

**TOWN OF BISCOE**  
**BUDGET ORDINANCE**

Ordinance No. 181901

BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee Schedule, and with certain authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this Town:

**Summary**

General Fund	\$ 1,529,687
Water / Sewer Fund	\$ 1,067,306
Powell Bill Fund	\$ 46,792
Law Enforcement Separation Fund	\$ 22,654
<b>Total Budget</b>	<b>\$ 2,666,439</b>

**Section 1. General Fund**

**Expenditures**

<b>ACCOUNT</b>	<b>DEPARTMENT</b>	<b>APPROPRIATION</b>
4110	Governing Board	\$ 11,594
4120	Administration	\$ 352,898
4150	Legal	\$ 40,500
4260	Buildings and Grounds	\$ 76,924
4310	Police	\$ 560,068
4340	Fire	\$ 152,010
4500	Streets	\$ 211,750
6120	Parks and Recreation	\$ 123,943
	<b>Total Appropriations</b>	<b>\$ 1,529,687</b>

## Revenues

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

DESCRIPTION	AMOUNT
Ad Valorem Taxes	\$ 690,460
Rental Vehicle Taxes	\$ 100
Telecomm Sales Tax	\$ 11,071
Sales Tax Distribution	\$ 322,495
ABC Revenues	\$ 650
Solid Waste Disposal Tax	\$ 968
Wine & Beer Tax	\$ 8,164
Utility Franchise Tax	\$ 213,976
Video Programming	\$ 5,130
Sales Tax Refund	\$ 20,000
Gasoline Tax Refund	\$ 3,000
Zoning Permits	\$ 1,000
Court Fees	\$ 2,500
DSM Revenues	\$ 2,000
Cemetery Revenues	\$ 2,500
Fire Grant Funds	\$ 30,000
Park Fees	\$ 15,000
Softball Leagues	\$ 4,500
County Recreation Contribution	\$ 10,000
Concessions	\$ 5,000
Extra Garbage Cans	\$ 1,500
Investment Earnings	\$ 375
Interest Income	\$ 375
Donations	\$ 1,000
Transfer/Capital Reserve	\$ 50,000
Fund Balance Appropriated	\$ 86,523
Reimbursement from Enterprise Fund	\$40,000
<b>Total Estimated Revenues</b>	<b>\$ 1,529,687</b>

### Section 3: Levy of Taxes

There is hereby levied a tax at the rate of fifty-six cents (\$0.56) per one hundred (\$100) valuation of property as listed for taxes as of January 1 for the purpose of raising the revenue listed as " Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$136,698,685, and an estimated rate of collection of 96.4%.

**Section 4: Water / Sewer Fund****Revenues**

<b>DESCRIPTION</b>	<b>AMOUNT</b>
Sales, Services, and Fees	\$ 1,052,695
Investment Earnings	\$ 1,000
Sale of Fixed Assets	\$ 500
Fund Balance Appropriated	\$ 13,111
<b>Total Estimated Revenues</b>	<b>\$ 1,067,306</b>

**Expenditures**

<b>DESCRIPTION</b>	<b>APPROPRIATIONS</b>
Water / Sewer Operations	\$ 870,746
Debt Service	\$ 140,560
Capital Outlay	\$ 16,000
Reimbursement to General Fund	\$40,000
<b>Total Appropriations</b>	<b>\$ 1,067,306</b>

**Section 5. Powell Bill Fund**

<b>DESCRIPTION</b>	<b>APPROPRIATIONS</b>
Revenues	\$ 46,792
Expenditures	\$ 46,792

**Section 6. Law Enforcement Separation Fund**

<b>DESCRIPTION</b>	<b>APPROPRIATIONS</b>
Revenues	\$ 22,654
Expenditures	\$ 22,654

## Section 7. Fee Schedule

There is hereby established, for the fiscal year 2018-2019, various fees and charges scheduled herewith:

<b>Administration</b>		
COPIES PER PAGE	\$ 0.10	PER PAGE
PUBLIC RECORDS REQUEST	\$ 0.25	PER PAGE
NOTARY FEES	\$ 5.00	PER SIGNATURE
RETURN CHECK/DRAFT FEE	\$ 25.00	WATER/PARK FEES, ETC.
SEND A FAX	\$ 0.25	PER PAGE
<b>Parks &amp; Recreation</b>		
PARK RESTROOM KEY	\$ 5.00	DEPOSIT
PICNIC SHELTER RESERVEATION FEE OVER 100 PEOPLE	\$ 1.00	PER PERSON
PICNIC SHELTER RESERVEATION FEE 100 PEOPLE OR LESS	\$ 25.00	CIVIC CLUBS, ORGANIZATIONS & GOVERNMENT AGENCIES ARE EXEMPT FROM FEES
SWIMMING LESSONS	\$ 30.00	FREE TO EMPLOYEES/CHILDREN
SWIMMING POOL ADMISSION	\$ 2.00	FREE TO EMPLOYEES/CHILDREN
<b>Police</b>		
FINGERPRINTS	\$ 10.00	
WRECK REPORT FEES	\$ 5.00	
ALL OTHER POLICE REPORTS	\$ 5.00	

<b>Water &amp; Sewer</b>			
<b>Water &amp; Sewer (Residential Rates)</b>			
<b>Inside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 12.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Sewer	100%	of water used
<b>Outside City Limits</b>			
	First 2000 Gallons (Minimum Charge)	\$ 22.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Sewer	100%	of water used
	NCGS 160A-314.(a)		
<b>Water &amp; Sewer (Commercial Rates)</b>			
<b>Inside City Limits</b>	First 3000 Gallons (Minimum Charge)	\$ 34.00	
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
<b>Outside City Limits</b>	First 2000 Gallons (Minimum Charge)	\$ 55.00	
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
<b>Water &amp; Sewer Fees</b>			
	Water Connection - Residential Owner	\$ 50.00	
	Water Connection - Resident - Renter	\$ 75.00	
	Water Connection - Business	\$ 75.00	
	TIER 1 Late Fee	\$ 10.00	APPLIED BEFORE 8:30 ON 21ST
	TIER 2 Late Fee	\$ 35.00	APPLIED BEFORE 8:30 ON 1ST DAY OF MONTH
	Special Meter Reading	\$ 25.00	WILL BE REFUNDED IF NO FAULT OF CUSTOMER
	Tampering Fee	\$ 350.00	First offense, progressive thereafter
	Water Tap (3/4")	\$ 500.00	
	Water Tap (1")	\$ 600.00	
	Water Tap (Bore or Push)	Actual cost + 5%	
	Sewer Tap (Inside City Limits)	\$ 500.00	
	Sewer Tap (Outside City Limits)	\$ 600.00	
	Sewer Tap (Bore or Push)	Actual cost + 5%	
<b>Planning &amp; Zoning Fees</b>			
	CONDITIONAL USE PERMIT	\$ 200.00	
	MAPS	\$ 1.00	
	REZONING APPLICATION	\$ 300.00	
	ZONING BOOKS	\$ 10.00	
	ZONING PERMIT	\$ 25.00	

Cemetery Prices			
Section B			
	Inside City Limits Resident	\$ 230.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 430.00	<i>Per Grave</i>
Section D			
	Inside City Limits Resident	\$ 330.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 730.00	<i>Per Grave</i>

### **Section 8. Special Authorizations – Budget Officer**

- A. The Budget Officer shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as deemed necessary.
- B. The Budget Officer shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. Notification of all such transfers shall be made to the Town Board at its next meeting following the date of the transfer.
- C. Inter-fund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the Town Board.
- D. The Town Manager shall serve as the Budget Officer

### **Section 9. Restrictions – Budget Officer**

- A. Inter-fund transfer of monies, except as noted in Section 8, shall be accomplished by Town Board authorizations only.
- B. Utilizations of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.
- C. Per state General Statutes the Town shall maintain an eight percent (8%) fund balance at all times.

### **Section 10. Budget Amendments**

- A. The North Carolina Local Government Budget and Fiscal Control Act allows the Town Commissioners to amend the Budget Ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Commissioners must approve all budget amendments.

### **Section 11. Utilization of Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of Biscoe municipal government during the 2017-2018 fiscal year. The budget officer shall administer the budget

and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The finance and purchasing personnel shall establish and maintain all records, which are in accordance with the Budget Ordinance, and the appropriate statutes for the State of North Carolina.

**Section 12. Effective Date of Salary Changes**

Any salary changes for Town Employees shall begin the first full payroll in the new fiscal year.

Adopted this 11<sup>th</sup> day of June 2018 at a regular scheduled meeting of the Town of Biscoe Board of Commissioners, in Biscoe, North Carolina.