

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
June 11, 2020 – 7:00 p.m.  
Conducted electronically using Zoom Software**

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**I. Call to Order**

- Pledge of Allegiance
- Moment of Silence

**II. Agenda Adoption**

**III. Mayor's Communications**

**IV. Consent Agenda**

- A. Meeting Minutes Adoption
- March 12, 2020, Public Forum Minutes
  - March 12, 2020, Town Council Minutes
  - May 14, 2020, Town Council 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.***

**V. Town Administrator's Communications**

- Consent Agenda Review
- Other Items

**VI. Administrative Reports**

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

**VII. Public Comment**

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

**VIII. Old Business**

**IX. New Business**

- A. Vote to allow virtual participation by Commission Members

- **Suggested Motion:** Move to allow virtual participation by Commission Members.

**B. FY 2020-2021 Budget Ordinance**

- **Suggested Motion:** Move to adopt FY 2020-2021 Budget Ordinance

**C. Discussion and possible action on a procedure to respond to citizen's questions during Public Forum and Public Comments**

**XI. Public Comment**

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

**XII. Commissioner Communications**

**XIII. Adjournment**

**Town of Montreat  
Board of Commissioners  
Public Forum Meeting Minutes  
March 12, 2020 – 6:30 p.m.  
Walkup Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Adrienne Isenhower, Zoning Administrator  
Angie Murphy, Town Clerk

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

**Agenda Approval**

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

**Public Forum**

Ms. Sally Stancil of 141 Holsten Lane stated that she has spent 18 months addressing the traffic noise issue. She purchased her own factory calibrated digital sound level meter and documented noises that exceeded 70 decibels. It has come to her attention that the MRA takes noise levels rather seriously and employees someone to monitor choral music sound levels in the summer. It is Ms. Stancil's recommendation to Council is to purchase a sound level meter and have someone record sound levels within 50 feet of the parking lot. She also would like to request the noise ordinance and regulations be placed on the May agenda if not before.

Ms. Elizabeth Bryan of 139 Holsten Lane agreed with Ms. Stancil with regards to the noise levels. Ms. Bryan also expressed her concerns of large trucks entering the Town prior to 7:00 a.m.

Mr. Spence Foscue of 139 Holston Lane expressed his concerns with diesel trucks idling for up to half an hour which emits a bad odor. Mr. Foscue suggested limiting how long trucks can idle.

Mr. Wade Burns of 232 North Carolina Terrace gave an updated report of the ETJ (Extra Territorial Jurisdiction) development issue off Greybeard Trail. Mr. Burns reviewed information given to

previous Councils as well as provided new information. He encouraged Council to continue to have discussions about development off Greybeard Trail.

Mr. Mike Sonnenberg of 125 Virginia Road shared his belief that the police and fire department could quieten down upon entering the Montreat Gate area. Mr. Sonnenberg referenced the intersection of Louisiana and Assembly Drive and suggested putting up a reflective mirror to assist with traffic concerns especially when plants and shrubbery are blooming heavily. Mr. Sonnenberg also has noticed that new road paving areas have cracks and suggested that Public Works Crews fill these cracks with tar to prevent icing in the winter months. Mr. Sonnenberg suggested that the Town Council come up with a coronavirus plan.

Mr. Brian Gingrich of Montreat College announced that the College is extending Spring Break by an additional week due to the coronavirus and will make a decision about future plans next week.

### **Adjournment**

Commissioner Alexander moved to adjourn the meeting. Commissioner Widmer seconded and the motion carried 5/0. The meeting was adjourned at 6:54 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Meeting Minutes  
March 12, 2020 – 7:00 p.m.  
Walkup Building**

---

Board members present: Mayor Tim Helms  
Mayor Pro Tem Kent Otto  
Commissioner Kitty Fouche  
Commissioner Jane Alexander  
Commissioner Alice Lentz  
Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Adrienne Isenhower, Zoning Administrator  
Angie Murphy, Town Clerk  
David Arrant, Police Chief  
Darlene Carrasquillo, Finance Officer  
Barry Creasman, Public Works Director

Twelve members of the public were present. Mayor Helms called the meeting to order at 7:02 p.m., and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

Mayor Helms stated that he would like an item added to the agenda that came late this afternoon.

Commissioner Kitty Fouche moved to adopt the agenda as amended. Commissioner Alice Lentz seconded and the motion carried 5/0. The new item will be featured last on the agenda.

**Mayor's Communications**

Mayor Helms reported that the Greybeard Trail Project will be wrapping up hopefully around March 20<sup>th</sup> if weather permits. The Town Hall Project continues to be ahead of schedule with a June opening date planned. Mayor Helms also advised everyone in attendance that meeting cancellations and other information about the coronavirus will be posted on the Town's website.

**Meeting Minutes Adoption**

- February 13, 2020, Public Forum Minutes
- February 13, 2020, Town Council Minutes

### **Town Administrator's Communications**

Mr. Carmichael advised the Council that the RFP for Auditing Services that was supposed to be on the agenda tonight had been pulled for a lack of a response. This RFP will be re-advertised with more active recruiting. Mr. Carmichael stated we are on the third level of review for the Town's 75% reimbursement from Tropical Storm Alberto damages. Mr. Carmichael also stated that the main portion of the Greybeard Trail wall was finished this week. They are currently working on tying back into the river banks. They will be placing large boulders back at the base for added stability. The road will reopen as a gravel road tentatively on March 20<sup>th</sup> with paving to be added later in April or May. The guard rails, which Town Staff will install, will be large wooden ones like can be found on the Blue Ridge Parkway and in other parts of Montreat.

### **Administrative Reports**

- Administration – This report was given in written format.
- Finance- This report was given in written format.
- Planning & Zoning – This report was given in written format.
- Police – 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**

Ms. Nancy Midgette of 168 Oak Lane gave an update on the Firewise risk assessment conducted on March 3 by the NC Forest Service. Ms. Midgette stated that the members of the Forest Service said that Montreat was at an elevated risk for wildfires. There are a lot of things that individual property owners can do to mitigate this such as trimming back rhododendron and mountain laurel. There was also some concern as to access by emergency fire vehicles and are thinking of returning to Montreat with the Black Mountain Fire Chief to better survey the situation. Montreat has completed three of five steps to be a Firewise Community and Ms. Midgette and her committee are working hard to complete the final two steps.

Mrs. Mary Standaert of 118 Shenandoah Terrace read a resolution passed by the Buncombe County Board of Commissioners affirming the right of Buncombe County residents to vote in municipal elections. She also reiterated her opinion on the decision by the Council to lengthen current terms as part of the decision to move to even year elections.

### **Old Business**

A. Tow Away Zone: Mr. Carmichael stated that this was first brought to the Commission in December of 2019. This is to establish a tow away zone on Lookout Terrace leading up to

Oklahoma. This was brought by community request to do something about the parking problems leading up to the trailhead. Since December additional “no parking” signs have been added to this area and parking fines have been increased. Town Staff has worked with the MRA to clear the old Barn site to open up an estimated 15 additional spaces above the trailheads. Commissioner Kitty Fouche moved to deny Resolution #20-03-001 Establishing a Tow Away Zone on Lookout Terrace. Commissioner Alice Lentz seconded the motion. Commissioner Fouche thinks the tow away zone is a safety issue for people who come off the trails. She thinks signs identifying additional parking and the parking fines are more beneficial. Commissioner Lentz also agrees it is a safety issue. She would like to try the situation with the new additional parking and revisit at a later time if it does not seem to be working adequately. Mayor Pro Tem Otto would also like to see how the additional parking works as well. Mayor Pro Tem Otto spent some time with College officials walking Lookout Terrace as well as additional roads in Montreat. He would like to look at the bigger picture from Assembly Drive on up to Lookout Terrace. Commissioner Jane Alexander has some concerns about emergency vehicles not being able to access the roads. Commissioner Tom Widmer is in favor of the resolution because he feels they need to start somewhere. The motion was denied 3/2 with Commissioner Widmer and Mayor Pro Tem Otto voting in opposition of the denial. Mayor Helms directed Commissioner Lentz and Mayor Pro Tem Otto to meet with Mr. Carmichael to review the entire corridor from Assembly Drive to Lookout Terrace.

### **New Business**

- A. **Budget Amendment #6 for Debt Services:** Mr. Carmichael advised that the contract for the Town Hall Project requires the first debt services payment to be paid by June 10<sup>th</sup> of this fiscal year. Mayor Pro Tem Otto moved to approve Budget Amendment #6 in the amount of \$98,266.67 to pay Debt Services for FY2020. Commissioner Widmer seconded the motion and the motion carried 5/0.
- B. **Budget Amendment #7 for Public Works Building:** Mr. Carmichael stated that this is not new money. This is left over money from the Streets Department which Staff would like to move to the Public Works Building. Commissioner Widmer moved to approve Budget Amendment #7 in the amount of \$22,248.95 to transfer funds from Capital Outlay – Streets to the Capital Project Fund – Public Works Building. Commissioner Lentz seconded and the motion carried 5/0.
- C. **Sale of Real Property:** Mr. Carmichael stated this was a contract to sell the remaining lot on Florida Terrace owned by the Town. A bid was negotiated by Scott Browne of Keller Williams and the Mayor in the amount of \$121,000. This bid will then be put through an upset bid process. Commissioner Lentz moved to approve negotiated offer for real property, PIN #0720-16-4202-00000, in the amount of \$121,000 and to open the upset bid process in accordance with N.C.G.S. 160A-269. Commissioner Fouche seconded the motion and the motion carried 5/0.
- D. **Resolution #20-03-002 Endorsing Buncombe County’s Local Resolution of a State of Emergency:** Commissioner Jane Alexander moved to approve Resolution #20-03-002 Endorsing Buncombe

County's Local Resolution of a State of Emergency. Mayor Pro Tem Kent Otto seconded and the motion carried 5/0.

**Public Comment**

Mr. Richard DuBose of the MRA and 160 Woodland Road shared that the MRA has been watching the coronavirus story closely since January. Mr. Dubose pointed out there are two types of people involved in this crisis: the anxious and the non-anxious and he feels that it is important to be non-anxious but proactive when making leadership plans. Mr. DuBose pledged the MRA's cooperation with the Town in dealing with and preparing for the growing crisis.

Mr. Wade Burns of 232 North Carolina Terrace recommended No Parking signs should indicate the fine for violating parking rules and indicate that emergency vehicles are unable to pass with other vehicles illegally parked.

**Commissioner Communications**

Commissioner Fouché answered some questions that she recently found that were generated during the 2015 elections.

Commissioner Lentz provided a brief update on the Tree Board and Montreat Landcare activities. Don't forget the Native Plant Sale on April 25<sup>th</sup>!

**Meeting Dates**

Annual Board Retreat:	Friday, March 20, 2020 1:00 – 5:00 p.m. Cragmont Assembly, 1233 North Fork Road, Black Mountain
Montreat Planning & Zoning Commission:	Thursday, March 19, 2020 Walkup Building 10:30 a.m.
Montreat Tree Board:	Tuesday, March 24, 2020 Walkup Building 9:30 a.m.
Montreat Landcare:	Wednesday, April 1, 2020 Allen Building Swannanoa Room



**Board of Commissioners  
Meeting Minutes  
March 12, 2020**

	9:00 a.m.
Montreat Planning & Zoning Commission:	Thursday, April 9, 2020 Walkup Building 10:30 a.m.
April Town Council Meeting:	Thursday, April 9, 2020 Walkup Building 7:00 p.m. Public Forum 6:30 p.m.
Good Friday Holiday:	Friday, April 10, 2020 Town Services Offices Closed
Native Plant Sale & Arbor Day Celebration:	Saturday, April 25, 2020 Moore Center Field <a href="http://www.montreatlandcare.org">www.montreatlandcare.org</a>

**Closed Session**

Mayor Pro Tem moved to enter into Closed Session for a personnel matter in accordance with NCGS 143-318.11(3). Commissioner Lentz seconded and the motion carried 5/0.

**Adjournment**

After returning to Open Session no new business was held.

Commissioner Pro Tem Otto moved to adjourn the meeting. Commissioner Alexander seconded and the motion carried 5/0. The meeting was adjourned at 8:22 p.m.

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Tim Helms, Mayor

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Angie Murphy, Town Clerk



**Town of Montreat  
Board of Commissioners  
Meeting Minutes  
May 14, 2020 – 7:00 p.m.  
Walkup Building/Zoom Meeting**

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Board members present: Mayor Tim Helms  
Mayor Pro Tem Otto  
Commissioner Kitty Fouche  
Commissioner Jane Alexander  
Commissioner Tom Widmer

Board members present via  
Zoom: Commissioner Alice Lentz

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
David Arrant, Chief of Police

A few members of the public were present via Zoom. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

Mayor Helms asked for an amendment to the agenda to add the approval of minutes from April 16<sup>th</sup>, the Consent Agenda, the Town Administrator's Communications, the Mayor's Communications, and Commissioner Communications. Commissioner Widmer suggested an edit to the April 16<sup>th</sup> minutes. Commissioner Fouche moved to adopt the agenda as amended. Commissioner Alexander seconded and the motion carried 5/0.

**Mayor's Communications**

Mayor Helms had no communications this evening.

**Meeting Minutes Adoption**

- April 16, 2020 Town Council Meeting Minutes

**Town Administrator's Communications**

Mr. Carmichael advised Town Council that the Town Hall is continuing to move right along. The interior is nearing completion. The exterior is waiting on some materials that are scarce due to the COVID-19 pandemic. The Town hopes to take ownership in June with a move in date of July 1<sup>st</sup>. The Public Works Building is also making great progress. The exterior building is complete and the interior is well under way. Mr. Carmichael advised that although the Town has not received

reimbursement from the State of North Carolina for Tropical Storm Alberto repairs, the Commission will be taking action tonight to facilitate reimbursement.

### **Administrative Reports**

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

### **Public Comment**

Mr. Spencer Henschen, age 6, of 215 North Carolina Terrace reported that there is a missing street sign at the corner of North Carolina Terrace and Virginia Road and hoped it will be replaced soon.

Mr. Ron Vinson of the Presbyterian Heritage Center announced that the PHC will re-open on May 23<sup>rd</sup> from 1:00- 4:00. This will be the only day that the PHC will be open in May. Mr. Vinson also provided a list of current exhibits for the Council.

### **Old Business**

There was no old business to discuss.

### **New Business**

- A. Vote to allow virtual participation by Commission Members: Commissioner Fouche moved to allow virtual participation. Commissioner Widmer seconded and the motion carried 5/0.
- B. Approval of Health, Dental and Vision Insurance: Mr. Carmichael stated that the medical insurance rates did not increase this year for the Town but there was a slight increase on the staff side for dental benefits. Mayor Pro Tem Otto moved to renew Health, Dental and Vision Insurance with the North Carolina League of Municipalities. Commissioner Jane Alexander seconded and the motion carried 5/0.
- C. Budget Amendment #8: Mr. Carmichael stated that earlier this year two police officers resigned for other positions/careers. The Town of Montreat is obligated to pay out the comp and vacation time that these two officers had earned. The comp and vacation time was paid out of the police

department budget and because of the payouts the budget is now over budget. This amendment of \$2,700 will move money from the Governing Body Salary Contingency to the Police Department Salaries line item. Commissioner Tom Widmer moved to approve Budget Amendment #8 in the amount of \$2,700 as presented. Commissioner Alice Lentz seconded and the motion carried 5/0.

- D. Budget Amendment #9: Mr. Carmichael stated that the Town is moving forward with the sale of property on Florida Terrace/Arkansas Trail. The budget must remain balanced so we must account for the revenues and expenses. There was a budgeting mistake in the personnel line item spreadsheet of over \$76,000. This budget amendment allocates money from the sale of the property to cover the budgeting mistake as well as allocates revenues into the sales tax revenue line item that is also projected to be short \$24,500. The remaining amount will go into Professional Services to be put back in the General Fund. Commissioner Jane Alexander moved to approve Budget Amendment #9 in the amount of \$109,442 as presented. Commissioner Alice Lentz seconded and the motion carried 5/0.
- E. Call for Special Meeting for Presentation of Budget and Public Hearing: Mayor Pro Tem Otto moved to approve a Special Meeting for Presentation of Budget and Public Hearing on May 28<sup>th</sup> at 5:00 p.m. Commissioner Widmer seconded and the motion carried 5/0.
- F. Resolution #20-05-001 to Authorize Town Administrator to Sign State Application Disaster Assistance Agreement: Commissioner Fouche moved to approve Resolution #20-05-001 Authorizing the Town Administrator to Sign State Application Disaster Assistance Agreement. Mayor Pro Tem Otto seconded and the motion carried 5/0.
- G. Discussion of the Covid-19 Restrictions in Buncombe County: Commissioner Widmer remarked that Montreat is really unique given the activities that occur here as well as being home to the most vulnerable population affected by the coronavirus. Commissioner Widmer suggested that the Town should be looking at precautions as crowds increase for the summer. People coming to Montreat for the summer are likely not aware of Covid-19 regulations locally like quarantines, rentals and other situations. With the likelihood of MRA opening up in July and Montreat College in the fall the Council and the Town need to be talking together about how to keep the senior population safe. There was a lengthy discussion about increased communication to property owners as well as onsite communications. Several members of the Commission will get together with Mr. Carmichael to plan the best method to move forward with this initiative.

### **Commissioner Communications**

Commissioner Lentz congratulated all who made possible the sale of the two lots on Florida Terrace. The most recent sale will close on the 19<sup>th</sup> of May. This sale will net the Town roughly \$109,442. The sale of both lots will have netted the Town \$226,390. Commissioner Lentz also

advised everyone to visit [www.montreatlandcare.org](http://www.montreatlandcare.org) to see a new section entitled “Montreat Beautiful” which includes wildflower information, virtual tours and other valuable information to Landcare. The Flat Creek “Stream Team” will continue water sampling each week through September. A big thank you to community volunteers and MountainTrue for testing of waters in Flat Creek. Commissioner Lentz also mentioned the Firewise Zoom webinar that was presented by the NC Forest Service on May 6<sup>th</sup> which was organized by the Firewise Committee. The Town of Montreat’s application to be a Firewise Community is in process.

Commissioner Widmer shared the 2020 Census results thus far, with Buncombe County at a 54% self-response rate while Montreat is only 9.6%. Being counted is important for a myriad of reasons but one of the most important is the tax dollars flowing to Montreat based on population. Please make sure you make an effort to fill out your census either online or by the census package that was placed at your door recently.

### **Closed Session**

Commissioner Widmer moved to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of a personnel matter. Mayor Pro Tem Otto seconded and the motion carried 5/0.

### **Adjournment**

Upon returning to Open Session no business was transacted Commissioner Widmer moved to adjourn the meeting. Commissioner Lentz seconded and the motion carried 5/0. The meeting was adjourned at 8:00 p.m.

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Kent Otto, Mayor Pro Tem

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Angie Murphy, Town Clerk



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of May 2020

#### Monthly Statistics

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	0
Agendas Prepared	6
Minutes Transcribed	3
Resolutions Drafted	1
Public Records Requests Processed	1
Water Bills Processed	674
Leak Adjustments	10
New Water Accounts Established	2
Purchase Orders	54
Professional Development Hours	0
Sunshine List Messages	16
Website Posts	16
Social Media Posts	0
Code Red Alerts	1
Workers Compensation Claims	0

#### Upcoming Events and Schedule Changes

0

#### Comments

N/A

#### Staff Communications

0



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### ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of May 2020

#### Monthly Statistics

Building Permits Issued	2
Pending Building Permits	0
Building Inspections Performed	28
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

#### Comments

#### Staff Communications





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### ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of May , 2020

#### Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	5
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	239.75
Contracted Employee Staff Hours	111
Road Closures	2

#### Comments

Our thoughts and prayers go out to everyone going thru these trying and difficult times .  
Please keep a watchful eye out for the crews working on the sides of the roads.

#### Staff Communications



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### ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of May , 2020

#### Monthly Statistics

Mileage	2,781
Dispatched Calls	44
Officer-Initiated Calls	443
Fire Assistance Calls	0
EMS Assistance Calls	0
Motorist/Other Assistance Calls	16
Traffic Stops	19
Parking Issues	1
Burglar Alarm Responses	7
Fire Alarm Responses	0
Residential/Building Checks	385
Ordinance Violations	3
Law Enforcement Agency Assistance Calls	26
Animal Control Calls	0
Larcenies	0
Breaking & Entering Calls	1
Suspicious Person Investigations	7
Suspicious Vehicle Investigations	6
Disturbance Calls	12
Accident Responses	0
Auxiliary Hours Worked (Regular)	40
Auxiliary Hours Worked (Addittional)	0
Truck Turns at Gate	10
MPD Fuel Cost	\$ -
Professional Development Hours	0
Town Service	365
MRA Service	186
College Service	1

#### Comments

Things remain relatively quiet as we continue on with diminished activity and visitation to the Town.

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### ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of May , 2020

#### Monthly Statistics

Calls for Service	24
Water Leaks Repaired	0
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	3,417,553
Monthly Fuel Cost	\$ 241.61
Hours Pumped (11 wells combined)	1,389

#### Upcoming Events and Schedule Changes

Our thoughts and prayers go out to everyone as we go thru these trying and difficult times.

#### Comments

The Public Works Building is moving along well. We look to have the sheetrock hung and the working on the finishing touches by the end of the month.

Waterline maintenance and hydrant maintenance has began also and will continue for the next few weeks.

#### Staff Communications

Please leave the heat on and the windows shut if you leave your home for a period of time to avoid leaks.



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### ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of #REF! , 2020

#### Monthly Statistics

#REF!	0
Pay-As-You-Throw Trash Bags Collected	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	0

#### Upcoming Events and Schedule Changes

#REF!

#### Comments

#REF!

#### Staff Communications

#REF!

#REF!



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### ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of     #REF!    , 2020

#### Monthly Statistics

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

#### Comments

#### Staff Communications

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# TOWN OF MONTREAT

## 2020 - 2021 BUDGET ORDINANCE

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**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT, NORTH CAROLINA:**

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2020 in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$53,562
Administration	\$455,166
Public Buildings	\$195,737
Police	\$443,873
Planning and Zoning	\$76,310
Public Works	\$108,404
Streets and Powell Bill	\$296,939
Sanitation	\$122,982
Recreation	\$22,100
<b>Total Expenditures</b>	<b>\$1,775,072</b>

**Section 2.** It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Taxes, Ad Valorem - Prior	0
Taxes, Ad Valorem - Current	1,030,611
Penalties and Interest	0
NC Sales & Use Tax	375,900
Taxes, Personal	18,425
NC Franchise Tax	95,400
Beer & Wine Tax	3,650
Solid Waste Disposal Tax	672
Contributions	1,200
Contributions-Landcare	250
Community Service Fee	21,373
Interest on Investments	2,280
Interest on Powell Bill	20
Miscellaneous Revenues	0
Sale of Fixed Assets	3,000
Fund Balance Appropriated	135,308
Transfer to Water Fund	0
Proceeds from Debt Service	0
Public Safety Charges	3,372
Arrest Fees and Fines	100
Fire Inspection Fees	2,000

Building Permits	40,000
Zoning Permits	800
Sanitation Fees	3,360
Special Pick Up	1,130
Back Door Pickup	1,380
PATY	1,200
Powell Bill Grant	33,642
Cash Over/Cash Short	0
Powell Bill Fund Balance App.	0

**Total Revenues** **\$1,775,072**

**Section 3.** The following amounts are hereby appropriated in the Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore approved for the Town:

Water Fund	\$311,250
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**Total Expenditures** **\$311,250**

**Section 4.** It is estimated that the following Revenues will be available in the Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

MSD Billing Fees Revenue	<b>19,500</b>
Water Sales	<b>108,480</b>
Water Access Fees	<b>152,000</b>
Billing Fee Revenue	<b>1,100</b>
Water Taps	<b>950</b>
Water Transfer Fees	<b>200</b>
Special Assesment	<b>27,790</b>
Interest on Investments	<b>230</b>
Miscellaneous Revenue	<b>0</b>
Late Fees	<b>1,000</b>
Interfund Transfer from General	<b>0</b>
Fund Balance Appropriated	<b>0</b>

**Total Revenue** **\$311,250**

**Section 5.** The Budget Officer/Finance Officer is hereby authorized to distribute department funds upon the line item budget and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

**Section 6.** The Budget Officer/Finance Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He/she may transfer amounts between line items, expenditures and revenues, within a department without limitation and without a report being required.

- B. He/she may transfer amounts up to \$2,500 between departments within any one division, including contingency appropriations, within the same fund during any month. For the purpose of this ordinance, the Town of Montreat has the following divisions: Public Works (Streets and Sanitation), Police, Governing Body, Administration, Public Buildings, Planning and Zoning, and Recreation. The Budget Officer/Finance Officer must make an official report on such transfers at the next regular meeting of the Governing Board. Transfers between divisions would require action of the Governing Board.
- C. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

- Section 7.** There is hereby levied a tax at the rate of forty three cents (0.43) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "Taxes Ad Valorem - Current Year" in the General Fund in Section 2 of this Ordinance. The estimated rate of collection is 97.5%, lower than the fiscal year 2018-2019 collection rate of 99.98%.
- Section 8.** The Town of Montreat Fee Schedule, FY 2020-2021, as attached, is hereby incorporated into this annual budget ordinance, and such fees shall become effective on July 1, 2020.
- Section 9.** Copies of the Budget Ordinance shall be furnished to the Mayor, to the Board of Commissioners and to the Clerk of the Town to be kept on file for their direction in the disbursement of funds.

**ADOPTED AND APPROVED THIS, THE 12th DAY OF JUNE, 2020**

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**KENT OTTO**  
**MAYOR PRO TEM**

**ATTEST:**

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**ANGIE MURPHY**  
**TOWN CLERK**



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## FISCAL YEAR 2020-2021 FEE SCHEDULE

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### Town of Montreat Fiscal Year 2020-2021 Fee Schedule

#### Administration

##### Taxes

Property Tax Rate: \$0.43/\$100 of Assessed Valuation

##### Miscellaneous

Copies (B&W)	\$0.10 per page
Copies (Color)	\$0.25 per page
Faxes Sent	\$1.00 per page
Faxes Received	\$0.10 per page
Documents	Actual Cost
Returned Check Fee	\$25.00 (per event)

##### Privilege Licenses

Repealed March 8, 2007

#### Water Rates

##### Residential

Water Access Fee	\$14.35
Water Rate (per 1,000 gallons)	\$4.95
Meter Set	\$50.00
Meter Tap	\$900.00

##### Institutional

Water Access Fee – 1” Line	\$92.25
Water Access Fee – 2” Line	\$225.50
Water Rate (per 1,000 gals)	\$4.95
Meter Set	\$50.00
Meter Tap	\$1,500.00

##### Other Fees

Reconnection Fee	\$100.00
Water Service Transfer Fee	\$25.00
Late Fee	5% per month on past due balances

**Sewer Rates**

Determined by the  
Metropolitan Sewerage District Fee Schedule

**Building Permits and Inspection Fees****Non-Residential Permits**

New Construction or Renovation (up to \$1,000,000 in Valuation)	\$300.00; or \$10.00 per \$1,000.00 gross construction value, whichever is greater
New Construction or Renovation (over \$1,000,000 in Valuation)	0.30% of each additional \$1,000,000 or value or portion thereof
Engineering Services Review Fee	\$75.00 per hour

**Non-Residential Electrical, Mechanical & Plumbing Inspection Fees**

Per Inspection, Per Trade Discipline	\$100.00
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**Other (Non-Residential)**

Modular Offices	\$250.00
Day Care Centers	\$80.00 per trade discipline
ABC License	\$80.00 per trade discipline
Certificate of Occupancy	\$150.00

**Residential Construction Permits (New)**

Site-Built Homes	Fees based on Estimated Construction Cost x 0.006
Covered Heated Areas	\$132.00 per sq. ft.
Covered Unheated Areas	\$60.00 per sq. ft.
Porches, Decks, Patios, etc.	\$44.00 per sq. ft.
Concrete Slabs, Walks, Drives, etc.	\$4.00 per sq. ft.
Manufactured Homes	\$88.00 per sq. ft.

**Residential Construction Permits (Remodel or Renovation)**

\$0 - \$999.99	\$30.00
\$1,000 - \$1,999.99	\$40.00
\$2,000 - \$4,999.99	\$50.00
\$5,000 or more	Actual Cost of Construction x 0.006 Or \$50.00 whichever is greater

**Residential Electrical, Mechanical & Plumbing Inspection Fees**

Per Inspection, Per Trade Discipline	\$100.00
Mechanical Appliance Change Out	\$100.00
LP Gas Piping/System (per inspection required)	\$75.00

<b><u>Residential Certificate of Occupancy Fee</u></b>	\$60.00
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**Miscellaneous Inspection & Administration Fees**

Demolition Permit	\$100.00
Driveway Permit	\$100.00
Fire Inspection	Per Town of Black Mountain Fee Schedule
Grading Permit	\$150.00
Homeowners Recovery Fee	\$10.00
Re-Inspection Fee	\$100.00

Residential Retaining Walls (<48" unbalanced backfill)	\$100.00
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Engineered Retaining Walls (>48" unbalanced backfill or commercial projects)	\$300.00 Minimum Fee or 0.006 x Project Cost (including design work), whichever is greater
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<b><u>Work Performed Without Building and Zoning Permits</u></b>	Double Permit Fee
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**Right-of-Way Cut Permit Fees**

Minimum	\$50.00 < 25 square feet.
Normal Fee	\$2.00 per square foot
Maximum	\$2,500.00
Full Width Overlay (Master Permit – must be requested at time of cut application)	\$50.00
Street/Sidewalk/Dirt Cut Permit Length	10 working days (excluding weather delays)
Additional Re-Inspections	\$50.00 each
Additional Re-Inspections for Warranty Work	\$50.00 each

**Penalties/Fines**

Failure to obtain permit	\$50.00 per day
Exceeding time (past 10 working days)	\$50.00 per day

**Miscellaneous**

30-Day Extensions (must be requested prior to permit expiration)	No Charge
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**Planning/Zoning**

**Board of Adjustment Fees**

Appeals or Interpretations	\$50.00
Rezoning Requests	\$200.00
Variance Applications	\$350.00
Zoning Ordinance Amendment Applications	\$50.00

**Permit Fees**

Zoning Permit	\$35.00
Conditional Use Permit	\$300.00

**Subdivision Plat Review Fees**

Minor Subdivision	\$50.00
Major Subdivision	\$100.00

**Sign Permit Fees**

Free-Standing Signs	\$25.00
Wall Signs	\$20.00

Projection Signs	\$20.00
Suspended Signs	\$10.00
Home Occupation Signs	\$10.00

#### **Other Permits**

Wireless Communications Facility - Plan Review Fee	\$500.00
Wireless Communications Facility - Intermodulation Study	\$500.00
Stormwater Permit	\$400 per acre, or portion thereof, for total disturbed acreage equal to or exceeding 12,000 square feet. Below 12,000 square feet disturbed area, a \$100 flat rate shall be applied to all development and qualified redevelopment requiring a permit as described in the Stormwater Management Ordinance
Base Application Fee for Development in a Special Flood Hazard Area (SFHA)	\$100.00
Fire Permits (Operational or Construction)	\$25.00

#### **Sanitation**

Back Door Collection – Three Months	\$95.00
Back Door Collection - Annual	\$175.00
Special Pick Up	\$25.00 minimum
ETJ Collection Rate	\$300.00 annually
Mattress Disposal Fee	\$5 per item
Leaf Collection Fee (outside normal collection period)	\$25.00
Brush/ Yard Waste Collection Fee (over 3 cubic yards)	\$25.00 per each additional 3 cubic yards
Town Seal Imprinted Bags (Blue and Green)	\$1.00 per bag

#### **Police Department**

##### **Parking Fines**

Overtime Parking	\$2.00
Illegal Parking	\$30.00
Handicap Parking (Unauthorized)	\$75.00
Late Fee for Parking Fines	Additional \$10.00 if not paid within 15 days
Immobilization Fees	\$50.00

##### **Town Ordinance Violation Fees**

First Offense	Verbal Warning
Second Offense	\$250.00
Third and Subsequent Offenses	\$500.00

<b><u>Life Safety Code Violations</u></b>	\$100.00
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<b><u>Non-Conforming Sign Violations</u></b>	\$50.00 if not removed within 15 days
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**All fees are subject to change at any time with approval by the Board of Commissioners.**

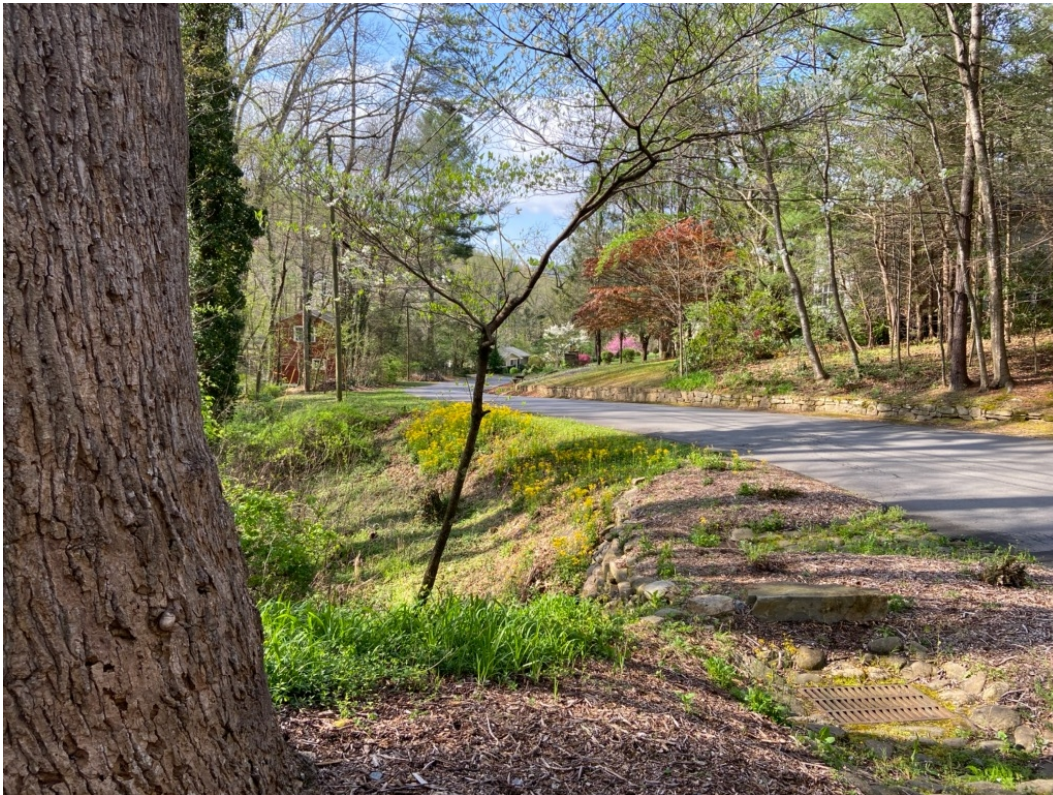
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# **Town of Montreat**

## **Fiscal Year 2020-2021**

### **Budget**

*Updated 5/28/2020*



# Introduction

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## BUDGET MESSAGE

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May 28, 2020

**TO: Mayor Tim Helms**  
**Mayor Pro Tem Kent Otto**  
**Commissioner Jane Alexander**  
**Commissioner Kitty Fouche**  
**Commissioner Alice Lentz**  
**Commissioner Tom Widmer**

**FR: Alex Carmichael, Town Administrator**

Honorable Mayor and Member of the Town Commission,

Pursuant to North Carolina General Statutes §159-11, I hereby submit for your approval the Town of Montreat Budget for the FY 2020-2021 (fiscal year.) This budget is presented in accordance with the North Carolina Local Government Budget & Fiscal Control Act and is balanced as required by North Carolina General Statutes.

The proposed FY 20-21 General Fund budget totals \$1,904,864. This is a 21.46%, or \$520,577 decrease from the current year budget. The proposed budget includes a \$265,100 fund balance appropriation but increases the ad valorem tax rate from \$0.41, to \$0.43 per \$100 of valuation.

The proposed FY 20-21 Water Fund budget totals \$311,250, which is a 22.55%, or a \$90,645 decrease from the current year budget. The Water Fund budget does not include any appropriation from fund balance.

The General Fund and Water Fund proposed budgets combined total \$2,216,114 which represents a 21.62%, or \$611,222 decrease from the current year.

### **Economic Conditions and Assumptions**

Budget development for the upcoming fiscal year has been a constant moving target. We are in the midst of a crisis with the Coronavirus pandemic that is impacting our federal, state, and local economies in ways that will not be fully realized for some time. It is clear that the impact of Covid-19 on the Town of Montreat budget will be stark. We predict significant declines in revenues nearly across the board. Until the crisis ends, the full impact will be a best guess. It is critical that we remain flexible throughout the budget year.

The proposed budget requires very difficult decisions. The budget aims to minimize the impact on the services that Montreat provides to its citizens. However, it drastically reduces capital equipment and capital improvement projects, freezes hiring (with the exception of the Sanitation Department), freezes salary increases, and increases the tax rate by 2 cents.

### **Overview**

The proposed General Fund budget for FY 20-21 is \$1,904,864. The tax rate proposed in this budget is 43 cents. This tax rate increase is the first in eight years. I believe that the data as presented are accurate in all material aspects and fairly depict 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.

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.

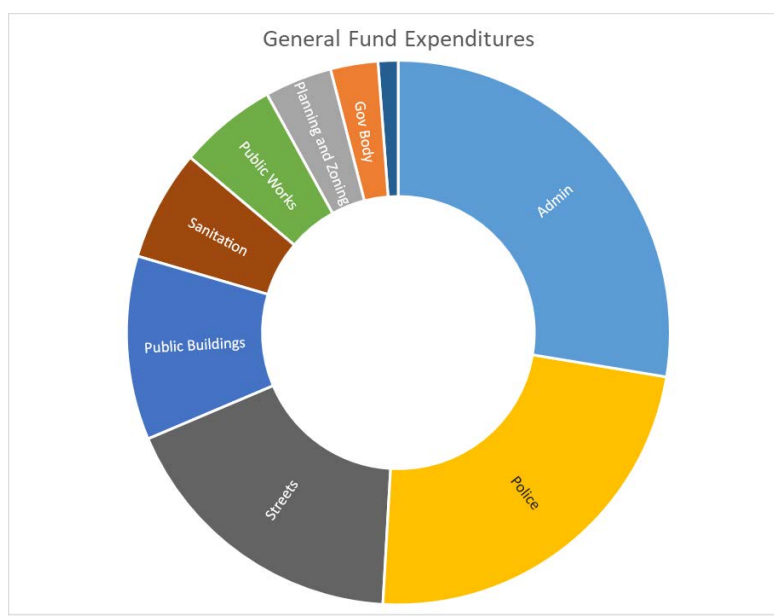
The proposed General Fund budget for FY 20-21 includes the revenues and expenditures as outlined in the following tables:

Revenue		FY 19-20	FY 20-21	Percent Change	
Water Fund Revenue	\$	401,896	\$ 311,250	-22.55%	
General Fund Revenue	\$	1,968,461	\$ 1,904,864	-3.23%	
Combined	\$	2,370,358	\$ 2,216,114	-6.51%	

\*Note that the FY 20-21 budgeted revenues include a tax rate increase and fund balance appropriation.



<b>Expense - GF</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>Percent Change</b>
Admin	\$ 456,998	\$ 525,833	15.06%
Gov Body	\$ 152,240	\$ 53,721	-64.71%
Planning and Zoning	\$ 124,660	\$ 76,310	-38.79%
Police	\$ 463,295	\$ 443,873	-4.19%
Public Buildings	\$ 331,752	\$ 207,912	-37.33%
Public Works	\$ 157,342	\$ 111,456	-29.16%
Recreation and Env.	\$ 30,404	\$ 22,900	-24.68%
Sanitation	\$ 118,602	\$ 125,482	5.80%
Streets	\$ 590,148	\$ 337,378	-42.83%
<b>Subtotal</b>	<b>\$ 2,425,441</b>	<b>\$ 1,904,864</b>	<b>-21.46%</b>
<b>Expense - Water</b>	<b>\$ 401,895</b>	<b>\$ 311,250</b>	<b>-22.55%</b>
<b>Subtotal</b>	<b>\$ 401,895</b>	<b>\$ 311,250</b>	<b>-22.55%</b>



### **General Fund Revenue Highlights**

Unfortunately, most of the Town's revenue sources are being significantly impacted by the COVID-19 pandemic. In the bullets that follow, I provide general overviews for significant revenue sources and provide preliminary projections for the fiscal year. It is important to note that ad valorem property taxes and local government sales taxes are the Town's largest revenue sources and account for roughly 85% of the Town's revenues, with property taxes at 61% and sales taxes at 24%. We must keep in mind that these figures are very likely to change as this period of uncertainty in our economy continues.

**❖ Ad Valorem Taxes**

The proposed budget is based on a tax rate of \$0.43 per \$100 valuation, at a collection rate of 97.5%, and taxable values estimated by Buncombe County of \$245,822,459 for real and personal property. In the past we have seen upwards of a 99% collection rate, but we anticipate a decline in collection rate as a result this crisis. Thus, we are estimating a 1.54% decrease in collected Ad Valorem taxes without a tax rate increase.

**❖ Local Government Sales Taxes**

Given the current economic issues we are facing, our projections for this revenue source remain questionable at this point in time. The impact of COVID-19 on business closings and unemployment is expected to bring negative growth in the last quarter of the current fiscal year. In forecasting for the FY 20-21 budget, we are relying on information from the North Carolina League of Municipalities, as well as state economists' projections. These projections are uncertain, as the full effects of the current crisis remain to be seen. The proposed budget includes an estimated \$375,900 in sales tax revenue. This represents an 18%, or approximately \$82,553 reduction from this FY 19-20 revenue.

**❖ Community Service Fee**

Due to the impact of repressed travel and mass gathering restrictions on the Mountain Retreat Association, we expect a significant decrease in Community Service Fees.

**❖ Sale of Fixed Assets**

In FY 19-20 we sold a number of fixed assets, such as land and vehicles. In FY 20-21 we will have no such large ticket items to sell. We do, however, anticipate several small sales of outdated office equipment.

**❖ Powell Bill Grant**

With the statewide Stay-at-Home Orders and significant reductions in travel, we anticipate a 20.66% decrease in Powell Bill Funds. This translates to a \$8,758 decline.

**❖ Powell Bill Fund Balance Appropriation**

In FY 19-20 the Town of Montreat spent down the Powell Bill reserves that it had accumulated over the years. This allowed for a surge in funding to triple the number of road projects for that year. Because this was a one-time appropriation, the 100% decrease for the FY 20-21 is expected.

**Between falling revenues and rising expenses, the Town would face a \$319,000 gap without bold cost cutting and revenue raising strategies.**

## **General Fund Expenditures**

### **Highlights**

The proposed budget accomplishes several key goals:

- Allocates funding for the Town portion of most of the remaining Alberto projects
- Allocates funding for the municipal finance software replacement
- Allocates funding for Town Hall furnishings and generator

However, the budget does not appropriate funding for several capital projects identified in the Capital Improvement Plan:

- Texas Road pedestrian bridge
- Oklahoma waterline project
- Oklahoma road project
- Arbor Lane bridge repair
- Chipper replacement
- Sidewalk project between Town Hall and greenway

## **Fund Balance**

We began FY 19-20 with a total Unassigned Fund Balance of \$1,319,196. After three budget amendments, we anticipate ending the year with \$947,343, roughly \$345,493 above our local fund balance policy of 35%. (It is worth noting that one of the budget amendments was for a capital project repairing Tropical Storm Alberto damage, so we anticipate reimbursement of \$133,674.)

The Town of Montreat has maintained a local policy of retaining 35% of our general operating funds as a “rainy day fund,” in excess of the 8% required by state regulation. In recent years we have maintained a much higher percentage in anticipation of large capital projects currently underway (the Town Hall and Public Works Building.) Though this budget does call for a Fund Balance appropriation, the appropriation should give us pause for concern. Maintaining a low fund balance leaves us vulnerable to future unknowns. Given that we are experiencing such dramatic declines in revenue due to Covid-19, we have not yet been reimbursed for Tropical Storm Alberto projects, and we have already expended funds for our largest capital projects in recent memory, our “rainy day” is here. That is why this budget recommends a tax rate increase as well as fund balance appropriation.

## **Water Fund**

Operating revenues for the Water Fund are budgeted for \$311,250, a 22.55% decrease over the current year. Staff recommends that user rates and water access fees remain flat this year. The

Water Fund will also reimburse the General Fund for shared expenses again this year through indirect cost allocation of 2.22%.

### **Conclusion**

In addition to the human costs of COVID-19, the crisis has significantly impacted our projected revenues for the year. Though we cut a combined 21.62% from the General and Water Fund expenditures, those cuts were not enough to keep pace with our falling revenue projections. Furthermore, our projections are just that – projections. As the year progresses, we must monitor and evaluate evolving economic conditions. We must remain flexible and be prepared to pivot as conditions change.

I feel that this recommendation is a responsible budget given the uncertainty of this era. The budget fulfills obligations that either this Board has made or legal obligations imposed by other levels of government. The FY 20-21 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			Administrator Recommended FY 20-21	Board Approved FY 20-21
		Budget FY 19-20	Actual 2-1-20	@ Estimated @ 6/30/20		
10-00-3004-100	Taxes, Ad Valorem - Prior	0	0	0	0	0
10-00-3005-100	Taxes, Ad Valorem - Current	998,029	979,300	998,029	1,030,611	1,030,611
10-00-3050-100	Penalties and Interest	0	0	0	0	0
10-00-3065-100	NC Sales & Use Tax	458,453	220,480		\$375,900	375,900
10-00-3194-100	Taxes, Personal	19,973	7,241		18,425	18,425
10-00-3205-200	NC Franchise Tax	90,295			95,400	95,400
10-00-3220-200	Beer & Wine Tax	3,650			3,650	3,650
10-00-3235-200	Solid Waste Disposal Tax	750			672	672
10-00-3300-300	Contributions	2,000	1,200		1,200	1,200
10-80-3330-340	Contributions-Landcare	500	796		250	250
10-00-3550-800	Community Service Fee	55,000	42,745		21,373	21,373
10-00-3800-800	Interest on Investments	3,000	1,132		2,280	2,280
10-00-3805-800	Interest on Powell Bill	75			20	20
10-00-3815-800	Miscellaneous Revenues	2,000	62		0	0
10-00-3820-800	Sale of Fixed Assets	8,000	36,500	36,500	3,000	3,000
10-00-3905-900	Fund Balance Appropriated	0	0	0	265,100	135,308
10-00-3915-900	Transfer to Water Fund	0	0	0	0	0
10-00-3920-900	Proceeds from Debt Service	0	0		0	0
10-10-3305-300	Public Safety Charges	3,400	1,690		3,372	3,372
10-10-3405-400	Arrest Fees and Fines	25	86		100	100
10-10-3425-400	Fire Inspection Fees	2,000	0		2,000	2,000
10-10-3430-400	Building Permits	35,026	36,100		40,000	40,000
10-10-3434-400	Zoning Permits	1,300	455		800	800
10-10-3435-400	Sanitation Fees	5,000	1,950		3,360	3,360
10-10-3435-420	Special Pick Up	1,130	765		1,130	1,130
10-10-3435-410	Back Door Pickup	2,000	925		1,380	1,380
10-10-3435-430	PATY	900	826		1,200	1,200
10-20-3325-300	Powell Bill Grant	42,400	42,052		33,642	33,642
10-00-3825-800	Cash Over/Cash Short	0			0	0
10-20-3925-900	Powell Bill Fund Balance App.	233,555			0	0
<b>General Fund Totals</b>		<b>\$1,968,461</b>		<b>\$1,034,529</b>	<b>\$1,904,864</b>	<b>\$1,775,072</b>

**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
<b>Total Property</b>	<b>238,065,222</b>

**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**

**Fiscal Year 2019-2020**

## Ad Valorem Taxes

2019 Estimated Valuation	243,446,169
2019 Estimated Valuation @ .41 Tax Rate	998,129
2019 Estimated Revenue @ 99.99%	998,029

Real Property	241,074,769
Personal Property	759,142
Public Utility	1,612,258
<b>Total Property</b>	<b>243,446,169</b>

**DMV (Vehicle) Taxes**

2019 Estimated Valuation	4,871,917
2019 Estimated Valuation @ .41 Tax Rate	19,975
2019 Estimated Revenue @ 99.99%	19,973

**Total 2019 Value                      248,318,086**

**Fiscal Year 2020-2021**

## Ad Valorem Taxes

2020 Estimated Valuation	245,822,459
2020 Estimated Valuation @ .43 Tax Rate	1,057,037
2020 Estimated Revenue @ 97.5%	1,030,611

Real Property	243,459,789
Personal Property	720,869
Public Utility	1,641,801
<b>Total Property</b>	<b>245,822,459</b>

**DMV (Vehicle) Taxes**

2020 Estimated Valuation	4,510,502
2020 Estimated Valuation @ .43 Tax Rate	19,395
2020 Estimated Revenue @ 95%	18,425

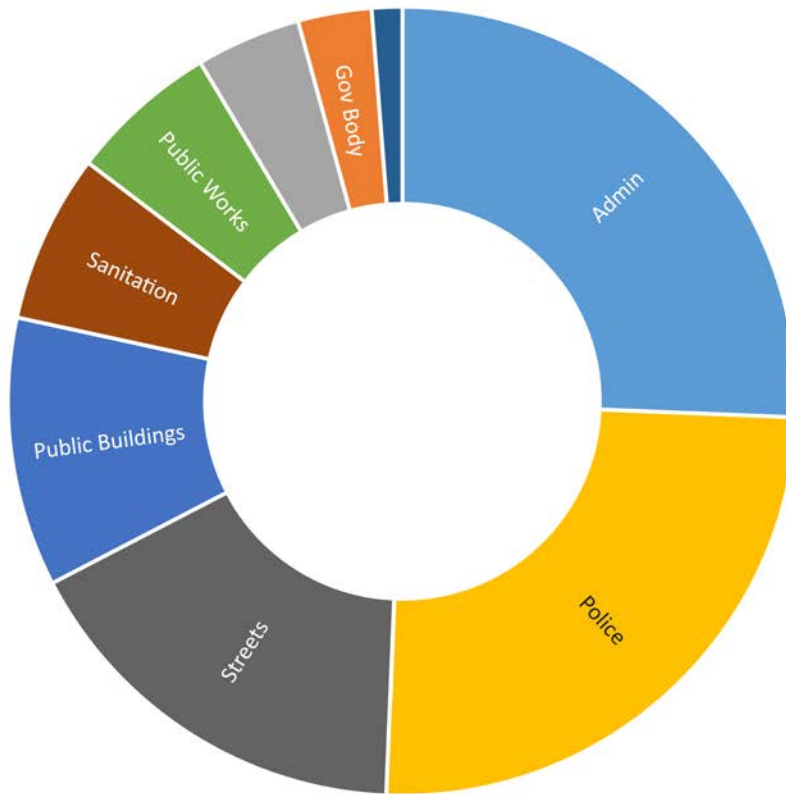
**Total 2020 Value                      250,332,961**

<b>Expense - GF</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>Percent Change</b>
Admin	\$ 456,998	\$ 455,166	-0.40%
Gov Body	\$ 152,240	\$ 53,562	-64.82%
Planning and Zoning	\$ 124,660	\$ 76,310	-38.79%
Police	\$ 463,295	\$ 443,873	-4.19%
Public Buildings	\$ 331,752	\$ 195,737	-41.00%
Public Works	\$ 157,342	\$ 108,404	-31.10%
Recreation and Env.	\$ 30,404	\$ 22,100	-27.31%
Sanitation	\$ 118,602	\$ 122,982	3.69%
Streets	\$ 590,148	\$ 296,939	-49.68%
<b>Subtotal</b>	<b>\$ 2,425,441</b>	<b>\$ 1,775,072</b>	<b>-26.81%</b>
<b>Expense - Water</b>	<b>\$ 401,895</b>	<b>\$ 311,250</b>	<b>-22.55%</b>
<b>Subtotal</b>	<b>\$ 401,895</b>	<b>\$ 311,250</b>	<b>-22.55%</b>
	<b>\$ 2,827,336</b>	<b>\$ 2,086,322</b>	<b>-26.21%</b>
<b>Revenue</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>Percent Chang</b>
Water Fund Revenue	\$ 401,896	\$ 311,250	-22.55%
General Fund Revenue	\$ 1,968,461	\$ 1,775,072	-9.82%
Combined	\$ 2,370,358	\$ 2,086,322	-11.98%





### General Fund Expenditures





## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 2-1-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-00-4100-020	SALARIES & WAGES	9,800	9,800	9,800	9,800	9,800	9,800	9,800
10-00-4100-050	FICA EXPENSE	800	800	750	750	750	750	750
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$10,600</b>	<b>\$10,600</b>	<b>\$10,550</b>	<b>\$10,550</b>	<b>\$10,550</b>	<b>\$10,550</b>	<b>\$10,550</b>
OPERATING EXPENSES:								
10-00-4100-040	PROFESSIONAL SERVICES	580	126,239	126,197	131,345	27,000	27,000	27,000
10-00-4100-110	TELEPHONE	900	700	324	700	0	0	0
10-00-4100-120	RENT	650	500	350	750	100	100	100
10-00-4100-140	TRAVEL AND TRAINING	1,600	1,600	55	55	1,000	1,000	1,000
10-00-4100-260	ADVERTISING	2,399	2,000	-	2,000	2,000	2,000	2,000
10-00-4100-330	DEPARTMENT SUPPLIES	1,400	1,300	640	1,300	1,300	1,300	1,300
10-00-4100-331	CONTINGECY	0	0	-	0	0	0	0
10-00-4100-332	SALARY CONTINGENCY	0	7,500	3343.87	10200	10,160	10,160	10,160
10-00-4100-335	DUPLICATING AND PRINTING	0	100	195.94	195.94	0	0	0
10-00-4100-450	CONTRACT SERVICES	4,400	4,400	0	0	2,200	2,200	2,200
10-00-4100-480	INDIRECT COST ALLOCATION - WF	-5,696	-3,300	-1,650	-3,300	-1,213	-1,213	-1,373
10-00-4100-520	CONTRIBUTIONS	500	500	0	500	500	500	500
10-00-4100-530	DUES AND SUBSCRIPTIONS	101	101	270	270	125	125	125
10-00-4100-570	INTER-FUND TRANSFER	30,242	0	0	0	0	0	0
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$37,076</b>	<b>\$141,640</b>	<b>\$129,455</b>	<b>\$143,746</b>	<b>\$43,172</b>	<b>\$43,172</b>	<b>\$43,012</b>
CAPITAL OUTLAY:								
10-00-4100-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-00-4100-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GOVERNING BODY DEPARTMENT TOTAL:</b>		<b>\$47,676</b>	<b>\$152,240</b>	<b>\$140,005</b>	<b>\$154,296</b>	<b>\$53,722</b>	<b>\$53,722</b>	<b>\$53,562</b>

<b><u>.020 SALARIES AND WAGES</u></b>	FY 19-20	FY 20-21
Mayor and five Commissioners	9,800	9,800
<b><u>.040 PROFESSIONAL SERVICES</u></b>	126,239	27,000
Audit Services		
<b><u>.050 FICA EXPENSE</u></b>	800	750
Mayor and five Commissioners		
<b><u>.110 TELEPHONE</u></b>	700	-
Mifi		
<b><u>.120 RENT</u></b>	500	100
Rental of meeting space		
<b><u>.140 TRAVEL AND TRAINING</u></b>	1,600	1,000
Educational Workshop Meetings		
Miscellaneous		
<b><u>.260 ADVERTISING</u></b>	2,000	2,000
Postcard Printing		
Montreat Business Patron Program		
<b><u>.330 DEPARTMENT SUPPLIES</u></b>	1,300	1,300
Event Costs		
Miscellaneous		
<b><u>.331 CONTINGENCY</u></b>	-	
Contingency		
<b><u>.332 SALARY CONTINGENCY</u></b>	7,500	10,160
Salary Costs		
<b><u>.335 DUPLICATING AND PRINTING</u></b>	100	-
Printing		
<b><u>.450 CONTRACT SERVICES</u></b>	4,400	2,200

<b><u>.480 INDIRECT COST ALLOCATION - WF</u></b>	FY 19-20	FY 20-21
Water Fund - Cost Allocation	\$ (3,300)	\$ (1,373)
<b><u>.520 CONTRIBUTIONS</u></b>	\$ 500	\$ 500
Chamber of Commerce		
School of Government Foundation		
Open Space Conservation Fund		
<b><u>.530 DUES AND SUBSCRIPTIONS</u></b>	\$ 101	\$ 125
<b><u>.570 INTERFUND TRANSFER TO WATER</u></b>	\$ -	\$ -
Interfund Transfer to Water Fund		
<b><u>.730 CAPITAL OUTLAY</u></b>	\$ -	\$ -
<b><u>.900 DEBT PAYMENT</u></b>	\$ -	\$ -

Election Expense

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4100-020	SALARIES & WAGES	9,800	9,800	-	0%	
10-00-4100-050	FICA EXPENSE	800	750	(50)	-6%	Based on actual expenses
10-00-4100-040	PROFESSIONAL SERVICES	126,239	27,000	(99,239)	-79%	Audit Services
10-00-4100-110	TELEPHONE	700	0	(700)	-100%	Mifi not needed in new building
10-00-4100-120	RENT	500	100	(400)	-80%	Declined in anticipation of new building. remaining left for off site retreat.
10-00-4100-140	TRAVEL AND TRAINING	1,600	1,000	(600)	-38%	Based on current year's expenses
10-00-4100-260	ADVERTISING	2,000	2,000	-	0%	
10-00-4100-330	DEPARTMENT SUPPLIES	1,300	1,300	-	0%	
10-00-4100-331	CONTINGENCY	0	0	-	0%	New line item
10-00-4100-332	SALARY CONTINGENCY	7,500	10,160	2,660		
10-00-4100-335	DUPLICATING & PRINTING	100	0	(100)		Moved to Administration Department
10-00-4100-450	CONTRACT SERVICES	4,400	2,200	(2,200)	-50%	Election Cycle Change
10-00-4100-480	INDIRECT COST ALLOCATION	-3,300	-1,373	1,927	-58%	Adjusted by Commission work session
10-00-4100-520	CONTRIBUTIONS	500	500	-	0%	



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10-00-4100-530	DUES AND SUBSCRIPTIONS	101	125	24	24%
10-00-4100-570	INTERFUND TRANSFER	0	0	-	0%
10-00-4100-730	CAPITAL OUTLAY	0	0	-	0%
10-00-4100-900	DEBT PAYMENT	0	0	-	0%
<b>TOTALS</b>		<b>152,240</b>	<b>53,562</b>	<b>(98,678)</b>	<b>-65%</b>

## Administration

## **DEPARTMENTAL GOAL**

The Administration Department of the Town of Montreat 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 assess community needs and wants for future planning and development

### **Department Action Items**

1. Continue to provide positive, quality customer service
2. Post remaining RFPs for Tropical Storm Alberto repairs. Manage these with emphasis on timeliness and quality
3. Pursue grant funding to connect Town Hall sidewalk to Montreat trails, Greenway, and bike lane.
4. Continue partnership 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. Manage conversion to new municipal software while maintaining quality of service

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-00-4200-020	SALARIES & WAGES	189,085	198,341	133,505	198,341	207,900	207,900	207,900
10-00-4200-050	FICA EXPENSE	14,800	15,725	21,387	15,725	16,000	16,000	16,000
10-00-4200-060	GROUP HEALTH INSURANCE	24,714	41,749	25,011	41,749	33,600	33,600	33,600
10-00-4200-070	RETIREMENT	15,700	27,382	18,752	27,382	29,900	29,900	29,900
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$244,300</b>	<b>\$283,198</b>	<b>\$198,655</b>	<b>\$283,198</b>	<b>\$287,400</b>	<b>\$287,400</b>	<b>\$287,400</b>
OPERATING EXPENSES:								
10-00-4200-040	PROFESSIONAL SERVICES	69,828	60,000	11,412	60,000	45,000	45,000	45,000
10-00-4200-080	INSURANCE	20,942	21,136	20,159	21,136	21,559	21,559	21,559
*10-00-4200-081	MEDICAL CERTIFICATION	25	25	0	25	-	-	0
10-00-4200-100	POSTAGE	1,937	1,950	985	1,950	1,900	1,900	1,900
10-00-4200-110	TELEPHONE	6,350	6,350	3,793	6,350	9,218	9,218	9,218
10-00-4200-140	TRAVEL & TRAINING	6,187	16,000	9,802	10,600	10,500	10,500	10,500
10-00-4200-260	ADVERTISING	2,000	2,000	218	450	1,000	1,000	1,000
10-00-4200-320	OFFICE EXPENSE	4,517	3,500	9	9	2,500	2,000	2,000
10-00-4200-321	IT SUPPORT	35,740	16,000	13,711	24,287	45,000	45,000	45,000
10-00-4200-330	DEPARTMENTAL SUPPLIES	3,486	2,900	2,072	2,300	2,800	2,800	2,800
*10-00-4200-330	DUPLICATING AND PRINTING	0	2,300	293	1,000	2,860	2,860	2,860
10-00-4200-342	BANK SERVICE CHARGES	1,326	1,500	774	1,500	1,500	1,500	1,500
10-00-4200-343	PENALTIES	4,424	4,000	25	4,000	4,000	4,000	1,000
10-00-4200-450	CONTRACT SERVICES	30,691	29,800	23,543	26,000	31,600	31,600	31,600
10-00-4200-480	INDIRECT COST ALLOCATION	-28,982	-22,134	-11,067	-22,134	-11,748	-11,748	-11,671
10-00-4200-520	CONTRIBUTIONS	-350	-100	0	0	-	0	0
10-00-4200-530	DUES & SUBSCRIPTIONS	3,158	3,173	1,446	3,173	3,200	3,200	3,200
10-00-4200-550	SUPERVISOR'S EXPENSE	150	400	166	166	400	300	300
10-00-4200-572	INTERFUND TRANSFER	732	-	0	0	-	-	0
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$162,160</b>	<b>\$148,800</b>	<b>\$77,341</b>	<b>\$140,812</b>	<b>\$171,289</b>	<b>\$170,689</b>	<b>\$167,766</b>
CAPITAL OUTLAY:								
10-00-4200-730	CAPITAL OUTLAY	0	25,000	0	0	67,744	67,744	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,744</b>	<b>\$67,744</b>	<b>\$0</b>
DEBT PAYMENT:								
10-00-4200-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ADMINISTRATION DEPARTMENT TOTAL:</b>		<b>\$406,460</b>	<b>\$456,998</b>	<b>\$275,996</b>	<b>\$424,010</b>	<b>\$526,433</b>	<b>\$525,833</b>	<b>\$455,166</b>

\* Newly created account

	FY 19-20	FY 20-21
<b><u>.020 SALARIES AND WAGES</u></b>	198,341	207,900
Salaries and Wages		
<b><u>.040 PROFESSIONAL SERVICES</u></b>	60,000	45,000
Legal Services		
<b><u>.050 FICA</u></b>	15,725	16,000
Federal Income Contributions Account		
<b><u>.060 GROUP HEALTH INSURANCE</u></b>	41,749	33,600
Group Health, Vision, Dental, and Life		
<b><u>.070 RETIREMENT EXPENSE</u></b>	27,382	29,900
LGERS		
Prudential 401K		
<b><u>.080 INSURANCE</u></b>	21,136	21,559
Workers Comp.		
Bond Insurance		
<b><u>.081 MEDICAL CERTIFICATION</u></b>	25	0
Pre-Employment Drug Test		
<b><u>.100 POSTAGE</u></b>	1,950	1,900
General Postage Expenses		
(i.e. Accounts Payable Checks,		
Payroll, Correspondence)		
<b><u>.110 TELEPHONE</u></b>	6,350	9,218
Telephone Service		
Internet Service		
Town Administrator cell phone		
<b><u>.140 TRAVEL AND TRAINING</u></b>	16,000	10,500
Workshop Meetings		
Water software training		1,350
Finance Officer Certification		
Conferences		
<b><u>.260 ADVERTISING</u></b>	2,000	1,000
MaxWeb Gear Hosting		
Legal Ads/Classifieds		
Gov Deals		
<b><u>.320 OFFICE EXPENSE</u></b>	3,500	\$ 3,500
Computer Replacement		
Other Equipment		

	FY 19-20	FY 20-21
<b><u>.321 IT Support</u></b>	16,000	45,000
Server Replacement		
ICS Annual Maintenance Agreement		
Gemini Off-Site Backup and Recovery		
Electronic Office Support Contract		
Website Hosting		
Constant Contact		
Survey Monkey		
Zoom		
<b><u>.330 DEPARTMENTAL SUPPLIES</u></b>	2,900	2,800
Office Supplies (i.e. pens, folders, envelops)		
Forms - Checks, etc.		
Professional Publications		
<b><u>.335 DUPLICATING AND PRINTING</u></b>	2,300	2,860
Printing expense		
Copier contract		
<b><u>.342 BANK SERVICE CHARGES</u></b>	1,500	1,500
Bank Service Charges		
<b><u>.343 PENALTIES</u></b>	4,000	1,000
Penalties		
<b><u>.450 CONTRACT SERVICE</u></b>	29,800	31,600
Cleaning Service		
Mailing Solutions		
<b><u>.480 INDIRECT COST ALLOCATION - WF</u></b>	(22,134)	(11,671)
Water Fund - Cost Allocation		
<b><u>.520 CONTRIBUTIONS</u></b>	0	-
Contributions for Specific Expenses		
<b><u>.530 DUES AND SUBSCRIPTIONS</u></b>	3,173	3,200
NCLM, NCCMA, ICMA		
NCAMC, IAMC		
GFOA, NCGFOA		
<b><u>.550 SUPERVISOR'S EXPENSE</u></b>	400	300
Miscellaneous Expense		
<b><u>.572 INTERFUND TRANSFER</u></b>	-	-
From Special Revenue to General		

**.730 CAPITAL OUTLAY**

Computer System Software Update

25,000

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ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-020	SALARIES & WAGES	198,341	207,900	9,559	5%	
10-00-4200-050	FICA EXPENSE	15,725	16,000	275	2%	
10-00-4200-060	GROUP HEALTH INSURANCE	41,749	33,600	(8,149)	-20%	Decreased due to unemployment insurance
10-00-4200-070	RETIREMENT - LOCAL GOVT.	27,382	29,900	2,518	9%	Probationary increase in current year and 1.19% Increase in retirement contribution requirements and
10-00-4200-080	INSURANCE	21,136	21,559	423	2%	
10-00-4200-081	MEDICAL CERTIFICATION	25	0	(25)	-100%	
10-00-4200-040	PROFESSIONAL SERVICES	60,000	45,000	(15,000)	-25%	Based on anticipated need
10-00-4200-100	POSTAGE	1,950	1,900	(50)	-3%	
10-00-4200-110	TELEPHONE	6,350	9,218	2,868	45%	Includes installation and setup for new Town Hall
10-00-4200-140	TRAVEL & TRAINING	16,000	10,500	(5,500)	-34%	
10-00-4200-260	ADVERTISING	2,000	1,000	(1,000)	-50%	
10-00-4200-320	OFFICE EXPENSE	3,500	2,000	(1,500)	-43%	Previous year's budget included copier fees

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-321	IT SUPPORT	16,000	45,000	29,000	181%	Server replacement, increased digital services
10-00-4200-330	DEPARTMENTAL SUPPLIES	2,900	2,800	(100)	-3%	
10-00-4200-335	DUPLICATING AND PRINTING	2,300	2,860	-	0%	Merging line items into one department
10-00-4200-342	BANK SERVICE CHARGES	1,500	1,500	-	0%	
10-00-4200-343	PENALTIES	4,000	1,000	(3,000)	-75%	Adjusted at Commission work session
10-00-4200-450	CONTRACT SERVICES	29,800	31,600	1,800	6%	Increased janitorial expenses in Town Hall
10-00-4200-480	INDIRECT COST ALLOCATION	-22,134	-11,671	10,463	-47%	Adjusted at Commission work session
10-00-4200-520	CONTRIBUTIONS	0	0	-	0%	
10-00-4200-530	DUES & SUBSCRIPTIONS	3,173	3,200	27	1%	
10-00-4200-550	SUPERVISOR'S EXPENSE	400	300	(100)	-25%	
10-00-4200-572	INTERFUND X FROM SPEC REV TO GEN	0	0	-	0%	
10-00-4200-730	CAPITAL OUTLAY	0	67,744	-		Adjusted at Commission work session
<b>TOTALS</b>		<b>432,098</b>	<b>522,910</b>	<b>22,508</b>	<b>5%</b>	



## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:		0	0	0	0	0	0	
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
OPERATING EXPENSES:								
10-00-5000-080	INSURANCE	20,500	20,500	0	20,500	39,000	39,000	39,000
10-00-5000-130	UTILITIES	3,000	4,000	1,018	4,000	10,000	10,000	10,000
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,196	2,500	420	2,500	2,500	2,000	2,000
10-00-5000-160	M&R EQUIPMENT	4,725	2,725	0	4,725	6,725	6,000	6,000
10-00-5000-330	DEPARTMENTAL SUPPLIES	2,004	2,000	25	1,500	1,500	1,500	1,500
10-00-5000-450	CONTRACT SERVICES	1,200	3,200	1,603	2,553	2,000	2,000	2,000
10-00-5000-480	INDIRECT COST ALLOCATION	-10,491	-1,921	-961	-1,441	-4748	-4,748	-9,923
10-00-5000-571	INTERFUND TRANSFER	681,701	298,748	0	298,748	96,160	96,160	96,160
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$704,835</b>	<b>\$331,752</b>	<b>\$2,106</b>	<b>\$333,085</b>	<b>\$153,137</b>	<b>\$151,912</b>	<b>\$146,737</b>
CAPITAL OUTLAY:								
10-00-5000-730	CAPITAL OUTLAY	0	0	0	0	56,000	56,000	49,000
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,000</b>	<b>\$56,000</b>	<b>\$49,000</b>
DEBT PAYMENT:								
10-00-5000-900	DEBT SERVICING	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PUBLIC BUILDINGS DEPARTMENT TOTAL:</b>		<b>\$704,835</b>	<b>\$331,752</b>	<b>\$2,106</b>	<b>\$333,085</b>	<b>\$209,137</b>	<b>\$207,912</b>	<b>\$195,737</b>

	FY 19-20	FY 20-21
<b><u>.080 Insurance</u></b>	20,500	39,000
Liability, Property, Auto, Flood etc.		
<b><u>.130 UTILITIES</u></b>	4,000	10,000
Progress Energy		
Heating Expense		
<b><u>.150 M&amp;R BUILDINGS AND GROUNDS</u></b>	2,500	2,000
Pest Control		
Maintenance Supplies		
Equipment and Furnace Repairs		
Building Maintenance		
Parking Lot Maintenance		
<b><u>.160 M&amp;R EQUIPMENT</u></b>	2,725	6,000
Phone System Lease and Repairs		
Postage Meter Lease and Fees		
Alarm System Monitoring		
<b><u>.330 DEPARTMENTAL SUPPLIES</u></b>	2,000	1,500
Building Supplies		
<b><u>.450 CONTRACT SERVICES</u></b>	3,200	2,000
<b><u>.480 INDIRECT COST ALLOCATION</u></b>	(1,921)	(9,923)
Indirect Cost Allocation		
<b><u>.571 INTERFUND TRANSFER</u></b>	298,748	96,160
<b><u>.730 CAPITAL OUTLAY</u></b>	-	49,000
Furnishings		
<b><u>.900 DEBT SERVICING</u></b>	-	-

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 19-20 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-5000-080	INSURANCE	20,500	39,000	18,500	90%	Flood Insurance Added
10-00-5000-130	UTILITIES	4,000	10,000	6,000	150%	Anticipated needs for new buildings
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,500	2,000	(500)	-20%	
10-00-5000-160	M&R EQUIPMENT	2,725	6,000	3,275	120%	Increased phone system costs
10-00-5000-450	CONTRACT SERVICES	3,200	2,000	(1,200)	-38%	
10-00-5000-330	DEPARTMENTAL SUPPLIES	2,000	1,500	(500)	-25%	Based on usage
10-00-5000-480	INDIRECT COST ALLOCATION	(1,921)	(4,748)	(9,923)	517%	Technical correction
10-00-5000-571	INTERFUND TRANSFER	298,748	96,160	(202,588)		
10-00-5000-730	CAPITAL OUTLAY	-	56,000	49,000		Adjusted by Commission work session
10-00-5000-900	DEBT SERVICING	0	0	-		Town Hall debt budgeted in Interfund Transfer to Capital Project Fund
<b>TOTALS</b>		<b>331,752</b>	<b>207,912</b>	<b>(156,436)</b>	<b>-47%</b>	

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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-10-5100-020	SALARIES & WAGES	217,547	261,748	188,123	261,748	258,900	258,900	258,900
10-10-5100-021	SEPERATION ALLOWANCE	20,600	20,600	13,733	20,600	20,600	20,600	20,600
10-10-5100-050	FICA EXPENSE	20,500	21,100	15,332	21,100	21,400	21,400	21,400
10-10-5100-060	GROUP HEALTH INSURANCE	45,500	66,000	41,718	66,000	56,000	56,000	56,000
10-10-5100-070	RETIREMENT - LOCAL GOVT.	29,400	33,200	25,440	33,200	30,200	30,200	30,200
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$333,547</b>	<b>\$402,648</b>	<b>\$284,345</b>	<b>\$402,648</b>	<b>\$387,100</b>	<b>\$387,100</b>	<b>\$387,100</b>
OPERATING EXPENSES:								
10-10-5100-100	POSTAGE	0	15	15.20	15	16	16	16
10-10-5100-110	TELEPHONE	2,500	2,500	1,673	2,500	2,500	2,500	2,500
10-10-5100-140	TRAVEL & TRAINING	789	750	750	750	1,000	1,000	1,000
10-10-5100-160	M & R EQUIPMENT	300	197	192	197	4,500	4,500	4,500
10-10-5100-170	M & R AUTO	3,500	8,085	5,458	8,085	5,500	5,500	5,500
10-10-5100-234	PUBLIC SAFETY EDUCATION	124	0	0	0	500	0	0
10-10-5100-310	AUTO SUPPLIES	9,000	6,740	4,088	6,740	11,000	10,800	10,800
10-10-5100-320	MEDICAL CERTIFICATION	1,185	1,380	1,245	1,380	1,000	1,000	1,000
10-10-5100-330	DEPARTMENT SUPPLIES	2,500	2,634	2,461	2,784	2,500	2,500	2,500
10-10-5100-335	DUPLICATING AND PRINTING	0	50	0	50	0	0	0
10-10-5100-360	UNIFORMS	5,200	4,394	3,751	4,394	3,300	3,300	3,300
10-10-5100-530	DUES & SUBSCRIPTIONS	2,000	2,005	2,005	2,005	2,100	2,005	2,005
10-10-5100-735	MACHINERY AND EQUIPMENT	12,311	4,675	4,675	4,675	2,500	2,500	2,500
10-10-5100-740	AUXILARY	28,769	0	0	0			0
10-10-5100-760	DISPATCHER SERVICES	19,200	20,160	9,975	20,160	21,168	21,168	21,168
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$87,378</b>	<b>\$53,570</b>	<b>\$36,273</b>	<b>\$53,720</b>	<b>\$57,568</b>	<b>\$56,773</b>	<b>\$56,773</b>
CAPITAL OUTLAY:								
10-10-5100-730	CAPITAL OUTLAY	0	7,077	0	7,077	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$7,077</b>	<b>\$0</b>	<b>\$7,077</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-10-5100-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>POLICE DEPARTMENT TOTAL:</b>		<b>\$420,925</b>	<b>\$463,295</b>	<b>\$320,618</b>	<b>\$463,444</b>	<b>\$444,668</b>	<b>\$443,873</b>	<b>\$443,873</b>



<b><u>.020 SALARIES AND WAGES</u></b>	FY 19-20 261,748	FY 20-21 258,900	<b><u>.330 DEPARTMENTAL SUPPLIES</u></b>	FY 19-20 2,634	FY 20-21 2,500
Police Chief, Police Officers (4)			General Office Supplies		
			Law Enforcement Supplies		
			Miscellaneous Supplies		
<b><u>.021 SEPERATION ALLOWANCE</u></b>	20,600	20,600			
Separation Allowance (1)					
<b><u>.050 FICA</u></b>	21,100	21,400	<b><u>.335 DUPLICATING AND PRINTING</u></b>	50	0
Federal Insurance Contributions Act			Printing expense		
<b><u>.060 Group Health Insurance</u></b>	66,000	56,000	<b><u>.360 UNIFORMS</u></b>	4,394	3,300
Health, Vision, Dental, Life			Uniform Supplies for 5 officers		
<b><u>.070 Retirement</u></b>	33,200	30,200	<b><u>.530 DUES &amp; SUBSCRIPTIONS</u></b>	2,005	2,005
LGERS			Professional Dues		
Prudential 401K					
<b><u>.110 TELEPHONE</u></b>	2,500	2,500	<b><u>.760 DISPATCHER SERVICE</u></b>	20,160	21,168
Telephone service			Town of Black Mountain		
<b><u>.140 TRAVEL AND TRAINING</u></b>	750	1,000	<b><u>.730 CAPITAL OUTLAY</u></b>	7,077	
Workshops/Training Seminars			Radio Replacement		
<b><u>.160 M &amp; R EQUIPMENT</u></b>	197	4,500	<b><u>.735 MACHINARY AND EQUIPMENT</u></b>	4,675	2,500
Radar Certification/Maintenance			Police Vehicle		
Radio Maintenance			Radio Replacement	-	
Miscellaneous Repairs					
Computer Hot Spots			<b><u>.740 AUXILARY</u></b>	-	-
Code Red			Part Time Officers		
<b><u>.170 M&amp;R AUTO</u></b>	8,085				
Maintenance costs for 4 vehicles					
<b><u>.234 PUBLIC SAFETY EDUCATION</u></b>	-	-			
Public Education					
<b><u>.310 AUTO SUPPLIES</u></b>	6,740	10,800			
Gas, Tires, and Oil for 4 vehicles					
<b><u>.320 MEDICAL CERTIFICATION</u></b>	1,380	1,000			
Physical Fees					
Drug and Psychological Screenings					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-020	SALARIES & WAGES	261,748	258,900	(2,848)	-1%	
10-10-5100-021	SEPERATION ALLOWANCE	20,600	20,600	-	0%	
10-10-5100-050	FICA EXPENSE	21,100	21,400	300	1%	
10-10-5100-060	GROUP HEALTH INSURANCE	66,000	56,000	(10,000)	-15%	
10-10-5100-070	RETIREMENT - LOCAL GOVT.	33,200	30,200	(3,000)	-9%	
10-10-5100-110	TELEPHONE	2,500	2,500	-	0%	
10-10-5100-140	TRAVEL & TRAINING	750	1,000	250	33%	
10-10-5100-160	M & R EQUIPMENT	197	4,500	4,303	2180%	Radar Certifications, Laptop Software Upgrade
10-10-5100-170	M & R AUTO	8,085	5,500	(2,585)	-32%	
10-10-5100-234	PUBLIC SAFETY EDUCATION	0	0	-	#DIV/0!	
10-10-5100-310	AUTO SUPPLIES	6,740	10,800	4,060	60%	Difficult to predict market fluctuation
10-10-5100-320	MEDICAL CERTIFICATION	1,380	1,000	(380)	-28%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-330	DEPARTMENT SUPPLIES	2,634	2,500	(134)	-5%	PPE, Ammo, Batteries
10-10-5100-335	DUPLICATING AND PRINTING	0	0	-		
10-10-5100-360	UNIFORMS	4,394	3,300	(1,094)	-25%	Body Armor, Clothing/ Boots
10-10-5100-530	DUES & SUBSCRIPTIONS	2,005	2,005	-	0%	
10-10-5100-735	MACHINERY AND EQUIPMENT	4,675	2,500	(2,175)	-47%	SMI Radar Unit
10-10-5100-740	AUXILARY	0	0			Reserve pay moved to Salary line item
10-10-5100-760	DISPATCHER SERVICES	20,160	21,168	1,008	5%	Reflects 5% Annual Increase
10-10-5100-730	CAPITAL OUTLAY	7,077	0	(7,077)		
<b>TOTALS</b>		<b>463,245</b>	<b>443,873</b>	<b>(19,372)</b>	<b>-4%</b>	

## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-10-5400-020	SALARIES & WAGES	0	0	0	0	0	0	0
10-10-5400-040	PROFESSIONAL SERVICES	2,820	2,820	694	2,820	0	0	0
10-10-5400-050	FICA EXPENSE	0	122	122	122	0	0	0
10-10-5400-060	GROUP HEALTH INSURANCE	0	0	0	0	0	0	0
10-10-5400-070	RETIREMENT - LOCAL GOVT.	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$2,820</b>	<b>\$2,942</b>	<b>\$816</b>	<b>\$2,942</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
OPERATING EXPENSES:								
10-10-5400-110	TELEPHONE	800	650	0	0	650	0	0
10-10-5400-140	TRAVEL AND TRAINING	1,000	1,000	180	180	1,000	1,000	1,000
10-10-5400-160	M&R EQUIPMENT	350	3,550	3,380	3,380	3,550	3,550	3,550
10-10-5400-170	M&R AUTO	700	700	0	0	-	0	0
10-10-5400-260	ADVERTISING	600	600	0	0	500	500	500
10-10-5400-310	AUTO SUPPLIES	400	400	162	162	-	0	0
10-10-5400-320	OFFICE EXPENSE	380	380	0	0	350	350	350
10-10-5400-330	DEPARTMENT SUPPLIES	140	100	56	56	100	100	100
10-10-5400-331	PLANNING BOARD	200	500	0	0	500	500	500
10-10-5400-332	BOARD OF ADJUSTMENT	660	660	0	0	500	500	500
10-10-5400-335	DUPLICATING AND PRINTING	0	50	2	50	-	0	0
10-10-5400-450	CONTRACT SERVICES - BLDG. INSP.	9,500	11,300	7,215	11,000	12,000	12,000	12,000
10-10-5400-451	CONTRACT SERVICES - FIRE INSP.	0	2,500	0	2,500	2,500	2,500	2,500
10-20-5400-452	CONTRACTED SERVICES - ZONE	36,087	99,350	62,423	99,350	54,810	54,810	54,810
10-10-5400-530	DUES & SUBSCRIPTIONS	150	100	0	0	500	500	500
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$50,967</b>	<b>\$121,840</b>	<b>\$73,417</b>	<b>\$116,678</b>	<b>\$76,960</b>	<b>\$76,310</b>	<b>\$76,310</b>
CAPITAL OUTLAY:								
10-10-5400-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-10-5400-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PLANNING AND ZONING DEPARTMENT TOTAL:</b>		<b>\$53,787</b>	<b>\$124,782</b>	<b>\$74,233</b>	<b>\$119,620</b>	<b>\$76,960</b>	<b>\$76,310</b>	<b>\$76,310</b>

	FY 19-20	FY 20-21		FY 19-20	FY 20-21
<b><u>.020 SALARIES AND WAGES</u></b>	-	-	<b><u>.330 DEPARTMENT SUPPLIES</u></b>	100	100
Salaries and Wages (1)			General Office Supplies		
<b><u>.040 PROFESSIONAL SERVICES</u></b>	2,820	-	<b><u>.331 PLANNING BOARD</u></b>	500	500
Professional Services			Miscellaneous Expense		
<b><u>.050 FICA</u></b>	300	-	<b><u>.332 BOARD OF ADJUSTMENT</u></b>	660	500
FICA			Miscellaneous Expense		
<b><u>.060 Group Health Insurance</u></b>	-	-	<b><u>.335 DUPLICATING AND PRINTING</u></b>	50	-
Health, Vision, Dental, Life			Miscellaneous Expense		
<b><u>.070 Retirement</u></b>	-	-	<b><u>.450 CONTRACT SERVICES - BLDG. INSP.</u></b>	11,000	12,000
LGERS			Contract for Building Inspections		
Prudential 401K			<b><u>.451 FIRE INSPECTIONS</u></b>	2,500	2,500
<b><u>.110 TELEPHONE</u></b>	650	-	Contract with Town of Black Mountain		
Telephone			<b><u>.452 CONTRACT SERVICES - ZONING</u></b>	99,350	54,810
<b><u>.140 TRAVEL AND TRAINING</u></b>	1,000	1,000	Contract with Land of Sky		
Zoning Administrator			<b><u>.530 DUES &amp; SUBSCRIPTIONS</u></b>	100	500
<b><u>.160 M &amp; R EQUIPMENT</u></b>	3,550	3,550	Professional Dues		
Annual GIS Software/Service Renewal			<b><u>.730 CAPITAL OUTLAY</u></b>	-	
Permitting Software Support					
<b><u>.170 M &amp; R AUTO</u></b>	700	-			
Maintenance costs for 1 vehicle					
<b><u>.260 ADVERTISING</u></b>	600	500			
<b><u>.310 AUTO SUPPLIES</u></b>	400	-			
Gas, Oil and Tires for 1 vehicle					
<b><u>.320 Office Expense</u></b>	380	350			

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-020	SALARIES & WAGES	0	0	-	0%	
10-10-5400-040	PROFESSIONAL SERVICES	2,820	0	(2,820)	-100%	Moved all of legal fees to Administration
10-10-5400-050	FICA EXPENSE	122	0	(122)	-100%	
10-10-5400-060	GROUP HEALTH INSURANCE	0	0	-	0%	
10-10-5400-070	RETIREMENT - LOCAL GOVT.	0	0	-	0%	
10-10-5400-110	TELEPHONE	650	0	(650)	-100%	
10-10-5400-140	TRAVEL AND TRAINING	1,000	1,000	-	0%	
10-10-5400-160	M&R EQUIPMENT	3,550	3,550	-	0%	
10-10-5400-170	M&R AUTO	700	0	(700)	-100%	Vehicle removed from department
10-10-5400-260	ADVERTISING	600	500	(100)	-17%	Based on usage
10-10-5400-310	AUTO SUPPLIES	400	0	(400)	-100%	Vehicle removed from department
10-10-5400-320	OFFICE EXPENSE	380	350	(30)	-8%	



ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-330	DEPARTMENT SUPPLIES	100	100	-	0%	
10-10-5400-331	PLANNING BOARD	500	500	-	0%	
10-10-5400-332	BOARD OF ADJUSTMENT	660	500	(160)	-24%	Based on usage
10-10-5400-335	DUPLICATING AND PRINTING	50	0	(50)		Consolidated into administration department
10-10-5400-450	CONTRACT SERVICES - BUILDING INSPECTIONS	11,300	12,000	700	6%	Based on growth
10-10-5400-451	CONTRACT SERVICES - FIRE INSPECTIONS	2,500	2,500	-		
10-10-5400-452	CONTRACT SERVICES - ZONING	99,350	54,810	(44,540)	-45%	Due to Zoning Review contract coming to an end.
10-10-5400-530	DUES & SUBSCRIPTIONS	100	500	400	400%	
10-10-5400-730	CAPITAL OUTLAY	0	0	-		
<b>TOTALS</b>		<b>124,782</b>	<b>76,310</b>	<b>(48,472)</b>	<b>-39%</b>	

## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-20-5550-020	SALARIES & WAGES	93,800	62,752	65,354	62,752	53,800	53,800	53,800
10-20-5550-021	SEPERATION ALLOWANCE	12,900	12,900	9,623	12,900	12,900	12,900	12,900
10-20-5550-040	PROFESSIONAL SERVICES	160	0	0	0	0	0	0
10-20-5550-050	FICA EXPENSE	8,200	5,618	5,735	5,618	5,100	5,100	5,100
10-20-5550-060	GROUP HEALTH INSURANCE	18,200	13,800	10,615	13,800	12,000	12,000	12,000
10-20-5550-070	RETIREMENT - LOCAL GOVT.	12,100	7,600	9,255	7,600	8,200	8,200	8,200
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$145,360</b>	<b>\$102,670</b>	<b>\$100,582</b>	<b>\$102,670</b>	<b>\$92,000</b>	<b>\$92,000</b>	<b>\$92,000</b>
OPERATING EXPENSES:								
10-20-5550-081	MEDICAL CERTIFICATION	150	150	0.00	0	0	0	0
10-20-5550-110	TELEPHONE	1,779	1,000	840	1,100	1,000	1,000	1,000
10-20-5550-140	TRAVEL & TRAINING	3,500	3,770	3,654	3,654	3,500	3,500	3,500
10-20-5550-170	M & R TRUCKS	0	0	0	0	0	0	0
10-20-5550-310	AUTO SUPPLIES	2,210	786	88	786	5,000	5,000	5,000
10-20-5550-330	DEPARTMENT SUPPLIES	9,000	4,850	3,833	4,850	4,500	4,400	4,400
10-20-5550-335	DUPLICATING AND PRINTING	0	50	0	50	0	0	0
10-20-5550-360	UNIFORMS	486	500	590	590	500	500	500
10-20-5550-370	STORMWATER PROGRAM	2,190	2,500	860	2,500	2,500	2,500	2,500
10-20-5550-735	MACHINERY AND EQUIPMENT	4,200	6,200	3,970	6,200	5,000	5,000	5,000
10-20-5550-480	INDIRECT COST ALLOCATION	-13,259	-9,158	-4579	-9,158	-2,444	-2,444	-5,496
10-20-5550-572	INTERFUND XFER TO SPEC. REV.	392	0	0	0	0	0	0
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$10,648</b>	<b>\$10,648</b>	<b>\$9,256</b>	<b>\$10,572</b>	<b>\$19,556</b>	<b>\$19,456</b>	<b>\$16,404</b>
CAPITAL OUTLAY:								
10-20-5550-730	CAPITAL OUTLAY	0	44,024	43,800	45,160	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$44,024</b>	<b>\$43,800</b>	<b>\$45,160</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-20-5550-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PUBLIC WORKS DEPARTMENT TOTAL:</b>		<b>\$156,008</b>	<b>\$157,342</b>	<b>\$153,638</b>	<b>\$158,402</b>	<b>\$111,556</b>	<b>\$111,456</b>	<b>\$108,404</b>

<b><u>.020 SALARIES AND WAGES</u></b>	FY 19-20	FY 20-21	<b><u>.360 UNIFORMS</u></b>	FY 19-20	FY 20-21
Public Works Personnel	\$ 62,134	\$ 53,800	Uniforms for 1 employee	\$ 500	\$ 500
<b><u>.021 SEPERATION ALLOWANCE</u></b>	\$ 12,900	\$ 12,900	<b><u>.370 STORMWATER PROGRAM</u></b>	\$ 2,500	\$ 2,500
Public Works Personnel			Phase II, Year 4 Stormwater Program		
<b><u>.040 PROFESSIONAL SERVICES</u></b>	\$ -	\$ -	<b><u>.480 INDIRECT COST ALLOCATION</u></b>	\$ (9,158)	\$ (5,496)
Engineering			Indirect Cost Allocation		
<b><u>.050 FICA</u></b>	\$ 5,100	\$ 5,100	<b><u>.572 INTERFUND XSFER TO SPEC. REV.</u></b>	\$ -	\$ -
Public Works Personnel					
<b><u>.060 GROUP HEALTH</u></b>	\$ 13,800	\$ 12,000	<b><u>.730 CAPITAL OUTLAY</u></b>	\$ 45,160	\$ -
Public Works Personnel			Truck replacement		
<b><u>.070 RETIRMENT EXPENSE</u></b>	\$ 7,600	\$ 8,200	<b><u>.735 MACHINERY AND EQUIPMENT</u></b>	\$ 6,200	\$ 5,000
Public Works Personnel					
<b><u>.081 MEDICAL CERTIFICATION</u></b>	\$ 150	\$ -	<b><u>.900 DEBT SERVICING</u></b>	\$ -	\$ -
Public Works Personnel					
<b><u>.110 TELEPHONE</u></b>	\$ 1,000	\$ 1,000			
Telephone					
<b><u>.140 TRAVEL AND TRAINING</u></b>	\$ 3,770	\$ 3,500			
Workshop Meetings					
<b><u>.170 M &amp; R TRUCKS</u></b>	\$ -	\$ -			
Maintenance costs for 1 vehicle					
<b><u>.310 AUTO SUPPLIES</u></b>	\$ 786	\$ 5,000			
Gas, Oil and Tires for 1 vehicle					
<b><u>.330 DEPARTMENT SUPPLIES</u></b>	\$ 4,850	\$ 4,400			
General Office Supplies					
Miscellaneous Supplies					
<b><u>.335 DUPLICATING AND PRINTING</u></b>	\$ 50	\$ -			
Printing expenses					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5550-020	SALARIES & WAGES	62,752	53,800	(8,952)	-14%	
10-20-5550-021	SEPERATION ALLOWANCE	12,900	12,900	-	0%	
10-20-5550-040	PROFESSIONAL SERVICES	0	0	-	0%	
10-20-5550-050	FICA EXPENSE	5,618	5,618	-	0%	
10-20-5550-060	GROUP HEALTH INSURANCE	13,800	13,800	-	0%	
10-20-5550-070	RETIREMENT - LOCAL GOVT.	7,600	8,200	600	8%	
10-20-5550-081	MEDICAL CERTIFICATION	150	0	(150)	-100%	Based on anticipated need
10-20-5550-110	TELEPHONE	1,000	1,000	-	0%	
10-20-5550-140	TRAVEL & TRAINING	3,770	3,500	(270)	-7%	
10-20-5550-170	M & R TRUCKS	0	0	-		
10-20-5550-310	AUTO SUPPLIES	786	5,000	4,214	536%	
10-20-5550-330	DEPARTMENT SUPPLIES	4,850	4,400	(450)	-9%	
10-20-5550-335	DUPLICATING AND PRINTING	50	0	(50)		Consolidated into Admin Department
10-20-5550-360	UNIFORMS	500	500	-	0%	
10-20-5550-370	STORMWATER PROGRAM	2,500	2,500	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5550-480	INDIRECT COST ALLOCATION	-9,158	-5,496	3,662	-40%	Adjusted by Commission work session
10-20-5550-572	INTERFUND TO SPEC REV	0	0	-	0%	
10-20-5550-735	CAPITAL OUTLAY	44,024	0	(44,024)		
10-20-5550-731	MACHINERY AND EQUIPMENT	6,200	5000	(1,200)	-19%	
<b>TOTALS</b>		<b>157,342</b>	<b>110,722</b>	<b>(46,620)</b>	<b>-30%</b>	

## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-20	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-20-5600-020	SALARIES & WAGES	71,800	74,400	57,537	74,400	76,600	76,600	76,600
10-20-5600-050	FICA EXPENSE	550	5,700	4,374	5,700	5,900	5,900	5,900
10-20-5600-060	GROUP HEALTH INSURANCE	18,200	25,900	17,620	25,900	22,300	22,300	22,300
10-20-5600-070	RETIREMENT - LOCAL GOVT.	9,300	10,500	8,106	10,500	11,700	11,700	11,700
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$99,850</b>	<b>\$116,500</b>	<b>\$87,638</b>	<b>\$116,500</b>	<b>\$116,500</b>	<b>\$116,500</b>	<b>\$116,500</b>
OPERATING EXPENSES:								
10-20-5600-110	TELEPHONE	1,600	0	0	0	0	0	0
10-20-5600-140	TRAVEL & TRAINING	2,000	2,000	389	1,500	1,500	1,500	1,500
10-20-5600-160	M & R EQUIPMENT	1,900	2,500	147	2,000	2,000	2,000	2,000
10-20-5600-170	M & R AUTO	6,400	7,000	5,205	7,000	7,000	7,000	7,000
10-20-5600-310	AUTO SUPPLIES	7,500	7,500	3,126	7,000	7,000	7,000	7,000
10-20-5600-330	DEPARTMENT SUPPLIES	10,250	11,000	4,302	11,000	11,000	11,000	11,000
10-20-5600-335	DUPLICATING AND PRINTING	0	50	0	50	0	0	0
10-20-5600-340	REPAIR AND WIDENING	37,000	37,000	0	30,000	30,000	30,000	30,000
10-20-5600-360	UNIFORMS	2,000	2,000	1,770	2,000	2,000	1,800	1,800
10-20-5600-450	CONTRACT SERVICES	26,000	15,000	3,541	9,000	9,000	9,000	9,000
10-20-5600-480	INDIRECT COST ALLOCATION	-36,072	-35,351	-17,676	-35,351	-7,465	-7,465	-15,054
10-20-5600-540	INTEREST EXPENSE	4,450	2,500	2,437	2,100	2,100	2,100	2,100
10-20-5600-572	INTERFUND TO SPECIAL REV	539	0	0	0	77,443	77,443	44,593
10-20-5600-740	STREET LIGHTING	20,000	21,000	11,557	21,000	21,000	21,000	21,000
10-20-5600-745	STORMWATER IMPROVEMENTS	3,000	3,000	0	3,000	15,000	15,000	15,000
10-20-5600-750	ROAD MAINTENANCE	12,500	15,000	10,739	15,000	10,000	10,000	10,000
10-20-5600-755	SIGNS AND PAINTING	4,500	4,500	4,252	4,500	4,000	4,000	4,000
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000	1,602	2,000	2,000	2,000	2,000
10-20-5600-765	SURVEYS/MAPPING	0	2,500	0	2,500	2,500	2,300	2,300
10-20-5600-770	SNOW REMOVAL	5,500	10,500	4,589	10,500	9,000	9,000	9,000
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$111,067</b>	<b>\$109,699</b>	<b>\$35,981</b>	<b>\$94,799</b>	<b>\$205,078</b>	<b>\$204,678</b>	<b>\$164,239</b>
CAPITAL OUTLAY:								
10-20-5600-730	CAPITAL OUTLAY	234,000	347,749	342,749	347,749	276,000	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$234,000</b>	<b>\$347,749</b>	<b>\$342,749</b>	<b>\$347,749</b>	<b>\$276,000</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-20-5600-900	DEBT PAYMENT	29,000	16,200	16,200	16,200	16,200	16,200	16,200
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$29,000</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$16,200</b>	<b>\$16,200</b>
<b>STREET DEPARTMENT TOTAL:</b>		<b>\$473,917</b>	<b>\$590,148</b>	<b>\$482,568</b>	<b>\$575,248</b>	<b>\$613,778</b>	<b>\$337,378</b>	<b>\$296,939</b>

	FY 19-20	FY 20-21
<b><u>.020 SALARIES AND WAGES</u></b>	74,400	76,600
Utility Maintenance Worker		
<b><u>.050 FICA EXPENSE</u></b>	5,700	5,900
FICA		
<b><u>.060 GROUP HEALTH INSURANCE</u></b>	25,900	22,300
Insurance		
<b><u>.070 RETIREMENT</u></b>	10,500	11,700
LGERS		
PRUDENTIAL 401K		
<b><u>.110 TELEPHONE</u></b>	-	-
Telephone		
<b><u>.140 TRAVEL AND TRAINING</u></b>	2,000	1,500
Licenses and Certifications		
TRAQ		
<b><u>.160 M &amp; R EQUIPMENT</u></b>	2,500	2,000
Routine Equipment Maintenance		
Miscellaneous Repairs		
<b><u>.170 M&amp;R AUTO</u></b>	7,000	7,000
Maintenance costs for vehicles		
and equipment		
<b><u>.310 AUTO SUPPLIES</u></b>	7,500	7,000
Gas, Tires, and Oil for 3 vehicles		
and equipment		
<b><u>.330 DEPARTMENTAL SUPPLIES</u></b>	11,000	11,000
General Office Supplies		
Street Supplies and Tools		
Miscellaneous Supplies		
<b><u>.335 DUPLICATING AND PRINTING</u></b>	50	-
Duplicating and Printing		
<b><u>.340 REPAIR AND WIDENING</u></b>	37,000	30,000
Smaller Repaving Projects		
<b><u>.360 UNIFORMS</u></b>	2,000	1,800
Uniform Supplies for 4 employees		

	FY 19-20	FY 20-21
<b><u>.450 CONTRACT SERVICES</u></b>	15,000	9,000
Road Maintenance		
<b><u>.480 INDIRECT COST ALLOCATION</u></b>	(35,351)	(15,054)
Indirect Cost Allocation		
<b><u>.540 INTEREST EXPENSE</u></b>	2,500	(7,465)
<b><u>.572 INTERFUND TO SPECIAL REVENUE</u></b>	-	44,593
Tropical Storm Alberto Projects		
<b><u>.740 STREET LIGHTING</u></b>	21,000	21,000
Street Lights		
<b><u>.745 STORMWATER IMPROVEMENTS</u></b>	3,000	15,000
Culverts and Stormwater Repairs		
<b><u>.750 ROAD MAINTENANCE</u></b>	15,000	10,000
General Maintenance to Roads		
<b><u>.755 SIGNS AND PAINTING</u></b>	4,500	4,000
General Maintenance to Road Signs		
<b><u>.760 BRIDGE INSPECTIONS</u></b>	2,000	2,000
Inspections for Bridges		
<b><u>.765 SURVEYS/MAPPING</u></b>	2,500	2,300
Powell Bill Map		
Right-of-Way Surveying		
<b><u>.770 SNOW REMOVAL</u></b>	10,500	9,000
Salt, Sand and Snow Removal Costs		
<b><u>.730 CAPITAL OUTLAY</u></b>	342,749	-
<b><u>.900 DEBT PAYMENT</u></b>	16,200	16,200
Upper Kentucky Street Assessment		
ARRA		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-020	SALARIES & WAGES	74,400	76,600	2,200	3%	
10-20-5600-050	FICA EXPENSE	5,700	5,900	200	4%	
10-20-5600-060	GROUP HEALTH INSURANCE	25,900	22,300	(3,600)	-14%	
10-20-5600-070	RETIREMENT - LOCAL GOVT.	10,500	11,700	1,200	11%	State mandated increase
10-20-5600-110	TELEPHONE	0	0	0	0%	
10-20-5600-140	TRAVEL & TRAINING	2,000	1,500	(500)	-25%	Based on projected need
10-20-5600-160	M & R EQUIPMENT	2,500	2,000	(500)	-20%	
10-20-5600-170	M & R AUTO	7,000	7,000	-	0%	
10-20-5600-310	AUTO SUPPLIES	7,500	7,000	(500)	-7%	
10-20-5600-330	DEPARTMENT SUPPLIES	11,000	11,000	-	0%	
10-20-5600-335	DUPLICATING AND PRINTING	50	0	(50)		
10-20-5600-340	REPAIR AND WIDENING	37,000	30,000	(7,000)	-19%	
10-20-5600-360	UNIFORMS	2,000	1,800	(200)	-10%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-450	CONTRACT SERVICES	15,000	9,000	(6,000)	-40%	
10-20-5600-480	INDIRECT COST ALLOCATION	-35,351	-15,054	-20,297	57%	Technical correction
10-20-5600-540	INTEREST EXPENSE	2,500	2,100	(400)	-16%	Per debt schedule
10-20-5600-572	INTERFUND TO SPECIAL REV	0	44,593	44,593		Adjusted by Commission work session
10-20-5600-740	STREET LIGHTING	21,000	21,000	-	0%	
10-20-5600-745	STORMWATER IMPROVEMENTS	3,000	15,000	12,000	400%	
10-20-5600-750	ROAD MAINTENANCE	15,000	10,000	(5,000)	-33%	
10-20-5600-755	SIGNS AND PAINTING	4,500	4,000	(500)	-11%	
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000	-	0%	
10-20-5600-765	SURVEYS/MAPPING	2,500	2,300	(200)		
10-20-5600-770	SNOW REMOVAL	10,500	9,000	(1,500)	-14%	
10-20-5600-730	CAPITAL OUTLAY	342,749	0	(342,749)	-100%	Projects proposed for funding through the CIP.
10-20-5600-900	DEBT PAYMENT	16,200	16,200	-	0%	Per Upper KY special assessment maturity schedule

**TOTALS**

**585,148**

**296,939**

**(328,803)**

**-56%**

# 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. Onboard and train new hire while maintaining high quality of service
3. Participate in ICS training

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
10-30-5800-020	SALARIES & WAGES	37,600	39,000	28,725	39,000	44,900	44,900	44,900
10-30-5800-050	FICA EXPENSE	2,900	3,000	2,198	3,000	3,500	3,500	3,500
10-30-5800-060	GROUP HEALTH INSURANCE	9,100	13,000	8,942	13,000	11,200	11,200	11,200
10-30-5800-070	RETIREMENT - LOCAL GOVT.	4,900	5,500	4,057	5,500	6,900	6,900	6,900
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$54,500</b>	<b>\$60,500</b>	<b>\$43,921</b>	<b>\$60,500</b>	<b>\$66,500</b>	<b>\$66,500</b>	<b>\$66,500</b>
OPERATING EXPENSES:								
10-30-5800-110	TELEPHONE	400	450	306	450	450	450	450
10-30-5800-130	UTILITIES	600	1,476	1,081	1,476	1,506	1,506	1,506
10-30-5800-160	M & R EQUIPMENT	400	400	388	400	400	400	400
10-30-5800-170	M & R TRUCKS	1,500	1,500	1,615	1,615	1,500	1,500	1,500
10-30-5800-310	AUTO SUPPLIES	4,300	4,300	3,334	4,300	4,300	4,200	4,200
10-30-5800-330	SUPPLIES/TOOLS	1,500	1,500	714	1,000	1,500	1,300	1,300
10-30-5800-335	DUPLICATING AND PRINTING	0	50	0	50	0	0	0
10-30-5800-360	UNIFORMS	600	600	0	400	600	584	584
10-30-5800-450	CONTRACT SERVICES - SANITATION	15,000	15,000	8,915	14,000	15,000	14,600	12,100
10-30-5800-451	CONTRACT SERVICES-DUMPSTER	20,500	20,500	17,368	21,500	21,500	21,500	21,500
10-30-5800-480	INDIRECT COST ALLOCATION	0	0	0	0	0	0	0
10-30-5800-550	TIPPING FEES	12,326	12,326	8,111	10,000	12,942	12,942	12,942
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$57,126</b>	<b>\$58,102</b>	<b>\$41,832</b>	<b>\$55,191</b>	<b>\$59,698</b>	<b>\$58,982</b>	<b>\$56,482</b>
CAPITAL OUTLAY:								
10-30-5800-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-30-5800-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SANITATION DEPARTMENT TOTAL:</b>		<b>\$111,626</b>	<b>\$118,602</b>	<b>\$85,753</b>	<b>\$115,691</b>	<b>\$126,198</b>	<b>\$125,482</b>	<b>\$122,982</b>



<b><u>.020 SALARIES AND WAGES</u></b>	FY 19-20	FY 20-21	<b><u>.451 CONTRACT SERVICES-COMPACTORS</u></b>	FY 19-20	FY 20-21
Utility Maintenance Worker	39,000	44,900	Rental and Hauling of 2 Compactors	20,500	21,500
<b><u>.050 FICA</u></b>	3,000	3,500	<b><u>.550 TIPPING FEES</u></b>	12,326	12,942
FICA			Buncombe County Tipping Fees		
<b><u>.060 GROUP HEALTH</u></b>	13,000	11,200	<b><u>.730 CAPITAL OUTLAY - SANITATION</u></b>	0	0
Health, vision, dental, and life insurance			Sanitation Truck		
<b><u>.070 RETIREMENT EXPENSE</u></b>	5,500	6,900	<b><u>.900 DEBT SERVICE</u></b>	0	0
LGERS and Prudential 401K			Sanitation Truck		
<b><u>.450 CONTRACT SERVICES</u></b>	15,000	12,100			
Part-Time Laborers					
<b><u>.110 TELEPHONE</u></b>	450	450			
Cell Phone					
<b><u>.130 UTILITIES</u></b>	1,476	1,506			
Two Compactors					
<b><u>.170 M &amp; R EQUIPMENT</u></b>	400	400			
Maintenance costs for Equipment					
<b><u>.170 M &amp; R TRUCKS</u></b>	1,500	1,500			
Maintenance costs for 2 vehicles					
<b><u>.310 AUTO SUPPLIES</u></b>	4,300	4,200			
Gas, Oil and Tires for 2 vehicles					
<b><u>.330 DEPARTMENT SUPPLIES</u></b>	1,500	1,300			
General Supplies/Tools					
Convenience Center					
<b><u>.335 DUPLICATING AND PRINTING</u></b>	50	-			
Printing expense					
<b><u>.360 UNIFORMS</u></b>	600	584			
Uniforms for 1 employee					



ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-020	SALARIES & WAGES	39,000	44,900	5,900	15%	Vacation and Comp time buy out for retiring employee. Overlapping training for new employee.
10-30-5800-050	FICA EXPENSE	3,000	3,500	500	17%	Vacation and Comp time buy out for retiring employee. Overlapping training for new employee.
10-30-5800-060	GROUP HEALTH INSURANCE	13,000	11,200	(1,800)	-14%	
10-30-5800-070	RETIREMENT - LOCAL GOVT.	5,500	6,900	1,400	25%	Overlapping training for new employee.
10-30-5800-110	TELEPHONE	450	450	-	0%	
10-30-5800-130	UTILITIES	1,476	1,506	30	2%	
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	4,200	(100)	-2%	
10-30-5800-330	SUPPLIES/TOOLS	1,500	1,300	(200)	-13%	
10-30-5800-335	DUPLICATING & PRINTING	50	0	(50)	-100%	Consolidated in Administration Department
10-30-5800-360	UNIFORMS	600	584	(16)	-3%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-450	CONTRACT SERVICES - SANITATION	15,000	12,100	(2,900)	-19%	Adjusted at Commission work session
10-30-5800-451	CONTRACT SERVICES - DUMPSTER	20,500	21,500	1,000	5%	Based on increased usage
10-30-5800-550	TIPPING FEES	12,326	12,942	616	5%	
10-20-5550-730	CAPITAL OUTLAY	0	0	-		
10-20-5550-900	DEBT PAYMENT	0	0	-		
<b>TOTALS</b>		<b>118,602</b>	<b>122,982</b>	<b>4,380</b>	<b>4%</b>	

## 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 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
		0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
OPERATING EXPENSES:								
10-30-5800-335	DUPLICATING AND PRINTING	0	50	0	50	100	100	100
10-80-6190-340	LANDCARE COMMITTEE	2,000	2,354	900	2,354	1,800	1,800	1,000
10-80-3340-452	LANDCARE GRANT - HEMLOCKS	0	0	0	0	0	0	0
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	0	0	20,000	0	0
10-80-6190-710	OPEN SPACE CONSERVATION	5,000	5,000	0	0	0	0	0
10-80-6190-753	TREE MAINTENANCE	0	23,000	14,303	16,000	22,000	21,000	21,000
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$7,000</b>	<b>\$30,404</b>	<b>\$15,203</b>	<b>\$18,404</b>	<b>\$43,900</b>	<b>\$22,900</b>	<b>\$22,100</b>
CAPITAL OUTLAY:								
10-80-6190-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DEBT PAYMENT:								
10-80-6100-900	DEBT PAYMENT	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>RECREATION DEPARTMENT TOTAL:</b>		<b>\$7,000</b>	<b>\$30,404</b>	<b>\$15,203</b>	<b>\$18,404</b>	<b>\$43,900</b>	<b>\$22,900</b>	<b>\$22,100</b>

	FY 19-20	FY 20-21
<b><u>.335 Duplicating and Printing</u></b>	50	100
Duplicating and Printing		
<b><u>.340 LANDCARE COMMITTEE</u></b>	2,354	1,000
Landcare website support		
Miscellaneous Expense		
Native Plant Sale		
Leadership Luncheon		
Community Education		
Firewise		
Community Wildlife Habitat Recertification		
<b><u>.450 GREENWAY DEVELOPMENT</u></b>	-	-
<b><u>.452 LANDCARE GRANT - HEMLOCKS</u></b>	-	
Hemlock Program		
<b><u>.710 OPEN SPACE CONSERVATION</u></b>	5,000	-
Legal Fees, Surveys and Associated Costs		
<b><u>.753 TREE MAINTENANCE</u></b>	23,000	21,000
Tree Planting, Pruning, or Removal		
<b><u>.730 CAPITAL OUTLAY</u></b>	-	-
Gateway Plan		



ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-80-6190-335	DUPLICATING AND PRINTING	50	100	50	100%	Request from Tree Board for printed materials
10-80-6190-340	LANDCARE COMMITTEE	2,354	1,000	(1,354)	-58%	Adjusted at Commission work session
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	-		
10-80-6190-452	LANDCARE GRANT - HEMLOCK	0	0	-	0%	
10-80-6190-710	OPEN SPACE CONSERVATION	5,000	0	(5,000)	-100%	Based on past usage
10-80-6190-730	CAPITAL OUTLAY	0	0	-	0%	
10-80-6190-753	TREE MAINTENANCE	23,000	21,000	(2,000)	-9%	
<b>TOTALS</b>		<b>30,404</b>	<b>22,100</b>	<b>(8,354)</b>	<b>-27%</b>	

WATER

## **WATER DEPARTMENT**

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

### **Commission Vision and Goals**

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

### **Departmental Action Items**

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

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 18-19	CURRENT YEAR BUDGET	ACTUAL @ 2-1-20	ESTIMATE @ 6-30-20	DEPT REQUEST FY 20-21	ADMINISTRATOR RECOMMENDED FY 20-21	5-29-20 WORK SESSION
PERSONNEL SERVICES:								
*30-91-8100-020	SALARIES & WAGES	0	47,100	8,996	47,100	47,000	47,000	47,000
*30-91-8100-050	FICA	0	3,600	688	3,600	3,600	3,600	3,600
*30-91-8100-060	GROUP HEALTH INSURANCE	0	13,000	9,253	13,000	11,200	11,200	11,200
*30-91-8100-070	RETIREMENT	0	6,600	1,261	6,600	7,200	7,200	7,200
<b>TOTALS:</b>	<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$70,300</b>	<b>\$20,198</b>	<b>\$70,300</b>	<b>\$69,000</b>	<b>\$69,000</b>	<b>\$69,000</b>
OPERATING EXPENSES:								
30-91-8100-030	WATER SAMPLES	5,000	10,000	1,080	10,000	10,000	10,000	10,000
30-91-8100-040	PROFESSIONAL SERVICES	1,500	1,500	0	1,500	1,459	1,281	1,281
30-91-8100-100	POSTAGE	2,500	2,500	1,774	2,400	2,400	2,400	2,400
30-91-8100-110	TELEPHONE	2,000	1,999	673	1,014	1,014	1,014	1,014
30-91-8100-130	UTILITIES	30,600	31,422	25,693	31,422	31,200	31,200	31,200
30-91-8100-135	WATER/SEWER	0	300	100	300	300	300	300
30-91-8100-140	TRAVEL AND TRAINING	850	1,800	672	672	1,800	1,800	1,800
30-91-8100-150	M&R WELLS	42,500	40,000	32,263	36,714	39,100	39,000	39,000
30-91-8100-160	M&R EQUIPMENT	9,000	9,000	4,430	9,000	9,000	8,800	8,800
30-91-8100-170	M&R TRUCKS	3,500	1,500	856	1,500	1,500	1,400	1,400
30-91-8100-310	AUTO SUPPLIES	4,713	5,000	3,450	4,500	4,500	4,400	4,400
30-91-8100-330	DEPARTMENTAL SUPPLIES	8,387	7,500	7,064	8,354	7,500	7,100	7,109
30-91-8100-335	DUPLICATING AND PRINTING	0	50	0	50	0	0	0
30-91-8100-340	SPECIAL ASSESSMENT EXPENSE	0	1,000	556	1,000	1,000	1,000	1,000
30-91-8100-480	INDIRECT COST ALLOCATION	94,500	71,863	35,932	71,863	27,618	27,618	55,648
30-91-8100-530	DUES & SUBSCRIPTIONS	1,550	1,550	1,070	1,550	1,600	1,600	1,600
30-91-8100-540	INTEREST EXPENSE	15,700	7,300	3,967	8,958	6,975	6,975	6,975
<b>TOTALS:</b>	<b>OPERATING EXPENSES</b>	<b>\$222,300</b>	<b>\$194,284</b>	<b>\$119,579</b>	<b>\$190,798</b>	<b>\$146,966</b>	<b>\$145,888</b>	<b>\$173,927</b>
CAPITAL OUTLAY:								
30-91-8100-730	CAPITAL OUTLAY	23,500	68,011	20,091	20,091	23,939	23,939	0
30-91-8100-770	WATER PROJECT	55,000	0	0	0	53,000	4,100	0
<b>TOTALS:</b>	<b>CAPITAL OUTLAY</b>	<b>\$78,500</b>	<b>\$68,011</b>	<b>\$20,091</b>	<b>\$20,091</b>	<b>\$76,939</b>	<b>\$28,039</b>	<b>\$0</b>
DEBT PAYMENT:								
30-91-8100-900	DEBT PAYMENT	77,711	69,300	13,800	69,300	68,322	68,322	68,322
<b>TOTALS:</b>	<b>DEBT PAYMENT</b>	<b>\$77,711</b>	<b>\$69,300</b>	<b>\$13,800</b>	<b>\$69,300</b>	<b>\$68,322</b>	<b>\$68,322</b>	<b>\$68,322</b>
<b>WATER DEPARTMENT TOTAL:</b>		<b>\$378,511</b>	<b>\$401,895</b>	<b>\$173,668</b>	<b>\$350,489</b>	<b>\$361,228</b>	<b>\$311,250</b>	<b>\$311,250</b>

	FY 19-20	FY 20-21		FY 19-20	FY 20-21
<b><u>.020 SALARIES AND WAGER</u></b>	47,100	\$ 47,000	<b><u>.170 M&amp;R TRUCKS</u></b>	1,500	1,400
Salaries and Wages			M&R Trucks		
<b><u>.050 FICA EXPENSE</u></b>	3,600	\$ 3,600	<b><u>.310 AUTO SUPPLIES</u></b>	5,000	4,400
FICA			Gas, Tires and Oil for 1 vehicle and equipment		
<b><u>.060 GROUP HEALTH INSURANCE</u></b>	13,000	\$ 11,200	<b><u>.330 DEPARTMENTAL SUPPLIES</u></b>	7,500	7,109
Health, Dental, Vision, and Life			General Office Supplies		
<b><u>.070 RETIREMENT</u></b>	6,600	\$ 7,200	Water Bills		
LGERS			Water Supplies and Tools		
PRUDENTIAL 401K			<b><u>.335 DUPLICATING AND PRINTING</u></b>	50	-
<b><u>.030 WATER SAMPLES</u></b>	10,000	10,000	Duplicating and Printing		
Water Testing			<b><u>.340 SPECIAL ASSESMENT EX</u></b>	1,000	1,000
<b><u>.040 PROFESSIONAL SERVICES</u></b>	1,500	1,281	Fee Paid to Tax Collector's Office		
Engineering Fees			<b><u>.530 DUES &amp; SUBSCRIPTIONS</u></b>	1,550	1,600
<b><u>.100 POSTAGE</u></b>	2,500	2,400	Water Organizational Dues		
Water Bill Postage			<b><u>.480 INDIRECT COST ALLOCATION</u></b>	71,863	55,648
<b><u>.110 TELEPHONE</u></b>	1,999	1,014	Costs Shared		
Cell Phone - Senior Water Operator			<b><u>.540 INTEREST EXPENSE</u></b>	7,300	6,975
<b><u>.130 UTILITIES</u></b>	31,422	31,200	<b><u>.730 CAPITAL OUTLAY</u></b>	68,011	-
Wells/Booster Stations/Tanks			Waterline Replacement		
<b><u>.140 TRAVEL AND TRAINING</u></b>	1,800	1,800	Water Billing Software Module		
Licenses/Certifications			<b><u>.770 WATER PROJECT</u></b>	-	-
Workshops/Training Seminars			<b><u>.900 DEBT PAYMENT</u></b>	69,300	68,322
<b><u>.150 M&amp;R WELLS</u></b>	40,000	39,000	Upper Kentucky Road Assessment		
Repair to Wells/Generator Wiring					
Chemicals					
Miscellaneous Maintenance/Repair					
<b><u>.160 M&amp;R EQUIPMENT</u></b>	9,000	8,800			
Repair to Pumps, Backhoe and Other Equipment					
Miscellaneous Maintenance/Repair					

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-020	SALARIES AND WAGES	47,100	47,000	(100)	0%	
30-91-8100-050	FICA	3,600	3,600	-	0%	
30-91-8100-060	GROUP HEALTH INSURANCE	13,000	11,200	(1,800)	-14%	
30-91-8100-070	RETIREMENT	6,600	7,200	600	9%	
30-91-8100-030	WATER SAMPLES	10,000	10,000	-	0%	
30-91-8100-040	PROFESSIONAL SERVICES	1,500	1,281	(219)	-15%	
30-91-8100-100	POSTAGE	2,500	2,400	(100)	-4%	
30-91-8100-110	TELEPHONE	1,999	1,014	(985)	-49%	
30-91-8100-130	UTILITIES	31,422	31,200	(222)	-1%	
30-91-8100-140	TRAVEL AND TRAINING	1,800	1,800	-	0%	
30-91-8100-150	M&R WELLS	40,000	39,000	(1,000)	-3%	
30-91-8100-160	M&R EQUIPMENT	9,000	8,800	(200)	-2%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 20-21 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-170	M&R TRUCKS	1,500	1,400	(100)	-7%	
30-91-8100-310	AUTO SUPPLIES	5,000	4,400	(600)	-12%	
30-91-8100-330	DEPARTMENTAL SUPPLIES	7,500	7,109	(391)	-5%	Adjusted to balance revenues and expenditures
30-91-8100-335	DUPLICATING AND PRINTING	50	0	(50)		
30-91-8100-340	SPECIAL ASSESMENT EXPENSE	1,000	1,000	-		
30-91-8100-530	DUES & SUBSCRIPTIONS	1,550	1,600	50	3%	
30-91-8100-540	INTEREST EXPENSE	7,300	6,975	(325)	-4%	
30-91-8100-480	INDIRECT COST ALLOCATION	71,863	55,648	(16,215)	-23%	Adjusted by Commission work session
30-91-8100-730	CAPITAL OUTLAY	68,011	0	(68,011)	-100%	Adjusted at Commission work session
30-91-8100-770	WATER PROJECT	0	0	-	0%	Adjusted at Commission work session
30-91-8100-900	DEBT PAYMENT	69,300	68,322	(978)	-1%	
<b>TOTALS</b>		<b>401,595</b>	<b>310,950</b>	<b>(90,645)</b>	<b>-23%</b>	