NCDOT right-of-ways within municipal boundaries.

10-335-00 **Miscellaneous Income $5,000 –** This account is basically for revenues that do not have specific line items to be routed to. The amount is the same as last year.

10-337-00 **Utility Franchise $115,000 –** This revenue is distributed by the State quarterly and is based upon receipts of electrical service within municipalities. Same as last year.

10-338-00 **Sales Telecommunications $18,250 –** This revenue is distributed quarterly by the State, and the League is projecting a slight decline from last years receipts.

10-339-00 **Video Tax $6,400 –** This revenue is distributed quarterly by the State, and the League is projecting a no change from last years numbers. The amount shown is estimated based upon last year's distribution.

10-341-00 **Beer and Wine Tax $8,100 –** This revenue is distributed by the State and is based on a per capita formula. This figure is based upon previous years distributions.

10-345-00 **Local Option Sales Tax $575,000 –** This is the Town's single largest revenue source. This revenue is distributed by the State monthly and is based on sales and population. This revenue continues to show consistent growth of between and 4% and 6% each year.

10-347-00 **ABC Distribution $95,000 –** This is a regular quarterly distribution based upon sales of the Town's ABC Store. There is also a final profit distribution made based upon total receipts when the store is audited. This amount is based upon previous distributions.

10-349-00 **Grant/State; CAMA $0 –** There are no revenues allocated for this fund.

10-355-00 **Building Permits $60,000-**This line item are revenues from the sale of building permits. With the restart of the Kingfish Bay Development, and new starts in Oak Ridge, Thistle, and DeVaun Park, this line item is showing 100% growth from two years ago.

10-355-01 **Miscellaneous Permits $1,500 –** This line item includes revenues from sign permits, and a few other rarely applied building inspection fees.

10-355-02 **Fire Inspections $3,000 –** This line item includes revenues from fire inspection fees and is growing through more regular inspections from our fire inspector.

10-357-01 **Mechanical and Gas Permits $9,000 –** Fees from permits regarding HVAC, mechanical systems, and gas systems.

10-357-02 **Electrical Inspection Fees $5,500 –** Fees from permits regarding electrical installations. Up slightly from last year.

10-357-03 **Plumbing and Sewer Inspection Fees $6,000** – Fees from permits regarding water line installations, sewer line installations, and plumbing systems. Up from last year.

10-357-04 **Reinspection Fees $100** – Fees for re-inspections.

10-357-05 **Certificate of Occupancy Fees $1,000** – Fees collected for issuance of Certificates of Occupancy.

10-357-06 **Penalties/Violations $100** – Fines levied for violations of permits.

10-357-07 **Zoning Administration $5,000** – This line item includes zoning permits and map review fees. Same as last year.

10-359-00 **Solid Waste Disposal $1,325** – Up slightly from last year.

10-365-00 **Recreation Revenues $250** – Line item for sales at events, donations, and any other revenues from recreational activities.

10-365-01 **Park Reservation Fees $250**- Line item for reservations for private events at the park.

10-365-02 **Community Service Fees $1,000**-New line item for funds collected at Community Service Events.

10-369-02 **Animal Trap Deposit $0**-New line item for funds put up for deposit for usage of animal traps.

10-399-00 **Fund Balance Appropriated $128,941** – This line item is utilized to balance the budget with funds from the Town's general fund reserve account in the event that the Town cannot or does not want to raise revenues or taxes. The amount this year is higher than what was budgeted in 2018/2019. The Board of Commissioners felt comfortable funding large projects and donations this year from undesignated fund balance, including: $55,000 for street paving, a large donation to fire, and purchasing a new dump truck and mower for town services. The tax rate will remain the same at .0875. The budget should be managed carefully, so that we use only as much fund balance as is needed. Hopefully, we have estimated revenues conservatively, and if we do not expend all funds needed in expenditures, we will not use as much of our fund balance that is budgeted.

Total General Fund Revenues $1,332,616.00

EXPENDITURES:

Governing Body: Total Department Budget $26,200

10-410-01 **Board Fees $14,900** – Salaries for Mayor and Commissioners. No change in monthly salaries, but an additional amount for extra meetings during the year above and beyond the normal salary amount.

10-410-05 **FICA/Medicare $1,000** – Mandated amount of with-holding based upon amounts in 10-410-01.

10-410-10 **Training $2,500** – Training funds available for the Mayor and Commissioners. Same as last year.

10-410-14 **Travel $2,500** – Travel reimbursement funds available for the Mayor and Commissioners. Same as last year.

10-410-32 **Office Supplies $500** – Line item to cover the cost of printer supplies for elected officials. Same as last year.

10-410-57 **Miscellaneous $800** – Line item for miscellaneous items not included elsewhere.

10-410-58 **Service and Hospitality $1,000** – This account is also referred as the Mayor's fund. This money can be used to take special guests to lunch, to purchase lunch occasionally for staff, and any other hospitality purchases that the Mayor feels is necessary. Same as last year.

10-410-93 **Donations $2,000** – Funds available to non-profit agencies requesting donations on a first come, first serve basis in $100 increments.

10-410-94 **Public School Ed. Grant $1,000** - Funds for requests from public schools for educational and material needs.

Administration: Total Department Budget $422,900

10-420-02 **Salaries $215,000** – This line item includes 100% of the salaries for the Town Administrator, Town Clerk, Tax Collector/Finance Clerk, and Office Clerk. The amount here also factors in a merit increase up to 5% of each person's salary.

10-420-03 **Overtime $1,000** – Line item to track overtime payable to the administrative staff (excluding the Town Administrator and part time employees).

10-420-04 **Professional Services $48,000** – This line item includes funds for attorney fees, auditor, engineering services, financial services, surveying, planning, etc.

10-420-05 **FICA/Medicare $16,500** – Mandated percentage based upon actual salaries.

10-420-06 **Group Insurance $41,000** – This line item includes health insurance coverage (with dental and vision) for the full time employees within this department. Same carrier as last year with an 8% increase.

10-420-07 **Retirement Expense $19,500** – This percentage is based on the Local Government Employee's retirement multiplyer. Increase this year.

10-420-08 **Town Administrator's Expense Account $500** – This allocation is similar to the Mayor's Service and Hospitality Account. This will allow the Town Administrator to take state/county officials to lunch and to purchase special items such as small gifts of appreciation.

10-420-09 **Other Fringe Benefits $10,000** – This line item includes the yearly Christmas Bonus for all employees in all departments (one week's pay).

10-420-10 **Employee Training $1,500** – This line item includes training funds for the Town Administrator, the Town Clerk and Tax Collector. Same as last year.

10-420-11 **Telephone/Postage $7,500** – This line item includes funds for telephone services and postage for mail.

10-420-12 **Printing $3,000** – This line item is funding for the Town's newsletter, printed twice per year.

10-420-14 **Travel $2,000** – Funds for travel and lodging for official town business.

10-420-16 **Maintenance/Repair of Equipment $4,000** – This allocation includes software agreements, copy machine leases, anti-virus protection for computers, etc.

10-420-17 **Maintenance/Repair of Auto $500** – Includes maintenance and repair of the Ford Fusion. Same as last year.

10-420-26 **Legal Advertising $3,000** – Covers print ads for all legal advertisements. Same as last year.

10-420-31 **Gas, Oil, and Tires $1,000** – For the Ford Fusion. Same as last year.

10-420-32 **Office Supplies $3,500** – For office supplies such as paper, paper clips, pens, staples, etc. Same as last year.

10-420-33 **Department Materials/Supplies $2,500** – For office supplies and equipment that do not fit into the office supply category, nor the capital outlay category-office chairs, staplers, 3 hole punch, calculators, and software, etc. Same as last year.

10-420-35 **Service Charges $700** – Line item to cover any bank service charges, such as using our bank card machine. Same as last year.

10-420-44 **American Legal/Minute Cataloging $2,000-**Line item to cover costs of cataloging minutes for quick reference and research. Amount includes approximate fees for the current year, and one past year.

10-420-45 **Contracted Services MV Taxes and Fees $2,600 –** This is the fee paid to Brunswick County for billing motor vehicle taxes in the Town.

10-420-53 **Dues and Subscriptions $5,000 –** This line item funds multiple dues/subscriptions for the Town including the Chamber of Commerce, NC League of Municipalities, UNC School of Government, Cape Fear COG, etc. Same as last year.

10-420-54 **Insurance/Bond/Workers Comp/Unemployment $25,000 –** This line item covers the bond placed on the Finance Officer and Tax Collector, as well as the blanket bond on all other Town employees. This item also covers workers compensation insurance, as well as property and casualty insurance. Up slightly from last year.

10-420-57 **Miscellaneous $1,000 –** Covers expenditures not covered in any other line item. Same as last year.

10-420-74 **Capital Outlay Equipment $3,000 –** This line item is for purchases of larger capital items. Computer upgrades.

10-420-75 **Christmas Party $2,600 –** This line item covers the cost of the Town Christmas Party for elected officials, staff, and board or committee members. Includes dinner and door prizes.

10-420-76 **Website Maintenance $1,000-**Maintenance and upkeep of Town website.

Elections **Total Department Budget $2,500**

10-430-04 **Brunswick County Elections $2,500 –** Covers costs of elections. Based upon information from the Brunswick County Board of Elections.

Public Safety **Total Department Budget $35,850**

10-450-11 **Safety/Internet and Phone $0 –** This line item covered safety intersection cameras which are no longer in use.

10-450-33 **Emergency Supplies $3,500 –** Supplies necessary in preparation of a hurricane or other emergency.

10-450-57 **Miscellaneous Fire Fees $850 –** Fire fees for Town property.

10-450-74 **Capital Outlay Equipment $4,000** – This line item is for the purchase of larger equipment and supplies that does not fit into line item 10-450-33. This year's allocation is undesignated.

10-450-91 **Calabash Fire Department Donation $27,500** – Donation to the Calabash Fire Department. This line item will be looked at on a yearly basis to determine if and how much a donation is to be made. This line item is in addition to the percentage due from ABC proceeds.

10-450-92 **Calabash EMS $0**-No longer exists.

10-450-93 **EMS ABC Percentage $0** –No longer funded.

10-450-94 **Fire Department ABC Percentage $0**-Paid directly from the ABC Board.

Planning and Zoning/Long Range Planning Total Department Budget $25,800

10-490-01 **Board Fees $4,000** – This line item covers pay for the Planning and Zoning Board and the Board of Adjustment. Chairmen receive $60 per meeting, and all other members receive $50 per meeting.

10-490-04 **Professional Services $21,500** – This line item includes funds to cover the costs of consultant work if needed by the Planning and Zoning Board or Long Range Planning ($2,500). Also an amount for completing the waterfront park master site plan ($9,500), and 9,500 for a comprehensive recreation plan.

10-490-05 **FICA/Medicare $250** – Percentage of with-holding from pay to the Planning and Zoning Board and Board of Adjustment members.

10-490-14 **Travel $0** – No money has been allocated to this account in several years.

10-490-33 **Department Material and Supplies $50** – This line item is allocated to books or other materials that may be useful to the Planning and Zoning Board, or Board of Adjustment.

10-490-45 **Contracted Services $0** – This line item covers the costs of any contracted services needed by either the Planning and Zoning Board, or the Board of Adjustment.

Local Economic Development Commission $7,500

10-495-57 **Miscellaneous $5,000**-This department and line item are general to cover advertising, marketing, and promotional activities for the Local Economic Development Committee.

10-495-33 **Banners $2,500**-Seed amount to match with Merchants Association to purchase pole banners.

Public Buildings Total Department Budget $18,250

10-500-13 **Utilities $9,500** – This line item covers the costs of all utility payments for all Town buildings and properties (not the park). Same as last year.

10-500-15 **Maintenance and Repair/Buildings and Grounds $2,250** – This line item is for repair and maintenance of any Town buildings or properties(not the park). Up slightly from last year.

10-500-33 **Department Materials/Supplies $2,500** – Funds for small supply and material purchases.

10-500-45 **Contracted Services $1,500** – Construction or repair to buildings or building systems. Covers the cost of resealing and restriping the Town Hall parking lot.

10-500-72 **Capital Outlay/Buildings $2,500** – The amount this year is undesignated.

Community Park Total Department Budget $7,750

10-520-13 **Utilities $2,000** – This line item covers the cost of electric/water/sewer utility costs. Also covers the decorative night lighting.

10-520-15 **Maintenance and Repair $2,250** – Covers the costs of maintenance and repair of building and grounds.

10-520-33 **Materials and Supplies $500** – This line item covers the costs of cleaning supplies and paper products.

10-520-34 **Equipment and Supplies $1,000** – Line item to cover the costs of maintenance and repair of recreation and park equipment and supplies.

10-520-47 **Event Equipment $1,000** -- Covers the costs of event equipment.

10-520-57 **Miscellaneous $500** – Line item to cover costs not otherwise specified.

10-520-74 **Capital Outlay $500** – Line item to cover the costs of large capital purchases of building or recreational equipment. The amount this year is undesignated.

Inspection Department Total Department Budget $114,900

10-540-02 **Salaries $75,000** – This line item includes 100% of the salaries for the Building Inspector, and the Assistant Building Inspector/Code Enforcement Officer. This line item also includes up to a 5% merit increase.

10-540-03 **Overtime $500** – Includes funding for overtime hours worked by the assistant (Stanley is exempt).

10-540-05 **FICA/Medicare $6,000** – Percentage based upon amount of salary.

10-540-06 **Group Insurance $10,300**– Health insurance coverage for both employees including dental and vision.

10-540-07 **Retirement Expense $5,000** – Percentage based upon the one salary in this department.

10-540-10 **Employee Training $1,700** – This line item funds training and continuing education for building inspections.

10-540-11 **Telephone and Postage $2,000** – This line item funds land line and cell phones as well as postage for the inspections department.

10-540-14 **Travel $2,000** – Funding for travel associated with training for both employees in this department.

10-540-16 **Maintenance and Repair of Equipment $200** – Funding for repair of office or inspection equipment. Same as previous year.

10-540-17 **Maintenance and Repair of Auto $500** – Maintenance and repair of the Trail Blazer used by the inspection department.

10-540-31 **Automobile Supplies/Gas/Oil/Tires $1,800** – This line item includes funds for gasoline, oil changes, tires, etc. Same as last year.

10-540-32 **Office Supplies $1,200** – Line item included for replenishable office supplies based on previous years amounts.

10-540-33 **Department Materials and Supplies $2,000** – Line item for supplies and materials that are non-replenishable, but are not considered capital outlay.

10-540-45 **Contracted Services $2,500** – Services requiring a contract such as engineering, inspection assistance, software updates, etc.

10-540-53 **Dues and Subscriptions $800** – This line item covers the costs for dues and subscriptions for building and fire publication/memberships. Same as last year.

10-540-57 **Miscellaneous $400** – Line item to cover items that do not fit into any of the other categories. Same as last year.

10-540-74 **Capital Outlay $3,000** – Line item to cover larger capital items. This years allocation is for computer upgrades.

Community Services Total Department Budget $13,500

10-550-33 **Materials and Supplies $500** – Line item to cover the cost of materials and supplies for events.

10-550-46 **Events $600**-Purchase of supplies or displays for specific events.

10-550-47 **Concerts $5,000** – Line item to cover the costs of movies and concerts. No movies and more concerts with more expensive bands.

10-550-50 **Firework Donation $0**-Fire Department will no longer hold fireworks. Area at Devaun Park no longer available.

10-550-57 **Miscellaneous $500** – Covers costs not provided for elsewhere.

10-550-58	**Warrior Ride**	**$200**
10-550-59	**Big Sweep**	**$200**
10-550-60	**Halloween**	**$200**
10-550-61	**Christmas Tree Lighting**	**$500**
10-550-62	**New Years Eve**	**$1,150**
10-550-63	**Memorial Day**	**0**
10-550-64	**Jessie Mae School Visit**	**$250**
10-550-65	**Town Hall Day**	**$1,000**
10-550-66	**Easter**	**$400**
10-550-67	**Taste of Calabash**	**$3,000**

Town Services Total Department Budget $458,152

10-560-02 **Salaries $200,000** – This line item includes 100% of the salaries for 1 full time Town Services Supervisor, 5 full time Town Services Technician II positions, and one part time Town Tech position. This line item includes a merit adjustment salary increase of up to 5%.

10-560-03 **Overtime $500** – Line item to help track overtime expenses.

10-560-05 **FICA/Medicare $15,300** – Percentage with-holding based on total salaries.

10-560-06 **Group Insurance $61,000** – Line item for health insurance expenses, including dental and vision for employees.

10-560-07 **Retirement Expense $18,000** – Towns match for the local government retirement program.

10-560-10 **Employee Training $500**– This line item covers the costs for employee training, including: pesticide/herbicide; animal control; emergencies, etc.

10-560-11 **Phone/Postage $4,000** – This line item covers the costs for telephone and postage for Town Services. Same as last year.

10-560-14 **Travel $250** – Covers the costs of food/lodging if having to travel for training.

10-560-16 **Equipment Maintenance $10,000** – This line item is for the expense of maintaining all of the equipment that Town Services utilizes including: mowers; weedeaters; tractor; chainsaws; etc.

10-560-17 **Maintenance and Repair of Vehicles $5,000** – Line item to cover the cost of maintenance and repair to pick up trucks and dump trucks.

10-560-31 **Gas, Oil, Tires $13,500** – Covers the costs of gasoline, oil and tires for all equipment and vehicles operated by the Town Services Department.

10-560-32 **Office Supplies $1,700** – Covers the costs of supplies such as paper towels, water, Gatorade, hand cleaner, etc.

10-560-33 **Street Supplies $0** – Moved to Powell Bill Fund.

10-560-34 **Department Materials and Supplies $6,000** – This line item covers the costs of extra materials, equipment, and supplies including: jacks; drills and bits; blades for weedeaters and saws; class II safety uniforms; hard hats; street signs, etc.

10-560-45 **Contracted Services $55,000** – This line item covers the costs of any services that may need to be contracted out such as engineering, planning, etc. Also covers additional appropriations from reserves for street paving.

10-560-74 **Capital Outlay/Equipment $67,402** – Line item to cover the costs of large equipment or vehicle purchases. This allocation includes a new zero turn mower, and a new F550 Dump Truck.

10-560-76 **Animal Trap Refund $0**-Line to refund deposits made for animal traps.

10-560-90 **Debt Service $0**

Street Lights and Billboard Total Department Budget $74,000

10-565-13 **Utilities/Billboard Sign $500** – This line item covers the cost of utilities for the changeable sign at the entrance to Calabash.

10-565-33 **Utilities/Street Lights $69,000** – This allocation pays the monthly electricity invoices for Town street lighting. This is the single largest energy cost that the Town has.

10-565-45 **New Street Lights and Park Lights $2,500 –** This line item covers the costs of new street lights, and can also cover the costs of adding lights to Calabash Community Park, etc.

10-565-48 **Christmas Decoration/Lighting Expense $2,000 –** New line item to cover the costs of up to 5 new decorations, electrical upgrading of poles, and a case of new light bulbs for decorations.

Contracted Services Total Department Budget $9,000

10-580-45 **Contracted Services $9,000 –** Estimated costs of dumpster fees for disposal of yard debris, garbage and recycling.

Environmental Protection-New Capital Project Fund 81 (See Non Departmental)

Non-Departmental Total Department Budget $77,500

10-660-81 **Transfer to Fund 81 Environmental/Stormwater-$37,500**

10-660-92 **Transfer to Dredging Fund 71-$20,000**

10-660-94 **Transfer to Streets and Sidewalks Fund 73-$20,000**

Contingency Total Department Budget $38,814

10-999-00 **Contingency $38,814 –** This line item contains funds for unforeseen expenditures and amounts to approximately 3% of the Towns budget.

Total General Fund Expenditures $1,322,616.00

POWELL BILL
FUND 11

REVENUES:

11-343-00 **Powell Bill $61,064** – This revenue source is a shared revenue distributed by the State and comes from gasoline tax. The funds can be used for street maintenance and the amount we receive is based upon population and street mileage.

11-329-02 **Interest/Powell Bill $0** – Estimate of interest earned on Powell Bill Funds while deposited in Town accounts.

11-399-02 **Fund Balance/Powell Bill $0**

Total Powell Bill Revenues $61,064

EXPENDITURES:

11-570-02 **Salaries $0** – No salaries budgeted this year, all funds used towards street paving.

11-570-04 **Professional Services $1,000** – This line item covers costs of professional services such as engineering, planning, and assistance with street mileage calculations.

11-570-05 **FICA/Medicare $0** – No percentages budgeted this year because of no salaries.

11-570-07 **Retirement Expense $0** – No percentages budgeted this year.

11-570-16 **Maintenance and Repair of Equipment $0** – No funds budgeted this year.

11-570-33 **Street Supplies $4,000** – Includes supplies that are eligible expenses for Powell Bill funds.

11-570-42 **Street Repairs $5,000** – This line item covers the costs of street patching and repairs.

11-570-45 **Contracted Services $51,064** – This line item covers the costs of street repaving and it is anticipated that this budgeted amount would cover the cost of 1 or 2 projects depending on scope and length. There is also approximately $50,000 budgeted in contracted services from Town Services for street paving.

Total Powell Bill Expenditures $61,064

There are no budgeted allocations in the following funds within the 2015/2016 fiscal year budget:

Fund 61	PARTF Community Park
Fund 64	Maintenance Building
Fund 65	Wastewater Expansion
Fund 71	Stormwater