



# WINTERVILLE

*A slice of the good life!*

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## **MAYOR AND TOWN COUNCIL**

RICHARD E. (RICKY) HINES, MAYOR

JOHNNY MOYE, MAYOR PRO TEM

SHANTEL E. HAWKINS, COUNCILWOMAN

BRANDY HARRELL, COUNCILWOMAN

VERONICA W. ROBERSON, COUNCILWOMAN

LISA A. SMITH, COUNCILWOMAN

## **ADMINISTRATION**

TERRI L. PARKER, TOWN MANAGER

ANTHONY BOWERS, ASSISTANT TOWN MANAGER

KEEN LASSITER, TOWN ATTORNEY

ANGIE FULLER, HUMAN RESOURCES DIRECTOR

WILLIE GAY, INSPECTIONS/GIS

DONALD HARVEY, TOWN CLERK

EVAN JOHNSTON, BUILDING INSPECTOR/CODE ENFORCE. OFFICER

JESSICA MANNING, FINANCE DIRECTOR

CLIFF MCGUFFIN, PUBLIC WORKS DIRECTOR

RON MILLS, INTERIM ELECTRIC DIRECTOR

DAVID MOORE, FIRE CHIEF

STEPHEN PENN, PLANNING AND ECONOMIC DEV. DIRECTOR

CHRIS WILLIAMS, POLICE CHIEF

DIANE WHITE, PARKS AND RECREATION DIRECTOR

**RECOMMENDED BUDGET FY 2025-2026**

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**LETTER**

**OF**

**TRANSMITTAL**

**1**

**FY 2025-2026**

**BUDGET MESSAGE**

**VERSION #3**

**MAY 27, 2025**

## **RECOMMENDED BALANCED DRAFT BUDGET– FY 2025-2026**

May 27, 2025

Mr. Richard (Ricky) Hines, Mayor  
Mr. Johnny Moye, Mayor Pro Tem  
Dr. Brandy Harrell, Councilwoman  
Ms. Shantel Hawkins, Councilwoman  
Ms. Veronica Roberson, Councilwoman  
Mrs. Lisa Smith, Councilwoman

### **RE: Recommended (Balanced) Draft Annual Budget for the 2025-2026 Fiscal Year**

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the **balanced** Draft Budget for Fiscal Year 2025-2026, beginning July 1, 2025 and ending June 30, 2026. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

This version of the Budget is **balanced** as of May 27, 2025.

The Recommended Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *includes small fee adjustments;*
- *includes some restructuring and new positions;*
- *includes a few capital outlay requests;*
- *includes funding for Non-Town Agency requests;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA for employees;*
- *includes an average of 2% Merit for employees;*
- *Health Insurance costs increased 2.98% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums stayed the same;*
- *\$50,000 is included for the Multi-Purpose Capital Reserve Fund; and*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve.*

Below is a brief budgetary summary of point of interests:

### **GENERAL FUND:**

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North

Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a **98%** collection rate for ad valorem taxes.

The total General Fund budget currently totals **\$17,708,462**. There is a General Fund balance appropriation of \$1,886,961 as well as a transfer from the Electric Fund to the General Fund in an amount of \$350,000.

General Fund departments include the Town Council, Administration, Human Resources, Inspections/GIS, Finance, Information Technology, Planning, Non-Departmental, Public Buildings, Ground and Lawn Maintenance, Police, Fire, EMS, Animal Control, Mosquito Control, Public Works, and Sanitation budgets. Expenses have again been forecasted in a conservative manner but approached in such a way that service to the citizens remains constant.

Some highlights (in addition to departmental requests) in the General Fund Departmental budgets include:

- Non-Town agency approvals for FY 2025-2026 total \$82,000. The **cash** allocation approvals for Non-Town Agency funding are as follows:
  - *Winterville Watermelon Festival* - \$40,000;
  - *Boys and Girls Club* - \$10,000;
  - *Winterville Chamber of Commerce* - \$20,000;
  - *Pitt County Council on Aging (Meals on Wheels)* - \$8,500;
  - *Rebuilding Together, Pitt County, NC* - **\$0.00**;
  - *Winterville Senior Citizens Club* - \$3,500; and
  - *Pitt County Girls Softball* - **\$0.00**.
- The *in-kind amount* for Winterville Historical and Arts Society (WHAS) - \$14,215+/-.
- The *in-kind amount* for the Winterville Chamber - \$1,210+/-.
- The *in-kind amount* for the Winterville Watermelon Festival - \$67,770+/-.
- The *in-kind amount* for the Winterville Senior Citizens Club - \$2,700+/-.
- Sheppard Memorial Library has requested a total of \$176,921.
- *The “big ticket” capital requests in this Fund are being financed, therefore Debt Proceeds are being shown for the purchase year (FY 2025-2026) on the revenue side of the Fund budget and the expenditure side of the Fund budget will show the same amount for said purchases.*

### **RECREATION FUND:**

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. A transfer from General Fund to Recreation in the amount of \$1,209,327 has been included for operational purposes.

The total budget for Parks and Recreation for FY 2025-2026 is estimated to be **\$1,365,497**.

### **POWELL BILL FUND:**

The total budget for the Powell Bill Fund for FY 2025-2026 is estimated to be **\$406,646**. There is no contribution from “Fund Balance” included in this budget.

**URGENT REPAIR FUND:**

The total budget for the Urgent Repair Fund for FY 2025-2026 is estimated to be **\$20,000**.

**ENTERPRISE FUNDS:**

**Electric Fund** - There is a transfer from Electric Fund to General Fund in the amount of \$350,000 as is done annually to assist in covering the costs of operations. Due to the rapid expansion of our Town, substantial amount of capital work continues. There is a Retained Earnings appropriation of \$1,100,479 included, and the total budget for the Electric Fund is estimated to be **\$9,444,778**.

**Water Fund** – The total budget for the Water Fund is estimated to be **\$2,475,172**. There is a contribution from Retained Earnings included in this Fund budget in the amount of \$620,105. \$700,000 is included for water purchases for resale. This amount covers the water currently purchased from Greenville Utilities.

**Sewer Fund** – The total budget for the Sewer Fund is estimated to be **\$3,280,911**. There is \$201,733 in Retained Earnings which has been allocated to assist in balancing the Sewer Fund budget.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share comprised of a flow-based formula. The Town's appropriation to CMSD decreased to **\$1,263,296**.

**Storm Water Fund** – The total budget for the Storm Water Fund is estimated to be **\$774,519**. There is \$43,113 in Retained Earnings which has been allocated to assist in balancing the Storm Water Fund budget.

**Conclusion:**

It is with great stress and caution that Staff presents **Recommended (Balanced) Annual Budget for FY 2025-2026**. **The Total Recommended Annual Budget across all funds is estimated to be \$35,475,985**. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while simultaneously planning.

Staff has major concerns about the Town's current revenue sources, and we **urge** Council to continue to look toward making upward adjustments in some of these sources in the future or be faced with the consideration of substantial service adjustments to the citizens. As the Town continues its rapid growth and expansion, there will be increasing pressure on our workforce, equipment and facilities. We, as an organization, talk about these growing pressures during every Budget process and we have arrived at a time where we simply cannot maintain the same path. Staff thanks the Mayor and Council for the difficult decisions you have had to make this year and we know it will only get more difficult as time goes on.

The Town is in a very good financial position and I know that each of you desires that it stay that way. Unfortunately, that will result in hard decisions related to revenues needed to cover the ever-increasing cost of doing business. Staff would be remiss if we did not continue to urge a change in the Town's financial direction moving forward. Please know that growth is wonderful,

but it comes at a cost which is required to be expended before the additional revenue of such growth is realized.

Thank you and Staff looks forward to answering any questions you may have.

Thank you.

*Terri L. Parker*

Terri L. Parker  
Town Manager

*Jessica Manning*

Jessica Manning  
Finance Director



**2**

## **BUDGET SUMMARY**

**BUDGET SUMMARY**

**INFORMATION**

**WILL BE**

**FORTHCOMING**

**IN APPROVED**

**BUDGET**

**DOCUMENT**

**3**

**REVENUES**

**BY**

**FUND**

**3**

**VERSION #3**

**REVENUES**

**BY**

**FUND**

**MAY 27, 2025**



DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	WN COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
10-0000-00-3861	WINT. EMS RIEMB	202,027	224,138	224,138	224,138	224,138	
10-0000-00-3862	WINTERVILLE RESCUE RENT						
10-0000-00-3863	POLICE EVENT PAY	60,000	35,000	35,000	35,000	35,000	
10-0000-00-3883	SEWER FUND CONT						
10-0000-00-3887	COUNTY CONTRIBUTION						
10-0000-00-3888	GUC SERVICE AGREEMENT	24,550	25,041	25,041	25,041	25,041	
10-0000-00-3904	INTEREST INCOME	613,305	492,989	492,989	492,989	492,989	
10-0000-00-3905	ELECTRIC FACILITIES FEE						
10-0000-00-3906	TELEPHONE DROPS						
10-0000-00-3942	FUND BALANCE CONTRIBUTION						
10-0000-00-3950	SALE OF CAPITAL ASSET						
Totals for dept 0000-00 -		15,517,275	15,288,687	15,288,687	15,821,501	17,708,462	

\* NOTES TO BUDGET: DEPARTMENT 0000-00

3811	DEBT SERVICE PROCEEDS						
	FOOTNOTE AMOUNTS:						
	INSPECTIONS - FORD F-150					43,000	130,000
	FOOTNOTE AMOUNTS:						
	POLICE - 2 FORD EXPLORERS					110,814	25,000
	FOOTNOTE AMOUNTS:						
	FIRE - F150					65,000	60,000
	FOOTNOTE AMOUNTS:						
	FIRE - 12 REPLACEMENT SCBA					144,000	58,000
	FOOTNOTE AMOUNTS:						
	PUBLIC BUILDINGS - TOWN HALL GENERATOR					55,000	85,000
	FOOTNOTE AMOUNTS:						
	PW DUMP TRUCK					70,000	100,000
	FOOTNOTE AMOUNTS:						
	PW JOHN DEERE TRACTOR					45,000	
	ACCOUNT '3811' TOTAL					532,814	458,000
	DEPT '0000-00' TOTAL					532,814	458,000
TOTAL ESTIMATED REVENUES		15,517,275	15,288,687	15,288,687	15,821,501	17,708,462	

BEGINNING FUND BALANCE	16,994,941	17,029,148	17,029,148	17,029,148	17,029,148	17,029,148
FUND BALANCE ADJUSTMENTS	34,207					
ENDING FUND BALANCE	32,546,423	32,317,835	32,317,835	32,850,649	34,737,610	17,029,148

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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW	BUDGET
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
15-0000-00-3415	GRANT	15,000	17,300	17,300	17,300	17,300	
15-0000-00-3613	CAL RIPKIN	9,145	10,145	10,145	10,145	10,145	
15-0000-00-3614	TEE BALL						
15-0000-00-3615	SOFTBALL ADULT						
15-0000-00-3616	FOOTBALL	11,175	11,175	11,175	11,175	11,175	
15-0000-00-3617	FALL BASEBALL	10,200	15,150	15,150	15,150	15,150	
15-0000-00-3618	BABE RUTH BASEBALL	2,230	2,230	2,230	2,230	2,230	
15-0000-00-3620	RECREATION PROGRAMS	19,695	20,195	20,195	20,195	20,195	
15-0000-00-3621	PAVILION RENTAL	4,300	6,300	6,300	6,300	6,300	
15-0000-00-3622	DONATIONS AND SPONSORSHIP	1,000	1,000	1,000	1,000	1,000	
15-0000-00-3623	ROOKIE BALL	7,525	7,525	7,525	7,525	7,525	
15-0000-00-3624	CONCESSION	50,000	40,000	40,000	40,000	40,000	
15-0000-00-3625	GENERAL FUND TRANSFER	1,043,454		1,043,454			
15-0000-00-3626	REC SUB FEE RESERV ALLOCA						
15-0000-00-3627	RECREATION SUB FEES						
15-0000-00-3628	FUND RAISING CONTRIBUTION	10,900	10,900	10,900	10,900	10,900	
15-0000-00-3632	TOURNAMENT REV	14,250	14,250	14,250	14,250	14,250	
15-0000-00-3811	DEBT SERVICE PROCEEDS						
15-0000-00-3831	FUND BALANCE APPROPRIATIO						
15-0000-00-3942	FUND BALANCE CONTRIBUTION						
Totals for dept 0000-00 -		1,198,874	156,170	156,170	1,199,624	1,365,497	
TOTAL ESTIMATED REVENUES		1,198,874	156,170	156,170	1,199,624	1,365,497	

BEGINNING FUND BALANCE	1,847,883	1,847,883	1,847,883	1,847,883	1,847,883
ENDING FUND BALANCE	3,046,757	2,004,053	2,004,053	3,047,507	1,847,883

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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT	HEAD REQUESTED	DEPT HEAD	MODIFIED	MANAGER REVIEW	MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES								
Dept 0000-00								
16-0000-00-3420	MISC GRANT							
16-0000-00-3440	POWELL BILL DISTRIBUTION							
16-0000-00-3831	FUND BALANCE APPROPRIATIO	345,394	378,918	378,918	378,918	378,918	378,918	
16-0000-00-3884	GENERAL FUND CONT							
16-0000-00-3904	INTEREST INCOME	41,869	27,728	27,728	27,728	27,728	27,728	
16-0000-00-3936	INTEREST INCOME							
16-0000-00-3945	CONTRIBUTION FROM STWATER							
Totals for dept 0000-00 -		387,263	406,646	406,646	406,646	406,646	406,646	
TOTAL ESTIMATED REVENUES		387,263	406,646	406,646	406,646	406,646	406,646	
BEGINNING FUND BALANCE		572,730	572,730	572,730	572,730	572,730	572,730	572,730
ENDING FUND BALANCE		959,993	979,376	979,376	979,376	979,376	979,376	572,730



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GGL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD BUDGET	MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN COUNCIL REVIEW BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
20-0000-00-3820	MISCELLANEOUS						
20-0000-00-3831	FUND BALANCE APPROPRIATIO						
20-0000-00-3871	GENERAL FUND CONT	20,000	20,000	20,000	20,000	20,000	
20-0000-00-3884	GENERAL FUND CONT						
20-0000-00-3889	HOME CONSORTIUM FUND						
Totals for dept 0000-00 -		20,000	20,000	20,000	20,000	20,000	
TOTAL ESTIMATED REVENUES		20,000	20,000	20,000	20,000	20,000	
BEGINNING FUND BALANCE		69,305	69,305	69,305	69,305	69,305	69,305
ENDING FUND BALANCE		89,305	89,305	89,305	89,305	89,305	89,305

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER REVIEW	MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES								
Dept 0000-00								
24-0000-00-3415	GRANT	60,922						
24-0000-00-3831	FUND BALANCE APPROPRIATIO							
24-0000-00-3871	GENERAL FUND CONT							
Totals for dept 0000-00 -		60,922						
TOTAL ESTIMATED REVENUES		60,922						
BEGINNING FUND BALANCE		29,512	29,512	29,512	29,512	29,512	29,512	29,512
ENDING FUND BALANCE		90,434	29,512	29,512	29,512	29,512	29,512	29,512

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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD BUDGET	MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN COUNCIL REVIEW BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
60-0000-00-3415	GRANT						
60-0000-00-3425	FEMA FUNDING						
60-0000-00-3611	UTILITIES SERVICE CHARGE		76,250	76,250	76,250	76,250	76,250
60-0000-00-3811 *	DEBT SERVICE PROCEEDS	76,260			290,000	290,000	
60-0000-00-3831	FUND BALANCE APPROPRIATIO						
60-0000-00-3901	ELECTRIC SALES	7,025,449	7,095,704	7,095,704	7,095,704	7,095,704	
60-0000-00-3902	CONNECTION FEES	30,000	35,000	35,000	35,000	35,000	
60-0000-00-3904	INTEREST INCOME	267,760	215,646	215,646	215,646	215,646	
60-0000-00-3907	RETAINED EARNINGS	823,634					
60-0000-00-3908	CONTRIB FOR METERING DIV	131,000	130,000	130,000	130,000	130,000	
60-0000-00-3909	MISCELLANEOUS	3,000	5,000	5,000	5,000	5,000	
60-0000-00-3910	MUNICIPAL STREET LIGHT						
60-0000-00-3911	EL SALES TAX	491,782	496,699	496,699	496,699	496,699	
60-0000-00-3912	NC RENEWABLE ENERGY CREDI						
Totals for dept 0000-00 -		8,848,885	8,054,299	8,054,299	8,344,299	9,444,778	

\* NOTES TO BUDGET: DEPARTMENT 0000-00

3811	DEBT SERVICE PROCEEDS						
	FOOTNOTE AMOUNTS:						
	BUCKET TRUCK					175,000	
	TRENCHER					115,000	
	ACCOUNT '3811' TOTAL					290,000	
	DEPT '0000-00' TOTAL					290,000	
TOTAL ESTIMATED REVENUES		8,848,885	8,054,299	8,054,299	8,344,299	9,444,778	
BEGINNING FUND BALANCE		(230,014)	(232,309)	(232,309)	(232,309)	(232,309)	(232,309)
FUND BALANCE ADJUSTMENTS		(2,295)					
ENDING FUND BALANCE		8,616,576	7,821,990	7,821,990	8,111,990	9,212,469	(232,309)

DRAFT

G/L NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
61-0000-00-3415	GRANT						
61-0000-00-3611	UTILITIES SERVICE CHARGE						
61-0000-00-3633	DEVELOPER CONTRIBUTION						
61-0000-00-3811 *	DEBT SERVICE PROCEEDS						
61-0000-00-3820	MISCELLANEOUS				106,000	106,000	
61-0000-00-3831	FUND BALANCE APPROPRIATIO						
61-0000-00-3883	SEWER FUND CONT	70,600	52,000	52,000	52,000	52,000	
61-0000-00-3904	INTEREST INCOME	70,180	49,092	49,092	49,092	49,092	
61-0000-00-3919	SYSTEM DEVELOPMENT FEE						
61-0000-00-3921	WATER SALES	1,582,203	1,598,025	1,598,025	1,598,025	1,598,025	
61-0000-00-3922	CONNECTION FEES	28,000	20,000	20,000	20,000	20,000	
61-0000-00-3923	INTEREST INCOME						
61-0000-00-3924	SEWER FUND TRANS FOR SERV						
61-0000-00-3925	ANNUAL DEBT PMT CC SCHOOL	9,950	9,950	9,950	9,950	9,950	
61-0000-00-3926	METER PURCHASE	20,000	20,000	20,000	20,000	20,000	
61-0000-00-3935	RETAINED EARNINGS	288,838				620,105	
61-0000-00-3946	CONT FROM CIP						
61-0000-00-3999	GIFT OF FIXED ASSETS						
Totals for dept 0000-00 -		2,069,771	1,749,067	1,749,067	1,855,067	2,475,172	
* NOTES TO BUDGET: DEPARTMENT 0000-00							

3811	DEBT SERVICE PROCEEDS						
	FOOTNOTE AMOUNTS:					20,000	
	GPR FOR UTILITY LOCATING						
	FOOTNOTE AMOUNTS:					86,000	
	VAC TRAILER						
	ACCOUNT '3811', TOTAL					106,000	
	DEPT '0000-00', TOTAL					106,000	
TOTAL ESTIMATED REVENUES		2,069,771	1,749,067	1,749,067	1,855,067	2,475,172	
	BEGINNING FUND BALANCE	6,628,096	6,628,096	6,628,096	6,628,096	6,628,096	
	ENDING FUND BALANCE	8,697,867	8,377,163	8,377,163	8,483,163	9,103,268	6,628,096

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN BUDGET	COUNCIL REVIEW BUDGET
ESTIMATED REVENUES							
Dept 0000-00							
62-0000-00-3415	GRANT						
62-0000-00-3420	MISC GRANT						
62-0000-00-3425	FEMA FUNDING						
62-0000-00-3811 *	DEBT SERVICE PROCEEDS	300,000					
62-0000-00-3820	MISCELLANEOUS						
62-0000-00-3826 *	CONTRIBUTION FROM WATER						
62-0000-00-3831	FUND BALANCE APPROPRIATIO						
62-0000-00-3904	INTEREST INCOME	78,317	72,264	72,264	72,264	72,264	
62-0000-00-3919	SYSTEM DEVELOPMENT FEE						
62-0000-00-3931	SEWER CHARGES	2,725,994	2,780,514	2,780,514	2,780,514	2,780,514	
62-0000-00-3932	TAPPING FEES	2,000	2,000	2,000	2,000	2,000	
62-0000-00-3933	BWC REVENUE	186,200	224,400	224,400	224,400	224,400	
62-0000-00-3934	SEWER SYS IMPROVEMENT FEE						
62-0000-00-3935	RETAINED EARNINGS	26,000					201,733
62-0000-00-3936	INTEREST INCOME						
62-0000-00-3937	TRANSFER FROM ELECT FUND						
62-0000-00-3938	DEVELOPER CONTRIBUTION						
62-0000-00-3942	FUND BALANCE CONTRIBUTION						
62-0000-00-3945	CONTRIBUTION FROM STWATER						
62-0000-00-3946	CONT FROM CIP						
62-0000-00-3999	GIFT OF FIXED ASSETS						
Totals for dept 0000-00 -		3,318,511	3,079,178	3,079,178	3,079,178	3,079,178	3,280,911

\* NOTES TO BUDGET: DEPARTMENT 0000-00

3811	DEBT SERVICE PROCEEDS						
	FOOTNOTE AMOUNTS:						
	SEWER PUMP REPLACEMENT						100,000
	FOOTNOTE AMOUNTS:						
	SEWER CRAIN TRUCK						200,000
	ACCOUNT '3811' TOTAL						300,000

3826	CONTRIBUTION FROM WATER						
	PROCEEDS FROM WATER FUND TO BE REPAID OVER 5 YEARS @ \$52,000						
	DEPT '0000-00' TOTAL	3,318,511	3,079,178	3,079,178	3,079,178		3,280,911
TOTAL ESTIMATED REVENUES							

BEGINNING FUND BALANCE	(8,731,393)	(8,731,393)	(8,731,393)	(8,731,393)	(8,731,393)		(8,731,393)
ENDING FUND BALANCE	(5,412,882)	(5,652,215)	(5,652,215)	(5,652,215)	(5,450,482)		(8,731,393)



DRAFT

GGL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD BUDGET	MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
ESTIMATED REVENUES								
Dept 7410-00 - ADMINISTRATION								
63-7410-00-3904 INTEREST INCOME								
Totals for dept 7410-00 - ADMINISTRATION								
TOTAL ESTIMATED REVENUES		584,000	581,406	581,406	731,406	774,519		
BEGINNING FUND BALANCE		630,451	630,451	630,451	630,451	630,451	630,451	630,451
ENDING FUND BALANCE		1,214,451	1,211,857	1,211,857	1,361,857	1,404,970		630,451
ESTIMATED REVENUES - ALL FUNDS		32,005,501	29,335,453	29,335,453	31,457,721	35,475,985		
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		32,005,501	29,335,453	29,335,453	31,457,721	35,475,985		
BEGINNING FUND BALANCE - ALL FUNDS		17,811,512	17,843,424	17,843,424	17,843,424	17,843,424	17,843,424	
FUND BALANCE ADJUSTMENTS - ALL FUNDS		31,912						
ENDING FUND BALANCE - ALL FUNDS		49,848,925	47,178,877	47,178,877	49,301,145	53,319,409	17,843,424	

**4**

**APPROPRIATIONS**

**BY**

**FUND**



**4**

**VERSION #3**

**APPROPRIATIONS**

**BY**

**FUND**

**MAY 27, 2025**

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED	COUNCIL REVIEW BUDGET	2025-26 BUDGET
APPROPRIATIONS								
Dept 4110-00 - TOWN COUNCIL								
10-4110-00-4120	SALARIES AND WAGES	71,331	75,038	75,038	75,038	75,038		75,038
10-4110-00-4126	FICA EXPENSE	5,457	5,740	5,740	5,740	5,740		5,740
10-4110-00-4127	INSURANCE EXPENSE	120	120	120	120	120		120
10-4110-00-4221	PROFESSION DEVELOP-EDUCAT	17,000	24,000	24,000	24,000	24,000		24,000
10-4110-00-4222	TRAVEL-MEALS, LODGING,MILE	40,000	53,000	53,000	53,000	53,000		53,000
10-4110-00-4223	POSTAGE & TELEPHONE							
10-4110-00-4230	SUPPLIES & MATERIALS	3,000	4,000	4,000	4,000	4,000		4,000
10-4110-00-4234	DUES & SUBSCRIPTIONS	26,000	25,000	25,000	25,000	25,000		25,000
10-4110-00-4266	COMPUTER							
10-4110-00-4314	CAPITAL IMPROVEMENTS							
Totals for dept 4110-00 - TOWN COUNCIL		162,908	186,898	186,898	186,898	186,898		186,898

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD BUDGET	REQUESTED DEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET	2025-26 BUDGET
APPROPRIATIONS								
Dept 4120-00 - ADMINISTRATION								
10-4120-00-4120 SALARIES AND WAGES		503,532	547,883	547,883	547,883	547,883	547,883	547,883
10-4120-00-4121 OVERTIME		2,500	2,500	2,500	2,500	2,500	2,500	2,500
10-4120-00-4122 LONGEVITY		8,664	9,284	9,284	9,284	9,284	9,284	9,284
10-4120-00-4126 FICA EXPENSE		39,432	42,878	42,878	42,878	42,878	42,878	42,878
10-4120-00-4127 INSURANCE EXPENSE		83,450	77,387	77,387	77,387	77,387	77,387	77,387
10-4120-00-4130 RETIREMENT		70,308	80,599	80,599	80,599	80,599	80,599	80,599
10-4120-00-4131 RETIREE INSURANCE								
10-4120-00-4170 401(K) RETIREMENT		25,773	28,025	28,025	28,025	28,025	28,025	28,025
10-4120-00-4221 PROFESSION DEVELOP-EDUCAT		7,500	7,000	7,000	7,000	7,000	7,000	7,000
10-4120-00-4222 TRAVEL-MEALS, LODGING, MILE		8,500	8,500	8,500	8,500	8,500	8,500	8,500
10-4120-00-4223 POSTAGE & TELEPHONE		500	500	500	500	500	500	500
10-4120-00-4225 MAINT & REPAIR-EQUIPMENT								
10-4120-00-4230 SUPPLIES & MATERIALS		8,500	8,500	8,500	8,500	8,500	8,500	8,500
10-4120-00-4234 DUES & SUBSCRIPTIONS		8,000	10,000	10,000	10,000	10,000	10,000	10,000
10-4120-00-4260 DEPARTMENTAL IMPROVEMENTS								
10-4120-00-4261 ADVERTISING		2,000	3,000	3,000	3,000	3,000	3,000	3,000
10-4120-00-4266 COMPUTER								
10-4120-00-4289 CAR ALLOWANCE								
10-4120-00-7150 CAPITAL OUTLAY ACCOUNT								
Totals for dept 4120-00 - ADMINISTRATION		768,659	826,056	826,056	826,056	826,056	826,056	826,056

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD BUDGET	REQUESTED DEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 4120-01 - FINANCE							
10-4120-01-4120	SALARIES AND WAGES	506,692	542,685	542,685	542,685	542,685	
10-4120-01-4121	OVERTIME	4,000	5,000	5,000	5,000	5,000	
10-4120-01-4122	LONGEVITY	6,468	6,868	6,868	6,868	6,868	
10-4120-01-4126	FICA EXPENSE	39,617	42,487	42,487	42,487	42,487	
10-4120-01-4127	INSURANCE EXPENSE	138,747	161,887	161,887	161,887	161,887	
10-4120-01-4130	RETIREMENT	70,638	79,864	79,864	79,864	79,864	
10-4120-01-4170	401 (K) RETIREMENT	25,894	27,769	27,769	27,769	27,769	
10-4120-01-4221	PROFESSION DEVELOP-EDUCAT	3,100	3,100	3,100	3,100	3,100	
10-4120-01-4222	TRAVEL-MEALS, LODGING, MILE	2,650	2,650	2,650	2,650	2,650	
10-4120-01-4223	POSTAGE & TELEPHONE	900	1,050	1,050	1,050	1,050	
10-4120-01-4225	MAINT & REPAIR-EQUIPMENT	500	500	500	500	500	
10-4120-01-4226	MAINT & REPAIR-VEHICLE	1,000	1,000	1,000	1,000	1,000	
10-4120-01-4227	FUEL (VEHICLES)	400	500	500	500	500	
10-4120-01-4230	SUPPLIES & MATERIALS	12,000	12,000	12,000	12,000	12,000	
10-4120-01-4233 *	CONTRACTED SERVICES	161,450	163,200	163,200	163,200	163,200	
10-4120-01-4234	DUES & SUBSCRIPTIONS	1,675	1,815	1,815	1,815	1,815	
10-4120-01-4236	TAX COLLECTION FEES						
10-4120-01-4260	DEPARTMENTAL IMPROVEMENTS						
10-4120-01-4261	ADVERTISING	2,800	2,800	2,800	2,800	2,800	
10-4120-01-4290	CREDIT CARD	22,000	22,000	22,000	22,000	22,000	
10-4120-01-5132 *	DEBT SERVICE EXPENSE	65,239	66,491	66,491	66,491	66,491	
10-4120-01-5133 *	INTEREST EXPENSE	5,157	3,904	3,904	3,904	3,904	
10-4120-01-7150	CAPITAL OUTLAY ACCOUNT						

\* NOTES TO BUDGET: DEPARTMENT 4120-01 FINANCE

4233	CONTRACTED SERVICES						
	FOOTNOTE AMOUNTS:						
	TAX BILL PRINTING	4,000	4,000	4,000	4,000	4,000	4,000
	FOOTNOTE AMOUNTS:						
	PITNEY BOWES	2,200	2,200	2,200	2,200	2,200	2,200
	FOOTNOTE AMOUNTS:						
	UTILITY BILLING	15,000	15,000	15,000	15,000	15,000	15,000
	FOOTNOTE AMOUNTS:						
	AUDIT	49,000	49,000	49,000	49,000	49,000	45,000
	CAFR						
	FOOTNOTE AMOUNTS:						
	ACTUARIAL STUDY	5,500	5,500	5,500	5,500	5,500	5,500
	FOOTNOTE AMOUNTS:						
	BANKING SERVICES	5,000	5,000	5,000	5,000	5,000	6,000
	FOOTNOTE AMOUNTS:						
	ONLINE COLLECTIONS	4,000	4,000	4,000	4,000	4,000	4,000
	FOOTNOTE AMOUNTS:						
	EZ SCAN	1,500	1,500	1,500	1,500	1,500	1,500
	EXECUTIVE						
	FOOTNOTE AMOUNTS:						
	BS&A ANNUAL MAINTENANCE	14,000	14,000	14,000	14,000	14,000	13,250
	FOOTNOTE AMOUNTS:						
	TAX COLLECTION FEES	35,000	35,000	35,000	35,000	35,000	35,000
	AUDIT FIRM TRANSFER FEES	27,000	27,000	27,000	27,000	27,000	25,000
	FOOTNOTE AMOUNTS:						
	TRANSUNION SOFTWARE	1,000	1,000	1,000	1,000	1,000	1,000

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GGL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED BUDGET	DEPT HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET	BUDGET	BUDGET
APPROPRIATIONS								
Dept 4120-01 - FINANCE								
	ACCOUNT '4233' TOTAL		163,200	163,200	163,200	163,200	156,450	
5132	DEBT SERVICE EXPENSE							
	BS&A SOFTWARE		66,491	66,491	66,491	66,491	65,239	
FOOTNOTE AMOUNTS:								
5133	INTEREST EXPENSE							
	BS&A SOFTWARE		3,904	3,904	3,904	3,904	5,157	
FOOTNOTE AMOUNTS:								
	DEPT '4120-01' TOTAL		233,595	233,595	233,595	233,595	226,846	

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW	BUDGET
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 4120-02 -	INSPECTIONS / GIS						
10-4120-02-4120	SALARIES AND WAGES	244,989	278,652	278,652	278,652	278,652	278,652
10-4120-02-4121	OVERTIME	4,000	4,000	4,000	4,000	4,000	4,000
10-4120-02-4122	LONGEVITY	2,429	3,452	3,452	3,452	3,452	3,452
10-4120-02-4126	FICA EXPENSE	19,267	21,927	21,927	21,927	21,927	21,927
10-4120-02-4127	INSURANCE EXPENSE	43,435	59,372	59,372	59,372	59,372	59,372
10-4120-02-4130	RETIREMENT	24,730	34,986	34,986	34,986	34,986	34,986
10-4120-02-4170	401(K) RETIREMENT	9,065	12,165	12,165	12,165	12,165	12,165
10-4120-02-4221	PROFESSION DEVELOP-EDUCAT	8,000	8,000	8,000	8,000	8,000	8,000
10-4120-02-4222	TRAVEL-MEALS, LODGING,MILE	5,000	5,000	5,000	5,000	5,000	5,000
10-4120-02-4223	POSTAGE & TELEPHONE	1,500	1,500	1,500	1,500	1,500	1,500
10-4120-02-4224	OFFICE SUPPLIES	8,000	9,000	9,000	9,000	9,000	9,000
10-4120-02-4225	MAINT & REPAIR-EQUIPMENT	1,000	2,000	2,000	2,000	2,000	2,000
10-4120-02-4226	MAINT & REPAIR-VEHICLE	3,000	3,000	3,000	3,000	3,000	3,000
10-4120-02-4227	FUEL (VEHICLES)	2,500	3,000	3,000	3,000	3,000	3,000
10-4120-02-4230 *	SUPPLIES & MATERIALS	12,000	13,500	13,500	13,500	13,500	13,500
10-4120-02-4231	UNIFORMS & SHOES	750	1,200	1,200	1,200	1,200	1,200
10-4120-02-4233 *	CONTRACTED SERVICES	45,150	48,350	48,350	48,350	48,350	48,350
10-4120-02-4234 *	DUES & SUBSCRIPTIONS	3,000	3,560	3,560	3,560	3,560	3,560
10-4120-02-4266	COMPUTER						
10-4120-02-4268	VEHICLE LEASE						
10-4120-02-7150 *	CAPITAL OUTLAY ACCOUNT						
Totals for dept 4120-02 - INSPECTIONS / GIS		437,815	555,664	555,664	555,664	555,664	555,664
* NOTES TO BUDGET: DEPARTMENT 4120-02 INSPECTIONS / GIS							
4230							
SUPPLIES & MATERIALS							
FOOTNOTE AMOUNTS:							
FIELD EQUIPMENT, TOOLS, GLOVES, ETC.		4,300	4,300	4,300	4,300	4,300	4,300
FOOTNOTE AMOUNTS:							
NEW CODE BOOKS		4,200	4,200	4,200	4,200	4,200	4,200
FOOTNOTE AMOUNTS:							
GIS ONLINE EQUIPMENT		3,500	3,500	3,500	3,500	3,500	3,500
FOOTNOTE AMOUNTS:							
SURFACE PRO		1,500	1,500	1,500	1,500	1,500	1,500
ACCOUNT '4230' TOTAL		13,500	13,500	13,500	13,500	13,500	13,500
4233							
CONTRACTED SERVICES							
FOOTNOTE AMOUNTS:							
DUNCAN PARNELL TRIMBLE SERVICE CONTRACT		3,000	3,000	3,000	3,000	3,000	3,000
FOOTNOTE AMOUNTS:							
ESRI ANNUAL SERVICE CONTRACT		10,700	10,700	10,700	10,700	10,700	10,700
FOOTNOTE AMOUNTS:							
CODE ENFORCEMENT GRASS / TRASH CLEAN-UP		10,000	10,000	10,000	10,000	10,000	10,000
FOOTNOTE AMOUNTS:							
AUTOCADD		1,000	1,000	1,000	1,000	1,000	1,000
FOOTNOTE AMOUNTS:							
DEMOLISHING HOUSES		21,150	21,150	21,150	21,150	21,150	21,150
FOOTNOTE AMOUNTS:							
BLUEBEAM SOFTWARE		2,500	2,500	2,500	2,500	2,500	2,500
ACCOUNT '4233' TOTAL		48,350	48,350	48,350	48,350	48,350	48,350
4234							
DUES & SUBSCRIPTIONS							

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G/L NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT BUDGET	HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED	COUNCIL REVIEW BUDGET	2025-26 BUDGET
APPROPRIATIONS									
Dept 4120-02 - INSPECTIONS / GIS									
	DUES-NCHRF		3,000		3,000		3,000		3,000
	FOOTNOTE AMOUNTS:								
	DUES-NCHRF		160		160		160		160
	ICC DEPARTMENTAL MEMBERS								
	FOOTNOTE AMOUNTS:								
	NFPA LINK SUBSCRIPTION		345		345		345		345
	FOOTNOTE AMOUNTS:								
	NCBIA DEPARTMENT MEMBERS		55		55		55		55
	ACCOUNT '4234' TOTAL		3,560		3,560		3,560		3,560
7150									
	CAPITAL OUTLAY ACCOUNT								
	FOOTNOTE AMOUNTS:								
	FORD F-150 FOR INSPECTOR		43,000		43,000		43,000		43,000
	DEPT '4120-02' TOTAL		108,410		108,410		108,410		108,410
									45,150

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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	WN COUNCIL REVIEW	BUDGET
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 4120-03 - HUMAN RESOURCES							
10-4120-03-4120	SALARIES AND WAGES	92,336	99,077	99,077	99,077	99,077	
10-4120-03-4120	LONGEVITY	100	100	100	100	100	
10-4120-03-4126	FICA EXPENSE	7,064	7,588	7,588	7,588	7,588	
10-4120-03-4127	INSURANCE EXPENSE	12,824	13,315	13,315	13,315	13,315	
10-4120-03-4130	RETIREMENT	12,595	14,263	14,263	14,263	14,263	
10-4120-03-4131	RETIREE INSURANCE	80,000	84,000	84,000	84,000	84,000	
10-4120-03-4170	401(K) RETIREMENT	4,617	4,959	4,959	4,959	4,959	
10-4120-03-4185	UNEMPLOYMENT INS RES CONT	5,000	5,000	5,000	5,000	5,000	
10-4120-03-4221	PROFESSION DEVELOP-EDUCAT	3,000	3,500	3,500	3,500	3,500	
10-4120-03-4222	TRAVEL-MEALS, LODGING,MILE	2,500	3,000	3,000	3,000	3,000	
10-4120-03-4230	SUPPLIES & MATERIALS	7,500	7,500	7,500	7,500	7,500	
10-4120-03-4231	UNIFORMS & SHOES		300	300	300	300	
10-4120-03-4233	CONTRACTED SERVICES	10,000	15,000	15,000	15,000	15,000	
10-4120-03-4234	DUES & SUBSCRIPTIONS	2,500	2,500	2,500	2,500	2,500	
10-4120-03-4261	ADVERTISING	5,000	5,000	5,000	5,000	5,000	
10-4120-03-5108	EMPLOYEE APPRECIATION EVT	20,000	25,000	25,000	25,000	25,000	
10-4120-03-5123	EAP/WEELNESS PROGRAM	500	2,000	2,000	2,000	2,000	
10-4120-03-5125	TUITION REIMBURSEMENT	1,000	2,500	2,500	2,500	2,500	
10-4120-03-9116	CONT TO OPEB RESERVE ACCT	25,000	25,000	25,000	25,000	25,000	
Totals for dept 4120-03 - HUMAN RESOURCES		291,536	319,602	319,602	319,602	319,602	



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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD BUDGET	REQUESTED DEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 4120-04 -	INFORMATION TECHNOLOGY						
10-4120-04-4120	SALARIES AND WAGES						
10-4120-04-4121	OVERTIME						
10-4120-04-4122	LONGEVITY						
10-4120-04-4126	FICA EXPENSE						
10-4120-04-4127	INSURANCE EXPENSE						
10-4120-04-4130	RETIREMENT						
10-4120-04-4170	401(K) RETIREMENT						
10-4120-04-4221	PROFESSION DEVELOP-EDUCAT						
10-4120-04-4222	TRAVEL-MEALS, LODGING,MILE						
10-4120-04-4223	POSTAGE & TELEPHONE						
10-4120-04-4224	OFFICE SUPPLIES	1,000	1,000	1,000	1,000	1,000	1,000
10-4120-04-4225	MAINT & REPAIR-EQUIPMENT	1,500	1,500	1,500	1,500	1,500	1,500
10-4120-04-4226	MAINT & REPAIR-VEHICLE						
10-4120-04-4227	FUEL (VEHICLES)						
10-4120-04-4230	SUPPLIES & MATERIALS	2,000	2,000	2,000	2,000	2,000	2,000
10-4120-04-4231	UNIFORMS & SHOES						
10-4120-04-4233	CONTRACTED SERVICES	650,000	920,000	920,000	750,000	750,000	750,000
10-4120-04-4234	DUES & SUBSCRIPTIONS	5,000	5,000	5,000	5,000	5,000	5,000
10-4120-04-4260	DEPARTMENTAL IMPROVEMENTS						
10-4120-04-4266	COMPUTER						
10-4120-04-4267	SMALL EQUIPMENT	7,500	5,000	5,000	5,000	5,000	5,000
10-4120-04-4268	VEHICLE LEASE						
10-4120-04-7150 *	CAPITAL OUTLAY ACCOUNT	43,552					
Totals for dept 4120-04 - INFORMATION TECHNOLOGY		710,552	934,500	934,500	764,500	764,500	764,500

\* NOTES TO BUDGET: DEPARTMENT 4120-04 INFORMATION TECHNOLOGY

7150	CAPITAL OUTLAY ACCOUNT						
	FOOTNOTE AMOUNTS:						
	PROTECT SHIELD (RECURRING)	26,784	26,784	26,784	26,784	26,784	26,784
	FOOTNOTE AMOUNTS:						
	2008/2012 SERVER UPGRADE (ONE-TIME)	2,098	2,098	2,098	2,098	2,098	2,098
	FOOTNOTE AMOUNTS:						
	SHAREPOINT PRTRNER PLAN (RECURRING)	1,157	1,157	1,157	1,157	1,157	1,157
	FOOTNOTE AMOUNTS:						
	SHAREPOINT DATE MIGRATION (ONE-TIME)	9,750	9,750	9,750	9,750	9,750	9,750
	FOOTNOTE AMOUNTS:						
	ONE DRIVE USER MIGRATION (ONE-TIME)	695	695	695	695	695	695
	FOOTNOTE AMOUNTS:						
	CRADLEPOINT 4G ROUTERS (BACKUPS) (O-T)	3,360	3,360	3,360	3,360	3,360	3,360
	ACCOUNT '7150' TOTAL	43,844	43,844	43,844	43,844	43,844	43,844
	DEPT '4120-04' TOTAL	43,844	43,844	43,844	43,844	43,844	43,844

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 4130-00 - PLANNING		180,387	190,577	190,577	190,577	190,577	190,577
10-4130-00-4120 SALARIES AND WAGES			1,000	1,000	1,000	1,000	1,000
10-4130-00-4121 OVERTIME		600	600	600	600	600	600
10-4130-00-4122 LONGEVITY							
10-4130-00-4126 FICA EXPENSE		13,849	14,628	14,628	14,628	14,628	14,628
10-4130-00-4127 INSURANCE EXPENSE		52,142	52,712	52,712	52,712	52,712	52,712
10-4130-00-4130 RETIREMENT		24,692	26,943	26,943	26,943	26,943	26,943
10-4130-00-4170 401(K) RETIREMENT		8,859	9,368	9,368	9,368	9,368	9,368
10-4130-00-4221 PROFESSION DEVELOP-EDUCAT		950	3,000	3,000	3,000	3,000	3,000
10-4130-00-4222 * TRAVEL-MEALS, LODGING, MILE		1,450	5,500	5,500	5,500	5,500	5,500
10-4130-00-4223 POSTAGE & TELEPHONE		600	600	600	600	600	600
10-4130-00-4225 MAINT & REPAIR-EQUIPMENT		250	250	250	250	250	250
10-4130-00-4226 MAINT & REPAIR-VEHICLE		250	750	750	750	750	750
10-4130-00-4227 FUEL (VEHICLES)		500	500	500	500	500	500
10-4130-00-4230 SUPPLIES & MATERIALS		300	500	500	500	500	500
10-4130-00-4233 * CONTRACTED SERVICES		14,500	5,500	5,500	5,500	5,500	5,500
10-4130-00-4234 DUES & SUBSCRIPTIONS		600	700	700	700	700	700
10-4130-00-4259 PART TIME EMPLOYEE							
10-4130-00-4260 DEPARTMENTAL IMPROVEMENTS							
10-4130-00-4261 ADVERTISING		5,000	5,000	5,000	5,000	5,000	5,000
10-4130-00-4262 GIS MAPPING							
10-4130-00-4266 COMPUTER							
10-4130-00-4291 RECORDING FEES		300	500	500	500	500	500
10-4130-00-5128 OPERATING LEASE							
10-4130-00-7150 CAPITAL OUTLAY ACCOUNT							
10-4130-00-9106 CONTR TO VEH REPL RENT							
Totals for dept 4130-00 - PLANNING		305,229	318,628	318,628	318,628	318,628	318,628

\* NOTES TO BUDGET: DEPARTMENT 4130-00 PLANNING

4222	TRAVEL-MEALS, LODGING, MILE
ICS CON REGISTRATION IS \$1,000 A PERSON (IF WE ATTEND), NCEDA CONFERENCE ~ \$ 1225 (TRISTYN); IDEAL LIVING EXPO ~\$1,000; NCAPA ~ \$1,000 (STEPHEN) .	
4233	CONTRACTED SERVICES
SIGNIFICANTLY LOWER THIS YEAR - LAST YEAR WE WERE PLANNING ON COMPLETING A PAVEMENT STUDY. IT DIDN'T HAPPEN.	



DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		BUDGET	ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

APPROPRIATIONS							
Dept 4260-00 - PUBLIC BUILDINGS							
ACCOUNT '4260' TOTAL		13,900	13,900	13,900	13,900	13,900	
7150	CAPITAL OUTLAY ACCOUNT						
	FOOTNOTE AMOUNTS:						
	PAVING BEHIND OPS CENTER FOR ADDITIONAL PARKING		50,000	50,000			
	FOOTNOTE AMOUNTS:		20,000				
	PAINTING OF THE FUEL TANKS						
	FOOTNOTE AMOUNTS:		55,000	55,000	55,000	55,000	55,000
	GENERATOR FOR TOWN HALL						
	FOOTNOTE AMOUNTS:		45,000				
	GENERATOR FOR OPERATION CENTER						
	FOOTNOTE AMOUNTS:		575,000	575,000	575,000	575,000	575,000
	DOWN TOWN PARKING IMPROVEMENTS						
	FOOTNOTE AMOUNTS:		100,000	100,000			
	FIRE DEPARTMENT BEDROOM ADDITION						
	FOOTNOTE AMOUNTS:		100,000	100,000	100,000	100,000	100,000
	NEW CEMETERY IMPROVEMENTS						
	FOOTNOTE AMOUNTS:		15,000	15,000	15,000	15,000	15,000
	FLOORING FOR FINANCE						
	FOOTNOTE AMOUNTS:		5,000	5,000	5,000	5,000	5,000
	ATTIC ACCESS AT TOWN HALL						
	FOOTNOTE AMOUNTS:		5,000	5,000	5,000	5,000	5,000
	TECHNOLOGICAL UGRADES TO CONFERENCE AND TRAINING ROOM AT THE OPS CENTER						
	FOOTNOTE AMOUNTS:		24,000	14,000	14,000	14,000	14,000
	REPLACE 2 HVAC UNITS @ FD AND 2 @ AT TH						
	ACCOUNT '7150' TOTAL		994,000	919,000	769,000	769,000	769,000
	DEPT '4260-00' TOTAL		1,107,900	1,007,900	857,900	857,900	857,900

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUEST	DEPT HEAD MODIFIED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 4260-02 -	GROUNDS AND LAWN MAINT						
10-4260-02-4225	MAINT & REPAIR-EQUIPMENT	10,000	13,000	13,000	13,000	13,000	13,000
10-4260-02-4229	OSHA	1,000	1,000	1,000	1,000	1,000	1,000
10-4260-02-4230	SUPPLIES & MATERIALS	5,000	6,000	6,000	6,000	6,000	6,000
10-4260-02-4233 *	CONTRACTED SERVICES	75,000	115,000	115,000	115,000	115,000	115,000
10-4260-02-4299	BUILDINGS & GROUNDS						
10-4260-02-5132	DEBT SERVICE EXPENSE		8,333	8,333	8,333	8,333	8,333
10-4260-02-5133	INTEREST EXPENSE		1,093	1,093	1,093	1,093	1,093
10-4260-02-7150 *	CAPITAL OUTLAY ACCOUNT	25,000	6,000	6,000	6,000	6,000	6,000
Totals for dept 4260-02 - GROUNDS AND LAWN MAINT		116,000	150,426	150,426	150,426	150,426	150,426
* NOTES TO BUDGET: DEPARTMENT 4260-02 GROUNDS AND LAWN MAINT							

4233	CONTRACTED SERVICES						
FOOTNOTE AMOUNTS:							
ANNUAL HIGHWAY 11 & TOWN RIGHT OF WAYS MOWING CONTRACT			115,000	115,000	115,000	115,000	115,000

7150	CAPITAL OUTLAY ACCOUNT						
FOOTNOTE AMOUNTS:							
BOOM SPRAYER FOR JOHN DEERE GATOR FOR SPRAYING OUTFALLS AND TOWN PROPERTIES			6,000	6,000	6,000	6,000	6,000
DEPT '4260-02' TOTAL			121,000	121,000	121,000	121,000	121,000

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 4310-00 - POLICE							
10-4310-00-4120	SALARIES AND WAGES	1,856,686	1,925,474	1,925,474	1,925,474	1,925,474	
10-4310-00-4121 *	OVERTIME	50,000	65,000	60,000	60,000	60,000	
10-4310-00-4122	LONGEVITY	10,121	5,900	5,900	5,900	5,900	
10-4310-00-4126	FICA EXPENSE	144,806	153,102	153,102	153,102	153,102	
10-4310-00-4127	INSURANCE EXPENSE	448,245	482,588	482,588	482,588	482,588	
10-4310-00-4130	RETIREMENT	281,602	311,805	311,805	311,805	311,805	
10-4310-00-4170	401(K) RETIREMENT	93,618	96,954	96,954	96,954	96,954	
10-4310-00-4221	PROFESSION DEVELOP-EDUCAT	6,000	6,500	6,000	6,000	6,000	
10-4310-00-4222	TRAVEL-MEALS, LODGING, MILE	7,000	7,500	7,000	7,000	7,000	
10-4310-00-4223	POSTAGE & TELEPHONE	1,000	800	800	800	800	
10-4310-00-4225	MAINT & REPAIR-EQUIPMENT	2,000	2,500	2,000	2,000	2,000	
10-4310-00-4226 *	MAINT & REPAIR-VEHICLE	68,000	72,000	70,000	70,000	70,000	
10-4310-00-4227	FUEL (VEHICLES)	65,000	70,000	65,000	65,000	65,000	
10-4310-00-4230	SUPPLIES & MATERIALS	10,000	10,000	10,000	10,000	10,000	
10-4310-00-4231	UNIFORMS & SHOES	20,000	21,000	21,000	21,000	21,000	
10-4310-00-4233 *	CONTRACTED SERVICES	83,000	118,091	114,000	114,000	114,000	
10-4310-00-4260	DEPARTMENTAL IMPROVEMENTS	3,000	3,000	3,000	3,000	3,000	
10-4310-00-4263	AUTH. FORFEITURE ALLOCATI						
10-4310-00-4264	DRUG INTERDICTION	7,500	10,000	10,000	10,000	10,000	
10-4310-00-4265	OFFICER PROCESSING						
10-4310-00-4266	COMPUTER						
10-4310-00-4267	SMALL EQUIPMENT	8,000	8,500	8,500	8,500	8,500	
10-4310-00-4268	VEHICLE LEASE	7,800	10,000	10,000	10,000	10,000	
10-4310-00-4282	CITIZEN/ REC PROGRAMS	3,000	3,000	3,000	3,000	3,000	
10-4310-00-5111	COMMUNITYEXPENSE	5,000	5,000	5,000	5,000	5,000	
10-4310-00-5132	DEBT SERVICE EXPENSE	18,400	18,400	18,400	18,400	18,400	
10-4310-00-5133	INTEREST EXPENSE	3,864	3,091	3,091	3,091	3,091	
10-4310-00-6105	ICAC GRANT						
10-4310-00-7150 *	CAPITAL OUTLAY ACCOUNT		110,814	110,814	110,814	110,814	
10-4310-00-9106	CONTR TO VEH REPL RENT						
10-4310-00-9107	CONTR TO CAPITAL IMP						
10-4310-00-9112	CONTR TO CAPITAL RESERVE						
Totals for dept 4310-00 - POLICE		3,203,642	3,521,019	3,433,498	3,503,428	3,503,428	
* NOTES TO BUDGET: DEPARTMENT 4310-00 POLICE							
4121	OVERTIME	FOOTNOTE AMOUNTS:					
	EXPAND OVERTIME TO ACCOMODATE EXTRA COMMUNITY AND SECURITY PROGRAMS		65,000	60,000	60,000	60,000	
4226	MAINT & REPAIR-VEHICLE	FOOTNOTE AMOUNTS:					
	POLICE FLEET WITH RISING SERVICE PRICES		72,000	70,000	70,000	70,000	68,000
4233	CONTRACTED SERVICES	FOOTNOTE AMOUNTS:					
	AXON , FLOCK, LEADS ONLINE, SOUTHERN SOFTWARE, DCIN, GRAY KEY / AXIOM, SCHEDULE ANYWHERE, MOTOROLA COUNTY AND SERVICE FEES, 3SI, CLEARVIEW, TRANS UNION/TLO, IDEMIA		118,091	114,000	114,000	114,000	82,200
7150	CAPITAL OUTLAY ACCOUNT	FOOTNOTE AMOUNTS:					
	FOOTNOTE AMOUNTS:		110,814	110,814	110,814	110,814	53,000

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

APPROPRIATIONS

Dept 4310-00 - POLICE								
REPLACEMENT OF CARS ( # 3 2014), (#13 2015) DODGE CHARGERS WITH FORD EXPLORERS			365,905	354,814	354,814	354,814	354,814	203,200
DEPT '4310-00' TOTAL								

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINALPT BUDGET	HEAD REQUESTEDEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET	2025-26 BUDGET
APPROPRIATIONS								
Dept 4320-00 - FIRE								
10-4320-00-4120	SALARIES AND WAGES	1,264,576	2,160,406	2,160,406	1,464,209	1,464,209		
10-4320-00-4121	OVERTIME	30,000	50,000	50,000	50,000	50,000		
10-4320-00-4122	LONGEVITY	3,850	3,750	3,750	3,750	3,750		
10-4320-00-4126	FICA EXPENSE	99,506	169,671	169,671	116,412	116,412		
10-4320-00-4127	INSURANCE EXPENSE	292,155	638,974	638,974	348,086	348,086		
10-4320-00-4130	RETIREMENT	141,751	269,479	269,479	169,366	169,366		
10-4320-00-4170	401(K) RETIREMENT	50,787	93,699	93,699	58,890	58,890		
10-4320-00-4221	PROFESSION DEVELOP-EDUCAT	46,550	55,630	50,630	50,630	50,630		
10-4320-00-4222	TRAVEL-MEALS, LODGING, MILE	18,000	18,000	18,000	18,000	18,000		
10-4320-00-4223	POSTAGE & TELEPHONE	1,100	2,000	1,500	1,500	1,500		
10-4320-00-4224	OFFICE SUPPLIES	2,500	4,500	4,000	4,000	4,000		
10-4320-00-4225 *	MAINT & REPAIR-EQUIPMENT	14,800	19,500	19,500	19,500	19,500		
10-4320-00-4226	MAINT & REPAIR-VEHICLE	77,573	85,000	80,000	80,000	80,000		
10-4320-00-4227	FUEL (VEHICLES)	20,000	20,000	20,000	20,000	20,000		
10-4320-00-4230	SUPPLIES & MATERIALS							
10-4320-00-4231	UNIFORMS & SHOES	23,500	39,094	33,094	33,094	33,094		
10-4320-00-4233 *	CONTRACTED SERVICES	50,642	67,425	59,425	59,425	59,425		
10-4320-00-4234	DUES & SUBSCRIPTIONS	16,933	17,000	17,000	17,000	17,000		
10-4320-00-4260 *	DEPARTMENTAL IMPROVEMENTS	21,000	33,599	33,599	33,599	33,599		
10-4320-00-4268	VEHICLE LEASE							
10-4320-00-4274 *	NEW EQUIPMENT	101,740	162,637	162,637	162,637	162,637		
10-4320-00-4294	MEMBER BENEFITS	32,248	34,500	34,500	34,500	34,500		
10-4320-00-4295 *	DISPOSABLE SUPPLIES AND M	18,340	25,273	22,273	22,273	22,273		
10-4320-00-4296	DRUG TESTING							
10-4320-00-4297	FIRE PREVENTION	5,500	5,500	4,500	4,500	4,500		
10-4320-00-5122	INSURANCE & BONDS	37,422	42,222	42,222	42,222	42,222		
10-4320-00-5132	DEBT SERVICE EXPENSE	85,714	85,714	85,714	85,714	85,714		
10-4320-00-5133	INTEREST EXPENSE	4,693	2,340	2,340	2,340	2,340		
10-4320-00-7150 *	CAPITAL OUTLAY ACCOUNT	80,299	329,000	329,000	329,000	329,000		
10-4320-00-9107	CONTR TO CAPITAL IMP							
10-4320-00-9112	CONTR TO CAPITAL RESERVE							

\* NOTES TO BUDGET: DEPARTMENT 4320-00 FIRE

4225	MAINT & REPAIR-EQUIPMENT										
	FOOTNOTE AMOUNTS:										
	REPLACEMENT FIRE HOSE (HOSE ON E2 IS PAST 10-YEAR LIFE)										
	FOOTNOTE AMOUNTS:										
	THERMAL IMAGING										
	FOOTNOTE AMOUNTS:										
	BOOTS AND HELMETS										
	FOOTNOTE AMOUNTS:										
	TURNOUT GEAR (15 SETS)										
	FOOTNOTE AMOUNTS:										
	HYDRANT TESTING EQUIP.										
	FOOTNOTE AMOUNTS:										
	VALVES AND SMALL EQUIPMENT										
	ACCOUNT '4225' TOTAL										
	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
	31,637	31,637	31,637	31,637	31,637	31,637	31,637	31,637	31,637	31,637	31,637
	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000
	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	162,637	162,637	162,637	162,637	162,637	162,637	162,637	162,637	162,637	162,637	162,637
4233	CONTRACTED SERVICES										
	FOOTNOTE AMOUNTS:										
	INCLUDES CGI CALIBRATION AND SERVICE FOR FIRE & PW										
	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000



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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		BUDGET	ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

APPROPRIATIONS							
Dept 4320-00 - FIRE							
4260	DEPARTMENTAL IMPROVEMENTS						
	FOOTNOTE AMOUNTS:						4,850
	DEPARTMENTAL IMPROVEMENTS						
	FOOTNOTE AMOUNTS:		7,000	7,000	7,000	7,000	7,150
	MATTRESSES/LOCKERS						
	FOOTNOTE AMOUNTS:		11,000	11,000	11,000	11,000	5,000
	HEALTH AND WELLNESS (STAIRSTEPPER, SQUAT RACK						
	FOOTNOTE AMOUNTS:		2,599	2,599	2,599	2,599	2,000
	DISHWASHER						
	FOOTNOTE AMOUNTS:		3,000	3,000	3,000	3,000	2,000
	WASHER/DRYER						
	FOOTNOTE AMOUNTS:		1,000	1,000	1,000	1,000	
	PLAN REVIEW RACK						
	FOOTNOTE AMOUNTS:		2,000	2,000	2,000	2,000	
	BLUEBEAM MONITOR						
	FOOTNOTE AMOUNTS:		7,000	7,000	7,000	7,000	
	TURNOUT GEAR DRYER (OUT OD SERVICE)						
	ACCOUNT '4260' TOTAL		33,599	33,599	33,599	33,599	21,000
4274	NEW EQUIPMENT						
	FOOTNOTE AMOUNTS:		162,637	162,637	162,637	162,637	55,040
	TURNOUT GEAR						
	FOOTNOTE AMOUNTS:						2,000
	THERMAL IMAGERS						
	FOOTNOTE AMOUNTS:						4,500
	HEALTH AND WELLNESS						
	FOOTNOTE AMOUNTS:						9,400
	SMALL EQUIPMENT/BROKEN VALVES						
	FOOTNOTE AMOUNTS:						9,400
	HELMETS & BOOTS						
	FOOTNOTE AMOUNTS:						7,400
	FIRE HOSE (MORE THAN 10 YEARS OLD)						
	FOOTNOTE AMOUNTS:						10,000
	HYDRANT TESTING EQUIPMENT						
	FOOTNOTE AMOUNTS:						4,000
	PPE-RESCUE						
	ACTIVE SHOOTER PPE						
	POWER TOOLS						
	ACCOUNT '4274' TOTAL		162,637	162,637	162,637	162,637	101,740
4295	DISPOSABLE SUPPLIES AND M						
	FOOTNOTE AMOUNTS:						8,500
	CLEANING						
	FOOTNOTE AMOUNTS:						1,000
	HAZMAT						
	FOOTNOTE AMOUNTS:						8,840
	FOAM						
	ACCOUNT '4295' TOTAL						18,340
7150	CAPITAL OUTLAY ACCOUNT						
	FOOTNOTE AMOUNTS:		65,000	65,000	65,000	65,000	7,799

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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET	2025-26 BUDGET

APPROPRIATIONS

Dept 4320-00 - FIRE								
	PICKUP WITH UPFIT		10,000	10,000	10,000	10,000	10,000	5,500
	HOSE ROLLER							
	FOOTNOTE AMOUNTS:							
	HOSE ROLLER		144,000	144,000	144,000	144,000	144,000	45,000
	(12) REPLACEMENT SCBA (OUT OF WARRANTY)							
	FOOTNOTE AMOUNTS:							
	TRAINING GROUND COMPLETION		110,000	110,000	110,000	110,000	110,000	5,500
	FOOTNOTE AMOUNTS:							
	RADIO PROJECT FOR FIRE AND POLICE							
	FOOTNOTE AMOUNTS:							
	FIRE STATION RENOVATION							
	ACCOUNT '7150' TOTAL		329,000	329,000	329,000	329,000	329,000	80,299
	DEPT '4320-00' TOTAL		752,873	752,873	752,873	752,873	752,873	221,379

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED DEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 4330-00 -	EMERGENCY MEDICAL SERVICE						
10-4330-00-4120	SALARIES AND WAGES	112,885	124,082	124,082	124,082	124,082	
10-4330-00-4121	OVERTIME	10,500	10,500	10,500	10,500	10,500	
10-4330-00-4122	LONGEVITY	600	400	400	400	400	
10-4330-00-4126	FICA EXPENSE	10,327	10,385	10,385	10,385	10,385	
10-4330-00-4127	INSURANCE EXPENSE	52,738	63,382	63,382	63,382	63,382	
10-4330-00-4130	RETIREMENT	18,413	19,520	19,520	19,520	19,520	
10-4330-00-4170	401(K) RETIREMENT	6,750	6,787	6,787	6,787	6,787	
10-4330-00-4227	FUEL (VEHICLES)						
10-4330-00-4230	SUPPLIES & MATERIALS						
10-4330-00-9112	CONTR TO CAPITAL RESERVE						
Totals for dept 4330-00 - EMERGENCY MEDICAL SERVICE		212,213	235,056	235,056	235,056	235,056	

DRAFT

GL NUMBER	DESCRIPTION	2024-25		2025-26		2025-26		2025-26		2025-26		2025-26	
		ORIGINAL PT HEAD REQUESTED		DEPT HEAD MODIFIED		MANAGER REVIEW		MANAGER REVIEW		MODIFIED		COUNCIL REVIEW	
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS													
Dept 4380-00 - ANIMAL CONTROL													
10-4380-00-4120 SALARIES AND WAGES													
10-4380-00-4121 OVERTIME													
10-4380-00-4126 FICA EXPENSE													
10-4380-00-4127 INSURANCE EXPENSE													
10-4380-00-4130 RETIREMENT													
10-4380-00-4170 401(K) RETIREMENT													
10-4380-00-4225 MAINT & REPAIR-EQUIPMENT		1,500	1,500		1,500		1,500		1,500		1,500		1,500
10-4380-00-4230 SUPPLIES & MATERIALS		2,500	2,500		2,500		2,500		2,500		2,500		2,500
10-4380-00-4233 CONTRACTED SERVICES		4,000	4,000		4,000		4,000		4,000		4,000		4,000
10-4380-00-4260 DEPARTMENTAL IMPROVEMENTS		1,000	1,000		1,000		1,000		1,000		1,000		1,000
10-4380-00-4274 NEW EQUIPMENT		750	750		750		750		750		750		750
10-4380-00-4316 FOOD AND BAIT		500	500		500		500		500		500		500
10-4380-00-4317 CHEMICALS		350	350		350		350		350		350		350
Totals for dept 4380-00 - ANIMAL CONTROL		10,600	10,600		10,600		10,600		10,600		10,600		10,600



DRAFT

2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
ORIGINAL PT	HEAD	REQUESTED	DEPT	HEAD	MODIFIED	COUNCIL REVIEW
BUDGET	BUDGET	BUDGET		BUDGET	BUDGET	BUDGET

GL NUMBER                      DESCRIPTION

APPROPRIATIONS

Dept 4510-00 - POWELL BILL - PUBLIC WORKS  
10-4510-00-4274      NEW EQUIPMENT

Totals for dept 4510-00 - POWELL BILL - PUBLIC WORK

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIED MANAGER BUDGET	COUNCIL REVIEW BUDGET

APPROPRIATIONS							
Dept 4510-02 - PUBLIC WORKS - OTHER							
10-4510-02-4120	SALARIES AND WAGES	478,129	575,568	575,568	575,568	575,568	
10-4510-02-4121	OVERTIME	15,000	15,000	15,000	15,000	15,000	
10-4510-02-4122	LONGEVITY	3,724	4,223	4,223	4,223	4,223	
10-4510-02-4126	FICA EXPENSE	38,107	45,605	45,605	45,605	45,605	
10-4510-02-4127	INSURANCE EXPENSE	148,673	161,801	161,801	161,801	161,801	
10-4510-02-4130	RETIREMENT	64,303	81,724	81,724	81,724	81,724	
10-4510-02-4170	401(K) RETIREMENT	23,571	28,416	28,416	28,416	28,416	
10-4510-02-4221	* PROFESSION DEVELOP-EDUCAT	3,000	3,000	3,000	3,000	3,000	
10-4510-02-4222	TRAVEL-MEALS, LODGING, MILE	2,000	2,000	2,000	2,000	2,000	
10-4510-02-4223	POSTAGE & TELEPHONE	800	800	800	800	800	
10-4510-02-4225	MAINT & REPAIR-EQUIPMENT	50,000	60,000	60,000	60,000	60,000	
10-4510-02-4226	MAINT & REPAIR-VEHICLE	50,000	60,000	60,000	60,000	60,000	
10-4510-02-4227	FUEL (VEHICLES)	70,000	75,000	75,000	75,000	75,000	
10-4510-02-4229	OSHA	4,500	4,500	4,500	4,500	4,500	
10-4510-02-4230	SUPPLIES & MATERIALS	30,000	35,000	35,000	35,000	35,000	
10-4510-02-4231	UNIFORMS & SHOES	20,000	20,000	20,000	20,000	20,000	
10-4510-02-4232	ENGINEERING	48,000	50,000	40,000	40,000	40,000	
10-4510-02-4233	CONTRACTED SERVICES	20,000	20,000	15,000	15,000	15,000	
10-4510-02-4268	VEHICLE LEASE						
10-4510-02-4269	SMALL HAND TOOLS						
10-4510-02-4274	NEW EQUIPMENT						
10-4510-02-5132	DEBT SERVICE EXPENSE	149,890	208,564	208,564	208,564	208,564	
10-4510-02-5133	INTEREST EXPENSE	18,150	21,316	21,316	21,316	21,316	
10-4510-02-6106	SAFE ROUTES TO SCHOOL QUICK BUILD\$						
10-4510-02-7150	* CAPITAL OUTLAY ACCOUNT	273,000	115,000	115,000	115,000	115,000	
10-4510-02-9106	CONTR TO VEH REPL RENT						
10-4510-02-9107	CONTR TO CAPITAL IMP						
Totals for dept 4510-02 - PUBLIC WORKS - OTHER		1,510,847	1,587,517	1,572,517	1,572,517	1,572,517	

\* NOTES TO BUDGET: DEPARTMENT 4510-02 PUBLIC WORKS - OTHER

4221	PROFESSION DEVELOP-EDUCAT						3,000
FOOTNOTE AMOUNTS:							

7150	CAPITAL OUTLAY ACCOUNT						
FOOTNOTE AMOUNTS:							
F-350 TON DUMP TRUCK NEEDS T BE REPLACED AS IT IS A 2006 MODEL			70,000	70,000	70,000	70,000	
FOOTNOTE AMOUNTS:			45,000	45,000	45,000	45,000	
JOHN DEERE 4600 TRACTOR NEEDS TO BE REPLACED DUE TO WORN PARTS NO LONGER OFFERED IT IS A SAFETY CONCERN FOR STAFF.							
ACCOUNT '7150' TOTAL			115,000	115,000	115,000	115,000	
DEPT '4510-02' TOTAL			115,000	115,000	115,000	115,000	3,000

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT BUDGET	HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
APPROPRIATIONS								
Dept 4510-03 -	STREETS AND SIDEWALKS							
10-4510-03-4232	ENGINEERING		5,000		5,000	5,000		5,000
10-4510-03-4251	STREET LIGHTS		80,000		80,000	80,000		80,000
10-4510-03-4270	PAVING & RESURFACING		100,000		100,000	100,000		100,000
10-4510-03-4271	MAINTENANCE-ROADS	100,000	25,000		25,000	25,000		25,000
10-4510-03-4273	TRAFFIC CONTROL	20,000	5,000		5,000	5,000		5,000
10-4510-03-4274	NEW EQUIPMENT	5,000						
10-4510-03-4315	SNOW AND ICE REMOVAL	5,000	5,000		5,000	5,000		5,000
10-4510-03-4320	SIDEWALK CONSTRUCTION	25,000	20,000		20,000	20,000		20,000
10-4510-03-5132	DEBT SERVICE EXPENSE		19,333		19,333	19,333		19,333
10-4510-03-5133	INTEREST EXPENSE		2,535		2,535	2,535		2,535
10-4510-03-7150 *	CAPITAL OUTLAY ACCOUNT	58,000	60,000		60,000			
Totals for dept 4510-03 - STREETS AND SIDEWALKS		213,000	321,868		321,868	261,868		261,868

\* NOTES TO BUDGET: DEPARTMENT 4510-03 STREETS AND SIDEWALKS

7150	CAPITAL OUTLAY ACCOUNT							
FOOTNOTE AMOUNTS:								
PAVING EQUIPMENT			60,000					
DEPT '4510-03' TOTAL			60,000					



DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	COUNCIL REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 4710-00 - SANITATION							
10-4710-00-4233 CONTRACTED SERVICES		750,000	750,000	750,000	750,000	750,000	750,000
Totals for dept 4710-00 - SANITATION		750,000	750,000	750,000	750,000	750,000	750,000

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 9500-00 - NON-DEPARTMENTAL							
10-9500-00-4127	INSURANCE EXPENSE					75,000	
10-9500-00-4223	POSTAGE & TELEPHONE	75,000	75,000	75,000	75,000	75,000	
10-9500-00-4232	ENGINEERING						
10-9500-00-4233	CONTRACTED SERVICES						
10-9500-00-4235	FEMA	28,000	2,000	2,000	2,000	2,000	
10-9500-00-4250	CONTINGENCY						
10-9500-00-4260	DEPARTMENTAL IMPROVEMENTS						
10-9500-00-4261	ADVERTISING	2,000					
10-9500-00-5101	CIVIC CONTRIB	100,000	107,000	107,000	107,000	82,000	
10-9500-00-5102	WATERMELON FEST TOWN EXP	11,000	11,000	11,000	11,000	11,000	
10-9500-00-5103	URGENT REPAIR PROGRAM						
10-9500-00-5104	CHRISTMAS PARADE	10,000	10,000	10,000	10,000	10,000	
10-9500-00-5105	MUNICIPAL ELECTIONS		25,000	25,000	25,000	25,000	
10-9500-00-5107	LEGAL SERVICES	160,000	175,000	175,000	175,000	175,000	
10-9500-00-5109	SHEPPARD LIBRARY	176,921	176,921	176,921	176,921	176,921	
10-9500-00-5110	ASSEMBLY ROOM IMPROVEMENT						
10-9500-00-5111	COMMUNITYEXPENSE	22,000	7,000	7,000	7,000	7,000	
10-9500-00-5112	COMMUNITY ROOM SUPPLIES		2,000	2,000	2,000	2,000	
10-9500-00-5113	TOWN CODE CODIFICATION	5,000	20,000	20,000	20,000	20,000	
10-9500-00-5114	CEMETERY OPEN/CLOSE	15,000	15,000	15,000	15,000	15,000	
10-9500-00-5116	SALARY INCREASE W/FRINGE						
10-9500-00-5117	GRAPHICS						
10-9500-00-5118	HUMAN RELATIONS BOARD/YOUTH COUNC:	2,000	5,000	5,000	5,000	5,000	
10-9500-00-5119	CIVICS EDUCATION	5,000	5,000	5,000	5,000	5,000	
10-9500-00-5120	WEB SITE						
10-9500-00-5121	SUBDIVISION LOC RES EXP						
10-9500-00-5122	INSURANCE & BONDS	350,000	400,000	400,000	400,000	400,000	
10-9500-00-5124	WINTERVILLE MAGAZINE	3,000	3,000	3,000	3,000	3,000	
10-9500-00-5126	CSX CROSSING MAINTENANCE	15,000	15,000	15,000	15,000	15,000	
10-9500-00-5128	OPERATING LEASE						
10-9500-00-5129	EMER OP CTR SUPPLIES	500	500	500	500	500	
10-9500-00-5132	DEBT SERVICE EXPENSE		41,333	41,333	41,333	41,333	
10-9500-00-5133	INTEREST EXPENSE		5,419	5,419	5,419	5,419	
10-9500-00-5134	ORG AND MGMT STUDY	15,000					
10-9500-00-5135	ECONOMIC DEVELOPMENT	16,000	20,000	20,000	20,000	20,000	
10-9500-00-6104	DOWNTOWN FACADE PROGRAM	10,000	7,500	7,500	7,500	7,500	
10-9500-00-7150	CAPITAL OUTLAY ACCOUNT	130,000					
10-9500-00-9105	CONTR TO VEH REPL DEBT						
10-9500-00-9107	CONTR TO CAPITAL IMP						
10-9500-00-9108	CONTR TO FIRE DEPT FUND						
10-9500-00-9109	TRANSFER TO STORMWATER FD						
10-9500-00-9110	TRANSFER TO RECREATION FD						
10-9500-00-9111	TRANSFER TO FIRE GRANT FD						
10-9500-00-9114	CONTR TO URGENT REP FUND						
10-9500-00-9115	CONTR TO POWELL BILL						
10-9500-00-9118	CONTR TO GRANT FUND						
Totals for dept 9500-00 - NON-DEPARTMENTAL		2,214,875	1,148,673	1,148,673	2,192,127	2,333,000	
TOTAL APPROPRIATIONS		15,517,275	18,054,387	17,859,471	17,567,589	17,708,462	
BEGINNING FUND BALANCE		16,994,941	17,029,148	17,029,148	17,029,148	17,029,148	17,029,148
FUND BALANCE ADJUSTMENTS		34,207					
ENDING FUND BALANCE		1,511,873	(1,025,239)	(830,323)	(538,441)	(679,314)	17,029,148

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	BUDGET	DEPT HEAD MODIFIED	MANAGER REVIEW	MODIFIED	MANAGER REVIEW
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 6010-00 - PARKS AND RECREATION							
15-6010-00-4120	SALARIES AND WAGES	362,896	503,232	503,232	431,007	431,007	431,007
15-6010-00-4121	OVERTIME	22,300	28,315	28,315	28,315	28,315	28,315
15-6010-00-4122	LONGEVITY	1,000	1,100	1,100	1,100	1,100	1,100
15-6010-00-4126	FICA EXPENSE	29,665	40,905	40,905	35,380	35,380	35,380
15-6010-00-4127	INSURANCE EXPENSE	98,765	124,747	124,747	111,945	111,945	111,945
15-6010-00-4129	PAYROLL ACCRUAL EXPENSE						
15-6010-00-4130	RETIREMENT	43,424	60,195	60,195	49,809	49,809	49,809
15-6010-00-4170	401(K) RETIREMENT	15,918	20,930	20,930	17,319	17,319	17,319
15-6010-00-4221	* PROFESSION DEVELOP-EDUCAT	5,160	5,920	5,920	5,920	5,920	5,920
15-6010-00-4222	TRAVEL-MEALS, LODGING,MILE	4,100	4,600	4,600	4,600	4,600	4,600
15-6010-00-4223	POSTAGE & TELEPHONE	1,250	1,250	1,250	1,250	1,250	1,250
15-6010-00-4224	OFFICE SUPPLIES	1,450	1,550	1,550	1,550	1,550	1,550
15-6010-00-4225	MAINT & REPAIR-EQUIPMENT	7,400	8,000	8,000	8,000	8,000	8,000
15-6010-00-4227	FUEL (VEHICLES)	7,000	7,000	7,000	7,000	7,000	7,000
15-6010-00-4228	UTILITIES	55,000	55,000	55,000	55,000	55,000	55,000
15-6010-00-4230	SUPPLIES & MATERIALS	19,500	26,500	26,500	26,500	26,500	26,500
15-6010-00-4232	ENGINEERING	5,000	5,000	5,000	5,000	5,000	5,000
15-6010-00-4233	* CONTRACTED SERVICES	11,886	12,000	12,000	12,000	12,000	12,000
15-6010-00-4234	DUES & SUBSCRIPTIONS	1,500	1,852	1,852	1,852	1,852	1,852
15-6010-00-4239	MAINT & REPAIR-FACILITY	44,000	59,500	59,500	59,500	59,500	59,500
15-6010-00-4250	CONTINGENCY						
15-6010-00-4259	PART TIME EMPLOYEE						
15-6010-00-4260	DEPARTMENTAL IMPROVEMENTS	11,000	11,000	11,000	11,000	11,000	11,000
15-6010-00-4268	VEHICLE LEASE						
15-6010-00-4274	NEW EQUIPMENT	22,800	29,300	20,000	20,000	20,000	20,000
15-6010-00-4275	CAL RIPKEN EXP	29,700	33,400	33,400	33,400	33,400	33,400
15-6010-00-4276	ROOKIE BALL	15,750	15,750	15,750	15,750	15,750	15,750
15-6010-00-4277	BABE RUTH BASEBALL						
15-6010-00-4278	TEE BALL	10,900	12,400	12,400	12,400	12,400	12,400
15-6010-00-4279	SOFTBALL						
15-6010-00-4280	FOOTBALL	24,250	27,850	27,850	27,850	27,850	27,850
15-6010-00-4281	TOURNAMENT EXPENDITURE	13,000	13,000	13,000	13,000	13,000	13,000
15-6010-00-4282	* CITIZEN/ REC PROGRAMS	31,900	46,300	46,300	46,300	46,300	46,300
15-6010-00-4283	CONCESSION EXP	40,700	40,700	40,700	40,700	40,700	40,700
15-6010-00-4284	SENIOR PROGRAMS	5,000	6,500	6,500	6,500	6,500	6,500
15-6010-00-4285	CAL RIPKEN ALL STAR	15,500	15,500	15,500	15,500	15,500	15,500
15-6010-00-4286	BABE RUTH BASEBALL ALLSTA	3,300	3,300	3,300	3,300	3,300	3,300
15-6010-00-4287	BABE RUTH BASEBALL	9,500	9,500	9,500	9,500	9,500	9,500
15-6010-00-4298	FALL BALL	20,750	21,750	21,750	21,750	21,750	21,750
15-6010-00-4319	SENIOR CITIZENS CLUB						
15-6010-00-5116	SALARY INCREASE W/FRINGE	99,132					
15-6010-00-5132	DEBT SERVICE EXPENSE	2,478					
15-6010-00-5133	INTEREST EXPENSE	41,000	510,500	235,500	135,500	135,500	135,500
15-6010-00-7150	* CAPITAL OUTLAY ACCOUNT						
15-6010-00-9105	CONTR TO VEH REPL DEBT						
15-6010-00-9106	CONTR TO VEH REPL RENT						
15-6010-00-9107	CONTR TO CAPITAL IMP						
15-6010-00-9112	CONTR TO CAPITAL RESERVE	40,000		40,000	40,000	40,000	40,000
15-6010-00-9119	CONTR TO CAPITAL RESERVE - MULTI-I	25,000					
Totals for dept 6010-00 - PARKS AND RECREATION		1,198,874	1,804,346	1,520,046	1,315,497	1,365,497	
* NOTES TO BUDGET: DEPARTMENT 6010-00 PARKS AND RECREATION							

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL PT HEAD REQUESTED BUDGET	2025-26 DEPT HEAD MODIFIED BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MODIFIED COUNCIL REVIEW BUDGET
APPROPRIATIONS					
Dept 6010-00 - PARKS AND RECREATION					
4233	RRS WORKSHOP	345	345	345	345
	FOOTNOTE AMOUNTS:				345
	NCRPA CONFERENCE	1,785	1,785	1,785	1,785
	FOOTNOTE AMOUNTS:				1,785
	PESTICIDE WORKSHOPS	200	200	200	200
	FOOTNOTE AMOUNTS:				200
	NC DIRECTORS CONFERENCE	200	200	200	200
	FOOTNOTE AMOUNTS:				200
	NCRPA WORKSHOPS	430	430	430	430
	FOOTNOTE AMOUNTS:				430
	PLAYGROUND MAINT WORKSHOP	200	200	200	200
	ATHLETICS CONFERENCE	150	150	150	150
	FOOTNOTE AMOUNTS:				150
4282	FOOTNOTE AMOUNTS:	2,410	2,410	2,410	2,410
	CPRP/CPSI	200	200	200	200
	STMA CONFERENCE				
	FOOTNOTE AMOUNTS:				
	ACCOUNT '4221' TOTAL	5,920	5,920	5,920	5,920
	CONTRACTED SERVICES				
	ACTIVENET FEES	1,400	1,400	1,400	1,400
	FOOTNOTE AMOUNTS:				1,260
	UNIFIRST 1ST AID	600	600	600	600
	FOOTNOTE AMOUNTS:				600
	FIELD LIGHTING CONTROLS	1,200	1,200	1,200	1,200
	FOOTNOTE AMOUNTS:				2,026
	RECDESK ANNUAL FEE	6,800	6,800	6,800	6,800
7150	FOOTNOTE AMOUNTS:				8,000
	POINT N PAY	2,000	2,000	2,000	2,000
	FOOTNOTE AMOUNTS:				
	ACCOUNT '4233' TOTAL	12,000	12,000	12,000	11,886
	CITIZEN/ REC PROGRAMS				
	CONCERTS	8,000	8,000	8,000	8,000
	FOOTNOTE AMOUNTS:				
	SPECIAL EVENTS	22,800	22,800	22,800	22,800
	FOOTNOTE AMOUNTS:				
	MOVIES	2,500	2,500	2,500	2,500
	FOOTNOTE AMOUNTS:				
	CHEER/CAMP	6,500	6,500	6,500	6,500
	FOOTNOTE AMOUNTS:				
	FOOTNOTE AMOUNTS:	2,000	2,000	2,000	2,000
	FOOTNOTE AMOUNTS:	4,500	4,500	4,500	4,500
	FOOTNOTE AMOUNTS:				
	ACCOUNT '4282' TOTAL	46,300	46,300	46,300	46,300
	CAPITAL OUTLAY ACCOUNT				
	NEW SPEAKERS FOR REC PARK AMPHITHEATER	37,000	37,000	37,000	37,000
	FOOTNOTE AMOUNTS:				41,000
	FOOTNOTE AMOUNTS:	17,000	17,000	17,000	17,000
	HUSTLER LAWN MOWER-REPLACEMENT				
	FOOTNOTE AMOUNTS:				
	FOOTNOTE AMOUNTS:				
	FOOTNOTE AMOUNTS:				
	FOOTNOTE AMOUNTS:				

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL PT BUDGET	2025-26 REQUESTED BUDGET	2025-26 HEAD MODIFIED BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MANAGER MODIFIED BUDGET	2025-26 COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 6010-00 - PARKS AND RECREATION							
	FIELD LIGHTING AT HILLCREST PARK		275,000				
	FOOTNOTE AMOUNTS:						
	FOOTNOTE AMOUNTS:		100,000	100,000			
	MATCHING PART TO ACCESSIBILITY GRANT						
	FOOTNOTE AMOUNTS:		29,000	29,000	29,000	29,000	
	NEW SPEAKERS FOR 2 CONCESSION STANDS						
	FOOTNOTE AMOUNTS:		3,500	3,500	3,500	3,500	
	MATERIAL FOR ADD'L BATTING CAGE						
	FOOTNOTE AMOUNTS:		36,000	36,000	36,000	36,000	
	CAMERAS REC PARK- MATERIAL, LABOR, LIC						
	FOOTNOTE AMOUNTS:		13,000	13,000	13,000	13,000	
	CAMERAS HILLCREST-2 MATERL, LABOR, LIC						
	ACCOUNT '7150' TOTAL		510,500	235,500	135,500	135,500	41,000
	DEPT '6010-00' TOTAL		574,720	299,720	199,720	199,720	58,046
TOTAL APPROPRIATIONS		1,198,874	1,804,346	1,520,046	1,315,497	1,365,497	
BEGINNING FUND BALANCE							
ENDING FUND BALANCE		1,847,883	1,847,883	1,847,883	1,847,883	1,847,883	1,847,883

DRAFT

GL NUMBER	DESCRIPTION	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS								
Dept 4510-00 - POWELL BILL - PUBLIC WORKS								
16-4510-00-4232	ENGINEERING	25,000	25,000	25,000	25,000	25,000	25,000	
16-4510-00-4260	DEPARTMENTAL IMPROVEMENTS							
16-4510-00-4270	PAVING & RESURFACING	194,763	75,000	75,000	75,000	150,000	150,000	
16-4510-00-4271	MAINTENANCE-ROADS	30,000	30,000	30,000	30,000	64,146	64,146	
16-4510-00-4272	DRAINAGE & STORMWATER	50,000	50,000	50,000	50,000	80,000	80,000	
16-4510-00-4273	TRAFFIC CONTROL	6,000	6,000	6,000	6,000	6,000	6,000	
16-4510-00-4274	NEW EQUIPMENT							
16-4510-00-4315	SNOW AND ICE REMOVAL	1,500	1,500	1,500	1,500	1,500	1,500	
16-4510-00-4320	SIDEWALK CONSTRUCTION	80,000	80,000	80,000	80,000	80,000	80,000	
16-4510-00-9107	CONTR TO CAPITAL IMP							
16-4510-00-9109	TRANSFER TO STORMWATER FD							
Totals for dept 4510-00 - POWELL BILL - PUBLIC WORK		387,263	267,500	267,500	267,500	406,646	406,646	
TOTAL APPROPRIATIONS								
		387,263	267,500	267,500	267,500	406,646	406,646	
BEGINNING FUND BALANCE		572,730	572,730	572,730	572,730	572,730	572,730	572,730
ENDING FUND BALANCE		185,467	305,230	305,230	305,230	166,084	166,084	572,730

DRAFT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL PT BUDGET	2025-26 HEAD REQUESTED BUDGET	2025-26 DEPT HEAD BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MODIFIED BUDGET	2025-26 COUNCIL REVIEW BUDGET
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APPROPRIATIONS							
Dept 4510-00 - POWELL BILL - PUBLIC WORKS							
20-4510-00-4233 CONTRACTED SERVICES							
Totals for dept 4510-00 - POWELL BILL - PUBLIC WORK							





DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED	COUNCIL REVIEW BUDGET	2025-26 BUDGET
	APPROPRIATIONS							
	Dept 4520-00 - TRANSPORTATION GRANT							
	24-4520-00-4120 SALARIES AND WAGES							
	24-4520-00-4126 FICA EXPENSE							
	24-4520-00-4230 SUPPLIES & MATERIALS	60,922						
	24-4520-00-4233 CONTRACTED SERVICES							
	Totals for dept 4520-00 - TRANSPORTATION GRANT	60,922						
	TOTAL APPROPRIATIONS	60,922						
	BEGINNING FUND BALANCE	29,512	29,512	29,512	29,512	29,512	29,512	29,512
	ENDING FUND BALANCE	(31,410)	29,512	29,512	29,512	29,512	29,512	29,512

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN COUNCIL REVIEW BUDGET	BUDGET
APPROPRIATIONS							
Dept 7110-00 - ADMINISTRATION							
60-7110-00-4120 SALARIES AND WAGES		899,678	951,298	951,298	951,298	951,298	
60-7110-00-4121 OVERTIME		28,000	28,000	28,000	28,000	28,000	
60-7110-00-4122 LONGEVITY		6,994	7,396	7,396	7,396	7,396	
60-7110-00-4126 FICA EXPENSE		71,685	75,972	75,972	75,972	75,972	
60-7110-00-4127 INSURANCE EXPENSE		188,112	166,386	166,386	166,386	166,386	
60-7110-00-4128 OPEB INSURANCE EXPENSE							
60-7110-00-4129 PAYROLL ACCRUAL EXPENSE							
60-7110-00-4130 RETIREMENT		118,667	113,295	113,295	113,295	113,295	
60-7110-00-4170 401(K) RETIREMENT		43,490	39,394	39,394	39,394	39,394	
60-7110-00-4171 PENSION EXP/REV							
60-7110-00-4172 DEF OUTFLOWS CY CONT							
60-7110-00-4185 UNEMPLOYMENT INS RES CONT							
60-7110-00-4221 PROFESSION DEVELOP-EDUCAT		26,700	27,900	27,900	27,900	27,900	
60-7110-00-4222 TRAVEL-MEALS, LODGING,MILE		11,200	11,400	11,400	11,400	11,400	
60-7110-00-4223 POSTAGE & TELEPHONE		2,000	2,000	2,000	2,000	2,000	
60-7110-00-4224 OFFICE SUPPLIES		2,500	2,500	2,500	2,500	2,500	
60-7110-00-4225 MAINT & REPAIR-EQUIPMENT		22,000	24,000	24,000	24,000	24,000	
60-7110-00-4226 MAINT & REPAIR-VEHICLE		12,000	16,500	16,500	16,500	16,500	
60-7110-00-4227 FUEL (VEHICLES)		25,000	25,000	25,000	25,000	25,000	
60-7110-00-4228 UTILITIES		20,000	20,000	20,000	20,000	20,000	
60-7110-00-4229 OSHA		27,300	20,000	20,000	20,000	20,000	
60-7110-00-4230 SUPPLIES & MATERIALS		269,728	320,000	320,000	320,000	320,000	
60-7110-00-4231 UNIFORMS & SHOES		25,500	25,500	25,500	25,500	25,500	
60-7110-00-4232 * ENGINEERING		201,500	217,000	217,000	217,000	217,000	
60-7110-00-4233 CONTRACTED SERVICES		158,800	168,500	168,500	168,500	168,500	
60-7110-00-4234 * DUES & SUBSCRIPTIONS		31,400	32,500	32,500	32,500	32,500	
60-7110-00-4250 CONTINGENCY							
60-7110-00-4260 DEPARTMENTAL IMPROVEMENTS		11,000	10,000	10,000	10,000	10,000	
60-7110-00-4261 ADVERTISING		1,700	1,700	1,700	1,700	1,700	
60-7110-00-4274 NEW EQUIPMENT							
60-7110-00-4293 * MAINTENANCE - SUBSTATION		126,000	120,000	120,000	120,000	120,000	
60-7110-00-4301 CUSTOMER BILL PREPARATION		8,000	8,900	8,900	8,900	8,900	
60-7110-00-4302 PURCHASE FOR RESALE		4,200,000	5,000,000	4,700,000	4,700,000	4,700,000	
60-7110-00-4303 NORTH CAROLINA SALES TAX		491,781	496,699	496,699	496,699	496,699	
60-7110-00-4321 COAL ASH COMPLIANCE							
60-7110-00-4695 DEPRECIATION EXPENSES							
60-7110-00-5116 SALARY INCREASE W/FRINGE							
60-7110-00-5132 DEBT SERVICE EXPENSE		95,719					
60-7110-00-5133 INTEREST EXPENSE		2,393					
60-7110-00-5137 ACCRUED INTREST EXPENSE							
60-7110-00-7150 CAPITAL OUTLAY ACCOUNT							
60-7110-00-9101 CONTR TO GEN FUND SVC RND		471,038	562,938	562,938	562,938	562,938	
60-7110-00-9104 CONTR TO SEWER FUND							
60-7110-00-9105 CONTR TO VEH REPL DEBT							
60-7110-00-9106 CONTR TO VEH REPL REPT							
60-7110-00-9107 CONTR TO CAPITAL IMP							
60-7110-00-9112 CONTR TO CAPITAL RESERVE							
60-7110-00-9113 GENERAL FUND TRANSFER							
Totals for dept 7110-00 - ADMINISTRATION		350,000	350,000	350,000	350,000	350,000	
		7,949,885	8,844,778	8,544,778	8,544,778	8,544,778	

\* NOTES TO BUDGET: DEPARTMENT 7110-00 ADMINISTRATION

4232	ENGINEERING	FOOTNOTE AMOUNTS:	50,000	50,000	50,000	40,000
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GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD MODIFIED	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 8010-00 - CAPITAL OUTLAY							
60-8010-00-7150 * CAPITAL OUTLAY ACCOUNT		690,000	930,000	690,000	690,000	690,000	
Totals for dept 8010-00 - CAPITAL OUTLAY		690,000	930,000	690,000	690,000	690,000	
* NOTES TO BUDGET: DEPARTMENT 8010-00 CAPITAL OUTLAY							

7150	CAPITAL OUTLAY ACCOUNT						
	FOOTNOTE AMOUNTS:	200,000	200,000	200,000	200,000	200,000	200,000
	NEW S/D						
	FOOTNOTE AMOUNTS:	200,000	200,000	200,000	200,000	200,000	200,000
	NEW ELECTRIC TERRITORY /						
	FOOTNOTE AMOUNTS:	175,000	175,000	175,000	175,000	175,000	200,000
	ALTEC AT40-G SMALL BUCKET TRUCK						
	FOOTNOTE AMOUNTS:	115,000	115,000	115,000	115,000	115,000	
	RT 45B TRENCHER						
	FOOTNOTE AMOUNTS:						90,000
	ACCOUNT '7150' TOTAL	690,000	690,000	690,000	690,000	690,000	690,000
	DEPT '8010-00' TOTAL	690,000	690,000	690,000	690,000	690,000	690,000
TOTAL APPROPRIATIONS		8,848,885	9,984,778	9,444,778	9,444,778	9,444,778	

BEGINNING FUND BALANCE	(230,014)	(232,309)	(232,309)	(232,309)	(232,309)	(232,309)
FUND BALANCE ADJUSTMENTS	(2,295)					
ENDING FUND BALANCE	(9,081,194)	(10,217,087)	(9,677,087)	(9,677,087)	(9,677,087)	(232,309)

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD BUDGET	REQUESTED DEPT BUDGET	HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 7210-00 - ADMINISTRATION							
61-7210-00-4120	SALARIES AND WAGES	312,095	336,437	336,437	336,437	336,437	336,437
61-7210-00-4121	OVERTIME	23,000	23,000	23,000	23,000	23,000	23,000
61-7210-00-4122	LONGEVITY	900	900	900	900	900	900
61-7210-00-4126	FICA EXPENSE	25,828	27,694	27,694	27,694	27,694	27,694
61-7210-00-4127	INSURANCE EXPENSE	89,360	90,109	90,109	90,109	90,109	90,109
61-7210-00-4128	OPEB INSURANCE EXPENSE						
61-7210-00-4129	PAYROLL ACCRUAL EXPENSE						
61-7210-00-4130	RETIREMENT	44,328	50,107	50,107	50,107	50,107	50,107
61-7210-00-4170	401(K) RETIREMENT	16,249	17,423	17,423	17,423	17,423	17,423
61-7210-00-4171	PENSION EXP/REV						
61-7210-00-4221	PROFESSION DEVELOP-EDUCAT	6,000	6,000	6,000	6,000	6,000	6,000
61-7210-00-4222	TRAVEL-MEALS, LODGING,MILE	2,000	2,000	2,000	2,000	2,000	2,000
61-7210-00-4223	POSTAGE & TELEPHONE	800	800	800	800	800	800
61-7210-00-4224	OFFICE SUPPLIES	1,500	2,000	2,000	2,000	2,000	2,000
61-7210-00-4225	MAINT & REPAIR-EQUIPMENT	29,905	35,000	35,000	35,000	35,000	35,000
61-7210-00-4226	MAINT & REPAIR-VEHICLE	10,000	15,000	15,000	15,000	15,000	15,000
61-7210-00-4227	FUEL (VEHICLES)	25,000	25,000	25,000	25,000	25,000	25,000
61-7210-00-4228	UTILITIES	50,000	50,000	50,000	50,000	50,000	50,000
61-7210-00-4229	OSHA	2,500	2,500	2,500	2,500	2,500	2,500
61-7210-00-4230	SUPPLIES & MATERIALS	65,000	85,000	85,000	85,000	85,000	85,000
61-7210-00-4231	UNIFORMS & SHOES						
61-7210-00-4232	ENGINEERING	15,000	50,000	40,000	40,000	40,000	40,000
61-7210-00-4233	CONTRACTED SERVICES	50,000	60,000	50,000	50,000	50,000	50,000
61-7210-00-4234	DUES & SUBSCRIPTIONS	4,500	4,500	4,500	4,500	4,500	4,500
61-7210-00-4250	CONTINGENCY						
61-7210-00-4260	DEPARTMENTAL IMPROVEMENTS						
61-7210-00-4261	ADVERTISING						
61-7210-00-4262	GIS MAPPING						
61-7210-00-4268	VEHICLE LEASE						
61-7210-00-4269	SMALL HAND TOOLS						
61-7210-00-4274 *	NEW EQUIPMENT	4,500	6,000	6,000	6,000	6,000	6,000
61-7210-00-4301	CUSTOMER BILL PREPARATION	8,000	8,800	8,800	8,800	8,800	8,800
61-7210-00-4695	DEPRECIATION EXPENSES						
61-7210-00-4696	LOSS ON DISPOSAL OF ASSET						
61-7210-00-5116	SALARY INCREASE W/FRINGE						
61-7210-00-5132	DEBT SERVICE EXPENSE	150,370	187,111	187,111	187,111	187,111	187,111
61-7210-00-5133	INTEREST EXPENSE	33,868	29,753	29,753	29,753	29,753	29,753
61-7210-00-5137	ACCRUED INTREST EXPENSE						
61-7210-00-6101	AIA GRANT						
61-7210-00-7150	CAPITAL OUTLAY ACCOUNT						
61-7210-00-9101	CONTR TO GEN FUND SVC RND	413,568	501,038	501,038	501,038	501,038	501,038
61-7210-00-9103	CONTR TO METERING DIVISIO	65,500	65,000	65,000	65,000	65,000	65,000
61-7210-00-9104	CONTR TO SEWER FUND						
61-7210-00-9105	CONTR TO VEH REPL DEBT						
61-7210-00-9106	CONTR TO VEH REPL REPT						
61-7210-00-9107	CONTR TO CAPITAL IMP						
61-7210-00-9112	CONTR TO CAPITAL RESERVE						
61-7210-00-9113	GENERAL FUND TRANSFER						
Totals for dept 7210-00 - ADMINISTRATION		1,449,771	1,681,172	1,661,172	1,661,172	1,661,172	1,661,172

\* NOTES TO BUDGET: DEPARTMENT 7210-00 ADMINISTRATION

4274	NEW EQUIPMENT	6,000	6,000	6,000	6,000	6,000	6,000
FOOTNOTE AMOUNTS:		6,000	6,000	6,000	6,000	6,000	6,000

DRAFT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL PT BUDGET	2025-26 HEAD REQUESTED BUDGET	2025-26 DEPT HEAD BUDGET	2025-26 MODIFIED BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MODIFIED COUNCIL REVIEW BUDGET
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APPROPRIATIONS							
Dept 7210-00 - ADMINISTRATION							
AUTOMATIC FLUSHERS FOR WATER QUALITY							
DEPT '7210-00' TOTAL							
		6,000	6,000	6,000	6,000	6,000	

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED DEPT HEAD MODIFIED BUDGET	PT HEAD REQUESTED DEPT HEAD MODIFIED BUDGET	DEPT HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED WN COUNCIL REVIEW BUDGET	2025-26 BUDGET
		560,000	700,000	700,000	700,000	700,000	700,000
		560,000	700,000	700,000	700,000	700,000	700,000
Totals for dept 7230-00 - WATER PURCHASE							



DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT HEAD REQUESTED	DEPT HEAD MODIFIED	MANAGER REVIEW	MANAGER MODIFIED	WN COUNCIL REVIEW	BUDGET
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
APPROPRIATIONS							
Dept 8010-00 - CAPITAL OUTLAY							
61-8010-00-7150 * CAPITAL OUTLAY ACCOUNT							
Totals for dept 8010-00 - CAPITAL OUTLAY		60,000	121,000	121,000	114,000	114,000	
		60,000	121,000	121,000	114,000	114,000	
* NOTES TO BUDGET: DEPARTMENT 8010-00 CAPITAL OUTLAY							

7150	CAPITAL OUTLAY ACCOUNT						
	FOOTNOTE AMOUNTS:		20,000	20,000	20,000	20,000	
	GPR FOR UTILITY LOCATING						
	FOOTNOTE AMOUNTS:		7,000				
	PLATE TAMP						
	FOOTNOTE AMOUNTS:		8,000	8,000	8,000	8,000	
	CHLORINE GAS ALARMS FOR WELLS REQUESTED BY THE STATE DURING INSPECTION						
	FOOTNOTE AMOUNTS:		86,000	86,000	86,000	86,000	
	VAC TRAILER WITH VALVE EXERCISER						
	ACCOUNT '7150' TOTAL		121,000	114,000	114,000	114,000	
	DEPT '8010-00' TOTAL		121,000	114,000	114,000	114,000	
TOTAL APPROPRIATIONS		2,069,771	2,502,172	2,482,172	2,475,172	2,475,172	
	BEGINNING FUND BALANCE	6,628,096	6,628,096	6,628,096	6,628,096	6,628,096	
	ENDING FUND BALANCE	4,558,325	4,125,924	4,145,924	4,152,924	4,152,924	
							6,628,096
							6,628,096

DRAFT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL PT BUDGET	2025-26 REQUESTED BUDGET	2025-26 HEAD MODIFIED BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MODIFIED BUDGET	2025-26 COUNCIL REVIEW BUDGET
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APPROPRIATIONS							
Dept 7310-00 - ADMINISTRATION - GENERAL							
62-7310-00-4128	OPFB INSURANCE EXPENSE						
62-7310-00-5137	ACCRUED INTREST EXPENSE						
Totals for dept 7310-00 - ADMINISTRATION - GENERAL							



DRAFT

2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
ORIGINAL PT	HEAD REQUESTED	DEPT HEAD	MODIFIED	MANAGER REVIEW	MODIFIED	COUNCIL REVIEW
BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

GL NUMBER                      DESCRIPTION

APPROPRIATIONS

Dept 7310-21 - ADMIN - PUMP STATION  
62-7310-21-4227      FUEL (VEHICLES)

Totals for dept 7310-21 - ADMIN - PUMP STATION

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN COUNCIL REVIEW BUDGET	BUDGET
APPROPRIATIONS							
Dept 7320-20 -	OPERATIONS - COLLECTIONS						
62-7320-20-4120	SALARIES AND WAGES	188,457	205,890	205,890	205,890	205,890	205,890
62-7320-20-4121	OVERTIME	13,000	15,000	15,000	15,000	15,000	15,000
62-7320-20-4122	LONGEVITY	300	300	300	300	300	300
62-7320-20-4126	FICA EXPENSE	15,504	17,003	17,003	17,003	17,003	17,003
62-7320-20-4127	INSURANCE EXPENSE	36,935	39,515	39,515	39,515	39,515	39,515
62-7320-20-4130	RETIREMENT	27,643	31,961	31,961	31,961	31,961	31,961
62-7320-20-4170	401 (K) RETIREMENT	10,133	11,113	11,113	11,113	11,113	11,113
62-7320-20-4221	PROFESSION DEVELOP-EDUCAT	3,000	3,000	3,000	3,000	3,000	3,000
62-7320-20-4222	TRAVEL-MEALS, LODGING, MILE	2,500	2,500	2,500	2,500	2,500	2,500
62-7320-20-4223	POSTAGE & TELEPHONE	1,000	1,000	1,000	1,000	1,000	1,000
62-7320-20-4225	MAINT & REPAIR-EQUIPMENT	90,000	95,000	95,000	95,000	95,000	95,000
62-7320-20-4226	MAINT & REPAIR-VEHICLE	25,000	30,000	30,000	30,000	30,000	30,000
62-7320-20-4228	UTILITIES	70,000	70,000	70,000	70,000	70,000	70,000
62-7320-20-4229	OSHA	2,000	2,000	2,000	2,000	2,000	2,000
62-7320-20-4230	SUPPLIES & MATERIALS	80,000	100,000	100,000	100,000	100,000	100,000
62-7320-20-4232	ENGINEERING	25,000	50,000	50,000	50,000	50,000	50,000
62-7320-20-4233 *	CONTRACTED SERVICES	24,960	125,000	125,000	125,000	125,000	125,000
62-7320-20-4234	DUES & SUBSCRIPTIONS	1,500	2,000	2,000	2,000	2,000	2,000
62-7320-20-4250	CONTINGENCY						
62-7320-20-4262	GIS MAPPING						
62-7320-20-4274	NEW EQUIPMENT	4,500	4,500	4,500	4,500	4,500	4,500
62-7320-20-4301	CUSTOMER BILL PREPARATION	8,000	8,965	8,965	8,965	8,965	8,965
62-7320-20-4309	MAJOR UNSCHEDULED MAINTEN						
62-7320-20-4310	CMSD EXPENSE	1,429,770	1,263,296	1,263,296	1,263,296	1,263,296	1,263,296
62-7320-20-4311	CMSD GRANT						
62-7320-20-4695	DEPRECIATION EXPENSES						
62-7320-20-5132	DEBT SERVICE EXPENSE	371,340	392,621	392,621	392,621	392,621	392,621
62-7320-20-5133	INTEREST EXPENSE	42,923	47,562	47,562	47,562	47,562	47,562
62-7320-20-5138	CUSTOMER REFUND						
62-7320-20-6101	AIA GRANT						
62-7320-20-7150	CAPITAL OUTLAY ACCOUNT						
62-7320-20-9101	CONTR TO GEN FUND SVC RND	408,946	495,685	495,685	495,685	495,685	495,685
62-7320-20-9102	CONTR TO WATER FUND SVC R						
62-7320-20-9103	CONTR TO METERING DIVISIO	65,500	65,000	65,000	65,000	65,000	65,000
62-7320-20-9107	CONTR TO CAPITAL IMP						
62-7320-20-9112	CONTR TO CAPITAL RESERVE						
62-7320-20-9117	CONT TO WATER FUND	70,600	52,000	52,000	52,000	52,000	52,000
Totals for dept 7320-20 - OPERATIONS - COLLECTIONS		3,018,511	3,130,911	3,130,911	3,130,911	3,130,911	3,130,911

4233	CONTRACTED SERVICES						
	FOOTNOTE AMOUNTS:						
	EMERGENCY REPAIRS	18,500	18,500	18,500	18,500	18,500	18,500
	UTILITY ASPHALT CUTS	6,500	6,500	6,500	6,500	6,500	6,500
	LIFT STATION REPAIRS	50,000	50,000	50,000	50,000	50,000	50,000
	DENALI TANK CLEANING	50,000	50,000	50,000	50,000	50,000	50,000
	ACCOUNT '4233' TOTAL	125,000	125,000	125,000	125,000	125,000	125,000
	DEPT '7320-20' TOTAL	125,000	125,000	125,000	125,000	125,000	125,000

DRAFT

2024-25	2025-26	2025-26	2025-26	2025-26	2025-26	2025-26
ORIGINAL PT	HEAD REQUESTED	DEPT HEAD	MODIFIED	MANAGER REVIEW	MODIFIED	WN COUNCIL REVIEW
BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

GL NUMBER                      DESCRIPTION

APPROPRIATIONS

Dept 7420-00 - OPERATIONS  
62-7420-00-6101    AIA GRANT

Totals for dept 7420-00 - OPERATIONS

DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT MODIFIED BUDGET	MANAGER REVIEW BUDGET	MODIFIEDWN COUNCIL REVIEW BUDGET	2025-26 BUDGET
APPROPRIATIONS							
Dept 8010-00 - CAPITAL OUTLAY							
62-8010-00-7150 * CAPITAL OUTLAY ACCOUNT		300,000	200,000	200,000	150,000	150,000	
Totals for dept 8010-00 - CAPITAL OUTLAY		300,000	200,000	200,000	150,000	150,000	
* NOTES TO BUDGET: DEPARTMENT 8010-00 CAPITAL OUTLAY							

7150	CAPITAL OUTLAY ACCOUNT						
FOOTNOTE AMOUNTS:			200,000	150,000	150,000	150,000	
WET WELL REHAB WORK							
DEPT '8010-00' TOTAL			200,000	150,000	150,000	150,000	
TOTAL APPROPRIATIONS		3,318,511	3,330,911	3,330,911	3,280,911	3,280,911	
BEGINNING FUND BALANCE		(8,731,393)	(8,731,393)	(8,731,393)	(8,731,393)	(8,731,393)	
ENDING FUND BALANCE		(12,049,904)	(12,062,304)	(12,062,304)	(12,012,304)	(8,731,393)	(8,731,393)





DRAFT

GL NUMBER	DESCRIPTION	2024-25	2025-26	2025-26	2025-26	2025-26	2025-26
		ORIGINAL PT BUDGET	HEAD REQUESTED BUDGET	DEPT HEAD MODIFIED BUDGET	MANAGER REVIEW BUDGET	MANAGER MODIFIED BUDGET	COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 7420-00 - OPERATIONS							
63-7420-00-4120 SALARIES AND WAGES		141,002	156,081	156,081	156,081	156,081	
63-7420-00-4121 OVERTIME		4,000	4,000	4,000	4,000	4,000	
63-7420-00-4122 LONGEVITY		400	500	500	500	500	
63-7420-00-4126 FICA EXPENSE		11,146	12,309	12,309	12,309	12,309	
63-7420-00-4127 INSURANCE EXPENSE		65,575	65,514	65,514	65,514	65,514	
63-7420-00-4130 RETIREMENT		19,874	23,137	23,137	23,137	23,137	
63-7420-00-4170 401(K) RETIREMENT		7,285	8,045	8,045	8,045	8,045	
63-7420-00-4221 PROFESSION DEVELOP-EDUCAT							
63-7420-00-4222 TRAVEL-MEALS, LODGING,MILE		2,000	2,000	2,000	2,000	2,000	
63-7420-00-4225 MAINT & REPAIR-EQUIPMENT		10,000	10,000	10,000	10,000	10,000	
63-7420-00-4230 SUPPLIES & MATERIALS		25,000	25,000	25,000	25,000	25,000	
63-7420-00-4232 ENGINEERING		25,000	25,000	25,000	25,000	25,000	
63-7420-00-4233 CONTRACTED SERVICES		86,897	100,000	100,000	100,000	100,000	
63-7420-00-4250 CONTINGENCY							
63-7420-00-4260 DEPARTMENTAL IMPROVEMENTS							
63-7420-00-4262 GIS MAPPING							
63-7420-00-4274 NEW EQUIPMENT							
63-7420-00-4312 DRAINAGE DISTRICT		13,606	13,500	13,500	13,500	13,500	
63-7420-00-4313 PHASE II COMPLIANCE							
63-7420-00-4695 DEPRECIATION EXPENSES							
63-7420-00-5136 BAD DEBT EXPENSE							
63-7420-00-6101 AIA GRANT							
63-7420-00-6103 GRANT STUDY							
63-7420-00-7150 CAPITAL OUTLAY ACCOUNT							
63-7420-00-9101 CONTR TO GEN FUND SVC RND		162,215	179,433	179,433	179,433	179,433	
63-7420-00-9104 CONTR TO SEWER FUND							
63-7420-00-9107 CONTR TO CAPITAL IMP							
63-7420-00-9115 CONT TO POWELL BILL							
Totals for dept 7420-00 - OPERATIONS		574,000	624,519	624,519	624,519	624,519	

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2025-26 REQUESTED BUDGET	2025-26 HEAD MODIFIED BUDGET	2025-26 MANAGER REVIEW BUDGET	2025-26 MANAGER MODIFIED BUDGET	2025-26 COUNCIL REVIEW BUDGET
APPROPRIATIONS							
Dept 8010-00 - CAPITAL OUTLAY							
63-8010-00-7150 * CAPITAL OUTLAY ACCOUNT		10,000	150,000	150,000	150,000	150,000	
Totals for dept 8010-00 - CAPITAL OUTLAY		10,000	150,000	150,000	150,000	150,000	
* NOTES TO BUDGET: DEPARTMENT 8010-00 CAPITAL OUTLAY							
7150	CAPITAL OUTLAY ACCOUNT						
FOOTNOTE AMOUNTS:							
NEW CCTV CAMERA SYSTEM TO KEEP COMPLIANT WITH MS4 REGULATIONS AND ASSIST IN MULTIPLE DEPARTMENTS			150,000	150,000	150,000	150,000	
DEPT '8010-00' TOTAL			150,000	150,000	150,000	150,000	
TOTAL APPROPRIATIONS		584,000	774,519	774,519	774,519	774,519	
BEGINNING FUND BALANCE		630,451	630,451	630,451	630,451	630,451	630,451
ENDING FUND BALANCE		46,451	(144,068)	(144,068)	(144,068)	(144,068)	630,451
APPROPRIATIONS - ALL FUNDS							
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		32,005,501	36,738,613	35,699,397	35,145,966	35,475,985	
		(32,005,501)	(36,738,613)	(35,699,397)	(35,145,966)	(35,475,985)	
BEGINNING FUND BALANCE - ALL FUNDS							
FUND BALANCE ADJUSTMENTS - ALL FUNDS		17,811,512	17,843,424	17,843,424	17,843,424	17,843,424	17,843,424
ENDING FUND BALANCE - ALL FUNDS		31,912					
		(14,162,077)	(18,895,189)	(17,855,973)	(17,302,542)	(17,632,561)	17,843,424

7150	CAPITAL OUTLAY ACCOUNT						
FOOTNOTE AMOUNTS:							
NEW CCTV CAMERA SYSTEM TO KEEP COMPLIANT WITH MS4 REGULATIONS AND ASSIST IN MULTIPLE DEPARTMENTS			150,000	150,000	150,000	150,000	
DEPT '8010-00' TOTAL			150,000	150,000	150,000	150,000	
TOTAL APPROPRIATIONS		584,000	774,519	774,519	774,519	774,519	
BEGINNING FUND BALANCE		630,451	630,451	630,451	630,451	630,451	630,451
ENDING FUND BALANCE		46,451	(144,068)	(144,068)	(144,068)	(144,068)	630,451
APPROPRIATIONS - ALL FUNDS		32,005,501	36,738,613	35,699,397	35,145,966	35,475,985	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(32,005,501)	(36,738,613)	(35,699,397)	(35,145,966)	(35,475,985)	
BEGINNING FUND BALANCE - ALL FUNDS		17,811,512	17,843,424	17,843,424	17,843,424	17,843,424	17,843,424
FUND BALANCE ADJUSTMENTS - ALL FUNDS		31,912					
ENDING FUND BALANCE - ALL FUNDS		(14,162,077)	(18,895,189)	(17,855,973)	(17,302,542)	(17,632,561)	17,843,424

**5**

**BUDGET**

**ORDINANCE**

**BUDGET ORDINANCE**

**INFORMATION**

**WILL BE**

**FORTHCOMING**

**IN APPROVED**

**BUDGET**

**DOCUMENT**

**6**

**FEE**

**SCHEDULE**

# Town of Winterville Fee Schedule



**WINTERVILLE**  
*A slice of the good life!*

Effective Date  
January 13, 2025

As Certified by  
Jessica Manning  
Finance Director

# Town of Winterville Fee Schedule Fiscal Year 2024-2025

**BE IT ORDAINED** by the Governing Board of the Town of Winterville, North Carolina that the following fees be enacted for the 2024-2025 fiscal year:

## Utility Department:

### **Residential Utility Deposits:**

Electric .....\$225.00 or a letter of good credit from a previous utility company.  
Water .....\$20.00 or a letter of good credit from a previous utility company.  
Sewer .....\$55.00 or a letter of good credit from a previous utility company.

### **Commercial Utility Deposits:**

Electric .....\$225.00  
Water .....\$20.00  
Sewer .....\$55.00  
All commercial accounts are required to pay a two (2) month deposit of \$600.

### **Service Charge:**

Cut on fee .....\$25.00  
Delinquent fee .....\$25.00 plus two-month deposit before reconnection.  
(\$150.00 if initial deposit was made; \$300 if not)  
Returned Check Charge .....\$25.00

Late Penalties: .....\$2.00

Meter Tampering (All Utilities) .....\$100.00 fine plus estimated non-metered usage, as well an additional deposit of \$100.00, and cost of the new meter if damaged.

### **Water Tap Fee:**

The following fees are the minimum amount due. The Tap fee includes Meter, Setter, Meter Box, ERT and labor for the install. Any and all additional cost will be determined on a case by case basis by the town representative. The estimate will be based on the use of material and labor.

Meter Size	In Town	Out of Town
3/4"	\$1,200.00	\$2,200.00
1"	\$1,350.00	\$2,350.00
2"	\$3,000.00	\$4,000.00

New Subdivisions where the developer installs the lines, the developer will not be charged a tap fee, but will be responsible for the appropriate meter fee based on meter size.

### **Water Meter:**

Meter Size	Cost
3/4"	\$250.00
1"	\$325.00
2"	\$1,000

Temporary Service at Fire Hydrant .....\$100.00

**Sewer Access Fee:**

The following fees are the minimum amount due. Any and all additional cost will be determined on a case by case basis by the town representative. The estimate will be based on the use of material and labor.

<b>In Town</b>	<b>Out of Town</b>
<b>\$1,000.00</b>	<b>\$2,000.00</b>

There will be no sewer access fee for new subdivisions where developers install the lines. For developers who opt for the Town to install the lines, the sewer access fee must be paid in addition to the cost of the installation of said lines. The sewer access fees must be paid before approval of the final plat of subdivision.

Frontage Fee      Gravity Feed Line..... \$35.00 per foot  
                          Pressure Feed Line..... \$25.00 per foot

The frontage fee is applied to a customer who resides in our service area but has not tapped on to the Town's sewer system. This is normally used when a customer switches from Septic to Sewer.

**System Development Fee:**

<b>Meter Size, inches</b>	<b>Water Meter SDF</b>	<b>Sewer Meter SDF</b>	<b>Combined Total</b>
5/8	\$1,081.67	\$2,163.33	\$3,245.00
3/4	\$1,081.67	\$2,163.33	\$3,245.00
1	\$1,803.33	\$3,606.67	\$5,410.00
1-1/2	\$3,608.33	\$7,216.67	\$10,825.00
2	\$5,773.33	\$11,546.67	\$17,320.00
3	\$11,548.33	\$23,096.67	\$34,645.00
4	\$18,045.00	\$36,090.00	\$54,135.00
6	\$36,090.00	\$72,180.00	\$108,270.00
8	\$57,743.33	\$115,486.67	\$173,230.00
10	\$83,006.67	\$166,013.33	\$249,020.00
12	\$155,186.67	\$310,373.33	\$465,560.00

**CMDS:****Residential:**

Charges associated with the Contentnea Metropolitan Sewer District are in the amount of \$1,000.00. This is regulated by CMDS and the charge is per unit. Duplex homes are required to pay two fees.

**Commercial:**

For commercial properties, the property owner and the town will contact CMDS to determine the rate.



**Electric:**

Temporary Service .....	\$125.00
Underground Service.....	\$500.00 < 100 feet; \$7.00 per foot > 100 feet
Commercial Underground: 200 amp .....	\$800.00
Commercial Underground: 400 amp .....	\$1,100.00
Commercial Underground: 600 amp .....	\$2,500.00
Commercial Underground: 800 amp .....	\$2,700.00
Commercial Distribution Cabinet.....	\$2,000.00
Meter on Transformer.....	cost of transformer plus 20%
Meter cost.....	\$110.00 or actual cost of meter if greater than \$110
New Subdivisions .....	\$1,500.00 per lot
Old Poles .....	\$.40 per foot.
Yard Light w/ Underground.....	\$85.00 minimum or \$3.00 per foot after 150 feet

**Electric Line Extension:**

Overhead Construction.....	cost of labor and materials plus 20%
Underground Construction .....	cost of labor and materials plus 20%

**Convert Overhead to Underground**

Residential.....	cost of service
Commercial.....	cost of service.

**Solid Waste Collection:**

Residential Customer .....	\$15.00 Per Container per month.
Residential Additional Recycling .....	\$8.00 Per Container per month.

Non-Profit	
Religious Organization .....	\$15.00 Per Container per month.

Commercial	Commercial accounts will not be serviced by the Town of Winterville or a contractor thereof.
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**General:**

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## Cemetery Plots

In Town	In the ETJ	Out of Town*
\$800.00	\$1,200.00	NA*

*\*Cemetery plots are **not** available for purchase by Out of Town residents.*

Opening and closing cemetery plots ..... \$500.00.  
Cremation Opening..... \$200.00.  
After-hour arrangements (opening/closing/locating) ..... \$150.00 additional.

Cable TV Franchise Application ..... \$5,000.00 (non-refundable).

Taxicab Initial Franchise Application Fee ..... \$30.00  
Taxicab Renewal Franchise Application Fee ..... \$19.00  
Taxicab Annual Inspection Fee ..... \$20.00  
Taxicab Drivers Permit Application Fee ..... \$15.00

Solicitation Permit ..... \$20.00

Driveways and Curb Cutouts ..... Cost of material or \$200.00 minimum.

## Community Building Rental

In Town	Out of Town
\$225.00	\$300.00

Refundable Deposit of \$200 required.

**Police Department:**

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Finger Printing Copies ..... \$30.00  
Off Duty Police Rate ..... \$51.08 per hour

## **Planning and Zoning:**

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### **Site Development Plans (both residential and non-residential)**

Submittal Fee.....	\$500.00
Resubmittal Fee (Charged at 2 <sup>nd</sup> Re-submittal)*** .....	Additional Base Fee.

\*\*\*Charged when re-submittal due to project designer's failing to address city comments/requirements.

### **Zoning Ordinance Amendment Filing Fees**

Text Amendment .....	\$500.00 flat fee
Map Amendment .....	\$550.00 + \$50 per acre not to exceed \$1,000.00.

### **Subdivision Plat Review Fee/Filing Fee**

Preliminary Plat.....	\$350.00 base fee plus \$50.00 per acre not to exceed \$1,000.00.
Final Plat.....	\$250.00 base fee plus \$50.00 per acre not to exceed \$1,000.00.

Stormwater Review Fee ..... \$1,000.00 per project.

Resubmittal fee (Charged at 2<sup>nd</sup> Re-submittal)\*\*\* Additional Base Fee.

\*\*\*Charged when re-submittal due to project designer's failing to address city comments/requirements.

### **Zoning Compliance Certificate Fee**

Residential	New construction or addition.....	\$50.00
	Remodeling, no addition .....	\$40.00
	Accessory building .....	\$30.00
Non-Residential	New construction or addition.....	\$75.00
	Remodeling, no addition .....	\$60.00
	Accessory building .....	\$50.00

Signs..... \$50.00

Conditional Use Permit Application Filing Fee ..... \$500.00

Variance Application Filing Fee ..... \$500.00

Zoning Appeal Filing Fee..... \$500.00

Copy of Zoning Ordinance..... \$30.00

Copy of Subdivision Ordinance ..... \$20.00

### **Copies of Maps**

E Size Plot Map .....	\$40.00
D Size Plot Map .....	\$30.00

### **Recreational Payment in Lieu of Dedication**

Current assessed market value of the land to be subdivided multiplied by the number of acres to be dedicated.

**Recreation:****Fee Structure for Facility Rentals**

<b>Facility Rentals</b>					
Facility	Description	Hour	Half Day	Full Day	Full Day - Weekend
Picnic Shelter	Resident	\$10.00	\$25.00	\$35.00	
	Non-Resident	\$15.00	\$35.00	\$50.00	
	Electricity			\$20.00	
Tennis Courts	Court	\$5.00			
	Lights	\$15.00	If outside normal operating hours		
Athletic Fields	Bambino				
	Ruritan	\$25.00	\$50.00	\$100.00	\$150.00
	Kiwanis	\$25.00	\$50.00	\$100.00	\$150.00
	Smith	\$25.00	\$50.00	\$100.00	\$150.00
	Lights	\$35.00			
	Tournament	\$200.00 per field per day. Includes use of lights.			
Amphitheater	Category 1	\$200 per performance No charge for rehearsals			
	Category 2	\$250 per performance \$25 per hour for rehearsals			
	Category 3	\$500 per performance \$25 per hour for rehearsals			
	Category 4	\$150 no performance			
	Category 5	Reimbursement of employee cost if applicable			

**Notes:**

Half day rental represents 4 hours  
Electricity at pavilion is \$20.00 per day.

Pavilions are free of charge and on a first come first serve basis unless someone has reserved the pavilion under the above fee structure.

Field Lights: \$35.00 per hour (any field)

If staff is needed for dragging and marking the fields, \$50 per hour (min 2 hours). Renter is responsible for repair costs beyond what is considered normal wear and tear.

### Program & Event Fee Structure

Program	Resident	Non-Res
Cal Ripken Baseball	\$50.00	\$65.00
T-Ball & Pee Wee	\$35.00	\$45.00
Babe Ruth Baseball	\$50.00	\$65.00
Fall Baseball	\$30.00	\$45.00
Tackle Football	\$50.00	\$70.00
Flag Football	\$30.00	\$45.00
Softball	\$10.00	\$20.00
Soccer	\$30.00	\$45.00
Cheerleading	\$30.00	\$45.00
Adult Kickball	\$30.00	\$45.00
Dances	\$15.00	\$25.00

### Sponsorship Fees

Program	Fee
Men's Softball	\$400.00
Women's Softball	\$350.00
Co-Ed Softball	\$400.00
Soccer	\$200.00
Cal Ripken Major, Minor, Rookie	\$325.00
T-Ball & Pee Wee	\$250.00
Fall Baseball	\$250.00
Babe Ruth	\$325.00
Flag Football	\$200.00
Tackle Football	\$325.00

PCC Softball Agreement: \$2,600.00 (total) flat rental rate for spring and fall season.

**Fire Services Fees:**

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Fire Inspection (First Visit) first or a minimum of 3000 square feet.....	In Town \$60.00
.....	ETJ \$90.00
Each additional 1,000 square feet.....	In Town \$3.00
Each additional 1,000 square feet.....	ETJ \$4.50
Fire Inspection (Re-inspection for Violations).....	In Town \$30.00
.....	ETJ \$45.00
Each additional 1,000 square feet.....	In Town \$1.50
Each additional 1,000 square feet.....	ETJ \$2.25
Foster Home Inspection .....	In Town \$60.00
.....	ETJ \$90.00
Plan Review (Per Building) up to 3000 square feet.....	In Town \$100.00
.....	ETJ \$150.00
Each additional 1000 square feet.....	In Town \$3.00
Each additional 1000 square feet.....	ETJ \$4.50
Site Plan Review.....	In Town \$100.00
.....	ETJ \$150.00
Fire Alarm Plan Review & Test.....	In Town \$75.00
.....	ETJ \$112.50
Each additional 1000 square feet.....	In Town \$1.50
Each additional 1000 square feet.....	ETJ \$2.25
Fire Alarm Additional Field Test (Retest).....	In Town \$75.00
.....	ETJ \$112.50
Each additional 1000 square feet.....	In Town \$3.00
Each additional 1000 square feet.....	ETJ \$4.50
Sprinkler Plan Review and Field Test.....	In Town \$75.00
.....	ETJ \$112.50
Each additional 1000 square feet.....	In Town \$3.00
Each additional 1000 square feet.....	ETJ \$4.50
Sprinkler Review and Field Re-Test or Additional Site Visits.....	In Town \$75.00
.....	ETJ \$112.50
Each additional 1000 square feet.....	In Town \$1.50
Each additional 1000 square feet.....	ETJ \$2.25
Hood and Suppression Plan Review .....	In Town \$50.00
.....	ETJ \$75.00
Hood & Suppression Field Test & Additional Site Visits.....	In Town \$50.00
.....	ETJ \$75.00
Re-piping Permit.....	In Town \$100.00
.....	ETJ \$150.00
Burn Permit.....	In Town \$50.00
.....	ETJ \$75.00

Private Hydrant Permit .....	In Town \$100.00
.....	ETJ \$150.00
Display & Exhibits Permit .....	In Town \$50.00
.....	ETJ \$75.00
Fair and Carnivals Permit .....	In Town \$100.00
.....	ETJ \$150.00
Tent Permit .....	In Town \$50.00
.....	ETJ \$75.00
Fumigating & Fogging Permit .....	In Town \$50.00
.....	ETJ \$75.00
Pyrotechnics / Explosives (+ Hourly Fee for Inspectors) .....	In Town \$50.00
.....	ETJ \$75.00
Miscellaneous and Other Permits .....	In Town \$50.00
.....	ETJ \$75.00
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Fire Reports .....	\$5.00
Tank Installation Permit .....	In Town \$150.00
.....	ETJ \$225.00
Tank Extraction Permit .....	In Town \$150.00
.....	ETJ \$225.00
Tank Abandonment .....	In Town \$150.00
.....	ETJ \$225.00
Tank Follow-up Inspection .....	In Town \$50.00
.....	ETJ \$75.00
ABC License .....	\$100.00
Fire Prevention Ordinance Violation .....	\$50.00 - \$500.00
Hazardous Material Spills (Per Man Hour) .....	\$30.00

## **Building Inspections Department Permit Fees:**

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### **Building Permits**

Residential New Construction – Additions - Alterations / Renovations

Permit Fee: \$0.18 per Total Square Feet (Minimum Fee: \$125.00)

Detached Storage Buildings - Detached Garages and Carports

Permit Fee: \$0.17 per Total Square Feet (Minimum Fee: \$125.00)

Home Recovery Fund fee of \$10.00 will be assessed to all residential permits obtained by licensed contractor.

Commercial – New Construction - Additions - Alterations / Renovations

Permit Fee: \$0.20 per Total Square Feet (Minimum Fee: \$200.00)

Manufactured Homes – New and Used

Single Wide - \$125.00

Double Wide - \$175.00

Modular Offices and Classrooms - \$200.00

Demolition Permits

Residential - \$100.00

Commercial - \$150.00

Insulation .....	\$50.00
Daycare / Group Homes .....	\$100.00
Change of Occupancy .....	\$75.00
Roofing Permit .....	\$50.00
ABC Permit .....	\$50.00
Swimming Pool .....	\$125.00
Signs – Wall and Freestanding .....	\$100.00/sign

**Re-inspection Fee: \$100.00 first time; \$150.00 each time thereafter under same inspection.**

**Penalty for Beginning Work Without A Permit: \$200.00 Fee Plus the Cost of the Permit.**

### **Electrical Permits**

Residential – New Construction - Additions

Permit Fee - \$0.07 per Total Square Feet (Minimum Fee - \$75.00)

Commercial – New Construction - Additions

Permit Fee - \$0.09 per Total Square Feet (Minimum Fee - \$75.00)

Alterations – Adding Outlets – Commercial and Residential

Permit Fee - \$75 / 20 Outlets

Temporary Construction Service Poles - \$60.00



Swimming Pools - \$100.00

Change of Electrical Service  
\$100.00 Up To 400 Amps  
\$200.00 More Than 400 Amps

Mobile Homes - \$75.00

Electric Signs - \$50.00 per sign

Residential Generators - \$100.00

Commercial Generators - \$150.00

Temporary Power Residential for Electrical Power before Issuance of C/O - \$125.00

Temporary Power Commercial for Electrical Power before Issuance of C/O - \$150.00

### **Mechanical Permits**

Residential– New Construction – Additions - Alterations  
Permit Fee - \$0.07 per Heated Square Feet

Commercial – New Construction – Additions - Alterations  
Permit Fee - \$0.09 per Heated Square Feet

Change outs - \$90.00 Unit

Ductwork Only – Adding or Replacing \$65.00

Refrigeration - \$50.00 Unit

Commercial Kitchen Hood Fans – \$100.00 Hood

Paint Spray Booths - \$100.00 Unit

Gas Logs / Fireplace – \$80.00 Unit

Gas Lines - Residential - \$50.00

Gas Lines - Commercial - \$80.00

### **Plumbing Permits**

Residential– New Construction – Additions - Alterations  
Permit Fee - \$0.07 per Heated Square Feet (Minimum Fee - \$60.00)

Commercial – New Construction – Additions - Alterations  
Permit Fee - \$0.09 per Heated Square Feet (Minimum Fee - \$60.00)

Service Water Line Only - \$40.00

Sewer Line Replacement - \$40.00

Irrigation Water Service - \$50.00

Manufactured Homes / On Frame Modular - \$60.00

Adopted this the 13<sup>th</sup> day of January 2025.



ATTEST:

A handwritten signature in cursive script, appearing to read "Richard E. Hines", written over a horizontal line.

Richard E. Hines, Mayor

A handwritten signature in cursive script, appearing to read "Donald Harvey", written over a horizontal line.

Donald Harvey, Town Clerk

7

UTILITY

RATE

SCHEDULE

# Town of Winterville Utility Rates



Effective Date  
July 1, 2024

As Certified by  
Jessica Manning  
Finance Director

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 1**  
**Small General Service**  
**SGS**

**1. APPLICABILITY.**

This schedule is applicable to the separately metered electric service to any customer with a monthly demand less than 30 kW and is not eligible for service under the ER rate through a single point of delivery at a standard service voltage for the Town. This schedule is not applicable for:

- 1) breakdown, standby or parallel operation service;
- 2) seasonal use of electricity;
- 3) where the contract capacity exceeds 30 kW; or
- 4) for residential service.

This rate applies to churches that provide weekday, secular instruction or operation. If a customer's demand exceeds 30 kW in any two (2) or more months in a 12-month period, the customer will be served under the Medium General Service Rate.

**2. MONTHLY RATE.**

- A. Facility Charge: .....\$40.00 per month
- B. Energy Charges:  
For all months:  
..... \$0.1071 per kWh

**3. EXTRA FACILITIES.**

The charges under this rate cover the cost of the facilities required providing service at a standard voltage of/to the Town through one point of service. Any facilities requested by the customer in excess of the cost necessary to provide standard service may be subject to an extra facility charge.

**4. SALES TAX.**

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 2**  
**Medium General Service**  
**MGS**

1. APPLICABILITY.

This schedule is applicable to the separately metered electric service to any customer with a monthly demand from 30 kW to 100 kW as measured by a 15-minute interval demand meter. This schedule is not applicable for:

- 1) breakdown, standby or parallel operation service;
- 2) seasonal use of electricity;
- 3) where the contract capacity exceeds 100 kVA; or
- 4) for residential service.

If a customer's demand exceeds 100 kW in any two (2) or more months in a 12-month period, the customer will be served under the Large General Service Rate.

2. MONTHLY RATE.

- A. Facility Charge:.....\$50.00 per month
- B. Demand Charges:  
..... \$5.75 per kW
- C. Energy Charges:  
For all months:  
..... \$0.0961 per kWh

3. EXTRA FACILITIES.

The charges under this rate cover the cost of the facilities required providing service at a standard voltage of/to the Town through one point of service. Any facilities requested by the customer in excess of the cost necessary to provide standard service may be subject to an extra facility charge.

4. SALES TAX.

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 3**  
**Large General Service**  
**EI**

**1. APPLICABILITY.**

This schedule is applicable to the separately metered electric service to any commercial, industrial or institutional facility with a monthly demanding excess of 100 kW but less than 750 kW at a single point of delivery at a standard service voltage for the Town. This schedule is not available for:

- 1) residential service; or
- 2) breakdown, standby or supplemental service, or for parallel operation with customers' generation, without a separate written agreement.

**2. MONTHLY RATE.**

- A. Facility Charge: .....\$600.00 per month
- B. kW Demand Charge:  
.....\$12.50 per kW for all kW
- C. Energy Charges:  
For all months:  
..... \$0.0749 per kWh
- D. The minimum charge shall not be less than \$600 per month.

**3. DETERMINATION OF KW DEMAND.**

The kW of demand billed shall be the greater of the kW demand measured by the Town's meters during any 15-minute interval in the billing month or 80 percent of the contract demand.

**4. POWER FACTOR ADJUSTMENT.**

Power factor adjustment shall be \$0.25 for all reactive kilovolt-amperes (kVAR), leading or lagging, as registered by a demand meter suitable for measuring a 15-minute interval.

**5. EXTRA FACILITIES.**

The charges under this rate cover the cost of the facilities required providing service at a standard voltage of/to the Town through one point of service. Any facilities requested by the customer in excess of the cost necessary to provide standard service may be subject to an extra facility charge.

**6. SALES TAX.**

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 4**  
**Large General Service Temporary**  
**EIT**

1. APPLICABILITY.

This schedule is applicable to the separately metered electric service of any commercial or Industrial facility. Only customers that are classified as an EI customer are eligible for this temporary rate. This rate allows the customer to have power for the purpose of showing the facility for potential future customers. This will allow for the property to be marketed in a more efficient manner. It is not intended to allow for maintenance of the facility. This rate is only available for 14 days.

2. RATE.

- A. Facility Charge: .....\$40.00 per month
- B. Energy Charges:  
For all months:  
..... \$0.1071 per kWh

3. KW DEMAND.

Demand charges will not be charged for this rate code.

4. SALES TAX.

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.



**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 5**  
**Residential Service**  
**ER**

**1. APPLICABILITY.**

This schedule is applicable to the separately metered electric service to any customer for use in and about:

- (a) a single-family residence, flat or apartment;
- (b) a Combination residence and farm; or
- (c) a private residence used as a boarding and/or rooming house with no more than one cooking installation, nor more than ten bedrooms.

This schedule is not applicable to

- (a) commercial or industrial use including hotels and trailer parks;
- (b) individual motors rated over 15 HP;
- (c) separately metered service to accessory building or equipment on residential property that are not themselves intended for residence; or
- (d) services to combine residential and nonresidential electric load where the residential load is less than 50 percent of the total service equipment.

**2. MONTHLY RATE.**

- A. Facility Charge: .....\$20.00 per month
- B. Energy Charges:  
For all months:  
..... \$0.1053 per kWh

**3. METER READING AND BILLING.**

- A. Meters may be read in units of 10-kilowatt hours and bills render accordingly.
- B. The Town shall have the opinion of reading meters monthly or bimonthly. When the meter is read at other than monthly intervals, the Town may render an interim monthly bill based upon estimated kWh used during periods for which the meter was not read.
- C. When bills are calculated for a bimonthly period, the number of kWh are specified in each block of the Monthly Rate shall be multiplied by two (2) before the rates per kWh are applied to the usage for the bimonthly period. The minimum charge will also be multiplied by two (2) when bills are calculated bimonthly.

**4. SALES TAX.**

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 6**  
**Neighborhood Entrance Sign Lighting Service**  
**NESL**

**1. APPLICABILITY.**

This schedule is applicable to the separately metered electric service to any customer for use in and about:

- (a) neighborhood residential entrance sign lighting (fixtures to be owned by neighborhood)

This schedule is not applicable to

- (a) a single-family residence, flat or apartment;
- (b) a Combination residence and farm; or
- (c) a private residence used as a boarding and/or rooming house with no more than one cooking installation, nor more than ten bedrooms.
- (d) commercial or industrial use including hotels and trailer parks;
- (e) individual motors rated over 15 HP;
- (f) separately metered service to accessory building or equipment on residential property that are not themselves intended for residence; or
- (g) services to combine residential and nonresidential electric load where the residential load is less than 50 percent of the total service equipment.

**2. MONTHLY RATE.**

- A. Facility Charge: .....\$7.50 per month
- B. Energy Charges for all months:
  - First 800 kWh ..... \$0.1151 per kWh
  - All over 800 kWh ..... \$0.1074 per kWh

**3. METER READING AND BILLING.**

- A. Meters may be read in units of 10-kilowatt hours and bills render accordingly.
- B. The Town shall have the opinion of reading meters monthly or bimonthly. When the meter is read at other than monthly intervals, the Town may render an interim monthly bill based upon estimated kWh used during periods for which the meter was not read.
- C. When bills are calculated for a bimonthly period, the number of kWh are specified in each block of the Monthly Rate shall be multiplied by two (2) before the rates per kWh are applied to the usage for the bimonthly period. The minimum charge will also be multiplied by two (2) when bills are calculated bimonthly.

**4. SALES TAX.**

North Carolina sales taxes in the amount of seven (7) percent will be added to the charges.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 7**  
**Outdoor Lighting**  
**OL**

1. APPLICABILITY.

This schedule is applicable to any customer for outdoor lighting service except where installations are prevented by any public authority having jurisdiction or are otherwise unlawful.

2. MONTHLY RATE.

A. Metallic Vapor Units (Mean Rating) per light

70W Sodium Vapor .....	\$14.50
100W Sodium Vapor .....	\$16.56
150W Sodium Vapor .....	\$17.96
250W Sodium Vapor .....	\$23.58
400W Sodium Vapor .....	\$35.79
1000W Sodium Vapor .....	\$57.94
Wood Pole .....	\$2.00
Underground Service<150 feet. ....	\$85.00
Underground Service>150 feet .....	\$85.00 plus \$ 3.00/ft >150 ft

B. The applicable North Carolina sales tax will be added to all charges listed above, except billings to federal and state agencies.

3. TERMS AND CONDITIONS.

The complete installation is to be furnished, maintained and operated by the Town of Winterville and will remain the property of the town. The type of fixture and method of installation shall be in accordance with the Town's Standards.

**TOWN OF WINTERVILLE**  
**Electrical Rate Schedule No. 8**  
**Power Cost Adjustment**  
**PCA**

**1. APPLICABILITY.**

This schedule is applicable to the separately metered electric service to any customer for use in association with the previous mentioned metered schedules.

This schedule is also applicable to any customer of Electricity and applies to all schedules including schedule 1,2,3,4,5,6 of this document

This rate is a flexible rate that can be adjusted to move as energy markets fluctuate. It will be used as needed to assist the Town with market increases of wholesale power cost. The rate will be approved by the Town Council and enacted upon their direction.

**2. MONTHLY RATE.**

- A. Energy Charges for all months:  
All kWh ..... \$0.00 per kWh
- B. The applicable North Carolina sales tax will be added to all charges listed above, except billings to federal and state agencies.

**3. METER READING AND BILLING.**

- A. Meters may be read in units of 10-kilowatt hours and bills render accordingly.
- B. The Town shall have the opinion of reading meters monthly or bimonthly. When the meter is read at other than monthly intervals, the Town may render an interim monthly bill based upon estimated kWh used during periods for which the meter was not read.
- C. When bills are calculated for a bimonthly period, the number of kWh are specified in each block of the Monthly Rate shall be multiplied by two (2) before the rates per kWh are applied to the usage for the bimonthly period. The minimum charge will also be multiplied by two (2) when bills are calculated bimonthly.

**4. TERMS AND CONDITIONS.**

The complete installation is to be furnished, maintained and operated by the Town of Winterville and will remain the property of the town. The type of fixture and method of installation shall be in accordance with the Town's Standards.

**TOWN OF WINTERVILLE**  
**Water and Sewer**  
**Rates**

**Water:**

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Rate Code – W.I. (Water Inside):

First .....	3,000 Gallons @ \$22.40
Next.....	17,000 Gallons @ \$3.31 per 1000 Gallons
All Over .....	20,000 Gallons @ \$3.31 per 1000 Gallons

Rate Code- W.O. (Water Outside)

First .....	3,000 Gallons @ \$44.80
Next.....	17,000 Gallons @ \$6.62 per 1000 Gallons
All Over .....	20,000 Gallons @ \$6.62 per 1000 Gallons

**Sewer:**

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Rate Code – S.I. (Sewer Inside)

First	3,000 Gallons @ \$41.33
Next	17,000 Gallons @ \$8.57 per 1000 Gallons
All Over	20,000 Gallons @ \$7.01 per 1000 Gallons

Rate Code – S.O. (Sewer Outside)

First .....	3,000 Gallons @ \$75.15
Next.....	17,000 Gallons @ \$17.14 per 1000 Gallons
All Over .....	20,000 Gallons @ \$14.02 per 1000 Gallons

**TOWN OF WINTERVILLE**  
**Stormwater**  
**Rates**

1. APPLICABILITY.

This schedule is applicable to any utility customer or lot owner for which there is an impervious surface in the Town of Winterville's city limits.

2. MONTHLY RATE.

**Single Family Residents:** A flat fee of \$4.00 per customer regardless of the amount of impervious surface on the resident's domain. The fee shall equate to one (1) ERU.

**Commercial / Business:** A fee of \$4.00 per unit will apply to commercial property for impervious surface area on the property. The fee will apply to each 2,000 square feet of impervious surface on the property.

ERU = (Equivalent Residential Unit) = 2,000 square feet of impervious area.

ERU's will be calculated by the Winterville Planning Department with any available resource such as aerial photos, plans and specifications, or any other reasonable method or tool deemed appropriate.

**TOWN OF WINTERVILLE**  
**Service Charge and Penalty**  
**Rates**

1. APPLICABILITY.

This schedule is applicable to all customers receiving utilities in the form of electric service, water service, and sewer service from the town.

2. MONTHLY RATE.

Service Charges – \$25.00 – The service charge is applied to all new utility accounts. This is applicable to all utilities offered by the town.

Late Fee – \$2.00 - The late fee is applied to all accounts that have a balance above \$0.00 as of the 15<sup>th</sup> of the month for cycle one and 30<sup>th</sup> of the month for cycle two. This is applied one day after the due date, which is on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

Delinquent Fee - \$25.00 - The late penalty is applied to all accounts that have a balance above \$20.00 as of the 27<sup>th</sup> of the month for cycle one and 12<sup>th</sup> of the month for cycle two. This is one day after the past due date, which is on the 26<sup>th</sup> and the 11<sup>th</sup> of each month.

3. CALENDAR SITUATIONS.

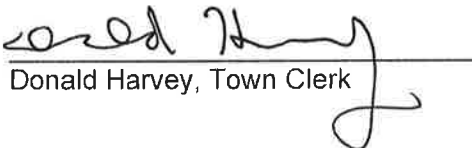
In situations when the 15<sup>th</sup>/30<sup>th</sup> or the 26<sup>th</sup>/11<sup>th</sup> of the month fall on a weekend or holiday the customer will have the next business day to pay the bill without penalty.

Adopted this the 10<sup>th</sup> day of June 2024.



ATTEST:

  
Richard E. Hines, Mayor

  
Donald Harvey, Town Clerk

**8**

**EMPLOYEE**

**COMPENSATION**

**AND**

**BENEFITS**



## **EMPLOYEE COMPENSATION AND BENEFITS**

### **Item**

- (1) Benefit Highlights.
- (2) Employee Compensation Schedule.

## **TOWN OF WINTERVILLE**

### **Benefits Highlights July 2024-2025**

This document is intended to be a summary of the comprehensive, competitive benefits package available to regular and probationary employees of the Town of Winterville.

The Town of Winterville believes that as an employee you are one of the most important resources of town government, enabling the Town to provide valuable and necessary services to the citizens of Winterville. Significant dollars are spent each year on employee benefits that include health and dental insurance, life insurance, retirement, supplemental retirement, and paid holidays, vacation, sick leave, tuition reimbursement, and an employee assistance program.

This summary is current as of July 1, 2024. Questions concerning your benefits should be directed to Human Resources Director at 252-756-2221 ext. 2343 or [humanresources@wintervillenc.com](mailto:humanresources@wintervillenc.com). You can also reach out to the Town Manager's Office at (252) 756-2221 ext. 2341.

#### **Health Plan – Blue Cross Blue Shield of North Carolina (Blue Options Plan).**

The Town currently offers a very comprehensive, medical benefits plan to all regular employees. This is an open access plan (no referral to specialists from primary care physicians is necessary for covered treatments and services), and a point of service plan that offers In-Network benefits through the Blue Cross Blue Shield of North Carolina Blue options provider network. Out-of-Network benefits, subject to a higher deductible and coinsurance, are available when obtaining services or treatment from a provider that is not in the Blue Options network. This comprehensive plan also includes coverage for mental health, chemical dependency, vision, and prescription drugs. (Please see attached summary of benefits.)

There is no cost to the individual full-time employee for this coverage, but the employee shares in the cost for covering dependents (see chart below). Employees may waive their medical coverage.

<b>Insurance Plan</b>	<b>Town Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Total Monthly Cost</b>
Employee	\$ 999.73	\$ 0.00	\$ 999.73
Employee/Spouse	\$1,971.83	\$ 345.05	\$2,316.88
Employee/Child	\$1,544.19	\$ 196.91	\$1,741.10
Family	\$2,583.32	\$ 580.38	\$3,163.70

#### **Important Highlights:**

- Effective date is the first day of the month following 30 days of employment for a regular, full time employee.
- Coverage is available for you, your spouse, and dependent children.
- Blue Options (Preferred Provider Organization – PPO).
- You do not have to select a primary physician. However, it's your responsibility to ensure that the primary physician (family practitioner, general practitioner, pediatrician or internal medicine doctor) you attend is an in-network provider.
- Office Visit (In-Network) Primary Care Provider - \$15 Co-Payment;
- Telehealth (In-Network) - \$10 Co-Payment;
- Specialist (In-Network) - \$30 Co-Payment.
- Urgent Care Centers (In-Network) - \$30 Co-Payment.

**TOWN OF WINTERVILLE**  
**Benefit Highlights July 2024-2025**

Important Highlights (continued):

- Emergency Room Visit (In-Network) - \$300 Co-Payment, the Co-Pay is waived if admitted.
- Preventive Care (In-Network) - 100% Covered
- Prescription Drugs (In Network) Tier 1 - \$10 Co-Payment; Tier 2 - \$20 Co-Payment; Tier 3 - \$35 Co-Payment; Tier 4 - \$50 Co-Payment; and Tier 5 – Max \$100 Co-Payment. Please check with BCBS for Out-of-Network prescription information.

**Life Insurance – USABLE Life.**

Important Highlights:

- Town provides life insurance for all employees through USABLE Life effective following 60 days of employment. Department Heads - \$20,000 and Non-Department Heads - \$15,000.

**Dental Plan – MetLife.**

Important Highlights:

Effective date is the first day of the month following 30 days of employment for regular, full time employee.

- Coverage is available for you, your spouse, and dependent children at no cost.
- Preventive Care at 100% of PDP Fee for in-network and out-of-network.
- Basic Restorative Care (Includes Endodontic, Periodontal) 80% of PDP Fee for in-network and 80% of R&C Fee. Deductible applies.
- Major Restorative Care 50% of PDP Fee and 50% of R&C Fee. Deductible applies.
- Individual Dental Deductible (per benefit period) \$50 for both in-network and out-of-network.
- Combined Benefit Period Maximum (Includes Diagnostic and Preventive, Basic and Major Restorative Care) \$1,000 for both in-network and out-of-network.
- Orthodontic Care 50% of PDP Fee and 50% of R&C Fee.
- Lifetime Orthodontic Maximum \$1,000 for both in-network and out-of-network.

<b>Insurance Plan</b>	<b>Town Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Total Monthly Cost</b>
Employee	\$ 38.11	0.00	\$ 38.11
Employee/Spouse	\$ 79.84	0.00	\$ 79.84
Employee/Child	\$ 80.83	0.00	\$ 80.83
Family	\$130.52	0.00	\$130.52

**Retirement – NC Local Governmental Employees Retirement System.**

Important Highlights:

- Full retirement benefits after 30 years of creditable service at any age, or at age 65 with five (5) years of creditable service; 60 with 25 years of creditable service.
- Reduced retirement benefits at age 50 with at least 20 years of creditable service or at age 60 with at least five (5) years of creditable service; age 55 for firefighters.

## **TOWN OF WINTERVILLE**

### **Benefit Highlights July 2024-2025**

- Employees make a mandatory 6% contribution per pay cycle.
- The Town contributes 10.15% for all employees, except police officers.
- If currently employed by a participating member, a transfer application should be completed as opposed to an enrollment application
- Can buy-back various types of service after being a contributing member for five (5) years, i.e. withdrawn service, prior service, out-of-state service and military service.
- May qualify for a disability benefit if you become totally and permanently disabled from your job after five (5) years of creditable service as approved by the Medical Review board. If you are a fireman and your disability is the result of an accident while performing your duty as such, you only need one year of creditable service.
- After one year as a contributing member, if you die while in active service, your beneficiary will receive a single lump sum payment. The payment equals the highest 12 months of salary in a row during the 24 months before you die, but no less than \$25,000 and no more than \$50,000. This benefit is also paid if you die within 180 days of the last day for which you were paid salary. It is in addition to any other benefits to which you may be entitled.

#### **Retirement – NC Local Governmental Employees’ Law Enforcement Officers (LEO).**

##### **Important Highlights:**

- Full retirement benefits after 30 years of creditable service at any age, age 55 with 5 years of creditable service.
- Reduced retirement benefits at age 50 and complete 15 years of service as a police officer.
- Employees make a mandatory 6% contribution per pay cycle.
- The Town contributes 10.90% for police officers.
- Can buy back various types of service after being a contributing member for five (5) years, i.e. withdrawn service, prior service, out-of-state service and military service.
- May qualify for a disability benefit if you become totally and permanently disabled from your job after five years of creditable service, as approved by the Medical Review Board. If disability is the direct result of your involvement in an accident that occurred while you were performing your duty as an officer, you only need one year of membership to qualify.
- May qualify for a death benefit for up to \$20,000 if you die while in active service after one year as a contributing member.
- May be entitled to a line-of –duty benefit of \$50,000 from the NC Industrial Commission and Dept. of State Treasurer in addition to possible benefits from the Federal Public Safety Officer’s Benefits Program, Bureau of Justice Assistance, and/or United States Department of Justice.
- If currently employed by a participating member, a transfer application should be completed as opposed to an enrollment application.

**Deferred Compensation Plans** - The Town contributes 5% of salary to the NC 401(k) plan for all employees. Voluntary contributions are optional for the employee.

**Employee Assistance Program (EAP)** - Available to all employees and their family members.

**Credit Unions** - Local Government Credit Union – 135 Davenport Farm Road, Winterville NC 28950. Telephone (252) 756-8876.

**TOWN OF WINTERVILLE**  
**Benefit Highlights July 2024-2025**

**Vacation** - Each regular full-time employee except public safety employees shall earn vacation leave at one of the following rates, depending upon his or her length of service.

**Executive Exempt 2080 Hours**

Years of Service	Hours Earned per month	Days earned per year (8hrs)
Less than 2 years	8.00	12
At least 2 years, but less than 5 years	9.33	14
At least 5 years, but less than 10 years	10.66	16
At least 10 years, but less than 15 years	12.00	18
At least 15 years, but less than 20 years	13.33	20
20 years and over	14.66	22

**FLSA Exempt 40 Hours**

Years of Service	Hours Earned per month	Days earned per year (8hrs)
Less than 2 years	7.33	11
At least 2 years, but less than 5 years	8.66	13
At least 5 years, but less than 10 years	10.00	15
At least 10 years, but less than 15 years	11.33	17
At least 15 years, but less than 20 years	12.66	19
20 years and over	14.00	21

**FLSA Non-Exempt 40 Hours**

Years of Service	Hours Earned per month	Days earned per year (8hrs)
Less than 2 years	6.66	10
At least 2 years, but less than 5 years	8.0	12
At least 5 years, but less than 10 years	9.33	14
At least 10 years, but less than 15 years	10.66	16
At least 15 years, but less than 20 years	12.00	18
20 years and over	13.33	20

**TOWN OF WINTERVILLE**  
**Benefit Highlights July 2024-2025**

**Police Officers (FLSA Non-Exempt 42 Hours)**

Years of Service	Hours Earned per month	Days earned per year (8hrs)
Less than 2 years	7.00	10.5
At least 2 years, but less than 5 years	8.40	12.6
At least 5 years, but less than 10 years	9.80	14.7
At least 10 years, but less than 15 years	11.20	16.8
At least 15 years, but less than 20 years	12.60	18.9
20 years and over	14.00	21

**Fire (FLSA Non-Exempt 56 Hours)**

Years of Service	Hours Earned per month	Days earned per year (8hrs)
Less than 2 years	11.2	16.8
At least 2 years, but less than 5 years	13.1	19.65
At least 5 years, but less than 10 years	14.9	22.35
At least 10 years, but less than 15 years	16.8	25.2
At least 15 years, but less than 20 years	18.7	28.05
20 years and over	20.5	30.75

**Previous Leave Credit:** Employees with prior service credits with the North Carolina Local Government Retirement System shall have those credits added to their time in service with the Town of Winterville according to the following schedules.

At hiring	25% of prior time in service
At least 2 years	50% of prior time in service
At 5 years	75% of prior time in service
At 10 years	100% of prior time in service

**Sick Leave:**

- Accrued at 8.00 hours per month for all employees, except non-administrative police officers and fire employees. Police officers accrue at 8.4 hours per month. Fire accrues at 11.2 hours per month.
- Can accrue an unlimited amount of sick leave.
- Town will accept certified sick time from previous employer after completion of initial probationary period.

## **TOWN OF WINTERVILLE**

### **Benefit Highlights July 2024-2025**

#### **Holidays:**

The Town of Winterville follows the North Carolina State holiday schedule. The following are designated as holidays with pay for all regular and temporary full-time employees:

- New Year's Day
- Martin Luther King Day
- Easter Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day and two additional days

#### **Miscellaneous:**

- Tuition Reimbursement Program – up to \$500 per fiscal year. Prior approval required for reimbursement and specific amounts of reimbursement are set by the Manager's Office each fiscal year.
- Direct Deposit – mandatory.
- Pay Cycle – biweekly.
- Longevity.
- Military Leave.
- Supplemental insurance available at the employee's expense through AFLAC (life, disability, hospitalization, cancer, etc.)
- Vision insurance is available at the employee's expense through Superior and AFLAC.

***This document is intended to provide a brief summary of the benefit plans. The official plan documents and/or contracts determine eligibility for benefits and coverage. If there any discrepancy between this summary and the plan documents, the plan documents will prevail.***

TOWN OF WINTERVILLEEMPLOYEE COMPENSATION SCHEDULEAs of 7/1/2024

<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Hiring Rate</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
5	No Holders		\$31,036	\$32,954	\$38,793	\$46,552
6	No Holders		\$32,954	\$34,213	\$40,733	\$48,880
7	No Holders		\$34,213	\$35,926	\$42,740	\$51,322
8	Maintenance Worker		\$35,926	\$38,450	\$45,161	\$53,889
9	No Holders		\$37,305	\$39,608	\$47,151	\$56,585
10	Administrative Assistant Park Maintenance Worker		\$39,608	\$41,587	\$49,509	\$59,410
11	Customer Service Representative Meter Technician		\$41,587	\$43,667	\$51,983	\$59,799
12	Accounting Technician Buyer Equipment Operator Office Manager		\$43,667	\$45,848	\$54,585	\$65,501
13	Firefighter Parks & Recreation Programmer Senior Equipment Operator		\$45,848	\$48,143	\$57,311	\$68,773
14	Electric Line Technician - 3rd Class		\$48,143	\$50,550	\$61,649	\$72,213



TOWN OF WINTERVILLEEMPLOYEE COMPENSATION SCHEDULEAs of 7/1/2024

<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Hiring Rate</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
	Utility/Pump Maintenance Mechanic Utility Billing Coordinator					
15	Fire Engineer Paramedic Parks and Recreation Maintenance Supervisor Senior Utility/Pump Maintenance Mechanic		\$50,550	\$53,074	\$63,408	\$75,824
16	Executive Staff/HR Assistant IT Program Specialist Parks and Recreation Program Supervisor Police Officer		\$53,074	\$55,732	\$66,348	\$79,616
17	Meter and Electric Services Supervisor Police Investigator Police Corporal Purchasing Agent Revenue Collector		\$56,419	\$58,519	\$69,596	\$83,598
18	Construction Inspector/GIS Technician Electric Line Technician - 2nd Class Fire Captain Police Platoon Supervisor		\$58,519	\$60,891	\$73,148	\$87,780
19	Public Works Supervisor		\$60,891	\$64,516	\$75,278	\$92,167
20	Accountant Code Enforcement Officer/Building Inspector		\$64,516	\$67,260	\$80,678	\$94,472

TOWN OF WINTERVILLEEMPLOYEE COMPENSATION SCHEDULEAs of 7/1/2024

<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Hiring Rate</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Economic Development Planner						
Electric Line Technician - 1st Class						
21	No Holders		\$67,260	\$71,132	\$84,679	\$105,306
22	Accounting Operations Manager	E	\$71,132	\$74,683	\$88,911	\$106,694
	Assistant Fire Chief	E				
	Electric Line Supervisor					
	Police Division Supervisor	E				
	Town Clerk					
23	Electric System Superintendent	E	\$74,683	\$78,420	\$93,343	\$112,027
	Public Works Superintendent	E				
	Water and Sewer Systems Superintendent	E				
24	Fire Chief	E	\$78,420	\$82,339	\$98,024	\$117,630
	Parks and Recreation Director	E				
25	Human Resource Director	E	\$82,339	\$86,457	\$102,926	\$123,508
	IT Director	E				
	Planning Director	E				
26	Electric Utilities Director	E	\$86,457	\$90,781	\$108,192	\$129,686
	Public Works Director	E				
27	Finance Director	E	\$90,781	\$95,319	\$113,475	\$136,168
	Police Chief	E				
28	No Holders	E	\$95,319	\$100,085	\$119,148	\$142,976

**TOWN OF WINTERVILLE****EMPLOYEE COMPENSATION SCHEDULE****As of 7/1/2024**

<u>Grade</u>	<u>Classification</u>	<u>Status</u>	<u>Hiring Rate</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
29	Assistant Town Manager	E	\$100,428	E	\$105,086	\$125,106	\$150,126
30	No Holders	E	\$105,086	E	\$110,345	\$131,360	\$157,633
31	No Holders	E	\$110,345	E	\$115,863	\$141,864	\$165,512
32	No Holders	E	\$115,863	E	\$121,542	\$144,827	\$173,791
33	No Holders	E	\$121,542	E	\$127,735	\$152,068	\$182,480
34	No Holders	E	\$127,735	E	\$134,122	\$159,668	\$200,995
35	No Holders	E	\$134,122	E	\$140,829	\$167,654	\$201,183
36	No Holders	E	\$140,829	E	\$147,870	\$176,037	\$211,241
37	No Holders	E	\$147,870	E	\$155,260	\$184,860	\$221,804

**9**

**APPENDIX**

## **APPENDIX**

### **Item**

- (1) 2025-2026 Budget Calendar.
- (2) Positions by Department. (current year – 2024-2025)
- (3) Debt Service Schedule (2025-2026 and following years).
- (4) Revenue Yields for the 2025-2026 Fiscal Year.
- (5) Fund Balances and Retained Earnings.
- (6) Comparison of Municipal Tax Rates and Utility Charges for FY 2025-2026.
- (7) Non-Town Agency Funding Requests.



# TOWN OF WINTERVILLE

## FY 2025-2026

### BUDGET CALENDAR

DATE	DESCRIPTION	TIME	LOCATION
<b>Tuesday, January 28, 2025</b>	Town Council Vision Setting Meeting – Part 1	5:30 pm	THECR
<b>Tuesday, February 4, 2025</b>	Town Council Vision Setting Meeting – Part 2 (TENTATIVE)	5:30 pm	THECR
<b>Monday, February 17, 2025</b>	Distribution of Budget Worksheets to Management	NA	TMGR OFFICE
<b>Monday, March 31, 2025</b>	Management Team Recommendations Due	5:00 pm	TMGR OFFICE
<b>Monday, May 5, 2025</b>	Town Council & Manager Progress Meeting	6:00 pm	THECR
<b>May 6-9, 2025</b>	Manager Review with Management Team	NA	TMGR OFFICE
<b>Monday, May 19, 2025</b>	Hand delivery of the Recommended Budget	NA	NA
<b>Tuesday, May 20, 2025</b>	Town Council Budget Work Session #1	6:00 pm	THAR
<b>Wednesday, May 21, 2025</b>	Town Council Budget Work Session #2	6:00 pm	THAR
<b>Tuesday, May 27, 2025</b>	Town Council Budget Work Session #3 (TENTATIVE)	6:00 pm	THAR
<b>Monday, June 2, 2025</b>	Public Hearing	6:00 pm	THAR
<b>Monday, June 9, 2025</b>	Adoption of the FY 2025-2026 Budget Ordinance	6:00 pm	THAR
<b>Tuesday, July 1, 2025</b>	Fiscal Year Begins	NA	NA

**THAR:**

Town Hall Assembly Room  
2571 Railroad Street  
Winterville, NC 28590

**THECR:**

Executive Conference Room  
2571 Railroad Street  
Winterville, NC 28590

**TMGR Office**

Town Manager's Office  
2571 Railroad Street  
Winterville, NC 28590

**DEPOT:**

Winterville Train Depot  
Railroad Street  
Winterville, NC 28590

Approved by Town Council - 12/9/2024  
Please NOTE the times of the meetings vary.

Orange denotes part-time, seasonal and intern positions.

**Town of Winterville  
Position by Department  
2024 - 2025**

<u>Department</u>	<u>Number of Positions</u>	<u>Position Title</u>
<b>Administration</b>		
	1	Town Manager
	1	Assistant Town Manager
	1	Town Clerk
	1	HR Director
	1	Executive Staff Assistant
	1	Office Manager (Ops Center)
<b>Total positions</b>	<b>6</b>	<b>Full - Time Total ONLY</b>
<b>Electric</b>		
	1	Electric Director
	1	Electric Systems Superintendent
	1	Electric Line Crew Leader
	2	Electric Line Technician 1st Class
	0	Electric Line Technician 2nd Class
	2	Electric Line Technician 3rd Class
	1	Meter Electric Services Supervisor
	2	Meter Technician
	3	Part-Time Electric Line Techs/Meter Tech
	1	Part-Time Purchaser (15 hours)
<b>Total positions</b>	<b>10</b>	<b>Full -Time Total ONLY</b>
<b>Information Technology</b>		
		Contract with VC3
<b>Finance</b>		
	1	Finance Director
	1	Accounting Operations Manager
	1	Revenue Collector
	1	Purchasing Agent
	1	Utility Billing Coordinator
	2	Customer Service Representative
<b>Total positions</b>	<b>7</b>	<b>Full-Time Total ONLY</b>
<b>Planning</b>		
	1	Planning and Economic Development Director
	1	Planning and Economic Development Planner
<b>Total positions</b>	<b>2</b>	<b>Full-Time Total ONLY</b>
<b>Police</b>		
	1	Police Chief
	2	Police Lieutenant
	5	Police Sergeant
	12	Police Officer
	3	School Resource Officer
	2	Investigator
	1	Office Manager
	4	Police Reserve Positions
<b>Total positions</b>	<b>26</b>	<b>Full-Time Total Only</b>

Department	Number of Positions	Position Title
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Public Works		
	1	Public Works Director
	1	Public Works Superintendent
	3	Equipment Operator
	2	Senior Equipment Operator
	1	Water & Sewer Systems Superintendent (wa)
	1	Electrician/Instrumentation Technician (swr)
	3	Utility/Pump Maintenance Mechanic (wa)
	0	Sr. Utility/Pump Maintenance (wa)
	2	Utility/Pump Maintenance Mechanic (swr)
	1	Construction Inspector (wa)
	1	Sr. Equipment Operator (stwa)
	2	Equipment Operator (stwa)
	1	Part-Time Equipment Operator
<b>Total positions</b>	<b>18</b>	<b>Full-Time Totals ONLY</b>

Fire Department
-----------------

	1	Fire Chief
	1	Assistant Fire Chief
	4	Captains
	4	Engineers
	4	Firefighters
	1	Office Manager
	1*	Part-time Inspector
	2*	Part-time Engineer
	2	Paramedic
<b>Total positions</b>	<b>17</b>	<b>Full-Time Totals ONLY</b>

\*Fire Inspector – PT position is covered by several PT employees.

\*Fire engineer – one person covers FD 24/7, so PT position is covered by several PT employees.

Recreation
------------

	1	Parks and Recreation Director
	1	Recreation Program Supervisor
	1	Recreation Programmer
	1	Parks Maintenance Supervisor
	1	Park Maintenance Worker
	4	Part-time Site Supervisor
	1	Intern(s)
<b>Total positions</b>	<b>5</b>	<b>Full-Time Totals ONLY</b>

NOTE : some of the PT positions listed meets the Town and benefits purposes.

Inspections/GIS
-----------------

	1	Code Enforcement Officer/Bldg. Inspector
	1	Building Inspector/GIS Technician
	1	Part-time Building Inspector
<b>Total positions</b>	<b>2</b>	<b>Full-Time Totals ONLY</b>

<b>Total Approved Full-Time Positions</b>	<b>93</b>
<b>Total Funded Full-Time Positions</b>	<b>93</b>



**Town of Winterville**  
**Debt Service Payment Schedule for Next 10 Years**  
**2025-2026**

**General**

	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035
Emergency Services Facility /Refi W/ BB&T	\$ 149,200	\$ 149,200	149,200	149,200						
E-One Ladder Truck	\$ 88,054									
Rec Playground Equipment - Fund Balance Reimburs	\$ 40,000	\$ 40,000	40,000	40,000	40,000					
BB&T BS&A Software	\$ 70,395	\$ 70,395	\$ 70,395							
First Citizens PW Knuckle Boom Truck	\$ 46,720	\$ 45,040	\$ 43,360	41,680						
First Citizens PW Chev Truck and Mower	\$ 24,571	\$ 23,619								
BB&T Public Works Equipment	\$ 94,117	\$ 94,117	\$ 94,117							
First Citizens PW Trucks and Equipment	\$ 64,473	\$ 61,982	\$ 59,491							
First Citizens Town Christmas Decorations/Lights	\$ 46,752	\$ 44,946	\$ 43,140							
First Citizens Paving Head	\$ 21,868	\$ 21,023	\$ 20,178							
First Citizens John Deere Gator	\$ 9,426	\$ 9,062	\$ 8,698							
First Citizens Bank 2 Police Cars	\$ 21,491	\$ 20,718	\$ 19,946	\$ 19,173						
	\$ 677,066	\$ 580,101	\$ 548,524	\$ 250,053	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -

**Electric**

	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**Sewer**

Sanitary Sewer Bonds / Refi W/ BB&T	\$ 74,506	\$ 74,506	\$ 74,506	\$ 74,506						
Regional Liftstation - SRL	\$ 130,903	\$ 129,116	\$ 127,329	\$ 125,541	\$ 123,754	\$ 121,967	\$ 120,179	\$ 118,392	\$ 116,605	\$ 114,818
2019 Capital Improvements Project	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077	\$ 138,077
First Citizens Jetter Trailer and Bypass Pump	\$ 35,040	\$ 33,780	\$ 32,520	\$ 31,260						
Water Fund Payback	\$ 52,000	\$ 52,000	52,000	52,000						
First Citizens Crane Truck & Pump Replacements	\$ 61,656	\$ 59,445	57,234	55,022	52,811					
2020 Pump Station Rehab Project	\$ 419,863	\$ 419,863	419,863	419,863	419,863	419,863	419,863	419,863	419,863	419,863
	\$ 492,183	\$ 906,787	\$ 901,528	\$ 896,270	\$ 734,505	\$ 679,907	\$ 678,120	\$ 676,332	\$ 674,545	\$ 672,758

**Water**

BBT - Worthington Rd Interconnect	\$ 154,632	\$ 154,632	\$ 154,632	\$ 154,632	\$ 154,632	\$ 154,632				
Water Tower Rehab - DWRL	\$ 29,232	\$ 28,859	28,486	28,113	27,740	27,367	26,994	26,621	26,248	25,875
Lead Service Line Inventory Loan - NCDEQ	\$ 33,000	\$ 33,000	33,000	33,000						
	\$ 216,865	\$ 216,492	\$ 216,118	\$ 215,745	\$ 182,372	\$ 181,999	\$ 26,994	\$ 26,621	\$ 26,248	\$ 25,875

**Annual Debt Service Payments**

	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2033-2034
	\$1,386,114	\$1,703,380	\$1,666,170	\$1,362,068	\$956,878	\$861,906	\$705,114	\$702,953	\$700,793	\$698,633

**Town of Winterville  
Annualized Revenue Yields  
2025-2026 Budget Estimates**

General Fund		Type of Increase
Property Tax	\$ 136,083.25	1 cent

**Electric**

Sales	\$ 70,957.03	1%
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**Water**

Sales	\$ 15,980.25	1%
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**Sewer**

Sales	\$ 27,805.14	1%
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**Solid Waste**

Sales	\$ 52,992.00	\$1.00 per cust.
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**Stormwater**

Sales	\$ 57,660.00	\$1.00 per ERU
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**Town of Winterville**  
**Fund Balances and Retained Earnings**  
**July 1, 2024**

<b>Funds</b>	<b>Balance As of 06-30-2024</b>	<b>Funds Appropriated for the 2024-2025 Budget</b>	<b>Amount Available for Appropriation</b>
<b>General</b>			
Inventories/Nonspendables	\$ 23,347.00		\$ 23,347.00
Restricted	\$ 2,326,905.00		\$ 2,326,905.00
Committed	\$ 194,305.00		\$ 194,305.00
Assigned	\$ 386,483.00		\$ 386,483.00
Unassigned	\$ 13,761,390.00	\$ 2,499,797.00	\$ 11,261,593.00
<b>Electric</b>	\$ 8,381,188.00	\$ 1,657,849.00	\$ 6,723,339.00
<b>Water</b>	\$ 1,753,341.00	\$ 697,457.00	\$ 1,055,884.00
<b>Sewer</b>	\$ 977,092.00	\$ 374,745.00	\$ 602,347.00
<b>Stormwater</b>	\$ 4,561,580.00	\$ 274,798.00	\$ 4,286,782.00
			\$ 26,860,985.00

**General Fund Estimate**

<b>Total - Unassigned</b>	<b>\$ 11,261,593.00</b>

Trend of Fund Balance in relation to appropriations for the last five Fiscal Years.

<b>Est. Percentage of Unassigned Fund Balance Appropriation 6-30-2025</b>	<b>79%</b>
---	------------

Percentage of Fund Balance Appropriation 6-30-2020	82%
Percentage of Fund Balance Appropriation 6-30-2021	78%
Percentage of Fund Balance Appropriation 6-30-2022	79%
Percentage of Fund Balance Appropriation 6-30-2023	77%
Percentage of Fund Balance Appropriation 6-30-2024	73%

Group Average	46.00%
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**Utility and Property Tax Cost Comparisons  
For Pitt County Municipalities  
2025-2026**

Monthly Utility Costs		Ayden	Greenville Utilities Commission	Farmville	Winterville
Water	5,000 Gallons	\$ 55.39	\$ 34.17	\$ 60.18	\$ 29.02
Sewer	5,000 Gallons	\$ 93.88	\$ 43.29	\$ 66.32	\$ 58.47
Sanitation	Monthly	\$ 16.00	\$ 16.00	\$ 24.83	\$ 15.00
Electricity	1,500 kWh	\$ 202.30	\$ 178.08	\$ 207.15	\$ 177.95
Stormwater	Per ERU	\$ 4.00	\$ 9.35	\$ -	\$ 4.00
<b>TOTAL</b>		\$ 371.57	\$ 280.89	\$ 358.48	\$ 284.44

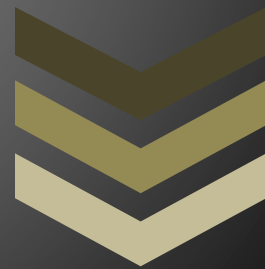
(per 2,000 sq ft)

Annual Property Taxes		Ayden	City of Greenville	Farmville	Winterville
County Tax	\$150,000 Home	\$ 849.45	\$ 849.45	\$ 849.45	\$ 849.45
City Tax	\$150,000 Home	\$ 810.00	\$ 593.10	\$ 735.00	\$ 675.00
EMS Tax	\$150,000 Home	\$ 89.25	\$ -	\$ 89.25	\$ 89.25
<b>TOTAL</b>		\$ 1,748.70	\$ 1,442.55	\$ 1,673.70	\$ 1,613.70

Property Tax Rate per \$100		EMS Tax	County Tax
Ayden	\$ 0.540	\$ 0.0595	\$ 0.5663
Greenville	\$ 0.3954	N/A	\$ 0.5663
Farmville	\$ 0.490	\$ 0.0595	\$ 0.5663
Winterville	\$ 0.450	\$ 0.0595	\$ 0.5663

\* All rates for other municipalities are based on current rates at the time of publishing

# 2025 – 2026 NON-TOWN AGENCY FUNDING REQUESTS



There are eight (8) Non-Town Agency Applications and (1) other application submitted for Fiscal Year 2025-2026. The non-town agency requests submitted to Town Council total \$107,000 and the Sheppard Memorial Library request is \$176,921. Attached is a summary of the funds requested, applications, and comprehensive reports.

TOWN OF WINTERVILLE

2571 RAILROAD STREET

TUESDAY, MAY 20, 2025

# FY 2025-2026

## NON-TOWN AGENCY FUNDING REQUESTS

Agency	Amount Requested	Other Amounts	Status
Boys & Girls Club of the Coastal Plain	\$10,000		
Pitt County Council on Aging	\$8,500		
Pitt County Girls Softball League, Inc.	\$15,000		
Rebuilding Together Pitt County	\$10,000		
Winterville Chamber of Commerce	\$20,000 \$1,210+**	In-Kind	
Winterville Historical & Arts Society: Depot	\$7,865+**	In-Kind	
Winterville Historical & Arts Society: Museum	\$6,350+**	In-Kind	
Winterville Senior Citizen Club	\$3,500 \$2,950+**	In-Kind	
Winterville Watermelon Festival Committee, Inc	\$40,000 \$67,770+**	In-Kind	
<b>TOTAL</b>	<b>\$107,000</b>		
Sheppard Memorial Library for the Winterville Public Library	\$176,921		
<b>**non-cash request/services only total</b>	<b>\$86,145+</b>		

### NOTES

# **FY 2025-2026 NON-TOWN AGENCY FUNDING REQUESTS**

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**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

- |  |   |
|--|---|
| 1. Agency Name:<br><br>Boys & Girls Clubs of the Coastal Plain   | 2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.<br><br>56-0927694           |
| 3. Mailing Address:<br><br>621 W. Fire Tower Road, Winterville, NC 28590                               |   |
| 4. Street Address:<br><br>621 W. Fire Tower Road, Winterville, NC 28590                                |   |
| 5. Primary Contact Person:<br>Laquitta Staton<br><br>Secondary Contact Person:<br>Sonya Howell         | 6. Primary Contact Email Address:<br>lstaton@bgccp.com<br><br>Secondary Contact Email Address:<br>showell@bgccp.com |
| 7. Primary Contact Phone:<br>(252) 355-2345<br><br>Secondary Contact Phone:<br>(252) 355-2345 ext. 225 | 8. Primary Contact Mobile Phone:<br>(252) 702-4243<br><br>Secondary Contact Mobile Phone:<br>(252) 268-1408         |
| 9. Date of Application:<br>4/17/2025   | 10. Fax:<br>(252) 321-6281  |



11. Board of Directors, if any, including names, positions held and contact information:

Please see attached for Board of Directors Listing

12. Amount of Town funds requested:

\$10,000

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

Yes, Boys & Girls Clubs of the Coastal Plain has received \$5,000 per year for the last 3 years for the Jack Minges Unit.

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

Boys & Girls Clubs of the Coastal Plain looks forward with great anticipation to continuing a long-term partnership with the Town of Winterville—one that becomes a reliable source of annual support for the Jack Minges Unit, which serves as a vital resource for youth in the Winterville community.

15. Briefly describe how you will use the grant funds:

The Boys & Girls Clubs of the Coastal Plain's Jack Minges Unit is deeply grateful for the ongoing financial support from the Town of Winterville, which has played a vital role in empowering local youth with opportunities to grow, learn, and succeed. For the 2025–2026 fiscal year, we respectfully request a \$10,000 investment to sustain our Formula for Impact program. These funds will directly support the continued daily operations of the Club during both the academic year and summer months—ensuring consistent, high-quality programming, a safe environment, and essential services for the youth we serve. An investment from the Town of Winterville will empower our Club members with essential academic tools, fostering an environment conducive to success. This support enables young individuals to engage in afterschool and summer learning prevention programs within a safe and enjoyable setting, addressing disparities for some of the town's most underserved and at-risk youth. The urgency of our services is underscored by the current educational landscape of Pitt County youth. Third-grade reading proficiency stands at 43.2%, while timely high school graduation is at 81.9%. A staggering 48.1% of children in Pitt County reside in poor or low-income homes. Notably, 93% of the Jack Minges Club's youth live in poverty, with 64% hailing from one-parent households. An overwhelming 40% of Club members come from homes with an annual income of \$25,000 or less.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

The impact of the Town of Winterville's investment will be measured through both participation metrics and youth outcomes aligned with our Formula for Impact framework. In 2025–2026, the Jack Minges Unit served or will serve 500 youth. We track member demographics, attendance, and engagement to ensure that services are reaching those who need them most—including youth from low-income, single-parent households. In addition to enrollment

and attendance, we assess program effectiveness in three core areas: Academic Success, Healthy Lifestyles, and Good Character & Citizenship. This is accomplished through pre- and post-program assessments, school performance data (when available), staff observations, and youth surveys. We also evaluate how well we are delivering the Five Key Elements of Positive Youth Development: a safe environment, supportive relationships, high expectations, opportunities for recognition, and a sense of belonging. By maintaining rigorous evaluation standards and tracking key indicators, we ensure your support translates into measurable, meaningful outcomes for Winterville's youth. Demographic data reinforces the critical importance of continued support: 93% qualify for free/reduced lunch, a strong indicator of economic hardship. 64% live in single-parent households, where access to structured, supervised care is often limited. 40% come from homes with incomes below \$25,000 annually. Our members are predominantly youth of color—78% African American—underscoring our role in addressing racial equity through opportunity access. Your investment enables the Club to remain open Monday through Friday, 2:30–6:00 p.m. during the school year and 7:30 a.m.–5:30 p.m. on summer and non-school days. These extended hours are more than just safe supervision—they're essential, developmentally rich windows of opportunity. The Club's impact is assessed through: Attendance tracking (daily participation, retention over time) Academic progress (homework completion rates, school performance where data-sharing agreements exist) Youth surveys and staff assessments, evaluating growth in key areas like leadership, decision-making, health habits, and social-emotional skills. Benchmark tracking aligned with our Three Priority Outcomes: Academic Success: tutoring, STEM, literacy, and college/career prep programs; Healthy Lifestyles: nutrition education, fitness, mental wellness initiatives; Good Character & Citizenship: service learning, leadership development, and civic engagement. We implement these programs using the Five Key Elements of Positive Youth Development—ensuring every young person experiences a safe, positive environment; a sense of belonging and fun; supportive relationships with staff and peers; clear expectations; and ongoing recognition of their efforts and achievements. In short, your \$10,000 investment will not only sustain vital day-to-day operations—it will fuel measurable outcomes that uplift youth, stabilize families, and strengthen the broader Winterville community.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

The Jack Minges Unit anticipates serving over 500 members and their families in the upcoming year, and each member would benefit from the opportunities made possible through these funds. .

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

According to information from BGCCP's Membership Tracking System, 46% of the current Jack Minges Club members reside in Town of Winterville and require transportation from schools to the Club or for Club related trips and activities. Data from membership applications is entered into our Membership Tracking System, including demographics, race, age, gender, school, household income, and more.

19. What will be the impact on your agency, clients, or services if these program funds are not received? While our Board of Directors and Resource Development Team remain committed to securing funding through grants, special events, and philanthropic partnerships, the absence or reduction of grant support from the Town of Winterville would present significant challenges for the Jack Minges Unit. Without this critical investment, the organization may be forced to scale back staffing, reduce program hours, or limit the number of youth served—particularly during the high-need summer months. These cutbacks would directly affect our ability to deliver the consistent, high-quality programming that Winterville families have come to rely on, especially those who face barriers to accessing other afterschool or summer care options. For many families, the Club is not a luxury—it's a lifeline. A gap in funding jeopardizes our capacity to maintain a safe, enriching environment for hundreds of local children, particularly those from low-income, single-parent households. The loss of support would not only affect program delivery, but also the stability and wellbeing of the youth we serve. We are committed to pursuing all possible avenues to sustain our mission, but continued partnership from the Town of Winterville remains essential to ensuring that no child is left without the support, structure, and opportunity they deserve.

20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.

Yes

**21. Mission Statement and General Agency Overview:**

At BGCCP, we serve youth ages 6-18 from all backgrounds with an intentional focus on those who need us most. Our mission is urgent and unwavering: to enable all young people, especially those who need us most, realize their full potential as productive, caring, responsible citizens. As part of a powerful national Movement, we serve youth ages 6–18 from all backgrounds, with an intentional focus on those who need us most. Our Clubs are not just afterschool programs—they are lifelines. Through a structured, outcomes-driven approach, we equip young people with the skills, confidence, and resilience needed to lead and thrive in a complex world. Our programs—rooted in Education & Career Development, Health & Life Skills, Character & Leadership Development, the Arts, and Sports, Fitness & Recreation—provide daily, hands-on opportunities for academic success, emotional wellbeing, and civic engagement. Every activity is designed to build competence and character that extends far beyond Club walls. Since 1969, we have been a cornerstone of youth development in Pitt County. Today, our five local Units—including the flagship Jack Minges Unit in Winterville—stand as safe havens and catalysts for change. In 2024, we served over 575 young people at the Jack Minges Unit alone, helping them stay on track to graduate from high school, pursue meaningful careers, lead healthy lives, and become active contributors to their communities. The need is real. The impact is measurable. The future of our community depends on how we invest in our youth today. Join us in championing their potential, shaping their path, and ensuring every child has the chance to succeed—regardless of circumstance.

22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.

The Town of Winterville is more than a funder—it's a steadfast partner in our mission. From providing critical financial backing to showing up in person, town leadership actively supports our work. Our relationship with East Carolina University (ECU) is foundational. Through formal partnerships with academic departments and service-learning programs, ECU provides volunteer tutors and mentors who deliver individualized academic support. These services directly contribute to improved literacy, math proficiency, and on-time grade progression for our members. We work closely with Pitt County Schools to track academic progress through a structured data-sharing agreement. This collaboration ensures that our interventions are informed, responsive, and aligned with students' school-based goals, particularly in areas such as attendance, grades, and behavior. To promote safety, health, and creative expression, we've built strong alliances with: Local Police and Fire Departments, who provide safety education and build trust through positive interactions with youth; ECU Health and the Pitt County Health Department, offering health education and access to vital wellness resources; The ECU School of Dental Medicine, delivering annual screenings and dental hygiene education; Pitt Community College, expanding college and career exploration opportunities; Greenville Museum of Art, enriching arts-based learning; Pitt Pirates Robotics, promoting STEM engagement through hands-on robotics and engineering activities. Our enrichment camps, powered by these partnerships, offer youth access to unique experiences like kayaking, fishing, astronomy, and environmental science—making learning fun, tangible, and memorable. We are also deeply supported by a diverse network of volunteers from organizations such as Zeta Phi Beta, Old Navy, ECU STEM Corps East, and the Junior League of Greenville. These groups enhance our programming through mentorship, service projects, and event support—helping to nurture confidence, leadership, and a sense of civic responsibility in our youth. Together, these partnerships form an integrated support system—ensuring that every child we serve has access to the resources, relationships, and opportunities they need to thrive.

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services			
Supplies		\$5,000	\$10,000
Services			
Capital Outlay	\$5,000		
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$10,000</b>
# of positions (FTE)			

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	92,612	\$96,500	\$99,734* ECU Health Fdn \$15,000- pending NC Community Fdn \$3,500 - pending Pitt Co, ABC Board - \$25,000 pending Camber Fdn - \$25,000 awarded Private Donations \$31,234 - pending and awarded
Town Funds	\$5,000	\$5,000	\$10,000

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.


**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Mark Holtzman, of (Boys & Girls Clubs of the Coastal Plain do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand any certify that all ASSURANCES have been made and will be adhered to in order for the Boys & Girls Clubs of the Coastal Plain to receive Town funding.

Mark Holtzman, CEO



**Signature of President/Executive Director of Agency/Organization**

**Date: 4/21/2025**



BOYS & GIRLS CLUBS  
OF THE COASTAL PLAIN

## Boys & Girls Clubs of the Coastal Plain 2025 Corporate Board of Directors

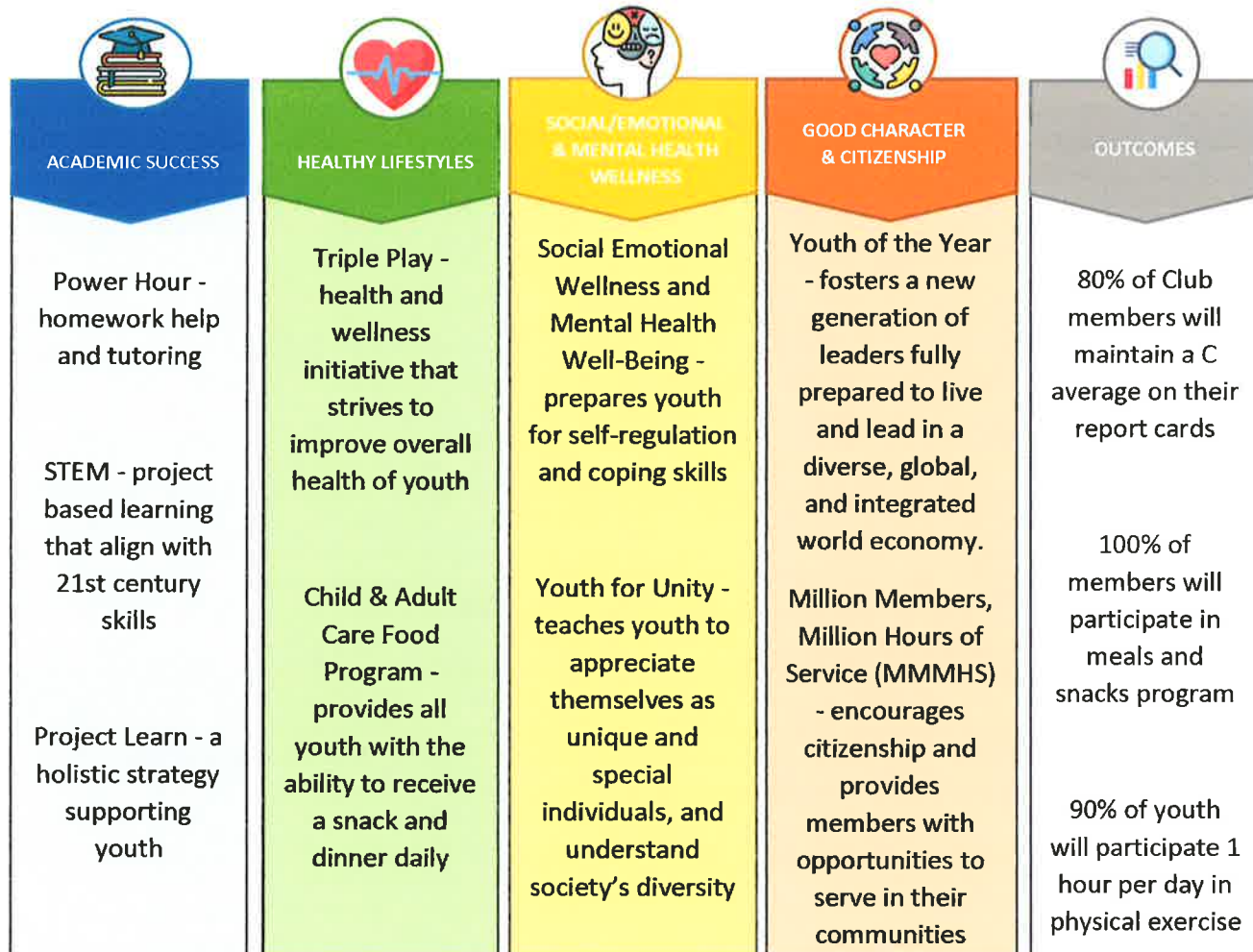


BOYS & GIRLS CLUBS  
OF THE COASTAL PLAIN

	NAME	ROLE	Committee	BUSINESS	CITY	TERM END	GENDER	RACE	YEARS of SERVICE
1	Arnold, Katrina	Chair	Executive	Pitt Community College	Greenville	2025	Female	AA	4
2	Barnhill, JoAnn	Vice Chair & Operations Chair	Operations & Executive	Retired, Physician Recruiter	Greenville	2025	Female	W	2
3	Booth, Ed	Member		Beaufort County Commissioners	Washington	2025	Male	AA	6
4	Carr, Joanna	Member	Finance	Edward Jones Financial Advisor	New Bern	2028	Female	W	0-1
5	Cash, Trey	Advocacy Co-Chair	Advocacy	NC Global TransPark Economic Development	Snow Hill	2027	Male	W	3
6	Coles, Rodney	Member		Churches Outreach Network/Interfaith Clergy	Greenville	2025	Male	AA	2
7	Colombo, Mike	Immediate Past Chair	Executive	Colombo-Kitchin Attorneys	Greenville	2026	Male	W	20+
8	Copland, Tahira	Member		Education	New Bern	2027	Female	AA	0-1
9	Dellasega, Mark	Safety Chair	Executive	Retired, Physician	Greenville	2026	Male	W	3
10	Dixon, Faris	Member		District Attorney	Greenville	2027	Male	AA	0-1
11	Hardy, Don	Member	Advocacy	Mayor, City of Kinston	Kinston	2026	Male	AA	0-1
12	Hodge, Lee	Member	RD	Ward & Smith, PA	New Bern	2026	Male	W	2
13	Jethro, Gordon	Member	RD & Finance	First Citizens Bank	Greenville	2025	Male	W	6
14	King, Chip	Member		Shearline Boatworks	Morehead City	2027	Male	W	0-1
15	Leary, Alan	Secretary	Finance	Remax	Morehead City	2027	Male	W	25+
16	Lewis, Scott	Operations	Operations & Executive	First Bank	Morehead City	2027	Male	W	15+
17	Lilley, Roy	Member	Advocacy	Lilley & Johnson, PA	Williamston	2025	Male	W	9
18	Massey, Brack	Member	RD	Hardee, Massey & Blodgett	Greenville	2026	Male	W	2
19	Miller, Patrick	Advocacy Co-Chair	Advocacy	Retired, School Superintendent	Snow Hill	2026	Male	W	12
20	Oxholm, Tom	Member	RD	Wake Stone Corporation	Knightdale	2026	Male	W	0-1
21	Pate, Tim	Finance Chair (Treasurer)	Finance	Oceanus Capital	Trent Woods	2026	Male	W	15+
22	Stephenson, Steve	Member	Executive & RD	Ward and Smith, PA	Greenville	2027	Male	W	30+
23	Willis, Karen	Member	Executive & Finance	Willis Insurance Agency	Beaufort	2025	Female	W	20+
24	Womack, David	RD Chair	RD Chair	Retired, Business Owner	Greenville	2025	Male	W	0-1



## Formula for Impact Design Plan



**AGENCY NAME: BOYS & GIRLS CLUBS OF THE COASTAL PLAIN  
TOWN OF WINTERVILLE  
NON-TOWN AGENCY (NTA) FUNDING PROCESS  
INSTRUCTIONS FOR COMPLETING AND  
SUBMITTING THE COMPREHENSIVE REPORT  
FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
A \$5,000 donation was received from the Town of Winterville, and was utilized to conduct our Formula for Impact programming for members at the Jack Minges Unit in Winterville. The entire \$5,000 donation was expended, and used for supplies.
- How did the Agency/Organization accomplish its stated goals for the reporting period?  
Boys & Girls Clubs of the Coastal Plain reached its goal by serving Club members through our premiere programming, Formula for Impact. Club youth expanded their knowledge and experiences in Academic Success, Healthy Lifestyles, and Good Character and Citizenship.
- What goals/programs were unmet during the reporting period?  
There were no unmet needs for 2024-25 Formula for Impact programming.
- How were Winterville residents served by the Agency/Organization?  
Boys & Girls Club member, who are residents of Winterville, gained access to BGCCP programming to improve academic success, healthy lifestyles, and good character & citizenship.

TOTAL RESIDENTS 463

TOTAL TOWN OF WINTERVILLE RESIDENTS 208

- Any other pertinent information deemed appropriate.  
Membership increases during the months of June and July as additional youth register when school is out.

**Attach additional information.**



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

1. Agency Name:  
Pitt County Council on Aging
2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.  
52-1042008
3. Mailing Address:  
4551 County Home Road, Greenville NC 27858
4. Street Address:  
4551 County Home Road, Greenville NC 27858
5. Primary Contact Person:  
Rich Zeck  
  
Secondary Contact Person:  
Teri Guillemette
6. Primary Contact Email Address:  
rzeck@pittcoa.com  
  
Secondary Contact Email Address:  
tguillemette@pittcoa.com
7. Primary Contact Phone:  
252-752-1717  
  
Secondary Contact Phone:  
252-752-1717
8. Primary Contact Mobile Phone:  
Click or tap here to enter text  
  
Secondary Contact Mobile Phone:  
Click or tap here to enter text
9. Date of Application:  
4/24/2025
10. Fax:  
Click or tap here to enter text

11. Board of Directors, if any, including names, positions held and contact information:

Attached

12. Amount of Town funds requested:

\$8,500

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

\$6,500

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

This is not a one-time request as senior hunger is an ongoing issue for the homebound, isolated and vulnerable seniors who are unable to adequately care for themselves.<sup>15</sup>

15. Briefly describe how you will use the grant funds:

The requested funds of \$8,500.00 will support five (5) Winterville residents from the Meals on Wheels current waiting list of 11 residents. The cost of a home-delivered meal is for five (5) days a week which amounts to \$1,700.00 person per year.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

We will measure the effect of the grant by the number of individuals who will be removed from the waiting list to receive a home delivered meal.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

5

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

5

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

Winterville residents currently on the Meals on Wheels waiting list will remain there until other funding is secured. For many seniors in our community, this program is a lifeline providing the only meal they receive daily, social interaction with the volunteer, and a safety check. The fact remains that there are hungry older adults in Winterville and without this funding, sadly they will remain in their current situation.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

I agree.

**21. Mission Statement and General Agency Overview:**

The mission of the Pitt County Council on Aging is to enhance the quality of life for adults by providing access to a wide range of services, programs, and resources that promote healthy living and independence.

**22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.**

The Council on Aging coordinates and partners with a wide variety of health and human service providers, including town and county departments to meet the needs of older adults across Pitt County. As the Meals on Wheels provider for all of Pitt County, it is a high priority to reduce food insecurities and simply feed those who are hungry.

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services			
Supplies	\$6500	\$6500	\$8500
Services			
Capital Outlay			
<b>TOTAL</b>	\$6500	\$6500	\$8500
# of positions (FTE)	0	0	0
<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue			
Town Funds	\$6500	\$6500	\$8500

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.



### NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT

I, [Click or tap here to enter Executive Director/President Name](#), of [\(Click or tap here to enter Name of Agency/Organization\)](#) do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.

Richard Zeck

---

**Signature of President/Executive Director of Agency/Organization**

**Date: 4/24/2025**

**AGENCY NAME: PITT COUNTY COUNCIL ON AGING  
TOWN OF WINTERVILLE  
NON-TOWN AGENCY (NTA) FUNDING PROCESS  
INSTRUCTIONS FOR COMPLETING AND  
SUBMITTING THE COMPREHENSIVE REPORT  
FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
\$6500 purchased hot home delivered meals
- How did the Agency/Organization accomplish its stated goals for the reporting period?  
Our goal was to use the fund award for the purchase of home delivered meals for Winterville residents. We met our goal by serving four (4) extra individuals from the waiting list with the award.
- What goals/programs were unmet during the reporting period?  
None.
- How were Winterville residents served by the Agency/Organization?  
Hungry older adults were fed.
- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS

**TOTAL TOWN OF WINTERVILLE RESIDENTS**

- Any other pertinent information deemed appropriate.  
The waiting list continues to grow with average income well below poverty at \$9,300.

**Attach additional information.**

**Board of Directors  
Pitt County Council on Aging  
January 2024**

<p><b>Ray Franks- Chair</b>  <b>Term ends 12/31/2026</b>  Retired  2301 Fieldstone Place  Greenville, NC 27858  252-686-1952  <a href="mailto:Rayfranks52@yahoo.com">Rayfranks52@yahoo.com</a></p>	<p><b>Sylvia Wheless- Co-Chair</b>  <b>Term ends 12/31/2027</b>  Retired  1747 Beaumont Circle  Greenville, NC 27858  252-756-0722H, 252-347-7092C  <a href="mailto:sjwheless@gmail.com">sjwheless@gmail.com</a></p>
<p><b>Lee Adams- Past Chair</b>  <b>Term ends 12/31/2026</b>  Retired- Educator  4102 Hardwick Ct.  Greenville, NC 27834  252-756-5787  <a href="mailto:Leeadams85@suddenlink.net">Leeadams85@suddenlink.net</a></p>	<p><b>Melissa Briley- Secretary</b>  <b>Term end 12/31/2026*</b>  VP Southern Bank  2783 Worthington Warren Rd  Stokes, NC 27884  252-353-8600 (W)  <a href="mailto:Melissa.briley@southernbank.com">Melissa.briley@southernbank.com</a></p>
<p><b>Bill Newill- Treasurer</b>  <b>Term ends 12/31/2025</b>  Retired  214 Nichols Drive  Greenville, NC 27858  856-495-9425  <a href="mailto:wnewill@hotmail.com">wnewill@hotmail.com</a></p>	<p><b>Alice Keene- At Large</b>  <b>Term ends 12/31/2026</b>  Pitt County Parks &amp; Rec.  1872 Century Drive  Greenville, NC 27834  252-375-5028  <a href="mailto:alice.keene@pittcountync.gov">alice.keene@pittcountync.gov</a></p>
<p><b>Michael Aichinger- At Large</b>  <b>Term ends 12/31/2027</b>  Retired  329 Oxford Road  Greenville, NC 27858  252-756-4736  <a href="mailto:michael_a_2758@yahoo.com">michael_a_2758@yahoo.com</a></p>	<p><b>Christopher Woods</b>  <b>Term ends 12/31/2024</b>  NC DHHS- Independent Living  304 Quinn Court  Winterville, NC 28590  252-327-3617  <a href="mailto:Woodsc2000@yahoo.com">Woodsc2000@yahoo.com</a></p>
<p><b>Sharon Schlichting</b>  <b>Term end 12/31/2027</b>  Retired  68 Barnes Street  Greenville, NC 27858  252-355-7278  <a href="mailto:Sharon7724@embarqmail.com">Sharon7724@embarqmail.com</a></p>	<p><b>Tonya Leggett</b>  <b>Term ends 12/31/2025</b>  PCC  442 Eastpoint Drive  Greenville, NC 27858  252-916-8444  <a href="mailto:tkleggett027@my.pittcc.edu">tkleggett027@my.pittcc.edu</a></p>
<p><b>Joseph Chrobak</b>  <b>Term ends 12/31/2025 *</b>  Edward Jones  588 Cedar Ridge Drive  Winterville, NC 28590  252-375-0588  <a href="mailto:joechrobak@suddenlink.net">joechrobak@suddenlink.net</a></p>	<p><b>MaryAnn Bratley</b>  <b>Term ends 12/31/2027</b>  Retired nurse  899 Darrell Drive  Greenville, NC 27834  252-347-9359  <a href="mailto:collelo@suddenlink.net">collelo@suddenlink.net</a></p>

**Dave Silver**

**Term ends 12/31/26\***

Attorney

606 Poundbury Ct.

Greenville, NC 27858

252-757-3535 (W)

[dave@GNCLawFirm.com](mailto:dave@GNCLawFirm.com)

**LaRita Johnson**

**Term ends 12/31/27\***

Retired

8594 County Home Road

Ayden, NC 28513

252814-1627

[salsaalarita@gmail.com](mailto:salsaalarita@gmail.com)

**Latoya Heath**

**Term ends 12/31/2027**

Social Work

456 Britt Road

Greenville, NC 27858

252-814-8714

[latoya.heath@pittcountync.gov](mailto:latoya.heath@pittcountync.gov)

**Mac Manning**

Pitt County Commissioner

**\*eligible for second term**

**Updated November 21, 2024**



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.

1. Agency Name:  
*Pitt County Girls Softball League, Inc. (AKA PCGSL)*
2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.  
*Tax ID # - 56-187153  
Bank Acct # - 2070346138  
TOWNE BANK  
2839 Charles Blvd  
Greenville, NC 27858*
3. Mailing Address:  
*P.O. Box 639  
Winterville, NC 28590*
4. Street Address:  
*4799 Reedy Branch Rd  
Winterville*
5. Primary Contact Person:  
*BO BATTIS - FUNDRAISING DIRECTOR*  
Secondary Contact Person:  
*SARAH FOY - LEAGUE CO-ORDINATOR*
6. Primary Contact Email Address:  
*bobobattis@gmail.com*  
Secondary Contact Email Address:  
*SARAH.FOY@pcgsl.org*
7. Primary Contact Phone:  
*N/A*  
Secondary Contact Phone:  
*N/A*
8. Primary Contact Mobile Phone:  
*252-714-5485*  
Secondary Contact Mobile Phone:  
*252-945-7300*
9. Date of Application:  
*4-28-25*
10. Fax:  
*N/A*

11. Board of Directors, if any, including names, positions held and contact information:

See attached sheet designated Item #11

12. Amount of Town funds requested:

\$15,000.00

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

yes - \$5000.00 each year for 2022, 2023, 2024.

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

No - SAME AMOUNT AS ABOVE (ON line 12). PCLGSK will continue to request funding from Town of Winterville AS our budget is approximately \$360,000 for 2025, AND our registration fee only covers 15% of said budget meaning we have to generate 85% from other revenue sources.

15. Briefly describe how you will use the grant funds.

TOWARDS continued facilities improvements out @ SARA LAW MEMORIAL Softball Complex. PROTECTIVE MEASURES FOR players and spectators AND cosmetic upgrades where needed.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

Continued improvements to our facilities enhances stable or increased <sup>players</sup> registration on an ANNUAL basis.

PLAYERS COACHES PARENTS SPONSORS AND OTHER PCLGSK SUPPORTERS RAVE ABOUT our facilities IN TERMS OF AMENITIES AND CONTINUOUS IMPROVEMENTS THANKS TO GRANTS FROM GOVERNMENTAL AGENCIES SUCH AS THE TOWN OF WINTERVILLE NC

17. These program funds will directly impact how many clients/citizens? (Numerical count)

500 ANNUAL players

150 " COACHES

Thousands " PARENTS, SIBLINGS, GRANDPARENTS @ PRACTICES + GAMES  
" " " " " + TRAVEL BALL PLAYERS

+ COACHES WHO VISIT SARA LAW Complex FOR W/LE TOURNAMENTS

ESTIMATED ANNUAL VISITORS: 80-100,000  
TO SARA LAW Complex



18. How many of the clients/citizens served are residents of the Town of Winterville?

Document Numbers.

1,000 plus including 8 players and coaches in the league plus Winterville residents who are players parents, siblings, grandparents other family members and friends of all above. Also Winterville based businesses sponsoring teams and have signed at Sarah Law Complex.

19. What will be the impact on your agency, clients, or services if these program funds are not received?

Desired ANNUAL improvements + complex enhancements will not be possible due to this lack of funding.  
OUR ANNUAL budget is \$360,000 and only \$35,000 is generated from received governmental funding (from past grants received)

20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.

Signed Form Attached

21. Mission Statement and General Agency Overview: -MISSION STATEMENT ATTACHED AS Item #21

GENERAL AGENCY OVERVIEW - PCBSL is a 32 yr old, 501(c)(3) Non-profit corporation/organization founded to provide practices and game playing facilities and opportunities to any female living in Pitt Co, N.C. between the ages of 4-16 in the sport of Fast Pitch Softball. Since 1993, PCBSL has accommodated nearly 13,000 participants.

22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.

PCBSL enjoys a 27 years relationship with Winterville Parks and Rec. Dept. Regardless of Wille P+Rec's Director's NAME, our Friendship remains strong and greatly appreciated.  
We are constantly referring players to each other and have joined resources multiple times to accommodate large tournaments that have brought tremendous economic boosts to the Town of Winterville.  
PARTNERS NOT Competitors!

## BUDGET DETAILS:

23. Expenditure Details:	2024 Prior Year	2025 4 Mo Current Year (Through 4/30/25)	2026 (projected) New Year
Personnel Services	\$162,000	\$26,000	\$178,000
Supplies	31,000	5,300	32,000
Services	15,000	6,000	27,000
Capital Outlay <i>Irrigation repairs concessions Field upgrades score boards</i>	145,000	19,000	29,000
	(NEW LED pole lighting - time and funds)		
<b>TOTAL</b>	<b>273,000</b>	<b>47,300</b>	<b>157,000</b>
# of positions (FTE)	2	3	3

24. Revenue Source:	2024 Prior Year	2025 Current Year	2026 New Year
Non-Town Revenue	\$301,000	<del>\$301,000</del> \$365,000	\$365,000
Town Funds	\$5,000 received	\$5,000 estimated to be awarded	TBD \$15,000 to be requested



**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Andrew Pickett Executive Director (President) of Pitt County Girls Softball League, Inc. (Name of Agency/Organization) do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the Pitt County Girls Softball League (Name of Agency/Organization) to receive Town funding.



Signature of President/Executive Director of Agency/Organization

Date: 4-28-25

AGENCY NAME: *Pitt County Girls Softball League, Inc*  
TOWN OF WINTERVILLE  
NON-TOWN AGENCY (NTA) FUNDING PROCESS  
INSTRUCTIONS FOR COMPLETING AND  
SUBMITTING THE COMPREHENSIVE REPORT  
FY 2025-2026

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.

*ONK or not included under X*  
**ON INCLUDED PAGE 4**

- How did the Agency/Organization accomplish its stated goals for the reporting period?

*Achieved INCREASED Registrations in 2023+2024, ALSO brought WIDE Recognition + Acclaim to Town of Winterville AS the HOME OF THE 2024 Little League 12U World Series CHAMPIONS!*

- What goals/programs were unmet during the reporting period?

*Not replaced our Aging Concessions stand (or at least upgraded)*

- How were Winterville residents served by the Agency/Organization?

*By PGBSL providing a FIRST CLASS FAST PITCH Softball program and facility at virtually no cost to Wille for 27 years at Wille Park + Rec Center to be thank invested in town facilities*

- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS *60,000* + *(includes all visitors to Sara Lyn Complex 4999 Reedy Branch Rd) in ATKINSON NC*  
**ALL PGBSL related practices, games + out of town visitors @ 30+ weekend**  
**TOTAL TOWN OF WINTERVILLE RESIDENTS** *1,000+* *into town*

- Any other pertinent information deemed appropriate.

*PGBSL is extremely proud to call Winterville, NC our home AND appreciate the financial support provided in its grants to the League.*

*We have brought much recognition to Winterville with our over 100 State, Regional AND World Series titles in Both Babe Ruth AND, since 2020, Little League, softball organizations Affiliations.*



Item 21

## **Pitt County Girls Softball League, Inc.**

[www.pcgsl.org](http://www.pcgsl.org)

Fed Tax ID#: 56-1871535

**Pitt County Girls Softball League, Inc.**  
a non-profit corporation

### **MISSION STATEMENT**

Pitt County Girls Softball League, Inc. (PCGSL) is a non-profit charitable corporation organized to provide, promote and foster various organized softball programs for female youth of Pitt County, North Carolina in particular, and for all females in general. An open door policy for participation by all age-eligible female youth is the adopted standard that has been in-place since inception. We believe participation provides a healthy alternative activity for our youth. And that experiences gained from participation allows for our youth to grow into healthier adults, as well as to learn the concept of an individual's role in a team-building environment which will assist them grow into happier adults with higher self-esteem.

PO Box 639 • Winterville, NC 28590  
(252) 756-2500 • Fax (252) 756-2505

**Pitt County Girls Softball Little League Board of Directors**

President: Andrew Pickett

(336) 403-5797

[Andrew.pickett@pcgsl.org](mailto:Andrew.pickett@pcgsl.org)

Past President: Chris Howard

(252) 902-6969

[Chris.howard@pcgsl.org](mailto:Chris.howard@pcgsl.org)

Vice-President: JJ McLamb

(252) 814-6050

[jj.mclamb@pcgsl.org](mailto:jj.mclamb@pcgsl.org)

Treasurer: Ashley Wilson

(252) 327-5799

[Ashley.wilson@pcgsl.org](mailto:Ashley.wilson@pcgsl.org)

Secretary: Nikki Verdin

(252) 481-3432

[Nikki.verdin@pcgsl.org](mailto:Nikki.verdin@pcgsl.org)

League Information Officer: Philip Herendeen

(252) 320-5295

[Philip.herendeen@pcgsl.org](mailto:Philip.herendeen@pcgsl.org)

Player Agent: Ted Allen

(252) 714-1056

[Ted.allen@pcgsl.org](mailto:Ted.allen@pcgsl.org)

Safety Officer: Shawn Hopkins

(252) 258-4806

[Shawn.hopkins@orthoeast.com](mailto:Shawn.hopkins@orthoeast.com)

Coaching Coordinator: David Allen

(252) 917-4983

[David.allen@pcgsl.org](mailto:David.allen@pcgsl.org)

Building and Grounds Coordinator: Brian Stevens

(252) 943-8046

[Brian.stevens@pcgsl.org](mailto:Brian.stevens@pcgsl.org)

Concessions Manager: Lesley Haislip

(252) 917-2504

[Lesley.haislip@pcgsl.org](mailto:Lesley.haislip@pcgsl.org)

**PCGSL At-Large Directors:**

Gerren Brown

(252) 917-1615

[Gerren.brown@pcgsl.org](mailto:Gerren.brown@pcgsl.org)

Adam Corey

(252) 217-8770

[Adam.corey@pcgsl.org](mailto:Adam.corey@pcgsl.org)

Stevie Credle

(252) 341-4088

[Stevie.credle@pcgsl.org](mailto:Stevie.credle@pcgsl.org)

Steve Ford

(252) 717-0789

[Steve.ford@pcgsl.org](mailto:Steve.ford@pcgsl.org)

Sara Lilley

(252) 714-2872

[Sara.lilley@pcgsl.org](mailto:Sara.lilley@pcgsl.org)

Morris Moya

(252) 367-6131

[Morris.moya@pcgsl.org](mailto:Morris.moya@pcgsl.org)

Petula Rose

(252) 670-3120

[Petula.rose@pcgsl.org](mailto:Petula.rose@pcgsl.org)

**PCGSL Employee's:**

League Coordinator: Sarah Fox

(252) 945-7300

[Sarah.fox@pcgsl.org](mailto:Sarah.fox@pcgsl.org)

Fundraising Coordinator: Bo Batts

(252) 714-5485

[bobobatts@gmail.com](mailto:bobobatts@gmail.com)

Concessions Coordinator: Crystal Ford

(252) 717-0641

[Crystal.ford@pcgsl.org](mailto:Crystal.ford@pcgsl.org)

Grounds Coordinator: Cotton Nicholson

(252) 531-5944

[cottonnicholson@gmail.com](mailto:cottonnicholson@gmail.com)





*A Safe & Healthy Home for Everyone*

**Executive Committee**

May 1, 2025

Reid Peterson  
President

Alex Hurdle  
Vice-President

Lauren Turbeville  
Secretary

Christie James  
Treasurer

**Board Members**

Roger Daniels  
Sharon Harrison  
Britany Nowell  
Danica Spriggs

Ms. Terri Parker  
Town of Winterville  
2571 Railroad Street  
Winterville, NC 28590

Dear Terri,

Enclosed is our FY25/26 grant application. I have also included our Board list and our 25 Safe & Healthy Housing Priorities list.

Our fiscal year runs July to June so the numbers in the budget section reflect actuals for prior year. Current year reflects actuals year-to-date and budgeted numbers for future year.

I wanted to provide some clarification on the recent changes in our staffing and expenditures. In FY24 leading into FY25, we experienced staffing changes that impacted payroll and other expenditures. In December 2024, the Board hired a part-time Construction Project Manager and re-hired a part-time Executive Director. This division of work has resulted in significantly improved outcomes for our clients. Since these hirings in December, we have successfully completed 23 unique repairs across 11 homes.

Please let me know if you have any questions or require additional information. I look forward to working together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracy Chavez". The signature is fluid and cursive, with a long horizontal stroke at the end.

Tracy Chavez  
Executive Director



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

**1. Agency Name:**

Rebuilding Together Pitt County NC, Inc.

**2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.**

26-0757622 PNB Bank 611 E. Arlington Boulevard,  
Greenville NC 27858 (bank account to be provided  
securely, if awarded)

**3. Mailing Address:**

PO Box 31006 Greenville, NC 27833

**4. Street Address:**

101 W. 14th Street, Ste. 109, Greenville NC 27834

**5. Primary Contact Person:**

Tracy Chavez

**Secondary Contact Person:**

Alex Hurdle

**6. Primary Contact Email Address:**

tchavez@rebuildingtogetherpittcounty.org

**Secondary Contact Email Address:**

alex@alumni.ecu.edu

**7. Primary Contact Phone:**

252-814-0614

**Secondary Contact Phone:**

252-814-0600

**8. Primary Contact Mobile Phone:**

252-814-0614

**Secondary Contact Mobile Phone:**

252-814-0600

**9. Date of Application:**

4/28/2025

**10. Fax:**

n/a



11. Board of Directors, if any, including names, positions held and contact information:

Please see Attachment A

12. Amount of Town funds requested:

\$10,000

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

Yes. We have received a total of \$20,000 in the last three years: September 2023 (\$10,000), March 2022 (\$10,000)

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

No. Funds will be requested annually provided Rebuilding Together Pitt County continues to partner with the Town of Winterville and provide services for the Urgent Repair Program.

15. Briefly describe how you will use the grant funds:

Funds will be used to help further Rebuilding Together Pitt County's vision of safe homes and communities for everyone. We provide critical home repairs for low-income homeowners in Pitt County.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

Rebuilding Together Pitt County takes a strategic approach to prioritizing home repairs and modifications. Safe and Healthy Housing is the foundation of Rebuilding Together's home repair work, targeting significant safety and health hazards based on the U.S. Department of Housing and Urban Development's Eight Principles of Healthy Homes—keep it dry, clean, pest-free, safe, contaminant-free, well-ventilated, maintained, and thermally controlled. RTPC's 25 Safe and Healthy Housing Priorities (attached) is a checklist tool to ensure that every home repair project meets these standards. After each project is completed, we will send a survey out to the recipient. We also complete periodic check ins via phone. Using Sales Force, we record their results and any feedback to track the impact repairs have.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

For fiscal year 2025-2026, RTPC plans to assist more than 30 unduplicated homeowners throughout Pitt County. However, this number does not include the total number of residents who may reside in the home such as older adults, family members with health challenges, spouses and children. It also does not include the number of

volunteers working on the projects. While not directly impacted, our volunteers are indirectly impacted by their altruistic service.

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

As RTPC serves all of Pitt County, qualified homeowners residing in the Town of Winterville are eligible to receive services. RTPC formed a partnership with the Town of Winterville in efforts to effectively execute the town's Urgent Repair Program which has since then been approved by the Town Council members. This program aims to assist older homeowners that live on fixed incomes with their critical housing repairs. Currently, we have three homeowners on our list who reside in the Winterville city limits area. We count not only the residents but also the volunteers who may be involved in these projects so we estimate 10-15 Winterville citizens served. Keep in mind that we receive inquiries and referrals every week so these numbers fluctuate.

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

Without providing adequate and quality housing rehabilitation services, more and more Pitt County homeowners will face more high-risk home environments, poor health conditions, homelessness, and eventually a decline in affordable homeownership. In turn, Pitt County would see a rise in individuals seeking medical care (much of which is preventable), an increase in code enforcement costs and increased foreclosures. As a result, more people with health challenges, the older population, veterans, and families with children could be displaced from their home, which is often their primary asset. However, in the case that funds are not awarded, RTPC has identified and will actively seek outside local and national foundations to match and/or supplement funds in order to fulfill our vision of safe and healthy homes for everyone. RTPC will continue soliciting support from current Board and Advisory Board members, local banks, the faith-based community, local businesses, corporations, local home building and supply companies and local representatives of the program's national sponsors. Ultimately, we start and complete projects based on availability of funds.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

Requested information is provided and I, Tracy Chavez, Executive Director of Rebuilding Together Pitt County NC Inc., certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant.

**21. Mission Statement and General Agency Overview:**

Mission - Repairing homes, revitalizing communities, and rebuilding lives. Vision - Safe homes and communities for everyone. Rebuilding Together Pitt County, NC, Inc. (see <http://www.rebuildingtogetherpittcounty.org/>), an affiliate of Rebuilding Together (see <http://www.rebuildingtogether.org/>), was incorporated August 22, 2007. RTPC provides free repairs and modifications - i.e., critical damage repairs, accessibility modifications, energy efficiency upgrades and safety assessments for low-income homeowners and community centers at no cost to the service recipients. RTPC also has participated in National Rebuilding programs since its incorporation. In years past, it has been one specific day in April but in recent years, National has expanded it to the full month. The purpose of these efforts is to help facilitate a common belief that everyone deserves to live in a safe and healthy home. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities across the county. Rebuilding Together focuses on home modifications and community-centric programs that serve a variety of vulnerable populations, including the elderly in particular due to their compromised immune and health systems, veterans and military family members, families with children, individuals living with disabilities and victims of

disaster. Rebuilding Together Pitt County's mission is repairing homes, revitalizing communities, rebuilding lives. We transform the lives of low-income homeowners by improving the safety and health of their homes and revitalizing the community. As RTPC restores homes, community spaces and nonprofit facilities, our lasting impact helps to stabilize and revitalize neighborhoods across the county. The key to RTPC's success is in its ability to more than double the value of every dollar donated.

22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.

RTPC has actively cultivated community partners in order to provide a higher level of quality services for low-income homeowners in Pitt County. Such partners include: Pitt County Council on Aging and Disability Advocates and Resource Center (referral source); Pitt County Planning (share resources and ensure we are not duplicating efforts); City of Greenville Code Enforcement (Referral source and community outreach); American Red Cross (fire safety prevention resource); Town of Winterville (referral source and contracted partner for Urgent Repair Program); Home Builders Supply (donates materials and volunteers); St. James United Methodist Church (volunteer opportunities); WeCare (volunteer resource); East Carolina University (volunteer resource).

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services	\$43,523	\$25,004	\$40,000
Supplies	\$3,342	\$2,350	\$10,000
Services	\$53,523	\$72,939	\$140,000
Capital Outlay	0	0	0
<b>TOTAL</b>	<b>\$100,388</b>	<b>\$100,293</b>	<b>\$190,000</b>
# of positions (FTE)	1	*	*

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	\$63,874	\$92,380	\$200,400
Town Funds	\$10,000	0	\$30,000*

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.

**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Tracy Chavez, Executive Director, of (Rebuilding Together Pitt County NC Inc. do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.

Tracy Chavez, Executive Director

  
Signature of President/Executive Director of Agency/Organization

Date: 5/1/2025

Dear Winterville Town Council,

As the Winterville Chamber of Commerce, we understand and respect your responsibility to make thoughtful decisions in the best interest of our town. As you evaluate the Town's support for non-town agencies, we ask that you continue to invest in the Winterville Chamber of Commerce—because behind every thriving community is a Chamber doing the everyday work that helps businesses succeed. Your partnership enables us to continue serving the businesses and individuals who are the backbone of Winterville.

Imagine the following scenarios:

I have an idea for a business, but I don't know where to start.

I'm ready to open a storefront, but how do I let the community know?

I'm visiting Winterville - where should I shop, eat, or explore?

My business is struggling - where can I find help and resources?

I need to hire someone, but I don't know where to begin.

I don't understand what my business is required to do with zoning, permits, or health inspections - who can walk me through it?

Who do you call?

You call the Chamber.

The Chamber is often the first stop for business owners, entrepreneurs, visitors, and residents alike. We pride ourselves on being accessible, approachable, inclusive, and deeply rooted in this community. We help people turn ideas into action and guide them through complex processes by connecting them with the right resources, time and time again. We advocate, promote, educate, and celebrate.

Our work results in stronger businesses, more engaged citizens, and a community where people feel connected and supported. We host events that bring neighbors together, programs that help businesses grow, and initiatives that keep local dollars circulating right here in Winterville. Whether it's mentoring new entrepreneurs, helping residents discover what their town has to offer, or promoting local investment, the Chamber is a daily force for "A Slice of the Good Life" of this town.



While the Chamber and the Town's Economic Development office have distinct roles, we share common goals: a strong business community, a vibrant local economy, and a town people are proud to live and work in. Our collaboration amplifies those efforts. On paper, we support the businesses already here while Economic Development works to bring more in. In action, there are countless ways we support one another to help us continuously do more for our community. Together, we make Winterville stronger.

The continued support of the Town enables us to remain affordable, responsive, and focused on the needs of small businesses – which is at the very heart of what we do. It allows us to keep showing up - for business owners, for community organizations, and for Winterville itself. We hope you'll continue to support us in that mission.

Sincerely,

Rebecca Caveness

Executive Director

Winterville Chamber of Commerce



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

- |   |  |
|---|--|
| 1. Agency Name:<br><br>Winterville Chamber of Commerce  | 2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.<br><br>56-21111093                             |
| 3. Mailing Address:<br><br>PO Box 1815, Winterville NC 28590  |  |
| 4. Street Address:<br><br>2936 Church Street, Winterville NC 28590  |  |
| 5. Primary Contact Person:<br>Rebecca Caveness, Executive Director<br><br>Secondary Contact Person:<br>Alton Wadford, Chairman of the Board | 6. Primary Contact Email Address:<br>director@wintervillechamber.com<br><br>Secondary Contact Email Address:<br>altonwadford@gmail.com |
| 7. Primary Contact Phone:<br>252-814-0192<br><br>Secondary Contact Phone:<br>252-378-5344   | 8. Primary Contact Mobile Phone:<br><<br><br>Secondary Contact Mobile Phone:<br><  |
| 9. Date of Application:<br>4/30/2025  | 10. Fax:<br>N/A  |

11. Board of Directors, if any, including names, positions held and contact information:

Alton Wadford – Chairman of the Board Email: altonwadford@gmail.com, Glenda White – President Email: glenwhite9@earthlink.net, David Allen – Vice President Email: david@wintervilleinsurance.com, Debbie Davis – Treasurer Email: ddavis@downsouthtax.com, Saul Horowitz – Board Member Email: saul@insuredbysaul.com, Danielle Hodges – Board Member Email: danielle.hodges@southernbank.com

12. Amount of Town funds requested:

20,000

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

We have received \$20,000 annually

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

Annual request

15. Briefly describe how you will use the grant funds:

These grant funds will be used to help pay for the director salary (the sole employee of the chamber)

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

The effectiveness of this grant will be measured by the Chamber being able to maintain a reasonable membership, attract, welcome, and assist new businesses with their needs (including a ribbon cutting); by assisting our community partners and organizations in helping promote the Town of Winterville as a great place to live and work; and by supporting our current businesses in their success and growth.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

All (10,000 +) citizens of the town will be impacted by new businesses coming to town, and current businesses thriving in town, as it provides the services they need and want to have near. It also impacts the town itself by helping to keep businesses here and attract new ones to come that will pay taxes and utilities within the town.

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

All of our members have businesses within the town limits, live in the town limits, and/or their services directly affect those within the town limits.

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

If the Chamber does not receive these funds they will not have the funds to employ a director whose job it is to recruit and maintain membership, publish a monthly newsletter, execute chamber functions, oversee the board, handle the operation of the chamber, and assist in promoting the Town of Winterville (among many other duties). The Chamber will either need to dramatically raise dues for membership, making it unaffordable to many small businesses, or convert to a strictly volunteer-led organization, which will not be a sustainable model for the level of work we are currently doing and striving to continue.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

Yes

**21. Mission Statement and General Agency Overview:**

The Winterville Chamber of Commerce is a membership organization of businesses and non-profit organizations who have joined together to promote the civic and economic progress of the community. The Chamber works to promote excellence in our businesses and in the Winterville area. We assist new as well as existing businesses with problem-solving issues and will act as a liaison between business and local government as needed. Our mission is to unite our businesses and organizations that we serve in order to make a greater impact on the overall quality of life in Winterville.

**22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.**

The Chamber assists the Town in any way it can and is always happy to help when the opportunity presents itself. The Chamber works to coordinate events with the Town's Departments. We assist the Town Economic Development Dpt by sharing information about businesses interested in coming to this area and what type of building or land they may be seeking as well as sharing information about available business space to business owners that may be interested. We work with local news outlets to promote new businesses with articles and photos of their milestones. We work with the other Chambers in our area to coordinate services and ideas to better serve our community. We often partner with Parks & Rec to provide community outreach events. Our Chamber director works to see that our community is part of county events and she attends county wide meetings and events representing the Town of Winterville. She volunteers to serve on committees that benefit and positively represent the Town.

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services	27,703	28,638	29,121
Supplies	5850	4900	5500
Services	6650	8000	6500
Capital Outlay	0	0	0
<b>TOTAL</b>	<b>39,605</b>	<b>41,538</b>	<b>41,121</b>
# of positions (FTE)	1	1	1

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	29,035	31,716	29,500
Town Funds	20,000	20,000	20,000

**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Rebecca Caveness, Executive Director, of (Winterville Chamber of Commerce do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.

Click or tap here to enter signature of Executive Director/President Name

**Signature of President/Executive Director of Agency/Organization**

**Date: 4/30/2025**

**AGENCY NAME: WINTERVILLE CHAMBER OF COMMERCE  
TOWN OF WINTERVILLE  
NON-TOWN AGENCY (NTA) FUNDING PROCESS  
INSTRUCTIONS FOR COMPLETING AND  
SUBMITTING THE COMPREHENSIVE REPORT  
FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
Please see attached documents. The color coded spreadsheet is the approved yearly budget by the Board of Directors and executed/maintained by the Executive Director. The other is our comprehensive report pulled by our Treasurer/Accountant that is maintained by her and used to check and balance against the bank account and former document. Please note that our "net income" for the last fiscal year reads a negative. An unusually high number of businesses struggled to renew dues on time this year, and in an effort to not bring hardship to them we extended due dates to accommodate for the slow season. Over 20 members renewed after our fiscal year ended.
- How did the Agency/Organization accomplish its stated goals for the reporting period?  
We always have a goal of continuing to recruit and sustain members that are dedicated to our community, participative in events and partnership programs, and help contribute to our mission. We added 29 new members in 2024 that align with these goals. We have continued to expand on our partnerships within the community, including but not limited to PCC and the SBC at PCC, as well as stepping into ECU spaces. A recent goal has to be to find ways to bring students into our chamber for new ideas and potential, but also to help them find local opportunities. We have had both student ambassadors and interns that have fit within those goals. A program we have been working on for over a year has just launched called Building Resilient Entrepreneurs in Winterville. We, alongside the Town Economic Dev Dpt and SBC at PCC, are helping 8 new business ideas launch that will serve the Winterville community. We have numerous mentors and program speakers that have volunteered to help make this possible and are so excited to see these participants graduate in June and see the successful businesses they will create! Some additional, more quantifiable numbers are as

follows: Membership: - 29 New Members - 137 Total Members - 81.5% retention rate - Network of over 650 community leaders and business professionals  
 Events:- 10 Ribbon Cuttings - 8 Community Events - 18 Networking Events Local Initiatives: - Fed 66 families for Thanksgiving - Fundraised for 2 family's Christmas's for WPD Shop with a Cop Program - Fed 6 Area Schools for Back to School Breakfasts/Teacher Snack Boxes - 7 Community Awards Given – 1 Scholarship for local senior given

- What goals/programs were unmet during the reporting period?  
 We have not reached our goal of 150 total members yet. However, we still have a record number of members and the engagement we have amongst them is incredible.
- How were Winterville residents served by the Agency/Organization?  
 By supporting our local businesses in their launch, growth, and sustainability we directly impact the residents of Winterville in their ability to shop, dine, and support local businesses. We also have many community events that both encourage community outreach for our businesses and cater to the desire of residents to have local events to attend.
- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS | 20000

**TOTAL TOWN OF WINTERVILLE RESIDENTS** | 10000

- Any other pertinent information deemed appropriate.  
 We have seen a boost in sponsorships and non-dues revenue for our chamber this last fiscal year, and anticipate that continuing to increase. We see this as “proof” of our local impact and our members seeing the work we do as valuable and wanting to invest in it. Our budget this last fiscal year displays a clear struggle in what many businesses face all the time: growing pains. Many of our line items were maxed out as we did more and more and more this past year. Our hope is we will continue to seek ways to fund our vision for additional programming that supports Winterville, including but not limited to a Visitor & Business Hub. We are also currently working with a non-profit professional to help us update our by-laws, policies and procedures, and handbooks to help us put protections in place as well as adjustments for modern needs to support our continuous growth.

**Attach additional information.**



Previous Budget (2024-25)	Budgeted	Actual	Notes	Proposed Budget 2025-26	Budgeted
<b>Operating Expenses</b>				<b>Operating Expenses</b>	
Cell Phone	\$750.00	\$871.75		Cell Phone	\$875.00
Insurance	\$1,300.00	\$1,228.00		Insurance	\$1,300.00
Marketing & Advertising	\$2,300.00	\$2,384.51	voted to add \$300	Marketing & Advertising	\$2,500.00
Photography	\$500.00	\$500.00		Photography	\$500.00
Meeting Refreshments	\$200.00	\$79.62		Meeting Refreshments	\$200.00
Merchant Fees	\$400.00			Merchant Fees	\$400.00
Mileage Reimbursement	\$1,000.00	\$977.55		Mileage Reimbursement	\$1,000.00
Miscellaneous	\$250.00	\$264.98		Miscellaneous	\$300.00
Professional Meetings	\$250.00	\$253.04		Professional Meetings	\$275.00
Payroll	\$27,300.00	\$27,408.28		Payroll	\$27,846.00
Payroll Taxes/Expenses	\$2,088.45	\$3,772.11	unemployment tax change	Payroll Taxes/Expenses	\$2,506.14
Office Expenses	\$400.00	\$479.22	voted to exceed	Office Expenses	\$550.00
Travel & Workshops	\$700.00	\$887.80		Travel & Workshops	\$900.00
Website	\$250.00	\$177.57		Website	\$200.00
<b>Program Expenses</b>				<b>Program Expenses</b>	
Blessing Boxes	\$100.00			Blessing Boxes	\$100.00
Outgoing Donations	\$6,079.14	\$6,248.59		Outgoing Donations	\$800.00
Events - Annual Celebration	\$2,500.00	\$2,092.94		Events - Annual Celebration	\$2,300.00
Events - Ribbon Cuttings	\$250.00	\$214.00		Events - Ribbon Cuttings	\$250.00
Events - Teacher Breakfast	\$700.00	\$703.15		Events - Teacher Breakfast	\$1,000.00
Other Events	\$760.00	\$762.18		Other Events	\$760.00
Scholarship	\$1,000.00	\$1,000.00		Scholarship	\$1,000.00
Ambassador Program	\$100.00	\$60.00		Ambassador Program	\$100.00
Reimbursements/Refunds		\$1,244.66		Reimbursements/Refunds	
State of the Community	\$1,000.00	\$922.72		State of the Community	\$1,000.00
<b>Expense Total</b>	<b>\$50,177.59</b>	<b>\$52,532.67</b>	Including Donations	<b>Expenses Total</b>	<b>\$46,662.14</b>
		<b>\$46,884.08</b>	Excluding Donations		
<b>Income 2024-25</b>				<b>Proposed Income 2025-26</b>	
Town Grant	\$20,000.00	\$20,000.00		Town Grant	\$20,000.00
Town Support	\$360.00	\$360.00		Town Support	\$360.00
Scholarship	\$1,000.00			Scholarship	\$1,000.00
Sponsorships	\$1,000.00	\$2,433.81		Sponsorships	\$3,000.00
Membership Dues	\$13,500.00	\$15,376.17		Membership Dues	\$14,000.00
New Members	\$4,000.00	\$5,405.21		New Members	\$4,500.00
Donations/Collections	\$0.00	\$5,554.14		Donations/Collections	\$0.00
Non-Dues Revenue	\$1,750.00	\$2,292.53		Non-Dues Revenue	\$2,000.00
Reimbursements/Refunds		\$545.00		Reimbursements/Refunds	
<b>Income Total</b>	<b>\$41,610.00</b>	<b>\$51,966.86</b>	Including Donations	<b>Income Total</b>	<b>\$44,860.00</b>
		<b>\$46,412.72</b>	Excluding Donations		

**Winterville Chamber of Commerce, Inc.**  
**Statement of Financial Income and Expense**  
 March 2024 through February 2025

	<u>Mar '24 - Feb 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Funds from Town of Winterville	20,000.00
<b>Total Direct Public Support</b>	20,000.00
<b>Other Types of Income</b>	
Merchant Fee Offset Income	310.00
Miscellaneous	0.00
<b>Total Other Types of Income</b>	310.00
<b>Program Income</b>	
Advertising Income	125.00
Halloween Event	133.00
Market on the Square	2,850.00
Membership Dues	16,753.42
New Member Dues	4,129.00
Newsletter Ads	250.00
Special Projects	250.00
Sponsor - Back to School Breakf	500.00
Sponsor - Community Awards	1,500.00
Teacher Breakfast Sponsorship	250.00
Thanksgiving & Christmas	4,976.00
<b>Total Program Income</b>	31,716.42
<b>Total Income</b>	52,026.42
<b>Expense</b>	
<b>Operating Expenses</b>	
Advertising	700.00
Cellphone	871.75
Contract Services	
Outside Contract Services	500.00
<b>Total Contract Services</b>	500.00
Facebook	368.58
Insurance	1,228.00
Meeting Refreshments	69.23
Membership Fees	200.00
Merchant Fees	618.09
Mileage	977.55
Office and Supplies	843.14

The accompanying financial statement as of and for the period ended 02/28/2025 was not subjected to an audit, review, or compilation engagement and accordingly, no opinion nor conclusion is expressed and no assurance is provided.

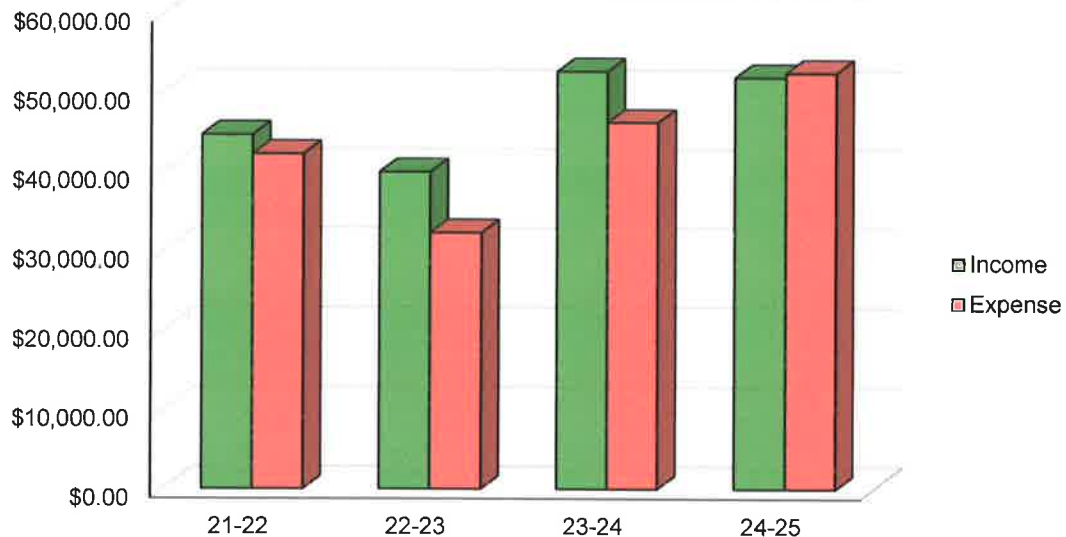
**Winterville Chamber of Commerce, Inc.**  
**Statement of Financial Income and Expense**  
**March 2024 through February 2025**

	<u>Mar '24 - Feb 25</u>
<b>Payroll Expenses</b>	
Director's Salary	27,408.28
Payroll Taxes	3,652.81
Payroll Expenses - Other	119.30
<b>Total Payroll Expenses</b>	<u>31,180.39</u>
<b>Penalties and Interest</b>	336.83
<b>Postage, Mailing Service</b>	334.81
<b>Printing and Copying</b>	554.26
<b>Travel and Meetings</b>	
Business Meals	234.50
Training and Workshops	325.00
Travel	362.80
<b>Total Travel and Meetings</b>	<u>922.30</u>
<b>Total Operating Expenses</b>	39,704.93
<b>Program Expenses</b>	
Advertising	494.94
Business Before / After Hours	46.48
Community Awards	2,085.45
Donations to Community Groups	250.00
Events	95.12
Halloween Event	120.48
Lunch Break-Out	18.54
Market on the Square Expenses	967.47
Membership Meetings	173.62
Ribbon Cuttings	214.00
Scholarship	1,000.00
Special Projects	1,081.60
Teacher Breakfast	703.15
Thanksgiving and Christmas	5,748.59
Watermelon Festival	500.00
<b>Total Program Expenses</b>	<u>13,499.44</u>
<b>Total Expense</b>	<u>53,204.37</u>
<b>Net Ordinary Income</b>	<u>-1,177.95</u>
<b>Net Income</b>	<u><u>-1,177.95</u></u>

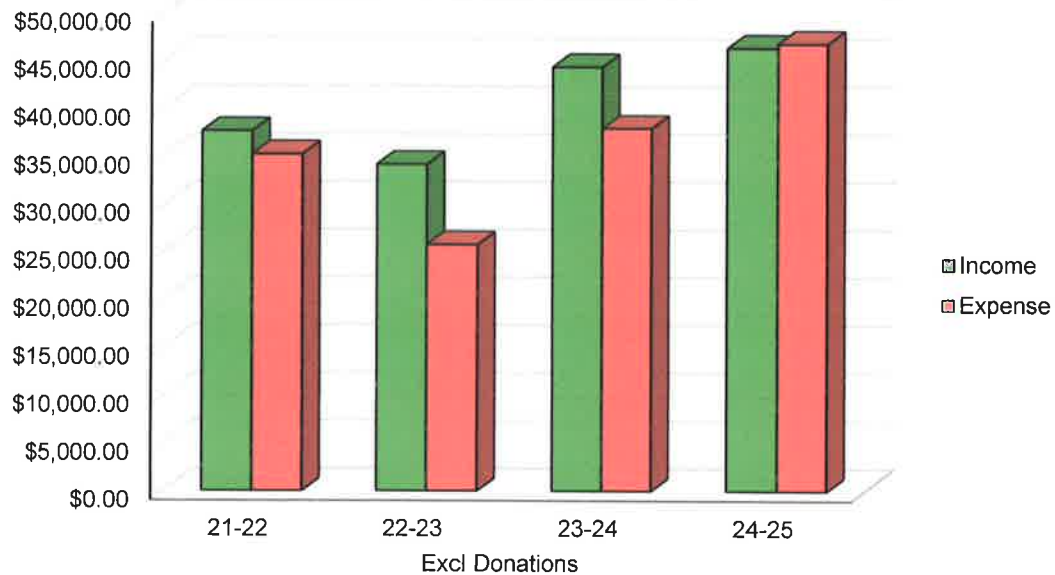
The accompanying financial statement as of and for the period ended 02/28/2025 was not subjected to an audit, review, or compilation engagement and accordingly, no opinion nor conclusion is expressed and no assurance is provided.

Actuals	Income	Expense	Excl Donation:	Income	Expense
21-22	\$44,677.82	\$42,258.64	21-22	\$37,653.50	\$35,234.32
22-23	\$39,998.45	\$32,314.68	22-23	\$34,176.48	\$25,758.07
23-24	\$52,697.81	\$46,255.38	23-24	\$44,397.76	\$37,955.33
24-25	\$51,966.86	\$52,532.67	24-25	\$46,412.72	\$46,884.08

Income and Expense



Income and Expense



**Winterville Chamber of Commerce, Inc.**  
**Statement of Financial Income and Expense**  
**March 2023 through February 2024**

	<u>Mar '23 - Feb 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Funds from Town of Winterville	20,000.00
Individ, Business Contributions	
Scholarship	2,000.00
Total Individ, Business Contributions	<u>2,000.00</u>
Total Direct Public Support	22,000.00
<b>Other Types of Income</b>	
Merchant Fee Offset Income	310.00
Total Other Types of Income	<u>310.00</u>
<b>Program Income</b>	
Halloween Event	186.00
Market on the Square	1,670.00
Membership Dues	16,825.85
New Member Dues	3,645.00
Newsletter Ads	125.00
Program Service Fees	250.00
Special Projects	65.00
Sponsor - Back to School Breakf	250.00
Thanksgiving & Christmas	6,015.00
Total Program Income	<u>29,031.85</u>
Total Income	51,341.85
<b>Expense</b>	
<b>Operating Expenses</b>	
Advertising	700.00
Bank Service Charges	0.00
Cellphone	683.82
Contract Services	
Outside Contract Services	100.00
Total Contract Services	<u>100.00</u>
Facebook	213.07
Insurance	1,271.00
Marketing	4.82
Meeting Refreshments	110.11
Membership Fees	200.00
Merchant Fees	434.29
Mileage	572.12
Office and Supplies	594.00

The accompanying financial statement as of and for the period ended 02/29/2024 was not subjected to an audit, review, or compilation engagement and accordingly, no opinion nor conclusion is expressed and no assurance is provided.

**Winterville Chamber of Commerce, Inc.**  
**Statement of Financial Income and Expense**  
**March 2023 through February 2024**

	<u>Mar '23 - Feb 24</u>
<b>Payroll Expenses</b>	
Director's Salary	25,200.00
Payroll Taxes	1,927.80
Payroll Expenses - Other	25.50
<b>Total Payroll Expenses</b>	<u>27,153.30</u>
<b>Postage, Mailing Service</b>	228.84
<b>Travel and Meetings</b>	
Business Meals	34.98
Training and Workshops	387.13
<b>Total Travel and Meetings</b>	<u>422.11</u>
<b>Total Operating Expenses</b>	<u>32,687.48</u>
<b>Program Expenses</b>	
Christmas Social	961.90
Community Awards	1,155.71
Events	347.26
Halloween Event	23.53
Lunch Break-Out	56.87
Market on the Square Expenses	300.00
Ribbon Cuttings	160.50
Scholarship	1,000.00
Special Projects	30.00
Teacher Breakfast	709.03
Thanksgiving and Christmas	6,210.91
Watermelon Festival	500.00
<b>Total Program Expenses</b>	<u>11,455.71</u>
<b>Total Expense</b>	<u>44,143.19</u>
<b>Net Ordinary Income</b>	<u>7,198.66</u>
<b>Net Income</b>	<u><u>7,198.66</u></u>

The accompanying financial statement as of and for the period ended 02/29/2024 was not subjected to an audit, review, or compilation engagement and accordingly, no opinion nor conclusion is expressed and no assurance is provided.

23-24	Budgeted	Actual	Notes	Proposed Expenses 2024-25	Expense	Income
<b>Operating Expenses</b>				<b>Operating Expenses</b>		
Cell Phone	\$750.00	\$683.82		Cell Phone	\$750.00	
Insurance	\$850.00	\$1,271.00	Voted to exceed	Insurance	\$1,300.00	
Marketing & Advertising	\$2,000.00	\$1,677.80		Marketing & Advertising	\$2,000.00	
				Photography	\$500.00	
Meeting Refreshments	\$200.00	\$13.01		Meeting Refreshments	\$200.00	
Merchant Fees	\$50.00			Merchant Fees	\$400.00	
Mileage Reimbursement	\$1,500.00	\$572.12		Mileage Reimbursement	\$1,000.00	
Miscellaneous	\$500.00	\$323.68		Miscellaneous	\$250.00	
				Professional Meetings	\$250.00	
Payroll	\$25,200.00	\$27,131.00		Payroll	\$27,300.00	
Payroll Taxes	\$1,905.00			Payroll Taxes	\$2,088.45	
Office Expenses	\$300.00	\$158.64		Office Expenses	\$300.00	
Travel & Workshops	\$500.00	\$587.13		Travel & Workshops	\$700.00	
Website	\$300.00	\$165.57		Website	\$250.00	
<b>Program Expenses</b>				<b>Program Expenses</b>		
Blessing Boxes	\$100.00			Blessing Boxes	\$100.00	
Outgoing Donations	\$500.00	\$8,895.91	8300.05 donations	Outgoing Donations	\$600.00	
Events - Community Award	\$1,500.00	\$1,255.71		Events - Annual Meeting & A	\$2,500.00	
Events - Christmas	\$1,200.00	\$966.72		Events - Christmas		
Events - Ribbon Cuttings	\$250.00	\$160.50		Events - Ribbon Cuttings	\$250.00	
Events - Teacher Breakfast	\$600.00	\$682.21		Events - Teacher Breakfast	\$700.00	
Other Events	\$400.00	\$710.56	400 + Town MotS	Other Events	\$400.00	
Scholarship	\$1,000.00	\$1,000.00		Scholarship	\$1,000.00	
Refunded		\$90.00		Ambassador Program	\$100.00	
<b>Expenses Total</b>	<b>\$39,605.00</b>	<b>\$46,345.38</b>	Including Donations	<b>Expenses Total</b>	<b>\$42,938.45</b>	
		<b>\$37,955.33</b>	Excluding Donations			
<b>Income 2023-24</b>				<b>Proposed Income 2024-25</b>		
Town Grant	\$20,000.00	\$20,000.00		Town Grant		\$20,000.00
Town Support		\$270.00		Town Support		\$360.00
Scholarship	\$1,000.00	\$2,000.00	Get ahead for next year	Scholarship		\$1,000.00
Newsletter Ads	\$400.00	\$875.00		Sponsorships		\$1,000.00
Membership Dues	\$12,000.00	\$15,443.57		Membership Dues		\$13,500.00
New Members	\$3,000.00	\$3,810.73		New Members		\$4,000.00
Donations/Collections	\$0.00	\$8,300.05		Donations/Collections		\$0.00
Non-Dues Revenue	\$1,500.00	\$1,643.01		Non-Dues Revenue		\$1,750.00
Reimbursements/Refunds		\$355.45		Reimbursements/Refunds		
<b>Income Total</b>	<b>\$37,900.00</b>	<b>\$52,697.81</b>	Including Donations	<b>Income Total</b>		<b>\$41,610.00</b>
		<b>\$44,397.76</b>	Excluding Donations			



App Rcvd: Mon 04/28/2025

*Winterville Historical and Arts Society, Inc.*  
*PO Box 2014 - Winterville, North Carolina 28590 - 252-321-2660*

May 1, 2025

Terri Parker, Manager  
Ricky Hines, Mayor  
Members of the Town Council  
Town of Winterville  
2571 Railroad Street  
Winterville, NC 28590

Dear Terri, Mayor Hines, and Members of the Town Council,

Please find attached the 2025 Comprehensive Report as requested for the Winterville Historical and Arts Society, Inc. The WHAS Museum and the Winterville Depot report under one document. Also enclosed is our 2025 Non-Profit Application for town funding for 2025-2026 fiscal year.

If there is any other information that is required, please let me know.

Respectfully,

Jane M. Power  
President

Attachments (2)





**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

- |   |   |
|---|---|
| 1. Agency Name:<br><br>Winterville Historical and Arts Society, Inc. –<br>Winterville Museum and Winterville Depot  | 2. Tax ID #, Bank Account#, and Name/Address of<br>Bank will be required if grant awarded.<br><br>Tax ID #: 58-1319208        |
| 3. Mailing Address:<br><br>PO Box 2014, Winterville, NC 28590   |   |
| 4. Street Address:<br><br>2543 Church Street, Winterville, NC 28590   |   |
| 5. Primary Contact Person:<br>Jane Power, President<br><br>Secondary Contact Person:<br>Abbott Hunsucker, Treasurer | 6. Primary Contact Email Address:<br>Whs28590@gmail.com<br><br>Secondary Contact Email Address:<br>abbott.hunsucker@gmail.com |
| 7. Primary Contact Phone:<br>NA<br><br>Secondary Contact Phone:<br>NA   | 8. Primary Contact Mobile Phone:<br>252-717-1243<br><br>Secondary Contact Mobile Phone:<br>252-531-3191                       |
| 9. Date of Application:<br>4/29/2025  | 10. Fax:<br>NA  |

11. Board of Directors, if any, including names, positions held and contact information:

Jane Power, President – 1910 E. 6th Street, Greenville, NC 27858  
 Jesse Riggs, Vice President – 5914 Reedy Branch Road, Winterville, NC 28590  
 Abbott Hunsucker, Treasurer – PO Box 1896, Winterville, NC 28590  
 Ludie Moore, Recording Secretary – PO Box 1207, Winterville, NC 28590  
 Beth Burtnett, Corresponding Secretary – 1514 Hammersmith Drive, Winterville, NC  
 Pete Gregory, Director – 1461 Black Jack-Simpson Rd., Greenville, NC 27858  
 Jack Taft, Director – 1607 Beaumont Drive, Greenville, NC 27858  
 Trish Worthington-Cobb, Director – PO Box 486, Winterville, NC 27834  
 John Relford, Director – 618 Cedar Ridge Dr., Winterville, NC 28590  
 Mattie de Jesus, Director – 2418 Mill St., Winterville, NC 28590

12. Amount of Town funds requested:

This request is for the in-kind provision of utilities (electricity, water, sewer) and lawn care at the locations of the Winterville Museum and the Winterville Depot for March 16, 2025-March 15, 2026

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

Yes, funds were allocated to the Winterville Historical and Arts Society for Fiscal Year 2024-2025 as in-kind services. We are asking that the service/contribution be continued.

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

We are asking that this service/contribution be continued on an annual basis. No other future funding requests at this time.

15. Briefly describe how you will use the grant funds:

In-kind services will offset operating and ongoing maintenance expenses for the Museum and the Depot, therefore allowing both to be maintained and made more readily available to the public.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

The provision of the requested in-kind services will allow the Winterville Historical and Arts Society to make the Museum and the Depot more readily available to community groups and special activities as well as help offset the costly maintenance of both properties.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

Attendance at activities of the organization (excluding depot rentals) for the period of March 16, 2024 through March 15, 2025 increased from the previous year at 478 to 492 for this year. We held our annual Old Christmas Tea at the museum along with monthly second Sunday openings including hosting an ice cream social and an event held at the Winterville Charter Academy celebrating Black History Month and highlighting African Americans from Winterville, NC and historical black figures.

Rental activity at the depot included 140 total uses (compared to 131 in the 2023-2024 reporting period); 108 of those uses were paid rentals. With an average of 46 guests per rental based on contracts, we had approximately 4,968 total guests. Of the completed contracts, 50% have Winterville addresses. The other 50% are from addresses outside of Winterville. We continued partnering with the Winterville Chamber of Commerce to allow them to use our facility free of charge working around our rental schedule. We continued our partnership with the FFA of Farmville Central High School and DH Conley High School and allowed our museum to be a Field School. Students and teachers continued their work in the yard and gardens at the museum. We again decorated the outside of the museum as well as the fence and yard to provide some holiday cheer for town residents during the month of December. Jesse Riggs and his wife Pam hosted a "Back in Time Christmas" over several weekends complete with 1940s traditional holiday decorations, and their open house events were well attended and enjoyed. Jesse has created new exhibits highlighting Winterville's tobacco and agriculture history which opened in October 2024.

Our organization received a Grassroots Grant from the Pitt County Arts Council/Emerge Gallery in 2024. We hosted two free concerts at the depot featuring the "Smile-A-While Gang" on April 28, and Lipbone Redding on May 21.

WHAS participated in the following community activities this year with volunteers and displays:

WHAS published our 2025 annual commemorative calendar that includes documentary photographs of people and places from the Winterville area, available to the public.

September 13, 2024 – Participated in the town's celebration of National Night Out – provided a tent display along with volunteers and had the Model T on exhibit.

November 2024 – WHAS Board Member and US Veteran John Relford commemorated Veterans Day with a display of military flags on the lawn at Winterville Museum the Winterville Depot.

October 27, 2024 – Participated in the Winterville Chamber's Fright Fest with volunteers, a booth, and the Model T car.

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

All activities were open to residents of Winterville and the surrounding community without charge. We have opened the museum and made arrangements to coordinate openings with other events related to the town, such as the Watermelon Festival and Christmas Parade. We also continued our regular monthly hours of being open from 3-5 p.m. on almost every 2nd Sunday. The rentals for our depot have been utilized by both Winterville residents as well as outside of our community. We have also continued our partnership with the Winterville Chamber of Commerce to hold their meetings at the depot as well as "virtual ribbon cuttings" for businesses that may not have storefronts. Our organization would be happy to coordinate with other events that may be brought to our attention. Meetings and activities promote the heritage of the town and promote Winterville as a desirable place to live and work.

Farmville Central & DH Conley FFA: 30 high school students and adults provided approximately 240 hours of volunteer time and expertise in horticulture, helping to care for and maintain the heritage plants and flowers of the museum yard.

NERSBA Early College (Northeastern School of Biotechnology and Agriscience): 4 high school students provided approximately 144 hours of volunteer time assembling and replacing signage for artifacts and assisting with open house events, and providing tours in spanish.

Jesse Riggs: 360 volunteer hours captured between March 2024-March 2025. 138 tours of the depot to 279 individuals. At least 50% were from the Winterville Community.

With 108 paid uses of our depot, we estimate an average of 46 guests at each event. That would total 4,968 guests. We recorded another 492 Winterville residents at other events for a total of 5,460 total. Our community events would include more, but we did not record those numbers.

Of the 108 completed depot rental contracts, 50% have Winterville addresses. The other 50% are from addresses outside of Winterville.

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

Public access to the museum and depot may be reduced based on the availability of other funds to pay for the requested in-kind services. Since both facilities are historic wood structures, maintenance will continually be required to keep the structures in good physical condition.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

Attached

**21. Mission Statement and General Agency Overview:**

The Winterville Historical & Arts Society, Inc. is committed to the preservation of the historical and cultural heritage of our community in order that the present and future generations may have their lives enriched by a meaningful

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services	0	0	0
Supplies	5,070.00	3,887.32	5,000.00
Services	29,545.76	17,182.42	27,000.00
Capital Outlay	6,940.00	26,451.32	15,000.00
<b>TOTAL</b>	<b>41,464.76</b>	<b>47,521.06</b>	<b>47,000.00</b>
# of positions (FTE)	NA	NA	NA

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	63,346.41	61,708.39	62,000.00
Town Funds	in-kind services	in-kind services	in-kind services

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.

**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Jane Power, President, of (the Winterville Historical and Arts Society, Inc.,) do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.

Jane Power, WHAS President

**Signature of President/Executive Director of Agency/Organization**

**Date: 4/28/2025**

**AGENCY NAME: WINTERVILLE HISTORICAL AND ARTS SOCIETY, INC.**  
**TOWN OF WINTERVILLE**  
**NON-TOWN AGENCY (NTA) FUNDING PROCESS**  
**INSTRUCTIONS FOR COMPLETING AND**  
**SUBMITTING THE COMPREHENSIVE REPORT**  
**FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
(March 16, 2024 through March 15, 2025) See following pages...
- How did the Agency/Organization accomplish its stated goals for the reporting period?

Attendance at activities of the organization (excluding depot rentals) for the period of March 16, 2024 through March 15, 2025 increased from 478 the previous year to 492 this year. We held our annual Old Christmas Tea at the museum along with monthly second Sunday openings including hosting an ice cream social and an event held at the Winterville Charter Academy celebrating Black History Month and highlighting African Americans from Winterville, NC and historical black figures.

Rental activity at the depot included 140 total uses (compared to 131 in the 2023-2024 reporting period); 108 of those uses were paid rentals. With an average of 46 guests per rental based on contracts, we had approximately 4,968 total guests. Of the completed contracts, 50% have Winterville addresses. The other 50% are from addresses outside of Winterville.

We continued partnering with the Town of Winterville and the Winterville Chamber of Commerce to allow them both to use our facility free of charge working around our rental schedule.

We continued our partnership with the FFA of Farmville Central High School and DH Conley High School and allowed our museum to be a Field School. Students and teachers continued their work in the yard and gardens at the museum. We again decorated the outside of the museum as well as the fence and yard to provide some holiday cheer for town residents during the month of December.



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October 27, 2024 – Participated in the Winterville Chamber's Fright Fest with volunteers, a booth, and the Model T car.

- What goals/programs were unmet during the reporting period?  
None
- How were Winterville residents served by the Agency/Organization?  
All activities were open to residents of Winterville and the surrounding community. All events were free of charge. We have opened the museum and made arrangements to coordinate openings with other events related to the town, such as the Watermelon Festival Parade, Fright Night, National Night Out and Christmas Parade. We also continued our regular monthly hours opening our Museum from 3-5 p.m. every 2nd Sunday (with the exclusion of Mother's Day). The rentals for our depot have been utilized by both Winterville residents as well as outside of our community. We have also continued our partnership with the Winterville Chamber of Commerce to hold their meetings at the depot as well as "virtual ribbon cuttings" for businesses that may not have storefronts. We also allowed the use of the depot for Winterville Watermelon Festival planning meetings. Our organization continues to be willing to coordinate with other events that may be brought to our attention. Meetings and activities promote the heritage of the town and promote Winterville as a desirable place to live and work.

Farmville Central & DH Conley FFA: 30 high school students and adults provided approximately 240 hours of volunteer time and expertise in horticulture, helping to care for and maintain the heritage plants and flowers of the museum yard.

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Jesse Riggs: 360 volunteer hours captured between March 2024-March 2025. 138 tours of the depot to 279 individuals. At least 50% were from the Winterville Community.

- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS	5460
-----------------	------

<b>TOTAL TOWN OF WINTERVILLE RESIDENTS</b>	2730
--	------

- Any other pertinent information deemed appropriate.  
In-kind services for the museum property from the Town of Winterville for Fiscal Year 2024-2025 included lawn maintenance and utilities service for the Museum as well as the depot.

**Attach additional information.**

## Summary Report 3/16/24 - 3/15/2025

### INCOME

Calendar Income	1,605.00
Depot Rental--Deposit	8,010.00
Depot Rental--Member	1,350.00
Depot Rental--Nonmember Black	19,190.00
History Event Booklet Sales WHAS	120.00
Donations	4,466.00
WHAS Membership	12,525.00
WHAS Memorial Donations	475.00
Insurance Proceeds for Depot Kitchen Fire	11,967.39
WHAS Pitt Co Arts Council Grant <b>Total</b>	2,000.00
<b>Income</b>	<b>\$61,708.39</b>

### EXPENSE

Bank Chrg	-35.00
Depot Rental Canceled	-650.00
Depot Rental--Deposit Refund	-8,800.00
Depot Rental--Rental Refund	-640.00
Black History Event Booklet Printing	-371.00
Repairs Due to Depot Kitchen Fire	-14,038.34
Postage	-360.80
WHAS Accessions Maintenance	-1,767.24
WHAS Auto	-661.62
WHAS Calendar	-812.13
WHAS Depot Expense	-29.46
WHAS Depot Maint	-16,692.65
WHAS Depot Misc	22.11
WHAS Depot Supplies	-514.96
WHAS Endowment	-2,400.00
WHAS Entertainment	-505.20
WHAS Fire Extinguisher Expense WHAS	-269.80
Insurance	-1,813.20
WHAS Janitorial and Kitchen Supplies	-10.65
WHAS Janitorial Cleaning	-4,340.68
WHAS legal and accounting	-225.00
WHAS Mus Artifacts	-2,257.78
WHAS Mus Supplies	-637.58
WHAS Museum Barn Maint	-877.13
WHAS Museum Maint	-8,881.54
WHAS Office Supplies	-53.98
WHAS PCAC Grant Musical Groups Fees	-1,500.00
WHAS Pest Control	-1,130.00
WHAS Publicity	-3,275.51
WHAS Telephone	-370.98
WHAS Yard Maint	-140.06
<b>Total Expenses</b>	<b>-\$74,040.18</b>

### NET TOTAL

**-\$12,331.79**



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

1. Agency Name:  
Winterville Senior Citizen Club
2. Tax ID #, Bank Account#, and Name/Address of  
Bank will be required if grant awarded.  
First Citizen Bank  
2607 Mills St  
Winterville, NC 28590
3. Mailing Address:  
304 Ola Circle  
Winterville, NC 28590
4. Street Address:  
304 Ola Circle  
Winterville, NC 28590
5. Primary Contact Person:  
Beatrice A. Henderson  
Secondary Contact Person:  
Beatrice Herbert
6. Primary Contact Email Address:  
N/A  
Secondary Contact Email Address:  
N/A
7. Primary Contact Phone:  
252-814-9012  
Secondary Contact Phone:
8. Primary Contact Mobile Phone:  
252-814-9012  
Secondary Contact Mobile Phone:  
252-917-0358
9. Date of Application:
10. Fax:  
N/A

11. Board of Directors, if any, including names, positions held and contact information:

Beatrice A. Henderson Director - 252.814.9012  
 Beatrice Herbert Advisor - 252-917-0358  
 Elinor Hilliard 252-481-1012 Edna Bailey 252-756.0066

12. Amount of Town funds requested:

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

Yes

2022 \$3,500.00 2023 \$3,500.00 2024 \$3,500.00

2025 \$3,500.00

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

Continues Annual Funding For Winterville Senior Citizen Club

15. Briefly describe how you will use the grant funds:

Transporting Senior to meeting. Provide Monthly Fellowship. Local bus trip. health screening. Printing Supplies. Souvenir booklet. and other activities for physical and senior outing

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

Enable Senior to have consistent timely meeting which provide outlet learning from others

17. These program funds will directly impact how many clients/citizens? (Numerical count)

About 90 citizens

18. How many of the clients/citizens served are residents of the Town of Winterville?

Document Numbers.

90-95%

19. What will be the impact on your agency, clients, or services if these program funds are not received?

The impact will have very disappointing effect because the Senior will not receive many of the opportunities present received. Many of the activities & resource fellowship luncheon & other important activities provide in order to present the senior setting @ home will be lost. These funds are very important to the seniors WSC to provide Health Lifestyle for the Senior

20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.

Yes #2 I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant.

21. Mission Statement and General Agency Overview:

The purpose of Winterville Senior Citizens Club is to provide needed Senior activities for Senior 55 yrs & over to be part of organized that provide a better quality of life during their older years. through

22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.

Through the Winterville Senior Citizen Club a aggressively active agenda. the seniors were able to meet the various Council members, Mayor & other Elected officials throughout Pitt County

**BUDGET DETAILS:**

23. Expenditure Details:	Prior Year	Current Year	New Year
Personnel Services	0	150.00	150.00
Supplies	600.00	650.00	6,250.00
Services	2,000.00	2,100.10	21,625.00
Capital Outlay			
<b>TOTAL</b>	2,200.00	2,750.10	3,925.00
# of positions (FTE)			

24. Revenue Source:	Prior Year	Current Year	New Year
Non-Town Revenue	2,500.00	3,500.00	500,900
Town Funds			

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.



**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, \_\_\_\_\_ Executive Director/President, of  
 \_\_\_\_\_ (Name of Agency/Organization) do  
 hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand any certify that all ASSURANCES have been made and will be adhered to in order for the \_\_\_\_\_ (Name of Agency/Organization) to receive Town funding.

Beatrice A. Henderson

Signature of President/Executive Director of Agency/Organization

Date: \_\_\_\_\_

**AGENCY NAME:** CLICK OR TAP HERE TO ENTER TEXT.  
**TOWN OF WINTERVILLE**  
**NON-TOWN AGENCY (NTA) FUNDING PROCESS**  
**INSTRUCTIONS FOR COMPLETING AND**  
**SUBMITTING THE COMPREHENSIVE REPORT**  
**FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
*fish prep, supplies for preparing meeting, ink, paper, print board, Birthday items, stamps T-Shirt gift to speaker. Souvenir Booklets*
- How did the Agency/Organization accomplish its stated goals for the reporting period?  
*All goal was accomplish through the club aggressive plans of no mtg.*
- What goals/programs were unmet during the reporting period?  
 Click or tap here to enter text. *NONE*
- How were Winterville residents served by the Agency/Organization?  
*Winterville Senior were served through timely & consistent mtg which enable them continue to be part of a physical & social society*
- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS

**TOTAL TOWN OF WINTERVILLE RESIDENTS**

- Any other pertinent information deemed appropriate.  
 Click or tap here to enter text. *N/A*

**Attach additional information.**

# Winterville Senior Citizens Club

## Item 22-Expenditures:

Lunch for seniors avg. 65 people per lunch @ \$6.50 per person (includes paper napkins, plates, plastic utensils drinks bread and desserts)	\$4,225
Lunch for 8 team leaders for preparation and planning of monthly meeting- \$6.25 per person	\$50.00
Gifts for speakers at monthly meeting avg. \$10.00 per gifts or donation	120.00 \$100.00
Supplies: Ink carthridges, paper, folder, orientation brochures for new members	\$411.23
Copies of news letter	
Reservation and for Christmas Banquet	1100. \$1,300.00
Building for Banquet	
Door prizes	\$390.00
Birthday bags, birthday, get well and sympathy cards	\$60.00
Stamps	\$49.70
Decoration	\$99.09
Transportation of seniors to vote in election, meeting, doctor appointments and grocery store	<del>\$30.00</del> 60.00
T. shirts	\$ 100.00 200.00

**Dear Members of the Winterville Town Council,**

We are writing to ask for your continued financial support of the Winterville Watermelon Festival - one of the biggest, most meaningful, and impactful events we have in our community. While we understand and appreciate the importance of evaluating spending, we encourage you to see the festival not strictly as an expense, but as an investment in Winterville's economic vitality, community spirit, and small-town charm. These profits are not strictly monetary, but instead are a priceless asset that many communities' envy.

**More Than Just a Festival**

The Watermelon Festival is more than a weekend of rides, music, and watermelon. It's a tradition that energizes our town, brings thousands of visitors to our streets, supports our small businesses, and reflects everything that makes Winterville such a special place to live, work, and visit. A Slice of a Good Life originated here.

**Here's Why the Festival Matters:**

**Economic Impact**

Even without hotels in town, the festival brings in thousands of day-trippers who fill our gas stations, dine at our restaurants, browse our shops, and spend at vendor booths.

Americans for the Arts estimates that festival-goers spend an average of \$38 per person outside of admission - and when you multiply that by the crowd we draw, the local impact is clear. The International Festivals & Events Association (IFEA) notes that every dollar spent at a festival often leads to \$2-\$3 in indirect local spending.

**Tourism & Visibility**

For many people, the Watermelon Festival is how they discover Winterville. Even without overnight stays, the event turns our town into a destination. It gives visitors from surrounding counties and beyond a reason to associate Winterville with fun, family, and community - planting the seed (perhaps a watermelon seed?) for return visits, new business interest, and even future residents.

**Community Connection**

This event brings our town together like nothing else. It unites schools, civic groups, local businesses, and families across generations. The National Endowment for the Arts points to festivals as key to community well-being and social connection - something we all need more of right now. The Watermelon Festival reminds us what we can accomplish when we work together.

**Support for Local Vendors and Entrepreneurs**

From small businesses and food trucks to artisans and nonprofit groups, the festival gives people a platform to connect with the community. For many of these vendors, this

exposure is a big deal. Events like this spark entrepreneurial growth, helping keep our local economy strong and creative.

### **Quality of Life**

Festivals make towns feel alive. A study by Eventbrite found that 78% of Americans say attending local festivals makes them feel more connected to their community. That's the kind of town people want to live in - and stay in.

### **Town Opportunities**

During the course of the Watermelon Festival we see many of the departments within the Town coming together to support this weekend. Not only is this an opportunity for many of the staff to be a part of something outside of their normal workday, but it's an opportunity for additional learning and connection. With FD's emergency management training, PD's community outreach and engagement, Parks & Rec's coordination and even community survey execution for future projects – there are many direct benefits to the Town for hosting a festival of this size.

### **Looking Ahead**

Cutting or reducing support for the Watermelon Festival might look like a savings on paper - but it would come at the cost of economic opportunity, local pride, and the vibrancy that makes Winterville what it is. The return on investment for this event is real and lasting.

On behalf of the Winterville Watermelon Festival Committee, and speaking for many individuals, families, and businesses who contribute to and benefit from the Watermelon Festival, we urge you to continue supporting this beloved tradition. It truly brings out the best in Winterville.

Thank you for your time, your leadership, and your commitment to our town.



**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

- |   |   |
|---|---|
| 1. Agency Name:<br><br>Winterville Watermelon Festival Committee, Inc   | 2. Tax ID #, Bank Account#, and Name/Address of Bank will be required if grant awarded.<br><br>56-2022174                     |
| 3. Mailing Address:<br><br>PO Box 805, Winterville NC 28590   |   |
| 4. Street Address:<br><br>324 Sylvania Street, Winterville NC 28590   |   |
| 5. Primary Contact Person:<br>Heather Jackson, Festival Chair<br><br>Secondary Contact Person:<br>Rebecca Cavness, Festival President | 6. Primary Contact Email Address:<br>hjflipflop@gmail.com<br><br>Secondary Contact Email Address:<br>rebecca@cavnessdecor.com |
| 7. Primary Contact Phone:<br>252-814-4370<br><br>Secondary Contact Phone:<br>252-902-7898   | 8. Primary Contact Mobile Phone:<br><<br><br>Secondary Contact Mobile Phone:<br><   |
| 9. Date of Application:<br>4/30/2025  | 10. Fax:<br>N/A   |

11. Board of Directors, if any, including names, positions held and contact information:

Festival Chair: Heather Jackson, President: Rebecca Caveness, Vice President: Tim Tyson, Secretary: Beth Fitch, Treasurer: Stephanie Ham, Trustees: Linda Smith, Dave Craddock, Alton Wadford

12. Amount of Town funds requested:

40,000

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

The past three years we have received \$50,000 annually

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

Annual request. Our festival board is working on assessing the minimum amount our festival can receive from the Town and still continue to operate. Our intention is to lower the amount we are asking as we are able to and according to how profitable our concert is.

15. Briefly describe how you will use the grant funds:

To assist in the enormous expense of executing the Winterville Watermelon Festival (40th annual). These funds are directly used to assist in paying for the Saturday night Watermelon Jam headliner.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

Through festival goer feedback provided during and after the festival both online and in person. Last year we conducted a small survey during the festival to assess where people were coming from, how much money they spend while here, how they heard about our festival, if this is their first festival, and any feedback they'd like to provide to us. This year, we hope to better execute this survey to get more responses from the community. We also receive feedback from many of the business owners in the area on the increase in traffic they receive to their business over the festival weekend.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

10,000+ (All citizens)

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

The majority of those served are citizens of the Town of Winterville, then Pitt County, but many people travel from outside of the state to attend our festival. Those that do in turn impact our businesses by patroning them, which in turn impacts our town via the boost to the local economy.

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

It will be nearly impossible to continue the festival, but certainly not at the level we are currently. We would likely restrict to a one day festival with a small band. We fear if we scale back to this degree we may lose our contract with our ride company. If this happens, there are very few options available to us. There was a 40% decrease in ride company businesses across the US degree the Covid-19 pandemic. Our ride company was one of those that survived, but the impact of that is still being felt by many festivals, including our neighbor in Ayden who has struggled to maintain one for the Collard Festival.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

Yes

**21. Mission Statement and General Agency Overview:**

To promote the Town of Winterville, its local businesses, and community organizations by providing a weekend of exciting activities for its citizens and guests as well as provide tourism revenue for our businesses and show what a wonderful place to live Winterville is.

**22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.**

We have an annual planning meeting with Town Staff and individual departments prior to the festival to make sure we are all on the same page. We are also inspected by the Health Department and Fire Marshall to ensure we are in compliance. Then, after the festival we seek feedback from Town Department Heads to understand what room for improvement we need to assess.



**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services	0	0	0
Supplies	22,500	27,625	25,000
Services	110,085	107,585	100,000
Capital Outlay	37,500	38,000	38,000
<b>TOTAL</b>	<b>170,085</b>	<b>173,210</b>	<b>163,000</b>
# of positions (FTE)	0	0	0

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	136,386.59	122,002	148,700
Town Funds	50,000	50,000	40,000

### NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT

I, Rebecca Caveness, Board President, of (Winterville Watermelon Festival Committee, Inc do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.

Click or tap here to enter signature of Executive Director/President Name

**Signature of President/Executive Director of Agency/Organization**

**Date: 4/30/2025**

**AGENCY NAME: WINTERVILLE WATERMELON FESTIVAL  
TOWN OF WINTERVILLE  
NON-TOWN AGENCY (NTA) FUNDING PROCESS  
INSTRUCTIONS FOR COMPLETING AND  
SUBMITTING THE COMPREHENSIVE REPORT  
FY 2025-2026**

Each Non-Town Agency/Organization that receives and monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- A summary of revenue and expenditures for the reporting period.  
Please see attached
- How did the Agency/Organization accomplish its stated goals for the reporting period?  
We successfully executed our 39th annual festival. We coordinated with new organizations to bring interesting additions to the festival. We added a method for surveying to ascertain who is coming to the festival, from where, how they heard about us, etc. and are working on expanding that system this year for more comprehensive results.
- What goals/programs were unmet during the reporting period?  
We had goals of having a more well attended concert, but sadly did not reach this. Our ticket sales were lower than the year prior, resulting in a net loss for the festival.
- How were Winterville residents served by the Agency/Organization?  
Everyone that lives, works, or owns a business in Winterville is impacted by our festival. Citizens get to enjoy a multi-day, comprehensive festival right in their backyard – no travelling to a big city necessary! Businesses see an increase in sales over the weekend as out of town visitors come to enjoy the festival and patron the businesses.
- How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?

TOTAL RESIDENTS 25000

**TOTAL TOWN OF WINTERVILLE RESIDENTS**

10000

- Any other pertinent information deemed appropriate.  
According to Placer.ai, there was a 7% increase of out-of-town visits to Winterville over the course of the weekend. According to the data collected through in-person surveying by the Convention & Visitors Bureau at the festival and online immediately after, 49% of respondents indicated they would be patronizing local restaurants, 21% said coffee shops, 26% said breweries, and 21% said other retail businesses while visiting the festival.

**Attach additional information.**

# 2024 Profit/Loss

INCOME EXPENSES PROFIT/LOSS

GENERAL SPONSORS	\$83,915.23	\$0.00	\$83,915.23	\$50,000 TOWN OF WINTERVILLE
PARADE	\$3,948.16	\$2,775.00	\$1,173.16	\$3500 OF INCOME IS SPONSORSHIP FROM PCC
VIP TENT	\$3,000.00	\$1,860.49	\$1,139.51	
VOLUNTEER SHIRTS	\$2,000.00	\$1,130.89	\$869.11	
WATERMELON SLICING TENT	\$1,500.00	\$600.00	\$900.00	\$600 DONATION TO WBC
BEER GARDEN	\$8,703.00	\$6,279.16	\$2,423.84	\$3000 OF INCOME IS SPONSOR \$5703 BEER SALES
DONATION	\$900.00	\$0.00	\$900.00	
FUNDRAISING - 50/50 RAFFLE	\$1,011.00	\$550.45	\$460.55	\$605.50 PAYOUT \$44.95 TICKET COST
VENDOR ICE / SALES	\$382.00	\$335.40	\$46.60	
SHIRTS/MISC ITEMS	\$8,012.55	\$6,082.53	\$1,930.02	
FOOD VENDORS	\$22,932.50	\$0.00	\$22,932.50	
COMMERCIAL VENDORS	\$12,254.55	\$0.00	\$12,254.55	
AMUSEMENT RIDES	\$5,990.00	\$0.00	\$5,990.00	
PRODUCTION/STAGE	\$0.00	\$38,000.00	-\$38,000.00	
FRIDAY ENTERTAINMENT	\$0.00	\$7,500.00	-\$7,500.00	ASHLEY LARQUE \$1600 EARTH WIND AND FIRE TRIBUTE \$6000
WATERMELON JAM	\$17,453.70	\$67,800.00	-\$50,346.30	\$17,453.70 TICKET SALES
BAND FOOD	\$0.00	\$1,265.85	-\$1,265.85	
SUNDAY ENTERTAINMENT	\$0.00	\$2,400.00	-\$2,400.00	PROTOWN BMX \$2000, MUSIC \$400
ADVERTISING	\$0.00	\$9,715.00	-\$9,715.00	
FESTIVAL SUPPLIES	\$0.00	\$3,085.33	-\$3,085.33	
CHRISTMAS GIVING	\$0.00	\$458.54	-\$458.54	
REDMAN RENTAL	\$0.00	\$400.00	-\$400.00	
CHAMBER DUES	\$0.00	\$125.00	-\$125.00	
NC FESTIVAL ASSOCIATION FEES	\$0.00	\$156.00	-\$156.00	
DOWN EAST	\$0.00	\$5,700.00	-\$5,700.00	
GOLF CARTS	\$0.00	\$1,880.93	-\$1,880.93	GAS CARTS
AGC PARKING	\$0.00	\$750.00	-\$750.00	
TRAILER TRANSFER	\$0.00	\$1,550.00	-\$1,550.00	
TREASURER SUPPLIES	\$0.00	\$170.31	-\$170.31	Includes new checks
BANK FEE	\$0.00	\$58.70	-\$58.70	
SQUARE FEES	\$0.00	\$298.07	-\$298.07	
TAXES	\$0.00	\$41.00	-\$41.00	
WEBSITE	\$0.00	\$25.00	-\$25.00	
TROPHIES	\$0.00	\$222.24	-\$222.24	
CLINE'S FLOATS	\$0.00	\$875.00	-\$875.00	
WINTERVILLE INSURANCE	\$0.00	\$3,372.18	-\$3,372.18	DOES NOT INCLUDE BEER GARDEN INSURANCE
MISCELLANEOUS	\$0.00	\$2,961.26	-\$2,961.26	
PO BOX (YEARLY)	\$0.00	\$216.00	-\$216.00	
LESLIE EAKES	\$0.00	\$325.00	-\$325.00	
PHOTOGRAPHY	\$0.00	\$500.00	-\$500.00	
HOTEL ROOMS	\$0.00	\$3,079.25	-\$3,079.25	
PARADE CANDY	\$0.00	\$416.43	-\$416.43	
TOWN OF WINTERVILLE GLOW GOLF SPONSORSHIP	\$0.00	\$250.00	-\$250.00	
REFUNDS	\$0.00	\$750.00	-\$750.00	
Petty Cash	\$2,350.00	\$2,350.00	\$0.00	
<b>TOTAL</b>	<b>\$174,352.69</b>	<b>\$176,311.01</b>	<b>-\$1,958.32</b>	

**Winterville Watermelon Festival  
Budget 2025**

Income	Budgeted	Comments
<b>Sponsorships</b>		
Stage \$80000	\$ 8,000.00	1 Sponsor
Presenting \$7,500	\$ 7,500.00	1 Sponsor
Platinum \$5,000	\$ 5,000.00	1 Sponsor
Gold \$2,500	\$ 7,500.00	3 Sponsors
Silver \$1,000	\$ 5,000.00	5 Sponsors
Bronze \$500	\$ 6,500.00	13 Sponsors
Donor \$250	\$ 2,500.00	10 Sponsors
Friday Night Sponsor	\$ 4,000.00	1 Sponsor
Sunday Sponsor	\$ 3,000.00	1 Sponsor
Parade Sponsor	\$ 3,500.00	1 Sponsor
VIP Tent Sponsor	\$ 3,000.00	1 Sponsor
Volunteer Sponsor	\$ 2,000.00	1 Sponsor
Veterans Breakfast Sponsor	\$ 500.00	1 Sponsor
TOW	\$ 50,000.00	1 Sponsor
Watermelon Slicing Tent	\$ 1,500.00	1 Sponsor
Beer Garden Sponsor	\$ 3,000.00	1 Sponsor
<b>Fundraising</b>		
50/50	\$ 1,200.00	
<b>Apparel/Gear</b>		
T-shirts/Miscellaneous	\$ 2,000.00	
Hats	\$ 500.00	
<b>Vendors</b>		
Food Vendors	\$ 20,000.00	
Commercial Vendors	\$ 10,000.00	
<b>Ticket Sales</b>		
Eventbrite- Saturday Night Concert	\$ 20,000.00	

## Other

Petty Cash	\$ 4,000.00
Beer Garden	\$ 12,000.00
Ice	\$ 500.00
Amusement Rides	\$ 2,000.00

## Total income

\$ 184,700.00

## Expenses

### Administration

Website	\$ 150.00
Christmas Family	\$ 1,000.00
PO BOX (Yearly)	\$ 220.00
Winterville Chamber of Commerce	\$ 150.00
Winterville Insurance	\$ 6,000.00
Bank Fee	\$ 100.00
Cline's Floats (Council Float)	\$ 1,000.00

Leslie Eaks	\$ 450.00	Trailer Clean for Bands, Public Bathroom Upkeep
T-Shirts	\$ 3,500.00	
Porta-John Rental	\$ 6,000.00	
Golf Carts	\$ 500.00	
AG Cox Vendor Parking	\$ 750.00	
WV Baptist Church	\$ 750.00	
Petty Cash	\$ 4,000.00	
Trailer Transfer	\$ 1,600.00	
Veteran's Breakfast	\$ 250.00	
Treasurer Supplies	\$ 200.00	
Ice	\$ 400.00	
NC Festival Associatoin Fees	\$ 182.00	
Supplies	\$ 2,000.00	

### Fundraising

50/50 Raffle Tickets	\$ 150.00
50/50 Raffle Payout	\$ 600.00

### Production

Carlton Event Production (SRO)	\$	38,000.00	
Barricades	\$	-	Donated

### Friday Entertainment

	\$	6,000.00
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### Parade

Paid Participants	\$	3,000.00
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### Saturday Entertainment

	\$	52,750.00
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Band Food/Supplies	\$	1,000.00
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### Sunday Entertainment

Music	\$	1,400.00
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Pro Town BMX	\$	1,000.00
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Nulook	\$	750.00
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### VIP Tent

Expenses/Supplies	\$	1,500.00
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### Advertising

	\$	9,000.00
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### Beer Garden

Beer Cost	\$	9,000.00
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Wristbands	\$	500.00
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Supplies	\$	1,000.00
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Ice	\$	400.00
-----	----	--------

## TOTAL EXPENSES

	\$	153,852.00
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**TOWN OF WINTERVILLE  
FY 2025-2026 NON-TOWN AGENCY GRANT APPLICATION**

*Note: Please complete the requested information on the forms that have been provided. If additional space is needed, attachments are acceptable. All information must be typewritten and copied single-sided.*

1. **Agency Name:**  
Sheppard Memorial Library for the operation of the  
Winterville Public Library
2. **Tax ID #, Bank Account#, and Name/Address of  
Bank will be required if grant awarded.**  
56-6000928
3. **Mailing Address:**  
530 Evans Street, Greenville, NC 27858
4. **Street Address:**  
2316 N Railroad Street, Winterville, NC 28590
5. **Primary Contact Person:**  
Roman Leary, Library Director  
  
**Secondary Contact Person:**  
Lynn Woolard, Sheppard Memorial Library
6. **Primary Contact Email Address:**  
rleary@sheppardlibrary.org  
  
**Secondary Contact Email Address:**  
lwoolard@sheppardlibrary.org
7. **Primary Contact Phone:**  
252-329-4585  
  
**Secondary Contact Phone:**  
252-329-4586
8. **Primary Contact Mobile Phone:**  
252-402-8604  
  
**Secondary Contact Mobile Phone:**  
252-531-1974
9. **Date of Application:**  
4/30/2025
10. **Fax:**  
N/A

11. Board of Directors, if any, including names, positions held and contact information:

See Attachment A for the Library Board of Trustees

12. Amount of Town funds requested:

\$176,921

13. Has your agency received Town of Winterville funds within the past three (3) years; and if so, how much was received?

Yes, FY 24-25 Funded \$176,921; FY 23-24 Funded \$ 171,768; and FY 22-23 Funded \$168,400

14. Is this a one-time request for funds; and if not, what future funding requests are anticipated?

Annual requests will be needed for the operation of the Winterville Public Library.

15. Briefly describe how you will use the grant funds:

Funds are for staff wages and benefits, library circulating materials, online services - including e-materials, internet access - wi fi, operating supplies, postage, computer equipment and related maintenance costs, and business administrative fees.

16. How will you measure the effect of this grant funding on clients, services, and/or the community?

Statistical data for the various public services is assessed regularly. Statistical information includes patron visits and items circulated.

17. These program funds will directly impact how many clients/citizens? (Numerical count)

Statistical Data for the Winterville Public Library include: 28,667 patron visits, 41,341 items circulated, 458 new patron registrations, 4,257 computer sessions, 30 in-person programs attended by 419 guests, and 269 meeting room bookings attended by 462 people.

**18. How many of the clients/citizens served are residents of the Town of Winterville? Document Numbers.**

The majority of Winterville Library patrons are from the Winterville community. A breakdown of residents is not possible, but we can report that 28,667 patrons from Winterville and surrounding areas visited the Winterville Public Library in FY 23-24.

**19. What will be the impact on your agency, clients, or services if these program funds are not received?**

We will be unable to provide library service at the Winterville Public Library without these vital funds.

**20. I certify that I will be able to execute and fully comply with the requirements of the Town grant agreement if selected to receive this grant. (Reference: "Instructions for N-TA applications," #2.**

The Sheppard Memorial Library system, on behalf of the Winterville Public Library is fully able to comply with the requirements of the Town grant agreement if selected to receive this grant. See the executed Non-Town Agency Funding Assurance Affidavit.

**21. Mission Statement and General Agency Overview:**

See Attachment B. Sheppard Memorial Library Vision Statement and Library Overview

**22. How do you coordinate the services provided by your agency with Town, County, and other agencies? Specify what the relationship is and the agency (or agencies) involved.**

The Town of Winterville owns and maintains the land and building of the Winterville Public Library, and has a contractual agreement with Sheppard Memorial Library to provide the library service at this facility. For FY 25-26 we have requested an increase in funding from Pitt County from \$10,000 to \$15,000. Sheppard Memorial Library qualifies for and receives State Aid to Public Libraries through the State Library of North Carolina and Sheppard Library has apportioned \$37,794 of State Aid for FY 25-26 (an increase of \$14,215 from last year's budget.)

**BUDGET DETAILS:**

<b>23. Expenditure Details:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Personnel Services	163436	168509	187891
Supplies	30670	41026	39035
Services	25263	12734	8797
Capital Outlay	0	0	0
<b>TOTAL</b>	<b>219369</b>	<b>221369</b>	<b>235723</b>
# of positions (FTE)	3.69	3.58	3.58

<b>24. Revenue Source:</b>	<b>Prior Year</b>	<b>Current Year</b>	<b>New Year</b>
Non-Town Revenue	42448	44448	58802
Town Funds	176921	176921	176921

## NON-TOWN AGENCY INSTRUCTIONS GRANT APPLICATION

1. Name of agency as reflected on official documentation.
2. The Tax ID # and bank account information are required if grant is awarded. Please be prepared to provide this information if a grant is awarded: tax-exempt documentation (if applicable), banking information, and any pertinent budgetary documents. Your grant will not be made if the requested information is not provided.
3. Mailing address within Pitt County (or other location where official correspondence should be addressed).
4. Street address of the agency.
5. Self-explanatory.
6. Self-explanatory.
7. Local phone number during 8:00 a.m. to 5:00 p.m.
8. Mobile phone number including area code.
9. Date application is being submitted to the Town of Winterville.
10. Self-explanatory.
11. An agency Governing Board is desired. All pertinent information must be included in the application to receive consideration.
12. The amount of money you are requesting for a specific purpose described in the application. *Note: The distribution of grant funds will be processed on an annual basis by the Town after approval of the Town Council. A letter requested the disbursement of grant funds must be submitted to the Town Manager's office once the annual budget has been adopted and the new fiscal year has begun (July 1).*
13. Self-explanatory.
14. Funding new agencies will be used for start-up purposes only. Subsequent requests for funding must be clearly justified through the application process.
15. Self-explanatory.
16. Describe objectives or other measurable ways to verify the effectiveness of your program should grant funding be approved.
17. Number of people benefiting from the use of these funds during the period July 1<sup>st</sup> through June 30<sup>th</sup>
18. Self-explanatory.
19. Self-explanatory.
20. In a paragraph or less, please share your Agency Mission Statement. Also, please give a brief overview of your agency (types of services provided, your target population, history, etc.).
21. Self-explanatory. As a general rule, funding will only be considered for nonprofit agencies within Pitt County.
22. If this agency has received funds from the Town of Winterville in the past two years, please complete the expenditure and revenue history as well as the expenditure and revenue information requested for the new year.
  - **Personnel Services** - Amount expended, budgeted, and/or requested for salaries and fringe benefits.
  - **Supplies** - Amount for printing (office supplies, books, publications, medical supplies, drugs, small equipment items, less than \$500, and wearing apparel).
  - **Services** - Amount for professional services (consultants), medical services (MD's), travel, training, rent, etc.
  - **Capital Outlay** - Amount for tangible items costing \$500 or more.
  - **Other** - Amount for patient transportation, other client related costs.
23. List other sources of revenue that have been requested to support the program. NOTE: Please identify all grant applications and state their dollar amounts.

**NON-TOWN AGENCY FUNDING ASSURANCE AFFIDAVIT**

I, Click or tap here to enter Executive Director/President Name, of (Click or tap here to enter Name of Agency/Organization do hereby make the following ASSURANCES to the Town of Winterville:

- The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town;
- The agency/organization is providing a service for citizens within the municipal limits of the Town of Winterville;
- The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain;
- The agency/organization will comply with applicable program/project services standards, contracts, and regulations for any programs/project services assisted by the Town;
- The agency/organization will comply with Federal and State laws and regulations related to financial and compliance action and will submit a comprehensive report to the Town by May 1<sup>st</sup> of the fiscal year;
- The agency/organization will submit promptly to the Town any information requested related to any program/project services assisted by the Town;
- All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using the Town funds by agency/organization shall become property of the agency/organization when applicable. In the event that an agency/organization decides to dispose of property acquired with any Town funds owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the execution of any programs/project services provided by said agency/organization; and
- If the agency/organization dissolves or discontinues the programs/project services provided for in the application for funding, agency/organization must give 30 (thirty) days' notice to the Town of intent to dissolve/discontinue funding and the Town reserves the right to recoup or withhold any further payments to said agency/organization.

I understand and certify that all ASSURANCES have been made and will be adhered to in order for the (NAME OF AGENCY/ORGANIZATION) to receive Town funding.



Signature of President/Executive Director of Agency/Organization

Date: ~~3/30/2025~~ 4/30/2025

# Attachment A: SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES

Updated October 2024

Name	Address	City/State/Zip	Home Phone Work Phone Cell Phone	Email	Appointment Made by City or County	First Appointed	Current Term Expires
Terry S. Atkinson	303 Williams Street	Greenville, NC 27858	252-353-8121 252-328-2889	atkinsont@ecu.edu <i>(Filing an unexpired term of LTC Jesse Hinton, Jr., that expired March 2020.)</i>	County In 2 <sup>nd</sup> Term	October 2019	October 2026 <i>(2<sup>nd</sup> term expires)</i>
Claire Boyd	3336 Prescott Lane	Greenville, NC 27858	252-214-5380	clairecainboyd@gmail.com	County In 1 <sup>st</sup> Term	October 2024	October 2027 <i>(1<sup>st</sup> term expires)</i>
Jeff Coghill	4115 River Chase Drive	Greenville, NC 27858	252-744-2066	coghilij@ecu.edu	City In 1 <sup>st</sup> Term	October 2022	October 2025 <i>(1<sup>st</sup> term expires)</i>
Cara Gohn	1763 Oak Pointe Drive	Greenville, NC 27834	252-702-5812	cara.gohn@gmail.com	County In 1 <sup>st</sup> Term	March 2023	October 2026 <i>(1<sup>st</sup> term expires)</i>
Sharon Kenney	PO Box 666 3848 Whitehurst Street	Bethel, NC 27812	252-825-9797 252-347-8271 Cell	crazyquilter01@hotmail.com	Bethel In 1 <sup>st</sup> Term	October 2023	October 2026 <i>(1<sup>st</sup> term ends)</i>
Johnny Moye	582 Alma Drive	Winterville, NC 28590	252-355-3777 252-341-3899 Cell	johnny.moye@wintervillenc.com	Winterville In 1 <sup>st</sup> Term	June 2023	October 2026 <i>(1<sup>st</sup> term ends)</i>
Dorothy Muller	212 Bristol Ct.	Greenville, NC 27834	252-756-4299	dchmuller@gmail.com	City In 2 <sup>nd</sup> Term	October 2021	October 2027 <i>(2<sup>nd</sup> term expires)</i>
Lisa Mulligan	1302 Bloomsbury Road	Greenville, NC 27858	252-558-5802	lisa@finedconsulting.com	City In 2 <sup>nd</sup> Term	October 2019	October 2025 <i>(2<sup>nd</sup> term expires)</i>
Patricia Rawls	305 Francis Asbury Lane	Greenville, NC 27858	252-714-9400 Cell	patriciarawls.7@gmail.com	City In 2 <sup>nd</sup> Term	October 2021	October 2027 <i>(2<sup>nd</sup> term expires)</i>
Rick Smiley	102 Christenbury Rd.	Greenville, NC 27858	252-327-2308	ricksmiley@mac.com	City In 1 <sup>st</sup> Term	October 2023	October 2026 <i>(1<sup>st</sup> term expires)</i>
Chris Ulffers	3503 Baywood Lane	Greenville, NC 27834	252-355-2476 252-328-4281 252-714-7562 Cell	ulffersj@ecu.edu <i>(Filing an unexpired term of Darrell Hinton that expired October 2020)</i>	City In 2 <sup>nd</sup> Term	October 2019	October 2026 <i>(2<sup>nd</sup> term expires)</i>
Mary Perkins-Williams	PO Box 1972	Greenville, NC 27835	252-215-3064	pittcounty.commissionerd2@gmail.com	County	County Commissioner Liaison	County Commissioner Liaison
Matthew Scully	1602 Bloomsbury Road	Greenville, NC 27858		mscully@greenvillenc.gov	City	City Council Liaison	City Council Liaison
<b>Sheppard Memorial Library</b> 530 Evans Street Greenville, NC 27858-2398 252-329-4586 (voice) 252-329-4255 (fax)							
<b>Rick Smiley, Chair</b>		252-355-2476 or 252-714-7562	ricksmiley@mac.com				
<b>Patricia Rawls, Vice Chair</b>		252-353-8121 or 252-328-2889	Patriciarawls.7@gmail.com				
<b>Roman Leary, Library Director</b>		252-402-8604 or 252-329-4585	rlaery@sheppardlibrary.org				
<b>Lynn Woolard, Library Business Manager</b>		252-531-1974 or 252-329-4586	lwoolard@sheppardlibrary.org				

An appointment is made for a 3-year term. A board member can serve two consecutive 3-year terms.  
(A Board member who is appointed to fill an unexpired term of a prematurely vacated position can additionally be reappointed to serve two consecutive 3-year terms.)



## **Attachment B**

### **THE SHEPPARD MEMORIAL LIBRARY SYSTEM**

The Sheppard Memorial Library system consists of the main library, the Pitt County Bookmobile, and four branch facilities. The main library and two of the branches are located in the City of Greenville, one branch is located in the Town of Winterville, and another branch is located in the Town of Bethel. Operating funds for the libraries in Greenville and the Pitt County Bookmobile are funded by the City of Greenville and Pitt County. Operating costs for libraries in Winterville and Bethel are paid for by those towns, as well as support from Pitt County, and by revenues generated from the operation of these facilities. The Sheppard Memorial Library system receives the Pitt County appropriation of State public library funding because it is recognized as the county library system.

### **VISION**

Sheppard Memorial Library is a reliable gateway to materials, services, and resources that serve the informational, recreational, intellectual, and creative pursuits of the individual and the community. It provides a welcoming community space focused on the joys of reading and lifelong learning, encouraging the free flow of ideas and supporting the preservation of the community's heritage. It is recognized throughout eastern North Carolina as significantly enhancing the economic vitality and the quality of life in the area.

### **MISSION STATEMENT**

Sheppard Memorial Library promotes the joys of reading, life-long learning, creativity, and economic growth. It collects and maintains a diverse, comprehensive collection which provides recreation and supports enlightenment, critical thinking, literacy, and understanding throughout the region.

In an era of consistent change, Sheppard Memorial Library offers stability and reliability to its community.

The library's primary mission is to provide high-interest material in a variety of formats and locations, allowing access and use of its collections and resources by as many individuals as possible. The library provides an ever-expanding collection of books and other materials that support literacy and lifelong learning and provide a source of vital healthful recreation for our community.

The library supports both formal and informal educational endeavors of persons in the community. It particularly supports reading and learning for children and assisting students in meeting objectives established during formal courses of study.

The library aggressively seeks to add to the knowledge infrastructure of Pitt County in order to support the vitality of our knowledge-based economy. In this way it contributes to the economic development and sustainability of the community.

The library's staff is composed of highly effective information specialists who assist library users in locating authoritative, timely, non-biased information. They aid persons in finding books to read for recreation, to find answers to everyday problems, and to engage with issues that move beyond facts and data to knowledge and enlightenment.

### **GOALS**

The library system will provide welcoming public spaces that foster a sense of community, encourage the free flow of ideas, increase the availability of resources, and add to the information infrastructure of Greenville and Pitt County. We will make the growing collection of books and other materials fully-accessible and a pleasure to use.

The library system will offer its service community a rich array of programs that foster intellectual activity, promote the joys of reading, and encourage life-long learning and creativity.

The library offers comprehensive knowledge resources which nourish enlightenment, critical thinking, literacy, and understanding throughout the region. The library's collections also provide a variety of high interest material in a variety of formats and locations thereby allowing access and use of its collections and resources by as many individuals as possible. The library offers an ever-expanding collection of books that support literacy and lifelong learning as well as providing a vital source of healthful recreation for our community.

Quality library service is not free; the Library will actively seek sources of revenue to fulfill its mission. These sources of revenue will include public and private sources.

Sheppard Memorial Library will reach out to other educational and civic institutions in the community to enhance service for all library users in Greenville and Pitt County.

Recognizing the evolving role of technology in today's library world, Sheppard Memorial Library will provide current state-of-the art means of information delivery.

Acknowledging the vital importance of maintaining the safety, structural integrity, and aesthetic appeal of our physical locations, Sheppard Memorial Library will continue to analyze and assess our facilities as part of an ongoing plan to renovate, improve and sustain our facilities for generations to come.



**AGENCY NAME:**

**SHEPPARD MEMORIAL LIBRARY for the Operation of**  
**THE WINTERVILLE PUBLIC LIBRARY**

**TOWN OF WINTERVILLE**  
**NON-TOWN AGENCY (NTA) FUNDING PROCESS**  
**INSTRUCTIONS FOR COMPLETING AND**  
**SUBMITTING THE COMPREHENSIVE REPORT**  
**FY 2024-2025**

Each Non-Town Agency/Organization that received a monetary allocation from the Town of Winterville **shall be required to submit a Comprehensive Report** to the Town Every Fiscal Year.

The Report shall be submitted to the Town Manager in normal times no later than 5:00 pm, Thursday, May 1, 2025.

The Comprehensive Report covers funds received for the previous Fiscal Year. All Reports shall include the following information:

- **A summary of revenue and expenditures for the reporting period.**

**Summary of Revenue and Expenditures**  
**July 1, 2024 – June 30, 2025**

<b>Revenue Source:</b>	<b>FY 24-25</b>
Winterville Revenue	\$176,921
Non-Town Funds	\$ 44,448
<b>Expenditure Details:</b>	<b>FY 24-25</b>
Personnel Services	\$168,509
Supplies	\$41,026
Services	\$12,734
<b>TOTAL REVENUES AND EXPENDITURES</b>	<b>\$221,369</b>

- **How did the Agency/Organization accomplish its stated goals for the reporting period?**

The Winterville Public Library offers a full array of library services and resources to the citizens of Winterville, including the collection of books, audiovisual materials, e-materials, newspapers, magazines, wi-fi access, and many online services – including children's programming.

- **What goals/programs were unmet during the reporting period?**

All goals were met during the reporting period.

- **How were Winterville residents served by the Agency/Organization?**

The Winterville Public Library is a reliable gateway to materials, services, and resources that serve the information, recreational, intellectual, and creative pursuits of the individual and the community in Winterville. It provides a welcoming community space (both virtual and real) for the free flow of ideas and for the preservation of the community's heritage.

- **How many total residents/residents were served during the reporting period, and how many of these were residents of the Town of Winterville?**

TOTAL RESIDENTS – (Patron Visits to the Winterville Library)

**28,667**

TOTAL TOWN OF WINTERVILLE RESIDENTS – (Patron Visits)

**28,667**

- **Any other pertinent information deemed appropriate.**

**THE WINTERVILLE LIBRARY HAS SOMETHING FOR EVERYONE:**

**It is a Positive Community Destination** for the Citizens of Winterville:

**Patrons Will Find Books for ALL Ages, Levels and Interests Including**

Children's Books,  
Large Print Books,  
Downloadable Audiobooks,  
DVD's and Books on CD;

**Magazines & Newspapers;**

**Curbside Service;**

**Expert Help from Librarians;**

**Free In-Library Access to Ancestry.com;**

**A Meeting Room for Patron Use;**

**Access to Public Computers and Wi-Fi for Personal Devices;**

**Reading-Centered Children's Programs** from Birth to 18 Months, then Toddler, Preschool, and Family, Craft Programs, Summer Reading Club, and More;

**Online Access to**

**E-Books; E-Magazines; Job Search Tools, NC DMV Practice Driving Tests; Resume Builder;**

**America's News - Find Local, Regional, and National U.S. Newspapers;**

**Links for Teens** – Including College Preparation Center, National Eating Disorders Association, National Suicide Prevention Lifeline; Teen Health; Teens Against Bullying,

**NC LIVE** with Access to Over 1.8 Billion Full Text Magazine and Newspaper Articles, and a Vast Collection of E-books, Audiobooks, Language Learning, Videos and More;

**NC Kids** with Access to Children's E-Books; Audiobooks, Streaming Videos, and Read-Alongs Specifically Designed for Youth Ages Pre-K through 4<sup>th</sup> Grade;

**NCPedia** – an Online Encyclopedia About North Carolina;

**NC Health Info** – to Find Reliable, Easy-to-Understand Health Information

**NewsBank** – Provides a World of Information on Local and National Topics, People and Events from News Sources Spanning the US, Including The Daily Reflector, Hispanic Life In America, African American Heritage, and Heritage Hub;

**NoveList Plus** - Patrons can Search for Books that Match their Reading Interests;

**Unite for Literacy** – a Free Digital Library of Picture Books for Children and Students from Different Cultures, Backgrounds and Languages

March 26, 2025

To: Terri Parker, Manager, Town of Winterville  
Richard E. Hines, Mayor, and Council  
Anthony Bowers, Assistant Town Manager  
Jessica Manning, Finance Director  
Don Harvey, Town Clerk

From: Roman Leary, Director of Libraries *RL*

Re: Proposed Winterville Public Library Budget for 2025-2026

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To meet the operating costs for the Winterville Public Library from July 1, 2025 - June 30, 2026, Sheppard Memorial Library respectfully requests the sum of \$176,921 from the Town of Winterville, to manage and operate the library 48 hours per week Monday - Saturday. This funding request is the same amount as requested for fiscal year 2024-2025.

Attached is a proposed budget that breaks down the revenues and expenditures in detail. We are asking Pitt County to increase their funding, and we are apportioning more of our State Aid funds to this budget.

We are pleased to continue our cooperative working relationship with the Town of Winterville to provide library service and programs for the community.

Thank you for your consideration!

**SHEPPARD MEMORIAL LIBRARY**  
**Fiscal 2025-2026 Budget Request to the**  
**Town of Winterville**  
**for the Operation of the**  
**WINTERVILLE PUBLIC LIBRARY**

	<b>FY 24-25 Budget</b>	<b>FY 25-26 Request</b>	<b>\$ Change 25-26 v 24-25</b>	<b>% Change 23-24 v 24-25</b>	<b>Notes:</b>
<b>Revenues:</b>					
Town of Winterville	\$176,921	\$176,921	\$0	0.00%	No Increase Asked for FY 25-26
Pitt Co. Appropriation	\$10,000	\$15,000	\$5,000	50.00%	Asking Pitt County to Increase Funding
Desk Receipts	\$10,869	\$6,008	-\$4,861	-44.72%	Jul 1, No Children's Materials Fines & No DVD Fees
State Aid	\$23,579	\$37,794	\$14,215	60.29%	SML Allocating State Aid for the Winterville Library
<b>Total Revenue</b>	<b>\$221,369</b>	<b>\$235,723</b>	<b>\$14,354</b>	<b>6.48%</b>	
<b>Expenditures:</b>					
Wages & Benefits	\$168,509	\$187,891	\$19,382	11.50%	3% Mkt/Merit; 1 FT & 1 ¼-DPT MLS Lib'n, 5 PT Staff
Books	\$17,695	\$17,695	\$0	0.00%	Book Budget Allotment
AV Materials	\$960	\$950	-\$10	-1.04%	AV Showing Signs of Decline
E Services	\$12,250	\$12,250	\$0	0.00%	No Change to E-Services Budget
Periodicals	\$812	\$508	-\$304	-37.44%	Most Magazines Online + Daily Reflector
Internet After E-Rate	\$574	\$251	-\$323	-56.27%	Amt Due After E-Rate Applied
Supplies	\$8,347	\$8,000	-\$347	-4.16%	Supplies & Equipment for W'ville
Fuel/Vehicle Maint.	\$782	\$854	\$72	9.21%	Share of Fuel & Vehicle Maint. Budget for Courier
Equipment Maint.	\$1,676	\$2,282	\$606	36.13%	Share of Equip Maint. & Lease Budget
Postage	\$180	\$0	-\$180	100.00%	Sending E-Minders Instead of Post Cards
Business Services	\$2,980	\$2,812	-\$168	-5.64%	Share of Bus Serv's Budget
Admin Services	\$6,604	\$2,231	-\$4,373	-66.22%	1% of Courier/PR Tech/TechServ's/IT for W'ville
<b>Total Expenditures</b>	<b>\$221,369</b>	<b>\$235,723</b>	<b>\$14,354</b>	<b>6.48%</b>	

## **THE SHEPPARD MEMORIAL LIBRARY SYSTEM**

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In an era of consistent change, Sheppard Memorial Library offers stability and reliability to its community.

The library's primary mission is to provide high-interest material in a variety of formats and locations, allowing access and use of its collections and resources by as many individuals as possible. The library provides an ever-expanding collection of books and other materials that support literacy and lifelong learning and provide a source of vital healthful recreation for our community.

The library supports both formal and informal educational endeavors of persons in the community. It particularly supports reading and learning for children and assisting students in meeting objectives established during formal courses of study.

The library aggressively seeks to add to the knowledge infrastructure of Pitt County in order to support the vitality of our knowledge-based economy. In this way it contributes to the economic development and sustainability of the community.

The library's staff is composed of highly effective information specialists who assist library users in locating authoritative, timely, non-biased information. They aid persons in finding books to read for recreation, to find answers to everyday problems, and to engage with issues that move beyond facts and data to knowledge and enlightenment.

### **GOALS**

The library system will provide welcoming public spaces that foster a sense of community, encourage the free flow of ideas, increase the availability of resources, and add to the information infrastructure of Greenville and Pitt County. We will make the growing collection of books and other materials fully-accessible and a pleasure to use.

The library system will offer its service community a rich array of programs that foster intellectual activity, promote the joys of reading, and encourage life-long learning and creativity.

The library offers comprehensive knowledge resources which nourish enlightenment, critical thinking, literacy, and understanding throughout the region. The library's collections also provide a variety of high interest material in a variety of formats and locations thereby allowing access and use of its collections and resources by as many individuals as possible. The library offers an ever-expanding collection of books that support literacy and lifelong learning as well as providing a vital source of healthful recreation for our community.

Quality library service is not free; the Library will actively seek sources of revenue to fulfill its mission. These sources of revenue will include public and private sources.

Sheppard Memorial Library will reach out to other educational and civic institutions in the community to enhance service for all library users in Greenville and Pitt County.

Recognizing the evolving role of technology in today's library world, Sheppard Memorial Library will provide current state-of-the art means of information delivery.

Acknowledging the vital importance of maintaining the safety, structural integrity, and aesthetic appeal of our physical locations, Sheppard Memorial Library will continue to analyze and assess our facilities as part of an ongoing plan to renovate, improve and sustain our facilities for generations to come.

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**NOTES**