



TOWN OF BOILING SPRINGS



WORKSHOP DRAFT
ANNUAL BUDGET
FISCAL YEAR 2016-2017

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BUDGET ORDINANCE

BE IT ORDAINED by the Boiling Springs, North Carolina Town Council, 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	\$ 887,000
Sales & Use Taxes	\$ 364,000
Franchise Taxes	\$ 235,000
Solid Waste User Fees	\$ 209,500
Powell Bill Allocation	\$ 130,000
Other Revenues	\$ 109,500
Reserve Appropriation	\$ -
TOTAL REVENUES	\$ 1,935,000

B. Expenditures Authorized by Department

Administration	\$ 498,100
Police	\$ 616,400
Fire Service	\$ 135,000
Street Lighting	\$ 58,000
Streets Powell Bill	\$ 130,000
Solid Waste	\$ 292,900
Recreation	\$ 204,600
TOTAL EXPENDITURES	\$ 1,935,000

SECTION II. WATER & SEWER FUND

A. Revenues Anticipated

Water Charges	\$ 840,000
Sewer Charges	\$ 500,000
Lattimore System Charges	\$ 47,600
Other Revenues	\$ 59,000
Reserve Appropriation	\$ -
TOTAL REVENUES	\$ 1,446,600

B. Expenditures Authorized by Department

Water & Sewer Administration	\$ 287,100
Water Operations	\$ 637,700
Sewer Operations	\$ 474,100
Lattimore System	\$ 47,700
TOTAL EXPENDITURES	\$ 1,446,600

SECTION III. TAXES, RATES, FEES & CHARGES ESTABLISHED

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

FY 2016-17 General Schedule of Taxes, Fees & Charges	
Ad Valorem Tax Rate	\$0.33 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	\$260*
Zoning Compliance Permit	\$25*
Sign Compliance Permit	\$25*
Zoning Compliance Letter	\$25*
Site Plan Review	\$50*
Board of Adjustment Review	\$260*
Final Subdivision Plat Review	\$50 plus \$5 for each lot over 10*
Annexation Petition	\$200*
Street Closing Petition	\$500*
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
Garbage Inside	\$8.50
Garbage Outside	\$13.00
Garbage Commercial	\$10.50
Recycling Inside	\$3.00
Recycling Outside	\$4.50
Can Damage Fee	\$20 for second repair in any 12 month period
Facility Rentals	Set Administratively

FY 2016-17 Water & Sewer Schedule of Fees & Charges		
Description	Inside	Outside
Minimum Water Rate 0-2,000 gallons	\$17.00	\$25.00
Volumetric Water Rate 2,000-15,000 gallons	\$5.00 per 1000	\$7.50 per 1000
Volumetric Water Rate over 15,000 gallons	\$6.00 per 1000	\$8.50 per 1000
Minimum Sewer Rate 0-2,000 gallons		
Minimum Sewer Rate 0-2,000 gallons	\$17.00	\$25.00
Volumetric Sewer Rate 2,000-15,000 gallons	\$5.00 per 1000	\$7.50 per 1000
Volumetric Sewer Rate over 15,000 gallons	\$6.00 per 1000	\$8.50 per 1000
Sewer Only 0-2,000 gallons		
Sewer Only 0-2,000 gallons	NA	\$26.00
Sewer Only 2,000-15,000 gallons		
Sewer Only 2,000-15,000 gallons	NA	\$7.50 per 1000
Sewer Only over 15,000 gallons		
Sewer Only over 15,000 gallons	NA	\$8.50 per 1000

FY 2016-17 Water & Sewer Schedule of Fees & Charges		
Description	Inside	Outside
Water Deposit	\$60	\$75
Sewer Deposit	\$50	\$60
Water & Sewer Deposit	\$100	\$125
Water Tap 3/4 inch*	\$700	\$900
Water Tap 1 inch*	\$900	\$1,100
Water Tap 1.5 inch*	\$1,200	\$1,400
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*	\$400 (Irrigation Only)	\$400
Service Bill Monthly Late Fee	\$10	\$10
Service Disconnection	\$25	\$25
After-Hours Service Charge (4pm, Weekends, & Holidays)	\$25	\$25
Residential Meter Testing Fee *	\$100	\$100
Commercial or Oversize Meter Testing Fee	At Cost	At Cost
Meter Tampering Fee	\$200	\$200

*Fees and charges are due in advance of any service, public notice, ordering of supplies, or other administrative process commencing. Many fees are application or review fees and are not contingent on approval.

SECTION IV. SPECIAL AUTHORIZATIONS

The Budget Officer shall be authorized to reallocate fund appropriations within departments and move funds up to \$1000 between departments within the same fund provided that it is reported to the Town Council at their next regularly scheduled meeting so long as it does not increase or decrease the total budget for any fund.

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 2016-17. 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: Commissioner _____

Motion seconded by: Commissioner _____

With ___ Commissioners voting "aye."

With ___ Commissioners voting "no."

Adopted this the ____ day of June 2016.

Max J. Hamrick
Mayor

Attest:

Kim Greene
Clerk

BUDGET MESSAGE

*Honorable Mayor
Town Council
Town of Boiling Springs, North Carolina*

In compliance with the Local Government Budget and Fiscal Control Act and NCGS-159-11, the proposed Annual Budget for Fiscal Year 2016-17 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

In accordance with state law, Cleveland County has conducted a revaluation of all property for the 2016/17 Fiscal Year. As a result, the Town's estimated property tax base has reduced from \$274,427,000 to \$269,716,000. Staff recommend the Town levy the revenue neutral tax rate of \$0.33 cents per \$100 valuation. A revenue neutral tax rate is the rate at which the aggregate tax burden on the jurisdiction remains the same but changes for individuals. At \$0.33 cents, the town maintains a very competitive tax rate compared to other "full service" communities in Cleveland County. In Boiling Springs, the owner of a \$175,000 home will pay \$577 in property taxes to the Town. The Town's \$0.33 tax rate will be applied to this year's estimated total tax base of \$269,716,000. This new valuation reflects 1.7% reduction from the previous year. Each cent of the tax rate is projected to yield \$26,606 in revenue.

There is an 11% increase in predicted sales tax revenue driven by the economy's continuing improvement and expansion of the sales tax to previously untaxed services. There are no other notable variations in general fund revenues.

General Fund Expenses

There are changes to the General Fund expenditures from the previous Fiscal Year. Health insurance costs have reduced 3%. For the purpose of this workshop draft, general liability insurance is projected to increase 5%. This year's budget funds a merit system awarding employees up to 3% increases in base salary. Salary survey data indicates overall Boiling Springs' employees earn 89% of the average compensation for their respective positions. Even in the face of a tight budget, continuing to raise employee pay is integral to attracting and retaining a quality workforce.

Powell Bill Fund

Powell Bill revenues are expected to remain the same. Some routine resurfacing and repair is scheduled for various areas in town. The state legislature has amended the statute regarding Powell Bill funds to emphasize that the funds are primarily intended for street resurfacing. The Town must consider that future action by the legislature could limit the use of Powell Bill funding for pedestrian and storm water projects. The budget includes funding for a formal assessment of the Town’s street system and development of a resurfacing schedule.

Water / Sewer Fund

Water and Sewer rates are recommended to remain unchanged from FY16/17. Rates have remained unchanged since FY14/15. The state will require the Town to submit an updated Water/Sewer Capital Improvement Plan in 2018 and it is reasonable to assume that CIP may recommend rate increases to fund infrastructure maintenance and expansion.

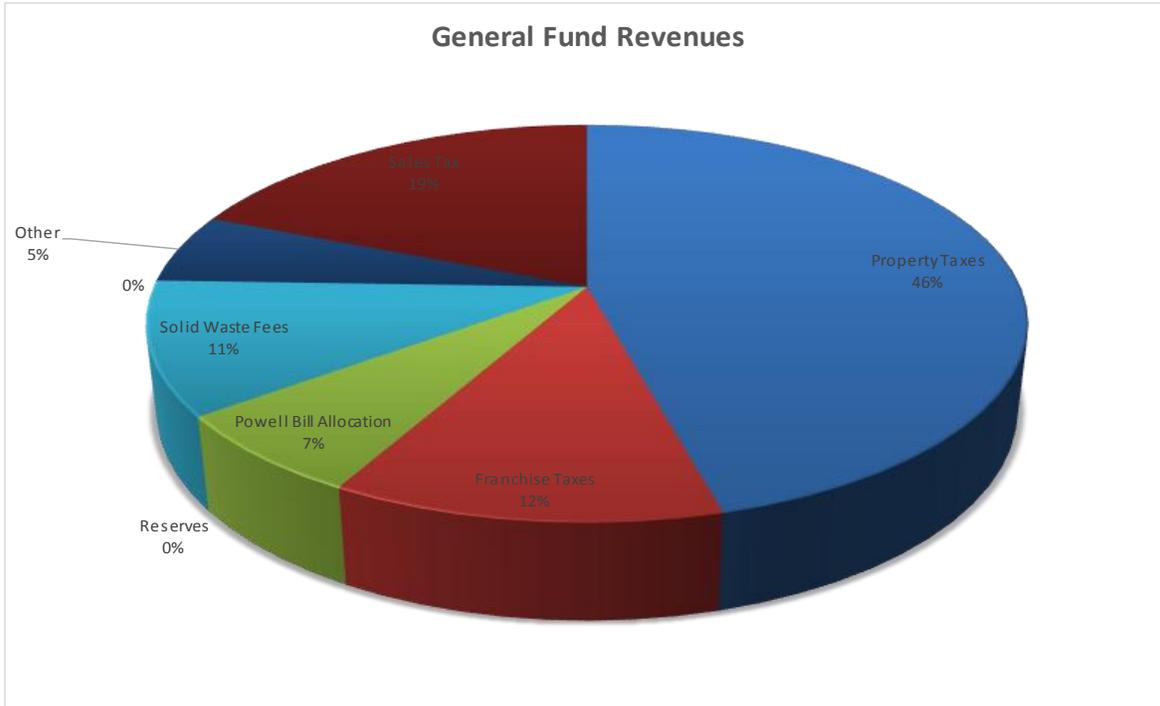
Funding for the first phase of the 2018 CIP is included in this year’s budget as well as funding for mapping of the existing water and sewer systems. The budget funds several improvements to the water system including touch up painting on the water tower and fire hydrant improvements. In FY15/16 the Sewer Department was reduced from four full time positions to three full and one part time position. This year’s budget restores the department to four positions and includes upgrades to the treatment plant.

Respectfully submitted,



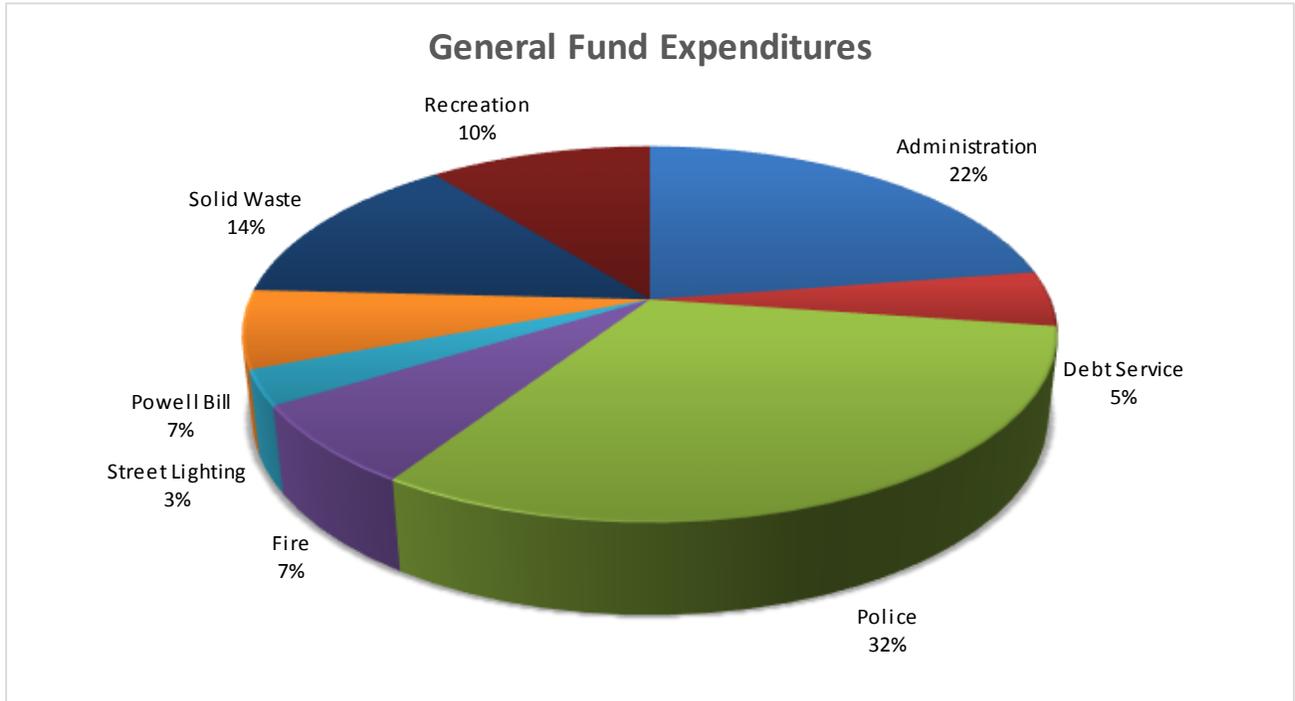
Tom Hart
Town Manager

GENERAL FUND REVENUES



Description	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Change
	Budget	Actual	Budget	Projected	Recommend	
Property Taxes - Prior Years	16,000	9,016.20	10,000	12,859.36	11,000	10%
Property Tax Penalties less Discounts	1,300	351.37	1,000	835.38	1,000	0%
Property Taxes - Current Year	863,000	869,234.88	867,000	874,559.44	875,000	0%
Court Costs, Fee and Charges	2,000	1,368.52	2,000	396.00	1,000	-50%
Privilege Licenses	2,200	1,809.50	-	-	-	0%
Library Donations	10,000	11,000.00	10,000	11,000.00	11,000	10%
LEO Grants					1,000	
Powell Bill Allocation	130,500	131,281.20	130,000	133,171.32	130,000	0%
Solid Waste Disposal Tax	3,000	2,946.33	3,000	2,954.26	3,000	0%
Utilities Franchise Tax	199,000	223,448.11	229,000	231,690.28	235,000	3%
Local Option Sales and Use Taxes	305,000	310,625.33	327,000	333,554.32	364,000	11%
Recycling Charges	50,000	46,135.50	46,500	46,650.00	46,500	0%
Investment Income - General Fund	2,500	1,896.50	2,000	1,953.30	2,500	25%
Investment Income - Powell Bill	1,500	1,393.95	1,300	1,364.50	1,500	15%
Profit/(Loss) on Sale of Fixed Assets	2,000	1,454.16			1,000	
Zoning Charges	1,500	1,070.00	1,500	790.00	1,500	0%
Solid Waste Charges	168,000	161,900.72	162,500	163,992.40	163,000	0%
Cleveland County Recreation Grant	68,000	70,424.19	71,000	69,367.26	76,000	7%
Miscellaneous Revenue	6,000	3,847.84	10,000	9,196.37	11,000	10%
Powell Bill Reserve Appropriation						
Reserve Appropriation	21,000		21,000	21,000.00		
Total	1,852,500	1,849,204.30	1,894,800	1,915,334.19	1,935,000	2%

GENERAL FUND EXPENSES



ADMINISTRATION DEPARTMENT

<u>Administration</u>	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	<u>Change</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Recommend</u>	
Salary and Wages	174,400	171,182.88	161,600	161,124.16	169,000	5%
Governing Body Salaries	8,400	8,400.00	8,400	8,400.00	11,400	36%
401k	8,600	8,523.00	7,900	8,105.00	8,300	5%
Payroll Tax	14,000	13,630.38	13,100	12,935.80	13,900	6%
Retirement	12,200	12,226.44	11,300	11,274.82	12,100	7%
Group Insurance	16,950	17,122.68	20,350	20,436.84	19,800	-3%
Professional Services	14,000	20,150.91	18,000	17,786.90	15,000	-17%
Maintenance to Building and Grounds	3,000	6,280.65	3,000	1,914.72	10,000	233%
Maintenance/Repair Vehicle			-			
Supplies and Materials	7,000	6,874.56	10,500	10,466.96	8,000	-24%
Training	3,500	2,676.22	3,000	1,512.26	3,000	0%
Travel			-			
Telephone	3,500	4,639.52	7,500	7,478.98	8,000	7%
Utilities	12,000	10,425.48	11,100	11,012.86	11,000	-1%
Postage	1,100	1,200.00	1,000	800.00	1,000	0%
Maintenance to Equipment	2,500	792.42	1,500	1,246.86	1,500	0%
Gasoline			-			
Advertising	1,000	1,842.41	1,800	1,791.44	1,800	0%
Dues and Subscriptions	15,500	16,546.51	16,000	15,398.45	16,500	3%
Property Tax Collection	17,600	18,867.75	18,600	18,305.89	17,800	-4%
Contracted Services	13,000	6,591.00	18,800	13,371.84	17,000	-10%
Insurance and Bonds	44,000	54,957.00	62,000	60,488.00	63,600	3%
Depreciation			-			
Debt Service	76,500	62,204.01	63,500	62,200.00	62,200	
Transfer to Capital Reserve		73,241.00				
Contingency	15,000		7,000		15,000	114%
Miscellaneous	7,600	2,273.86	5,000	4,381.62	6,000	20%
Capital Outlay		10,248.07	8,000		-	
Non-capital equipment purchases	2,000	4,695.03	33,800	38,742.14	6,200	-82%
Total	473,350	535,591.78	512,750	489,175.54	498,100	-3%

Administration Department Highlights

The administration budget contains several notable items. Cleaning services and landscape maintenance have been moved into the Repair and Maintenance Buildings and Grounds line item. Town Hall and several technology improvements to the Town Hall's server and related hardware.

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Town Manager (.75)	7/2/2012	4	25
Town Clerk	1/17/1990	26	16
Finance Officer	7/26/2004	12	22
Public Works Director (.25)	6/17/2006	10	23

POLICE DEPARTMENT

Police Department	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Change
	Budget	Actual	Budget	Projected	Recommend	
Salary and Wages	304,800	304,333.63	306,900	295,967.60	310,300	1%
Part-time/Reserve Wages	25,000	13,724.52	19,400	11,951.56	15,000	-23%
Separation allowance	8,000	5,690.92	8,000	6,555.08	12,200	53%
Retirement	22,200	22,434.84	23,100	21,837.06	24,900	8%
401k	15,300	15,143.00	15,900	14,984.00	15,600	-2%
Payroll Tax	27,500	24,636.06	28,400	23,627.28	27,100	-5%
Group Insurance	50,800	50,988.46	61,050	56,951.52	59,300	-3%
Uniforms	4,500	3,986.12	4,100	2,349.11		
Maintenance to Building and Grounds	1,000	120.00	1,500	1,355.64	1,500	0%
Maintenance/Repair Vehicle	15,000	26,389.42	20,000	10,051.44	20,000	0%
Supplies and Materials	4,500	3,674.81	6,200	6,108.83	11,000	77%
Training	1,000	984.69	1,000	563.48	1,000	0%
Travel				-		
Telephone	6,500	7,975.70	7,500	7,418.86	7,500	0%
Utilities	6,000	7,324.03	8,500	8,412.14	8,500	0%
Maintenance to Equipment	1,500	1,484.98	1,500	1,236.00	1,500	0%
Gasoline	39,000	23,197.04	20,200	15,752.44	21,000	4%
Contracted Services	17,500	21,967.40	22,000	20,254.85	24,000	9%
Miscellaneous	750	300.00	750	600.00	1,000	33%
Capital Outlay	31,500	39,733.75	38,600	37,068.20	38,000	-2%
Non-capital equipment purchases	9,500	2,369.92	14,240	13,723.45	17,000	19%
Total	591,850	576,459.29	608,840	556,768.54	616,400	1%

Police Department Highlights

The Police Department's operations remain largely unchanged. The budget funds a new Tahoe for patrol. The Tahoe has proven to be low maintenance and are 3 to 4 miles per gallon more fuel efficient than the older sedans they are replacing in the fleet.

The state will be removing several speed measurement radars from their list of approved equipment for writing speeding citations. Five of the police department's 6 radar units will be removed from the approved list July 2017. This year's budget replaces 2 units with the remaining 3 scheduled for replacement next fiscal year.

Police Department Personnel

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Police Chief	5/3/1999	17	23
Criminal Investigator	10/9/2003	13	14
Police Lieutenant			17
Police Officer	3/10/2010	6	13
Police Officer	6/1/2015	1	13
Police Officer	7/1/2012	4	13
Police Officer			13
Police Officer	1/28/2014	2	13
Police Officer	10/20/2015	1	13

Police Department Vehicles

2016 Chevrolet Tahoe (Marked Patrol)	2011 Dodge Charger (Marked Patrol)
2015 Chevrolet Tahoe (Marked Patrol)	2010 Dodge Charger (Marked Patrol)
2015 Chevrolet Tahoe (Marked Patrol)	2009 Dodge Charger (Move to Reserve)
2014 Chevrolet Tahoe (Unmarked Investigator)	2009 Dodge Charger (Reserve Vehicle)
2012 Dodge Charger (Marked Lt.)	2007 Dodge Charger (Admin Dept. Vehicle)
2012 Dodge Charger (Marked Patrol)	2006 Dodge Charger (Declare Surplus)
2011 Dodge Charger (Unmarked Chief)	

FIRE PROTECTION

<u>Fire Department</u>	<u>FY 14-15 Budget</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Budget</u>	<u>FY 15-16 Projected</u>	<u>FY 16-17 Recommend</u>	<u>Change</u>
Contracted Services	134,700	134,700.00	137,200	137,200.00	135,000	-2%
Total	134,700	134,700.00	137,200	137,200.00	135,000	-2%

Department Highlights

The Town contracts with Boiling Springs Fire & Rescue for fire protection services. The contract provides the fire department with the equivalent of \$0.05 of the Town’s property tax rate. Funding shows a small reduction based on the FY16/17 property revaluation.

STREETS

<u>Street Department</u>	<u>FY 14-15 Budget</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Budget</u>	<u>FY 15-16 Projected</u>	<u>FY 16-17 Recommend</u>	<u>%Change</u>
Supplies and Materials	2,000		3,000	1,193.00	4,500	50%
Street Lighting	44,500	44,577.39	44,500	44,500.00	45,000	1%
Street Contracted Services					2,000	
Street Name Signs	1,000	252.30	1,000	862.12	1,000	0%
Total	47,500	44,829.69	48,500	46,555.12	52,500	8%

Department Highlights

The street department budget includes continued LED retrofits to the Town's holiday lights and the relocation of electrical service from several old utility poles onto newly installed poles along East College and North Main.

POWELL BILL

<u>Powell Bill (Streets)</u>	<u>FY 14-15 Budget</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Budget</u>	<u>FY 15-16 Projected</u>	<u>FY 16-17 Recommend</u>	<u>Change</u>
Part-time Wages						
Part-time Benefits (FICA)						
Professional Services	500	500.00	500	198.75	500	0%
Maintenance/Repair Streets	2,000		2,000		2,300	15%
Maintenance/Repair Vehicle						
Supplies and Materials	3,500	2,736.05	3,500	752.60	4,000	14%
Maintenance to Equipment						
Gasoline						
Contracted Services	103,000	82,203.46	42,000	8,588.50	60,000	43%
Insurance and Bonds	1,500	1,830.00	2,000	2,016.00	2,200	10%
Transfer to Reserves	20,000	121,000.00	80,000	80,000.00	61,000	
Capital outlay		15,000.00				
Total	130,500	223,269.51	130,000	91,555.85	130,000	0%

Powel Bill Highlights

Last year \$80,000 was put back into Powell Bill reserves mostly to fund an ongoing pedestrian project connecting Boiling Springs Elementary School to nearby residential areas. While there are streets in need of resurfacing none are in critical condition. This year's budget funds a formal study of current street conditions and development of a long range resurfacing plan. It is recommended the Town continue patching potholes and critically damages areas but hold off on large scale resurfacing projects until the formal resurfacing plan is developed.

Surface Patching	\$50,000
Formal Study & Resurface Plan	\$10,000

SOLID WASTE

Solid Waste	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Change
	Budget	Actual	Budget	Projected	Recommend	
Salary and Wages	78,500	71,470.60	72,600	72,102.66	82,500	14%
Part-time Wages					10,000	
401k	4,000	3,025.00	3,700	2,994.00	4,700	27%
Paryoll Tax	6,700	5,454.18	9,900	9,853.24	7,000	-29%
Retirement	5,600	3,882.76	5,300	4,126.30	6,000	13%
Group Insurance	16,950	15,205.76	20,350	19,855.15	19,800	-3%
Uniforms	2,800	3,105.10	3,500	2,845.54	3,000	-14%
Maintenance to Building and Grounds	500		500	125.00	500	0%
Maintenance/Repair Vehicle	12,000	13,562.13	12,000	11,622.98	13,000	8%
Supplies and Materials	5,000	5,600.45	5,000	4,733.70	5,000	0%
Telephone	1,200	1,015.43	1,000	664.78	1,000	0%
Utilities	1,000	917.64	1,000	633.36	1,000	0%
Maintenance to Equipment	4,500	3,544.77	4,300	4,270.53	4,500	5%
Gasoline	25,000	17,715.55	13,500	12,603.22	15,000	11%
Contracted Services	77,000	87,473.96	89,000	88,972.84	90,000	1%
Capital Outlay						
Non-capital equipment purchases						
Debt Service - Principal and Interest	30,000	29,834.75	30,000	29,834.75	29,900	0%
Capital reserve - trash truck						
Total	270,750	261,808.08	271,650	265,238.05	292,900	8%

Solid Waste Highlights

Solid Waste has added a part time position as this department has been critically short staffed on multiple occasions. The position will allow the Town to maintain a more consistent level of service for residents. This service area would benefit from further automation. The 2012 Lodal will be up for replacement in FY18/19 at which time the transition from a semi-automated to fully automated system will be considered. Additionally, the spare 1990 vacuum trailer is at the end of its useful life cycle. Staff are investigating a formal RFP for an automated leaf collection vehicle.

Solid Waste Personnel

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
SW Equipment Operator	1/24/2002	14	12
SW Worker	9/22/2014	2	7
SW Worker	4/12/2016	0	7

Solid Waste Equipment

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 (Spare)
2004 Lodal Garbage Truck (Spare)	

RECREATION

Recreation	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	%Change
	Budget	Actual	Budget	Projected	Recommend	
Salary and Wages	65,800	65,697.47	67,800	66,771.22	69,800	3%
Part-time Wages			-		-	
401k	3,300	3,248.00	3,400	3,338.00	3,500	3%
Payroll Tax	5,500	4,973.21	5,600	5,107.82	5,800	4%
Retirement	4,700	4,418.87	4,800	4,601.52	5,100	6%
Group Insurance	5,650	5,727.96	6,800	6,832.68	6,600	-3%
Uniforms	1,200	1,041.66	1,200	936.98	1,000	-17%
Maintenance to Buildings and Grounds	2,000	1,043.67	1,000	777.14	1,000	0%
Maintenance/Repair Vehicle	2,000	2,502.68	2,000	978.08	2,000	0%
Supplies and Materials	3,500	1,592.33	2,000	681.40	2,000	0%
Telephone	1,000	833.65	1,000	935.34	1,000	0%
Utilities	1,200	1,656.71	1,600	1,588.24	1,600	0%
Maintenance to Equipment	1,200	2,137.32	1,500	708.94	1,500	0%
Gasoline	5,500	3,753.85	4,100	2,036.96	3,000	-27%
Greenway Request	1,500	452.06	2,500	547.96	2,600	4%
Contracted Services - YMCA	51,800	51,796.00	54,390	54,336.00	57,600	6%
Contracted Services			-		15,000	
Library Expenses	20,000	20,000.00	20,020	20,000.00	20,000	0%
Museum Expenses	500	203.00	250	291.28	500	100%
Miscellaneous	6,000	4,598.41	5,000	4,929.86	5,000	0%
Capital Outlay	21,500					
Non-capital equipment purchase			900	871.50		
Total	203,850	175,676.85	185,860	176,270.92	204,600	10%

Department Highlights

Improvements have been made to the Town Park over the last couple years however further improvement is needed to meet community expectations. When plans further improvement were considered it became clear to staff a unified plan is needed. The budget allocates \$15,000 for the creation of Park Master Plan which will involve several public workshops and result in a phased plan for redeveloping and revitalizing the Town Park. This process will be integral to any future applications for funding from the Parks and Recreation Trust Fund (PART-F).

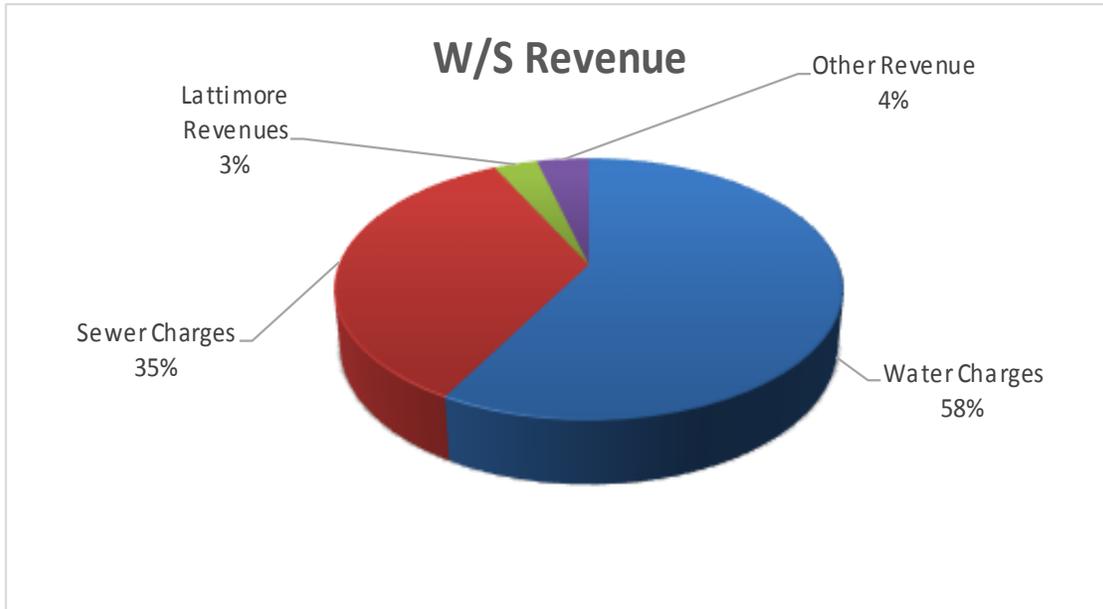
Recreation Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Park Ranger	8/2/2001	15	13
Park Maint Worker	4/21/2007	9	7

Recreation Vehicles

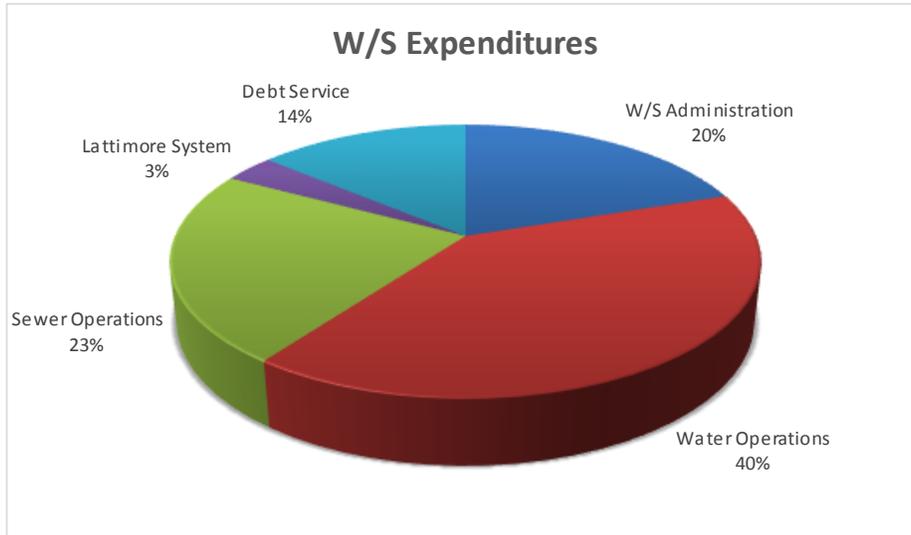
1996 Chevrolet Pickup (Park Ranger)	1995 Chevrolet Pickup (Maintenance Vehicle)

ENTERPRISE FUND REVENUES



<u>W/S Revenues</u>	<u>FY 14-15 Budget</u>	<u>FY 14-15 Actual</u>	<u>FY 15-16 Budget</u>	<u>FY 15-16 Projected</u>	<u>FY 16-17 Proposed</u>	<u>Change</u>
Late and Reconnect Fees	\$ 28,000	\$ 41,325.50	\$ 30,000	\$ 37,340.00	35,000	17%
New Connection Fees	\$ 5,000	\$ 4,610.67	\$ 5,000	\$ 2,060.00	2,000	-60%
Water Charges	\$ 860,000	\$ 876,702.94	\$ 835,000	\$ 838,712.84	840,000	1%
Wastewater Charges	\$ 485,000	\$ 495,685.31	\$ 500,000	\$ 502,913.06	500,000	0%
Lattimore Charges	\$ 35,000	\$ 35,272.83	\$ 35,000	\$ 35,380.68	35,000	0%
Lattimore Reimburse	\$ 12,600	\$ 9,395.40	\$ 12,600	\$ 19,870.14	12,600	0%
Investment Income	\$ 1,500	\$ 2,480.87	\$ 1,800	\$ 1,966.16	2,000	11%
Profit/ (Loss) on Sale of Fixed Assets		\$ 1,609.75	\$ 30,780	\$ 30,780.00		
Miscellaneous Revenue	\$ 24,000	\$ 19,787.36	\$ 20,000	\$ 23,318.04	20,000	0%
Reserve Appropriation	\$ 275,000		\$ -		-	
Total	\$ 1,726,100	\$ 1,486,870.63	\$ 1,470,180	\$ 1,492,340.92	1,446,600	-2%

ENTERPRISE FUND EXPENSES



W&S ADMINISTRATION

<u>W&S Administration</u>	<u>FY 14-15</u> <u>Budget</u>	<u>FY 14-15</u> <u>Actual</u>	<u>FY 15-16</u> <u>Recommended</u>	<u>FY 15-16</u> <u>Projected</u>	<u>FY 16-17</u> <u>Proposed</u>	<u>% Change</u>
Salary and Wages	\$ 93,900	\$ 73,925.28	\$ 88,100	\$ 85,110.14	90,300	2%
401k	\$ 4,700	\$ 3,695.00	\$ 4,700	\$ 3,851.00	4,600	-2%
Payroll Tax	\$ 7,600	\$ 5,572.64	\$ 7,600	\$ 6,510.93	7,400	-3%
Retirement	\$ 6,700	\$ 5,220.79	\$ 6,700	\$ 5,316.46	6,600	-1%
Group Insurance	\$ 13,600	\$ 11,415.12	\$ 13,600	\$ 13,624.56	13,200	-3%
Professional Services	\$ 9,500	\$ 10,005.00	\$ 9,500	\$ 5,500.00	6,000	-37%
Maintenance to Buildings and Grounds	\$ 500	\$ 162.50	\$ 1,300	\$ 1,294.52	14,000	977%
Supplies and Materials	\$ 6,000	\$ 4,918.18	\$ 8,200	\$ 8,127.60	9,000	10%
Training	\$ 500	\$ 319.85	\$ 500	\$ 43.70	1,000	100%
Travel						
Telephone	\$ 3,800	\$ 2,376.64	\$ 4,500	\$ 4,483.78	4,500	0%
Utilities	\$ 6,000	\$ 6,562.82	\$ 6,600	\$ 6,523.20	6,500	-2%
Postage	\$ 8,000	\$ 9,565.54	\$ 9,500	\$ 9,494.10	10,000	5%
Maintenance to Equipment	\$ 2,000	\$ 3,216.33	\$ 2,000	\$ 982.47	1,000	-50%
Advertising	\$ 450	\$ 229.72	\$ 450	\$ 332.56	500	11%
Dues and Subscriptions	\$ 6,500	\$ 7,196.14	\$ 6,500	\$ 4,231.35	5,000	-23%
Contracted Services	\$ 16,000	\$ 3,228.04	\$ 16,000	\$ 10,484.00	32,000	100%
Insurance and Bonds	\$ 37,000	\$ 34,805.00	\$ 37,000	\$ 38,310.00	40,000	8%
Depreciation						
Bad debt expense						
Contingency						
Miscellaneous						
Capital Outlay	\$ 16,000		\$ 46,780	\$ 45,780.00		-100%
Non-capital equipment purchases	\$ 31,500	\$ 5,787.57	\$ 31,500	\$ 18,652.67	2,000	-94%
Capital Reserve	\$ 15,000	\$ 646,100.00	\$ 15,000	\$ 15,000.00		
Debt Service	\$ 34,200	\$ 33,494.46	\$ 34,200	\$ 34,168.00	33,500	-2%
Transfer to Capital Project						
Total	\$ 319,450	\$ 867,796.62	\$ 350,230	\$ 317,821.04	287,100	-18%

Department Highlights

The Water/Sewer Administration department covers the managerial and billing functions for the Town’s water and sewer utilities. Notable funded items include the first phase of the Water & Sewer Capital Improvement plan that will be due to the state in 2018. The Maintenance to Building and Grounds line item includes a share of the facility upkeep costs with the general fund administration department and \$8,500 for repairs to the roof of the Public Works facility.

W&S Administration Personnel

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Public Works Director (.75)	6/17/2006	10	23
Town Manager (.25)	7/2/2012	4	25
Billing Clerk	11/23/2015	0	11

W&S Administration Equipment

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

Water Operations	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	% Change
	Budget	Actual	Recommended	Projected	Proposed	
Salary and Wages	\$ 60,500	\$ 63,218.43	\$ 66,000	\$ 65,795.74	67,900	3%
Part-time Wages						
401k	\$ 3,100	\$ 3,144.00	\$ 3,300	\$ 3,284.00	3,400	3%
Payroll Tax	\$ 5,100	\$ 4,808.31	\$ 5,500	\$ 5,033.42	5,600	2%
Retirement	\$ 4,300	\$ 4,443.73	\$ 4,700	\$ 4,599.22	5,000	6%
Group Insurance	\$ 11,300	\$ 11,415.12	\$ 13,600	\$ 13,624.56	13,200	-3%
Uniforms	\$ 3,200	\$ 2,945.79	\$ 3,200	\$ 2,550.16	3,000	-6%
Maintenance to Building and Grounds	\$ 2,000	\$ 182.20	\$ -			
Maintenance/Repair Vehicle	\$ 2,000	\$ 2,716.31	\$ 2,000	\$ 1,106.38	2,000	0%
Supplies and Materials	\$ 15,000	\$ 16,561.44	\$ 18,000	\$ 16,075.28	18,000	0%
Water Purchases - City of Shelby	\$ 339,000	\$ 344,829.29	\$ 352,300	\$ 352,243.82	355,000	1%
Training	\$ 500		\$ 500	\$ 75.00		-100%
Telephone	\$ 2,000	\$ 1,713.47	\$ 2,000	\$ 1,537.80	1,600	-20%
Utilities	\$ 2,600	\$ 2,690.75	\$ 2,600	\$ 1,960.88	2,000	-23%
Maintenance to Equipment	\$ 4,000	\$ 1,854.00	\$ 4,600	\$ 3,947.26	4,000	-13%
Gasoline	\$ 10,000	\$ 7,458.35	\$ 6,700	\$ 6,103.04	8,000	19%
Contracted Services	\$ 11,000	\$ 18,796.09	\$ 13,400	\$ 25,195.00	30,400	127%
Capital Outlay - Equipment						
Non-capital equipment purchases		\$ 788.95	\$ 5,000	\$ 5,000.00		
Capital Outlay - Lines	\$ 20,000		\$ 76,000	\$ 55,354.24	30,000	
Capital Reserve - Water Tank outside						
Water Debt Service (Principal and Interest)	\$ 98,600	\$ 88,541.82	\$ 88,600	\$ 88,541.82	88,600	0%
Total	\$ 594,200	\$ 576,108.05	\$ 668,000	\$ 652,027.62	637,700	-5%

Water Operation Highlights

Last year's budget included several facility and equipment improvements that have greatly increased the Town's ability to quickly and effectively respond to water system leaks. This year the budget funds touch up painting on the water tower although a full repaint will be needed at some point in the next several years. After several hydrants replacements in FY15/16, all hydrants are now up to Town specifications. All hydrants are 3-way connection hydrants with isolation valves. This budget allocates \$10,000 to start raising several hydrants to improve their function during emergencies. There is also funding to begin GIS mapping of the Town's water system.

Water Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Utilities Maint Worker	11/4/2002	14	8
Utilities Maint Worker	2/4/1993	23	8

Water Operations Equipment

2011 Ford F250 (Utility Body)	1995 Ford Backhoe

SEWER OPERATIONS

Sewer Operations	FY 14-15	FY 14-15	FY 15-16	FY 15-16	FY 16-17	% Change
	Budget	Actual	Recommended	Projected	Proposed	
Salary and Wages	\$ 98,800	\$ 87,124.77	\$ 71,800	\$ 71,623.04	121,900	70%
Part-time Wages			\$ 13,200	\$ 13,211.00		
401k	\$ 5,000	\$ 3,346.50	\$ 3,900	\$ 3,301.00	6,100	56%
Payroll Tax	\$ 8,300	\$ 6,731.89	\$ 6,200	\$ 6,489.84	10,100	63%
Retirement	\$ 7,000	\$ 5,261.29	\$ 5,000	\$ 4,629.48	8,900	78%
Group Insurance	\$ 22,600	\$ 18,165.18	\$ 20,350	\$ 20,438.44	19,800	-3%
Uniforms	\$ 4,000	\$ 4,595.09	\$ 5,000	\$ 2,860.06	4,000	-20%
Maintenance to Buildings and Grounds	\$ 2,000	\$ 319.56	\$ 2,000	\$ 14.70	500	-75%
Maintenance/Repair Vehicle	\$ 4,000	\$ 5,413.22	\$ 14,000	\$ 13,608.68	10,000	-29%
Supplies and Materials	\$ 15,000	\$ 20,414.25	\$ 23,000	\$ 18,640.04	20,000	-13%
Maintenance to Sewer System	\$ 19,000	\$ 118.98	\$ 10,000	\$ 16,225.00	16,000	60%
Training	\$ 1,500	\$ 3,312.63	\$ 4,000	\$ 1,256.55	2,100	-48%
Travel						
Telephone	\$ 5,200	\$ 4,407.55	\$ 8,500	\$ 8,496.22	8,500	0%
Utilities	\$ 55,000	\$ 55,463.66	\$ 61,400	\$ 61,410.20	62,000	1%
Maintenance to Equipment	\$ 6,500	\$ 13,856.71	\$ 20,000	\$ 12,907.06	20,000	0%
Gasoline	\$ 6,000	\$ 4,964.94	\$ 4,400	\$ 3,667.00	5,000	14%
Contracted Services	\$ 14,000	\$ 19,942.94	\$ 20,500	\$ 20,464.72	23,000	12%
Capital Outlay - Equipment	\$ 19,000	\$ 7,199.99	\$ 30,000	\$ 30,000.00	53,500	78%
Non-capital equipment purchase		\$ 7,566.94	\$ 5,000	\$ 4,290.57	8,000	60%
Capital Outlay - Infrastructure	\$ 485,000					
Sewer Debt Service (Principal and Interest)	\$ 89,000	\$ 77,464.06	\$ 76,100	\$ 76,057.44	74,700	-2%
Total	\$ 866,900	\$ 345,670.15	\$ 404,350	\$ 389,591.04	474,100	17%

Sewer Operation Highlights

The sewer department staff is increased from 3 full-time and one part-time position to 4 full-time positions. The budget funds a new pickup truck that was not purchased in FY16/17 and \$25,000 of upgrades to the UV system at the treatment plant. Funds are allocated for several non-capital needs including a new tripod for safe entry into confined spaces and to add currently unmapped areas to the Town's GIS map of the sewer system.

Sewer Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
WW Treatment ORC	2/9/2015	1	18
WW Operator I	4/30/2012	4	10
WW Operator I	2/9/2010	6	10
Utilities Maint Worker		0	8

Sewer Operations Equipment

2016 Ford F150 (Work Vehicle)	2006 International (Septic Pump Truck)
2008 Ford Ranger (ORC Vehicle)	2005 Dodge Pickup (Towing Vehicle)
2007 Ford F150 (PW Spare Pool)	1989 Ford (Septic Pump Truck)

LATTIMORE SEWER OPERATIONS

Lattimore Sewer Operations	FY 14-15 Budget	FY 14-15 Actual	FY 15-16 Recommended	FY 15-16 Projected	FY 16-17 Proposed	% Change
Salary and Wages	\$ 22,700	\$ 19,204.53	\$ 20,100	\$ 19,389.68	21,100	5%
401k	\$ 1,200	\$ 936.50	\$ 1,100	\$ 687.00	1,100	0%
Payroll Tax	\$ 1,900	\$ 1,616.12	\$ 1,700	\$ 1,483.32	1,800	6%
Retirement	\$ 1,700	\$ 1,189.18	\$ 1,500	\$ 939.72	1,600	7%
Maintenance to Buildings and Grounds						
Supplies and Materials		\$ 436.59	\$ 6,000	\$ 34.00	8,500	
Maintenance to Sewer System	\$ 1,000		\$ 1,000		1,000	0%
Telephone	\$ 4,200	\$ 2,041.50	\$ 4,200	\$ 2,982.78	3,000	-29%
Utilities	\$ 6,000	\$ 5,863.63	\$ 6,000	\$ 6,402.92	6,600	10%
Maintenance to Equipment	\$ 1,500	\$ 666.08	\$ 1,500	\$ 2,541.22	3,000	100%
Gasoline						
Capital Outlay - Sewer	\$ 4,500		\$ 4,500	\$ 4,250.00		-100%
Total	\$ 44,700	\$ 31,954.13	\$ 47,600	\$ 38,710.64	47,700	0%

Lattimore Highlights

The Town maintains the sewer system in Lattimore. Phone and utility expenses as well as capital costs are directly reimbursed by the Town of Lattimore. Operating expenses are recouped through the collection of monthly utility bills and availability fees from customers.

POSITION CLASSIFICATION & PAY PLAN

FLSA	Grade	Class	Position	Probation	Minimum	Maximum
N	6	Worker	General Maintenance Worker	\$ 17,160	\$ 18,190	\$ 28,194
N	7	Worker	Solid Waste Worker	\$ 18,104	\$ 19,190	\$ 29,745
N			Park Maintenance Worker			
N			Street Maintenance Worker			
N	8	Worker	Utilities Maintenance Worker	\$ 19,100	\$ 20,245	\$ 31,380
N	9	Worker	Administrative Support Assistant	\$ 20,150	\$ 21,359	\$ 33,106
N			Utilities Maintenance Worker			
N			Wastewater Operator I			
N	10	Specialist	Administrative Support Assistant	\$ 21,258	\$ 22,534	\$ 34,927
N			Wastewater Operator I			
N	11	Specialist	Billing Collections Clerk/Assistant Town Clerk	\$ 22,427	\$ 23,773	\$ 36,848
N	12	Specialist	Wastewater Operator II	\$ 23,661	\$ 25,081	\$ 38,875
N			Water Operator II			
N			Solid Waste Equipment Operator			
N	13	Specialist	Police Officer	\$ 24,962	\$ 26,460	\$ 41,013
N			Park Ranger			
N	14	Specialist	Criminal Investigator	\$ 26,335	\$ 27,915	\$ 43,269
N			Planner / Code Enforcement			
N	15	Supervisor	Police Sergeant	\$ 27,784	\$ 29,451	\$ 45,649
N	16	Supervisor	Town Clerk	\$ 29,312	\$ 31,070	\$ 48,159
E	17	Supervisor	Police Lieutenant	\$ 30,924	\$ 32,779	\$ 50,808
E	18	Supervisor	Wastewater Treatment ORC	\$ 32,625	\$ 34,582	\$ 53,602
E	19	Supervisor		\$ 34,419	\$ 36,484	\$ 56,551
E	20	Supervisor	Assistant Public Works & Utilities Director	\$ 36,312	\$ 38,491	\$ 59,661
	21			\$ 38,309	\$ 40,608	\$ 62,942
E	22	Management	Finance Officer	\$ 40,416	\$ 42,841	\$ 66,404
E	23	Management	Police Chief	\$ 42,639	\$ 45,198	\$ 70,056
E			Public Works & Utilities Director			
	24	Management		\$ 44,984	\$ 47,683	\$ 73,909
E	25	Management	Town Manager	\$ 47,459	\$ 50,306	\$ 77,974