



Annual Budget - Fiscal Year 2025 - 2026
July 1, 2025– June 30, 2026

Town Council

Keith Warren, Mayor

Melissa Curtis, Mayor Pro Tem

Rebecca Johnson

Bobby Mosteller

Joe Wesson

Clay Wilson



BUDGET MESSAGE

&

BUDGET ORDINANCE

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Annual Budget for the 2025-2026 Fiscal Year

Honorable Mayor, Keith Warren and Members of the Town Council:

Town Staff is pleased to present the proposed budget for the Fiscal Year 2025–2026, which begins on July 1, 2025 and ends on June 30, 2026. As required by the North Carolina Local Government Budget and Fiscal Control Act, the budget is balanced in its entirety. The total recommended budget for the Town of Sawmills is \$6,489,701, representing a decrease of \$454,695 or approximately 7% from the previous fiscal year.

The proposed budget includes:

- No tax increases.
- 2.5% Increase in Water/Sewer Rates per 5-year NCRWA Rate Study
- Town wide street and traffic sign assessment/replacement.
- Paving/Repair to Oxford, Gatewood, and Withers Drive.
- Additional resources for nuisance abatement and cleanup.
- New Christmas Tree at the Farmers Market Lot.
- Aggressively addressing aging water infrastructure along 321-A
- Maintains current levels of services to citizens.

Below is a brief budgetary summary of the various funds for the Town:

General Fund:

The proposed ad valorem tax rate for FY 2025–2026 will remain at \$0.20 per \$100 of assessed valuation, with an anticipated collection rate exceeding 95%. At full collection, each penny of the property tax rate is projected to generate approximately \$40,347.65 in revenue.

State-collected local revenues have been projected using data from the North Carolina League of Municipalities, supplemented by local economic indicators and regional trends to ensure a well-informed and forward-looking fiscal outlook.

Key Departmental Highlights:

- 3% salary increase for all Town employees to maintain competitive compensation.
- Addition of one full-time Recreation position to support growing service needs.
- Continued participation in the Caldwell County Sales Tax Reinvestment Program at \$194,000 annually.

Ongoing Capital Projects

The FY 2025–2026 General Fund continues to be shaped by several multi-year project ordinances. Among these, the most significant is a \$473,000 appropriation for architectural and construction management services related to the new Town Hall facility. This facility will feature expanded office space, public meeting rooms, a community space, and a drive-through service window. The Town's financial obligation for this project during the fiscal year will correspond to the actual progress of construction completed within FY 2025–2026.

Enterprise Fund:

Due to rising service costs and the continued need to maintain critical infrastructure, the Town Council and staff conduct annual reviews of water and sewer rates. To ensure these reviews remain objective and data-driven, it is considered best practice to conduct a formal water and sewer rate study every 5 to 7 years. In February 2019, the North Carolina Rural Water Association completed such a study for the Town, and the recommended rate adjustments began with the 2020–2021 fiscal year. The rate structure established by this study seeks to balance the Town's obligation to provide high-quality services with the goal of offering residents the most economical rates possible.

Given the importance of maintaining Enterprise Fund reserves to support anticipated system improvements, ensure financial solvency, and respond to unforeseen emergencies, staff and the Town Council are encouraged to continue practicing sound financial planning. Accordingly, it is recommended that the Town maintain its adherence to the five-year rate plan outlined in the 2019 study. Additionally, staff recommends commissioning a new water and sewer rate study during the 2025–2026 fiscal year to provide a basis for rate setting through 2030.

The Utility Fund is projected to end the 2024–2025 fiscal year with a balance of \$1,730,220, reflecting a decrease of \$367,210 or 17.51%. This reduction is primarily due to a decrease in planned capital projects for the coming fiscal year. In light of recent investments—including the acquisition of the new Public Works property, the potential launch of Evergreene Industrial Park, and the expansion of park facilities and related infrastructure—the Town has elected to scale back on certain initiatives to ensure adequate staffing and funding remain in place to continue delivering exceptional service to citizens.

The 2025–2026 fiscal year includes two project ordinances directly tied to the Enterprise Fund. The first is a \$199,312.50 appropriation to fund the Town's share of the joint Evergreene Industrial Park project with Caldwell County. The second is a \$189,000 ordinance representing the Town's matching portion for a BRIC (Building Resilient Infrastructure and Communities) grant. This project involves replacing and elevating a generator and raising the roadway to ensure uninterrupted access and service during high water events.

Miscellaneous:

The FY 2025–2026 budget includes a grant project ordinance related to the Helene disaster response and recovery. This ordinance is expected to remain active through 2027. At the time of this document, the Town is working closely with FEMA and NC Emergency Management (NCEM) to determine the total project cost. We have received strong assurances that the project will be fully reimbursed, with 100% funding anticipated from either FEMA or the State.

Additionally, we anticipate a second project ordinance for the 321-A Waterline Replacement. This initiative will replace aging concrete water lines along Highway 321-A from Granite Falls to Hudson. The project is divided into three phases, beginning at the Granite Falls end of Town and progressing northward towards Hudson. The timeline and scope of each phase will depend on bid responses, which remain pending due to delays in state permitting.

Water Rates:

Water Base Rate: \$23.89

\$23.89 min charge per month up to 2,000 gal

\$6.96 per 1,000 gal from 1,000 - 10,000 gal

\$8.12 per 1,000 gal from 10,001 - 20,000 gal

\$5.22 per 1,000 gal from 20,001 - 30,000 gal

\$4.06 per 1,000 gals after 30,000 gal

Sewer Rates:

Sewer Base Rate: \$32.63

\$32.63 min charge per month up to 2,000 gals

\$8.80 per additional 1,000 gals

Conclusion:

As we move into the 2025–26 fiscal year, we continue to build upon the progress made in the current year. Strategic investments in our parks, properties, and infrastructure remain a priority, as we also plan for a new operations facility that will allow us to better serve the citizens of Sawmills.

Despite ongoing challenges such as supply chain disruptions and rising costs due to inflation, online shopping activity remains strong, leading to sustained increases in sales tax revenues. However, inflation—while slowing compared to recent years—remains a persistent factor. Given this uncertainty, we continue to adopt a conservative approach to revenue projections and closely monitor all expenditures.

Preparing this year's budget message has been both the easiest and most frustrating of my career. It was easy in the sense that much of the language remained unchanged from last year's message—a reflection of the ongoing, unresolved challenges we face. At the same time, it was frustrating for that very reason. The uncertainties of the past few years have continued to impact timelines for projects, bidding processes, contract work, and hiring. However, there is a silver lining: projects are now progressing, albeit slowly, which marks a notable improvement from previous years.

Looking ahead, the outlook for FY 2025–26 is cautiously optimistic. Many national-level political uncertainties appear to be stabilizing, and our projects, though delayed, are moving forward. Nevertheless, we remain fiscally conservative as questions about the broader economy, inflation, and global conflicts persist.

Town staff continues to deliver exceptional, efficient, and high-value services to our community. I would like to express my sincere gratitude to the Mayor and Council for their steady leadership and thoughtful guidance throughout this budget season.

Respectfully,

A handwritten signature in black ink, appearing to read 'Chase Winebarger', written over a large, loopy initial 'C'.

Chase Winebarger, ICMA-CM
Town Manager

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SAWMILLS, NORTH CAROLINA:

The following anticipated fund revenues, departmental expenditures, and interfund transfers are approved and appropriated for the Town of Sawmills' operations for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

SECTION 1 – General Fund

Revenues:

Property Tax	844,451
Local Sales Tax	1,750,000
Powell Bill	518,500
Solid Waste Fee	265,000
State Shared (Utility/Franchise)	199,249
Other	200,600
Fund Balance Appropriated	977,481
Planning/Zoning Fees	<u>4,200</u>
Total General Fund Revenues	\$4,759,481

Expenditures:

Governing Body	53,481
Administration	665,652
Planning	142,064
Finance	151,795
Public Works	806,939
Streets and Highways (Powell Bill)	518,500
Sanitation/Recycling	404,000
Community Development	444,415
Parks and Recreation	1,378,635
Interlocal Transfer to Caldwell County	<u>194,000</u>
Total General Fund Expenditures	\$4,759,481

SECTION 2 – Utility Fund

Revenues:

Water	1,357,770
Sewer	<u>372,450</u>
Total Utility Fund Revenues	\$1,730,220

Expenditures:

Water	1,357,770
Sewer	<u>372,450</u>
Total Utility Fund Expenses	\$1,730,220

SECTION 3 – Ad Valorem Taxes

An Ad Valorem tax rate of \$0.20 per one hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2025, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2025 - 2026. The rate is based upon a total projected valuation of \$403,476,509 and an estimated collection rate of over 95.00%. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Sawmills.

SECTION 4 – Documentation

Copies of this ordinance will be kept on file at Town Hall and shall be furnished to the Town Clerk and Finance Director to provide direction in the collection of revenues and disbursement of Town funds.

SECTION 5 – Special Authorization, Budget Officer

- A. The Town Manager shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to reallocate departmental appropriations among the various expenditures within each department.
- C. The Budget Officer is authorized to effect interdepartmental transfers of minor budget amendments not to exceed ten percent (10%) of the appropriated funds for the department's allocation which is being reduced. Notification of all such transfers or amendments shall be made to the Town Council at their next regular meeting of that body following the transfers.

SECTION 6 – Restrictions

- A. Interfund transfers of monies shall be accomplished only by authorization from the Town Council.
- B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the authorization from the Town Council. Approval of a contingency appropriation shall be deemed a budget amendment, which transfers funds from the contingency appropriation to the appropriate object of expenditure.

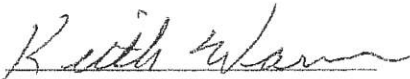
SECTION 7 – Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allow the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Council must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers. Please review sections 5 and 6, which outline special authorizations and restrictions related to budget amendments.

SECTION 8 – Utilization of Budget and Budget Ordinance

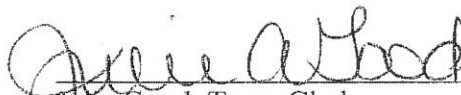
This ordinance and the budget documents shall be the basis for the financial plan of the Town of Sawmills during the 2025-2026 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this the 17th day of June 2025.


Mayor Keith Warren


Chase Winebarger, Town Manager

ATTEST:


Julie Good, Town Clerk



INFORMATION



BUDGETARY & FINANCIAL INFORMATION

- Budget Calendar
- Units of the Budget
- General Fund Balance & Utility Fund Net Assets
- Explanation of General Fund Balance & Utility Net Assets
- Financial Policies
- Financial Management Systems
- Cash Management



FY 2025-2026 Budget Retreat and Workshop Schedules

December 17th at 6:00 pm
Regular Council Meeting

Adopt FY 2025-2026 Budget Retreat and Workshop Schedules
(Sawmills Town Hall Council Chambers)

February 4th from 9:00-4:00
Special Council Meeting

Annual Council Budget Retreat
(Sawmills Town Hall Council Chambers)

April 1st from 5:00-7:00
Special Council Meeting

Budget Workshop Number 1 (If needed)
(Sawmills Town Hall Council Chambers)

April 15th from 5:00-6:00
Special Council Meeting

Budget Workshop Number 2
(Sawmills Town Hall Council Chambers)

May 6th from 5:00-7:00
Special Council Meeting

Budget Workshop Number 3 (If needed)
(Sawmills Town Hall Council Chambers)

May 20th at 6:00 pm
Regular Council Meeting

Presentation of FY 2025-2026 Budget and Call a Public Hearing
(Sawmills Town Hall Council Chambers)

June 17th at 6:00 pm
Regular Council Meeting

Public Hearing and Adoption of FY 2025-2026 Budget
(Sawmills Town Hall Council Chambers)

***As required by law all meetings are open to the public.**

UNITS OF THE BUDGET

Summary:

The annual budget ordinance is a legal document that projects revenues, authorizes expenditures, and levies taxes for the fiscal year beginning July 1st and concluding on June 30th. The budget is divided into three (3) sections – Funds, Departments, and Line Items. To fairly distribute and manage the resources of the Town, services are identified by activity. This method allows revenues and expenditures to be accurately classified and placed into the appropriate Fund, Department, and Line Item. The following are definitions of the primary sections that compose the Town of Sawmills Budget.

Funds:

A Fund is an independent fiscal and accounting entity that has a separate set of accounting records for the purpose of operating a specific type of activity. Most funds are economically self-sufficient, having their own revenue sources to support operational activities. The Town of Sawmills currently operates three (3) Funds on an on-going basis. The General Fund includes the general, or governmental, activities of the Town. The Utility Fund is comprised of activities related to the operations for Water and Sewer. The Capital Improvement Reserve Fund is a savings tool for future projects. Capital Project Funds and Grant Project Funds are operated on an as-needed basis.

Departments:

Funds may operate one or more Departments. Each department is responsible for performing specific activities within its area(s) of responsibility. The Town is comprised of the following departments: Governing Board, Administration, Planning, Finance, Public Works (including Streets and Highways), Sanitation, Parks and Recreation, Community Development, Water and Sewer.

Line Items:

Department budgets consist of individual Line Items that identify specific expenditures. Examples of line items include the following: wages, employee benefits, office supplies, training, maintenance and repair, and professional services. Line items are the most detailed section of the budget.

GENERAL FUND BALANCE AND UTILITY FUND NET ASSETS

General Fund:

Fund Balance as of:	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025 (est)</u>
	\$8,476,787	\$8,229,049	\$7,680,000

Utility Fund:

Net Assets as of:	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025 (est)</u>
	\$5,394,632	\$5,600,929	\$5,800,000

Governmental Fund (General Fund) Balances are classified as one of the following:

Non-spendable Fund Balance - This classification includes amounts that cannot be spent because they are either: (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted Fund Balance - This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Committed Fund Balance – This classification includes the portion of the fund balance that can only be used for specific purposes imposed by majority vote by quorum of Town of Sawmills' Governing Body.

Assigned Fund Balance – This classification includes the portion of the fund balance that the Town of Sawmills intends to use for specific purposes.

Unassigned Fund Balance – This classification includes the portion of the fund balance that has not been restricted, committed, or assigned to specific purposes or other funds.

Proprietary Fund Net Position (Utility Fund Net Assets) is classified as one of the following:

Net investment in capital assets, Restricted – This classification represents constraints on resources that are either externally imposed by creditors, granters, or contributors, laws or regulations of other governments, or are imposed by law through State statute.

Net investment in capital assets, Unrestricted – This classification represents the portion that has not been restricted.

EXPLANATION OF GENERAL FUND BALANCE & UTILITY NET ASSETS

GENERAL FUND: The estimated fund balance for FY 2024-2025 (6/30/2025) is projected to be \$7,680,000.

The Town is continuing capital projects and purchases. The projects included in the Annual Budget funded in whole, or in part, by Fund Balance Appropriations are listed below:

Public Works – Pole Shed, Diesel Tank	\$ 190,000
Streets/Highways – Paving Projects, Culvert Repair	\$ 395,000
Sanitation – Trash/Refuse Collection	\$ 18,000
Parks & Recreation – Park & Facility Improvements; Equipment	\$ 373,772
Parks & Recreation – Debt Service – Park Lighting	\$ 191,336
Community Development – Security, Code Enforcement Actions; Christmas Tree	\$ 225,000
Total Project Budget - FY 2025-2026	\$ 1,393,108
Total General Fund Balance Appropriation & Powell Bill Reserve	\$ 1,308,481

UTILITY FUND: The estimated net assets (water and sewer) for FY 2024-2025 (6/30/2025) are projected to be \$5,800,000.

The Town is continuing capital projects and purchases. The projects funded in whole, or in part, by Net Assets Appropriations are listed below:

Water Department – New waterlines and replacement of existing waterlines	\$ 596,128
Sewer Department – New Generator for Lift Station	\$ 120,000
Total Project Budget - FY 2025-2026	\$ 716,128
Total Appropriated Net Assets/Funds	\$ 471,470

CAPITAL PROJECTS (funded in whole or part by a Fund Balance/Net Asset Appropriation):

General Fund – Town Hall – Total Appropriation - \$473,000 (Architect Fees)

Project Dates: September 2023 - TBD

Funding – the entire project will be funded by a combination of Fund Balance Appropriation and Installment Financing

Utility Fund - Evergreene Industrial Park – Total Appropriation - \$199,312.50

Project Dates: September 2023 - TBD

Funding – Water Net Assets Appropriation

Utility Fund – South Caldwell Sewer Pump Station

Total Project Cost - \$378,000

Total Appropriation - \$189,000

Project Dates: November 2023 – July 2026

Funding – combination of FEMA BRIC Grant and Sewer Net Assets Appropriation

FINANCIAL POLICIES

Purpose:

The following set of financial policies was developed by the Town Council and Town Administration. These policies are general in nature and designed to act as a guide to assist in making sound fiscal management decisions for the Town of Sawmills. By adhering to established financial policies, following the North Carolina Budget and Fiscal Control Act, accepting guidance from the Local Government Commission, UNC School of Government, and the Town's independent auditors, the Town of Sawmills can continue to strengthen a solid foundation, which is built on responsible financial and budgetary practices.

Fund Balance:

To ensure the Town's fiscal stability, it is necessary to maintain a healthy operating fund balance. The fund balance should not drop below 33% of total expenditures for the General Fund. In addition to the need for emergency funds, the fund balance allows the Town to maintain adequate cash flow levels, provides steady investment income, helps absorb revenue shortfalls, and aids in making nonrecurring capital purchases.

Operating Budget:

In accordance with the North Carolina General Statutes, the Town will adopt a balanced budget for the fiscal year starting July 1st and ending June 30th of the following calendar year. In addition to setting legal limits on expenditures, establishing a tax levy and tax rate, the budget will act as a "work plan" designed for the purpose of implementing goals established by the Town Council. At the end of the fiscal year, the "work plan" will provide the governing body with information to evaluate budgetary and organizational performance.

Accounting:

An independent accounting firm will perform an annual audit, which will comply with Generally Accepted Accounting Principles (GAAP). The Town's staff will attempt to implement any suggestions made by the auditor in the Annual Financial Report. Every effort will be made by the Town to upgrade internal accounting controls, thus maximizing the security and efficiency of the accounting system.

FINANCIAL POLICIES (CONTINUED)

Investments:

The Town will attempt to maximize the investment of idle monies, thus generating greater amounts of non-tax revenue through increased investment earnings. The following factors will be of paramount importance when Town funds are invested: safety of principal, liquidity, and rate of return. The Town will only invest in those instruments that comply with North Carolina General Statute 159-30, which is part of the Local Government Budget and Fiscal Control Act.

Debt:

In accordance with North Carolina General Statute 159-55 the Town's bonded indebtedness will not exceed eight (8%) percent of the taxable property within its town limits. The Town's debt limit is approximately \$32,000,000.

The General Fund debt (principal balance) is detailed below:

<u>General Fund:</u>	<u>Balance as of July 1, 2025</u>	<u>Paid in Full</u>
<u>Capital One Public Funding, LLC</u> – Park Lights at Sawmills Municipal Park (Baird Drive) and Veterans Park	\$ 1,156,531	December 2033

The Utility Fund debt (principal balance) is detailed below:

<u>Utility Fund:</u>	<u>Balance as of July 1, 2025</u>	<u>Paid in Full</u>
<u>ARRA Loan</u> – Cajahs Mtn Waterline Replacement	\$ 29,403	May 2030

FINANCIAL MANAGEMENT SYSTEMS

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Town of Sawmills conform to Generally Accepted Accounting Principles (GAAP) as applicable to local governments. The following is a summary of the more significant accounting principles.

A. REPORTING ENTITY

For financial reporting purposes, in accordance with the criteria in NCGA Statement 3, the Town of Sawmills includes all funds, account groups, agencies, boards, commissions, and authorities which are controlled by or are financially dependent upon the Town.

B. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts for the Town are organized by funds and account groups, each of which is considered a separate accounting entity.

The operations of each Fund are accounted for with a separate set of self-balancing accounts comprised of assets, liabilities, fund equity, revenues, and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how spending activities are controlled.

Account Groups are not funds but are used to establish accountability over the Town's general fixed assets and general long-term debt.

Governmental Funds

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. The primary revenue sources are ad valorem taxes and state shared revenues. The primary expenditures are for Governing Body, Administration, Planning, Finance, Public Works, Streets & Highways, Sanitation, Parks and Recreation, and Community Development.

Proprietary Funds

Enterprise Fund - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is

FINANCIAL MANAGEMENT SYSTEMS (CONTINUED)

appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Town of Sawmills has one enterprise fund, the Utility Fund, whose expenditures are for Water and Sewer.

Account Groups

General Fixed Assets Account Group - This group of accounts is established to account for all fixed assets of the Town, other than those accounted for in the proprietary fund.

General Long-Term Debt Account Group – This group of accounts is established to account for all long-term obligations of the Town, except those which are accounted for in the proprietary fund.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures of expenses and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

General funds of the Town are accounted for during the year under the modified accrual basis of accounting in accordance with North Carolina General Statutes. The governmental funds are presented in the financial statement on the same basis. Under the modified accrual basis, revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Expenditures are recognized in the accounting period in which a fund liability is incurred, if measurable, except for unmatured principal and interest on general long-term debt which is recognized when due.

Proprietary funds are presented in the financial statements on an accrual basis. Under this basis, revenues are recognized in the accounting period when earned and expenses are recognized in the period when incurred. Unbilled receivables are immaterial and are not accrued as revenue in the Utility Fund.

D. BUDGETARY DATA

Budgets are adopted as required by State Statute. An annual budget ordinance is adopted for the General and Enterprise Funds. All annual appropriations lapse at fiscal year-end. Project ordinances are adopted for special revenue and capital project funds. All budgets are prepared using the modified accrual basis of accounting, which is consistent with the accounting system used to record transactions.

FINANCIAL MANAGEMENT SYSTEMS (CONTINUED)

Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds. The Budget Officer is authorized to reallocate departmental appropriations among the various objects of expenditures within each department. During the year, amendments to the original budget may be necessary.

As required by G.S. 159-26(d), the Town maintains encumbrance accounts that are considered to be "budgetary accounts." Encumbrances outstanding at year-end represent the estimated amounts of the expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end do not constitute expenditures or liabilities; they are reported as "Reserved for encumbrances" in the fund balance section of the combined Balance Sheet in the Town's Annual Financial Report.

CASH MANAGEMENT

Deposits

All deposits of the Town are made in board-designated official depositories and are collateralized as required by North Carolina General Statute 159-31.

First Citizens Bank serves as the central depository for the Town. The daily receipts are deposited into the Town's interest-bearing account to minimize the existence of idle funds and maximize interest earnings. The Town's accounts are coded as public funds and are monitored and collateralized under the North Carolina State Treasurer pooling method.

Investments

North Carolina General Statute 159-30 authorizes the Town to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers acceptances; and the North Carolina Capital Management Trust, an SEC registered mutual fund. Investments are stated at cost or amortized cost.



REVENUES & EXPENDITURES/EXPENSES

- Revenue Assumptions
- Revenue Trends
- Fee Structure
- Revenues & Expenditures/Expenses by Fund - Summary
- General Fund Revenues & Expenditures - Graph
- Utility Fund Revenues & Expenses - Graph

REVENUE ASSUMPTIONS

The following information briefly explains the major sources of revenue and describes the means used to project anticipated income for the Town of Sawmills. Revenues are projected by using one, or a combination of the following forecasting methods: historical trend analysis, projections from the N.C. League of Municipalities, formula driven calculations, and/or institutional knowledge.

Ad Valorem Taxes

Ad Valorem or property tax income is based on a \$.20 tax rate per \$100 of assessed valuation with an estimated 95% overall collection rate.

Investments

The Town generates income by investing idle cash in CD's, money market accounts, and investments in the North Carolina Capital Management Trust Fund. An average monthly balance of temporarily idle cash for each fund is determined by using historical trend analysis and by performing cash flow projections.

Sales and Use Tax

The State of North Carolina collects and distributes local levied tax on retail sales. The tax consists of Article 39 (one cent), Article 40 (one half cent), Article 42 (one half cent), Article 44 (one half cent). Additionally, the Town receives a portion of the Hold Harmless (HH) payment made from the state to the county as the result of the county exchanging a portion of local sales and use tax revenue for the state's agreement to assume responsibility for certain non-administrative Medicaid costs. Each local government receives a portion, based on either a per capita (population) or ad valorem (property value) basis determined by the county. Caldwell County distributes sales tax revenue based on per capita. To continue to receive these taxes on a per capita basis, the Town and other municipalities have entered into an interlocal agreement with Caldwell County to use these funds on economic development incentives benefiting the County. The Town's contribution is \$194,000.

Shared Revenues

The Town receives the following State-shared revenues: Cable/Video Programming, Piped Natural Gas, Solid Waste, Telecommunication Services, and Utility Franchise Taxes. Estimates of these revenues have been included in the budget.

REVENUE ASSUMPTIONS - CONTINUED

Powell Bill Fund

Powell Bill funds are generated from the State's Gasoline Tax. A percentage of this tax is returned to municipalities through a formula based on a town's population and mileage of streets maintained by the municipalities. Powell Bill money can only be used for street maintenance, construction, traffic signs, curbs and gutters, drainage, and other related needs.

Water Billings

The Town sells potable water to residential and commercial establishments within the Sawmills town limits. Minimum monthly water charges to customers will be increased by 2.5%.

Sewer Billings

The Town collects wastewater through a sewer collection system. The bill each month is based on a customer's water consumption. Minimum monthly sewer charges to customers will be increased by 2.5%.

Fund Balance

This revenue source comes from the Town's surplus in either the General or Utility Funds. The appropriation of fund balance (General Fund), or net assets (Utility Fund), is necessary to balance projected revenues and expenditures. The level of appropriation is determined by the difference between estimated expenditures and estimated revenues for the upcoming fiscal year.

Other/Misc

These revenue sources include Planning/Zoning fees, Mowing/Snow Removal, Parks & Recreation fees, Interest Income and other miscellaneous receipts.

Capital Reserve

This fund is represented on a municipality's balance sheet accounting for reserves set aside for future long-term capital investments, projects, or emergency expenditures. This type of fund is set aside to ensure the municipality has adequate funding to finance the project at least partially.

REVENUE TRENDS

General Fund

Sales and Use Tax Revenues account for the largest portion, approximately 37%, of the budgeted General Fund revenues. Property tax revenues make up approximately 18% of the General Fund revenues. Powell Bill revenue represents approximately 4% and is used to supplement Streets/Highways expenditures. Solid Waste Fees (Trash/Recycling) remain unchanged and account for 6% of budgeted revenues. State Shared Revenues, which remain subject to annual appropriation by the North Carolina General Assembly and represent approximately 4% of revenues, are expected to decrease. The remaining budgeted revenues are comprised of Planning/Zoning fees, Investment Earnings and Other/Miscellaneous Revenue. A Fund Balance Appropriation in the amount of \$977,481, along with \$331,000 appropriated from the Powell Bill Reserve, balances the budget.

Utility Fund

Water Sales and Sewer Charges account for the largest portion, approximately 64%, of the budgeted Utility Fund revenues. Water Sales and Sewer Charges estimates remain consistent. The Town continues to follow the recommended 5-year plan set forth by the NC Rural Water Association in the 2019 rate study (20/21 FY Implementation) which calls for a 2.5% annual increase in Water and Sewer rates. The remaining budgeted revenues are comprised of the Cell Tower Lease, Tap/Connection fees, and Other/Miscellaneous Revenue. Appropriated Net Assets/Net Funds in the amount of \$471,470 balances the budget. The proceeds from all revenue sources are expected to provide sufficient revenues to maintain the Utility Fund as a self-supporting enterprise activity.

Town of Sawmills
Fee Structure
FY 2025 – 2026
7/01/2025 – 6/30/2026

Water/Sewer Department:

Water Deposit		<u>Water/Sewer Fee</u>
		\$100.00
		<i>If SS# not provided \$200.00</i>
Sewer Deposit		\$100.00
		<i>If SS# not provided \$200.00</i>
Water Tap (3/4 inch tap)	Inside Town Limits	Cost
Water Tap (3/4 inch tap)	Outside Town Limits	Actual Cost + 15%
Water Tap (2 inch or greater)	Inside Town Limits	Cost
Water Tap (2 inch or greater)	Outside Town Limits	Actual Cost + 15%
Sewer Tap (4-6 inch)	Inside Town Limits	Cost
Sewer Availability Fee		\$32.63 (current rate)
Meter Repair & Reset Fee		\$75.00
Fire Hydrant Access Deposit (Contractors Only)		\$150.00

<u>Water Rates</u>	<u>Rate:</u>	<u>Per 1,000 Gallons:</u>
(Inside Town)	\$23.89	Up to 2,000 (min)
	\$6.96	2,001 – 10,000
	\$8.12	10,001 – 20,000
	\$5.22	20,001 – 30,000
	\$4.06	> 30,000

<u>Water Rates</u>	\$47.78	Up to 2,000 (min)
(Outside Town)	\$13.92	2,001 – 10,000
	\$16.24	10,001 – 20,000
	\$10.44	20,001 – 30,000
	\$8.12	> 30,000

<u>Sewer Rates</u>	\$32.63	Up to 2,000 (min)
(Inside Town)	\$8.80	>2,000
<u>Sewer Disconnect Fee (Sewer Only)</u>		\$50.00

No sewer service outside Town limits

Sanitation Department:

Sanitation Deposit		<u>Sanitation Fee</u>
		\$20.00
	Rate:	
Sanitation Fee (1 Trash Cart & 1 Recycling Cart)	\$10.00	Per Month
	\$120.00	Per Year
Sanitation Availability Fee		\$10.00/month
<u>Sanitation Disconnect Fee</u>		\$50.00

Additional Trash Cart (No Rental Fee or Deposit)

		<u>Sanitation Fee</u>
	# of Carts	Rate: Total Bill:
Residential Customers	2 nd Cart	\$5.00 \$15.00
4 Cart Max Per Account (3 Trash & 1 Recycle)	3 rd Cart	\$10.00 \$25.00
Small Commercial Customers	2 nd Cart	\$5.00 \$15.00
7 Cart Max Per Account (6 Trash & 1 Recycle)	3 rd Cart	\$10.00 \$25.00
	4 th Cart	\$10.00 \$35.00
	5 th Cart	\$10.00 \$45.00
	6 th Cart	\$10.00 \$55.00

Public Works:**Items NOT collected – Building Materials, Electronics, and Automobile Parts.**

Special Pick-up Fee: No charge
(Up to 6 per Calendar Year)

Additional Special Pick-up Fee: \$75.00

Large Brush Pick-up Fee: \$150.00

(per trip)- see policy for guidelines

White Goods Pick-up Fee: No charge

Special Pick-up Fee (Bulky Items): No charge

Purchase of Speed Limit or other Traffic signs: \$75.00

Planning:**Planning Fee**

Zoning Permit: \$50.00

Zoning Permit – Accessory Structures & Signs \$50.00

Rezoning Application: (Includes: Public Hearing \$300.00 (+\$50.00/Acre)

Notice, Advertising, Certified Letters, etc.)

Special Use Permit: \$300.00

Family or Minor Subdivision Review: \$50.00 (+\$5.00/Lot)

Major Subdivision Review: (+\$5.00) \$200.00

Recombination \$50.00

Change in Occupancy Permit: \$50.00

Copy of Subdivision Ordinance: \$50.00 (per copy)

Request for Variance: \$300.00

Boundary Survey \$50.00

Encroachment Fee \$750.00

Abate - Administrative Fee \$150.00

Abate - 1st Violation \$50.00

Abate - 2nd-4th Violation \$100.00

Abate - 5th-10th Violation \$250.00

Abate - 10th+ Violation \$500.00

Text Amendment \$300.00

Copy of Zoning Ordinance \$20.00

Annexations - Voluntary \$0.00

Zoning Compliance Report \$50.00

Subdivision Review by Town Engineer Actual

Attorney's Review of Subdivision Actual

General Engineering Review Actual

Planned Developments (+\$50.00/Acre) \$250.00

Appeal \$100.00

Floodplain Development Permit \$200.00

High Density Permit \$500.00

Cell Tower Co-Location \$1,000.00

Cell Tower Modification \$1,000.00

Cell Tower (New) \$5,000.00

Parks and Recreation

Recreation Participant Fee
Baird Park – Baseball Fields

Lights Only (Practice, Scrimmage, etc. Non-Rental)
Indoor Facility
Veterans Park – Baseball Fields

Veterans Park – Soccer Field

Farmers Market Field

Miscellaneous Fees

Black & White Copies:
Color Copies:
Insufficient Funds (NSF Check Return)

Parks and Recreation Fee

Varies Based on Program
\$150.00 per field
\$250.00 both fields
\$300 multi-day tournament
\$25.00/hr
Varies based on Program
\$125.00 per field
\$200.00 both fields
\$250.00 multi-day tournament
\$150.00

\$150.00

Misc Fees

.25 per page
.50 per page
\$30.00
(\$25.00 bank fee + \$5.00 processing fee)

REVENUES AND EXPENDITURES/EXPENSES BY FUND

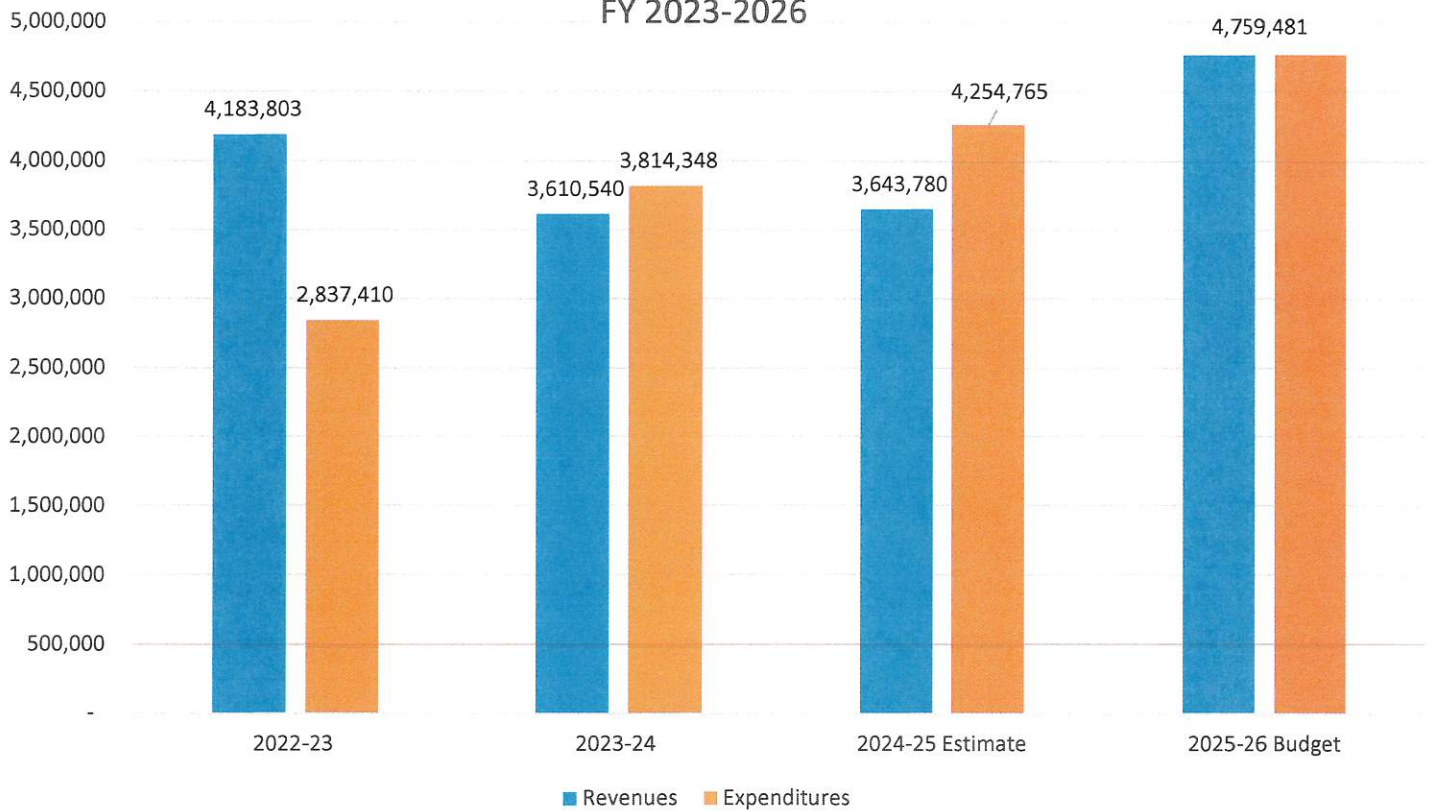
REVENUES

<u>Fund</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u> <u>(Estimate)</u>	<u>2025-26</u> <u>(Budget)</u>
General	\$4,183,803	\$3,610,540	\$3,643,780	\$4,759,481
Utility	<u>\$1,096,632</u>	<u>\$1,130,203</u>	<u>\$1,351,155</u>	<u>\$1,730,220</u>
Total	\$5,280,435	\$4,740,743	\$4,994,935	\$6,489,701

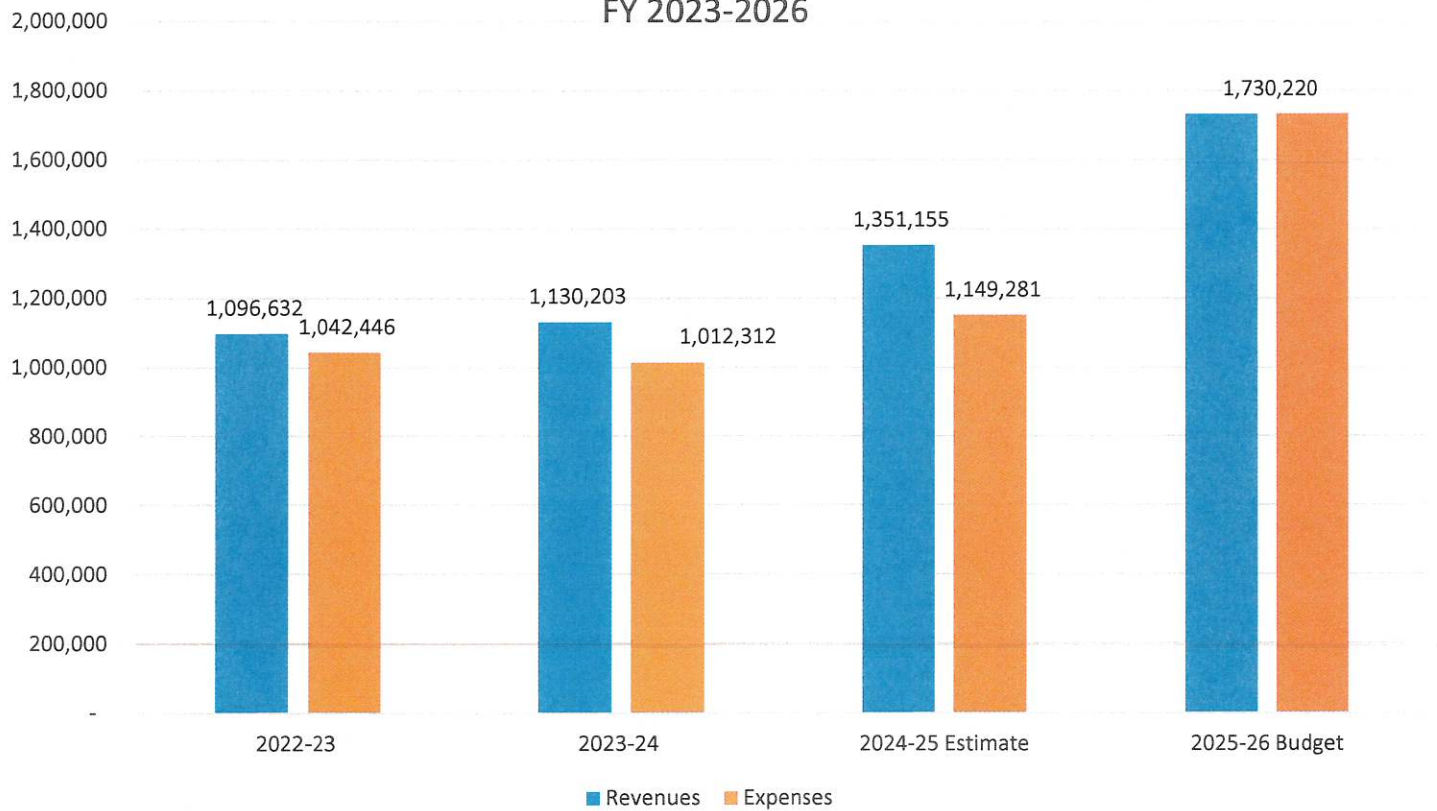
EXPENDITURES/EXPENSES

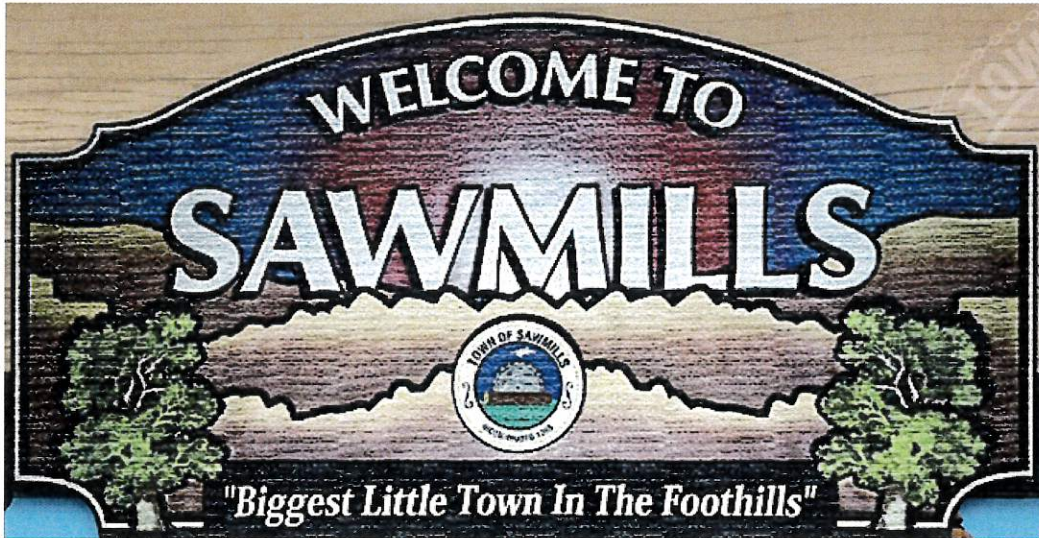
<u>Fund</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u> <u>(Estimate)</u>	<u>2025-26</u> <u>(Budget)</u>
General	\$2,837,410	\$3,814,348	\$4,254,765	\$4,759,481
Utility	<u>\$ 1,042,446</u>	<u>\$1,012,312</u>	<u>\$1,149,281</u>	<u>\$1,730,220</u>
Total	\$3,879,856	\$4,826,660	\$5,404,046	\$6,489,701

General Fund
Revenues vs. Expenditures
FY 2023-2026



Utility Fund
Revenues vs. Expenses
FY 2023-2026





GENERAL FUND BUDGET DETAILS

- Revenues
- Governing Body
- Administration
- Planning
- Finance
- Public Works/Streets & Highways
- Sanitation
- Parks & Recreation
- Community Development
- Interlocal Transfer

Town of Sawmills
Annual Budget Estimates - Revenues

Fiscal Year: 2025 - 2026
General Fund

Account Name	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Ad Valorem Current Year	1-00-3101	\$494,813	\$480,000	\$491,807	\$495,400	\$766,000
Ad Valorem Prev Year	1-00-3102	\$17,335	\$15,000	\$13,337	\$16,000	\$15,300
Ad Valorem Refunds	1-00-3103	\$0	(\$100)	\$0	(\$100)	(\$100)
Ad Valorem Collection Fees	1-00-3104	(\$12,973)	(\$14,850)	(\$12,753)	(\$13,000)	(\$23,500)
Vehicle Interest	1-00-3105	\$672	\$200	\$465	\$650	\$200
Vehicle Taxes	1-00-3110	\$95,741	\$86,000	\$63,469	\$87,500	\$86,900
Vehicle Taxes Prev Year	1-00-3111	\$0	\$0	\$0	\$0	\$0
Vehicle Refunds	1-00-3112	(\$400)	(\$500)	(\$410)	(\$650)	(\$650)
Vehicle Collection Fees	1-00-3113	(\$3,688)	(\$5,200)	(\$1,950)	(\$3,300)	(\$5,200)
Interest on Ad Valorem	1-00-3114	\$6,287	\$5,000	\$4,539	\$5,700	\$5,000
Ad Valorem Late List Rev	1-00-3115	\$936	\$500	\$615	\$630	\$500
NSF fees	1-00-3116	\$360	\$500	\$270	\$360	\$250
Hold Harmless	1-00-3229	\$434,899	\$400,000	\$262,115	\$449,000	\$400,000
Article 44 1/2% Sales tax	1-00-3230	\$108,993	\$100,000	\$65,602	\$112,000	\$110,000
Article 39 1% Sales Tax	1-00-3231	\$529,149	\$525,000	\$330,396	\$566,000	\$560,000
Article 40 1/2 % Sales Tax	1-00-3232	\$395,155	\$375,000	\$240,469	\$412,000	\$410,000
Article 42 1/2 % Sales Tax	1-00-3233	\$254,046	\$250,000	\$158,478	\$271,500	\$270,000
Sales Tax on Telecommunications	1-00-3234	\$11,133	\$10,000	\$5,795	\$11,600	\$10,000
Excise Tax on Piped Natural Gas	1-00-3235	\$4,181	\$5,000	\$990	\$4,400	\$4,000
Powell Bill Funds	1-00-3316	\$171,535	\$180,000	\$187,538	\$187,538	\$187,500
Parks/Rec Grant - NC Amateur Sports	1-00-3321	\$0	\$9,500	\$9,500	\$9,500	\$7,500
Cable Franchise Fees	1-00-3323	\$19,598	\$20,500	\$9,371	\$18,700	\$17,500
Utility Franchise Fees	1-00-3324	\$161,241	\$155,000	\$79,532	\$159,000	\$160,000
Veteran's Memorial Engraving/Misc	1-00-3333	\$325	\$50	\$150	\$150	\$50
Planning & Zoning Fees	1-00-3340	\$4,910	\$1,000	\$5,775	\$5,910	\$4,200
Investment Earnings	1-00-3831	\$276,688	\$200,000	\$193,516	\$206,400	\$138,000
Investment Earnings - Powell Bill	1-00-3832	\$624	\$500	\$355	\$450	\$300
Mowing/Snow Removal	1-00-3833	\$3,358	\$4,922	\$4,922	\$4,922	\$4,000
Solid Waste Fee	1-00-3834	\$278,837	\$250,000	\$209,674	\$275,000	\$265,000
Solid Waste Revenue	1-00-3835	\$3,952	\$3,750	\$1,991	\$3,900	\$3,750
Parks/Rec - Concession Stand	1-00-3836	\$19,838	\$15,000	\$11,714	\$18,800	\$15,000
Baird Park Registration	1-00-3837	\$29,235	\$38,000	\$38,640	\$38,690	\$35,000
Baird Park Lights	1-00-3838	\$1,281	\$1,000	\$1,063	\$1,063	\$1,000
Miscellaneous Revenue	1-00-3839	\$6,629	\$25,300	\$25,301	\$25,301	\$3,500
Transfer from Capital Reserve	1-00-3860	\$0	\$200,000	\$0	\$200,000	\$0
Powell Bill Reserve	1-00-3889	\$0	\$275,500	\$0	\$164,062	\$331,000
Fund Balance Appropriated	1-00-3990	\$0	\$1,235,395	\$0	\$733,153	\$977,481
TOTALS:		\$3,314,697	\$4,846,967	\$2,402,277	\$4,468,229	\$4,759,481

GOVERNING BODY

The Town of Sawmills operates under the Council-Manager form of Government. The registered voters of the Town elect the Mayor and Town Council. The Mayor and Town Council set policy and assign the day-to-day operational duties to the Town Manager.

The primary functions of the Town Council are to: (1) adopt and amend Town ordinances and resolutions; (2) determine Town policies and levels of service; (3) determine how the money in the budget is to be raised and for what purposes it is to be spent; (4) determine what Town taxes are to be levied and set the tax rate for ad valorem taxes; (5) approve contracts and agreements; (6) appoint citizens to various Boards and Committees; (7) represent the Municipality as its leadership in all areas; (7) Hire and oversee the Town Manager; (8) appoint the Town Attorney, Town Clerk, and Finance Officer.

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$48,500	\$53,481	+9.31%
<u>Mayor/Council</u>	<u>Total</u>	<u>Total</u>	
	6	6	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Governing Body

Account Name	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-10-4100	\$17,400	\$17,400	\$13,050	\$17,400	\$17,400
Workers Compensation	1-10-4104	\$41	\$100	\$42	\$42	\$100
FICA & Medi Taxes	1-10-4106	\$1,331	\$1,350	\$998	\$1,331	\$1,331
Community Assistance Program	1-10-4109	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Donations	1-10-4110	\$14,400	\$16,000	\$14,400	\$16,000	\$16,000
Payments Board of Elections	1-10-4111	\$4,143	\$0	\$0	\$0	\$5,000
Uniforms	1-10-4125	\$884	\$1,000	\$0	\$500	\$1,000
Office Supplies	1-10-4126	\$0	\$500	\$0	\$0	\$500
Freight IN	1-10-4130	\$8	\$150	\$18	\$50	\$150
Travel and Training	1-10-4131	\$342	\$500	\$238	\$500	\$500
Fuel	1-10-4225	\$0	\$500	\$0	\$100	\$500
Miscellaneous Exp	1-10-4295	\$1,112	\$5,000	\$1,813	\$2,500	\$5,000
Town Promotion Materials & Supplies	1-10-4515	\$2,981	\$5,000	\$1,599	\$5,000	\$5,000
TOTALS:		\$42,642	\$48,500	\$33,158	\$44,423	\$53,481

ADMINISTRATION

The Administration Department consists of the Town Manager, Town Clerk, Office Manager and Administrative Assistant(s).

The Town Manager is appointed by the Town Council, serves as the chief administrative officer of the Town, and is responsible for carrying out the policies and laws adopted by the Council. The Manager is authorized to make personnel employment decisions, supervise the work of all department heads & employees, enforce the laws and ordinances of the Town, and conduct the day-to-day business of the Town. The Manager serves as the Budget Officer and facilitates the preparation of the annual operating budget for Council approval. The Manager attends all meetings of the Council and is responsible for making recommendations to the Council as he or she may deem necessary or expedient for the benefit of the public.

The Town Clerk serves as the Town Council's recording secretary, with duties including, but not limited to, keeping the minutes of all its meetings, preparing the Council's meeting agenda, maintaining ordinances, resolutions and other official documents and records on file, receiving communications for Council consideration, supervising preparation and distribution of information pertaining to the Town Government and responsibility for all legal advertisements.

The Office Manager manages the day-to-day operations of the Front Office including supervising and serving as a back-up to the Administrative Assistants, scheduling, Human Resources, and other duties and tasks as assigned by the Town Manager

The Administrative Assistant performs a variety of customer service work including taking utility payments, answering phones, processing work orders, answering questions about policies and procedures, and general problem solving.

FY 2025-2026 Plans: The Town adopted a Capital Project Ordinance in September 2023 to begin construction on a new Town Hall and Municipal Park. The project is scheduled to go out for bid and construction is expected to begin during the fiscal year.

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$664,540	\$665,652	+0.17%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	3.15	3.15	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Administration

Account	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-20-4100	\$254,139	\$242,200	\$168,893	\$225,452	\$250,370
Overtime	1-20-4101	\$54	\$300	\$0	\$300	\$300
Employee Benefits	1-20-4103	\$75,022	\$79,100	\$56,514	\$74,094	\$83,678
Workers Compensation	1-20-4104	\$406	\$4,800	\$2,419	\$2,419	\$3,500
FICA & Medi Taxes	1-20-4106	\$16,489	\$19,699	\$13,757	\$18,377	\$19,704
Town Manager Stipend (Car)	1-20-4108	\$15,178	\$14,500	\$10,854	\$14,472	\$7,200
Professional Fee's Accounting	1-20-4118	\$12,900	\$13,500	\$13,500	\$13,500	\$13,850
Professional Fee's Legal	1-20-4119	\$43,761	\$55,000	\$30,534	\$52,500	\$57,300
Professional Fee's Engineer	1-20-4120	\$493	\$10,000	\$70	\$8,500	\$10,000
Professional Fee's Architect	1-20-4121	\$0	\$10,000	\$0	\$0	\$0
Uniforms	1-20-4125	\$4,109	\$2,500	\$2,032	\$2,500	\$2,500
Office Supplies	1-20-4126	\$4,617	\$5,000	\$3,632	\$5,000	\$5,000
Office Equipment	1-20-4127	\$210	\$3,500	\$1,777	\$1,777	\$3,500
Wellness and Health	1-20-4128	\$1,148	\$2,500	\$984	\$1,640	\$2,500
Equipment and Materials	1-20-4129	\$0	\$10,000	\$0	\$0	\$10,000
Freight IN	1-20-4130	\$151	\$250	\$118	\$250	\$250
Travel & Training	1-20-4131	\$13,945	\$26,000	\$14,755	\$21,200	\$21,000
Telephone	1-20-4132	\$4,345	\$4,500	\$3,038	\$4,500	\$5,000
Utilities	1-20-4133	\$6,322	\$7,600	\$5,842	\$8,800	\$9,700
Repairs & Maintenance	1-20-4135	\$7,705	\$12,100	\$1,093	\$3,000	\$12,000
Postage	1-20-4136	\$864	\$1,000	\$444	\$900	\$1,000
Advertising	1-20-4137	\$2,594	\$4,000	\$2,079	\$3,000	\$4,000
Insurance and Bonds	1-20-4145	\$30,950	\$38,950	\$39,189	\$42,000	\$54,000
Dues and Subscriptions	1-20-4148	\$18,512	\$22,500	\$16,536	\$20,500	\$12,400
Unemployment Benefits	1-20-4149	\$365	\$1,000	\$956	\$956	\$1,000
Non Refundable Taxes Expense	1-20-4150	\$294	\$500	\$49	\$200	\$500
Bank Service Charge	1-20-4170	\$3,383	\$3,300	\$3,280	\$4,400	\$6,000
Computer Expense	1-20-4180	\$8,097	\$14,000	\$8,243	\$11,700	\$13,000
Town Website Maintenance	1-20-4181	\$1,035	\$5,100	\$648	\$1,500	\$5,100
Fuel	1-20-4225	\$333	\$500	\$151	\$500	\$500
Leases & Maint	1-20-4243	\$689	\$640	\$449	\$640	\$800
Cash Over/Short	1-20-4280	\$9	\$0	\$56	\$100	\$0
Miscellaneous Exp	1-20-4295	\$4,068	\$5,000	\$4,857	\$5,000	\$5,000
Materials & Supplies	1-20-4515	\$3,665	\$5,000	\$0	\$2,500	\$5,000
Contract Services	1-20-4760	\$24,542	\$40,000	\$31,666	\$37,000	\$40,000
TOTALS:		\$560,395	\$664,540	\$438,413	\$589,177	\$665,652

PLANNING

The Planner is required to possess a general knowledge of public sector planning which includes planning, zoning, annexation, land-use, and permitting. The Planner will:

- have knowledge of development codes, ordinances, and procedures.
- work closely with the public to provide customer service on planning and general permit issues.
- have considerable public contact, often in sensitive or emotional issues requiring judgement, firmness, and tact.
- develop and promote a favorable relationship between the Town and the community.
- prepare memorandums, presentations, text amendments, and other materials for Board of Adjustment, Planning & Zoning, and Town Council Meetings.
- supports the Town's involvement in local and regional committees and organizations related to zoning and development.
- The Planner also serves as the Assistant Town Manager.

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$119,030	\$142,064	+19.35%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	1	1	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Planning

	Fund 1	Last Year	Current Year			Budget
Account	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-25-4100	\$0	\$69,954	\$50,505	\$71,227	\$85,825
Overtime	1-25-4101	\$0	\$0	\$0	\$300	\$300
Employee Benefits	1-25-4103	\$0	\$28,845	\$17,315	\$24,076	\$32,751
FICA & Medi Taxes	1-25-4106	\$0	\$5,351	\$3,864	\$5,472	\$6,589
Uniforms	1-25-4125	\$0	\$1,000	\$666	\$1,000	\$500
Office Supplies	1-25-4126	\$0	\$3,500	\$809	\$1,500	\$2,500
Office Equipment	1-25-4127	\$0	\$0	\$0	\$0	\$1,000
Travel and Training	1-25-4131	\$0	\$2,500	\$853	\$2,500	\$7,500
Telephone	1-25-4132	\$0	\$600	\$400	\$550	\$600
Dues and Subscriptions	1-25-4148	\$0	\$1,500	\$1,060	\$1,500	\$3,000
Computer Expense	1-25-4180	\$0	\$2,500	\$3,116	\$3,500	\$1,000
Miscellaneous Exp	1-25-4295	\$0	\$1,000	\$40	\$500	\$500
Contract Services	1-25-4760	\$0	\$2,279	\$0	\$2,279	\$0
TOTALS:		\$0	\$119,030	\$78,628	\$114,404	\$142,064

FINANCE

The Finance Officer plans, organizes, and directs the financial operations of the Town, including accounting and disbursement of municipal funds, payroll, benefits administration, cash management, investments, risk management/insurance, accounts payable, debt management and preparation of monthly, quarterly, and annual reports.

The Finance Officer assists the Town Manager in the preparation of the annual budget, prepares and presents budget amendments, monitors the ongoing administration of the budget, monitors revenues and expenditures, and manages capital and grant budgets.

The Finance Officer assists the auditors during the annual audit of the Town's financial records, follows up on findings to improve financial systems, and works with the Town Manager in the evaluation of Town financial policies.

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$139,790	\$151,795	+8.59%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	1	1	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Finance

	Fund 1	Last Year	Current Year			Budget
Account	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-30-4100	\$82,845	\$91,700	\$66,685	\$89,555	\$99,097
Overtime	1-30-4101	\$0	\$300	\$0	\$0	\$300
Employee Benefits	1-30-4103	\$26,714	\$32,400	\$23,764	\$31,546	\$35,994
FICA & Medi Taxes	1-30-4106	\$6,338	\$7,040	\$5,110	\$6,851	\$7,604
Office Supplies	1-30-4126	\$945	\$1,350	\$867	\$1,100	\$1,350
Office Equipment	1-30-4127	\$800	\$500	\$0	\$0	\$500
Freight IN	1-30-4130	\$75	\$100	\$18	\$100	\$100
Travel and Training	1-30-4131	\$4,157	\$4,000	\$1,965	\$2,500	\$4,000
Dues and Subscriptions	1-30-4148	\$210	\$400	\$360	\$360	\$850
Computer Expense	1-30-4180	\$0	\$1,500	\$47	\$1,050	\$1,500
Miscellaneous Exp	1-30-4295	\$402	\$500	\$272	\$500	\$500
TOTALS:		\$122,485	\$139,790	\$99,089	\$133,562	\$151,795

PUBLIC WORKS/STREETS & HIGHWAYS

The Public Works Department consists of the Public Works Director and Maintenance Workers. The Department endeavors to keep all buildings, equipment, vehicles, and streets of the Town in operational order. The Department works in partnership with the NC Department of Transportation by maintaining roads and sidewalks in the Town with paving/repairs, keeping right of ways clear, snow removal, mowing and removal of debris. The primary goal of the Department is to keep the Town clean, safe, and in good repair.

The Public Works Director is responsible for the development, management, and maintenance of the essential public infrastructure of the Town. This includes Streets, Solid Waste, Fleet, Facilities, Grounds, and Water and Sewer. The Director oversees projects, budgets, procurement of materials and supplies, and personnel.

Maintenance Workers perform a variety of skilled tasks related to the general maintenance and repair of Town property and equipment, maintenance of streets, buildings, and grounds, and fulfills work orders for Trash/Recycle cans, as well as Brush, White Goods, and Large Item Pick-Ups.

FY 2024-2025 Highlights:

- Construction – Pole Shed at the Public Works facility
- Paving/Resurfacing – Cherokee Court, Drum Lane, Adams Drive, Remont Drive, and Rual Drive
- Speed Tables – Waterworks Road, leading to Veterans Park
- Purchase – Telehandler – lifting machine used to carry and place heavy materials and safely reach high points.

FY 2025-2026 Plans:

- Construction - Pole Shed concrete floor at the Public Works facility
- Street Sign Replacements
- Culvert Repairs
- Street Paving/Repairs

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
Public Works	\$997,500	\$806,939	-19.10%
Streets & Highways	\$455,500	\$518,500	+13.83%

<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>
	5	5

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Public Works

Account	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-40-4100	\$264,609	\$287,600	\$219,625	\$290,535	\$296,559
Overtime	1-40-4101	\$2,964	\$2,000	\$2,954	\$3,939	\$2,000
Employee Benefits	1-40-4103	\$110,113	\$129,100	\$94,798	\$124,806	\$139,841
Workers Compensation	1-40-4104	\$11,953	\$15,000	\$7,621	\$7,621	\$10,000
FICA & Medi Taxes	1-40-4106	\$20,470	\$22,200	\$17,070	\$22,527	\$22,840
Professional Fee's Engineer	1-40-4120	\$0	\$0	\$1,318	\$2,000	\$0
Street Lights	1-40-4124	\$16,341	\$17,800	\$12,619	\$19,000	\$20,000
Uniforms	1-40-4125	\$7,000	\$7,400	\$3,545	\$5,000	\$7,400
Equipment and Materials	1-40-4129	\$211	\$18,500	\$0	\$0	\$14,700
Freight IN	1-40-4130	\$66	\$200	\$52	\$200	\$200
Travel and Training	1-40-4131	\$824	\$1,000	\$171	\$500	\$1,000
Telephone	1-40-4132	\$2,309	\$2,700	\$1,560	\$2,400	\$2,700
Utilities	1-40-4133	\$6,867	\$9,000	\$5,694	\$8,600	\$14,000
Repairs & Maintenance	1-40-4135	\$57,574	\$100,000	\$15,846	\$30,000	\$110,000
Non Refundable Taxes Expense	1-40-4150	\$341	\$500	\$79	\$250	\$500
Capital Outlay	1-40-4151	\$0	\$340,000	\$302,267	\$340,000	\$120,000
Computer Expense	1-40-4180	\$1,110	\$1,500	\$952	\$1,500	\$1,700
Fuel	1-40-4225	\$7,438	\$8,000	\$5,435	\$8,200	\$8,500
Miscellaneous Exp	1-40-4295	\$6,049	\$12,000	\$7,351	\$10,000	\$12,000
Materials & Supplies	1-40-4515	\$2,034	\$5,000	\$3,070	\$5,000	\$5,000
Paving or Speed humps	1-40-4559	\$123,000	\$0	\$0	\$0	\$0
Contract Services	1-40-4760	\$714	\$18,000	\$92	\$1,500	\$18,000
TOTALS:		\$641,988	\$997,500	\$702,119	\$883,578	\$806,939

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Streets/Highways

Account	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Professional Fee's Engineer	1-50-4120	\$312	\$50,000	\$9,932	\$20,000	\$40,000
Freight IN	1-50-4130	\$191	\$500	\$114	\$500	\$500
Repairs & Maintenance	1-50-4135	\$21,781	\$120,000	\$4,190	\$50,000	\$185,000
Capital Outlay	1-50-4151	\$161,021	\$0	\$0	\$0	\$0
Materials & Supplies	1-50-4515	\$3,959	\$10,000	\$2,315	\$5,000	\$10,000
Speed Humps	1-50-4557	\$0	\$10,000	\$11,100	\$11,100	\$13,000
Paving	1-50-4559	\$0	\$265,000	\$212,000	\$265,000	\$270,000
TOTALS:		\$187,264	\$455,500	\$239,652	\$351,600	\$518,500

SANITATION

The Town of Sawmills contracts with Republic Services to collect trash on a weekly basis. Residents within the Town receive curbside trash collection weekly for a monthly fee of \$10.00. Trash services are provided to approximately 2,200 sites including Residential Units, Small Commercial/Business Units, and Municipal Facilities.

The Town encourages residents to participate in the recycling program by providing free containers and a list of items that can be recycled. Recyclable material is collected on a bi-weekly basis. Recycling service is provided to Residential Units at no additional charge. In 2011, the Town introduced the Recycle Rewards Program which is designed to encourage more participation from residents. The Town's goal is to increase the number of recyclable materials and reduce the amount of refuse being taken to the landfill. Information packets are available to educate participating residents on ways to improve recycling efforts.

The Public Works Departments collects trash around the Town on a daily basis. Residents can request a Work Order for Brush, White Goods, and Large Item Pick-Ups by contacting Town Hall.

FY 2024-2025 Highlights:

- Purchase – Brush Truck

FY 2025-2026 Plans:

- Continue Trash and Recycle contract with Republic Services
- Purchase two additional Switch 'N Go dumpsters

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2024-25 Budget</u>	<u>% Change</u>
	\$570,000	\$404,000	-29.12%
<u>Personnel</u>	<u>Full Time</u>	<u>Part Time</u>	
	0	0	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Sanitation

		Last Year	Current Year			Budget
		Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Repairs & Maintenance	1-60-4135	\$2,466	\$13,000	\$5,014	\$13,000	\$36,000
Capital Outlay	1-60-4151	\$143,160	\$205,000	\$0	\$205,000	\$0
Fuel	1-60-4225	\$4,569	\$7,000	\$4,173	\$6,600	\$7,000
Allowance For Bad Debt	1-60-4285	\$1,154	\$1,000	\$0	\$542	\$1,000
Trash Collection-Republic	1-60-4760	\$234,001	\$250,000	\$184,839	\$246,453	\$260,000
Landfill - Republic/Public Works	1-60-4761	\$7,209	\$9,000	\$5,630	\$8,630	\$13,000
Contracted Services Recycle	1-60-4762	\$77,952	\$85,000	\$61,488	\$81,984	\$87,000
TOTALS:		\$470,511	\$570,000	\$261,144	\$562,209	\$404,000

PARKS & RECREATION

The Town of Sawmills operates two recreational parks. Sawmills Municipal Park is located at Baird Drive and has been used continuously over the years to host many recreational activities such as youth sports, a walking trail, and a playground. Veterans Park, located on the Water Works Road, has two baseball fields, a soccer/football field, 18-hole disc golf course, a 9-hole beginners disc golf course, playground equipment, access to a boat dock and two Veterans' memorials. The Town, in partnership with Duke Energy, opened a new 2.5-mile trail at Veterans Park in May 2023.

The Town currently offers the following league programs: Tee Ball (ages 4-6), Coach Pitch Baseball and Softball (ages 7-8), Kid Pitch Baseball and Softball (ages 9-13) Church League Softball, and Flag Football (ages 5-13). Additional sports programs are under consideration.

In addition to the Parks & Recreation Director, the Town employs an Assistant Parks & Recreation Director, an Athletic Specialist and five (5) seasonal employees. A new full-time position, Turf and Grounds Manager, has been budgeted for FY 25.26.

FY 2024-2025 Highlights:

- Construction – Completion of Lighting Projects at Baird Park and Veterans Park
- Purchase – Bleachers, Windscreens, Scoreboards at Baird Park and Veterans Park
- Construction – Baird Park Indoor Batting/Wrestling Facility
- Paving – Baird Park and Veterans Park
- Equipment Purchase – Toro 4000 series mower and Toro Dingo

FY 2025-2026 Plans:

- Purchase – Hit Traxx for Baird Park Indoor Facility
- Purchase – Bleachers for Veterans Park
- Construction – Sidewalk Lights at Veterans Park
- Construction – Generator, Roof replacement, HVAC, and Plumbing at Baird Park

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$1,367,057	\$1,378,635	+0.85%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	3	4	
	<u>Part Time</u>	<u>Part Time</u>	
	5	5	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Parks & Recreation

	Fund 1	Last Year	Current Year			Budget
Account	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-46-4100	\$159,769	\$176,600	\$133,998	\$179,352	\$261,486
Overtime	1-46-4101	\$244	\$1,000	\$715	\$1,000	\$1,000
Wages Part Time	1-46-4102	\$17,174	\$25,700	\$11,247	\$25,700	\$32,682
Employee Benefits	1-46-4103	\$65,558	\$78,200	\$56,239	\$74,200	\$114,752
Workers Compensation	1-46-4104	\$4,048	\$6,100	\$4,654	\$4,654	\$8,500
FICA & Medi Taxes	1-46-4106	\$13,556	\$15,600	\$11,124	\$13,797	\$22,580
Professional Fee's Engineer	1-46-4120	\$700	\$5,000	\$0	\$0	\$0
Veteran's Memorial Engraving	1-46-4122	\$400	\$500	\$650	\$650	\$0
Employee Uniforms	1-46-4125	\$33,958	\$5,300	\$2,425	\$5,300	\$8,650
Office supplies	1-46-4126	\$4,002	\$5,550	\$1,743	\$2,700	\$6,600
Equipment and Materials	1-46-4129	\$29,112	\$24,900	\$14,527	\$22,400	\$13,000
Freight IN	1-46-4130	\$2,212	\$3,500	\$3,204	\$4,000	\$4,000
Travel and Training	1-46-4131	\$5,687	\$11,000	\$2,680	\$7,700	\$12,100
Telephone	1-46-4132	\$2,813	\$3,600	\$2,487	\$3,800	\$4,100
Utilities	1-46-4133	\$31,624	\$53,000	\$29,275	\$50,000	\$60,000
Permits and Fees	1-46-4134	\$50	\$250	\$50	\$50	\$250
Repairs & Maintenance	1-46-4135	\$104,408	\$67,500	\$64,124	\$70,000	\$100,000
Advertising	1-46-4137	\$4,077	\$5,000	\$4,177	\$5,000	\$6,500
Concession Stand Supplies	1-46-4141	\$15,744	\$20,000	\$11,558	\$18,500	\$20,000
Program Uniforms and Trophies	1-46-4142	\$0	\$38,500	\$18,699	\$38,500	\$35,000
Program Equipment and Materials	1-46-4143	\$0	\$16,000	\$12,806	\$16,000	\$22,000
Sports Officials & Coaches	1-46-4144	\$0	\$30,000	\$16,409	\$30,000	\$35,000
Dues and Fees/Subscriptions	1-46-4148	\$960	\$775	\$480	\$775	\$1,200
Non Refundable Taxes Expense	1-46-4150	\$226	\$400	\$34	\$150	\$400
Capital Outlay	1-46-4151	\$42,990	\$501,100.00	\$291,870	\$501,100	\$320,000
Computer/internet/wifi	1-46-4180	\$2,943	\$3,000	\$1,988	\$3,000	\$3,000
Fuel	1-46-4225	\$5,007	\$6,000	\$4,433	\$6,000	\$6,000
Debt Service Payment - Lights	1-46-4270	\$0	\$134,550	\$134,550	\$134,550	\$134,550
Penalties and Interest	1-46-4275	\$0	\$66,432	\$66,097	\$66,097	\$56,786
Miscellaneous Exp	1-46-4295	\$24,482	\$6,000	\$5,091	\$6,000	\$7,200
Materials & Supplies	1-46-4515	\$5,128	\$10,000	\$1,381	\$2,000	\$9,300
Water Purchases	1-46-4558	\$636	\$1,000	\$528	\$1,000	\$0
Contract Services	1-46-4760	\$29,423	\$45,000	\$25,573	\$45,000	\$72,000
TOTALS:		\$606,931	\$1,367,057	\$934,815	\$1,338,977	\$1,378,635

COMMUNITY DEVELOPMENT

The Town of Sawmills' Planning Board is appointed by the Town Council and is responsible for advising on topics including Land Use Planning, Initial Zoning, Zoning Amendments, Ordinances, and other duties authorized by the General Statutes. Planning Board Members also serve as the Town's Board of Adjustment.

The Town contracts with Western Piedmont Council of Governments (COG) to provide Code Enforcement, Stormwater, Stormwater/GSI Mapping and ADA (Americans with Disabilities Act) Planning services.

The Code Enforcement Program is designed to "maintain and improve the quality of each community by administering fair and unbiased enforcement of State laws and local ordinances to correct violations and reduce hazards that create blight and adversely affect the quality of life of residents and guests". (Source: www.wpcog.org)

FY 2024-2025 Highlights:

- Events - Trunk or Treat, Veterans Day Observance, Christmas Tree Lighting, Christmas Parade, Easter Egg Hunt, Memorial Day Observance, and fireworks at Autumn in the Park & Spring in the Park
- Contract Services– Code Enforcement, Stormwater, Mapping and ADA Planning
- Install – additional cameras for safety monitoring
- Maintenance - Veterans Memorial located at Veterans Park

FY 2025-2026 Plans:

- Events - Trunk or Treat, Veterans Day Observance, Christmas Tree Lighting, Christmas Parade, Easter Egg Hunt, Memorial Day Observance, and Autumn in the Park fireworks and Spring in the Park fireworks
- Additional funds allocated for Nuisance Abatement and Code Enforcement
- Contract Services – Code Enforcement, Stormwater, Mapping and ADA Planning
- Purchase – additional Town cameras and communication devices for safety monitoring
- Purchase – Replace Christmas Tree at the Gazebo located on Helena Street

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
	\$291,050	\$444,415	+52.69%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	0	0	

Town of Sawmills
Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Community Development

Account	Fund 1	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	1-45-4100	\$100	\$200	\$0	\$0	\$200
FICA & Medi Taxes	1-45-4106	\$8	\$50	\$0	\$0	\$15
Veteran's Memorial Engraving/Maintenance	1-45-4122	\$0	\$0	\$0	\$0	\$1,500
Office Supplies	1-45-4126	\$0	\$500	\$0	\$200	\$500
Freight IN	1-45-4130	\$486	\$700	\$130	\$700	\$700
Utilities	1-45-4133	\$2,411	\$2,500	\$2,369	\$3,600	\$4,000
Permits and Fees	1-45-4134	\$0	\$1,000	\$0	\$0	\$1,000
Contractors (Repairs and Maint)	1-45-4135	\$9,220	\$50,000	\$7,500	\$50,000	\$125,000
Postage	1-45-4136	\$0	\$100	\$175	\$300	\$500
Advertising - Community Development	1-45-4137	\$646	\$2,000	\$599	\$1,000	\$2,000
Capital Outlay	1-45-4151	\$46,400	\$50,000	\$17,370	\$50,000	\$100,000
Social Media - Facebook	1-45-4180	\$3,000	\$4,000	\$3,000	\$3,000	\$4,000
Miscellaneous Exp	1-45-4295	\$713	\$5,000	\$275	\$2,500	\$5,000
Materials & Supplies; Events	1-45-4515	\$64,353	\$100,000	\$31,594	\$70,000	\$100,000
Contract Services	1-45-4760	\$96,964	\$75,000	\$60,683	\$75,000	\$100,000
TOTALS:		\$224,300	\$291,050	\$123,695	\$256,300	\$444,415

INTERLOCAL TRANSFER - SALES TAX REINVESTMENT

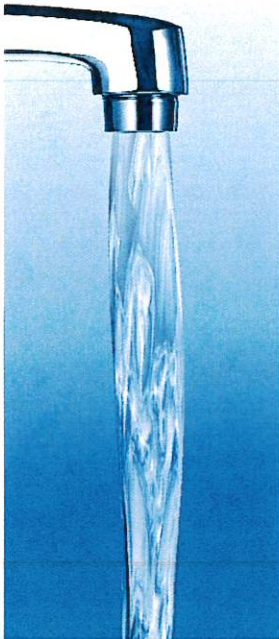
The Sales Tax Reinvestment Agreement supports economic development activities and other public purposes within Caldwell County. The funds are held by Caldwell County and decisions regarding funding are made by the Caldwell County Board of Commissioners.

Town of Sawmills Annual Budget Estimates - Expenditures

Fiscal Year: 2025 - 2026
General Fund - Interlocal Transfer

	Fund 1	Last Year	Current Year			Budget
Account	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Interlocal Trans Caldwell County	1-20-4296	\$194,000	\$194,000	\$194,000	\$194,000	\$194,000
TOTALS:		\$194,000	\$194,000	\$194,000	\$194,000	\$194,000

UTILITY FUND BUDGET DETAILS



- Revenues
- Water
- Sewer

Town of Sawmills
Annual Budget Estimates - Revenues

Fiscal Year: 2025 - 2026
Utility Fund - Water and Sewer

	Fund 2	Last Year	Current Year			Budget
Account Name	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Water Tank Cell Tower Lease	2-00-3120	\$30,602	\$30,000	\$31,444	\$31,444	\$30,000
Water Sales	2-00-3710	\$844,832	\$820,000	\$655,437	\$874,000	\$850,000
Water Taps and Connections	2-00-3711	\$14,500	\$10,000	\$5,826	\$7,000	\$10,000
Reconnection Fees	2-00-3713	\$2,775	\$1,500	\$1,925	\$2,000	\$1,500
Late Charges	2-00-3714	\$18,502	\$16,000	\$15,383	\$20,000	\$15,000
Investment Earnings	2-00-3831	\$166,770	\$115,000	\$116,998	\$157,000	\$100,000
Miscellaneous Revenue	2-00-3839	\$1,421	\$2,000	\$893	\$1,000	\$2,000
NC Debt Setoff	2-00-3845	\$414	\$250	\$0	\$250	\$250
Appropriated Net Assets	2-00-3990	\$0	\$740,410	\$0	\$118,419	\$349,020
WATER TOTALS:		\$1,079,816	\$1,735,160	\$827,906	\$1,211,114	\$1,357,770
Sewer Charges	2-00-3750	\$247,759	\$250,000	\$192,909	\$257,200	\$250,000
Sewer Net Funds Appropriated	2-00-3991	\$0	\$112,269	\$0	\$11,599	\$122,450
SEWER TOTALS:		\$247,759	\$362,269	\$192,909	\$268,798	\$372,450
UTILITY FUND TOTALS:		\$1,327,575	\$2,097,429	\$1,020,815	\$1,479,912	\$1,730,220

WATER AND SEWER

The Town of Sawmills owns and operates a water distribution system and a wastewater collection system. Water responsibilities include managing, operating, and maintaining the system while delivering safe, dependable, and affordable drinking water to the residents of the Town. Sewer responsibilities include for managing, operating, and maintaining the system. The Town has contacts with the City of Lenoir to provide water and wastewater treatment services. Oversight of the systems is provided by an ORC – Operator in Responsible Charge – as required by the North Carolina General Statutes.

The Town purchases water from the City of Lenoir, Baton Water Corporation and Caldwell County for delivery to residents of the Town. All purchased water is tested regularly to ensure its safety. The Annual Drinking Water Quality Report is sent to the Town's residents annually. The report details the source(s) of water, what it contains, and how it compares to regulatory standards.

The Department maintains and reads water meters, installs new taps, performs connects and disconnects, repairs damaged waterlines, performs maintenance and repair on sewer lines, maintains lift stations, chemical feeders, and other equipment. The Department is responsible for utility billing processes and assuring that all records are submitted on a timely basis, approves customer bill adjustments for leaks and other problems, makes payment arrangements, and works with community agencies for customer emergency or hardship concerns. The Department completes NC 811 locate requests to aid homeowners, businesses, contractors, and other utilities when digging underground. The Town serves approximately 2,165 water accounts and 490 sewer accounts.

Water Rates:

Water Base Rate: \$23.89

\$23.89 min charge per month up to 2,000 gallons

\$6.96 per 1,000 gal from 1,000 - 10,000 gallons

\$8.12 per 1,000 gal from 10,001 - 20,000 gallons

\$5.22 per 1,000 gal from 20,001 - 30,000 gallons

\$4.06 per 1,000 gals after 30,000 gallons

Sewer Rates:

Sewer Base Rate: \$32.63

\$32.63 min charge per month up to 2,000 gallons

\$8.80 per additional 1,000 gallons

WATER AND SEWER (CONTINUED)

FY 2024-2025 Highlights:

- AMI (Automated Metering Infrastructure) Loan – Paid in Full
- Construction – started Mill Drive Waterline Replacement
- Purchase – Generator replacement for Sewer Lift Station located on Sawmills School Rd
- Purchase – Two (2) pumps for Sewer Lift Station located on Roger McCall Drive

FY 2025-2026 Plans:

- Construction – complete Mill Drive Waterline Replacement
- Construction – begin multi-year Waterline Replacement on US Hwy 321-A
- Generator replacement for Lift Station located on Mayfield Drive

The Department consists of the Assistant Public Works Director, Utility Maintenance Worker and Utility Billing Clerk.

<u>Expenditures</u>	<u>2024-25 Budget</u>	<u>2025-26 Budget</u>	<u>% Change</u>
Water	\$1,735,160	\$1,357,770	-21.75%
Sewer	\$362,269	\$372,450	+2.81%
<u>Personnel</u>	<u>Full Time</u>	<u>Full Time</u>	
	2.85	2.85	

Town of Sawmills
Annual Budget Estimates - Expenses

Fiscal Year: 2025 - 2026
Utility Fund - Water Department

Account Name	Fund 2	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	2025 - 2026
Wages	2-80-4100	\$101,954	\$141,950	\$109,731	\$144,957	\$146,724
Overtime	2-80-4101	\$2,969	\$5,000	\$2,002	\$3,000	\$5,500
Employee Benefits	2-80-4103	\$63,187	\$62,100	\$44,836	\$59,140	\$67,220
Workers Compensation	2-80-4104	\$1,640	\$2,500	\$2,132	\$2,132	\$2,500
FICA & Medi Taxes	2-80-4106	\$7,752	\$12,480	\$8,562	\$11,319	\$11,645
Professional Fee's Engineer	2-80-4120	\$24,119	\$160,000	\$44,213	\$75,000	\$60,000
Uniforms	2-80-4125	\$0	\$1,300	\$697	\$1,300	\$1,300
Freight IN	2-80-4130	\$274	\$500	\$44	\$500	\$500
Travel and Training	2-80-4131	\$837	\$1,000	\$128	\$500	\$1,000
Telephone	2-80-4132	\$551	\$700	\$391	\$600	\$700
Utilities	2-80-4133	\$757	\$1,100	\$616	\$1,000	\$1,200
Permits and Fees	2-80-4134	\$4,883	\$5,000	\$3,910	\$5,000	\$6,000
Repairs & Maintenance	2-80-4135	\$24,191	\$450,000	\$41,468	\$55,000	\$60,000
Postage	2-80-4136	\$9,351	\$10,000	\$7,124	\$10,700	\$11,800
Printing	2-80-4138	\$4,493	\$5,000	\$2,941	\$4,500	\$5,000
Non Refundable Taxes Expense	2-80-4150	\$101	\$250	\$51	\$250	\$400
Capital Outlay	2-80-4151	\$0	\$425,000	\$0	\$419,200	\$600,000
Bank Service Charge	2-80-4170	\$7,869	\$8,400	\$5,605	\$8,500	\$9,600
Computer Expense	2-80-4180	\$0	\$0	\$0	\$0	\$3,800
Fuel	2-80-4225	\$5,063	\$7,500	\$3,273	\$5,000	\$7,500
Debt Service Payment-Cajah's Mtn WL	2-80-4270	\$5,881	\$5,881	\$0	\$5,881	\$5,881
Debt Service Payment - AMI Meters	2-80-4271	\$81,792	\$84,000	\$83,736	\$83,736	\$0
Penalties and Interest	2-80-4275	\$4,012	\$2,500	\$2,029	\$2,029	\$0
Cash Over/Short	2-80-4280	\$23	\$0	\$0	\$0	\$0
Allowance For Bad Debt	2-80-4285	\$7,872	\$5,500	\$0	\$1,172	\$4,000
Miscellaneous Exp	2-80-4295	\$1,035	\$2,500	\$1,934	\$2,500	\$2,500
Materials & Supplies	2-80-4515	\$0	\$25,000	\$5,351	\$15,000	\$25,000
Water Purchases (Wholesale)	2-80-4558	\$244,988	\$260,000	\$187,142	\$249,600	\$268,000
Tech Support	2-80-4560	\$17,000	\$30,000	\$15,213	\$27,000	\$30,000
Contracted Services	2-80-4760	\$737	\$20,000	\$11,305	\$16,600	\$20,000
TOTALS:		\$623,328	\$1,735,161	\$584,431	\$1,211,114	\$1,357,770

Town of Sawmills
Annual Budget Estimates - Expenses

Fiscal Year: 2025 - 2026
Utility Fund - Sewer Department

Account Name	Fund 2	Last Year	Current Year			Budget
	Account #	Actual FY 2023-2024	Budget FY 2024 - 2025	Actual to March 2025	Estimated Entire Year	Budget 2025 - 2026
Wages	2-90-4100	\$53,148	\$29,550	\$22,202	\$29,334	\$29,958
Overtime	2-90-4101	\$2,663	\$1,500	\$1,336	\$2,400	\$1,000
Employee Benefits	2-90-4103	\$22,538	\$13,200	\$9,662	\$12,700	\$13,925
Workers Compensation	2-90-4104	\$896	\$1,500	\$0	\$0	\$1,500
FICA & Medi Taxes	2-90-4106	\$4,270	\$1,220	\$1,754	\$2,428	\$2,368
Professional Fee's Engineer	2-90-4120	\$0	\$2,000	\$0	\$0	\$2,000
Uniforms	2-90-4125	\$0	\$1,300	\$721	\$1,300	\$1,300
Equipment and Materials	2-90-4129	\$11,876	\$20,000	\$7,550	\$13,350	\$20,000
Freight IN	2-90-4130	\$298	\$500	\$0	\$0	\$500
Travel and Training	2-90-4131	\$0	\$500	\$128	\$500	\$500
Telephone	2-90-4132	\$1,898	\$2,000	\$1,232	\$1,900	\$2,100
Utilities	2-90-4133	\$9,899	\$11,900	\$6,873	\$10,330	\$11,900
Permits and Fees	2-90-4134	\$1,860	\$1,200	\$100	\$1,600	\$2,500
Repairs & Maintenance	2-90-4135	\$8,037	\$40,000	\$243	\$11,000	\$40,000
Non Refundable Taxes Expense	2-90-4150	\$317	\$400	\$177	\$300	\$400
Capital Outlay	2-90-4151	\$0	\$115,000	\$40,366	\$67,089	\$120,000
Fuel	2-90-4225	\$558	\$3,000	\$696	\$1,500	\$3,000
Allowance For Bad Debt	2-90-4285	\$1,858	\$2,000	\$0	\$567	\$2,000
Miscellaneous Exp	2-90-4295	\$397	\$500	\$475	\$500	\$500
Materials & Supplies	2-90-4515	\$104	\$5,000	\$2,878	\$5,000	\$5,000
Sewer Disposal	2-90-4558	\$105,526	\$110,000	\$71,271	\$107,000	\$112,000
TOTALS:		\$226,143	\$362,269	\$167,663	\$268,798	\$372,450



CAPITAL PROJECTS

- Capital Improvement Program (CIP) - Summary
- 10 Year Capital Improvement Plan
- Capital Project Updates
 - Town Hall
 - Helene Disaster Response and Recovery
 - Evergreene Industrial Park
 - South Caldwell Sewer Pump Station (BRIC Grant)

CAPITAL IMPROVEMENT PROGRAM

Definition of Capital Asset: A capital asset is defined as any government asset with an initial cost of \$5,000 or more and an estimated useful life of two or more years. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the life of the assets, are not capitalized.

Definition of Capital Improvement: A capital improvement is defined as any expenditure for equipment, buildings, any structure/facility related to municipal operations, machinery, land acquisition, plan, study, or project in which the cost for the item exceeds \$10,000.

Capital Improvement Decision Process: The Town's formal Capital Improvement Program (CIP) covers a span of ten (10) years. Identifying a need for capital improvement comes from the Mayor, Governing Board, Citizens, and Town Staff. Once a potential need is identified, it is evaluated during the annual budget retreat and reviewed more closely during budget workshops. The CIP is a long-term plan that is updated on an annual basis.

FY 24.25 CIP Results: The following purchases/projects were completed: Public Works Pole Shed; Baird Park Indoor Facility; Baird Park and Veterans Park lights; Park improvements including new Scoreboards, Windscreens and Bleachers; Paving/Resurfacing on Cherokee Court, Drum Lane, Adams Drive, Remont Drive and Rual Drive; Speed Tables on Waterworks Road; new Brush Truck; AMI Meters loan paid in full; new generator for Sawmills School Lift Station.

FY 25.26 Summary: The annual Operating Budget for July 1, 2025 - June 30, 2026 contains all of the items listed in the CIP with the exception of the new Town Hall & Municipal Park, 321A Waterline Replacement, Evergreene Industrial Park, and Elevation Project – Bert Huffman Road (BRIC), which are projects outside of the annual operating budget. General Fund CIP expenditures total \$3,283,686 and Utility Fund CIP expenses total \$1,932,894.

FY 26.27 and beyond: The Capital Improvement Program serves as a planning tool to project future needs for the addition of new capital assets and the replacement of existing capital assets. Expenditures listed in years 2-10 will be reviewed and updated as needs change.

Town of Sawmills Capital Improvement Plan (10 Year)

	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35
General Fund										
Administration										
Town Hall - new construction	2,000,000	2,000,000	2,000,000							
Administration Subtotal	2,000,000	2,000,000	2,000,000							
Public Works										
Pole Shed - concrete floor - 2670 Mission Rd	70,000									
Fuel Tank/Pump - Diesel	50,000									
Garage Improvements - 2670 Mission Rd	15,000									
Street Sign Replacements	50,000									
Bucket Truck			275,000							
Dump Truck					200,000					
Snow Plow					20,000					
Public Works Subtotal	185,000		275,000		220,000					
Parks & Recreation										
Veterans/Baird Park Lights - Musco Debt Svc	191,336	184,729	178,123	171,516	164,910	158,304	151,697	145,091	138,484	
Bleachers - Veterans Park	15,000									
P&R Bldg Improve - 3989 Roger McCall Lane	110,000									
Indoor Facility - Baird Park	100,900									
Parking Lot Improvements - Baird/Veterans	18,150									
Generator - 3989 Roger McCall Lane	47,300									
Facility Improvements- Veterans Park	43,200									
SMP Expansion - Grading/Phase I	191,500	191,500								
SMP Expansion - Paved Walking Trails		100,000								
SMP Expansion - Site Parking Lot		160,000								
Amphitheater/Concessions & Restrooms				300,000						
Tiny Mobile Robot Field Painter				40,000						
Recreation Center					5,000,000					
Multipurpose Field Finalization						300,000				
Outdoor Basketball Courts						75,000				
SMP Expansion - Large Picnic Shelter							200,000			
SMP Expansion - Picnic Shelter Restrooms								260,000		
SMP Expansion - Baseball Fields									1,300,000	
SMP Expansion - Toilets/PressBox/Concessions										650,000
Parks & Recreation Subtotal	717,386	376,229	438,123	511,516	5,164,910	533,304	351,697	405,091	1,438,484	650,000
Community Development										
Town Cameras	12,000									
Christmas Decorations	50,000			30,000			30,000			30,000
Community Development Subtotal	62,000			30,000			30,000			30,000

General Fund - Page 2

	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35
Sanitation										
Switch 'N Go Dumpsters (2)	18,000		260,000			700,000				
Leaf Collector Truck										
Tub Brush Grinder										
Sanitation Subtotal	18,000	-	260,000	-	-	700,000	-	-	-	-
Streets & Highways										
Directional Signs	15,000									
Lafayette Culvert	93,000									
Oxford Drive	44,000									
Gatewood Drive	55,000									
Withers Drive	94,300									
Land Harbor Dr, Stillwater Dr			150,000							
Maintenance: Coble Ln, Roger McCall Ln, North Bay Dr, Laurel Spring Dr				100,000	100,000	100,000	200,000			
Long Arm Tractor Mower										
Streets & Highways Subtotal	301,300	-	150,000	100,000	100,000	100,000	200,000	-	-	-
General Fund CIP Total	3,283,686	2,376,229	3,123,123	641,516	5,484,910	1,333,304	581,697	405,091	1,438,484	680,000

Utility Fund		FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35
Water											
Horseshoe Bend Road- Debt Service	5,881	5,881	5,881	5,881	5,881	5,881	5,881				
Service Truck w/ Snow Plow	85,000										
Mill Drive	482,700										
321A Waterline Replacement	660,000	800,000	720,000								
Evergreen Industrial Park	199,313										
Sunrise to Wither's Drive				266,250							
Helton Road to Creek				437,500							
Mayfield Drive											
Paul Drive											
Ardmore Drive											
Maggie Lane/Gatewood						46,250					
Helton Road to Sawmills School Rd						70,000					
Marcus Drive						31,250					
White Pine Drive						148,438	468,750	46,250			
Jess Drive								90,000			
Magnolia Lane									42,500		
Helton Road									170,000		
Edgewood Drive										225,000	62,500
Water Department Subtotal	1,432,894	805,881	725,881	709,631	301,819	301,819	474,631	136,250	212,500	225,000	62,500
Sewer											
Elevation Project - Bert Huffman Rd	378,000										
Sewer Generator - Mayfield Drive	122,000										
Blackburn Court & Villa Lane			217,500								
Villa Woods, Loye Ln, Baker Cir, Chantilly Dr				416,250			206,250				
Duncan Dr & Chantilly Dr (North)											
Clyde Dr & Burl St									348,438		
Cleo Dr, Karr Dr, Remont St & Holden Pl											365,625
Sewer Department Subtotal	500,000	-	217,500	416,250	-	-	206,250	-	348,438	-	365,625
Utility Fund CIP Total	1,932,894	805,881	943,381	1,125,881	301,819	301,819	680,881	136,250	560,938	225,000	428,125

CAPITAL PROJECT UPDATES

Town Hall

General Fund Balance Appropriation - \$473,000 (Architect Fees – CBSA Designs Inc.)

Project Dates: September 2023 – TBD

Summary: The project is for the construction of a new Town Hall building. The building will be approximately 16,800 gross square feet. The building will contain administrative offices, utility department offices, Council chambers, closed session conference room, community meeting space, interior (walk-up) and exterior (drive-up) customer service access, picnic shelter, garage, storage, and amenities to support the functions within the building.

Total Paid Project-to-Date: \$234,969

FEMA Disaster NC4827 - Helene Disaster Response and Recovery

100% Grant Funded – FEMA Public Assistance (PA) Program and the State of NC

Project Dates: September 2024 – TBD

Summary:

Cat A – Debris Removal – Veterans Park – The project is in the design phase.

Cat B – Emergency Protective Measures – Funds have been obligated to include reimbursement for wages/benefits, equipment, and supplies & materials related to the initial Emergency Response.

Cat D – Water Control Facilities - Sewer Pump Damage - Funds have been obligated and received (\$10,565) to reimburse for repairs to the sewer pump located at 4636 Bert Huffman Drive.

Cat G – Parks, Recreational Facilities, and Other - Funds have been obligated to include reimbursement for damages to one Scoreboard, the Disc Golf Course, and three Bridges at Veterans Park.

Cat Z – Management Costs - eligible Administrative Costs that can be submitted at closeout.

Evergreene Industrial Park

Water Net Assets Appropriation - \$199,312.50

Project Dates: September 2023 – TBD

Summary: In partnership with Caldwell County, the funds will be used for expansion of existing infrastructure to stimulate economic development and/or job creation.

South Caldwell Sewer Pump Station

Total Project Cost - \$378,000

Funding – combination of FEMA/NC Dept of Public Safety Building Resilient Infrastructure and Communities (BRIC) Grant (\$189,000) and Sewer Net Funds Appropriation \$189,000

Project Dates: November 2023 – July 2026

Summary: Submitted in 2021 and awarded in 2023, the project intends to raise the South Caldwell Sewer Pump Station and access road to 2 feet above the base flood elevation (BFE) and make improvements to the site to prevent future flood events from impacting the function and accessibility of the station.

Total Paid Project-to-Date: \$21,985.

Total Grant Reimbursements Project-to-Date: \$6,947