
Town of Montreat Fiscal Year 2024-2025 Budget



Introduction

BUDGET MESSAGE

June 13, 2024

**TO: Mayor Tim Helms
Mayor Pro Tem Mason Blake
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Kitty Fouche
Commissioner Grant Dasher**

FROM: Savannah Parrish, Town Manager

Honorable Mayor and Members 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 2024-2025 (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 24-25 General Fund budget totals \$2,232,905 which is a +9.96% increase from the current year.

The ad valorem tax rate in the proposed budget remains at 43 cents per \$100 valuation. The current tax valuation issued by Buncombe County for the fiscal year 2025, for the Town of Montreat is \$296,504,773.

The proposed FY 24-25 Water Fund budget totals \$423,744, which is a 5.98% increase over the current year. The Water Fund budget does not include any appropriation from fund balance.

The General Fund and Water Fund proposed budgets combined total \$2,656,649 which represents a 9.31% increase from the current year.

Economic Conditions and Assumptions

Budget development for the upcoming fiscal year remains a moving target. Tax receipts and other state and locally shared revenues show a modest increase, however post-Covid-19 inflationary costs continue to be a concern through the foreseeable future for operating and capital expenses.

The proposed budget protects the existing General Fund balance but requires difficult decisions. The Capital Improvement Plan (C.I.P.) is only partially implemented in this budget and continues to defer needed projects and purchases.

Overview

The proposed General Fund budget for FY 24-25 is \$2,232,905. The tax rate proposed in this budget is 43 cents. 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 are also 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.

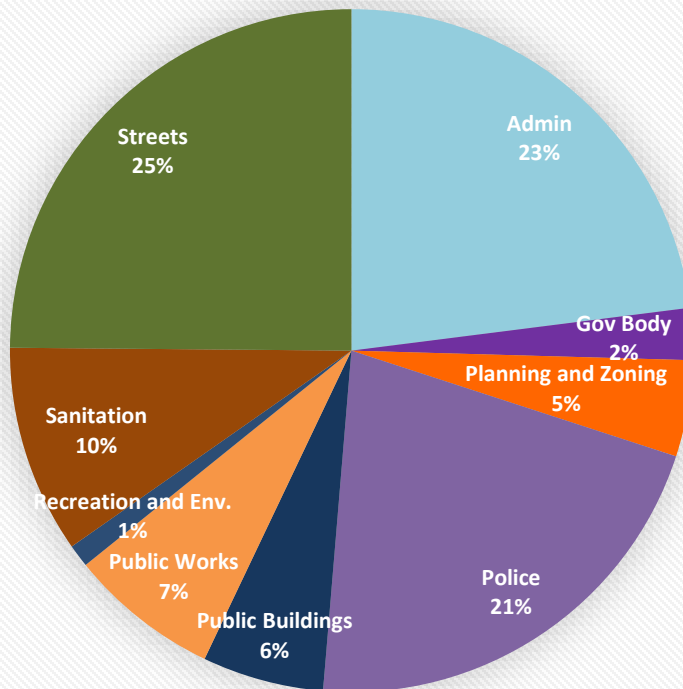
The proposed General Fund budget for FY 24-25 includes the revenues and expenditures as outlined in the following tables:

| Revenue | FY 23-24 | FY 24-25 | Percent Change |
|----------------------|-----------------|-----------------|-----------------------|
| Water Fund Revenue | \$399,844 | \$423,744 | 5.98% |
| General Fund Revenue | \$2,030,592 | \$2,232,905 | 9.96% |
| Combined | \$2,430,436 | \$2,656,649 | 9.31% |

*Note the FY 24-25 budgeted revenues **does** include a fund balance appropriation of \$150,000, to complete the Texas Road Pedestrian Bridge Project.

| Expense - GF | FY 23-24 | FY 24-25 | Percent Change |
|------------------------|---------------------|---------------------|----------------|
| Admin | \$ 533,616 | \$ 513,430 | -3.78% |
| Gov Body | \$ 50,903 | \$ 54,791 | 7.64% |
| Planning and Zoning | \$ 91,400 | \$ 101,900 | 11.49% |
| Police | \$ 494,744 | \$ 475,950 | -3.80% |
| Public Buildings | \$ 120,116 | \$ 128,352 | 6.86% |
| Public Works | \$ 133,205 | \$ 159,083 | 19.43% |
| Recreation and Env. | \$ 23,050 | \$ 24,050 | 4.34% |
| Sanitation | \$ 192,200 | \$ 220,146 | 14.54% |
| Streets | \$ 391,358 | \$ 555,203 | 41.87% |
| Subtotal | \$ 2,030,592 | \$ 2,232,905 | 9.96% |
| Expense - Water | \$ 399,844 | \$ 423,744 | 5.98% |
| Subtotal | \$ 399,844 | \$ 423,744 | 5.98% |

FY 24-25 General Fund Expenditures



General Fund Revenue Highlights

The Town's revenue sources reflect a slight increase from previous years budgets. In the bullets that follow, I provide general overviews for significant revenue sources and provide preliminary projections for the fiscal year. Ad valorem property taxes and local government sales taxes are the largest source of revenue for the Town. Ad valorem taxes are increasing due to the expanding property tax base in the Town.

❖ Ad Valorem Taxes

The proposed budget is based on a tax rate of \$0.43 per \$100 valuation, at a collection rate of 99.69%. With the rate and reevaluation mentioned above, we predict an increase of 3.2% over the current fiscal year.

❖ Local Government Sales Taxes

Sales tax revenues remain difficult to predict. The proposed budget includes an estimated \$440,000 in sales tax revenue. This represents a -8.3% decrease over the current years budgeted amount. The current year's receipts have not yet reached the budgeted amount.

❖ Community Service Fee

Inflationary costs have impacted many spending habits across the board. We anticipate the Community Service Fee amount will remain relatively unchanged.

❖ Powell Bill Grant

We predict that Powell Bill funds will remain consistent with the current fiscal year.

General Fund Expenditures

Highlights

The proposed budget accomplishes several key goals:

- Allocates funding for the purchase of 75% of family health care costs.
- Allocates funding for the purchase of a Convenience Center upgrades.
- Allocates and appropriates funding for the Texas Road Pedestrian Bridge Project.
- Allocates funding for the purchase of a Sidewalk Project.
- Allocates funding for the purchase of a water meters.
- Allocates funding to increase applicable Town staff to the 2024 living wage of \$22.10/hr, released by Just Economics WNC in March 2024 and/or a 3% C.O.L.A. increase for Town staff and up to a 3% merit raise.
- Allocates funding for budget requests of contributions equivalent to FY24 for the Tree Board and with an addition to the contributions for the Landcare Committee.

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

- Road Paving
- Sanitation Truck replacement

Water Fund

Operating revenues for the Water Fund are budgeted for \$423,744, a 5.98% increase over the current fiscal year. The access will increase from \$14.55 to \$15.55. The Water Fund will also reimburse the General Fund for shared expenses this year through indirect cost allocation of 5.25%.

Conclusion

We are projecting a conservative increase in revenue while being mindful of the previous year's expenditures and inflationary factors in the FY 24-25 budget. We continue to have to make hard decisions prioritizing capital projects. While doing so, this budget includes several capital projects.

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 24-25 recommended budget is hereby respectfully submitted for your review and consideration.

Savannah Parrish
Town Manager

TOWN OF MONTREAT

2024-2025 BUDGET ORDINANCE

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, 2024 and ending June 30, 2025 in accordance with the chart of accounts heretofore established for this Town:

| | |
|---------------------------|--------------------|
| Governing Board | \$54,791 |
| Administration | \$513,430 |
| Public Buildings | \$128,353 |
| Police | \$475,950 |
| Planning and Zoning | \$101,900 |
| Public Works | \$159,083 |
| Streets and Powell Bill | \$555,202 |
| Sanitation | \$220,146 |
| Recreation | \$24,050 |
| Total Expenditures | \$2,232,905 |

Section 2. It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

| | |
|-----------------------------------|-------------|
| Taxes, Ad Valorem – Current | \$1,250,000 |
| NC Sales & Use Tax | \$440,000 |
| Taxes, Personal | \$25,900 |
| NC Franchise Tax | \$89,600 |
| Beer & Wine Tax | \$3,650 |
| Solid Waste Disposal Tax | \$650 |
| Contributions | \$1,200 |
| Community Service Fee | \$45,700 |
| Interest on Investments | \$500 |
| Interest on Powell Bill | \$15 |
| Fund Balance Appropriated | \$150,000 |
| Court Costs – Arrest Fees & Fines | \$150 |
| Misc Revenue | \$200 |
| Building Permits | \$40,000 |
| Zoning Permits | \$4,000 |
| Sanitation Fees | \$126,140 |
| Special Pick Up | \$1,200 |
| Back Door Pickup | \$2,000 |
| Powell Bill Grant | \$52,000 |

Total Revenues **\$2,232,905**

Section 3. The following amounts are hereby appropriated in the Water Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

| | |
|---------------------------|------------------|
| Water Fund | \$423,744 |
| Total Expenditures | \$423,744 |

Section 4. It is estimated that the following Revenues will be available in the Water Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

| | |
|--------------------------|------------------|
| MSD Billing Fees Revenue | \$24,000 |
| Water Sales | \$190,000 |
| Water Access Fees | \$168,300 |
| Billing Fee Revenue | \$12,150 |
| Water Taps | \$5,000 |
| Water Transfer Fees | \$600 |
| Special Assessment | \$20,444 |
| Interest on Investments | \$250 |
| Late Fees | \$3,000 |
| Total Revenue | \$423,744 |

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, 2024 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 99.69%.

Section 8. The Town of Montreat Fee Schedule, FY 2024-2025, as attached, is hereby incorporated into this annual budget ordinance, and such fees shall become effective on July 1, 2024.

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 _____ DAY OF JUNE, 2024

TIM HELMS
MAYOR

ATTEST:

ANGIE MURPHY
TOWN CLERK



Fiscal Year 2024-2025 Fee Schedule

Administration

Taxes

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

Miscellaneous

Copies (B&W) \$0.25 per page
 Copies (Color) \$0.75 per page
 Documents Actual Cost
 Returned Check Fee \$35.00 (per event)

Privilege Licenses

Repealed March 8, 2007

Water Rates

Residential

Water Access Fee \$15.35
 Water Rate in Town Limits (per 1,000 gallons) \$6.26
 Water Rate outside of Town Limits 1.63 times in-Town rate
 Meter Set \$415.00
 Meter Tap \$2185.00

Institutional

Water Access Fee – 3/4” Line \$15.35
 Water Access Fee – 1” Line \$93.25
 Water Access Fee – 2” Line \$226.50
 Water Access Fee – 6” Line \$554.50
 Fire Suppression Line – 2” Line \$76.50
 Fire Suppression Line – 6” Line \$126.75
 Water Rate in Town Limits (per 1,000 gals):
 • Consumption – Level 1- up to 3,999,999 based on previous year’s usage, all accounts combined per institution \$7.83
 • Consumption – Level 2- 4,000,000 or more based on previous year’s usage, all accounts combined per institution \$9.39
 Water Rate outside of Town Limits 1.63 times in-Town rate
 Meter Set \$415.00
 Meter Tap \$2185.00

Other Fees

Reconnection Fee \$150.00
 Water Service Transfer Fee \$30.00
 Water Billing Fee \$1.50



Fiscal Year 2024-2025 Fee Schedule

| | |
|---------------------|--|
| Late Fee | 5% per month on past due balances |
| Meter Tampering Fee | \$200.00 for the first violation \$500.00 for each subsequent violation |

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 |
|--------------------------------------|----------|

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 |
|----------------|---------|



Fiscal Year 2024-2025 Fee Schedule

| | |
|----------------------|--|
| \$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 |

| | |
|---|---------|
| <u>Residential Certificate of Occupancy Fee</u> | \$60.00 |
|---|---------|

Miscellaneous Inspection & Administration Fees

| | |
|---|----------|
| Demolition Permit | \$100.00 |
| Driveway Permit | \$100.00 |
| Fire Inspection | \$100.00 |
| Grading Permit | \$150.00 |
| Homeowners Recovery Fee | \$10.00 |
| Re-Inspection Fee | \$100.00 |
| Residential Retaining Walls (<48" unbalanced backfill) | \$100.00 |

| | |
|--|--|
| 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 |
|--|--|

| | |
|---|-------------------|
| <u>Work Performed Without Building and Zoning Permits</u> | Double Permit Fee |
|---|-------------------|

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 |



Fiscal Year 2024-2025 Fee Schedule

Miscellaneous

30-Day Extensions (must be requested prior to permit expiration) No Charge

Planning/Zoning

Board of Adjustment Fees

| | |
|---|----------|
| Appeals or Interpretations | \$50.00 |
| Rezoning Requests | \$200.00 |
| Variance Applications | \$350.00 |
| Zoning Ordinance Amendment Applications | \$100.00 |

Permit Fees

| | |
|------------------------|----------|
| Zoning Permit | \$50.00 |
| 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 | \$105.00 |
|-------------------------------------|----------|



Fiscal Year 2024-2025 Fee Schedule

| | |
|--|---|
| Back Door Collection - Annual | \$135.00 |
| Solid Waste Fee – Per Month (on water billing) | \$15.00 |
| Special Pick Up | \$30.00 minimum |
| ETJ Collection Rate | \$300.00 annually |
| Mattress Disposal Fee | \$15 per item |
| TV/Computer Monitor | \$15 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 |

Police Department

Parking Fines

| | |
|---------------------------------|---|
| Illegal Parking | \$100.00 |
| Handicap Parking (Unauthorized) | \$250.00 |
| Late Fee for Parking Fines | Additional \$10.00 if not paid within 15 days |
| Immobilization Fees | \$50.00 |

Town Ordinance Violation Fees

| | |
|--|-------------|
| Variable Depending Upon Specific Violation | \$100-\$500 |
|--|-------------|

Life Safety Code Violations

\$100.00

Non-Conforming Sign Violations

\$50.00 if not removed within 15 days

All fees are subject to change at any time with approval by the Board of Commissioners.

REVENUES

Town of Montreat General Fund Revenues

| General Fund Schedule of Revenues | | | | | |
|--------------------------------------|-------------------------------|------------------------|----------------------|-------------------------|---|
| Account Number | Account Name | Board Approved FY23-24 | Recommended FY 24-25 | Board Approved FY 24-25 | |
| 10-3000-100 | Taxes, Ad Valorem - Prior | 0 | 0 | 0 | |
| 10-3005-100 | Taxes, Ad Valorem - Current | 1,250,000 | 1,250,000 | 1,250,000 | 0 |
| 10-3065-100 | NC Sales & Use Tax | \$524,571 | 440,000 | 440,000 | NCLM Estimates 2% - Conservative with actual receipts of current year |
| 10-3194-100 | DMV Taxes - Current Yea | 25,900 | 25,900 | 25,900 | 0 |
| 10-3205-200 | Utilities Franchise Tax | 86,947 | 89,600 | 89,600 | 0 |
| 10-3220-200 | Beer & Wine Tax | 3,650 | 3,650 | 3,650 | Keep FY24 amt |
| 10-3235-200 | Solid Waste Disposal Tax | 669 | 650 | 650 | NCLM projects a 1.9% increase - keep the same |
| 10-3300-300 | Contributions | 0 | 1,200 | 1,200 | 0 |
| 10-3550-800 | Community Service Fee | 35,000 | 45,700 | 45,700 | 0 |
| 10-3800-800 | Interest on Investments | 450 | 500 | 500 | 0 |
| 10-3805-800 | Interest on Powell Bill | 45 | 15 | 15 | 0 |
| 10-3815-800 | Miscellaneous Revenues | 0 | 200 | 200 | 0 |
| 10-3820-800 | Sale of Fixed Assets | 0 | 0 | 0 | 0 |
| 10-3905-900 | Fund Balance Appropriated | 0 | 150,000 | 150,000 | 0 |
| 10-3915-900 | Transfer from Water Fund | 0 | 0 | 0 | 0 |
| 10-3340-400 | Grant Proceeds | 0 | 0 | 0 | 0 |
| 10-3305-300 | Public Safety Charges | 3,370 | 0 | 0 | 0 |
| 10-3405-400 | Arrest Fees and Fines | 0 | 150 | 150 | 0 |
| 10-3425-400 | Fire Inspection Fees | 0 | 0 | 0 | No information on this |
| 10-3430-400 | Building Permits | 40,000 | 40,000 | 40,000 | Based on current year actual |
| 10-3434-400 | Zoning Permits | 1,000 | 4,000 | 4,000 | Based on small # of Zoning Permits issued @ \$35/permit--March was the exception this year with \$350.00 |
| 10-3435-400 | Sanitation Fees | 3,740 | 126,140 | 126,140 | Based on Qtrly billing to CCC,USPS, WBL for a total of \$935 per Qtr and Sanitation Fee Proposed \$15/month - includes leaf removal |
| 10-3435-410 | Back Door Pickup | 1,050 | 2,000 | 2,000 | Based on back door pick ups from previous years |
| 10-3435-420 | Special Pick Up | 1,200 | 1,200 | 1,200 | Based on "average" of 4 Special Pickups per month @ \$25 per pickup |
| 10-3325-300 | Powell Bill Grant | 45,000 | 52,000 | 52,000 | Based on previous year receipts |
| 10-3825-800 | Cash Over/Cash Short | 0 | 0 | 0 | |
| 10-3925-900 | Powell Bill Fund Balance App. | 0 | 0 | 0 | 0 |
| | General Fund Totals | \$2,022,592 | \$2,232,905 | \$2,232,905 | |

Town of Montreat Water Fund Revenues

| Water Fund Schedule of Revenues | | | | | | | | | | |
|--|---------------------------------|--|--------------------------------|-----------------------------------|--|--|--|--|--|--|
| Account Number | Account Name | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | | | |
| 30-91-3400-400 | MSD Billing Fees Revenue | 20,250 | 24,000 | 24,000 | | | | | | |
| 30-91-3500-500 | Water Sales | 140,400 | 190,000 | 190,000 | | | | | | |
| 30-91-3500-600 | Water Access Fees | 168,000 | 168,300 | 168,300 | | | | | | |
| 30-91-3500-800 | Billing Fee Revenue | 1,000 | 12,150 | 12,150 | | | | | | |
| 30-91-3505-500 | Water Taps | 0 | 5,000 | 5,000 | | | | | | |
| 30-91-3505-700 | Water Transfer Fees | 750 | 600 | 600 | | | | | | |
| 30-91-3610-600 | Special Assesment | 26,500 | 20,444 | 20,444 | | | | | | |
| 30-91-3805-800 | Interest on Investments | 34 | 250 | 250 | | | | | | |
| 30-91-3810-800 | Miscellaneous Revenue | 0 | 0 | 0 | | | | | | |
| 30-91-3815-800 | Late Fees | 2,800 | 3,000 | 3,000 | | | | | | |
| 30-91-3550-800 | Interfund Transfer from General | 0 | 0 | 0 | | | | | | |
| 30-91-3905-900 | Fund Balance Appropriated | 0 | 0 | 0 | | | | | | |
| | Water Fund Totals | \$359,734 | \$423,744 | \$423,744 | | | | | | |

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. 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. Pursue options for the water fund to sufficiently support itself.

| 4100-Governing Body | | | | | | | | | |
|---|-------------------------------|-------------------------|---------------------|------------------------|---|--|--|--|--|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | | |
| PERSONNEL SERVICES: | | | | | | | | | |
| 10-00-4100-020 | SALARIES & WAGES | 9,800 | 9,800 | 9,800 | 0 | | | | |
| 10-00-4100-050 | FICA EXPENSE | 800 | 800 | 800 | 0 | | | | |
| TOTALS: | PERSONNEL SERVICES | 10,600 | 10,600 | 10,600 | | | | | |
| OPERATING EXPENSES: | | | | | | | | | |
| 10-00-4100-040 | PROFESSIONAL SERVICES | 30,000 | 33,000 | 33,000 | | Anticipating an increase in auditing?? | | | |
| 10-00-4100-110 | TELEPHONE | 0 | 0 | 0 | 0 | | | | |
| 10-00-4100-120 | RENT | 0 | 0 | 0 | 0 | | | | |
| 10-00-4100-140 | TRAVEL AND TRAINING | 2,751 | 3,000 | 3,000 | | Adjusted due to actual costs of last year | | | |
| 10-00-4100-260 | ADVERTISING | 749 | 400 | 400 | | Fully staffed | | | |
| 10-00-4100-330 | DEPARTMENT SUPPLIES | 1,611 | 1,700 | 1,700 | | Adjusted due to actual costs of last year | | | |
| 10-00-4100-331 | CONTINGECY | 0 | 0 | 0 | 0 | | | | |
| 10-00-4100-332 | SALARY CONTINGENCY | 4,873 | 6,000 | 6,000 | | overages on salaries | | | |
| 10-00-4100-335 | DUPLICATING AND PRINTING | 0 | 0 | 0 | 0 | | | | |
| 10-00-4100-450 | CONTRACT SERVICES | 0 | 0 | 0 | 0 | | | | |
| 10-00-4100-480 | INDIRECT COST ALLOCATION - WF | -4,097 | -3,909 | -3,909 | 0 | | | | |
| 10-00-4100-520 | CONTRIBUTIONS | 500 | 500 | 500 | 0 | | | | |
| 10-00-4100-530 | DUES AND SUBSCRIPTIONS | 916 | 3,500 | 3,500 | | NCLM, Kiwanis, SOG Membership, Chamber of Commerce | | | |
| 10-00-4100-570 | INTER-FUND TRANSFER | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | OPERATING EXPENSES | 37,303 | 44,191 | 44,191 | | | | | |
| CAPITAL OUTLAY: | | | | | | | | | |
| 10-00-4100-730 | CAPITAL OUTLAY | 3,000 | 0 | 0 | 0 | | | | |
| TOTALS: | CAPITAL OUTLAY | 3,000 | 0 | 0 | | | | | |
| DEBT PAYMENT: | | | | | | | | | |
| 10-00-4100-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | DEBT PAYMENT | 0 | 0 | 0 | | | | | |
| GOVERNING BODY DEPARTMENT TOTAL: | | 50,903 | 54,791 | 54,791 | | | | | |

Administration

DEPARTMENTAL GOAL

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

Commission Vision and Goals

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

Department Action Items

1. Continue to provide positive, quality customer service
2. Continue to foster organizational relationships; seek opportunities for partnership
3. Review, update, and disseminate emergency plan; Conduct ICS training for Commission and staff
4. Continue collaboration with local and regional post office representatives; continue working with regional GIS managers at Buncombe County, and the Land of Sky

| 4200-Administration | | | | | |
|---|---------------------------|-------------------------|---------------------|------------------------|---|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | |
| PERSONNEL SERVICES: | | | | | |
| 10-4200-020 | SALARIES & WAGES | 254,700 | 234,300 | 234,300 | 3% COLA 3% MERIT |
| 10-4200-050 | FICA EXPENSE | 19,500 | 18,000 | 18,000 | 0 |
| 10-4200-060 | GROUP HEALTH INSURANCE | 36,600 | 37,900 | 37,900 | 0 |
| 10-4200-070 | RETIREMENT | 41,300 | 43,600 | 43,600 | 0 |
| TOTALS: | PERSONNEL SERVICES | \$352,100 | 333,800 | 333,800 | |
| OPERATING EXPENSES: | | | | | |
| 10-4200-040 | PROFESSIONAL SERVICES | 60,000 | 53,000 | 53,000 | ATTY - Allen Stahl & Kilbourne |
| 10-4200-080 | INSURANCE | 20,000 | 12,500 | 12,500 | Workers' Comp Ins |
| 10-4200-081 | MEDICAL CERTIFICATION | - | 0 | 0 | 0 |
| 10-4200-100 | POSTAGE | 2,000 | 2,000 | 2,000 | 0 |
| 10-4200-110 | TELEPHONE | 8,000 | 10,000 | 10,000 | 0 |
| 10-4200-140 | TRAVEL & TRAINING | 10,000 | 16,000 | 16,000 | 0 |
| 10-4200-260 | ADVERTISING | 695 | 800 | 800 | 0 |
| 10-4200-320 | OFFICE EXPENSE | 1,500 | 4,300 | 4,300 | Charter, New Laptop for Savannah |
| 10-4200-321 | IT SUPPORT | 55,000 | 67,000 | 67,000 | EO New Rate - Tyler Tech Service Sub., Zoom |
| 10-4200-330 | DEPARTMENTAL SUPPLIES | 4,000 | 4,000 | 4,000 | raised due to an increase in consumer goods |
| 10-4200-331 | CONTINGENCY | - | 5,000 | 5,000 | 0 |
| 10-4200-335 | DUPLICATING AND PRINTING | 6,500 | 6,000 | 6,000 | monthly copier fee and town clerk printer |
| 10-4200-342 | BANK SERVICE CHARGES | 1,000 | 1,000 | 1,000 | 0 |
| 10-4200-343 | PENALTIES | 200 | 200 | 200 | 0 |
| 10-4200-450 | CONTRACT SERVICES | 44,000 | 27,000 | 27,000 | Cleaning service and mailing service, AV Assist., Ad Val Fees |
| 10-4200-480 | INDIRECT COST ALLOCATION | -32,779 | -31,270 | -31,270 | 0 |
| 10-4200-520 | CONTRIBUTIONS | 0 | 0 | 0 | 0 |
| 10-4200-530 | DUES & SUBSCRIPTIONS | 1,100 | 1,800 | 1,800 | 0 |
| 10-4200-550 | SUPERVISOR'S EXPENSE | 300 | 300 | 300 | 0 |
| 10-4200-572 | INTERFUND TRANSFER | - | 0 | 0 | 0 |
| TOTALS: | OPERATING EXPENSES | \$181,516 | 179,630 | 179,630 | |
| CAPITAL OUTLAY: | | | | | |
| 10-4200-730 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 |
| TOTALS: | CAPITAL OUTLAY | \$0 | | | |
| DEBT PAYMENT: | | | | | |
| 10-4200-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 |
| TOTALS: | DEBT PAYMENT | \$0 | | | |
| ADMINISTRATION DEPARTMENT TOTAL: | | \$533,616 | 513,430 | 513,430 | |

PUBLIC BUILDINGS

PUBLIC BUILDINGS

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Hall and Public Works 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

| 5000-Public Buildings | | | | | |
|-----------------------|---|-------------------------|---------------------|------------------------|---|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | |
| | PERSONNEL SERVICES: | 0 | 0 | 0 | 0 |
| TOTALS: | PERSONNEL SERVICES | \$0 | \$0 | \$0 | |
| | OPERATING EXPENSES: | | | | |
| 10-5000-080 | INSURANCE | 27,500 | 35,000 | 35,000 | Increase in Property and Liability Ins. |
| 10-5000-130 | UTILITIES | 8,000 | 9,500 | 9,500 | 0 |
| 10-5000-150 | M&R BUILDINGS & GROUNDS | 1,500 | 3,500 | 3,500 | Propane, water, electric, handrails, mulch, windows |
| 10-5000-160 | M&R EQUIPMENT | 0 | 0 | 0 | 0 |
| 10-5000-330 | DEPARTMENTAL SUPPLIES | 1,000 | 1,000 | 1,000 | 0 |
| 10-5000-450 | CONTRACT SERVICES | 1,000 | 1,000 | 1,000 | 0 |
| 10-5000-480 | INDIRECT COST ALLOCATION | -9,834 | -9,381 | -9,381 | 0 |
| 10-5000-540 | INTEREST EXPENSE | 23,173 | 21,067 | 21,067 | 0 |
| 10-00-5000-571 | INTERFUND TRANSFER | 0 | 0 | 0 | 0 |
| TOTALS: | OPERATING EXPENSES | \$52,340 | 61,685 | 61,685 | |
| | CAPITAL OUTLAY: | | | | |
| 10-00-5000-730 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 |
| TOTALS: | CAPITAL OUTLAY | \$0 | 0 | 0 | |
| | DEBT PAYMENT: | | | | |
| 10-00-5000-900 | DEBT SERVICING | 67,776 | 66,667 | 66,667 | 0 |
| TOTALS: | DEBT PAYMENT | \$67,776 | 66,667 | 66,667 | |
| | PUBLIC BUILDINGS DEPARTMENT TOTAL: | \$120,116 | 128,352 | 128,352 | |

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

| 5100-Police | | | | | | | | | |
|---------------------------------|---------------------------|-------------------------|---------------------|------------------------|---|---|--|--|--|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | | |
| PERSONNEL SERVICES: | | | | | | | | | |
| 10-5100-020 | SALARIES & WAGES | 285,800 | 309,700 | 309,700 | 0 | | | | |
| 10-5100-021 | SEPARATION ALLOWANCE | 0 | 0 | 0 | 0 | | | | |
| 10-5100-050 | FICA EXPENSE | 21,900 | 23,400 | 23,400 | 0 | | | | |
| 10-5100-060 | GROUP HEALTH INSURANCE | 62,200 | 42,500 | 42,500 | 0 | | | | |
| 10-5100-070 | RETIREMENT - LOCAL GOVT. | 48,200 | 54,400 | 54,400 | 0 | | | | |
| TOTALS: | PERSONNEL SERVICES | \$418,100 | \$430,000 | \$430,000 | | | | | |
| OPERATING EXPENSES: | | | | | | | | | |
| 10-5100-081 | MEDICAL CERTIFICATION | 1,000 | 1,000 | 1,000 | | Medical costs for new employee | | | |
| 10-5100-110 | TELEPHONE | 2,500 | 3,000 | 3,000 | 0 | | | | |
| 10-5100-140 | TRAVEL & TRAINING | 1,000 | 600 | 600 | 0 | | | | |
| 10-5100-160 | M & R EQUIPMENT | 2,000 | 2,500 | 2,500 | 0 | | | | |
| 10-5100-170 | M & R AUTO | 6,000 | 10,000 | 10,000 | | Older fleet, maintenance and up keep costs expected to rise | | | |
| 10-5100-234 | PUBLIC SAFETY EDUCATION | 0 | 500 | 500 | 0 | | | | |
| 10-5100-310 | AUTO SUPPLIES | 13,000 | 12,000 | 12,000 | | Average monthly fuel usage for FY24 \$871 | | | |
| 10-5100-330 | DEPARTMENT SUPPLIES | 3,000 | 2,500 | 2,500 | 0 | | | | |
| 10-5100-360 | UNIFORMS | 2,000 | 6,000 | 6,000 | | Three Vests need replaced | | | |
| 10-5100-530 | DUES & SUBSCRIPTIONS | 500 | 6,550 | 6,550 | | PowerDMS | | | |
| 10-5100-735 | MACHINERY AND EQUIPMENT | 0 | 1,300 | 1,300 | | New desktop Chief | | | |
| 10-5100-740 | AUXILARY | 0 | 0 | 0 | 0 | | | | |
| 10-5100-760 | DISPATCHER SERVICES | 7,100 | 0 | 0 | | Do not have to pay Buncombe County any more | | | |
| TOTALS: | OPERATING EXPENSES | \$38,100 | 45,950 | 45,950 | | | | | |
| CAPITAL OUTLAY: | | | | | | | | | |
| 10-5100-730 | CAPITAL OUTLAY | 38,544 | 0 | 0 | | DISCUSS 2 POLICE VEHICLES | | | |
| TOTALS: | CAPITAL OUTLAY | \$38,544 | 0 | 0 | | | | | |
| DEBT PAYMENT: | | | | | | | | | |
| 10-5100-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | DEBT PAYMENT | \$0 | 0 | 0 | | | | | |
| POLICE DEPARTMENT TOTAL: | | \$494,744 | 475,950 | 475,950 | | | | | |

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.
7. Pursue opportunities to implement vision from Comprehensive Plan.

| 5400-Planning and Zoning | | | | | | | | | |
|--|---------------------------------|-------------------------|---------------------|------------------------|---|--|--|--|--|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | | |
| PERSONNEL SERVICES: | | | | | | | | | |
| 10-5400-020 | SALARIES & WAGES | 0 | | | | | | | |
| 10-5400-040 | PROFESSIONAL SERVICES | 0 | | | | | | | |
| 10-5400-050 | FICA EXPENSE | 0 | | | | | | | |
| 10-5400-060 | GROUP HEALTH INSURANCE | 0 | | | | | | | |
| 10-5400-070 | RETIREMENT - LOCAL GOVT. | 0 | | | | | | | |
| TOTALS: | PERSONNEL SERVICES | \$0 | \$0 | \$0 | | | | | |
| OPERATING EXPENSES: | | | | | | | | | |
| 10-5400-140 | TRAVEL AND TRAINING | 600 | 600 | 600 | Building inspector's licenses and continuing education | | | | |
| 10-5400-260 | ADVERTISING | 800 | 800 | 800 | 0 | | | | |
| 10-5400-320 | OFFICE EXPENSE | 5,500 | 4,000 | 4,000 | ESRI software and new computer for Planning & Zoning | | | | |
| 10-5400-330 | DEPARTMENT SUPPLIES | 500 | 500 | 500 | 0 | | | | |
| 10-5400-331 | PLANNING BOARD | 1,000 | 1,000 | 1,000 | possible trainings/seminars | | | | |
| 10-5400-332 | BOARD OF ADJUSTMENT | 1,000 | 1,000 | 1,000 | possible trainings/seminars | | | | |
| 10-5400-335 | DUPLICATING AND PRINTING | 0 | 0 | 0 | 0 | | | | |
| 10-5400-450 | CONTRACT SERVICES - BLDG. INSP. | 10,000 | 16,000 | 16,000 | contract for building inspections going up to \$40 per inspection and permit - est. 400 - current 336 | | | | |
| 10-5400-451 | CONTRACT SERVICES - FIRE INSP. | 0 | 0 | 0 | 0 | | | | |
| 10-5400-452 | CONTRACTED SERVICES - ZONE | 72,000 | 78,000 | 78,000 | Increase in Kayla's contract - Land of Sky | | | | |
| 10-5400-530 | DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | OPERATING EXPENSES | \$91,400 | 101,900 | 101,900 | | | | | |
| CAPITAL OUTLAY: | | | | | | | | | |
| 10-5400-730 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | CAPITAL OUTLAY | \$0 | 0 | 0 | | | | | |
| DEBT PAYMENT: | | | | | | | | | |
| 10-5400-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | DEBT PAYMENT | \$0 | 0 | 0 | | | | | |
| PLANNING AND ZONING DEPARTMENT TOTAL: | | \$91,400 | 101,900 | 101,900 | | | | | |

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. 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

| 5500-Public Works | | | | | |
|---------------------------------------|------------------------------|-------------------------|---------------------|------------------------|---|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | |
| PERSONNEL SERVICES: | | | | | |
| 10-5550-020 | SALARIES & WAGES | 69,800 | 78,600 | 78,600 | 0 |
| 10-5550-021 | SEPERATION ALLOWANCE | 12,900 | 12,900 | 12,900 | Stephen Freeman - 1 year left |
| 10-5550-040 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 |
| 10-5550-050 | FICA EXPENSE | 6,400 | 7,000 | 7,000 | 0 |
| 10-5550-060 | GROUP HEALTH INSURANCE | 12,700 | 22,300 | 22,300 | 0 |
| 10-5550-070 | RETIREMENT - LOCAL GOVT. | 12,500 | 14,700 | 14,700 | 0 |
| TOTALS: | PERSONNEL SERVICES | \$114,300 | \$135,500 | \$135,500 | |
| OPERATING EXPENSES: | | | | | |
| 10-5550-081 | MEDICAL CERTIFICATION | 0 | 0 | 0 | 0 |
| 10-5550-110 | TELEPHONE | 3,400 | 3,400 | 3,400 | Internet, mifi card |
| 10-5550-140 | TRAVEL & TRAINING | 4,000 | 4,000 | 4,000 | 0 |
| 10-5550-170 | M & R TRUCKS | 0 | 0 | 0 | 0 |
| 10-5550-310 | AUTO SUPPLIES | 4,500 | 3,500 | 3,500 | Only Barry's truck |
| 10-5550-330 | DEPARTMENT SUPPLIES | 5,100 | 5,100 | 5,100 | Replacement of trees - dogwoods, chestnuts... |
| 10-5550-335 | DUPLICATING AND PRINTING | 0 | 0 | 0 | 0 |
| 10-5550-360 | UNIFORMS | 600 | 600 | 600 | 0 |
| 10-5550-370 | STORMWATER PROGRAM | 2,500 | 3,000 | 3,000 | Per email from Mary Roderick |
| 10-5550-530 | MACHINERY AND EQUIPMENT | 5,000 | 10,300 | 10,300 | Snow Plow - New Laptop for Barry |
| 10-5550-480 | INDIRECT COST ALLOCATION | -8,195 | -7,817 | -7,817 | 0 |
| 10-5550-530 | DUES & SUBSCRIPTIONS | 2,000 | 1,500 | 1,500 | 0 |
| 10-5550-572 | INTERFUND XFER TO SPEC. REV. | 0 | 0 | 0 | 0 |
| TOTALS: | OPERATING EXPENSES | \$18,905 | 23,583 | 23,583 | |
| CAPITAL OUTLAY: | | | | | |
| 10-5550-730 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 |
| TOTALS: | CAPITAL OUTLAY | \$0 | 0 | 0 | |
| DEBT PAYMENT: | | | | | |
| 10-5550-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 |
| TOTALS: | DEBT PAYMENT | \$0 | 0 | 0 | |
| PUBLIC WORKS DEPARTMENT TOTAL: | | \$133,205 | 159,083 | 159,083 | |

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

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. Continue to provide high quality of service
3. Continue to monitor issues with convenience center – pursue remedies.
Participate in ICS training

| 5800-Sanitation | | | | | |
|-------------------------------------|--------------------------------|-------------------------|---------------------|------------------------|---|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | |
| PERSONNEL SERVICES: | | | | | |
| 10-5800-020 | SALARIES & WAGES | 43,700 | 47,600 | 47,600 | 3% Merit, 3% COLA Proposed |
| 10-5800-050 | FICA EXPENSE | 3,400 | 3,700 | 3,700 | |
| 10-5800-060 | GROUP HEALTH INSURANCE | 12,100 | 18,200 | 18,200 | 0 |
| 10-5800-070 | RETIREMENT - LOCAL GOVT. | 7,900 | 8,900 | 8,900 | 0 |
| TOTALS: | PERSONNEL SERVICES | \$67,100 | \$78,400 | \$78,400 | |
| OPERATING EXPENSES: | | | | | |
| 10-5800-110 | TELEPHONE | 0 | 0 | 0 | 0 |
| 10-5800-130 | UTILITIES | 600 | 1,850 | 1,850 | Adj for actual cost of previous year |
| 10-5800-160 | M & R EQUIPMENT | 400 | 6,000 | 6,000 | Chipper repair parts, Conven. Center Maintenance - increased fees |
| 10-5800-170 | M & R TRUCKS | 3,000 | 12,000 | 12,000 | Transfer case on Ford F-550 |
| 10-5800-310 | AUTO SUPPLIES | 6,000 | 5,800 | 5,800 | 0 |
| 10-5800-330 | SUPPLIES/TOOLS | 3,500 | 4,000 | 4,000 | increase in need to purch bags, gloves, and battery for cameras |
| 10-5800-332 | CONTINGENCY | | 7,000 | 7,000 | Emergency cleanup |
| 10-5800-335 | DUPLICATING AND PRINTING | 0 | 2,200 | 2,200 | SANITATION CALENDARS |
| 10-5800-360 | UNIFORMS | 600 | 896 | 896 | 0 |
| 10-5800-451 | CONTRACT SERVICES-DUMPSTER | 47,000 | 54,000 | 54,000 | *Rental and dumping fees have gone up. |
| 10-5800-454 | CONTRACT SERVICES - SANITATION | 14,000 | 12,000 | 12,000 | 0 |
| 10-5800-480 | INDIRECT COST ALLOCATION | 0 | 0 | 0 | 0 |
| 10-5800-550 | TIPPING FEES | 20,000 | 15,000 | 15,000 | Tipping fees have increased |
| TOTALS: | OPERATING EXPENSES | \$95,100 | \$120,746 | \$120,746 | |
| CAPITAL OUTLAY: | | | | | |
| 10-5800-730 | CAPITAL OUTLAY | 30,000 | 21,000 | 21,000 | Convenience CTR Improvements |
| TOTALS: | CAPITAL OUTLAY | \$30,000 | \$21,000 | \$21,000 | |
| DEBT PAYMENT: | | | | | |
| 10-5800-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 |
| TOTALS: | DEBT PAYMENT | \$0 | \$0 | \$0 | |
| SANITATION DEPARTMENT TOTAL: | | \$192,200 | \$220,146 | \$220,146 | |

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. 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

6190-Recreation

| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | | |
|-------------------------------------|---------------------------|----------------------------|------------------------|------------------------------|----------------------------------|--|--|--|--|
| PERSONNEL SERVICES: | | | | | | | | | |
| | | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | PERSONNEL SERVICES | \$0 | \$0 | \$0 | | | | | |
| OPERATING EXPENSES: | | | | | | | | | |
| 10-80-6190-335 | DUPLICATING AND PRINTING | 550 | 550 | 550 | Tree board | | | | |
| 10-80-6190-340 | LANDCARE COMMITTEE | 2,500 | 3,500 | 3,500 | Donation to Landcare | | | | |
| 10-80-3340-452 | LANDCARE GRANT - HEMLOCKS | 0 | 0 | 0 | 0 | | | | |
| 10-80-6190-710 | OPEN SPACE CONSERVATION | 0 | 0 | 0 | 0 | | | | |
| 10-80-6190-753 | TREE MAINTENANCE | 20,000 | 20,000 | 20,000 | Additional trees with crane work | | | | |
| TOTALS: | OPERATING EXPENSES | \$23,050 | \$24,050 | \$24,050 | | | | | |
| CAPITAL OUTLAY: | | | | | | | | | |
| 10-80-6190-730 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | CAPITAL OUTLAY | \$0 | \$0 | \$0 | | | | | |
| DEBT PAYMENT: | | | | | | | | | |
| 10-80-6100-900 | DEBT PAYMENT | 0 | 0 | 0 | 0 | | | | |
| TOTALS: | DEBT PAYMENT | \$0 | \$0 | \$0 | | | | | |
| RECREATION DEPARTMENT TOTAL: | | \$23,050 | \$24,050 | \$24,050 | | | | | |

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 functionality of the water system by conducting continual service and upgrades to the system

| 30-Water | | | | | | | | |
|--------------------------------|----------------------------|----------------------------|------------------------|------------------------------|---|--|--|--|
| ACCOUNT NUMBER | DESCRIPTION | Board Approved FY 23-24 | Recommended FY24-25 | Board Approved FY24-25 | | | | |
| PERSONNEL SERVICES: | | | | | | | | |
| 30-8100-020 | SALARIES & WAGES | 54,700 | 82,200 | 82,200 | Moved Debbie to Water | | | |
| 30-8100-050 | FICA | 4,200 | 6,300 | 6,300 | 0 | | | |
| 30-8100-060 | GROUP HEALTH INSURANCE | 12,700 | 17,400 | 17,400 | 0 | | | |
| 30-8100-070 | RETIREMENT | 9,800 | 10,800 | 10,800 | 0 | | | |
| TOTALS: | PERSONNEL SERVICES | \$81,400 | \$116,700 | \$116,700 | | | | |
| OPERATING EXPENSES: | | | | | | | | |
| 30-8100-030 | WATER SAMPLES | 10,574 | 9,000 | 9,000 | 0 | | | |
| 30-8100-040 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | | | |
| 30-8100-100 | POSTAGE | 4,200 | 4,000 | 4,000 | 0 | | | |
| 30-8100-110 | TELEPHONE | 500 | 500 | 500 | 0 | | | |
| 30-8100-130 | UTILITIES | 42,000 | 40,000 | 40,000 | 0 | | | |
| 30-8100-140 | TRAVEL AND TRAINING | 2,000 | 1,500 | 1,500 | 0 | | | |
| 30-8100-150 | M&R WELLS | 48,000 | 48,000 | 48,000 | 0 | | | |
| 30-8100-160 | M&R EQUIPMENT | 14,023 | 15,000 | 15,000 | truck and backhoe repair | | | |
| 30-8100-170 | M&R TRUCKS | 1,600 | 2,000 | 2,000 | Maintenance | | | |
| 30-8100-310 | AUTO SUPPLIES | 6,000 | 4,500 | 4,500 | 0 | | | |
| 30-8100-330 | DEPARTMENTAL SUPPLIES | 8,500 | 8,049 | 8,049 | Chemical feed pump replacement - wear out | | | |
| 30-8100-340 | SPECIAL ASSESSMENT EXPENSE | 1,000 | 1,000 | 1,000 | 0 | | | |
| 30-8100-480 | INDIRECT COST ALLOCATION | 81,947 | 78,174 | 78,174 | 0 | | | |
| 30-8100-530 | DUES & SUBSCRIPTIONS | 3,600 | 1,921 | 1,921 | 0 | | | |
| 30-8100-540 | INTEREST EXPENSE | 4,100 | 3,000 | 3,000 | 0 | | | |
| TOTALS: | OPERATING EXPENSES | \$228,044 | \$216,644 | \$216,644 | | | | |
| CAPITAL OUTLAY: | | | | | | | | |
| 30-8100-730 | CAPITAL OUTLAY | 50,000 | 50,000 | 50,000 | New Meters | | | |
| 30-8100-770 | WATER PROJECT | 0 | 0 | 0 | 0 | | | |
| TOTALS: | CAPITAL OUTLAY | \$50,000 | \$50,000 | \$50,000 | | | | |
| DEBT PAYMENT: | | | | | | | | |
| 30-8100-900 | DEBT PAYMENT | 40,400 | 40,400 | 40,400 | 0 | | | |
| TOTALS: | DEBT PAYMENT | \$40,400 | \$40,400 | \$40,400 | | | | |
| WATER DEPARTMENT TOTAL: | | \$399,844 | \$423,744 | \$423,744 | | | | |

Town of Montreat Capital Outlay 2024-2025

| CAPITAL OUTLAY PROJECTS: FY 2024-2025 | | | | | | | | |
|---------------------------------------|---|--------|-----------------|-------------------------|-----------------|------------------|---------------|---------------------|
| | | | Cost | Funding General Fund | Funding ARPA | Powell Funded | Not Funded | Total Cap Outlay |
| Police | Patrol Car -- 2 | | \$107,000 | \$0 | \$0 | \$0 | \$107,000 | \$107,000 |
| | **DISCUSS | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | TOTALS | \$0 | \$0 | \$0 | \$0 | \$107,000 | \$0 |
| | | | Cost | Funding General Fund | Debt Service | Powell Funded | Not Funded | Total Cap Outlay |
| Street | Sidewalks (At gate and below dam) | | \$61,000 | \$61,000 | \$0 | \$0 | \$0 | \$61,000 |
| | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Street | Texas Rd Bridge - Appropriated Fund Balance \$150,000 - Loan \$100,000 | | \$250,000 | \$150,000 | \$100,000 | \$0 | \$0 | \$250,000 |
| | | TOTALS | \$61,000 | \$61,000 | \$0 | \$0 | \$0 | \$311,000 |
| | | | Cost | Funding Water Fund | Funding ARPA | Powell Funded | Not Funded | Total Cap Outlay |
| Water | Meter System Upgrade | | \$50,000 | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| | | TOTALS | \$50,000 | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| | | | Cost | Funding General Fund | Funding ARPA | Powell Funded | Not Funded | Total Cap Outlay |
| | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | TOTALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | Cost | Funding General Fund | Funding ARPA | Powell Funded | Not Funded | Total Cap Outlay |
| Sanitation | Convience Center Improvements | | \$21,000 | \$21,000 | \$0 | \$0 | \$0 | \$21,000 |
| | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | TOTALS | \$21,000 | \$21,000 | \$0 | \$0 | \$0 | \$21,000 |