

TOWN OF BOILING SPRINGS | NC



RECOMMENDED BUDGET FISCAL YEAR 2020-2021

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FY20/21 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	\$ 1,115,200
Sales & Use Taxes	\$ 378,500
Franchise Taxes	\$ 221,400
Solid Waste User Fees	\$ 322,500
Powell Bill Allocation	\$ 98,000
Powell Bill Reserve Appropriation	\$ 122,000
Other Revenues	\$ 238,300
Reserve Appropriation	\$ 153,000
TOTAL REVENUES	\$ 2,648,900

B. Expenditures Authorized by Department

Administration	\$ 622,400
Police	\$ 949,000
Fire Service	\$ 253,012
Street Non-Powell	\$ 40,700
Streets Powell Bill	\$ 223,000
Solid Waste	\$ 414,388
Recreation	\$ 146,400
TOTAL EXPENDITURES	\$ 2,648,900

SECTION II. WATER & SEWER FUND

A. Revenues Anticipated

Water Charges	\$ 1,000,000
Sewer Charges	\$ 575,000
Lattimore System Charges	\$ 47,000
Other Revenues	\$ 63,000
Reserve Appropriation	\$ -
TOTAL REVENUES	\$ 1,685,000

B. Expenditures Authorized by Department

Water & Sewer Administration	\$ 452,200
Water Operations	\$ 768,900
Sewer Operations	\$ 463,900
Lattimore System	\$ -
TOTAL EXPENDITURES	\$ 1,685,000

SECTION III. TAXES, RATES, FEES & CHARGES ESTABLISHED

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

FY 2020-21 General Schedule of Taxes, Fees & Charges	
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	\$250
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 Residential Inside	\$11.00
Garbage Residential Outside	\$15.50
Garbage Commercial Inside	\$13.50
Garbage Commercial Outside	\$15.50
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

FY 2020-21 Water & Sewer Rate Schedule		
<u>Description</u>	<u>Inside</u>	<u>Outside</u>
Minimum Water Rate 0-2,000 gallons	\$18.50	\$31.00
Volumetric Water Rate 2,000-15,000 gallons	\$6.00 per 1000	\$9.50 per 1000
Volumetric Water Rate over 15,000 gallons	\$7.00 per 1000	\$11.50 per 1000
 		
Minimum Sewer Rate 0-2,000 gallons	\$18.50	\$31.00
Volumetric Sewer Rate 2,000-15,000 gallons	\$6.00 per 1000	\$9.50 per 1000
Volumetric Sewer Rate over 15,000 gallons	\$7.00 per 1000	\$11.50 per 1000
 		
Sewer Only 0-2,000 gallons	NA	\$31.00
Sewer Only 2,000-15,000 gallons	NA	\$9.50 per 1000
Sewer Only over 15,000 gallons	NA	\$11.50 per 1000
 		
Bulk Water Rate 0-2,000 gallons	\$31.00	
Bulk Water Rate 2,000-15,000 gallons	\$9.50 per 1000	
Bulk Water Rate over 15,000 gallons	\$11.50 per 1000	

FY 2020-21 Water & Sewer Schedule of Fees & Charges		
<u>Description</u>	<u>Inside</u>	<u>Outside</u>
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
Meter Installation over 1 inch*	At Cost	At Cost
Additional Road Bore Fee (Town Street)***	At Cost	At Cost
Additional Road Bore Fee (NCDOT Street)***	At Cost	At Cost
Service Bill Monthly Late Fee	\$10	\$10
Service Disconnection	\$25	\$25
After-Hours Service Charge (4pm, Weekends, & Holidays)	\$50	\$50
Residential Meter Testing Fee	\$150	\$150
Commercial or Oversize Meter Testing Fee	At Cost	At Cost
Meter Tampering Fee	\$200	\$200
*The Town installs all residential water taps. The Town installs all residential and commercial meters.		
**Commercial water and sewer taps are made by an owner-selected contractor and inspected by the Town. Residential sewer taps are made by an owner-selected contractor and inspected by the Town.		
***For domestic water tap installations along Town and NCDOT streets, there is no Road Bore Fee. For irrigation water tap installations along Town and NCDOT streets requiring a road bore, the cost is at cost.		

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 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 2020-21. 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 30th day of June 2020.

[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

06/02/2020

In compliance with the Local Government Budget and Fiscal Control Act and NCGS-159-11, the proposed Annual Budget for Fiscal Year 2020-21 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 recommends maintaining the current ad valorem tax rate at \$0.39 per \$100 valuation. Although the Town is prospering and could utilize additional public investment funds for various efforts, our financial position is stable and we do not feel it appropriate to add additional financial obligations to our citizens in consideration of the COVID-19 Pandemic.

There is a proposed new rate for *commercial garbage outside*. No other solid waste increases are proposed. We will be able to continue providing the upmost in quality of services, and to continue offering yard waste services at no charge to Town residents.

We recommend raising the site plan review fee from \$50 to \$250 to fund the utilization of a Professional Engineer to conduct plan reviews in collaboration with Town staff.

General Fund Expenses

This year's budget funds a Cost-of-Living Adjustment (COLA) of 2% for all employees and a merit system awarding up to 2% increases in base salary 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. Additionally, staff have worked through the COVID-19 Pandemic with great poise, attitude, and work ethic and a 2% Merit opportunity is beyond deserved.

This year's budget also funds additional allocations for planning, zoning, and code enforcement contracted services. There is a reduction in YMCA contributions. The purchase of a new trash truck, rebranding efforts, Town signage, and improvements to the Park shelter building have also been funded.

Powell Bill Fund

Powell Bill revenues are expected to decrease 20% per correspondence from the NC League of Municipalities. The budget funds repaving based on the Street CIP, small patching projects, and pedestrian projects. An additional \$122,000 is being allocated out of Powell Bill Reserve Funds to expedite the Street CIP efforts and complete additional paving in FY 20/21 that was scheduled for FY 21/22.

Water / Sewer Fund

Water and sewer rate increases are not recommended this cycle. The City of Shelby, from whom the Town purchases water, is not proposing an increase to their governmental rate. Water and sewer rates were unchanged from FY 14/15 to FY 17/18, but were increased in FY 18/19 and FY 19/20. The budget funds infrastructure maintenance and expansion recommendations per the 2018 Water/Sewer Capital Improvement Plan (CIP). The aforementioned increases have been effective in funding critical projects and creating reserve funds for future CIP improvements. There are proposed revisions to road bore fees from a set fee to an *at cost* fee and an increase to the Residential Meter Testing Fee to cover the Town's cost of shipping and having the meter tested.

The Town of Boiling Springs and the Town of Lattimore are working on a renewed Agreement for wastewater services. Under the new Agreement, the Town of Boiling Springs will charge the Town of Lattimore a *per customer rate* and a *per 1,000 gallons treatment rate*. Town of Lattimore residents will pay rates determined by their elected officials. The Town of Boiling Springs will continue to provide operational and maintenance services for the Town of Lattimore wastewater collection system and continue to treat the wastewater from the system.

Conclusion

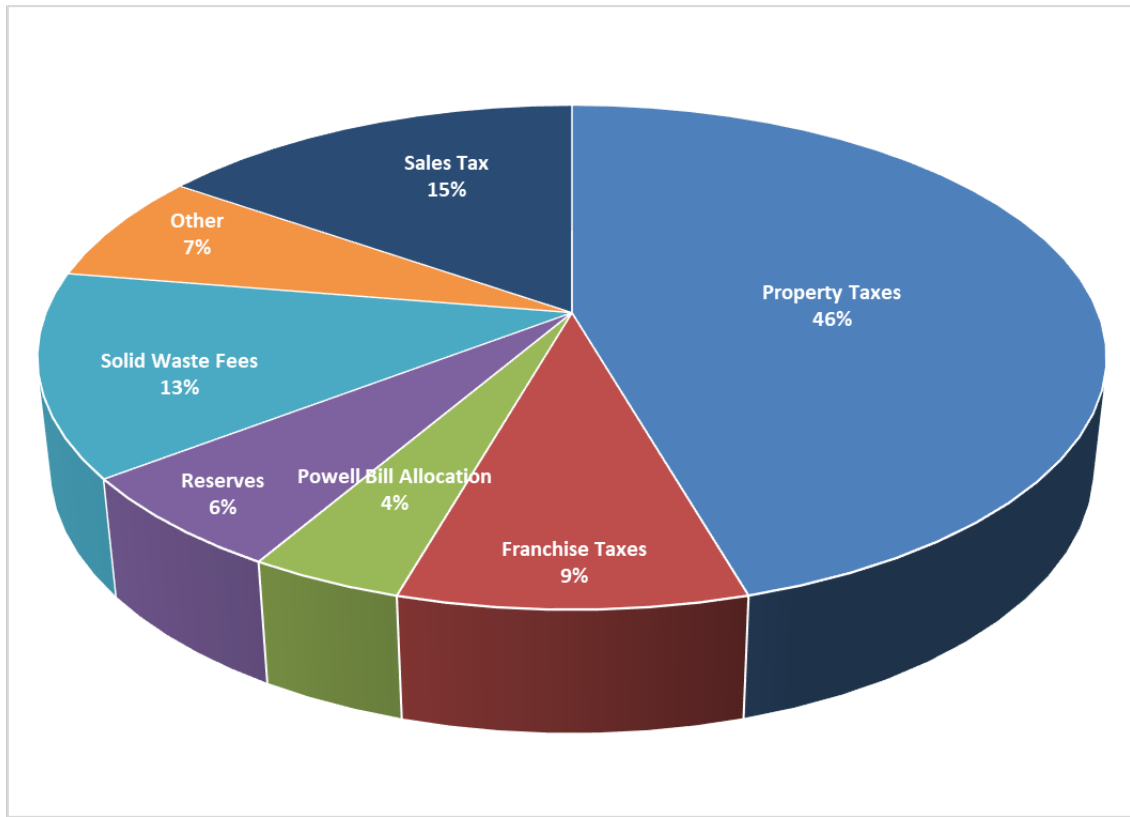
Although the COVID-19 Pandemic presents unique challenges to our budgeting processes, the Town's healthy fund balance amounts and responsible allocation of funds have left us in a stable financial position. The General Fund has a total fund balance (Reserve) amount of \$1,664,322 and the Enterprise Fund has a fund balance (Reserve) of \$570,887. With a County-wide revaluation of property due for completion in 2021, new private development on the horizon, and the reopening of our economy, we feel confident that the FY 21/22 Budget can provide for additional improvements to infrastructure, public investment, and staffing to continue the Town's trajectory towards **respectful growth** and continuance of providing the highest in quality of services feasible to our residents.

Respectfully submitted,



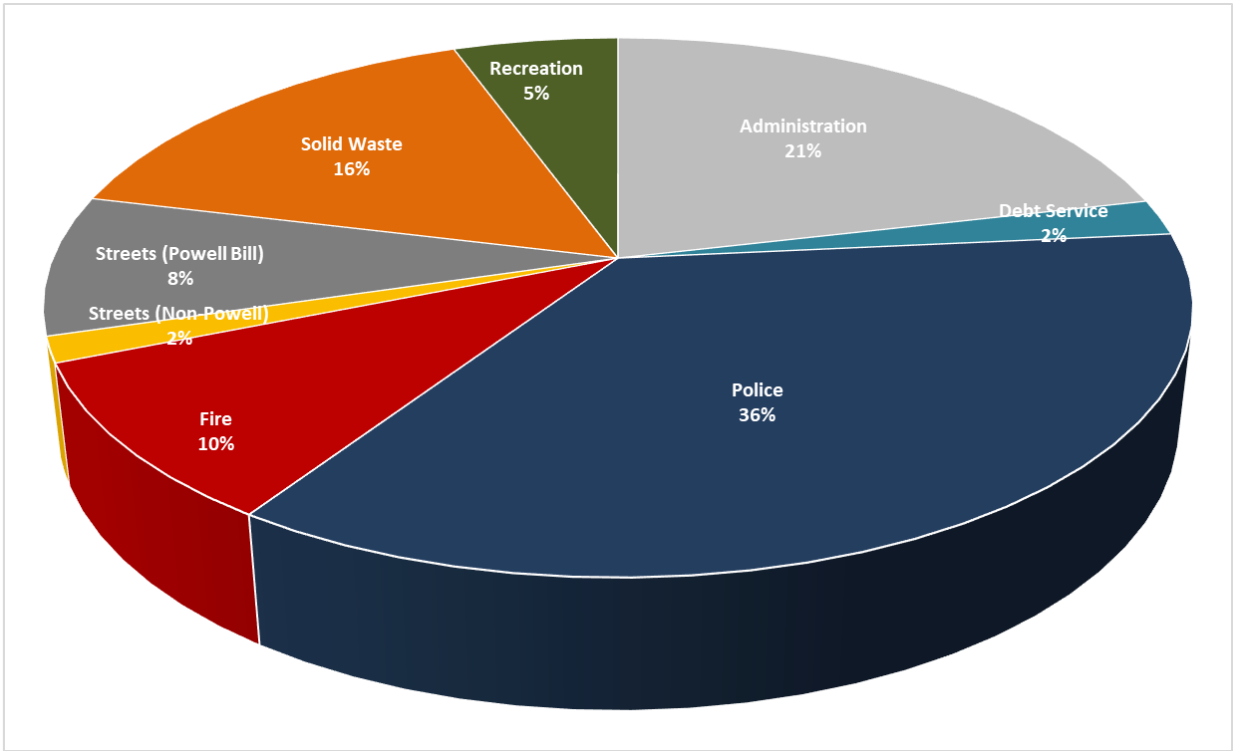
Lucas A. Shires, MUD, PLA
Town Manager

GENERAL FUND REVENUES



Description	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 20-21 Recommend	Change
Property Taxes - Prior Years	4,000	10,640.19	6,500	20,821.79	10,000	54%
Property Tax Penalties less Discounts	1,000	(72.27)	1,000	205.36	1,000	0%
Property Taxes - Current Year	1,044,000	1,072,548.48	1,098,000	1,099,993.74	1,115,200	2%
Court Costs, Fee and Charges	1,000	647.50	1,000	660.00	1,000	0%
Beer and Wine Tax		8,067.03	30,000	20,000.00	25,000	
Library Donations	12,000	16,000.00	12,000	12,000.00	12,000	0%
SPR grant	40,000					
Powell Bill Allocation	128,200	126,644.96	123,900	125,141.50	98,000	-21%
Solid Waste Disposal Tax	3,500	3,297.08	3,000	3,538.01	3,500	17%
Utilities Franchise Tax	217,200	173,670.90	225,000	218,286.64	221,400	-2%
Local Option Sales and Use Taxes	415,000	401,694.93	436,300	400,000.00	378,500	-13%
Recycling Charges	56,400	57,128.50	112,740	97,806.67	97,500	-14%
Investment Income - General Fund	8,000	11,920.95	12,000	10,034.12	8,600	-28%
Investment Income - Powell Bill	3,000	8,128.80	7,000	6,974.88	3,200	-54%
Profit/(Loss) on Sale of Fixed Assets	3,000	2,200.00		4,250.00		0%
Zoning Charges	2,500	1,530.00	2,500	4,000.00	6,500	160%
Shop With A Cop Donations	5,000	9,160.00	5,000	8,521.00	5,000	0%
Donations and Fundraising						
Solid Waste Charges	205,400	210,451.30	215,370	220,846.27	220,000	2%
Cleveland County Schools SRO grant		34,000.00	68,000	68,000.00	68,000	0%
Cleveland County Recreation Grant	76,650	77,172.95	86,300	86,085.72	75,000	-13%
Miscellaneous Revenue	12,000	8,043.39	12,000	13,822.46	24,500	104%
Powell Bill Reserve Appropriation		60,000.00	145,000	145,000.00	122,000	
Reserve Appropriation	300,000	489,353.00	247,000	247,000.00	153,000	
Total	2,537,850	2,782,227.69	2,849,610	2,812,988.16	2,648,900	-7%

GENERAL FUND EXPENDITURES



GENERAL FUND OVERVIEW

The general fund consists of conventional general government services like public safety, streets, parks, code enforcement, planning and zoning, 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 2.6 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 18-19 Budget</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Budget</u>	<u>FY 19-20 Projected</u>	<u>FY 20-21 Recommend</u>	<u>Change</u>
Salary and Wages	193,100	189,969.57	210,400	211,823.35	180,600	-14%
Governing Body Salaries	8,400	8,400.00	8,400	8,400.00	8,400	0%
401k	9,500	9,903.00	10,400	10,592.00	9,100	-13%
Payroll Tax	15,500	14,972.56	16,800	16,847.09	14,500	-14%
Retirement	13,900	14,748.48	18,900	19,212.38	18,600	-2%
Group Insurance	24,000	23,375.59	27,000	24,116.91	30,800	14%
Professional Services	15,000	16,422.50	15,000	15,593.87	15,000	0%
Maint to Building and Grounds	22,000	28,269.85	16,000	11,039.55	12,000	-25%
Maintenance/Repair Vehicle	-					
Supplies and Materials	11,500	8,977.56	10,000	9,878.99	11,000	10%
Training	5,000	1,539.19	6,000	2,815.71	4,000	-33%
Travel	-					
Telephone	5,500	5,268.46	6,250	7,433.35	6,500	4%
Utilities	10,000	9,109.00	11,000	9,454.31	12,000	9%
Postage	1,400	1,626.69	1,400	1,373.20	1,400	0%
Maintenance to Equipment	4,500	1,926.63	1,000	967.25	1,500	50%
Gasoline	-					
Advertising	3,000	2,666.95	8,000	6,063.43	6,000	-25%
Dues and Subscriptions	17,000	19,113.49	20,000	19,645.16	20,000	0%
Property Tax Collection	23,000	24,901.50	23,100	24,548.50	23,000	0%
Contracted Services	112,000	22,066.15	50,000	31,059.17	55,000	10%
Insurance and Bonds	74,000	76,774.00	80,400	79,272.00	82,000	2%
Depreciation	-					
Debt Service	62,200	59,537.89	58,300	29,279.26	57,000	-2%
Transfer to Capital Project Fund	-	199,353.00	30,000	30,000.00		
Contingency	-					
Miscellaneous	2,500	1,863.04	5,000	4,673.52	4,000	-20%
Capital Outlay	-		62,000	10,300.00	50,000	0%
Non-capital equipment purchases	-		12,200	9,923.72		0%
Total	633,000	740,785.10	707,550	594,312.72	622,400	-12%

Administration Department Highlights

The administration budget reflects notable changes. 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 and an Ordinance Overhaul. All of these efforts currently in progress are being carried over from last year's budget due to delays. The budget also funds additional allocations for planning, zoning, and code enforcement contracted services.

<u>Funded Positions</u>	<u>Date Hired</u>	<u>Yrs Svc</u>	<u>Pay Grade</u>
Town Manager (0.50)	3/26/2018	2	-
Town Clerk	1/17/1990	30	21
Finance Officer (0.75)	7/26/2004	16	25
Public Works Director (0.25)	6/17/2006	14	25
Administrative Assistant (0.50)	2/12/2018	2	14

POLICE DEPARTMENT

Police Department	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	Change
	Budget	Actual	Budget	Projected	Recommend	
Salary and Wages	377,000	375,211.96	449,500	450,075.34	509,300	13%
Part-time/Reserve Wages	7,000	5,102.70	10,000	6,695.93	10,000	0%
Separation allowance	12,200	12,173.72	12,200	12,173.72	12,200	0%
Retirement	30,200	31,282.65	43,700	43,657.31	55,800	28%
401k	18,900	18,403.00	22,500	22,504.00	25,500	13%
Payroll Tax	31,600	29,921.66	36,100	35,874.29	40,700	13%
Group Insurance	60,000	53,706.96	67,500	64,972.00	84,500	25%
Uniforms						
Maint to Building and Grounds	1,400	1,229.62	1,500	1,190.33	1,500	0%
Maintenance/Repair Vehicle	13,800	8,588.84	14,000	16,859.13	14,000	0%
Supplies and Materials	16,000	12,588.03	16,000	9,436.12	15,000	-6%
Training	2,000	1,476.13	2,000	736.83	2,000	0%
Travel						
Telephone	7,200	7,099.07	7,500	7,838.24	7,500	0%
Utilities	6,000	6,216.79	6,000	6,832.77	6,500	8%
Maintenance to Equipment	1,000	1,839.09	1,000	1,915.18	1,000	0%
Gasoline	22,000	21,156.89	22,000	21,101.35	20,000	-9%
Contracted Services	24,000	27,567.02	30,000	29,662.58	37,800	26%
Miscellaneous	500		1,000			-100%
Shop With A Cop Expenses	5,000	5,042.44	5,000	7,927.94	5,000	0%
Fundraising Expenses	-					
Capital Outlay	76,000	81,839.11	72,000	44,129.04	76,000	6%
Non-capital equipment purchases	29,300	23,149.88	122,100	113,574.93	24,700	-80%
Total	741,100	723,595.56	941,600	897,157.03	949,000.00	1%

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 (2) 2021 Chevrolet Tahoes and the associated upfits for patrol use. Last year's budget funded two (2) 2020 Chevrolet Tahoes. Due to manufacturing delays, one (1) 2020 Chevrolet Silverado was purchased as a marked patrol vehicle. With the need for the additional vehicle, we need to purchase two (2) vehicles this 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	21	25
Police Investigator	10/9/2003	17	20
Police Lieutenant	8/1/2012	8	22
Police Officer	3/10/2010	10	19
Police Officer	6/1/2015	5	19
Police Officer	7/1/2012	8	19
Police Officer	8/2/2019	1	18
Police Officer	6/26/2017	3	18
SRO	5/16/2016	4	18
Police Officer	4/29/2019	1	18
Park Ranger	6/1/2020	-	18

Police Department Vehicles

2021 Chevrolet Tahoe (PROPOSED)	2014 Chevrolet Tahoe (Unmarked Investigator)
2021 Chevrolet Tahoe (PROPOSED)	2012 Dodge Charger (Spare Vehicle)
2020 Chevrolet Silverado (Marked Patrol)	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)

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 18-19 Budget</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Budget</u>	<u>FY 19-20 Projected</u>	<u>FY 20-21 Recommend</u>	<u>Change</u>
Contracted Services	244,125	244,125.00	252,000	252,000.00	253,012	0%
Total	244,125	244,125.00	252,000	252,000.00	253,012	0%

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 18-19 Budget</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Budget</u>	<u>FY 19-20 Projected</u>	<u>FY 20-21 Recommend</u>	<u>Change</u>
Supplies and Materials	1,000		1,000	156.23	200	-80%
Street Lighting	45,000	38,310.21	45,000	37,255.04	40,000	-11%
Street Contracted Services						
Street Name Signs	1,000	33.60	1,000	548.15	500	-50%
Total	47,000	38,343.81	47,000	37,959.42	40,700	-13%

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 18-19 Budget</u>	<u>FY 18-19 Actual</u>	<u>FY 19-20 Budget</u>	<u>FY 19-20 Projected</u>	<u>FY 20-21 Recommend</u>	<u>Change</u>
Part-time Wages						
Part-time Benefits (FICA)						
Professional Services						
Maintenance/Repair Streets	10,000		10,000	410.00	18,000	80%
Maintenance/Repair Vehicle						
Supplies and Materials		297.40		588.28	1,000	0%
Maintenance to Equipment						
Gasoline						
Contracted Services	118,700	169,696.70	262,900	237,531.15	200,600	-24%
Insurance and Bonds	2,500	2,552.00	3,000	4,099.62	3,400	13%
Transfer to Reserves						
Capital outlay						
Total	131,200	172,546.10	275,900	242,629.05	223,000	-19%

Powel Bill Highlights

The Town is projected to receive \$98,000 in Powell Bill funding from the state, an approximately 20% reduction from the prior year's allocation. Accordingly, \$200,600 is allocated to resurface streets as prioritized by the Street CIP completed in FY 16/17, \$3,400 for insurance and bonds, \$10,000 is provided for street sweeping services, \$8,000 is provided for patching and other repairs identified throughout the year, and \$25,000 is allocated for sidewalk repairs and extensions. An additional \$122,000 is being allocated out of Powell Bill Reserve Funds to expedite the Street CIP resurfacing project.

CIP Resurfacing	\$176,600
Surface Patching	\$8,000
Sidewalk Projects	\$25,000
Street Sweeping	\$10,000
Insurance and Bonds	\$3,400

SOLID WASTE

<u>Solid Waste</u>	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	<u>Change</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Recommend</u>	
Salary and Wages	97,300	99,950.33	87,300	86,478.02	67,900	-22%
Part-time Wages	25,000	23,140.12	25,000	25,091.92	25,000	
401k	6,200	4,764.00	5,700	3,643.00	3,400	-40%
Payroll Tax	8,100	9,241.82	6,700	8,535.10	7,200	7%
Retirement	7,100	7,518.41	8,000	6,536.93	7,000	-13%
Group Insurance	18,000	18,878.76	13,500	12,983.52	23,100	71%
Uniforms	2,500	4,414.73	3,760	5,713.25	4,500	20%
Maint to Building and Grounds	5,500	3,041.66	500	494.61	500	0%
Maintenance/Repair Vehicle	26,825	23,279.73	28,000	22,712.16	23,000	-18%
Supplies and Materials	5,000	6,946.24	10,800	11,920.89	8,988	-17%
Telephone	2,100	2,630.41	2,500	3,956.09	4,000	60%
Utilities	800	819.23	800	755.56	800	0%
Maintenance to Equipment	5,000	663.71	5,000	3,082.85	4,000	-20%
Gasoline	15,000	16,144.75	16,000	14,655.11	15,000	-6%
Contracted Services	101,500	104,394.90	151,000	140,697.60	145,000	-4%
Capital Outlay	190,000	193,381.03			75,000	0%
Non-capital equipment purchases		1,571.50	7,500	6,776.45		-100%
Debt Service - Principal and Interest						0%
Capital reserve - trash truck	25,000	25,000.00	25,000	25,000.00		
Total	540,925	545,781.33	397,060	379,033.06	414,388	4%

Solid Waste Highlights

The Town made the last debt payment on the 2012 Lodal garbage collection truck in FY 16/17. Last year was the third year the Town allocated \$25,000 to reserves for a new trash truck. This year's budget appropriates \$75,000 from reserves to make a down payment on the purchase of a new garbage collection truck. The budget also funds 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	18	9
SW Worker	6/3/2019	1	9

Solid Waste Equipment

2021 Lodal Garbage Truck (PROPOSED)	2011 Ford Dump Truck
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

RECREATION

Recreation	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	%Change
	Budget	Actual	Budget	Projected	Recommend	
Salary and Wages	75,200	74,638.00	77,000	78,363.60	31,400	-59%
Part-time Wages	-				-	
401k	3,800	3,719.00	3,900	3,919.00	1,600	-59%
Payroll Tax	6,200	5,689.85	5,900	5,994.82	2,500	-58%
Retirement	5,500	5,869.57	7,000	7,107.58	3,300	-53%
Group Insurance	6,000	5,986.14	6,800	6,798.18	100	-99%
Uniforms	1,000	1,538.72	1,000	1,474.56	1,000	0%
Maint. to Buildings and Grounds	2,000	225.38	12,000	1,067.93	10,000	-17%
Maintenance/Repair Vehicle	2,000	3,103.09	2,000	1,797.83	2,000	0%
Supplies and Materials	1,500	948.17	2,000	703.03	1,000	-50%
Telephone	2,000	2,202.23	2,000	2,558.49	2,500	25%
Utilities	1,000	992.25	1,000	1,187.04	1,200	20%
Maintenance to Equipment	1,175	3,081.55	1,500	1,983.99	2,000	33%
Gasoline	2,200	1,536.27	2,500	1,484.21	1,800	-28%
Greenway Request	2,000	916.64	7,800	3,627.99	9,000	15%
Contracted Services - YMCA	58,425	58,425.00	59,600	59,600.00	40,000	-33%
Contracted Services	-					
Library Expenses	23,500	23,500.00	23,500	23,500.00	23,500	0%
Museum Expenses	-					0%
Miscellaneous	7,000		8,000	2,647.57	13,500	69%
Capital Outlay	-					
Non-capital equipment purchase	-		5,000			
Total	200,500	192,371.86	228,500	203,815.82	146,400	-36%

Department Highlights

The Town renewed an agreement with the YMCA in 2017 for three (3) additional years. This agreement, originally created in 1998, formed a partnership between the Town and YMCA. The Town wishes to continue to assist residents of the Town of Boiling Springs with fees and services provided at and/or by the Ruby C. Hunt YMCA, to allow joint use of facilities, and to promote the YMCA, but at a lower, justifiable, and data-driven allocation.

The Park Ranger position has been moved from the Parks and Recreation Department to the Police Department and will be supervised by the Town Manager and Police Chief.

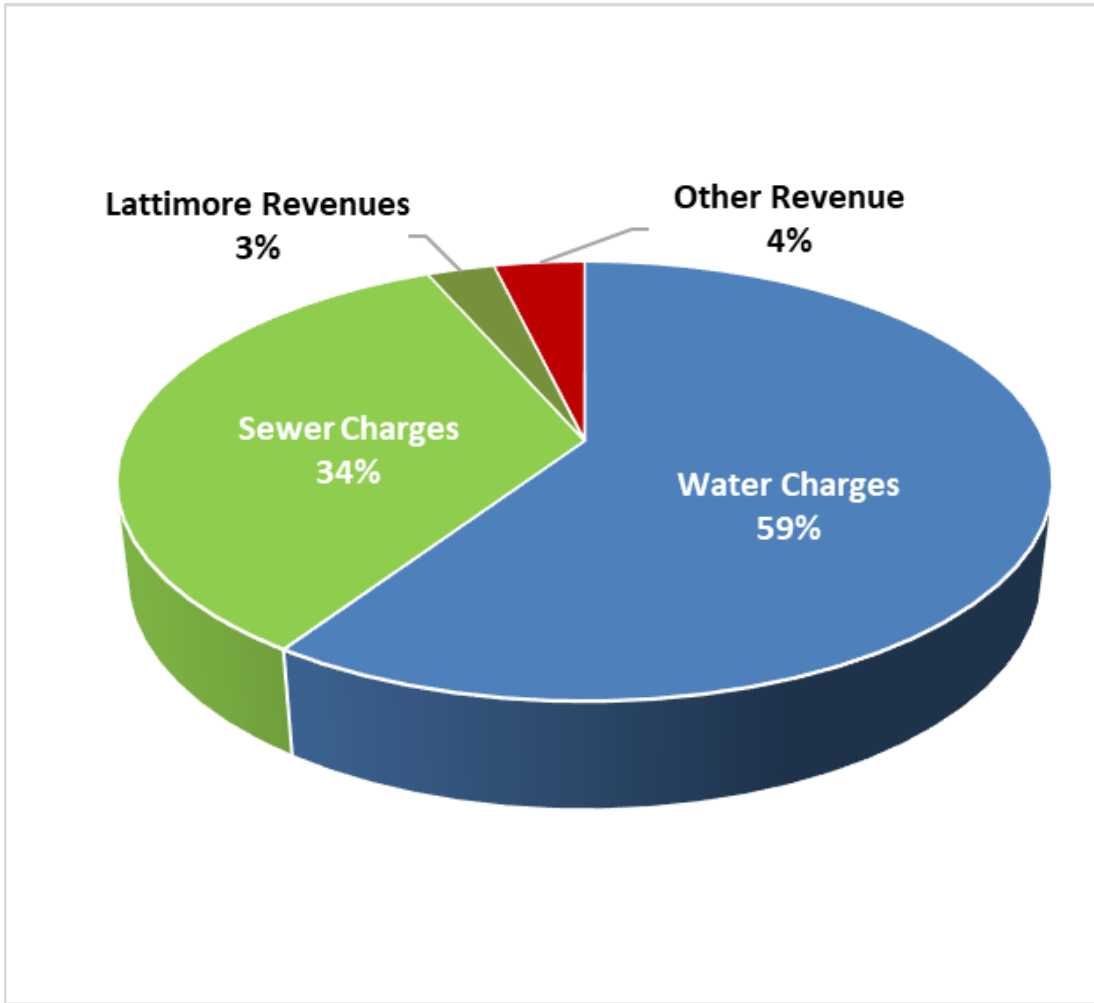
Recreation Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Maintenance Worker	4/21/2007	13	9

Recreation Vehicles

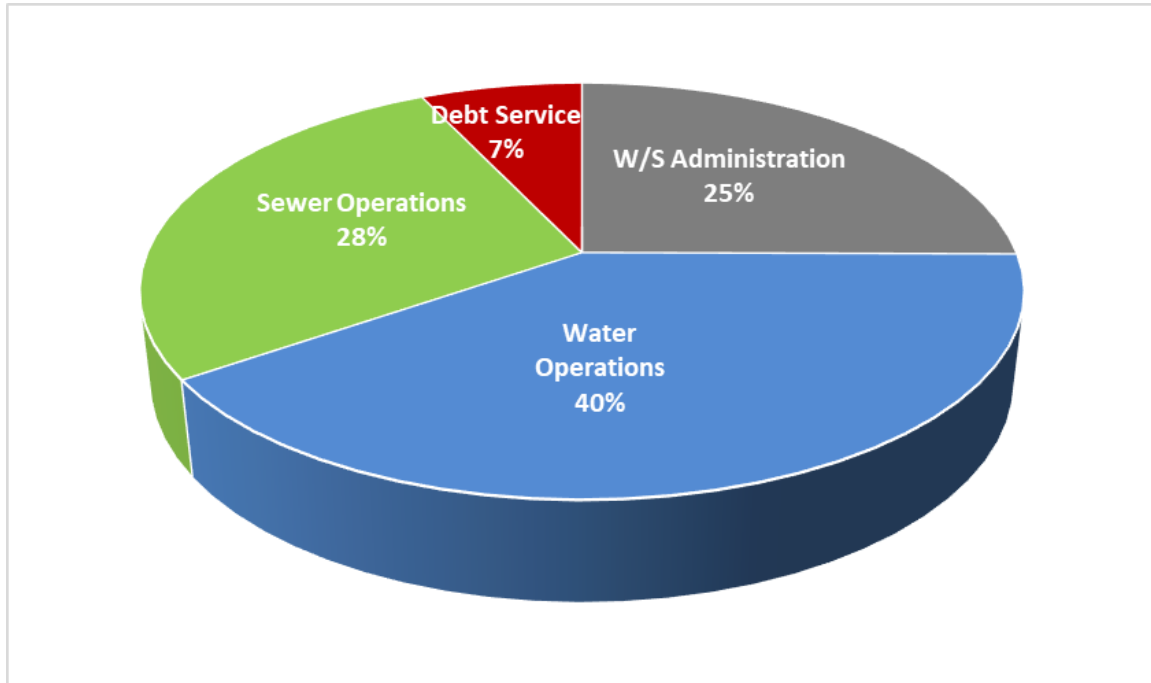
2007 Ford F150 (General Maintenance)	1996 Chevrolet Pickup (Park Ranger)
2005 Dodge Pickup (Towing Vehicle)	

ENTERPRISE FUND REVENUES



<u>W/S Revenues</u>	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 20-21 Proposed	Change
Late and Reconnect Fees	36,000	\$ 37,780.00	36,000	\$ 22,255.00	30,000	-17%
New Connection Fees	14,000	\$ 6,510.00	10,000	\$ 5,360.00	10,000	0%
Water Charges	950,000	\$ 921,854.78	1,003,600	\$ 967,227.27	1,000,000	0%
Wastewater Charges	533,000	\$ 549,242.38	565,000	\$ 573,046.29	575,000	2%
Lattimore Charges	45,000	\$ 40,414.11	56,000	\$ 53,357.09	47,000	-16%
Lattimore Reimburse	-		10,000			0%
Investment Income	3,000	\$ 5,824.14	5,400	\$ 6,705.69	3,000	-44%
Profit/(Loss) on Sale of Fixed Assets		\$ 50.00		\$ 36,681.20		
Miscellaneous Revenue	20,000	\$ 24,897.12	20,000	\$ 27,754.67	20,000	0%
Reserve Appropriation						
Total	\$ 1,601,000	\$ 1,586,572.53	\$ 1,706,000	\$ 1,692,387.21	1,685,000	-1%

ENTERPRISE FUND EXPENDITURES



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 under 1.7 million dollars. Debt service, paying down principal and interest on loans, accounts for 7% 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 Wastewater Treatment Plant, the Town needs to officially adopt the CIP and systematically raise water and sewer rates to fund it. However, water and sewer rate increases are not recommended this cycle. The City of Shelby, from whom the Town purchases water, is not proposing an increase to their governmental rate. Water and sewer rates were unchanged from FY 14/15 to FY 17/18, but were increased in FY 18/19 and FY 19/20. The aforementioned increases have been effective in funding critical projects and creating reserve funds for future CIP improvements.

W&S ADMINISTRATION

W&S Administration	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	FY 20-21 Proposed	% Change
Salary and Wages	\$ 112,300	\$ 118,036.69	\$ 145,400	\$ 135,973.88	192,500	32%
401k	\$ 5,700	\$ 5,162.00	\$ 7,300	\$ 6,799.00	9,700	33%
Payroll Tax	\$ 9,000	\$ 8,926.85	\$ 11,600	\$ 10,402.00	15,200	31%
Retirement	\$ 8,200	\$ 9,011.70	\$ 13,200	\$ 12,332.83	19,800	50%
Group Insurance	\$ 12,000	\$ 11,934.88	\$ 20,300	\$ 15,826.72	30,800	52%
Professional Services	\$ 6,000	\$ 6,397.50	\$ 6,000	\$ 6,000.00	6,000	0%
Maintenance to Buildings and Grounds	\$ 5,500	\$ 5,440.33	\$ 5,500	\$ 4,268.44	7,000	27%
Supplies and Materials	\$ 8,000	\$ 5,191.48	\$ 9,000	\$ 7,457.39	8,000	-11%
Training	\$ 500	\$ 263.07	\$ 1,000	\$ 13.24	1,000	0%
Travel						
Telephone	\$ 4,800	\$ 4,249.95	\$ 4,500	\$ 4,795.09	4,800	7%
Utilities	\$ 5,800	\$ 5,585.23	\$ 6,500	\$ 5,276.95	6,000	-8%
Postage	\$ 9,500	\$ 9,911.17	\$ 11,000	\$ 9,206.37	12,000	9%
Maintenance to Equipment	\$ 1,000	\$ 2,012.70	\$ 2,500	\$ 2,248.48	4,800	92%
Advertising	\$ 500	\$ 90.00	\$ 500		500	0%
Dues and Subscriptions	\$ 5,600	\$ 5,798.32	\$ 5,000	\$ 4,854.48	6,000	20%
Contracted Services	\$ 22,000	\$ 20,790.92	\$ 20,000	\$ 18,708.95	13,500	-33%
Insurance and Bonds	\$ 42,000	\$ 48,461.00	\$ 48,000	\$ 48,460.13	52,000	8%
Depreciation						
Bad debt expense						
Contingency						
Miscellaneous			\$ 350			
Capital Outlay						
Non-capital equipment purchases	\$ 1,000		\$ 2,500	\$ 2,279.00	2,500	0%
Capital Reserve	\$ 53,900				29,500	
Debt Service	\$ 34,000	\$ 32,058.85	\$ 34,000	\$ 31,355.71	30,600	-10%
Transfer to Capital Project Fund		\$ 50,000.00				
Total	\$ 347,300	\$ 349,322.64	\$ 354,150	\$ 326,258.66	452,200	28%

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 Administrative Assistant and Town Manager position, is budgeted to Water and Sewer Administration.

W&S Administration Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Public Works Director (0.75)	6/17/2006	14	25
Finance Director (0.25)	7/26/2004	16	25
Utility Billing Clerk	1/2/2020	0	14
Town Manager (0.50)	3/26/2018	2	-
Utilities Supervisor	4/6/2017	3	21
Administrative Assistant (0.50)	2/12/2018	2	14

W&S Administration Equipment

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

Water Operations	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 76,400	\$ 75,558.07	\$ 73,800	\$ 73,604.19	75,000	2%
Part-time Wages						
401k	\$ 3,900	\$ 3,666.00	\$ 3,700	\$ 3,681.00	3,800	3%
Payroll Tax	\$ 6,300	\$ 5,607.07	\$ 6,100	\$ 5,630.72	5,800	-5%
Retirement	\$ 5,600	\$ 5,756.20	\$ 6,700	\$ 6,675.90	7,800	16%
Group Insurance	\$ 12,000	\$ 11,934.88	\$ 13,500	\$ 13,554.24	15,400	14%
Uniforms	\$ 3,000	\$ 3,652.78	\$ 3,000	\$ 3,408.81	3,500	17%
Maintenance to Building and Grounds	\$ 1,000	\$ 41.67	\$ 2,000		7,400	270%
Maintenance/Repair Vehicle	\$ 2,000	\$ 1,175.98	\$ 2,000	\$ 4,522.89	4,000	100%
Supplies and Materials	\$ 23,000	\$ 20,219.61	\$ 29,000	\$ 28,603.39	53,400	84%
Water Purchases - City of Shelby	\$ 350,000	\$ 335,475.40	\$ 350,000	\$ 339,792.96	350,000	0%
Training		\$ 300.00	\$ 500	\$ 665.00	1,200	140%
Telephone	\$ 1,600	\$ 2,333.16	\$ 1,600	\$ 2,316.32		-100%
Utilities	\$ 2,000	\$ 3,088.64	\$ 2,000	\$ 2,690.32		-100%
Maintenance to Equipment	\$ 4,000	\$ 2,291.90	\$ 4,000	\$ 2,868.25	4,000	0%
Gasoline	\$ 6,000	\$ 7,642.05	\$ 8,000	\$ 7,979.67		-100%
Contracted Services	\$ 48,000	\$ 56,422.30	\$ 60,000	\$ 62,989.58	71,000	18%
Capital Outlay - Equipment	58,000	\$ 59,128.05	43,500	\$ 40,398.79	13,000	-70%
Non-capital equipment purchases			\$ 8,650	\$ 2,275.00	10,000	16%
Capital Outlay - Lines	\$ 25,000		\$ 38,000		55,000	45%
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	\$ 716,400	\$ 682,835.58	\$ 744,650	\$ 690,198.85	768,900	3%

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 funds the replacement of the water vault at Boiling Springs Elementary School, replacement of several fire hydrants and valves, and a chisel for the newly purchased mini excavator.

Water Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
Utilities Maint Worker	11/4/2002	18	11
Utilities Maint Worker	2/4/1993	27	11

Water Operations Equipment

2019 Ford F250	2011 Ford F250 (Utility Body)
Mini Excavator	1995 Ford Backhoe
2019 Ford F250 4x4	

SEWER OPERATIONS

Sewer Operations	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 103,900	\$ 59,087.39	\$ 109,600	\$ 107,172.11	139,600	27%
Part-time Wages						
401k	\$ 5,200	\$ 1,481.50	\$ 5,500	\$ 5,359.00	7,000	27%
Payroll Tax	\$ 8,700	\$ 4,751.95	\$ 9,100	\$ 8,198.67	10,700	18%
Retirement	\$ 7,600	\$ 1,718.24	\$ 10,000	\$ 9,720.51	14,400	44%
Group Insurance	\$ 24,000	\$ 8,966.46	\$ 27,000	\$ 25,994.24	30,800	14%
Uniforms	\$ 4,000	\$ 2,578.30	\$ 4,000	\$ 4,795.15	4,800	20%
Maintenance to Buildings and Grounds	\$ 1,000	\$ 1,516.36	\$ 1,500	\$ 2,293.17	22,000	1367%
Maintenance/Repair Vehicle	\$ 10,000	\$ 6,161.88	\$ 5,000	\$ 5,456.21	5,000	0%
Supplies and Materials	\$ 20,000	\$ 23,465.34	\$ 27,000	\$ 31,321.32	33,100	23%
Maintenance to Sewer System	\$ 16,000	\$ 2,454.08	\$ 10,000	\$ 4,456.73	11,500	15%
Training	\$ 2,000	\$ 2,044.15	\$ 2,500	\$ 3,306.85	1,800	-28%
Travel						
Telephone	\$ 6,300	\$ 7,267.79	\$ 6,500	\$ 10,435.64	10,500	62%
Utilities	\$ 57,000	\$ 66,897.52	\$ 62,000	\$ 64,489.21	65,000	5%
Maintenance to Equipment	\$ 15,000	\$ 22,089.71	\$ 18,000	\$ 13,461.88	18,000	0%
Gasoline	\$ 7,000	\$ 6,763.16	\$ 6,000	\$ 6,371.39	6,200	3%
Contracted Services	\$ 15,000	\$ 33,740.49	\$ 26,000	\$ 22,084.59	29,000	12%
Capital Outlay - Equipment	\$ 120,800	\$ 53,726.70	\$ 30,350	\$ 12,900.00	50,500	66%
Non-capital equipment purchase	\$ 1,500	\$ 500.00	\$ 1,500	\$ 1,467.86	4,000	167%
Capital Outlay - Infrastructure			\$ 126,050	\$ 14,829.07		
Sewer Debt Service (Principal and Interest)	\$ 71,900	\$ 71,837.56	\$ 71,900	\$ 70,430.94		-100%
Total	\$ 496,900	\$ 377,048.58	\$ 559,500	\$ 424,544.54	463,900	-17%

Sewer Operation Highlights

The Sewer department has a number of equipment, repair, and infrastructure needs. Last year's budget funded a blower as well as an expansion to the Wastewater Treatment Plant operations building. Those items, along with a sludge truck tank, upgrades to the pole barn at the Wastewater Treatment Plant, and a few other items, have been budgeted for this year.

Sewer Operations Personnel

Funded Positions	Date Hired	Yrs Svc	Pay Grade
WW Supervisor (ORC)	7/26/2018	2	9
WW Operator I	9/17/2018	2	21
Utilities Maint Worker	11/6/2017	2	10
Utilities Maint Worker	6/10/2019	1	10

Sewer Operations Equipment

2020 Kioti UTV 4x4	2006 International (Septic Pump Truck)
2019 Ford F250 4x4	2005 Dodge Pickup (Towing Vehicle)
2016 Ford F150 (ORC Vehicle)	1989 Ford (Septic Pump Truck)
2008 Ford Ranger (General Maintenance)	

LATTIMORE SEWER OPERATIONS

Lattimore Sewer Operations	FY 18-19	FY 18-19	FY 19-20	FY 19-20	FY 20-21	% Change
	Budget	Actual	Budget	Projected	Proposed	
Salary and Wages	\$ 23,900	\$ 29,822.40	\$ 26,500	\$ 25,721.29		-100%
401k	\$ 1,200	\$ 559.50	\$ 1,400	\$ 1,287.00		-100%
Payroll Tax	\$ 2,000	\$ 2,254.79	\$ 2,200	\$ 1,967.68		-100%
Retirement	\$ 1,800	\$ 1,347.82	\$ 2,500	\$ 2,332.92		-100%
Maintenance to Buildings and Grounds						
Supplies and Materials		\$ 383.77	\$ 500	\$ 469.85		
Maintenance to Sewer System			\$ 1,000	\$ 750.67		0%
Telephone	\$ 5,100	\$ 5,113.52	\$ 5,800	\$ 8,704.20		-100%
Utilities	\$ 5,400	\$ 6,640.37	\$ 6,800	\$ 7,687.33		-100%
Maintenance to Equipment	\$ 1,000	\$ 1,004.00	\$ 1,000			-100%
Gasoline						
Contracted Services		\$ 150.00				
Capital Outlay - Equipment						
Non-capital equipment purchase		\$ 225.00				
Total	\$ 40,400	\$ 47,501.17	\$ 47,700	\$ 48,920.94	\$ -	-100%

Lattimore Highlights

The Town of Boiling Springs operates and maintains the wastewater collection system in the Town of Lattimore and treats the collected wastewater. The Town of Boiling Springs and the Town of Lattimore are working on a renewed Agreement for wastewater services. Under the new Agreement, the Town of Boiling Springs will charge the Town of Lattimore a *per customer rate* and a *per 1,000 gallons treatment rate*. Town of Lattimore residents will pay rates determined by their elected officials. The Town of Boiling Springs will continue to provide operational and maintenance services for the Town of Lattimore wastewater collection system and continue to treat the wastewater from the system.

Capital costs are directly reimbursed by the Town of Lattimore. Maintenance costs requiring a contracted professional are directly reimbursed by the Town of Lattimore, while general maintenance is typically handled by the Town of Boiling Springs. Associated utility and insurance costs will be paid by the Town of Lattimore.

All costs previously associated with the Lattimore Wastewater System have been moved to the Town's Sewer Operations table of Expenditures.

Due to the COVID-19 Pandemic, the new Agreement will not be finalized prior to the adoption of this Budget. Once complete, Council will need to revise this Budget to reflect the agreed upon rate structures and associated revenue/expenditure revisions.

POSITION CLASSIFICATION & PAY PLAN

FLSA	Grade	Class	Position	Probation	Minimum	Maximum
N	9	Worker	General Maintenance Worker Solid Waste Worker Utility Maintenance Worker	\$ 24,021	\$ 25,462	\$ 39,721
N	10	Specialist	Wastewater Operator I	\$ 25,102	\$ 26,608	\$ 41,509
N	11	Specialist	Water Operator I	\$ 26,232	\$ 27,805	\$ 43,376
N	12	Specialist	Wastewater Operator II	\$ 27,412	\$ 29,057	\$ 45,328
N	13	Specialist	Water Operator II	\$ 28,645	\$ 30,364	\$ 47,368
	14	Specialist	Utility Billing Clerk Administrative Assistant	\$ 29,935	\$ 31,731	\$ 49,500
	15	Specialist		\$ 31,282	\$ 33,158	\$ 51,727
N	16	Specialist		\$ 32,689	\$ 34,651	\$ 54,055
N	17	Specialist		\$ 34,160	\$ 36,210	\$ 56,487
N	18	Specialist	School Resource Officer I Police Officer I Park Ranger I	\$ 35,697	\$ 37,839	\$ 59,029
N	19	Specialist	School Resource Officer II Police Officer II Park Ranger II	\$ 37,304	\$ 39,542	\$ 61,686
E	20	Supervisor	Police Sergeant/Investigator	\$ 38,983	\$ 41,322	\$ 64,462
E	21	Supervisor	Utilities Supervisor Wastewater Supervisor ORC Town Clerk	\$ 40,737	\$ 43,181	\$ 67,362
E	22	Supervisor	Police Lieutenant	\$ 42,570	\$ 45,124	\$ 70,394
E	23	Management		\$ 44,486	\$ 47,155	\$ 73,561
E	24	Management	Community Services Director	\$ 46,487	\$ 49,277	\$ 76,872
E	25	Management	Finance Director Police Chief Public Works Director	\$ 48,579	\$ 51,494	\$ 80,331