

# TOWN OF BOILING SPRINGS | NC



## RECOMMENDED BUDGET FISCAL YEAR 2019-2020

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## **FY19/20 RECOMMENDED BUDGET ORDINANCE**

BE IT ORDAINED by the Town Council of the Town of Boiling Springs, North Carolina, that the following fund revenues and departmental expenditures, together with certain restrictions and authorities are adopted:

### **SECTION I. GENERAL FUND**

#### A. Revenues Anticipated

Ad Valorem Property Taxes	\$ 1,098,000
Sales & Use Taxes	\$ 436,300
Franchise Taxes	\$ 225,000
Solid Waste User Fees	\$ 280,110
Powell Bill Allocation	\$ 123,900
Powell Bill Reserve Appropriation	\$ 145,000
Other Revenues	\$ 221,300
Reserve Appropriation	\$ 190,000
TOTAL REVENUES	\$ 2,719,610

#### B. Expenditures Authorized by Department

Administration	\$ 628,050
Police	\$ 949,100
Fire Service	\$ 252,000
Street Non-Powell	\$ 47,000
Streets Powell Bill	\$ 275,900
Solid Waste	\$ 349,060
Recreation	\$ 218,500
TOTAL EXPENDITURES	\$ 2,719,610

**SECTION II. WATER & SEWER FUND**

**A. Revenues Anticipated**

Water Charges	\$ 1,003,600
Sewer Charges	\$ 565,000
Lattimore System Charges	\$ 56,000
Other Revenues	\$ 81,400
Reserve Appropriation	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,706,000</b>

**B. Expenditures Authorized by Department**

Water & Sewer Administration	\$ 376,150
Water Operations	\$ 745,050
Sewer Operations	\$ 538,000
Lattimore System	\$ 46,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,706,000</b>

### SECTION III. TAXES, RATES, FEES & CHARGES ESTABLISHED

The following taxes, rates, fees and charges are adopted:

<b>FY 2019-20 General Schedule of Taxes, Fees &amp; Charges</b>	
Ad Valorem Tax Rate	\$0.39 per \$100 of valuation
Returned Check Fee	\$25 per occurrence
Document Copying Fee	\$0.25 first page + \$0.10 each additional*
Admin Record Charge	Billed @ actual cost or copy fee*
Rezoning Application	\$350
Zoning Compliance Permit	\$25*
Zoning Compliance Letter	\$25*
Tower Permit	\$500
Site Plan Review	\$50*
Board of Adjustment Review	\$350
Preliminary Subdivision Plat Review	\$50 plus \$5 for each lot over 10*
Annexation Petition	\$300*
Street Closing Petition	\$600*
Police Report Fee	\$5 + \$0.10 pages over 10
Fingerprinting Fee	Free for Residents   \$20 Non-Resident
Civil Citation Parking	\$20 + \$50 penalty for every 30 days unpaid
Civil Citation Fire Lane	\$50
Yard Waste	\$0.00
Garbage Inside	\$11.00
Garbage Outside	\$15.50
Garbage Commercial	\$13.50
Recycling Inside	\$6.00
Recycling Outside	\$7.50
Can Damage Fee	\$20 for second repair in any 12 month period
Facility Rentals	Set Administratively
On-Premise Malt Beverage	\$15.00
Off-Premise Malt Beverage	\$5.00
On-Premise Unfortified Wine	\$15.00
Off-Premise Unfortified Wine	\$10.00

<b>FY 2019-20 Water &amp; Sewer Rate Schedule</b>		
<b>Description</b>	<b>Inside</b>	<b>Outside</b>
Minimum Water Rate 0-2,000 gallons	\$18.50	\$30.00
Volumetric Water Rate 2,000-15,000 gallons	\$6.00 per 1000	\$9.00 per 1000
Volumetric Water Rate over 15,000 gallons	\$7.00 per 1000	\$11.00 per 1000
<b>Minimum Sewer Rate 0-2,000 gallons</b>		
Minimum Sewer Rate 0-2,000 gallons	\$18.50	\$30.00
Volumetric Sewer Rate 2,000-15,000 gallons	\$6.00 per 1000	\$9.00 per 1000
Volumetric Sewer Rate over 15,000 gallons	\$7.00 per 1000	\$11.00 per 1000
<b>Sewer Only 0-2,000 gallons</b>		
Sewer Only 0-2,000 gallons	NA	\$30.00
<b>Sewer Only 2,000-15,000 gallons</b>		
Sewer Only 2,000-15,000 gallons	NA	\$9.00 per 1000
<b>Sewer Only over 15,000 gallons</b>		
Sewer Only over 15,000 gallons	NA	\$11.00 per 1000
<b>Bulk Water Rate 0-2,000 gallons</b>		
Bulk Water Rate 0-2,000 gallons	\$30.00	
<b>Bulk Water Rate 2,000-15,000 gallons</b>		
Bulk Water Rate 2,000-15,000 gallons	\$9.00 per 1000	
<b>Bulk Water Rate over 15,000 gallons</b>		
Bulk Water Rate over 15,000 gallons	\$11.00 per 1000	

<b>FY 2019-20 Water &amp; Sewer Schedule of Fees &amp; Charges</b>		
<b>Description</b>	<b>Inside</b>	<b>Outside</b>
Water Deposit	\$100	\$125
Sewer Deposit	\$50	\$50
Water & Sewer Deposit	\$150	\$175
Water Tap 3/4 inch*	\$850	\$1,050
Water Tap 1 inch*	\$1,050	\$1,250
Water Tap 1.5 inch*	\$2,050	\$2,550
Water Tap over 1.5 inch*	At Cost	At Cost
Water Tap Inspection*	\$330	\$490
Sewer Tap Inspection*	\$330	\$490
Meter Installation 3/4 inch*	\$370	\$470
Meter Installation 1 inch*	\$490	\$590
Additional Road Bore Fee*	\$500 (Irrigation Only)	\$500
Service Bill Monthly Late Fee	\$10	\$10
Service Disconnection	\$25	\$25
After-Hours Service Charge (4pm, Weekends, & Holidays)	\$50	\$50
Residential Meter Testing Fee *	\$100	\$100
Commercial or Oversize Meter Testing Fee	At Cost	At Cost
Meter Tampering Fee	\$200	\$200

#### **SECTION IV. SPECIAL AUTHORIZATIONS**

1. The Town Manager serves as the Budget Officer and the Finance Director serves as the Finance Officer for the Town of Boiling Springs.
2. The Budget Officer, shall be authorized to reallocate departmental appropriations among the various objects of expenditure as he believes necessary.
3. The Budget Officer shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the total appropriated monies for the department whose allocation is reduced.
4. The Budget Officer shall be authorized to effect transfers between capital projects that are budgeted in the same capital project fund.
5. The Budget Officer shall be authorized to transfer any remaining balances from any Capital Project upon its completion to the corresponding reserve fund.
6. Interfund transfers from operating funds shall be accomplished by Town Council authorization only.
7. The budget adopted herein may be amended to reflect encumbrance balances for expenditures properly committed but unpaid at the end of the prior fiscal year, and increasing fund balances appropriated by a similar amount.

#### **SECTION V. USE OF BUDGET DOCUMENT AND ORDINANCE**

This Ordinance and the budget document shall be the basis for the financial plan of the Town of Boiling Springs for Fiscal Year 2019-20. The Budget Officer shall administer the Budget and the Finance Officer shall establish records which are in agreement with the budget, this ordinance, and the statutes of the State of North Carolina.

#### **SECTION VI. DISTRIBUTION**

Copies of this ordinance shall be furnished to the Budget Officer, Finance Officer, and Town Clerk so that they may keep this ordinance on file for their direction and disbursement of funds.

Motion made by:

Motion seconded by:

With \_\_\_ Councilmembers voting "aye."

With \_\_\_ Councilmembers voting "no."

Adopted this the 25<sup>th</sup> day of June 2019.

[TOWN SEAL]

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Bill Ellis  
Mayor

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Kim Greene  
Town Clerk

# **BUDGET MESSAGE**

**The Honorable Bill Ellis, Mayor**  
**Members of the Town Council**  
Town of Boiling Springs, North Carolina

06/04/2019

In compliance with the Local Government Budget and Fiscal Control Act and NCGS-159-11, the proposed Annual Budget for Fiscal Year 2019-20 is submitted for your consideration. This budget is inclusive of all financial obligations, all municipal services remain funded, and revenues and expenditures are projected realistically. The highlights of the proposed budget are as follows:

## **General Fund Revenues**

Staff recommend the ad valorem tax rate increase from \$0.38 to \$0.39 per \$100 valuation. This increase is driven by the Town's administrative needs, funding a portion of the forthcoming park additions and renovations, adjusting employee salaries to better align with neighboring municipalities and State averages, and funding for various public investment projects.

Under the new tax rate, the owner of a \$175,000 home will pay \$682.50 in property taxes to the Town. The Town's \$0.39 tax rate will be applied to this year's estimated total tax base of \$287,000,000. This new valuation (tax base) reflects a 2.7% increase from the previous year of \$279,000,000. Each cent of the tax rate is projected to yield \$28,700 in revenue.

Increases to garbage and recycling fees are being proposed including a \$2.50 increase to the residential recycling fee and a \$.50 increase to the residential garbage fee. These increases will equate to a \$36 increase in annual solid waste fees for an average household and a \$6 increase for an average apartment. The recycling fee increase is due to a significant increase in tipping fees for the provider, which unfortunately, needs to be passed along to the end users, our residents. If the Town wishes to continue providing this service, the rates must increase to the proposed rate. The garbage fee increase is driven by an increase in maintenance and operational costs, the desire to continue providing the highest in quality of services, and to continue offering yard waste services at no charge to Town residents.

## **General Fund Expenses**

This year's budget funds a Position Classification & Pay Plan overhaul that includes an adjustment to all salaries effective July 01, 2019. A merit increase to salaries is not included in this year's budget. Last year, the budget funded a merit system awarding up to 3% increases in base salary and a Cost-of-Living Adjustment (COLA) of 2% for all employees.

Management reviewed employee compensation and retention levels, and compared salaries with neighboring entities and State averages. Accordingly, this budget funds salary increases to boost employee retention, enhance recruitment efforts when competing with neighboring entities, and better align with State averages for all positions.

**Powell Bill Fund**

Powell Bill revenues are not expected to significantly change. The budget funds repaving based on the Street CIP, small patching projects, and pedestrian projects. An additional \$145,000 is being allocated out of Powell Bill Reserve Funds to expedite the Street CIP efforts and complete an additional year's worth of paving in FY 19/20.

**Water / Sewer Fund**

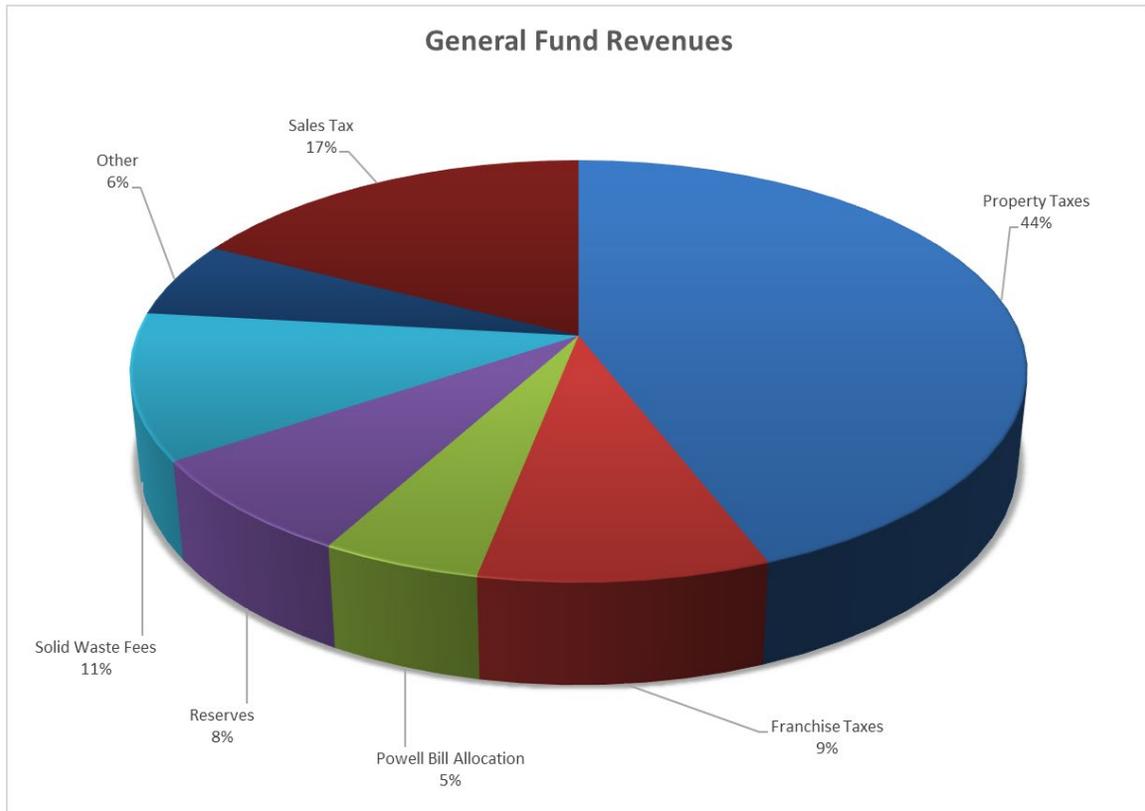
Water and sewer rate increases are recommended. The City of Shelby, from whom the Town purchases water, is not proposing an increase to their governmental rate. However, water and sewer rates were unchanged from FY 14/15 to FY 17/18 until last year when increases were made. The budget funds infrastructure maintenance and expansion recommendations per the 2018 Water/Sewer Capital Improvement Plan. Town of Lattimore residents will now pay the Outside Rate per the Water & Sewer Rate Schedule.

Respectfully submitted,



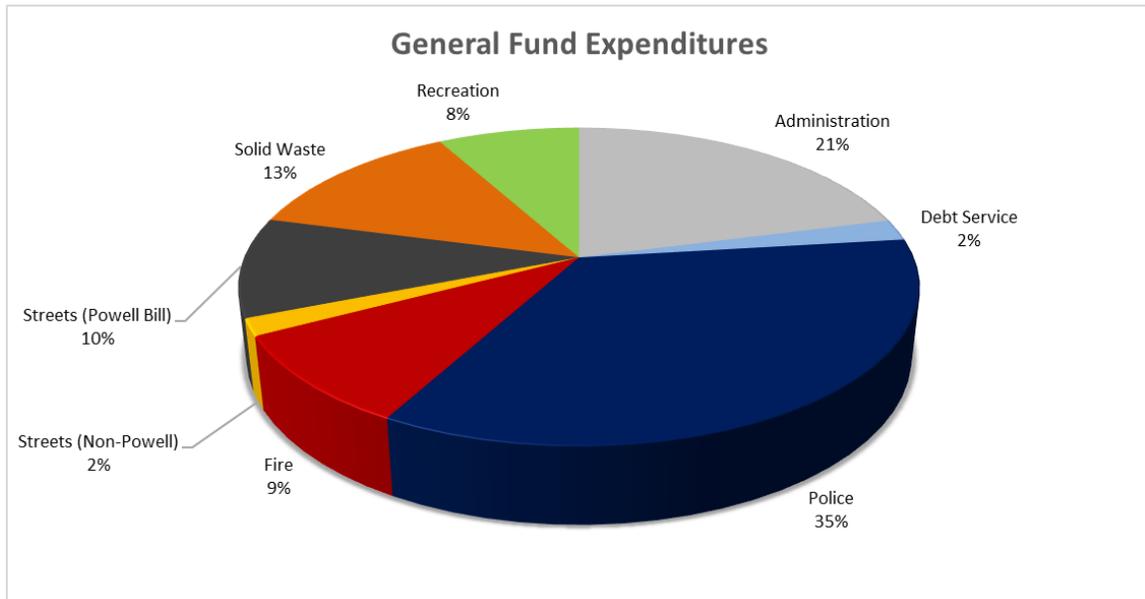
Lucas A. Shires, MUD, PLA  
Town Manager

# GENERAL FUND REVENUES



Description	FY 17-18	FY 17-18	FY 18-19	FY 18-19	FY 19-20	Change
	Budget	Actual	Budget	Projected	Recommend	
Property Taxes - Prior Years	3,000	4,510.65	4,000	8,547.98	6,500	63%
Property Tax Penalties less Discounts	1,000	(524.36)	1,000	459.42	1,000	0%
Property Taxes - Current Year	1,020,000	1,019,598.58	1,044,000	1,044,628.66	1,098,000	5%
Court Costs, Fee and Charges	1,000	586.50	1,000	710.00	1,000	0%
Beer and Wine Tax					5,000	
Library Donations	12,000	13,500.00	12,000	12,001.00	12,000	0%
SPR grant	1,000		40,000			
Powell Bill Allocation	130,000	177,396.03	128,200	126,644.96	123,900	-3%
Solid Waste Disposal Tax	3,000	3,285.47	3,500	3,210.51	3,000	-14%
Utilities Franchise Tax	225,000	220,080.36	217,200	220,688.20	225,000	4%
Local Option Sales and Use Taxes	377,000	401,335.56	415,000	435,935.49	436,300	5%
Recycling Charges	49,000	49,858.05	56,400	56,976.00	64,740	15%
Investment Income - General Fund	4,000	7,275.05	8,000	12,154.11	12,000	50%
Investment Income - Powell Bill	1,500	3,776.29	3,000	7,865.92	7,000	133%
Profit/ (Loss) on Sale of Fixed Assets	2,000		3,000	2,200.00		-100%
Zoning Charges	1,500	1,775.00	2,500	755.00	2,500	0%
Shop With A Cop Donations	5,000	4,250.00	5,000	9,160.00	5,000	0%
Donations and Fundraising	10,000					
Solid Waste Charges	173,500	176,039.05	205,400	209,764.40	215,370	5%
Cleveland County Schools SRO grant			34,000	34,000.00	68,000	100%
Cleveland County Recreation Grant	76,000	75,821.02	76,650	77,175.95	86,300	13%
Miscellaneous Revenue	11,000	9,388.44	12,000	3,569.33	12,000	0%
Powell Bill Reserve Appropriation	1,000	1,000.00	60,000	60,000.00	145,000	142%
Reserve Appropriation	45,000	45,000.00	300,000	300,000.00	190,000	
<b>Total</b>	<b>2,152,500</b>	<b>2,213,951.69</b>	<b>2,631,850</b>	<b>2,626,446.93</b>	<b>2,719,610</b>	<b>3%</b>

## GENERAL FUND EXPENSES



### GENERAL FUND OVERVIEW

The general fund consists of conventional general government services like public safety, streets, parks, and garbage collection. The general fund is sustained by revenue streams such as local ad valorem property taxes, local option state sales tax, franchise taxes, etc. The operating budget for the general fund is just over 2.7 million dollars. Debt service, paying down principal and interest on loans, accounts for 2% of expenses in the general fund this year.

## ADMINISTRATION DEPARTMENT

<u>Administration</u>	<u>FY 17-18 Budget</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Budget</u>	<u>FY 18-19 Projected</u>	<u>FY 19-20 Recommend</u>	<u>Change</u>
Salary and Wages	160,000	159,845.81	193,100	190,516.44	210,400	9%
Governing Body Salaries	8,500	8,200.00	8,400	8,400.00	8,400	0%
401k	8,700	8,243.00	9,500	9,526.00	10,400	9%
Payroll Tax	14,300	12,910.43	15,500	15,148.93	16,800	8%
Retirement	12,800	11,945.50	13,900	14,772.39	18,900	36%
Group Insurance	18,500	16,209.44	24,000	23,274.04	27,000	13%
Professional Services	14,700	14,652.50	15,000	15,547.50	15,000	0%
Maint to Building and Grounds	12,500	12,457.20	22,000	15,290.57	13,000	-41%
Maintenance/Repair Vehicle	-	-	-	-	-	-
Supplies and Materials	11,000	9,725.63	11,500	8,927.83	10,000	-13%
Training	6,000	3,635.94	5,000	1,240.57	6,000	20%
Travel	-	-	-	-	-	-
Telephone	7,000	5,229.19	5,500	5,230.00	6,250	14%
Utilities	11,200	9,749.40	10,000	9,313.15	11,000	10%
Postage	1,600	1,600.00	1,400	1,342.27	1,400	0%
Maintenance to Equipment	1,500	570.80	4,500	2,128.08	1,000	-78%
Gasoline	-	-	-	-	-	-
Advertising	3,000	2,667.65	3,000	2,801.77	8,000	167%
Dues and Subscriptions	17,500	17,463.97	17,000	18,048.94	20,000	18%
Property Tax Collection	23,000	22,126.95	23,000	21,063.53	23,100	0%
Contracted Services	40,700	33,039.11	112,000	77,209.61	23,000	-79%
Insurance and Bonds	73,100	73,002.00	74,000	76,516.00	80,400	9%
Depreciation	-	-	-	-	-	-
Debt Service	62,200	60,843.74	62,200	59,864.36	58,300	-6%
Transfer to Capital Reserve	-	-	-	-	-	-
Contingency	15,000	-	-	-	-	-
Miscellaneous	5,500	2,992.15	2,500	2,484.05	5,000	100%
Capital Outlay	-	-	-	-	50,000	0%
Non-capital equipment purchases	8,000	7,214.93	-	-	4,700	0%
<b>Total</b>	<b>536,300</b>	<b>494,325.34</b>	<b>633,000</b>	<b>578,646.03</b>	<b>628,050</b>	<b>-1%</b>

### Administration Department Highlights

The administration budget remains largely unchanged. One notable item is the \$50,000 in the Capital Outlay line item that reflects funding for new Town Signage. The budget also funds a rebranding effort for a new Town logo and associated print and digital media.

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Town Manager (.75)	3/26/2018	1	-
Town Clerk	1/17/1990	29	21
Finance Officer	7/26/2004	15	25
Public Works Director (.25)	6/17/2006	13	25
Administrative Assistant (.50)	-	-	14

## POLICE DEPARTMENT

<b>Police Department</b>	<b>FY 17-18 Budget</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 18-19 Projected</b>	<b>FY 19-20 Recommend</b>	<b>Change</b>
Salary and Wages	334,300	331,654.22	399,000	380,119.33	449,500	13%
Part-time/ Reserve Wages	5,000	3,497.31	7,000	6,411.04	10,000	43%
Separation allowance	12,200	12,173.72	12,200	12,173.72	12,200	0%
Retirement	26,600	26,513.62	33,200	32,049.19	43,700	32%
401k	17,400	16,258.00	20,900	18,988.00	22,500	8%
Payroll Tax	26,500	26,483.04	34,600	30,525.09	36,100	4%
Group Insurance	56,700	52,167.76	60,000	59,667.60	67,500	13%
Uniforms	-	-	-	-	-	-
Maint to Building and Grounds	1,500	1,221.54	1,400	1,035.56	1,500	7%
Maintenance/Repair Vehicle	18,000	13,319.13	13,800	12,520.64	14,000	1%
Supplies and Materials	14,000	10,686.05	19,200	10,140.17	16,000	-17%
Training	800	384.67	2,000	1,615.53	2,000	0%
Travel	-	-	-	-	-	-
Telephone	7,700	7,699.81	7,200	6,834.59	7,500	4%
Utilities	6,300	5,993.18	6,000	6,650.67	6,000	0%
Maintenance to Equipment	1,500	660.33	1,700	1,675.01	1,000	-41%
Gasoline	22,300	22,220.85	22,000	20,888.47	22,000	0%
Contracted Services	27,000	26,702.06	24,000	26,739.74	30,000	25%
Miscellaneous	1,000	311.09	500	-	1,000	100%
Shop With A Cop Expenses	5,000	4,046.31	5,100	5,042.44	5,000	-
Fundraising Expenses	10,000	-	-	-	-	-
Capital Outlay	38,000	37,331.14	76,000	68,492.91	91,000	20%
Non-capital equipment purchases	19,800	19,531.92	29,300	25,897.05	110,600	277%
<b>Total</b>	<b>651,600</b>	<b>618,855.75</b>	<b>775,100</b>	<b>727,466.75</b>	<b>949,100.00</b>	<b>22%</b>

### Police Department Highlights

The Police Department's operations remain largely unchanged with the exception of salaries and related expenses. In order to retain officers, it is necessary to increase officer pay in order to remain competitive with neighboring jurisdictions.

The budget funds two 2020 Chevrolet Tahoes for patrol. The budget also allocates \$15,000 for the purchase of two ATVs and a Drone to be utilized primarily for emergency management at the Broad River Greenway and \$90,000 to purchase new handheld and vehicle radios for Police personnel and associated vehicles.

**Police Department Personnel**

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Police Chief	5/3/1999	20	25
Police Lieutenant	8/1/2012	7	22
Police Investigator	10/9/2003	16	20
Police Officer	3/10/2010	9	19
Police Officer	6/1/2015	4	19
Police Officer	7/1/2012	7	19
SRO	5/16/2016	3	18
Police Officer	6/26/2017	2	18
Police Officer	4/29/2019	0	18
Police Officer			18

**Police Department Vehicles**

2020 Chevrolet Tahoe (PROPOSED)	2012 Dodge Charger (Spare Vehicle)
2020 Chevrolet Tahoe (PROPOSED)	2012 Dodge Charger (Marked Patrol)
2019 Chevrolet Tahoe (Marked Patrol)	2011 Dodge Charger (Unmarked Chief)
2019 Chevrolet Silverado (Unmarked Lieutenant)	2011 Dodge Charger (Declare Surplus)
2017 Chevrolet Tahoe (Marked Patrol)	2010 Dodge Charger (Spare Vehicle)
2016 Chevrolet Tahoe (Marked Patrol)	2009 Dodge Charger (Spare Vehicle)
2015 Chevrolet Tahoe (Marked Patrol)	2009 Dodge Charger (Spare Vehicle)
2015 Chevrolet Tahoe (Marked Patrol)	2007 Dodge Charger (Declare Surplus)
2014 Chevrolet Tahoe (Unmarked Investigator)	2006 Dodge Charger (Declared Surplus)

The police department maintains take home vehicles for all sworn personnel and two spare vehicles. This status of each vehicle is subject to variation based upon Departmental needs.

**FIRE PROTECTION**

<u>Fire Department</u>	<u>FY 17-18 Budget</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Budget</u>	<u>FY 18-19 Projected</u>	<u>FY 19-20 Recommend</u>	<u>Change</u>
Contracted Services	244,200	244,125.00	244,125	244,125.00	252,000	3%
<b>Total</b>	<b>244,200</b>	<b>244,125.00</b>	<b>244,125</b>	<b>244,125.00</b>	<b>252,000</b>	<b>3%</b>

**Department Highlights**

The Town contracts with Boiling Springs Fire & Rescue for fire protection services. The contract stipulates the Town provide funding equivalent to the fire district tax levied by the County. The county fire tax rate is 8.75 cents.

## **STREETS**

<b><u>Streets (Non-Powell)</u></b>	<b><u>FY 17-18 Budget</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Budget</u></b>	<b><u>FY 18-19 Projected</u></b>	<b><u>FY 19-20 Recommend</u></b>	<b><u>Change</u></b>
Supplies and Materials	2,000	-	1,000		1,000	0%
Street Lighting	45,000	44,192.09	45,000	44,467.30	45,000	0%
Street Contracted Services						
Street Name Signs	1,000	123.28	1,000	333.60	1,000	0%
<b>Total</b>	<b>48,000</b>	<b>44,315.37</b>	<b>47,000</b>	<b>44,800.90</b>	<b>47,000</b>	<b>0%</b>

### **Department Highlights**

The street department budget consists primarily of street lighting costs paid to Duke Energy. It also includes modest funding for continued LED retrofits to the Town's holiday lights.

## **POWELL BILL**

<b><u>Streets (Powell Bill)</u></b>	<b><u>FY 17-18 Budget</u></b>	<b><u>FY 17-18 Actual</u></b>	<b><u>FY 18-19 Budget</u></b>	<b><u>FY 18-19 Projected</u></b>	<b><u>FY 19-20 Recommend</u></b>	<b><u>Change</u></b>
Part-time Wages						
Part-time Benefits (FICA)						
Professional Services		-				
Maintenance/Repair Streets			10,000		10,000	0%
Maintenance/Repair Vehicle						
Supplies and Materials	1,500	1,202.80		497.40		0%
Maintenance to Equipment						
Gasoline						
Contracted Services	126,000	11,628.75	178,700	167,316.70	262,900	47%
Insurance and Bonds	2,500	2,414.00	2,500	2,552.00	3,000	20%
Transfer to Reserves	1,000	1,000.00				
Capital outlay						
<b>Total</b>	<b>131,000</b>	<b>16,245.55</b>	<b>191,200</b>	<b>170,366.10</b>	<b>275,900</b>	<b>44%</b>

### **Powel Bill Highlights**

The Town is projected to receive \$123,900 in Powell Bill funding from the state. Accordingly, \$81,900 is allocated to resurface streets as prioritized by the Street CIP completed in FY 16/17, \$3,000 for insurance and bonds, \$10,000 is provided for street sweeping services, \$10,000 is provided for patching and other repairs identified throughout the year, and \$26,000 is allocated for sidewalk extensions. An additional \$145,000 is being allocated out of Powell Bill Reserve Funds to expedite the Street CIP resurfacing project.

CIP Resurfacing	\$226,900
Surface Patching	\$10,000
Sidewalk Projects	\$26,000
Street Sweeping	\$10,000
Insurance and Bonds	\$3,000

## SOLID WASTE

<u>Solid Waste</u>	<u>FY 17-18 Budget</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Budget</u>	<u>FY 18-19 Projected</u>	<u>FY 19-20 Recommend</u>	<u>Change</u>
Salary and Wages	80,300	80,120.01	97,300	101,315.20	87,300	-10%
Part-time Wages	6,500	6,259.00	22,400	21,154.33	25,000	
401k	3,500	3,057.00	6,200	4,900.00	5,700	-8%
Payroll Tax	7,400	6,623.93	8,100	9,369.11	6,700	-17%
Retirement	5,000	4,641.10	7,100	7,717.75	8,000	13%
Group Insurance	17,900	16,690.58	18,000	17,341.90	13,500	-25%
Uniforms	3,000	2,919.09	2,500	4,505.79	3,760	50%
Maint to Building and Grounds	500	-	5,500	3,541.66	500	-91%
Maintenance/Repair Vehicle	26,500	26,186.26	26,825	24,771.52	28,000	4%
Supplies and Materials	12,000	11,780.30	6,000	8,123.56	12,000	100%
Telephone	2,450	2,402.26	2,100	2,340.91	2,500	19%
Utilities	1,000	790.24	800	884.47	800	0%
Maintenance to Equipment	8,450	6,340.69	5,000	640.19	5,000	0%
Gasoline	15,000	13,408.67	15,000	15,938.51	16,000	7%
Contracted Services	107,500	107,283.68	101,500	99,033.12	103,000	1%
Capital Outlay			190,000	193,381.03	5,000	-97%
Non-capital equipment purchases	2,500	1,449.24	1,600	1,571.50	2,500	56%
Debt Service - Principal and Interest		-				0%
Capital reserve - trash truck	25,000	25,000.00	25,000	25,000.00	25,000	
<b>Total</b>	<b>324,500</b>	<b>314,952.05</b>	<b>540,925</b>	<b>541,530.55</b>	<b>350,260</b>	<b>-35%</b>

### Solid Waste Highlights

The Town made the last debt payment on the 2012 Lodal garbage collection truck in FY 16/17. The debt payment for that vehicle was \$30,000. The budget allocates \$25,000 to reserves to continue saving for the next truck purchase in the possible near future. This is the third year the Town has allocated \$25,000 to reserves for a new trash truck. The budget also funds a fence at the Town's solid waste facility on Clearwater Road and additional garbage and recycling cans.

### Solid Waste Personnel

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
SW Worker	1/24/2002	17	9
SW Worker	11/6/2017	1	9
Utilities Supervisor (.50)	4/6/2017	2	21

### Solid Waste Equipment

2018 ODB Leaf Vacuum Truck	2004 Lodal Garbage Truck (Spare)
2013 Leaf Vacuum Trailer	1999 International Dump Truck (Spare)
2012 Lodal Garbage Truck	1996 Wood Chipper Trailer
2011 Ford Dump Truck	1990 Leaf Vacuum Trailer (Declare Surplus)

## RECREATION

<u>Recreation</u>	<u>FY 17-18 Budget</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Budget</u>	<u>FY 18-19 Projected</u>	<u>FY 19-20 Recommend</u>	<u>%Change</u>
Salary and Wages	71,700	70,537.07	75,200	76,499.20	77,000	2%
Part-time Wages	-	-	-	-	-	-
401k	3,600	3,577.00	3,800	3,824.00	3,900	3%
Payroll Tax	5,900	5,459.38	6,200	5,852.28	5,900	-5%
Retirement	5,900	5,419.04	5,500	6,026.17	7,000	27%
Group Insurance	6,125	6,098.94	6,000	6,650.13	6,800	13%
Uniforms	1,500	1,451.84	1,000	1,513.24	1,000	0%
Maint. to Buildings and Grounds	3,100	753.00	1,200	324.74	2,000	67%
Maintenance/Repair Vehicle	2,000	1,098.76	2,800	2,667.79	2,000	-29%
Supplies and Materials	3,000	1,106.69	1,000	531.53	2,000	100%
Telephone	2,200	2,120.59	2,000	2,343.12	2,000	0%
Utilities	1,700	1,014.49	1,000	972.11	1,000	0%
Maintenance to Equipment	1,500	1,447.18	1,675	3,038.61	1,500	-10%
Gasoline	2,500	1,886.49	2,200	1,500.47	2,500	14%
Greenway Request	4,000	2,008.98	2,000	1,222.19	7,800	290%
Contracted Services - YMCA	57,600	57,000.00	58,425	58,425.00	59,600	2%
Contracted Services	13,500	8,650.00	-	-	-	-
Library Expenses	23,500	23,500.00	23,500	23,500.00	23,500	0%
Museum Expenses	575	-	-	-	-	0%
Miscellaneous	7,000	4,961.25	7,000	-	8,000	14%
Capital Outlay	-	-	-	-	5,000	0%
Non-capital equipment purchase	-	-	-	-	-	-
<b>Total</b>	<b>216,900</b>	<b>198,090.70</b>	<b>200,500</b>	<b>194,890.58</b>	<b>218,500</b>	<b>9%</b>

### Department Highlights

The Town signed a 3-year agreement with the YMCA in 2017. This agreement creates a partnership between the Town and YMCA providing recreation and wellness services and programs to residents for free or reduced pricing. The budget includes a 2% increase in payment to the YMCA and additional Broad River Greenway funds.

The Town budgeted \$5,000 of funds not spent in FY 17/18 in FY 18/19 to revise and solidify the Park Master Plan and submit the PARTF application. The Town did not submit for PARTF, but received funding from the Department of Natural and Cultural Resources and Cleveland County Government to begin construction of Phase I in the amount of \$230,000 total.

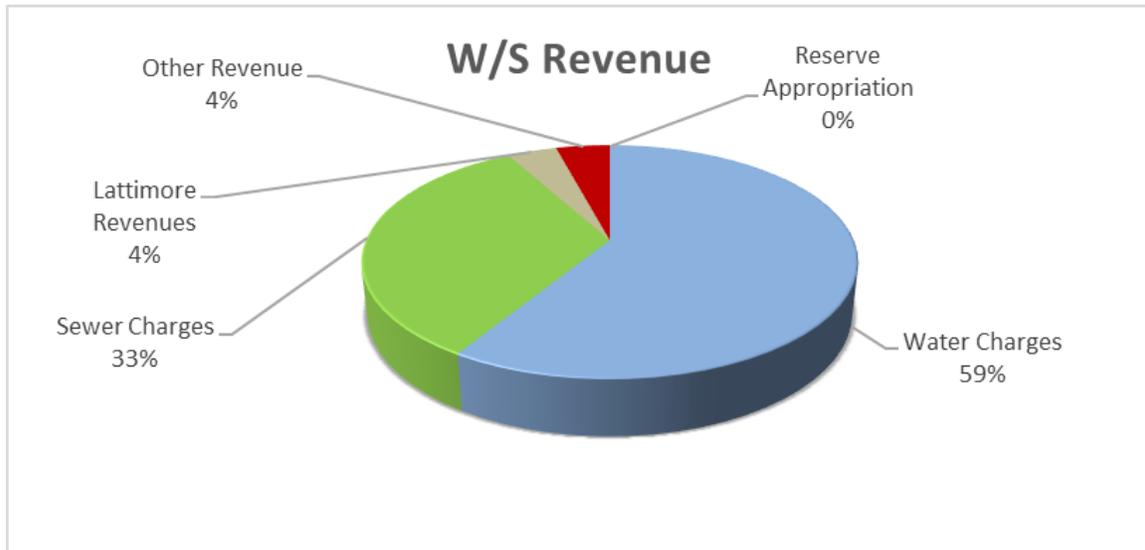
### Recreation Personnel

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Park Ranger	8/2/2001	18	16
Maintenance Worker	4/21/2007	12	9

### Recreation Vehicles

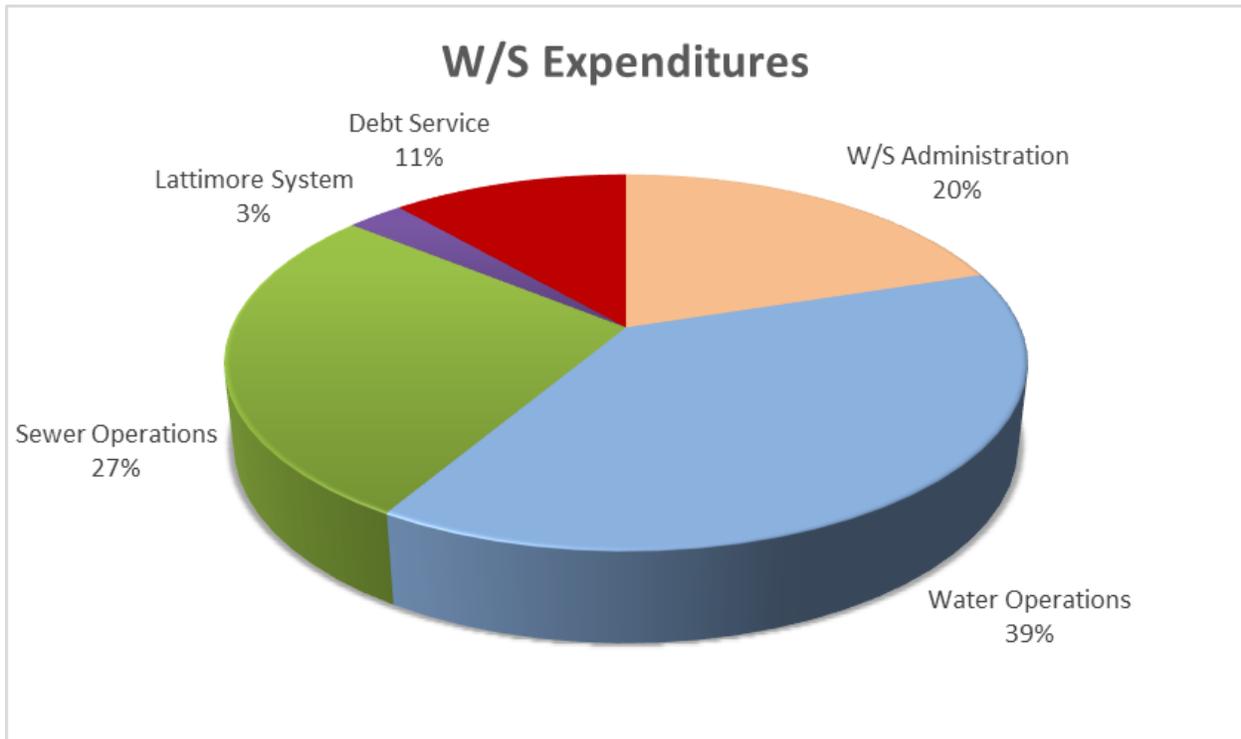
2007 Ford F150 (General Maintenance)	1996 Chevrolet Pickup (Park Ranger)
2005 Dodge Pickup (Towing Vehicle)	

## ENTERPRISE FUND REVENUES



<u>W/S Revenues</u>	<u>FY 17-18 Budget</u>	<u>FY 17-18 Actual</u>	<u>FY 18-19 Budget</u>	<u>FY 18-19 Projected</u>	<u>FY 19-20 Proposed</u>	<u>Change</u>
Late and Reconnect Fees	\$ 36,000	\$ 42,140.00	36,000	\$ 38,666.67	36,000	0%
New Connection Fees	\$ 3,000	\$ 14,856.00	14,000	\$ 8,680.00	10,000	-29%
Water Charges	\$ 880,000	\$ 823,863.58	950,000	\$ 918,716.92	<b>1,003,600</b>	6%
Wastewater Charges	\$ 500,000	\$ 489,199.12	533,000	\$ 547,829.83	<b>565,000</b>	6%
Lattimore Charges	\$ 35,000	\$ 31,252.31	45,000	\$ 34,654.85	56,000	24%
Lattimore Reimburse	\$ 12,600	\$ 12,400.42	-	\$ 5,390.61	10,000	0%
Investment Income	\$ 2,000	\$ 2,635.35	3,000	\$ 5,522.32	5,400	80%
Profit/(Loss) on Sale of Fixed Assets				\$ 50.00		
Miscellaneous Revenue	\$ 20,000	\$ 18,888.00	20,000	\$ 17,633.49	20,000	0%
Reserve Appropriation						
<b>Total</b>	<b>\$ 1,488,600</b>	<b>\$ 1,435,234.78</b>	<b>\$ 1,601,000</b>	<b>\$ 1,577,144.69</b>	<b>1,706,000</b>	<b>7%</b>

## ENTERPRISE FUND EXPENSES



### ENTERPRISE FUND OVERVIEW

The public enterprise fund consists of the Town's water and sewer utilities. The Town's enterprise fund is commercial in nature and is financially self-supporting. The Town purchases water from the City of Shelby and distributes it to customers through its own water distribution system. The Town also operates a sewer collection system and its own sewer treatment plant. The operating budget for the Water/Sewer Fund is just over 1.7 million dollars. Debt service, paying down principal and interest on loans, accounts for 11% of expenses in the enterprise fund this year.

The Town contracted for a Water/Sewer Fund Capital Improvement Plan (CIP) in 2017-2018. There are areas of town without sewer service. Many of these residents have aging septic systems that are due to fail. In order to run lines to these areas, replace aging infrastructure, and make necessary improvements to the waste water treatment plant, the Town needs to officially adopt the CIP and raise water and sewer rates to fund it. This budget reflects an increase in water and sewer rates.

## W&S ADMINISTRATION

W&S Administration	FY 17-18	FY 17-18	FY 18-19	FY 18-19	FY 19-20	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 97,800	\$ 95,181.60	\$ 112,300	\$ 121,028.71	142,100	27%
401k	\$ 4,900	\$ 4,500.00	\$ 5,700	\$ 5,154.67	7,200	26%
Payroll Tax	\$ 7,500	\$ 7,451.03	\$ 9,000	\$ 9,258.91	11,300	26%
Retirement	\$ 7,400	\$ 7,334.08	\$ 8,200	\$ 9,271.88	12,900	57%
Group Insurance	\$ 13,250	\$ 12,153.68	\$ 12,000	\$ 13,259.47	20,300	69%
Professional Services	\$ 6,500	\$ 5,000.00	\$ 6,000	\$ 8,530.00	6,000	0%
Maintenance to Buildings and Grounds	\$ 5,500	\$ 4,812.57	\$ 5,500	\$ 8,029.87	5,500	0%
Supplies and Materials	\$ 9,000	\$ 8,129.42	\$ 7,200	\$ 6,330.43	9,000	25%
Training	\$ 1,000	\$ 159.52	\$ 500	\$ 263.07	1,000	100%
Travel						
Telephone	\$ 5,700	\$ 5,633.87	\$ 4,800	\$ 4,486.48	4,500	-6%
Utilities	\$ 6,500	\$ 5,651.61	\$ 5,800	\$ 5,656.31	6,500	12%
Postage	\$ 11,000	\$ 8,384.99	\$ 9,500	\$ 9,960.63	11,000	16%
Maintenance to Equipment	\$ 4,100	\$ 3,178.20	\$ 1,800	\$ 3,250.93	1,000	-44%
Advertising	\$ 500	\$ 101.80	\$ 500	\$ 120.00	500	0%
Dues and Subscriptions	\$ 6,000	\$ 5,826.58	\$ 5,600	\$ 4,731.69	5,000	-11%
Contracted Services	\$ 24,300	\$ 19,369.11	\$ 22,000	\$ 24,982.53	22,000	0%
Insurance and Bonds	\$ 46,000	\$ 45,854.00	\$ 42,000	\$ 48,461.00	50,000	19%
Depreciation						
Bad debt expense						
Contingency						
Miscellaneous	\$ 350				350	
Capital Outlay						
Non-capital equipment purchases	\$ 2,000	\$ 1,597.52	\$ 1,000		2,000	100%
Capital Reserve			\$ 53,900		25,000	
Debt Service	\$ 34,000	\$ 32,762.02	\$ 34,000	\$ 32,234.64	34,000	0%
Transfer to Capital Project						
<b>Total</b>	<b>\$ 293,300</b>	<b>\$ 273,081.60</b>	<b>\$ 347,300</b>	<b>\$ 315,011.22</b>	<b>377,150</b>	<b>9%</b>

### Department Highlights

The Water/Sewer Administration department covers the managerial and billing functions for the Town's water and sewer utilities. Due to the amount of telephone and foot traffic in the Town Hall for utility-related issues, 50% of the newly created Administrative Assistant position, is budgeted to Water and Sewer Administration.

### W&S Administration Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Utilities Supervisor (.50)	4/6/2017	2	21
Public Works Director (.75)	6/17/2006	13	25
Utility Billing Clerk	11/23/2015	3	14
Town Manager (.25)	3/26/2018	1	-
Administrative Assistant (.50)	-	-	14

### W&S Administration Equipment

2016 Ford F150 (PW Director)	2008 Ford Ranger (Spare Vehicle)
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## WATER OPERATIONS

Water Operations	FY 17-18	FY 17-18	FY 18-19	FY 18-19	FY 19-20	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 69,700	\$ 68,390.44	\$ 76,400	\$ 75,539.55	72,000	-6%
Part-time Wages						
401k	\$ 3,500	\$ 3,482.00	\$ 3,900	\$ 3,777.33	3,600	-8%
Payroll Tax	\$ 5,600	\$ 5,327.19	\$ 6,300	\$ 5,778.80	6,000	-5%
Retirement	\$ 5,800	\$ 5,240.03	\$ 5,600	\$ 5,913.31	6,600	18%
Group Insurance	\$ 13,250	\$ 12,153.68	\$ 12,000	\$ 13,259.47	13,500	13%
Uniforms	\$ 3,500	\$ 3,471.07	\$ 3,000	\$ 3,603.32	3,000	0%
Maintenance to Building and Grounds	\$ 15,000	\$ 6,732.08	\$ 1,000	\$ 241.67	2,000	
Maintenance/Repair Vehicle	\$ 2,000	\$ 1,366.47	\$ 2,000	\$ 1,190.93	2,000	0%
Supplies and Materials	\$ 30,500	\$ 30,131.92	\$ 23,000	\$ 22,994.66	29,000	26%
Water Purchases - City of Shelby	\$ 344,300	\$ 328,966.95	\$ 350,000	\$ 336,239.45	350,000	0%
Training	\$ 1,100	\$ 1,053.39			500	
Telephone	\$ 1,900	\$ 1,863.98	\$ 1,600	\$ 2,381.36	1,600	0%
Utilities	\$ 2,800	\$ 2,761.88	\$ 2,000	\$ 3,374.71	2,000	0%
Maintenance to Equipment	\$ 4,000	\$ 3,829.47	\$ 4,000	\$ 2,028.56	4,000	0%
Gasoline	\$ 6,700	\$ 6,006.80	\$ 6,000	\$ 7,303.80	8,000	33%
Contracted Services	\$ 47,100	\$ 43,770.35	\$ 68,000	\$ 60,147.30	62,500	-8%
Capital Outlay - Equipment	6,000	\$ 5,595.00	58,000	\$ 59,128.05	43,500	-25%
Non-capital equipment purchases	\$ 2,700	\$ 1,875.52			8,650	
Capital Outlay - Lines	\$ 20,000		\$ 5,000		38,000	
Capital Reserve - Water Tank outside						
Water Debt Service (Principal and Interest)	\$ 88,600	\$ 88,541.82	\$ 88,600	\$ 88,541.82	88,600	0%
<b>Total</b>	<b>\$ 674,050</b>	<b>\$ 620,560.04</b>	<b>\$ 716,400</b>	<b>\$ 691,444.09</b>	<b>745,050</b>	<b>4%</b>

### Water Operation Highlights

The Town entered into an asset maintenance program with Utility Service Group in 2017-2018. Utility Service Group will repaint and make several overhaul repairs to the water tower and take over all maintenance and record keeping on the Town's water tank. This budget also funds a new utility truck, an excavator trailer, and bucket thumb, amongst other necessary improvements to the water system. Funds are also included to repaint the water tower with updated Town graphics and a Gardner-Webb University logo.

### Water Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Utilities Maint Worker	11/4/2002	17	11
Utilities Maint Worker	2/4/1993	26	11

### Water Operations Equipment

2019 Ford F250 4x4 (PROPOSED)	2019 Ford F250 4x4
Mini Excavator	1995 Ford Backhoe

## SEWER OPERATIONS

Sewer Operations	FY 17-18	FY 17-18	FY 18-19	FY 18-19	FY 19-20	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 102,300	\$ 74,877.91	\$ 103,900	\$ 61,568.99	106,600	3%
Part-time Wages						
401k	\$ 6,200	\$ 2,640.50	\$ 5,200	\$ 1,150.00	5,400	4%
Payroll Tax	\$ 10,200	\$ 5,511.51	\$ 8,700	\$ 5,470.37	8,900	2%
Retirement	\$ 9,000	\$ 2,149.38	\$ 7,600	\$ 10,686.00	9,700	28%
Group Insurance	\$ 18,350	\$ 17,340.64	\$ 24,000	\$ 9,301.57	27,000	13%
Uniforms	\$ 4,000	\$ 3,921.75	\$ 4,000	\$ 2,412.37	4,000	0%
Maintenance to Buildings and Grounds	\$ 3,000	\$ 2,954.55	\$ 1,000	\$ 1,716.36	1,000	0%
Maintenance/Repair Vehicle	\$ 10,000	\$ 7,804.13	\$ 10,000	\$ 7,968.87	5,000	-50%
Supplies and Materials	\$ 20,000	\$ 18,103.90	\$ 20,000	\$ 27,551.00	27,500	38%
Maintenance to Sewer System	\$ 11,000	\$ 3,727.56	\$ 10,000	\$ 3,271.11	10,000	0%
Training	\$ 2,000	\$ 535.00	\$ 2,000	\$ 1,991.69	2,500	25%
Travel						
Telephone	\$ 7,100	\$ 7,061.32	\$ 6,300	\$ 8,145.61	6,500	3%
Utilities	\$ 62,000	\$ 55,634.29	\$ 57,000	\$ 66,706.73	62,000	9%
Maintenance to Equipment	\$ 19,000	\$ 14,724.88	\$ 18,000	\$ 28,134.39	18,000	0%
Gasoline	\$ 7,500	\$ 7,454.74	\$ 7,000	\$ 6,536.21	6,000	-14%
Contracted Services	\$ 27,000	\$ 26,887.92	\$ 15,000	\$ 31,951.75	26,000	73%
Capital Outlay - Equipment	\$ 72,000	\$ 65,352.65	\$ 120,800	\$ 97,997.64	32,000	-74%
Non-capital equipment purchase	\$ 7,000	\$ 3,206.38	\$ 4,500	\$ 4,163.00		-100%
Capital Outlay - Infrastructure					108,000	
Sewer Debt Service (Principal and Interest)	\$ 76,000	\$ 73,244.20	\$ 71,900	\$ 71,837.56	71,900	0%
<b>Total</b>	<b>\$ 473,650</b>	<b>\$ 393,133.21</b>	<b>\$ 496,900</b>	<b>\$ 448,561.22</b>	<b>538,000</b>	<b>8%</b>

### Sewer Operation Highlights

The Sewer department has a number of equipment, repair, and infrastructure needs. A utility vehicle for use in right-of-ways and rebuilding a blower have been budgeted as well as an expansion to the Wastewater Treatment Plant operations building. This budget anticipates receiving financial assistance for an expansion to the sewer system on Holland Drive that is contingent upon receiving State funds. Both the building expansion and Holland Drive sewer line expansion are parts of the aforementioned CIP.

### Sewer Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
WW Supervisor (ORC)	7/26/2018	1	21
WW Operator I		0	10
WW Operator I		0	10
Utilities Maint Worker	9/17/2018	1	9

### Sewer Operations Equipment

2020 Kiota UTV 4x4 (PROPOSED)	2008 Ford Ranger (General Maintenance)
2019 Ford F250 4x4	2006 International (Septic Pump Truck)
2016 Ford F150 (ORC Vehicle)	1989 Ford (Septic Pump Truck)
2011 Ford F250 (Utility Body)	

## LATTIMORE SEWER OPERATIONS

<u>Lattimore Sewer Operations</u>	<u>FY 17-18</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 19-20</u>	<u>% Change</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Proposed</u>		
Salary and Wages	\$ 22,950	\$ 22,937.08	\$ 23,900	\$ 23,916.11	25,900		8%
401k	\$ 1,200	\$ 1,132.50	\$ 1,200	\$ 362.00	1,300		8%
Payroll Tax	\$ 1,800	\$ 1,731.91	\$ 2,000	\$ 1,829.51	2,100		5%
Retirement	\$ 1,900	\$ 1,738.69	\$ 1,300	\$ 575.61	2,400		85%
Maintenance to Buildings and Grounds							
Supplies and Materials	\$ 3,950		\$ 500	\$ 362.52	500		
Maintenance to Sewer System	\$ 1,000				1,000		0%
Telephone	\$ 5,200	\$ 4,867.52	\$ 5,100	\$ 5,789.41	5,800		14%
Utilities	\$ 6,600	\$ 5,519.53	\$ 5,400	\$ 6,717.53	6,800		26%
Maintenance to Equipment	\$ 3,000	\$ 1,060.00	\$ 1,000	\$ 1,038.67	1,000		0%
Gasoline							
Contracted Services							
Capital Outlay - Equipment				\$ 5,390.61			
Non-capital equipment purchase							
<b>Total</b>	<b>\$ 47,600</b>	<b>\$ 38,987.23</b>	<b>\$ 40,400</b>	<b>\$ 45,981.97</b>	<b>\$ 46,800</b>		<b>16%</b>

### Lattimore Highlights

The Town operates and maintains the sewer system in Lattimore and treats the collected wastewater. Per an Interim Agreement, Town of Lattimore residents will now pay the Outside Rate per the Water & Sewer Rate Schedule. Capital costs are directly reimbursed by the Town of Lattimore and operating expenses are recouped through the collection of monthly utility bills and availability fees from customers. Maintenance costs requiring a contracted professional are directly reimbursed by the Town of Lattimore, while general maintenance is handled by the Town of Boiling Springs.

## POSITION CLASSIFICATION & PAY PLAN

FLSA	Grade	Class	Position	Probation	Minimum	Maximum
N	9	Worker	General Maintenance Worker Solid Waste Worker Utility Maintenance Worker	\$ 23,550	\$ 24,963	\$ 38,942
N	10	Specialist	Wastewater Operator I	\$ 24,610	\$ 26,086	\$ 40,695
N	11	Specialist	Water Operator I	\$ 25,717	\$ 27,260	\$ 42,526
N	12	Specialist	Wastewater Operator II	\$ 26,874	\$ 28,487	\$ 44,440
N	13	Specialist	Water Operator II	\$ 28,084	\$ 29,769	\$ 46,439
	14	Specialist	Utility Billing Clerk Administrative Assistant	\$ 29,348	\$ 31,108	\$ 48,529
	15	Specialist		\$ 30,668	\$ 32,508	\$ 50,713
N	16	Specialist	Park Ranger	\$ 32,048	\$ 33,971	\$ 52,995
N	17	Specialist		\$ 33,490	\$ 35,500	\$ 55,380
N	18	Specialist	School Resource Officer I Police Officer I	\$ 34,998	\$ 37,097	\$ 57,872
N	19	Specialist	School Resource Officer II Police Officer II	\$ 36,572	\$ 38,767	\$ 60,476
E	20	Supervisor	Police Sergeant/Investigator	\$ 38,218	\$ 40,511	\$ 63,198
E	21	Supervisor	Utilities Supervisor Wastewater Supervisor ORC Town Clerk	\$ 39,938	\$ 42,334	\$ 66,041
E	22	Supervisor	Police Lieutenant	\$ 41,735	\$ 44,239	\$ 69,013
E	23	Management		\$ 43,613	\$ 46,230	\$ 72,119
E	24	Management		\$ 45,576	\$ 48,310	\$ 75,364
E	25	Management	Finance Director Police Chief Public Works Director	\$ 47,627	\$ 50,484	\$ 78,756