



# 2019-2020 TOWN OF WILLIAMSTON BUDGET



**Annual Budget  
Town of Williamston  
North Carolina  
Fiscal Year Beginning  
July 1, 2019**

Recommended to the Town Board by the Town Administrator ..... June 3, 2019  
Adopted by the Town Board..... June 3, 2019

**TOWN BOARD OF COMMISSIONERS**

**Joyce Whichard-Brown, Mayor  
Al R. Chesson, Mayor Pro Tem  
Ronell Rodgers  
William Coffield  
Alton Moore  
Jerry W. Knox**

**Staff**

**John O'Daniel, Town Administrator  
Daniel A. Manning, Town Attorney  
Linda Harrison, Finance Director  
Cameron Braddy, Town Planner and Zoning Administrator  
Travis Cowan, Police Chief  
Michael Peaks, Fire Chief  
Kerry Spivey, Public Works Director  
Allen Overby, Parks and Recreation Director  
Christina Craft, Town Clerk/Executive Assistant**

# TABLE OF CONTENTS

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<b>BUDGET MESSAGE</b>	5
<b>MISSION STATEMENT</b>	9
<b>INTRODUCTION</b>	11

## **REVENUES AND EXPENDITURES**

Summary of Revenues and Expenditures	18
Budgeted Revenues- General Fund	19
Budgeted Revenues- Powell Bill Fund	21
Budgeted Revenues- Storm Water Fund	21
Budgeted Revenues- Enterprise Fund	22
Summary of Proposed Expenditures	23

## **CAPITAL IMPROVEMENTS**

Description of Capital Improvement Planning Process	27
Summary of Capital Improvements Plan 2020-2024	33
2019-2020 Budgeted Capital Improvements	34

<b>SMALL EQUIPMENT REQUESTS – General Fund and Enterprise Fund</b>	37
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## **GENERAL FUND**

### **ADMINISTRATION**

Mission Statement	41
Budgeted Expenditures 2019-2020	42
Summary of Capital Projects 2020-2024	43

### **PLANNING AND DEVELOPMENT**

Mission Statement	44
Budgeted Expenditures 2019-2020	45
Summary of Capital Projects 2020-2024	46

### **POLICE**

Mission Statement	47
Budgeted Expenditures 2019-2020	48
Summary of Capital Projects 2020-2024	49

### **FIRE/RESCUE/RRT**

Mission Statement	50
Budgeted Expenditures for Fire Department 2019-2020	51
Budgeted Expenditures for Rescue Department 2019-2020	52
Budgeted Expenditures for RRT 2019-2020	53
Summary of Capital Projects 2020-2024	54

**RECREATION**

Mission Statement _____	55
Budgeted Expenditures 2019-2020 _____	56
Summary of Capital Projects 2020-2024 _____	57

**PUBLIC WORKS**

Mission Statements _____	58
Budgeted Expenditures – Streets 2019-2020 _____	59
Budgeted Expenditures – Sanitation 2019-2020 _____	60
Budgeted Expenditures – Cemetery 2019-2020 _____	61
Budgeted Expenditures – Garage 2019-2020 _____	62
Summary of Capital Projects 2020-2024 _____	63

**DEBT SERVICE**

Budgeted Expenditures 2019-2020 _____	64
---------------------------------------	----

**PUBLIC BUILDINGS**

Budgeted Expenditures 2019-2020 _____	65
---------------------------------------	----

**CULTURAL**

Budgeted Expenditures 2019-2020 _____	66
---------------------------------------	----

**ECONOMIC AND PHYSICAL DEVELOPMENT**

Budgeted Expenditures 2019-2020 _____	67
---------------------------------------	----

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**ENTERPRISE FUND****WATER FUND**

Mission Statement _____	69
Budgeted Expenditures – Water 2019-2020 _____	70
Budgeted Expenditures – Water District I 2019-2020 _____	71
Budgeted Expenditures – Water District II 2019-2020 _____	72
Summary of Capital Projects 2020-2024 _____	73

**SEWER FUND**

Budgeted Expenditures 2019-2020 _____	75
Summary of Capital Projects 2020-2024 _____	76

**POWELL BILL FUND**

Budgeted Expenditures 2019-2020 _____	78
---------------------------------------	----

**STORM WATER FUND**

Budgeted Expenditures 2019-2020 _____	80
---------------------------------------	----

---

<b>SUMMARY OF ALL FUNDS</b> _____	81
-----------------------------------	----

<b>NOTICE OF PUBLIC HEARING</b> _____	82
---------------------------------------	----

<b>BUDGET ORDINANCE</b> _____	83
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June 3, 2019

Mayor and Town Board of Commissioners  
Town of Williamston, North Carolina

Dear Mayor and Commissioners:

It is with much respect and appreciation that, on behalf of the staff of the Town of Williamston, I offer the Fiscal Year 2019 - 2020 Annual Operating Budget. It is prepared in response to the goals established during the Annual Board Retreat and in direct response to the needs of our community.

The current state and national economy makes it difficult for small communities like Williamston to flourish. With many urban areas booming, it is hard to convince State Legislators of the revenue needs of small towns. As it has in the past several years, the economy continues to be a dominant factor in preparing this budget. With that in mind, I am confident that this proposed budget will allow the Town to remain fiscally conservative in our ongoing efforts to keep our expenditures in check. We do this in effort to prevent the need for any property tax increases in the General Fund or water and sewer rate increases in the Enterprise Fund. This stretching of every dollar received continues to put strain on our ability to perform the essential functions of the Town. Our staff continues to provide those services with great passion and keen interest as they continue to find ways to maximize every dollar spent to accomplish the goals set out by them and the Board.

This year's combined budget for all funds totals \$10,586,639.

General Fund	\$5,794,971
Water and Sewer Fund	\$4,233,114
Powell Bill	\$ 503,554
Storm Water	\$ 55,000

This reflects approximately \$178,000 decrease in General Fund and \$8,500 increase in Water and Sewer fund. The Powell Bill Budget includes the allocation of \$253,554 plus interest to satisfy the Street Sweeper Loan and will use the remaining Powell Bill Fund allocation to do additional paving across Town.

This budget includes:

- A 1 % COLA (Cost of Living Adjustment)
- A ½ % merit increase given at the Department Heads discretion.
- Medical Insurance premiums increased by 8%



- Current deductible \$5,500 with the Town reimbursing H S A so that the employee only pays \$2,250
- Local Government Employee Retirement contributions increased by 1.2%
- No Fund Balance Appropriation
- Funding for all debt services
- Purchase of 2 police cars
- Purchase of necessary equipment for all departments
- Operation expenses to continue services to citizens at the current level

In this Fiscal year's budget, we continue to follow a practice initiated in Fiscal 2014 and maintained in Fiscal 2015-2019 of setting aside funds to cover future costs of our Other Post-Employment Benefits (OPEB). These benefits are offered to employees upon their retirement. At the start of Fiscal 2014, OPEB was removed as a benefit to any employee hired after that date. All employees hired prior to the start of Fiscal 2014 are eligible for OPEB. Much of the cost for OPEB will be incurred in the future but the liability for this future benefit is accumulating now. Based on an actuarial study performed in 2014 and again in 2017, the Board determined that it is important to assure financial security for the town and the ability to pay those future benefits. In the Fiscal 2018 budget, an additional \$100,000 was allocated to continue funding this future cost. At the end of Fiscal 2019, we will have set aside \$700,000 in a trust fund for the sole purpose of paying future OPEB liability. We continue to pay OPEB for current retirees (approximately \$90,000) out of our annual operating budget.

For the Fiscal 2020 budget, the property tax rate will not change, remaining at 79-cents per \$100 valuation. We budgeted property tax revenue of \$ 3,054,170. This is about the same as last year and anticipating a collection rate of approximately 93%. Town staff will continue to work on achieving a satisfactory collection rate and promoting economic growth to maintain a stable tax revenue picture for our residents.

This year, the town is not using any of its fund balances (Powell Bill Funds excluded) to cover costs. This is worthy of note as so many rural entities have used and continue to use fund balance to balance their budget. Our goal is to increase our fund balance by at least another \$50K in 2019/2020 budget. The Local Government Commission (LGC) expects municipalities to carry a fund balance to cover 6 months of expenditures in case of unexpected emergencies and Williamston has met the LGC requirements. As of the end of the 2019 Fiscal year, our fund balance in the General Fund was 68.2% of our annual expenditures which is equivalent to 8.2 months. Although this is above the LGC minimum our auditor has recommended we strive to keep our fund balance at current levels. In addition, we have paid forward a couple of things:

- 2019/2020 \$ 100,000.00 contribution to the OPEB fund





- Police Vehicle Debt Payment \$36,819
- Fire- Self Contained Breathing Apparatus \$9,900
- Cemetery Mower \$5,300
- Recreation Mower \$7,300

In other words, our financial position is strong and continues to strengthen.

Along with the Fiscal 2020 Budget, we have updated our Capital Improvement Plan (CIP). That document is available for review. The CIP details needed capital improvements, which includes equipment purchases that will be made during the year or are expected to occur in the next 5 years. Again this year, any capital purchases appropriated in the current year budget are shown in the current year of the CIP. We invite and encourage the reader to review our CIP to learn more of what capital purchases are planned in this fiscal year budget and the future. The CIP also shows how we anticipate these purchases will be paid, whether with cash or using some of the financing methods available to us.

In the Enterprise Fund, as was the case in the Fiscal 2016-2019 Budgets, due to the constraints of the Central Plains Coastal Capacity Use regulations, the Town is required to purchase 100% of its annual water usage from the Martin County Rural Water and Sewer Authority (MCRWASA) at a cost of \$1,185,930. This is a \$30,379 reduction from last year. We were anticipating more of a reduction than that with Parkdale Mills closing as it was our largest customer and our usage went down drastically. But there were higher expenditures to be divided among all users.

Even with drastic reductions in revenue, there are no rate increases for water or sewer for this budget year. We have agreed that major emergencies may warrant budget amendments.

The rates Williamston customers will pay for water and sewer are:

<u>In-Town Rates</u>		<u>Out of Town Rates</u>	
Water	\$18.65	monthly fixed fee	\$ 27.00
	\$ 9.25	per thousand gallons	\$ 11.25
Sewer	\$ 23.00	monthly fixed fee	\$ 46.00
	\$ 6.00	per thousand gallons	\$ 12.00

There are relatively few out-of-town customers on sewer so this out-of-town rate does not affect the majority of Williamston out-of-town customers as most only utilize water.

The Storm Water Utility Fund was created in the 2017 budget year. This fund will initially be used to pay the debt service created from a USDA loan to complete the Skewarkee



Drainage project under the CSX overpass on Main Street. It will be financed via a USDA loan and paid back over a 40-year period. The Storm Water revenues appear to be adequate to satisfy the debt payments annually with receipts of \$57,042 in 2017 and \$57,038 in 2018.

The 2019/2020 budgeted revenue for Storm Water is \$55,000.

The monthly storm water fees are:

\$1.35	Residential Properties
\$3.85	Small Commercial Properties
\$3.60	Large Commercial Properties
\$2.35	Institutional Properties

The storm water fee has to be applied to all customers in-town but cannot be charged to any out-of-town customers. If the reader is interested in the history of this project, much of the detail is located in the Clerk's office at the town hall.

### **Conclusion**

Each year gets harder to develop a budget that is balanced while meeting the needs of the community. Staff continues to work hard to provide services to the community while seeking cost savings. This budget is submitted as the financial resource guide to accomplish the goals of the Board of Commissioners in service to the citizens of Williamston. It has been thoroughly prepared by staff and diligently reviewed by the Town Board of Commissioners for the purpose of providing services in the most equitable manner possible.

Copies of this ordinance and the attached budget shall be maintained in the office of the Town Clerk of the Town of Williamston, and shall be made available for public inspection.

The budget presented is a balanced departmental budget. I respectfully present this budget on behalf of our united Town of Williamston staff!!

Sincerely,

  
\_\_\_\_\_  
John O'Daniel  
Town Administrator / Budget Officer



# MISSION STATEMENT FOR THE TOWN OF WILLIAMSTON

## **Mission Statement**

### **Vision**

Williamston is a town committed to controlling its own destiny as a distinct, sustainable, and sovereign municipality. We seek to be a regional hub for business and industry for our area. Our town's sense of community is rooted in citizens who respect each other; in racial and socioeconomic diversity; in pedestrian orientation; and its history. We believe our history and sense of community is our guide for the future.

### **Mission**

Williamston's government exists to help citizens in maintaining the town's unique qualities and to provide superior services to every resident. To this end, the town government of Williamston will operate according to the following core values:

### **Core Values**

- ❖ Citizens are the heart of Williamston, so town government will treat all people fairly, with courtesy and respect.
- ❖ Open communication is essential to an engaged citizenry, so town government will seek and provide accurate, timely information and promote public discussion of important issues.
- ❖ Williamston must be a safe place to live, work, and raise a family, so the town will work in partnership with the community to prevent crime and protect lives, property, and the public.
- ❖ Williamston's historic mix of people in all income levels is fundamental to our community, so town government will encourage opportunities and services that allow people of all means to live and work here.
- ❖ Williamston's character is that of a small town and of peaceful living, so land planning will reflect its historic patterns of village-centered growth, with connection of neighborhoods, reservation of rural area, and provision of public spaces and walkable community.
- ❖ Citizens entrust town government with the stewardship of public funds, so government will wisely use our resources.
- ❖ Successful government must be innovative, so town leaders will be intellectually curious and open to new ideas.
- ❖ Williamston's economic health is essential to its remaining a sustainable community, so town government will judiciously encourage and guide the location of new business opportunities.
- ❖ Citizens need to move easily throughout the town and region, so government will provide a variety of options, such as sidewalks, bike paths, greenways and connected streets.
- ❖ Citizens must live in a healthy environment, so town government will protect watersheds, trees, air quality, and other elements of the town's ecology.
- ❖ The physical and social health of Williamston citizens is fundamental to our well-being as a community, so town government will provide enjoyable, safe, and affordable recreational and cultural learning opportunities.
- ❖ Williamston exists in proximity to and is interdependent with other jurisdictions, so we strive for local, regional, state and federal cooperation.

# **INTRODUCTION TO THE TOWN OF WILLIAMSTON 2019-2020 BUDGET**

- **INTRODUCTION**
- **BUDGET GUIDE**
- **PROFILE OF THE  
TOWN OF  
WILLIAMSTON**
- **ORGANIZATIONAL  
CHART**

# Introduction

## Key Financial Documents

The budget document is the annual financial plan for Town operations for the period covering one fiscal year. The Town of Williamston's fiscal year begins on July 1 and ends on June 30. This plan describes the sources of revenues and how the funds will be spent during the year. The annual operating budget, the Capital Improvement Plan (CIP) and the Comprehensive Annual Financial Report (CAFR) are the key documents which describe the Town's financial plans and financial status each year.

The annual budget shows the funding plan for how the Town's dollars are to be spent in the coming year. The CAFR provides a review and assessment of the year-end fiscal condition of the Town overall, including the status of fund balance in all fund types.

## Organizational Structure

The operations of the Town are grouped into different funds. Within each fund are one or more departments; with a department being an organizational unit which provides a major type of public service, such as the Police Department or Public Works Department.

Account codes, also known as line items, provide the most detail within the budget. These are the most basic units in the budget and make it possible to determine, for example, how much is spent on chemicals for the operation of the water plant.

The Town's budget preparation involves detailed budget planning and review at the program line item level.

## Transfer to Other Funds

Fund transfers involve the budgeting of money from one fund to another in order to support the functions to be carried out by the receiving fund.

## General Statute Requirements

In accordance with the North Carolina General Statutes, the Town is required to budget and account for its funds on the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become available.

Expenditures are recognized in the accounting period in which the goods and services are received (except for unmatured interest on general long-term debt, which is recognized when due). The town's accounting records for general governmental operations are reported on the

modified accrual basis. The Town's enterprise operations are reported on the accrual basis.

The General Statutes also provide for balanced project ordinances for the life of projects, including both capital and grant activities, which are expected to extend beyond the end of the fiscal year. The budgeted appropriations for capital projects do not lapse until the completion of the project, while appropriations for funds that adopt annual budgets lapse at the end of the fiscal year.

## Budget Preparation and Process

The budget preparation process begins in October with a workshop on budget preparation and the distribution of the budget calendar.

In November and December, Town departments prepare their capital improvement requests for the next fiscal year. Departments are encouraged to conduct a thorough review and evaluation of their organizational structure and current and proposed programs. Departmental capital improvement requests are submitted in late December.

In January or early February, a Board/Staff retreat is conducted. At this retreat, department heads discuss with the Board concerns and issues of their departments. The Board provides feedback and debate issues they foresee as a need or desire for the upcoming years. At the conclusion of the retreat, a detailed list of action items for the coming year is agreed upon. These items set the expectations for the budget year.

From January to mid April, the Town Administrator reviews the departmental requests. The Town Administrator then prepares a proposed capital improvement budget. Concurrently, the Town Administrator and Department Heads are preparing an annual operating budget for Town Board consideration.

The North Carolina Local Government Budget and Fiscal Control Act requires each local government to operate under an annual balanced budget ordinance.

Around the first of May, the Board conducts one or more budget workshops to review the draft budget and direct staff of any needed changes to the draft. These are public presentations and are made before the Town Board, staff, members of the press, and interested citizens. As required by the Budget and Fiscal Control Act, a copy of the Proposed Budget is filed with the Town Clerk and made available for public inspection.

Through June 30<sup>th</sup>, the Town Board meets to review and discuss the Proposed Budget. In accordance with the Budget and Fiscal Control Act, the Town Board holds a

public hearing on the Proposed Budget prior to the adoption of the budget ordinance, generally in the evening on the first Monday in June.

On or prior to July 1<sup>st</sup>, the Town Board adopts the Five Year Capital Improvement Plan, the final budget ordinance with balanced revenues and expenditures, and sets the tax rate for the next fiscal year.

### **Implementation**

During the month of July, the Town Clerk prepares and distributes the Adopted Budget document, which incorporates all of the changes approved by the Town Board. During the month of July, the Town Administrator provides information to departments setting time schedules and priorities for the purchase of equipment and the implementation of new programs or initiatives.

### **CIP Overview**

A separate Capital Improvement Plan (CIP) document is prepared each year, which contains the expenditures and revenues planned for the upcoming five-year period.

The CIP is a five year plan for matching the Town's needs for public facilities, infrastructure, and equipment with a funding plan sufficient to meet those needs. Implementation of the CIP is dependent upon the actual appropriation of funds through the adopted budget ordinance since no funds are actually appropriated through the CIP.

Projects which are included in the CIP are generally defined as physical assets with a useful life of at least five years and an initial cost of at least \$5,000.

Examples of capital projects include such items are new roads, park land acquisition and development, waste treatment plant improvements, fire trucks and inflow/infiltration.

The five year Capital Improvement Plan is updated each year with projects being altered, added and deleted. To begin the review process, departments are provided with instructions in October on how to prepare their CIP requests. These requests are submitted to the Town Administrator's office in December. The requests are then reviewed and adjusted as appropriate. The Town Administrator's proposals are then included in the Recommended CIP which is presented to the Town Board no later than May.

After all modifications are made by the Town Board, the CIP is adopted by the Board and the Adopted CIP document is prepared and distributed. The first year of the CIP then becomes the basis for the capital budget

component of the annual budget for the upcoming fiscal year.

### **Amending the Budget**

Throughout any fiscal year, adjustments to the original budget ordinance may become necessary to carry out planned programs and for new Board initiatives. Two types of changes can occur – budget amendments and budget transfers. Such changes are required at the line item level of the budget underlying the budget ordinance.

A budget amendment increases or decreases a fund's total revenue and expenditure appropriations. A budget transfer changes line item appropriations within a particular fund without changing the fund total. Requests for amendment and transfers are submitted to the Finance Officer. The request contains the purpose of the increase or decrease, the accounts involved, and the amount of the change.

Each amendment and transfer request is reviewed and signed by the Town's Finance department. Department heads may approve transfers up to \$10,000. Transfer requests between \$10,000 and \$50,000 are approved by the Town Administrator.

A list of these administratively approved transfers is provided to the Town Board at each scheduled Town Board meeting and is recorded in the minutes.

All budget amendments and transfers over \$50,000 which are approved by the Town Administrator are then submitted to the Town Board for approval. The Town Board also approves any request for transfer that is between funds or affects budgeted revenues.

Capital project contract change orders generally require budget amendments or transfer of funds. Such requests go through an approval process very similar to that stated above.

## **Budget Guide**

The Town's budget is comprised of four different funds, the General Fund, the Enterprise Fund, the Powell Bill Fund and the Storm Water Fund. But the most notable fund in the Town of Williamston's budget is the General Fund.

The General Fund includes operating funds for the majority of Town departments including, for example, Police, Fire, Sanitation Services, Parks and Recreation, and most of Public Works.

Details regarding department budgets are presented in the Town's budget document. Department information includes mission statements, budget highlights, goals and objectives and performance measurements. Also included is the budget detail.

## Budget Detail

### Revenues

**Account Types include the following:**

**Taxes** – There are two main sources of tax.

*Property Taxes* are the largest source of revenue generated by the Town.

*Sales Tax* in North Carolina is a 2-part tax, state and local. The current state sales tax rate is 4.75%, and the local sales tax rate in Martin County is 2.25%. A percentage of the local sales tax revenue is distributed to the towns within the county.

A portion of the tax levied on beer and wine is returned to the Town at the discretion of the State.

The Town can no longer levy a privilege license fee for all business operations within the Town.

Powell Bill funds are funds received from the State to assist in the paving and repaving of town-owned streets within the Town. A few streets, such as Main Street and Washington Street, are state roads and are maintained by the State.

**User Charges and Fees** – fees charged for water and sewer services, recreation fees, cemetery lot sales and EMS charges.

**Other Revenue** – other revenues received by the Town come in the form of government and local grants, interest on investments and other revenue that is not a tax or fee.

### Expenditures

**Account Types include the following:**

**Personnel Services** – includes all salary accounts such as part-time, full-time, etc. and includes all benefits such as social security, health insurance, etc.

**Operating Expenses** – includes amounts needed for meeting departmental operating needs such as office supplies, operational and maintenance supplies, computer

lease, pest control services, professional services, organizational and development training, etc.

**Contingency** – 1% of operating expenses are set aside in contingency for each department in the General Fund. The Enterprise Fund has a contingency percentage rate of 3% of operating expenses, with the exception of the water districts, which is calculated at 1%.

**Capital Outlay and Capital Improvements** – includes accounts used to purchase new capital equipment or improvements at a unit cost of \$5,000 or more.

**Administrative Expense** – the cost for salaries and supplies in water and sewer utility billing and collections is provided by the Administrative staff and funds are transferred from the Enterprise Fund to cover those expenses.

**Transfer to Other Funds** – includes accounts used for transferring funds from one fund to another.

**Debt Service** – Debt Service is the total debt payments incurred by the Town of capital projects.



	General Fund	Enterprise Fund	
<b>REVENUES</b>			
Taxes:			
Property Taxes			
Local Option Sales Taxes			
Gasolene Taxes			
Franchise & Intangibles			
Payments in Lieu of Taxes			
Other Taxes & Licenses			
User Charges & Fees:			
Water Services			
Sewer Services			
Recreation Fees			
Cable Television			
Cemetery Lot Sales			
Other Charges & Fees			
Other Revenues:			
Government & Local Grants			
Retained Earnings			
Interest on Investments			
Construction Loan Proceeds			
Miscellaneous			
Transfers from Other Funds			
Fund Balance Appropriated:			
Powell Bill			
Undesignated			
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>			
Personnel Services			
Operating Expenses			
Administration			
Capital Outlay			
Debt Retirement			
Contingencies			
Transfers to Other Funds			
Capital Improvement Reserve			
Future Economic Development			
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Profile of the Town of Williamston

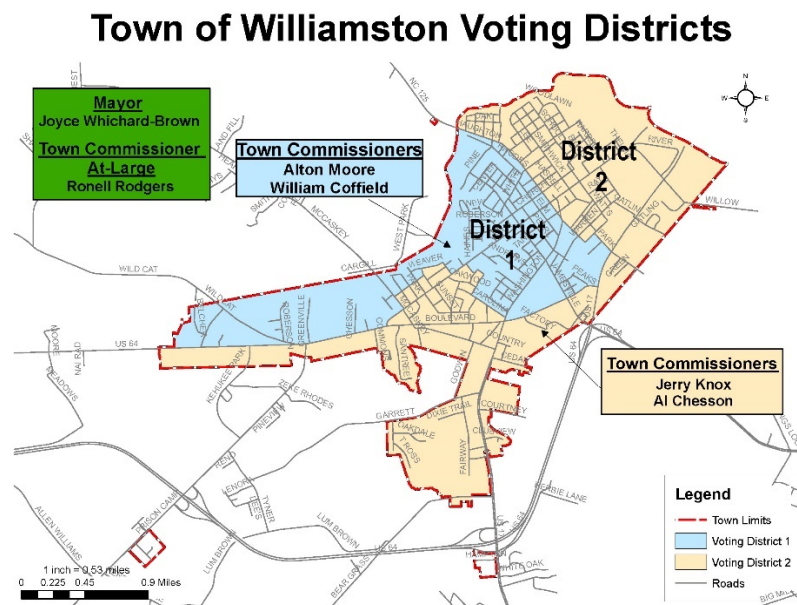
Williamston is located in Martin County in the Coastal Plains section of North Carolina. Williamston is about 80 miles southwest of Norfolk, Virginia; about 90 miles east of Raleigh; and approximately 90 miles inland from the North Carolina Outer Banks and the Atlantic Ocean. Williamston is served by east-west highways; US Highway 13 and US Highway 64 and the heavily traveled north-south route of US Highway 17.

The Town was chartered on October 18, 1779. Williamston, with a population of 5,511, contains approximately one-fourth of the county population and serves as the county seat.

The Town utilizes a mayor-council form of government. Five Commissioners and a Mayor are elected every four (4) years by eligible voters residing in the Town of Williamston. The Mayor and one Commissioner are elected at-large, two Commissioners are elected from District 1 and two Commissioners are elected from District 2.

Commissioner Liaison Appointments for Years 2016-20 are as follows:

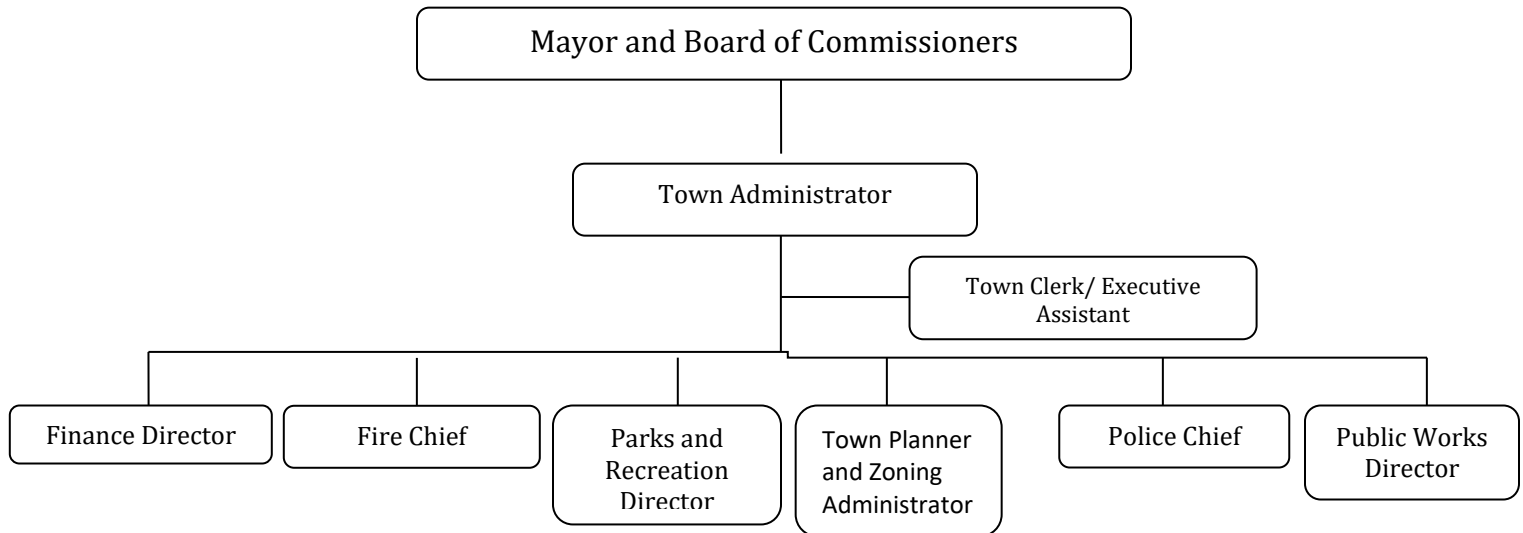
Commissioner Jerry Knox.....	Fire Department
Commissioner Alton Moore .....	Recreation and Administration Departments
Commissioner Al Chesson .....	Streets, Garage, Water and Sewer Departments
Mayor Joyce Whichard-Brown .....	Planning and Zoning Department
Commissioner William Coffield .....	Sanitary and Cemetery Departments
Commissioner Ronell Rodgers .....	Police Department



The Town Board of Commissioners set policies, enact ordinances and appoints the Town Administrator and department heads. The Town Administrator administers the daily operations and programs of the Town through the department heads, other staff members and employees. The Town provides a full range of governmental services, including police and fire protection, street construction and maintenance, yard waste, limb and white goods pick-up, water and sanitary sewer services, and parks and recreation services.

The Town is empowered to levy a property tax on both real and personal properties located within its boundaries. The annual budget serves as the foundation of the Town's financial planning and control. The Town Board is required to hold public hearings on the proposed budget and to adopt a final annual budget no later than July 1. The appropriated budget is prepared by fund, function and department.

## Town of Williamston Organizational Chart



# REVENUES AND EXPENDITURES

- SUMMARY OF REVENUES AND EXPENDITURES
- BUDGETED REVENUE
- SUMMARY OF PROPOSED EXPENDITURES
- BREAKDOWN OF EXPENDITURES

# SUMMARY OF REVENUE AND EXPENDITURES

	General Fund	Enterprise Fund	Powell Bill	Storm Water	TOTAL
<b>REVENUES</b>					
Taxes:					
Property Taxes	3,054,170				3,054,170
Local Option Sales Taxes	855,000				855,000
Powell Bill Funds			249,613		249,613
Hold Harmless Funds	295,000				295,000
Payments in Lieu of Taxes	4,000				4,000
Other Taxes & Licenses	486,920				486,920
User Charges & Fees:					
Water Services		2,480,000			2,480,000
Sewer Services		1,581,500			1,581,500
Recreation Fees	23,350				23,350
Cable Television	0				0
Cemetery Lot Sales	55,000				55,000
Other Charges & Fees	3,000	36,500			39,500
EMS Charges	474,000				474,000
EMS Medicaid	66,000				66,000
Storm Water				55,000	55,000
Other Revenues:					
Government & Local Grants	288,097				288,097
Retained Earnings	0				0
Interest on Investments	77,000	110,000		0	187,000
Construction Loan Proceeds	90,834			0	90,834
Miscellaneous	22,600	2,500			25,100
Transfers from Other Funds		22,614			22,614
Fund Balance Appropriated:					0
Future Economic Reserve	0				0
Powell Bill			253,941		253,941
Undesignated	0	0			0
<b>TOTAL REVENUES</b>	<b>5,794,971</b>	<b>4,233,114</b>	<b>503,554</b>	<b>55,000</b>	<b>10,586,639</b>
<b>EXPENSES</b>					
Personnel Services	4,517,559	682,369	0	0	5,199,928
Operating Expenses	1,584,301	1,870,741	503,554	55,000	4,013,596
Administration	(652,031)	652,031	0	0	0
Capital Outlay	148,639	179,239	0	0	327,878
Debt Retirement	196,503	848,734	0	0	1,045,237
Contingencies	0	0	0	0	0
Transfers to Other Funds	0	0	0	0	0
Capital Improvement Reserve	0	0	0	0	0
Future Economic Development					0
<b>TOTAL EXPENSES</b>	<b>5,794,971</b>	<b>4,233,114</b>	<b>503,554</b>	<b>55,000</b>	<b>10,586,639</b>

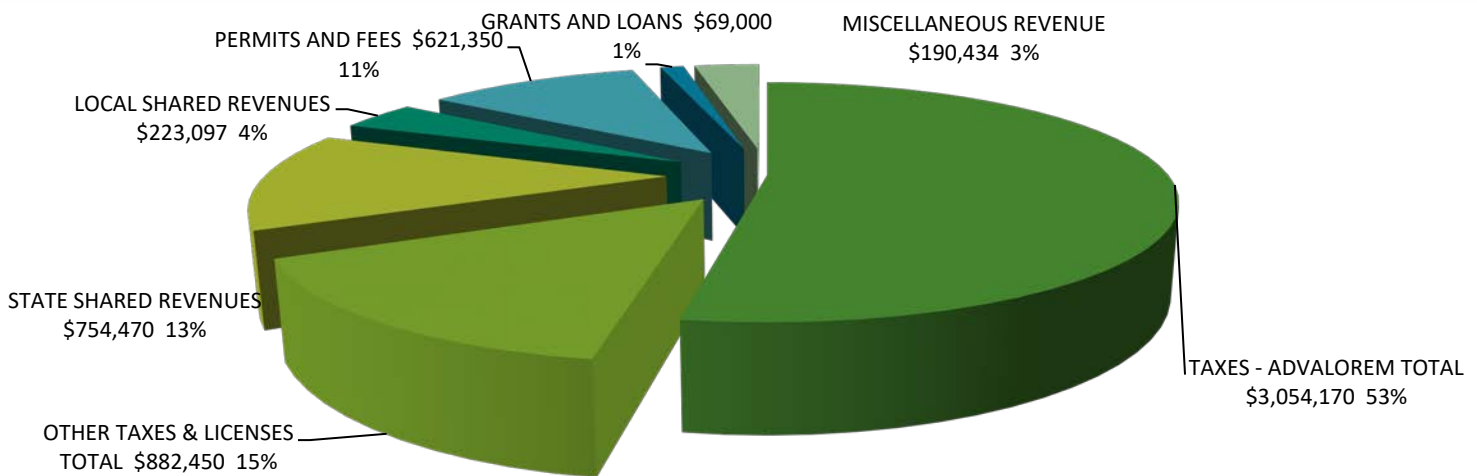


TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE – REVENUES  
FISCAL YEAR: 2019-2020  
FUND: 10 NAME: GENERAL FUND  
TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE – REVENUES

FUND: 10 NAME: GENERAL FUND

Account Number	Account Description	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Recommended Budget 2019-2020	APPROVED 2019-2020
10-3100-3110	CURRENT YEAR TAX \$	2,370,526 \$	2,418,188 \$	2,410,000 \$	2,415,000 \$	2,415,000
10-3100-3112	VEHICLE TAXES \$	1,184 \$	1,469 \$	1,000 \$	100 \$	100
10-3100-3114	VEHICLE TAXES - New \$	249,522 \$	254,148 \$	245,000 \$	250,000 \$	250,000
10-3100-3115	PRIOR YEAR TAX \$	109,154 \$	115,118 \$	100,000 \$	105,000 \$	105,000
10-3100-3117	GAP - TAXES \$	- \$	188 \$	\$	1,000 \$	1,000
10-3100-3120	FIRE DISTRICT FUNDS \$	257,060 \$	263,000 \$	245,000 \$	263,000 \$	263,000
10-3100-3160	AMOUNTS REFUNDED - \$	- \$	- \$	\$	- \$	-
10-3100-3161	AMOUNTS REFUNDING - \$	(58) \$	(71) \$	\$	- \$	-
10-3100-3165	AMOUNTS REFUNDING - \$	(1,917) \$	(2,669) \$	(1,500) \$	(2,000) \$	(2,000)
10-3100-3170	PENALTIES AND INTERE \$	34,099 \$	31,256 \$	28,000 \$	30,000 \$	30,000
10-3100-3171	PENALTIES AND INTERE \$	566 \$	1,075 \$	300 \$	100 \$	100
10-3100-3175	INTEREST - VEHICLE TA \$	1,785 \$	1,995 \$	1,500 \$	2,000 \$	2,000
10-3100-3190	DISCOUNTS \$	\$	- \$	- \$	- \$	-
10-3100-3191	MARTIN CO TAX COMMIS \$	(28) \$	(46) \$	(30) \$	(30) \$	(30)
10-3100-3195	MARTIN CO TAX COMMIS \$	(11,924) \$	(11,687) \$	(9,000) \$	(10,000) \$	(10,000)
<b>TAXES - ADVALOREM TOTAL</b>		<b>\$ 3,009,970</b>	<b>\$ 3,071,964</b>	<b>\$ 3,020,270</b>	<b>\$ 3,054,170</b>	<b>\$ 3,054,170</b>
10-3200-3230	LOCAL OPTION SALES T \$	759,570 \$	852,917 \$	918,000 \$	855,000 \$	855,000
10-3200-3250	TAXI LICENSES \$	30 \$	30 \$	60 \$	50 \$	50
10-3200-3255	GROSS REC TAX - ST RE \$	10,645 \$	9,767 \$	10,000 \$	10,000 \$	10,000
10-3200-3260	BUSINESS REGISTRATIC \$	743 \$	- \$	\$	- \$	-
10-3200-3270	BEER & WINE TAX \$	350 \$	335 \$	300 \$	300 \$	300
10-3200-3280	AUTO LICENSES \$	172 \$	285 \$	200 \$	100 \$	100
10-3200-3285	AUTO LICENSES - NEW \$	19,653 \$	19,451 \$	16,000 \$	17,000 \$	17,000
<b>OTHER TAXES &amp; LICENSES TOTAL</b>		<b>\$ 791,163</b>	<b>\$ 882,786</b>	<b>\$ 944,560</b>	<b>\$ 882,450</b>	<b>\$ 882,450</b>
10-3300-3322	BEER AND WINE TAX \$	25,184 \$	24,004 \$	25,000 \$	25,000 \$	25,000
10-3300-3324	UTILITY FRANCHISE TAX \$	306,376 \$	307,839 \$	420,000 \$	327,455 \$	327,455
10-3300-3325	TELECOMMUNICATIONS \$	76,927 \$	69,839 \$	- \$	64,811 \$	64,811
10-3300-3326	VIDEO FRANCHISE FEE \$	41,745 \$	40,353 \$	- \$	39,789 \$	39,789
10-3300-3327	PIPED NATURAL GAS SA \$	2,345 \$	2,995 \$	- \$	2,415 \$	2,415
10-3300-3328	CONTROL SUBS & FED I \$	- \$	7,796 \$	- \$	- \$	-
10-3300-3330	HOLD HARMLESS REIME \$	340,980 \$	287,875 \$	305,000 \$	295,000 \$	295,000
10-3300-3350	FEMA REIMBURSEMENT \$	118,199 \$	\$	-	-	-
10-3300-3360	2011 TORNADO \$	- \$	\$	-	-	-
10-3300-3397	BODY CAMERA GRANT - \$	13,349 \$	\$	-	-	-
10-3300-3396	2014 DHS EQ GRANT \$	- \$	\$	-	-	-
<b>STATE SHARED REVENUES</b>		<b>\$ 925,104</b>	<b>\$ 740,702</b>	<b>\$ 750,000</b>	<b>\$ 754,470</b>	<b>\$ 754,470</b>
10-3400-3412	HOMELAND SEC #97.06 \$	- \$	\$	-	-	-
10-3400-3413	HOMELAND SEC #97.06 \$	- \$	\$	-	-	-
10-3400-3441	PAYMENTS IN LIEU OF T \$	3,251 \$	3,629 \$	3,500 \$	4,000 \$	4,000
10-3400-3442	ABC DISTRIBUTION \$	22,451 \$	22,593 \$	25,000 \$	22,500 \$	22,500
10-3400-3443	RESCUE SQUAD-MARTII \$	145,750 \$	180,220 \$	167,120 \$	185,420 \$	185,420
10-3400-3444	RECREATION-MARTIN CI \$	9,677 \$	9,677 \$	9,677 \$	9,677 \$	9,677
10-3400-3445	COURT FEES \$	1,663 \$	932 \$	2,000 \$	1,500 \$	1,500
10-3400-3481	ALARM GRANT NCAS #61216 \$	- \$	- \$	-	-	-
10-3400-3489	SOLID WASTE DISPOSAL \$	3,737 \$	3,682 \$	-	-	-
10-3400-3491	ON BEHALF OF PAYMENT F/R \$	- \$	16,879 \$	6,700	-	-
10-3400-3486	RIVER LANDING GRANT \$	- \$	\$	-	-	-
10-3400-3487	PD - BODY CAMERA GR/ \$	- \$	\$	-	-	-
10-3400-3488	SAFE KIDS GRANT \$	- \$	2,259 \$	-	-	-
10-3400-3492	TRILLIUM HEALTH RESO \$	- \$	\$	-	-	-
<b>LOCAL SHARED REVENUES</b>		<b>\$ 186,529</b>	<b>\$ 239,871</b>	<b>\$ 213,997</b>	<b>\$ 223,097</b>	<b>\$ 223,097</b>

Account Number	Account Description	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Recommended Budget 2019-2020	Recommended Budget 2019-2020
10-3500-3510	EMS COLLECTIONS	\$ 449,907	\$ 456,459	\$ 475,000	\$ 474,000	\$ 474,000
10-3500-3511	EMS - MEDICAID	\$ 54,667	\$ 69,452	\$ 60,000	\$ 66,000	\$ 66,000
10-3500-3512	MEDICAID - PAYBACK	\$ -	\$ -	\$ -	\$ -	\$ -
10-3500-3515	RECREATION-RENTS	\$ 3,555	\$ 2,638	\$ 3,900	\$ 3,900	\$ 3,900
10-3500-3516	TENNIS COURTS MC SCI	\$ -	\$ -	\$ 19,573	\$ -	\$ -
10-3500-3517	REC/YOUTH INS	\$ 858	\$ -	\$ -	\$ -	\$ -
10-3500-3518	REC/PROGRAMS	\$ 7,321	\$ 8,364	\$ 9,600	\$ 9,900	\$ 9,900
10-3500-3519	REC/MEMBERSHIPS	\$ 6,352	\$ 4,782	\$ 5,000	\$ 4,500	\$ 4,500
10-3500-3520	REC/OTHER	\$ 4,093	\$ 4,743	\$ 5,050	\$ 5,050	\$ 5,050
10-3500-3521	CEMETERY	\$ 53,375	\$ 56,200	\$ 50,000	\$ 55,000	\$ 55,000
10-3500-3530	ZONING	\$ 2,505	\$ 3,895	\$ 3,500	\$ 3,000	\$ 3,000
10-3500-3535	POLICE DEPT - BULLET	\$ 2,893	\$ 1,905	\$ 2,000	\$ -	\$ -
10-3500-3540	STREET, DRIVEWAYS, CL	\$ 400	\$ 700	\$ -	\$ -	\$ -
10-3500-3545	STREET SWEEPER CON	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PERMITS AND FEES</b>		<b>\$ 585,926</b>	<b>\$ 609,137</b>	<b>\$ 633,623</b>	<b>\$ 621,350</b>	<b>\$ 621,350</b>
10-3300-3390	HAZMAT - RRT1	\$ 68,970	\$ 68,471	\$ 69,000	\$ 69,000	\$ 69,000
10-3300-3393	2009 RRT EQUIP GRANT CFDA 97.067		\$ -	\$ -		
10-3300-3394	2010 RRT EQUIP GRANT CFDA 97.067		\$ -	\$ -		
10-3300-3395	2011 RRT EQUIPMENT GRANT		\$ -	\$ -		
10-3300-3329	MOSQUITO CONTROL	\$ -	\$ -	\$ -		
10-3600-3665	INSTALLMENT LOANS/ENTERPRISE FUND		\$ -	\$ -		
<b>GRANTS AND LOANS</b>		<b>\$ 68,970</b>	<b>\$ 68,471</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>
10-3600-3610	INVESTMENT EARNINGS	\$ 16,118	\$ 45,326	\$ 50,000	\$ 77,000	\$ 77,000
10-3600-3615	SALES OF FIXED ASSET	\$ 36,384	\$ 4,690	\$ 1,000	\$ 10,000	\$ 10,000
10-3600-3616	SALES OF SUBSTANDAI	\$ -	\$ -	\$ -	\$ -	\$ -
10-3600-3620	ROOKS TRUST FUND	\$ 3,533	\$ 3,907	\$ 4,000	\$ 5,000	\$ 5,000
10-3600-3622	DONATION - MARTIN MEI	\$ -	\$ -	\$ -	\$ -	\$ -
10-3600-3625	CASH OVER & SHORT	\$ 125	\$ (20)	\$ (20)	\$ (100)	\$ (100)
10-3600-3630	RETURNED CHECKS	\$ 25	\$ 75	\$ 100	\$ 100	\$ 100
10-3600-3635	INSURANCE CLAIMS	\$ 13,353	\$ 5,668	\$ 4,000	\$ 5,000	\$ 5,000
10-3600-3640	FIRE INSPECTION APPLI	\$ 1,125	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000
10-3600-3645	FIRE CODE PERMIT	\$ 275	\$ 400	\$ 500	\$ 500	\$ 500
10-3600-3651	VENDING MACHINE-REC	\$ 59	\$ 54	\$ 100	\$ 100	\$ 100
10-3600-3660	MISCELLANEOUS REVE	\$ 75	\$ 3,662	\$ 500	\$ 1,000	\$ 1,000
10-3600-3662	MISC REIMBURSEMENT	\$ -	\$ -	\$ -		
10-3600-3663	INSTALLMENT LOANS	\$ 110,000	\$ -	\$ 279,928	\$ 90,834	\$ 90,834
10-3660-3665	INSTALLMENT LOANS	\$ -	\$ -	\$ -		
10-3660-3670	BB&T LOAN-TANKER 20	\$ -	\$ -	\$ -		
10-3600-5200	COPIES, MISC SUPPLIES	\$ 3	\$ 3	\$ 100		
<b>MISCELLANEOUS REVENUE</b>		<b>\$ 181,075</b>	<b>\$ 64,516</b>	<b>\$ 341,208</b>	<b>\$ 190,434</b>	<b>\$ 190,434</b>
10-3900-3910	UNDESIGNATED	\$ -	\$ -	\$ 248,357	\$ -	\$ -
<b>FUND BALANCE APPROPRIATED</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 248,357</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ESTIMATED GENERAL FUND REVENUE (MINUS POWELL BILL)</b>		<b>\$ 5,748,736</b>	<b>\$ 5,677,446</b>	<b>\$ 6,221,015</b>	<b>\$ 5,794,971</b>	<b>\$ 5,794,971</b>



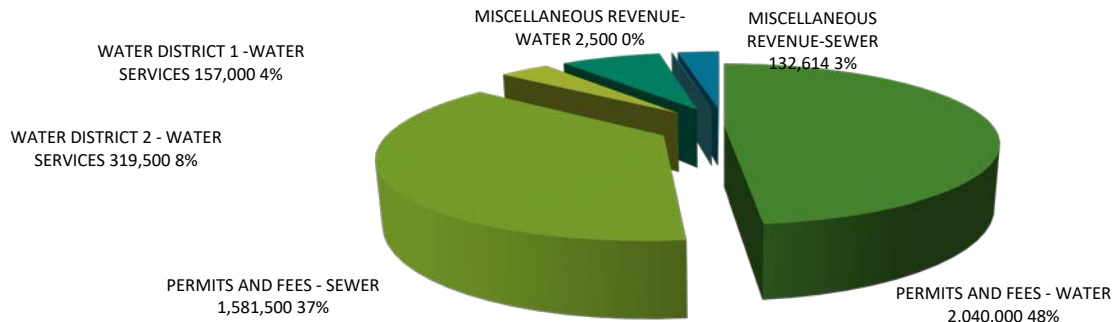
ANNUAL BUDGET ESTIMATE – REVENUES  
FISCAL YEAR: 2019-2020  
FUND: 15 NAME: POWELL BILL FUND

Account Number	Account Description	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Recommended Budget 2019-2020	APPROVED 2019-2020
15-2900-0000	Fund Balance					
<b>FUND BALANCE</b>		-	-	-	-	-
15-3100-3114	LICENSE PLATE TAX	77,602	94,969	81,250	81,250	81,250
15-3300-3316	POWELL BILL REVENUE	172,090	171,003	169,201	162,363	162,363
15-330-3318	MUNICIPAL PARTICIPATION SIDEWALK	20,420				
<b>STATE SHARED REVENUES</b>		<b>270,112</b>	<b>265,971</b>	<b>250,451</b>	<b>243,613</b>	<b>243,613</b>
15-3600-3612	INVESTMENT EARNINGS POWELL BILL	1,620	5,151	4,000	6,000	6,000
<b>MISCELLANEOUS REVENUE</b>		<b>1,620</b>	<b>5,151</b>	<b>4,000</b>	<b>6,000</b>	<b>6,000</b>
15-3600-3612	POWELL BILL - STREET SWEEPER	-	-	-	253,941	253,941
<b>MISCELLANEOUS REVENUE</b>		-	-	-	<b>253,941</b>	<b>253,941</b>
15-3900-3915	POWELL BILL	-	-	29,970		
<b>FUND BALANCE APPROPRIATED</b>		-	-	<b>29,970</b>	-	-
<b>TOTAL POWELL BILL FUND REVENUE</b>		<b>271,732</b>	<b>271,122</b>	<b>284,421</b>	<b>503,554</b>	<b>503,554</b>

Account Number	Account Description	Actual 2016-2017	Actual 2017- 2018	Budget 2018-2019	Recommended Budget 2019-2020	APPROVED 2019-2020
<b>25-3501-3511</b>	Storm Water Revenue	57,043	57,038	55,000	55,000	55,000
<b>TOTAL STORM WATER FUND REVENUE</b>		<b>57,043</b>	<b>57,038</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE - REVENUES  
FISCAL YEAR: 2019-2020  
FUND: 30 NAME: ENTERPRISE FUND

Account Number	Account Description	Actual 2016-2017	Actual 2017-2018	Budget 2018-2019	Recommended Budget 2019-2020	APPROVED 2019-2020
30-3501-3511	WATER SERVICES	1,328,874	1,193,199	1,190,000	1,190,000	1,190,000
30-3501-3513	PENALTIES	42,660	36,087	40,000	30,000	30,000
30-3501-3514	TAPS AND CONNECTION FEES	4,240	3,800	5,000	5,000	5,000
30-3501-3512	WATER - MCRWASA FEE	800,470	795,750	815,000	815,000	815,000
30-3501-3515	WATER AUTHORITY	-	-	-	-	-
<b>PERMITS AND FEES - WATER</b>		<b>2,176,244</b>	<b>2,028,836</b>	<b>2,050,000</b>	<b>2,040,000</b>	<b>2,040,000</b>
30-3502-3512	SEWER SERVICES	1,753,324	1,574,033	1,595,000	1,580,000	1,580,000
30-3502-3513	PENALTIES	300	-	500	1,000	1,000
30-3502-3514	TAPS AND CONNECTION FEES	80	-	500	500	500
30-3502-3516	SALE OF FIXED ASSETS	-	-	-	-	-
	GRANT FOR INFLO/INFILTRATION	-	-	-	-	-
<b>PERMITS AND FEES - SEWER</b>		<b>1,753,704</b>	<b>1,574,033</b>	<b>1,596,000</b>	<b>1,581,500</b>	<b>1,581,500</b>
30-3511-3501	WA DIST 1 - WA SERVICES	111,613	113,184	112,000	112,000	112,000
30-3511-3512	WA DIST 1 - WATER MCRWASA FEE	38,655	46,936	50,000	45,000	45,000
30-3511-3515	WA DIST 1 - W AUTH FEES	-	-	-	-	-
<b>WATER DISTRICT 1 - WATER SERVICES</b>		<b>150,268</b>	<b>160,120</b>	<b>162,000</b>	<b>157,000</b>	<b>157,000</b>
30-3512-3501	WA DIST 2 - WA SERVICES	227,080	224,135	220,000	225,000	225,000
30-3512-3502	WA DIST 2 SEWER	1,488	1,705	1,500	1,500	1,500
30-3512-3512	WA DIST 2 - WATER MCRWASA FEE	79,029	92,200	95,000	93,000	93,000
30-3512-3515	WA DIST 2 - W AUTH FEES	-	-	-	-	-
<b>WATER DISTRICT 2 - WATER SERVICES</b>		<b>307,597</b>	<b>318,040</b>	<b>316,500</b>	<b>319,500</b>	<b>319,500</b>
30-3601-3615	SALE OF FIXED ASSETS	-	-	1,000	1,000	1,000
30-3601-3640	RETURNED CHECKS	1,100	1,275	1,000	1,000	1,000
30-3601-3635	INSURANCE CLAIMS	-	2,500	-	-	-
30-3601-3660	MISCELLANEOUS	514	118	500	500	500
30-3601-3661	NC RURAL ECONOMIC DEV CENTER GRANT	-	-	-	-	-
<b>MISCELLANEOUS REVENUE-WATER</b>		<b>1,614</b>	<b>3,893</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
30-3602-3610	INVESTMENT EARNINGS	38,721	83,019	75,000	110,000	110,000
30-3602-3638	LOAN REPAYMENTS FROM GEN FUND	22,614	22,614	22,614	22,614	22,614
<b>MISCELLANEOUS REVENUE-SEWER</b>		<b>61,335</b>	<b>105,633</b>	<b>97,614</b>	<b>132,614</b>	<b>132,614</b>
30-3402-3490	FEMA/HURRICAN MATTHEW	7,995	-	-	-	-
<b>RETAINED EARNINGS- WATER</b>		<b>7,995</b>	-	-	-	-
30-3901-3930	RETAINED EARNINGS WATER	-	-	23,660	-	-
30-3902-3930	RETAINED EARNINGS WATER	-	-	59,390	-	-
30-3610-9903	TR FROM WATER SYSTEM CONTROL IMPR PROJECT	-	-	-	-	-
<b>RETAINED EARNINGS- WATER</b>		-	-	<b>83,050</b>	-	-
30-3902-3903	RETAINED EARNINGS SEWER	-	-	-	-	-
<b>RETAINED EARNINGS -SEWER</b>		-	-	-	-	-
<b>TOTAL ENTERPRISE FUND REVENUE</b>		<b>4,458,757</b>	<b>4,190,554</b>	<b>4,307,664</b>	<b>4,233,114</b>	<b>4,233,114</b>
<b>TOTAL ESTIMATED REVENUE (ALL FUNDS)</b>		<b>10,536,268</b>	<b>10,196,160</b>	<b>10,868,100</b>	<b>10,586,639</b>	<b>10,586,639</b>



TOWN OF WILLIAMSTON  
**TOWN OF WILLIAMSTON**  
**SUMMARY OF APPROVED EXPENDITURES 2019/2020**

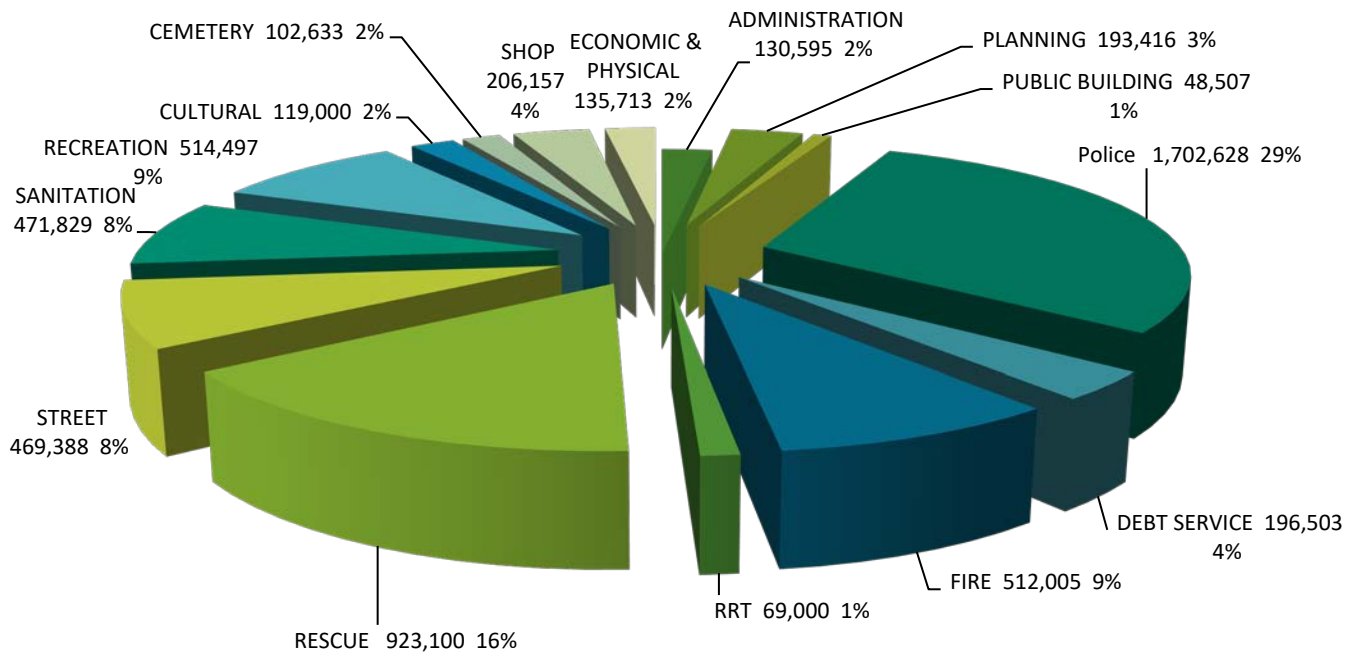
<u>GENERAL FUND</u>	<u>Personnel</u>	<u>Operating</u>	<u>Admin.</u>	<u>Capital</u>	<u>Debt</u>		<u>Transfer to</u>	<u>Capital</u>	
	<u>Services</u>	<u>Expenses</u>	<u>Expense</u>	<u>Outlay</u>	<u>Service</u>	<u>Contingency</u>	<u>Other Funds</u>	<u>Reserve</u>	<u>TOTAL</u>
Administration	607,713	174,913	(652,031)						130,595
Planning	141,201	52,215							193,416
Public Buildings	14,860	33,647							48,507
Police Dept.	1,405,033	206,761		90,834					1,702,628
Fire Dept.	366,173	145,832							512,005
Rescue/EMS	711,264	178,836		33,000					923,100
RRT	6,771	62,229							69,000
Street Dept.	283,009	186,379							469,388
Sanitation Dept.	377,915	76,489		17,425					471,829
Parks & Rec Dept.	349,776	164,721							514,497
Cemetery	88,645	13,988							102,633
Garage	165,199	33,578		7,380					206,157
Cultural Dept.		119,000							119,000
Econ. & Phys. Dev.		135,713							135,713
Debt Retirement					196,503				196,503
<b>TOTALS</b>	<b>4,517,559</b>	<b>1,584,301</b>	<b>(652,031)</b>	<b>148,639</b>	<b>196,503</b>				<b>5,794,971</b>
									<b>5,794,971</b>
<b>POWELL BILL FUND</b>									
Powell Bill		503,554							503,554
<b>TOTALS</b>		<b>503,554</b>							<b>503,554</b>
<b>ENTERPRISE FUND</b>									
Water Dept.	311,275	1,457,736	353,466	148,779	62,553				2,333,809
Water District I					43,838				43,838
Water District II					126,373				126,373
Sewer Dept.	371,094	413,005	298,565	30,460	615,970				1,729,094
<b>TOTALS</b>	<b>682,369</b>	<b>1,870,741</b>	<b>652,031</b>	<b>179,239</b>	<b>848,734</b>				<b>4,233,114</b>
<b>STORM WATER FUND</b>									
Storm Water		55,000							55,000
<b>TOTALS</b>		<b>55,000</b>							<b>55,000</b>
<b>TOTAL ALL FUNDS</b>	<b>5,199,928</b>	<b>4,013,596</b>		<b>327,878</b>	<b>1,045,237</b>				<b>10,586,639</b>



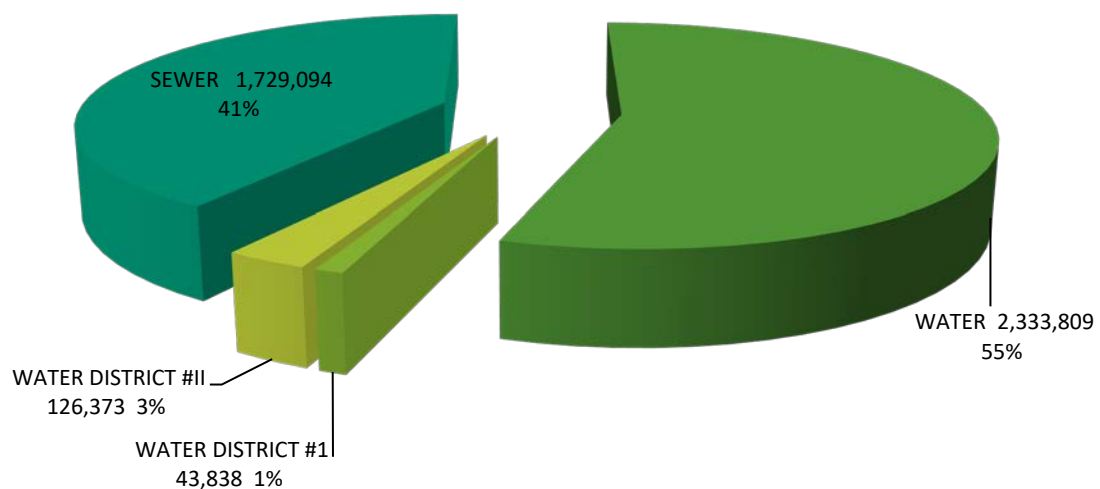
# TOWN OF WILLIAMSTON – BUDGET FOR FISCAL YEAR 2019-2020

## EXPENDITURES BY DEPARTMENT

### GENERAL FUND FOR FY 2019-2020



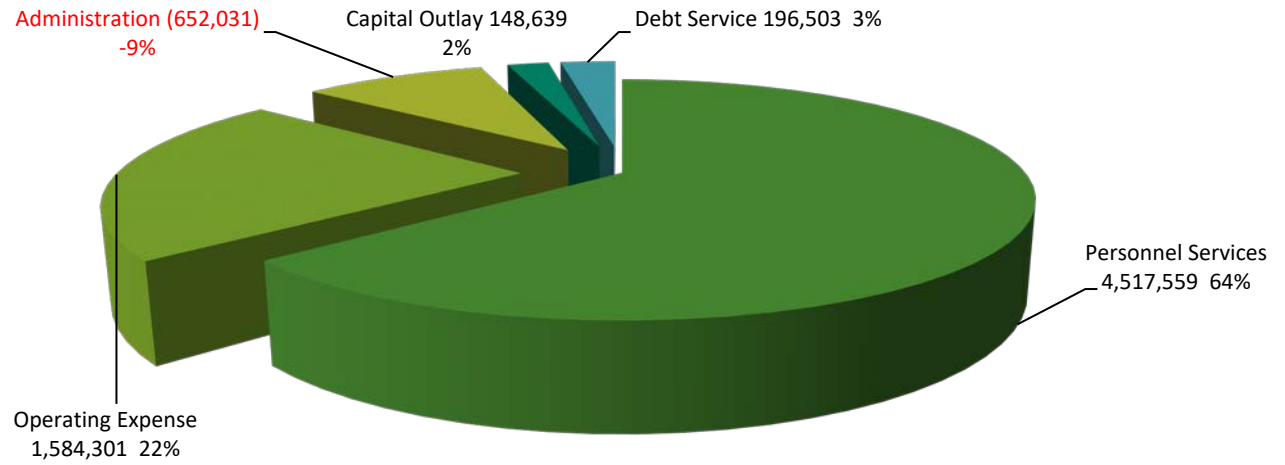
### ENTERPRISE FUND FOR FY 2019-2020



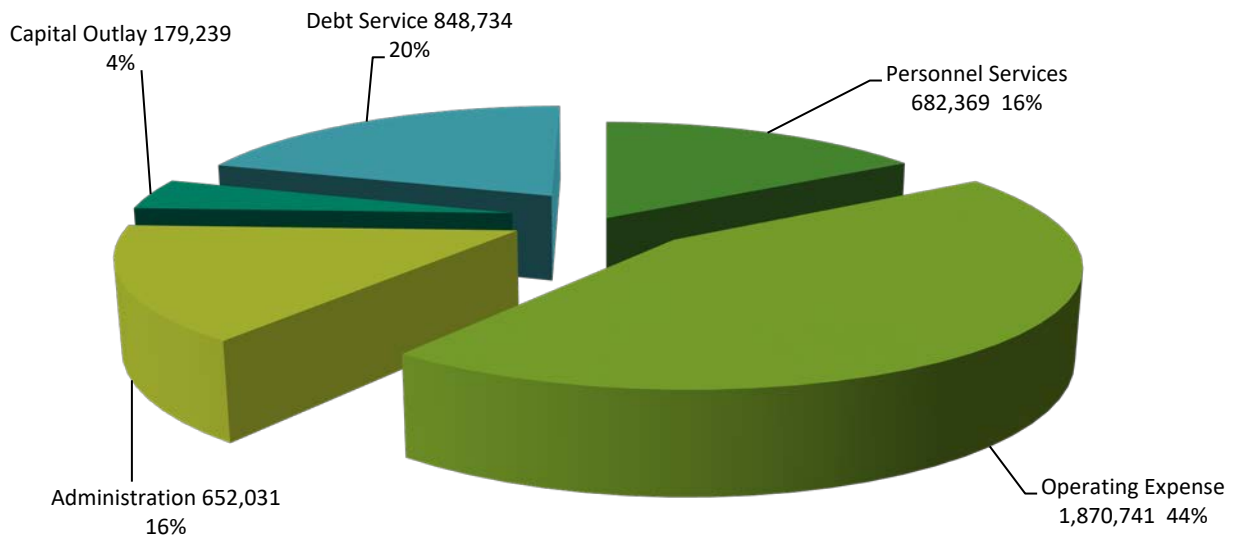
**TOWN OF WILLIAMSTON – BUDGET FOR  
FISCAL YEAR 2019-2020  
EXPENDITURES BY TYPE  
TOTAL BUDGET**



### GENERAL FUND FOR FY 2019-2020

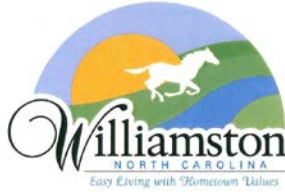


### ENTERPRISE FUND FOR FY 2019-2020



# CAPITAL IMPROVEMENTS PLAN

- DESCRIPTION OF CAPITAL IMPROVEMENT PLANNING PROCESS
- SUMMARY OF CAPITAL IMPROVEMENT PLAN 2020-2024
- 2019-2020 BUDGETED CAPITAL IMPROVEMENTS



## TOWN OF WILLIAMSTON, NC

### CAPITAL IMPROVEMENT PLANNING

*Long Term Capital Planning is Critical to Economic Development,  
Revenue, Cash Flow and Debit Forecasting*

#### WHAT IS A CIP?

A Capital Improvement Plan (CIP) is a list of identified capital project and acquisition needs that cover five years, identifies financing alternatives and is formally adopted annually. The CIP:

- Discloses cost or expenditure estimates
- Identifies probable sources of financing
- Evaluates, prioritizes and schedules projects and acquisitions
- Estimates the potential impact of projects and acquisitions on the operating budget when possible

A CIP is essentially a long-term plan. **Projects and acquisitions in the first year of the CIP forecast period become the capital budget for that budget year.** Most capital project or acquisition requests initially enter the CIP in one of the later planning years (that is, the fourth or fifth year) of the forecast period and then progress towards completion. This process creates a system for approval and completion of capital projects that supports planning and accountability.

Capital projects are defined as investments in non-disposable items that exceed \$5,000 in cost.

#### WHY LONG-TERM PLANNING?

Long-term capital planning has three key benefits. First is cash flow planning. Municipalities have limited ability to adjust revenues and doing so often requires significant advance planning and/or can be politically difficult. This creates an institutional bias toward stability or incremental changes in revenue. Capital expenditures, in contrast, are large and can vary significantly from year to year. Tools, such as debt, can be used to smooth the cash flow requirements of capital expenditures, but successful, long-term utilization of a municipality's



debt capacity requires careful planning. Further, some forms of financing can require significant lead time to put in place, such as revenue bonds, or are only available on an intermittent basis, such as grants.

Second, the process forces prioritization to assist in assuring that limited resources are allocated to those projects supported by political consensus. When considering a specific project proposal, policy bodies must consider it in relationship to other potential expenditures often asking the question: “what are the tradeoffs?” This question can only effectively be responded to in the context of long range capital planning, which provides an opportunity to understand which projects are planned, the financial resources demanded, and how changes impact other projects.

Finally, the plan provides opportunities to both manage expectations and measure performance. By accumulating all of the project activity into a single source document that describes the expected timing and expense of the planned projects, the CIP provides visibility into project details for project proponents and supporters. It also assists in communicating the impact of operational and fiscal constraints on the timing and complexity of the project. It provides responses to questions such as: “when will this project be done? What will this project cost? and, in part why can’t this get done earlier or how can it get done earlier? Further, if a project keeps sliding back on the schedule, the CIP will highlight what is happening and provide clues to potential causes.

In addition to these key benefits, long range planning through CIP formation and adoption assists in coordinating dependent or related projects, facilitates personnel workload planning and/or staffing needs analysis, and provides a vehicle to see infrastructure investments planned in response to changing community needs or conditions – additional wastewater capacity in the face of growth, for example.

## **Financial Planning**

A local government in a fast-growing region may have to rely heavily on debt and certain pay-as-you-go sources, such as facility fees, to finance the infrastructure needed to accommodate growth. On the other hand, local governments in areas where growth is limited or nonexistent are less likely to rely on debt and more likely to rely on certain other pay-as-you-go sources such as annual revenues earmarked for capital purposes, capital reserves and state grants and loans. Some benefits of Financial Planning through a CIP include:

- Achieve a balance between the use of cash reserves and debt financial resources
- Protect and improve a local government’s bond rating
- State grants and low interest loan programs give priority points for an adopted CIP
- Use a variety of financing sources to support the CIP – diversification
- Enables officials to realistically foresee emerging capital needs and estimate project costs
- Allow time plan projects and arrange financing

## **Operational Planning**

The impact of CIP projects and acquisitions on present and future operating budgets can be significant. Some projects can add recurring expenditures and new positions, possibly creating the need to increase revenues to offset the new operating expenditures. The impact of capital projects and acquisitions on the operating budget is too often overlooked due to timing and uncertainty. Some operational impacts that the CIP identifies and provides for include:

- New positions and additional program or operating expenses
- Workload associated with support personnel to manage the various capital projects
- Annual debt service on new debt issuance

## **Accountability Benefits**

The value of a CIP for communicating the progress of on-going and long-term projects and acquisitions is essential for providing information for economic development and constituent inquiries.

- What projects are on the list and when will they occur?
  - ◆ Economic Development decisions
    - Where is the municipality investing in water, sewer and streets?
  - ◆ Constituent Inquires
    - What is the status of a project I am interested in?
- What is the overall progress of the CIP?
  - ◆ Cash flow projects
  - ◆ Debt management

## **CIP PROCESS**

The steps in the CIP process generally mimic the steps followed in preparing the operating or annual budget. The process usually includes the following steps:

- **Formulate, review and approval goals and policies** – Local governing boards usually hold retreats to review, update and approve policies and goals to guide capital budgeting.
- **Identify needs** – During the fall, Department Heads review programmed projects and assess current capital needs for the upcoming budget year. Capital projects are selected that require repair, maintenance, or replacement that, if not addressed, will result in higher costs in future years and infrastructure investments required to meet growth demands.

### **General Guidelines for Equipment Replacement**

Pickups & Vans -	10 years or 80,000 miles
Patrol Cars -	5 years or 90,000 miles
Other Cars -	8 – 12 years or 100,000 miles
Aerials(Fire/Rescue) -	25 years
Special Purpose Trucks (Fire/Rescue) -	25 years
Special Purpose Trucks (Public Works)-	8 years or 60,000
Trailers -	15 years
Small Dump Trucks-	10 years or 80,000 miles
Sweepers-	8 years or 60,000 miles
Large Dump Trucks-	12 years or 80,000 miles
Tractors-	15 years or 5,000 hours
Leaf Machines-	12 years or 3,000 hours
Ambulance-	8 years
Computer Hardware/Software-	3-5 years

- **Determine costs** – Municipal staff work together to determine the full extent of project costs based on scope, timing, ongoing operational costs, land acquisition, etc. This process is applied to new projects and projects previously programmed in the Capital Plan to ensure the most accurate cost estimates are budgeted and any operational impacts are identified.
- **Develop financing strategies** – The Finance Department works with each department to determine the best method for financing proposed projects. The selected financing strategies seek to:
  - ◆ Grants
  - ◆ Debt Financing
  - ◆ Facility Fees
  - ◆ User Fees
  - ◆ Pay as-you-go
- **Prioritize** – Once projects are selected, costs determined and a funding strategy is identified, the Town Administrator meets with each department head to review project forecasts and prioritize the result. The following criteria are considered in the prioritization of capital projects:
  - ◆ Necessary to ensure the health, welfare or safety of the community
  - ◆ Externally mandated
  - ◆ Links to an adopted Master Plan
  - ◆ Ties to Council Goals
  - ◆ Demanded due to growth or service improvement
  - ◆ Age and condition of infrastructure
  - ◆ Availability of funding
- **Adopted Capital Improvement Plan** – In the spring, the Town Administrator presents a Proposed Capital Improvement Plan to the Board of Commissioners. The projects are refined and reprioritized during budget workshops and the formal Plan is adopted.
- **Ongoing Monitoring** – Authorized capital projects are monitored to determine if timelines and milestones are being met and if financial transactions follow the adopted budget. Periodic status reports are provided to the Board of Commissioners.

## **WHAT THIS CIP CONTAINS**

On the following pages we have assembled a comprehensive CIP that shows previously approved projects as well as new requests. The result of this intense analysis of not only new requests but also previously approved projects demonstrates to the Board of Commissioners as well as our citizens the investment that is being made to maintain vital infrastructure and “PLAN” for future needs.

It is also vitally important to know what this CIP is not – and that is a perfect prediction of our needs. As acknowledged in current bid costs, the estimates made in a long-term plan are not the same as a project that has been fully designed and engineered. Therefore, it is important that staff continually keep this CIP updated with new estimates as the year for funding approaches. In other words, a CIP is not a static document that once approved is placed on a shelf and only looked at during the Budget Process; it is a constantly changing document that must be flexible to incorporate updated costs and unforeseen needs.

# TOWN OF WILLIAMSTON

## CAPITAL IMPROVEMENT PLAN 2020-2024

### ALL DEPARTMENTS

#### 2020-2024 FULL CAPITAL IMPROVEMENT PLAN

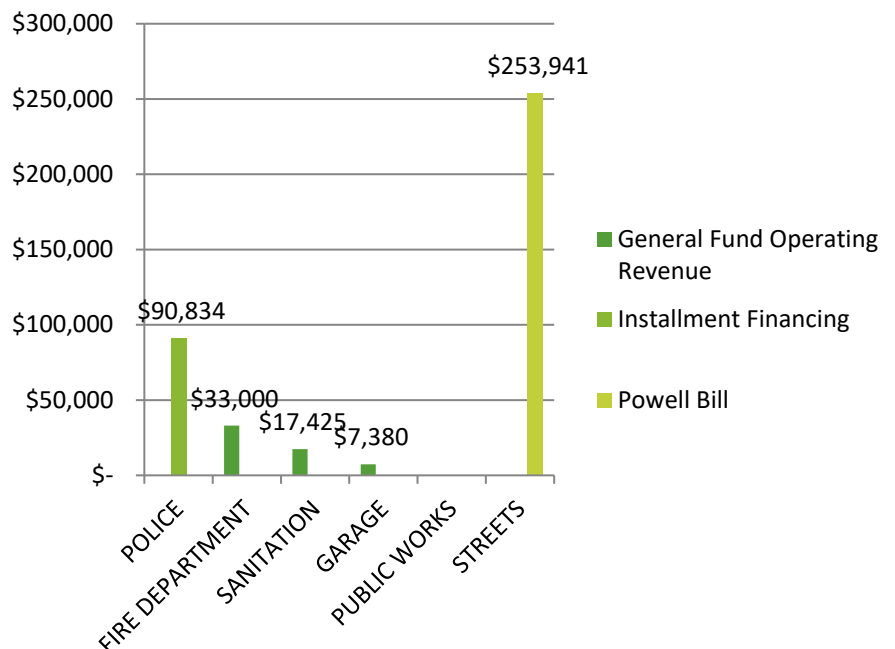
##### FOR ALL DEPARTMENTS

Expenditures	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Administration	-	5,000	17,000	5,000	17,000
Planning	-	773,229	-	-	-
Police	90,834	139,658	95,433	146,728	100,264
Fire/Rescue/RRT	33,000	247,473	28,866	124,516	30,327
Parks & Recreation	-	514,999	29,555	45,162	-
Public Works	278,746	950,876	31,834	121,123	-
Public Building	-	11,972	39,047	39,047	39,047
<b>TOTAL GENERAL FUND</b>	<b>402,580</b>	<b>2,643,207</b>	<b>241,735</b>	<b>481,576</b>	<b>186,638</b>
Water	148,779	6,419,437	273,749	207,106	208,183
Sewer	30,460	185,502	114,923	-	-
<b>TOTAL ENTERPRISE FUND</b>	<b>179,239</b>	<b>6,604,939</b>	<b>388,672</b>	<b>207,106</b>	<b>208,183</b>
<b>TOTAL GENERAL AND ENTERPRISE FUNDS</b>	<b>\$ 581,819</b>	<b>\$ 9,248,146</b>	<b>\$ 630,407</b>	<b>\$ 688,682</b>	<b>\$ 394,821</b>
<b>General and Enterprise Funding Sources</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Installment Financing	90,834	258,011	95,433	271,073	100,264
Lease Purchase	-	-	-	-	-
General Fund Op. Revenues	57,805	719,042	146,302	210,503	86,374
Water/Sewer Op. Revenues	179,239	384,497	164,486	207,106	208,183
Grants	-	4,957,064	224,186	-	-
Powell Bill Funds	253,941	-	-	-	-
Retained Earnings	-	2,929,532	-	-	-
Grant/Loan	-	-	-	-	-
<b>Total Funding</b>	<b>\$581,819</b>	<b>\$9,248,146</b>	<b>\$630,407</b>	<b>\$688,682</b>	<b>\$394,821</b>

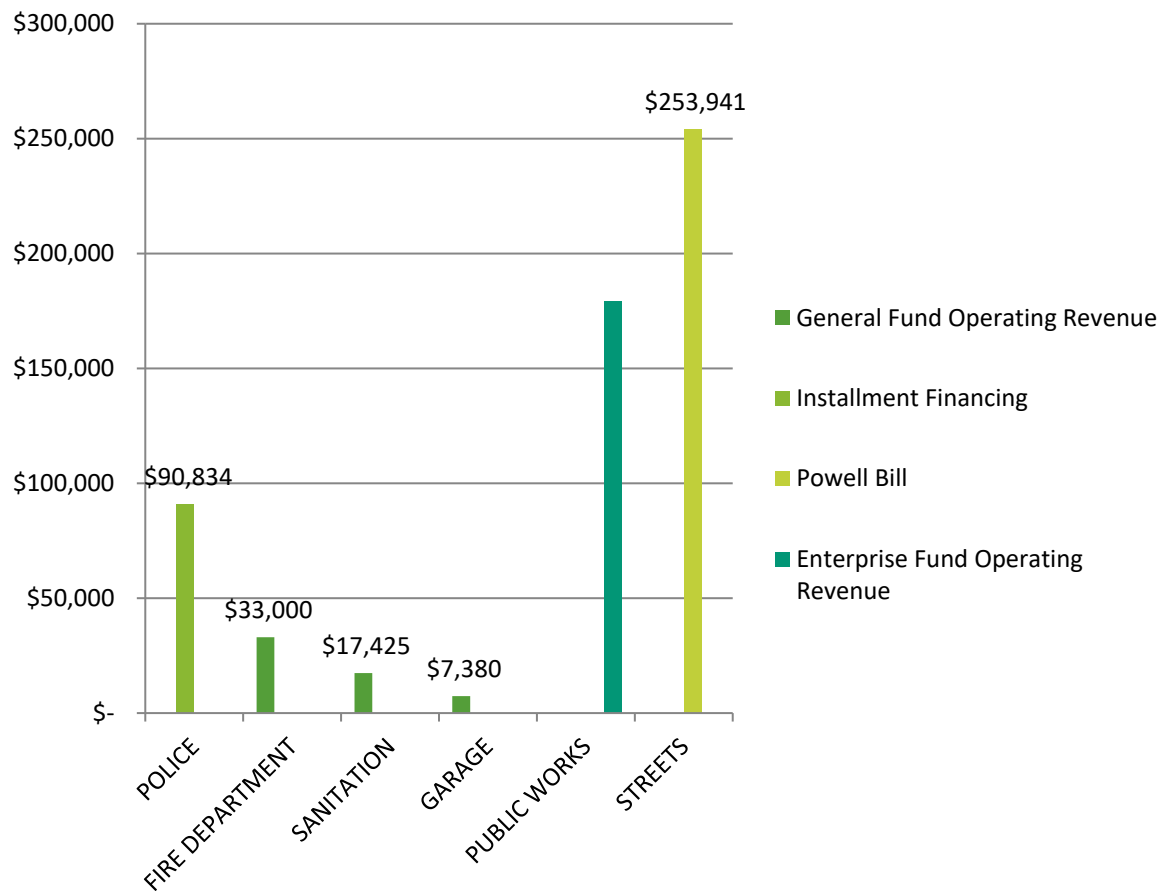
**APPROVED CAPITAL IMPROVEMENTS 2019-2020**  
**2019-2020 CAPITAL IMPROVEMENTS – GENERAL FUND**  
**BUDGETED EXPENDITURES**

Description	Dpt	Total Request per Project	General Fund Operating Revenue	Grant	Installment Financing	Lease Purchase	Loan Proceeds	Storm Water Enterprise Fund	Enterprise Fund Operating Revenue	Powell Bill Fund	Total Department	Total Fund
<b>GENERAL FUND</b>												\$402,580
<b>POLICE</b>											\$90,834	
Patrol Vehicles	PD	\$90,834			90,834							
<b>FIRE DEPARTMENT</b>											\$33,000	
Lifepak 15 Heart Monitor/Defibrillator	FR	\$33,000	33,000									
<b>PUBLIC WORKS</b>											\$24,805	
<b>Streets</b>												
Street Sweeper	PW	\$253,941								253,941	\$253,941	
<b>Sanitation</b>												
Leaf Collector Box	PW	\$17,425	17,425									
<b>Garage</b>												
Tire Balancer	PW	\$7,380	7,380									
<b>TOTAL GENERAL FUND</b>		\$402,580	\$57,805	\$0	\$90,834	\$0	\$0	\$0	\$0	\$253,941		

<b>Department</b>	
Police	\$ 90,834
Fire Dept	\$ 33,000
Recreation	\$253,941
Sanitation	\$ 17,425
Garage	\$ 7,380
	<u>\$402,580</u>



Department	General Fund Operating Revenue	Installment Financing	Powell Bill	Enterprise Fund Operating Revenue
POLICE	\$ -	\$ 90,834		
FIRE DEPARTMENT	\$ 33,000	\$ -		
SANITATION	\$ 17,425	\$ -		
GARAGE	\$ 7,380	\$ -		
PUBLIC WORKS				\$ 179,239
STREETS			\$ 253,941	
	\$ 57,805	\$ 90,834	\$ 253,941	\$ 179,239



**APPROVED CAPITAL IMPROVEMENTS 2019-2020**  
**2019-2020 CAPITAL IMPROVEMENTS – ENTERPRISE FUND**  
**BUDGETED EXPENDITURES**

Description	Dpt	Total Request per Project	General Fund Operating Revenue	Grants	Installment Financing	Retained Earning	Lease Purchase	Loan Proceeds	Storm Water Enterprise Fund	Enterprise Fund Operating Revenue	Total Department	Total Fund
<b>WATER</b>											<b>\$148,779</b>	<b>\$179,239</b>
Water Read Handheld	W	\$12,300								12,300		
Back Hoe	W	\$115,569								115,569		
Riding Mower	W	\$12,300								12,300		
Tire Changer	W	\$8,610								8,610		
<b>SEWER</b>											<b>\$30,460</b>	
Sewer Dept P/U Truck	SW	\$30,460								\$30,460		
<b>TOTAL ENTERPRISE FUND</b>		<b>\$179,239</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$179,239</b>	<b>\$179,239</b>	
<b>GRAND TOTAL ALL FUNDS</b>		<b>\$581,819</b>	<b>\$57,805</b>	<b>\$0</b>	<b>\$90,834</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$581,819</b>

Dpt Key: P=Planning PD=Police Dept FR=Fire Dept R=Parks & Recreation PW=Public Works A=Administration SW=Sewer W=Water



# SMALL EQUIPMENT REQUESTS

- GENERAL FUND
- ENTERPRISE FUND

## BUDGETED SMALL EQUIPMENT 2019-2020

GENERAL FUND					
Department	BUDGETED 2018-2019		BUDGETED 2019-2020		
	Requests FY 2018-2019 Description	Recommended FY 2018-2019	Requests FY 2019-2020 Description	Recommended FY 2019-2020	Approved FY 2019-2020
<b>Administration</b>	2 Computers	4,000	2 Computers	3,000	3,000
			2 Desk Chairs	700	700
			Calculator	300	300
		<b>4,000</b>		<b>4,000</b>	<b>4,000</b>
<b>Public Buildings</b>	Miscellaneous Equipment	500	Miscellaneous Equipment	500	500
		<b>500</b>		<b>500</b>	<b>500</b>
<b>Planning</b>	Computer for New Planning Personnel	2,000			
	New Portable Projector Screen	200			
	Tablecloth with Town Logo	300			
		<b>2,500</b>		<b>0</b>	<b>0</b>
<b>Police Dept.</b>	Computer Work Stations (2)	2,500	Computer Work Stations (2)	2,500	2,500
	Ballistic Vests (5)	3,500	Ballistic Vests (5)	3,500	3,500
	Pistols (4)	2,800	Pistols (2)	1,400	1,400
	Taser (1)	1,000	Taser (1)	1,000	1,000
	Rifle (1)	1,250	Rifle (2)	2,500	2,500
	Body Worn Camera (10)	10,000	Body Worn Camera (5)	5,000	5,000
		<b>21,050</b>		<b>15,900</b>	<b>15,900</b>
<b>Fire Dept.</b>	Turn Out Gear (8)	13,800	Turn Out Gear (8)	13,800	13,800
	Air Pack Replacement Cylinders (6)	6,000	Air Pack Replacement Cylinders (6)	6,000	6,000
	Misc Equipment	5,000	Misc Equipment	5,000	5,000
	Fire Hose (12)	2,000	Fire Hose (12)	2,000	2,000
		<b>26,800</b>		<b>26,800</b>	<b>26,800</b>
<b>Rescue/EMS</b>	Medical Equipment	5,000	Medical Equipment	5,000	5,000
	Table & Docking Station	3,000	Table & Docking Station	3,000	3,000
		<b>8,000</b>		<b>8,000</b>	<b>8,000</b>
<b>Regional Response Team</b>	Medical Equipment	6,279	Medical Equipment	2,729	2,729
		<b>6,279</b>		<b>2,729</b>	<b>2,729</b>
<b>Cemetery Dept.</b>	FS91R Grass Trimmer (2)	600	FS91R Grass Trimmer (2)	642	642
		<b>600</b>		<b>642</b>	<b>642</b>
<b>Garage Dept.</b>	Desktop Computer	2,400	TPMS Tool	1,320	1,320
			TPMS Fastener Tool	200	200
		<b>2,400</b>		<b>1,520</b>	<b>1,520</b>
<b>Parks &amp; Recreation</b>	Weed Trimmer	500	Weed Trimmer	500	500
	Storage Shelving	500			
	Digital Camera	500			
		<b>1,500</b>		<b>500</b>	<b>500</b>
<b>Street Dept.</b>	Concrete Saw	1,400	Hedge Trimmer	350	350
	Grass Trimmer	600	Chain Saw	400	400
		<b>2,000</b>		<b>750</b>	<b>750</b>
<b>Sanitation Dept.</b>	Chainsaw	325		0	0
	<b>Total</b>	<b>\$ 75,954</b>	<b>Total</b>	<b>\$ 61,341</b>	<b>\$ 61,341</b>

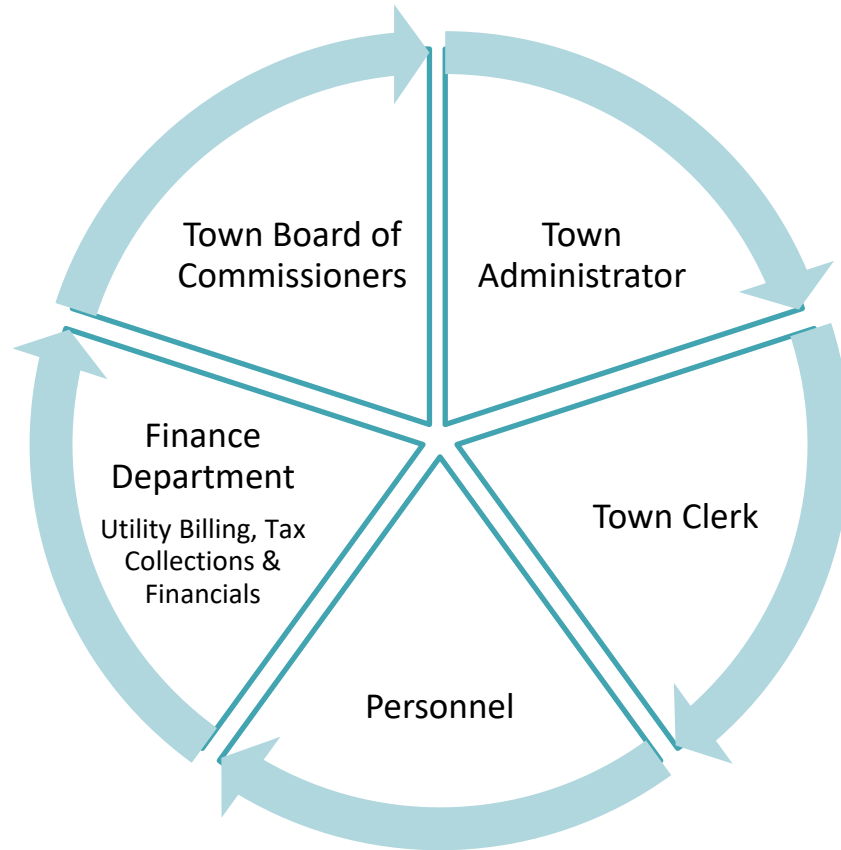
# BUDGETED SMALL EQUIPMENT 2019-2020 (continued)

ENTERPRISE FUND					
Department	BUDGETED 2018-2019		BUDGETED 2019-2020		
	Requests FY 2018-2019 Description	Recommended FY 2018-2019	Requests FY 2018-2019 Description	Recommended FY 2019-2020	Approved FY 2019-2020
<b>Water</b>	UtiliGuard Locator	4,000	Auto Flush Device (2)	4,444	4,444
	TC2-S Shutoff Tool	1,000	Auto Read Device (250)	20,000	20,000
	Chlorination Equipment	3,500	Water Meters (100)	20,000	20,000
	Chlorine Test Kit	500	Chlorine Scales (2)	4,000	4,000
	Monochlorine Test Kit	525			
	<b>Total</b>	<b>9,525</b>	<b>Total</b>	<b>48,444</b>	<b>48,444</b>
<b>Sewer</b>			Diagnostic Scan Tool	4,950	4,950
		<b>0</b>		<b>4,950</b>	<b>4,950</b>
	<b>Total</b>	<b>9,525</b>	<b>Total</b>	<b>53,394</b>	<b>53,394</b>
<b>GRAND TOTAL SMALL EQUIPMENT</b>		<b>85,479</b>		<b>114,735</b>	<b>114,735</b>

# GENERAL FUND

- ADMINISTRATION
- PLANNING
- POLICE
- FIRE/RESCUE/RRT
- RECREATION
- PUBLIC WORKS
  - STREET
  - SANITATION
  - CEMETERY
  - GARAGE
- DEBT SERVICE
- PUBLIC BUILDINGS
- CULTURAL
- ECONOMIC & PHYSICAL  
DEVELOPMENT

# ADMINISTRATION



## Mission Statement

*"To ensure a proper accountability for the Town's Funds and Assets by monitoring the annual operating budget, reporting financial information to the Administrator, Board, and Departments in a timely and professional manner and consistent with generally accepted accounting principles, and all Town, Federal, and State mandates."*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND  
Dept. 4200 Name: GENERAL ADMINISTRATION

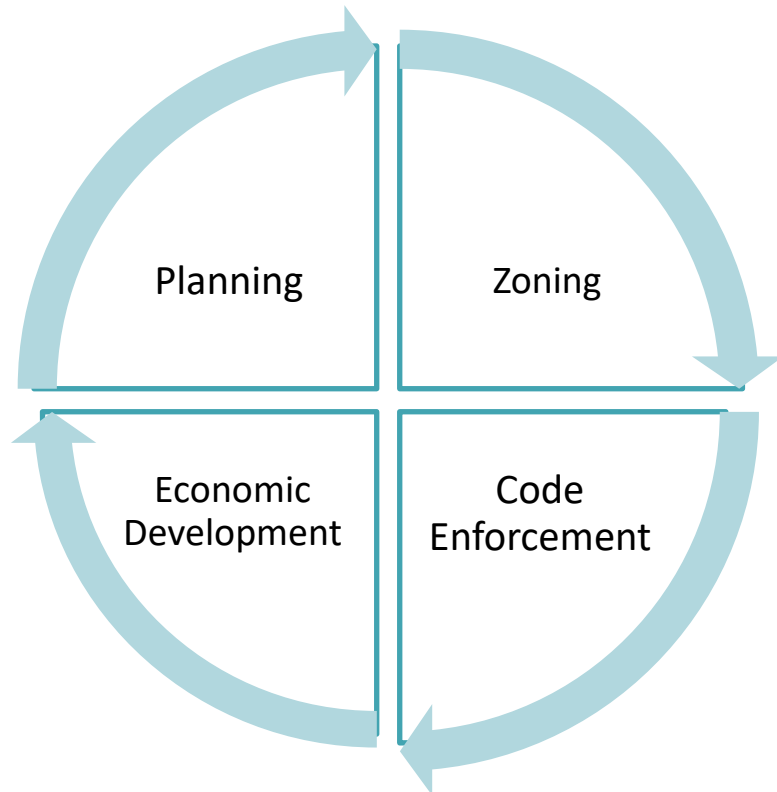
Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-4200-0100	SALARIES ELECTED OFFICIAL	33,727	34,015	34,975	35,328	35,328
10-4200-0200	REGULAR SALARIES	292,777	349,178	366,765	367,588	367,588
10-4200-0300	TEMPORARY SALARIES	-	-	1,000		
10-4200-0500	FICA TAX	23,572	27,329	30,810	30,900	30,900
10-4200-0600	GROUP INSURANCE	98,081	49,455	56,772	58,336	58,336
	GROUP INSURANCE -					
10-4200-0650	DEDUCTIBLE	-	43,490	80,000	80,000	80,000
10-4200-0700	RETIREMENT	20,999	25,706	28,348	35,561	35,561
10-4200-0900	PROFESSIONAL SERVICES	81,161	75,596	90,000	97,500	97,500
10-4200-1000	EMPLOYEE TRAINING	5,159	5,376	11,000	6,000	6,000
10-4200-1020	BOARD TRAINING	2,179	3,261	7,205	4,853	4,853
10-4200-1060	ELECTIONS	-	-	-	7,300	7,300
10-4200-1100	TELEPHONE	5,720	4,612	6,600	5,000	5,000
10-4200-1200	POSTAGE	3,635	2,149	4,500	5,100	5,100
10-4200-1400	TRAVEL/MEETINGS	4,837	5,572	5,000	6,000	6,000
10-4200-1600	REPAIR EQUIPMENT	5,104	4,447	500	500	500
10-4200-2100	EQUIPMENT RENTS/LEASES	7,856	14,129	8,100	5,000	5,000
10-4200-2600	ADVERTISING	6,057	5,821	5,000	5,490	5,490
10-4200-3100	AUTOMOTIVE SUPPLIES	213	425	900	500	500
10-4200-3200	OFFICE SUPPLIES	6,989	5,488	7,500	5,000	5,000
10-4200-3300	DEPARTMENT SUPPLIES	2,406	1,204	2,600	2,000	2,000
10-4200-3400	BANK CHARGES	712	690	1,040	1,500	1,500
10-4200-3800	GARBAGE COLLECTION	172	344	-	-	-
10-4200-4500	CONTRACTED SERVICES	129	-	300	300	300
10-4200-4501	GOVDEALS AUCTION FEES	2,729	352	2,000	2,000	2,000
	TAXES-TOWN OWNED					
10-4200-4502	PROPERTIES	-	1,002	-	500	500
10-4200-5300	DUES	1,072	1,533	2,400	2,000	2,000
10-4200-5400	INSURANCE	13,320	8,969	14,086	13,870	13,870
10-4200-5700	MISCELLANEOUS	490	1,132	2,478	500	500
10-4200-5900	HURRICANE MATTHEW	-	-	-	-	-
10-4200-7400	CAPITAL OUTLAY EQUIPMENT		-	5,056		
10-4200-7401	SMALL EQUIPMENT	8,483	5,583	4,000	4,000	4,000
10-4200-9200	CONTINGENCY	-	-	5,227	-	-
10-4200-9500	TRANSFER FR ENTERPRISE FU	(629,554)	(657,827)	(636,681)	(652,031)	(652,031)
<b>TOTAL ADMINISTRATION</b>		<b>(1,976)</b>	<b>19,030</b>	<b>147,481</b>	<b>130,595</b>	<b>130,595</b>

**SUMMARY OF CAPITAL PROJECTS FOR ADMINISTRATION  
2019-2023**

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Computers	2	\$ 15,000	\$ 15,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Revenue Mgmt Upgrade/Other Programs	2	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
<b>TOTAL EXPENDITURES</b>		\$ 39,000	\$ 39,000	\$ -	\$ 5,000	\$ 17,000	\$ 5,000	\$ 17,000

No Capital Requests for 2019/2020

# PLANNING



## Mission Statement

*“To promote and foster a climate of growth and sustainability within the community that creates a balance of the social, cultural, economic, and ecological environments.”*



TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept. 4300 Name: PLANNING

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-4300-0200	REGULAR SALARIES	133,559	113,291	108,832	111,491	111,491
10-4300-0300	TEMPORARY SALARIES	-		-	-	-
10-4300-0500	FICA TAX	10,073	8,584	8,326	8,529	8,529
10-4300-0600	GROUP INSURANCE	12,020	9,092	13,445	12,087	12,087
10-4300-0700	RETIREMENT	8,474	7,310	7,081	9,094	9,094
10-4300-0900	PROFESSIONAL SERVICES	693	384	1,000	1,000	1,000
	MARKETING TOWN OF					
10-4300-0910	WILLIAMSTON	5,397	5,458	6,000	6,500	6,500
10-4300-1000	TRAINING	2,568	2,042	7,000	1,200	1,200
10-4300-1100	TELEPHONE	880	1,159	1,100	1,500	1,500
10-4300-1200	POSTAGE	454	347	600	600	600
10-4300-1400	TRAVEL/MEETINGS	235	380	650	650	650
10-4300-1600	REPAIR EQUIPMENT	2,715	110	3,000	3,000	3,000
10-4300-1700	REPAIR VEHICLES	18	27	400	500	500
10-4300-2600	ADVERTISING	284	827	500	600	600
10-4300-3100	AUTOMOTIVE SUPPLIES	2,403	255	650	750	750
10-4300-3200	OFFICE SUPPLIES	192	279	500	500	500
10-4300-3300	DEPARTMENT SUPPLIES	204	398	500	600	600
10-4300-4500	CONTRACTED SERVICES	-	-	25,500	2,000	2,000
10-4300-4700	CODE ENFORCEMENT	15,526	9,838	26,000	31,000	31,000
10-4300-5300	DUES	569	613	1,200	1,000	1,000
10-4300-5400	INSURANCE WK COMP/AUTO	2,984	514	808	815	815
10-4300-5700	MISCELLANEOUS	-	611	-	-	-
10-4300-5900	HURRICANE MATTHEW	-	-	-	-	-
10-4300-7400	CAPITAL OUTLAY EQUIPMENT	10,547	-	15,425	-	-
10-4300-7401	SMALL EQUIPMENT	-	24,183	2,500	-	-
10-4300-9200	CONTINGENCY	108	-	429	-	-
<b>TOTAL PLANNING</b>		<b>209,905</b>	<b>185,702</b>	<b>231,446</b>	<b>193,416</b>	<b>193,416</b>

**SUMMARY OF CAPITAL PROJECTS FOR PLANNING  
2019-2023**

<b>Expenditures</b>	<b>Priority*</b>	<b>CURRENT COST</b>	<b>TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
River Landing Phase II	2	\$730,000	\$730,000	\$0	\$730,000	\$0	\$0	\$0
Code Enforcement Vehicle	2	\$43,229	\$43,229		\$43,229			
<b>TOTAL EXPENDITURES</b>		<b>\$773,229</b>	<b>\$773,229</b>	<b>\$0</b>	<b>\$773,229</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# POLICE



## Mission Statement

*"The Mission of the Williamston Police Department is to protect and enhance the quality of life for all who live, work, or visit our town. Members of the department are dedicated to accomplishing this mission by building problem solving partnerships with our citizens, while treating people with fairness and respect."*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

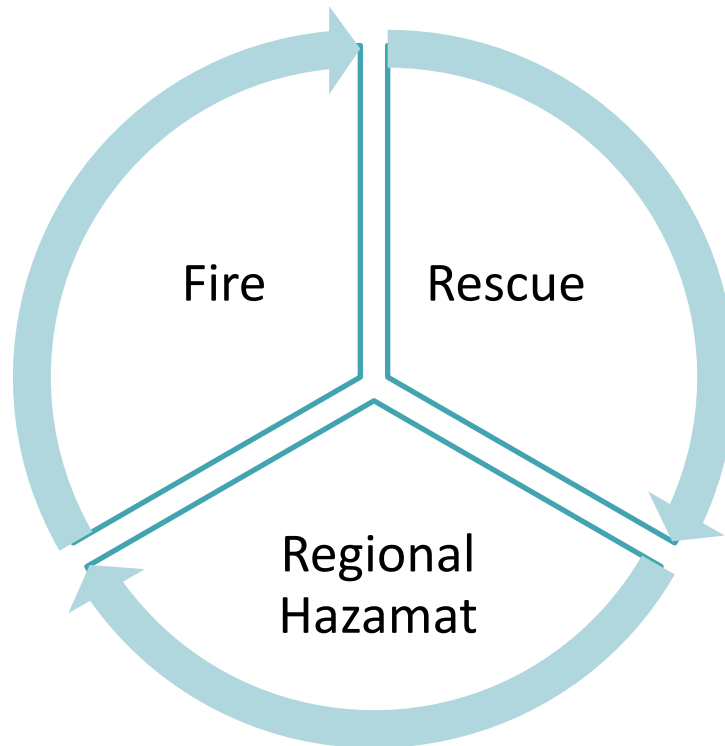
Fund: 10 Name: GENERAL FUND  
Dept 5100 Name: POLICE DEPARTMENT

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-5100-0200	REGULAR SALARIES	857,218	868,072	945,522	978,379	978,379
10-5100-0300	TEMPORARY SALARIES	51,505	58,978	65,533	58,362	58,362
10-5100-0400	SUPPLEMENTAL RETIREMENT	-	-	-	-	-
10-5100-0500	FICA TAX	68,374	68,456	77,346	79,846	79,846
10-5100-0600	GROUP INSURANCE	113,586	101,321	140,347	137,326	137,326
10-5100-0700	RETIREMENT	114,778	117,630	133,987	151,120	151,120
10-5100-0900	PROFESSIONAL SERVICES	15,409	26,084	18,000	20,000	20,000
10-5100-1000	EMPLOYEE TRAINING	12,997	13,762	16,000	18,000	18,000
10-5100-1100	TELEPHONE	12,250	12,684	11,000	11,000	11,000
10-5100-1200	POSTAGE	138	149	500	500	500
10-5100-1400	TRAVEL	120	160	2,000	2,000	2,000
10-5100-1600	REPAIR EQUIPMENT	3,428	5,363	3,000	3,000	3,000
10-5100-1700	REPAIR VEHICLES	17,285	10,590	10,000	11,500	11,500
10-5100-2100	EQUIPMENT RENTS/LEASES	-	-	1,000	1,000	1,000
10-5100-2600	ADVERTISING	473	135	500	500	500
10-5100-3100	AUTOMOTIVE SUPPLIES	33,613	48,407	36,000	36,000	36,000
10-5100-3200	OFFICE SUPPLIES	898	1,685	2,500	2,500	2,500
10-5100-3300	DEPARTMENT SUPPLIES	5,042	6,777	8,000	8,000	8,000
10-5100-3400	BANK CHARGES	586	586	1,594	700	700
10-5100-3600	UNIFORMS	9,764	15,471	15,500	16,000	16,000
10-5100-3800	GARBAGE COLLECTION	-	-	-	-	-
10-5100-5300	DUES	1,326	1,162	1,400	1,400	1,400
10-5100-5400	INSURANCE	44,272	38,255	60,613	47,261	47,261
10-5100-5600	DRUG CONTROL	7,000	7,000	8,000	8,000	8,000
10-5100-5601	DRUG & FED FORFEITURE TAX	950	13,789	-	-	-
10-5100-5700	MISCELLANEOUS	1,346	1,352	2,000	2,000	2,000
10-5100-5800	COMMUNITY INVOLVEMENT	988	1,073	1,500	1,500	1,500
10-5100-5900	HURRICANE MATTHEW	388	-	-	-	-
10-5100-7400	CAPITAL OUTLAY EQUIPMENT	108,526	78,449	132,928	90,834	90,834
10-5100-7401	SMALL EQUIPMENT	44,149	4,033	21,050	15,900	15,900
10-5100-7402	EQUIPMENT/DOJ GRANT FUNDS	-	-	-	-	-
10-5100-9200	CONTINGENCY	-	-	2,202	-	-
<b>Total Police</b>		<b>1,526,410</b>	<b>1,501,424</b>	<b>1,718,022</b>	<b>1,702,628</b>	<b>1,702,628</b>

**SUMMARY OF CAPITAL PROJECTS FOR POLICE DEPARTMENT  
2019-2023**

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Patrol Vehicles	2	\$572,917	\$572,917	\$90,834	\$139,658	\$95,433	\$146,728	\$100,264
<b>TOTAL EXPENDITURES</b>		<b>\$572,917</b>	<b>\$572,917</b>	<b>\$90,834</b>	<b>\$139,658</b>	<b>\$95,433</b>	<b>\$146,728</b>	<b>\$100,264</b>

# FIRE / RESCUE / RRT



## Mission Statement

*"The Mission of the Williamston Fire/Rescue & EMS Department is to serve and protect its citizens from the dangers of Fire, Emergency Medical Incidents and Other Natural and Man-made Emergencies through the efforts of Prevention, Education, Training and Safety."*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND Dept 5300  
Name: FIRE DEPARTMENT

		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account Number	Account Description	Actual	Actual	Budget	Recommend	Approved
10-5300-0200	REGULAR SALARIES	260,288	298,866	268,318	262,632	262,632
10-5300-0300	TEMPORARY SALARIES	7,585	2,280	10,000	6,000	6,000
10-5300-0400	SUPPLEMENTAL RETIREMENT	9,992	9,992	9,992	9,992	9,992
10-5300-0500	FICA TAX	19,666	22,228	21,750	21,315	21,315
10-5300-0600	GROUP INSURANCE	42,241	38,033	40,471	39,420	39,420
10-5300-0700	RETIREMENT	18,746	22,393	21,860	26,814	26,814
10-5300-0701	ON BEHALF OF PYMTS-FIRE	-	12,318	3,700	-	-
10-5300-0900	PROFESSIONAL SERVICES	4,512	4,842	5,000	5,000	5,000
10-5300-1000	EMPLOYEE TRAINING	3,906	4,312	5,500	5,500	5,500
10-5300-1100	TELEPHONE	4,994	5,517	6,000	5,000	5,000
10-5300-1200	POSTAGE	192	196	300	300	300
10-5300-1300	UTILITIES	383	564	1,000	500	500
10-5300-1400	TRAVEL	263	271	300	300	300
10-5300-1500	REPAIR BLDGS & GROUNDS	315	53	2,000	2,000	2,000
10-5300-1600	REPAIR EQUIPMENT	20,984	57,893	65,000	26,590	26,590
10-5300-2100	EQUIPMENT RENTS/LEASES	-	-	2,000	2,000	2,000
10-5300-3100	AUTOMOTIVE SUPPLIES	15,826	21,217	17,500	16,000	16,000
10-5300-3200	OFFICE SUPPLIES	399	253	1,000	1,000	1,000
10-5300-3300	DEPARTMENT SUPPLIES	3,689	2,784	5,000	5,000	5,000
10-5300-3400	BANK CHARGES	298	298	800	350	350
10-5300-3600	UNIFORMS	1,561	4,741	5,000	5,000	5,000
10-5300-3800	GARBAGE COLLECTION	539	937	800	800	800
10-5300-5300	DUES	734	824	1,400	1,400	1,400
10-5300-5400	INSURANCE	27,389	28,325	35,485	41,092	41,092
10-5300-5700	MISCELLANEOUS	521	1,134	1,200	1,200	1,200
10-5300-5900	HURRICANE MATTHEW/LIGHTNING STRIKE	347	-	-	-	-
10-5300-7400	CAPITAL OUTLAY EQUIPMENT	5,858	21,000	13,410	-	-
10-5300-7401	SMALL EQUIPMENT	21,264	25,205	36,700	26,800	26,800
10-5300-9200	CONTINGENCY	-	-	1,858	-	-
<b>TOTAL FIRE</b>		<b>472,491</b>	<b>586,475</b>	<b>583,344</b>	<b>512,005</b>	<b>512,005</b>

TOWN OF WILLIAMSTON  
ANNUAL ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND  
Dept 5400 Name: RESCUE DEPARTMENT

		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account						
Number	Account Description	Actual	Actual	Budget	Recommend	Approved
10-5400-0200	REGULAR SALARIES	440,207	467,335	506,622	508,743	508,743
10-5400-0300	TEMPORARY SALARIES	14,716	17,480	26,000	23,000	23,000
10-5400-0400	SUPPLEMENTAL RETIREMENT	720	720	720	720	720
10-5400-0500	FICA TAX	33,541	35,377	40,287	41,443	41,443
10-5400-0600	GROUP INSURANCE	65,492	65,083	81,640	82,209	82,209
10-5400-0700	RETIREMENT	31,806	34,644	40,448	52,149	52,149
10-5400-0701	ON BEHALF OF PYMTS-RES	-	4,562	3,000	3,000	3,000
10-5400-0900	PROFESSIONAL SERVICES	42,712	44,033	48,000	46,000	46,000
10-5400-0910	EMS/MC PARTNERSHIP	-	-	-	-	-
10-5400-1000	EMPLOYEE TRAINING	2,754	2,200	3,500	3,500	3,500
10-5400-1100	TELEPHONE	2,192	2,337	3,500	3,500	3,500
10-5400-1200	POSTAGE	4	8	300	300	300
10-5400-1300	UTILITIES	11,680	14,212	13,000	15,000	15,000
10-5400-1400	TRAVEL	60	256	200	250	250
10-5400-1500	REPAIR BLDGS & GROUNDS	4,567	6,068	6,000	6,000	6,000
10-5400-1600	EQUIPMENT REPAIR	18,671	8,050	15,500	15,500	15,500
10-5400-2100	EQUIPMENT RENTS/LEASES	5,688	3,082	3,200	3,200	3,200
10-5400-3100	AUTOMOTIVE SUPPLIES	8,849	10,590	9,000	9,000	9,000
10-5400-3200	OFFICE SUPPLIES	2,494	1,500	2,000	2,000	2,000
10-5400-3300	DEPARTMENT SUPPLIES - DIRECT	12,166	19,449	28,000	27,000	27,000
10-5400-3301	DEPARTMENT SUPPLIES - INDIRECT	1,888	2,128	2,500	2,500	2,500
10-5400-3400	BANK CHARGES	248	248	581	250	250
10-5400-3600	UNIFORMS	4,045	4,611	4,500	4,500	4,500
10-5400-3800	GARBAGE COLLECTION	1,604	1,337	1,600	2,000	2,000
10-5400-5300	DUES	892	928	1,000	1,000	1,000
10-5400-5400	INSURANCE	26,245	23,021	23,659	28,336	28,336
10-5400-5700	MISCELLANEOUS	141	311	1,000	1,000	1,000
10-5400-5900	HURRICANE MATTHEW	1,572	-	-	-	-
10-5400-7400	CAPITAL OUTLAY EQUIPMENT	12,453	-	106,846	33,000	33,000
10-5400-7401	SMALL EQUIPMENT	124	7,078	8,000	8,000	8,000
10-5400-9200	CONTINGENCY	-	-	1,750	-	-
<b>TOTAL RESCUE</b>		<b>747,532</b>	<b>776,647</b>	<b>982,353</b>	<b>923,100</b>	<b>923,100</b>



TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

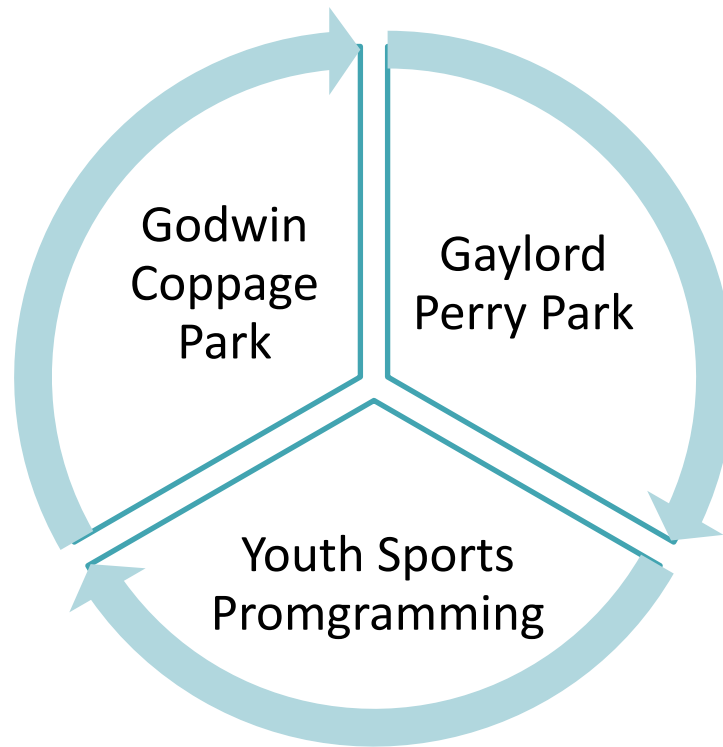
Dept 5300 Name REGIONAL RESPONSE TEAM

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-5350-0300	RRT1 SALARIES	41	-	3,000	3,000	3,000
10-5350-0310	RT TRAINING SALARIES	6,229	3,350	-	3,350	3,350
10-5350-0500	RRT1 FICA TAX	-	-	230	230	230
10-5350-0700	RRT1 RETIREMENT	-	-	191	191	191
10-5350-0900	PROFESSIONAL SERVICES	14,980	15,000	15,000	15,000	15,000
10-5350-1000	TRAINING	15,292	20,707	25,000	25,000	25,000
10-5350-1100	RRT1 TELEPHONE	456	566	900	900	900
10-5350-1200	RRT1 POSTAGE	-	-	100	100	100
10-5350-1400	RRT1 TRAVEL	400	400	500	500	500
10-5350-1500	REPAIR BLDGS & GROUNDS	-	-	-	-	-
10-5350-1600	EQUIPMENT REPAIR	3,993	4,118	4,000	4,000	4,000
10-5350-3300	RRT1 DEPT SUPPLIES	708	2,688	3,000	3,000	3,000
10-5350-3600	RRT1 UNIFORMS	4,045	2,265	4,000	4,000	4,000
10-5350-3800	GARBAGE COLLECTION	-	-	800	-	-
10-5350-5400	WORKERS COMP INS RRT1	5,000	5,000	5,000	5,000	5,000
10-5350-7400	CAPITAL OUTLAY EQUIPMENT	1,098	634	-	-	-
10-5350-7401	SMALL EQUIPMENT	3,394	9,728	6,279	2,729	2,729
10-5350-7402	VEHICLE RESERVE	-	26,039	9,100	2,000	2,000
<b>TOTAL RRT</b>		<b>55,635</b>	<b>90,495</b>	<b>77,100</b>	<b>69,000</b>	<b>69,000</b>

**SUMMARY OF CAPITAL PROJECTS FOR FIRE/RESCUE/RRT  
2019-2023**

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Utility Truck	2	\$45,000	\$52,186	\$0	\$52,186	\$0	\$0	\$0
Ambulance	2	\$172,000	\$185,282	\$0	\$90,354	\$0	\$94,928	\$0
SCBA(Self Contained Breathing Apparatus)	1	\$110,000	\$86,616	\$0	\$28,162	\$28,866	\$29,588	\$30,327
Generator	2	\$20,000	\$24,368	\$0	\$24,368	\$0	\$0	\$0
Roof	2	\$31,519	\$38,403	\$0	\$38,403	\$0	\$0	\$0
Hydraulic Rescue Cutter and Spreader	1	\$11,846	\$0	\$0	\$0	\$0	\$0	\$0
Lifepak 15 Heart monitor / Defibrillator	1	\$35,000	\$33,000	\$33,000	\$0	\$0	\$0	\$0
Heavy Rescue Vetter Bag	2	\$12,250	\$14,000	\$0	\$14,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>		<b>\$378,519</b>	<b>\$446,746</b>	<b>\$33,000</b>	<b>\$247,473</b>	<b>\$28,866</b>	<b>\$124,516</b>	<b>\$30,327</b>

# PARKS AND RECREATION



## Mission Statement

*"We will strive to provide programs and facilities that:*

- *Offer positive outlets for youth in order to reduce youth delinquency*
- *Improve community health*
- *Attract tourists and new residents to increase economic growth."*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

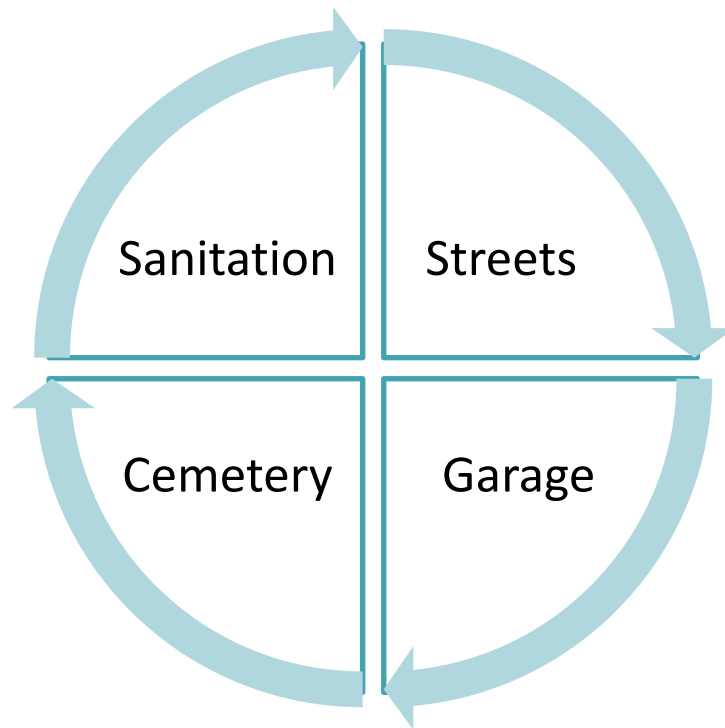
Dept 6200 Name: RECREATION DEPARTMENT

Account Number	Account Description	2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
		Actual	Actual	Budget	Recommend	Approved
10-6200-0200	REGULAR SALARIES	211,672	209,673	207,690	204,488	204,488
10-6200-0300	TEMPORARY SALARIES	68,256	67,947	70,151	70,699	70,699
10-6200-0500	FICA TAX	20,187	20,411	21,561	21,893	21,893
10-6200-0600	GROUP INSURANCE	29,121	27,059	30,325	31,256	31,256
10-6200-0700	RETIREMENT	16,376	16,980	16,432	21,440	21,440
10-6200-0900	PROFESSIONAL SERVICES	2,459	3,366	3,950	4,550	4,550
10-6200-1000	EMPLOYEE TRAINING	1,345	1,154	1,945	1,840	1,840
10-6200-1100	TELEPHONE	5,179	4,653	5,220	6,360	6,360
10-6200-1200	POSTAGE	220	121	500	500	500
10-6200-1300	UTILITIES	23,722	25,563	25,475	26,000	26,000
10-6200-1400	TRAVEL	185	30	-	-	-
10-6200-1500	REPAIR BLDGS & GROUNDS	56,002	23,609	60,065	28,340	28,340
10-6200-1600	REPAIR EQUIPMENT	7,473	9,272	5,000	11,750	11,750
10-6200-3100	AUTOMOTIVE SUPPLIES	7,375	10,464	10,000	9,000	9,000
10-6200-3300	DEPARTMENT SUPPLIES	30,351	28,659	30,000	29,760	29,760
10-6200-3400	BANK CHARGES	225	260	656	300	300
10-6200-3500	SUPPLIES-TURFGRASS MGMT	9,915	8,042	15,990	12,000	12,000
10-6200-3600	UNIFORMS	2,459	2,026	2,300	2,700	2,700
10-6200-3800	GARBAGE COLLECTION	4,651	5,364	4,940	6,000	6,000
10-6200-4500	CONTRACTED SERVICES	1,787	3,420	5,500	6,110	6,110
10-6200-5300	DUES	225	355	375	375	375
10-6200-5400	INSURANCE	14,590	14,361	16,262	16,536	16,536
10-6200-5700	MISCELLANEOUS	2,031	1,845	1,600	2,100	2,100
10-6200-5702	BARNES EST/Wmstn Yarn Mill Donations	-	-	-	-	-
10-6200-5900	HURRICANE MATTHEW	-	-	-	-	-
10-6200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-
10-6200-7400	CAPITAL OUTLAY EQUIPMENT	64,127	-	28,950	-	-
10-6200-7401	SMALL EQUIPMENT	6,915	1,481	1,500	500	500
10-6200-9200	CONTINGENCY	-	-	1,623	-	-
<b>TOTAL RECREATION</b>		<b>586,848</b>	<b>486,115</b>	<b>568,010</b>	<b>514,497</b>	<b>514,497</b>

**SUMMARY OF CAPITAL PROJECTS FOR PARKS AND RECREATION  
2019-2023**

Expenditures	Priority*	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Gaylord Perry Park								
Gym Air Conditioning	2	\$27,475	\$27,475	\$0	\$0	\$0	\$27,475	\$0
Planning Cost - Renovation	2	\$25,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0
Park Renovation	2	\$432,000	\$450,000	\$0	\$450,000	\$0	\$0	\$0
Tennis Courts/West End								
Add 2 Additional Tennis Courts	3	\$80,000	\$102,407	\$0	\$0	\$0	\$102,407	\$0
Concrete Slab @ GC Park under bleachers	2	\$15,000	\$12,000	\$0	\$12,000	\$0	\$0	\$0
Trucks								
Trucks	2	\$26,000	\$57,416	\$0	\$27,999	\$0	\$29,417	\$0
Maintenance Equipment								
72" Rotary Mower	2	\$15,000	\$16,153	\$0	\$0	\$16,153	\$0	\$0
Ballfield Machine/Bunker Rake	2	\$12,000	\$15,745	\$0	\$0	\$0	\$15,745	\$0
Gator	2	\$11,000	\$13,402	\$0	\$0	\$13,402	\$0	\$0
TOTAL EXPENDITURES		\$643,475	\$719,598	\$0	\$514,999	\$29,555	\$175,044	\$0

# PUBLIC WORKS



## **Department Mission Statement**

*"Maintain a desirable workplace that provides for the safe, efficient function of the Public Works Department and encourages and rewards the professional growth of our employees."*

## **Streets**

*"Provide streets, sidewalks, and street lighting that are clean, aesthetically pleasing, and provide for safe movement of vehicular and pedestrian traffic."*

## **Sanitation**

*"Provide as thorough and efficient services as possible to provide for a community that is clean and aesthetically pleasing."*

## **Garage**

*"Provide area/equipment that will allow for quality maintenance & repair of the significant investment in vehicles and equipment."*

## **Cemetery**

*"Provide a clean, well maintained cemetery."*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 5600 Name: STREET DEPARTMENT

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-5600-0200	REGULAR SALARIES	173,481	194,689	202,974	207,225	207,225
10-5600-0300	TEMPORARY SALARIES	2,327	1,389	2,000	2,000	2,000
10-5600-0500	FICA TAX	13,463	14,305	15,681	16,006	16,006
10-5600-0600	GROUP INSURANCE	35,966	32,552	36,321	37,610	37,610
10-5600-0700	RETIREMENT	12,767	14,537	15,764	20,168	20,168
10-5600-0900	PROFESSIONAL SERVICES	1,181	473	350	350	350
10-5600-1000	EMPLOYEE TRAINING	15	262	2,000	2,000	2,000
10-5600-1100	TELEPHONE	658	740	750	750	750
10-5600-1200	POSTAGE	-	-	-	100	100
10-5600-1300	UTILITIES	132,427	132,497	135,000	135,000	135,000
10-5600-1400	TRAVEL	49	60	400	400	400
10-5600-1500	REPAIR BLDGS & GROUNDS	-	1,506	1,000	1,000	1,000
10-5600-1600	REPAIR EQUIPMENT	5,494	10,199	5,500	5,500	5,500
10-5600-2100	EQUIPMENT RENTS/LEASES	-	104	6,000	6,000	6,000
10-5600-2600	ADVERTISING	53	696	750	750	750
10-5600-3100	AUTOMOTIVE SUPPLIES	6,147	10,078	8,500	7,500	7,500
10-5600-3300	DEPARTMENT SUPPLIES	6,767	4,685	5,500	5,000	5,000
10-5600-3302	STAMPEDE	-	-	-	1,000	1,000
10-5600-3400	BANK CHARGES	232	232	1,081	300	300
10-5600-3600	UNIFORMS	4,089	4,423	6,388	4,500	4,500
10-5600-4500	CONTRACTED SERVICES	84	243	2,000	1,000	1,000
10-5600-5400	INSURANCE	12,625	12,434	13,736	14,179	14,179
10-5600-5700	MISCELLANEOUS	245	87	300	300	300
10-5600-5900	HURRICANE MATTHEW	64,344	-	-	-	-
10-5600-7400	CAPITAL OUTLAY EQUIPMENT	68,463	-	-	-	-
10-5600-7401	SMALL EQUIPMENT	1,325	2,653	2,000	750	750
10-5600-9200	CONTINGENCY	-	-	1,913	-	-
10-5600-9400	TRANSFER TO CAP PROJ FUND	-	-	-	-	-
<b>TOTAL STREET</b>		<b>542,201</b>	<b>438,842</b>	<b>465,908</b>	<b>469,388</b>	<b>469,388</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name; GENERAL FUND

Dept 5800 Name: SANITATION DEPARTMENT

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-5800-0200	REGULAR SALARIES	245,459	229,706	265,945	267,398	267,398
10-5800-0300	TEMPORARY SALARIES	2,437	1,285	3,000	3,000	3,000
10-5800-0500	FICA TAX	18,642	17,376	20,574	20,685	20,685
10-5800-0600	GROUP INSURANCE	56,122	52,199	61,016	60,774	60,774
10-5800-0700	RETIREMENT	17,767	17,210	20,712	26,058	26,058
10-5800-0900	PROFESSIONAL SERVICES	56	132	100	100	100
10-5800-1000	EMPLOYEE TRAINING	-	-	100	100	100
10-5800-1100	TELEPHONE	605	820	-	450	450
10-5800-1400	TRAVEL	-	40	100	100	100
10-5800-1500	REPAIR BLDGS & GROUNDS	-	-	1,400	1,000	1,000
10-5800-1600	REPAIR EQUIPMENT	17,330	9,709	10,000	9,000	9,000
10-5800-2100	EQUIPMENT RENT,LEASE	-	104	100	100	100
10-5800-2600	ADVERTISING	35	148	200	200	200
10-5800-3100	AUTOMOTIVE SUPPLIES	19,763	30,680	23,000	22,000	22,000
10-5800-3300	DEPARTMENT SUPPLIES	2,437	1,722	1,700	1,700	1,700
10-5800-3301	MOSQUITO CONTROL	3,295	39	3,500	2,500	2,500
10-5800-3305	MARTIN COUNTY LANDFILL	11,527	13,704	12,000	14,000	14,000
10-5800-3400	BANK CHARGES	153	153	735	200	200
10-5800-3600	UNIFORMS	6,505	6,040	7,500	7,000	7,000
10-5800-3800	GARBAGE COLLECTION	-	-	1,200	1,200	1,200
10-5800-4500	CONTRACT SERVICES	84	852	1,500	1,500	1,500
10-5800-5400	INSURANCE	24,084	11,152	14,209	15,039	15,039
10-5800-5700	MISCELLANEOUS	679	277	300	300	300
10-5800-5900	HURRICANE MATTHEW	90	-	-	-	-
10-5800-7400	CAPITAL OUTLAY EQUIPMENT	-	-	52,000	17,425	17,425
10-5800-7401	SMALL EQUIPMENT	-	342	325	-	-
10-5800-9200	CONTINGENCY	-	-	780	-	-
<b>TOTAL SANITATION</b>		<b>427,069</b>	<b>393,689</b>	<b>501,996</b>	<b>471,829</b>	<b>471,829</b>



TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 6400 Name: CEMETERY DEPARTMENT

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-6400-0200	REGULAR SALARIES	53,507	55,021	61,651	61,053	61,053
10-6400-0300	TEMPORARY SALARIES	3,073	3,525	5,000	4,000	4,000
10-6400-0500	FICA TAX	4,304	4,425	5,099	5,053	5,053
10-6400-0600	GROUP INSURANCE	11,378	9,621	12,253	12,192	12,192
10-6400-0700	RETIREMENT	3,838	4,317	5,117	6,347	6,347
10-6400-0900	PROFESSIONAL SERVICES	125	45	500	500	500
10-6400-1100	TELEPHONE	438	403	400	400	400
10-6400-1300	UTILITIES	706	811	675	675	675
10-6400-1500	REPAIR BLDGS & GROUNDS	128	2,124	1,000	1,500	1,500
10-6400-1600	REPAIR EQUIPMENT	1,901	1,168	1,600	2,500	2,500
10-6400-3100	AUTOMOTIVE SUPPLIES	1,484	2,941	2,500	2,000	2,000
10-6400-3300	DEPARTMENT SUPPLIES	1,184	762	1,000	1,000	1,000
10-6400-3400	BANK CHARGES	39	39	216	80	80
10-6400-3500	ROOKS FUND EXPENSE	480	490	500	500	500
10-6400-3600	UNIFORMS	952	836	1,100	1,200	1,200
10-6400-5400	INSURANCE	2,401	276	2,508	2,716	2,716
10-6400-5700	MISCELLANEOUS	235	469	275	275	275
10-6400-5900	HURRICANE MATTHEW	-	-	-	-	-
10-6400-7200	CAP OUTLAY-LAND & BLDGS	-	-	-	-	-
10-6400-7400	CAPITAL OUTLAY EQUIPMENT	-	9,450	5,300	-	-
10-6400-7401	SMALL EQUIPMENT	1,371	28	600	642	642
10-6400-9200	CONTINGENCY	-	-	129	-	-
<b>TOTAL CEMETERY</b>		<b>87,545</b>	<b>96,750</b>	<b>107,423</b>	<b>102,633</b>	<b>102,633</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 6500 Name: TOWN GARAGE

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-6500-0200	REGULAR SALARIES	116,048	120,044	122,747	124,939	124,939
10-6500-0500	FICA TAX	7,633	8,099	9,390	9,558	9,558
10-6500-0600	GROUP INSURANCE	16,145	16,254	17,894	18,714	18,714
10-6500-0700	RETIREMENT	8,284	8,871	9,412	11,988	11,988
10-6500-0900	PROFESSIONAL SERVICES	169	184	500	500	500
10-6500-1000	EMPLOYEE TRAINING	70	-	500	500	500
10-6500-1100	TELEPHONE	214	253	175	350	350
10-6500-1300	UTILITIES	568	2,638	2,750	2,900	2,900
10-6500-1500	REPAIR BLDGS & GROUNDS	1,031	37,680	15,000	2,114	2,114
10-6500-1600	REPAIR EQUIPMENT	669	1,515	1,500	3,085	3,085
10-6500-2100	LEASES	-	104	400	1,056	1,056
10-6500-3100	AUTOMOTIVE SUPPLIES	770	1,565	1,700	1,700	1,700
10-6500-3300	DEPARTMENT SUPPLIES	2,708	3,449	3,000	3,370	3,370
10-6500-3400	BANK CHARGES	76	76	432	200	200
10-6500-3600	UNIFORMS	1,528	1,640	2,810	2,810	2,810
10-6500-3800	GARBAGE COLLECTION	1,236	1,281	1,500	1,720	1,720
10-6500-4500	CONTRACTED SERVICES	2,939	2,060	6,140	6,915	6,915
10-6500-5400	INSURANCE	5,414	3,625	4,440	4,638	4,638
10-6500-5700	MISCELLANEOUS	149	19	300	200	200
10-6500-5900	HURRICANE MATTHEW	-	-	-	-	-
10-6500-7400	CAPITAL OUTLAY EQUIPMENT	-	-	12,998	7,380	7,380
10-6500-7401	SMALL EQUIPMENT	1,862	1,529	2,400	1,520	1,520
10-6500-9200	CONTINGENCY	-	-	435		
<b>TOTAL SHOP</b>		<b>167,513</b>	<b>210,887</b>	<b>216,423</b>	<b>206,157</b>	<b>206,157</b>

**CAPITAL PROJECTS FOR PUBLIC WORKS DEPARTMENT  
2019-2023**

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Streets</b>								
Skewarkee Drainage Watershed Imprvmt - Diversion Ditch	1	\$443,000	\$513,744	\$0	\$513,744	\$0	\$0	\$0
Skewarkee Drainage Watershed Impvmt-Upstream of Brownlow	1	\$176,000	\$184,910	\$0	\$184,910	\$0	\$0	\$0
Street Sweeper	2	\$241,705	\$253,941	\$253,941	\$0	\$0	\$0	\$0
<b>Sanitation</b>								
Leaf Machines	2	\$35,000	\$39,599	\$0	\$39,599	\$0	\$0	\$0
Dump Truck	3	\$52,000	\$109,298	\$0	\$53,300	\$0	\$55,998	\$0
Leaf Collector Box	2	\$8,500	\$36,336	\$17,425	\$0	\$18,911	\$0	\$0
Air Curtain Burner	2	\$90,000	\$96,920	\$0	\$96,920	\$0	\$0	\$0
<b>Cemetery</b>								
Cemetery Mowers	2	\$12,923	\$12,923	\$0	\$0	\$12,923	\$0	\$0
Cemetery Dump Truck	2	\$59,000	\$65,125	\$0	\$0	\$0	\$65,125	\$0
<b>Garage</b>								
Tire Balancer	2	\$7,200	\$7,380	\$7,380	\$0	\$0	\$0	\$0
Gas Pumps/Equipment	2	\$13,660	\$13,660	\$0	\$15,078	\$0	\$0	\$0
Gates/Fencing	1	\$35,000	\$35,000	\$0	\$39,599	\$0	\$0	\$0
<b>Public Works Building</b>								
Flooring for Building	2	\$6,500	\$7,726	\$0	\$7,726	\$0	\$0	\$0
Public Works Building Roof Repair and Coating	2				\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>		<b>\$1,180,488</b>	<b>\$1,376,562</b>	<b>\$278,746</b>	<b>\$950,876</b>	<b>\$31,834</b>	<b>\$121,123</b>	<b>\$0</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 5200 Name: DEBT SERVICE

		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account Number	Account Description	Actual	Actual	Budget	Recommend	Approved
10-5200-9707	DEBT RET 2018 -- POLICE CARS	669	36,667	72,665	-	-
10-5200-9708	DEBT RET 2019 - POLICE CARS	-		44,310	26,198	26,198
10-5200-9709	DEBT RET - FIRE TRUCK 2019	-	-	-	94,233	94,233
10-5200-9757	INTEREST 2018 -- POLICE CARS	805	1,690	2,478	821	821
10-5200-9758	INTEREST 2019 -- POLICE CARS	-	-	1,110	-	-
10-5200-9759	INTEREST - FIRE TRUCK 2019	-	-	-	18,489	18,489
10-5200-9801	DEBT RETIREMENT-EMS REMOUNT				28,447	28,447
10-5200-9851	INTEREST-EMS REMOUNT				2,535	2,535
10-5200-9910	DEBT RETIREMENT-FIRE TANKER	62,000	62,000	-	-	-
10-5200-9911	INTEREST FIRE TRUCK	1,511	581	-	-	-
10-5200-9960	DEBT RETIREMENT-MISC INSTALL	22,614	22,614	22,614	22,614	22,614
10-5200-9970	INTEREST-MISC INSTALL	4,523	4,070	3,619	3,166	3,166
10-5200-9990	DEBT RETIREMENT-ANNEXATION	-		-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>92,122</b>	<b>127,622</b>	<b>146,796</b>	<b>196,503</b>	<b>196,503</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 5000 Name: PUBLIC BUILDINGS

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2017/2018 Budget	2019/2020 Recommend	2019/2020 Approved
10-5000-0200	REGULAR SALARIES	5,584	13,234	13,601	13,804	13,804
10-5000-0500	FICA TAX	384	1,009	1,040	1,056	1,056
10-5000-0600	GROUP INSURANCE	-	-	-	-	-
10-5000-0700	RETIREMENT	-	-	-	-	-
10-5000-1300	UTILITIES	10,998	11,661	13,000	13,000	13,000
10-5000-1500	REPAIR BLDGS & GROUNDS	7,068	10,094	7,000	6,000	6,000
10-5000-1600	REPAIR EQUIPMENT	305	1,606	1,000	-	-
10-5000-3300	DEPARTMENT SUPPLIES	2,169	3,719	5,000	4,000	4,000
10-5000-3400	BANK CHARGES	42	42	216	100	100
10-5000-3600	UNIFORMS	-	-	-	-	-
10-5000-3800	GARBAGE	928	973	1,000	1,500	1,500
10-5000-4500	CONTRACT SERVICES	3,340	70	-	-	-
10-5000-5400	INSURANCE	7,839	7,715	8,798	8,447	8,447
10-5000-5700	MISCELLANEOUS	48	-	100	100	100
10-5000-5900	HURRICANE MATTHEW	-	-	-	-	-
10-5000-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-
10-5000-7401	SMALL EQUIPMENT	1,968	-	500	500	500
10-5000-9200	CONTINGENCY	-	-	366	-	-
<b>TOTAL PUBLIC BUILDING</b>		<b>40,671</b>	<b>50,121</b>	<b>51,621</b>	<b>48,507</b>	<b>48,507</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATE-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 6300 Name: CULTURAL DEPARTMENT

		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account Number	Account Description	Actual	Actual	Budget	Recommend	Approved
10-6300-1010	MARTIN MEMORIAL LIBRARY	98,100	101,797	102,000	102,000	102,000
10-6300-1016	STAMPEDE FESTIVAL	8,598	10,805	9,000	9,000	9,000
10-6300-1020	CHRISTMAS DECORATIONS	4,507	1,948	3,000	3,000	3,000
10-6300-1030	CHRISTMAS PARADE	3,073	2,126	3,500	3,500	3,500
10-6300-1040	CHRISTMAS TREE LIGHTS	546	637	500	500	500
10-6300-1050	SUSTAINABLE COMMUNITIES PROGRA	500	500	500	500	500
10-6300-7400	MAINTENANCE--CHRISTMAS DEC	574	262	500	500	500
10-6300-9200	CONTINGENCY	-	-	1,190	-	-
<b>TOTAL CULTURAL</b>		<b>115,897</b>	<b>118,075</b>	<b>120,190</b>	<b>119,000</b>	<b>119,000</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 10 Name: GENERAL FUND

Dept 6600 Name: ECONOMIC & PHYSICAL DEVELOPMENT

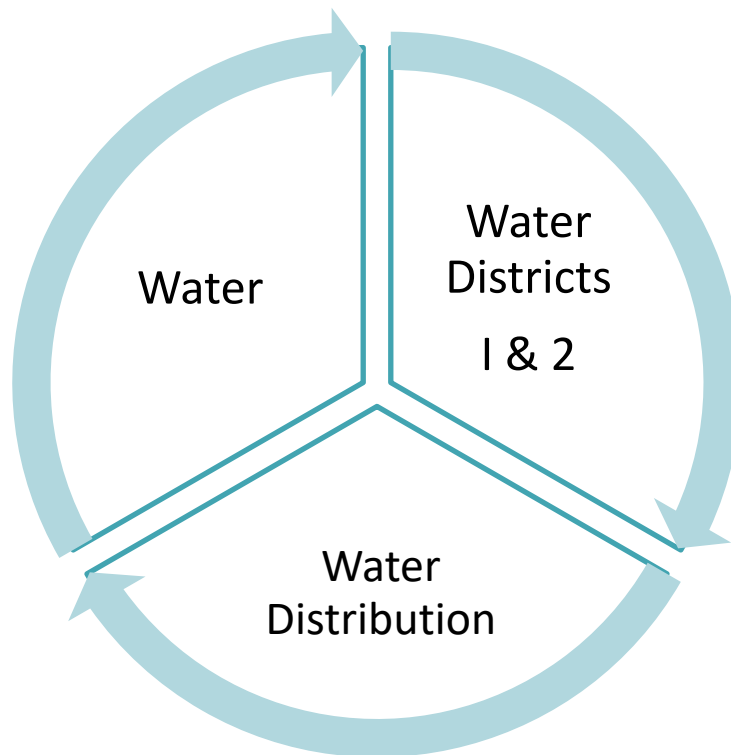
Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
10-6600-0970	MARTIN CO ARTS COUNCIL	6,000	6,000	13,575	7,000	7,000
10-6600-0990	WILLIAMSTON DOWNTOWN	5,647	5,431	5,000	5,000	5,000
10-6600-0991	WMSTN DOWNTOWN,INC FACADE	6,000	6,000	6,000	6,000	6,000
10-6600-1000	WILLIAMSTON BEAUTIFICATION	43	-	1,000	2,000	2,000
10-6600-1010	AUDOBON SOCIETY/NC STATE	-	-	-	-	-
10-6600-1040	HWY 17 ASSOCIATION	2,500	2,500	3,000	3,000	3,000
10-6600-1050	MID EAST COMMISSION	1,777	1,777	1,800	1,800	1,800
10-6600-1060	N C RURAL ECONOMIC CENTER	-	-	-	-	-
10-660-1070	MC HISTORICAL SOCIETY - ASA BIGGS HOUSE	2,000	2,000	2,000	-	-
10-6600-5300	INSTITUTE OF GOVERNMENT	642	682	700	700	700
10-6600-5302	MARTIN COUNTY CHAMBER	715	715	750	750	750
10-6600-5303	COMMITTEE OF 100	500	500	500	500	500
10-6600-5304	NCLM	6,490	6,168	6,500	6,500	6,500
10-6600-5305	LOCAL GOVERNMENT COMMISS	-	-	-	-	-
10-6600-5400	ROANOKE RIVER PARTNERS	1,500	1,500	1,500	1,500	1,500
10-6600-5410	ROANOKE RIVER BASIN	-	-	-	-	-
10-6600-5420	BOYS & GIRLS CLUB	15,000	15,000	15,000	15,000	15,000
10-6600-6601	COMMITTEE OF 1000	1,000	-	1,000	-	-
10-6600-7000	RETIRES FRINGE BENEFITS	229,448	120,933	143,248	85,963	85,963
10-6600-9200	CONTINGENCY	-	-	1,330	-	-
10-6600-9900	TRNSFR TO CAP PROJECTS FUND	-	32,584	100,000	-	-
<b>TOTAL ECONOMIC &amp; PHYSICAL</b>		<b>279,262</b>	<b>201,790</b>	<b>302,903</b>	<b>135,713</b>	<b>135,713</b>

# ENTERPRISE FUND

- WATER
- WATER DISTRICT I
- WATER DISTRICT II
- SEWER



# WATER



## Mission Statement

*“Provide system that will allow for complete and efficient supply and circulation allowing for growth, better water treatment and quality, as well as fire protection.”*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 30 Name: ENTERPRISE (WATER / SEWER) FUND

Dept 8100 Name: WATER DEPARTMENT

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
30-8100-0100	ADMINISTRATION EXPENSE	341,492	356,109	345,134	353,466	353,466
30-8100-0200	REGULAR SALARIES	202,938	213,711	220,163	223,610	223,610
30-8100-0300	TEMPORARY SALARIES	10,184	9,743	15,000	13,000	13,000
30-8100-0500	FICA TAX	15,786	16,843	17,990	18,254	18,254
30-8100-0600	GROUP INSURANCE	29,351	27,297	33,216	31,498	31,498
30-8100-0601	RETIREE -- FRINGE BENEFITS	51,008	25,016	26,264	1,944	1,944
30-8100-0700	RETIREMENT	15,286	16,598	18,093	22,969	22,969
30-8100-0900	PROFESSIONAL SERVICES	3,222	11,428	10,000	10,000	10,000
30-8100-1000	EMPLOYEE TRAINING	1,558	4,393	5,000	5,000	5,000
30-8100-1100	TELEPHONE	3,838	3,714	3,600	3,750	3,750
30-8100-1200	POSTAGE	3,815	3,399	5,000	5,000	5,000
30-8100-1300	UTILITIES	19,475	20,091	20,000	20,000	20,000
30-8100-1400	TRAVEL	260	120	500	200	200
30-8100-1500	REPAIR BLDGS & GROUNDS	-	1,506	10,000	10,000	10,000
30-8100-1600	REPAIR EQUIPMENT	5,412	26,501	20,000	20,000	20,000
30-8100-2100	EQUIPMENT RENT,LEASES	-	104	200	200	200
30-8100-2600	ADVERTISING	38	1,198	500	500	500
30-8100-3100	AUTOMOTIVE SUPPLIES	13,341	21,535	16,000	16,000	16,000
30-8100-3200	OFFICE SUPPLIES	-	-	250	250	250
30-8100-3300	DEPARTMENT SUPPLIES	19,244	16,308	13,000	9,400	9,400
30-8100-3400	BANK ANALYSIS CHARGES	450	450	2,083	646	646
30-8100-3600	UNIFORMS	2,615	3,214	4,500	4,500	4,500
30-8100-3800	GARBAGE COLLECTION	-	-	-	-	-
30-8100-4500	CONTRACTED SERVICES	61,720	69,583	80,000	80,000	80,000
30-8100-5300	DUES	4,112	2,992	4,500	4,500	4,500
30-8100-5400	INSURANCE	16,843	15,733	18,187	17,916	17,916
30-8100-5700	MISCELLANEOUS	2,468	(2,250)	500	500	500
30-8100-5805	BAD DEBT	3,356	8,235	5,000	5,000	5,000
30-8100-5900	HURRICANE MATTHEW	-	-	-	-	-
30-8100-7200	CAPITAL OUTLAY - BUILDINGS	-	-	-	-	-
30-8100-7400	CAPITAL OUTLAY EQUIPMENT	84,774	9,951	14,727	148,779	148,779
30-8100-7401	SMALL EQUIPMENT	5,572	8,170	9,525	48,444	48,444
30-8100-7600	CAPITAL OUTLAY - LINES	-	-	-	-	-
30-8100-7700	REPAIR LINES	-	10,163	-	-	-
30-8100-7750	REPAIR/REPLACE FIRE HYDRANTS	9,801	5,231	18,000	10,000	10,000
30-8100-7800	WA AUTHORITY CR PURCHASE	-	-	-	-	-
30-8100-8100	PRINCIPAL - ANNEXATION	-	-	40,000	-	-
30-8100-8110	PRINCIPAL - SCADA	62,553	62,553	62,553	62,553	62,553
30-8100-8200	WATER SYSTEM ANNEXATION	-	-	-	-	-
30-8100-8300	BAD DEBTS	137	-	-	-	-
30-8100-8600	CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-
30-8100-9200	CONTINGENCY 3%	-	-	43,880	-	-
30-8100-9400	TRANSFER TO CAP PROJ FUND	35,981	36,442	3,660	-	-
30-8100-9500	REG WATER & SEWER AUTHORITY	1,204,933	1,262,910	1,216,309	1,185,930	1,185,930
30-8100-9501	TRANS TO WA AUTHORITY RES	-	-	-	-	-
<b>TOTAL WATER</b>		<b>2,231,563</b>	<b>2,268,990</b>	<b>2,303,334</b>	<b>2,333,809</b>	<b>2,333,809</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 30 Name: ENTERPRISE (WATER / SEWER) FUND

Dept 8110 Name: WATER DISTRICT I

		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account Number	Account Description	Actual	Actual	Budget	Recommend	Approved
30-8110-8900	WATER SERVICE FEES	-	-	-	-	-
30-8110-9100	DEBT SERVICE	43,182	43,411	42,647	43,838	43,838
<b>TOTAL WATER DISTRICT #1</b>		<b>43,182</b>	<b>43,411</b>	<b>42,647</b>	<b>43,838</b>	<b>43,838</b>

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 30 Name: ENTERPRISE (WATER / SEWER) FUND

Dept 8111 Name: WATER DISTRICT II

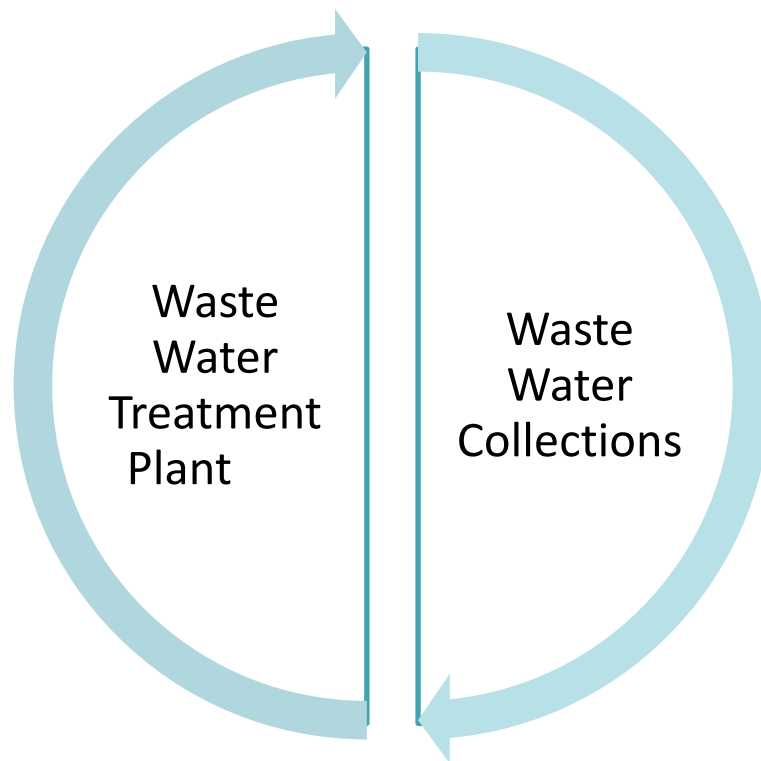
		2016/2017	2017/2018	2018/2019	2019/2020	2019/2020
Account Number	Account Description	Actual	Actual	Budget	Recommend	Approved
30-8111-8900	WATER SERVICE FEES		-	-	-	-
30-8111-9100	DEBT SERVICE	123,278	123,696	124,032	126,373	126,373
<b>TOTAL WATER DISTRICT II</b>		<b>123,278</b>	<b>123,696</b>	<b>124,032</b>	<b>126,373</b>	<b>126,373</b>

## SUMMARY OF CAPITAL PROJECTS FOR WATER DEPARTMENT 2019-2023

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Water Dept P/U Trucks	2	\$32,476	\$83,169	\$0	\$40,558	\$0	\$42,611	\$42,611
1 Ton Dump Truck	2	\$55,000	\$60,710	\$0	\$60,710	\$0	\$0	\$0
Mobile Lite Collector	2	\$10,000	\$11,314	\$0	\$11,314	\$0	\$0	\$0
New Primary Water Supply Transmission Main	1	\$1,903,000	\$2,206,897	\$0	\$2,206,897	\$0	\$0	\$0
Water System Trans.Main-Elm Street	2	\$612,000	\$709,732	\$0	\$709,732	\$0	\$0	\$0
Water System Trans Main-Medical Dr to Main	2	\$404,000	\$504,541	\$0	\$504,541	\$0	\$0	\$0
Water System Trans Main - Factory St to Econo Lodge	2	\$121,000	\$147,427	\$0	\$147,427	\$0	\$0	\$0
Water System Fireflow Imprv-Northeast Loop	2	\$632,000	\$770,031	\$0	\$770,031	\$0	\$0	\$0
Water System Fireflow Imprv-US 64 Alt & Park Dr	2	\$181,000	\$226,044	\$0	\$226,044	\$0	\$0	\$0
Water System Fireflow Improv-Skinner St	2	\$184,000	\$448,372	\$0	\$224,186	\$224,186	\$0	\$0
Water System Fireflow Improv-SMG	2	\$58,000	\$70,667	\$0	\$70,667	\$0	\$0	\$0
Water System Fireflow Improv-Bob Martin Center	2	\$1,097,000	\$1,336,588	\$0	\$1,336,588	\$0	\$0	\$0
Water Read Handheld	0	\$12,000	\$12,300	\$12,300	\$0	\$0	\$0	\$0
Back Hoe	2	\$110,000	\$236,988	\$115,569	\$0	\$0	\$121,419	\$121,419
Trash Pump	2	\$7,000	\$7,538	\$0	\$0	\$7,538	\$0	\$0
Riding Mower	2	\$12,000	\$12,300	\$12,300	\$0	\$0	\$0	\$0
Auto Read Meters	2	\$40,000	\$40,000	\$0	\$41,000	\$42,025	\$43,076	\$44,153
Backflow Device/WWTP	2	\$23,157	\$23,157	\$0	\$24,329	\$0	\$0	\$0
Ralph Taylor Road Water Main	2	\$43,225	\$43,225	\$0	\$45,413	\$0	\$0	\$0
Tire Changer	2	\$8,400	\$8,610	\$8,610	\$0	\$0	\$0	\$8,610
<b>TOTAL EXPENDITURES</b>		<b>\$5,430,476</b>	<b>\$6,844,618</b>	<b>\$148,779</b>	<b>\$6,419,437</b>	<b>\$273,749</b>	<b>\$207,106</b>	<b>\$208,183</b>

Funding Sources				FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Installment Financing								
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues				148,779	198,995	49,563	207,106	208,183
Grants				\$0	\$3,290,910	\$224,186	\$0	\$0
Powell Bill Funds								
Retained Earnings				\$0	\$2,929,532	\$0	\$0	\$0
Grant/Loan								
<b>Total Funding</b>				<b>\$148,779</b>	<b>\$6,419,437</b>	<b>\$273,749</b>	<b>\$207,106</b>	<b>\$208,183</b>

# SEWER



## Mission Statement

*"To plan, evaluate and implement programs and procedures that provide for the safe collection and treatment of all wastewater and to discharge an effluent that meets all local, state and federal requirements and/or limits. "*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 30 Name: ENTERPRISE (WATER / SEWER) FUND

Dept 8200 Name: SEWER DEPARTMENT

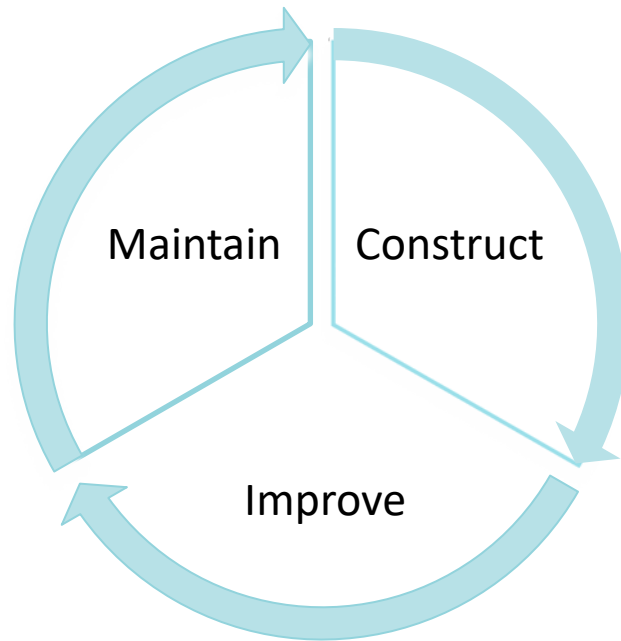
Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
30-8200-0100	ADMINISTRATION EXPENSE	288,626	301,718	291,547	298,565	298,565
30-8200-0200	REGULAR SALARIES	247,812	262,805	273,019	265,642	265,642
30-8200-0300	TEMPORARY SALARIES	6,809	6,930	7,500	7,500	7,500
30-8200-0500	FICA TAX	19,061	20,251	21,460	20,895	20,895
30-8200-0600	GROUP INSURANCE	39,181	39,014	46,420	44,754	44,754
30-8200-0601	RETIREE -- FRINGE BENEFITS	40,000	20,000	20,000	5,982	5,982
30-8200-0700	RETIREMENT	18,241	19,979	21,583	26,321	26,321
30-8200-0900	PROFESSIONAL SERVICES	10,897	7,427	15,000	15,000	15,000
30-8200-1000	EMPLOYEE TRAINING	1,179	2,964	5,500	5,500	5,500
30-8200-1100	TELEPHONE	3,931	3,498	3,000	3,000	3,000
30-8200-1200	POSTAGE	9,013	7,949	4,000	4,500	4,500
30-8200-1300	UTILITIES	124,177	110,576	100,000	110,000	110,000
30-8200-1400	TRAVEL	70	70	400	400	400
30-8200-1500	REPAIR BLDGS & GROUNDS	4,717	3,384	5,800	5,800	5,800
30-8200-1600	REPAIR EQUIPMENT	46,786	71,590	65,000	77,901	77,901
30-8200-2100	EQUIPMENT RENT,LEASE	-	104	7,000	7,000	7,000
30-8200-2600	ADVERTISING	116	83	500	500	500
30-8200-3100	AUTOMOTIVE SUPPLIES	5,546	7,698	9,000	9,000	9,000
30-8200-3200	OFFICE SUPPLIES	45	167	500	500	500
30-8200-3300	DEPARTMENT SUPPLIES	27,264	28,565	25,000	25,000	25,000
30-8200-3302	LAB SUPPLIES	5,702	3,376	7,000	7,000	7,000
30-8200-3400	BANK ANALYSIS CHARGES	801	801	3,333	1,060	1,060
30-8200-3600	UNIFORMS	4,172	5,118	6,000	6,000	6,000
30-8200-3800	GARBAGE COLLECTION	1,084	1,338	1,500	1,500	1,500
30-8200-4500	CONTRACTED SERVICES	26,136	59,711	82,500	82,500	82,500
30-8200-5300	DUES	8,661	8,344	9,000	9,000	9,000
30-8200-5400	INSURANCE	42,992	43,865	43,859	31,321	31,321
30-8200-5700	MISCELLANEOUS	479	30	300	300	300
30-8200-5805	BAD DEBT	7,831	19,216	8,600	5,273	5,273
30-8200-5900	HURRICANE MATTHEW	2,012	-	-	-	-
30-8200-7200	CAPITAL OUTLAY BUILDINGS	-	-	-	-	-
30-8200-7400	CAPITAL OUTLAY EQUIPMENT	69,160	29,899	30,750	30,460	30,460
30-8200-7401	SMALL EQUIPMENT	7,707	6,560	-	4,950	4,950
30-8200-7500	SEWER IMPROVEMENTS-ANNEXATION	-	-	-	-	-
30-8200-7600	CAPITAL OUTLAY LINES	-	-	-	-	-
30-8200-7700	SEWER LINE REPAIRS	-	13,285	5,000	-	-
30-8200-8100	BOND/LOAN PRINCIPAL	308,275	308,275	308,275	308,275	308,275
30-8200-8110	PRINCIPAL - I & I SEWER REHAB	-	32,061	-	16,031	16,031
30-8200-8200	BOND/LOAN INTEREST	40,076	52,065	24,046	-	-
30-8200-8300	DISINFECTION SYS LOAN PRINCIPAL	110,663	-	-	-	-
30-8200-8400	DISINFECTION SYS LOAN INTEREST	2,057	-	-	-	-
30-8200-8500	PRIN & INTEREST I & I SEWER IMPROVEMENTS	52,065	-	52,066	52,066	52,066
30-8200-8600	CAPITAL IMPROVEMENT RESERVE	-	-	-	-	-
30-8200-8700	PRIN - ANNEXATION SEWER	211,515	211,515	211,515	182,509	182,509
30-8200-8750	INTEREST - ANNEXATION SEWER	42,011	85,898	70,054	57,089	57,089
30-8200-9200	CONTINGENCY 3%	-	-	12,234	-	-
30-8200-9400	TRANS TO CAP PROJ FUND	-	139,066	39,390	-	-
30-8200-9450	TRANS TO GF-SKINNER 2012	-	-	-	-	-
<b>TOTAL SEWER</b>		<b>1,836,869</b>	<b>1,935,192</b>	<b>1,837,651</b>	<b>1,729,094</b>	<b>1,729,094</b>

## CAPITAL PROJECTS FOR SEWER DEPARTMENT 2019-2023

Expenditures	Priority	CURRENT COST	TOTAL COST (IF PAID IN TARGETED FISCAL YEAR)	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Sewer Dept P/U Truck	2	\$50,000	\$62,462	\$30,460	\$0	\$32,002	\$0	\$0
Sewer Jet Cleaner	1	\$77,000	\$82,921	\$0	\$0	\$82,921	\$0	\$0
Wastewater Aerators & Controls	3	\$168,056	\$185,502	\$0	\$185,502	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>		<b>\$50,000</b>	<b>\$330,885</b>	<b>\$30,460</b>	<b>\$185,502</b>	<b>\$114,923</b>	<b>\$0</b>	<b>\$0</b>
<b>Funding Sources</b>				<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>
Installment Financing								
Lease Purchase								
General Fund Op. Revenues								
Water/Sewer Op. Revenues				\$30,460	\$185,502	\$114,923	\$0	\$0
Grants								
Powell Bill Funds								
Retained Earnings								
Grant/Loan					\$0	\$0	\$0	\$0
<b>Total Funding</b>				<b>\$30,460</b>	<b>\$185,502</b>	<b>\$114,923</b>	<b>\$0</b>	<b>\$0</b>



# POWELL BILL



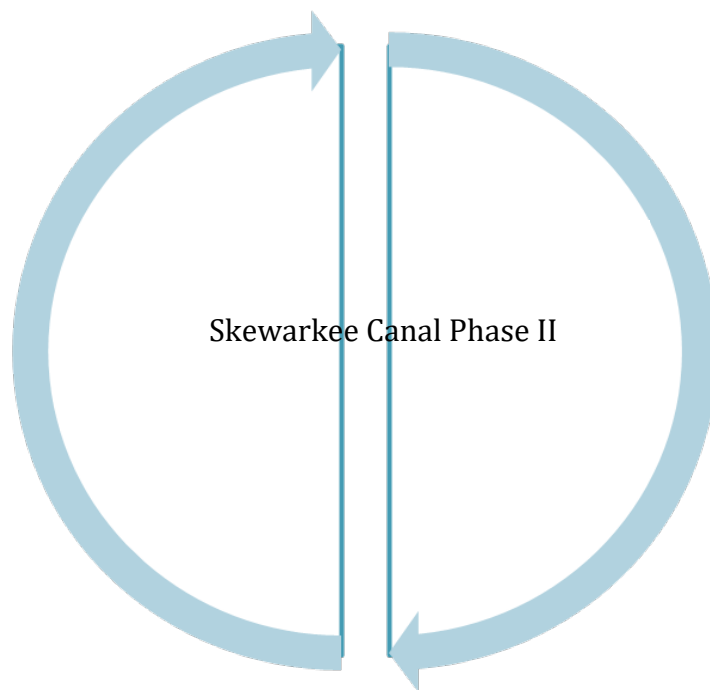
*Powell Bill funds are distributed to cities and towns to assist them in maintaining, constructing, reconstructing, repairing and improving streets or public thoroughfares, bikeways, greenways, and sidewalks within their corporate limits (G. S. 136-41.1 through 41.4).*

TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 15 Name: POWELL BILL FUND

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
15-5600-3700	POWELL BILL SERVICES	41,547	39,543	45,000	48,385	48,385
15-5600-3800	POWELL BILL - PROJECT	-	112,853	104,970	75,000	75,000
15-5600-3900	POWELL BILL - EQUIPMENT	11,474	14,142	8,223	253,941	253,941
15-5600-4000	STREET - LICENSE PLATE FEE	-	81,250	81,250	81,250	81,250
15-5600-4500	POWELL BILL - LOAN PRINCIPAL	-	38,750	38,750	38,750	38,750
15-5600-8100	LOAN AND INTEREST	-	10,351	6,228	6,228	6,228
15-5600-9400	TRANSFER TO CAPITAL PROJECTS FUND		-	-	-	-
<b>TOTAL POWELL BILL</b>		<b>53,021</b>	<b>296,890</b>	<b>284,421</b>	<b>503,554</b>	<b>503,554</b>

# STORMWATER ENTERPRISE FUND



TOWN OF WILLIAMSTON  
ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Fund: 25 Name: STORMWATER ENTERPRISE FUND

Account Number	Account Description	2016/2017 Actual	2017/2018 Actual	2018/2019 Budget	2019/2020 Recommend	2019/2020 Approved
25-5200-9100	DEBT PAYMENT	-	-	43,400	39,326	39,326
25-5200-9200	DEBT RESERVE	-	-	6,600	6,600	6,600
	FUTURE PROJECT	-	-	0	4,074	4,074
25-5200-9400	UNCOLLECTIBLE	-	-	5,000	5,000	5,000
<b>TOTAL STORM WATER</b>		-	-	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>

ANNUAL BUDGET ESTIMATES-EXPENDITURES  
Fiscal Year: 2019-2020

Summary of All Funds

	2016/2017	2017/2018	2018/2019	2019/2020
DESCRIPTION	Actual	Actual	Budget	Approved
ADMINISTRATION	(1,976)	19,030	147,481	130,595
PLANNING	209,905	185,702	231,446	193,416
PUBLIC BUILDING	40,671	50,121	51,621	48,507
Police	1,526,410	1,501,424	1,718,022	1,702,628
DEBT SERVICE	92,122	127,622	146,796	196,503
FIRE	472,491	586,475	583,344	512,005
RRT	55,635	90,495	77,100	69,000
RESCUE	747,532	776,647	982,353	923,100
STREET	542,201	438,842	465,908	469,388
SANITATION	427,069	393,689	501,996	471,829
RECREATION	586,848	486,115	568,010	514,497
CULTURAL	115,897	118,075	120,190	119,000
CEMETERY	87,545	96,750	107,423	102,633
SHOP	167,513	210,887	216,423	206,157
ECONOMIC & PHYSICAL	279,262	201,790	302,903	135,713
<b>General Fund Total</b>	<b>5,349,126</b>	<b>5,283,663</b>	<b>6,221,015</b>	<b>5,794,971</b>
WATER	2,231,563	2,268,990	2,303,334	2,333,809
WATER DISTRICT #1	43,182	43,411	42,647	43,838
WATER DISTRICT #II	123,278	123,696	124,032	126,373
SEWER	1,836,869	1,935,192	1,837,651	1,729,094
<b>Enterprise Fund Total</b>	<b>4,234,892</b>	<b>4,371,289</b>	<b>4,307,664</b>	<b>4,233,114</b>
POWELL BILL	53,021	296,890	284,421	503,554
<b>Powell Bill Fund Total</b>	<b>53,021</b>	<b>296,890</b>	<b>284,421</b>	<b>503,554</b>
Stormwater	-	-	55,000	55,000
<b>Stormwater Fund</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>
<b>OPEB Trust Fund</b>	<b>120,456</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total - All Funds</b>	<b>9,757,495</b>	<b>9,951,842</b>	<b>10,868,100</b>	<b>10,586,639</b>

## **NOTICE OF PUBLIC HEARING FOR ADOPTION OF BUDGET**

# **TOWN OF WILLIAMSTON NOTICE OF PUBLIC HEARING**

The proposed budget for the Town Of Williamston for fiscal year 2019-2020 has been filed with the Board of Commissioners. A public hearing on the proposed budget will be held on the 3rd of June, 2019 at 5:30 p.m. in the Assembly Room at the Town Hall. The proposed budget totals \$10,586,639 for FY 2019-2020, beginning July 1, 2019. It is available for public inspection in the office of the Town Clerk during regular business hours.



ORDINANCE 2019-116  
TOWN OF WILLIAMSTON  
FY 2019-2020 BUDGET ORDINANCE

BE IT ORDAINED by the Governing Board of the Town of Williamston, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Administration	\$ 130,595
Planning	193,416
Public Buildings	48,507
Police Department	1,702,628
Fire Department	512,005
Rescue/EMS Department	923,100
RRT Department	69,000
Street Department	469,388
Sanitation Department	471,829
Recreation Department	514,497
Cemetery	102,633
Garage	206,157
Cultural	119,000
Debt Retirement	196,503
Economic & Physical Development	<u>135,713</u>
	\$ 5,794,971

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Taxes and Licenses:

Current Year's Property Taxes	\$ 2,415,000
Other Ad Valorem Tax Revenue	639,170
Local Option Sales Tax	855,000
Hold Harmless Reimbursements	295,000
Payment in Lieu of Taxes	4,000
Other Taxes and Licenses	486,920

User Charges and Fees:

Recreation Activities	23,350
Cemetery Sales and Fees	55,000
EMS Service Charges	474,000
EMS Medicaid	66,000
Other Charges and Fees	3,000

Intergovernmental Payments:

Total Government and Local Grants	288,097
Other Income:	
Investment Earnings	77,000
Installment Loan	90,834
Miscellaneous	22,600
Fund Balance Appropriated:	
Powell Bill – Street Sweeper	-0-
Undesignated Funds	<u>-0-</u>
	\$ 5,794,971

Section 3. The following amounts are hereby appropriated in the Enterprise Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore approved for the Town:

Water Operations	\$2,122,477
Sewer Operations	1,082,664
Capital Outlay	179,239
Debt Retirement	848,734
Reserve	-0-
Loans	-0-
Transfer from Other Funds	-0-
Contingencies	<u>-0-</u>
	\$ 4,233,114

Section 4. It is estimated that the following revenues will be available in the Enterprise Fund for the fiscal year beginning July 1, 2019, and ending on June 30, 2020:

Water Charges	\$2,480,000
Sewer Charges	1,581,500
Interest on Investments	110,000
Other Charges and Fees	36,500
Miscellaneous	2,500
Transfer from General Fund	22,614
Undesignated Fund Balance	<u>-0-</u>
	\$ 4,233,114

Section 5. It is estimated that the following expense will be available in the Storm Water Fund for the fiscal year beginning July 1, 2019, and ending on June 30, 2020:

Uncollectible	5,000
Debt Reserve	6,600
Future Project	4,074
Debt Service Payment	<u>\$39,326</u>
	\$ 55,000

Section 6. It is estimated that the following revenue will be available in the Storm Water Fund for the fiscal year beginning July 1, 2019, and ending on June 30, 2020:

Storm Water Fees	<u>\$55,000</u>
------------------	-----------------



\$ 55,000

Section 7. It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2019, and ending on June 30, 2020:

License Plate Tax	\$ 81,250
Powell Bill Revenue	168,363
Powell Bill Funds	<u>253,941</u>

\$ 503,554

Section 8. It is estimated that the following expenses will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2019, and ending on June 30, 2020:

Street - License Plate	\$81,250
Powell Bill Services	48,385
Powell Bill – Equipment/Operations	253,941
Powell Bill Loan	38,750
Powell Bill Interest	6,228
Powell Bill – Paving Project	<u>75,000</u>

\$503,554

Section 9. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a department without limitation and without a report being required.
- b. The Budget Officer shall be authorized to re-allocate departmental appropriations among the various objects of expenditures as he believes necessary provided such transfers shall be reported to the Board of Commissioners at its next regular meeting and shall be entered into the minutes.
- c. He may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 10. The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 11. Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their discretion in the disbursement of funds.

Adopted this 3rd day of June, 2019

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_