

**Town of Highlands**  
**Board of Commissioners Meeting**  
**Via Zoom**  
**Thursday, May 21<sup>st</sup>, 2020**  
**7:00pm**  
**\*\*\*Agenda\*\*\***

- |     |  |   |             |
|-----|--|---|-------------|
| 1.  | Meeting Called to Order  | <i>Mayor Patrick Taylor</i>                     |             |
| 2.  | Public Comment Period  | <i>Mayor Patrick Taylor</i>                     |             |
| 3.  | Review and Approve Agenda  | <i>Mayor Patrick Taylor</i>                     |             |
| 4.  | Approval of March 5 <sup>th</sup> , 2020 Special Meeting Minutes             | <i>Mayor Patrick Taylor</i>                     | Pages 2-6   |
|     | Approval of March 17 <sup>th</sup> , 2020 Emergency Meeting Minutes          |   | Pages 7-9   |
|     | Approval of March 23 <sup>rd</sup> , 2020 Emergency Meeting Minutes          |   | Pages 10-11 |
|     | Approval of March 25 <sup>th</sup> , 2020 Emergency Meeting Minutes          |   | Pages 12-15 |
|     | Approval of March 31 <sup>st</sup> , 2020 Emergency Meeting Minutes          |   | Pages 16-20 |
|     | Approval of April 9 <sup>th</sup> , 2020 Special Meeting Minutes             |   | Pages 21-28 |
| 5.  | Reports  |   |             |
|     | A. Mayor   |   |             |
|     | B. Commissioners and Committee Reports                                       |   |             |
|     | C. Town Manager  |   |             |
| 6.  | Consent Agenda   | <i>Mayor Patrick Taylor</i>                     |             |
|     | Public Works Department  |   | Page 29     |
|     | Police Department  |   | Page 30     |
|     | Parks & Recreation Department  |   | Page 31     |
|     | Planning & Development Department  |   | Page 32     |
|     | Treasurer's Report   |   |             |
|     | Highlands Motoring Festival Fall Event Request                               |   | Page 33     |
| 7.  | Public Hearing:  |   |             |
|     | Amendments to Articles 10, 13 & 15 of the Unified Development Ordinance      |   |             |
|     | 1. Section 10.3.6: Pertaining to Regulations for Subdivision Roads           |   | Pages 34-35 |
|     | 2. Section 13.3.11 & 13.2.3: Pertaining to Regulations for Illuminated Signs |   | Pages 36-38 |
|     | 3. Section 15.4.1 & 15.4.3: Pertaining to Regulations for Civil Penalties    |   | Pages 39-41 |
|     | A. Open Public Hearing   |   |             |
|     | B. Staff Comments/Recommendation   |   |             |
|     | C. Public Comments   |   |             |
|     | D. Close Public Hearing  |   |             |
|     | E. Council Action  |   |             |
| 8.  | Resolution Approving Participation in the Southwestern NC Home Consortium    | <i>Mayor Patrick Taylor</i>                     | Pages 42-53 |
| 9.  | Request from H-C Health Foundation to Use Founders Park                      | <i>Mayor Patrick Taylor</i>                     |             |
| 10. | July 4 <sup>th</sup> Fireworks Discussion                                    | <i>Kaye McHan</i><br><i>Chamber of Commerce</i> |             |
| 11. | Outdoor Dining Options for Restaurants                                       | <i>Mayor Patrick Taylor</i>                     |             |
| 12. | Budget Amendment: Sewer Plant SCADA  | <i>Josh Ward</i>                                |             |
| 13. | FY 2020-21 Budget Presentation   | <i>Josh Ward</i>                                | Pages 54-95 |
| 14. | Adjournment  | <i>Mayor Patrick Taylor</i>                     |             |

## **Special Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of March 5, 2020, at the First Presbyterian Church, 471 Main Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Mayor Pro Tempore Calloway, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward, Finance Director Rebecca Shuler, Public Works Director and Town Engineer Lamar Nix, MIS/GIS Director Matt Shuler, Fire Chief Ryan Gearhart, Police Chief Bill Harrell, Parks & Recreation Director Lester Norris, Computer Support Specialist Mark Hall and Town Clerk Gibby Shaheen

### **1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 9:00am.

### **2. Present and Approve the Agenda**

Commissioner Stiehler made a motion to approve the agenda as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

### **3. Financial Matters – Midyear Update**

Town Manager Josh Ward reviewed the following Capital Projects from this year:

- Buckhorn Storage Tank Replacement – Tank is online and pumps installed in new pumphouse but not online yet. Once up and running the old house will be demolished. The erosion behind the tank will have to be addressed with heavier erosion matting and a retaining wall. The tank will be painted and landscaping will be completed. There will be a Budget Amendment presented to complete the project.
- Split Rail project was completed in the fall and the only thing remaining is the paving.
- Water Treatment Plant Filter #2 Rehab has been completed and is online.
- WTP Wastewater meter which was state mandated was tweaked to change the elevation and velocity of the flow rate. The WWTP serves 35-40% of the town.
- Reconductoring of Electrical Lines on US 64, North 4<sup>th</sup> Street and Horse Cove is completed.
- Commercial Bear Resistant Toters have replaced dumpsters on Oak Street and replaced other toters and seemed to be very effective in keeping the bears out of the garbage.
- Paving Hickory Hill, Cullasaja Drive/Oak Lane were complete and Satulah and Split Rail will be paved in April or May.
- Tennis Court Replacement was completed with the exception of striping because of the winter and the cold.

Finance Director Rebecca Shuler presented the following highlights of the FY19/20 budget at mid-year.

As of February 2020 property tax collections have decreased \$48,367.21 compared to February 2019. This represents a collection rate of 97.05% as of February 2020.

Sales tax revenue as of February 2020 has increased \$43,601.78 compared to February 2019.

Franchise Tax revenue as of February 2020 is \$15,007.75 less than in February 2019.

The amount of General Fund revenues collected as of February 2020, exclusive of \$237,802.50 in donations for Police projects, is \$602,012.50 more compared to General Fund revenues collected as of February 2019, and \$430,106.95 of this increase has come for the BB&T Fiber loan.

We anticipate meeting our budgeted revenue for General Fund with General Fund expenditures are 35% spent as of February 2020.

The Town had an original fund balance appropriation in General Fund at July 1, 2019 of \$660,692.00. As of February 2020, the Town has appropriated an additional \$637,627.16 in General Fund.

All utility funds should be at approximately 66.6% of budgeted revenue as of February 2020. The Water is at 60% with water charges. The Sewer is at 45%, Sanitation is at 68% and the Electric is at 39% for electric charges. We anticipate meeting our budgeted revenue for all utility funds.

#### **4. Public Works Department – Capital Needs**

Public Works Director and Town Engineer Lamar Nix presented the following outline:

### **RETREAT PUBLIC WORKS 2020**

#### **1. Street Dept. Paving**

- 1) Cullusaja Drive \$156,000
- 2) Chowan \$111,000
- 3) Church St. Alley \$17,000
- 4) Spring St. \$180,000
- 5) Hickory St. \$89,000
- 6) Pinecrest \$50,000

#### **Sidewalk Repair Projects**

- 1) US64 @Chandler Inn
  - a. With Wall \$251,000
  - b. Without Wall \$121,000

- 2) Main St. @ Presbyterian Church \$64,000
- 3) Satulah \$11,000
- 4) Main St. @ Loafers Bench \$3,500
- 5) Pierson \$15,000

### **Street Equipment**

Flatbed Dump \$95,000

### **2. Water/Sewer Dept.**

- 1) Moorewood Rd. Water Improvement \$628,000
- 2) Valentine Ln. Water Improvement \$192,000
- 3) Equipment- Replace 2010 Service Truck \$60,000

### **3. Sanitation Dept.**

- 1) Replace Dumpsters \$30,000
- 2) Replace 2004 Peterbuilt \$172,000

### **4. Electric Dept.**

- 1) Replace 2004 Yanmar Excavator \$73,000
- 2) Replace 2004 Hudson Trailer \$8,000
- 3) Replace 2009 International/Altec Bucket Truck \$246,000
- 4) Replace 2010 Vermeer Chipper \$85,000

### **5. Waste Water Plant**

- 1) Belt Press Upgrades/Repair \$55,000

### **6. CAPITAL IMPROVEMENT PLAN**

#### **5. Break**

#### **6. Parks & Recreation Department – Capital Needs**

Parks & Recreation Director Lester Norris stated the Tennis Courts will be complete with striping once we have had 48-72 hours of temperatures above 50 and clear weather.

The Parks and Recreation Department requests a total of \$131,500.

(a) Tennis Court Replacement is \$120,000, which includes white lines for tennis and black for pickleball and will include the strap and drop net; and

(b) Dog Park Pavilion has to replace the rotting post (16), pressure wash and stain - \$11,500.

Norris continued future projects worth mentioning included new ball field lights and repairs or replacement of the Houston House to increase aerobic classes, meeting

rooms with a kitchen for birthday parties and a general space for afterschool and Rec. Camp in the summer.

## **7. Police Department – Capital Needs**

Police Chief Bill Harrell requests \$85,000 for Viper Radio System and a garage/storage building for the SERV Truck & UTV Speed Trailer.

- (a) Viper Radio System - \$34,000; and
- (b) Garage/Storage Building - \$51,000.

## **8. Fire Department – Capital Needs**

Fire Chief Ryan Gearhart Department requests for one vehicle and equipment is \$64,272.

- (a) Assistant Chief Replacement vehicle - \$31,951;
- (b) Equipment for Vehicle - \$7,600; and
- (c) Viper Radio Equipment - \$24,721.

## **9. Lunch**

Mayor Taylor recessed the meeting for lunch at 11:52am.

The meeting was reconvened at 1:00pm

## **10. Chamber of Commerce Update**

Chamber of Commerce Director Kay McHan updated on the Chamber and the ongoing plans with different activities, campaigns and projects. McHan wants to increase partnership with the Town to expand the overall experience of Highlands.

## **11. Performing Arts Center Update**

Cindy Trevathan thanked the Board for their work in helping the Performing Arts Center and for the support in its endeavors.

The Performing Arts Center would've ideally completed the construction of the new building, but with the increase in construction it has been delayed and the nonprofit only wants to build what can be afforded. Going back and looking at the different options for a way to decrease costs. Trevathan appealed to the Board to consider helping with ongoing cost.

**12. Closed Session: Pursuant to NCGS §143-318.11(a)(1): To protect confidential or privileged information. WideOpen Networks Contract Review**

Mayor Pro Tempore Calloway made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(1) To protect confidential or privileged information at 1:53pm, which was seconded by Commissioner Patterson and the vote was unanimous.

Once discussion was held, Mayor Pro Tempore Calloway made a motion to go back into open session at 3:09pm, which was seconded by Commissioner Stiehler and the vote was unanimous.

**13. WideOpen Networks Contract Discussion/Decision**

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO APPROVE THE CONTRACT AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS 3 YEAS AND 1 NAY, WITH COMMISSIONER HEHN VOTING NAY.

**14. Session Wrap Up: Mayor and Council Comments**

Mayor Taylor thanked the Presbyterian Church for hosting the Retreat and staff for their hard work with good presentations and a successful budget.

Commissioner Stiehler thanked the Chamber and PAC for their perspectives.

Mayor Taylor thanked MIS/GIS Director Matt Shuler for his work with Attorney Baller and 6 years of the Fiber Project.

**15. Adjournment**

As there were no further matters to come before the Board of Commissioners, Commissioner Patterson moved to adjourn which was seconded by Mayor Pro Tempore Calloway and upon a unanimous vote, the Town Board adjourned at 3:20pm.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

**Emergency Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of March 17, 2020, at the Town Hall, 210 North 4<sup>th</sup> Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Town Board Absent: Mayor Pro Tempore Donnie Calloway

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward via phone and Town Clerk Gibby Shaheen

Media Present: Ryan Hanchett from the Highlander and Brian O'Shea of Plateau Daily News

**MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 4:05pm. Mayor Taylor began by stating the Macon County Board of Commissioners were going to approve a State of Emergency and we do not have an Emergency Ordinance in place so we needed the meeting. Things are changing by the hour and adjustments are going to be needed and some things are already in place, such as the Recreation Park being closed, cancelled the March Town Board Meeting and Employees are being urged not to come to work if they are sick, or if their spouse or child is sick. The Proclamation of State Emergency will give police the authority to enforce the state of emergency.

Tom Neal was available by phone and highlighted the hospitals position, including the protocols of the CDC and one point of access with everyone being screened. He also added that the cafeteria and Fidelia Eckerd was closed to all visitors.



# Proclamation of a Municipal State of Emergency

**WHEREAS**, the coronavirus (“COVID-19”) is a new strain of coronavirus that can result in serious illness or death; and

**WHEREAS**, the World Health Organization declared COVID-19 a global pandemic; and

**WHEREAS**, measures have been taken by the President of the United States, the Governor of North Carolina and by Macon County Board of Commissioners all declaring a State of Emergency and implementing direct restrictions and prohibitions.

**NOW, THEREFORE**, pursuant to the authority vested in me by the Board of Commissioners of the Town of Highlands under Article 8 of Chapter 160A-174 and 166A-19.22 of the North Carolina General Statutes, the Board of Commissioners have determined that a State of Emergency exists in the Town of Highlands.

**Section 1.** I therefore proclaim the existence of a State of Emergency in the Town of Highlands.

**Section 2.** The restrictions and prohibitions imposed should mirror those set forth by the President of the United States, Governor of the State of North Carolina and the Macon County Board of Commissioners.

**Section 3.** Pursuant to 160A-175, I hereby order all Town law enforcement officers, employees, and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the provisions necessary to address and abate the emergency.

**Section 4.** This proclamation shall become effective immediately, and shall remain in effect until modified or rescinded.

Proclaimed this the 17<sup>th</sup> day of March, 2020 at 4:00pm.

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Patrick Taylor, Mayor

In Witness Whereof, I have hereunto set my hand and caused the Seal of The Town of Highlands, North Carolina to be affixed this 17<sup>th</sup> day of March, 2020.

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Gilberta B. Shaheen, Town Clerk

COMMISSIONER HEHN MADE A MOTION TO APPROVE THE PROCLAMATION OF A MUNICIPAL STATE OF EMERGENCY AS REVIEWED AND EDITED BY TOWN ATTORNEY JAY COWARD, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

Town Manager Josh Ward stated there will be no disconnects and will be evaluating the situation before any other decisions were made.

### **ADJOURNMENT**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER STIEHLER MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 5:00PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

**Emergency Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of March 23, 2020, at the Highlands Police Department, 372 Oak Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Mayor Pro Tempore Donnie Calloway via phone

Also Present: Town Manager Josh Ward, Police Chief Bill Harrell, Town Attorney Jay Coward via phone and Town Clerk Gibby Shaheen

Media Present: Ryan Hanchett from the Highlander and Kim Lewicki from the Highlands Newspaper

**MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 3:03pm. Mayor Taylor began by expressing concerns from Mayor Pro Tempore Calloway and Commissioner Stiehler of the people coming into Highlands to do their quarantines staying at vrbo's and hotels. This will stress our resources of supplies and the healthcare system. Hospital CEO Tom Neal agreed that it poses serious concerns for increase in positive cases.

Town Attorney Jay Coward said Graham County had closed their county lines.

Mayor Taylor stated so to discourage people from coming up here and staying for the health and safety of our residents, rentals should be closed.

Discussion was held to what the definition should be.



**WHEREAS**, the coronavirus (“COVID-19”) prompted measures to be taken by the President of the United States, the Governor of North Carolina and by Macon County Board of Commissioners all declaring a State of Emergency and implementing direct restrictions and prohibitions; and

**WHEREAS**, the Board of Commissioners of the Town of Highlands proclaimed a State of Emergency on March 17, 2020; and

**WHEREAS**, in response to updated guidelines from the CDC to avoid discretionary travel and follow The President's Coronavirus Guidelines for America, the Board of Commissioners of the Town of Highlands has made the decision to close hotels, motels and rentals to public access. Existing, continuously occupied rentals are excluded;

**NOW, THEREFORE**, pursuant to the authority vested in me by the Board of Commissioners of the Town of Highlands under Article 8 of Chapter 160A-174 and 166A-19.22 of the North Carolina General Statutes, and the Proclamation of a Municipal State of Emergency.

All hotels, motels and rentals are ordered to be closed to the public, and shall become effective immediately and will remain in effect until the proclamation is modified or rescinded. Existing, continuously occupied rentals are excluded.

Proclaimed this the 23<sup>rd</sup> day of March, 2020 at 3:00pm.

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Patrick Taylor, Mayor

In Witness Whereof, I have hereunto set my hand and caused the Seal of The Town of Highlands, North Carolina to be affixed this 23<sup>rd</sup> day of March, 2020.

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Gilberta B. Shaheen, Town Clerk

COMMISSIONER HEHN MADE A MOTION TO APPROVE THE MUNICIPAL PROCLAMATION AS AMENDED TO ADD "EXISTING, CONTINUOUSLY OCCUPIED RENTALS ARE EXCLUDED," WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

Town Manager Josh Ward stated he issued spending restrictions to employees. Utilities Commission Order stops late fees and disconnects. Town Attorney Jay Coward stated it is out of our hands because that comes from the Governor.

### **ADJOURNMENT**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER PATTERSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 4:20PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

**Emergency Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of March 25, 2020, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Mayor Pro Tempore Donnie Calloway via phone

Also Present: Town Manager Josh Ward, Police Chief Bill Harrell, Finance Director Rebecca Shuler, Town Attorney Jay Coward via phone and Town Clerk Gibby Shaheen

Media Present: Ryan Hanchett from the Highlander, Kim Lewicki from the Highlands Newspaper and Brian O'Shea of Plateau Daily News

**MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 4:00pm.

Discussions of what could be done to prevent second homeowners and others from traveling to Highlands to decrease the risks of the spread of COVID-19. Included possibly closing the roads, pulling meters and quarantining.

Town Attorney Jay Coward said all of the violations would be a Class 2 Misdemeanor.

Restaurants closed from take out to call in order for curbside pickup or delivery, retail stores closed.



**Supplemental Municipal Proclamation**

**WHEREAS**, based on public health guidance from the World Health Organization, the Centers for Disease Control and Prevention, the United States Department of Health and Human Services and the North Carolina Department of Health and Human Services, the Town of Highlands declared a Municipal State of Emergency on March 17, 2020, in an effort to promote social distancing to slow the spread of COVID-19.

**WHEREAS**, in just over the past week, the State of North Carolina, through the Governor, Roy Cooper, has issued Executive Order No. 116 titled "Declaration of a State of Emergency to Coordinate Response and Proactive Actions to Prevent the Spread of

COVID-19; Executive Order No. 117 prohibiting mass gatherings and directing the statewide closure of K-12 public schools to limit the spread of COVID-19; Executive Order No. 118 “Limiting Operations of Restaurants and Bars and Broadening Unemployment Insurance Benefits in Response to COVID-19”; Executive Order No. 119 waiving restrictions on child care and elder care and providing DMV flexibilities; Executive Order No. 120 temporary closure of certain businesses in which members of the public may be in close contact with each other and extension of statewide closure of K-12 public schools in Response to COVID-19”.

**WHEREAS**, the emergency response orders in place in the State of North Carolina currently prohibits mass gatherings that bring together more than fifty (50) persons in a single room or single space at a time, such as an auditorium, stadium, arena, large conference room, meeting hall, theater or any other confined indoor or outdoor space. The prohibition does not extend to other defined spaces and establishments.

**WHEREAS**, the latest Executive Order is a critical step in minimizing close contact between members of the community. Close contact for COVID-19 is currently defined as contact within six feet for a duration of at least ten minutes. Social Distancing is a specific strategy, proven by data to severely lessen the impact of high consequence pathogens by minimizing the opportunity for close contact encounters.

**WHEREAS**, per federal guidelines and guidance from the California Department of Public Health, as well as state governments, including Wisconsin and Virginia, gatherings of ten people or more are prohibited.

**WHEREAS**, given its specific knowledge of the Town of Highlands and to further safeguard its residents and community via Social Distancing, the Board of Commissioners of the Town of Highlands have determined that an imminent hazard exists and has issued guidance recommending the temporary closure of business related to non-essential travel of non-resident individuals in the Town of Highlands to slow the spread of COVID-19.

**NOW, THEREFORE**, pursuant to the authority vested in me by the Board of Commissioners of the Town of Highlands under Article 8 of Chapter 160A-174 and 166A-19.22 of the North Carolina General Statutes I hereby declare:

**Section 1.** All Terms and conditions of The Proclamation of a Municipal State of Emergency dated March 17, 2020, shall remain in force and effect.

**Section 2.** No gatherings of ten persons or more shall take place in the Town of Highlands, during the term of this Declaration of Municipal State of Emergency. Restaurants and retail stores are allowed to provide curbside pickup or delivery only. For the avoidance of doubt consistent with Executive Orders 117, 118 and 120, grocery stores, pharmacies, convenience stores and gas stations, to the extent they sell or distribute prepared food, are exempt from the provisions of this Proclamation. Also, a gathering of persons does not “include normal operations at airports, bus and train stations, medical facilities, shopping malls and centers. It also does not include office environments, factories and child care centers.” [Libraries are omitted from this listing of exemptions to the Executive Orders because

Macon County Libraries are currently closed]. Further, food banks and hardware operations in which the public are not generally in close contact with other patrons are exempt from this Proclamation.

**Section 3.** Pursuant to Executive Order 120, all bingo parlors, bowling alleys, ice skating rinks, indoor exercise facilities (e.g. gyms, yoga studios and martial arts facilities), health clubs, indoor pools, live performance venues, movie theaters, roller skating rinks, spas, sweepstakes lounges, video game arcades personal care and grooming businesses, including but not limited to the following: barber shops, beauty salons, hair salons, manicure/pedicure providers, massage parlors, nail salons, tattoo parlors shall close for business.

**Section 4.** All Lodging Facilities for example, hotels, motels, resorts, inns, guest houses, bed and breakfasts, campgrounds, RV Parks, vacation cabins, home rentals and any and all rentals or leases by Air-BNB, Homeaway, VRBO and other rental programs or places where leases or use if any for less than one month in duration, shall be closed in the Town of Highlands, EXCEPT exemptions as hereinafter set forth.

**a.** Work-Related Exemptions: This closure does not apply if a lease or extended overnight accommodation is due to work in the Town of Highlands for business, medical, construction, emergency services or other related services. In this situation, the employee staying at the lodging facility should have their employer provide their work-related identification badge or a letter from the employer stating the purpose of the work to be performed in the Town of Highlands and the expected duration of the stay.

**b.** Homeless Shelter: This closure does not apply to lodging facilities housing authorized individuals through HERE in the Town of Highlands or as needed to house the homeless in an emergency related to the COVID-19 Response.

**c.** Emergency Facility: This closure does not apply to a lodging facility if used as an emergency facility to assist with the COVID-19 Response.

**Section 5.** To prevent the spread of COVID-19, travel to the Town of Highlands is strongly discouraged. Anyone traveling to the Town of Highlands to reside overnight from an outside area shall be required to self-quarantine for fourteen days upon arrival. The fourteen-day self-quarantine includes any other occupants of the household.

**Section 6.** This supplemental proclamation shall become effective immediately, and shall remain in effect until modified or rescinded.

Any person who violates any provision of the Proclamation of a Municipal State of Emergency dated March 17, 2020, or this Supplemental Municipal Proclamation shall be

guilty of a Class 2 misdemeanor in accordance with Chapter 166A-19.31 and 14-288.20A of the North Carolina General Statutes.

Proclaimed this the 25<sup>th</sup> day of March, 2020 at 4:00pm.

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Patrick Taylor, Mayor

In Witness Whereof, I have hereunto set my hand and caused the Seal of The Town of Highlands, North Carolina to be affixed this 25<sup>th</sup> day of March, 2020.

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Gilberta B. Shaheen, Town Clerk

COMMISSIONER STIEHLER MADE A MOTION TO APPROVE THE SUPPLEMENTAL MUNICIPAL PROCLAMATION AS AMENDED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE CALLOWAY AND THE VOTE WAS UNANIMOUS.

### **ADJOURNMENT**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER DOTSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 5:39PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

**Emergency Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of March 31, 2020, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Mayor Pro Tempore Donnie Calloway, Commissioner Brian Stiehler and Mayor Pat Taylor

Commissioner Marc Hehn, Town Attorney Jay Coward, Finance Director Rebecca Shuler and Town Clerk Gibby Shaheen via Zoom

Also Present: Town Manager Josh Ward, Public Works Director and Town Engineer Lamar Nix, Police Chief Bill Harrell, Fire Chief, Ryan Gearhart and MIS/GIS Director Matt Shuler

Media Present: Ryan Hanchett from the Highlander, Kim Lewicki from the Highlands Newspaper and Brian O'Shea of Plateau Daily News

**MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 5:00pm.

Mayor Taylor asked if Founder's Park, restrooms and Main Street restrooms should close down.

Town Manager Josh Ward stated we should shut down the public restrooms, playgrounds, tennis courts, recycling, founders park and the dog park.

Commissioner Patterson suggested signage to encourage social distancing and close off the dugouts at the ballfield.

Mayor Taylor offered the idea of a curfew or a total road closure with the stay home order in place by the Governor. The checkpoints set up by the Police Department were handing out information sheets with the latest requirements.

Discussions of what could be done to decrease the risks of the spread of COVID-19 in Highlands. Including possibly closing the roads, stopping day trippers and allowing only essential workers into Town.

Town Manager Josh Ward brought up the fact that the Supplemental Proclamation had limited rentals to 90 days or less and thought the Board would like to amend the Supplemental Proclamation.



## Supplemental Municipal Proclamation

**WHEREAS**, based on public health guidance from the World Health Organization, the Centers for Disease Control and Prevention, the United States Department of Health and Human Services and the North Carolina Department of Health and Human Services, the Town of Highlands declared a Municipal State of Emergency on March 17, 2020, in an effort to promote social distancing to slow the spread of COVID-19.

**WHEREAS**, in just over the past week, the State of North Carolina, through the Governor, Roy Cooper, has issued Executive Order No. 116 titled “Declaration of a State of Emergency to Coordinate Response and Proactive Actions to Prevent the Spread of COVID-19; Executive Order No. 117 prohibiting mass gatherings and directing the statewide closure of K-12 public schools to limit the spread of COVID-19; Executive Order No. 118 “Limiting Operations of Restaurants and Bars and Broadening Unemployment Insurance Benefits in Response to COVID-19”; Executive Order No. 119 waiving restrictions on child care and elder care and providing DMV flexibilities; Executive Order No. 120 temporary closure of certain businesses in which members of the public may be in close contact with each other and extension of statewide closure of K-12 public schools in Response to COVID-19”.

**WHEREAS**, the emergency response orders in place in the State of North Carolina currently prohibits mass gatherings that bring together more than fifty (50) persons in a single room or single space at a time, such as an auditorium, stadium, arena, large conference room, meeting hall, theater or any other confined indoor or outdoor space. The prohibition does not extend to other defined spaces and establishments.

**WHEREAS**, the latest Executive Order is a critical step in minimizing close contact between members of the community. Close contact for COVID-19 is currently defined as contact within six feet for a duration of at least ten minutes. Social Distancing is a specific strategy, proven by data to severely lessen the impact of high consequence pathogens by minimizing the opportunity for close contact encounters.

**WHEREAS**, per federal guidelines and guidance from the California Department of Public Health, as well as state governments, including Wisconsin and Virginia, gatherings of ten people or more are prohibited.

**WHEREAS**, given its specific knowledge of the Town of Highlands and to further safeguard its residents and community via Social Distancing, the Board of Commissioners of the Town of Highlands have determined that an imminent hazard exists and has issued guidance recommending the temporary closure of business related to non-essential travel of non-resident individuals in the Town of Highlands to slow the spread of COVID-19.

**NOW, THEREFORE**, pursuant to the authority vested in me by the Board of Commissioners of the Town of Highlands under Article 8 of Chapter 160A-174 and 166A-19.22 of the North Carolina General Statutes I hereby declare:

**Section 1.** All Terms and conditions of The Proclamation of a Municipal State of Emergency dated March 17, 2020, shall remain in force and effect.

**Section 2.** No gatherings of ten persons or more shall take place in the Town of Highlands, during the term of this Declaration of Municipal State of Emergency. Restaurants and retail stores are allowed to provide curbside pickup or delivery only. For the avoidance of doubt consistent with Executive Orders 117, 118 and 120, grocery stores, pharmacies, convenience stores and gas stations, to the extent they sell or distribute prepared food, are exempt from the provisions of this Proclamation. Also, a gathering of persons does not “include normal operations at airports, bus and train stations, medical facilities, shopping malls and centers. It also does not include office environments, factories and child care centers.” [Libraries are omitted from this listing of exemptions to the Executive Orders because Macon County Libraries are currently closed]. Further, food banks and hardware operations in which the public are not generally in close contact with other patrons are exempt from this Proclamation.

**Section 3.** Pursuant to Executive Order 120, all bingo parlors, bowling alleys, ice skating rinks, indoor exercise facilities (e.g. gyms, yoga studios and martial arts facilities), health clubs, indoor pools, live performance venues, movie theaters, roller skating rinks, spas, sweepstakes lounges, video game arcades personal care and grooming businesses, including but not limited to the following: barber shops, beauty salons, hair salons, manicure/pedicure providers, massage parlors, nail salons, tattoo parlors shall close for business.

**Section 4.** All Lodging Facilities for example, hotels, motels, resorts, inns, guest houses, bed and breakfasts, campgrounds, RV Parks, vacation cabins, home rentals and any and all rentals or leases by Air-BNB, Homeaway, VRBO and other rental programs, shall be closed in the Town of Highlands, EXCEPT exemptions as hereinafter set forth.

- a.** Work-Related Exemptions: This closure does not apply if a lease or extended overnight accommodation is due to work in the Town of Highlands for business, medical, construction, emergency services or other related services. In this situation, the employee staying at the lodging facility should have their employer provide their work-related identification badge or a letter from the employer stating the purpose of

the work to be performed in the Town of Highlands and the expected duration of the stay.

- b.** Homeless Shelter: This closure does not apply to lodging facilities housing authorized individuals through HERE in the Town of Highlands or as needed to house the homeless in an emergency related to the COVID-19 Response.
- c.** Emergency Facility: This closure does not apply to a lodging facility if used as an emergency facility to assist with the COVID-19 Response.

**Section 5.** To prevent the spread of COVID-19, travel to the Town of Highlands is strongly discouraged. Anyone traveling to the Town of Highlands to reside overnight from an outside area shall be required to self-quarantine for fourteen days upon arrival. The fourteen-day self-quarantine includes any other occupants of the household.

**Section 6.** This supplemental proclamation shall become effective immediately, and shall remain in effect until modified or rescinded.

Any person who violates any provision of the Proclamation of a Municipal State of Emergency dated March 17, 2020, or this Supplemental Municipal Proclamation shall be guilty of a Class 2 misdemeanor in accordance with Chapter 166A-19.31 and 14-288.20A of the North Carolina General Statutes.

Amended and Proclaimed this the 31<sup>st</sup> day of March, 2020 at 5:00pm.

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Patrick Taylor, Mayor

In Witness Whereof, I have hereunto set my hand and caused the Seal of The Town of Highlands, North Carolina to be affixed this 31<sup>st</sup> day of March, 2020.

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Gilberta B. Shaheen, Town Clerk

COMMISSIONER PATTERSON MADE A MOTION TO AMEND THE SUPPLEMENTAL MUNICIPAL PROCLAMATION TO INCLUDE RENTALS WITH NO DURATION, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

**ADJOURNMENT**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER PATTERSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER DOTSON AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 7:13PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

**Special Meeting Minutes of the Town of Highlands Board of Commissioners  
Meeting of April 9, 2020, at the Highlands Community Building, 71 Poplar  
Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Mayor Pro Tempore Donnie Calloway, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Human Resources Director Emilie Nickerson, Public Works Director and Town Engineer Lamar Nix, Fire Chief Ryan Gearhart and Town Clerk Gibby Shaheen

Media Present: Ryan Hanchett from the Highlander and Kim Lewicki from the Highlands Newspaper

**1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 3:07pm.

**2. Adjust and Approve the Agenda**

Commissioner Hehn asked to add Item to discuss the Contract of the new Fire Department site. Item added as #4.

Mayor Pro Tempore Calloway made a motion to approve the agenda as amended, which was seconded by Commissioner Stiehler and the vote was unanimous.

**3. Approval of the AIA Agreement with D.R. Reynolds – Fire Dept.  
Construction Manager at Risk to Establish the Guaranteed Maximum Price**

Town Manager Josh Ward presented the AIA Agreement with D.R. Reynolds for a one-time payment of \$35,000 for a guaranteed maximum price building out for the new Fire Department and recommended approval.

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO APPROVE THE AGREEMENT AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER HEHN AND THE VOTE WAS UNANIMOUS.

**4. Contract for New Fire Department Property**

Town Manager Josh Ward stated he wanted to move forward with the agreement first so we can have an idea of the buyout and recommended waiting until we had the numbers back before deciding.

Commissioner Hehn asked if the Contract to purchase had an expiration date.

Ward stated the Contract was open ended and was specific for the Fire Station and LGC approval.

Commissioner Calloway expressed concern if something was to happen if the Agreement would be upheld.

Ward recommended to wait to make the decision in June when we had numbers back.

**5. Insurance Update**

Town Manager Josh Ward said the Town had not received all of the insurance quotes, however Medcost would increase 10%, but Wayah was going to try to negotiate. United Healthcare, Aetna and Blue Cross Blue Shield should have their estimates in by the end of April.

Commissioner Hehn suggested the Town cover the cost in the increase on behalf of the employees to show appreciation.

Town Manager said Wayah would be getting other rates and possibly better rates.

**TOWN OF HIGHLANDS  
MEDICAL PLAN ANALYSIS  
EFFECTIVE JULY 2020**

Insurance Carrier			MIT (League of Municipalities)	MIT (League of Municipalities)
Type of Plan			MED 5000 with HRA (50%)	MED 5000 with HRA (50%)
			Current July 2019 - June 2020	Renewal July 2020 - June 2021
Lifetime Maximum			Unlimited	Unlimited
			In-Network	In-Network
Deductible				ESTIMATED RATES
Individual			\$5,000	\$5,000
Family			\$10,000	\$10,000
Out of Pocket Maximum			(Max includes ded, copays, coins, and Rx)	(Max includes ded, copays, coins, and Rx)
Individual			\$5,000	\$5,000
Family			\$10,000	\$10,000
Inpatient Hospitalization			100% after ded	100% after ded
Inpatient Mental Health/SA			100% after ded	100% after ded
Outpatient Surgery			100% after ded	100% after ded
Emergency Room			100% after ded	100% after ded
Urgent Care			100% after ded	100% after ded
Primary Care Office Visit			100% after ded	100% after ded
Specialist Office Visit			100% after ded	100% after ded
Mental Health/SA Office Visit			100% after ded	100% after ded
Chiropractic Office Visit*			100% after ded	100% after ded
Preventive Exam:				
Primary Care Provider			100% no ded	100% no ded
Specialist			100% no ded	100% no ded
Prescription Drugs:			Amount you pay for 30 day supply	Amount you pay for 30 day supply
Deductible			Medical ded applies, except for Generics	Medical ded applies, except for Generics
Generic/Preferred			\$10 copay	\$10 copay
Preferred Brand			100% after ded	100% after ded
Non-Preferred Brand			100% after ded	100% after ded
Specialty Brand			100% after ded	100% after ded
Coverage Tier		#		
Employee Only	EE	41	\$588.00	\$653.00
Employee+Spouse	ES	12	\$1,267.00	\$1,400.00
Employee+OneChild	E1C	4	\$831.00	\$920.00
Employee+Child(ren)	EC	2	\$831.00	\$920.00
Employee+Family	FAM	7	\$1,811.00	\$1,998.00
Retirees	RET	0	\$0.00	\$0.00
Estimated Monthly Premiums			\$56,975.00	\$63,079.00
Dollar Change			n/a	\$6,104.00
Percentage Difference			n/a	10.7%
Annualized Premium			\$683,700.00	\$756,948.00
SUGGESTED			MONTHLY	MONTHLY
Cost to Employer			\$47,891.50	\$53,088.50
Cost to Employee	EE		\$0.00	\$0.00
	ES		\$339.50	\$373.50
	E1C		\$121.50	\$133.50
	EC		\$121.50	\$133.50
	FAM		\$611.50	\$672.50
	RET		\$0.00	\$0.00
EMPLOYER ANNUALLY			\$574,698.00	\$637,062.00
DIFFERENCE				\$62,364.00
			See Benefit Summary for Out of Network	See Benefit Summary for Out of Network
			rates include \$24 pepm broker consulting fee	rates include \$32 pepm broker consulting fee
			MAINTAIN DEPENDENT COST FOR EMPLOYEES	MAINTAIN DEPENDENT COST FOR EMPLOYEES
				ESTIMATE BASED ON 10% RATE INCREASE

\*Additional limits may apply.  
This is only a brief comparison of benefits. All benefits are subject to the terms and provisions of the policy. Please see benefit summary for additional limits and out-of-network benefits.

## 6. Proposed FY 2020-2021 Capital Requests

Town Manager Josh Ward stated there were two capital lists for FY 2020-21 in the packet. One list was a proposal before the Covid-19 outbreak and the second list is a post Covid-19 outbreak proposal option that would substantially reduce the capital expenditures.

Ward continued that two items had been added since these items were discussed at the Retreat, one being a project to change-out all street lights to LED, requested by the Mayor. We have been replacing existing street lights over the last several years as the old lights burnout and it has been a very slow process. The proposal would cover the purchase of the lights and our electric crew would replace them over a number of months as they have time. The second addition is for lighting in the parking lot at the community building. The proposal includes 5 decorative poles, similar to Main Street, requested by Commissioner Hehn.

Currently, the economic impact will affect our current FY 2019-20 budget. As for the upcoming FY 2020-21, the question is how long the shutdown to slow the spread will last.

### FY 2020-21 Capital Items List (pre Covid-19 option)

Red = Capital Items Identified as Possible Elimination

#### Street Department

##### Street Paving

Spring Street	\$180,000.00
Cullasaja Drive (1.1 Miles from Hwy 64)	\$156,000.00
Hickory Street	\$89,000.00
Church Street Alley	\$17,000.00
Chowan Drive	\$111,000.00
Pinecrest Road	\$50,000.00
<b>Sub Total</b>	<b>\$603,000.00</b>

##### Repairs / Maintenance

##### Sidewalks

US 64 -- Chandler Inn	\$121,000.00
Main Street – Presbyterian Church	\$64,000.00
Main Street – Loafers Bench	\$3,500.00
Main Street – Reeves	\$21,000.00
Satulah Road	\$11,000.00
Pierson Drive	\$15,000.00
<b>Sub Total</b>	<b>\$235,500.00</b>

##### Streets / Sidewalks

Misc. Sidewalk Repairs	\$30,000.00
Salt	\$30,000.00
Paint Striping	\$20,000.00
<b>Sub Total</b>	<b>\$80,000.00</b>

##### Equipment

Flatbed Dump	\$95,000.00
<b>Sub Total</b>	<b>\$95,000.00</b>
<b><u>Total</u></b>	<b><u>\$1,013,500.00</u></b>
<b><u>Sanitation Department</u></b>	
<b>Equipment</b>	
Replace 2004 Peterbilt	\$172,000.00
Replace Dumpsters	\$30,000.00
<b><u>Total</u></b>	<b><u>\$202,000.00</u></b>
<b><u>Electric Department</u></b>	
<b>Equipment</b>	
Replace 2004 Yanmar Excavator	\$73,000.00
Replace 2004 Hudson Trailer	\$8,000.00
Replace 2009 International/Altec Bucket Truck	\$246,000.00
Replace 2010 Vermeer Chipper	\$85,000.00
Street Light Upgrade to LED	\$117,000.00
<b><u>Total</u></b>	<b><u>\$529,000.00</u></b>
<b><u>Water / Sewer Departments</u></b>	
<b>Projects</b>	
Moorewood Road Waterline Improvements	\$628,000.00
Valentine Lane Waterline Improvements	\$192,000.00
<b>Subtotal</b>	<b>\$820,000.00</b>
<b>Equipment</b>	
Replace 2010 Service Truck	\$60,000.00
WTP Service Contracts (Hach, Idexx, Tholen, Generator)	\$17,500.00
WTP Tank Cleaning	\$20,000.00
WTP Lab Equipment	\$16,000.00
WWTP Belt Press Upgrades/Repairs	\$55,000.00
WWTP Replacement Equipment (UV Lights & Polymer)	\$34,000.00
<b>Subtotal</b>	<b>\$202,500.00</b>
<b><u>Total</u></b>	<b><u>\$1,022,500.00</u></b>
<b><u>Police Department</u></b>	
(5) Viper Communications Packages	\$34,000.00
<b><u>Total</u></b>	<b><u>\$34,000.00</u></b>

**Fire Department**

Replacement Vehicle - Asst. Chief		\$32,000.00
Replacement Vehicle Equipment		\$10,000.00
Viper Communications Packages		\$25,000.00
	<b><u>Total</u></b>	<b><u>\$67,000.00</u></b>

**Parks & Recreation Department****Projects**

Tennis Court Replacement		\$120,000.00
Community Bldg. Parking Lot Lighting (5 decorative poles)		\$15,000.00
	<b><u>Total</u></b>	<b><u>\$135,000.00</u></b>

**MIS/GIS Department**

Replacement Servers		\$20,000.00
Replacement Core Router		\$5,000.00
Network Audit		\$18,000.00
	<b><u>Total</u></b>	<b><u>\$43,000.00</u></b>

**Planning & Dev. Department**

Comprehensive Plan Development		\$100,000.00
	<b><u>Total</u></b>	<b><u>\$100,000.00</u></b>

	<b>Proposed FY 2020-21</b>	<b>FY 2019-20</b>
General Fund Departments	\$1,325,500.00	\$1,019,400.00
Water/Sewer Fund	\$1,022,500.00	\$1,744,500.00
Electric Fund	\$529,000.00	\$318,000.00
Sanitation Fund	\$202,000.00	\$153,000.00
<b><u>Grand Total</u></b>	<b><u>\$3,079,000.00</u></b>	<b><u>\$3,234,900.00</u></b>
	<b><u>-\$212,000.00</u></b>	
	<b><u>\$2,867,000.00</u></b>	

Fire Department Special Fund	<b>\$67,000.00</b>	N/A
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**FY 2020-21 Capital Items List (post Covid-19 option)**

Red = Capital Items Identified as Possible Elimination

**Street Department****Street Paving**

Spring Street	\$180,000.00
Cullasaja Drive (1.1 Miles from Hwy 64)	\$156,000.00
Hickory Street	\$89,000.00
Church Street Alley	\$17,000.00
Chowan Drive	\$111,000.00
Pinecrest Road	\$50,000.00
<b>Sub Total</b>	<b>\$603,000.00</b>

**Repairs / Maintenance****Sidewalks**

US 64 -- Chandler Inn	\$121,000.00
Main Street – Presbyterian Church	\$64,000.00
Main Street – Loafers Bench	\$3,500.00
Main Street – Reeves	\$21,000.00
Satulah Road	\$11,000.00
Pierson Drive	\$15,000.00
<b>Sub Total</b>	<b>\$235,500.00</b>

**Streets / Sidewalks**

Misc. Sidewalk Repairs	\$30,000.00
Salt	\$30,000.00
Paint Striping	\$20,000.00
<b>Sub Total</b>	<b>\$80,000.00</b>

**Equipment**

Flatbed Dump	\$95,000.00
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<b>Sub Total</b>	<b>\$95,000.00</b>
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<b><u>Total</u></b>	<b><u>\$1,013,500.00</u></b>
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**Sanitation Department****Equipment**

Replace 2004 Peterbilt	\$172,000.00
Replace Dumpsters	\$30,000.00
<b><u>Total</u></b>	<b><u>\$202,000.00</u></b>

**Electric Department****Equipment**

Replace 2004 Yanmar Excavator	\$73,000.00
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Replace 2009 International/Altec Bucket Truck	\$246,000.00
Replace 2010 Vermeer Chipper	\$85,000.00
Street Light Upgrade to LED	\$117,000.00
<b><u>Total</u></b>	<b><u>\$529,000.00</u></b>

#### **Water / Sewer Departments**

##### **Projects**

Moorewood Road Waterline Improvements	\$628,000.00
Valentine Lane Waterline Improvements	\$192,000.00
<b>Subtotal</b>	<b>\$820,000.00</b>

##### **Equipment**

Replace 2010 Service Truck	\$60,000.00
WTP Service Contracts (Hach, Idexx, Tholen, Generator)	\$17,500.00
WTP Tank Cleaning	\$20,000.00
WTP Lab Equipment	\$16,000.00
WWTP Belt Press Upgrades/Repairs	\$55,000.00
WWTP Replacement Equipment (UV Lights & Polymer)	\$34,000.00
<b>Subtotal</b>	<b>\$202,500.00</b>
<b><u>Total</u></b>	<b><u>\$1,022,500.00</u></b>

#### **Police Department**

(5) Viper Communications Packages	\$34,000.00
<b><u>Total</u></b>	<b><u>\$34,000.00</u></b>

#### **Fire Department**

Replacement Vehicle - Asst. Chief	\$32,000.00
Replacement Vehicle Equipment	\$10,000.00
Viper Communications Packages	\$25,000.00
<b><u>Total</u></b>	<b><u>\$67,000.00</u></b>

#### **Parks & Recreation Department**

##### **Projects**

Tennis Court Replacement	\$120,000.00
Community Bldg. Parking Lot Lighting (5 decorative poles)	\$15,000.00
<b><u>Total</u></b>	<b><u>\$135,000.00</u></b>

#### **MIS/GIS Department**

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Replacement Core Router	\$5,000.00
Network Audit	\$18,000.00
<b><u>Total</u></b>	<b><u>\$43,000.00</u></b>

**Planning & Dev. Department**

Comprehensive Plan Development		\$100,000.00
	<b><u>Total</u></b>	<b><u>\$100,000.00</u></b>

	<b>Proposed FY 2020-21</b>	<b>FY 2019-20</b>
General Fund Departments	\$1,325,500.00	\$1,019,400.00
Water/Sewer Fund	\$1,022,500.00	\$1,744,500.00
Electric Fund	\$529,000.00	\$318,000.00
Sanitation Fund	\$202,000.00	\$153,000.00
<b><u>Grand Total</u></b>	<b><u>\$3,079,000.00</u></b>	<b><u>\$3,234,900.00</u></b>
	<b><u>-\$1,454,000.00</u></b>	
	<b><u>\$1,625,000.00</u></b>	
Fire Department Special Fund	<b>\$67,000.00</b>	N/A

**7. Adjournment**

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER DOTSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 3:45PM.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk

## PSA Report

April 2020

- I. Street Dept.
  - 1. Sweeping, Ditching, Gravel, Painting, Patching
  - 2. Remove Storm Debris
  - 3. Remove Spreaders and Plows
  
- II. Water/Sewer Dept.
  - 1. Performed Service Work at:  
Brushy Face, Melrose, Holt Knob, Klein Road, Brock, Moorewood, Main,  
Pine Lane, Hummingbird, Carriage Hill
  
- III. Electric Dept.
  - 1. Performed Service Work at:  
Horse Cove, Reese Lane, Sassafras, N Cobb, Poplar, Broadview, Chowan,  
NC 28, Main, Upper Lake, Hillcrest
  - 2. Trim Crew:
    - A. Asst. Electric Dept.
    - B. Assist Sanitation Dept.
  
- IV. Sanitation Dept.
  - 1. Commercial 62 Tons
  - 2. Residential 32 Tons
  - 3. Cardboard 8 Tons
  
- V. The WTP and WWTP are operating very well.

## HIGHLANDS POLICE DEPARTMENT MONTHLY REPORT: 04.08.20-05.12.20

Incident	Total	Incident	Total
911 Hang-Up	0	Citation (State)	6
ABC Inspections (April)	0	Incident Report	13
Accident	5	Ordinance Violation	2
Administration Assists (SRO)	0	Ordinance Violation (Warning)	2
Alarm Activations (April)	18	Site Inspection-Preconstruction	0
Domestic Animal Call	2	Site Inspection-Final	0
Arrest	2	Site Inspection-Random	0
Assist Motorist	5	Unified Dev. Code Violation	2
Assist Other Agency	6	Unified Dev. Code Violation Citation	0
Assist/Back-up Highlands Unit	24	Unified Dev. Code Violation (Notice)	0
Call for Service	23	Unified Dev. Code Violation (Warning)	0
Canine Search	0	Warning Citation	4
Compliance Checks	29	<b>TOTAL NUMBER OF EVENTS:(Apr-May)</b>	143

### Case Updates: Police Department Investigations

On 4/30/2020 Joan Beck Hobbs was arrested for possession of methamphetamine, possession of drug paraphernalia, failure to return rental property and for an outstanding warrant for theft of a motor vehicle.

On 5/12/2020 Kristeena Byrd Gray was taken into custody by the Franklin Police Department for charges of 21 counts of Felony Embezzlement of monies taken at the "4th Street Market" in Highlands, NC. 7 Warrants (which include the 21 counts of embezzlement) were taken out for Ms. Gray on January 30, 2020 by the Highlands Police Department.

Charges are pending for the theft of property from "The Bridge at Mill Creek" in Highlands, NC.

On 5/11/2020 Shoshawna Bates was charged with Misdemeanor Breaking and Entering at the address of 75 Hickory Hill Road in Highlands, NC.

### Case Updates: Code Enforcement/ABC/Animal Control Officer

- 1- Domestic Animal Call: 4 dogs without IDs, 3 were captured and transported to Animal Control.
- 2- Unified Development Code Violations: Both have been corrected.
- 2- Ordinance Violation Warnings: Issued for trash.
- 3- Compliance Checks: The businesses were in compliance with SOE.

## Recreation Report

April 2020

1. The 2019-2020 After school program closed on March 16<sup>th</sup> due to the Corona Virus threat and will not reopen since school will not be back in session for the remainder of the school year.
2. Community Table is each Tuesday night at 6:00 at the Community Building. Community Table is put on hold due to the coronavirus threat.
3. The pool was closed March 16<sup>th</sup> due to the Corona Virus threat and remains closed.
4. Pickleball was shut down on March 16<sup>th</sup> in the gym after that there were a few days people played outside but now those courts are closed as well.
5. Highlands Hurricane Winter Swim Season began on Tuesday, September 3<sup>rd</sup>. We have 30 plus swimmers on the team. Also have six participating in a Middle School Swim Team. The home meet for April was cancelled since the pool was shut down on March 16<sup>th</sup>.
6. The Skateboard Park continues to be used. I have not seen more than four or five people on the park at once. We have a sign at the park reminding and encouraging social distancing.
7. The recycling trailer is in place at the Recreation Department along with a cardboard recycling bin and both are being used. The Town cardboard truck picks up the cardboard every day Monday-Friday and the recycling trailer is taken by the county to Rick Gap Transfer Station or the Landfill in Franklin twice a week usually Tuesdays and Thursdays and emptied then returned to the site. Both are going well at this time.
8. The old tennis courts on the left coming up the park drive are being completed and should be ready for use by the first of June if weather cooperates. The tennis courts on the right are open and being used.
9. Our senior dinners will start back in November of this year. Senior Dinners are held the third Friday of each month at 12:00 noon, November through April.
10. We had 5 teams for Men's League Basketball. Started games on Monday, March 2<sup>nd</sup> and when we closed the gym on March 16<sup>th</sup> we made the decision to cancel the season because after about the middle of April people are ready for softball.
11. Macon County Youth Spring Soccer was put on hold until the 21<sup>st</sup> of April. Highlands has six teams. The season ended up being cancelled and will start registration for fall in late June.
12. Macon County Little League Baseball season has been cancelled due to the Coronavirus threat.
13. The Run-off election has been rescheduled for June 23<sup>rd</sup>. Early voting for the run-off election will be June 4<sup>th</sup>-20<sup>th</sup>.
14. The decision has been made to not have the Summer Rec Camp program due to all the uncertainties with the Corona Virus pandemic.



**Planning & Development Report  
April 2020**

**ZONING CERTIFICATES ISSUED**

1. Howell Smith-31 Old Farm Road-Residential-Addition/Remodel
2. Casa De Arboles, LLC-211 Satulah Road-Residential-Addition/Remodel/Repair
3. John Lupoli-1840 N. 4<sup>th</sup> Street-Residential-Addition
4. Dutchman's Design-342 Main Street-Commercial-Remodel
5. Hammond Rauers-818 Moorewood Road-Residential-Remodel
6. Warth Holdings, LLC-30 Pinecrest Road-Commercial-Remodel

Fees:

Residential:	\$ 77
Commercial:	\$ 50
<b>Total:</b>	<b>\$ 127</b>

**SIGN PERMIT**

1. Select Bank & Trust-473 Carolina Way-Permanent
2. Bear Mor-Big Bear Pen-Planned Development Sign

Fees:

Permanent:	\$ 45
Temporary:	\$
Other:	\$ 100
<b>Total:</b>	<b>\$ 145</b>

**ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment did not meet in April due to a lack of agenda items.

**PLANNING BOARD**

The Planning Board did not meet in April due to **Public Health Concerns:**

## Highlands Motoring Festival Fall Event Request

Two weeks ago, our planning committee decided to cancel the 2020 Highlands Motoring Festival. At that same meeting we agreed to not give up on our three local charity partners in their time of greatest need. Accordingly, we laid out plans for some fall fundraising activities that will involve driving and outdoor events that would be consistent with social distancing. As we move forward, we want to be in step with the Town's quarantine requirements.

Our fall events would involve using the Kelsey Hutchinson Park with driving tours departing from there in the morning of Friday September 11 and Saturday September 12. Then on Sunday, September 13, we will stage an informal car show. We visualize this event being similar to the "High Octane" event that the Town had approved for June 14, 2020's with no sound system, no 5th Street closure, no registration, and no judging

Lester Norris has advised that these dates are available in the Park's schedule and that we should seek formal approval from Town officials.

Sincerely,

Steve Ham and Mark Chmar  
2020/2021 HMF Co-Chairmen



## ORDINANCE AMENDMENT

Pursuant to an affirmative vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays by the Board of Commissioners of the Town of Highlands at its regular meeting on the 21st day of May, 2020, and an affirmative vote of \_\_\_\_\_ yeas to \_\_\_\_\_ nays by The Board of Commissioners at its regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ if required, the following ordinances are hereby **AMENDED**:

Unified Development Ordinance of Highlands, NC (UDO)  
Article 10 – Infrastructure, Sec. 10.3 Streets, 10.3.6 Street Paving

(EXISTING CODE LANGUAGE IN BLACK & **PROPOSED AMENDMENTS**  
**IN RED.**)

Sec. 10.3 - Streets

### 10.3.6 Street Paving

- A. *Public Streets.* All streets designated "public" shall be paved in accordance with the applicable review authority standards and specifications.
- B. *Private Residential Subdivision.* Hard surface paving such as asphalt or concrete is ~~optional~~ **required** for **all private**, single-family residential subdivision streets **exceeding a 5% grade and requiring a right-of-way designation.** ~~designated "private"; however, They must~~ **shall** in all other respects meet the requirements of Town Ordinances.
- C. *Commercial Subdivisions.* All streets in commercial or multi-family subdivisions, whether public or private, shall be paved.



**STATEMENT OF CONSISTENCY  
WITH THE TOWN OF HIGHLANDS LAND USE PLAN FOR THE  
AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE (“UDO”)  
OF THE TOWN OF HIGHLANDS PER NCGS 160A-383**

**SECTION 10.3.6  
Pertaining to Regulations for Subdivision Roads**

**BE IT HEREBY RESOLVED** by the Town Board of the Town of Highlands, North Carolina, that in accordance with provisions of North Carolina General Statute 160A-383, the Town Board hereby finds and determines that the amendments to the Unified Development Ordinance of the Town of Highlands, is consistent with the goals, objectives and policies of the Town’s adopted Land Use Plan. Specifically, the amendments will clarify and add additional requirements for private subdivision roads. The amendments are found to be reasonable and in the public interest. Specifically, the amendments will assist property owners against sedimentation and erosion issues.

Upon motion duly made by \_\_\_\_\_, seconded by \_\_\_\_\_, the above statement was duly recommended by the Board of Commissioners of the Town of Highlands at the regular meeting held on the 21<sup>st</sup> day of May, 2020.

Upon call for a vote, the following Members voted in the affirmative:

\_\_\_\_\_.

And the following Members voted in the negative: \_\_\_\_\_.

This the 21<sup>st</sup> day of May, 2020.

\_\_\_\_\_  
Patrick Taylor, Mayor

Attest:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk



## ORDINANCE AMENDMENT

**Pursuant to an affirmative vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays by the Board of Commissioners of the Town of Highlands at its regular meeting on the 21st day of May, 2020, and an affirmative vote of \_\_\_\_\_ yeas to \_\_\_\_\_ nays by The Board of Commissioners at its regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ if required, the following ordinances are hereby AMENDED:**

Unified Development Ordinance of Highlands, NC (UDO)  
Article 13 – Sign Standards, Sec. 13.3.1 Off-Premises Signs, including Outdoor Advertising Signs and Sec. 13.3.11 Internally Illuminated Signs

(EXISTING CODE LANGUAGE IN BLACK & **PROPOSED AMENDMENTS**  
IN RED.)

### ARTICLE 13 – Sign Standards

#### Sec. 13.3 - Prohibited Signs

The following signs shall be prohibited, and may neither be erected nor maintained. The standards shall apply both to prohibited sign locations and sign types.

#### **13.3.1 Off-Premises Signs, Including Outdoor Advertising Signs**

Any sign which is not located on the premises that it identifies or advertises, with the exception of signs permitted in Sec. 13.4.2, Permanent Regulated Signs Allowed Without a Permit, Item E for name plate signs, and Item F for Customary Incidental Home Occupations; political signs permitted in Sec. 13.4.1, Temporary Regulated Signs Allowed Without a Permit, Item H; signs on Public Information Centers per Sec. 13.5.2, Permanent Regulated Signs Requiring a Permit, Item H; and signs identifying businesses in shopping centers located other than at the actual building frontage of the individual business per Sec. 13.5.2, Permanent Regulated Signs Requiring a Permit, Items F and G. Outdoor advertising signs permitted prior to May 7, 1986 by the State of North Carolina under the Outdoor Advertising Control Act shall be nonconforming in accordance with Sec. 13.2.6, ~~Nonconforming~~ **Nonconforming** Signs, Item D, Outdoor Advertising Signs.



### **13.3.11 Internally Illuminated Signs**

Any sign whose light source is within **or behind** the sign; ~~with the sign having a transparent or translucent background or cover which silhouettes opaque or translucent letters or designs,~~ **excluding** for Sec. 13.4.2, Item H, restaurant message boards and 13.4.1, Item B, real estate listings within commercial windows.



**STATEMENT OF CONSISTENCY  
WITH THE TOWN OF HIGHLANDS LAND USE PLAN FOR THE  
AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE (“UDO”)  
OF THE TOWN OF HIGHLANDS PER NCGS 160A-383**

**SECTIONS 13.3.11 & 13.2.3  
Pertaining to Regulations for Illuminated Signs**

**BE IT HEREBY RESOLVED** by the Town Board of the Town of Highlands, North Carolina, that in accordance with provisions of North Carolina General Statute 160A-383, the Town Board hereby finds and determines that the amendments to the Unified Development Ordinance of the Town of Highlands, is consistent with the goals, objectives and policies of the Town’s adopted Land Use Plan. Specifically, the amendments will clarify the current requirements for illuminated signs. The amendments are found to be reasonable and in the public interest. Specifically, the amendments will help preserve the Town of Highlands Dark Sky Initiative.

Upon motion duly made by \_\_\_\_\_, seconded by \_\_\_\_\_, the above statement was duly recommended by the Board of Commissioners of the Town of Highlands at the regular meeting held on the 21<sup>st</sup> day of May, 2020.

Upon call for a vote, the following Members voted in the affirmative: \_\_\_\_\_.

And the following Members voted in the negative: \_\_\_\_\_.

This the 21<sup>st</sup> day of May, 2020.

\_\_\_\_\_  
Patrick Taylor, Mayor

Attest:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk



## ORDINANCE AMENDMENT

Pursuant to an affirmative vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays by the Board of Commissioners of the Town of Highlands at its regular meeting on the 21st day of May, 2020, and an affirmative vote of \_\_\_\_\_ yeas to \_\_\_\_\_ nays by The Board of Commissioners at its regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ if required, the following ordinances are hereby **AMENDED**:

Unified Development Ordinance of Highlands, NC (UDO)  
Article 15 – Inspections, Violations and Enforcement, Sec. 15.4 Civil Penalties,  
15.4.1 Citations and 15.4.3 Determination of Amount of Penalty

(EXISTING CODE LANGUAGE IN BLACK & **PROPOSED AMENDMENTS**  
**IN RED.**)

### ARTICLE 15 – Inspections, Violations and Enforcement

#### Sec. 15.4 - Civil Penalties

##### 15.4.1 Citations

If an offender fails, for ~~thirty (30)~~ **ten (10)** days or more, to take all corrective actions required by a Notice of Violation, **the offending party shall become subject to an immediate civil penalty assessed from the date of the violation with the issuance of a citation.** ~~the Board of Commissioners shall meet in open session (unless otherwise authorized to consider a matter in closed session under G.S. 143-318.11) and determine whether to assess a civil penalty and the amount of such penalty.~~ The Town shall send notice of the **violation** ~~date of such determination~~ to the offender at the offender's last known address, by first class mail, at least ten (10) days prior to the **issuance of a citation.** ~~Board's meeting.~~ Notwithstanding any other provision herein, for violations of Article 13, Sign Standards and Article 11, Section 11.2.2, Tree Protection, the issuance of a Notice of Violation that imposes an immediate penalty shall require payment as stated in the Notice of Violation without issuance of a citation or any further action by the Planning and Development Director ~~or the Board of Commissioners.~~ Service of such Notice of Violation shall be accomplished by giving the owner of the property (or any other person apparently in charge of the premises) a copy thereof.

(Amend. of 8-21-14)



#### **15.4.3 Determination of Amount of Penalty for Erosion Control and Sedimentation Issues**

In determining the amount to assess for an **erosion control and sedimentation issue**, the Board shall consider each of the following factors:

- A. The degree and extent of harm caused by the violation;
- B. The cost of rectifying the damage, including clean up costs, devaluation of the property, and value of animal and plant life damaged, and other reasonable costs;
- C. The amount of money the offender saved by noncompliance;
- D. Whether the violation was committed willfully;
- E. Whether the violator reported the violation;
- F. Whether the violator took reasonable measures to comply with this Ordinance;
- G. Whether the violator voluntarily took reasonable measures to restore any areas damaged by the violation;
- H. The prior record of the offender in complying or failing to comply with this Ordinance or any other Local, State, or Federal pollution control rule or regulation;
- I. The date of the violation or the date it was detected; and
- J. Any other relevant mitigating and aggravating factors.



**STATEMENT OF CONSISTENCY  
WITH THE TOWN OF HIGHLANDS LAND USE PLAN FOR THE  
AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE (“UDO”)  
OF THE TOWN OF HIGHLANDS PER NCGS 160A-383**

**SECTIONS 15.4.1 & 15.4.3  
Pertaining to Regulations for Civil Penalties**

**BE IT HEREBY RESOLVED** by the Town Board of the Town of Highlands, North Carolina, that in accordance with provisions of North Carolina General Statute 160A-383, the Town Board hereby finds and determines that the amendments to the Unified Development Ordinance of the Town of Highlands, is consistent with the goals, objectives and policies of the Town’s adopted Land Use Plan. Specifically, the amendments will clarify the current requirements for civil penalties. The amendments are found to be reasonable and in the public interest. Specifically, the amendments will allow town staff more enforcement authority.

Upon motion duly made by \_\_\_\_\_, seconded by \_\_\_\_\_, the above statement was duly recommended by the Board of Commissioners of the Town of Highlands at the regular meeting held on the 21<sup>st</sup> day of May, 2020.

Upon call for a vote, the following Members voted in the affirmative: \_\_\_\_\_.

And the following Members voted in the negative: \_\_\_\_\_.

This the 21<sup>st</sup> day of May, 2020.

\_\_\_\_\_  
Patrick Taylor, Mayor

Attest:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk



**A Resolution Approving Participation of the Town of Highlands  
In the “Southwestern NC Home Consortium”  
and  
Authorizing the Chief Executive Officer to Enter Into and Execute  
A Home Investment Partnership Act Consortium Agreement  
Resolution No. 2020-06-Res**

**WHEREAS**, the National Affordable Housing Act of 1990 created the HOME Investment Partnership Program; and

**WHEREAS**, a provision of the HOME Program is that multiple governmental bodies may join together to form a consortium and thereby qualify for a HOME formula grant; and

**WHEREAS**, Haywood County (Lead Entity) and the Southwestern NC Planning and Economic Development Commission (Administrative Agent) have proposed that such a consortium will facilitate regional and intergovernmental cooperation and the accomplishment of common goals and objectives; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Highlands Board of Commissioners authorizes the Mayor to negotiate and execute the “HOME Investment Partnership Act Consortium Agreement,” substantially in the form as attached herewith, subject to approval of the Town Attorney as to for and legality.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at a regularly scheduled meeting held on the 21<sup>st</sup> day of May, 2020.

This the 21<sup>st</sup> day of May, 2020.

\_\_\_\_\_  
Patrick L. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk

## SOUTHWESTERN NC HOME CONSORTIUM

### JOINT COOPERATION AGREEMENT FOR HOME INVESTMENT PARTNERSHIP ACT

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Haywood (herein called the “Lead Entity”), County of Cherokee, County of Clay, County of Graham, County of Jackson, County of Macon, and County of Swain (herein called the Counties) and all other municipalities within Haywood County (including Canton, Clyde, Maggie Valley and Waynesville), Cherokee County (including Andrews and Murphy), Clay County (including Hayesville), Graham County (including Lake Santeetlah, Robbinsville and Fontana Dam), Jackson County (including Dillsboro, Forest Hills, Sylva and Webster), Macon County (including Franklin and Highlands) and Swain County (including Bryson City), herein known as Members, said parties to the agreement being geographically contiguous units of general local government of the State of North Carolina, and is made pursuant to North Carolina Statutes, Article 20 of Chapter 160A.

#### **WITNESSETH THAT:**

**WHEREAS**, the Cranston-Gonzales National Affordable Housing Act of 1990 (herein called the “Act”) makes provisions whereby units of general local government may enter into cooperation agreements and form a Consortium to undertake or assist in undertaking affordable housing pursuant to the HOME Investment Partnership Program (HOME Program); and

**WHEREAS**, it is the desire of the parties that the Lead Entity will act in a representative capacity for the Members as well as itself. The Members desire that the Lead Entity assume overall responsibility for ensuring that the Consortium is carried out in compliance with the requirements of the Act, state and federal regulations’ program requirements and the Consolidated Plan for the Consortium. The Lead Entity through written agreement is utilizing the Southwestern NC

Planning and Economic Development Commission (Administrative Agent) to assist in carrying out the daily administration responsibilities of the Consortium. That written agreement specifies the duties and responsibilities of the Administrative Agent to carry out the administrative and other functions necessary, required and desirable to fulfill the requirements of the Act, its regulations, United States Department of Housing and Urban Development directives and state and federal law.

**NOW, THEREFORE,** the parties hereto do mutually agree as follows:

1. The parties agree to cooperate to undertake or to assist in undertaking housing assistance activities for the HOME program. The Members hereby authorize the Lead Entity to apply for and receive HOME funding from the United States Department of Housing and Urban Development. The Lead Entity is authorized to act in a representative capacity for all Members for purposes of the HOME program.

2. The Members hereby authorize the Lead Entity to establish a local HOME Investment Trust Fund for receipt and disbursement of HOME funds and repayments.

3. The Lead Entity and Members shall cooperate in the implementation of the HOME Program and shall cooperate in the preparation of the Consolidated Plan by providing information to the Lead Entity. The Members shall execute and submit the required certifications, and shall prepare and submit plans for monitoring compliance with the Consolidated Plan. The Lead Entity, through the Administrative Agent, assumes overall responsibility for ensuring that the Consortium's HOME Program is carried out in compliance with the requirements of the HOME Program, including requirements concerning a Consolidated Plan in accordance with HUD regulations in 24 CFR Parts 91 and 92, respectively, and the requirements of 24 CFR 92.350.

4. The Lead Entity and each Member shall be responsible for providing matching funds required by federal regulations for any funds allocated for that jurisdiction. No Member shall refuse to provide matching funds required

by its projects for the period of time that the participation of that Member is required in the Consortium by HUD regulations and this Agreement. Each Member shall reimburse the Lead Entity immediately and in full for any and all expenses incurred by Lead Entity as a result of the failure of any Member to provide the matching funds. Matching funds will not be required when the Member does not have a project within its jurisdiction.

5. The Consortium agrees, that unless this requirement is suspended by HUD, that a minimum of fifteen percent (15%) of all HOME funds received will be set aside for the use of Community Housing Development Organizations (CHDOs) which have 501(c)(3) tax status as required by federal law.

6. The Lead Entity and the Administrative Agent will be paid an administrative fee totaling ten percent (10%) of the overall HOME funds allocation for the performance of their duties administering the HOME program in accordance with the applicable requirements of 24 CFR part 92. Said fee will be shared between the parties as stipulated in a separate administrative agreement. Only costs associated with the management and administration of the HOME program will be charged against HOME administrative allocations.

7. The Members do hereby agree to inform the Lead Entity through the Administrative Agent, in writing, of any income generated by the expenditure of HOME funds received by the Members, and that such program income must be paid to the Lead Entity for deposit into the Trust Fund or may be retained by the Members only if its use is defined in a separate agreement and approved by the United State Department of Housing and Urban Development.

8. The Members and Lead Entity shall affirmatively advance fair housing. And make all benefits of the program available in accordance with fair housing regulations.

9. The Members, as parties to the Consortium, agree that they shall direct all activities, with respect to the Consortium, to the alleviation of housing problems in the State of North Carolina.

10. This section shall not be construed as waiving any defense or limitation which any party may have against any claim or cause of action by any person not a party to this agreement.

11. The terms of this agreement will cover the period necessary to carry out all activities that will be funded from funds awarded for three federal fiscal years. The units of general local government which join the Consortium will remain in the Consortium for this entire period. The qualification period is Federal Fiscal Years 2021 -2023. The time for which this agreement remains in effect is until the HOME funds from each of the Federal Fiscal Years set out above are closed out pursuant to 24 CFR 92.507. No Consortium member may withdraw from the agreement while the agreement remains in effect.

12. This agreement will automatically renew for participation in successive three-year qualification periods. By the date specified in HUD's consortia designation notices, the Consortium's Lead Entity, through the Administrative Agent, will notify each participating unit of general local government in writing of its right not to participate for the successive three-year qualification periods. A copy of the notification to each jurisdiction must be sent to the HUD Field Office by the date specified in the consortia designation notice. The Lead Entity shall have the authority to amend the HOME consortium agreement on behalf of the consortium's members. The Lead Entity will incorporate all changes necessary to meet the requirements for cooperation agreements set forth in a Consortia Qualification Notice applicable for a subsequent three-year period, and will submit the amendment to HUD as specified in the Consortia Qualification Notice for that period, and failure to comply will void the automatic renewal of the consortia agreement.

13. The Members and Lead Entity agree that this Cooperation Agreement may require modifications when final regulations on HOME and Consolidated Plan are provided by the United States Department of Housing and Urban Development and will cooperate in executing a revised or amended written agreement acceptable to all parties.

14. Should disputes arise between any participants in the Consortium resulting in legal action, such actions shall be filed in the appropriate courts of

Haywood County. All parties hereto located in Counties outside Haywood County specifically waive any alternate venue.

15. The program start date for the Consortium is July 1, 2021 – June 30, 2022, and all units of general local government are on the same program year.

16. A Consortium Committee has been formed with one representative from each Member. The Consortium Committee will meet quarterly to receive Consortium updates and to review progress made towards Consolidated Plan goals. The Lead Entity, through the Administrative Agent, shall establish all policies, determine funding allocations, and control all activities of the consortium. The Administrative Agent will accept project recommendations from all HOME consortium members, but reserves the right to make final funding decisions consistent with the Consolidated Plan.

**IN WITNESS WHEREOF**, the Lead Entity and the Members have caused this Agreement to be executed by a duly authorized officer of each party.

TOWN OF \_\_\_\_\_

By: \_\_\_\_\_

Mayor, Town Council

ATTESTED:

By: \_\_\_\_\_

SEAL

STATE OF NORTH CAROLINA

TOWN OF \_\_\_\_\_

I, a Notary Public of the Town of \_\_\_\_\_ and State of North Carolina, certify that \_\_\_\_\_ personally came before me this day and acknowledge that he/she is Mayor of the Town Council, a North Carolina body corporate, and that by authority duly given and as the act of the \_\_\_\_\_ Town Council, the foregoing instrument was signed in its name and by its Mayor, sealed with its corporate seal and attested by himself/herself as its Mayor.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, (Signature)

\_\_\_\_\_, Notary Public  
(Printed Name)

SEAL

My Commission Expires: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_, (Signature)

\_\_\_\_\_ (Printed Name)  
Attorney for \_\_\_\_\_ Town Council

## **SOUTHWESTERN NC HOME CONSORTIUM**

### **FREQUENTLY ASKED QUESTIONS**

#### **What is the Home Investment Partnership Program?**

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use – often in partnership with local nonprofit groups – to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

HOME funds are awarded annually as formula grants to participating jurisdictions. The program's flexibility allows States and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits.

#### **In what ways can HOME funds be used?**

HOME funds can be used in a variety of ways to support a consortium's homeownership activities: home-owner occupied rehabilitation programs, direct homebuyer assistance (down payment and/or closing costs), development of for-sale housing and low-income rental housing, rental assistance, or for other reasonable and necessary expenses related to the development of non-luxury housing including site acquisition or improvement, and demolition of dilapidated housing.

#### **What are the income requirements for eligible beneficiaries?**

The eligibility of households for HOME assistance varies with the nature of the funded activity. For rental housing and rental assistance, at least 90% of the benefitting families must have incomes that are no more than 60% of the HUD-adjusted median family income for the area. In rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD-adjusted median. The incomes of households receiving HUD assistance must not exceed 80% of the area median. HOME income limits are published each year by HUD.

### **Why is there a need to form a Consortium?**

Generally, units of local government form consortia to access direct formula allocations of HOME funds to support housing activities and programs.

States are automatically eligible for HOME funds and receive their formula allocation or \$3million, whichever is greater. Local jurisdictions eligible for at least \$500,000 under the formula also can receive a direct allocation. The formula allocation considers the relative inadequacy of each jurisdiction's housing supply, its incidence of poverty, its fiscal distress, and other factors.

Those communities that do not qualify for an individual allocation under the formula can join with one or more neighboring localities in a legally binding consortium whose members' combined allocation would meet the threshold for direct funding.

Those communities who do not receive a direct allocation or who are not part of a consortium can participate in HOME by applying for program funds made available by their State. In North Carolina the HOME program funds are made available through the North Carolina Housing Finance Agency (NCHFA). It should be noted, that the same communities that receive direct allocations and those that receive allocations through a consortium can also access the NCHFA programs.

### **What will be the HOME funding level for the consortium?**

Under current funding levels the proposed consortium would have funding of approximately \$670,000. The net funding level after deducting administrative fees used to run the program would be approximately \$600,000.

### **Will there be a match requirement for participating local jurisdictions?**

There are two match requirements both of which potentially will not require local jurisdiction participation:

During the first year of the program a new consortium must meet the difference between its formula allocation (approximately \$670,000) and the first-time participation threshold of \$750,000, with local funds and/or non-federal funds. The Southwestern Commission is working with the Dogwood Health Trust's Leverage Fund, which will provide the initial \$80,000 match for the region.

There is also a 25% on-going match requirement on all funds drawn from the consortium's HOME Investment Trust Fund treasury account in that fiscal year. The 25% non-federal match can be in the form of cash, assets, labor or other services valuable to the HOME program. The

25% match will be the responsibility of the recipient accessing the funds on a project by project basis.

No money is required from local governments to join the consortium.

### **Will there be a need for a consolidated plan?**

Yes. Forming a consortium enables local governments to work together to develop collaborative approaches to local and regional housing needs that cross town and county lines. Prior to receiving HOME funds every consortium must develop a three to five-year consolidated plan that will describe community needs, resources, priorities, and proposed activities to be undertaken with the HOME program funding.

### **What will be the governance structure of the consortium?**

- Consortium Members

The proposed consortium will consist of the seven counties and seventeen towns representing Region A in southwestern North Carolina: the counties of Cherokee (including the towns of Andrews and Murphy), Clay (including the town of Hayesville), Graham (including the towns of Lake Santeetlah, Fontana Dam, and Robbinsville), Haywood (including the towns of Canton, Clyde, Maggie Valley and Waynesville), Jackson (including the towns of Dillsboro, Forest Hills, Sylva and Webster), Macon (including the towns of Franklin and Highlands) and Swain (including the town of Bryson City).

- Lead Entity

A consortium can organize and govern themselves as they choose, however, they must designate one jurisdiction as the “lead entity” and must execute a legally binding consortium agreement that formally organizes the consortium. The lead entity retains primary responsibility for ensuring consortium compliance with all HOME Program rules and reporting to HUD. The lead entity must have the capacity to administer program requirements either directly or jointly with another entity. The lead entity in the proposed consortium will be Haywood County.

- Administrative Agent

As the lead entity, Haywood County will enter into a written agreement with the Southwestern Commission (Administrative Agent) to carry out most of the administrative responsibilities of the HOME program. The Administrative Agent will accept project recommendations from all HOME consortium members and will make final funding decisions consistent with the Consolidated Plan.

- Consortium Committee

The consortium committee will have one representative from each member of the consortium and will meet quarterly to receive consortium updates and to review progress made towards consolidated plan goals.

**When will the program start?**

The program start date for the consortium will be July 1, 2021 for the three-year period 2021 to 2023. The agreement will automatically renew for participation in successive three-year periods.

**Please return the signed consortium agreement, using the envelope in your packet, by June 15<sup>th</sup>, 2020**

Please direct any questions to Sarah Thompson, Southwestern Commission Executive Director, [sarah@regiona.org](mailto:sarah@regiona.org) 828-508-1796

**TOWN OF HIGHLANDS  
FY 2020-21 BUDGET MESSAGE**

May 21<sup>st</sup>, 2020

Mayor Patrick Taylor and Town Board of Commissioners

I am pleased to present the FY 2020-21 Budget for your review and consideration.

As required by the General Statutes of North Carolina (The Local Government Budget and Fiscal Control Act), the revenues and expenditures presented within this budget are balanced.

In order to present a balanced budget, it was necessary to appropriate \$1,832,621.00 from undesignated General Fund Balance and 354,222.00 from the Electric Fund.

These funds were used to offset capital project deficits & debt service within several departments.

The current General Fund Balance is approximately \$2,000,000.00  
The current General Fund Reserve Balance is approximately \$4,900,000.00  
The current Electric Reserve Fund Balance is approximately \$4,900,000.00

All funds are self-supporting and require no outside fund transfers to operate, with the exception of the Sanitation Department, where there is a \$58,150.00 shortfall.

**Budget Highlights:**

As presented, the overall FY 2020-21 Budget has revenues and expenditures totaling \$20,154,080.00.

The ad valorem property tax rate remains at \$0.1565 per \$100.00 valuation. The tax rate does include .015 earmarked for street paving projects, which is scheduled to sunset June 30<sup>th</sup> of 2023. The valuations are determined by the Macon & Jackson County Tax Departments. This rate is based on an approximate valuation of \$1,830,000,000 and an estimated collection rate of 98%.

The Highlands Volunteer Fire Department tax rate remains \$.03 per \$100.00 valuation.

The current Town of Highlands charges for water, sewer, electric and sanitation services remains unchanged.

The Local Option Sales Tax Distribution is projected to decrease approximately 25%, due to the Covid-19 outbreak.

The proposed budget includes no cost-of-living adjustment for employees.

The proposed budget includes a 13% increase in the employee health insurance premiums with MedCost, which will now include co-pays for specific services.

### **TOTAL EXPENDITURES**

Total expenditures for all funds are split between the individual funds as follows:

General Fund	\$ 6,532,836.00
GF Capital Projects Fund	\$ 2,294,000.00
Scholarship Fund	\$ 62,500.00
Fire & Rescue Special Revenue Fund	\$ 1,115,180.00
Cemetery Fund	\$ 60,000.00
Water Enterprise Fund	\$ 1,923,230.00
Sewer Enterprise Fund	\$ 833,762.00
Capital Projects Fund	\$ 217,422.00
Sanitation Enterprise Fund	\$ 950,150.00
Electric Enterprise Fund	\$ 6,165,000.00
Total Expenditures	\$ 20,154,080.00

### **GENERAL FUND**

Total expenditures for the FY 2020-21 General Fund Budget is \$6,532,836.00. These funds are split between the individual departments/funds as follows:

Governing Body	\$28,310.00
Administration	\$1,464,348.00
Planning/Zoning	\$174,850.00
MIS/GIS	\$483,750.00
MIS/GIS Fiber	\$238,500.00
Police Department	\$1,557,850.00
Street Department	\$1,256,500.00
Public Buildings	\$110,900.00
Parks and Recreation	\$662,600.00
Recreation-Pool	\$502,128.00
Recreation-Ice Rink	\$53,100.00
Total Expenditures	\$6,532,836.00

### **ENTERPRISE FUNDS**

The Town of Highlands operates the following Enterprise Funds:

Water  
Sewer

Sanitation  
Electric

### **WATER FUND**

Total expenditures for the FY 2020-21 Water Utility Enterprise Fund is \$1,923,230.00.

Total capital for the Water Utility Enterprise Fund is \$429,572, including \$305,500.00 for new capital items and \$124,072 reflected within the Capital Projects Fund for the completion of the Buckhorn Water Tank Construction Project.

The current Town of Highlands water rates remain unchanged.

### **SEWER FUND**

Total expenditures for the FY 2020-21 Sewer Utility Enterprise Fund is \$833,762.00.

Total capital for the Sewer Utility Enterprise Fund is \$89,000.00

The current Town of Highlands sewer rates remain unchanged.

### **ELECTRIC FUND**

Total expenditures for the FY 2020-21 Electric Enterprise Fund is \$6,165,000.00.

In order to present a balanced budget across all funds, it was necessary to appropriate \$354,222.00 from the Electric Fund to provide the funding necessary to complete the Buckhorn Water Tank Construction Project and cover the deficit within the Sanitation Department.

The current Town of Highlands electric rates remain unchanged.

### **SANITATION FUND:**

Total expenditures for the FY 2020-21 Sanitation Enterprise Fund is \$950,150.00.

The sanitation fund will require a \$230,150.00 transfer from the electric fund to cover operations and capital needs in FY 2020-21.

The current Town of Highlands minimum charge for residential and commercial trash pickup remains unchanged. With that being said, after two consecutive years of operational deficits, I recommend staff and the finance committee meet and study the fee schedule for both residential and commercial pickup and determine the amount of increase required to balance the fund for FY 2021-22.

## **SPECIAL REVENUE FUNDS**

The FY 2020-21 Budget includes the following Special Revenue Funds:

General Fund Capital Projects  
Fire Department  
Capital Projects

### **GENERAL FUND CAPITAL PROJECTS FUND**

Total expenditures for the FY 2020-21 General Fund Capital Projects Fund is \$2,294,000.00.

The Fund was created to manage the loan for the Aerial Fiber Construction Project approved in FY 2018-19.

### **FIRE DEPARTMENT FUND**

Total expenditures for the FY 2020-21 Fire Department Fund is \$1,115,180.00.

The Highlands Volunteer Fire Department provides service to Town of Highlands and a portion of unincorporated areas of Macon and Jackson Counties.

The revenue for the Fire Department is generated 100% through the Fire District Ad Valorem property tax and not the Town of Highlands General Fund.

The Highlands Volunteer Fire Department tax rate remains \$.03 per \$100 valuation.

### **CAPITAL PROJECTS FUND**

Total expenditures for the FY 2020-21 Capital Projects Fund is \$217,422.00 and includes the following fund transfers:

General Fund	\$15,698.00
Water Fund	\$20,685.00
Sewer Fund	\$56,967.00
Electric Fund	\$124,072.00

These funds are allocated to various projects to pay for debt service on the Kelsey-Hutchinson Founders Park storm water project (\$15,698.00), debt service on the Lake Sequoyah water intake project (\$20,685.00) and debt service on the Mirror Lake sewer project (\$56,967.00). These funds are also allocated for the completion the Buckhorn Water Tank Replacement (\$124,072.00).

## **FINANCIAL OUTLOOK**

At the current time, the short term outlook is impossible for anyone to predict as we slowly open up and begin to recover from the Covid-19 outbreak. With the significant reduction made in capital project expenditures in the FY 2020-21

budget, we are provided assurance that our reserves will remain strong in case they are relied upon. Nevertheless, the long term financial outlook for the Town of Highlands remains strong. I believe Highlands will remain an attractive destination for second home owners and weekenders, long into the future.

The Town's undesignated General Fund Balance remains strong, and with the exception of the Sanitation Department, all Enterprise Funds are stable and covering their operating costs.

The Electric Fund is stable and continues to provide funding necessary to offset capital project costs in other departments. As with all Town utilities, the electric fund revenue should be monitored closely each year, as Duke Energy continues to increase wholesale rates.

Due to the ability to transfer funds from the Electric Reserve, the town has been fortunate to keep its long term debt extremely low.

### **CLOSING COMMENTS**

I would like to thank Mayor Taylor and the Town Board for their guidance in working with staff during the budget development process.

I would also like to commend the town department heads, for the diligent work they put into the budget, in order to ensure sufficient funding in the areas needed.

In closing, I look forward to implementing this budget and I hope that we continue to achieve our priorities and goals of providing quality public services to the community.

Sincerely,

Joshua P. Ward  
Town Manager  
Town of Highlands

**TOWN OF HIGHLANDS  
BUDGET ORDINANCE  
FISCAL YEAR 2020 - 2021  
JULY 1, 2020 THRU JUNE 30, 2021**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Highlands, North Carolina, assembled this 18<sup>th</sup> day of June 2020, that the following fund revenues and department and/or fund expenditures be adopted:

**SECTION I. TOTAL REVENUES**

General Fund	\$ 6,532,836.00
GF Capital Projects Fund	\$ 2,294,000.00
Scholarship Fund	\$ 62,500.00
Fire & Rescue Special Revenue Fund	\$ 1,115,180.00
Cemetery Fund	\$ 60,000.00
Water Enterprise Fund	\$ 1,923,230.00
Sewer Enterprise Fund	\$ 833,762.00
Capital Projects Fund	\$ 217,422.00
Sanitation Enterprise Fund	\$ 950,150.00
Electric Enterprise Fund	<u>\$ 6,165,000.00</u>
 Total Revenues	 \$ 20,154,080.00

**SECTION II. TOTAL EXPENDITURES**

General Fund	\$ 6,532,836.00
GF Capital Projects Fund	\$ 2,294,000.00
Scholarship Fund	\$ 62,500.00
Fire & Rescue Special Revenue Fund	\$ 1,115,180.00
Cemetery Fund	\$ 60,000.00
Water Enterprise Fund	\$ 1,923,230.00
Sewer Enterprise Fund	\$ 833,762.00
Capital Projects Fund	\$ 217,422.00
Sanitation Enterprise Fund	\$ 950,150.00
Electric Enterprise Fund	<u>\$ 6,165,000.00</u>
 Total Expenditures	 \$ 20,154,080.00

**SECTION III. TAX RATES ESTABLISHED**

An Ad Valorem tax rate of \$.1565 per \$100 valuation is hereby established for General Fund purposes for the Town of Highlands for FY 2020-21, which includes \$.015 earmarked for Street Paving Projects. This rate is based on an approximate valuation of \$1,830,000,000.00 and an estimated collection rate of 98%.

A Fire tax rate of .03 per \$100.00 valuation is hereby established for the Highlands Volunteer Fire Department.

**SECTION IV. BUDGET ORDINANCE**

This ordinance shall be the basis of the financial plan for the Town of Highlands during the fiscal year 2020-21. The approved annual budget for all funds, which shows line item detail, will be used for tracking revenue and expenditures.

**ATTEST:**

**APPROVED:**

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Joshua P. Ward, Town Manager

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Patrick Taylor, Mayor

**FY 2020-21 Capital Items List****Street Department****Street Paving**

Cullasaja Drive	\$156,000.00
Hickory Street	\$89,000.00
Church Street Alley	\$17,000.00
Chowan Drive	\$111,000.00
Pinecrest Road	\$50,000.00

<b>Sub Total</b>	<b>\$423,000.00</b>
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**Repairs / Maintenance****Sidewalks**

Main Street – Loafers Bench	\$3,500.00
Main Street – Reeves	\$21,000.00
Satulah Road	\$11,000.00
Pierson Drive	\$15,000.00

<b>Sub Total</b>	<b>\$50,500.00</b>
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**Streets / Sidewalks**

Misc. Sidewalk Repairs	\$30,000.00
Salt	\$30,000.00
Paint Striping	\$20,000.00

<b>Sub Total</b>	<b>\$80,000.00</b>
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<b><u>Total</u></b>	<b><u>\$553,500.00</u></b>
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**Sanitation Department****Equipment**

Replace 2004 Peterbilt	\$172,000.00
Replace Dumpsters	\$30,000.00

<b><u>Total</u></b>	<b><u>\$202,000.00</u></b>
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**Electric Department****Equipment**

Replace 2004 Yanmar Excavator	\$73,000.00
Replace 2004 Hudson Trailer	\$8,000.00
Replace 2010 Vermeer Chipper	\$85,000.00

<b><u>Total</u></b>	<b><u>\$166,000.00</u></b>
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**Water / Sewer Departments****Projects**

Valentine Lane Waterline Improvements	\$192,000.00
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<b>Subtotal</b>	<b>\$192,000.00</b>
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**Equipment**

Replace 2010 Service Truck	\$60,000.00
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WTP Service Contracts (Hach, Idexx, Tholen, Generator)	\$17,500.00
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WTP Tank Cleaning	\$20,000.00
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WTP Lab Equipment	\$16,000.00
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WWTP Belt Press Upgrades/Repairs	\$55,000.00
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WWTP Replacement Equipment (UV Lights & Polymer)	\$34,000.00
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<b>Subtotal</b>	<b>\$202,500.00</b>
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<b><u>Total</u></b>	<b><u>\$394,500.00</u></b>
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**Police Department**

(5) Viper Communications Packages	\$34,000.00
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<b><u>Total</u></b>	<b><u>\$34,000.00</u></b>
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**Fire Department**

Replacement Vehicle - Asst. Chief	\$32,000.00
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Replacement Vehicle Equipment	\$10,000.00
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Viper Communications Packages	\$25,000.00
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<b><u>Total</u></b>	<b><u>\$67,000.00</u></b>
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**Parks & Recreation Department****Projects**

Community Bldg. Parking Lot Lighting (5 decorative poles)	\$15,000.00
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Dog Park Pavilion Repairs	\$11,500.00
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<b><u>Total</u></b>	<b><u>\$26,500.00</u></b>
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**MIS/GIS Department**

Replacement Servers		\$20,000.00
Replacement Core Router		\$5,000.00
Network Audit		\$18,000.00

<b><u>Total</u></b>		<b><u>\$43,000.00</u></b>
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**Planning & Dev. Department**

Comprehensive Plan Development		\$100,000.00
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<b><u>Total</u></b>		<b><u>\$100,000.00</u></b>
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**Proposed FY 2020-21****FY 2019-20**

General Fund Departments	\$757,000.00	\$1,019,400.00
Water/Sewer Fund	\$394,500.00	\$1,744,500.00
Electric Fund	\$166,000.00	\$318,000.00
Sanitation Fund	\$202,000.00	\$153,000.00
<b><u>Grand Total</u></b>	<b><u>\$1,519,500.00</u></b>	<b><u>\$3,234,900.00</u></b>

Fire Department Special Fund	<b>\$67,000.00</b>	N/A
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Town of Highlands			5/12/2020 13:41
FY 2020.21 Budget Worksheet			
All Funds Summary FY 2020.21			
	FY 2020.21	FY 2020.21	
Account Name	Revenues	Expenditures	Difference
<b>General Fund:</b>			
General Fund	5,063,220.00	-	
Fund Balance Appropriated	1,469,616.00	-	
Transfer from Electric Fund	-	-	
Governing Body	-	28,310.00	
Administration	-	1,464,348.00	
Planning/Zoning/Economic Development	-	174,850.00	
MIS/GIS	-	483,750.00	
MIS/GIS - Fiber	-	238,500.00	
Police	-	1,557,850.00	
Street	-	1,256,500.00	
Public Buildings	-	110,900.00	
Recreation	-	662,600.00	
Recreation - Pool	-	502,128.00	
Recreation - Ice	-	53,100.00	
	6,532,836.00	6,532,836.00	-
<b>GF Capital Projects Fund:</b>			
GF Capital Projects Fund	2,294,000.00	2,294,000.00	
	2,294,000.00	2,294,000.00	
<b>Scholarship Fund:</b>			
Scholarship Fund	2,000.00	62,500.00	
Fund Balance Appropriated	60,500.00	-	
	62,500.00	62,500.00	-
<b>Fire Department:</b>			
Fire Department	1,115,180.00	1,115,180.00	
Fund Balance Appropriated	-	-	
	1,115,180.00	1,115,180.00	-
<b>Cemetery Fund</b>			
Cemetery Fund	5,700.00	60,000.00	
Transfer from General Fund	54,300.00	-	
	60,000.00	60,000.00	-
<b>Water Fund:</b>			
Water Department	1,675,025.00	917,350.00	
Water Treatment Plant	-	985,195.00	
Fund Balance Appropriated	248,205.00	-	
Transfer to Capital Projects	-	20,685.00	
Transfer from Sewer Fund	-	-	
Transfer from Electric Fund	-	-	
	1,923,230.00	1,923,230.00	-
<b>Sewer Fund:</b>			
Sewer Fund	833,762.00	776,795.00	
Fund Balance Appropriated	-	-	
Transfer to Water Fund	-	-	
Transfer to Capital Projects	-	56,967.00	
Transfer From Electric Fund	-	-	
	833,762.00	833,762.00	-
<b>Capital Projects Fund</b>			
Capital Projects Fund	-	217,422.00	
Transfer from General Fund	15,698.00	-	
Transfer from Water Fund	20,685.00	-	
Transfer from Sewer Fund	56,967.00	-	
Transfer from Electric Reserve	124,072.00	-	
	217,422.00	217,422.00	-
<b>Sanitation Fund:</b>			
Sanitation Fund	720,000.00	950,150.00	
Transfer From Electric Fund	230,150.00	-	
	950,150.00	950,150.00	-
<b>Electric Fund:</b>			
Electric Fund	6,165,000.00	5,810,778.00	
Fund Balance Appropriated	-	-	
Transfer to Water Fund	-	-	
Transfer to Sewer Fund	-	-	
Transfer to Sanitation Fund	-	230,150.00	
Transfer to Capital Projects	-	124,072.00	
Transfer to Broadband Fund	-	-	
	6,165,000.00	6,165,000.00	-
<b>Grand Totals</b>	<b>20,154,080.00</b>	<b>20,154,080.00</b>	<b>-</b>

Town of Highlands  
FY 2020.21 Budget Worksheet

All Funds Expenditure Comparison FY 2020.21

Account Name	FY 2019.20 Expenditures	FY 2020.21 Expenditures	Difference Between FY 19.20 & 20.21
<b>General Fund:</b>			
Governing Body	30,060.00	28,310.00	(1,750.00)
Administration	6,007,875.00	1,464,348.00	(4,543,527.00)
Planning/Zoning/Economic Development	91,450.00	174,850.00	83,400.00
MIS/GIS	492,250.00	483,750.00	(8,500.00)
MIS/GIS - Fiber	242,550.00	238,500.00	(4,050.00)
Police	1,580,150.00	1,557,850.00	(22,300.00)
Street	1,370,950.00	1,256,500.00	(114,450.00)
Public Buildings	177,300.00	110,900.00	(66,400.00)
Recreation	763,350.00	662,600.00	(100,750.00)
Recreation - Pool	493,927.50	502,128.00	8,200.50
Recreation - Ice	52,050.00	53,100.00	1,050.00
	<u>11,301,912.50</u>	<u>6,532,836.00</u>	<u>(4,769,076.50)</u>
<b>GF Capital Projects Fund:</b>			
GF Capital Projects Fund	1,202,476.80	2,294,000.00	1,091,523.20
	<u>1,202,476.80</u>	<u>2,294,000.00</u>	<u>1,091,523.20</u>
<b>Scholarship Fund:</b>			
Scholarship Fund	60,000.00	62,500.00	2,500.00
	<u>60,000.00</u>	<u>62,500.00</u>	<u>2,500.00</u>
<b>Fire Department:</b>			
Fire Department	1,089,864.00	1,115,180.00	25,316.00
	<u>1,089,864.00</u>	<u>1,115,180.00</u>	<u>25,316.00</u>
<b>Cemetery Fund</b>			
Cemetery Fund	60,000.00	60,000.00	0.00
	<u>60,000.00</u>	<u>60,000.00</u>	<u>0.00</u>
<b>Water Fund:</b>			
Water Department	815,050.00	917,350.00	102,300.00
Water Treatment Plant	1,288,180.00	1,005,880.00	(282,300.00)
	<u>2,103,230.00</u>	<u>1,923,230.00</u>	<u>(180,000.00)</u>
<b>Sewer Fund:</b>			
Sewer Fund	853,462.00	833,762.00	(19,700.00)
	<u>853,462.00</u>	<u>833,762.00</u>	<u>(19,700.00)</u>
<b>Capital Projects Fund</b>			
Capital Projects Fund	1,045,606.41	217,422.00	(828,184.41)
	<u>1,045,606.41</u>	<u>217,422.00</u>	<u>(828,184.41)</u>
<b>Sanitation Fund:</b>			
Sanitation Fund	886,150.00	950,150.00	64,000.00
	<u>886,150.00</u>	<u>950,150.00</u>	<u>64,000.00</u>
<b>Electric Fund:</b>			
Electric Fund	7,626,670.00	6,165,000.00	(1,461,670.00)
	<u>7,626,670.00</u>	<u>6,165,000.00</u>	<u>(1,461,670.00)</u>
<b>Grand Totals</b>	<b>26,229,371.71</b>	<b>20,154,080.00</b>	<b>(6,075,291.71)</b>

Town of Highlands									
FY 2020.21 Budget Worksheet									
General Fund Revenues									
									5/12/2020 13:41
Account									
Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved	Department Budget	Check
3000	General Fund								
10-3000-0010	NC Franchise Tax	270,448.67	292,539.72	260,000.00	127,542.50	250,000.00	-	-	10,000.00
10-3000-0040	NC Local Option Sales Tax	1,088,187.79	1,172,252.41	1,000,000.00	753,947.96	970,000.00	-	-	30,000.00
10-3000-0090	Zoning Certificates	39,569.40	49,351.00	30,000.00	25,904.00	27,000.00	-	-	3,000.00
10-3000-0801	Gain on Sale of Equipment	35,752.19	26,152.01	-	1,587.00	-	-	-	0.00
10-3000-0901	Vehicle Tax	20,488.09	21,758.48	20,000.00	18,128.92	19,000.00	-	-	1,000.00
10-3000-2007	2007 Tax	-	-	383.00	-	-	-	-	383.00
10-3000-2008	2008 Tax	-	-	387.00	-	-	-	-	387.00
10-3000-2009	2009 Tax	-	-	672.00	-	-	-	-	672.00
10-3000-2010	2010 Tax	-	-	838.00	-	-	-	-	838.00
10-3000-2011	2011 Tax	-	-	602.00	-	-	-	-	602.00
10-3000-2012	2012 Tax	-	1,344.87	1,995.00	608.38	-	-	-	1,995.00
10-3000-2013	2013 Tax	-	1,268.03	1,909.00	575.05	-	-	-	1,909.00
10-3000-2014	2014 Tax	-	1,323.54	2,069.00	601.91	-	-	-	2,069.00
10-3000-2015	2015 Tax	-	1,005.10	2,266.00	1,193.36	-	-	-	2,266.00
10-3000-2016	2016 Tax	-	2,183.55	3,597.10	1,436.80	-	-	-	3,597.10
10-3000-2017	2017 Tax	2,871,016.24	19,204.73	-	4,354.77	-	-	-	0.00
10-3000-2018	2018 Tax	-	2,871,456.21	19,879.74	10,085.02	-	-	-	19,879.74
10-3000-2019	2019 Tax	-	-	2,750,000.00	2,782,129.90	20,000.00	-	-	2,730,000.00
10-3000-2019	2020 Tax	-	-	-	-	2,780,000.00	-	-	-2,780,000.00
		4,325,462.38	4,459,839.65	4,094,597.84	3,728,095.57	4,066,000.00	-	-	28,597.84
3100	Other General Fund								
10-3100-0201	ABC Store	43,582.08	32,411.12	23,200.00	23,214.18	20,000.00	-	-	3,200.00
10-3100-0210	Contributions ABC - Law Enforcement	3,065.84	4,630.81	5,100.00	5,620.02	2,500.00	-	-	2,600.00
10-3100-0301	Privilege License	580.00	220.00	-	730.00	-	-	-	0.00
10-3100-0501	Reimburse Group Insurance (Retirees)	4,002.46	4,734.74	-	3,564.36	-	-	-	0.00
10-3100-0509	GF Donations	12,000.00	-	500.00	-	-	-	-	500.00
10-3100-0601	Miscellaneous Income	49,761.13	18,968.39	13,300.00	51,526.68	10,000.00	-	-	3,300.00
10-3100-0604	Insurance Settlements	-	5,276.73	67,700.00	67,965.08	-	-	-	67,700.00
10-3100-0620	Admin. Overhead Allocated	67,000.00	67,000.00	67,000.00	-	67,000.00	-	-	0.00
10-3100-0660	MIS/GIS Allocation	66,268.00	66,268.00	66,268.00	-	66,268.00	-	-	0.00
10-3100-0701	Interest Income	31,371.80	95,699.69	50,000.00	57,263.19	20,000.00	-	-	30,000.00
10-3100-0715	Antenna Revenue	26,069.00	30,369.00	15,000.00	26,540.00	25,000.00	-	-	-10,000.00
10-3100-0720	D.A.R.E. Program - Contributions	3,500.00	3,500.00	3,500.00	-	3,500.00	-	-	0.00
10-3100-0721	Donations - Police	1,900.00	3,257.97	-	5,675.00	-	-	-	0.00
10-3100-0722	Unauthorized Substance Tax	528.75	-	-	-	-	-	-	0.00
10-3100-0723	Macon County - SRO	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	-	0.00
10-3100-0725	Grant - Governor's Crime Commission	39,894.85	23,230.68	-	23,070.98	-	-	-	0.00
10-3100-0727	Grant - Police Dept.	17,964.92	-	-	-	-	-	-	0.00
10-3100-0730	Court Costs & Fees	644.41	333.01	-	219.52	-	-	-	0.00
10-3100-0740	Interest Income - Powell Bill	374.55	1,478.46	500.00	1,261.84	200.00	-	-	300.00





Town of Highlands																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
MIS/GIS - Fiber									
Account	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
Number									
<b>Expenditure:</b>									
4310	Fiber								
10-4310-0204	Overtime Pay	2,322.36	1,459.50	1,500.00	833.26	1,000.00	-		
10-4310-0205	Salaries and Wages	121,694.20	112,281.38	97,000.00	73,530.37	94,500.00	-		
10-4310-0410	Professional Services - Engineering	318,007.75	342,615.71	17,000.00	16,673.39	20,000.00	-		
10-4310-0505	FICA	9,272.63	8,545.32	8,000.00	5,579.31	7,300.00	-		
10-4310-0605	Group Insurance	21,283.92	20,291.57	18,500.00	16,068.65	20,100.00	-		
10-4310-0618	Drug Tests/Physicals/Bkgrnd Checks	32.50	31.00	100.00	-	50.00	-		
10-4310-0705	Retirement	9,312.05	8,796.10	9,500.00	6,603.55	9,600.00	-		
10-4310-0805	Unemployment Tax	149.62	142.03	150.00	11.74	150.00	-		
10-4310-1400	Travel, School & Training	1,461.70	272.25	500.00	-	-	-		
10-4310-1600	Maint. & Repair - Equipment	11,618.87	12,606.83	5,000.00	1,887.24	5,000.00	-		
10-4310-1630	Annual Contracts	6,462.93	6,190.08	12,500.00	11,315.00	15,000.00	-		
10-4310-1700	Maint. & Repair - Auto	42.41	7,278.79	10,000.00	5,300.29	7,500.00	-		
10-4310-3100	Auto Fuel	1,754.92	5,550.63	6,000.00	3,062.83	4,000.00	-		
10-4310-3300	Department Supplies	16,932.95	38,363.47	40,000.00	18,522.78	25,000.00	-		
10-4310-3600	Uniforms	4,415.58	3,695.81	2,000.00	2,779.80	4,600.00	-		
10-4310-3700	Broadband Sales Tax	10,575.55	15,693.78	5,000.00	12,516.00	15,000.00	-		
10-4310-5500	Worker's Compensation Insurance	11,503.66	8,372.15	4,000.00	5,240.26	5,700.00	-		
10-4310-5700	Miscellaneous Expense	607.85	975.52	5,000.00	1,814.03	2,500.00	-		
10-4310-5750	Safety Related Expenses	944.00	1,421.75	800.00	1,140.46	1,500.00	-		
10-4310-8110	Inventory Changes	19,235.00	5,730.00	-	-	-	-		
		567,630.45	600,313.67	242,550.00	182,878.96	238,500.00	-		
4310	Fiber Capital Outlay								
10-4310-7300	Capital Outlay/Other Improvements	-	-	-	-	-	-		
10-4310-7400	Capital Outlay/Equipment	-	-	-	-	-	-		
		567,630.45	600,313.67	242,550.00	182,878.96	238,500.00	-		



Town of Highlands										5/12/2020 13:41
FY 2020.21 Budget Worksheet										
Street										
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget			
10-5600-0204	Overtime Pay	61,245.25	57,084.24	65,000.00	22,782.36	65,000.00	-			
10-5600-0205	Salaries and Wages	191,146.59	192,923.15	190,000.00	151,627.58	194,000.00	-			
10-5600-0505	FICA	18,258.52	18,161.86	20,000.00	12,629.07	20,000.00	-			
10-5600-0605	Group Insurance	58,497.42	65,286.49	58,000.00	56,047.64	63,000.00	-			
10-5600-0618	Drug Tests/Physicals/Bkgrnd Checks	53.00	54.50	400.00	97.00	200.00	-			
10-5600-0705	Retirement	19,141.54	19,515.26	23,000.00	15,609.57	26,500.00	-			
10-5600-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	-			
10-5600-1105	Telephone	1,033.26	1,056.67	1,100.00	742.90	1,100.00	-			
10-5600-1300	Utilities	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-			
10-5600-1400	Travel, School & Training	-	84.00	500.00	-	250.00	-			
10-5600-1500	Maint. & Repair - Buildings	-	127.81	3,500.00	-	1,000.00	-			
10-5600-1600	Maint. & Repair - Equipment	16,410.05	36,198.70	20,000.00	46,113.44	50,000.00	-			
10-5600-1700	Maint. & Repair - Auto	84,231.60	71,515.98	62,000.00	53,792.23	75,000.00	-			
10-5600-1900	Maint. & Repair - Streets	86,255.11	77,346.36	86,000.00	80,365.17	83,000.00	-			
10-5600-3100	Auto Fuel	12,116.36	13,590.54	12,000.00	7,918.35	12,000.00	-			
10-5600-3220	Propane Fuel	706.36	601.83	1,000.00	371.29	1,000.00	-			
10-5600-3300	Departmental Supplies	68,891.76	54,447.44	65,000.00	51,607.82	65,000.00	-			
10-5600-3600	Uniforms	6,208.81	13,349.83	14,000.00	10,871.89	16,500.00	-			
10-5600-5400	Property/Liability Insurance	14,465.27	14,697.33	18,000.00	13,413.92	18,000.00	-			
10-5600-5500	Worker's Compensation Insurance	14,541.01	15,972.63	20,000.00	14,655.44	20,000.00	-			
10-5600-5700	Other Expense	9,795.32	7,942.55	10,000.00	4,125.88	10,000.00	-			
10-5600-5720	Landscaping Streets	22,882.40	22,442.00	25,000.00	16,500.00	25,000.00	-			
10-5600-5750	Safety Related Expense	1,887.91	2,843.32	3,300.00	2,255.70	3,300.00	-			
10-5600-7300	Capital Outlay/Other Improvements	-	263,343.17	570,000.00	462,566.48	373,000.00	-			
10-5600-7310	Capital Outlay/Powell Bill	27,677.50	-	50,000.00	53,566.62	50,000.00	-			
10-5600-7330	Capital Outlay/Sidewalks	-	13,869.97	50,000.00	9,050.00	80,500.00	-			
10-5600-7400	Capital Outlay/Equipment	146,531.00	200,876.27	-	-	-	-			
		865,035.67	1,166,473.93	1,370,950.00	1,089,722.09	1,256,500.00	-			

Town of Highlands									
FY 2020.21 Budget Worksheet									
Public Buildings									
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
10-5700-0211	Salaries & Wages - Part Time	15,432.88	22,328.24	29,000.00	16,257.38	29,000.00	-		
10-5700-0505	FICA	1,180.65	1,707.28	2,200.00	1,241.35	2,200.00	-		
10-5700-1310	Maintenance & Repair - PAC	11,122.32	2,508.64	5,000.00	-	-	-		
10-5700-1315	Maintenance & Repair - Playhouse	1,559.33	1,256.00	5,000.00	8,465.82	5,000.00	-		
10-5700-1320	Maintenance & Repair - Community Bldg.	8,012.72	7,877.07	12,000.00	11,220.57	27,000.00	-		
10-5700-1325	Maintenance & Repair - EMS Bldg.	-	-	1,000.00	-	1,000.00	-		
10-5700-1500	Maintenance & Repair - Town Hall	3,063.53	427.50	8,500.00	2,152.42	5,000.00	-		
10-5700-3220	Propane Fuel - TOH	873.18	-	1,200.00	-	1,000.00	-		
10-5700-3250	Propane Fuel - PAC	3,712.44	3,517.96	3,500.00	1,592.71	-	-		
10-5700-3260	Propane Fuel - Community Building	1,380.58	988.99	2,000.00	903.06	1,500.00	-		
10-5700-3321	Cleaning - Main Street Public Restrooms	32,376.59	29,632.46	32,500.00	29,632.46	32,500.00	-		
10-5700-3322	Cleaning - KH Park Public Restrooms	11,389.29	3,174.56	6,000.00	1,091.82	5,000.00	-		
10-5700-5500	Worker's Compensation Insurance	-	1,511.36	1,700.00	1,338.76	1,700.00	-		
10-5700-7320	Capital Outlay/Buildings	-	100,687.39	67,700.00	83,294.45	-	-		
		90,103.51	175,617.45	177,300.00	157,190.80	110,900.00	-		

Town of Highlands

FY 2020.21 Budget Worksheet

Public Buildings

Town of Highlands

FY 2020.21 Budget Worksheet

Public Buildings



10-6200-7300	Capital Outlay/Other Improvements	878,050.83	17,839.94	105,000.00	98,606.00	11,500.00	-
10-6200-7400	Capital Outlay/Equipment	33,401.20	8,884.92	-	-	-	-
		1,645,451.62	582,699.09	763,350.00	548,080.66	662,600.00	-



Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Recreation - Ice Rink									



Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Scholarship Fund									
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
<b>Revenue:</b>									
3100	Scholarship Fund								
15-3100-0600	Misc Revenue	-	-	-	-	-	-		
		-	-	-	-	-	-		
3400	Scholarship Fund								
15-3400-0703	Interest Income	3,873.55	14,591.35	-	9,670.22	2,000.00	-		
15-3400-0910	Fund Balance Appropriated	-	-	60,000.00	-	60,500.00	-		
15-3400-0930	Transfer From General Fund	-	-	-	-	-	-		
15-3400-8400	Scholarship Endowment Contributions	-	-	-	-	-	-		
15-3400-8401	Scholarship - Unrestricted	32,336.00	55,879.59	-	24,683.00	-	-		
15-3400-8402	Scholarship - ABC Contribution	7,655.42	15,022.13	-	17,992.12	-	-		
15-3400-8403	Scholarship - NC Beverage Tax	4,041.08	4,065.89	-	-	-	-		
		47,906.05	89,558.96	60,000.00	52,345.34	62,500.00	-		
		47,906.05	89,558.96	60,000.00	52,345.34	62,500.00	-		
<b>Expenditure:</b>									
4100	Administration								
15-4100-9410	Scholarship Disbursed	25,535.00	43,700.00	47,500.00	45,425.00	50,000.00	-		
15-4100-9411	Scholarship Fund Raising Expenses	5,816.32	5,030.42	12,000.00	9,589.24	12,000.00	-		
15-4100-9412	Misc. Expense	-	82.00	500.00	35.00	500.00	-		
		31,351.32	48,812.42	60,000.00	55,049.24	62,500.00	-		



Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Fire									
Account									
Number									
20-5300-7300	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved		
20-5300-7400	Capital Outlay/Other Improvements	-	150,000.00	659,113.00	39,524.00	592,680.00	Department Budget	-	
20-5300-7410	Capital Outlay/Equipment	-	-	-	-	67,000.00		-	
	Loan Payments	-	-	-	-	-		-	
		357,180.88	475,612.20	1,089,864.00	298,724.42	1,115,180.00		-	

Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Cemetery Fund									
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
<b>Revenue:</b>									
3500	Cemetery Fund								
25-3500-0001	Sale of Lots	4,480.00	4,600.00	1,500.00	5,600.00	1,500.00	-		
25-3500-0002	Charges for Corner Markers	140.00	480.00	200.00	640.00	200.00	-		
25-3500-0003	Charitable Donations	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-		
25-3500-0004	Contribution - Perpetual Care	1,500.00	2,700.00	1,000.00	4,200.00	1,000.00	-		
25-3500-0704	Interest Income	1,010.02	4,087.03	1,500.00	2,727.47	1,000.00	-		
25-3500-0910	Fund Balance Appropriated - Cemetery	-	-	-	-	-	-		
25-3500-0930	Transfer from General Fund	43,200.00	45,000.00	53,800.00	-	54,300.00	-		
		52,330.02	58,867.03	60,000.00	15,167.47	60,000.00	-		
<b>Expenditure:</b>									
4500	Cemetery Fund								
25-4500-1503	Contract Mowing	38,438.00	33,475.00	45,000.00	28,530.00	45,000.00	-		
25-4500-1505	Maint. & Repair - Grounds	5,479.92	-	10,000.00	-	10,000.00	-		
25-4500-5700	Miscellaneous Expense	3,509.01	3,995.26	5,000.00	800.00	5,000.00	-		
25-4500-7300	Capital Outlay/Other Improvements	-	-	-	-	-	-		
		47,426.93	37,470.26	60,000.00	29,330.00	60,000.00	-		



Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Water Dept.									
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
30-8100-5750	Safety Related Expenses	1,887.90	2,843.32	3,300.00	2,255.71	3,300.00	-		
30-8100-8100	Depreciation	789,421.00	841,062.00	-	-	-	-		
30-8100-8110	Inventory Changes	43,916.00	79,658.00	-	-	-	-		
30-8100-9513	Transfer to Capital Projects Fund	-	-	-	-	-	-		
30-8100-9535	Administrative Overhead Contribution	10,000.00	10,000.00	10,000.00	-	10,000.00	-		
30-8100-9999	Bad Debt Expense	-	3,766.88	-	-	-	-		
		1,433,209.05	1,558,872.38	664,450.00	480,617.92	665,350.00	-		
8110	Water - Capital Outlay								
30-8110-7100	NC Dept. of Env. Quality Grant	-	-	150,600.00	120,600.00	-	-		
30-8110-7300	Capital Outlay/Other Improvements	-	10,965.00	-	-	192,000.00	-		
30-8110-7400	Capital Outlay/Equipment	0.15	-	-	-	60,000.00	-		
		0.15	10,965.00	150,600.00	120,600.00	252,000.00	-		
		1,433,209.20	1,569,837.38	815,050.00	601,217.92	917,350.00	-		

Town of Highlands						5/12/2020 13:41
FY 2020.21 Budget Worksheet						
Water Treatment Plant						
Account						
Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request
<b>Expenditure:</b>						Department Budget
8150	Water Treatment Plant					
30-8150-0204	Overtime	42,897.32	48,047.12	42,000.00	32,463.89	40,000.00
30-8150-0205	Salaries and Wages	184,913.46	194,079.93	211,000.00	187,473.36	212,000.00
30-8150-0420	Professional Services - Engineering	-	-	-	-	-
30-8150-0440	Professional Services - Monitoring	23,526.00	24,794.00	24,000.00	19,598.76	25,000.00
30-8150-0505	FICA	16,366.26	17,547.66	20,000.00	16,153.13	20,000.00
30-8150-0605	Group Insurance	42,194.03	44,110.71	46,000.00	38,868.86	48,000.00
30-8150-0618	Drug Tests/Physicals/Bkgrnd Checks	-	54.50	400.00	32.50	200.00
30-8150-0705	Retirement	17,809.83	18,776.99	23,000.00	19,684.38	26,000.00
30-8150-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00
30-8150-1105	Telephone	2,093.96	2,439.96	3,000.00	2,355.53	3,000.00
30-8150-1300	Utilities	140,000.00	62,560.56	140,000.00	140,000.00	140,000.00
30-8150-1400	Travel, School & Training	843.99	3,339.68	3,000.00	430.86	2,500.00
30-8150-1500	Maint. & Repair - Buildings	14,570.77	4,539.52	22,500.00	2,003.36	15,000.00
30-8150-1615	Maint. & Repair/Equip. - Water Plant	113,445.31	158,335.11	232,000.00	142,925.70	227,000.00
30-8150-1700	Maint. & Repair - Auto	-	2,487.00	2,000.00	315.83	2,000.00
30-8150-1820	Maint. & Repair - Water Tanks	-	343.50	500.00	-	500.00
30-8150-3100	Auto Fuel	923.55	398.97	1,500.00	469.31	1,500.00
30-8150-3210	Fuel Oil - Water Treatment Plant	4,704.13	-	1,500.00	1,156.00	1,500.00
30-8150-3350	Department Supplies - Water Plant	102,268.95	83,416.34	100,000.00	96,237.60	100,000.00
30-8150-3600	Uniforms	2,507.95	3,179.12	4,000.00	3,111.48	6,400.00
30-8150-5200	Dues & Subscriptions	-	905.00	1,000.00	660.00	1,000.00
30-8150-5300	State Fees	3,845.00	3,845.00	4,500.00	4,197.50	4,500.00
30-8150-5400	Property/Liability Insurance	15,332.25	25,429.78	27,000.00	17,970.77	27,000.00
30-8150-5500	Worker's Compensation Insurance	8,648.65	199.63	11,000.00	9,291.48	11,000.00
30-8150-5700	Miscellaneous Expense	662.40	-	1,000.00	534.71	1,000.00
30-8150-5750	Safety Related Expense	1,887.90	2,843.32	3,300.00	2,255.71	3,300.00
30-8150-8100	Depreciation	-	-	-	-	-
30-8150-9513	Transfer to Capital Projects Fund	20,685.00	20,685.00	20,685.00	-	20,685.00
30-8150-9535	Administrative Overhead Contribution	10,000.00	10,000.00	10,000.00	-	10,000.00
30-8150-9560	MIS/GIS Allocation	3,145.00	3,145.00	3,145.00	-	3,145.00
		773,421.34	735,645.43	958,180.00	738,202.46	952,380.00
8160	Water Treatment Plant - Capital Outlay					
30-8160-7300	Capital Outlay/Other Improvements	(31,988.41)	(46,788.40)	200,000.00	214,746.50	53,500.00
30-8160-7400	Capital Outlay/Equipment	31,987.96	-	130,000.00	118,344.20	-
		(0.45)	(46,788.40)	330,000.00	333,090.70	53,500.00
8900	OPEB Expense					
30-8900-0810	OPEB Expense	1,671.00	1,465.00	-	-	-
		775,091.89	690,322.03	1,288,180.00	1,071,293.16	1,005,880.00



Town of Highlands FY 2020.21 Budget Worksheet										5/12/2020 13:41
Sewer Plant										
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget			
31-8200-3600	Uniforms	2,160.57	3,505.54	5,000.00	4,721.18	9,000.00	-			
31-8200-5200	Dues & Subscriptions	425.00	460.28	500.00	211.59	500.00	-			
31-8200-5300	State Fees	3,640.00	3,640.00	4,500.00	4,042.50	4,500.00	-			
31-8200-5400	Property/Liability Insurance	24,530.28	24,831.80	26,000.00	21,824.75	26,000.00	-			
31-8200-5500	Worker's Compensation Insurance	4,700.38	5,402.91	11,000.00	5,816.32	11,000.00	-			
31-8200-5700	Miscellaneous Expense	1,533.70	4,660.28	2,500.00	1,655.00	2,500.00	-			
31-8200-5750	Safety Related Expense	1,887.90	2,843.33	3,300.00	2,255.71	3,300.00	-			
31-8200-8100	Depreciation	-	-	-	-	-	-			
31-8200-9501	Transfer to Water Fund	64,238.00	-	-	-	-	-			
31-8200-9511	Transfer to Capital Projects Fund	56,967.00	56,967.00	56,967.00	-	56,967.00	-			
31-8200-9535	Administrative Overhead Contribution	12,000.00	12,000.00	12,000.00	-	12,000.00	-			
31-8200-9560	MIS/GIS Allocation	3,145.00	3,145.00	3,145.00	-	3,145.00	-			
31-8200-9605	Contribution - Sewer Reserve	65,000.00	27,500.00	20,000.00	-	20,000.00	-			
31-8200-9615	Interfund Transfer - Sewer Reserve	(65,000.00)	(27,500.00)	(20,000.00)	-	(20,000.00)	-			
31-8200-9999	Bad Debt Expense	-	1,076.25	-	-	-	-			
		622,212.31	571,882.49	725,962.00	449,314.85	744,762.00	-			
8210	Sewer - Capital Outlay									
31-8210-7300	Capital Outlay/Other Improvements	(19,835.00)	(18,580.89)	127,500.00	11,255.96	-	-			
31-8210-7400	Capital Outlay/Equipment	19,835.03	0.43	-	-	89,000.00	-			
		0.03	(18,580.46)	127,500.00	11,255.96	89,000.00	-			
		622,212.34	553,302.03	853,462.00	460,570.81	833,762.00	-			

Town of Highlands						5/12/2020 13:41	
FY 2020.21 Budget Worksheet							
Capital Projects Fund							
Account							
Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget
Revenue:							
3800	Miscellaneous						
32-3800-0930	Transfer from General Fund	15,698.00	15,698.00	15,698.00	-	15,698.00	-
32-3800-0932	Transfer from Water Fund	20,685.00	20,685.00	20,685.00	-	20,685.00	-
32-3800-0934	Transfer from Sewer Fund	56,967.00	56,967.00	56,967.00	-	56,967.00	-
32-3800-0935	Transfer from Electric Reserve	153,100.00	1,378,000.00	1,279,000.00	-	124,072.00	-
32-3800-9550	Fund Balance Appropriated	-	-	-	-	-	-
		246,450.00	1,471,350.00	1,372,350.00	-	217,422.00	-
Expenditure:							
8426	Mirror Lake Sewer Project						
32-8426-7420	Debt Repayment - Mirror Lake Sewer	-	-	56,967.00	-	56,967.00	-
		-	-	56,967.00	-	56,967.00	-
8429	Kelsey-Hutchinson Park Stormwater						
32-8429-0440	Monitoring - Kelsey-Hutchinson Stmwtr	-	-	-	-	-	-
32-8429-7420	Debt Repayment - KH Stormwater	-	-	15,698.00	-	15,698.00	-
		-	-	15,698.00	-	15,698.00	-
8436	Lake Sequoyah Intake						
32-8436-7100	Contract Costs - Lake Sequoyah Intake	-	-	-	-	-	-
32-8436-7110	Design Costs - Lake Sequoyah Intake	-	-	-	-	-	-
32-8436-7420	Debt Repayment - Lake Sequoyah Intake	-	-	20,685.00	-	20,685.00	-
		-	-	20,685.00	-	20,685.00	-
8446	Buckhorn Water Tank & Pump Station						
32-8446-7100	Contract - Buckhorn Water Tank & Pump Station	-	0.07	388,000.00	537,324.40	124,072.00	-
32-8446-7510	Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station	-	(0.01)	15,000.00	21,131.01	-	-
		-	0.06	403,000.00	558,455.41	124,072.00	-
8447	Sagee Waterline Project						
32-8447-7100	Contract - Sagee Waterline Project	-	-	876,000.00	487,151.00	-	-
32-8447-7510	Leg/Adm/Eng Fee - Sagee Waterline Project	-	-	-	-	-	-
		-	-	876,000.00	487,151.00	-	-
		-	0.06	1,372,350.00	1,045,606.41	217,422.00	-



Town of Highlands									5/12/2020 13:41
FY 2020.21 Budget Worksheet									
Sanitation									
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget		
8900	OPEB Expense								
34-8400-0810	OPEB Expense	738.00	706.00	-	-	-	-		
		738.00	706.00	-	-	-	-		
		732,604.01	810,784.12	886,150.00	701,253.61	950,150.00	-		

Town of Highlands																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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Town of Highlands										5/12/2020 13:41	
FY 2020.21 Budget Worksheet											
Electric Fund											
Account Number	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20 Budget	FY 2019.20 Actual as of 04.30.20	FY 2020.21 Department Request	FY 2020.21 Approved Department Budget				
35-8300-1600	Maint. & Repair - Equipment	10,464.06	9,384.24	12,000.00	10,948.95	12,000.00	-				
35-8300-1700	Maint. & Repair - Auto	26,013.67	25,293.93	25,000.00	14,258.62	25,000.00	-				
35-8300-1850	Maint. & Repair - System Equipment	148,589.92	61,273.51	65,000.00	31,928.40	65,000.00	-				
35-8300-3100	Auto Fuel	17,634.94	19,687.76	20,000.00	13,273.97	20,000.00	-				
35-8300-3220	Propane Fuel	44.00	164.40	500.00	100.19	500.00	-				
35-8300-3300	Department Supplies	81,936.25	88,445.36	105,000.00	70,922.46	105,000.00	-				
35-8300-3600	Uniforms	16,761.73	28,973.87	43,000.00	33,297.56	50,000.00	-				
35-8300-3700	Electric Sales Tax	400,811.94	427,442.87	375,000.00	251,164.71	450,000.00	-				
35-8300-3982	Contribution - Electric Reserve	1,085,608.07	826,712.12	225,000.00	-	225,000.00	-				
35-8300-5200	Dues & Subscriptions	1,080.03	1,102.73	2,500.00	-	2,500.00	-				
35-8300-5300	Loss on Coal Ash Settlement	-	1,199,747.00	-	-	-	-				
35-8300-5400	Property/Liability Insurance	16,876.79	16,269.91	18,500.00	16,471.07	18,500.00	-				
35-8300-5500	Worker's Compensation Insurance	23,332.66	25,510.77	26,000.00	26,106.84	29,000.00	-				
35-8300-5700	Miscellaneous Expense	10,488.81	117,642.46	15,000.00	7,395.76	21,000.00	-				
35-8300-5701	Credit Card Fees	-	-	-	4,621.72	7,500.00	-				
35-8300-5750	Safety Related Expenses	4,411.99	6,018.45	6,500.00	4,055.76	6,500.00	-				
35-8300-7452	Interfund Transfer - Capital Reserve Fund	(1,085,608.07)	(826,712.12)	(225,000.00)	-	(225,000.00)	-				
35-8300-8100	Depreciation	119,608.00	120,478.00	-	-	-	-				
35-8300-8110	Inventory Changes	9,809.00	(55,333.00)	-	-	-	-				
35-8300-9501	Transfer to Water Fund	556,255.16	108,596.00	277,630.00	-	-	-				
35-8300-9502	Transfer to Sewer Fund	16,631.58	32,070.00	110,962.00	-	-	-				
35-8300-9503	Transfer to General Fund	10,526.31	-	-	-	-	-				
35-8300-9504	Transfer to Fire Fund	1,315.79	-	-	-	-	-				
35-8300-9508	Transfer to Sanitation Fund	30,131.58	55,000.00	166,150.00	-	230,150.00	-				
35-8300-9515	Transfer to Capital Projects Fund	153,100.00	1,378,000.00	1,279,000.00	-	124,072.00	-				
35-8300-9535	Administrative Overhead Contribution	35,000.00	35,000.00	35,000.00	-	35,000.00	-				
35-8300-9560	MIS/ GIS Allocation	59,978.00	59,978.00	59,978.00	-	59,978.00	-				
35-8300-9999	Bad Debt Expense	-	20,179.70	-	-	-	-				
		5,230,687.23	7,557,533.66	7,308,670.00	3,505,949.87	5,999,000.00	-				
8310	Electric - Capital Outlay										
35-8310-7300	Capital Outlay/Other Improvements	-	-	238,000.00	237,200.00	-	-				
35-8310-7400	Capital Outlay/Equipment	(0.39)	-	80,000.00	73,477.58	166,000.00	-				
		(0.39)	-	318,000.00	310,677.58	166,000.00	-				
8900	OPEB Expense										
35-8900-0810	OPEB Expense	1,495.00	1,333.00	-	-	-	-				
		1,495.00	1,333.00	-	-	-	-				
		5,232,181.84	7,558,866.66	7,626,670.00	3,816,627.45	6,165,000.00	-				