

## **OTHER FUNDS: STAND ALONE**

This section contains the budget summaries for funds that do not receive a General Fund subsidy. Special Revenue Funds in this section are the CDBG Programs, Emergency 911 Fund, and Fire and Rescue Districts. Enterprise Funds in this section include the Sewer Fund, Maple Hill Water District Fund, Housing -Section 8 Program, and Housing - Country Court Apartments, Rocky Point-Topsail Water and Sewer District, Holt Hosiery/Penderlea Water Fund, and Solid Waste Fund.

**ENTERPRISE FUNDS** are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing board is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of net income is appropriate for accountability purposes.

**EMERGENCY TELEPHONE SYSTEM FUND** – This fund accounts for revenue derived from the telephone surcharge collected by phone companies and remitted to NC counties to establish and maintain emergency telephone services.

### FY 14/15 Budget Summary

**DEPARTMENT:** Sheriff

**DIVISION:** 911

**DEPARTMENT CODE:** 252

**Description:** The Emergency 911 Center is responsible for taking calls from the County Emergency 911 System and dispatching the appropriate agencies, including county fire departments, EMS units and law enforcement agencies. The Center also receives calls and transfers or notifies: Highway Patrol, Wildlife, DOT, Pender County DSS, Pender County Animal Control, US Coast Guard, Pender Home Health, NC Forest Service and other agencies.

**FY 13/14 Program Highlights:** The Emergency 911 Center: 1) Began quality assurance program for structure fire dispatching; 2) upgraded equipment in the Center to improve fire insurance rating score; and 3) established and implemented a uniform program for telecommunicators.

**FY 14/15 Program Objectives:** The Emergency 911 Center plans to: 1) Continue to modernize equipment and provide the highest level of emergency services telecommunications possible; 2) have certain personnel trained as trainers with the Computer Aided Dispatch system; and 3) upgrade computer workstations in the 911 Center.

<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Department Request</u></b>	<b><u>Manager Recommendation</u></b>
	<b><u>FY 13/14</u></b>	<b><u>FY 14/15</u></b>	<b><u>FY 14/15</u></b>
Salary/Benefits	\$ 108,981.79	\$ 108,179.71	\$ 108,179.71
Operating	439,500.00	403,500.00	403,500.00
Capital	18,000.00	3,500.00	3,500.00
Total:	\$ 566,481.79	\$ 515,179.71	\$ 515,179.71

<b><u>Authorized Positions</u></b>	<b><u>Budget</u></b>	<b><u>Department Request</u></b>	<b><u>Manager Recommendation</u></b>
	<b><u>FY 13/14</u></b>	<b><u>FY 14/15</u></b>	<b><u>FY 14/15</u></b>
Full-Time	2	2	2
Part-Time			
Contracted			
Total:	2	2	2

## **PENDER COUNTY FIRE DISTRICTS**

**DESCRIPTION:** The County is broken into twelve fire service areas with volunteer fire departments contracting with the County for fire protection services in each area. The revenues and expenditures associated with the fire service districts are accounted for in a separate, special revenue fund, since the revenues are legally restricted for a particular purpose. County personnel do not staff the volunteer fire departments on a paid basis; however, the County's Emergency Management staff does provide assistance to the districts. Revenues generated by the districts do not impact the overall County General Fund.

**OVERVIEW:** The revenue estimates were prepared by the County's Finance Office in coordination with the County's Tax Office by reviewing current year and historical revenue data. The total amount predicted for FY 14/15 is \$ which is .% higher than budgeted revenues for FY 13/14.

County Emergency Management will strive to continually improve coordination and communication with departments for the goal of strengthening the overall emergency response capability.

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**DEPARTMENT:** Housing **DIVISION:** Housing Choice Voucher Program **DEPARTMENT CODE:** 73

**Description:** The Pender County Housing Department (PCHD) provides Section 8 Rental Assistance to low income families in Pender County using the Housing Choice Voucher (HCV) Program and the Project-Based Voucher (PBV) Program. The HCV Program allows the tenant the choice to rent eligible privately owned homes within the County. The PBV program ties the subsidy to the unit and tenants must qualify based on HUD standards, as well as additional qualifications of the site. PCHD promotes decent, safe and affordable housing, economic opportunity and a suitable living environment, all of which are mandated by our Federal partners. The budget has been tight due to Federal Budget cuts, because it is funded solely by Federal dollars, management fee and its program reserves but not by the County. We are looking for other sources of revenue to help offset costs. Currently, we uses reserve funds to cover excess operating costs. Since those reserve funds can ONLY be used for program related costs, it is an acceptable use of funds, but other solutions need to be found. Since 2011, PCHD has modified its operation to ensure HCV administrative funds were not the sole funds used to cover its operating budget. This change continues. PCHD manages a USDA property and works with the CDBG housing grants; these programs must provide funding to support the department to ensure that Voucher funds are not used for non-voucher program activities. While PCHD is budgeting more realistically for the USDA project (Country Court, 74), we need to continue to examine CDBG activities and make sure that PCHD is reimbursed for costs incurred and time spent working on that program. The time spent working on CDBG in 2013/14 grew and while still small in relationship to the overall operation, due to issues with weather and other challenges, there was no money available to reimburse Staff time, which resulted in an overall loss due to that expenditure. In the future, implementation of direct management of Seven Oaks Apartments, once the tax credits expire, adds the management fee income to the revenue stream. In the meantime, we will look at reduction in staff time (a reduction in the Administrative assistant from 40 hours to a maximum of 30 hours) as a way to offset some of the lack of revenue and improve the budget health. Should HUD funding be restored to 80% of entitlement or better (not forecast for 2014/15), the position could be restored to a full 40 hour position. Other PHAs have already furloughed and reduced staff. That we have not done so before now speaks to our ability to manage the reduced funding. However, it cannot continue. If we bankrupt our reserves HUD will take action against the PHA and the program could be lost entirely.

**FY 13/14 Program Highlights:** PCHD: 1) Maintained payment standards which also helps maintain the bottom line on the subsidy side in the face of pending Federal budget concerns; 2) improved lease up numbers at one point to 98% of program capacity, though the numbers have fluctuated somewhat due to client ability to find affordable housing since reaching that high; 3) implemented a Landlord Newsletter to improve education for participating landlords; and 4) maintained its SEMAP score with its bi-annual reporting.

**FY 14/15 Program Objectives:** Objectives for FY 14/15 include: 1) Continue to improve compliance concerns and meet QA review requirements; 2) maintain increased lease numbers to achieve a maximum use of the HAP budget, which should also improve revenues from Administrative fees; 3) create partnerships with outside agencies for landlord and tenant education opportunities, and 4) find new ways to reach out to landlords in the community and improve the PCHD's availability of units for low-income clients.

<u>Budget</u>	<u>Budget</u>	<u>Department Request</u>	<u>Manager Recommendation</u>
	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 14/15</u>
Salary/Benefits	115,623	119,217.49	119,217.49
HAP	1,146,000	1,075,196	1,075,196
Operating	22,200	21,450	21,450
Capital*	0	0	0
<b>Total:</b>	<b>1,283,823</b>	<b>1,215,864</b>	<b>1,215,864</b>

\* Dept 73 has no real capital expenses. No contribution of County Dollars.

<u>Authorized Positions</u>	<u>Budget</u>	<u>Department Request</u>	<u>Manager Recommendation</u>
	<u>FY13/14</u>	<u>FY14/15</u>	<u>FY14/15</u>
Full-Time	2	1	1
Part-Time	1	2	2
Contracted			
<b>Total:</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 14/15 Budget Summary**

**DEPARTMENT:** Housing

**DIVISION:** Country Court

**DEPARTMENT CODE:** 74

**Description:** The Pender County Housing Department provides management services for Country Court Apartments, an eight-unit Rural Development subsidized complex. Rental assistance is provided to all families meeting the eligibility criteria. The Housing Department is responsible for the administration of the program for USDA. Administrative fees are allotted in the USDA budget to help offset the cost of staff and some administrative needs.

**FY 13/14 Program Highlights:** Program accomplishments include keeping the 100% lease-up. Even with two turn-overs, units were re-occupied in less than 30 days. A new maintenance contractor and a new lawn maintenance contractor were utilized. The HQS Inspector has maintenance experience, which the Department utilized at Country Court to maximize the budget. The Housing Department received a \$25 rent increase.

**FY 14/15 Program Objectives:** Program objectives include continuing to maintain a lease up rate of 100%. The Housing Department will request a \$15 rent increase to ensure enough funds are being put aside for maintenance, and to continue planning for capital improvements.

<u>Budget</u>	<u>Budget</u>	<u>Department Request</u>	<u>Manager Recommendation</u>
	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 14/15</u>
Salary/Benefits			
Operating	\$53,576	\$55,016	\$55,016
Capital			
Total:	\$53,576	\$55,016	\$55,016

Fund zeros out. No county dollars.

<u>Authorized Positions</u>	<u>Budget</u>	<u>Department Request</u>	<u>Manager Recommendation</u>
	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 14/15</u>
Full-Time	0	0	0
Part-Time	0	0	0
Contracted			
Total:	0	0	0

\*\*The management fee is being credited to the Section 8 program in compensation for staff time. Staff spends approximate 10% of its time on USDA related work including client certification, reporting and oversight of the project.

**FY 14/15 Budget Summary**

**Automation Enhancement & Preservation Fund (49)**

The Automation Enhancement and Preservation Fund is a fund that was created pursuant to General Statute 161-11.3 for the Office of the Register of Deeds. Ten percent of the fees collected by the Register of Deeds Office and retained by the County are to be set aside in this fund annually. These funds are to be used on computer and imaging technology in the Register of Deeds Office. Nothing in the General Statute shall be construed to affect the duty of the Board of County Commissioners to furnish supplies and equipment to the Office of the Register of Deeds. By accounting for these revenues and expenditures in a special revenue fund, any unused monies will carry over to the next year.

<b>Revenues:</b>	<b>Budget</b>	<b>Department Request</b>	<b>Manager Recommendation</b>
	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 14/15</b>
Fees Collected	\$ 58,200	\$ 58,200	\$ 58,200
Interest Income	-	-	
	-	-	
Total:	\$ 58,200	\$ 58,200	\$ 58,200

<b>Expenditures:</b>	<b>Budget</b>	<b>Department Request</b>	<b>Manager Recommendation</b>
	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 14/15</b>
Operating	\$ 200	\$ 200	\$ 200
Capital Outlay	58,000	58,000	58,000
Total:	\$ 58,200	\$ 58,200	\$ 58,200