

Introduction

BUDGET MESSAGE

May 30, 2019

TO: Town of Montreat Mayor and Board of Commissioners

FR: Alex Carmichael, Town Administrator

Submitted for your approval is the Town of Montreat Budget for the 2019-2020 fiscal year in the amount of \$1,968,461 for General Fund, \$401,896 for the Water Fund, and \$2,370,357 combined. The recommended General Fund budget is down 17.34% over the previous year while the Water Fund is up 6.8%. The combined budget is down 14.12%. The budget process this year began with annual Town Commission retreat and continued with informal and formal discussions with Board Members, Agencies and Department Heads. From these discussions funding priorities were established.

Overview

The total recommended budget for fiscal year 2019-2020 is \$2,370,357 (General Fund and Water Fund combined). The tax rate proposed in this budget is 41 cents, representing the seventh consecutive year without a tax rate increase. The budget is balanced and is prepared in accordance with the Local Government Budget and Fiscal Control Act and in accordance with Local Government Commission guidelines. I believe that the data as presented is accurate in all material aspects and fairly depicts the financial position and operations of the Town as measured by the financial activity of its various funds. I also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the Town's financial affairs have been included.

This next year, several events will have a significant impact on the shaping of this budget. The State of North Carolina has mandated a significant increase in employer contributions to the Local Government Employee Retirement System. Medical and other benefit costs are also increasing. This budget considers the effects of these events and the impact it will have on service delivery and costs. Every effort has been made to balance the need for service delivery, staff retention and recruitment, and a fiscally conservative approach to revenue and expenditure estimates.

In accordance with North Carolina State Law, the Town's budget is prepared on the modified accrual basis, and its accounting records also are maintained on that basis. Under modified accrual accounting, revenues are recorded when they are measurable and available. Expenditures are recorded when a liability is incurred, except for interest on a long-term debt and accrued vacation benefits. The Town of Montreat has the following types of Governmental Funds:

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. The

primary revenue sources are Ad Valorem taxes and State-Shared revenues. The primary expenditures are for public safety, streets and sanitation, parks and recreation, and general government services. General Fund revenues budgeted for fiscal year 2019-2020 totals \$1,968,461.

To ensure the Town's fiscal stability, it is necessary to maintain a healthy operating fund balance. Because of the need for emergency funds, the fund balance allows the Town to maintain adequate cash flow levels, provides steady investment income, helps absorb revenue shortfalls, and occasionally aids in making recurring purchases. Each year during annual budget preparation, the Board of Commissioners will reevaluate the fund balance level needed for the upcoming year. The Commissioners will take into account the needs of the community, as well as the fiscal strength of the governmental unit, in making its decision on setting an appropriate fund balance level. The Town, as established by local policy, will retain a fund balance level of at least thirty-five (35%) percent, which exceeds the level of eight (8%) percent recommended by the North Carolina Local Government Commission. With a Town as small as Montreat, it is important for the Town to maintain a strong fund balance.

Powell Bill Fund – Until recently, the Powell Bill Fund was the fund used to account for the North Carolina gasoline tax. In November 2015, the State repealed the statutory formula linking Powell Bill funds to the gas tax and instead made the allocations subject to yearly state budget appropriations. Another change directs municipalities to use its Powell Bill funds “primarily for the resurfacing of streets within the corporate limits.” As a result, expenditures commonly found in the Powell Bill Fund have now been moved to the Street Department within the General Fund.

Enterprise Fund - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Town of Montreat has one enterprise fund: the Water Fund.

Water Fund - Operating revenues for the Water Fund are budgeted for \$401,896. Staff recommends that user rates and water access fees remain flat again this year. The Water Fund will also reimburse the General Fund for shared expenses again this year though indirect cost allocation.

Capital Projects Fund – The Capital Projects fund was established by the Commission to allocate multi-year funding for the life of two large construction projects, a Public Works Building and a Town Hall

Conclusion

I feel that this recommendation is a responsible budget with priorities receiving funding based on your input and direction. The budget fulfills obligations that either this Board has made or legal obligations imposed by other levels of government. The 2019-2020 recommended budget is hereby respectfully submitted for your review and consideration.

Alex Carmichael
Town Administrator

**General Fund
Schedule of Revenues**

Account Number	Account Name	Current Year Budget FY 18-19	Estimated at 6/30/19	Administrator Recommended FY 19-20	Board Approved FY 19-20
10-00-3004-100	Taxes, Ad Valorem - Prior	0	0	0	
10-00-3005-100	Taxes, Ad Valorem - Current	975,970	988,208	998,029	
10-00-3050-100	Penalties and Interest	1,500	7	0	
10-00-3065-100	NC Sales & Use Tax	430,759	373,079	458,453	
10-00-3194-100	Taxes, Personal	17,364	16,460	19,973	
10-00-3205-200	NC Franchise Tax	103,348	68,300	90,295	
10-00-3220-200	Beer & Wine Tax	3,465	3,739	3,650	
10-00-3235-200	Solid Waste Disposal Tax	516	598	750	
10-00-3300-300	Contributions	2,000	1,300	2,000	
10-80-3330-340	Contributions-Landcare	0	475	500	
10-00-3550-800	Community Service Fee	49,500	56,150	55,000	
10-00-3800-800	Interest on Investments	3,000	3,319	3,000	
10-00-3805-800	Interest on Powell Bill	150	69	75	
10-00-3815-800	Miscellaneous Revenues	1,000	1,615	2,000	
10-00-3820-800	Sale of Fixed Assets	225,000	119,389	8,000	
10-00-3905-900	Fund Balance Appropriated	0	0	0	
10-00-3915-900	Transfer to Water Fund	0	0	0	
10-00-3920-900	Proceeds from Debt Service	0	0	0	
10-10-3305-300	Public Safety Charges	3,850	3,408	3,400	
10-10-3405-400	Arrest Fees and Fines	25	30	25	
10-10-3425-400	Fire Inspection Fees	0	0	2,000	
10-10-3430-400	Building Permits	20,000	36,272	35,026	
10-10-3434-400	Zoning Permits	0	1,260	1,300	
10-10-3435-400	Sanitation Fees	8,000	1,283	5,000	
10-10-3435-420	Special Pick Up	0	1,238	1,130	
10-10-3435-410	Back Door Pickup	0	120	2,000	
10-10-3435-430	PATY	0	884	900	
10-20-3325-300	Powell Bill Grant	41,000	41,000	42,400	
10-00-3825-800	Cash Over/Cash Short	0	-511	0	
10-20-3925-900	Powell Bill Fund Balance App.	33,000	0	233,555	
General Fund Totals		\$1,919,447	\$1,717,691	\$1,968,461	\$0

**Water Fund
Schedule of Revenues**

Account Number	Account Name	Current Year Budget FY 18-19	Estimated at 5/30	Administrator Recommended FY 19-20	Board Approved FY 19-20
30-91-3400-400	MSD Billing Fees Revenue	20,910	4,772	20,000	
30-91-3500-500	Water Sales	160,000	314,008	200,000	
30-91-3500-600	Water Access Fees	125,000	151,203	150,000	
30-91-3500-800	Billing Fee Revenue	100	959	500	
30-91-3505-500	Water Taps	1,000	1,100	1,000	
30-91-3505-700	Water Transfer Fees	400	200	250	
30-91-3610-600	Special Assesment	27,500	29,446	29,446	
30-91-3805-800	Interest on Investments	200	265	200	
30-91-3810-800	Miscellaneous Revenue	500	0	0	
30-91-3815-800	Late Fees	1,250	-40	500	
30-91-3550-800	Interfund Transfer from General	30,242	0	0	
30-91-3905-900	Fund Balance Appropriated	2,909	0	0	
Water Fund Totals		\$370,011	\$501,914	\$401,896	\$0

Fiscal Year 2017-2018

Ad Valorem Taxes

2017 Estimated Valuation	240,486,486
2017 Estimated Valuation @ .41 Tax Rate	985,995
2017 Estimated Revenue @ 99.99%	985,896

Real Property	238,443,840
Personal Property	730,282
Public Utility	1,312,364
Total Property	240,486,486

DMV (Vehicle) Taxes

2017 Estimated Valuation	3,566,187
2017 Estimated Valuation @ .41 Tax Rate	14,621
2017 Estimated Revenue @ 99.99%	14,620

Total 2017 Value 244,052,673

Fiscal Year 2018-2019

Ad Valorem Taxes

2018 Estimated Valuation	238,065,222
2018 Estimated Valuation @ .41 Tax Rate	976,067
2018 Estimated Revenue @ 99.99%	975,970

Real Property	236,093,458
Personal Property	700,059
Public Utility	1,271,705
Total Property	238,065,222

DMV (Vehicle) Taxes

2018 Estimated Valuation	4,235,495
2018 Estimated Valuation @ .41 Tax Rate	17,366
2018 Estimated Revenue @ 99.99%	17,364

Total 2018 Value 242,300,717

	FY 18-19	FY 19-20	Percent Change
Admin	\$ 405,728	\$ 380,295	-6.27%
Gov Body	\$ 47,676	\$ 56,701	18.93%
Planning and Zoning	\$ 53,787	\$ 124,660	131.77%
Police	\$ 420,925	\$ 460,410	9.38%
Public Buildings	\$ 704,835	\$ 33,004	-95.32%
Public Works	\$ 156,008	\$ 157,342	0.86%
Recreation and Env.	\$ 7,000	\$ 30,050	329.29%
Sanitation	\$ 111,626	\$ 118,602	6.25%
Streets	\$ 473,917	\$ 607,397	28.17%
Subtotal	\$ 2,381,502	\$ 1,968,461	-17.34%
Water	\$ 378,511	\$ 401,896	6.18%
Subtotal	\$ 378,511	\$ 401,896	6.18%
	\$ 2,760,013	\$ 2,370,357	-14.12%
Water Fund Revenue	\$ 401,896	\$ 401,896	0.00%
General Fund Revenue	\$ 1,968,461	\$ 1,968,461	0.00%
Combined	\$ 2,370,358	\$ 2,370,357	0.00%

GOVERNING BODY

Governing Body

The Board of Commissioners will 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.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

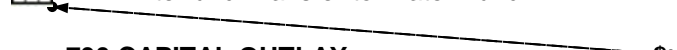
Department Action Items

1. Provide responsive and transparent communication with the community
2. Plan, fund, and oversee capital projects. Communicate progress with frequency and transparency
3. Support ongoing ordinance review. Pursue development fee evaluations
4. Pursue evaluation of stormwater and flooding vulnerabilities in Montreat
5. Continue building relationships with organizations and community members. Seek to understand perspectives, challenges, and needs of the community
6. Pursue updates to emergency plans. Participate in ICS training
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat through communication and relationship development with the United States Postal Service, Buncombe County Government and various relevant departments, and technology providers that impact mapping services.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-00-4100-020	SALARIES & WAGES	9,800	9,800	9,800	9,800	9,800	9,800	
10-00-4100-050	FICA EXPENSE	800	800	750	750	800	800	
TOTALS:	PERSONNEL SERVICES	\$10,600	\$10,600	\$10,550	\$10,550	\$10,600	\$10,600	\$0
OPERATING EXPENSES:								
10-00-4100-040	PROFESSIONAL SERVICES	45,000	580	580		23,000	23,000	
10-00-4100-110	TELEPHONE	926	900	215		700	700	
10-00-4100-120	RENT	650	650	450	650	500	500	
10-00-4100-140	TRAVEL AND TRAINING	2,250	1,600	386		1,600	1,600	
10-00-4100-260	ADVERTISING	1,900	2,399	817		2,000	2,000	
10-00-4100-330	DEPARTMENT SUPPLIES	1,850	1,400	290		1,300	1,300	
10-00-4100-332	SALARY CONTINGENCY	9,671	0	0	0	15,200	15,200	
*10-00-4100-335	DUPLICATING AND PRINTING	0	0	0	0	100	100	
10-00-4100-450	CONTRACT SERVICES	4,424	4,400	0		4,400	4,400	
10-00-4100-480	INDIRECT COST ALLOCATION - WF	-5,971	-5,696	0		-3,300	-3,300	
10-00-4100-520	CONTRIBUTIONS	500	500	113		500	500	
10-00-4100-530	DUES AND SUBSCRIPTIONS	100	101	101	101	101	101	
10-00-4100-570	INTER-FUND TRANSFER	0	30,242	0		0	0	
TOTALS:	OPERATING EXPENSES	\$61,300	\$37,076	\$2,851	\$650	\$46,101	\$46,101	\$0
CAPITAL OUTLAY:								
10-00-4100-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-00-4100-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOVERNING BODY DEPARTMENT TOTAL:		\$71,900	\$47,676	\$13,401	\$11,200	\$56,701	\$56,701	\$0

	FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	9,800	9,800
Mayor and five Commissioners		
<u>.040 PROFESSIONAL SERVICES</u>	580	23,000
Legal Services		
Audit Services		
<u>.050 FICA EXPENSE</u>	800	800
Mayor and five Commissioners		
<u>.110 TELEPHONE</u>	900	700
Mifi		
<u>.120 RENT</u>	650	500
Rental of meeting space		
<u>.140 TRAVEL AND TRAINING</u>	1,600	1,600
Educational Workshop Meetings		
Miscellaneous		
<u>.260 ADVERTISING</u>	2,399	2,000
Postcard Printing		
Communication Services		
Montreat Business Patron Program		
<u>.330 DEPARTMENT SUPPLIES</u>	1,400	1,300
Event Costs		
Miscellaneous		
<u>.332 SALARY CONTINGENCY</u>	-	15,200
Salary Costs		
<u>.335 DUPLICATING AND PRINTING</u>	-	100
Printing		
<u>.450 CONTRACT SERVICES</u>	4,400	4,400
Election Expense		

	FY 18-19	FY 19-20
<u>.480 INDIRECT COST ALLOCATION - WF</u>	\$ (5,696)	\$ (3,300)
Water Fund - Cost Allocation		
<u>.520 CONTRIBUTIONS</u>	\$ 500	\$ 500
Chamber of Commerce		
School of Government Foundation		
Open Space Conservation Fund		
<u>.530 DUES AND SUBSCRIPTIONS</u>	\$ 101	\$ 101
<u>.570 INTERFUND TRANSFER TO WATER</u>	\$ 30,242	\$ -
Interfund Transfer to Water Fund		
<u>.730 CAPITAL OUTLAY</u>	\$ -	-
<u>.900 DEBT PAYMENT</u>	\$ -	-



ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4100-020	SALARIES & WAGES	9,800	9,800	-	0%	
10-00-4100-050	FICA EXPENSE	800	800	-	0%	
10-00-4100-040	PROFESSIONAL SERVICES	580	23,000	22,420	3866%	Includes audit contract
10-00-4100-110	TELEPHONE	900	700	(200)	-22%	Reflects usage
10-00-4100-120	RENT	650	500	(150)	-23%	Anticipates new building
10-00-4100-140	TRAVEL AND TRAINING	1,600	1,600	-	0%	
10-00-4100-260	ADVERTISING	2,399	2,000	(399)	-17%	Reflects usage
10-00-4100-330	DEPARTMENT SUPPLIES	1,400	1,300	(100)	-7%	Printing and duplicating costs moved to new line item
10-00-4100-332	SALARY CONTINGENCY	0	15,200	15,200		Previous year's contingency used through Admin Department
10-00-4100-335	DUPLICATING & PRINTING	0	100	100		Budget moved from Departmental Supplies
10-00-4100-450	CONTRACT SERVICES	4,400	4,400	-	0%	
10-00-4100-480	INDIRECT COST ALLOCATION	-5,696	-3,300	2,396	-42%	
10-00-4100-520	CONTRIBUTIONS	500	500	-	0%	
10-00-4100-530	DUES AND SUBSCRIPTIONS	101	101	-	0%	

10-00-4100-570	INTERFUND TRANSFER	30,242	0	(30,242)	0%	Reflects needs
10-00-4100-730	CAPITAL OUTLAY	0	0	-	0%	
10-00-4100-900	DEBT PAYMENT	0	0	-	0%	
TOTALS		47,676	56,701	9,025	19%	

Administration

DEPARTMENTAL GOAL

The Administration Department of the Town of Montreal provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically asses community needs and wants for future planning and development

Department Action Items

1. Continue to provide positive, quality customer service
2. Post RFPs for Texas Rd Bridge, Public Works building, Tropical Storm Alberto repairs, and road projects. Manage these and Town Hall contracts with emphasis on timeliness and quality
3. Support Planning and Zoning Commission's review of development ordinances. Analyze development fees
4. Pursue partnerships for stormwater/hydrology study
5. Continue to foster organizational relationships; seek opportunities for partnership
6. Review, update, and disseminate emergency plan; Conduct ICS training for Commission and staff
7. Continue collaboration with local and regional post office representatives; continue working with regional GIS managers at Buncombe County, and the Land of Sky
8. Develop and implement public engagement process such as surveys, "town hall" styled meetings, etc.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-00-4200-020	SALARIES & WAGES	170,400	189,085	148,589	180,624	148,200	148,200	
10-00-4200-050	FICA EXPENSE	13,300	14,800	11,501	13,958	11,478	11,478	
10-00-4200-060	GROUP HEALTH INSURANCE	32,195	24,714	22,308	24,708	26,052	26,052	
10-00-4200-070	RETIREMENT	18,292	15,700	17,433	21,708	20,765	20,765	
TOTALS:	PERSONNEL SERVICES	\$234,187	\$244,300	\$199,831	\$240,998	\$206,495	\$206,495	\$0
OPERATING EXPENSES:								
10-00-4200-040	PROFESSIONAL SERVICES	1,140	69,828	69,820	75,127	60,000	60,000	
10-00-4200-080	INSURANCE	16,569	20,942	20,937	20,937	21,136	21,136	
*10-00-4200-081	MEDICAL CERTIFICATION	0	25	0	0	25	25	
10-00-4200-100	POSTAGE	2,000	1,937	947	1,500	1,937	1,950	
10-00-4200-110	TELEPHONE	5,900	6,350	5,081	6,143	6,350	6,350	
10-00-4200-140	TRAVEL & TRAINING	15,071	6,187	5,966	6,528	17,000	16,000	
10-00-4200-260	ADVERTISING	3,650	2,000	1,308	1,308	2,000	2,000	
10-00-4200-320	OFFICE EXPENSE	4,578	4,517	4,264	4,864	3,500	3,500	
10-00-4200-321	IT SUPPORT	38,671	35,740	15,812	24,654	23,500	16,000	
10-00-4200-330	DEPARTMENTAL SUPPLIES	2,880	3,486	2,561	3,486	2,900	2,900	
*10-00-4200-330	DUPLICATING AND PRINTING	0	0	0	0	2,300	2,300	
10-00-4200-342	BANK SERVICE CHARGES	1,460	1,326	1,440	2,112	2,250	1,500	
10-00-4200-343	PENALTIES	3,280	4,424	2,703	4,424	4,000	4,000	
10-00-4200-450	CONTRACT SERVICES	21,000	30,691	29,341	30,029	29,800	29,800	
10-00-4200-480	INDIRECT COST ALLOCATION	-27,932	-28,982	0	-28,982	(22,134)	(22,134)	
10-00-4200-520	CONTRIBUTIONS	0	-350	-750	-750	-	-100	
10-00-4200-530	DUES & SUBSCRIPTIONS	33,000	3,158	3,158	3,158	3,173	3,173	
10-00-4200-550	SUPERVISOR'S EXPENSE	500	150	124	124	500	400	
10-00-4200-572	INTERFUND TRANSFER	0	732	0	732	-	-	
TOTALS:	OPERATING EXPENSES	\$121,767	\$161,428	\$162,710	\$155,394	\$158,237	\$148,800	\$0
CAPITAL OUTLAY:								
10-00-4200-730	CAPITAL OUTLAY		0	0	0	25,000	25,000	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0
DEBT PAYMENT:								
10-00-4200-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADMINISTRATION DEPARTMENT TOTAL:		\$355,954	\$405,728	\$362,541	\$396,392	\$389,732	\$380,295	\$0

* Newly created account

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	189,085	148,200	<u>.321 IT Support</u>	35,740	23,500
Salaries and Wages			ICS Annual Maintenance Agreement		
<u>.040 PROFESSIONAL SERVICES</u>	69,828	60,000	Gemini Off-Site Backup and Recovery		
Legal Services		60,000	Electronic Office Support Contract		
<u>.050 FICA</u>	14,800	11,600	Technical Support		
Federal Income Contributions Account			Website Maintenance		
<u>.060 GROUP HEALTH INSURANCE</u>	24,714	26,100	<u>.330 DEPARTMENTAL SUPPLIES</u>	3,486	2,900
Group Health, Vision, Dental, and Life			Office Supplies (i.e. pens, folders, envelops)		
<u>.070 RETIREMENT EXPENSE</u>	15,700	20,900	Forms - Checks, etc.		
LGERS			Professional Publications		
Prudential 401K			<u>.335 DUPLICATING AND PRINTING</u>	-	2,300
<u>.080 INSURANCE</u>	20,942	21,136	Printing expense		
Workers Comp.			Copier contract		
Bonds			<u>.342 BANK SERVICE CHARGES</u>	1,326	2,250
<u>.081 MEDICAL CERTIFICATION</u>	25	25	Bank Service Charges		
Pre-Employment Drug Test			<u>.343 PENALTIES</u>	4,424	4,000
<u>.100 POSTAGE</u>	1,937	1,937	Penalties		
General Postage Expenses			<u>.450 CONTRACT SERVICE</u>	30,691	29,800
(i.e. Accounts Payable Checks,			Tax Collection Fee - County		
Payroll, Correspondence)			Cleaning Service		
<u>.110 TELEPHONE</u>	6,350	6,350	Mailing Solutions		
Telephone service			<u>.480 INDIRECT COST ALLOCATION - WF</u>	(28,982)	(22,134)
Town Administrator cell phone			Water Fund - Cost Allocation		
<u>.140 TRAVEL AND TRAINING</u>	6,187	17,000	<u>.520 CONTRIBUTIONS</u>	(350)	-
Workshop Meetings			Contributions for Specific Expenses		
Miscellaneous			<u>.530 DUES AND SUBSCRIPTIONS</u>	3157.65	3,173
Finance Officer Certification			NCLM, NCCMA, ICMA		
Car Allowance			NCAMC, IAMC		
<u>.260 ADVERTISING</u>	2,000	2,000	GFOA, NCGFOA		
MaxWeb Gear Hosting			<u>.550 SUPERVISOR'S EXPENSE</u>	150	500
Legal Ads/Classifieds			Miscellaneous Expense		
Gov Deals			<u>.572 INTERFUND TRANSFER</u>	732	-
<u>.320 OFFICE EXPENSE</u>	4,517	\$ 3,500	From Special Revenue to General		
Computer Replacement			<u>.730 CAPITAL OUTLAY</u>		25,000
Other Equipment			Computer System Software Update		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-020	SALARIES & WAGES	189,085	148,200	(40,885)	-22%	Reduction in the number of part time or temporary employees
10-00-4200-050	FICA EXPENSE	14,800	11,478	(3,322)	-22%	Reduction in the number of part time or temporary employees
10-00-4200-060	GROUP HEALTH INSURANCE	24,714	26,052	1,338	5%	
10-00-4200-070	RETIREMENT - LOCAL GOVT.	15,700	20,765	5,065	32%	Increase due to State mandated increases in retirement contributions
10-00-4200-080	INSURANCE	20,942	21,136	194	1%	
10-00-4200-081	MEDICAL CERTIFICATION	25	25	-	0%	Preemployment drug screens
10-00-4200-040	PROFESSIONAL SERVICES	69,828	60,000	(9,828)	-14%	Anticipates fewer legal services
10-00-4200-100	POSTAGE	1,937	1,950	13	1%	
10-00-4200-110	TELEPHONE	6,350	6,350	-	0%	
10-00-4200-140	TRAVEL & TRAINING	6,187	16,000	9,813	159%	Finance Officer Certification and Car Allowance added to this category
10-00-4200-260	ADVERTISING	2,000	2,000	-	0%	
10-00-4200-320	OFFICE EXPENSE	4,517	3,500	(1,017)	-23%	Replacement computer and other office expenses

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-321	IT SUPPORT	35,740	16,000	(19,740)	-55%	Software upgrades moved to Capital Outlay
10-00-4200-330	DEPARTMENTAL SUPPLIES	3,486	2,900	(586)	-17%	Printing and duplicating costs moved to new line item
10-00-4200-335	DUPLICATING AND PRINTING	0	2,300			
10-00-4200-342	BANK SERVICE CHARGES	1,326	1,500	174	13%	
10-00-4200-343	PENALTIES	4,424	4,000	(424)	-10%	
10-00-4200-450	CONTRACT SERVICES	30,691	29,800	(891)	-3%	
10-00-4200-480	INDIRECT COST ALLOCATION	-28,982	-22,134	6,848	-24%	
10-00-4200-520	CONTRIBUTIONS	-350	-100	250	-71%	Donations for various Town functions/programs
10-00-4200-530	DUES & SUBSCRIPTIONS	3,158	3,173	15	0%	
10-00-4200-550	SUPERVISOR'S EXPENSE	150	400	250	167%	Current year funds were moved to other line items as the need arose. Traditionally budgeted at \$500
10-00-4200-572	INTERFUND X FROM SPEC REV TO GEN	732	0	(732)	-100%	
10-00-4200-730	CAPITAL OUTLAY	0	25,000	25,000		Software updated moved here
TOTALS		406,460	380,295	(28,465)	-7%	

PUBLIC BUILDINGS

PUBLIC BUILDINGS

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Department Action Items

1. Provide community and staff with safe, pleasant, and clean facilities to support the services and mission of the Town
2. Support the construction and maintenance of capital projects and existing buildings
3. Seek ways to make public buildings more resilient to stormwater and flooding
4. Evaluate opportunities for Town facilities to support the people and organizations of Montreat
5. Evaluate and prepare for opportunities where Town facilities can support emergency operations in crises
6. Utilize the opportunities of new construction as points of access to clarify physical, postal, and digital address concerns

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-28-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:		0	0	0	0	0	0	
TOTALS:	PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES:								
*10-00-5000-080	INSURANCE	19,431	20,500	17,703	20,500	20,500	20,500	
10-00-5000-130	UTILITIES	3,000	3,000	2,611	3,000	4,000	4,000	
10-00-5000-150	M&R BUILDINGS & GROUNDS	3,140	2,196	2,241	2,241	2,500	2,500	
10-00-5000-160	M&R EQUIPMENT	3,200	4,725	365	1,365	4,725	4,725	
10-00-5000-330	DEPARTMENTAL SUPPLIES	2,260	2,004	930	2,004	2,000	2,000	
10-00-5000-450	CONTRACT SERVICES	1,300	1,200	974	1,200	1,200	1,200	
10-00-5000-480	INDIRECT COST ALLOCATION	-11,386	-10,491	0	-10,491	-1,921	-1,921	
10-00-5000-571	INTERFUND TRANSFER	525,000	681,701	0	231,701	0	0	
TOTALS:	OPERATING EXPENSES	\$545,945	\$704,835	\$24,823	\$251,520	\$33,004	\$33,004	\$0
CAPITAL OUTLAY:								
10-00-5000-730	CAPITAL OUTLAY	0	0	0	0	0	0	
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-00-5000-900	DEBT SERVICING	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC BUILDINGS DEPARTMENT TOTAL:		\$545,945	\$704,835	\$24,823	\$251,520	\$33,004	\$33,004	\$0

* Indicates new line item

	FY 18-19	FY 19-20
<u>.080 Insurance</u>	20,500	20,500
Liability, Property, Auto etc.		
<u>.130 UTILITIES</u>	3,000	4,000
Progress Energy		
Heating Expense		
<u>.150 M&R BUILDINGS AND GROUNDS</u>	2,196	2,500
Pest Control		
Maintenance Supplies		
Equipment and Furnace Repairs		
Building Maintenance		
Parking Lot Maintenance		
<u>.160 M&R EQUIPMENT</u>	4,725	4,725
Phone System Lease and Repairs		
Postage Meter Lease and Fees		
Copier System Lease		
Copier System Maintenance Agreement		
Alarm System Monitoring		
<u>.330 DEPARTMENTAL SUPPLIES</u>	2,004	2,000
Building Supplies		
<u>.450 CONTRACT SERVICES</u>	1,200	1,200
<u>.480 INDIRECT COST ALLOCATION</u>	(10,491)	(1,921)
Indirect Cost Allocation		
<u>.571 INTERFUND TRANSFER</u>	681,701	-
<u>.730 CAPITAL OUTLAY</u>	-	-
<u>.900 DEBT SERVICING</u>	-	-

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-5000-080	INSURANCE	20,500	20,500		0%	
10-00-5000-130	UTILITIES	3,000	4,000	1,000	33%	Anticipates increased energy cost for new Town Hall
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,196	2,500	304	14%	Anticipates increased M&R cost for new buildings
10-00-5000-160	M&R EQUIPMENT	4,725	4,725	-	0%	
10-00-5000-330	DEPARTMENTAL SUPPLIES	2,004	2,000	(4)	0%	
10-00-5000-480	INDIRECT COST ALLOCATION	(10,491)	(1,921)	8,570	-82%	
10-00-5000-571	INTERFUND TRANSFER	681,701	-	(681,701)	-100%	
10-00-5000-730	CAPITAL OUTLAY	-	-	-		
10-00-5000-900	DEBT SERVICING	0	0	-		
TOTALS		683,135	11,304	(671,831)	-98%	

POLICE

POLICE DEPARTMENT

The Police Department is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of the Town of Montreat. The department strives to become an example of a high degree of police professionalism in all aspects of our function. The mission of the Police Department is to reduce crime and maintain the high standard of quality of life in the Town by providing personalized police service to the residents and visitors of the Town of Montreat.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Department Action Items

1. Continue to conduct public outreach and community oriented policing efforts including house checks, Safety Saturday.
2. Work to keep lines of communications open with the community and organizations within Montreat and other communities. Assist whenever possible
3. Conduct ICS training for staff and Commission members; evaluate and update Emergency Plan

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-10-5100-020	SALARIES & WAGES	218,051	217,547	183,962	207,521	229,406	229,406	
10-10-5100-021	SEPERATION ALLOWANCE	20,600	20,600	17,166	20,600	20,600	20,600	
10-10-5100-050	FICA EXPENSE	18,300	20,500	15,217	15,979	21,100	21,100	
10-10-5100-060	GROUP HEALTH INSURANCE	41,940	45,500	42,534	36,336	66,000	66,000	
10-10-5100-070	RETIREMENT - LOCAL GOVT.	26,700	29,400	22,619	17,120	33,200	33,200	
TOTALS:	PERSONNEL SERVICES	\$325,591	\$333,547	\$281,497	\$297,556	\$370,306	\$370,306	\$0
OPERATING EXPENSES:								
10-10-5100-110	TELEPHONE	2,500	2,500	1,735	1,440	2,500	2,500	
10-10-5100-140	TRAVEL & TRAINING	570	789	485	569	1,000	1,000	
10-10-5100-160	M & R EQUIPMENT	4,600	300	254	3,962	4,500	4,500	
10-10-5100-170	M & R AUTO	6,750	3,500	2,756	3,772	3,500	3,500	
10-10-5100-234	PUBLIC SAFETY EDUCATION	750	124	0	0	500	500	
10-10-5100-310	AUTO SUPPLIES	7,605	9,000	8,499	5,460	11,000	11,000	
10-10-5100-320	MEDICAL CERTIFICATION	2,030	1,185	1,170	1,285	1,000	1,000	
10-10-5100-330	DEPARTMENT SUPPLIES	4,100	2,500	2,964	2,525	2,500	2,500	
*10-10-5100-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-10-5100-360	UNIFORMS	4,240	5,200	2,845	1,766	2,500	2,500	
10-10-5100-530	DUES & SUBSCRIPTIONS	0	2,000	1,875	679	2,000	2,100	
10-10-5100-735	MACHINERY AND EQUIPMENT	39,500	12,311	12,300	36,192	4,600	4,600	
10-10-5100-740	AUXILARY	0	28,769	0	0	25,194	25,194	
10-10-5100-760	DISPATCHER SERVICES	19,200	19,200	14,250	19,000	20,160	20,160	
TOTALS:	OPERATING EXPENSES	\$91,845	\$87,378	\$49,133	\$76,651	\$81,004	\$81,104	\$0
CAPITAL OUTLAY:								
10-10-5100-730	CAPITAL OUTLAY	0	0	0	0	9,000	9,000	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$9,000	\$9,000	\$0
DEBT PAYMENT:								
10-10-5100-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POLICE DEPARTMENT TOTAL:		\$417,436	\$420,925	\$330,630	\$374,207	\$460,310	\$460,410	\$0

*Newly created account

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	217,547	229,406	<u>.330 DEPARTMENTAL SUPPLIES</u>	2,500	2,500
Police Chief, Police Officers (4)			General Office Supplies		
<u>.021 SEPERATION ALLOWANCE</u>	20,600	20,600	Law Enforcement Supplies		
Separation Allowance (1)			Miscellaneous Supplies		
<u>.050 FICA</u>	20,500	21,100	<u>.335 DUPLICATING AND PRINTING</u>	0	50
Federal Insurance Contributions Act			Printing expense		
<u>.060 Group Health Insurance</u>	45,500	66,000	<u>.360 UNIFORMS</u>	5,200	2,500
Health, Vision, Dental, Life			Uniform Supplies for 5 officers		
<u>.070 Retirement</u>	29,400	33,200	<u>.530 DUES & SUBSCRIPTIONS</u>	2,000	2,100
LGERS			Professional Dues		
Prudential 401K			<u>.760 DISPATCHER SERVICE</u>	19,200	20,160
<u>.110 TELEPHONE</u>	2,500	2,500	Town of Black Mountain		
Telephone service			<u>.730 CAPITAL OUTLAY</u>	-	9,000
<u>.140 TRAVEL AND TRAINING</u>	789	1,000	Radio Replacement		
Workshops/Training Seminars			<u>.735 MACHINARY AND EQUIPMENT</u>	12,311	4,600
<u>.160 M & R EQUIPMENT</u>	300	4,500	Police Vehicle		
Radar Certification/Maintenance			Radio Replacement	-	
Radio Maintenance			<u>.740 AUXILARY</u>	28,769	25,194
Miscellaneous Repairs			Part Time Officers		
Computer Hot Spots					
Code Red					
<u>.170 M&R AUTO</u>	3,500	4,700			
Maintenance costs for 4 vehicles					
<u>.234 PUBLIC SAFETY EDUCATION</u>	124	500			
Public Education					
<u>.310 AUTO SUPPLIES</u>	9,000	11,000			
Gas, Tires, and Oil for 4 vehicles					
<u>.320 MEDICAL CERTIFICATION</u>	1,185	1,000			
Physical Fees					
Drug and Psychological Screenings					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-020	SALARIES & WAGES	217,547	229,406	11,859	5%	Includes merit, COLA, with all positions filled
10-10-5100-021	SEPERATION ALLOWANCE	20,600	20,600	-	0%	Full payment for 1 retired position
10-10-5100-050	FICA EXPENSE	20,500	21,100	600	3%	
10-10-5100-060	GROUP HEALTH INSURANCE	45,500	66,000	20,500	45%	Includes NCLM cost increases
10-10-5100-070	RETIREMENT - LOCAL GOVT.	29,400	33,200	3,800	13%	Includes state-mandated increases
10-10-5100-110	TELEPHONE	2,500	2,500	-	0%	
10-10-5100-140	TRAVEL & TRAINING	789	1,000	211	27%	
10-10-5100-160	M & R EQUIPMENT	300	4,500	4,200	1400%	
10-10-5100-170	M & R AUTO	3,500	3,500	-	0%	
10-10-5100-234	PUBLIC SAFETY EDUCATION	124	500	376	304%	
10-10-5100-310	AUTO SUPPLIES	9,000	11,000	2,000	22%	
10-10-5100-320	MEDICAL CERTIFICATION	1,185	1,000	(185)	-16%	Anticipates fewer new hires

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-330	DEPARTMENT SUPPLIES	2,500	2,500	-	0%	
10-10-5100-335	DUPLICATING AND PRINTING	0	50	50		Printing expense
10-10-5100-360	UNIFORMS	5,200	2,500	(2,700)	-52%	Last year's adjusted budget included bullet proof vests
10-10-5100-530	DUES & SUBSCRIPTIONS	2,000	2,100	100	5%	
10-10-5100-735	MACHINERY AND EQUIPMENT	12,311	4,600	(7,711)	-63%	
10-10-5100-740	AUXILARY	28,769	25,194			
10-10-5100-760	DISPATCHER SERVICES	19,200	20,160	960	5%	Includes increased cost
10-10-5100-730	CAPITAL OUTLAY	0	9,000	9,000		Final phase of radio replacements
TOTALS		420,925	460,410	43,060	10%	

PLANNING AND ZONING

PLANNING AND ZONING

The Planning and Zoning Department of the Town of Montreat provides for the health, safety and welfare of Montreat by assuring fair application of all applicable federal, state and local laws regulating land uses, building construction and code compliance.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Department Action Items

1. Provide quality customer service with issues or requests
2. Continue Zoning Ordinance review focusing on issues relevant to difficulty in development as presented by contractors, residents, and staff
3. Identify possible partnerships, locally and regionally, related to stormwater
4. Identify town wide infrastructure opportunities to address stormwater issues
5. Pursue staff training related to stormwater and floodplain management
6. Implement stormwater management plan; specifically public education and participation to assist residents in identifying measures they may take to assist in stormwater management

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-10-5400-020	SALARIES & WAGES	4,910	0		0	0	0	
10-10-5400-040	PROFESSIONAL SERVICES	2,600	2,820	2,800	2,820	2,820	2,820	
10-10-5400-050	FICA EXPENSE	375	0	0	0	300	300	
10-10-5400-060	GROUP HEALTH INSURANCE	0	0	0	0	0	0	
10-10-5400-070	RETIREMENT - LOCAL GOVT.	459	0	0	0	0	0	
TOTALS:	PERSONNEL SERVICES	\$8,344	\$2,820	\$2,800	\$2,820	\$3,120	\$3,120	\$0
OPERATING EXPENSES:								
10-10-5400-110	TELEPHONE	800	800	430	650	650	650	
10-10-5400-140	TRAVEL AND TRAINING	2,500	1,000	219		1,000	1,000	
10-10-5400-160	M&R EQUIPMENT	3,550	350	0		3,550	3,550	
10-10-5400-170	M&R AUTO	700	700	60		700	700	
10-10-5400-260	ADVERTISING	0	600	258		600	600	
10-10-5400-310	AUTO SUPPLIES	800	400	137		400	400	
10-10-5400-320	OFFICE EXPENSE	0	380	376		380	380	
10-10-5400-330	DEPARTMENT SUPPLIES	810	140	38		100	100	
10-10-5400-331	PLANNING BOARD	250	200	0	0	500	500	
10-10-5400-332	BOARD OF ADJUSTMENT	250	660	660	660	660	660	
*10-10-5400-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-10-5400-450	CONTRACT SERVICES - BLDG. INSP.	7,440	9,500	9,500		11,000	11,000	
10-10-5400-451	CONTRACT SERVICES - FIRE INSP.	250	0	0	0	2,500	2,500	
10-20-5400-452	CONTRACTED SERVICES - ZONE	26,405	36,087	28,440	36,087	54,810	54,810	
10-10-5400-530	DUES & SUBSCRIPTIONS	850	150	0		100	100	
TOTALS:	OPERATING EXPENSES	\$44,605	\$50,967	\$40,119	\$37,397	\$77,000	\$77,000	\$0
CAPITAL OUTLAY:								
10-10-5400-730	CAPITAL OUTLAY	0	0	0	0	44,540	44,540	
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$44,540	\$44,540	\$0
DEBT PAYMENT:								
10-10-5400-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PLANNING AND ZONING DEPARTMENT TOTAL:		\$52,949	\$53,787	\$42,919	\$40,217	\$124,660	\$124,660	\$0

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>			<u>.330 DEPARTMENT SUPPLIES</u>		
Salaries and Wages (1)	0	-	General Office Supplies	140	100
<u>.040 PROFESSIONAL SERVICES</u>	2,820	2,820	<u>.331 PLANNING BOARD</u>	200	500
Professional Services			Miscellaneous Expense		
<u>.050 FICA</u>	-	300	<u>.332 BOARD OF ADJUSTMENT</u>	660	660
FICA			Miscellaneous Expense		
<u>.060 Group Health Insurance</u>	-	-	<u>.335 DUPLICATING AND PRINTING</u>	-	50
Health, Vision, Dental, Life			Miscellaneous Expense		
<u>.070 Retirement</u>	-	-	<u>.450 CONTRACT SERVICES - BLDG. INSP.</u>	9,500	11,000
LGERS			Contract for Building Inspections		
Prudential 401K			<u>.451 FIRE INSPECTIONS</u>	-	2,500
<u>.110 TELEPHONE</u>	800	650	Contract with Town of Black Mountain		
Telephone			<u>.452 CONTRACT SERVICES - ZONING</u>	36,087	54,810
<u>.140 TRAVEL AND TRAINING</u>	1,000	1,000	Contract with Land of Sky		
Zoning Administrator			<u>.530 DUES & SUBSCRIPTIONS</u>	150	100
<u>.160 M & R EQUIPMENT</u>	350	3,550	Professional Dues		
Annual GIS Software/Service Renewal			<u>.730 CAPITAL OUTLAY</u>	-	44,540
Permitting Software Support			Zoning Code Review		
<u>.170 M & R AUTO</u>	700	700	Comp. Plan Consultant		
Maintenance costs for 1 vehicle			<u>.260 ADVERTISING</u>	600	600
<u>.310 AUTO SUPPLIES</u>	400	400	Gas, Oil and Tires for 1 vehicle		
Gas, Oil and Tires for 1 vehicle			<u>.320 Office Expense</u>	380	380

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-020	SALARIES & WAGES	0	0	-		Vacancy filled through outside contracts
10-10-5400-040	PROFESSIONAL SERVICES	2,820	2,820			
10-10-5400-050	FICA EXPENSE	0	300	300		Vacancy filled through outside contracts
10-10-5400-060	GROUP HEALTH INSURANCE	0	0	-		Vacancy filled through outside contracts
10-10-5400-070	RETIREMENT - LOCAL GOVT.	0	0	-		Vacancy filled through outside contracts
10-10-5400-110	TELEPHONE	800	650	(150)	-19%	
10-10-5400-140	TRAVEL AND TRAINING	1,000	1,000	-	0%	
10-10-5400-160	M&R EQUIPMENT	350	3,550	3,200	914%	
10-10-5400-170	M&R AUTO	700	700	-	0%	
10-10-5400-260	ADVERTISING	600	600	-	0%	
10-10-5400-310	AUTO SUPPLIES	400	400	-	0%	
10-10-5400-320	OFFICE EXPENSE	380	380	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-330	DEPARTMENT SUPPLIES	140	100	(40)	-29%	
10-10-5400-331	PLANNING BOARD	200	500	300	150%	
10-10-5400-332	BOARD OF ADJUSTMENT	660	660	-	0%	
10-10-5400-335	DUPLICATING AND PRINTING	0	50	50		
10-10-5400-450	CONTRACT SERVICES - BUILDING INSPECTIONS	9,500	11,000	1,500	16%	
10-10-5400-451	CONTRACT SERVICES - FIRE INSPECTIONS	0	2,500	2,500		
10-10-5400-452	CONTRACT SERVICES - ZONING	36,087	54,810	18,723	52%	
10-10-5400-530	DUES & SUBSCRIPTIONS	150	100	(50)	-33%	
10-10-5400-730	CAPITAL OUTLAY	0	44,540	44,540		Consultants for Comp. Plan update and Zoning Code review
TOTALS		53,787	124,660	70,873	132%	

PUBLIC WORKS

PUBLIC WORKS

The Public Works Department receives, processes and monitors all public work services including streets, sanitation and water.

Commission Vision and Goals

1. Foster peaceful, collaborative community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovating in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Department Action Items

1. Respond to the questions and needs of the community with timeliness, accuracy, and honesty
2. Prepare and post bids earlier in the year; manage completion requirements in contracting process; schedule in-house work earlier in the year
3. Work to keep communications open with the community, with organizations within Montreat, and with other communities; assist whenever possible
4. Continue staff training on emergency and safety procedures to better serve the community. Work with other departments and organizations to update emergency procedures

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-20-5550-020	SALARIES & WAGES	56,855	93,800	79,879		53,600	53,600	
10-20-5550-021	SEPERATION ALLOWANCE	10,800	12,900	10,693		12,900	12,900	
10-20-5550-040	PROFESSIONAL SERVICES	0	160	273		0	0	
10-20-5550-050	FICA EXPENSE	1,776	8,200	3,001		5,100	5,100	
10-20-5550-060	GROUP HEALTH INSURANCE	4,056	18,200	17,356		13,800	13,800	
10-20-5550-070	RETIREMENT - LOCAL GOVT.	235	12,100	3,993		7,600	7,600	
TOTALS:	PERSONNEL SERVICES	\$73,722	\$145,360	\$115,195	\$0	\$93,000	\$93,000	\$0
OPERATING EXPENSES:								
10-20-5550-081	MEDICAL CERTIFICATION	0	150	85.00	150	150	150	
10-20-5550-110	TELEPHONE	957	1,779	990	1,631	1,000	1,000	
10-20-5550-140	TRAVEL & TRAINING	1,200	3,500	3,061	3,061	5,000	5,000	
10-20-5550-170	M & R TRUCKS	500	0	0	0	0	0	
10-20-5550-310	AUTO SUPPLIES	3,262	2,210	1,434	2,210	5,250	5,250	
10-20-5550-330	DEPARTMENT SUPPLIES	2,500	9,000	7,430	7,430	5,000	5,000	
*10-20-5550-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-20-5550-360	UNIFORMS	982	486	189	486	500	500	
10-20-5550-370	STORMWATER PROGRAM	2,009	2,190	860	860	2,500	2,500	
10-20-5550-735	MACHINERY AND EQUIPMENT	35,000	4,200	0	700	3,000	6,200	
10-20-5550-480	INDIRECT COST ALLOCATION	-10,766	-13,259	0	-13,259	-9,158	-9,158	
10-20-5550-572	INTERFUND XFER TO SPEC. REV.	0	392	0	392	0	0	
TOTALS:	OPERATING EXPENSES	\$35,644	\$10,106	\$13,965	\$3,119	\$13,142	\$16,342	\$0
CAPITAL OUTLAY:								
10-20-5550-730	CAPITAL OUTLAY	0	0	0	0	48,000	48,000	
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$48,000	\$48,000	\$0
DEBT PAYMENT:								
10-20-5550-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC WORKS DEPARTMENT TOTAL:		\$109,366	\$155,466	\$129,159	\$3,119	\$154,142	\$157,342	\$0

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	\$ 93,800	\$ 53,600	<u>.360 UNIFORMS</u>	\$ 486	\$ 500
Public Works Personnel			Uniforms for 1 employee		
<u>.021 SEPERATION ALLOWANCE</u>	\$ 12,900	\$ 12,900	<u>.370 STORMWATER PROGRAM</u>	\$ 2,190	\$ 2,500
Public Works Personnel			Phase II, Year 4 Stormwater Program		
<u>.040 PROFESSIONAL SERVICES</u>	\$ 160	\$ -	<u>.480 INDIRECT COST ALLOCATION</u>	\$(13,259)	\$ (9,158)
Engineering			Indirect Cost Allocation		
<u>.050 FICA</u>	\$ 8,200	\$ 5,100	<u>.572 INTERFUND XSFER TO SPEC. REV.</u>	\$ 392	\$ -
Public Works Personnel					
<u>.060 GROUP HEALTH</u>	\$ 18,200	\$ 13,800	<u>.730 CAPITAL OUTLAY</u>	\$ -	\$ 48,000
Public Works Personnel			Truck replacement		
<u>.070 RETIRMENT EXPENSE</u>	\$ 12,100	\$ 7,600	<u>.735 MACHINERY AND EQUIPMENT</u>	\$ 4,200	\$ 3,000
Public Works Personnel					
<u>.081 MEDICAL CERTIFICATION</u>	\$ 150	\$ 150	<u>.900 DEBT SERVICING</u>	\$ -	\$ -
Public Works Personnel					
<u>.110 TELEPHONE</u>	\$ 1,779	\$ 1,000			
Telephone					
<u>.140 TRAVEL AND TRAINING</u>	\$ 3,500	\$ 5,000			
Workshop Meetings					
<u>.170 M & R TRUCKS</u>	\$ -	\$ -			
Maintenance costs for 1 vehicle					
<u>.310 AUTO SUPPLIES</u>	\$ 2,210	\$ 5,250			
Gas, Oil and Tires for 1 vehicle					
<u>.330 DEPARTMENT SUPPLIES</u>	\$ 9,000	\$ 5,000			
General Office Supplies					
Miscellaneous Supplies					
<u>.335 DUPLICATING AND PRINTING</u>	\$ -	\$ 50			
Printing expenses					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5550-020	SALARIES & WAGES	93,800	53,600	(40,200)	-43%	Water Operator salary moved to Water Fund
10-20-5550-021	SEPERATION ALLOWANCE	12,900	12,900	-	0%	Separation pay for retired employee
10-20-5550-040	PROFESSIONAL SERVICES	160	0	(160)	-100%	Moved to Streets Department
10-20-5550-050	FICA EXPENSE	8,200	5,100	(3,100)	-38%	Water Operator FICA moved to Water Fund
10-20-5550-060	GROUP HEALTH INSURANCE	18,200	13,800	(4,400)	-24%	Water Operator insurance moved to Water Fund
10-20-5550-070	RETIREMENT - LOCAL GOVT.	12,100	7,600	(4,500)	-37%	Water Operator retirement moved to Water Fund
10-20-5550-081	MEDICAL CERTIFICATION	150	150	-	0%	
10-20-5550-110	TELEPHONE	1,779	1,000	(779)	-44%	Water Operator expense
10-20-5550-140	TRAVEL & TRAINING	3,500	5,000	1,500	43%	Increased arborist training
10-20-5550-170	M & R TRUCKS	0	0	-		Moved to "Machinery and Equipment"
10-20-5550-310	AUTO SUPPLIES	2,210	5,250	3,040	138%	
10-20-5550-330	DEPARTMENT SUPPLIES	9,000	5,000	(4,000)	-44%	Tree management expense moved to Environment, Conservation and Environment
10-20-5550-335	DUPLICATING AND PRINTING	0	50	50		
10-20-5550-360	UNIFORMS	486	500	14	3%	
10-20-5550-370	STORMWATER PROGRAM	2,190	2,500	310	14%	Funding for enacting MS4 permit requirements

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5550-480	INDIRECT COST ALLOCATION	-13,259	-9,158	4,101	-31%	
10-20-5550-572	INTERFUND TO SPEC REV	392	0	(392)	-100%	
10-20-5550-735	CAPITAL OUTLAY	0	48,000	48,000		Truck replacement
10-20-5550-731	MACHINERY AND EQUIPMENT	4200	3000	(1,200)	-29%	
TOTALS		156,008	154,292	(1,716)	-1%	

STREETS AND POWELL BILL

STREETS AND POWELL BILL

The Street Department provides street services and upgrades to the residents of Montreat and preserves the street infrastructure in order to promote safe travel. The Street Department is responsible for storm water management, road repair and resurfacing, mowing and right-of-way maintenance.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Departmental Action Items

1. Keep roadways safe and clean
2. Work with other departments to help ensure project success
3. Keep roads clearly identified and intersections clear so traffic can move freely in an emergency

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 4-30-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-20-5600-020	SALARIES & WAGES	143,388	71,800	58,148	71,800	74,400	74,400	
10-20-5600-050	FICA EXPENSE	11,675	550	8,264	9,917	5,700	5,700	
10-20-5600-060	GROUP HEALTH INSURANCE	32,280	18,200	17,061	18,200	25,900	25,900	
10-20-5600-070	RETIREMENT - LOCAL GOV'T.	20,543	9,300	13,796	16,555	10,500	10,500	
TOTALS:	PERSONNEL SERVICES	\$207,886	\$99,850	\$97,269	\$116,472	\$116,500	\$116,500	\$0
OPERATING EXPENSES:								
10-20-5600-110	TELEPHONE	1,821	1,600	84	84	0	0	
10-20-5600-140	TRAVEL & TRAINING	2,000	2,000	128	128	2,000	2,000	
10-20-5600-160	M & R EQUIPMENT	2,000	1,900	1,805	2,000	2,500	2,500	
10-20-5600-170	M & R AUTO	3,500	6,400	5,132	6,400	7,000	7,000	
10-20-5600-310	AUTO SUPPLIES	7,500	7,500	4,312	7,500	7,500	7,500	
10-20-5600-330	DEPARTMENT SUPPLIES	14,824	10,250	7,197	10,250	11,000	11,000	
*10-20-5600-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-20-5600-340	REPAIR AND WIDENING	22,205	37,000	20,626	37,000	37,000	37,000	
10-20-5600-360	UNIFORMS	2,410	2,000	1,310	2,000	2,000	2,000	
10-20-5600-450	CONTRACT SERVICES	13,000	26,000	16,676	26,000	10,000	10,000	
10-20-5600-480	INDIRECT COST ALLOCATION	-38,445	-36,072	0	-36,072	-35,351	-35,351	
10-20-5600-540	INTEREST EXPENSE	3,505	4,450	2,830	4,450	2,500	2,500	
*10-20-5600-572	INTERFUND TO SPECIAL REV	0	539	0	539	0	0	
10-20-5600-740	STREET LIGHTING	23,500	20,000	14,486	20,000	21,000	21,000	
10-20-5600-745	STORMWATER IMPROVEMENTS	3,561	3,000	2,749	2,749	3,000	3,000	
10-20-5600-750	ROAD MAINTENANCE	17,377	12,500	8,765	12,500	15,000	15,000	
10-20-5600-755	SIGNS AND PAINTING	5,000	4,500	160	5,300	4,500	4,500	
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000	0	0	2,000	2,000	
10-20-5600-765	SURVEYS/MAPPING	2,000	0	0	0	2,500	2,500	
10-20-5600-770	SNOW REMOVAL	3,184	5,500	3,622	3,622	10,500	10,500	
TOTALS:	OPERATING EXPENSES	\$90,942	\$111,067	\$89,882	\$104,450	\$104,699	\$104,699	\$0
CAPITAL OUTLAY:								
10-20-5600-730	CAPITAL OUTLAY	131,356	234,000	146,828	234,000	369,998	369,998	
TOTALS:	CAPITAL OUTLAY	\$131,356	\$234,000	\$146,828	\$234,000	\$369,998	\$369,998	\$0
DEBT PAYMENT:								
10-20-5600-900	DEBT PAYMENT	68,308	29,000	20,748	29,000	16,200	16,200	
TOTALS:	DEBT PAYMENT	\$68,308	\$29,000	\$20,748	\$29,000	\$16,200	\$16,200	\$0
STREET DEPARTMENT TOTAL:		\$498,492	\$473,917	\$354,726	\$483,922	\$607,397	\$607,397	\$0

* Indicates new line item

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	71,800	74,400	<u>.450 CONTRACT SERVICES</u>	26,000	10,000
Utility Maintenance Worker			Right-of-Way Tree Removal		
			Road Maintenance		
<u>.050 FICA EXPENSE</u>	550	5,700	<u>.480 INDIRECT COST ALLOCATION</u>	(36,072)	(35,351)
FICA			Indirect Cost Allocation		
<u>.060 GROUP HEALTH INSURANCE</u>	18,200	25,900	<u>.540 INTEREST EXPENSE</u>	4,450	2,500
Insurance					
<u>.070 RETIREMENT</u>	9,300	10,500	<u>.572 INTERFUND TO SPECIAL REVENUE</u>	539	-
LGERS			Force Account Work-Grants		
PRUDENTIAL 401K					
<u>.110 TELEPHONE</u>	1,600	-	<u>.740 STREET LIGHTING</u>	20,000	21,000
Telephone			Street Lights		
<u>.140 TRAVEL AND TRAINING</u>	2,000	2,000	<u>.745 STORMWATER IMPROVEMENTS</u>	3000	3000
Licenses and Certifications			Culverts and Stormwater Features		
TRAQ					
<u>.160 M & R EQUIPMENT</u>	1,900	2,500	<u>.750 ROAD MAINTENANCE</u>	12,500	15,000
Routine Equipment Maintenance			General Maintenance to Roads		
Miscellaneous Repairs					
<u>.170 M&R AUTO</u>	6,400	7,000	<u>.755 SIGNS AND PAINTING</u>	4,500	4,500
Maintenance costs for vehicles			General Maintenance to Road Signs		
and equipment					
<u>.310 AUTO SUPPLIES</u>	7,500	7,500	<u>.760 BRIDGE INSPECTIONS</u>	2,000	2,000
Gas, Tires, and Oil for 3 vehicles			Inspections for Bridges		
and equipment					
<u>.330 DEPARTMENTAL SUPPLIES</u>	10,250	11,000	<u>.765 SURVEYS/MAPPING</u>	-	2,500
General Office Supplies			Powell Bill Map		
Street Supplies and Tools			Right-of-Way Surveying		
Miscellaneous Supplies					
<u>.335 DUPLICATING AND PRINTING</u>	-	50	<u>.770 SNOW REMOVAL</u>	5,500	10,500
Duplicating and Printing			Salt, Sand and Snow Removal Costs		
<u>.340 REPAIR AND WIDENING</u>	37,000	37,000	<u>.730 CAPITAL OUTLAY</u>	234,000	369,998
Smaller Repaving Projects					
<u>.360 UNIFORMS</u>	2,000	2,000	<u>.900 DEBT PAYMENT</u>	29,000	16,200
Uniform Supplies for 4 employees			Upper Kentucky Street Assessment		
			ARRA		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-020	SALARIES & WAGES	71,800	74,400	2,600	4%	Decrease based on reorganization of personnel.
10-20-5600-050	FICA EXPENSE	550	5,700	5,150	936%	Decrease based on reorganization of personnel.
10-20-5600-060	GROUP HEALTH INSURANCE	18,200	25,900	7,700	42%	
10-20-5600-070	RETIREMENT - LOCAL GOVT.	9,300	10,500	1,200	13%	State mandated increase in employer contribution to pension system
10-20-5600-110	TELEPHONE	1,600	0	-1,600	-100%	
10-20-5600-140	TRAVEL & TRAINING	2,000	2,000	-	0%	
10-20-5600-160	M & R EQUIPMENT	1,900	2,500	600	32%	
10-20-5600-170	M & R AUTO	6,400	7,000	600	9%	
10-20-5600-310	AUTO SUPPLIES	7,500	7,500	-	0%	
10-20-5600-330	DEPARTMENT SUPPLIES	10,250	11,000	750	7%	
10-20-5600-335	DUPLICATING AND PRINTING	0	50	50		Newly created line item to track copy/print expenses by department
10-20-5600-340	REPAIR AND WIDENING	37,000	37,000	-	0%	
10-20-5600-360	UNIFORMS	2,000	2,000	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-450	CONTRACT SERVICES	26,000	10,000	(16,000)	-62%	Contract Tree Service moved to Environment, Conservation, and Recreation
10-20-5600-480	INDIRECT COST ALLOCATION	-36,072	-35,351	-721	2%	
10-20-5600-540	INTEREST EXPENSE	4,450	2,500	(1,950)	-44%	
10-20-5600-572	INTERFUND TO SPECIAL REV	539	0	-539	-100%	
10-20-5600-740	STREET LIGHTING	20,000	21,000	1,000	5%	
10-20-5600-745	STORMWATER IMPROVEMENTS	3,000	3,000	-	0%	
10-20-5600-750	ROAD MAINTENANCE	12,500	15,000	2,500	20%	
10-20-5600-755	SIGNS AND PAINTING	4,500	4,500	-	0%	
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000	-	0%	
10-20-5600-765	SURVEYS/MAPPING	0	2,500	2,500		
10-20-5600-770	SNOW REMOVAL	5,500	10,500	5,000	91%	Increase based on budget shortfalls for this line item in current year
10-20-5600-730	CAPITAL OUTLAY	234,000	369,998	135,998	58%	Increased based on projects proposed for funding through the CIP.
10-20-5600-900	DEBT PAYMENT	29,000	16,200	(12,800)	-44%	Per Upper KY special assessment maturity schedule
TOTALS		473,917	607,397	132,038	28%	

SANITATION

SANITATION DEPARTMENT

The Sanitation Department is responsible for the collection and disposal of solid waste, recyclables, yard waste and white goods within the Town of Montreat.

KEY ACTION ITEMS

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

DEPARTMENT ACTION ITEMS

1. Continue to provide positive, responsive service to the community
2. Identify and assess opportunities to provide additional support to the community
3. Participate in ICS training

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
10-30-5800-020	SALARIES & WAGES		37,600	31,865	37,600	39,000	39,000	
10-30-5800-050	FICA EXPENSE		2,900	2,438	2,900	3,000	3,000	
10-30-5800-060	GROUP HEALTH INSURANCE		9,100	8,032	9,100	13,000	13,000	
10-30-5800-070	RETIREMENT - LOCAL GOV'T.		4,900	4,093	4,900	5,500	5,500	
TOTALS:	PERSONNEL SERVICES	\$0	\$54,500	\$46,428	\$54,500	\$60,500	\$60,500	\$0
OPERATING EXPENSES:								
10-30-5800-110	TELEPHONE		400	338	400	450	450	
10-30-5800-130	UTILITIES		600	1,172	1,406	1,476	1,476	
10-30-5800-160	M & R EQUIPMENT		400	328	400	400	400	
10-30-5800-170	M & R TRUCKS		1,500	1,031	1,500	1,500	1,500	
10-30-5800-310	AUTO SUPPLIES		4,300	2,791	4,300	4,300	4,300	
10-30-5800-330	SUPPLIES/TOOLS		1,500	996	1,500	1,500	1,500	
*10-30-5800-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-30-5800-360	UNIFORMS		600	62	600	600	600	
*10-30-5800-450	CONTRACT SERVICES - SANITATION		15,000	9,438	1,500	15,000	15,000	
*10-30-5800-451	CONTRACT SERVICES-DUMPSTER	0	20,500	16,793	20,500	20,500	20,500	
10-30-5800-480	INDIRECT COST ALLOCATION		0	0	0	0	0	
10-30-5800-550	TIPPING FEES		12,326	0	12,326	12,326	12,326	
TOTALS:	OPERATING EXPENSES	\$0	\$57,126	\$32,948	\$44,432	\$58,102	\$58,102	\$0
CAPITAL OUTLAY:								
10-30-5800-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-30-5800-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SANITATION DEPARTMENT TOTAL:		\$0	\$111,626	\$79,376	\$98,932	\$118,602	\$118,602	\$0

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGES</u>	37,600	39,000	<u>.451 CONTRACT SERVICES-COMPACTORS</u>	20,500	20,500
Utility Maintenance Worker			Rental and Hauling of 2 Compactors		
<u>.050 FICA</u>	2,900	3,000	<u>.550 TIPPING FEES</u>	12,326	12,326
FICA			Buncombe County Tipping Fees		
<u>.060 GROUP HEALTH</u>	9,100	13,000	<u>.730 CAPITAL OUTLAY - SAINT</u>	0	0
Health, vision, dental, and life insurance			Sanitation Truck		
<u>.070 RETIREMENT EXPENCE</u>	4,900	5,500	<u>.900 DEBT SERVICE</u>	0	0
LGERS and Prudential 401K			Sanitation Truck		
<u>.450 CONTRACT SERVICES</u>	15,000	15000			
Part-Time Laborers					
<u>.110 TELEPHONE</u>	400	450			
Cell Phone					
<u>.130 UTILITIES</u>	600	1,476			
Two Compactors					
<u>.170 M & R EQUIPMENT</u>	400	400			
Maintenance costs for Equipment					
<u>.170 M & R TRUCKS</u>	1,500	1,500			
Maintenance costs for 2 vehicles					
<u>.310 AUTO SUPPLIES</u>	4,300	4,300			
Gas, Oil and Tires for 2 vehicles					
<u>.330 DEPARTMENT SUPPLIES</u>	1,500	1,500			
General Supplies/Tools					
Convenience Center					
<u>.335 DUPLICATING AND PRINTING</u>	-	50			
Printing expense					
<u>.360 UNIFORMS</u>	600	600			
Uniforms for 1 employee					

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ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-020	SALARIES & WAGES	37,600	39,000	1,400	4%	Includes COLA and merit increases
10-30-5800-050	FICA EXPENSE	2,900	3,000	100	3%	
10-30-5800-060	GROUP HEALTH INSURANCE	9,100	13,000	3,900	43%	
10-30-5800-070	RETIREMENT - LOCAL GOVT.	4,900	5,500	600	12%	Includes State-mandated increases of employer contributions
10-30-5800-110	TELEPHONE	400	450	50	13%	
10-30-5800-130	UTILITIES	600	1,476	876	146%	
10-30-5800-160	M & R EQUIPMENT	400	400	-	0%	
10-30-5800-170	M & R TRUCKS	1,500	1,500	-	0%	
10-30-5800-310	AUTO SUPPLIES	4,300	4,300	-	0%	
10-30-5800-330	SUPPLIES/TOOLS	1,500	1,500	-	0%	
10-30-5800-335	DUPLICATING & PRINTING	0	50	50		New line item for printing services
10-30-5800-360	UNIFORMS	600	600	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-450	CONTRACT SERVICES - SANITATION	15,000	15,000	-	0%	
10-30-5800-451	CONTRACT SERVICES - DUMPSTER	20,500	20,500	-	0%	
10-30-5800-550	TIPPING FEES	12,326	12,326	-	0%	
10-20-5550-730	CAPITAL OUTLAY	0	0	-		
10-20-5550-900	DEBT PAYMENT	0	0	-		
TOTALS		111,626	118,602	6,976	6%	

ENVIRONMENT, CONSERVATION
AND RECREATION

ENVIRONMENT, CONSERVATION, AND RECREATION

The Environment, Conservation, and Recreation Department of the Town of Montreat recommends plans, policies and community actions that meet the desires, needs and opinions of the citizens of Montreat for the protection of greenspace and the safety of walkers, joggers, hikers, bicyclists, bird-watchers and nature lovers.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Departmental Goals

1. Promote a high quality of life for the Montreat community by providing opportunities in the natural environment
2. Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives
3. Investigate ways to make Montreat more resilient to stormwater and flooding through the natural environment

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 4-30-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
		0	0	0	0	0	0	
TOTALS:	PERSONNEL SERVICES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
OPERATING EXPENSES:								
*10-30-5800-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
10-80-6190-340	LANDCARE COMMITTEE	2,475	2,000	1,674	2,000	2,000	2,000	
10-80-3340-452	LANDCARE GRANT - HEMLOCKS	11,065	0	0	0	0	0	
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	0	0	0	0	
10-80-6190-710	OPEN SPACE CONSERVATION	0	5,000	0	0	5,000	5,000	
*10-80-6190-753	TREE MAINTENANCE	0	0	0	0	23,000	23,000	
TOTALS:	OPERATING EXPENSES	<u>\$13,540</u>	<u>\$7,000</u>	<u>\$1,674</u>	<u>\$2,000</u>	<u>\$30,050</u>	<u>\$30,050</u>	<u>\$0</u>
CAPITAL OUTLAY:								
10-80-6190-730	CAPITAL OUTLAY	0	0	0	0	0	0	
TOTALS:	CAPITAL OUTLAY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
DEBT PAYMENT:								
10-80-6100-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
RECREATION DEPARTMENT TOTAL:		<u>\$13,540</u>	<u>\$7,000</u>	<u>\$1,674</u>	<u>\$2,000</u>	<u>\$30,050</u>	<u>\$30,050</u>	<u>\$0</u>

*Newly created line item

	FY 18-19	FY 19-20
<u>.335 Duplicating and Printing</u>		
Duplicating and Printing	0	50
<u>.340 LANDCARE COMMITTEE</u>	2,000	2,000
Landcare website support		
Miscellaneous Expense		
Native Plant Sale		
Leadership Luncheon		
Community Education		
Firewise		
Community Wildlife Habitat Recertification		
<u>.450 GREENWAY DEVELOPMENT</u>	-	-
<u>.452 LANDCARE GRANT - HEMLOCKS</u>	-	-
Hemlock Program		
<u>.710 OPEN SPACE CONSERVATION</u>	5,000	5,000
Legal Fees, Surveys and Associated Costs		
<u>.753 TREE MAINTENANCE</u>	-	23,000
Tree Planting, Pruning, or Removal		
<u>.730 CAPITAL OUTLAY</u>	-	-
Gateway Plan		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-80-6190-335	DUPLICATING AND PRINTING	0	50	50		
10-80-6190-340	LANDCARE COMMITTEE	2,000	2,000	-	0%	
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	-		
10-80-6190-452	LANDCARE GRANT - HEMLOCK	0	0	-		
10-80-6190-710	OPEN SPACE CONSERVATION	5,000	5,000	-	0%	
10-80-6190-730	CAPITAL OUTLAY	0	0	-		
10-80-6190-753	TREE MAINTENANCE	0	23,000	23,000		Newley created line item
	TOTALS	7,000	30,050	23,000	329%	

WATER

WATER DEPARTMENT

The Water Department of the Town of Montreat provides a continuous supply of high quality water at a reasonable cost and provides professional quality customer service, effective communication and accurate administration of the water system records.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically assess community needs and wants for future planning and development

Departmental Action Items

1. Provide high quality water to the community and answer calls for service quickly and effectively
2. Schedule projects sooner in the year
3. Work with the community and organizations within Montreat on water and water meter related questions or problems
4. Evaluate emergency preparedness yearly to ensure the safety and continued service of the water system

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-15-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20	ADMINISTRATOR RECOMMENDED FY 19-20	BOARD APPROVED FY 19-20
PERSONNEL SERVICES:								
*30-91-8100-020	SALARIES & WAGES	0	0	0	0	47,100	47,100	
*30-91-8100-050	FICA	0	0	0	0	3,600	3,600	
*30-91-8100-060	GROUP HEALTH INSURANCE	0	0	0	0	13,000	13,000	
*30-91-8100-070	RETIREMENT	0	0	0	0	6,600	6,600	
TOTALS:	PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$70,300	\$70,300	\$0
OPERATING EXPENSES:								
30-91-8100-030	WATER SAMPLES	8,600	5,000	2,077	8,500	10,000	10,000	
30-91-8100-040	PROFESSIONAL SERVICES	1,411	1,500	935	1,500	1,500	1,500	
30-91-8100-100	POSTAGE	3,000	2,500	2,076	2,727	2,500	2,500	
30-91-8100-110	TELEPHONE	2,500	2,000	539	1,000	2,000	2,000	
30-91-8100-130	UTILITIES	33,642	30,600	28,600	30,600	31,722	31,722	
30-91-8100-140	TRAVEL AND TRAINING	2,000	850	340	550	1,800	1,800	
30-91-8100-150	M&R WELLS	28,000	42,500	38,967	50,000	40,000	40,000	
30-91-8100-160	M&R EQUIPMENT	10,000	9,000	735	9,000	9,000	9,000	
30-91-8100-170	M&R TRUCKS	3,892	3,500	1,963	3,000	1,500	1,500	
30-91-8100-310	AUTO SUPPLIES	6,100	4,713	4,651	4,800	5,000	5,000	
30-91-8100-330	DEPARTMENTAL SUPPLIES	6,753	8,387	7,629	8,387	7,500	7,500	
*30-91-8100-335	DUPLICATING AND PRINTING	0	0	0	0	50	50	
30-91-8100-340	SPECIAL ASSESSMENT EXPENSE	0	0	589	589	1,000	1,000	
30-91-8100-480	INDIRECT COST ALLOCATION	94,500	94,500	0	94,500	71,863	71,863	
30-91-8100-530	DUES & SUBSCRIPTIONS	2,000	1,550	1,250	1,250	1,550	1,550	
30-91-8100-540	INTEREST EXPENSE	8,500	15,700	10,952	11,947	7,300	7,300	
TOTALS:	OPERATING EXPENSES	\$210,898	\$222,300	\$101,301	\$228,350	\$194,285	\$194,285	\$0
CAPITAL OUTLAY:								
30-91-8100-730	CAPITAL OUTLAY	73,736	23,500	5,985	23,000	68,011	68,011	
30-91-8100-770	WATER PROJECT	0	55,000	40,516	40,702	0	0	
TOTALS:	CAPITAL OUTLAY	\$73,736	\$78,500	\$46,500	\$63,702	\$68,011	\$68,011	\$0
DEBT PAYMENT:								
30-91-8100-900	DEBT PAYMENT	87,211	77,711	68,322	77,711	69,300	69,300	
TOTALS:	DEBT PAYMENT	\$87,211	\$77,711	\$68,322	\$77,711	\$69,300	\$69,300	\$0
WATER DEPARTMENT TOTAL:		\$371,845	\$378,511	\$216,124	\$369,764	\$401,896	\$401,896	\$0

	FY 18-19	FY 19-20		FY 18-19	FY 19-20
<u>.020 SALARIES AND WAGER</u>	-	\$ 47,100	<u>.170 M&R TRUCKS</u>	3,500	1,500
Salaries and Wages			M&R Trucks		
<u>.050 FICA EXPENSE</u>	-	\$ 3,600	<u>.310 AUTO SUPPLIES</u>	4,713	5,000
FICA			Gas, Tires and Oil for 1 vehicle and equipment		
<u>.060 GROUP HEALTH INSURANCE</u>	-	\$ 13,000	<u>.330 DEPARTMENTAL SUPPLIES</u>	8,387	7,500
Health, Dental, Vision, and Life			General Office Supplies		
<u>.070 RETIREMENT</u>	-	\$ 6,600	Water Supplies and Tools		
LGERS			<u>.335 DUPLICATING AND PRINTING</u>	-	50
PRUDENTIAL 401K			Duplicating and Printing		
<u>.030 WATER SAMPLES</u>	5,000	10,000	<u>.340 SPECIAL ASSESMENT EX</u>	-	1,000
Water Testing			Fee Paid to Tax Collector's Office		
<u>.040 PROFESSIONAL SERVICES</u>	1,500	1,500	<u>.530 DUES & SUBSCRIPTIONS</u>	1,550	1,550
Engineering Fees			Water Organizational Dues		
<u>.100 POSTAGE</u>	2,500	2,500	<u>.480 INDIRECT COST ALLOCATION</u>	94,500	71,863
Water Bill Postage			Costs Shared		
<u>.110 TELEPHONE</u>	2,000	2,000	<u>.540 INTEREST EXPENSE</u>	15,700	7,300
Cell Phone - Senior Water Operator			<u>.730 CAPITAL OUTLAY</u>	23,500	68,011
<u>.130 UTILITIES</u>	30,600	31,722	Waterline Replacement		
Wells/Booster Stations/Tanks			Water Billing Software Module		
<u>.140 TRAVEL AND TRAINING</u>	850	1,800	<u>.770 WATER PROJECT</u>	55,000	-
Licenses/Certifications					
Workshops/Training Seminars			<u>.900 DEBT PAYMENT</u>	77,711	69,300
<u>.150 M&R WELLS</u>	42,500	40,000	Upper Kentucky Road Assessment		
Repair to Wells/Generator Wiring					
Chemicals					
Miscellaneous Maintenance/Repair					
<u>.160 M&R EQUIPMENT</u>	9,000	9,000			
Repair to Pumps, Backhoe and Other Equipment					
Miscellaneous Maintenance/Repair					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-020	SALARIES AND WAGES	-	47,100	47,100		Moved from Streets Department to Water to better reflect function
30-91-8100-050	FICA	-	3,600	3,600		Moved from Streets Department to Water to better reflect function
30-91-8100-060	GROUP HEALTH INSURANCE	-	13,000	13,000		Moved from Streets Department to Water to better reflect function
30-91-8100-070	RETIREMENT	-	6,600	6,600		Moved from Streets Department to Water to better reflect function
30-91-8100-030	WATER SAMPLES	5,000	10,000	5,000	100%	Increase based on budget shortfalls for this line item in current year
30-91-8100-040	PROFESSIONAL SERVICES	1,500	1,500	-	0%	
30-91-8100-100	POSTAGE	2,500	2,500	-	0%	
30-91-8100-110	TELEPHONE	2,000	2,000	-	0%	
30-91-8100-130	UTILITIES	30,600	31,722	1,122	4%	Increased for inflation
30-91-8100-140	TRAVEL AND TRAINING	850	1,800	950	112%	
30-91-8100-150	M&R WELLS	42,500	40,000	(2,500)	-6%	
30-91-8100-160	M&R EQUIPMENT	9,000	9,000	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-170	M&R TRUCKS	3,500	1,500	(2,000)	-57%	
30-91-8100-310	AUTO SUPPLIES	4,713	5,000	287	6%	
30-91-8100-330	DEPARTMENTAL SUPPLIES	8,387	7,500	(887)	-11%	
30-91-8100-335	DUPLICATING AND PRINTING	0	50	50		Newly created line item to track copy/print expenses by department
30-91-8100-340	SPECIAL ASSESMENT EXPENSE	0	1,000	1,000		Expenses related to the administration and collection of special assessment fees
30-91-8100-530	DUES & SUBSCRIPTIONS	1,550	1,550	-	0%	
30-91-8100-540	INTEREST EXPENSE	15,700	7,300	(8,400)	-54%	
30-91-8100-480	INDIRECT COST ALLOCATION	94,500	71,863	(22,637)	-24%	
30-91-8100-730	CAPITAL OUTLAY	23,500	68,011	44,511	189%	Increased based on projects proposed for funding through the CIP
30-91-8100-770	WATER PROJECT	55,000	0	(55,000)	-100%	No new waterlines in this year's budget
30-91-8100-900	DEBT PAYMENT	77,711	69,300	(8,411)	-11%	
TOTALS		378,511	401,896	23,385	6%	

CAPITAL PROJECTS FUND: TOWN
HALL

CAPTIAL PROJECTS FUND: TOWN HALL

The Captial Projects Fund was created to set up a budget for a new Town Hall. This budget does not require annual authorization but appropriates funds for the life of the project.

Commission Vision and Goals

1. Foster peaceful, happy community environment
2. Complete capital projects with efficiency and timeliness
3. Seek ways to remove obstacles to building and renovation in Montreat
4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
6. Evaluate emergency planning and individual roles during crises
7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
8. Systematically asses community needs and wants for future planning and development

Departmental Goals

1. Manage contracts for the building of the Town Hall and Public Works Building
2. Develop public properties with resiliency to stormwater and flooding
3. Develop properties to support emergency operations

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-28-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20 <i>(additional funds)</i>	ADMINISTRATOR RECOMMENDED FY 19-20 <i>(additional funds)</i>	BOARD APPROVED FY 19-20 <i>(additional funds)</i>
OPERATING EXPENSES:								
13-00-5000-040	PROFESSIONAL SERVICES	85,000	142,154	69,624	121,119			
13-00-5000-330	DEPARTMENTAL SUPPLIES		806	803	803			
13-00-5000-450	CONTRACT SERVICES		27,000	12,465	12,465			
13-00-5000-731	LAND	140,000	139,194	137,227	137,227	84,000	84,000	
13-00-5000-733	BUILDINGS	253,701	597,547			1,000,000	1,000,000	
TOTALS:	OPERATING EXPENSES	\$478,701	\$906,701	\$220,118	\$271,613	\$1,084,000	\$1,084,000	\$0
DEBT PAYMENT:								
*13-00-5000-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOWN HALL TOTAL:		\$478,701	\$906,701	\$220,118	\$271,613	\$1,084,000	\$1,084,000	\$0

*Newly created line item

TOTAL PROJECT BUDGET	
142,154	
806	
27,000	
223,194	
1,597,547	
<i>\$1,848,547</i>	
0	
\$0	
\$1,848,547	

139194
84000
223194

**CAPITAL PROJECTS FUND: PUBLIC
WORKS BUILDING**

CAPTIAL PROJECTS FUND: PUBLIC WORKS BUILDING

The Capital Projects Fund was created to set up a budget for a new Public Works Building. This budget does not require annual re-authorization but appropriates funds for the life of the project.

Commission Vision and Goals

1. Foster peaceful, happy community environment
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4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding
5. Seek ways to support the people and organizations of Montreat
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7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat
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Departmental Goals

1. Manage contracts for the building of the Public Works Building
2. Develop public properties with resiliency to stormwater and flooding
3. Develop properties to support emergency operations

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 17-18	CURRENT YEAR BUDGET	ACTUAL @ 5-28-19	ESTIMATE @ 6-30-19	DEPT REQUEST FY 19-20 <i>(additional funds)</i>	ADMINISTRATOR RECOMMENDED FY 19-20 <i>(additional funds)</i>	BOARD APPROVED FY 19-20 <i>(additional funds)</i>	TOTAL PROJECT BUDGET
OPERATING EXPENSES:									
14-00-5000-040	PROFESSIONAL SERVICES	10,000	10,000	3,113	3,113	0	0		10,000
14-00-5000-330	DEPARTMENTAL SUPPLIES	0	5,000	0	0	0	0		0
*14-00-5000-450	CONTRACT SERVICES	0	0	0	0	0	0		0
14-00-5000-731	LAND	5,000	45,204	44,288	44,288	0	0		5,000
14-00-5000-733	BUILDINGS	285,000	239,796	0	0	0	0		285,000
TOTALS:	OPERATING EXPENSES	\$300,000	\$300,000	\$47,401	\$47,401	\$0	\$0	\$0	\$300,000
TOWN HALL TOTAL:		\$300,000	\$300,000	\$47,401	\$47,401	\$0	\$0	\$0	\$300,000

*Newly created line item