



A G E N D A  
TOWN COUNCIL BUDGET WORKSHOP  
AT RICHLANDS TOWN HALL  
April 27, 2022  
6:00 P.M.

- I. Call Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Budget Workshop
- V. Adjourn/Recess Meeting

### Richlands Budget Schedule

- ✓ February 8<sup>th</sup>- Regular Meeting
- ✓ February 12<sup>th</sup>- Budget Workshop
- ✓ March 8<sup>th</sup>- Regular Meeting
- ✓ March 21<sup>st</sup> – Ads sent to Newspaper
- ✓ March 30<sup>th</sup>- Public Hearing Ad runs in newspaper
- ✓ March 30<sup>th</sup>- Budget/ Tax/ rate increase Ad runs in newspaper (41 days before adoption on 5/10)
- ✓ April 12<sup>th</sup>- Regular Meeting
- ✓ April 20<sup>th</sup> - Budget Clarification Published

Budget Workshop on 4/27/2022

Additional Budget Workshops as needed (None currently scheduled)

May 10<sup>th</sup>- Public Hearing (5:30pm)

May 10<sup>th</sup>- Regular Meeting  
- First Reading

May 24<sup>th</sup>- Regular Meeting

- Second Reading
- Adopt Budget
- Adopt Rate and Budget Ordinances

-Emergency Ordinance Only Past this Date-

June 28<sup>th</sup> - Regular Meeting

June 14<sup>th</sup> - Regular Meeting



# Memo

**To:** Mayor and Members of Council  
**From:** John O'Daniel, Town Manager  
**CC:** Town Attorney; Clerk of Council  
**Date:** 4/26/2022  
**Re:** Proposed fiscal year 2022-2023 Budget

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Enclosed for your review is the proposed fiscal year 2022-2023 budget. This fund identified is the General Fund Account and represents financial transactions proposed for the next fiscal year. This report is divided into revenues and expenditures. This revenue report illustrates actual funding levels for three years and a current budget year with current year to date figures (July 2020-December 2020). The expenditure report is listed by department and shows actual costs for three years and current budget year funding. The request column displays the department's best determination of need and the recommended column is staff's recommendation.

All governmental department budgeted expenditures have been thoroughly evaluated and reduced, if possible, and all department expenditures are streamlined in order to address existing revenue deficiencies versus the current cost of operation and maintenance. However, in order to take on additional services, remain competitive, and address the remaining budget issues an increase in revenues / tax collections are also necessary.

The attached budget proposal numbers only include an increase for garbage collection and the utility rate increases approved during the 2021-2022 budget process. Other proposed increases will be added based on Council direction.

Budget highlights and tax rates are summarized below.

1. Governmental Functions:
  - a. Capital- We will continue to address our capital needs this year and have d \$200,000 for this need.
2. Enterprise Functions: Utilities
  - a. Due to current and ongoing rehabilitation projects operation and maintenance as well as capital needs for utilities will be discussed at budget work sessions. Increases have been budgeted in Water and Sewer to account for proposed facility improvements. Electric rates will be discussed at the budget workshops and will be based on the most recent rate study. These rates were approved as part of last year's budget process.
3. Health Care and Cost of Living Adjustment (COLA)
  - a. Health care costs increased a total of 4% for budget year 2022-2023. Based on this increase we applied 3% premium increase per employees and a 3% COLA to be included in the proposed budget to offset this increase.
4. Proposed Revenues / Tax Collections:
  - a. **Real Estate and Personal Property Tax Increase-** No Increase. ~~of \$0.0275/\$100 of assessed property value. Increasing total revenue by approximately \$85,894 to increase the COLA by 2% and allocate \$23,000 for code enforcement.~~