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# **Policy Document**

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The Town of Montreat Board of Commissioners held their annual board retreat on February 8, 2016. The retreat provides Commissioners an opportunity to express immediate, intermediate and long range goals and objectives to the town administration and the citizens of the Town of Montreat. The following document states in general terms the direction that the Board of Commissioners has established for the next year.

### **Vision/Mission Statements**

The Board developed the following mission statements for the Town and its departments:

**Board of Commissioners:** To seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

**Public Works:** To provide continual cost-effective maintenance and upgrades of streets and public utilities to meet the service and capacity needs of the community.

**Police:** To provide a safe and secure environment for residents and visitors by enforcing local ordinances and state laws; to develop public relations, and; to provide public safety programs and services to the community.

**Environment:** To provide protection and management of natural resources in order enhance the quality of life for residents and visitors.

**Sanitation:** To provide a cost-effective and efficient solid waste, yard waste and recycling collection program.

**Communication:** To provide accessible and responsive government that promotes interest and involvement of citizens to encourage participation in community activities.

**Departmental Goals and Objectives**

In the past, the Board has asked individual departments to prepare a list of projects that will aid the Board in preparing departmental goals and objectives. In conjunction with department heads, the Board established goals and objectives on a departmental level.

**Governing Board**

To establish a common direction and improve communication efforts, the Governing Board will:

1. Update the 2008 Comprehensive Plan. The plan creates a framework for the development of future public policy by developing priorities and establishing an implementation schedule.
2. Investigate opportunities for a Town Hall.
3. Await a petition for voluntary annexation of the Upper Greybeard Trail area.
4. Conduct at least one educational Town Hall meeting focused on Texas Road Bridge.
5. Pursue grant funding to complete landscaping improvements to the Gate Lot.
6. Complete each applicable section of ICS training for Board Members.
7. Update the Board of Commissioner's Rules of Procedure.

**Administration and Finance Department**

1. Update and prepare proposals for implementation of an online "cloud based" municipal accounting package for 2018.
2. Research the policy requirements and potential use of purchasing cards for selected employees.
3. See opportunities to further develop public relations and public information efforts.
4. Begin the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
5. Manage and assist with the records retention and disposition scheduling of files for all departments.

6. Research records management software options for cost and feasibility.
7. Develop and distribute a Request for Qualifications for auditing services.

### **Police Department**

To maintain the current level of effectiveness, the Police Department will:

1. Provide a minimum of two additional opportunities for officer training.
2. Implement future storage requirement solutions regarding the processing of evidentiary items and sensitive material.
3. Further steps in recruitment in effort to bolster Reserve Force roster.
4. Digitize police related documentation and forms.

### **Planning and Zoning Department**

1. Continue training in ArcGIS software utilization as offerings are available in our area.
2. Coordinate in-house training of public works staff in utilization of Trimble GPS/ArcPad field location hardware/software, accurately locating valves, water meters and any remaining features for representation within the GIS system.
3. Assist department heads with beginning to collaborate on interdepartmental projects using ArcGIS Online tools.
4. Map the locations of all public and privately owned Stormwater Control Measures (SCM's) using GPS and incorporate these into the Town's map system.

### **Public Works Department**

1. Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
2. Complete inspections of Town-owned stormwater features.
3. Complete and submit the annual Water Supply Plan and Solid Waste Report.
4. Continue the tree removal and replacement program.

5. In conjunction with the Montreat Tree Board, develop a Town Tree Plan and Tree and Shrub Standards Specifications and Detail Manual.

#### **Street Department/Powell Bill**

1. Pursue completion of the Texas Road Bridge replacement project.
2. Complete the Texas Road resurfacing and storm drainage project.
3. Perform road resurfacing on smaller portions of streets.
4. Replace 30 stop signs with “retro-reflectivity signs” in compliance with new Federal and State program.
5. Install or upgrade two storm water improvement projects.

#### **Sanitation**

1. Distribute updated public education sanitation and recycling services brochure.
2. Purchase new sanitation truck in accordance with Capital Improvement Plan.
3. Continue Sanitation Collection Services in the same manner and initiate an imprinted bag system.
4. Research requiring bear-proof containers for high-occupancy dwellings
5. Increase education efforts for container rules, bear-proof container requirements and special collection services:

#### **Environment, Conservation and Recreation**

1. Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
2. Complete Phase II of the Native Plant Garden project, pending available funding and property acquisition.
3. Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.

4. Initiate planning and engineering for the next phase of the Greenways/Trails Master Plan.

**Water**

1. Replace approximately fifteen (15) air valves within the water system.
2. Replace roofs on at least two Well buildings.
3. Update and digitize mapping of all fire hydrants.
4. Automate monthly well sheets for meeting reporting requirements.

These goals and objectives were adopted April 14, 2016 and are approved as part of the budget process.