

## Town Manager's Budget Message Fiscal Year 2014-2015

The Town of Franklin remains in a sound financial condition with a stable fund balance and a current ad-valorem tax rate of \$0.25 per \$100. The Town is experiencing very slow growth in our revenue sources, especially sales tax, interest on investments, and water and sewer revenues. The Town should remain diligent in maintaining spending within budgeted amounts and carefully consider any unanticipated expenditures during the fiscal year.

### **Debt Service**

All debt payments are fully budgeted as required by law. The Town has completed the sewer plant renovation and the additional debt service for this project is included within this budget.

### **Personnel**

This budget calls for a 1% one-time payment based on salary in lieu of a cost of living adjustment for all positions. The budget anticipates the retirement of the current IT Director in July allowing the Planner to assume some routine daily duties and contracting other more advanced network services as needed eliminating one full-time position. The budget also anticipates the retirement of the current Main Street Program Director in August with those duties being split between a part-time Festival and Event Coordinator and a contractually obligated firm or individual for the Main Street duties. One entry level staff position will be funded within the current fire department budget with no overall increase in the fire budget. Although other departments requested additional personnel, funding was not available without reallocating funds from other areas. Employee benefits will remain unchanged.

### **Operating Capital Outlay**

The police department will be replacing one patrol vehicle with over 100,000 miles. Public works will replace one ½ ton pickup.

### **Special Projects**

Funds are budgeted for upgrades to the gazebo area at Town Square, for a stream restoration project to be completed at Memorial Park and to complete a job classification and salary study of all Town employees.

### **By Department**

**Water/Sewer:** Funds are budgeted for five small water and sewer replacement projects. Funds are budgeted for cleaning the drainage basin at the water plant.

**Police Department:** Bulletproof vests that are nearing expiration will be replaced. Funds were increased for fuel costs and increased vehicle maintenance. Funds were also allocated for a K-9 program.

**Fire Department:** Replacement of uniforms and protective gear per the 10 year strategic plan continues.

**Water/Sewer Rates**

The Board of Aldermen completed a two year water and sewer rate increase last fiscal year. Based on current estimates water and sewer revenues combined are estimated to be approximately \$300,000 lower this year than expected so changes have been initiated within the Water and Sewer budget to maintain fund solvency. A detailed water rate study will be completed by June 2014 and the Town should review the study with due diligence anticipating a future water treatment plant expansion as well as funding current water and sewer infrastructure projects.

**Conclusion**

This budget for FY 2013/2014 is balanced in accordance with the North Carolina Local Government Budget and Fiscal Control Act and continues to provide existing services while meeting the governing board's priorities and policies. The General Fund budget was reduced by \$242,000 but a modest tax increase is recommended to adjust the ad valorem tax rate to twenty-six cents (\$0.26) per one hundred dollars (\$100) of valuation. This will allow a modest transfer from undesignated funds to be used for balancing the budget while maintaining a healthy and sustainable fiscal future for the Town while still accomplishing several projects. The service fee for fire services is recommended to remain at the current funding level of \$0.04 per one hundred dollars (\$100) of valuation. Revenue from the service fee will cover all operating expenses with the only transfer from the fire fund balance utilized for apparatus lease payments. Until the detailed rate study is completed and analyzed, it is recommended that sewer and water rates remain unchanged. Although revenues are projected to be approximately \$300,000 lower than anticipated, adjustments have been made within the budget to compensate for the revenue loss with no increase in water and sewer rates this year and a modest transfer from the water and sewer fund balance.

Sincerely;



Warren J. Cabe  
Town Manager

Attachments

## TOWN OF FRANKLIN, NORTH CAROLINA

### Budget Ordinance

For the Fiscal Year Ending June 30, 2015

**BE IT ORDAINED**, The Board of Aldermen of the Town of Franklin, Macon County, North Carolina that the accompanying budget is adopted in accordance with the applicable general statutes of the State of North Carolina for the fiscal year ending June 30, 2014.

**BE IT FURTHER ORDAINED**, that there hereby be levied the following rate of tax on each one hundred dollars (\$100) valuation of taxable property, as listed for taxes in January 1, 2013, for the purpose of raising the revenue from current year property tax as set forth in ad valorem tax revenue, and in order to assist, along with other anticipated revenues, in financing the appropriations per the accompanying budget.

General Fund (for general expenses incident to the proper government of the Town) 0.26

Total rate per \$100.00 valuation of taxable property 0.26

**SECTION 1.** The Town Manager and/or Finance Officer are hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) The Finance Officer may transfer amounts between objects of expenditure within a department.
- b) The Town Manager may transfer amounts between departments, as defined above, with a subsequent report to the Board of Aldermen, recorded in the minutes.
- c) The funding for approved reclassifications may be transferred from the budgeted reserve with the approval of the Town Manager.
- d) No revenues may be increased, no funds may be transferred from the Contingency account in the General Fund or Capital Projects Funds, and no transfers may be made between funds unless formal action is taken by the Board of Aldermen.

**SECTION 2.** The Town Manager is hereby authorized to accept grant funding which has been previously approved for application by the Board of Aldermen, including any local match involved. The Town Manager is authorized to execute any resulting grant documents. Also, the Town Manager is authorized to enter into contracts for purchases of apparatus, supplies, materials, or equipment as described in G.S. 143, Section 8 up to the limits stated therein for informal bidding which are within budgeted appropriations. The Town Manager is authorized to enter into routine service contracts in the normal course of town operation within budgeted appropriations. Change Orders for capital

project contracts previously approved by the Board of Aldermen may be approved by the Town Manager up to the informal bidding limits referred to above, provided that sufficient funding is available. All contracts authorized by this ordinance are approved for signature by the Mayor of the Board of Aldermen, Town Manager, and/or the Clerk to the Board of Aldermen as appropriate.

**SECTION 3.** Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Aldermen and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this \_\_\_\_\_ day of June, 2014.

\_\_\_\_\_  
Mayor, Town of Franklin, NC

Attested:

\_\_\_\_\_  
Clerk, Town of Franklin, NC

**TOWN OF FRANKLIN, NORTH CAROLINA**

**Budget for the Year ending June 30, 2015**

**EXHIBIT A**

	<b>General Fund</b>	<b>Fire Dept Fund</b>	<b>Enterprise Fund</b>	<b>Total</b>
<b>Revenues:</b>				
Ad Valorem Taxes	1,689,000			1,689,000
Other Taxes	575,000	500,000		1,075,000
Unrestricted Intergovernmental	417,000			417,000
Restricted Intergovernmental	220,000			220,000
Licenses and Permits	6,000			6,000
Sales and Services			3,367,500	3,367,500
Other Revenues	246,500		5,500	252,000
<b>Total Anticipated Revenue</b>	<b>3,153,500</b>	<b>500,000</b>	<b>3,373,000</b>	<b>7,026,500</b>
Fund Balance Appropriated **	620,000	180,500		800,500
Retained Earnings Appropriated			206,500	206,500
<b>Total Budget</b>	<b>3,773,500</b>	<b>680,500</b>	<b>3,579,500</b>	<b>8,033,500</b>
<b>Appropriations:</b>				
General Government	1,379,500			1,379,500
Public Safety	1,401,000	680,500		2,081,500
Public Works	800,000			800,000
Debt Service	163,000		927,500	1,090,500
Operating Expenses Other Than Depreciation			2,442,000	2,442,000
Supplemental Budget Expenditures			210,000	210,000
Contingency	30,000			30,000
<b>Total Appropriations</b>	<b>3,773,500</b>	<b>680,500</b>	<b>3,579,500</b>	<b>8,033,500</b>
<b>** Fund Balance Appropriated:</b>				
General Fund	170,000			
Powell Bill	450,000			

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Revenues**

**SCHEDULE 1**  
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**Source:**

<b>Ad Valorem Taxes:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Current Year	1,663,500	1,575,000
1st Prior Year	15,000	4,500
2nd Prior Year	2,500	4,500
3rd Prior Year	1,000	2,000
4th & Earlier Prior Years	1,000	4,000
Penalties & Interest	6,000	6,000
	<b>1,689,000</b>	<b>1,596,000</b>

**Other Taxes:**

Local Option Sales Tax	540,000	520,000
Privilege Licenses	35,000	100,000
	<b>575,000</b>	<b>620,000</b>

**Unrestricted Intergovernmental Revenues:**

Franchise Tax	215,000	200,000
Telecommunications Sales Tax	160,000	180,000
Excise Tax - Piped Gas	10,000	10,000
Sales Tax Refund - Video	32,000	32,000
	<b>417,000</b>	<b>422,000</b>

**Restricted Intergovernmental Revenue:**

Powell Bill	120,000	120,000
Tourism Development Authority	100,000	100,000
	<b>220,000</b>	<b>220,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Revenues**

**SCHEDULE 1**  
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<b>Licenses &amp; Permits:</b>	2014-2015	2013-2014
Cable Television Franchise	2,000	2,000
Zoning Permits	4,000	2,500
	<hr/>	<hr/>
	<b>6,000</b>	<b>4,500</b>
 <b>Other Sources:</b>		
Investment Earnings	500	500
Vehicle Tax	60,000	60,000
Rents	6,000	5,000
ABC Store Profit	70,000	70,000
Sale of Property/Miscellaneous	5,000	5,000
Administration Reimbursement	105,000	250,000
	<hr/>	<hr/>
	<b>246,500</b>	<b>390,500</b>
 <b>Total Anticipated Revenue</b>	<b>3,153,500</b>	<b>3,253,000</b>
 Fund Balance Appropriated	170,000	177,000
Fund Balance Appropriated - Powell Bill	450,000	550,000
 <b>Total Budget</b>	<b>3,773,500</b>	<b>3,980,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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**General Government**

<b>Governing Body:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Mayor & Aldermen Fees	30,000	30,000
FICA	2,500	2,500
Professional Services	31,500	31,500
Other Professional Services	7,000	12,000
Supplies	7,000	7,000
Travel	4,500	6,000
Advertising	3,000	3,000
Training	1,500	500
Dues & Subscriptions	11,000	11,000
Non Profit Organizations	40,000	40,000
Economic Development	7,000	7,000
Franklin Area Chamber of Commerce	4,000	4,000
Pickin' on the Square	28,500	28,500
	<hr/> <b>177,500</b>	<hr/> <b>183,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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**General Government**

<b>Administration:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	155,000	185,500
FICA	12,000	14,500
Retirement	11,000	13,000
401(k)	8,000	9,500
Group Insurance	17,000	23,000
Unemployment Insurance	1,000	1,000
Other Professional Services	2,500	2,500
Supplies	7,000	7,000
Travel	4,000	7,000
Training	3,000	5,000
Vehicle Maintenance	1,000	1,000
Other Services	500	500
Dues & Subscriptions	1,000	1,000
Miscellaneous	1,000	1,000
Pay Plan Implementation	10,000	5,000
	<hr/> <b>234,000</b>	<hr/> <b>276,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**SCHEDULE 2**  
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**General Government**

<b>Finance:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	76,000	76,000
401(k)	4,000	4,000
FICA	6,000	6,000
Retirement	5,500	5,500
Group Insurance	7,500	7,000
Unemployment Insurance	500	500
Benefits	2,500	2,500
Other Professional Services	1,000	1,000
Supplies	4,000	4,000
Travel	1,000	1,000
Training	7,000	7,000
Other Services	500	500
Dues & Subscriptions	1,500	1,500
Miscellaneous	500	500
	<hr/>	<hr/>
	<b>117,500</b>	<b>117,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**General Government**

**Billing & Collections:**

	2014-2015	2013-2014
Salaries & Wages	65,500	68,000
FICA	5,000	5,500
Retirement	5,000	5,000
401(k)	3,500	3,500
Group Insurance	14,500	13,500
Unemployment Insurance	500	500
Supplies	5,000	5,000
Travel	500	500
Training	2,000	3,500
Dues & Subscriptions	500	500
Miscellaneous	1,000	1,000
	<hr/>	<hr/>
	<b>103,000</b>	<b>106,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA  
General Fund  
Detail Budget of Expenditures**

**SCHEDULE 2  
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**General Government**

**Legal & Elections:**

	2014-2015	2013-2014
Professional Services	43,000	53,000
Macon County	0	5,000
Advertising	7,500	7,500
	<hr/>	<hr/>
	<b>50,500</b>	<b>65,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
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**General Government**

<b>Facilities:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	28,500	28,500
FICA	2,500	2,500
Retirement	2,000	2,000
401(k)	1,500	1,500
Group Insurance	7,500	7,000
Unemployment Insurance	500	500
Uniforms	500	500
Supplies	8,000	8,000
Telephone	11,500	11,500
Postage	23,000	23,000
Utilities	13,500	13,500
Building Maintenance	1,500	1,500
Equipment Maintenance	25,000	25,000
Vehicle Maintenance	1,000	1,000
Other Services	18,000	18,000
Insurance & Bonds	120,000	110,000
Miscellaneous	1,000	1,000
	<hr/>	<hr/>
	<b>265,500</b>	<b>255,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**General Government**

<b>IT:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	0	50,000
FICA	0	4,000
Retirement	0	3,500
401(k)	0	2,500
Group Insurance	0	7,000
Unemployment Insurance	0	500
Supplies	14,000	8,000
Travel	0	500
Training	0	500
Other Services	45,000	31,000
	<hr/> <b>59,000</b>	<hr/> <b>107,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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**General Government**

**Planning & Economic Development:**

2014-2015

2013-2014

Salaries & Wages	61,000	51,000
FICA	5,000	4,000
Retirement	4,000	3,500
401(k)	3,000	2,500
Group Insurance	18,000	7,000
Unemployment Insurance	500	500
Supplies	1,000	1,000
Travel	500	500
Training	4,500	2,000
Equipment Maintenance	500	500
Vehicle Maintenance	1,000	1,000
Dues & Subscriptions	500	500

**99,500**

**74,000**

**TOWN OF FRANKLIN, NORTH CAROLINA  
General Fund  
Detail Budget of Expenditures**

**SCHEDULE 2  
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**General Government**

**Tourism Development Authority:**

2014-2015

2013-2014

Contributions

100,000

100,000

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**100,000**

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**100,000**

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**SCHEDULE 2**  
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**General Government**

<b>Main Street</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	18,500	38,500
FICA	3,000	3,000
Retirement	0	3,000
401(k)	0	2,000
Group Insurance	1,000	7,000
Unemployment Insurance	500	500
Supplies	13,500	10,000
Travel	500	500
Advertising	2,000	2,000
Training	1,000	1,000
Professional Services	1,000	1,000
Other Communications	500	500
Vehicle Maintenance	500	500
Other Services	22,000	1,500
Dues & Subscriptions	500	500
Donations - Festivals	19,000	19,000
	<hr/>	<hr/>
	<b>83,500</b>	<b>90,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**General Government**

**Traffic & Event Services**

	2014-2015	2013-2014
Salaries & Wages	14,000	14,000
FICA	1,500	1,500
Unemployment Insurance	500	0
Supplies	1,000	1,000
Vehicle Maintenance	2,000	2,000
	<hr/>	<hr/>
	<b>19,000</b>	<b>18,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
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**General Government**

<b>Non-Departmental</b>	<b>2014-2015</b>	<b>2013-2014</b>
Separation Pay	45,000	45,000
FICA	3,500	3,500
Group Insurance	21,500	20,000
Unemployment Insurance	500	0
	<hr/>	<hr/>
	<b>70,500</b>	<b>68,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

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**Public Safety**

<b>Police:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	848,000	834,500
FICA	65,000	64,000
Retirement	62,000	61,000
401(k)	42,500	42,000
Group Insurance	164,000	148,000
Unemployment Insurance	4,500	4,500
Uniforms	17,500	17,000
Supplies	29,000	27,000
Travel	1,000	1,000
Telephone	2,000	12,000
Other Communications	7,500	7,500
Utilities	9,000	10,000
Equipment Maintenance	17,000	17,000
Vehicle Maintenance	80,000	70,000
Training	8,000	7,500
Other Services	3,500	3,500
Law Enforcement	500	500
Dues & Subscriptions	3,000	2,000
Miscellaneous	1,000	1,000
Capital Outlay - Equipment	36,000	71,000
	<hr/> <b>1,401,000</b>	<hr/> <b>1,401,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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**Public Works**

<b>Streets &amp; Maintenance:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Salaries & Wages	74,000	83,000
FICA	6,000	6,500
Retirement	5,500	5,500
401(k)	4,000	4,000
Group Insurance	21,500	20,500
Unemployment Insurance	500	500
Uniforms	1,500	1,500
Supplies	9,000	9,000
Utilities	110,000	110,000
Equipment Maintenance	4,000	4,000
Vehicle Maintenance	16,000	16,000
Other Repairs & Maintenance	2,000	2,000
Other Services	27,500	27,500
Miscellaneous	500	500
Capital Outlay - Equipment	0	20,000
Capital Outlay - Improvements	50,000	50,000
Beautification	6,000	6,000
Memorial Park	12,000	5,000
	<hr/>	<hr/>
	<b>350,000</b>	<b>371,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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**Public Works**

<b>Powell Bill:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Supplies	25,000	25,000
Other Repairs & Maintenance	150,000	150,000
Other Services	5,000	5,000
Capital Outlay - Improvements	270,000	370,000
	<hr/>	<hr/>
	<b>450,000</b>	<b>550,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**General Fund**  
**Detail Budget of Expenditures**

**SCHEDULE 2**  
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<b>Debt Service:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Lease Purchase Principal	131,000	130,000
Lease Purchase Interest	32,000	35,000
	<hr/>	<hr/>
	<b>163,000</b>	<b>165,000</b>
<b>Total Debt Service</b>	<b>163,000</b>	<b>165,000</b>
<b>Contingency</b>	<b>30,000</b>	<b>30,000</b>
<b>Total Appropriations</b>	<b>3,773,500</b>	<b>3,980,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA  
Fire Department Fund  
Detail Budget**

**SCHEDULE 3  
PAGE 1**

<b>Revenues:</b>	<b>2014-2015</b>	<b>2013-2014</b>
Fire Tax	500,000	500,000
Fund Balance	180,500	185,500
<b>Total Revenues</b>	<b><u>680,500</u></b>	<b><u>685,500</u></b>

**TOWN OF FRANKLIN, NORTH CAROLINA**  
**Fire Department Fund**  
**Detail Budget**

**SCHEDULE 3**  
**PAGE 2**

2014-2015

2013-2014

**Expenditures:**

Salaries & Wages	184,500	139,000
FICA	14,500	11,000
Retirement	13,000	10,000
401(k)	9,500	7,000
Unemployment Insurance	1,000	1,000
Group Insurance	41,000	30,000
Firemen's Fees	50,000	77,000
Uniforms	22,500	18,500
Supplies	44,000	30,000
Travel	1,000	1,000
Telephone	2,000	2,000
Other Communications	0	1,000
Utilities	8,000	7,500
Building Maintenance	3,000	12,000
Equipment Maintenance	10,000	10,000
Vehicle Maintenance	29,500	27,500
Training	2,500	4,500
Other Sevices	177,000	186,000
Insurance & Bonds	30,000	26,000
Due & Subscriptions	2,000	2,000
Miscellaneous	500	2,000
Retirement Fund	14,000	14,000
Capital Outlay - Equipment	16,000	26,500
Admininstration Reimbursement	5,000	40,000
<b>Total Expenditures:</b>	<b>680,500</b>	<b>685,500</b>

**TOWN OF FRANKLIN, NORTH CAROLINA****Water & Sewer Enterprise****Detail Budget****SCHEDULE 4****PAGE 1**

	2014-2015	2013-2014
<b>Sources:</b>		
Utility Fees	2,300,000	2,639,000
Taps & Connections	50,000	50,000
Reconnections	15,000	15,000
Sale of Materials & Supplies	15,000	15,000
Availability Fees	35,000	20,000
Dumping Fees	25,000	25,000
Interest Earnings	500	1,000
Miscellaneous	5,000	5,000
Retained Earnings	206,500	191,000
<b>Total Sources</b>	<b>2,652,000</b>	<b>2,961,000</b>
<b>Expenditures:</b>		
Salaries & Wages	856,000	837,500
FICA	65,500	64,000
Retirement	60,500	59,500
401(k)	43,000	42,000
Group Insurance	180,000	164,000
Unemployment Insurance	5,500	5,500
Professional Services	25,000	75,000
Uniforms	13,500	13,500
Supplies	300,000	300,000
Travel	1,500	1,500
Telephone	7,000	7,000
Other Communications	1,000	1,000
Utilities	230,000	194,000
Building Maintenance	10,000	10,000
Equipment Maintenance	200,000	227,000
Vehicle Maintenance	45,000	45,000
Water Tank Maintenance	80,000	80,000
Training	8,000	8,000
Other Services	61,500	61,500
Insurance & Bonds	85,000	85,000
Miscellaneous	11,000	11,000
Macon County	48,000	48,000
Capital Outlay - Equipment	35,000	35,000
Capital Outlay - Improvements	0	30,000
Capital Outlay - Distribution Lines	175,000	340,000
Administration Reimbursement	100,000	210,000
Pay Plan Implementation	5,000	6,000
<b>Total Expenditures</b>	<b>2,652,000</b>	<b>2,961,000</b>

**TOWN OF FRANKLIN, NORTH CAROLINA  
Water & Sewer Enterprise  
Debt Service**

**SCHEDULE 4  
PAGE 2**

	2014-2015	2013-2014
<b>Sources:</b>		
Utility Fees	927,500	935,000
<b>Total Sources</b>	<u>927,500</u>	<u>935,000</u>
<b>Expenditures:</b>		
Lease Purchase - Principal	643,000	646,000
Lease Purchase - Interest	284,500	289,000
<b>Total Expenditures</b>	<u>927,500</u>	<u>935,000</u>