

Town of Rolesville Budget



2014-2015 Fiscal Year

Town of Rolesville, North Carolina
PO Box 250 | 502 Southtown Circle | Rolesville | North Carolina | 27571

Table of Contents

<i>Section</i>	<i>Page</i>
Introduction letter from the Town Manager.....	3
Budget summary.....	5
Where does Rolesville’s tax rate stand amongst other Wake County towns?.....	6
Where are my tax dollars being spent?.....	7
General fund revenues (feeding all municipal departments).....	8
General fund expenditures	
Elected Officials.....	10
Administration Department.....	10
Planning Department.....	11
Police Department.....	11
Public Works Department.....	12
Parks and Recreation Department.....	12
Utility reserve fund revenues.....	13
Utility reserve fund expenditures.....	13
Park reserve fund revenues.....	14
Park reserve fund expenditures.....	14
Capital Improvement Plan (2014-2019).....	15
Organizational management chart for the Town of Rolesville.....	16
List of full time employee positions.....	17
Fee schedule.....	18
Resolution of fund balance policy.....	24
Budget ordinance.....	25



Elected Officials

- Mayor Frank Eagles**
- Mayor Pro Tempore Frank Hodge**
- Commissioner Ronnie Currin**
- Commissioner Gil Hartis**
- Commissioner Betty Whitaker**
- Commissioner Shannon Whitley**

RolesvilleNC.gov



Town of Rolesville

PO Box 250 (Mailing)
502 Southtown Circle (Physical)
Rolesville, North Carolina 27571
P | 919.556.3506
F | 919.556.6852
RolesvilleNC.gov

Mayor Frank Eagles
Mayor Pro Tempore Ronnie Currin
Commissioner Gil Hartis
Commissioner Frank Hodge
Commissioner Betty Whitaker
Commissioner Shannon Whitley

May 20, 2014

Mayor Frank Eagles
Mayor Pro Tempore Frank Hodge
Commissioner Ronnie Currin
Commissioner Gil Hartis
Commissioner Betty Whitaker
Commissioner Shannon Whitley

Mayor and Town Commissioners:

I am pleased to submit to you the proposed budget for the Town of Rolesville for the fiscal year beginning July 1, 2014 and ending June 30, 2015. This budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget is balanced and identifies all revenue and expenditure estimates for the Fiscal Year (FY) 2014-2015.

The Town of Rolesville can call this year one of "growing pains". We are one of the fastest growing municipalities (percentage wise) in the State of North Carolina and must work hard to meet the ever changing needs of our citizens and businesses. Despite all of these challenges, there are a lot of positive things occurring in our municipality.

The revenue estimates for this current fiscal year (FY 13-14) appear to be even higher than anticipated. Not all Wake County municipalities can say that. Building permits exceeded expectations and even surpass the pre-recession numbers. The Town Department Heads have done an excellent job in curbing spending therefore being good stewards of the taxpayer's money. I can personally attest that we have employees who earnestly care and want this to be the best community in which to live, work, and play.

As in previous years, we strive to maintain an excellent level of customer service and provide programs to all. We want to expand those programs to meet the needs of our growing population. This proposed budget continues to place emphasis on maintaining the current levels of service while being conservative with revenue projections. As always, we strive to keep the tax rate and fee schedule as reasonable as possible in comparison to our municipal neighbors in Wake County.

The estimated total tax levy is \$2,450,000, and is within the North Carolina General Statute requirement that we use the existing collection rate of 98.89%. This is a 21% increase from the current general fund budget and it can mainly be attributed to the escalation of residential development and a positive economy. I am recommending that the tax rate remain the same at \$0.44 per \$100 of assessed value. The tax rate can be broken down into \$0.34 for Town services and \$0.10 for contracted fire services through the Rolesville Rural Fire Department.

This proposed budget includes all of the following items discussed at the Town Board's annual workshop held February 21, 2014:

- Three new staff members
- Three replacement Police Department vehicles
- Three new Police Department vehicles
- The engineering design plan for a future Town Hall campus
- Lighting of the baseball fields at Rolesville Middle School
- An update to the Parks and Recreation Department's Master Plan and Open Space and Greenway Plan
- An update to the Planning Department's Transportation Plan and Land Use Plan
- A replacement playground for Main Street Park
- Upgrade and replacement of the Police Department radios
- Resurfacing of Redford Place Drive
- Resurfacing of Wall Creek Drive

The town has always had a goal of recognizing the importance of maintaining a healthy level of unrestricted fund balance. This trend needs to continue but will be a challenge even more as the town grows and our needs increase. So as to be prepared, this budget includes a proposed fund balance resolution of 33%. That means that the town will always save at least 4 months of the current budget in reserves. Standards such as this will be a key to acquiring approval for financing through the North Carolina Department of Revenue's Local Government Commission (LGC) for future capital needs.

This budget has no cost of living adjustment (COLA) or merit increase for our full time employees. The Town of Rolesville employees work hard, are dedicated, and deserve an increase. I plan on researching and updating our pay and classification plan to bring our employee's salaries up to surrounding and comparable North Carolina sized towns. Once that has been completed internally, it will be presented to you for consideration. Insurance rates rose 17% because of the "*Patient Protection and Affordable Care Act*". This budget absorbs that increase as a provided benefit to our employees.

The bottom line is that the Town of Rolesville will take on the challenges ahead and emerge successful. I want to thank the Budget Committee, of Commissioner Whitaker and Commissioner Whitley, for their guidance in polishing the budget figures in anticipation of this presentation. Thanks also to Mrs. Amy Stevens, Mr. Thomas Lloyd, Mr. J.G. Ferguson, Chief Matthew Anderson, and Captain Bobby Langston for their time and input in the preparation of their respective departmental line items and financial expertise. This was definitely a team project and credit should be given where it is due.

Respectfully submitted,



Bryan Hicks
Town Manager

**BUDGET SUMMARY
2014-2015 FISCAL YEAR**

GENERAL FUND

	BUDGET FY2012-2013	BUDGET FY 2013-2014	BUDGET FY 2014-2015
Revenues	\$ 3,805,105	\$ 4,061,795	\$ 5,034,608
Expenditures			
Elected Officials	\$ 55,350	\$ 72,800	\$ 62,400
Administration	\$ 1,170,300	\$ 1,209,880	\$ 1,339,300
Planning	\$ 125,500	\$ 202,322	\$ 264,100
Police	\$ 1,188,230	\$ 1,238,793	\$ 1,737,158
Public Works	\$ 624,000	\$ 634,000	\$ 898,400
Parks & Recreation	\$ 641,725	\$ 704,000	\$ 733,250
TOTAL	\$ 3,805,105	\$ 4,061,795	\$ 5,034,608

UTILITY RESERVES

	BUDGET FY2012-2013	BUDGET FY 2013-2014	BUDGET FY 2014-2015
Revenues	\$ 207,760	\$ 519,400	\$ 745,900
Expenditures	\$ 207,760	\$ 519,400	\$ 745,900

PARK RESERVES

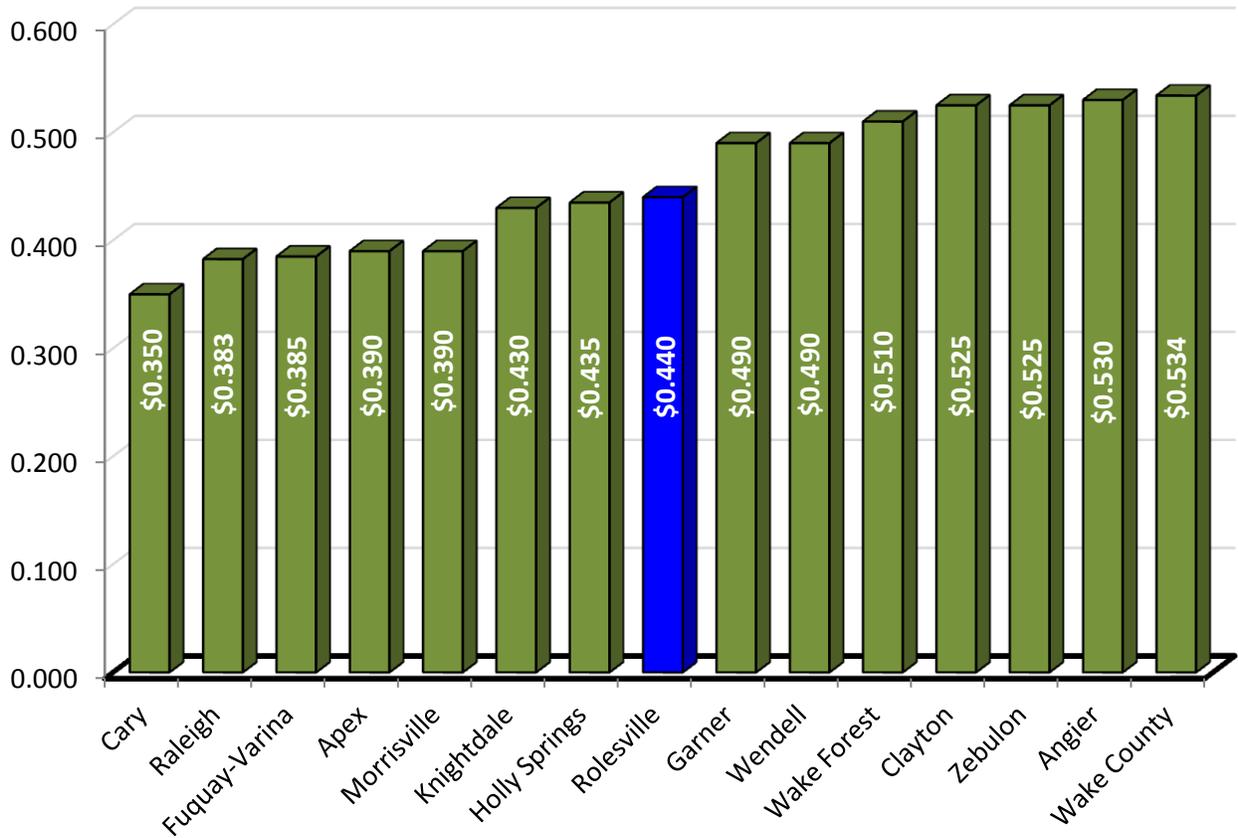
	BUDGET FY2012-2013	BUDGET FY 2013-2014	BUDGET FY 2014-2015
Revenues	\$ 150,050	\$ 100,000	\$ 200,000
Expenditures	\$ 150,050	\$ 100,000	\$ 200,000

SUMMARY OF THE TOTAL TOWN OF ROLESVILLE BUDGET

	BUDGET FY2012-2013	BUDGET FY 2013-2014	BUDGET FY 2014-2015
Revenues	\$ 4,162,915	\$ 4,681,195	\$ 5,980,508
Expenditures	\$ 4,162,915	\$ 4,681,195	\$ 5,980,508

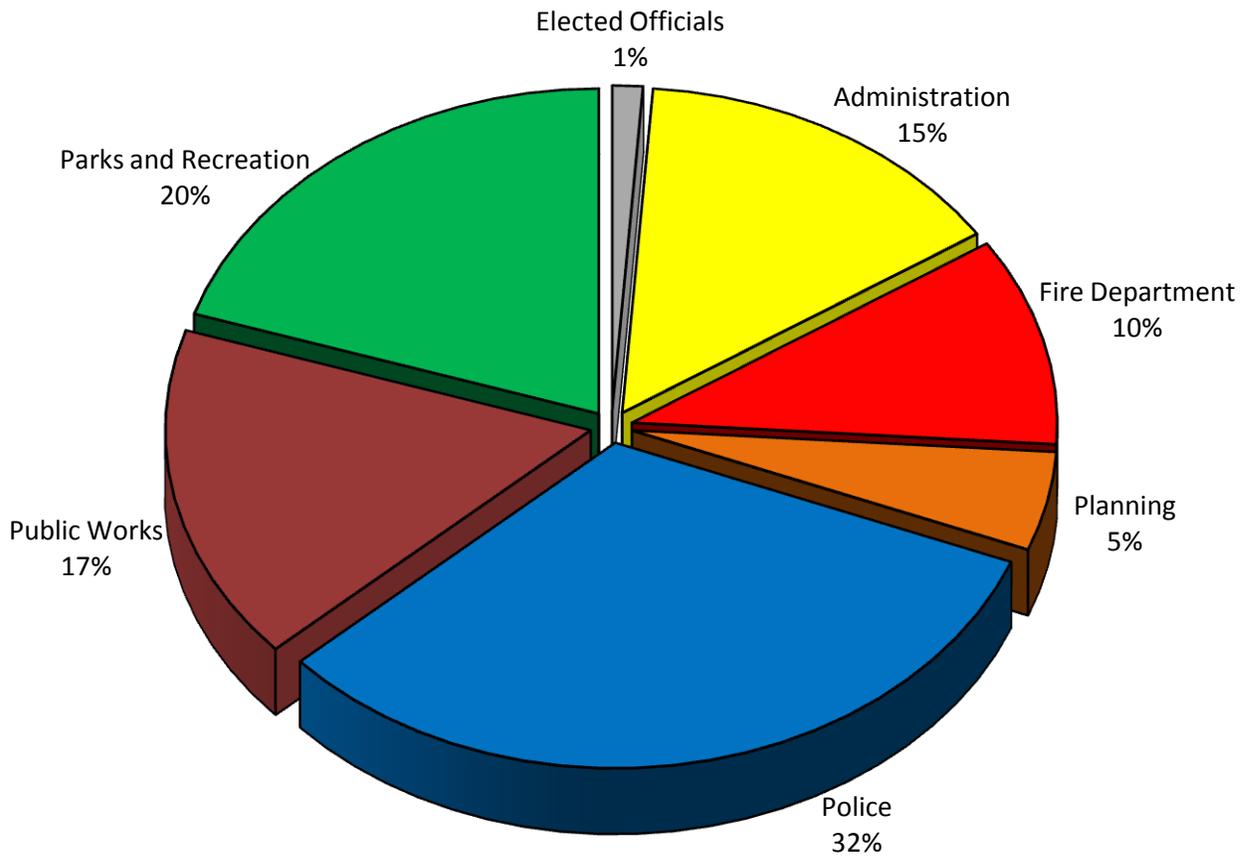
**WHERE DOES MY TAX RATE STAND
AMONGST OTHER WAKE COUNTY TOWNS?**

(Comparison of tax rates per the \$100 assessed value)



**WHERE ARE MY TAX DOLLARS
BEING SPENT?**

(Comparison of expenditures within the 2014-2015 budget)



	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY14-15 BUDGET
GENERAL FUND REVENUES				
Ad Valorem				
11-301-01 Ad Valorem Taxes	2,178,564	2,241,380	2,240,000	2,450,000
Taxes & Licenses				
11-305-01 Local Option Sales Tax	622,989	679,561	629,087	695,450
11-305-02 Motor Vehicle Tax	28,094	31,587	35,000	35,000
11-305-03 Rental Vehicle Tax	1,605	1,250	1,000	950
11-305-04 Business License	14,544	33,451	8,500	8,500
Intergovernmental - Unrestricted				
11-310-01 Franchise Tax	238,473	245,669	240,000	240,000
11-310-02 Beer & Wine Excise Tax	16,521	16,053	9,000	9,000
11-310-03 ABC	12,078	14,907	12,000	14,000
11-310-04 Wake Co - Sat Comm Fees	995	946	500	500
11-310-05 Raleigh - Water Site Comm Fees	1,980	1,815	2,000	1,800
Intergovernmental - Restricted				
11-310-20 USDA Payment Received	38,745	38,503	39,000	39,000
11-310-21 Powell Bill	104,845	110,452	110,000	123,000
11-310-22 Solid Waste Disposal Tax	2,473		2,500	2,500
11-310-23 Federal/State Grants	3,500	34,600	37,838	37,838
11-310-24 Gov Hwy Safety Grant	15,321	50,636	19,000	0
11-310-25 Drug Forfeiture / Unauth Sub	333		0	0
Permits & Fees				
11-315-01 Subdivision Plan Review	5,327	2,006	300	300
11-315-02 Commercial Plan Review	120	480	200	200
11-315-03 Variance Application	570		500	500
11-315-04 Zoning/Annexation Request	13,955	6,912	2,000	2,000
11-315-05 Thoroughfare Fees	41,884	148,950	45,000	90,000
11-315-25 Engineering Fees	8,633		6,000	2,000
11-315-26 Inspections	27,713	59,262	40,000	80,000
11-315-27 Building Permits	28,081	60,426	50,000	51,000
11-315-29 Fire Safety Inspections	3,688	2,059	1,500	1,500
11-315-30 Other Permits & Fees		1,000		
Sales & Services				
11-320-01 Garbage	309,571	404,380	380,000	456,400
11-330-01 Facility Rental	30,512	25,523	22,000	24,000
11-330-02 Programs	6,951	5,026	3,500	10,000
11-330-03 Special Events	6,615	8,194	7,000	7,500
11-330-04 Youth Baseball Signup	48,588	56,270	45,000	50,000
11-330-05 Youth Basketball Signup	12,898	15,935	14,000	20,000
11-330-06 Youth Football & Cheer Signup	9,005	8,695	6,500	6,500
11-330-07 Youth Soccer Signup	8,010	11,304	11,000	11,500
11-330-10 Adult Softball Signup	14,530	11,095	10,000	7,000
11-330-15 Sponsorships	13,000	11,075	10,000	12,000
11-330-16 Concessions	895	286	500	3,000
11-330-25 P&R Misc Revenue	2,966	1,790	1,000	0
Other Revenue				
11-335-01 Copies	131	71	100	50
11-335-03 Property & Equipment Rental	14,950	12,550	16,800	10,000
11-335-04 Civil Citations / School System	1,050	700	300	1,000
11-335-05 Civil Citations / Town	205	50	50	0
11-335-06 Clerk of Court Fee	2,049	1,990	1,800	1,000
11-335-07 Marvin Perry Fund			0	0
11-335-08 175th Anniversary	10,110.80	30		
11-335-50 Misc Revenue	60,194	18,984		0
Investment Income				

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY14-15 BUDGET
11-340-01 Interest - General Fund	1,497	1,190	1,200	300
11-340-02 Interest - Powell Bill funds	65	115	120	30
Fund Balance Approp / Transfers				
11-380-08 Loan Proceeds	255,000		0	0
11-390-01 General Fund Appropriation		19,440	0	384,290
11-390-02 Powell Bill Fund Appropriation				145,000
11-390-03 Thoroughfare Fee Appropriation				0
GENERAL FUND REVENUES				
GRAND TOTAL	4,223,957	4,405,768	4,061,795	5,034,608

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY14-15 BUDGET
GENERAL FUND EXPENDITURES				
410 - ELECTED OFFICIALS				
11-410-01 Salaries	45,399	45,812	48,000	48,000
11-410-04 FICA	3,473	3,505	5,000	4,000
11-410-20 Telephone & Data	946	720	800	900
11-410-25 Training & Travel	2,044	3,134	4,000	3,800
11-410-26 Dues & Fees	500	550	3,000	3,000
11-410-41 Miscellaneous	1,151	5,075	800	1,000
11-410-53 Elected Officials Meals	1,871	1,485	1,200	1,700
11-410-54 Elections	5,769		10,000	0
TOTAL	61,152	60,280	72,800	62,400
420 - ADMINISTRATION				
11-420-01 Salaries	201,054	185,707	196,000	230,000
11-420-04 FICA	14,605	13,192	19,000	19,000
11-420-05 Retirement	22,569	19,779	26,000	30,000
11-420-06 Insurance	18,310	24,692	30,000	28,000
11-420-19 Liability Insurance	8,218	6,645	12,000	12,000
11-420-20 Telephone & Data	5,239	4,518	5,200	5,500
11-420-21 Utilities	5,950	7,220	9,000	9,000
11-420-22 Postage	3,308	5,665	6,000	6,000
11-420-23 Office Supplies	5,886	7,206	8,000	7,000
11-420-24 Computer Software & Services	16,858	21,155	22,000	20,000
11-420-25 Training & Travel	1,395	2,875	5,000	4,500
11-420-26 Dues & Fees	13,199	11,318	20,000	20,000
11-420-27 Advertising & Marketing	413		800	800
11-420-30 Maint & Repair - Bldg & Grnds	10,133	18,585	10,000	10,000
11-420-31 Maint & Repair - Equipment	98		100	100
11-420-33 Motor Fuels			300	0
11-420-34 Equipment Lease	16,400	7,935	4,000	4,200
11-420-35 Office Space Lease	83,785	83,785	90,000	90,000
11-420-36 Professional Services	57,270	88,309	85,000	100,000
11-420-48 Refunds		322		50
11-420-49 Miscellaneous	1,022	9,162	22,000	20,000
11-420-51 Department Projects				34,000
11-420-52 Maint & Repair - Rental			4,000	4,000
11-420-53 Rolesville Fire Department	414,421	612,568	508,480	556,150
11-420-54 EWTV Partnership	57,534	63,672	65,000	65,000
11-420-58 Unemployment Insurance	7,195	143	7,000	7,000
11-420-81 Equipment & Furniture	2,868	2,713	3,000	3,000
11-420-82 Vehicles	426,719			0
11-420-90 Debt Service Principal	51,096	63,813	51,000	51,000
11-420-91 Debt Service Interest	1,595	5,231	4,000	3,000
TOTAL	1,505,392	1,277,473	1,220,880	1,339,300

		FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY14-15 BUDGET
490 - PLANNING					
11-490-01	Salaries	56,892	58,295	105,000	100,000
11-490-04	FICA	4,352	4,460	8,500	8,100
11-490-05	Retirement	6,759	6,844	13,000	13,000
11-490-06	Insurance	5,406	5,387	14,000	15,000
11-490-19	Liability Insurance	1,200	1,237	2,222	2,400
11-490-20	Telephone & Data	1,320	1,201	2,000	2,500
11-490-23	Office Supplies	361		300	600
11-490-24	Computer Software & Services				1,000
11-490-25	Training & Travel	1,245	1,271	4,500	4,500
11-490-26	Dues & Fees	240	250		500
11-490-27	Advertising & Marketing	554	1,358	1,200	1,500
11-490-33	Motor Fuels			100	0
11-490-37	Contracted Services	27,462	72,750	50,000	50,000
11-490-48	Refunds				0
11-490-51	Departmental Projects		1,311	0	65,000
11-490-81	Equipment & Furniture	130	3,503	1,500	0
	TOTAL	105,921	157,868	202,322	264,100

510 - POLICE					
11-510-01	Salaries	566,745	639,775	667,000	813,000
11-510-02	Temporary	7,592	13,053	9,000	12,000
11-510-03	Overtime			9,000	12,000
11-510-04	FICA	44,261	46,227	61,000	66,000
11-510-05	Retirement	68,049	68,423	85,000	103,000
11-510-06	Insurance	69,845	77,110	90,000	112,000
11-510-08	Police Separation Allowance	13,457	13,457	14,000	14,000
11-510-19	Liability Insurance	29,762	32,501	51,000	46,000
11-510-20	Telephone & Data	7,539	7,628	11,150	17,100
11-510-21	Utilities	4,023	4,795	5,300	5,600
11-510-23	Office Supplies	1,771	4,043	3,500	3,500
11-510-24	Computer Software & Services	7,263	26,814	11,372	11,800
11-510-25	Training & Travel	3,313	4,517	8,000	9,000
11-510-26	Dues & Fees	177	134	1,000	1,000
11-510-28	Uniforms	5,597	5,329	19,650	16,250
11-510-30	Maint & Repair - Bldg & Grnds	990	4,892	2,000	6,500
11-510-31	Maint & Repair - Equipment	2,360	2,921	3,500	3,600
11-510-32	Maint & Repair - Vehicles	11,754	20,929	22,500	22,500
11-510-33	Motor Fuels	35,478	32,628	42,000	54,600
11-510-34	Equipment Lease		3,632	4,100	4,100
11-510-35	Office Space Lease	39,900	39,900	40,000	40,600
11-510-37	Contracted Services	29,558	33,917	32,000	37,000
11-510-50	Departmental Supplies	2,360	1,389	3,000	3,000
11-510-53	Investigation & Drug Enf.	520	390	2,000	4,300
11-510-54	Drug Forfeiture Funds		100		0
11-510-55	Civil Citations School System	1,350		300	1,000
11-510-81	Equipment & Furniture	25,168	55,896	21,000	41,700
11-510-82	Vehicles	30,699	55,723	0	254,508
11-510-90	Debt Service Principal	18,248	19,452	18,888	19,500
11-510-91	Debt Service Interest	2,488	1,284	1,533	2,000
	TOTAL	1,030,269	1,216,857	1,238,793	1,737,158

		FY11-12	FY12-13	FY13-14	FY14-15
		ACTUAL	ACTUAL	BUDGET	BUDGET
600 - PUBLIC WORKS					
11-600-37	Contracted Services	357,667	378,146	395,000	456,400
11-600-48	Refunds	3,600	7,650	4,000	30,000
11-600-53	Street Expense	860	2,371	2,000	3,000
11-600-54	Street Expense (Powell Bill)	15,981	29,781	25,000	60,000
11-600-55	Street Cleaning (Powell Bill)	0	5,795	6,000	6,000
11-600-56	Snow & Debris Removal	355	2,150	3,000	3,000
11-600-57	Street Lights	122,354	119,363	150,000	145,000
11-600-58	Christmas Decorations	8,366	11,769	10,000	11,000
11-600-73	Construction & Improvements	90,563	47,243		0
11-600-74	Resurfacing				145,000
11-600-90	Debt Service Principal	13,500	14,000	39,000	39,000
11-600-91	Debt Service Interest	25,245	24,503		0
	TOTAL	638,490	642,770	634,000	898,400

620 - PARKS & RECREATION					
11-620-01	Salaries	86,663	96,669	99,000	142,000
11-620-02	Temporary	14,815	14,595	22,000	22,000
11-620-03	Overtime			0	0
11-620-04	FICA	7,736	8,488	8,500	13,000
11-620-05	Retirement	10,295	11,279	13,000	18,000
11-620-06	Insurance	9,392	10,774	13,000	21,000
11-620-19	Liability Insurance	1,492	4,464	3,000	4,800
11-620-20	Telephone & Data	1,645	2,691	3,500	8,000
11-620-21	Utilities	25,243	30,969	36,300	40,000
11-620-23	Office Supplies	1,299	1,058	2,200	1,500
11-620-24	Computer Software & Services	585	410	1,500	1,500
11-620-25	Training & Travel	1,300	1,706	3,000	3,000
11-620-26	Dues & Fees	110	180	550	550
11-620-27	Advertising & Marketing	7,695	1,331	7,000	7,000
11-620-30	Maint & Repair - Bldg & Grnds	79,054	108,771	200,000	160,000
11-620-32	Maint & Repair - Vehicles	694	1,258	5,000	3,000
11-620-33	Motor Fuels	127	75	3,300	2,000
11-620-34	Equipment Lease				4,100
11-620-35	Office Space Lease	74,867	85,793	103,400	115,000
11-620-48	Refunds	7,739	3,730	6,200	6,200
11-620-50	Departmental Supplies		107	1,000	1,000
11-620-51	Departmental Projects				46,500
11-620-53	P&R Programs	9,133	8,186	10,300	15,000
11-620-54	Special Events	8,033	258	16,500	10,000
11-620-55	Concessions				1,500
11-620-58	Youth Baseball	30,926	30,843	40,920	45,000
11-620-59	Youth Basketball	7,160	8,359	10,230	13,000
11-620-60	Youth Football & Cheerleading	10,009	9,147	10,000	10,000
11-620-61	Youth Soccer	320	640	6,500	6,500
11-620-65	Adult Softball	8,942	7,217	11,000	11,000
11-620-81	Equipment & Furniture			1,100	1,100
11-620-82	Vehicles	11,000	16,070		0
11-620-83	Construction & Improvements	135,230	29,006	66,000	0
	TOTAL	551,503	494,074	704,000	733,250

GENERAL FUND EXPENDITURES					
	GRAND TOTAL	3,892,727	3,849,321	4,072,795	5,034,608

		FY11-12	FY12-13	FY13-14	FY14-15
		ACTUAL	ACTUAL	BUDGET	BUDGET
FUND 20 UTILITY RESERVE REVENUES					
20-300-16	Water acreage	110,556	29,925	29,000	13,300
20-300-17	Water capacity	107,105	286,143	67,500	68,700
20-300-18	Additional capacity	195,985	432,000	100,000	200,000
20-300-22	Sewer front footage				
20-300-23	Sewer acreage	117,871	30,567	31,700	14,100
20-300-24	Sewer capacity	107,000	193,250	69,500	69,200
20-300-25	Capital facility	188,062	720,522	187,200	338,900
20-300-27	Inspection fees	13,542	41,312	14,800	17,600
20-300-28	Water meter sales	20,860	87,246	19,700	24,100
20-300-29	Water/meter services		1,237		0
	GRAND TOTAL	860,981	1,822,202	519,400	745,900

FUND 20 UTILITY RESERVE EXPENDITURES					
20-600-16	Water acreage	110,556	29,925	29,000	
20-600-17	Water capacity	109,130	286,143	67,500	
20-600-18	Additional capacity	195,985	432,000	100,000	
20-600-22	Sewer front footage				
20-600-23	Sewer acreage	117,871	30,567	31,700	
20-600-24	Sewer capacity	107,000	193,250	69,500	
20-600-25	Capital Facility	200,389	703,659	187,200	338,900
20-600-27	Inspection fees	14,504	41,312	14,800	17,600
20-600-28	Water meter sales	22,436	87,246	19,700	24,100
20-600-29	Water/sewer services		1,237		0
20-600-70	Transfer to Capital Reserves				365,300
	GRAND TOTAL	877,871	1,805,339	519,400	745,900

		FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY14-15 BUDGET
FUND 62 PARK RESERVE REVENUES					
62-360-10	Parks Impact Fee	175,739	420,000	100,000	200,000
no acct	Payment in lieu of open space	816			
no acct	Park Donations		4,000		
no acct	Ballfield signs	700			
62-440-50	PARTF grant				
no acct	LWCF grant				
62-360-80	Parks Reserve Interest	44	58		
62-360-90	Fd Bal Approp - Parks Rsv			0	
	GRAND TOTAL	177,299	424,058	100,000	200,000

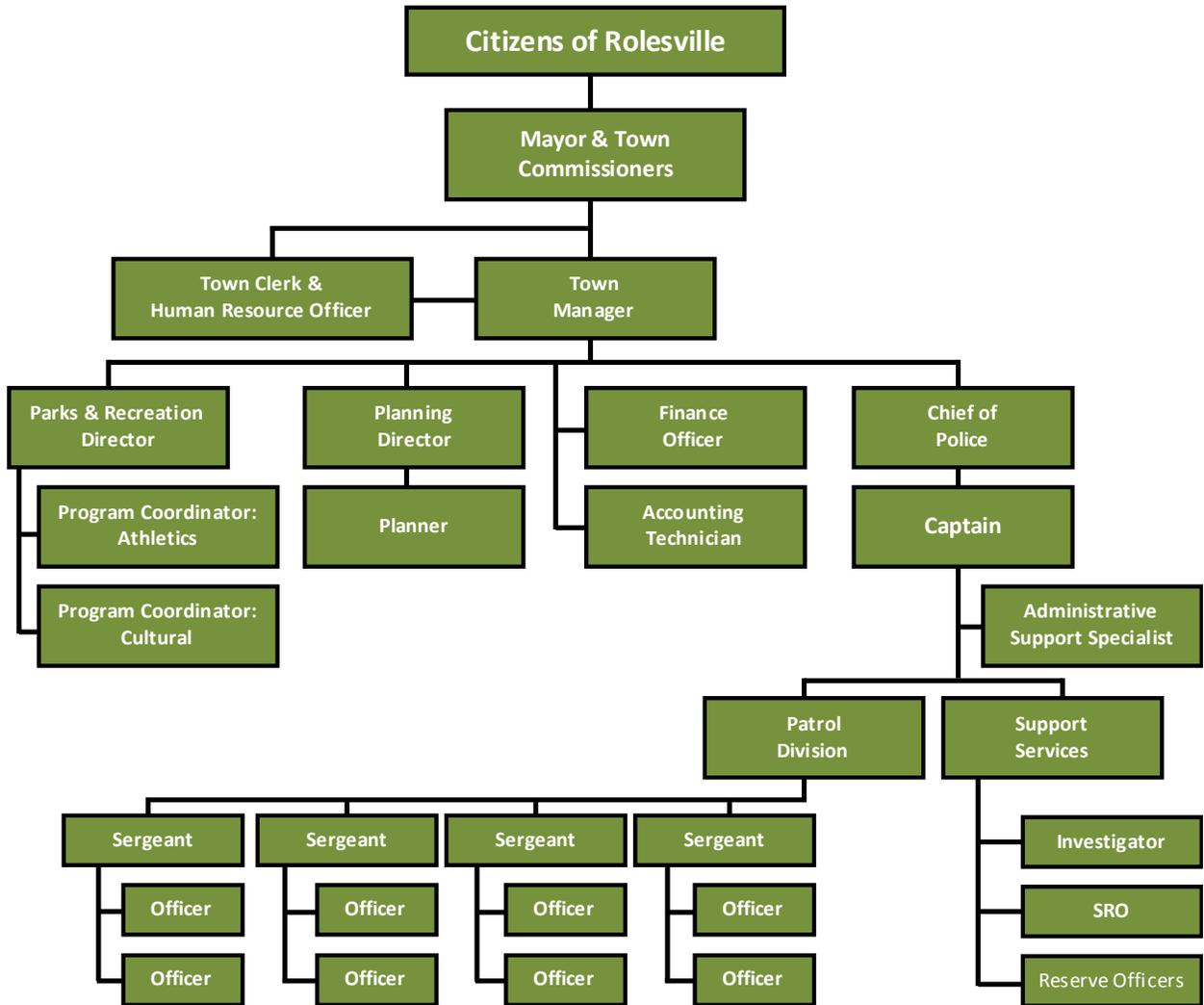
FUND 62 PARK RESERVE EXPENDITURES					
62-440-48	Refund Park Impact Fee				
no acct	Middle School Land Payment	260,360			
62-440-50	Playground/Main St. Pk Imprv.				80,000
62-440-60	Middle School Amenities				92,000
62-660-90	Park Contingency				
62-660-70	Transfer to Capital Reserve			100,000	28,000
	GRAND TOTAL	260,360	0	100,000	200,000

**CAPITAL IMPROVEMENT PLAN
2014-2019**

Priority Definition	H	High
	M	Medium
	L	Low
Program Criteria Type	1	Health, Safety and General Welfare
	2	Maintenance and Replacement
	3	Expansion of Existing Programs and Facilities
	4	Expansion of New Programs

	Funding Source	Priority Type	Fiscal Year					TOTALS
			2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018	2018 to 2019	
Thoroughfare Fee: Estimation of \$475,665 available over the next 5 years								
28	Redford Place Drive Sidewalk	M1	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
	<i>Total</i>		\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
Park Impact Fee: Estimation of \$985,750 available over the next 5 years								
5	Main Street Park- playground replacement	H1	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
7	Rolesville Middle School - field lights	M3	\$ 92,000	\$ -	\$ -	\$ -	\$ -	\$ 92,000
8	Mill Bridge - property acquisition/expansion	M3	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
9	Mill Bridge - restroom and picnic shelter	H4	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
10	Mill Bridge - disk golf course	M4	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
11	Mill Bridge - Parking	H3	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
12	Rolesville Community School- Playground	L4	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
13	Wall Creek - pocket park	L4	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
15	Main Street Park - greenway pavement repair	M1	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
	<i>Total</i>		\$ 172,000	\$ 555,000	\$ 125,000	\$ -	\$ 15,000	\$ 867,000
Powell Bill: Estimation of \$773,225 available over the next 5 years								
24	Resurfacing - Redford Place Drive	M2	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
25	Resurfacing - Wall Creek Drive	M2	\$ 85,500	\$ -	\$ -	\$ -	\$ -	\$ 85,500
26	Resurfacing - Perry Street	M2	\$ -	\$ 79,500	\$ -	\$ -	\$ -	\$ 79,500
27	Resurfacing - Teresa Drive	M2	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ 76,000
	<i>Total</i>		\$ 145,500	\$ 79,500	\$ 76,000	\$ -	\$ -	\$ 301,000
General Fund								
1	Creation of a Farmer's Market	L4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Town Hall Campus Design	M2	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
3	Financial system software	M2	\$ -	\$ 60,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 84,000
4	Comp Master/Greenway Open Space Plan	H2	\$ 46,500	\$ -	\$ -	\$ -	\$ -	\$ 46,500
6	Outdoor movie setup	H4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Land Use Plan	H2	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ 32,500
18	Comprehensive Transportation Plan	H2	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ 32,500
19	Large Format Printer	M2	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
20	Replacement of handheld 800 Mhz radios	M2	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ -	\$ 50,400
21	Vehicle fleet replacement	M2	\$ 254,508	\$ 84,836	\$ 42,418	\$ 127,254	\$ 169,672	\$ 678,688
22	Facility renovations	M3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Christmas Decorations	L2	\$ -	\$ 23,960	\$ 31,610	\$ -	\$ -	\$ 55,570
	<i>Total</i>		\$ 412,608	\$ 192,396	\$ 94,628	\$ 147,854	\$ 177,672	\$ 1,025,158
Bond Proceeds								
14	Bypass culvert greenway connections	L4	\$ -	\$ -	\$ -	\$ 2,400,000	\$ -	\$ 2,400,000
16	Land acquisition for athletic complex	M4	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
	<i>Total</i>		\$ -	\$ -	\$ -	\$ 2,400,000	\$ 2,000,000	\$ 4,400,000
Grant Assistance Possibilities								
1	John Rex Endowment	-	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
8-11	PARTF	-	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
5,12,13	Playground Companies	-	\$ 24,000	\$ -	\$ 37,500	\$ -	\$ -	\$ 61,500
	<i>Total</i>		\$ 94,000	\$ 250,000	\$ 37,500	\$ -	\$ -	\$ 381,500
	Grand Total		\$ 730,108	\$ 835,896	\$ 295,628	\$ 2,547,854	\$ 2,192,672	\$ 6,602,158
	Grand Total (Estimated Cost minus Grant Possibilities)		\$ 636,108	\$ 585,896	\$ 258,128	\$ 2,547,854	\$ 2,192,672	\$ 6,220,658

**ORGANIZATIONAL MANAGEMENT CHART
FOR THE TOWN OF ROLESVILLE**



LIST OF FULL TIME EMPLOYEE POSITIONS

	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	
Administration Department					
Town Manager	1	1	1	1	
Town Clerk & Human Resource Officer	1	1	1	1	
Finance Officer		0.5	0.5	1	*
Accounting Technician	1	1	1	1	
<i>Administration Department Total</i>	3	3.5	3.5	4	
Planning Department					
Planning Director	1	1	1	1	
Planner			1	1	
<i>Planning Department Total</i>	1	1	2	2	
Police Department					
Chief of Police	1	1	1	1	
Police Captain	1	1	1	1	
Police Sergeant	2	2	2	2	
Police Officer (Full Year)	6	6	6	7	
Police Officer (Half Year)				2	**
Traffic Enforcement Officer	1	1	1	1	
School Resource Officer			1	1	
Police Investigator			0.5	1	
Administrative Support Specialist	1	1	1	1	
<i>Police Department Total</i>	12	12	13.5	17	
Parks and Recreation Department					
Parks and Recreation Director	1	1	1	1	
Program Coordinator: Athletics	1	1	1	1	
Program Coordinator: Cultural				1	
<i>Parks and Recreation Department Total</i>	2	2	2	3	
TOTAL NUMBER OF EMPLOYEES					
	18	18.5	21	26	

Notes:

- * Finance Officer starting a transition from part time to full time
- ** Two full time Police Officers starting January 2014. (0.5 x 2 = 1 FTE budgeted)



Town of Rolesville

Fee & Charges Schedule

Effective July 1, 2014

These following fees due are based upon the Fees & Charges Schedule in effect at the time you pay. The Fees & Charges Schedule is subject to change at the discretion of the Town Board. For further questions, please call Town Hall at 919.556.3506 or the Town's official website at <http://www.RolesvilleNC.gov>.

A. FEES DUE UPON SUBMISSION OF APPLICATION

1	Amendment	
	A. Comprehensive Plan Amendment	\$285
	B. Unified Development Ordinance Text Amendment	\$285
	C. Zoning Map Amendment (General Use District)	\$385
	D. Zoning Map Amendment (Conditional or Special Use District)	\$385
	E. Zoning Map Amendment (Planned Unit Development)	\$500
	F. Public Hearing Notification Fee	\$2.00 per adjacent property to pay for letter, envelope, and postage to be sent by the Town
2	Special Use Permit	
	A. Within a residential zoning district	\$300 plus \$8/unit
	B. Within a non-residential zoning district	\$600
3	Zoning	
	A. Compliance certification (non residential)	\$250
	B. Zoning permit (new residential)	\$150
	C. Zoning permit (residential alterations and additions)	\$50
	D. Verification letter	\$25
4	Review fees	
	A. Sketch plan or courtesy review	\$120
	B. Major subdivision (>5 lots)	\$300 plus \$8/lot
	C. Construction plan review	\$120 plus actual cost incurred from the review by the Town Inspection representative
	D. Urban Service Area review	\$150 plus actual cost incurred from the review by the Town Engineer and Inspection representative
5	Board of Adjustment	
	A. Variance	\$500
	B. Appeal the Zoning Administrator's interpretation	\$300
6	Sign permit	
	A. Permanently mounted	\$75/sign
	B. Temporary sign or banner	\$25/sign
7	Final plats and map recordation	
	A. Recombination	\$50
	B. Boundary survey	\$50
	C. Right-of-way dedication	\$50
	D. Minor subdivision	\$150 plus \$8/lot
	E. Major subdivision	\$195 plus \$10/lot

B. CONSULTING AND OTHER ACTUAL COSTS

- 1. Consulting Engineer Review
This is to fund the re-imbursement costs incurred by the Town of Rolesville for the Town's Consulting Engineer to review and provide comments/recommendations on development plans. This would include (but is not limited to) the review of site and subdivision plans, field inspections, construction drawings, meetings, and special projects. These fees will be due upon invoice.
Fee is actual cost from Engineer

- 2. Town Attorney Review
This is to fund the re-imbursement costs incurred by the Town of Rolesville for the Town's Consulting Attorney that are above and beyond those costs covered by the retainer agreement. This would include (but is not limited to) the review of legal documents, preparation for court cases, and meetings. These fees will be due upon invoice.
Fee is actual cost from Attorney

C. DEVELOPMENT IMPACT FEES

- 1. Acreage Fees
This fee is due upon final plat approval for new subdivisions (whether major or minor) or upon approval of a building permit application. The acreage fees assist in the funding of the future cost of the maintenance of the line. All fees are returned to the City of Raleigh.
 - A Water
 - 1. Single and two family residential dwelling \$435/acre plus \$150/unit
 - 2. Multi-family residential dwelling \$275/unit
 - 3. Non-residential \$1,350/acre
 - Note: Minimum charge \$545
 - B Sewer
 - 1. Single and two family residential dwelling \$485/acre plus \$150/unit
 - 2. Multi-family residential dwelling \$275/unit
 - 3. Non-residential \$1,350/acre
 - Note: Minimum charge \$650

- 2. Capacity Fees
This fee is due upon final plat approval for new subdivisions (whether major or minor) or upon approval of a building permit application. These capacity fees assist in the funding of the water and sewer capacity allocated to Rolesville
 - A Water
 - 1. Single and two family residential dwelling \$675/unit
 - 2. Multi-family residential dwelling \$650/unit
 - 3. Non-residential \$10/gallon/day. This fee will be based upon the applicant providing the number of fixtures and approval by the Town Engineer
 - B Sewer
 - 1. Single and two family residential dwelling \$695/unit
 - 2. Multi-family residential dwelling \$675/unit
 - 3. Non-residential \$10/gallon/day. This fee will be based upon the applicant providing the number of fixtures and approval by the Town Engineer

- C. Water and Sewer Capacity Increase \$2,000 per unit
When the Town of Rolesville merged with the City of Raleigh in 2001, Rolesville purchased a certain capacity for growth. To accommodate future growth, the guaranteed capacity had to be increased. This fee goes to paying a portion of this cost and must be paid every time a connection to the utility system is made.

Note: There may be additional fees associated with things like meters, taps, nitrogen discharge fees, etc. are referenced per the City of Raleigh Fee schedule which can be obtained by calling 919.996.4540.

- 3. Recreation – Open Space
This fee is due upon final plat approval. It is a payment in-lieu of the dedication of land as required by the Unified Development Ordinance. The Recreation-Open Space fees assist in the funding of the purchase and improvements of open space and recreational real property for the Town of Rolesville citizens.

Fee is equal to the fair market value of
5% of the gross acreage

- 4. Recreation Facility Fee– Per Unit
This fee is due upon building permit approval. The fees are due for all lots within the Town of Rolesville corporate limits.

\$2,000 per unit

- 5. Transportation
This fee is due upon building permit approval. Permission to charge this fee was granted by the North Carolina General Assembly. Its purpose is to assist in the funding of the improvements to the Town of Rolesville transportation system with (but not limited to) roads, sidewalks, bikeways, and trails.

A Residential	
1. Single and two family dwelling	\$450/unit
2. Multi-family dwelling	\$450/unit
3. Hotel or Motel	\$325/rooming unit
B Office, Hospital, and Medical care facility	
1. Less than 100,000 square feet	\$543/1,000 square feet
2. 100,000 to 199,999 square feet	\$438/1,000 square feet
3. Greater than 200,000 square feet	\$334/1,000 square feet
C Institutional	
1. Churches	\$135/1,000 square feet
2. Day care facility	\$42/ licensed enrollee
3. Cemetery	\$127/acre
D Retail	
1. 49,999 square feet or less	\$1,092/1,000 square feet
2. 50,000 to 99,999 square feet	\$982/1,000 square feet
3. 100,000 to 199,999 square feet	\$1,247/1,000 square feet
4. 200,000 to 299,999 square feet	\$1,148/1,000 square feet
5. Greater than 300,000 square feet	\$950/1,000 square feet
6. Retail gasoline delivery pumps	\$190/pump
E Industrial	
1. Manufacturing or Agricultural processing	\$181/1,000 square feet or \$1,835/acre (whichever is greater)
2. Warehouse, Wholesale, or Distribution	\$302/1,000 square feet
F Recreational Amenity Centers	\$185/1,000 square feet

7. Street Light Pole within new subdivision
- | | | |
|---|---|------------|
| A | Wood pole with cobra head light | No charge |
| B | Upgraded pole (fiberglass, decorative head light, etc.) | \$650/pole |

D. PARK RESERVATION FEES

1. Main Street Park Picnic Shelters A, B, and C
These fees are to reserve the use of any facility within this category.
- | | | |
|---|--|------------------------|
| A | For those who live within the corporate limits | \$15/hr (2 hr minimum) |
| B | For those who live outside of the corporate limits | \$20/hr (2 hr minimum) |
- Note Rental fees are waived for Wake County Public Schools*
2. Main Street Park Gazebo, the Main Street Park Picnic Shelter D (located off of Scarboro Street), the Amphitheatre (located at Mill Bridge Nature Park), and the Ball-field Picnic Shelter (located off of Redford Place Drive)
These fees are to reserve the use of any facility within this category.
- | | | |
|---|--|------------------------|
| A | For those who live within the corporate limits | \$30/hr (2 hr minimum) |
| B | For those who live outside of the corporate limits | \$55/hr (2 hr minimum) |
- Note: Rental fees are waived for Wake County Public Schools*
3. Community Center (located at 514 Southtown Circle)
These fees are to reserve the use of any facility within this category.
- | | | |
|---|--|------------------------------------|
| A | Large room (those who live within corporate limits) | \$45/hr (2 hr minimum) |
| B | Large room (those who live outside corporate limits) | \$70/hr (2 hr minimum) |
| C | Classroom (those who live within the corporate limits) | \$15/hr (2 hr minimum) |
| D | Classroom (those who live outside of corporate limits) | \$45/hr (2 hr minimum) |
| E | For rentals after office hours, weekends, or holidays | Additional \$15/hr for staff costs |
- Note: Resident is defined as current physical business, residency address, and Town employees*
4. Rolesville Community School Park Ball Fields (located at 121 Redford Place Dr.)
These fees are to reserve the use of any facility within this category. Rates are calculated per field reserved for use.
- | | | |
|---|--|---------|
| A | Field rental per field (those who live within corporate limits) | \$30/hr |
| B | Field rental per field (those who live outside corporate limits) | \$45/hr |
| C | Lights per field (those who live within corporate limits) | \$30/hr |
| D | Lights per field (those who live outside corporate limits) | \$45/hr |
| E | Field prep for every time drag and line for games or activities | \$50 |
5. Rolesville Middle School Fields (located at 4700 Burlington Mills Road)
These fees are to reserve the use of any facility within this category. Rates are calculated per field reserved for use.
- | | | |
|---|--|----------|
| A | Football field & track (those who live within corporate limits) | \$100/hr |
| B | Football field & track (those who live outside corporate limits) | \$125/hr |

C	Football field prep every time lined for games or activities	\$100
D	Softball field (those who live within corporate limits)	\$30/hr
E	Softball field (those who live outside corporate limits)	\$45/hr
F	Softball field prep every time lined for games or activities	\$50
G	Concession facility use (those who live within corporate limits)	\$30/hr
H	Concession facility use (those who live outside corporate limits)	\$45/hr
I	Field lights (those who live within corporate limits)	\$30/hr
J	Field lights (those who live outside corporate limits)	\$45/hr
K	For rentals after office hours, weekends, or holidays	Additional \$15/hr for staff costs

6. Sanford Creek Elementary School Fields (located at 701 Granite Falls Boulevard)
These fees are to reserve the use of any facility within this category. Rates are calculated per field reserved for use.

A	Soccer field (those who live within corporate limits)	\$50/hr
B	Soccer field (those who live outside corporate limits)	\$75/hr
C	Soccer field prep every time lined for games or activities	\$100

Note: Resident is define as current physical residency address and Town employees

E. PARKS & RECREATION REGISTRATION FEES

These fees are for those individuals who participate in the specific recreational programs.

1	Baseball, Soccer, Softball, Basketball, Football, & Cheerleading	
A.	For those who live within corporate limits	\$53/participant
B.	For those who live outside corporate limits	\$80/participant
C.	Late fee to be paid if registering after final date	\$10/participant
2	Adult Softball	\$625/team
3	Non recreational programs	Will be determined by the various class or program
4	Refunds - to cover the cost of online transactions and processing fees. The only exemption is if a program or league does not have enough participants.	\$5

Note: Resident is define as current physical residency address and Town employees

F. CURBSIDE WASTE COLLECTION FEES

These fees are for the weekly curbside collection of garbage and recycling and the bi-weekly collection of yard waste by the Town's independent contracted vendors. Per Town ordinance, all residences and businesses are required to have collection of waste and recycling materials. Charges for these services are invoiced every other month.

1	Bi-monthly charge for curbside solid waste collection	\$19.58
2	Bi-monthly charge for curbside recycling waste collection	\$7.38
3	Bi-monthly charge for curbside yard waste collection	\$17.04
	TOTAL BI-MONTHLY COLLECTION CHARGE	\$44
4	Bi-monthly charge for one additional cart (whether waste or recycling)	\$8.40
5	Bi-monthly charge for two additional carts (whether waste or recycling)	\$25.80
6	Bi-monthly charge for three additional carts (whether waste or recycling)	\$43.20
7	Bi-monthly late fee for delinquent payment	\$10

G. MISCELLANEOUS FEES

1	Copy of maps (larger than 8 ½ x 11)	\$15/map
2	Blasting permit	\$100/location
3	Unified Development Ordinance	
	A. Paper Copy	\$100
	B. CD Copy	\$10/CD
4	Violations of policy, standards, or UDO regulations	\$50/violation with each day being a separate violation
5	Copies of miscellaneous documents	\$0.25/copy
6	Returned check fee	\$25/check
7	Filing fee for elected position	
	A. Mayor	\$25
	B. Commissioner	\$15
8	Copy of police reports	\$5/copy
9	Faxes to long distance numbers	\$2/sheet
10	Copies of meeting minutes on CD	\$10/CD

**RESOLUTION OF THE TOWN OF ROLESVILLE BOARD OF COMMISSIONERS
REGARDING A POLICY ON
UNRESTRICTED FUND BALANCE**

WHEREAS, the Town of Rolesville Board of Commissioners recognizes the importance of maintaining an appropriate level of unrestricted fund balance; and

WHEREAS, this unrestricted fund balance provides the required resources to meet operating needs; and

WHEREAS, this unrestricted fund balance also provides the required resources for unforeseen needs of an emergency nature; and

WHEREAS, this unrestricted fund balance also permits orderly adjustment to changes resulting from fluctuations of revenue sources; and

WHEREAS, the Town's operating characteristics, tax base, reliability on non-tax revenue sources, working capital needs, impact on bond ratings, emergency and disaster risk, and economic outlook have all been evaluated;

NOW THEREFORE BE IT RESOLVED, the Town of Rolesville Board of Commissioners have agreed to strive to maintain a level of unrestricted fund balance of no less than 33% which translates to a minimum of 4 months of operating expenses from the current operating budget; and

LET IT BE FURTHER RESOLVED, that once the Town achieves its goal of an appropriate level of unrestricted fund balance that any excess funds may be utilized for other municipal fiscal purposes, such as but not limited to:

1. Additional capital improvement needs;
2. Debt reduction; and
3. Emergency situations.

Adopted this 2nd day of June, 2014

C. Frank Eagles
Town of Rolesville Mayor

Attest: _____
Leslie Rudd
Town of Rolesville Clerk

**BUDGET ORDINANCE
FOR THE FISCAL YEAR LASTING FROM
JULY 1, 2014 THROUGH JUNE 30, 2015**

WHEREAS, the Town of Rolesville Board of Commissioners have established a budget committee comprised of Town staff, Town Commissioner Betty Whitaker, and Town Commissioner Shannon Whitley; and

WHEREAS, the Budget Committee met and discussed the draft budget; and

WHEREAS, the Board of Commissioners was first presented a draft copy of the budget proposal on May 20, 2014 and a public hearing was held; and

WHEREAS, the public hearing was duly advertised in the Wake Weekly Newspaper on May 15, 2014.

NOW THEREFORE BE IT RESOLVED by the Town of Rolesville Mayor and Board of Commissioners that:

1. The amounts on the fee schedule, fund balance policy, and budget herein for the fiscal year beginning July 1, 2014 and ending June 30, 2015 are hereby appropriated for the operation of the Town of Rolesville activities.

a.	General Fund Revenues	\$5,034,608
	General Fund Expenditures	\$5,034,608
	I. Elected officials	\$62,400
	II. Administration	\$1,339,300
	III. Planning	\$264,100
	IV. Police	\$1,737,158
	V. Public Works	\$898,400
	VI. Parks & Recreation	\$733,250
b.	Utility Reserve Fund Revenues	\$745,900
	Utility Reserve Fund Expenditures	\$745,900
c.	Recreational Reserve Fund Revenues	\$200,000
	Recreational Reserve Fund Expenditures	\$200,000

2. The Town Manager (serving as the budget officer) is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. The budget officer may transfer up to \$5,000 between objects of expenditures within a department with an official report on such transfers done quarterly at a regularly scheduled meeting of the Town Board of Commissioners.
- b. The budget officer may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers done quarterly at a regularly meeting of the Town Board of Commissioners.
- c. The budget officer may not transfer any amount between funds without an official amendment of the budget ordinance.

3. Copies of this budget ordinance shall be maintained by the Town of Rolesville Clerk, Town Manager, and Town Finance Officer and kept on file by them for the direction and disbursement of funds.

Adopted this 2nd day of June, 2014.

Town of Rolesville Mayor
Frank Eagles

Attest:

Town of Rolesville Clerk
Leslie Rudd