

Town of Montreat
Board of Commissioners Meeting Agenda – Public Forum
June 13, 2019 – 6:30 p.m.
Walkup Building

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
June 13, 2019 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Public Hearings:

- A. Sibley Right-of-Way Closure
- B. Haney Right-of-Way Closure
- C. Fiscal Year 2019-2020 Proposed Budget

IV. Mayor’s Communications

V. Consent Agenda

- A. Meeting Minutes Adoption
 - May 9, 2019, Public Forum Minutes
 - May 9, 2019, Town Council Minutes
 - May 30, 2019, Special Meeting Minutes

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VI. Town Administrator’s Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

- Administration
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

VIII. Public Comment

Public comments will be heard during this period for any and all items.

IX. Old Business

X. New Business

A. Adoption of 2019-2020 Fiscal Year Budget

- **Suggested Motion:** Move to approve the 2019-2020 Fiscal Year Budget as presented/amended.

B. Budget Amendment #9

- **Suggested Motion:** Move to approve/deny Budget Amendment #9 in the amount of \$11,300 to appropriate funds for additional Professional Services.

C. Budget Amendment #10

- **Suggested Motion:** Move to approve/deny Budget Amendment #10 in the amount of \$4,400 to reallocate funds for Professional Services.

D. End of Fiscal Year Budget Amendments (Documents Pending)

- **Suggested Motion:**

E. Sibley Right-of-Way

- **Suggested Motion:** Move to approve or deny Petition to Close Street Right of Way on Virginia Road adjacent to property owned by Mr. William Sibley.

F. Haney Right-of-Way

- **Suggested Motion:** Move to approve or deny Petition to Close Street Right of Way on Texas Road Extension adjacent to property owned by Ms. Janet W. Haney.

XI. Public Comment

Public comments will be heard during this period for any and all items.

**Montreat Board of Commissioners
Town Council Meeting
June 13, 2019**

I. Commissioner Communications

II. Meeting Dates

Planning & Zoning Commission: Thursday, June 20, 2019
The Left Bank
5:00 p.m.

Montreat Tree Board: Tuesday, June 25, 2019
Town Services Building
9:30 a.m.

Board of Adjustment: Thursday, June 27, 2019
Walkup Building
7:00 p.m.

Montreat Landcare: Wednesday, July 3, 2019
Environmental Education
Classroom
9:00 a.m.

July Special Town Council Meeting: Thursday, July 11, 2019
Walkup Building
7:00 p.m.
Public Forum begins at 6:30 p.m.

Planning & Zoning Commission: Thursday, July 18, 2019
To be determined
5:00 p.m.

IV. Adjournment

**RESOLUTION #19-05-002 CONCERNING INTENT
TO CLOSE STREET RIGHT OF WAY**

A Petition has been filed with the Board of Commissioners of the Town of Montreat, North Carolina, pursuant to North Carolina General Statute Section 160A-299 to close permanently a portion of street right-of-way.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Montreat:

1. Pursuant to North Carolina General Statute Section 160A-299, the Board of Commissioners declares its intent to close the following described unopened portion of street right-of-way:

Beginning at an iron pin in the western margin of Virginia Road located North 07° 12' 08" East 70.31 feet from the southeastern corner of Lot 70 as shown on the plat recorded in Plat Book 16 at Page 92 in the Office of the Register of Deeds for Buncombe County, North Carolina, and from said Beginning point thus established, on a curve to the left with a radius of 14.24 feet and a chord bearing and distance of North 46° 34' 41" West 22.75 feet to an iron pin in the northern line of Lot 70; thence with the northern line of Lot 70 South 78° 29' 06" West 40.06 feet to a rebar; thence North 86° 29' 13" West 115.58 to a point; thence leaving the northern line of Lot 70 and running in a northerly direction to a rebar located at the southwest corner of Lot 91 as shown on the above-referenced plat; thence with the southern line of Lots 91, 90 and 89, the following four (4) courses and distances: (1) South 68° 13' 31" East 52.54 feet to a rebar, (2) South 78° 42' 28" East 63.11 feet to a rebar, (3) North 78° 22' 45" East 52.89 feet to a concrete monument in the southern line of Lot 89, and (4) continuing with the southern line of Lot 89 on a curve to the left to the western margin of Virginia Road; thence with the western margin of Virginia Road in a southerly direction to the point and place of Beginning, as shown on the preliminary survey by High Country Surveyors, Inc. dated October 10, 2018.

Being the portion of the unopened street right-of-way (i) the Southern margin of which adjoins the Northern boundary of Lot 70 and the 0.06 acre tract described in the deed recorded in Book 1836 at Page 430 and (ii) the Northern margin of which adjoins the Southern boundary of Lots 89, 90, and 91; extending in a Western direction from its Eastern terminus at the Western margin of the right-of-way of Virginia Road to its Western terminus near a branch, all as shown on Sheet 3 of a plat entitled "Map of Montreat" duly recorded in the Office of the Register of Deeds for Buncombe County, North Carolina in Plat Book 16, Page 92, reference to which said plat is hereby made for a more particular description of the aforesaid right of way, Lots, and other matters shown thereon.



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
Tel: (828) 669-8002 | Fax: (828) 669-3810
www.townofmontreat.org

2. A public hearing on the question of closing said street right-of-way is hereby called at the Walkup Building, 300 Community Center Circle, Montreat, NC 28787 on Thursday, June 13, 2019 at 7:00 PM.
3. Following the public hearing called hereby, the Board of Commissioners shall consider the passage of an order closing the street right-of-way identified and described above.
4. The Town of Montreat Town Clerk is hereby directed to publish this Resolution once a week for four successive weeks in the *Black Mountain News*, or other newspaper of general circulation in Buncombe County.
5. The Town of Montreat Town Clerk is hereby directed to transmit a copy of this Resolution by registered or certified mail to each owner of property abutting upon that portion of said street right-of-way.
6. The Town of Montreat Town Clerk is further directed to cause adequate notices of the proposed closing and of the public hearing to be posted as required by North Carolina General Statute Section 160A-299.

I move the adoption of the foregoing Resolution.

_____, Commissioner

READ, APPROVED, AND ADOPTED, by a vote of ___ to ___, this the 9th day of May, 2019.

ATTEST:

Timothy R. Helms, Mayor

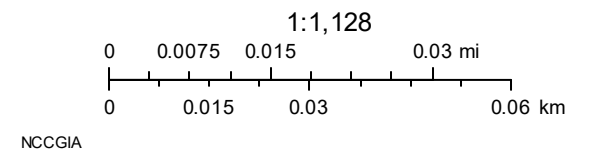
Angie Murphy, Town Clerk

Alex Carmichael, Town Administrator

Buncombe County



January 24, 2019



**STATE OF NORTH CAROLINA
TOWN OF MONTREAT**

**PETITION TO CLOSE PORTION
OF STREET RIGHT OF WAY**

**TO THE BOARD OF COMMISSIONERS OF
THE TOWN OF MONTREAT**

The undersigned, as attorney for and on behalf of the Petitioner, Janet W. Haney, Trustee under trust agreement dated January 15, 1998, as amended, who is the owner of the property adjoining the portion of the street right of way described below, does hereby petition the Board of Commissioners of the Town of Montreat to close the following described portion of street right of way:

Being a portion of that street right of way known and identified as "TEXAS ROAD (EXTENDED)" and shown without a stated width on a plat entitled "PROPERTY OF MOUNTAIN RETREAT ASSOCIATION", duly recorded in the Office of the Register of Deeds for Buncombe County, North Carolina (hereinafter sometimes referred to as the "Registry") in Plat Book 29, Page 116 (hereinafter sometimes referred to as the "Plat"), lying Southwest of a line extending from a point in the Northwest margin of said right of way at the Easternmost corner of Lot 1233, South 35° 56' East across said right of way to the Southeast margin of said right of way. Reference is hereby made to the Plat for a more particular description of the aforesaid right of way, Lots, and other matters shown thereon.

The Petitioner does hereby certify that the closing of the above-described portion of street right of way will not be contrary to the public interest and that no individual owning property in the vicinity of the above-described portion of street right of way, and if it is located in a subdivision, no individual owning property in said subdivision will be deprived of reasonable means of ingress and egress to said owner's property.

The Petitioner's property joins the entire Northwestern margin of that portion of right of way of Texas Road (Extended) described above, and no Lots or other property are shown to be adjoining the Southeastern margin of said portion of right of way, nor the entire length of right of way of Texas Road (Extended) shown on the Plat. Therefore, there are no other owners of properties adjoining the above-described portion of street right of way that are shown on the Plat.

The following persons own properties not shown on the Plat, but shown on plats recorded in the Registry in Plat Book 50, Page 130 (hereafter "PB 50-130") and Plat Book 16, Page 92 (hereafter "PB 16-92"). Said last-mentioned plats do not show the right of way of Texas Road (Extended). Nevertheless, the Northern boundary of the Galloway Tax Lot 1003, being Lot 1429, PB 50-130 (being also all of Lot 483 and a Western portion of Lot 482, PB 16-92) and the Northern boundary of the Higgins Tax Lot 9999, being all of Lot 485 and the greater portion or all of Lot 484, shown on both PB 16-92 and PB 50-130, in fact, adjoin Southeastern margin of the portion of the right of way of Texas Road (Extended) described above. Said owners are identified as follows:

<u>PIN #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
0710-85-1003	James D. Galloway, Jr.	PO Box 66, Rock Hill, SC 29731-6066	(000) 000-0000
0710-74-9999	Higgins, Turley and Mary P.	752 Pinebough Lane, Rock Hill, SC 29732-1994	(000) 000-0000

WHEREFORE, the undersigned, as attorney for and on behalf of the Petitioner respectfully requests the Board of Commissioners of the Town of Montreat to adopt a resolution ordering the closing of the above-described street right of way.

Witness my signature this 1st day of May, 2019.

PETITIONER: BEGLEY LAW FIRM, PA, Attorney
for Janet W. Haney, Trustee u/t/a
Dated January 15, 1998, as Amended

By: Wm. Michael Begley, for the Firm

**RESOLUTION #19-05-001 CONCERNING INTENT
TO CLOSE STREET RIGHT OF WAY**

A Petition has been filed with the Board of Commissioners of the Town of Montreat, North Carolina, pursuant to North Carolina General Statute Section 160A-299 to close permanently a portion of street right-of-way.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Montreat:

1. Pursuant to North Carolina General Statute Section 160A-299, the Board of Commissioners declares its intent to close the following described unopened portion of street right-of-way:

Being a portion of that street right-of-way known and identified as "TEXAS ROAD (EXTENDED)" and shown without a stated width on a plat entitled "PROPERTY OF MOUNTAIN RETREAT ASSOCIATION", duly recorded in the Office of the Register of Deeds for Buncombe County, North Carolina (hereinafter sometimes referred to as the "Registry") in Plat Book 29, Page 116 (hereinafter sometimes referred to as the "Plat"), lying Southwest of a line extending from a point in the Northwest margin of said right-of-way at the Easternmost corner of Lot 1233, South 35° 56' East across said right-of-way to the Southeast margin of said right-of-way. Reference is hereby made to the Plat for a more particular description of the aforesaid right-of-way, Lots, and other matters shown thereon.

2. A public hearing on the question of closing said street right-of-way is hereby called at the Walkup Building, 300 Community Center Circle, Montreat, NC 28787 on Thursday, June 13, 2019 at 7:00 PM.
3. Following the public hearing called hereby, the Board of Commissioners shall consider the passage of an order closing the street right-of-way identified and described above.
4. The Town of Montreat Town Clerk is hereby directed to publish this Resolution once a week for four successive weeks in the *Black Mountain News*, or other newspaper of general circulation in Buncombe County.
5. The Town of Montreat Town Clerk is hereby directed to transmit a copy of this Resolution by registered or certified mail to each owner of property abutting upon that portion of said street right-of-way.
6. The Town of Montreat Town Clerk is further directed to cause adequate notices of the proposed closing and of the public hearing to be posted as required by North Carolina General Statute Section 160A-299.



TOWN OF MONTREAT

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I move the adoption of the foregoing Resolution.

_____, Commissioner

READ, APPROVED, AND ADOPTED, by a vote of ___ to ___, this the 9th day of May, 2019.

ATTEST:

Timothy R. Helms, Mayor

Angie Murphy, Town Clerk

Alex Carmichael, Town Administrator

**STATE OF NORTH CAROLINA
TOWN OF MONTREAT**

**PETITION TO CLOSE
STREET RIGHT OF WAY**

**TO THE BOARD OF COMMISSIONERS OF
THE TOWN OF MONTREAT**

I, the undersigned, being one of the owners of the properties adjoining the portion of the street right of way described below, do hereby petition the Board of Commissioners of the Town of Montreat to close the following described portion of street right of way:

Being all of that street right of way (i) the Southern margin of which said right of way adjoins the Northern boundary of Lot 70 and (ii) the Northern margin of which said right of way adjoins the Southern boundary of Lots 89, 90, and 91; extending in a Western direction from its Eastern terminus at the Western margin of the right of way of Virginia Road to its Western terminus at or near a branch, all as shown on Sheet 3 of a plat entitled "Map of Montreat" duly recorded in the Office of the Register of Deeds for Buncombe County, North Carolina in Plat Book 16, Page 92, reference to which said plat is hereby made for a more particular description of the aforesaid right of way, Lots, and other matters shown thereon.

The undersigned petitioner does hereby certify that the closing of the above-described portion of street right of way will not be contrary to the public interest and that no individual owning property in the vicinity of the above-described portion of street right of way, and if it is located in a subdivision, no individual owning property in said subdivision will be deprived of reasonable means of ingress and egress to said owner's property.

The following persons, in addition to the petitioner, own property adjoining the above-described street right of way:

<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Celia Hunter Dickerson	4412 Sunny Court, Durham, NC 27705	(919) 949-9456
Charlotte Elizabeth Graham	1024 Green Acre Road, Towson, MD 21204	(443) 690-2824
Charles A. Hunter, Jr.	5323 Dodson's Crossroads, Hillsborough, NC 27278	(919) 614-3337
Dolly Anne Hunter	3117 Silas Lane, Hillsborough, NC 27278	(919) 602-2931
Harvey Benjamin Hunter	13610 Shongaska Road, Omaha, NE 68112	(402) 731-7106
Janet Hunter Ouzts	1985 White Oak Road, Bakersville, NC 28705	(828) 467-1025
Frances Hope Wilson	3001 Finley Place, Charlotte, NC 28210	(704) 277-4262

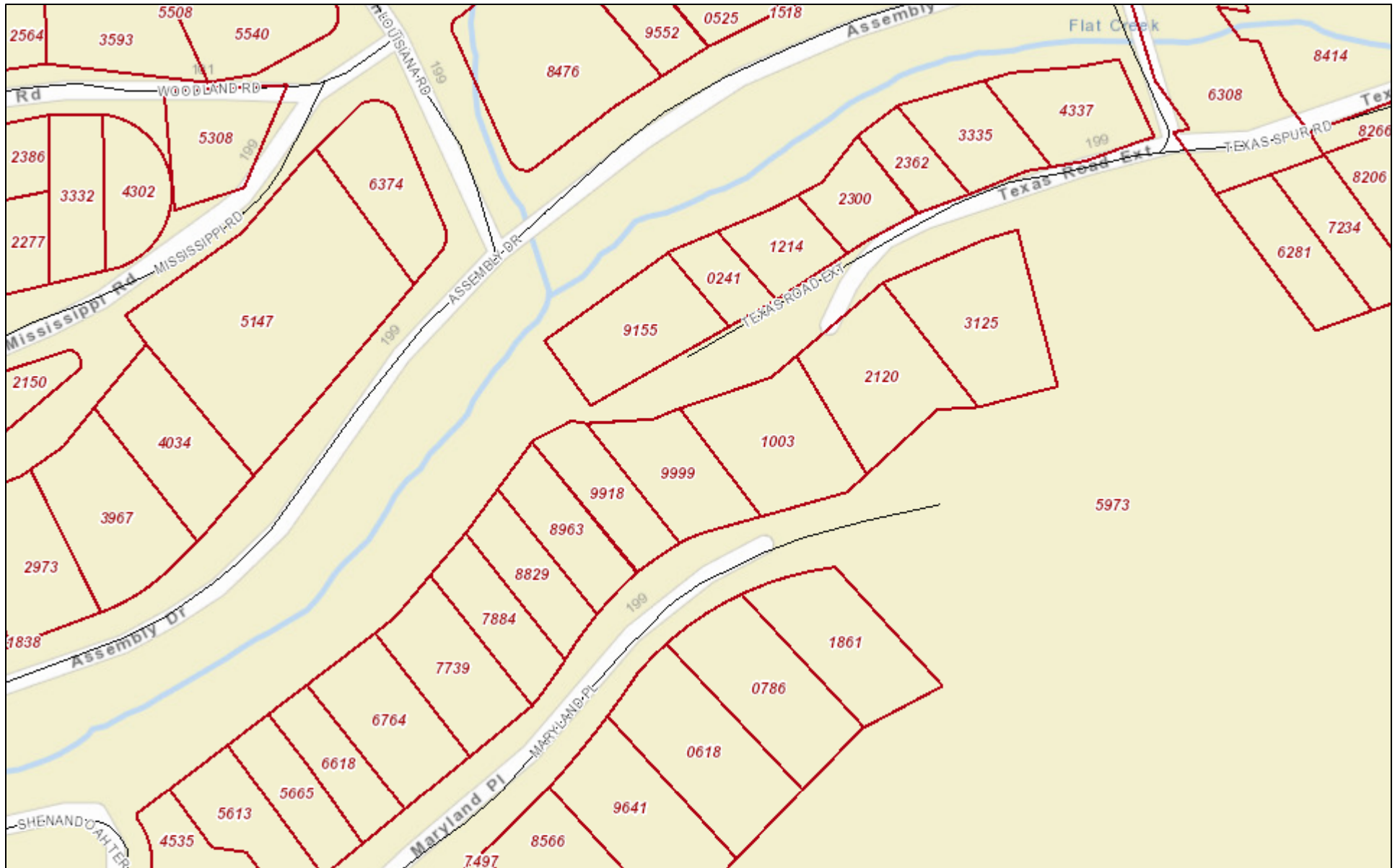
WHEREFORE, your petitioner respectfully requests the Board of Commissioners of the Town of Montreat to adopt a resolution ordering the closing of the above-described street right of way.

Witness my signature this 2nd day of April, 2019.

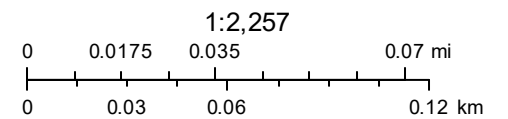
PETITIONER:

WILLIAM A. L. SIBLEY, JR., Trustee of the
Nancy Holland Sibley Revocable Trust u/a/d April
24, 2000, as amended
143 West Seven Oaks Drive, Greenville, SC 29605
(864) 386-0180

Buncombe County



May 1, 2019



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
May 9, 2019 – 7:00 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk

Thirteen members of the public were present. Mayor Helms called the meeting to order at 6:30 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Gilliland moved to adopt the agenda as presented. Commissioner Fouche seconded and the motion carried 5/0.

Public Forum

Nancy Fletcher of 441 West Virginia Terrace wondered whether the Greybeard Trail retaining wall drawings had been completed. Mayor Helms advised the drawings had not been completed and, in fact, a contract for the engineering work will go before Council tonight. Ms. Fletcher would be interested in having some parking places at the top for overflow traffic from the square dances. Ms. Fletcher also wondered what the transportation plan for Greybeard Trail will be when it becomes closed for repairs. Mr. Carmichael stated that although no formal plan is in place at this time West Virginia Terrace is the most likely route. Mr. Carmichael advised that he does not know when or how long Greybeard Trail will be closed. Ms. Fletcher also asked for an update on the McCallum House which is located on Assembly Circle and Greybeard Trail.

Laura Wolfe of 324 Texas Road wanted to talk about a situation with the house next door to her at 322 Texas Road. Ms. Wolfe feels this house is not in conformity with the zoning ordinances. Ms. Wolfe stated that the house in question was a modular home put on 10 feet concrete piers on a narrow, steep nonconforming lot. Ms. Wolfe wondered if the Town Council was aware of this situation and questioned what they intended to do about the house. Ms. Wolfe stated that

according to our ordinances a certificate of occupancy cannot be issued until the structure conforms with all of the ordinance and in her opinion this structure is not in conformity.

Ms. Wolfe stated that the Town Administrator and Zoning Administrator allowed steps to be built in the sideyard. The zoning ordinance specifically states that exterior staircases are structures and further states that the minimum sideyard needs to be unoccupied and open from ground to sky. Ms. Wolfe stated that in her opinion the staircase takes up the entire 10 foot sideyard. The Zoning Administrator then allowed a certificate of compliance for parallel parking which is not allowed in R2. It is Ms. Wolfe's opinion that this was granted without a variance. Ms. Wolfe then went on to say that there were further problems with the general ordinance and hillside development ordinance. The geotechnical assessment which was signed by the developer, who was also the engineer and owner, stated one size structure would be built but when it was said and done a larger sized structure was built. Ms. Wolfe stated that discretionary approval was not granted by both Town Administrator Alex Carmichael and Zoning Administrator Adrienne Lsenhower only Mrs. Lsenhower's signature was on the hillside development permit. Ms. Wolfe also felt that no provisions were made for stormwater, native plants and soil stability. The retaining wall in the front is insufficient while there is no retaining wall in the back. Ms. Wolfe stated there was an agreement between the Town of Montreat, and signed by the Mayor, and Daniel Scheer purporting to give Mr. Scheer street right of way on Texas Road for parking. Ms. Wolfe wanted to suggest that the Town of Montreat follow the law and not give a certificate of occupancy until this structure conforms to the ordinance. Mayor Helms asked Ms. Wolfe if this went before the Board of Adjustment to which Ms. Wolfe replied that it had and the ZBA dismissed the case. Ms. Wolfe then stated she was appealing the case to the Superior Court. Mr. Carmichael then advised the Board to not engage in any conversation with Ms. Wolfe since she and her attorney had stated their intent to appeal the Board of Adjustment's decision with the Superior Court.

MaryNell Todd of 143 Eastminster Terrace spoke in reference to 322 Texas Road as well. Ms. Todd questioned whether all the existing ordinances were followed in the construction of this house and if they were not followed why was it not stopped in the construction process. Ms. Todd felt that if all ordinances were followed then the Town of Montreat is in a bind with regards to land usage. Ms. Todd felt that if zoning ordinances were not followed in Montreat we could end up with another Tudor Croft development which can be found in Black Mountain.

Mary Standaert of 118 Shenandoah Terrace wanted more information on closing public right of ways. She asked for the history of previous right of ways and how it works when a right of way is closed. Mrs. Standaert asked if closing right of ways would preclude future road openings. Mrs. Standaert stated that in the CIP the Town Hall Replacement Project is listed as a \$1.69 million dollar project and she wanted to know if that was new construction dollars. Mr. Carmichael advised that the CIP is a plan and is not a budget. This \$1.69 million dollars includes the cash on hand for the capital project, private donations and the loan. The Town does not have an approved final budget for the Town Hall Project yet. The Town is currently in the value engineering stage and hopes to have the final budget by the May 30th Special Meeting.

**Board of Commissioners
Public Forum Meeting Minutes
May 9, 2019**

Wade Burns of 232 North Carolina Terrace stated that he felt the 30 minute public forums are good for the community.

Mary Standaert of 118 Shenandoah Terrace wanted to remind everyone that previous Commissioner Ann Vinson was the person who recommended the public forum meeting.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Mayor Pro Tem Otto seconded and the motion carried 5/0. The meeting was adjourned at 6:57 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
May 9, 2019 – 7:00 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director
David Arrant, Chief of Police

Twenty members of the public were present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Widmer stated that the current minutes show the original committee assignments which were changed after the April 11th Annual Board Retreat. Mr. Carmichael stated that staff could make a footnote to the minutes showing the new corrections without altering the minutes that actually occurred at the original meeting. Commissioner Kitty Fouche is Land of Sky Representative, Commissioner Tom Widmer is Communications Commissioner and Commissioner Alice Lentz is Open Spaces Conservation Committee. Commissioner Gilliland moved to adopt the minutes as amended. Commissioner Lentz seconded and the motion carried 5/0.

Capital Improvement Plan C.I.P.

Mr. Carmichael stated that a draft C.I.P. was first introduced at the April 11th Annual Board Retreat. This presentation focuses on this year's spending in a five year plan. This is merely a planning document not a commitment to spend. The intent is to be a guiding document for staff and community. The Administration Department is asking for a renewal of funds authorized last year for computer software updates. This encompasses the financial software as well as the water billing software. The dollars are not new dollars.

In Public Buildings there is the Town Hall Project and the Public Works Building. The Town Hall Project proposal is funded through installment financing (BB&T), the Capital Projects Fund and private donations. As of this meeting we do not have a final cost estimate or a contract. The

estimated cost for this project is \$1,646,743. The Public Works Building project remains in process. Phases one and two have been complete for land and site preparation. \$270,196 remains available in the Capital Projects Fund for design and construction. An RFP was sent out and staff did not receive a response. Mr. Carmichael plans to reconstruct the RFP and make it more enticing for engineers and companies that build these type of buildings.

The Police Department is requesting a replacement of a police vehicle. It is the Town's policy to replace fleet vehicles every ten years or 100,000 miles. This is approximately double the best practice standard for other police agencies. The replacement vehicle is estimated at \$37,000. The Commission authorized the removal of two police vehicles last month to be put up for auction on GovDeals so we are currently down a vehicle. Mr. Carmichael reviewed the years and mileage of the current police vehicle fleet. The second item in the Police Department is the continuation of the radio replacement program which will cover two vehicle radios at a cost of \$9,000. The price has been reduced by utilizing a single band, "digital only", configuration. This is a cost savings of \$2,000 per radio and should complete the replacement program.

The Planning and Zoning Department has an item that has come back up for discussion. The Comprehensive Plan Update would fund an outside consultant to renew the 2008 Comprehensive Plan. The envisioned process, with an estimated cost of \$8,000, would utilize a consultant, the Planning and Zoning Board and Town Staff. Staff also recommends permanently removing the Planning and Zoning vehicle replacement from the C.I.P.

The Public Works Department F-250 pickup truck is 11 years old, has 74,044 miles on it and needs a new motor. Staff is requesting a vehicle replacement in the amount of \$48,000.

In Streets and Powell Bill local streets to be repaved in the 2019-2020 fiscal year include Kentucky, Wyck and South Carolina Terrace. This will come out of restricted Powell Bill funds in the amount of \$269,313. New road paving to be pave in the 2019-2020 fiscal year include Texas Road Spur and Lookout, from the trailhead to Whitewater Way. This will come out of restricted Powell Bill funds in the amount of \$55,685. A stormwater/hydrology study is needed to identify where Town infrastructure is needed and where investments of stormwater projects can be most efficiently made to shore up vulnerabilities and risk. Mr. Carmichael has had conversations with Land of Sky Regional Council who is eligible for federal grant funds and we are a good candidate to receive some of this funding. The estimated cost is \$35,000 with \$28,000 potentially coming from grants and \$7,000 from the general fund. This project can be approved contingent upon the grant.

Along the lower section of Greybeard Trail, just north of the intersection between Greybeard Trail and Assembly Circle, there is a section of destabilized streambank. Historically this section of bank along Flat Creek was stabilized using boulders stacked vertically along the bank by the Metropolitan Sewer District. However, recent flooding conditions have caused a failure of this existing boulder wall, causing severe bank destabilization on the right side of the bank when facing downstream. To ensure continued safe usage of Greybeard Trail, McGill Associates proposes this bank be fixed by

installing a retaining wall to armor the bank against further flooding damage. The estimated cost is \$258,320 with \$193,740 coming from the Office of Emergency Management Grants and \$64,580 from the Special Projects Fund.

In the middle of Texas Extension Road, there is a dual 96" culvert system that conveys the flow of Flat Creek under Texas Extension Road. The dual culvert system is experiencing some issues with scour within the pipes and undermining at the ends of the pipes. However, the culvert on the right when facing downstream is more damaged than the left culvert and has several holes in the bottom throughout its length and scattered areas of surface corrosion on fasteners and the exterior of the pipe exposed to flow. Additionally, the protective tar lining has scattered areas of layer cracking. McGill Associates proposes to fix these culverts by spin-casting a new structural coating to restore the structural integrity and protect the remaining pipe from further degradation. The upstream end will require grading and grouting to restore undermined areas. The estimated cost of this project is \$202,400 with \$151,800 coming from the Office of Emergency Management Grants and the remainder coming from a Special Project Fund.

There is an approximate 115 linear foot section of destabilized streambank along Puncheon Branch that is causing structural damage to Texas Road. Historically this section of stream was stabilized by a rock wall. Flooding conditions have created failures in the wall and substantial undermining at the base of the wall. McGill Associates proposes to fix this section of destabilized bank by repairing/replacing the existing retaining wall. Because this project site is located in FEMA zone AE, a flood study and no-rise certification must be obtained. The estimated cost of this project is \$165,320 with \$123,990 coming from the Office of Emergency Management Grants and the remainder coming from a Special Project Fund. There will also be continued cleanup of flood damaged sites around Town including culvert repairs, curb and gutter replacements and asphalt erosion. The estimated cost of these projects is \$127,988 with \$95,991 coming from the Office of Emergency Management and the remainder coming from a Special Project Fund.

The waterline replacement project for the 2019-2020 fiscal year will replace the existing creek crossing that serves the MRA maintenance shop and the current Town Services Building, but will also serve the future Public Works Building. The estimated cost of this project is \$62,011. The second request from the Water Department is for \$70,000 that will purchase one emergency generator. An additional \$15,000 will purchase the necessary hook-ups between the generator and well equipment. These will serve Well B. The Water Department is also asking for \$6,000 to go towards the upgrading of the water billing system.

Mayor's Communications

Mayor Helms thanked staff for all of the hard work in and around Town.

Meeting Minutes Adoption

- April 11, 2019, Annual Board Retreat Minutes
- April 11, 2019, Public Forum Minutes
- April 11, 2019, Town Council Minutes
- Budget Adoption Calendar
- Records Retention Schedule Update

Town Administrator's Communications

Mr. Carmichael briefly explained the Records Retention policy and the recent schedule update. Mr. Carmichael gave a brief Capital Projects Update as well. The Town Hall Project continues to progress. The Town is currently in the value engineering stage and Staff hopes to have the final budget and contract amendment by the Special Meeting on May 30th.

Administrative Reports

- Administration – This report was given in written format.
- Planning & Zoning – This report was given in written format.
- Public Works and Water – This report was given in written format.
- Sanitation – This report was given in written format.
- Streets – This report was given in written format.

Public Comment

Laura Wolfe of 324 Texas Road wondered how much it would cost a professional consultant to review and redraft the ordinances rather than paying \$8,000 for a consultant and volunteers to make the changes. Ms. Wolfe also questioned when Texas Road would be paved. Ms. Wolfe also asked Mr. Carmichael where the Records Retention Policy could be located.

Mike Sonnenberg of 125 Virginia Road wondered if there was an annual cost for the proposed accounting software and questioned how long the software was supposed to last. In regards to the storm repairs, Mr. Sonnenberg wondered if a lot of the spots could have been mitigated ahead of time. Mr. Sonnenberg also questioned the annual cost of the police radios and how long they are expected to last. Mr. Sonnenberg stated he was for used trucks as opposed to new trucks.

Mary Standaert of 118 Shenandoah Terrace wanted some clarification about the proposed Special Meeting on Thursday, May 30th. Mrs. Standaert also wanted some further clarification about closing the public right-of-ways and if the public will have an opportunity to speak to these issues. Mrs. Standaert also questioned who the new Communications Commissioner would be this year. Mrs. Standaert stated that the agenda packet was released on Tuesday, which fulfills the 48 hour requirement, but she felt pushed for time to absorb all the information. She would like to see the packet released in a more timely fashion

Old Business

There was no old business to discuss.

New Business

- A. Adoption of Capital Improvement Plan: Commissioner Lentz moved to approve the 2019-2024 Capital Improvement Plan as presented. Commissioner Fouche seconded the motion. Commissioner Widmer suggested to remove the \$70,000 for the generator under the Water Department. Commissioner Widmer also expressed his desire to remove the police vehicle. He believes that the current fleet of four is adequate for our police force. Commissioner Lentz agreed that as long as there is a generator for use in Black Mountain that the Town does not need to be spending \$70,000. Commissioner Fouche also agreed with using Black Mountain's generator. Mayor Pro Tem Otto also mentioned renting or leasing a generator if the Town got in a bind. Mayor Pro Tem Otto would like to see the police vehicle pushed back another year on the C.I.P. Commissioner Gilliland stated that he was in agreement with Commissioner Widmer. Commissioner Widmer moved to approve the revised 2019-2024 C.I.P. as presented excluding the \$70,000 generator under Water Department and the moving the \$37,000 police vehicle to 2020 in the Capital Improvement Plan. Mayor Pro Tem Otto seconded the motion. The motion carried 3/2 with Commissioner Lentz and Commissioner Fouche voting in opposition. Commissioner Gilliland moved to approve the 2019-2024 Capital Improvement Plan as amended. Commissioner Widmer seconded and the motion carried 5/0.
- B. Health Insurance Policy Removal: Mr. Carmichael stated that the Town of Montreat participates with the Health Benefit Trust which is part of the NC League of Municipalities. The contract for renewal has some substantial increases in health and dental. Last year there were no increases. All the insurance pools are increasing substantially this year. Medical insurance will be an increase of \$164 per employee per month. The Town pays the employees portion. The dental insurance is increasing for dependent coverage only. Commissioner Fouche moved to approve contract renewal letter of the Health Benefit Trust for the period July 1, 2019 to June 30, 2020, and to authorize the Mayor to sign and execute said renewal. Commissioner Gilliland seconded and the motion carried 5/0.
- C. Lower Greybeard Trail Bank Stabilization/Wall: Mr. Carmichael stated that \$253,000 was planned in the C.I.P. for this project for construction and engineering costs. The cost is based on an estimate that McGill & Associates completed shortly after Alberto. McGill & Associates estimated \$63,500 worth of engineering costs. Civil Design Concepts came in with a \$55,200 which is a savings of \$8,300. Commissioner Gilliland moved to approve contract #19-05-001, Consulting Services Agreement, with Civil Design Concepts, and to authorize the Town Administrator to sign and execute the agreement. Commissioner Widmer seconded and the motion carried 5/0.

- D. Tax Collection Agreement: Mr. Carmichael stated that since 2005 the Town has been under contract with Buncombe County to collect property and vehicle taxes. Buncombe County had a request from the City of Asheville to renegotiate their contract so the tax office reached out to everyone that they offer collection services too. The previous contract was in perpetuity. The newly proposed contract is a three year term with no cost increase. The Town has asked for a different reporting structure with the remittance. There are also fees in conjunction with collecting special assessment fees but we do not anticipate needing to utilize special assessments in the near future. Commissioner Widmer moved to approve the Tax Collection Agreement with Buncombe County, effective July 1, 2019, as presented. Mayor Pro Tem Otto seconded and the motion carried 5/0.
- E. Martin and Starnes Audit Contract: This is a continuation contract that is providing services for the preparation of the financial statements and the auditing process. The contract did increase by a nominal amount. The auditing cycle is upon us again. Fieldwork is scheduled to begin the first week of June to look for issues and vulnerabilities. They will then return for the full audit in August and September. Commissioner Gilliland moved to approve the Contract to Audit Services with Martin Starnes and Associates, CPAs, P.A. as presented, and authorize the Mayor and Town Administrator to sign and execute said contract. Commissioner Lentz seconded the motion. Commissioner Fouche mentioned that previously there had been discussions about the importance of changing auditors periodically and she wondered whether it was too late to change now. Mr. Carmichael stated that in the past Montreat changed auditing firms every five years and we are currently in year eight with Martin and Starnes. Mr. Carmichael stated that it was a good idea to change firms from time to time but because of changes to the financial structure of the Town this is not the year to change auditors. The motion carried 5/0.
- F. Resolution of Intent to Close Public Right of Way: Mr. Carmichael stated this was the beginning of a long process and that the Town had received a request to close the public right of way. This means that the Town would be relinquishing ownership of the land. The way it works is that you go to the center line of the right of way and relinquish half the property to one owner and the other half to the other owner. The Town does not have to grant the right of way agreement but they do have to process the hearing and hear the request. The requirements are to pass a resolution requesting a public hearing and it is only after the public hearing that the Council can hear the request. The Town has had two requests from two different families represented by the same attorney. Staff has looked at both properties on Texas Road Extension and Virginia Road. Tonight's action is merely to hold a public hearing and no action will be taken. Mayor Pro Tem Otto moved Resolution #19-05-001 concerning intent to close street right-of-way at 163 Texas Road Extension. Commissioner Widmer seconded and the motion carried 5/0.
- G. Resolution of Intent to Close Public Right of Way: Commissioner Widmer moved Resolution #19-05-002 concerning intent to close street right of way at 109 and 111 Virginia Road. Commissioner Gilliland seconded and the motion carried 5/0.

- H. Appointment of Chief David Arrant as Deputy Finance Officer for Signature and Approval Authority and Oath of Office: Commissioner Gilliland moved to appoint Chief David Arrant as Deputy Finance Officer for Signature and Approval Authority. Commissioner Fouche seconded and the motion carried 5/0. Town Clerk Angie Murphy administered the Oath of Office to Police Chief David Arrant.
- I. Call for Public Hearing on the 2019-2020 FY Budget: Commissioner Fouche moved to call for a Public Hearing on the 2019-2020 FY Budget at 7:00 p.m. or soon thereafter on June 13, 2019. Mayor Pro Tem Otto seconded and the motion carried 5/0.

Public Comment

Mrs. Martha Campbell of 149 Maryland Place, as Chair of the Landcare Committee, took an opportunity to thank Brad Hestir and Jean Norris for a wonderful Native Plant Sale and Arbor Day Celebration. The new exhibit about the history of fires and floods in Montreat is still available at the Presbyterian Heritage Center.

Mrs. Mary Standaert of 118 Shenandoah Terrace would like the historical perspective of how rights-of-way closures have been handled in the past. Mrs. Standaert believes this could be precedent setting. Mrs. Standaert questioned whether this becomes a gift of the Town to the landowner.

Mr. Richard DuBose of Mountain Retreat Association spoke to the question posed in the Public Forum about the future status of the McCallum House. McCallum House is a piece of property at the opposite end of Assembly Drive. The MRA has recently been looking at lodging facilities and determining how rentable they are to the organization. McCallum House, structurally, is sound but the interior is uninhabitable and the roof needs replacing. The lodging facility will be addressed in the next year.

Mr. Wade Burns of 232 North Carolina Terrace suggested creating a catch basin between the bridge by the Barn and Lake Susan.

Commissioner Communications

Commissioner Gilliland advised that Public Works Director Barry Creasman had been very helpful with the paving timeline and invited the public to ask him any questions they had regarding paving. Commissioner Gilliland also recently saw Retired Police Chief Jack Staggs who said to tell everyone in town "hello".

Commissioner Kitty Fouche reminded everyone of the C.S. Lewis International Conference which is November 6-8th and stated that early registration is available for savings.

**Board of Commissioners
Meeting Minutes
May 9, 2019**

Commissioner Widmer reiterated his thanks to Brad Hestir and Jean Norris for all their hard work at the Native Plant Sale and Arbor Day festivities.

Commissioner Alice Lentz reflected on Tropical Storm Alberto which hit in May of 2018 and she commended the Town on all their efforts to repair the damages thus far.

Jean Norris took an opportunity to state that there were multiple committees and sub-committees involved in the Native Plant Sale and Arbor Day Celebration.

Meeting Dates

Planning & Zoning Commission:	Thursday, May 16, 2019 Walkup Building 5:00 p.m.
Memorial Day Holiday	Monday, May 27, 2019 Town Offices Closed Sanitation Services Resume on Tuesday, May 28, 2019
Montreat Tree Board	Tuesday, May 28, 2019 Town Services Building 9:30 a.m.
May Special Town Council Meeting	Thursday, May 30, 2019 Walkup Building 7:00 p.m.
Montreat Landcare	Wednesday, June 5, 2019 Environmental Education Classroom Montreat College 9:00 a.m.
June Town Council Meeting	Thursday, June 13, 2019 Walkup Building 7:00 p.m.

Mr. Carmichael stated that the primary purpose of the May 30th Special Meeting is for the presentation of the 2019-2020 FY Budget. Staff is also hoping to bring the final budget and design amendments for the new Town Hall. Also to be discussed are the Workers Compensation Renewal and Liability and Casualty Insurance Renewal.

Closed Session

Commissioner Lentz moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(6)) for discussion of a personnel matter and to enter into Closed Session in accordance with NCGS 143-318.11(a)(3)) for attorney-client privilege discussion. Commissioner Gilliland seconded and the motion carried 5/0.

Upon returning to open session no business was conducted.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 9:30 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

Town of Montreat
Special Meeting
May 30, 2019
Walkup Building

Board members present: Mayor Tim Helms
Kitty Fouche
Bill Gilliland
Alice Lentz
Tom Widmer

Board members absent: Mayor Pro Tem Kent Otto

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Dave Arrant, Chief of Police
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer

Public Present: Twelve members of the public present.

Mayor Helms welcomed everyone to the meeting, led the Pledge of Allegiance and held a moment of silence.

Agenda Adoption

Commissioner Tom Widmer moved to adopt the agenda as presented. Commissioner Bill Gilliland seconded and the motion carried 4/0.

Presentations & Reports

A. 2019-2020 Budget Presentation: Mr. Carmichael explained that time and local input are orchestrated into the annual budget process. The Town Administer is required to present a draft budget with an introduction to Council by June 1st. Ten days must elapse before any action can be taken by Council. During that period of time the Town is required to hold a Public Hearing on the proposed budget. Tonight's meeting requires no action on the budget. The Public Hearing and the vote will take place on June 13th at the monthly meeting. The budget must be adopted prior to July 1st. Mr. Carmichael stated that the proposed budget includes the general fund, the water fund and the capital projects fund for the town hall and public works building. It does not include monies for the Tropical Storm Alberto repairs. The general fund budget is a balanced budget which totals \$1,964,811. The water fund budget totals \$401,896. We are seeing some constraints in revenues this year but our spending is also down this year. Mr. Carmichael explained how to read the spreadsheets. Some highlights include no proposed tax rate increase for the seventh year in a row. There is no water rate increase in this proposed budget as well. The budget also includes a COLA (cost of living adjustment) and merit increase

Town of Montreat
Special Meeting
May 30, 2019
Walkup Building

for staff.

Mayor's Communications

Mayor Helms stated that the candy at each Commissioner's seat was provided by John and Anne Rogers of Calvin Trail in appreciation for the recent paving job on Calvin Trail. Mayor Helms also thanked Public Works Director Barry Creasman and his crew for their hard work on Upper Kentucky repairing a culvert damaged by Tropical Storm Alberto.

Town Administrator's Communications

Mr. Carmichael advised that he had a phone call earlier today from the Local Government Commission regarding the Town's application to borrow funds for the town hall project. The Commission has reviewed the materials on a staff level and everything looks good. Mr. Carmichael and Ms. Darlene Carrasquillo will travel to Raleigh on Tuesday the 4th to answer questions and lobby for approval for the town hall project.

Public Comment

Mr. Emory Underwood of 120 John Knox Road stated that he had recently used Virginia Road and had noticed that two cars cannot pass each other without going off the road. He wondered if there were any plans on widening Virginia Road in the future. Mr. Underwood also questioned whether the state still has to do something in order for the Town of Montreat to change to even year election cycles.

Old Business

There was no old business to discuss.

New Business

A. Town Hall Design-Build Contract: Mr. Carmichael stated that the Town entered into a Design-Build Contract whereby a team (the architect and the builder) enters into a contract together. The first two phases were completed under the initial contract and before the Commission tonight is an amendment to the original contract which will allow construction to begin. Pending Council approval, the Local Government Commission's approval and the bank approval the Town is set to break ground on Tuesday, June 11th. Commissioner Fouche moved to approve the Town Hall Design-Build Contract 19-05-001. Commissioner Widmer seconded and the motion carried 4/0.

Town of Montreat
Special Meeting
May 30, 2019
Walkup Building

B. Workers Compensation Policy Renewal: Mr. Carmichael stated that the Workers Compensation Policy is written through the North Carolina League of Municipalities. There are no increases in the rates this year but a survey does need to be addressed to assist in determining the total price of the policy renewal. Mr. Carmichael stated that this contract should come in at around \$19,000 which is what was paid last year. Commissioner Gilliland moved to approve the Workers Compensation Policy Renewal. Commissioner Alice Lentz seconded and the motion carried 4/0.

C. Property and Liability Insurance Renewal: Commissioner Gilliland moved to approve the Property and Liability Insurance Renewal. Commissioner Kitty Fouche seconded and the motion carried 4/0.

D. Striping Contract: Mr. Barry Creasman advised that C & T Paving would be using a subcontractor, Carter Striping, to stripe our roads and crosswalks. They intend on getting started as soon as possible. They are going to use glass beads which will really show up during rainstorms and evening hours. Commissioner Gilliland moved to approve striping contract to C&T Paving, Inc. in the amount of \$11,552. Commissioner Lentz seconded and the motion carried 4/0.

Public Comment

Mr. Mike Sonnenberg of 125 Virginia Road thanked the Commission for keeping the budget inline so there is not an increase in taxes.

Commissioner Communications

Commissioner Gilliland thanked Barry Creasman for videoing the proceedings this evening.

Commissioner Widmer offered a hearty invitation to the entire Town on Tuesday, June 11th for the groundbreaking of the new Town Hall.

Commissioner Lentz invited everyone to the “Welcome to Montreat Summer” Reception at 6:00 on Thursday, June 13th. Commissioner Lentz reminded everyone that it was exactly a year ago today that Tropical Storm Albert hit the Town of Montreat. She is both amazed at the level of devastation and all the progress the Town has made since that time in preparing repairs.

Meeting Dates

Montreat Landcare	Wednesday, June 5, 2019 Location TBD
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Town of Montreat
Special Meeting
May 30, 2019
Walkup Building

June Town Council Meeting	Thursday, June 13, 2019 Walkup Building 7:00 p.m. Public Forum begins at 6:30 p.m.
Planning & Zoning Commission	Thursday, June 20, 2019 The Left Bank 5:00 p.m.
Board of Adjustment	Thursday, June 27, 2019 Walkup Building 7:00 p.m.

Closed Session

Commissioner Widmer moved to enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 4/0.

Upon returned to Open Session Commissioner Fouche moved to increase Town Administrator Alex Carmichaels salary to \$80,000. Commissioner Widmer seconded and the motion carried 4/0.

Adjournment

Commissioner Bill Gilliland moved to adjourn the Special Meeting. Commissioner Alice Lentz seconded and the motion carried 4/0.

Tim Helms, Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

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**ADMINISTRATIVE REPORTS:
 ADMINISTRATION**

Town Administration report for the period of May 1 to May 28, 2019.

Monthly Statistics

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	9
Agendas Prepared	6
Minutes Transcribed	5
Resolutions Drafted	2
Public Records Requests Processed	4
Water Bills Processed	674
Leak Adjustments	20
New Water Accounts Established	2
Purchase Orders	74
Professional Development Hours	28
Sunshine List Messages	8
Website Posts	16
Social Media Posts	3
Code Red Alerts	0
Workers Compensation Claims	1

Upcoming Events and Schedule Changes

- Town offices closed for 4th of July
-

Comments

- N/A
-

Staff Communications

- Please be aware of construction and repair projects as you are traveling in Montreat
-



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**ADMINISTRATIVE REPORTS:
BUILDINGS AND INSPECTIONS**

Buildings and Inspections report for the period of May 1 to May 28, 2019.

Monthly Statistics

Building Permits Issued	10
Pending Building Permits	1
Building Inspections Performed	26
Stop Work Order Issued	0
Defective Building Posted	0
Denied Building Permits	0
Fire Inspections Performed	0
Fire Re-Inspections Performed	0
Fire Permits Issued	0
Fuel Costs	0

Comments

-
-

Staff Communications

-
-



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**ADMINISTRATIVE REPORTS:
 POLICE DEPARTMENT**

Police Department report for the period of May 1 to May 28, 2019.

Monthly Statistics

Patrol Mileage	2,374
Dispatched Calls	105
Officer-Initiated Calls	452
Fire Assistance Calls	3
EMS Assistance Calls	5
Motorist/Other Assistance Calls	52
Traffic Stops	13
Parking Issues	1
Burglar Alarm Responses	0
Fire Alarm Responses	1
Residential/Building Checks	355
Ordinance Violations	3
Law Enforcement Agency Assistance Calls	46
Animal Control Calls	2
Larcenies	1
Breaking & Entering Calls	2
Suspicious Person Investigations	4
Suspicious Vehicle Investigations	2
Disturbance Calls	18
Accident Responses	2
Auxiliary Hours Worked (Regular)	32
Auxiliary Hours Worked (Addittional)	42
Truck Turns at Gate	2
MPD Fuel Cost	0
Professional Development Hours	163
Town Service	484
MRA Service	194
College Service	16

Comments

- There were no significant occurrences, call wise, this month.
-

Staff Communications

- One particular item of interest is the level of continuing development taken by the department. The month started with all full time officers, and some reserves, attending a full day of First Aid training. This included recertification in CPR and the Stop The Bleed curriculum. All Public Works personnel were present as well. Subsequent to that throughout the month, individual members attended various courses including Radar Certification, Taser Certification, Field Training Officer, and Crisis Intervention Training.



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**ADMINISTRATIVE REPORTS:
 SANITATION**

Sanitation Department report for the period of May 1 to May 28, 2019.

Monthly Statistics

Curbside Trash Collected (tons)	0
Pay-As-You-Throw Trash Bags Collected	0
Curbside Recycling Collected (tons)	0
Pay-As-You-Throw Recycling Bags Collected	0
Cardboard Recycling Collected (tons)	0
Unique Curbside Sanitation Stops	0
Sanitation Diversion Rate	0
Bagged Leaf Pickup	0
Brush Pickup (cubic yards)	0
Hauling Fees	\$0.00
Tipping Fees	\$0.00
Dumpster Rental Fees	\$0.00
Sanitation Fuel	\$0.00
Contracted Employee Staff Hours	0

Upcoming Events and Schedule Changes

- N/A
-

Comments

- N/A
-

Staff Communications

- Please remember that bagged leaves are only picked up every other week between now and October.
- As always, please remember to tie your trash bags before setting them out for curbside pickup.



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the period of May 1 to May 28, 2019.

Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	8
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	430.57
Contracted Employee Staff Hours	0
Road Closures	3

Comments

- We are gaining ground on several of the projects from Storm Alberto. Thanks to the weather being decent.
-

Staff Communications

- 0
- 0
- Please keep a watchful eye out for contractors and our crew while road repairs are being made.



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**ADMINISTRATIVE REPORTS:
 WATER AND PUBLIC WORKS**

Water and Public Works report for the period of May 1 to May 28, 2019.

Monthly Statistics

Calls for Service	30
Water Leaks Repaired	2
New Water Lines Installed	1
Water Meters Read	674
Water Meter Replacements	3
Gallons of Water Produced	3,235,770
Monthly Fuel Cost	431.07
Hours Pumped (11 wells combined)	1,641

Upcoming Events and Schedule Changes

- 0
-

Comments

- N/A
- Yearly Hydrant maintenance will begin this month . If you experience any discolored water please contact the office .

Staff Communications

- 0
- 0
- 0
-



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ZONING ADMINISTRATION

Zoning administration report for the period of May 1 to May 28, 2019.

Monthly Statistics

Approved Zoning Permits	1
Denied Zoning Permits	0
Pending Zoning Permits	2
Variance/Interpretation Granted	0
Conditional Use Permits Granted	0
Permit Extensions Granted	0
Sign Permits Issued	0
Notice of Violations	0

Comments

- N/A
-

Staff Communications

- N/A
-
-

0

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 Assessment	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 pubic 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, envelopes)		
<u>.070 RETIREMENT EXPENSE</u>	15,700	20,900	Forms - Checks, etc.		
LRS			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		
			Law Enforcement Supplies		
<u>.021 SEPERATION ALLOWANCE</u>	20,600	20,600	Miscellaneous Supplies		
Separation Allowance (1)					
			<u>.335 DUPLICATING AND PRINTING</u>	0	50
<u>.050 FICA</u>	20,500	21,100	Printing expense		
Federal Insurance Contributions Act					
			<u>.360 UNIFORMS</u>	5,200	2,500
<u>.060 Group Health Insurance</u>	45,500	66,000	Uniform Supplies for 5 officers		
Health, Vision, Dental, Life					
			<u>.530 DUES & SUBSCRIPTIONS</u>	2,000	2,100
<u>.070 Retirement</u>	29,400	33,200	Professional Dues		
LGERS					
Prudential 401K			<u>.760 DISPATCHER SERVICE</u>	19,200	20,160
			Town of Black Mountain		
<u>.110 TELEPHONE</u>	2,500	2,500			
Telephone service			<u>.730 CAPITAL OUTLAY</u>	-	9,000
			Radio Replacement		
<u>.140 TRAVEL AND TRAINING</u>	789	1,000			
Workshops/Training Seminars			<u>.735 MACHINARY AND EQUIPMENT</u>	12,311	4,600
			Police Vehicle		
<u>.160 M & R EQUIPMENT</u>	300	4,500	Radio Replacement	-	
Radar Certification/Maintenance					
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	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					

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 asses 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 (additional funds)	ADMINISTRATOR RECOMMENDED FY 19-20 (additional funds)	BOARD APPROVED FY 19-20 (additional funds)
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

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8. Systematically asses community needs and wants for future planning and development

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

**TOWN OF MONTREAT
FISCAL YEAR 2019
BUDGET AMENDMENT # 9**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2019.

Department(s): ADMINISTRATION

Purpose: Additional funds needed for legal fees & Pre-Audit fees

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
UNAPPROPRIATED GENERAL FUND	10-00-2990-000		11,300.00	1,023,661.36
PROFESSIONAL SERVICES	10-00-4200-040	11,300.00		11,307.45

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

_____ Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2019
BUDGET AMENDMENT # 10**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2019.

Department(s): GOVERNING BODY AND ADMINISTRATION

Purpose: Additional funds needed for legal fees & Pre-Audit fees

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
PROFESSIONAL SERVICES	10-00-4200-040	4,400.00		15,707.45
CONTRACT SERVICES	10-00-4100-450		4,400.00	0.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

6-5-19
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: June 13, 2019

SUBJECT: Petition to Close Street Right of Way – Mr. William Sibley

AGENDA INFORMATION:

Agenda Location: General Business

Item Number:

Department: Zoning

Contact: Adrienne Isenhower/Mike Begley

Presenter: Adrienne Isenhower

BRIEF SUMMARY: The property owner(s) at 109 Virginia Road, represented by Mr. Mike Begley, have submitted a petition requesting closure of a portion of the adjacent unopened right-of-way. A shared driveway is currently located in this portion of right-of-way, utilized by both 109 Virginia Road and 111 Virginia Road. Correspondence from Mr. Begley indicates cross easements between these neighbors for private access and parking will be executed should the Town agree to the closure of the right-of-way. A Resolution of Intent was adopted at the May meeting calling for a public hearing. The Resolution was mailed to all adjacent property owners and the public hearing notice was published for 4 successive weeks. N.C.G.S. 160A-299 addresses the process for permanent closure of a street or alley and states: "If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley".

RECOMMENDED MOTION AND REQUESTED ACTIONS: Move to approve or deny Petition to Close Street Right of Way on Virginia Road adjacent to property owned by Mr. William Sibley.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution of Intent, Petition to Close Street Right of Way, Tax Map

STAFF COMMENTS AND RECOMMENDATIONS:

Staff believes that the request is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property. No utility, drainage or other easements are currently present in this portion of the right-of-way.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: June 13, 2019

SUBJECT: Petition to Close Street Right of Way – Begley Law Firm, Attorney for Janet W. Haney

AGENDA INFORMATION:

Agenda Location: General Business

Item Number:

Department: Zoning

Contact: Adrienne Isenhower/Mike Begley

Presenter: Adrienne Isenhower

BRIEF SUMMARY: The property owner(s) at 163 Texas Road Extension, represented by Mr. Mike Begley, have submitted a petition requesting closure of a portion of the adjacent unopened right-of-way. The current owners plan to rebuild a new single family home after the current home is demolished. The plan is to locate the new home in the same location. This would require encroachment upon the 30' front yard setback. The addition of the footage from the closure of the right-of-way would allow the home to be constructed outside of the setback. The Resolution of Intent was adopted at the May meeting calling for a public hearing. The Resolution was mailed to all adjacent property owners and the public hearing notice was published for 4 successive weeks. N.C.G.S. 160A-299 addresses the process for permanent closure of a street or alley and states: "If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley".

RECOMMENDED MOTION AND REQUESTED ACTIONS: Move to approve or deny Petition to Close Street Right of Way on Texas Road Extension adjacent to property owned by Ms. Janet W. Haney.

FUNDING SOURCE: N/A

ATTACHMENTS: Resolution of Intent, Petition to Close Street Right of Way, Tax Map

STAFF COMMENTS AND RECOMMENDATIONS: Staff believes that the request is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property. No utility, drainage or other easements are currently present in this portion of the right-of-way.