

TOWN OF WARRENTON

2012-2013

PROPOSED BUDGET

Presented to the Board of Commissioners on
June 27, 2012

1. Overview and Goals (pages 1-5)
2. Proposed Annual Operating Budget (pages 6-7)
3. General Fund 37 Detail (pages 8-17)
4. Water/Sewer Fund 38 Detail (pages 18-21)
5. Waste Water Treatment Plant Fund 39 Detail (pages 22-24)
6. Tax revenue calculation (page 25)
7. Loan payment schedules (pages 26-28)
8. Proposed Rates and Fees (pages 29-40)
9. Special Approvals (page 41)

Submitted by Jeff Parrott, Town Administrator

TOWN OF WARRENTON

2012-2013

PROPOSED BUDGET OVERVIEW AND GOALS

Introduction

The proposed 2012 - 2013 budget includes revenues and expenditures each totaling \$2,758,591.83. The Ad Valorem tax rate is recommended to remain the current rate of \$.61/\$100 valuation and the collection rate is projected to be 96.85% for 2012 - 2013. The present full-time personnel positions would increase by one additional position. A primary emphasis has been made to increase various fees and revenues in order to improve on the Town's revenue sources.

The net assets of the Town of Warrenton exceed liabilities by \$4,664,111. At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$112,873., or 11.24%. Which is available for spending at the government's discretion. The fund balance is created when, during a given fiscal year, revenues exceed expenditures. It is therefore very difficult to replenish and should only be used to assist with very large capital purchases and non-recurring emergency situations.

The Town has continued its progress toward goals of improved service, professionalism and financial status. The 2011 Annual Audit marked continued growth of the General Fund balance and the Water Sewer Reserve Fund. However, the current year budget 2011 - 2012, has not meet expectations; there have been shortfalls on some line items and accounting corrections needed in other line items. Shortfalls on line items were compensated for by controlling spending in other line items. Budget amendments were presented to and approved by the Board of Commissioners.

A correction of deficiencies in internal control took place this current year when material weaknesses were identified. A combination of control deficiencies, that adversely affected the Town's ability to initiate, authorize, record, process, or report financial data was identified. As a result misstatement of financial information was not detected. An internal audit was conducted by the Town Administrator which revealed material misstatements and as a result these deficiencies have been corrected and controls put into place that should keep the deficiencies from reoccurring. These corrections have created a more responsible method of financial recording, reporting, and oversight. As a result of this action thousands of dollars of equipment and other assets should be returned to the Town and what was an average annual loss of \$11,500., has been corrected in Fund 37.

In the Towns 2011 Auditor Report three major material weaknesses were reported by the accounting firm of Winston, Williams, Creech, Evans & Company. The first, a lack of segregation of duties among Town personnel that could cause transactions to be mishandled. To correct this, three levels of independent review have been put into place all of which review and check transactions. The second, a limited knowledge of management staff in preparation of the Town's financial statements which could allow financial statements to be presented with material misstatements. To correct this, money has been put into the 2012-2013 proposed budget that will allow for training so that staff will become more proficient with the rules of GAAP and its application to financial statements. The third, significant expenditures over the budget amount which is caused by budget to actual amounts not being examined on an ongoing monthly basis and corrective action being taken in a timely fashion. To correct this weakness an additional position has been requested for the administrative staff in the 2012-2013 proposed budget. This new position will give the administrative staff the time and personnel needed to monitor expenditures and financial data which will allow for better compliance and accountability in the future.

Challenges in the future:

- * Increase sales tax and property tax revenue by attracting new businesses and expanding existing businesses in Town. Most economists call for continued moderate economic growth during 2012 and 2013. Recovery from the recession is expected to be a modest 2.5% per year for the state and the result of this recovery has been slow to reach our area. Although there are new construction projects being planned in the area to date there has been very little increase in the property tax revenue.
- * The collection system rehabilitation project. This is a \$500,000. project of which half will be financed with a 20 year loan. The first payment of \$18,050. is expected and budgeted for in the 2012 - 2013 fiscal year.
- * The first phase of rehabilitation of the Waste Water Treatment Plant. This is an \$870,000. project for which the Town will be responsible for a percentage to be determined. These two projects will add approximately \$650,000. plus interest onto the Town's utility customers. This first payment is expected and budgeted for in the 2012 - 2013 fiscal year.
- * The Town Hall Renovation Project continues to be discussed and once agreed on will take a great amount of financial planning and a review of all possible revenue sources to project how the Town will pay for this project and continue to plan for all its other future needs.

Future considerations:

- * It is recommended in the future that a separate enterprise fund be established, one for the street department and one for the cemetery. An enterprise is a public service that is financed through charges (fees) to users and that is operated in a proprietary or businesslike manner. Even though such fees may cover only a portion of the cost of such a service, using an enterprise fund to account for it enables Town officials to determine the extent to which the services are self-supporting or may become self-supporting by related fees.

* It is recommended that the Town consider annexing in time the urban growth adjacent to the Town. This would be most beneficial to the Town as well as the possible future residents of the Town.

* It is also recommended that the Town consider reviewing all major contracted services it receives and shop for the best rate possible for these services.

General Fund 37

Administration

An Administrative Assistant position has been added in Fund 37. The duties and funding for this position will be shared with Public Works. It is anticipated that along with administrative duties this position will set up a data base for collection of the vacant property availability fee and the debt set off program which should bring in unclaimed revenues of approximately \$75,000., the first year and more in continuing years. Anticipated new revenues will more than pay for the expense of this position.

Police Department

The Police Department has had a complete audit and overhaul of its budget this current year. A zero based budget approach was applied to this department and the budget has been lowered substantially to a more realistic amount. A much needed audit was done at the request of the Administrator and as a result of misuse and abuse of the budget many corrections have been made to include personnel changes. Financial checks and balances, and staff training has been put in place to correct weaknesses found in financial reporting which should keep this type of activity from happening in the future. Upon completion of an ongoing investigation the Town stands to recover thousands of dollars in misused funds and assets. The good news is that as a result of past overspending this department has a surplus of equipment. It is projected that the department will not need certain types of equipment, or ammunition for approximately three years.

Signs/Lighting

This year's budget will closely follow last years with few noticeable changes.

Street Department

This department has been treated in part as fee based, with five dollars of the monthly "Landfill" charge on the utility bill directed to its support. This departmental budget was refigured and right-sized for this budget year. The Towns Yard Waste Facility also needs to be upgraded in order to pass future state environmental inspections and to continue to operate.

Sanitation

This budget was also right-sized this year and brought more in balance with the sharing of man hours with the Street Department.

Water Sewer Department Fund 38

In 2010 the Town was awarded a \$500,000., 50/50 Grant/Loan for rehabilitation of the collection system. It is anticipated that the first payment of \$18,050. of the 20 year loan will start in 2013. In this budget a new Water Sewer Capital Improvement Plan line item has been added in Fund 38. The money to cover this loan payment and build a CIP has been budgeted for in this fund.

Also in this budget a new Waste Water Treatment Plant Capital Improvement Plan line item has been added in Fund 38. The money to cover this loan payment and build a CIP for future needs has been budgeted.

In budgeting for these two Capital Improvement Plans and using the money for loan payments we can avoid having to raise water and sewer rates to cover upcoming loan payments for this year and build a small surplus for use in future loan payments or repairs.

Waste Water Treatment Plant Fund 39

The plant has ever increasing repair problems due to its aging equipment, but continues to operate without spills and with good effluent reports. Both the WWTP Operating Permit and Storm Water Permit passed compliance inspection this year without violations. Repairs and overhaul of key components of the plant will start this year and go well into future years. The WWTP CIP should get us off to a good start with the Town's part of the payments for this year and will need to be monitored and adjusted in future years to make sure that the correct amount of money is being set aside in the CIP to cover future payments and expenses.

Unfunded Priorities

A retirement system for all Town employees and competitive salaries are badly needed. Just as the Town has a failing Town Hall, Sewer Collection System, and Waste Water Treatment Plant, it also has a very serious problem in that it could lose some of its employees in the future because it is not competitive with other municipalities in salary and benefits offered. We should strive to correct this weakness as soon as possible. Money has been set aside in the event the BOC's chooses to start collecting funds for participation in a retirement system. The economy is showing signs of improving and as it does the job market will open up creating more competition for municipal workers. It is much cheaper in the long run to pay good benefits and keep good employees than it is to lose them and hire new lesser experienced employees only to train them and as soon as they gain experience lose them as well.

Town Hall Renovation - a safe place to work is a necessity. The present building is not environmentally safe nor is the floor plan conducive to conducting business. The floor plan is out dated and does not make for an efficient work place. Employees are constantly being interrupted and relocated because of meetings, lunch breaks, and interviews.

Additional needs for the new budget year

- 1.) An update of the Town Code of Ordinances
- 2.) An update of the Town Personnel Manual and Pay Scale
- 3.) An update of the GIS map and mapping software for the water and sewer system
- 4.) A land use plan that matches and complements the zoning ordinances
- 5.) The Towns Yard Waste Facility needs to be upgraded in order to pass future state environmental inspections and to continue to operate.

TOWN OF WARRENTON

2012-2013

ANNUAL OPERATING BUDGET

Be it ordained by the Board of Commissioners of the Town of Warrenton, North Carolina, that the following anticipated fund revenues and departmental expenditures, together with certain schedules of fees and charges, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2012 and ending June 30, 2013.

Section 1

<u>A.) General Fund 37</u>	<u>Revenues</u>	<u>Expenses</u>
Revenues	1,072,672.84	
Administration		242,179.65
Police		460,097.88
Fire		82,373.01
Signs		29,800.00
Streets		122,956.37
Sanitation		93,881.13
Powell Bill		27,084.80
Sales & Use Tax		<u>14,300.00</u>
Total		1,072,672.84

<u>B.) Water & Sewer Fund 38</u>		
Revenues	1,124,300.00	
Expenses		1,124,300.00

<u>C.) Waste Water Treatment Plant Fund 39</u>		
Revenues	561,618.99	
Expenses		561,618.99

<u>Total of Funds</u>		
Revenues	2,758,591.83	
Expenses		2,758,591.83

Section 2: Levy of Taxes

An ad valorem tax rate of \$.61 per one hundred (\$100) valuation of taxable property, as assessed by the Warren County Tax Administrator according to the latest valuation of 2011 is hereby levied and established as the official tax rate for the Town of Warrenton for the fiscal year 2012-2013. The rate is based upon a total projected valuation of \$74,469,147. and an estimated combined collection rate of 96.85%.

Section 3: Fees and Charges

There is hereby established, for Fiscal Year 2012-2013, various fees, charges and authorizations as contained in this document.

Section 4: Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Board of Commissioners to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Board must approve all budget amendments.

Section 5: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Warrenton for the Fiscal Year 2012-2013. The Budget Officer shall administer the Annual Operating Budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Motion to approve: Commissioner

Second to the motion: Commissioner

Affirmative: Commissioners

Negative: Commissioners

Absent: Commissioners

Adopted this 27th day of June, 2012

Walter M. Gardner, Jr., Mayor

Jeffery W. Parrott, Town Administrator

TOWN OF WARRENTON

2012-2013

AD VALOREM TAX CALCULATIONS

<u>2012 - 2013</u>		<u>Assessed Rate</u>	<u>Tax Rev Assessed</u>	<u>Collection Rate</u>	<u>Expected Revenue</u>
Real & - Personal Property	64,834,392.	.0061	395,489.	96.85%	383,303.
Vehicles -	5,803,770.		35,402.	80.%	28,322.
Utility Property -	<u>3,830,985.</u>		<u>23,369.</u>	100.%	<u>23,369.</u>
Total Tax -	74, 469,147.		454,260.		434,722.

TOWN OF WARRENTON

2012-2013

VEHICLE AND EQUIPMENT

Loan Payments

General Fund 37

Administrative Department

Ford	10,814.
-------------	----------------

Police Department

Ford	9,141.
-------------	---------------

Ford	9,141.
-------------	---------------

Charger	10,814.
----------------	----------------

Street Department

Multipurpose Truck	11,045.
---------------------------	----------------

<u>Battle Ave. Sewer Rehab Powel Bill (2022)</u>	<u>5,862.</u>
---	----------------------

Total	\$ 56,817.
--------------	-------------------

Fund 38

Battle Ave. Sewer Rehab W/S (2022)	6,973.
---	---------------

PW Trucks (2)	21,605.
----------------------	----------------

PW Truck (2014)	10,905.
------------------------	----------------

<u>Kioti Tractor</u>	<u>9,784.</u>
-----------------------------	----------------------

Total	\$ 49,267.
--------------	-------------------

Total of all loan payments	\$ 106,084.
-----------------------------------	--------------------

TOWN OF WARRENTON

2012-2013

SEWER REHAB PROJECT

Loan Principal \$250,000.

<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Closing Cost	-	-	10,000
1	12,500	5,550	18,050
2	12,500	5,273	17,773
3	12,500	4,995	17,495
4	12,500	4,718	17,218
5	12,500	4,440	16,940
6	12,500	4,163	16,663
7	12,500	3,885	16,385
8	12,500	3,608	16,108
9	12,500	3,330	15,830
10	12,500	3,053	15,553
11	12,500	2,775	15,275
12	12,500	2,498	14,998
13	12,500	2,220	14,720
14	12,500	1,943	14,443
15	12,500	1,665	14,165
16	12,500	1,388	13,888
17	12,500	1,110	13,610
18	12,500	833	13,333
19	12,500	555	13,055
20	<u>12,500</u>	<u>278</u>	<u>12,778</u>
Totals	250,000	58,280	318,280

Total project is \$500,000 of which \$250,000 is a grant
Closing cost apply to entire \$500,000

TOWN OF WARRENTON

2012-2013

WASTE WATER TREATMENT PLANT REHAB PROJECT

Loan Principal \$400,000.

<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1	20,000	8,880	28,880
2	20,000	8,436	28,436
3	20,000	7,992	27,992
4	20,000	7,548	27,548
5	20,000	7,104	27,104
6	20,000	6,660	26,660
7	20,000	6,216	26,216
8	20,000	5,772	25,772
9	20,000	5,328	25,328
10	20,000	4,884	24,884
11	20,000	4,440	24,440
12	20,000	3,996	23,996
13	20,000	3,552	23,552
14	20,000	3,108	23,108
15	20,000	2,664	22,664
16	20,000	2,220	22,220
17	20,000	1,776	21,776
18	20,000	1,332	21,332
19	20,000	888	20,888
20	20,000	444	20,444
Totals	400,000	93,240	493,240

TOWN OF WARRENTON

2012-2013

WATER/SEWER DEPARTMENT RATES

Water Rates (monthly)

In-town availability rate	\$12.28
In-town use rate per 1000 gallons	\$4.27
Out-of-town availability rate	\$22.42
Out-of-town use rate per 1000 gallons	\$6.44
Large volume water users, rate above 100,000 per month	\$2.42
In-town	\$2.68
Out-of-town	

Sewer Rates (monthly)

In-town availability rate	\$8.50
In-town use rate per 1000 gallons	\$8.25
Out-of-town availability rate	\$23.25
Out-of-town use rate per 1000 gallons	\$12.50

Vacant properties will be charged the water and sewer availability fees.

New account deposit **\$150.00**

No new deposit fee will be charged for customers who wish to open additional accounts if they have an existing account that has been maintained in good standing for at least a year. All customers will have at least one account secured by a deposit.

Tamper fee **\$150.00 plus the cost of any necessary repairs**

Disconnect/reconnect fee:

This is a processing fee for reconnection and resumption of service when discontinued by Town due to nonpayment of water charges, or when split service does not allow service to be turned off. This fee is in addition to late payment fees and/or bad check fees.

This fee is also charged when service is disconnected or reconnected at the request of the account holder. An exception is made for irrigation systems because they are a secondary account for a regular account. They are charged only when active; there will be no charge to turn irrigation systems on or off seasonally once a year:

During business hours	\$30.00
Any other time	\$50.00

No fault meter test (during business hours only)	\$30.00
Penalty for stealing water (plus court costs)	\$500.00
Bad check fee	\$25.00
Late payment fee	\$25.00

TOWN OF WARRENTON

2012-2013

WATER/SEWER DEPARTMENT TAP FEES

Water Taps:

$\frac{3}{4}$ " water tap	\$1000
1" water tap	\$1325
1" water tap w/2-3/4" branch metered services	\$1500
2" water tap-- requires outside contractor, cost tbd by the job	

Sewer Taps:

4" sewer tap	\$1050
Greater than 4" sewer or where main is deeper than 4 feet — requires outside contractor, cost tbd by the job	
2" sewer force main— requires outside contractor, cost tbd by the job	

The water tap charge includes parts and installation of the tap itself, the connection line from the main to the water meter and the meter at the edge of the road or sidewalk. The sewer tap includes parts and installation of the tap itself, the connection line from sewer main to the cleanout at the edge of the road or sidewalk and the cleanout itself. The customer will be responsible for the other costs of installing service. This includes the cost of outside contractors when necessary and the cost of all utility locating, bores, street, gutter and sidewalk repairs. These costs can vary greatly depending on the location and depth of the water or sewer main. A cost estimate will be presented at the time. Connection will not be allowed until county building permits have been approved. Payment must be made in advance. All new sewer taps will include a clean out. Town responsibility for maintaining sewer service will be from the sewer main to the edge of the road or cleanout installed at edge of road or sidewalk. Property owners are responsible for installing cleanouts in existing lines. Town is not responsible for sewer service lines without this cleanout and residents will have to consult with a plumber to determine the location of the problem. The Town is responsible for water service to the water meter outlet only.

Individual pump stations are required to connect to force mains and to serve customers below grade of gravity mains. The rated power of the pump will be determined by the location. Property owner may contract with outside contractor for the pump station or have Town install as part of the overall project. Property owner will have own plumber make final connection after all approvals.

The Town will not connect unless the following requirements have been met:

- **Force Main Connection - The pump must be capable of supplying at least 20 lbs more pressure than the force main. Gravity Main Connection – Minimum of 60 feet Total Dynamic Head**
- **Must be a grinder pump**
- **Must have 1000 gallon reserve capacity**
- **Must have approved check valve**
- **Must have isolation valve**
- **County building permit has been signed / Town has approved.**

Vacant Buildings

When a building has been vacant for a year or more the cost of restoring service will be as if for a new building as described in the previous section, with the property owner assuming all costs.

Split Meters

Split meters (two separate dwelling units served by one water meter) are not permitted by Ordinance or good practice but there remain a number of examples in service. The Town will not allow future split meter applications unless there is no other solution and will work to eliminate those existing.

TOWN OF WARRENTON

2012-2013

POLICE DEPARTMENT FEES

Junk car removal **No charge**

fee: Police reports **\$5**

Town parking citation fees:

Noise Ordinance	\$50
Handicapped Zone	\$50
Fire lane, public or private	\$50
Fire hydrant	\$50
Loading Zone	\$30
Blocking driveway, public or	\$30
No parking zone	\$30
Parking on wrong side of the street	\$30
Parking on sidewalk	\$30
Blocking sidewalk/crosswalk	\$30
Double parking	\$30
Parking too close to comer	\$30
2 hour parking limit	\$15

TOWN OF WARRENTON

2012-2013

STREET AND SANITATION SPECIAL SERVICES FEES

Services available only in special circumstances and when personnel and equipment are available.

Special debris or garbage pick up fee \$75 plus \$25 per hour per man

A special pickup is defined as:

- Any pickup in addition to the once-a-week pickup covered in the town landfill fee is considered a special pickup.
- More than four trash cans or 100 pounds for the once-a-week scheduled pickup
- Excessive yard debris that requires more than one truck load per week

Special projects requiring specialized equipment such as unusual volume of leaves to pick up: \$25 per hour per man assigned plus \$75 per hour.

Street sweeper, leaf vacuum, backhoe \$75 per hour plus
 \$25 per hour per man

Misc. labor fee \$25 per hour per man

Note on Leaf Pickup

Leaf pickup season is October 15 - February 1 during which period leaves may be raked to the curb for pickup by the Town employees utilizing a leaf machine. At all other times leaves must be bagged and placed at the curb for pick up. Residents not adhering to this policy will be notified of the need for bagging and *will* be given two weeks to do so, after which the Town will charge the utility account holder a Special Pick Up fee of \$100. The leaf collection box is removed from the multipurpose truck at the end of leaf season so it is not possible to vacuum leaves. Leaves cannot be allowed to sit uncollected as they deteriorate and wash into and block storm drains.

TOWN OF WARRENTON

2012-2013

WASTE WATER TREATMENT PLANT FEES

Sludge hauled from any source

\$55.00 per 1000 gallons

TOWN OF WARRENTON

2012-2013

WARRENTON CEMETERY FEES

Rates and Charges

	<u>In Town</u>	<u>Out of Town</u>
Burial plot	\$400	\$500
Permit for burial	\$100	\$200
Digging of grave (contract cost plus)	\$200	\$300
Penalty for not acquiring permit (all fees plus)	\$200	\$200

* Proof of residency must be provided at the time of permit request.

* Individual graves for pets are not allowed

TOWN OF WARRENTON

2012-2013

ZONING PERMIT FEE

Zoning Permit

\$25

TOWN OF WARRENTON

2012-2013

PRIVILEGE LICENSE FEES

Ambulance Service	25.00
Automobile Dealers	25.00
Barber Shops/Beauty Parlors (each employee)	2.50
Bicycle Dealers	25.00
Car Wash	12.50
Catering trucks (Health Dept License required)	
Catering trucks that pay for vendor space at single	
day events are exempt for those events	\$50.00
Chain Stores	50.00
Check Cashing	100.00
Collection Agencies	50.00
Day Care	\$50.00
Dealers in Firearms	50.00
Dry Cleaners	50.00
Elevator and Sprinkler Systems	100.00
Emigrant and Employment Agencies	100.00
Flea Markets	100.00
Fortune Tellers	250.00
Game Room	\$50.00
Each mechanical game	\$150.00
Each electronic game	\$250.00
Each table game	\$150.00
Each computer workstation	\$1,000.00
General Amusements	25.00
General Contractors (WITH STATE LICENSE)	10.00
General Contractors (NO STATE LICENSE)	50.00
Health/service provider	25.00
Hotels, Motels, B&Bs	25.00
Itinerant Merchants	100.00
Laundromat	200.00

Lawn Maintenance	25.00
Loan Agencies	100.00
Malt Beverage off premises	5.00
Malt Beverage on premises	15.00
Movie Theaters	200.00
Outdoor Advertising	35.00
Outdoor Theaters	100.00
Pawn Brokers	100.00
Peddlers on Foot	10.00
Peddlers w/vehicle	25.00
Plumbers, Heating and Electrical Contractors	50.00
Restaurants-4 or less seats	25.00
Restaurants-5 or more seats	85.00
Retail Merchants	25.00
Service Stations	12.50
Specialty Market Operators	200.00
Tattooing	\$1,000.00
Timber Services	25.00
Funeral Home/Undertakers	50.00
Video Rental and Sales	25.00
Wholesale jobbers/manufacturers	37.50
Wholesale Supply Dealers	37.50
Wine off premises	10.00
Wine on premises	15.00

TOWN OF WARRENTON

2012-2013

COPY AND RESEARCH FEES

Labor fee for document search and making copies	\$10.00
Per page fee for copies	.25

* Additional fees may be charged if extensive searching is needed for requested documents.
Fees charged will not exceed the actual cost of searching for the documents.

TOWN OF WARRENTON

2012-2013

SPECIAL APPROVALS

The Board of Commissioners hereby grants and approves that:

The Town Administrator may use his best judgment to make any water and/or sewer billing adjustments as he deems appropriate up to a maximum of \$200. Adjustments over \$200 are to be approved by the Board of Commissioners.

The Town Administrator may use his best judgment to make any billing adjustments for Privilege Licenses as he deems appropriate up to a maximum of \$100. Adjustments over \$100 are to be approved by the Board of Commissioners.

Any adjustments to Ad Valorem Taxes must be approved by the Board of Commissioners.

The Town Administrator may use his best judgment to make any adjustments to the burial fee and payment thereof as he deems appropriate.

The Town Administrator may use his best judgment to negotiate the removal of junk cars that have been ordered removed by the Board of Commissioners as he deems appropriate.

The Town Administrator may use his best judgment to transfer budget line items within departments as long as the total department budget is not exceeded. The Board of Commissioners must approve expenses that would cause the department budget to be exceeded.

The Town Administrator may use his best judgment to renegotiate with and/or change providers of contract services to the Town when it is in the financial best interest of the Town to do so.