Town of Montreat
Board of Commissioners Meeting – Public Forum
June 13, 2024 – 6:30 p.m.
Town Hall

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

Town of Montreat
Board of Commissioners
Town Council Meeting
June 13, 2024 – 7:00 p.m.
Town Hall

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

- May 9th Public Forum Meeting Minutes
- May 9th Town Council Meeting Minutes
- May 10th Special Meeting Minutes Budget Workshop
- May 24th Special Meeting Minutes Budget Workshop (Pending for July Meeting)

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 Manager's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

- Administration
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets
- Finance
- May Building Permit Information

VII. Public Comment

Public comments will be heard during this period for <u>any and all items.</u>

VIII. Old Business

IX. New Business

A. FY 24-25 Budget Public Hearing
- **Suggested Motion: Move to open/close Public Hearing**

B. FY 24-25 Budget Adoption
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 25-41, 40-73**
- **Suggested Motion: Move to adopt with/without revisions the FY 24-25 Budget**

C. FY 24-25 Budget Ordinance
- **Presenter: Savannah Parrish**
- **See Agenda Materials on pages 32-39**
- **Suggested Motion: Move to approve/deny the FY 24-25 Budget Ordinance**

D. Budget Amendment #1
- **Presenter: Savannah Parrish**
- **See Agenda Materials on page 74**
- **Suggested Motion: Move to approve/deny Budget Amendment #1 to cover costs over budgeted amounts for FY23-24 for Sanitation Department (Contract Services – Dumpster Services)**

E. Loan Documents for Texas Road Pedestrian Bridge Project
- **Presenter: Savannah Parrish**
- **See Agenda Material on pages 75-78**
- **Suggested Motion: move to direct the Town Manager to negotiate a loan with First Bank in accordance with the Proposal for Credit Facility dated June 3, 2024, subject to Town Board of Commissioners approval of the final terms and documentation for the loan**

X. Public Comment

Public comments will be heard during this period for <u>any and all items.</u>

XI. Commissioner Communications

XII. Dates to Remember

- **Tree Board, Tuesday June 25th at 9:30 a.m. in Town Hall with Zoom options**
- **Board of Adjustment, No June Regular Meeting**
- **Landcare, Wednesday July 3rd at 9:00 a.m. in Town Hall with Zoom options**
- **Town Hall Closed, Thursday July 4th in observance of the 4th of July Holiday**
- **Hillside Development Ordinance Subcommittee, July 11th at 9:00 a.m. in Town Hall**
- **Planning & Zoning Commission, Thursday July 18th at 10:30 a.m. in Town Hall with Zoom options**
- **Tree Board, Tuesday July 23rd at 9:30 a.m. in Town Hall with Zoom options**

XIII. Adjournment

Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
May 9, 2024 – 6:30 p.m.
Town Hall

Board members present:	Mayor Tim Helms Commissioner Jane Alexander Mayor Pro Tem Mason Blake Commissioner Kitty Fouche
Board members absent:	Commissioner Grant Dasher Commissioner Tom Widmer
Town staff present:	Savannah Parrish, Town Manager Angie Murphy, Town Clerk Zoning Administrator Kayla DiCristina

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

Agenda Approval

Commissioner Jane Alexander moved to adopt the agenda as presented. Commissioner Kitty Fouche seconded, and the motion carried 3/0.

Public Forum

There were no public comments at this time.

Adjournment

Commissioner Kitty Fouche moved to adjourn the meeting. Mayor Pro Tem Mason Blake seconded, and the motion carried 3/0. The meeting was adjourned at 6:35 p.m.

_____ _____

Tim Helms, Mayor Angie Murphy, Town Clerk

Town of Montreat
Board of Commissioners
Meeting Minutes
May 9, 2024 – 7:00 p.m.
Town Hall

Board members present:	Mayor Tim Helms Mayor Pro Tem Mason Blake Commissioner Kitty Fouche Commissioner Jane Alexander
Board members absent:	Commissioner Grant Dasher Commissioner Tom Widmer
Town staff present:	Savannah Parrish, Town Manager Angie Murphy, Town Clerk David Arrant, Patrol Chief Barry Creasman, Public Works Director Rachel Eddings, Finance Officer

Approximately five members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim 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 Adoption

Commissioner Kitty Fouche moved to adopt the agenda as presented. Commissioner Jane Alexander seconded, and the motion carried 3/0.

Mayor's Communications

Mayor Tim Helms thanked the Public Works Crew for their preventative maintenance in maintaining and removing suspect trees in the rights-of-way. This helped alleviate potential problems from the tornado that occurred in Black Mountain last evening.

Meeting Minutes Adoption

- April 11th Public Forum Meeting Minutes
- April 11th Town Council Meeting Minutes

Town Manager's Communications

Town Manager Savannah Parrish mentioned that the Treasured Tree Walk, which had been scheduled for May 11th, had been rescheduled for May 19th at 2:00 p.m. Ms. Parrish also extended her thanks to the Public Works Department and to the Black Mountain Fire Department for their

work during the prior evening's storm.

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.
- April Building Permits – This report was given in written format.

Public Comment

There were no public comments at this time.

Old Business

There was no old business at this time.

New Business

A. Engagement Agreement with Allen, Stahl + Kilbourne: Town Manager Savannah Parrish advised that she had circulated a revised engagement agreement to Council Members at the start of the meeting. Ms. Parrish briefly touched on the minor changes in the agreement. Mayor Pro Tem Mason Blake moved to appoint Derek Allen of Allen Stahl + Kilbourne as the Town Attorney for the Town of Montreat effective May 1, 2024. Commissioner Jane Alexander seconded, and the motion carried 3/0.

B. BOC Rules of Procedure: Ms. Parrish advised that the only change in the document was to move the meeting time from 7:00 p.m. to 6:00 p.m. with the Public Forum to start 30 minutes prior to the meeting at 5:30 p.m. This will go into effect on July 1, 2024. Mayor Pro Tem Mason Blake advised that he had two additional changes which would be added. The changes are as follows: (1) Under Rule 4, subsection IA, after the first sentence add: "The Town Clerk shall also prepare an agenda for the public forum immediately preceding the regular meeting", and (2) At the end of Rule 5B and 6C add the following: "During a public forum held in advance of a regular meeting, however, commissioners may respond to and make observatios concerning matters brought to their attention by members of the public. But no official action can take place at the public forum." Commissioner Kitty Fouche moved to approve the amended BOC Rules of Procedure

which will go into effect July 1, 2024, with the additions provided by Mayor Pro Tem Blake. Commissioner Jane Alexander seconded, and the motion carried 3/0.

C. National Public Works Week Proclamation: Mayor Helms read the National Public Works Week Proclamation aloud and advised the week will be celebrated May 19-25th. Mayor Pro Tem Mason Blake moved to approve the National Public Works Week Proclamation as presented. Commissioner Jane Alexander seconded, and the motion carried 3/0.

D. Montreat Tomorrow Comprehensive Plan Implementation Tracker (Updated): Ms. Parrish advised there was no action to be taken on this item in that it was purely for informational purposes only.

E. Planning & Zoning Commission Memorandum on Request for Funding Allocation for Traffic Study: Ms. Parrish advised that the P&Z Commission had requested the Town to allocate some funds for a Traffic Study on Assembly Drive. Mayor Pro Tem Mason Blake mentioned an email that was circulated by Commissioner Tom Widmer. The email stated that this item came up to Council 2-3 years ago and was voted down. Commissioner Wider went on to state in the email that the French Broad Metropolitan Planning Organization through the Land-of-Sky Regional Council had indicated there were no funds available at this time for this type of project. Mayor Pro Tem Mason Blake recommended in lieu of this proposal that Council direct Staff to engage with Montreat College and the Mountain Retreat Association to allocate some funds towards this project. Commissioner Kitty Fouche mentioned that one of the actions in the Comprehensive Plan was traffic calming which she felt could be addressed by the police department. Commissioner Fouche mentioned several areas in Town that need traffic calming measures: Assembly Drive, Greybeard, the drop off/pick-up area at the Montreat Pool. Commissioner Fouche went on to say that she cannot see paying any money until the problem is defined. Commissioner Jane Alexander agreed that more information would be a great idea. Mayor Pro Tem Mason Blake moved to direct staff to engage with Montreat College, the Mountain Retreat Association, and other interested parties to investigate other public safety issues and to ask the Mayor to appoint a Commissioner to work with Staff on this issue. Commissioner Jane Alexander seconded, and the motion carried 3/0.

Mayor Tim Helms appointed Commissioner Tom Widmer to work with Staff on this matter.

Public Comment

There was no Public Comment at this time.

Commissioner Communications

Commissioner Kitty Fouche asked Montreator's to request their neighbors to take down the Montreat Steward signs and red ribbons before people arrive for the summer.

Mayor Pro Tem Mason Blake reminded everyone that the bears are still very much active in Montreat. Mayor Pro Tem Blake also advised that Town Staff would be increasing enforcement efforts so everyone needs to do their part to keep all trash secure.

Dates to Remember

- Budget Workshop, Friday May 10th at 2:00 p.m. in Town Hall with Zoom options
- Open Space Conservation Committee Meeting, Tuesday May 14th at 3:30 p.m. in Town Hall
- Treasured Tree Walk, Sunday May 19th from 2:00 – 4:00 p.m.
- Board of Adjustment, Thursday May 23rd at 5:00 p.m. in Town Hall with Zoom options
- Town Offices Closed in observation of Memorial Day Holiday, Monday May 27th. Sanitation services will resume on Tuesday, May 28th.
- Tree Board, Tuesday May 28th at 9:30 a.m. in Town Hall with Zoom options
- Landcare, Wednesday June 5th at 9:00 a.m. in Town Hall with Zoom Options
- Hillside Development Ordinance Subcommittee, June 5h at 9:00 a.m. in Town Hall
- Tree Board, Tuesday June 25th at 9:30 a.m. in Town Hall with Zoom options
- Board of Adjustment, Thursday June 27th at 5:00 p.m. in Town Hall with Zoom options

Adjournment

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Jane Alexander seconded, and the motion carried 3/0. The meeting was adjourned at 7:33 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk

Board members present: Mayor Tim Helms
Mayor Pro Tem Mason Blake (arrived at 2:14 p.m.)
Commissioner Jane Alexander
Commissioner Kitty Fouche

Board members absent: Commissioner Tom Widmer
Commissioner Grant Dasher

Town staff present: Savannah Parrish, Town Manager
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Rachel Eddings, Finance Officer
Angie Murphy, Town Clerk

There were no members of the public present in Town Hall.

Agenda Adoption

Commissioner Jane Alexander moved to adopt the agenda as presented. Mayor Pro Tem Mason Blake seconded, and the motion carried 3/0.

Budget Workshop 2024-2025 Fiscal Year Budget

Police 2024-2025 Budget Presentation

Police Chief David Arrant advised that during his budget preparation process he thought about ways to make the Montreat Police Department more attractive in terms of recruitment. Currently, the base pay of a starting patrol officer in Montreat is the lowest in Buncombe County. Chief Arrant has proposed a 10% increase over the current base pay of $41,808 which would bring the salary up to $45,998. Chief Arrant advised that this figure is still low compared to the Town of Black Mountain and other comparable places.

Chief Arrant also advised that his telephone budget had increased due to the implementation of an on-call police cell phone. Town Manager Savannah Parrish advised the Commission that the idea was to have an on-call cell phone to enable residents' easier access to the police officer on duty.

Chief Arrant also advised there was a new item under Dues/Subscriptions titled Power DMS. This is a policy management software which will allow for all current and upcoming policies to be uploaded for the officers to have immediate access to at all times. There are also plans for future

implementation of a records management component. This would allow for the daily logs to be a more automated process. This purchase will involve an initial set-up fee as well as individual user licenses which are sold in groups of ten. This will be a reoccurring charge in future budgets. Chief Arrant plans to discuss more about the product with the vendor next week. Chief Arrant also advised that the software purchase will be a key element in the NCLM Risk Review

Chief Arrant also discussed a request for a new patrol vehicle to replace the 2013 vehicle which was purchased in 2012 and has 107,000 miles on it. Chief Arrant advised that the quote for a replacement vehicle is $53,500. This figure includes the purchase of the vehicle, the upfitting of police gear and equipment, and tax, tag, and title. Ms. Parrish advised that the two vehicles, which total $107,000, are not currently in the proposed budget. Chief Arrant mentioned that the proposal of two vehicles would be needed to move forward with the take home vehicle policy that he prepared.

Mayor Helms reminded Chief Arrant that Montreat could not really be compared with Black Mountain and Asheville with regards to its citizens and public safety needs. Chief Arrant stated that he points out to interested candidates that Montreat is different. Chief Arrant also advised that there are not as many chances for development in Montreat as other places. Chief Arrant advised that with running one officer per shift in Montreat officers find themselves unable to take time off for training opportunities. Commissioner Kitty Fouche asked what the attraction was to join the Montreat Police Department. Chief Arrant advised that there is a 3-year, 6-year, and 9-year career advancement program that revamped from a former Police Chief. Ms. Parrish advised the Commission that she looked at starting salaries of more comparable towns such as Brevard and Mars Hill and the Montreat base salary is rather low in comparison. Ms. Parrish advised that Montreat offers a little more work-life-balance than other metropolitan police departments, but a recruiting hook is needed. Ms. Parrish believes increasing base pay is a good first step.

Public Works 2024-2025 Budget Presentation

Public Works Director Barry Creasman advised that there is a proposed $500 increase in stormwater management for the slight increase in fees of the Stormwater Administrator Mary Roderick of Land-of-Sky Regional Council. Mr. Creasman advised that his machinery/equipment budget has increased $4,500 to allow for continued maintenance of a variety of his equipment. Mr. Creasman advised that he plans to put a snowplow on the front of his Ford Ranger to bring into the snow removal fleet. Mr. Creasman advised that the plows are showing a lot of wear and tear. A plow on the Ranger would allow snow removal in some of the smaller places around Town.

Mr. Creasman advised that in the Water Department there are slight increases for backhoe and truck repairs dues to wear and tear over time. Mr. Creasman also advised that in Capital Outlay he has budgeted monies for 200 more water meter (register and antenna) replacements.

Mr. Creasman advised that in the Streets Department he is looking at bucket truck repairs and new tire in the upcoming year. There is also increases in road maintenance for patching and curbing

work. Mr. Creasman included a slight increase in surveying for work on Virginia Road. The Capital Outlay project is sidewalks at Rainbow and tying in at the Columbarium and Lookout all the way to the Dam. The proposed cost for both sidewalks (380 feet) is $61,000. The second Capital Outlay project is leaf removal. A leaf removal option for the Town to run with a 16 in intake/outake on a trailer pulled behind a truck runs about $45,000. A second issue is that the Town has nowhere to dump the leaves. Mr. Creasman reached out to two different vendors and had one response. This vendor would set a route and plan his schedule and handle all issues for $40,000. Mayor Helms asked if Town Staff had thought about charging for this service. Ms. Parrish stated that in the Sanitation Department she has included a $15 a month sanitation fee for this purpose. Mr. Creasman advised that the Town will still offer its bagged leaf pickup to residents who are interested.

Mr. Creasman advised that in the Sanitation budget he has money set aside for truck repairs. One of the pickups used for sanitation purposes was the first truck bought when the Town started doing sanitation, so it needs some repairs. Mr. Creasman advised that hauling and rental dumpster fees continue to increase along with costs for disposable gloves and bags. Mr. Creasman also advised that there needs to be some work accomplished around the Convenience Center Dumpsters. Mr. Creasman stated that several people in Town have mentioned safety and monitoring concerns. Mr. Creasman feels that a lot of the overages are being carried over from neighboring communities. Mr. Creasman has investigated a fence ($12,000) and a real camera system ($8,000) for the area. Ms. Parrish advised that Mr. Creasman originally had two projects in his budget for Virginia Road Widening ($36,000) and Overbrook Road Paving ($50,000) that are not currently funded in the proposed budget but may be good projects for Powell Bill Funds.

Ms. Parrish started the Administration budget by discussing COLA and merit raises for employees. The current budget funds a 3% COLA (cost of living adjustment) and up to 3% merit raises for all employees. Ms. Parrish also advised that legal services fees are being dropped from $60,000 to $50,000. The IT provider, which is Electronic Office, has increased their prices significantly. Ms. Parrish advised that currently the Town of Montreat contracts through the North Carolina League of Municipalities for health insurance for the employees. This insurance which includes vision, dental, life and ad&d will be increasing 5%. Ms. Parrish advised that while this provides decent coverage that it is not that great. Finance Officer Rachel Eddings prepared some quotes from other insurance providers. The monthly premiums paid by the Town for employee-only coverage will increase to $21,617 a month. One option is to move forward with United Healthcare Option 15 (basic coverage) for a monthly cost of $15,026. Another option is to provide family coverage to employees at the cost of the Town. Currently, the Town provides employee insurance with the ability to the employee to purchase insurance for their family at a very high cost. Finance Officer Rachel Eddings advised Council that United Healthcare Option 16 (better coverage) would cost $2,457.82 more per month to cover family and employee benefits. United Healthcare Option 15 would cost $1,189.16 more per month to cover to cover family and employee benefits. The proposed budget includes the 5% increase for the NCLM insurance. Ms. Parrish advised that she really wanted to start a conversation about healthcare insurance, and she will comprise some information to send out to the Commission for further review. Ms. Parrish acknowledged that insuring families could get quite

expensive, but it could be a great retention and recruitment tool.

In review, Ms. Parrish stated that the proposed FY 24-25 budget was 2.88% compared to the FY 23-24 budget. Ms. Parrish also stated that overall, the expenditures are relatively conservative compared to estimated revenues.

Ms. Parrish also stated that she had spoken with a few Commissioners about the possibility of financing the Texas Road Pedestrian Bridge Project. $100,000 is currently set aside for that project. The anticipated cost is $250,000 all in (engineering, construction, and prefabricated bridge). The bank came back with a good interest rate and loan terms. Ms. Parrish also stated that there also could be a discussion of appropriating $150,000 from the fund balance to pay for the project. Both are good considerations. Ms. Parrish recommends the fund balance appropriation.

The next Budget Workshop will be held on Friday May 24th at 4:00 p.m.

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Jane Alexander seconded, and the motion carried 3/0. The meeting was adjourned at 3:15 a.m.

_____ _____

Tim Helms , Mayor Angie Murphy, Town Clerk

TOWN OF MONTREAT
P. O. Box 423, Montreat, NC 28757
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www.townofmontreat.org

ADMINISTRATIVE REPORTS:
ADMINISTRATION

Town Administration report for the month of May 2024

Monthly Statistics	2023	2024
Public Meetings	9	6
Inter-Organizational /Intergovernmental Meetings	1	0
Agendas Prepared	9	5
Minutes Transcribed	8	5
Resolutions Drafted	0	1
Public Records Requests Processed	2	4
Water Bills Processed and Mailed	681	686
Water Bills Processed and Emailed	NA	11
Leak Adjustments	3	2
New Water Accounts Established	7	0
Professional Development Hours	66	3
Sunshine List Messages		21
Website Posts	19	21
Social Media Posts	25	21
Workers Compensation Claims	0	0

Upcoming Events and Schedule Changes

Comments
N/A

Staff Communications
0

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ADMINISTRATIVE REPORTS:
BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of May 2024

Monthly Statistics

	2023	2024
Building Permits Issued	9	7
Pending Building Permits	0	0
Building Inspections Performed	32	22
Stop Work Orders Issued	0	0
Defective Building Posted	0	0
Denied Building Permits	0	0
Fire Inspections Performed	0	0
Fire Re-Inspections Performed	0	0
Fire Permits Issued	0	0

Comments

Staff Communications

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ADMINISTRATIVE REPORTS:
STREETS

Streets Department report for the month of May 2024

Monthly Statistics	2023	2024
Miles of Road Maintained	15.46	15.46
Miles of New Road Constructed	0	0
Public Trees Removed	0	0
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Monthly Fuel Costs	541.3	$489.59
Road Closures	0	2

Comments

0

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ADMINISTRATIVE REPORTS:
POLICE DEPARTMENT

Police Department report for the month of May 2024

Monthly Statistics	2023	2024
Mileage	2,834	1,037
Dispatched Calls	24	15
Officer-Initiated Calls	725	496
Fire Assistance Calls	1	0
EMS Assistance Calls	1	0
Motorist/Other Assistance Calls	23	8
Traffic Stops	29	22
Parking Issues	2	4
Burglar Alarm Responses	0	0
Residential/Building Checks	517	406
Ordinance Violations	5	3
Law Enforcement Agency Assistance Calls	9	6
Animal Control Calls	6	3
Breaking & Entering Calls	0	0
Suspicious Person Investigations	5	0
Suspicious Vehicle Investigations	7	3
Disturbance Calls	4	3
Accident Responses	0	0
Auxiliary Hours Worked (Regular)	16	0
Auxiliary Hours Worked (Addittional)	0	0
Truck Turns at Gate	3	0
MPD Fuel Cost	$ -	$0.00
Professional Development Hours	0	0
Town Service	622	436
MRA Service	269	160
College Service	4	4

Comments
A reminder,

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ADMINISTRATIVE REPORTS:
WATER AND PUBLIC WORKS

Water and Public Works report for the month of May 2024

Monthly Statistics	2023	2024
Calls for Service	32	44
Water Leaks Repaired	0	1
New Water Lines Installed	0	0
Water Meters Read	674	679
Water Meter Replacements	0	94
Gallons of Water Produced	3375219	3,275,219
Monthly Fuel Costs	$526.67	487
Hours Pumped (11 wells combined)	1838	1,721

Comments
We had

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ADMINISTRATIVE REPORTS:
SANITATION

Sanitation Department report for the month of May 2024

Monthly Statistics	2023	2024
Tons of Curbside Trash Collected	19.68	26.31
Pay-As-You-Throw Trash Bags Collected	N/A	N/A
Tons of Curbside Recycling Collected	3.68	5.01
Pay-As-You-Throw Recycling Bags Collected	N/A	N/A
Cardboard Recycling Collected	0.24	N/A
Unique Curbside Sanitation Stops	2150	1,760
Bagged Leave Pickup	239	171
Brush Pickup (cubic yards)	5 Loads	5 Loads
Hauling Fees	2952.5	$4,869.90
Dumpster Rental Fees	406.26	$217.63
Sanitation Fuel	214.02	$ 258.61

No

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ADMINISTRATIVE REPORTS:
ZONING ADMINISTRATION

Zonning Administration report for the month of May 2024

Monthly Statistics	2023	2024
Approved Zoning Permits	1	0
Denied Zoning Permits	0	0
Pending Zoning Permits	0	3
Variance/Interpretation Granted	1	0
Conditional Use Permits Granted	0	1
Permit Extensions Granted	0	0
Sign Permits Issued	0	0
Notices of Violation	0	0

Comments
0

TOWN OF MONTREAT
NORTH CAROLINA

April 2024 - MONTH 10 OF FISCAL YEAR 2023-2024

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,030,592.00	1,692,160.00	83.33%	1,865,628.15	91.88%	173,468.15
WATER FUND	30	399,844.00	333,203.33	83.33%	336,193.43	84.08%	2,990.10
TOTAL REVENUES GENERAL & WATER FUNDS		**2,430,436.00**	**2,025,363.33**	**83.33%**	**2,201,821.58**	**90.59%**	**176,458.25**

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	50,903.00	42,419.17	83.33%	40,621.44	79.80%	1,797.73
ADMINISTRATION	10	533,616.00	444,680.00	83.33%	417,321.57	78.21%	27,358.43
PUBLIC BUILDINGS	10	120,116.00	100,096.67	83.33%	28,490.69	23.72%	71,605.98
POLICE	10	494,744.00	412,286.67	83.33%	409,001.93	82.67%	3,284.74
BUILDING AND ZONING	10	91,400.00	76,166.67	83.33%	68,338.79	74.77%	7,827.88
PUBLIC WORKS	10	133,205.00	111,004.17	83.33%	105,247.55	79.01%	5,756.62
STREET	10	391,358.00	326,131.67	83.33%	223,941.02	57.22%	102,190.65
SANITATION	10	192,200.00	160,166.67	83.33%	169,189.37	88.03%	(9,022.70)
ENVIRON,CONS,REC	10	23,050.00	19,208.33	83.33%	20,281.76	87.99%	(1,073.43)
TOTAL EXPENSES GENERAL FUND		**2,030,592.00**	**1,692,160.00**	**83.33%**	**1,482,434.12**	**73.01%**	**209,725.88**

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
WATER	30	399,844.00	333,203.33	83.33%	326,808.11	81.73%	6,395.22
TOTAL EXPENSES WATER FUND		**399,844.00**	**333,203.33**	**83.33%**	**326,808.11**	**81.73%**	**6,395.22**
TOTAL EXPENSES GENERAL & WATER FUNDS		**$2,430,436.00**	**$2,025,363.33**	**83.33%**	**$1,809,242.23**	**74.44%**	**$216,121.10**

GENERAL FUND INCOME/LOSS - YTD	**$383,194.03**
WATER FUND INCOME/LOSS - YTD	**$9,385.32**
NET INCOME - YTD 2024	**$392,579.35**

SPECIAL PROJECTS

Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining		% Spent
FEMA-MISC	25	214,747.00	0.00	148,670.54	66,076.46		30.77%
LANDCARE	26	35,794.50	0.00	9,337.67	26,456.83		73.91%
AMERICAN RESCUE PLAN ACT	28	277,266.78	0.00	272,806.14	4,460.64		1.61%
TOTAL SPECIAL PROJECTS		**$ 527,808.28**	**$ -**	**$ 430,814.35**	**$ 96,993.93**		**18.38%**

Debt Service Ratio - General Fund 5.33% LGC Benchmark 12% or below
Debt Service Ratio - Water Fund 10.10% LGC Benchmark 12% or below

TOWN OF MONTREAT
NORTH CAROLINA

May 2024 - MONTH 11 OF FISCAL YEAR 2023-2024

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Collected	YTD Actual Percentage	Difference
GENERAL FUND	10	2,030,592.00	1,861,376.00	91.67%	1,948,728.18	95.97%	87,352.18
WATER FUND	30	399,844.00	366,523.67	91.67%	373,477.33	93.41%	6,953.66
TOTAL REVENUES GENERAL & WATER FUNDS		**2,430,436.00**	**2,227,899.67**	**91.67%**	**2,322,205.51**	**95.55%**	**94,305.84**

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
GOVERNING BODY	10	50,903.00	46,661.08	91.67%	40,891.44	80.33%	5,769.64
ADMINISTRATION	10	533,616.00	489,148.00	91.67%	460,003.67	86.20%	29,144.33
PUBLIC BUILDINGS	10	120,116.00	110,106.33	91.67%	118,907.70	98.99%	(8,801.37)
POLICE	10	494,744.00	453,515.33	91.67%	431,432.77	87.20%	22,082.56
BUILDING AND ZONING	10	91,400.00	83,783.33	91.67%	75,560.29	82.67%	8,223.04
PUBLIC WORKS	10	133,205.00	122,104.58	91.67%	120,870.25	90.74%	1,234.33
STREET	10	391,358.00	358,744.83	91.67%	262,897.54	67.18%	95,847.29
SANITATION	10	192,200.00	176,183.33	91.67%	182,611.06	95.01%	(6,427.73)
ENVIRON,CONS,REC	10	23,050.00	21,129.17	91.67%	20,541.50	89.12%	587.67
TOTAL EXPENSES GENERAL FUND		**2,030,592.00**	**1,861,376.00**	**91.67%**	**1,713,716.22**	**84.39%**	**147,659.78**

Dept Name	Fund #	Budget	YTD Budget	YTD Projected Budget Percentage	YTD Exp	YTD Actual Percentage	Difference
WATER	30	399,844.00	366,523.67	91.67%	340,588.45	85.18%	25,935.22
TOTAL EXPENSES WATER FUND		**399,844.00**	**366,523.67**	**91.67%**	**340,588.45**	**85.18%**	**25,935.22**
TOTAL EXPENSES GENERAL & WATER FUNDS		**$2,430,436.00**	**$2,227,899.67**	**91.67%**	**$2,054,304.67**	**84.52%**	**$173,595.00**

GENERAL FUND INCOME/LOSS - YTD	**$235,011.96**
WATER FUND INCOME/LOSS - YTD	**$32,888.88**
NET INCOME - YTD 2024	**$267,900.84**

SPECIAL PROJECTS

Project	Fund #	Budget	This Month Actual	Amount Spent To Date	Balance Remaining		% Spent
FEMA-MISC	25	214,747.00	0.00	148,670.54	66,076.46		30.77%
LANDCARE	26	86,040.96	0.00	8,747.67	77,293.29		89.83%
AMERICAN RESCUE PLAN ACT	28	277,266.78	0.00	272,806.14	4,460.64		1.61%
TOTAL SPECIAL PROJECTS		**$ 578,054.74**	**$ -**	**$ 430,224.35**	**$ 147,830.39**		**25.57%**

Debt Service Ratio - General Fund 5.33% LGC Benchmark 12% or below
Debt Service Ratio - Water Fund 10.10% LGC Benchmark 12% or below

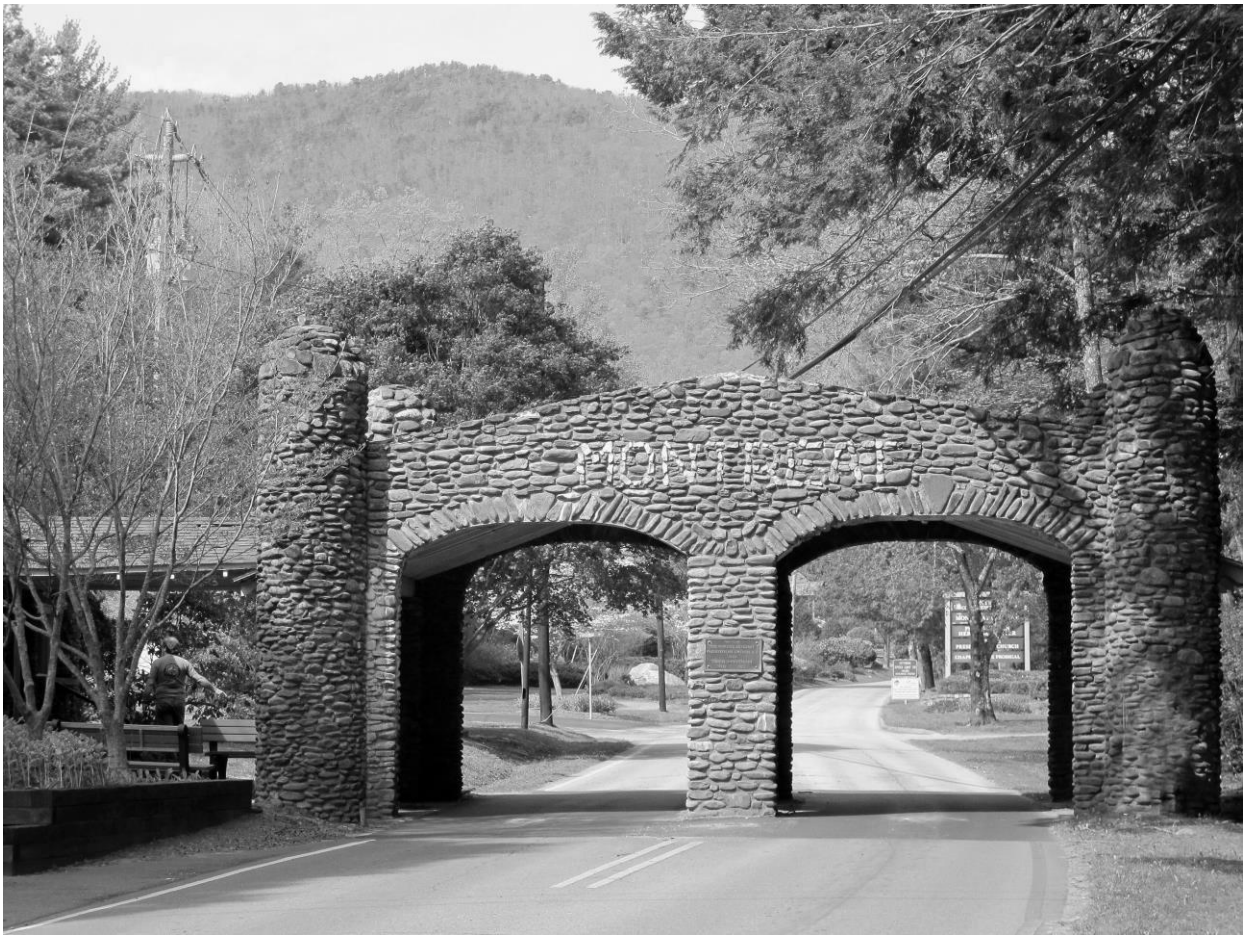
TAX REVENUE ANALYSIS

Feb-23	Feb-24	% +/-	Mar-23	Mar-24	% +/-	Apr-23	Apr-24	% +/-	May-23	May-24	% +/-
305,360.87	298,947.79	-2.15%	14,835.76	35,133.24	**57.77%**	9,217.58	5,918.07	**-55.75%**	4,834.43	4,391.81	-10.08%
49,849.91	52,797.91	**5.58%**	57,843.99	58,003.45	**0.27%**	46,241.48	44,235.91	**-4.53%**	38,777.19	41,291.08	**6.09%**
224.03	203.89	**-9.88%**							189.52	192.28	**1.44%**
			23,145.95	26,038.43 QE12/31/23	**11.11%**						
									4,476.67	4,912.00	**8.86%**

May Permit Information

Permit Number	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS	Fee Amount	Fee Paid	HRF
6004	5/2/2024	Todd & Laney Hutchings	371 Oklahoma Rd	building	single family residence	yes	$ 625,000		Lakeshore Construction LLC	4091	x	x
6005	5/3/2024	Cherry Ayscue	104 Westminster Ter	building	resid. Renovations	no	$ 100,000		Raven Custom Carpentry	$ 1,870	x	X
6006	5/7/2024	Lisa McDougald	131 Shenandoah Terr	building	resid remodel	no	$ 196,957		Semper Fi	$ 1,652	x	x
6007	5/13/2024	Montreat College	309 Gaither Cir (Belk)	building	commercial remodel	no	$ 58,000		Owner/Gryder	$ 840	x	
6008	5/23/2024	Robert Horton	144 Maryland Place	building	new resid (re-issue)	yes			Harrison Homes	paid	x	
6009	5/24/2024	Peter Williams	226 NC Terrace	mech/elect	3 ton minisplit	no			White & Williams	$ 100	x	
6010	5/29/2024	Montreat College	310 Gaither Cir	building	commercial addition	no	$ 25,000		Tommy Hendrix/Wayne Gryder	$ 500	x	

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.

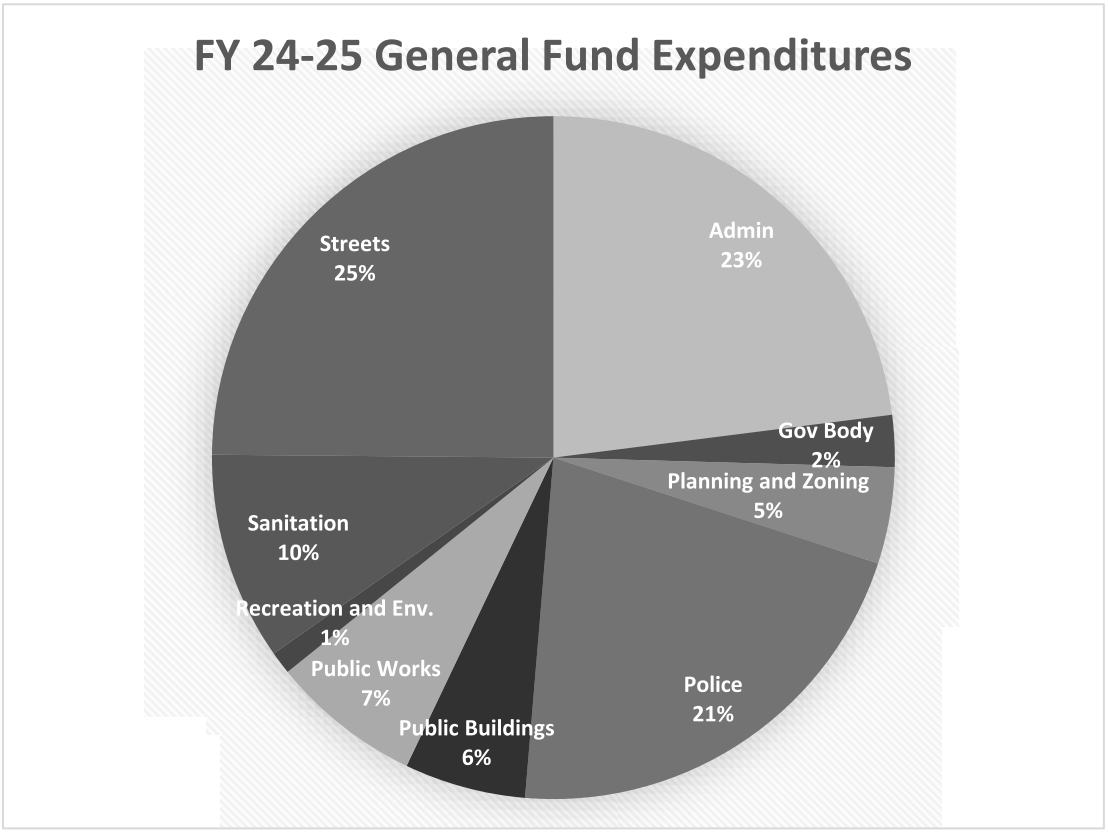
In accordance with North Carolina State Law, the Town's budget is prepared on the modified accrual basis, and its accounting records are also maintained on that basis. Under modified accrual accounting, revenues are recorded when they are measurable and available. Expenditures are recorded when a liability 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%



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

TOWN OF MONTREAT
NORTH CAROLINA

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

TOWN OF MONTREAT
NORTH CAROLINA

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

TOWN OF MONTREAT
NORTH CAROLINA

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

Residential Certificate of Occupancy Fee $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
Work Performed Without Building and Zoning Permits	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

TOWN OF MONTREAT
NORTH CAROLINA

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

TOWN OF MONTREAT
NORTH CAROLINA

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	
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

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4. Seek ways to make Montreat property and infrastructure more resilient to stormwater and flooding

5. Seek ways to support the people and organizations of Montreat

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

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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

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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

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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**	Builing 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

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5. Seek ways to support the people and organizations of Montreat

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7. Continue to pursue clarification and correction of the mailing and physical address issue in Montreat

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 ACTUAL FY 22-23	FY 23-24 CURRENT YEAR BUDGET	ACTUAL @4/22/24	**DEPT REQUEST FY 24-25**	**BOARD APPROVED FY 24-25**	
PERSONNEL SERVICES:							
10-5600-020	SALARIES & WAGES	84,300	89,900	72,947.20	96,500	**96,500**	3% Merit, 3% COLA Proposed
10-5600-050	FICA EXPENSE	6,500	6,900	5,556.42	7,400	**7,400**	
10-5600-060	GROUP HEALTH INSURANCE	23,300	24,600	22,539.00	56,900	**56,900**	
10-5600-070	RETIREMENT - LOCAL GOVT.	14,600	16,100	12,955.22	18,000	**18,000**	
TOTALS:	***PERSONNEL SERVICES***	***$128,700***	***$137,500***	***113,997.84***	***178,800***	***$178,800***	
OPERATING EXPENSES:							
10-5600-110	TELEPHONE	0	0	0.00	0	**0**	
10-5600-140	TRAVEL & TRAINING	1,500	1,500	1,974.23	2,000	**2,000**	
10-5600-160	M & R EQUIPMENT	8,000	5,000	4,037.24	8,000	**8,000**	Bucket Truck Tires
10-5600-170	M & R TRUCKS	8,100	6,000	5,075.95	9,000	**9,000**	Bucket Truck Repairs
10-5600-310	AUTO SUPPLIES	8,100	6,000	3,232.61	6,000	**6,000**	
10-5600-330	DEPARTMENT SUPPLIES	11,000	10,000	8,239.66	10,000	**10,000**	
10-5600-335	DUPLICATING AND PRINTING	0	0	0.00	0	**0**	
10-5600-340	REPAIR AND WIDENING	41,200	37,500	7,808.07	37,500	**37,500**	Unplanned Repairs and Widening
10-5600-360	UNIFORMS	1,800	1,800	1,148.61	1,800	**1,800**	
10-5600-450	CONTRACT SERVICES	4,500	4,500	825.00	1,000	**1,000**	lawncare - mulch
10-5600-480	INDIRECT COST ALLOCATION	-30,217	-27,042	-20,539.50	-25,798	**-25,798**	
10-5600-540	INTEREST EXPENSE	1,400	1,400	1,044.63	700	**700**	
10-5600-572	INTERFUND TO SPECIAL REV	42,000	0	0.00	0	**0**	
10-5600-740	STREET LIGHTING	19,000	19,000	17,885.35	20,000	**20,000**	Based on previous - plus adding street light at convenience center
10-5600-745	STORMWATER IMPROVEMENTS	8,000	8,000	648.98	6,000	**6,000**	
10-5600-750	ROAD MAINTENANCE	16,500	14,000	19,399.03	20,000	**20,000**	Gravel, striping, patching, misc fees
10-5600-755	SIGNS AND PAINTING	11,950	8,000	4,841.06	6,000	**6,000**	
10-5600-760	BRIDGE INSPECTIONS	2,000	2,000	0.00	2,000	**2,000**	
10-5600-765	SURVEYS/MAPPING	2,650	2,000	0.00	2,000	**2,000**	
10-5600-770	SNOW REMOVAL	4,700	7,000	533.86	7,000	**7,000**	
10-5600-775	LEAF REMOVAL				0	**0**	Leaf removal contract
TOTALS:	***OPERATING EXPENSES***	***$162,183***	***$106,658***	***56,154.78***	***113,202***	***$113,202***	
CAPITAL OUTLAY:							
10-5600-730	CAPITAL OUTLAY	339,907	**131,000**	30,000.00	**211,000**	**211,000**	Sidewalks $61,000 (at Gate, below dam), Texas Rd Bridge $150,000
TOTALS:	***CAPITAL OUTLAY***	***$339,907***	***$131,000***	***30,000.00***	***211,000***	***$211,000***	
DEBT PAYMENT:							
10-5600-900	DEBT PAYMENT	16,200	16,200	16,200.00	**52,200**	**52,200**	Borrowing $100,000 for Texas Rd Ped Bridge - $3000/month (includes interest - will separate when we receive amortization sched.)
TOTALS:	***DEBT PAYMENT***	***$16,200***	***$16,200***	***16,200.00***	***52,200***	***$52,200***	
STREET DEPARTMENT TOTAL:		**$646,990**	**$391,358**	**216,352.62**	**555,202**	**$555,202**	$581,000

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	PROFESSIONIAL 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

Department	Project		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**

TOWN OF MONTREAT
FISCAL YEAR 2023-24
BUDGET AMENDMENT #1

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2024.

Department(s): Sanitation

Purpose: To cover costs over budgeted amounts for FY2023-24

Section 1. To amend the Administration/Streets/Sanitation as follows:

Line Item	Account Number	Amount Decrease	Amount Increase	Amended Budget
Contract Services	10-4200-450	5,000.00		64,000.00
Contract Services	10-5600-450	2,000.00		911.87
Stormwater Improvements	10-5600-746	3,000.00		3,000.00
Contract – Dumpster Service	10-5800-451		10,000.00	58,000.00

Notes: Increase in need for additional dumpster switches.

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

Rachel L. Eddings _____ 6/11/24 _____

Finance Officer Date

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

Adopted this _____ day of _____, _____.

Recorded and filed:

_____ _____

Budget Officer/Town Manager Date

_____ _____

Town Clerk Date

FIRST BANK

June 3, 2024

Town of Montreat
96 Rainbow Ter
Black Mountain, NC 28711

Thank you for allowing First Bank the opportunity to submit a proposal for a credit facility to replace a bridge on Texas Rd. The terms of this non-binding proposal are as follows:

Borrower:	Town of Montreat
Guarantors:	N/A
Amount:	$200,000
Purpose:	Replace a bridge on Texas Road.
Type of Loan:	Commercial Term Loan
Interest Rate:	6.18% fixed (Tax Exempt)
Term:	36 Months
Repayment:	Monthly principal and interest payments based on a 3 year amortization.
Prepayment Penalty:	N/A
Loan Fee:	N/A
Collateral:	N/A
Covenants:	N/A.
Additional Requirements:	Town approval minutes and names and titles of signers
	Completed Certification of Tax Exempt Status of Organization. This will be completed once we have a scheduled closing date and the signers name(s) and titles
	The loan terms set forth on this Term Sheet are contingent upon the loan meeting all of the requirements for a bank qualified tax exempt loan under IRS Code Sections 103 and 265 and First Bank policies and procedures. Borrower agrees to take all necessary steps and obtain all approvals required by state and federal statues to obtain a bank

qualified tax-exempt loan from First Bank. Those steps include, but are not limited to: adequate publication of public notice, approval of the loan at a meeting of the Organization as well as a meeting of the sponsoring municipality, if applicable, and all necessary votes required to approve the loan. Borrower further agrees to file an IRS Form 8038G at the time of closing and annually thereafter for so long as the loan shall remain outstanding. Borrower acknowledges that First Bank has the authority, both prior to any loan closing as well as after closing, to re-price loans and collect any difference in interest or penalties accrued if the loan is ever deemed not to qualify for the bank qualified tax-exempt interest rate.

Financial Statements:	Borrower(s) shall furnish financial statements annually during the loan, if requested by First Bank, the Borrower(s) and Guarantor(s) shall provide interim financial statements.
Closing Costs:	N/A
Organizational Documents:	Copies of Borrower Organizational Documents certified by an authorized officer or representative and Certificates of Existences shall be furnished to First Bank prior to the loan closing.
Deposit Relationship:	As First Bank is a depository institution, Borrower agrees to maintain its primary operating account at First Bank.
Miscellaneous:	N/A
Assignment:	This proposal is issued to the borrower and cannot be assigned by the borrower without the written consent of First Bank.

This is a proposal, not a commitment. The commitment will be based on the Bank's review of the Borrower's and Guarantor's current financials and other supporting documents and obtaining final approval by the Bank. The proposed rate and terms are reliant upon borrower's prompt response to proceed with full underwriting. An extended borrower response timeframe could allow changes in market conditions and interest rate pricing.

Formal acknowledgement of proposed terms must be communicated within ten (10)business days. Subject to underwriting and approval, the rate and terms are offered for a transaction closing within 60 days .

Thank you again for allowing First Bank the opportunity to submit this proposal. If you have any questions, please feel free to call me at 828.250.7008.

Sincerely,

David A. Wooten
Vice-President
First Bank

AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
$100,000.00	06-04-2024	06-04-2027		NONE	***		

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item.
Any item above containing "***" has been omitted due to text length limitations.

Borrower: TOWN OF MONTREAT
96 RAINBOW TER
BLACK MOUNTAIN, NC 28711

Lender: FIRST BANK
300 SW BROAD ST
SOUTHERN PINES, NC 28387

Disbursement Date: June 4, 2024
Interest Rate: 6.180

Repayment Schedule: Installment
Calculation Method: 365/360 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	07-04-2024	3,054.41	515.00	2,539.41	97,460.59
2	08-04-2024	3,054.41	518.65	2,535.76	94,924.83
3	09-04-2024	3,054.41	505.16	2,549.25	92,375.58
4	10-04-2024	3,054.41	475.73	2,578.68	89,796.90
5	11-04-2024	3,054.41	477.87	2,576.54	87,220.36
6	12-04-2024	3,054.41	449.18	2,605.23	84,615.13
2024 TOTALS:		**18,326.46**	**2,941.59**	**15,384.87**	
7	01-04-2025	3,054.41	450.29	2,604.12	82,011.01
8	02-04-2025	3,054.41	436.44	2,617.97	79,393.04
9	03-04-2025	3,054.41	381.62	2,672.79	76,720.25
10	04-04-2025	3,054.41	408.28	2,646.13	74,074.12
11	05-04-2025	3,054.41	381.48	2,672.93	71,401.19
12	06-04-2025	3,054.41	379.97	2,674.44	68,726.75
13	07-04-2025	3,054.41	353.94	2,700.47	66,026.28
14	08-04-2025	3,054.41	351.37	2,703.04	63,323.24
15	09-04-2025	3,054.41	336.99	2,717.42	60,605.82
16	10-04-2025	3,054.41	312.12	2,742.29	57,863.53
17	11-04-2025	3,054.41	307.93	2,746.48	55,117.05
18	12-04-2025	3,054.41	283.85	2,770.56	52,346.49
2025 TOTALS:		**36,652.92**	**4,384.28**	**32,268.64**	
19	01-04-2026	3,054.41	278.57	2,775.84	49,570.65
20	02-04-2026	3,054.41	263.80	2,790.61	46,780.04
21	03-04-2026	3,054.41	224.86	2,829.55	43,950.49
22	04-04-2026	3,054.41	233.89	2,820.52	41,129.97
23	05-04-2026	3,054.41	211.82	2,842.59	38,287.38
24	06-04-2026	3,054.41	203.75	2,850.66	35,436.72
25	07-04-2026	3,054.41	182.50	2,871.91	32,564.81
26	08-04-2026	3,054.41	173.30	2,881.11	29,683.70
27	09-04-2026	3,054.41	157.97	2,896.44	26,787.26
28	10-04-2026	3,054.41	137.95	2,916.46	23,870.80
29	11-04-2026	3,054.41	127.03	2,927.38	20,943.42
30	12-04-2026	3,054.41	107.86	2,946.55	17,996.87
2026 TOTALS:		**36,652.92**	**2,303.30**	**34,349.62**	
31	01-04-2027	3,054.41	95.77	2,958.64	15,038.23
32	02-04-2027	3,054.41	80.03	2,974.38	12,063.85
33	03-04-2027	3,054.41	57.99	2,996.42	9,067.43
34	04-04-2027	3,054.41	48.25	3,006.16	6,061.27
35	05-04-2027	3,054.41	31.22	3,023.19	3,038.08
36	06-04-2027	3,054.41	16.33	3,038.08	0.00
2027 TOTALS:		**18,326.46**	**329.59**	**17,996.87**	
TOTALS:		**109,958.76**	**9,958.76**	**100,000.00**	

NOTICE: This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

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SAMPLE