

**TOWN OF
BOILING SPRINGS | NC**



**ANNUAL BUDGET
FISCAL YEAR 2018-2019**

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FY18/19 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 | \$ 1,049,000 |
| Sales & Use Taxes | \$ 415,000 |
| Franchise Taxes | \$ 217,200 |
| Solid Waste User Fees | \$ 261,800 |
| Powell Bill Allocation | \$ 131,200 |
| Other Revenues | \$ 163,650 |
| Reserve Appropriation | \$ 300,000 |
| TOTAL REVENUES | \$ 2,537,850 |

B. Expenditures Authorized by Department

| | |
|---------------------|--------------|
| Administration | \$ 633,000 |
| Police | \$ 741,100 |
| Fire Service | \$ 244,125 |
| Street Non Powell | \$ 47,000 |
| Streets Powell Bill | \$ 131,200 |
| Solid Waste | \$ 540,925 |
| Recreation | \$ 200,500 |
| TOTAL EXPENDITURES | \$ 2,537,850 |

SECTION II. WATER & SEWER FUND

A. Revenues Anticipated

| | |
|--------------------------|---------------------|
| Water Charges | \$ 950,000 |
| Sewer Charges | \$ 533,000 |
| Lattimore System Charges | \$ 45,000 |
| Other Revenues | \$ 73,000 |
| Reserve Appropriation | \$ - |
| TOTAL REVENUES | \$ 1,601,000 |

B. Expenditures Authorized by Department

| | |
|------------------------------|---------------------|
| Water & Sewer Administration | \$ 347,300 |
| Water Operations | \$ 716,400 |
| Sewer Operations | \$ 496,900 |
| Lattimore System | \$ 40,400 |
| TOTAL EXPENDITURES | \$ 1,601,000 |

SECTION III. TAXES, RATES, FEES & CHARGES ESTABLISHED

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

| FY 2018-19 General Schedule of Taxes, Fees & Charges | |
|---|---|
| Ad Valorem Tax Rate | \$0.38 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 |
| Garbage Inside | \$10.50 |
| Garbage Outside | \$15.00 |
| Garbage Commercial | \$13.00 |
| Recycling Inside | \$3.50 |
| Recycling Outside | \$5.00 |
| Can Damage Fee | \$20 for second repair in any 12-month period |
| Facility Rentals | Set Administratively |

| FY 2018-19 Water & Sewer Rate Schedule | | |
|---|------------------|------------------|
| Description | Inside | Outside |
| Minimum Water Rate 0-2,000 gallons | \$18.00 | \$30.00 |
| Volumetric Water Rate 2,000-15,000 gallons | \$5.50 per 1000 | \$8.50 per 1000 |
| Volumetric Water Rate over 15,000 gallons | \$6.50 per 1000 | \$10.00 per 1000 |
| Minimum Sewer Rate | | |
| Minimum Sewer Rate 0-2,000 gallons | \$18.00 | \$30.00 |
| Volumetric Sewer Rate 2,000-15,000 gallons | \$5.50 per 1000 | \$8.50 per 1000 |
| Volumetric Sewer Rate over 15,000 gallons | \$6.50 per 1000 | \$10.00 per 1000 |
| Sewer Only | | |
| Sewer Only 0-2,000 gallons | NA | \$30.00 |
| Sewer Only 2,000-15,000 gallons | NA | \$8.50 per 1000 |
| Sewer Only over 15,000 gallons | NA | \$10.00 per 1000 |
| Lattimore Sewer Rate | | |
| Lattimore Sewer Rate 0-2,000 gallons | \$22.00 | |
| Lattimore Sewer Rate 2,000-15,000 gallons | \$6.50 per 1000 | |
| Lattimore Sewer Rate over 15,000 gallons | \$7.50 per 1000 | |
| Bulk Water Rate | | |
| Bulk Water Rate 0-2,000 gallons | \$30.00 | |
| Bulk Water Rate 2,000-15,000 gallons | \$8.50 per 1000 | |
| Bulk Water Rate over 15,000 gallons | \$10.00 per 1000 | |

| FY 2018-19 Water & Sewer Schedule of Fees & Charges | | |
|--|-------------------------|----------------|
| Description | Inside | Outside |
| 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

The Budget Officer shall be authorized to reallocate fund appropriations within departments and move funds up to \$1,000 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 2018-19. 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 26th day of June 2018.

[TOWN SEAL]

Bill Ellis
Mayor

Kim Greene
Town Clerk

BUDGET MESSAGE

The Honorable Bill Ellis, Mayor
Members of the 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 2018-19 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 \$0.37 to \$0.38 per \$100 valuation. This increase is driven by the Town's administrative needs and to improve services provided.

Under the new tax rate, the owner of a \$175,000 home will pay \$665 in property taxes to the Town. The Town's \$0.38 tax rate will be applied to this year's estimated total tax base of \$279,000,000. This new valuation reflects a 0% increase from the previous year. Each cent of the tax rate is projected to yield \$27,567 in revenue.

Increases to garbage and recycling fees are being proposed including a \$0.40 increase to the residential recycling fee and a \$1.60 increase to the residential garbage fee. These increases will equate to a \$24 increase in annual solid waste fees for an average household and a \$18 increase for an average apartment. These increases are primarily driven by the need for a new leaf vacuum truck and to further improve systems and services.

General Fund Expenses

This year's budget funds a Cost-of-Living Adjustment (COLA) of 2% and a merit system awarding up to 3% increases in base salary for all employees. Last year, the budget funded a merit system awarding up to 4.3% but did not fund a COLA. Management reviewed employee compensation and retention levels. Accordingly, this budget funds salary increases to boost employee retention and enhance recruitment efforts when competing with neighboring entities.

Powell Bill Fund

Powell Bill revenues are expected to remain the same. The budget funds repaving based on the Resurfacing CIP, small patching projects, and pedestrian projects.

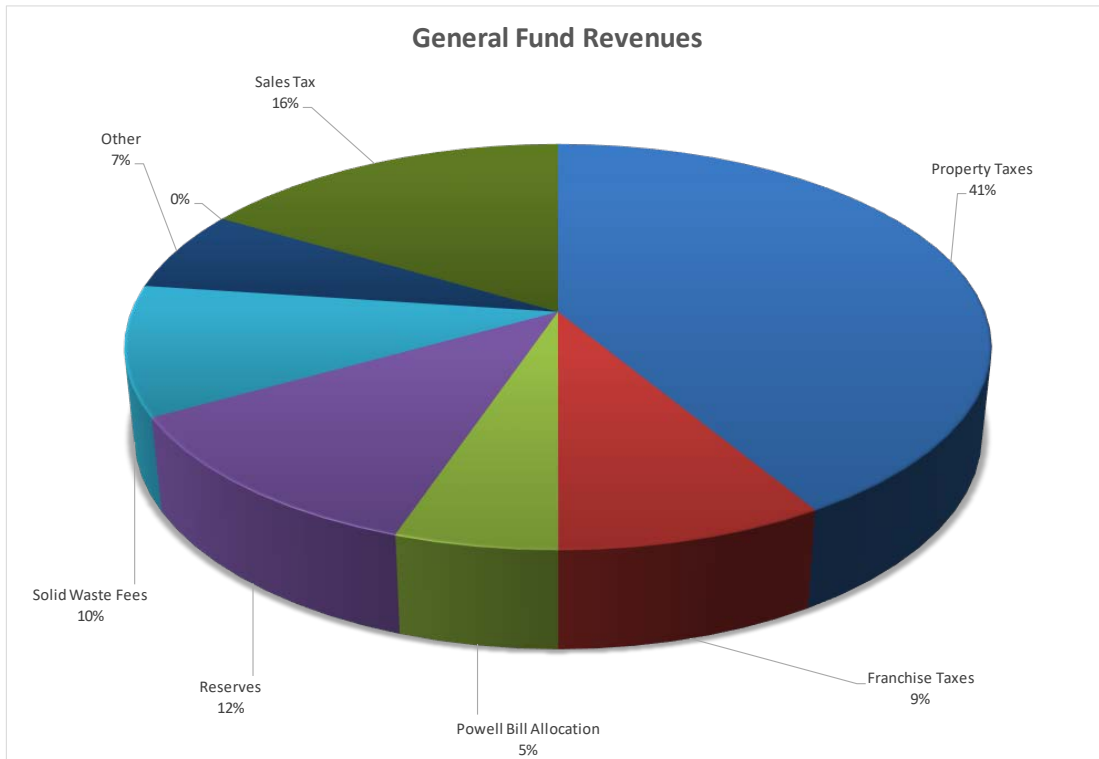
Water / Sewer Fund

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 have remained unchanged since FY14/15 and the budget funds infrastructure maintenance and expansion recommendations per the 2018 Water/Sewer Capital Improvement Plan. A new rate for Lattimore was established to cover phone and utility expenses.

Respectfully submitted,

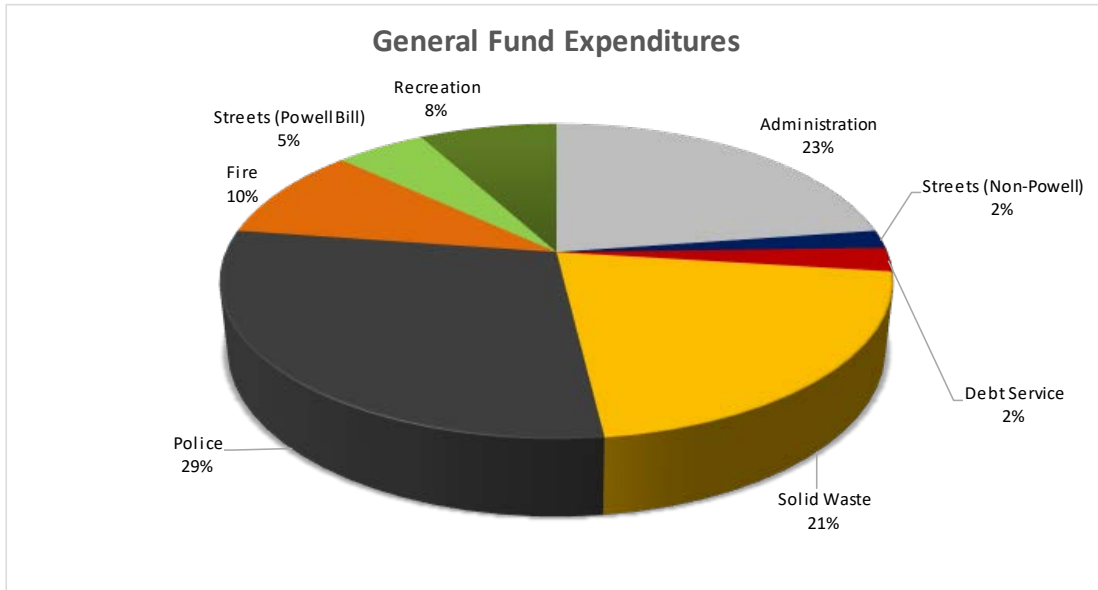
Lucas A. Shires, MUD, PLA
Town Manager

GENERAL FUND REVENUES



| <u>Description</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|---------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Property Taxes - Prior Years | 11,000 | 3,795.24 | 3,000 | 4,818.56 | 4,000 | 33% |
| Property Tax Penalties less Discounts | 1,000 | (987.25) | 1,000 | (556.83) | 1,000 | 0% |
| Property Taxes - Current Year | 875,000 | 920,276.38 | 1,020,000 | 1,020,809.68 | 1,044,000 | 2% |
| Court Costs, Fee and Charges | 1,000 | 619.50 | 1,000 | 650.00 | 1,000 | 0% |
| Privilege Licenses | | | | | | |
| Library Donations | 11,000 | 11,000.00 | 12,000 | 12,000.00 | 12,000 | 0% |
| LEO Grants | 1,000 | | 1,000 | | | |
| Powell Bill Allocation | 130,000 | 131,546.09 | 130,000 | 177,396.03 | 128,200 | -1% |
| SPR Grant | | | | | 40,000 | |
| Solid Waste Disposal Tax | 3,000 | 3,212.14 | 3,000 | 3,305.19 | 3,500 | 17% |
| Utilities Franchise Tax | 235,000 | 217,899.34 | 225,000 | 217,100.00 | 217,200 | -3% |
| Local Option Sales and Use Taxes | 364,000 | 374,561.55 | 377,000 | 393,300.00 | 415,000 | 10% |
| Recycling Charges | 46,500 | 47,654.00 | 49,000 | 49,737.40 | 56,400 | 15% |
| Investment Income - General Fund | 2,500 | 4,557.26 | 4,000 | 5,958.77 | 8,000 | 100% |
| Investment Income - Powell Bill | 1,500 | 2,632.14 | 1,500 | 3,030.39 | 3,000 | 100% |
| Profit/(Loss) on Sale of Fixed Assets | 1,000 | 7,418.50 | 2,000 | | 3,000 | 50% |
| Zoning Charges | 1,500 | 1,285.00 | 1,500 | 1,200.00 | 2,500 | 67% |
| Shop With A Cop Donations | 5,500 | 5,540.00 | 5,000 | 4,250.00 | 5,000 | 0% |
| Donations and Fundraising | 15,000 | 14,915.00 | 10,000 | | | -100% |
| Solid Waste Charges | 163,000 | 167,533.00 | 173,500 | 176,452.27 | 205,400 | 18% |
| Cleveland County Recreation Grant | 76,000 | 72,986.94 | 76,000 | 75,772.66 | 76,650 | 1% |
| Miscellaneous Revenue | 11,000 | 10,517.32 | 11,000 | 1,519.92 | 12,000 | 9% |
| Powell Bill Reserve Appropriation | 205,300 | 205,300.00 | 1,000 | | | |
| Reserve Appropriation | 11,000 | 11,000.00 | 45,000 | 45,000.00 | 300,000 | |
| Total | 2,171,800 | 2,213,262.15 | 2,152,500 | 2,191,744.04 | 2,537,850 | 18% |

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 2.5 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 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|---------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Salary and Wages | 169,700 | 169,639.48 | 177,800 | 148,093.29 | 193,100 | 9% |
| Governing Body Salaries | 8,500 | 8,400.00 | 8,500 | 8,200.00 | 8,400 | -1% |
| 401k | 8,400 | 8,445.00 | 8,700 | 7,405.00 | 9,500 | 9% |
| Payroll Tax | 13,600 | 13,454.29 | 14,300 | 11,956.44 | 15,500 | 8% |
| Retirement | 12,600 | 12,540.17 | 12,800 | 11,847.46 | 13,900 | 9% |
| Group Insurance | 19,800 | 19,723.32 | 18,500 | 18,344.90 | 24,000 | 30% |
| Professional Services | 15,000 | 14,160.00 | 14,000 | 13,977.50 | 15,000 | 7% |
| Maint to Building and Grounds | 12,600 | 12,372.74 | 12,000 | 10,104.48 | 22,000 | 83% |
| Maintenance/Repair Vehicle | - | - | - | - | - | |
| Supplies and Materials | 8,500 | 8,302.30 | 10,000 | 9,526.64 | 11,500 | 15% |
| Training | 3,300 | 3,298.73 | 6,000 | 4,252.32 | 5,000 | -17% |
| Travel | - | - | - | - | - | |
| Telephone | 6,000 | 5,381.16 | 7,000 | 5,159.81 | 5,500 | -21% |
| Utilities | 10,200 | 10,075.03 | 11,200 | 9,787.12 | 10,000 | -11% |
| Postage | 1,200 | 1,000.00 | 1,500 | 1,400.00 | 1,400 | -7% |
| Maintenance to Equipment | 1,500 | 751.74 | 1,500 | 830.40 | 4,500 | 200% |
| Gasoline | - | - | - | - | - | |
| Advertising | 3,200 | 3,161.86 | 3,000 | 2,148.48 | 3,000 | 0% |
| Dues and Subscriptions | 17,950 | 17,908.80 | 17,000 | 17,038.98 | 17,000 | 0% |
| Property Tax Collection | 20,800 | 20,261.03 | 23,000 | 22,301.24 | 23,000 | 0% |
| Contracted Services | 14,050 | 11,895.46 | 49,000 | 29,639.78 | 62,000 | 27% |
| Insurance and Bonds | 64,500 | 64,384.00 | 65,500 | 73,002.00 | 74,000 | 13% |
| Depreciation | - | - | - | - | - | |
| Debt Service | 62,200 | 62,149.57 | 62,200 | 59,600.00 | 62,200 | 0% |
| Transfer to Capital Reserve | 20,000 | 20,000.00 | | | | |
| Contingency | 15,000 | | 15,000 | | | -100% |
| Miscellaneous | 3,900 | 3,407.94 | 5,500 | 4,488.23 | 2,500 | -55% |
| Capital Outlay | - | - | - | - | - | |
| Non-capital equipment purchases | 5,600 | 5,542.46 | 5,000 | 4,761.89 | | -100% |
| Uptown/Pedestrian Study | | | | | 50,000 | |
| Total | 518,100 | 496,255 | 549,000 | 473,866 | 633,000 | 15% |

Administration Department Highlights

The administration budget contains several notable items. The contracted services line item includes \$30,000 to hire a private firm to significantly streamline and rewrite the Town's land use ordinances (zoning). The Uptown/Pedestrian Study line item represents a \$40,000 grant received from Federal State Planning and Research Funds and a \$10,000 matching contribution from the Town. There is also an increase in salaries and related payroll expenses to fund a new, full-time position to be split between the Administration and Water/Sewer Departments.

| <u>Funded Positions</u> | <u>Date Hired</u> | <u>Yrs Svc</u> | <u>Pay Grade</u> |
|-----------------------------|-------------------|----------------|------------------|
| Town Manager (.75) | 3/26/2018 | 0 | - |
| Town Clerk | 1/17/1990 | 28 | 18 |
| Finance Officer | 7/26/2004 | 14 | 24 |
| Public Works Director (.25) | 6/17/2006 | 12 | 25 |
| Utility Billing Clerk (.50) | 2/12/2018 | 0 | 12 |
| | | | |

POLICE DEPARTMENT

| Police Department | FY 16-17 Budget | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Projected | FY 18-19 Recommend | Change |
|---------------------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|------------|
| Salary and Wages | 291,100 | 281,925.44 | 327,300 | 338,421.53 | 377,000 | 15% |
| Part-time/Reserve Wages | 15,000 | 6,822.42 | 15,000 | 2,588.13 | 7,000 | -53% |
| Separation allowance | 12,200 | 12,173.72 | 12,200 | 12,173.72 | 12,200 | 0% |
| Retirement | 24,900 | 20,932.76 | 26,200 | 25,990.77 | 30,200 | 15% |
| 401k | 15,600 | 12,977.00 | 16,400 | 16,921.00 | 18,900 | 15% |
| Payroll Tax | 27,100 | 23,064.43 | 28,400 | 26,087.24 | 31,600 | 11% |
| Group Insurance | 59,300 | 53,580.21 | 55,100 | 56,684.14 | 60,000 | 9% |
| Uniforms | - | - | - | - | - | - |
| Maint to Building and Grounds | 1,500 | 537.23 | 1,500 | 598.36 | 1,400 | -7% |
| Maintenance/Repair Vehicle | 20,000 | 18,093.50 | 18,000 | 13,514.80 | 13,800 | -23% |
| Supplies and Materials | 15,000 | 13,073.62 | 12,000 | 12,608.25 | 16,000 | 33% |
| Training | 1,900 | 1,894.50 | 2,000 | 380.23 | 2,000 | 0% |
| Travel | - | - | - | - | - | - |
| Telephone | 7,500 | 7,041.26 | 7,500 | 7,083.32 | 7,200 | -4% |
| Utilities | 8,500 | 6,638.40 | 8,500 | 5,877.29 | 6,000 | -29% |
| Maintenance to Equipment | 1,500 | 319.00 | 1,500 | 949.77 | 1,000 | -33% |
| Gasoline | 21,000 | 17,000.82 | 20,000 | 21,478.47 | 22,000 | 10% |
| Contracted Services | 26,200 | 26,154.71 | 24,000 | 23,994.52 | 24,000 | 0% |
| Miscellaneous | 1,000 | 322.18 | 1,000 | 414.79 | 500 | -50% |
| Shop With A Cop Expenses | 5,500 | 5,272.09 | 5,000 | 4,046.31 | 5,000 | 0% |
| Fundraising Expenses | 15,000 | 15,062.63 | 10,000 | - | - | - |
| Capital Outlay | 38,000 | 37,331.36 | 38,000 | 37,331.14 | 76,000 | 100% |
| Non-capital equipment purchases | 29,100 | 17,026.32 | 22,000 | 11,808.67 | 29,300 | 33% |
| Total | 636,900 | 577,243.60 | 651,600 | 618,952.45 | 741,100 | 14% |

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 local jurisdictions. The budget funds two 2018 Chevrolet Tahoes 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. Two new laptops and a desktop computer are also budgeted to replace aging equipment.

The budget also allocates \$7,000 for the purchase of body worn cameras. Boiling Springs Police Department is the largest law enforcement agency in Cleveland County without a body camera program. The department will be moving towards implementation of a body worn camera program during the 2018-2019 Fiscal Year. Significant technical, legal, and policy issues need resolution prior to full implementation a body camera program.

Police Department Personnel

| <u>Funded Positions</u> | <u>Date Hired</u> | <u>Yrs Svc</u> | <u>Pay Grade</u> |
|-------------------------|-------------------|----------------|------------------|
| Police Chief | 5/3/1999 | 19 | 25 |
| Police Investigator | 10/9/2003 | 15 | 17 |
| Police Lieutenant | 8/1/2012 | 6 | 21 |
| Police Officer | 3/10/2010 | 8 | 15 |
| Police Officer | 6/1/2015 | 3 | 15 |
| Police Officer | 7/1/2012 | 6 | 15 |
| Police Officer | 11/14/2016 | 1 | 14 |
| Police Officer | 6/26/2017 | 1 | 14 |
| Police Officer | 5/16/2016 | 2 | 14 |
| | | | |

Police Department Vehicles

| | |
|--|--|
| 2018 Chevrolet Tahoe (PROPOSED) | 2012 Dodge Charger (Marked Patrol) |
| 2018 Chevrolet Tahoe (PROPOSED) | 2011 Dodge Charger (Unmarked Chief) |
| 2017 Chevrolet Tahoe (Marked Patrol) | 2011 Dodge Charger (Marked Patrol) |
| 2016 Chevrolet Tahoe (Marked Patrol) | 2010 Dodge Charger (Marked Patrol) |
| 2015 Chevrolet Tahoe (Marked Patrol) | 2009 Dodge Charger (Spare Vehicle) |
| 2015 Chevrolet Tahoe (Marked Patrol) | 2009 Dodge Charger (Spare Vehicle) |
| 2014 Chevrolet Tahoe (Unmarked Investigator) | 2007 Dodge Charger (Town Administration) |
| 2012 Dodge Charger (Marked Slicktop) | 2006 Dodge Charger (Declare Surplus) |

The police department maintains take home vehicles for all sworn personnel, two spare vehicles, and a vehicle assigned to the Town's administration department.

FIRE PROTECTION

| <u>Fire Department</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Contracted Services | 135,000 | 134,858.00 | 241,200 | 244,125.00 | 244,125 | 1% |
| Total | 135,000 | 134,858.00 | 241,200 | 244,125.00 | 244,125 | 1% |

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

| <u>Streets (Non-Powell)</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|-----------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Supplies and Materials | 10,000 | 9,768.30 | 2,000 | 1,193.00 | 1,000 | -50% |
| Street Lighting | 45,000 | 44,258.96 | 45,000 | 44,500.00 | 45,000 | 0% |
| Street Contracted Services | 2,000 | | | | | |
| Street Name Signs | 1,000 | 581.94 | 1,000 | 862.12 | 1,000 | 0% |
| Total | 58,000 | 54,609.20 | 48,000 | 46,555.12 | 47,000 | -2% |

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

| <u>Streets (Powell Bill)</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Part-time Wages | | | | | | |
| Part-time Benefits (FICA) | | | | | | |
| Professional Services | 10,000 | 76.25 | | | | |
| Maintenance/Repair Streets | 2,300 | | | | 10,000 | 0% |
| Maintenance/Repair Vehicle | | | | | | |
| Supplies and Materials | 4,000 | 1,838.50 | 1,000 | 996.19 | | -100% |
| Maintenance to Equipment | | | | | | |
| Gasoline | | | | | | |
| Contracted Services | 50,000 | 22,200.00 | 126,500 | 52,875.00 | 118,700 | -6% |
| Insurance and Bonds | 2,200 | 2,150.00 | 2,500 | 2,414.00 | 2,500 | 0% |
| Transfer to Reserves | 257,300 | 196,300.00 | 1,000 | 1,000.00 | | |
| Capital outlay | | | | | | |
| Total | 325,800 | 222,564.75 | 131,000 | 57,285.19 | 131,200 | 0% |

Powel Bill Highlights

The town receives approximately \$130,000 in Powell Bill funding from the state. Guidance issued by the state indicates that 80% of that funding should be used for street resurfacing efforts. Accordingly, \$94,000 is allocated to resurface streets as prioritized by the Street CIP completed in FY16/17. \$9,500 is provided for patching and other repairs identified throughout the year. 20% or \$24,500 is allocated for sidewalk extensions.

| | |
|-------------------|----------|
| CIP Resurfacing | \$94,000 |
| Surface Patching | \$9,500 |
| Sidewalk Projects | \$24,500 |

SOLID WASTE

| <u>Solid Waste</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>Change</u> |
|---------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|---------------|
| Salary and Wages | 75,500 | 74,241.03 | 80,300 | 80,275.71 | 97,300 | 21% |
| Part-time Wages | 10,000 | 9,119.00 | 10,000 | 7,377.33 | 25,000 | |
| 401k | 4,700 | 2,949.00 | 3,500 | 2,881.00 | 6,200 | 77% |
| Payroll Tax | 7,000 | 6,327.01 | 7,400 | 6,705.46 | 8,100 | 9% |
| Retirement | 5,250 | 4,377.16 | 5,000 | 4,548.45 | 7,100 | 42% |
| Group Insurance | 17,550 | 17,517.56 | 17,500 | 18,201.14 | 18,000 | 3% |
| Uniforms | 3,500 | 3,165.00 | 3,000 | 2,355.30 | 2,500 | -17% |
| Maint to Building and Grounds | 500 | 202.55 | 500 | | 5,500 | 1000% |
| Maintenance/Repair Vehicle | 23,500 | 23,478.97 | 24,000 | 28,451.83 | 26,825 | 12% |
| Supplies and Materials | 4,500 | 4,136.38 | 11,000 | 12,254.73 | 5,000 | -55% |
| Telephone | 1,500 | 1,483.75 | 1,600 | 2,096.91 | 2,100 | 31% |
| Utilities | 1,000 | 736.13 | 1,000 | 812.37 | 800 | -20% |
| Maintenance to Equipment | 3,800 | 2,227.15 | 6,000 | 8,319.96 | 5,000 | -17% |
| Gasoline | 11,700 | 11,595.69 | 15,000 | 12,661.44 | 15,000 | 0% |
| Contracted Services | 93,000 | 92,628.95 | 101,500 | 93,068.00 | 101,500 | 0% |
| Capital Outlay | | | | | 190,000 | 0% |
| Non-capital equipment purchases | | | 2,500 | 1,932.20 | | |
| Debt Service - Principal and Interest | 29,900 | 29,834.80 | | | | 0% |
| Capital reserve - trash truck | | | 25,000 | 25,000.00 | 25,000 | 0% |
| Total | 292,900 | 284,020.13 | 314,800 | 306,941.83 | 540,925 | 72% |

Solid Waste Highlights

The most notable item about the solid waste department budget is the purchase of a leaf vacuum truck. This vehicle will replace an aging leaf machine and can be operated by one employee.

The Town made the last debt payment on the 2012 Lodal garbage collection truck in 2016-2017. The debt payment for that vehicle was \$30,000. The budget allocates \$25,000 to reserves to save for the next truck purchase in 2019-2020. This is the second year the Town has allocated \$25,000 to reserves for a new trash truck.

Solid Waste Personnel

| <u>Funded Positions</u> | <u>Date Hired</u> | <u>Yrs Svc</u> | <u>Pay Grade</u> |
|-------------------------|-------------------|----------------|------------------|
| SW Worker | 1/24/2002 | 16 | 9 |
| SW Worker | 11/6/2017 | 0 | 9 |
| SW Worker | 4/6/2017 | 1 | 9 |
| | | | |

Solid Waste Equipment

| | |
|--|--|
| 2018 ODB Leaf Vacuum Truck (PROPOSED) | 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 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Recommend</u> | <u>%Change</u> |
|---------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|----------------|
| Salary and Wages | 68,300 | 67,899.44 | 71,700 | 71,208.84 | 75,200 | 5% |
| Part-time Wages | - | - | - | - | - | - |
| 401k | 3,500 | 3,393.00 | 3,600 | 3,560.00 | 3,800 | 6% |
| Payroll Tax | 5,200 | 5,184.16 | 5,900 | 5,447.48 | 6,200 | 5% |
| Retirement | 5,100 | 5,034.94 | 5,200 | 5,874.73 | 5,500 | 6% |
| Group Insurance | 6,600 | 6,594.84 | 6,125 | 6,089.84 | 6,000 | -2% |
| Uniforms | 1,500 | 1,293.58 | 1,000 | 1,379.50 | 1,000 | 0% |
| Maint. to Buildings and Grounds | 1,000 | 936.80 | 4,500 | 243.45 | 2,000 | -56% |
| Maintenance/Repair Vehicle | 2,900 | 2,840.46 | 2,000 | 1,163.43 | 2,000 | 0% |
| Supplies and Materials | 1,950 | 1,830.59 | 3,000 | 1,114.84 | 1,500 | -50% |
| Telephone | 1,800 | 1,762.60 | 1,000 | 1,967.11 | 2,000 | 100% |
| Utilities | 1,100 | 938.15 | 1,700 | 983.48 | 1,000 | -41% |
| Maintenance to Equipment | 1,900 | 1,854.61 | 1,500 | 1,013.51 | 1,175 | -22% |
| Gasoline | 1,800 | 1,720.21 | 2,500 | 2,008.32 | 2,200 | -12% |
| Greenway Request | 350 | 320.27 | 4,000 | 2,678.64 | 2,000 | -50% |
| Contracted Services - YMCA | 57,050 | 57,002.80 | 57,600 | 57,000.00 | 58,425 | 1% |
| Contracted Services | 15,000 | 12,000.00 | 13,500 | 9,066.67 | | |
| Library Expenses | 20,700 | 20,625.00 | 23,500 | 23,500.00 | 23,500 | 0% |
| Museum Expenses | - | - | 575 | | | -100% |
| Miscellaneous | 8,700 | 8,473.42 | 8,000 | 7,000.00 | 7,000 | -13% |
| Capital Outlay | - | - | | | | |
| Non-capital equipment purchase | 650 | 640.98 | | | | |
| Total | 205,100 | 200,345.85 | 216,900 | 201,299.84 | 200,500 | -8% |

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.

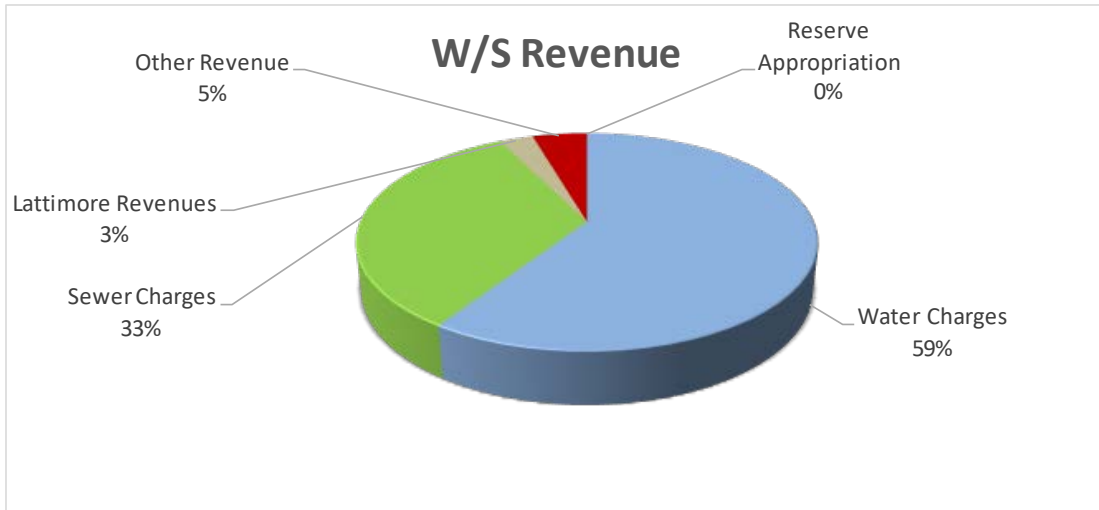
Recreation Personnel

| <u>Funded Positions</u> | <u>Date Hired</u> | <u>Yrs Svc</u> | <u>Pay Grade</u> |
|-------------------------|-------------------|----------------|------------------|
| Park Ranger | 8/2/2001 | 17 | 12 |
| Maintenance Worker | 4/21/2007 | 11 | 9 |

Recreation Vehicles

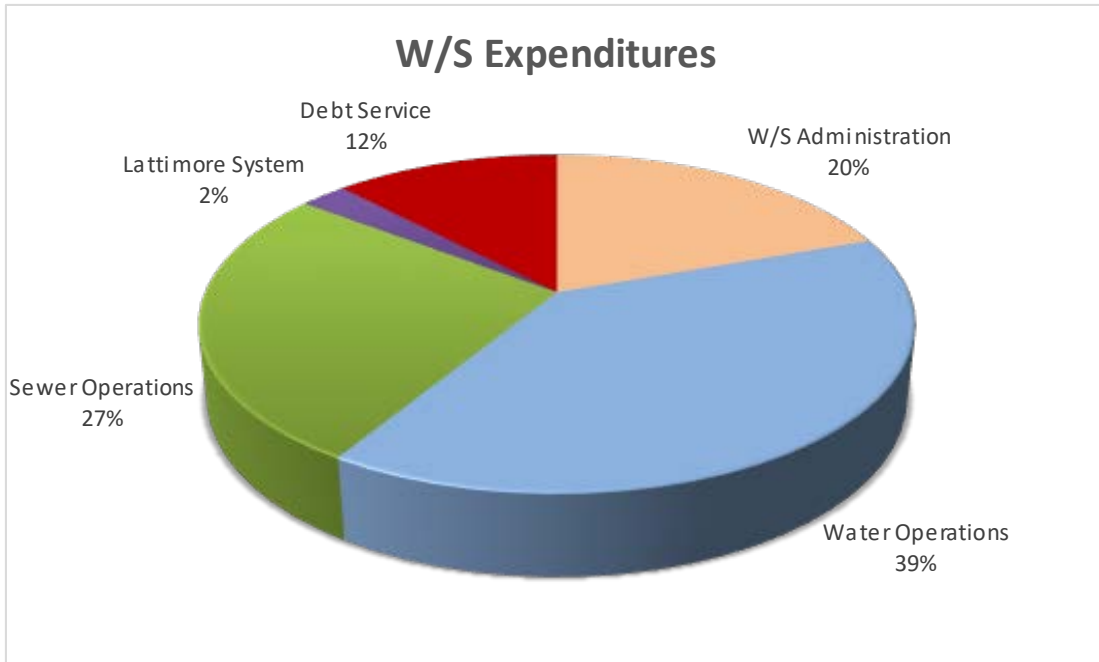
| | |
|--------------------------------------|--|
| 2007 Ford F150 (General Maintenance) | |
| 1996 Chevrolet Pickup (Park Ranger) | |

ENTERPRISE FUND REVENUES



| <u>W/S Revenues</u> | FY 16-17 Budget | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Projected | FY 18-19 Proposed | Change |
|---------------------------------------|---------------------|------------------------|---------------------|------------------------|----------------------|-----------|
| Late and Reconnect Fees | \$ 35,000 | \$ 36,840.00 | 36,000 | \$ 33,240.00 | 36,000 | 0% |
| New Connection Fees | \$ 2,000 | \$ 1,500.00 | 3,000 | \$ 15,088.00 | 14,000 | 367% |
| Water Charges | \$ 840,000 | \$ 875,798.02 | 880,000 | \$ 833,665.07 | 950,000 | 8% |
| Wastewater Charges | \$ 500,000 | \$ 499,088.17 | 500,000 | \$ 492,331.17 | 533,000 | 7% |
| Lattimore Charges | \$ 35,000 | \$ 34,564.30 | 35,000 | \$ 35,158.40 | 45,000 | 29% |
| Lattimore Reimburse | \$ 12,600 | \$ 12,008.84 | 12,600 | \$ 9,439.59 | | -100% |
| Investment Income | \$ 2,000 | \$ 1,507.51 | 2,000 | \$ 2,164.44 | 3,000 | 50% |
| Profit/(Loss) on Sale of Fixed Assets | \$ 3,400 | \$ (188.46) | | | | |
| Miscellaneous Revenue | \$ 20,000 | \$ 18,888.00 | 20,000 | \$ 17,688.00 | 20,000 | 0% |
| Reserve Appropriation | \$ 297,200 | \$ 297,200.00 | | | | |
| Total | \$ 1,747,200 | \$ 1,777,206.38 | \$ 1,488,600 | \$ 1,438,774.67 | 1,601,000 | 8% |

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 1.6 million dollars. Debt service, paying down principal and interest on loans, accounts for 12% of expenses in the enterprise fund this year.

The Town contracted for a Water/Sewer Fund capital improvement plan 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 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 16-17 | FY 16-17 | FY 17-18 | FY 17-18 | FY 18-19 | % Change |
|--------------------------------------|-------------------|----------------------|-------------------|----------------------|----------------|------------|
| | Budget | Actual | Budget | Projected | Proposed | |
| Salary and Wages | \$ 90,700 | \$ 90,664.26 | \$ 90,300 | \$ 97,492.88 | 112,300 | 24% |
| 401k | \$ 5,200 | \$ 4,516.00 | \$ 4,600 | \$ 4,875.00 | 5,700 | 24% |
| Payroll Tax | \$ 7,400 | \$ 6,910.14 | \$ 7,400 | \$ 7,458.21 | 9,000 | 22% |
| Retirement | \$ 6,800 | \$ 6,662.69 | \$ 6,600 | \$ 7,068.23 | 8,200 | 24% |
| Group Insurance | \$ 13,200 | \$ 13,148.88 | \$ 12,250 | \$ 13,157.32 | 12,000 | -2% |
| Professional Services | \$ 6,000 | \$ 5,776.95 | \$ 6,000 | \$ 6,500.00 | 6,000 | 0% |
| Maintenance to Buildings and Grounds | \$ 11,100 | \$ 8,916.95 | \$ 5,500 | \$ 4,239.73 | 5,500 | 0% |
| Supplies and Materials | \$ 5,300 | \$ 4,910.70 | \$ 9,000 | \$ 7,776.57 | 8,000 | -11% |
| Training | \$ 300 | \$ 50.00 | \$ 1,000 | \$ 212.69 | 500 | -50% |
| Travel | | | | | | |
| Telephone | \$ 5,100 | \$ 4,980.51 | \$ 4,500 | \$ 4,742.43 | 4,800 | 7% |
| Utilities | \$ 6,500 | \$ 5,747.43 | \$ 6,500 | \$ 5,468.29 | 5,800 | -11% |
| Postage | \$ 10,900 | \$ 10,325.09 | \$ 11,000 | \$ 8,917.02 | 9,500 | -14% |
| Maintenance to Equipment | \$ 6,500 | \$ 6,409.10 | \$ 1,500 | \$ 4,030.20 | 1,000 | -33% |
| Advertising | \$ 500 | | \$ 500 | | 500 | 0% |
| Dues and Subscriptions | \$ 6,200 | \$ 6,197.11 | \$ 6,000 | \$ 5,676.22 | 5,600 | -7% |
| Contracted Services | \$ 24,000 | \$ 19,775.67 | \$ 25,500 | \$ 22,546.27 | 22,000 | -14% |
| Insurance and Bonds | \$ 40,900 | \$ 40,871.00 | \$ 42,000 | \$ 45,854.00 | 42,000 | 0% |
| Depreciation | | | | | | |
| Bad debt expense | | | | | | |
| Contingency | | | | | | |
| Miscellaneous | | | \$ 350 | | | |
| Capital Outlay | | | | | | |
| Non-capital equipment purchases | \$ 2,000 | \$ 1,883.50 | \$ 2,000 | \$ 635.52 | 1,000 | -50% |
| Capital Reserve | | | | | 53,900 | |
| Debt Service | \$ 33,500 | \$ 33,465.16 | \$ 34,000 | \$ 32,100.00 | 34,000 | 0% |
| Transfer to Capital Project | \$ 282,200 | \$ 282,200.00 | | | | |
| Total | \$ 564,300 | \$ 553,411.14 | \$ 276,500 | \$ 278,750.58 | 347,300 | 26% |

Department Highlights

The Water/Sewer Administration department covers the managerial and billing functions for the Town's water and sewer utilities. There is a transfer of almost \$54,000 to capital reserve to fund future improvements and extensions. Due to the amount of telephone and foot traffic in the Town Hall for utility-related issues, 50% of the new, full-time position is budgeted to Water and Sewer Administration.

W&S Administration Personnel

| Funded Positions | Date Hired | Yrs Svc | Pay Grade |
|-----------------------------|------------|---------|-----------|
| Public Works Director (.75) | 6/17/2006 | 12 | 25 |
| Utility Billing Clerk | 11/23/2015 | 2 | 12 |
| Town Manager (.25) | 3/26/2018 | 0 | - |
| Utility Billing Clerk (.50) | 2/12/2018 | 0 | |

W&S Administration Equipment

| | |
|------------------------------|----------------------------------|
| 2016 Ford F150 (PW Director) | 2008 Ford Ranger (Spare Vehicle) |
|------------------------------|----------------------------------|

WATER OPERATIONS

| <u>Water Operations</u> | <u>FY 16-17 Budget</u> | <u>FY 16-17 Actual</u> | <u>FY 17-18 Budget</u> | <u>FY 17-18 Projected</u> | <u>FY 18-19 Proposed</u> | <u>% Change</u> |
|---|----------------------------|----------------------------|----------------------------|-------------------------------|------------------------------|-----------------|
| Salary and Wages | \$ 67,900 | \$ 67,646.03 | \$ 67,900 | \$ 69,637.60 | 76,400 | 13% |
| Part-time Wages | | | | | | |
| 401k | \$ 3,400 | \$ 3,365.00 | \$ 3,400 | \$ 3,482.00 | 3,900 | 15% |
| Payroll Tax | \$ 5,600 | \$ 5,148.39 | \$ 5,600 | \$ 5,327.28 | 6,300 | 13% |
| Retirement | \$ 5,100 | \$ 4,956.55 | \$ 5,000 | \$ 5,745.10 | 5,600 | 12% |
| Group Insurance | \$ 13,200 | \$ 13,148.88 | \$ 12,250 | \$ 13,159.12 | 12,000 | -2% |
| Uniforms | \$ 3,100 | \$ 3,076.12 | \$ 3,000 | \$ 3,128.01 | 3,000 | 0% |
| Maintenance to Building and Grounds | \$ - | \$ - | \$ 15,000 | \$ 3,176.11 | 1,000 | |
| Maintenance/Repair Vehicle | \$ 2,000 | \$ 1,982.06 | \$ 2,000 | \$ 957.40 | 2,000 | 0% |
| Supplies and Materials | \$ 21,000 | \$ 20,140.90 | \$ 28,000 | \$ 30,235.76 | 23,000 | -18% |
| Water Purchases - City of Shelby | \$ 355,000 | \$ 347,546.29 | \$ 355,000 | \$ 338,325.78 | 350,000 | -1% |
| Training | \$ 300 | \$ 125.00 | \$ 400 | \$ 400.00 | | |
| Telephone | \$ 1,600 | \$ 1,477.71 | \$ 1,600 | \$ 1,578.91 | 1,600 | 0% |
| Utilities | \$ 2,600 | \$ 2,345.83 | \$ 2,000 | \$ 2,728.04 | 2,000 | 0% |
| Maintenance to Equipment | \$ 6,000 | \$ 4,489.00 | \$ 4,000 | \$ 4,071.11 | 4,000 | 0% |
| Gasoline | \$ 5,600 | \$ 5,364.26 | \$ 8,000 | \$ 5,771.09 | 6,000 | -25% |
| Contracted Services | \$ 37,900 | \$ 30,018.50 | \$ 43,600 | \$ 47,087.00 | 48,000 | 10% |
| Capital Outlay - Equipment | 5,050 | \$ 5,011.91 | 6,000 | \$ 5,595.00 | 58,000 | 867% |
| Non-capital equipment purchases | \$ 1,250 | \$ 1,247.18 | \$ 2,700 | \$ 2,500.69 | | |
| Capital Outlay - Lines | \$ 30,000 | \$ 13,908.25 | \$ 20,000 | \$ 20,000.00 | 25,000 | |
| Capital Reserve - Water Tank outside | | | | | | |
| Water Debt Service (Principal and Interest) | \$ 88,600 | \$ 88,541.82 | \$ 88,600 | \$ 88,541.82 | 88,600 | 0% |
| Total | \$ 655,200 | \$ 619,539.68 | \$ 674,050 | \$ 651,447.82 | 716,400 | 6% |

Water Operation Highlights

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. An excavator, trailer and truck have also been budgeted to replace aging equipment.

Water Operations Personnel

| <u>Funded Positions</u> | <u>Date Hired</u> | <u>Yrs Svc</u> | <u>Pay Grade</u> |
|-------------------------|-------------------|----------------|------------------|
| Utilities Maint Worker | 11/4/2002 | 16 | 9 |
| Utilities Maint Worker | 2/4/1993 | 25 | 9 |

Water Operations Equipment

| | |
|--|-------------------------------|
| Mini Excavator & Trailer (PROPOSED) | 2011 Ford F250 (Utility Body) |
| 2018 Ford F250 4x4 (PROPOSED) | 1995 Ford Backhoe |

SEWER OPERATIONS

| Sewer Operations | FY 16-17 | FY 16-17 | FY 17-18 | FY 17-18 | FY 18-19 | % Change |
|---|-------------------|----------------------|-------------------|----------------------|----------------|-----------|
| | Budget | Actual | Budget | Projected | Proposed | |
| Salary and Wages | \$ 118,500 | \$ 94,827.76 | \$ 121,200 | \$ 74,658.06 | 103,900 | -14% |
| Part-time Wages | | | | | | |
| 401k | \$ 5,900 | \$ 4,232.50 | \$ 6,200 | \$ 3,733.00 | 5,200 | -16% |
| Payroll Tax | \$ 10,200 | \$ 7,295.11 | \$ 10,200 | \$ 5,711.34 | 8,700 | -15% |
| Retirement | \$ 9,000 | \$ 6,157.86 | \$ 9,000 | \$ 6,159.29 | 7,600 | -16% |
| Group Insurance | \$ 24,800 | \$ 23,627.75 | \$ 18,350 | \$ 17,669.05 | 24,000 | 31% |
| Uniforms | \$ 4,000 | \$ 3,669.96 | \$ 4,000 | \$ 3,502.56 | 4,000 | 0% |
| Maintenance to Buildings and Grounds | \$ 1,900 | \$ 1,857.42 | \$ 3,000 | \$ 2,834.55 | 1,000 | -67% |
| Maintenance/Repair Vehicle | \$ 11,500 | \$ 11,340.63 | \$ 10,000 | \$ 9,711.87 | 10,000 | 0% |
| Supplies and Materials | \$ 28,000 | \$ 27,361.17 | \$ 20,000 | \$ 18,707.73 | 20,000 | 0% |
| Maintenance to Sewer System | \$ 5,700 | \$ 5,178.00 | \$ 16,000 | \$ 15,727.56 | 16,000 | 0% |
| Training | \$ 2,100 | \$ 1,778.07 | \$ 2,000 | \$ 235.00 | 2,000 | 0% |
| Travel | | | | | | |
| Telephone | \$ 8,500 | \$ 5,512.83 | \$ 6,500 | \$ 6,274.89 | 6,300 | -3% |
| Utilities | \$ 57,800 | \$ 57,431.43 | \$ 62,000 | \$ 53,857.76 | 57,000 | -8% |
| Maintenance to Equipment | \$ 25,300 | \$ 25,256.02 | \$ 19,000 | \$ 12,586.04 | 15,000 | -21% |
| Gasoline | \$ 6,000 | \$ 5,950.38 | \$ 6,000 | \$ 7,158.43 | 7,000 | 17% |
| Contracted Services | \$ 42,600 | \$ 42,575.40 | \$ 22,000 | \$ 13,368.23 | 15,000 | -32% |
| Capital Outlay - Equipment | \$ 36,300 | \$ 32,888.84 | \$ 72,000 | \$ 65,352.65 | 120,800 | 68% |
| Non-capital equipment purchase | \$ 7,000 | \$ 5,821.38 | \$ 7,000 | \$ 3,206.38 | 1,500 | -79% |
| Capital Outlay - Infrastructure | | | | | | |
| Sewer Debt Service (Principal and Interest) | \$ 74,700 | \$ 74,650.82 | \$ 76,000 | \$ 73,244.20 | 71,900 | -5% |
| Total | \$ 479,800 | \$ 437,413.33 | \$ 490,450 | \$ 393,698.59 | 496,900 | 1% |

Sewer Operation Highlights

The Sewer department has a number of equipment needs. A pumper tank, blower, and new mower have been budgeted as well as a new truck. A generator has been budgeted at an estimated cost of \$50,000 to replace one that is failing. This generator is part of the CIP.

Sewer Operations Personnel

| Funded Positions | Date Hired | Yrs Svc | Pay Grade |
|------------------------|------------|---------|-----------|
| WW Supervisor (ORC) | 2/9/2015 | 3 | 21 |
| WW Operator I | 4/30/2012 | 6 | 10 |
| Utilities Maint Worker | 1/8/2018 | 0 | 10 |
| Utilities Maint Worker | 8/15/2016 | 2 | 9 |

Sewer Operations Equipment

| | |
|--|--|
| 2018 Ford F250 4x4 (Proposed) | 2006 International (Septic Pump Truck) |
| 2016 Ford F150 (ORC Vehicle) | 2005 Dodge Pickup (Towing Vehicle) |
| 2008 Ford Ranger (General Maintenance) | 1989 Ford (Septic Pump Truck) |

LATTIMORE SEWER OPERATIONS

| <u>Lattimore Sewer Operations</u> | <u>FY 16-17</u> Budget | <u>FY 16-17</u> Actual | <u>FY 17-18</u> Budget | <u>FY 17-18</u> Projected | <u>FY 18-19</u> Proposed | <u>% Change</u> |
|--------------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------|
| Salary and Wages | \$ 21,900 | \$ 21,827.77 | \$ 21,300 | \$ 22,718.87 | 23,900 | 12% |
| 401k | \$ 1,100 | \$ 1,075.50 | \$ 1,100 | \$ 1,136.00 | 1,200 | 9% |
| Payroll Tax | \$ 1,800 | \$ 1,645.53 | \$ 1,800 | \$ 1,737.99 | 2,000 | 11% |
| Retirement | \$ 1,700 | \$ 1,598.21 | \$ 1,600 | \$ 1,874.31 | 1,800 | 13% |
| Maintenance to Buildings and Grounds | | | | | | |
| Supplies and Materials | \$ 1,000 | \$ 795.00 | \$ 8,200 | | | |
| Maintenance to Sewer System | \$ 700 | | \$ 1,000 | | | -100% |
| Telephone | \$ 3,100 | \$ 3,019.85 | \$ 3,000 | \$ 5,100.57 | 5,100 | 70% |
| Utilities | \$ 6,100 | \$ 5,556.55 | \$ 6,600 | \$ 5,391.28 | 5,400 | -18% |
| Maintenance to Equipment | \$ 4,300 | \$ 4,014.81 | \$ 3,000 | \$ 1,413.33 | 1,000 | -67% |
| Gasoline | | \$ 6,150.00 | | | | |
| Contracted Services | \$ 6,200 | | | | | |
| Capital Outlay - Equipment | | | | | | |
| Non-capital equipment purchase | | | | | | |
| Total | \$ 47,900 | \$ 45,683.22 | \$ 47,600 | \$ 39,372.35 | \$ 40,400 | -70% |

Lattimore Highlights

The Town maintains the sewer system in Lattimore. A new rate for Lattimore was established to cover phone and utility expenses. 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.

POSITION CLASSIFICATION & PAY PLAN

| FLSA | Grade | Class | Position | Probation | Minimum | Maximum |
|------|-------|------------|------------------------------|-----------|-----------|-----------|
| N | 9 | Worker | General Maintenance Worker | \$ 22,017 | \$ 23,338 | \$ 36,407 |
| N | | | Solid Waste Worker | | | |
| N | | | Utility Maintenance Worker | | | |
| N | 10 | Specialist | Wastewater Operator I | \$ 23,008 | \$ 24,388 | \$ 38,046 |
| N | 11 | Specialist | Water Operator I | \$ 24,043 | \$ 25,486 | \$ 39,758 |
| N | 12 | Specialist | Park Ranger | \$ 25,125 | \$ 26,633 | \$ 41,547 |
| N | | | Utility Billing Clerk | | | |
| N | | | Wastewater Operator II | | | |
| N | 13 | Specialist | Water Operator II | \$ 26,256 | \$ 27,831 | \$ 43,416 |
| N | | | | | | |
| | 14 | Specialist | Police Officer I | \$ 27,437 | \$ 29,083 | \$ 45,370 |
| | 15 | Specialist | Police Officer II | \$ 28,672 | \$ 30,392 | \$ 47,412 |
| N | 16 | Specialist | | \$ 29,962 | \$ 31,760 | \$ 49,545 |
| N | 17 | Specialist | Police Sergeant/Investigator | \$ 31,310 | \$ 33,189 | \$ 51,775 |
| N | 18 | Supervisor | Town Clerk | \$ 32,719 | \$ 34,683 | \$ 54,105 |
| | | | Utilities Supervisor | | | |
| | 19 | Supervisor | | \$ 34,192 | \$ 36,243 | \$ 56,539 |
| | 20 | Supervisor | | \$ 35,730 | \$ 37,874 | \$ 59,084 |
| E | 21 | Supervisor | Police Lieutenant | \$ 37,338 | \$ 39,579 | \$ 61,742 |
| E | | | Wastewater Supervisor ORC | | | |
| | 22 | Supervisor | | \$ 39,018 | \$ 41,360 | \$ 64,521 |
| | 23 | Management | | \$ 40,774 | \$ 43,221 | \$ 67,424 |
| E | 24 | Management | Finance Officer | \$ 42,609 | \$ 45,166 | \$ 70,458 |
| E | 25 | Management | Police Chief | \$ 44,527 | \$ 47,198 | \$ 73,629 |
| E | | | Public Works Director | | | |