

Town of
MatthewsTM
North Carolina

ORDINANCE NO. 2312

**FYE JUNE 30, 2019
OPERATING BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina, that the following anticipated fund revenues and departmental expenditures, Fee and Charge Schedule, Property Tax rate levy and certain authorizations and restrictions for the Town's Budget Officer, 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.

SUMMARY

General Fund	\$	22,247,471
Tourism Fund	\$	1,575,000
	\$	<u>23,822,471</u>

SECTION 1: BUDGET APPROPRIATIONS

Permits and Fees

Animal Tags / Fees / Fines	\$	25,000
Zoning Development Fees	\$	25,000
Permit Parking Fees	\$	-
	\$	<u>50,000</u>

Stormwater Fees

Stormwater Fees	\$	<u>840,000</u>
-----------------	----	----------------

Sales and Services

Recreation Program Fees		
Community Center Programs	\$	269,860
Crews Center Programs	\$	102,550
Special Events	\$	36,050
Recreation Program Fees	\$	15,450
Facility Rentals	\$	25,000
Depot Lease (Chamber)	\$	10,000
CATS Bus Passes	\$	2,000
	\$	<u>460,910</u>

Investment Earnings

Investment Earnings	\$	<u>170,000</u>
---------------------	----	----------------

Miscellaneous Revenues

Miscellaneous Revenues	\$	35,000
Sale of Fixed Assets	\$	15,000
Celebration Trees	\$	1,000
Matthews Alive	\$	25,000
	\$	<u>76,000</u>

Other Financing Sources

Transfer from Tourism Fund	\$	740,383
Transfer from CIP Fund	\$	-
Loan Proceeds	\$	-
Insurance Proceeds	\$	-
Assigned SW Fund Balance Appropriated	\$	-
GF Fund Balance Appropriated	\$	-
	\$	<u>740,383</u>

TOTAL REVENUES

	\$	<u>22,247,471</u>
--	----	-------------------

EXPENDITURES

Governing Body	\$	216,179
Administration	\$	454,532
Human Resources	\$	1,618,218
Finance	\$	451,120
Information Systems	\$	421,486
Safety & Risk Management	\$	403,264
Police - Administration	\$	667,651
Police - Patrol	\$	3,093,845
Police - Criminal Investigations	\$	895,560
Police - Telecommunications	\$	680,671
Police - Support Services	\$	1,057,761
Police - Animal Control	\$	83,620
Fire / EMS	\$	2,592,589
Fire - Staffing Grant	\$	-
Fire - Volunteer grant	\$	-
Public Works - Administration	\$	595,663
Public Works - Streets & Sidewalks	\$	1,474,835
Public Works - Fleet Maintenance	\$	284,272
Public Works - Landscaping	\$	650,790
Public Works - Facilities Maintenance	\$	248,442
Stormwater	\$	757,427
Sanitation	\$	1,675,500
Planning Development	\$	493,585
Economic Development	\$	35,000

Parks & Recreation - Administration	\$	322,866
Parks & Recreation - Recreation Centers	\$	241,318
Parks & Recreation - Cultural Arts	\$	671,916
Parks & Recreation - Special Events	\$	374,377
Depot / Miscellaneous	\$	9,000
Debt Service	\$	1,200,984
Contingency	\$	25,000
Transfer to Capital Facility Plan	\$	50,000
Pay and Classification Implementation	\$	500,000
Transfer to Capital Improvements Plan	\$	-
TOTAL EXPENDITURES	\$	22,247,471

TOURISM FUND

REVENUES

Occupancy Tax	\$	525,000
Prepared Food & Beverage Tax	\$	950,000
Rental Car Tax	\$	100,000
Tourism Merchandise	\$	-
Miscellaneous Revenues	\$	-
Transfer From General Fund	\$	-
Transfer From CIP	\$	-
Fund Balance Appropriated	\$	-
TOTAL REVENUES	\$	1,575,000

EXPENDITURES

Marketing	\$	20,000
Merchandise	\$	-
Landscaping	\$	-
Tourism Projects	\$	-
Sportsplex	\$	382,534
Fullwood Theatre	\$	15,000
Oufen Pottery	\$	75,000
Matthews Alive	\$	60,000
Historical Foundation	\$	40,000
Chamber of Commerce	\$	11,500
Tourism Grants	\$	63,000
Arts and Science Council	\$	25,000
Decorations Banners & Flags	\$	5,000
Transfer to General Fund	\$	740,383
Transfer to CIP Fund	\$	-
Debt Service	\$	125,500
Contingency	\$	12,083
TOTAL EXPENDITURES	\$	1,575,000

SECTION 2: FEE SCHEDULE

There is hereby established, for the fiscal year 2018-2019, various fees and charges as scheduled are contained in Attachment A.

SECTION 3: LEVY OF TAXES

There is hereby levied, for the fiscal year 2018-2019, an ad valorem tax rate of \$0.3550 per one hundred dollars (\$100) valuation of taxable property as listed for taxation as of January 1, 2018.

SECTION 4: LEVY OF VEHICLE TAG FEE

There is hereby levied, for the fiscal year 2018-2019, a fee of \$25.00 for automobiles and trucks registered in Matthews.

SECTION 5: 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 he deems 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. Interfund transfers as established in the Budget Ordinance, may be accomplished without additional approval from the Town Board.

SECTION 6: RESTRICTIONS – BUDGET OFFICER

- A. Interfund and interdepartmental transfer of monies, except as noted in Section 5, shall be accomplished by Town Board authorizations only.
- B. Utilization of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.

SECTION 7: UTILIZATION OF BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the Town of Matthews municipal government during the 2018-2019 fiscal year. The budget officer shall administer the budget and he shall ensure that operating officials are provided

guidance and sufficient details to implement their appropriate portion of the budget.

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

Adopted this 11th day of June 2018.



Paul F. Bailey, Mayor



Lori Canapino, Town Clerk



**SCHEDULE OF FEES AND CHARGES
FISCAL YEAR 2018-2019**

COPIES:

Per page	\$0.10
Oversized copies (greater than 11 x 17)	10.00
Audio cassette	2.50
CD	2.00
DVD	3.00
Maps (from Planning Department)	10.00

APPLICATIONS:

Zoning - Residential	
Traditional District (no CD)	400.00
Parallel Traditional District	600.00
Conditional-only District (CrC, R-VS, SRN, C-MF)	800.00
Zoning - Non-residential	
Traditional (No CD)	600.00
Parallel Traditional	800.00
Conditional Only, Mixed Use and Nonresidential Districts	1,000.00
Change of Text	
Add any permitted use	100.00
Any other reason, few than three paragraphs affected	250.00
Any other reason, three or more paragraphs affected	400.00
Zoning Variance	
Residential	150.00
Nonresidential or mixed use	350.00
Zoning Appeal	
Residential	150.00
Nonresidential or mixed use	350.00
Zoning Interpretation	
Residential	150.00
Nonresidential or mixed use	350.00
Site Plan Approval (required by zoning conditions)	200.00
SP approval through EPM (not Preliminary Plat)	400.00

Master Sign Plan	
Initial Submission	150.00
Revision	75.00
Other Site Plan Review (i.e. change of use or occupancy, etc.)	100.00
Subdivision	
Sketch Plan	100.00
Preliminary	400.00
Final - Minor	50.00
Final - Major	100.00
Public Improvement Variance	350.00
Overlay Compliance Review	
When separate from other EPM site plan reviews	250.00
Abbreviated or minor revision separate from other EPM site review	75.00
Landscape/Lighting combined plan review separate from other EPM reviews	250.00
Landscape Only, separate from other EPM reviews	200.00
Lighting Only, separate from other EPM reviews	200.00
Abbreviated or minor revision separate from other EPM site plan review	75.00
Third or later submittal of any above action	150.00
Administrative Amendment – staff review level	50.00
Administrative Amendment – PB or TB review level	100.00
Sign Permit Review Prior to Permit Issuance	25.00
Zoning Verification Letter	20.00
Driveway Permit Review – single site	25.00
Driveway Permit Review – blanket	50.00

FEES:

Return check fee	30.00
Peddlers, Solicitors - Admin fee	10.00
Itinerant Merchants	100.00
Admin fee for repairs, damaged by citizens, for signs, sidewalks, driveway pipe, etc.	Actual cost plus 10% or \$10, whichever is greater
Sanitation – Additional Recycling Cart	32.40
Parade Permit	100.00
Pavement Degradation Fees	Calculated by PW policy

TOURISM MERCHANDISE: (prices subject to change upon vendor availability)

Trivet	10.00
Beverage glass - individual	5.00
Boxed set of 4	20.00
“Discover Matthews” book	15.00
Train Engineer’s Cap (child or adult)	6.00
Train Whistle	4.00
Souvenir Bears	6.00
Tee-Shirts	14.00
Caps	12.00
Sweatshirts	23.00
Sweatshirts w zipper	28.00
Fleece Jackets	33.00
V-Neck Shirts	15.00
Vehicle Car Tags	10.00
Magnets	1.00

MATTHEWS COMMUNITY CENTER RENTAL FEES:**Resident Non-Profit**

Small Studio	15.00 per hour
Large Studio/Classroom	20.00 per hour
Conference Room	25.00 per hour
Community Room	50.00 per hour
Kitchen	25.00 flat fee
Theater Rehearsal	60.00 per hour
Fullwood Theater	400.00 flat fee

Non-Resident Non-Profit

Small Studio	25.00 per hour
Large Studio/Classroom	30.00 per hour
Conference Room	35.00 per hour
Community Room	60.00 per hour
Kitchen	35.00 flat fee
Theater Rehearsal	70.00 per hour
Fullwood Theater	450.00 flat fee

Resident Profit

Small Studio	45.00 per hour
Large Studio/Classroom	60.00 per hour
Conference Room	65.00 per hour
Community Room	85.00 per hour
Kitchen	60.00 flat fee
Theater Rehearsal	85.00 per hour
Fullwood Theater	750.00 flat fee

Non-Resident Profit

Small Studio	50.00 per hour
Large Studio/Classroom	75.00 per hour
Conference Room	80.00 per hour
Community Room	100.00 per hour
Kitchen	75.00 flat fee
Theater Rehearsal hour	110.00 per 800.00 flat fee

Other Fees

Sound System	20.00 flat fee
TV/DVD/Projector	20.00 flat fee
Overtime/Staff Time	30.00 per hour
Technician Fee	25.00 per hour

Refundable Security Deposits

Rental- No Food or Drinks	100.00
Rental- Food and Drinks	200.00
Rental- With Alcohol	100.00 *Additional
Rental- With Ticket Sales (Approval Needed)	100.00
*Additional Theater Rental	200.00

CREWS RECREATION CENTER RENTAL FEES:**Resident Non-Profit** (Costs per hour)

1 Multi-Purpose Room	\$20
2 Multi-Purpose Rooms	\$30
3 Multi-Purpose Rooms	\$40
Half-Court Gym	\$15
Full-Court Gym	\$40

Non-Resident Non-Profit (Cost per hour)

1 Multi-Purpose Room	\$30
2 Multi-Purpose Rooms	\$40
3 Multi-Purpose Rooms	\$50
Half-Court Gym	\$25
Full-Court Gym	\$50

Resident Profit (Cost per hour)

1 Multi-Purpose Room	\$30
2 Multi-Purpose Rooms	\$40
3 Multi-Purpose Rooms	\$50
Half-Court Gym	\$25
Full-Court Gym	\$50

Non-Resident Profit (Cost per hour)

1 Multi-Purpose Room	\$40
2 Multi-Purpose Rooms	\$50
3 Multi-Purpose Rooms	\$60

Half-Court Gym	\$30
Full-Court Gym	\$60
Other Fees	
Overtime/Staff Time	\$20/hour
Refundable Security Deposits	
Rental – No Food or Drinks	\$100
Rental – Food and Drinks	\$200

PARK SHELTER RENTAL FEES:**Resident**

Baucom Park	\$20 (per 4 hours)
Sardis Park	\$20 (per 4 hours)
Squirrel Lake Park Shelter A	\$40 (per 4 hours)
Squirrel Lake Park Shelter B	\$50 (per 4 hours)
Stumptown Park (picnic area only)	\$50 (per 4 hours)
Stumptown Park (stage and green)	\$250 (per 4 hours)
Town Green Gazebo	\$60 (per 4 hours)
Windsor Park	\$40 (per 4 hours)

Non-Resident

Baucom Park	\$30 (per 4 hours)
Sardis Park	\$30 (per 4 hours)
Squirrel Lake Park Shelter A	\$60 (per 4 hours)
Squirrel Lake Park Shelter B	\$70 (per 4 hours)
Stumptown Park (picnic area only)	\$70 (per 4 hours)
Stumptown Park (stage and green)	\$300 (per 4 hours)
Town Green Gazebo	\$90 (per 4 hours)
Windsor Park	\$60 (per 4 hours)