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

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

Adjournment

14.

Mayor Patrick Taylor

## 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.

Patrick Taylor	Gilberta B. Shaheen
Mayor	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 Runicipal State of



**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 Mar	rch, 2020 at 4:00pm.		
j	Patrick Taylor, Mayor		
In Witness Whereof, I have hereun of Highlands, North Carolina to be affixed	to set my hand and caused the Seal of The Town d this 17 <sup>th</sup> day of March, 2020.		
Gilberta B. Shaheen, Town Clerk			
Town Manager Josh Ward stated there we situation before any other decisions were	ill be no disconnects and will be evaluating the 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.			
Patrick Taylor Mayor	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.

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.

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.

Patrick Taylor	Gilberta B. Shaheen
Mayor	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.





**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 i	in accordance with Chapter 166A-19.31 and 14-288.20A
of the North Carolina General Sta	atutes.

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 here of Highlands, North Carolina to be aff	eunto set my hand and caused the Seal of The Townixed this 25 <sup>th</sup> day of March, 2020.
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.

Patrick Taylor	Gilberta B. Sha	heen
Mayor	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 Runicipal Broclamation

**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 31st day of March, 2020 at 5:00pm.

	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 31st day of March, 2020.

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.

Patrick Taylor
Mayor
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 Type of Plan			MIT (League of Municipalities) MED 5000 with HRA (50%)	MIT (League of Municipalities) MED 5000 with HRA (50%)
Type of Flair		-	Current July 2019 - June 2020	Renewal July 2020 - June 2021
ifetime 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
npatient Hospitalization			100% after ded	100% after ded
npatient Mental Health/SA			100% after ded	100% after ded
Outpatient Surgery			100% after ded	100% after ded
Emergency Room		$\vdash$	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 Vis			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			\$0.00	\$0.00
Retirees Estimated Worthly	RET	0		
Dollar Change			\$56,975.00	\$63,079.00
			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 Cost to Employee		EE	\$47,891.50 \$0.00	\$53,088.50 \$0.00
COSt to Employee		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
Additional limits may apply.	rates include \$24 pepm broker consulting fee			rates include \$32 pepm broker consulting fee
*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			rates include \$24 pepm broker consulting fee MAINTAIN DEPENDENT COST FOR EMPLOYEES	

the terms and provisions of the policy.

Please see benefit summary for
additional limits and out-of-network
benefits.

ESTIMATE BASED ON 10% RATE INCREASE

#### 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**

**Equipment** 

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
	Sub Total	\$603,000.00
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
	Sub Total	\$235,500.00
Streets / Sidewalks		
Misc. Sidewalk Repairs		\$30,000.00
Salt		\$30,000.00
Paint Striping		\$20,000.00
	Sub Total	\$80,000.00

Flatbed Dump		\$95,000.00
	Sub Total	\$95,000.00
	<u>Total</u>	\$1,013,500.00
Sanitation Department		
Equipment		
Replace 2004 Peterbilt		\$172,000.00
Replace Dumpsters		\$30,000.00
	<u>Total</u>	<u>\$202,000.00</u>
Electric Department		
Equipment		
Replace 2004 Yanmar Excavator		\$73,000.00
Replace 2004 Hudson Trailer		\$8,000.00
Replace 2009 International/Altec Bucket T	ruck	\$246,000.00
Replace 2010 Vermeer Chipper		\$85,000.00
Street Light Upgrade to LED		\$117,000.00
	<u>Total</u>	<u>\$529,000.00</u>
Water / Sewer Departments		
Projects		
Moorewood Road Waterline Improvement	s	\$628,000.00
Valentine Lane Waterline Improvements		\$192,000.00
	Subtotal	\$820,000.00
Equipment		
Replace 2010 Service Truck		\$60,000.00
WTP Service Contracts (Hach, Idexx, Tho	len, 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 Light	nts & Polymer)	\$34,000.00
	Subtotal	\$202,500.00
	<u>Total</u>	<u>\$1,022,500.00</u>
Police Department		
(5) Viper Communications Packages		\$34,000.00
	<u>Total</u>	<u>\$34,000.00</u>

Fire Department		
Replacement Vehicle - Asst. Ch	nief	\$32,000.00
Replacement Vehicle Equipmer	nt	\$10,000.00
Viper Communications Package	es	\$25,000.00
	<b>Total</b>	<u>\$67,000.00</u>
Parks & Recreation Departme	<u>ent</u>	
Projects		
Tennis Court Replacement		\$120,000.00
Community Bldg. Parking Lot I	Lighting (5 decorative poles)	\$15,000.00
	<b>Total</b>	<u>\$135,000.00</u>
MIS/GIS Department		
Replacement Servers		\$20,000.00
Replacement Core Router		\$5,000.00
Network Audit		\$18,000.00
	<b>Total</b>	<u>\$43,000.00</u>
Planning & Dev. Department		
Comprehensive Plan Developm	ent	\$100,000.00
	<b>Total</b>	<u>\$100,000.00</u>
	Proposed FY 2020-21	FY 2019-20
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>Grand Total</b>	<u>\$3,079,000.00</u>	\$3,234,900.00
	<u>-\$212,000.00</u>	
	<b>\$2,867,000.00</b>	

\$67,000.00

N/A

Fire Department Special Fund

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

## Red = Capital Items Identified as Possible Elimination

## **Street Department**

CI I	D .
Street	Paving
Ser cee	

Street I aving		
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
	Sub Total	\$603,000.00
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
	Sub Total	\$235,500.00
Streets / Sidewalks		
Misc. Sidewalk Repairs		\$30,000.00
Salt		\$30,000.00
Paint Striping		\$20,000.00
	Sub Total	\$80,000.00
Equipment		
Flatbed Dump		\$95,000.00
	Sub Total	\$95,000.00
	<u>Total</u>	<u>\$1,013,500.00</u>
Sanitation Department		
Equipment		
Replace 2004 Peterbilt		\$172,000.00
Replace Dumpsters		\$30,000.00
	<u>Total</u>	<u>\$202,000.00</u>
Electric Department		
Equipment		
Replace 2004 Yanmar Excavator		\$73,000.00
Replace 2004 Hudson Trailer		\$8,000.00

Replace 2010 Vermeer Chipper         \$85,000.00           Street Light Upgrade to LED         \$117,000.00           Total         \$529,000.00           Water / Sewer Departments           Projects           Moorewood Road Waterline Improvements         \$628,000.00           Valentine Lane Waterline Improvements         \$192,000.00           Subtotal         \$820,000.00           Equipment         \$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           Subtotal         \$202,500.00           Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           P	Replace 2009 International/Altec Bucket	Truck	\$246,000.00
Total         S529,000.00           Water / Sewer Departments           Projects           Moorewood Road Waterline Improvements         \$628,000.00           Valentine Lane Waterline Improvements         \$192,000.00           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           Value           Police Department         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Pojects           Total         \$15,000.00	Replace 2010 Vermeer Chipper		\$85,000.00
Water / Sewer Departments           Projects           Moorewood Road Waterline Improvements         \$628,000.00           Valentine Lane Waterline Improvements         \$192,000.00           Equipment           Replace 2010 Service Truck         \$60,000.00           WTP Service Contracts (Hach, Idexx, Tholen, Generator)         \$17,500.00           WTP Service Contracts (Hach, Idexx, Tholen, Generator)         \$17,500.00           WTP Lab Equipment         \$16,000.00           WWTP Belt Press Upgrades/Repairs         \$55,000.00           WWTP Replacement Equipment (UV Lights & Polymer)         \$34,000.00           WWTP Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Pojects         \$120,000.00           Communications Packages         \$15,000.00           Total         \$67,000.00           Parks & Recreation Department           Projects           Total	Street Light Upgrade to LED		\$117,000.00
Projects           Moorewood Road Waterline Improvements         \$628,000.00           Valentine Lane Waterline Improvements         \$192,000.00           Equipment         \$820,000.00           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           Subtotal         \$202,500.00           Bull Trees         \$34,000.00           Total         \$34,000.00           Fire Department         \$34,000.00           Fire Department         \$32,000.00           Fire Department         \$10,000.00           Fore Communications Packages         \$32,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Parks & Recreation Department         \$120,000.00           Projects         \$15,000.00           Total         \$15,000.00           Community Bidg. Parking		<b>Total</b>	\$529,000.00
Moorewood Road Waterline Improvements         \$628,000.00           Valentine Lane Waterline Improvements         \$192,000.00           Equipment         \$820,000.00           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           Subtotal         \$202,500.00           Folice Department         \$34,000.00           Fore Communications Packages         \$34,000.00           Fire Department         \$10,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department         \$120,000.00           Projects         Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00	Water / Sewer Departments		
Valentine Lane Waterline Improvements         \$192,000.00           Equipment         \$820,000.00           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           Subtotal         \$202,500.00           Police Department         \$1,022,500.00           Police Department         \$34,000.00           Fire Department         \$34,000.00           Fire Department         \$32,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department         \$120,000.00           Projects         \$15,000.00           Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,	Projects		
Subtotal         \$820,000.00           Equipment         \$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           Subtotal         \$202,500.00           Police Department         \$1,022,590.00           Police Department         \$34,000.00           Fire Department         \$34,000.00           Fire Department         \$32,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department         \$120,000.00           Projects         Total         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00 <td>Moorewood Road Waterline Improvemen</td> <td>nts</td> <td>\$628,000.00</td>	Moorewood Road Waterline Improvemen	nts	\$628,000.00
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           Equipment Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department           Projects           Total         \$67,000.00           Department           Replacement Servers         \$15,000.00           MIS/GIS Department           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	Valentine Lane Waterline Improvements		\$192,000.00
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           Subtotal         \$202,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department           Projects           Total         \$120,000.00           MIS/GIS Department           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00		Subtotal	\$820,000.00
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         Subtotal       \$202,500.00         Police Department         (5) Viper Communications Packages       \$34,000.00         Fire Department         Replacement Vehicle - Asst. Chief       \$32,000.00         Replacement Vehicle Equipment       \$10,000.00         Viper Communications Packages       \$25,000.00         Total       \$67,000.00         Parks & Recreation Department         Projects         Tennis Court Replacement       \$120,000.00         Community Bldg. Parking Lot Lighting (5 decorative poles)       \$15,000.00         MIS/GIS Department         Replacement Servers       \$20,000.00         Replacement Core Router       \$5,000.00         Network Audit       \$18,000.00	Equipment		
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         Subtotal       \$202,500.00         Total       \$1.022,500.00         Police Department         (5) Viper Communications Packages       \$34,000.00         Total       \$34,000.00         Fire Department         Replacement Vehicle - Asst. Chief       \$32,000.00         Replacement Vehicle Equipment       \$10,000.00         Viper Communications Packages       \$25,000.00         Total       \$67,000.00         Parks & Recreation Department         Projects         Tennis Court Replacement       \$120,000.00         Community Bldg. Parking Lot Lighting (5 decorative poles)       \$15,000.00         MIS/GIS Department         Replacement Servers       \$20,000.00         Replacement Core Router       \$5,000.00         Network Audit       \$18,000.00	Replace 2010 Service Truck		\$60,000.00
WTP Lab Equipment       \$16,000.00         WWTP Belt Press Upgrades/Repairs       \$55,000.00         WWTP Replacement Equipment (UV Lights & Polymer)       \$34,000.00         Subtotal       \$202,500.00         Total       \$1,022,500.00         Police Department         (5) Viper Communications Packages       \$34,000.00         Total       \$34,000.00         Fire Department         Replacement Vehicle - Asst. Chief       \$32,000.00         Replacement Vehicle Equipment       \$10,000.00         Viper Communications Packages       \$25,000.00         Total       \$67,000.00         Parks & Recreation Department         Projects         Tennis Court Replacement       \$120,000.00         Community Bldg. Parking Lot Lighting (5 decorative poles)       \$15,000.00         MIS/GIS Department         Replacement Servers       \$20,000.00         Replacement Core Router       \$5,000.00         Network Audit       \$18,000.00	WTP Service Contracts (Hach, Idexx, Th	olen, Generator)	\$17,500.00
WWTP Belt Press Upgrades/Repairs       \$55,000.00         WWTP Replacement Equipment (UV Lights & Polymer)       \$34,000.00         Subtotal       \$202,500.00         Total       \$1.022,500.00         Police Department         (5) Viper Communications Packages       \$34,000.00         Total       \$34,000.00         Fire Department         Replacement Vehicle - Asst. Chief       \$32,000.00         Replacement Vehicle Equipment       \$10,000.00         Viper Communications Packages       \$25,000.00         Total       \$67,000.00         Parks & Recreation Department         Projects         Total       \$120,000.00         Community Bldg. Parking Lot Lighting (5 decorative poles)       \$15,000.00         MIS/GIS Department         Replacement Servers       \$20,000.00         Replacement Core Router       \$5,000.00         Network Audit       \$18,000.00	WTP Tank Cleaning		\$20,000.00
WWTP Replacement Equipment (UV Lights & Polymer)         \$34,000.00           Subtotal         \$202,500.00           Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department           Projects           Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	WTP Lab Equipment		\$16,000.00
Subtotal         \$202,500.00           Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department         Projects           Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	WWTP Belt Press Upgrades/Repairs		\$55,000.00
Total         \$1,022,500.00           Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Parks & Recreation Department           Projects         \$120,000.00           Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	WWTP Replacement Equipment (UV Lig	ghts & Polymer)	\$34,000.00
Police Department           (5) Viper Communications Packages         \$34,000.00           Total         \$34,000.00           Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Total         \$67,000.00           Parks & Recreation Department         Projects           Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00		Subtotal	\$202,500.00
Total         \$34,000.00           Fire Department         \$32,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Parks & Recreation Department         \$67,000.00           Projects         Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00		<u>Total</u>	<u>\$1,022,500.00</u>
Fire Department         \$34,000.00           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Parks & Recreation Department         \$67,000.00           Parks & Recreation Department         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	Police Department		
Fire Department           Replacement Vehicle - Asst. Chief         \$32,000.00           Replacement Vehicle Equipment         \$10,000.00           Viper Communications Packages         \$25,000.00           Parks & Recreation Department         \$67,000.00           Projects         Tennis Court Replacement         \$120,000.00           Community Bldg. Parking Lot Lighting (5 decorative poles)         \$15,000.00           MIS/GIS Department         \$20,000.00           Replacement Servers         \$20,000.00           Replacement Core Router         \$5,000.00           Network Audit         \$18,000.00	(5) Viper Communications Packages		\$34,000.00
Replacement Vehicle - Asst. Chief       \$32,000.00         Replacement Vehicle Equipment       \$10,000.00         Viper Communications Packages       \$25,000.00         Total       \$67,000.00         Parks & Recreation Department         Projects         Tennis Court Replacement       \$120,000.00         Community Bldg. Parking Lot Lighting (5 decorative poles)       \$15,000.00         MIS/GIS Department         Replacement Servers       \$20,000.00         Replacement Core Router       \$5,000.00         Network Audit       \$18,000.00		<u>Total</u>	<u>\$34,000.00</u>
Replacement Vehicle Equipment \$10,000.00  Viper Communications Packages \$25,000.00  Total \$67,000.00  Parks & Recreation Department  Projects  Tennis Court Replacement \$120,000.00  Community Bldg. Parking Lot Lighting (5 decorative poles) \$15,000.00  Total \$135,000.00  MIS/GIS Department  Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00	Fire Department		
Viper Communications Packages  Total  Se7,000.00  Parks & Recreation Department  Projects  Tennis Court Replacement  Community Bldg. Parking Lot Lighting (5 decorative poles)  Total  S120,000.00  S15,000.00  MIS/GIS Department  Replacement Servers  Replacement Core Router  Network Audit  \$18,000.00	Replacement Vehicle - Asst. Chief		\$32,000.00
Total \$67,000.00  Parks & Recreation Department  Projects  Tennis Court Replacement \$120,000.00  Community Bldg. Parking Lot Lighting (5 decorative poles) \$15,000.00  Total \$135,000.00  MIS/GIS Department  Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00	Replacement Vehicle Equipment		\$10,000.00
Parks & Recreation Department Projects  Tennis Court Replacement \$120,000.00 Community Bldg. Parking Lot Lighting (5 decorative poles) \$15,000.00  Total \$135,000.00  MIS/GIS Department Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00	Viper Communications Packages		\$25,000.00
Projects  Tennis Court Replacement \$120,000.00  Community Bldg. Parking Lot Lighting (5 decorative poles) \$15,000.00  Total \$135,000.00  MIS/GIS Department  Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00		<u>Total</u>	\$67,000.00
Tennis Court Replacement \$120,000.00  Community Bldg. Parking Lot Lighting (5 decorative poles) \$15,000.00  Total \$135,000.00  MIS/GIS Department  Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00	Parks & Recreation Department		
Community Bldg. Parking Lot Lighting (5 decorative poles)  Total  S135,000.00  MIS/GIS Department  Replacement Servers  \$20,000.00  Replacement Core Router  \$5,000.00  Network Audit  \$18,000.00	Projects		
Total \$135,000.00  MIS/GIS Department  Replacement Servers \$20,000.00  Replacement Core Router \$5,000.00  Network Audit \$18,000.00	Tennis Court Replacement		\$120,000.00
MIS/GIS DepartmentReplacement Servers\$20,000.00Replacement Core Router\$5,000.00Network Audit\$18,000.00	Community Bldg. Parking Lot Lighting (	5 decorative poles)	\$15,000.00
Replacement Servers \$20,000.00 Replacement Core Router \$5,000.00 Network Audit \$18,000.00		<u>Total</u>	<u>\$135,000.00</u>
Replacement Core Router \$5,000.00  Network Audit \$18,000.00	MIS/GIS Department		
Network Audit \$18,000.00	Replacement Servers		\$20,000.00
	Replacement Core Router		\$5,000.00
<u>Total</u> <u>\$43,000.00</u>	Network Audit		\$18,000.00
		<u>Total</u>	<u>\$43,000.00</u>

#### Planning & Dev. Department

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

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

<u>-\$1,454,000.00</u>

\$1,625,000.00

Fire Department Special Fund \$67,000.00 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  $3:45\,\mathrm{PM}$ .

Patrick Taylor	Gilberta B. Shaheen
Mayor	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.
  - 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	<b>Unified Dev. Code Violation Citation</b>	0
Assist/Back-up Highlands Unit	24	<b>Unified Dev. Code Violation (Notice)</b>	0
Call for Service	23	Unified Dev. Code Violation (Warning)	0
Canine Search	0	Warning Citation	4
Compliance Checks	29	TOTAL NUMBER OF EVENTS:(Apr-May)	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>-20th
- 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 **Total:** \$ 127

#### **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
Total: \$ 145

#### **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
<b>21st</b> day of <b>May</b> , 2020, and an affirmative vote of <b></b> yeas to <b></b>
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.

, seconded by
e statement was duly recommended by the
nlands at the regular meeting held on the
mbers voted in the affirmative:
he negative:
Patrick Taylor, Mayor
1 atrick rayior, wayor



#### **ORDINANCE AMENDMENT**

Pursuant to an affirmative vote of yea	as and nays by the Board
of Commissioners of the Town of Highlands	at its regular meeting on the
<b>21stday ofMay , 2020, and an affirm</b>	native vote of yeas to
nays by The Board of Commissioners at its re	egular meeting on the day
of, 20 if required, the followi	ng 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, Nonconfirming 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
	e above statement was duly recommended by the
	f Highlands at the regular meeting held on the
21st day of May, 2020.	
Upon call for a vote, the following	ng Members voted in the affirmative:
And the following Members vote	ed in the negative:
This the 21st day of May, 2020.	
	Patrick Taylor, Mayor
Attest:	ration rayion, may or
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 Hig	ghlands at its regula	ar meeting on the
<b>_21st_</b> day of <b>_May</b> , 2020, and a	n affirmative vote o	f yeas to
nays by The Board of Commissioners	s at its regular meet	ing on the day
of, 20 if required, the	e following ordinan	ces 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 21st day of May, 2020.	n of Highlands at the regular meeting held on the
Upon call for a vote, the follow	wing Members voted in the affirmative:
And the following Members v	voted in the negative:
This the 21st 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 21st day of May, 2020.

	Patrick L. Taylor, Mayor
ATTEST:	
Gilberta B. Shaheen, Town Clerk	

This the 21st day of May, 2020.

#### 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:	Mayor, rown oddrion
Ву:	SEAL
STATE OF NORTH CAROLINA TOWN OF	
	and State of North Carolina, certify ersonally came before me this day and acknowledge that
given and as the act of the	a North Carolina body corporate, and that by authority duly Town Council, the foregoing instrument was aled with its corporate seal and attested by himself/herself
Witness my hand and seal this	day of, 20
SEAL	(Signature), Notary Public (Printed Name)
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, Southwestsern Commission Executive Director, <a href="mailto:sarah@regiona.org">sarah@regiona.org</a> 828-508-1796

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

May 21st, 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:

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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\$15,698.00Water Fund\$20,685.00Sewer Fund\$56,967.00Electric 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	\$ 6,165,000.00
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	\$ 6,165,000.00
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:	
Joshua P. Ward, Town Manager	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
	Sub Total	\$423,000.00
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
	Sub Total	\$50,500.00
Streets / Sidewalks		Ф20,000,00
Misc. Sidewalk Repairs		\$30,000.00
Salt		\$30,000.00
Paint Striping		\$20,000.00
	Sub Total	\$80,000.00
	<u>Total</u>	<u>\$553,500.00</u>
Sanitation Department		
Equipment		
Replace 2004 Peterbilt		\$172,000.00
Replace Dumpsters		\$30,000.00
	Total	\$202,000.00
Electric Department	10111	<u> </u>
Equipment		
Replace 2004 Yanmar Excavator		\$73,000.00
Replace 2004 Hudson Trailer		\$8,000.00
Replace 2010 Vermeer Chipper		\$85,000.00
	<u>Total</u>	<u>\$166,000.00</u>

# Water / Sewer Departments

Projects		
Valentine Lane Waterline Improvements		\$192,000.00
	Subtotal	\$192,000.00
Equipment		
Replace 2010 Service Truck		\$60,000.00
WTP Service Contracts (Hach, Idexx, Tho	len, Generator)	\$17,500.00
WTP Tank Cleaning		\$20,000.00
WTP Lab Equipment		\$16,000.00
WWTP Belt Press Upgrades/Repairs	0.70.1	\$55,000.00
WWTP Replacement Equipment (UV Light	nts & Polymer)	\$34,000.00
	Subtotal	\$202,500.00
	<u>Total</u>	<u>\$394,500.00</u>
Police Department		
(5) Viper Communications Packages		\$34,000.00
	<u>Total</u>	<u>\$34,000.00</u>
Fire Department		
Replacement Vehicle - Asst. Chief		\$32,000.00
Replacement Vehicle Equipment		\$10,000.00
Viper Communications Packages		\$25,000.00
Parks & Recreation Department	<u>Total</u>	<u>\$67,000.00</u>
Projects		
Community Bldg. Parking Lot Lighting (5	decorative poles)	\$15,000.00
Dog Park Pavilion Repairs		\$11,500.00
	<b>Total</b>	<u>\$26,500.00</u>

# MIS/GIS Department

Fire Department Special Fund

Replacement Servers		\$20,000.00
Replacement Core Router		\$5,000.00
Network Audit		\$18,000.00
	<u>Total</u>	<u>\$43,000.00</u>
Diaming & Day Day autonant		
Planning & Dev. Department		
Comprehensive Plan Development		\$100,000.00
	<u>Total</u>	<u>\$100,000.00</u>
	Proposed FY 2020-21	FY 2019-20
	110posed 1 1 2020 21	1 1 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>Grand Total</b>	<u>\$1,519,500.00</u>	<u>\$3,234,900.00</u>

\$67,000.00

N/A

Town of Highlands			5/12/2020 13:2
FY 2020.21 Budget Worksheet			
All Funds Summary FY 2020.21			
	FY 2020.21	FY 2020.21	
Account Name	Revenues	Expenditures	Difference
General Fund:		P	
General Fund	5,063,220.00	-	
Fund Balance Appropriated Transfer from Electric Fund	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 MIS/GIS - Fiber	-	483,750.00	
Police	-	238,500.00 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	6,532,836.00	53,100.00 6,532,836.00	
	0,532,630.00	0,532,630.00	
GF Capital Projects Fund:			
GF Capital Projects Fund	2,294,000.00	2,294,000.00	<del></del>
	2,294,000.00	2,294,000.00	
Scholarship Fund:			
Scholarship Fund:	2,000.00	62,500.00	
Fund Balance Appropriated	60,500.00	-	
** *	62,500.00	62,500.00	-
Fire Department:			
Fire Department Fund Balance Appropriated	1,115,180.00	1,115,180.00	
rund Balance Appropriated	1,115,180.00	1,115,180.00	_
	-,,,	-,0,	
Cemetery Fund			
Cemetery Fund	5,700.00	60,000.00	
Transfer from General Fund	54,300.00	- (0.000.00	
	60,000.00	60,000.00	
Water Fund:			
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 Transfer from Sewer Fund	-	20,685.00	
Transfer from Electric Fund	-	-	
Transfer from Electric Fund	1,923,230.00	1,923,230.00	-
Sewer Fund:	0 (		
Sewer Fund	833,762.00	776,795.00	
Fund Balance Appropriated Transfer to Water Fund	-	-	
Transfer to Water Fund Transfer to Capital Projects	-	56,967.00	
Transfer From Electric Fund	-	-	
	833,762.00	833,762.00	-
Capital Projects Fund			
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	- 017 400 00	
	217,422.00	217,422.00	
Sanitation Fund:			
Sanitation Fund	720,000.00	950,150.00	
Transfer From Electric Fund	230,150.00	-	
	950,150.00	950,150.00	
Electric Fund:			
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 Transfer to Broadband Fund	-	124,072.00	
Tanboo to broadpand rund	6,165,000.00	6,165,000.00	-
	20,154,080.00	20,154,080.00	

Town of Highlands FY 2020.21 Budget Worksheet

All Funds Expenditure Comparison FY 2020.21

	FY 2019.20	FY 2020.21	Difference Between
Account Name	Expenditures	Expenditures	FY 19.20 & 20.21
General Fund:	(	-0	(1.750.00)
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
	11,301,912.50	6,532,836.00	(4,769,076.50)
GF Capital Projects Fund:			
GF Capital Projects Fund	1,202,476.80	2,294,000.00	1,091,523.20
	1,202,476.80	2,294,000.00	1,091,523.20
Scholarship Fund:	, , , , ,	, , , , ,	
Scholarship Fund	60,000.00	62,500.00	2,500.00
•	60,000.00	62,500.00	2,500.00
Fire Department:			
Fire Department	1,089,864.00	1,115,180.00	25,316.00
	1,089,864.00	1,115,180.00	25,316.00
Cemetery Fund			
Cemetery Fund	60,000.00	60,000.00	0.00
	60,000.00	60,000.00	0.00
Makes Francis			
Water Fund:	0		100 000 00
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)
	2,103,230.00	1,923,230.00	(180,000.00)
Sewer Fund:			
Sewer Fund	950 460 00	900 760 00	(10,700,00)
Sewer rund	853,462.00	833,762.00	(19,700.00)
	853,462.00	833,762.00	(19,700.00)
Capital Projects Fund			
Capital Projects Fund	1 0 4 5 6 0 6 4 1	017 400 00	(020 101 11)
Capital Frojects Fulld	1,045,606.41 1,045,606.41	217,422.00	(828,184.41)
	1,045,000.41	217,422.00	(020,104.41)
Sanitation Fund:			
Sanitation Fund	886,150.00	950,150.00	64,000.00
Sumation I and	886,150.00	950,150.00	64,000.00
	330,130.00	9,00,100.00	34,000.00
Electric Fund:			
Electric Fund	7,626,670.00	6,165,000.00	(1,461,670.00)
	7,626,670.00	6,165,000.00	(1,461,670.00)
Grand Totals	26,229,371.71	20,154,080.00	(6,075,291.71)
			(0,070,271.71)

PY 2019.19   PY 2019.20   PY	Town of Highlands							5/12/2020 13:41	
Pry 2017-18   Pry 2018-18   Pry 2018-18   Pry 2018-18   Pry 2019-18	FY 2020.21 Budget Worksheet								
Account Name	General Fund Revenues								
Principle   Prin									
Commission   Practical   Pra						FY 2019.20	FY 2020.21	FY 2020.21	
Control Name   Actual   Actual   Actual   Bidget   st of 4,902.00   Requent   Department Bidget   Clinck   Cl			FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved	7
NC   Practitates   Pace   Pa	General Fund	ount Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget	Check
Zonding Certificates         1,000,000,00         25,000,00         27,000,00         30,000,00 </td <td></td> <td></td> <td>270.448.67</td> <td>292.539.72</td> <td>260,000,00</td> <td>127.542.50</td> <td>250,000,00</td> <td></td> <td>10,000.00</td>			270.448.67	292.539.72	260,000,00	127.542.50	250,000,00		10,000.00
Caning Certificaties         38,554-40         48,951-00         39,000.00         15,900.00         37,900.00           Caning Certificaties         36,752-19         48,951-00         30,000.00         18,128-92         19,000.00         1,11           2007 Tax         20,488.00         21,778-48         20,000.00         18,128-92         19,000.00         1,1           2007 Tax         20,488.00         1,178-40         1,000.00         1,000.00         1,000.00         1,1           2007 Tax         1,100.00         1,100.00         1,000.00         <		ales Tax	1,088,187.79	1,172,252.41	1,000,000.00	753,947.96	970,000.00		30,000.00
Vehicle Trax         Sig-Sta         1,587.00         1           Vehicle Trax         20.488.09         21.554.48         20.000.00         181.38.92         190.00           Vehicle Trax         20.0488.09         21.554.48         20.000.00         181.38.92         190.00           20.07 Tax         20.0488.09         21.554.48         20.000.00         181.38.92         190.00           20.07 Tax         1         1         1         1         1         1           20.07 Tax         1         1         1         1         1         1         1           20.07 Tax         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         1         2         1         1         1         1         1         1         2         1         1         2         1         1         1         1         2         1         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2         2		S	39,569.40	49,351.00	30,000.00	25,904.00	27,000.00	1	3,000.00
Vehicle Tax         20,488.04         21,754.8         20,000.00         18,188.92         19,000.00         1           2000 Tax         2000 Tax         672.00		uipment	35,752.19	26,152.01	1	1,587.00	ı	•	00.00
2008 Tax         387.00         -         387.00         -			20,488.09	21,758.48	20,000.00	18,128.92	19,000.00		1,000.00
2008 Tax         389.00         -         <			1	1	383.00	1	1		383.00
cotog Tax         Cotogon			_	_	387.00	-	-	-	387.00
cond Tax         Cond Tax         898 no         -			1	-	672.00	-	-	-	672.00
2012 Taxx         134487         602.00			-	-	838.00	-	-	-	838.00
2012 Tax         1.3487         1.995.00         608.38			1	-	602.00	-		-	602.00
2015 Tax         1,268,03         1,999,00         \$75,65         -         1           2015 Tax         2,015 Tax         1,232,54         2,266,00         1,193,36         -         -           2015 Tax         1,102,10         2,266,00         1,193,36         -         -         -           2015 Tax         2,183,54         3,597,10         1,193,36         -         -         -         -           2015 Tax         2,183,54         3,597,10         1,193,36         -			-	1,344.87	1,995.00	608.38	-	-	1,995.00
2004 Tax         -         1,325,54         2,069,00         1,19336         -         2           2016 Tax         2,016 Tax         1,025,10         2,266,00         1,19336         -         -         2         -         2         2,266,00         1,19336         -         -         -         -         2         2,275,000,00         - <td< td=""><td></td><td></td><td>1</td><td>1,268.03</td><td>1,909.00</td><td>575.05</td><td>1</td><td>1</td><td>1,909.00</td></td<>			1	1,268.03	1,909.00	575.05	1	1	1,909.00
2016 Tax         2,016 Tax         1,005,10         2,266,00         1,193,36         -         2           2016 Tax         -         2,871,016,24         1,926,347         4,354,78         -         <			-	1,323.54	2,069.00	601.91	-	-	2,069.00
conof Tax         2.87,106.24         2.483.55         3.597.10         1.456.80         -         -           2017 Tax         2.87,106.24         2.87,466.21         2.87,466.21         2.87,466.21         - <td< td=""><td></td><td></td><td>-</td><td>1,005.10</td><td>2,266.00</td><td>1,193.36</td><td>-</td><td>-</td><td>2,266.00</td></td<>			-	1,005.10	2,266.00	1,193.36	-	-	2,266.00
2.018 Tax         2.871,416.24         19,204,73         1.9,204,73         1.9,204,77         1.9,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,77         1.0,204,20         1.0,204,20         1.0,204				2,183.55	3,597.10	1,436.80	1	•	3,597.10
2015 Tax         2.871,456.21         19,879,74         10,085.02         -         15,780,000.00           2019 Tax         2.250,000.00         2,780,000.00         2,780,000.00         -         -         2,780,000.00           2020 Tax         4,325,462.38         4,459,839.65         4,049,597.84         3,728,095.57         4,066,000.00         -         2,780,000           Other General Fund         43,582.08         32,411.12         23,200.00         23,214.18         20,000.00         -         2,780,000           ABC Store         Contributions ABC -1aw Enforcement         3,065,44         4,734.74         -         3,560.00         -         -         -         2,780,000           Reimburse Group Insurance (Retirees)         12,000.00         220.00         -         3,560.00         -				19,204.73	1	4,354.77	•	1	0.00
2019 Tax         2.750,000.00         2.782,129,90         2.0000.00         -         2.720,000.00           2020 Tax         4,325,462.38         4,459,839.65         4,094,597.84         3,728,095.57         4,066,000.00         -         2,720,000.00           Other General Fund         48,582.08         32,411.12         23,200.00         23,214.18         20,000.00         -         2,730,00           ABC Store         ABC Store         3,065.84         4,630.81         5,100.00         5,620.02         -         -         2,730,00           Privilege License         580.00         220.00         -         730,00         -			ı	2,871,456.21	19,879.74	10,085.02	•	1	19,879.74
Other General Fund         4,325,462.38         4,459,839.65         4,004,597.84         3,728,095.57         4,006,000.00         - 2,780           Other General Fund         43,582.08         32,411.12         23,200.00         23,214.18         20,000.00         - 2,780           Ontribulious ABC - Law Enforcement         3,065.84         4,690.81         5,100.00         5,620.02         - 5,500.00           Privilege License         2,200.00         2,230.00         - 3,564.36         2,500.00           Reinburse Group Insurance (Retirees)         4,002.46         4,734.74         730.00			ı	1	2,750,000.00	2,782,129.90	20,000.00	1	2,730,000.00
Other General Fund         4,325,402.38         4,499,89,65         4,004,597.84         3,728,095,57         4,006,000.00         22           Other General Fund         ABC Store         23,200.00         23,214.18         20,000.00         -         23           Cornitabitions ABC - Law Enforcement         3,65,84         4,630.81         5,100.00         73000         -         -         2           Provinge License         12,000.00         220.00         22,00.00         -<			1		1		2,780,000.00		-2,780,000.00
Other General Fund         43,582.08         32,411.12         23,200.00         23,214.18         20,000.00         -         3           Privilege License         560.00         23,214.18         20,000.00         -         -         2           Privilege License         580.00         220.00         -         730.00         -         -           Reimburse Group Insurance (Retirees)         4,002.46         4,734.74         -         3,564.36         -         -           Miscellaneous Income         49,761.13         18,968.39         13,300.00         51,526.68         10,000.00         -         -           Insurance Settlements         49,761.13         18,968.39         13,300.00         67,000.00         -<			4,325,462.38	4,459,839.65	4,094,597.84	3,728,095.57	4,066,000.00		28,597.84
Off Drief Veneral Find         Als 58 2.08         32,411.12         23,200.00         5,620.02         2,0000.00         9           Contributions ABC - Law Enforcement Section         3,065.84         4,690.81         5,100.00         5,620.02         2,500.00         -         2           Privilege License         5,80.00         220.00         -         730.00         -         -         -           Reimburse Group Insurance (Retirees)         12,000.00         4,744.74         -         -         -         -         -         -           Reimburse Group Insurance (Retirees)         12,000.00         4,744.74         -         5,000.00         -         <		-							
ABC Store         ABC Store         43,582.08         32,411.12         23,200.00         23,214.18         20,000.00         -         9           Contributions ABC Law Enforcement         3,065.84         4,630.81         5,100.00         5,100.00         5,000.00         -		ld				(			
Contributions ABC - Law Enforcement         3.065.84         4.630.81         5,100.00         5,620.02         2,500.00         -         2           Reimburse Croup Insurance (Retirees)         4,002.46         4,734.74         -         -         730.00         -			43,582.08	32,411.12	23,200.00	23,214.18	20,000.00		3,200.00
Privilege License         580.00         220.00         -         730.00         -         <	T	2 - Law Enforcement	3,065.84	4,630.81	5,100.00	5,620.02	2,500.00		2,600.00
Reimburse Group Insurance (Retirees)         4,002.46         4,734.74         -         3,564.36         -	T		580.00	220.00	1	730.00	•		00.00
GF Donations         12,000.00         -         500.00         - <td></td> <td>Insurance (Retirees)</td> <td>4,002.46</td> <td>4,734.74</td> <td>1</td> <td>3,564.36</td> <td>1</td> <td>1</td> <td>00.00</td>		Insurance (Retirees)	4,002.46	4,734.74	1	3,564.36	1	1	00.00
Miscellaneous Income         49,761.13         18,968.39         13,300.00         51,526.68         10,000.00         -         3           Insurance Settlements         -         5,276.73         67,700.00         67,900.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         67,000.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         - <td< td=""><td></td><td></td><td>12,000.00</td><td></td><td>500.00</td><td>1</td><td>•</td><td>1</td><td>500.00</td></td<>			12,000.00		500.00	1	•	1	500.00
Insurance Settlements         -         5,276.73         67,700.00         67,965.08         -         67           Admin. Overhead Allocation         67,000.00         67,000.00         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         66,268.00         -         -         -         10         - <td< td=""><td></td><td>ome</td><td>49,761.13</td><td>18,968.39</td><td>13,300.00</td><td>51,526.68</td><td>10,000.00</td><td>1</td><td>3,300.00</td></td<>		ome	49,761.13	18,968.39	13,300.00	51,526.68	10,000.00	1	3,300.00
Admin. Overhead Allocated         67,000.00         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         67,000.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         66,268.00         -         90         -         100         -         100         -         100         -         100         -         100         -         100         -         100         -         100         -         100         -         100         -         -         100         -		ents	1	5,276.73	67,700.00	67,965.08	1	•	67,700.00
MIS/GIS Allocation         66,268.00         66,268.00         66,268.00         -         66,268.00         -         66,268.00         -         60,268.00         -         60,268.00         -         60,268.00         -         60,268.00         -         930           Interest Income         31,371.80         95,699.69         50,000.00         26,540.00         26,540.00         -         <		Allocated	67,000.00	67,000.00	67,000.00	1	67,000.00	1	00.00
Interest Income         31,371.80         95,699.69         50,000.00         57,263.19         20,000.00         9           Antenna Revenue         26,069.00         36,000.00         15,000.00         26,540.00         25,000.00         -         90           D.A.R.E. Program - Contributions         3,500.00         3,500.00         3,500.00         -         3,500.00         -         -         -10           Donations - Police         1,900.00         3,257.97         -         -         3,500.00         -		n	66,268.00	66,268.00	66,268.00	1	66,268.00	1	00.00
Antenna Revenue         26,069.00         30,369.00         15,000.00         26,540.00         25,000.00         - 10           DA.R.E. Program - Contributions         3,500.00         3,500.00         3,500.00         - 3,500.00         - 3,500.00         - 3,500.00         - 3,500.00         - 10           Donations - Police         1,900.00         3,257.97         - 5,675.00			31,371.80	92,699.69	50,000.00	57,263.19	20,000.00	•	30,000.00
D.A.R.E. Program - Contributions         3,500.00         3,500.00         3,500.00         -         3,500.00         -         3,500.00         -         3,500.00         -         3,500.00         - <td></td> <td></td> <td>26,069.00</td> <td>30,369.00</td> <td>15,000.00</td> <td>26,540.00</td> <td>25,000.00</td> <td>-</td> <td>-10,000.00</td>			26,069.00	30,369.00	15,000.00	26,540.00	25,000.00	-	-10,000.00
Donations - Police         1,900.00         3,257.97         -         5,675.00         -		- Contributions	3,500.00	3,500.00	3,500.00	-	3,500.00	-	0.00
Unauthorized Substance Tax         528.75         - <t< td=""><td></td><td></td><td>1,900.00</td><td>3,257.97</td><td>-</td><td>5,675.00</td><td>1</td><td>-</td><td>0.00</td></t<>			1,900.00	3,257.97	-	5,675.00	1	-	0.00
Macon County - SRO         50,000.00         50,000.00         50,000.00         50,000.00         -         50,000.00         -		stance Tax	528.75	_	-	-	1	-	0.00
Grant - Governor's Crime Commission         39,894.85         23,230.68         -         23,070.98         -		30	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	1	0.00
Grant - Police Dept.         17,964.92         -		Scrime Commission	39,894.85	23,230.68	-	23,070.98	•	1	0.00
Court Costs & Fees         644.41         333.01         -         219.52         -         -         -         -         -           Interest Income - Powell Bill         374.55         1,478.46         500.00         1,261.84         200.00         -         -		t.	17,964.92	1	1	1	1	•	0.00
Interest Income - Powell Bill 374:55 1,478.46 500.00 1,261.84 200.00 -			644.41	333.01	ı	219.52	ı	1	00.00
		Powell Bill	374.55	1,478.46	500.00	1,261.84	200.00	•	300.00

Town of Highlands	S						5/12/2020 13:41	
FY 2020.21 Budget Worksheet	et Worksheet							
General Fund Revenues	senue.							
					FY 2019.20	FY 2020.21	FY 2020.21	
Account	Account Name	FY 2017.18 Actual	FY 2018.19 Actual	FY 2019.20	Actual as of 04 30 20	Department	Approved Denartment Budget	Check
9	Interest Income - Asst. Forfeiture Fund	-	-	1,00,00	8.14	2:00		-2.00
	Fund Balance Appropriated - General Fund	1	1	1,318,419.16		1,469,616.00	1	-151,196.84
	Trfr frm Elec CF	10,526.31	1	1	-	1		0.00
		429,034.10	407,378.60	1,680,487.16	316,658.99	1,734,086.00	1	-53,598.84
3200	Powell Bill							
510	Powell Bill	54,231.13	53,671.48	50,000.00	53,445.96	50,000.00	1	0.00
		54,231.13	53,671.48	50,000.00	53,445.96	50,000.00	1	00.00
3350	Recreation							
0110	Program Fees - Rec. Park	27,384.00	26,228.03	15,000.00	13,623.50	10,000.00	'	5,000.00
	Miscellaneous Income - Rec. Park	1,722.00	1,045.58	500.00	418.00	250.00	-	250.00
10-3350-0130	Tennis Income - Rec. Park	2,916.00	3,702.00	1,500.00	2,531.00	1,500.00	1	00.00
10-3350-0170	Nautilus - Rec. Park	32,837.00	47,484.00	20,000.00	26,790.00	20,000.00		0.00
10-3350-0190	Rental Income - Rec. Park	14,798.00	17,076.00	10,000.00	10,002.00	7,500.00		2,500.00
10-3350-0195	Rental Income - Community Building	5,394.00	5,652.00	3,500.00	4,740.00	3,500.00	1	00.00
10-3350-0200	Donation -Skate Park	236,500.00	1	1	1	1	1	00.00
	Donation - Playground	1	1	1,000.00			1	1,000.00
	Donation - Pool	1	1	232,627.50	232,127.50		1	232,627.50
10-3350-0220	Contributions - ABC - Recreation	8,749.06	16,452.81	1	19,705.65	1	1	00.00
10-3350-9500	Macon County - Recreation	900,000.00	550,000.00	550,000.00	275,000.00	550,000.00	1	0.00
		1,230,300.06	667,640.42	834,127.50	584,937.65	592,750.00	1	241,377.50
3360	Recreation - Pool							
10-3360-0101	Pool Fees - Rec Park	42,752.41	47,813.00	30,000.00	28,820.05	30,000.00	'	0.00
10-3360-0191	Donation - Pool Equipment	30,945.00	-	-	-	1	-	0.00
		73,697.41	47,813.00	30,000.00	28,820.05	30,000.00	1	00.00
33/0	Tecreation - Ice Milk	10 070 00	1	000000	0000			00000
	Description Too Dial:	30,202.07	24,///.31	23,000.00	32,442.00	20,000.00		3,000.00
10-33/0-0192	Dollation - 106 Milk	38.551.46	24.777.31	23.800.00	32.442.00	20.000.00	1 1	3.800.00
				ò				ò
4310	MIS/GIS - Fiber							
10-4310-5125	Charges	156,277.56	218,450.82	122,600.00	164,488.20	40,000.00	1	82,600.00
10-4310-5127	BB&T Fiber Loan Proceeds	1	1	4,466,300.00		1	1	4,466,300.00
		156,277.56	218,450.82	4,588,900.00	164,488.20	40,000.00	,	4,548,900.00
		6 207 554 10	80 173 078 3	11 901 019 50	4 008 888 45	00 908 603 9	,	4 760 076 50
		01:400:/00:0	5-1.70,675,6	00:=16(100(11	11.000,000,000	3,000,000		4,70%,00%

Town of Highlands	lands						5/12/2020 13:41
FY 2020.21 Bu	FY 2020.21 Budget Worksheet						
General Fund Departments	Departments						
					FY 2019.20	FY 2020.21	FY 2020.21
Department		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Department Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
4000	Governing Body	28,343.48	31,679.48	30,060.00	13,215.35	28,310.00	1
4100	Administration	1,144,697.73	1,310,937.15	6,007,875.00	722,160.62	1,464,348.00	1
4200	Planning/Zoning/Economic Development	92,679.15	29,280.26	91,450.00	50,189.04	174,850.00	-
4300	MIS/GIS	358,083.27	442,217.51	492,250.00	379,338.88	483,750.00	•
4310	MIS/GIS - Fiber	c 567,630.45	600,313.67	242,550.00	182,878.96	238,500.00	-
5100	Police	1,441,019.91	1,434,746.96	1,580,150.00	1,179,160.25	1,557,850.00	1
2600	Street	865,035.67	1,166,473.93	1,370,950.00	1,089,722.09	1,256,500.00	1
2200	Public Buildings	90,103.51	175,617.45	177,300.00	157,190.80	110,900.00	1
6200	Recreation	1,645,451.62	582,699.09	763,350.00	548,080.66	662,600.00	1
6210	Recreation - Pool	226,748.95	214,632.99	493,927.50	188,092.98	502,128.00	1
6220	Recreation - Ice	29,604.24	23,994.48	52,050.00	33,212.28	53,100.00	1
		6,489,397.98	6,012,592.97	11,301,912.50	4,543,241.91	6,532,836.00	1
c - New: MIS/	c - New: MIS/GIS - Fiber in FY 2017-18.						

Town of Highlands	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	get Worksheet						
Governing Body							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-4000-0102	10-4000-0102   Salaries and Wages - Governing Body	24,023.74	23,000.00	23,000.00	11,500.00	23,000.00	1
10-4000-0505 FICA	FICA	1,837.81	1,759.50	1,760.00	879.75	1,760.00	1
10-4000-0618	10-4000-0618   Drug Testing/Physicals	32.50	_	-	-	-	1
10-4000-0805	10-4000-0805   Unemployment Tax	149.63	142.03	150.00	11.74	150.00	•
10-4000-1400	10-4000-1400   Travel, School & Training	461.59	2,407.74	1,500.00	341.49	1,000.00	1
10-4000-3300	10-4000-3300   Departmental Supplies	-	4,188.51	3,000.00	290.25	2,000.00	•
10-4000-5200	10-4000-5200 Dues & Subscriptions	1,706.94	100.00	500.00	114.99	250.00	•
10-4000-5500	10-4000-5500   Worker's Compensation	131.27	81.70	150.00	77.13	150.00	-
		28,343.48	31,679.48	30,060.00	13,215.35	28,310.00	-

FY 2020.21Budget Worksheet	get Worksheet						
Administration							
					FY 2019.20	FY 2020-21	FY 2020-21
Account		FY 2017.18	FY 2018.19	FY 2019-20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-4100-0205	Salaries and Wages	473,407.16	471,069.78	488,000.00	395,640.37	490,000.00	1
10-4100-0410	Professional Services - Legal	12,720.00	20,180.00	30,000.00	10,940.00	20,000.00	-
10-4100-0430		34,362.50	38,125.00	38,000.00	38,687.50	39,000.00	-
10-4100-0450	Professional Services - Ordinances	3,274.26	5,806.24	10,000.00	1,900.00	7,500.00	•
10-4100-0460	Professional Services - Elections	4,931.48	1	7,500.00	7,375.75		
10-4100-0470	Advertising	8,014.00	9,786.21	20,000.00	3,113.85	10,000.00	-
10-4100-0505	FICA	34,732.85	34,525.12	38,000.00	29,008.78	38,000.00	
10-4100-0605	Group Insurance	50,994.69	62,001.09	84,000.00	55,934.43	91,000.00	1
10-4100-0610		70.40	128.28	150.00	284.28	400.00	
10-4100-0611		257.70	230.40	250.00	02.969	1,000.00	-
10-4100-0618	Drug Tests/Physicals/Bkgrnd Checks	385.50	32.50	400.00	54.50	200.00	-
10-4100-0705	Retirement Setirement	35,194.29	36,148.33	44,000.00	34,801.02	50,000.00	1
10-4100-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	-
10-4100-1105	Telephone	8,575.93	9,876.12	9,500.00	8,200.26	10,000.00	1
10-4100-1205	Postage	13,567.91	17,219.35	20,000.00	12,345.48	18,000.00	-
10-4100-1300	Utilities	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-
10-4100-1400	Travel, School & Training	16,324.19	5,101.95	15,000.00	3,823.10	10,000.00	1
10-4100-1500		•	1	1	662.70	500.00	1
10-4100-1600		5,048.59	5,876.71	5,000.00	4,524.40	5,000.00	1
10-4100-1700	Maint. & Repair - Auto	1,312.42	30.00	2,000.00	1,297.92	2,000.00	1
10-4100-3100		3,321.21	1,504.63	2,000.00	1,223.88	2,000.00	•
10-4100-3105	Fuel Service Charges	1,651.98	2,209.63	2,000.00	1,469.62	2,000.00	1
10-4100-3300	Departmental Supplies	21,398.91	17,621.32	25,000.00	9,434.91	20,000.00	1
10-4100-3600		1,205.81	3,240.32	3,500.00	66.776	4,100.00	1
10-4100-5200	Dues & Subscriptions	3,769.24	5,719.00	5,000.00	1,907.00	3,000.00	1
10-4100-5400		28,436.13	26,511.30	32,000.00	22,648.93	30,000.00	1
10-4100-5500		2,559.32	2,603.79	3,000.00	2,880.69	3,000.00	1
10-4100-5700	Other Expense	24,306.24	16,317.33	20,000.00	14,271.29	20,000.00	-
10-4100-5705		1	11,355.52	10,000.00	527.50	1,000.00	1
10-4100-5750	Safety Related Expenses	944.00	1,421.75	1,700.00	1,140.46	1,500.00	•
10-4100-6500	Administrative Fee - Ad Valorem Taxes	45,119.39	42,801.27	44,000.00	42,065.81	45,000.00	1
10-4100-7300	Capital Outlay/Other Improvements	11,014.00	15,939.00	10,500.00	8,309.76	1	
10-4100-7400	Capital Outlay/Equipment		22,015.18	1	1	1	1
10-4100-9501	Transfer to Water Fund	232,750.00	160,000.00	-	1	1	-
10-4100-9513	Transfer to Capital Projects Fund	15,698.00	15,698.00	15,698.00	1	15,698.00	1
10-4100-9515	Transfer to Govt. Capital Projects Fund	-	198,700.00	4,961,727.00	-	464,000.00	-
10-4100-9531	Transfer to Cemetery Fund	43,200.00	45,000.00	53,800.00	-	54,300.00	1
		1,144,697.73	1,310,937.15	6,007,875.00	722,160.62	1,464,348.00	-

Town of Highlands	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Planning/Zoning	Planning/Zoning/Economic Development						
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-4200-0205	10-4200-0205   Salaries and Wages	60,208.96	13,916.75	54,000.00	33,222.78	44,000.00	1
10-4200-0505 FICA	FICA	3,924.99	985.60	4,200.00	2,547.89	3,500.00	1
10-4200-0605	10-4200-0605   Group Insurance	13,047.15	6,936.46	9,500.00	6,589.24	10,100.00	1
10-4200-0618	10-4200-0618 Drug Tests/Physicals/Bkgrnd Checks	349.00	109.00	400.00	-	200.00	-
10-4200-0705 Retirement	Retirement	4,341.51	1,102.39	4,900.00	2,973.47	4,400.00	1
10-4200-0805	10-4200-0805 Unemployment Tax	149.63	142.03	150.00	11.74	150.00	1
10-4200-1400	10-4200-1400   Travel, School & Training	892.22	160.00	3,500.00	100.00	2,000.00	-
10-4200-1700	10-4200-1700   Maint. & Repair - Auto	1	113.12	500.00	247.61	500.00	1
10-4200-2710	10-4200-2710   Zoning & Planning Board Expenses	1,741.91	769.14	2,500.00	971.66	1,500.00	1
10-4200-2720	10-4200-2720 Economic Development	-	-	2,500.00	_	-	1
10-4200-3100 Auto Fuel	Auto Fuel	163.58	225.66	1,000.00	149.00	500.00	1
10-4200-3300	10-4200-3300   Departmental Supplies	2,530.67	-	2,500.00	70.44	2,500.00	1
10-4200-5200	10-4200-5200 Dues & Subscriptions	267.00	1	500.00	60.00	500.00	1
10-4200-5500	10-4200-5500 Worker's Compensation Insurance	1,451.44	3,098.40	1,600.00	1,954.75	2,000.00	-
10-4200-5700	10-4200-5700 Other Expense	2,367.09	300.00	2,000.00	150.00	1,500.00	1
10-4200-56780	10-4200-56780  Safety Related Expenses	944.00	1,421.71	1,700.00	1,140.46	1,500.00	1
10-4200-7300	10-4200-7300   Capital Outlay/Other Improvements	-	1	-	_	100,000.00	1
		92,679.15	29,280.26	91,450.00	50,189.04	174,850.00	1

Town of Highlands	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
MIS/GIS							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-4300-0204	Overtime Pay	810.05	-	1,000.00	1	1,000.00	1
10-4300-0205	Salaries and Wages	163,539.41	174,773.79	179,000.00	143,526.07	185,000.00	-
10-4300-0410	Prof. Services - Legal	8,263.40	-	-	•	-	-
10-4300-0505	FICA	11,666.00	12,519.67	14,000.00	10,284.38	15,000.00	-
10-4300-0605	Group Insurance	38,109.12	41,705.69	41,000.00	34,727.01	43,000.00	-
10-4300-0618	Drug Tests/Physicals/Bkgrnd Checks	368.00	278.70	400.00	-	200.00	1
10-4300-0705	Retirement	12,401.96	13,603.98	16,000.00	12,804.35	19,000.00	-
10-4300-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	1
10-4300-1400	Travel, School & Training	3,624.02	6,945.04	10,000.00	530.44	7,500.00	1
10-4300-1600	Maint. & Repair - Equipment	9,493.72	15,902.73	27,000.00	17,681.79	27,000.00	1
10-4300-1610	Computer Programming	6,492.21	1,870.11	12,000.00	4,782.21	12,000.00	1
10-4300-1630	Annual Contracts	57,845.25	72,093.88	70,000.00	68,065.18	75,000.00	1
10-4300-1640	New Computer Equipment	17,086.78	11,657.00	21,000.00	11,751.11	26,000.00	1
10-4300-1700	Maint. & Repair - Auto	2,250.29	1,807.09	7,500.00	340.66	3,000.00	-
10-4300-3100	Auto Fuel	3,893.64	949.51	3,500.00	623.42	2,500.00	1
10-4300-3300	Departmental Supplies	17,695.05	16,591.61	15,000.00	8,227.16	15,000.00	1
10-4300-3600	Uniforms	-	-	1	-	3,700.00	1
10-4300-5400	Property/Liability Insurance	-	-	-	3,333.00	4,000.00	-
10-4300-5500	Worker's Compensation Insurance	2,104.52	1,690.42	2,500.00	2,199.64	2,500.00	1
10-4300-5700	Other Expense	1,346.22	306.61	2,500.00	197.68	2,500.00	1
10-4300-5750	Safety Related Expense	944.00	1,421.75	1,700.00	1,140.46	1,700.00	1
10-4300-7300	Capital Outlay/Other Improvements		1	1	1	18,000.00	1
10-4300-7400	Capital Outlay/Equipment	1	67,957.90	68,000.00	59,112.58	20,000.00	1
		358,083.27	442,217.51	492,250.00	379,338.88	483,750.00	•

Town of Highlands	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
MIS/GIS -Fiber							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Expenditure:							
4310	Fiber						
10-4310-0204	Overtime Pay	2,322.36	1,459.50	1,500.00	833.26	1,000.00	1
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	1
10-4310-0505	FICA	9,272.63	8,545.32	8,000.00	5,579.31	7,300.00	1
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	1	50.00	ı
10-4310-0705	Retirement	9,312.05	8,796.10	9,500.00	6,603.55	9,600.00	1
10-4310-0805	Unemployment Tax	149.62	142.03	150.00	11.74	150.00	ı
10-4310-1400	Travel, School & Training	1,461.70	272.25	500.00	1	1	ı
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	1
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	1
10-4310-3700	Broadband Sales Tax	10,575.55	15,693.78	5,000.00	12,516.00	15,000.00	1
10-4310-5500	Worker's Compensation Insurance	11,503.66	8,372.15	4,000.00	5,240.26	5,700.00	1
10-4310-5700	Miscellaneous Expense	607.85	975.52	5,000.00	1,814.03	2,500.00	1
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	1	1	1	ı
		567,630.45	600,313.67	242,550.00	182,878.96	238,500.00	1
	Til C.:.:						
4310	Fiber Capital Outlay						
10-4310-7300	Capital Outlay/Other Improvements	1		1			1
10-4310-7400	Capital Outlay/Equipment	1	1	1		1	
		1	1	1	1	1	1
		567,630.45	600,313.67	242,550.00	182,878.96	238,500.00	1

FY 2020.21 Budget Worksheet Police						
Police						
				FV 2010.20	FV 9090.91	FV 2020.21
Account	FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-5100-0204  Overtime Pay	49,125.00	34,913.03	65,500.00	34,321.64	65,500.00	-
10-5100-0205   Salaries and Wages	548,616.17	584,328.89	620,000.00	492,182.54	659,000.00	-
10-5100-0209   Salaries - Separation Allowance	26,618.86	26,650.92	34,000.00	25,565.89	38,000.00	-
10-5100-0211   Salaries - Part-Time - Police	29,477.58	40,288.56	41,000.00	33,145.46	42,000.00	-
10-5100-0213 Salaries - Part-Time - Admin.	15,894.71	13,773.76	19,000.00	8,647.82	18,500.00	1
10-5100-0410 Professional Services - Legal	6,231.00	6,081.00	6,500.00	6,081.00	6,500.00	-
10-5100-0470 Advertising	1	191.80	1	1	•	1
10-5100-0505 FICA	49,461.34	51,676.35	59,000.00	43,880.47	63,000.00	_
10-5100-0605 Group Insurance	115,288.31	128,204.19	153,400.00	118,262.83	162,500.00	-
10-5100-0618 Drug Tests/Physicals/Bkgrnd Checks	2,707.50	1,911.49	4,000.00	2,653.60	4,000.00	1
10-5100-0705 Retirement	50,109.99	52,772.55	65,000.00	50,866.12	79,000.00	1
10-5100-0706 Supplemental Retirement	29,391.30	29,406.49	33,000.00	24,133.93	35,000.00	1
10-5100-0805 Unemployment Tax	149.63	142.03	150.00	11.74	150.00	_
10-5100-1105 Telephone	18,749.98	21,662.98	21,000.00	16,452.27	22,000.00	1
10-5100-1300 Utilities	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	1
10-5100-1400 Travel, School & Training	10,444.45	8,645.32	14,000.00	9,134.87	12,000.00	1
10-5100-1410 Educational Assistance	3,030.56	1,534.10	6,000.00	974.79	5,000.00	•
10-5100-1500 Maint. & Repair - Buildings	6,611.49	7,554.28	9,000.00	5,180.50	8,000.00	1
10-5100-1600 Maint. & Repair - Equipment	17,638.67	16,106.02	56,400.00	12,871.33	18,000.00	1
10-5100-1700 Maint. & Repair - Auto	18,979.54	14,571.52	20,000.00	12,194.54	20,000.00	1
10-5100-3100   Auto Fuel	34,427.73	37,928.42	40,000.00	29,816.02	40,000.00	-
10-5100-3220 Propane Fuel	2,603.75	3,239.94	3,500.00	3,135.09	3,500.00	1
10-5100-3300 Departmental Supplies	20,220.56	21,876.65	40,000.00	14,329.29	28,000.00	1
10-5100-3600 Uniforms	15,258.02	21,226.70	22,000.00	13,459.69	22,000.00	1
10-5100-5200 Dues & Subscriptions	1,217.00	1,767.00	3,000.00	00.896	1,500.00	1
10-5100-5400 Property/Liability Insurance	43,228.52	48,446.97	49,000.00	38,527.35	49,000.00	1
10-5100-5500 Worker's Compensation Insurance	26,439.16	26,563.45	32,000.00	22,710.99	32,000.00	1
10-5100-5700 Other Expense	13,572.15	9,823.03	16,500.00	9,045.92	16,500.00	1
10-5100-5740 D.A.R.E. Program Expense	3,729.86	4,380.30	5,500.00	4,772.06	5,000.00	1
10-5100-5750 Safety Related Expenses	944.00	1,421.75	1,700.00	1,140.46	1,700.00	1
10-5100-5760   Governor's Crime Commission Grant	1	24,008.46	25,000.00	26,363.98	1	1
10-5100-5780 Veterans Memorial	1	1	1,500.00	1	1,500.00	1
10-5100-7400   Capital Outlay/Equipment	209,738.90	124,410.05	45,500.00	50,966.32	34,000.00	-
10-5100-7430   Debt Service (P & I)	68,114.18	66,238.96	65,000.00	64,363.74	62,000.00	1
	1,441,019.91	1,434,746.96	1,580,150.00	1,179,160.25	1,557,850.00	_

Town of Highlands	ds.						5/12/2020 13:41
FY 2020.21 Budget Worksheet	get Worksheet						
Street							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	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	1
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	00.76	200.00	-
10-5600-0705	Retirement	19,141.54	19,515.26	23,000.00	15,609.57	26,500.00	1
10-5600-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	1
10-5600-1105	Telephone	1,033.26	1,056.67	1,100.00	742.90	1,100.00	1
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	1
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	1
10-5600-1700	Maint. & Repair - Auto	84,231.60	71,515.98	62,000.00	53,792.23	75,000.00	1
10-5600-1900	Maint. & Repair - Streets	86,255.11	77,346.36	86,000.00	80,365.17	83,000.00	1
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	96.30	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	1
10-5600-3600	Uniforms	6,208.81	13,349.83	14,000.00	10,871.89	16,500.00	1
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	1
10-5600-5700	Other Expense	9,705.32	7,942.55	10,000.00	4,125.88	10,000.00	1
10-5600-5720	Landscaping Streets	22,882.40	22,442.00	25,000.00	16,500.00	25,000.00	1
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	1	263,343.17	570,000.00	462,566.48	373,000.00	1
10-5600-7310	Capital Outlay/Powell Bill	27,677.50	-	50,000.00	53,566.62	50,000.00	1
10-5600-7330	Capital Outlay/Sidewalks	1	13,869.97	50,000.00	9,050.00	80,500.00	1
10-5600-7400	Capital Outlay/Equipment	146,531.00	200,876.27		•	1	•
		865,035.67	1,166,473.93	1,370,950.00	1,089,722.09	1,256,500.00	•

Town of Highlands	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Public Buildings							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-5700-0211	Salaries & Wages - Part Time	15,432.88	22,328.24	29,000.00	16,257.38	29,000.00	1
10-5700-0505 FICA	FICA	1,180.65	1,707.28	2,200.00	1,241.35	2,200.00	1
10-5700-1310	10-5700-1310   Maintenance & Repair - PAC	11,122.32	2,508.64	5,000.00	1	1	1
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	1
10-5700-3220	10-5700-3220   Propane Fuel - TOH	873.18	-	1,200.00	-	1,000.00	-
10-5700-3250	10-5700-3250   Propane Fuel - PAC	3,712.44	3,517.96	3,500.00	1,592.71	-	1
10-5700-3260	10-5700-3260 Propane Fuel - Community Building	1,380.58	988.99	2,000.00	903.06	1,500.00	-
10-5700-3321	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	10-5700-3322   Cleaning - KH Park Public Restrooms	11,389.29	3,174.56	6,000.00	1,091.82	5,000.00	1
10-5700-5500	10-5700-5500 Worker's Compensation Insurance	1	1,511.36	1,700.00	1,338.76	1,700.00	1
10-5700-7320	10-5700-7320   Capital Outlay/Buildings	1	100,687.39	67,700.00	83,294.45	1	1
		90,103.51	175,617.45	177,300.00	157,190.80	110,900.00	ı

							5/12/2020 13:41
FY 2020.21 Budget Worksheet	Vorksheet						
Recreation							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
	Overtime	17.40	63.78	2,000.00	1	2,000.00	1
10-6200-0205 Sal	Salaries and Wages	187,026.99	191,559.29	199,000.00	155,494.72	205,000.00	-
10-6200-0207 Sal	Salaries - Programs	45,538.33	46,610.51	67,000.00	23,590.66	66,000.00	-
10-6200-0211 Sal	Salaries - Part-Time	15,139.92	15,034.32	20,000.00	9,775.33	22,000.00	1
10-6200-0505   FICA	CA	18,748.09	18,899.99	22,000.00	14,282.11	23,000.00	-
10-6200-0605 Gr	Group Insurance	25,643.27	40,645.05	49,000.00	26,925.17	51,000.00	1
10-6200-0618 Dru	Drug Tests/Physicals/Bkgrnd Checks	149.18	172.50	800.00	54.50	400.00	•
10-6200-0705 Rei	Retirement	14,231.21	15,436.76	19,000.00	14,143.35	22,000.00	•
10-6200-0805 Un	Unemployment Tax	149.63	312.45	1			
10-6200-1105 Tel	Telephone	4,795.21	5,092.14	6,000.00	4,110.04	6,000.00	•
10-6200-1300 Uti	Utilities	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
10-6200-1305 Uti	Utilities - Zachary Field	1	ı	2,000.00	1	1,500.00	1
	Travel, School & Training	180.75	239.00	1,000.00	1	500.00	1
10-6200-1500 Ma	Maint. & Repair - Buildings	15,740.11	15,480.44	18,000.00	13,440.02	16,000.00	1
10-6200-1502 Mc	Mowing & Maint Recreation Park	24,289.00	27,845.79	35,000.00	20,835.00	40,000.00	
10-6200-1503 Mc	Mowing & Maint Zachary Field	18,382.73	29,612.09	30,000.00	15,199.56	30,000.00	1
10-6200-1505 Ma	Maint. & Repair - Grounds	3,548.67	4,678.80	6,000.00	352.37	5,000.00	-
10-6200-1506 Ma	Maintenance - Dog Park	07.979	869.80	1,200.00	482.44	1,000.00	-
10-6200-1507 Mc	Mowing & Maint Founder's Park	11,451.95	13,844.93	16,000.00	10,509.61	14,000.00	•
10-6200-1508 Mc	Mowing & Maint Harris Lake Park	1	1,853.00	250.00	2,996.00	3,000.00	-
10-6200-1509 Ma	Maintenance & Repair ~ Playground	1	-	1,000.00	(1,000.00)	1,000.00	_
10-6200-1600 Ma	Maint. & Repair - Equipment	17,173.53	20,585.90	47,000.00	56,966.40	21,000.00	-
10-6200-1630 An	Annual Contracts	1,400.00	1,329.04	1,500.00	-	1,500.00	-
10-6200-1700 Ma	Maint. & Repair - Auto	1,862.20	703.21	1,500.00	1,828.46	2,000.00	-
10-6200-3100 Au	Auto Fuel	863.71	1,188.79	1,500.00	971.03	1,500.00	-
10-6200-3210 Fu	Fuel Oil	1	1	3,000.00	1	3,000.00	-
10-6200-3220 Pro	Propane Fuel	5,410.19	1,828.17	5,000.00	631.94	5,000.00	-
10-6200-3230 Pro	Propane Gas - Founder's Park	1	1	1,000.00	1	500.00	1
10-6200-3300 De	Department Supplies	30,738.85	27,869.58	28,000.00	19,694.94	30,000.00	1
10-6200-3600 Un	Uniforms	1,539.53	1,576.71	1,700.00	1,424.37	2,300.00	•
10-6200-5200 Du	Dues & Subscriptions	1,142.00	1,095.00	1,200.00	00.069	1,200.00	-
10-6200-5400 Pro	Property/Liability Insurance	18,016.31	18,191.50	20,000.00	19,805.50	23,000.00	_
10-6200-5500 Wc	Worker's Compensation Insurance	3,017.19	6,772.87	13,500.00	7,015.77	8,500.00	-
	Miscellaneous Expense	1,808.21	8,002.03	2,000.00	1,274.25	2,000.00	•
10-6200-5710 Pro	Programs/League	6,854.46	6,250.45	5,000.00	2,629.93	7,000.00	-
	Special Events	5,002.79	7,992.09	7,000.00	4,120.73	8,000.00	•
	Skate Park	232,014.50	2,916.50	2,500.00	1	2,500.00	1
10-6200-5770 Mi	Misc - Founder's Park	199.98	1	1	1	1,000.00	1
10-6200-F780   Saf	Safety Related Fynences	044.00	1.421.75	1,700.00	1,140.46	1.700,00	,

tal Outlay/Other Improvements	878,050.83	17,839.94	105,000.00	98,696.00	11,500.00	-
tal 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	ds						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Recreation - Pool							
					FV 2010.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-6210-0204	Overtime	38.05	1	1,000.00	1	1,600.00	1
10-6210-0205	Salaries and Wages	31,177.23	33,063.22	34,000.00	26,515.75	34,000.00	1
10-6210-0206	Salaries - Pool	74,450.02	80,159.58	91,000.00	54,727.84	114,500.00	1
10-6210-0505	FICA	8,084.50	8,662.01	10,000.00	6,202.68	12,000.00	1
10-6210-0605	10-6210-0605   Group Insurance	7,917.08	7,969.29	10,000.00	7,057.67	12,000.00	1
10-6210-0618	Drug Tests/Physicals/Bkgrnd Checks	54.50	436.00	800.00	196.00	400.00	1
10-6210-0705	Retirement	4,402.56	4,450.71	6,500.00	3,570.86	5,500.00	1
10-6210-0805	10-6210-0805   Unemployment Tax	149.63	142.03	-	1	-	1
10-6210-1400	Travel, School & Training	2,008.28	1,230.33	2,000.00	234.94	1,500.00	1
10-6210-1500	Maintenance & Repair - Bulidings	3,256.22	3,064.82	4,000.00	3,475.45	4,000.00	1
10-6210-1620	Maint. & Repair - Pool Equipment	4,067.31	10,018.98	8,000.00	4,169.54	8,000.00	1
10-6210-3220	Propane Fuel	30,528.20	40,440.10	45,000.00	36,107.15	45,000.00	-
10-6210-3330	Department Supplies - Pool	16,888.11	13,791.90	17,500.00	10,165.57	17,000.00	1
10-6210-3600	Uniforms	1,830.37	2,193.28	2,000.00	1,273.31	2,000.00	1
10-6210-5500	Worker's Compensation Insurance	8,446.73	5,680.45	3,000.00	7,015.77	8,500.00	ı
10-6210-5700	Miscellaneous Expense	2,505.16	3,330.29	4,000.00	3,629.64	4,000.00	1
10-6210-7300	Capital Outlay/Other Improvement	1	ı	232,127.50	-	232,128.00	ı
10-6210-7400	Capital Outlay/Equipment	30,945.00	1	23,000.00	23,750.81	_	1
		226,748.95	214,632.99	493,927.50	188,092.98	502,128.00	1

Town of Highlands	nds						5/12/2020 13:41
FY 2020.21 Bu	FY 2020.21 Budget Worksheet						
Recreation - Ice Rink	e Rink						
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
10-6220-0211	10-6220-0211   Salaries - Part Time	16,898.12	13,723.21	26,100.00	14,499.39	26,100.00	ı
10-6220-0505 FICA	FICA	1,292.77	1,049.94	2,000.00	1,109.26	2,000.00	ı
10-6220-0618	10-6220-0618 Drug Tests/Physicals/Bkgrnd Checks	54.50	76.50	400.00	185.50	200.00	1
10-6220-0705 Retirement	Retirement	1	9.45	400.00	395.24	400.00	ı
10-6220-0805	10-6220-0805   Unemployment Tax	149.62	392.75	500.00	11.74	400.00	ı
10-6220-1600	10-6220-1600   Maintenance & Repair ~ Equipment	1	ı	I	ı	5,000.00	ı
10-6220-3340	10-6220-3340   Department Supplies - Ice Rink	10,496.43	3,818.93	18,450.00	15,522.12	15,000.00	ı
10-6220-3600 Uniforms	Uniforms	1	931.71	1,200.00	754.93	1,000.00	ı
10-6220-5700	10-6220-5700   Miscellaneous Expense	712.80	3,991.99	3,000.00	734.10	3,000.00	ı
10-6220-7400	10-6220-7400   Capital Outlay/Equipment	1	ı	ı	1	1	ı
		29,604.24	23,994.48	52,050.00	33,212.28	53,100.00	•

Town of Highlands	S						5/12/2020 13:41
FY 2020.21 Budget Worksheet	t Worksheet						
Capital Projects Fund	pur						
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
11-3900-0701	Interest Income	1	138.64	-	294.61	150.00	
11-3900-0908	BB&T Loan Proceeds	-	4,600,000.00	4,466,300.00	-	1,829,850.00	-
11-3900-0930	Transfer from General Fund	-	198,700.00	569,127.00	-	464,000.00	1
		-	4,798,838.64	5,035,427.00	294.61	2,294,000.00	-
Expenditure:							
8439							
11-8439-7100	Contract - Fiber Build Out	1	93,155.30	4,420,400.00	1,202,476.80	1,690,000.00	ı
11-8439-7110	Leg/Adm/Eng Fee - Fiber Build Out	-	-	140,000.00	-	140,000.00	-
11-8439-7420	Debt. Repayment - Fiber Build Out	-	-	475,027.00	-	464,000.00	1
		1	93,155.30	5,035,427.00	1,202,476.80	2,294,000.00	1

Town of Highlands	qs						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Scholarship Fund							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
3100	Scholarship Fund						
15-3100-0600	Misc Revenue	1	1	1	1	1	1
		1	1	1	1	1	1
3400	Scholarship Fund						
15-3400-0703	Interest Income	3,873.55	14,591.35	1	9,670.22	2,000.00	1
15-3400-0910	Fund Balance Appropriated	ı	1	00.000,09	1	60,500.00	1
15-3400-0930	Transfer From General Fund	1	1	1	1	1	1
15-3400-8400	Scholarship Endowment Contributions	1	1	1	1	1	1
15-3400-8401	Scholarship - Unrestricted	32,336.00	55,879.59	1	24,683.00	-	1
15-3400-8402	Scholarship - ABC Contribution	7,655.42	15,022.13	1	17,992.12		1
15-3400-8403	Scholarship - NC Beverage Tax	4,041.08	4,065.89	1	1	1	1
		47,906.05	89,558.96	60,000.00	52,345.34	62,500.00	1
		47,906.05	89,558.96	60,000.00	52,345.34	62,500.00	1
Expenditure:							
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	1
15-4100-9412	Misc. Expense	1	82.00	500.00	35.00	500.00	1
		31,351.32	48,812.42	60,000.00	55,049.24	62,500.00	1

Town of Highlands							5/19/9090 19:41
FY 2020.21 Budget Worksheet	et Worksheet						14:0:0=0=/=:/0
Fire							
					TW cod of cod	EV 9000 94	EW 0000 04
+ carroom		EV 2017 10	EV 0010 10	EV 9040 90	F1 2019.20	Pr 2020.21	Annomed
Account	A	F1 201/.10	F1 2016.19	F1 2019.20	Actual	Department	Approved
Number Douglast	Account Name	Actual	Actual	Budget	as ot 04.30.20	Kequest	Department budget
Keveriue:	Din Donomingon						
3300	Fire Department	,	(				
20-3300-0202	Charitable Contributions	16,028.00	17,852.00	10,000.00	13,170.82	10,000.00	1
20-3300-0602	Miscellaneous Receipts - Fire Dept.	3,969.23	6,376.00	-	8,528.35		
20-3300-0604	Insurance Settlements	11,427.69	-	-	2,568.70	-	1
20-3300-0702	Interest Income - Fire Dept.	638.38	3,104.20	-	2,805.13		
20-3300-0801	Gain on Sale of Equipment	1,000.00	1	1	1	1	1
20-3300-0902	Macon County - Contribution	374,578.66	378,155.17	1,029,864.00	1,030,169.89	1,055,180.00	1
20-3300-0905	Jackson County - Contribution	50,000.04	50,000.00	50,000.00	37,500.03	50,000.00	
		457,642.00	455,487.37	1,089,864.00	1,094,742.92	1,115,180.00	1
Expenditure:							
5300	Fire Department						
20-5300-0204	Overtime	1	1	1,000.00	1	1,000.00	1
20-5300-0205	Salaries and Wages	105,619.30	107,084.94	108,146.00	80,693.46	112,000.00	1
20-5300-0211	Salaries - Part-Time	1	1	23,000.00	2,585.60	20,000.00	1
20-5300-0212	Wages - Fire Calls	31,725.00	26,175.00	35,000.00	11,910.00	35,000.00	1
20-5300-0214	Wages - Station Calls	5,131.29	1,420.71		3,105.00	3,000.00	
20-5300-0410	Professional Services	1	00.006	-	1,860.00	3,300.00	1
20-5300-0505	FICA	10,547.83	9,962.19	13,000.00	6,361.10	13,000.00	1
20-5300-0605	Group Insurance	21,740.80	22,899.30	18,000.00	15,854.70	25,000.00	1
20-5300-0705	Retirement	10,559.82	11,116.40	10,000.00	7,170.10	11,500.00	-
20-5300-0805	Unemployment Tax	149.63	142.03	1,000.00	11.74	1,000.00	1
20-5300-1105	Telephone	1,816.78	2,810.61	2,670.00	2,488.69	3,000.00	-
20-5300-1300	Utilities	9,147.82	10,528.40	11,000.00	9,712.92	13,000.00	1
20-5300-1500	Maint. & Repair - Buildings	2,973.08	6,964.78	15,000.00	365.78	15,000.00	1
20-5300-1600	Maint. & Repair - Equipment	16,109.88	21,842.18	31,755.00	19,807.04	32,000.00	1
20-5300-1700	Maint. & Repair - Auto	27,038.32	16,751.32	18,600.00	18,604.69	25,000.00	1
20-5300-3100	Auto Fuel	5,871.75	5,366.00	10,000.00	3,853.33	10,000.00	1
20-5300-3210	Fuel Oil	363.92	1	1	1		
20-5300-3220	Propane Fuel	2,181.81	2,449.55	4,000.00	86.868,1	4,000.00	1
20-5300-3300	Department Supplies	20,440.11	6,492.73	10,000.00	6,056.42	10,000.00	•
20-5300-3600	Uniforms	22,406.34	11,947.41	21,000.00	16,402.57	21,000.00	1
20-5300-5200	Dues & Subscriptions	7,298.72	4,769.78	8,000.00	3,681.56	8,000.00	1
20-5300-5400	Property/Liability Insurance	27,816.73	28,969.23	30,000.00	28,805.17	30,000.00	1
20-5300-5401	Training	4,430.50	9,655.03	10,000.00	2,273.86	10,000.00	1
20-5300-5500	Worker's Compensation Insurance	10,426.17	8,699.61	16,000.00	8,899.64	16,000.00	1
20-5300-5700	Other Expense	12,441.28	7,243.26	32,000.00	6,149.17	32,000.00	1
20-5300-5750	Safety Related Expenses	944.00	1,421.74	1,580.00	1,153.90	1,700.00	-

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

Town of Highlands	qs						5/12/202013:41
FY 2020.21 Budget Worksheet	et Worksheet						
Cemetery Fund							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
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	25-3500-0002   Charges for Corner Markers	140.00	480.00	200.00	640.00	200.00	-
25-3500-0003	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	1
25-3500-0704	Interest Income	1,010.02	4,087.03	1,500.00	2,727.47	1,000.00	1
25-3500-0910	Fund Balance Appropriated - Cemetery	-	-	-	-	_	1
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	-
Expenditure:							
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	25-4500-5700 Miscellaneous Expense	3,509.01	3,995.26	5,000.00	800.00	5,000.00	-
25-4500-7300	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	orksheet						1.0.
Water Dept.							
					FY 2010.20	FV 2020.21	FV 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:	, A						
105	Water Charges	1,566,171.39	1.560.658.35	1.670.000.00	1.368.521.56	1.670,000.00	1
		1,566,171.39	1,560,658.35	1,670,000.00	1,368,521.56	1,670,000.00	
	001						
3800 MISO	Miscenaneous Sala of Materials	00 040 00	(91 101 01)		1 808 0		
	Connection Fees	2,2/0.02	19 975 00	0000	4,030.35	0000	
	Miscellaneous Income	1,862.75	277.11		2,427.60	- 00:000,6	11
	Insurance Settlements				-	•	
	Interest Income				89.30	25.00	
1	Gain on Sale of Equipment	21,376.75		1			1
	Fund Balance Appropriated	1		00.009		248,205.00	1
	NC Dept. of Environ Quality	1	29,150.00	150,000.00	1	1	
30-3800-0930 Trar	Transfer from Sewer Fund	64,238.00	1	•	1	1	
30-3800-0931 Trar	Transfer from General Fund	232,750.00	160,000.00	1			1
30-3800-0936 Tra	Transfer from Electric Fund	556,255.16	108,596.00	277,630.00	1	1	
		893,102.68	300,296.95	433,230.00	20,555.25	253,230.00	-
		2,465,274.07	1,860,955.30	2,103,230.00	1,389,076.81	1,923,230.00	
Expenditure:							
	Water Department						
30-8100-0204 Ove	Overtime	20,712.02	13,123.11	30,000.00	8,500.46	30,000.00	
30-8100-0205 Sala	Salaries and Wages	233,449.31	226,513.23	235,000.00	185,908.34	230,000.00	
	Professional Services - Engineering	1	1,000.00				•
30-8100-0505 FICA	A	18,602.44	17,620.93	21,000.00	14,679.09	20,000.00	
	Group Insurance	51,959.22	53,886.42	51,000.00	35,097.58	54,000.00	1
	Drug Tests/Physicals/Bkgrnd Checks		93.50	400.00	132.00	200.00	1
	Retirement	15,478.62	29,762.38	24,000.00	17,399.62	27,000.00	1
_	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	1
	Telephone	3,640.15	2,907.95	6,000.00	902.07	4,000.00	
	Utilities	6,497.97	6,315.44	7,000.00	4,861.65	7,000.00	
	Travel, School & Training	1,233.40	2,778.25	3,000.00	1,000.08	2,000.00	
30-8100-1600 Mai	Maint, & Repair - Equipment	42,500.23	41,523.34	44,000.00	21,504.08	43,000.00	
+	Moint & Denoir Motor Tonk	2/,495.01	21,/60.10	2/,000.00	74,500.0/	2/,000.00	
	Maint & Repair - Water Laux		10 876 44	11,000,00	CT-CCC(/>	30,000.00	1
$\top$	Auto Fuel	1 8 1 7 7 7	8 746 60	10,000,00	E 449 69	00 000 0	
	Fire Oil - WTP	195.53			CO:=++(C)	- '	1
+	Department Supplies	03.025.78	113.271.63	100,000.00	90.548.78	100.000.00	1
+	Uniforms	7,105.55	11,693.25	13,000.00	11,097.89	19,000.00	1
	Dues & Subscriptions	490.00	520.00	00.009	650.00	700.00	1
30-8100-5400 Prop	Property/Liability Insurance	17,196.70	17,277.96	20,000.00	16,325.70	20,000.00	1
	Worker's Compensation Insurance	9,726.01	12,379.77	13,000.00	11,052.76	13,000.00	1
30-8100-5700 Misc	Miscellaneous Expense	3,607.87	4,264.98	5,000.00	1,147.94	5,000.00	1

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

FY 2020.21 Budget Worksheet	get Worksheet						
Water Treatment Plant	rt Plant						
					7111	147	1147
Account		FY 2017.18	FY 2018.19	FY 2019.20	FY 2019.20 Actual	FY 2020.21 Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
8150	Water Treatment Plant						
30-8150-0204		42,897.32	48,047.12	42,000.00	32,463.89	40,000.00	1
30-8150-0205		184,913.46	194,079.93	211,000.00	187,473.36	212,000.00	1
30-8150-0420		1	1	1	1	1	1
30-8150-0440		23,526.00	24,794.00	24,000.00	19,598.76	25,000.00	1
30-8150-0505		16,366.26	17,547.66	20,000.00	16,153.13	20,000.00	1
30-8150-0605		42,194.03	44,110.71	46,000.00	38,868.86	48,000.00	
30-8150-0618	一		54.50	400.00	32.50	200.00	1
30-8150-0705		17,809.83	18,776.99	23,000.00	19,684.38	26,000.00	1
30-8150-0805		149.63	142.03	150.00	11.74	150.00	1
30-8150-1105	THIH:	2,093.90	2,439.90	3,000.00	2,355.53	3,000.00	•
30-8150-1300		140,000.00	2 220 68	3,000,000	140,000.00	2 500 00	
30-8150-1500	1	14.570.77	4.539.52	22.500.00	2.003.36	15.000.00	,
30-8150-1615		113,445.31	158,335.11	232,000.00	142,925.70	227,000.00	1
30-8150-1700			2,487.00	2,000.00	315.83	2,000.00	1
30-8150-1820		-	343.50	500.00	-	500.00	-
30-8150-3100		923.55	398.97	1,500.00	469.31	1,500.00	1
30-8150-3210		4,704.13	1 ,	1,500.00	1,156.00	1,500.00	1
30-8150-3350	$\neg$	102,268.95	83,416.34	100,000.00	96,237.60	100,000.00	1
30-8150-3600	$\neg$	2,507.95	3,179.12	4,000.00	3,111.48	6,400.00	1
30-8150-5200		1	905.00	1,000.00	00.099	1,000.00	1
30-8150-5300		3,845.00	3,845.00	4,500.00	4,197.50	4,500.00	•
30-8150-5400		15,332.25	25,429.78	27,000.00	17,970.77	27,000.00	1
30-8150-5500		8,648.65	199.63	11,000.00	9,291.48	11,000.00	1
30-8150-5700		062.40	1 00	1,000.00	534.71	1,000.00	1
30-8150-5/50	Salety Kelated Expense Denreciation	1,88/.90	2,643.32	3,300.00	2,255.71	3,300.00	
30-8150-9513		20,685.00	20,685.00	20,685.00	1	20,685.00	1
30-8150-9535		10,000.00	10,000.00	10,000.00	1	10,000.00	1
30-8150-9560	MIS/GIS Allocation	3,145.00	3,145.00	3,145.00	-	3,145.00	1
		773,421.34	735,645.43	958,180.00	738,202.46	952,380.00	ı
8160	Water Treatment Plant - Capital Outlay						
30-8160-7300		(31,988.41)	(46,788.40)	200,000.00	214,746.50	53,500.00	1
30-8160-7400	Capital Outlay/Equipment	31,987.96	1	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		1,671,00	1.465.00			1	•
30-0900-0010		00.1/0.1	00.00				

Town of Highlands	y						5/19/9090 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Sewer Plant							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
3710	Utility						
31-3710-5110	Sewer Charges	686,214.44	659,789.50	715,000.00	585,663.59	715,000.00	-
		686,214.44	659,789.50	715,000.00	585,663.59	715,000.00	1
3800	Miscellaneous						
31-3800-0402	Connection Fees	65,575.00	33,500.00	20,000.00	7,500.00	10,000.00	1
31-3800-0601	Miscellaneous Income	2,062.50	80.669	1	1	1	1
31-3800-0604	Insurance Settlements	-	-	-	-	-	-
31-3800-0701	Interest Income	2,698.09	11,866.68	7,500.00	8,192.27	2,000.00	1
31-3800-0910	Fund Balance Appropriated	1	1	1	1	106,762.00	•
31-3800-0936	Transfer from Electric Fund	16,631.58	32,070.00	110,962.00	1	1	1
		86,967.17	78,135.76	138,462.00	15,692.27	118,762.00	•
		773,181.61	737,925.26	853,462.00	601,355.86	833,762.00	1
Exponditure							
8200	Sewer Department						
31-8200-0204	Overtime	24,823.54	27,190.53	25,000.00	12,904.34	25,000.00	
31-8200-0205	Salaries and Wages	111,728.50	107,875.22	177,000.00	135,102.93	182,000.00	1
31-8200-0440	Professional Services - Monitoring	25,412.00	22,200.00	24,000.00	14,806.00	30,000.00	1
31-8200-0505	FICA	9,064.78	9,488.32	16,000.00	10,536.99	16,000.00	1
31-8200-0605	Group Insurance	24,091.56	20,453.66	51,000.00	34,641.17	54,000.00	1
31-8200-0618	Drug Tests/Physicals/Bkgrnd Checks	1	87.00	400.00	ı	200.00	1
31-8200-0705	Retirement	9,026.64	10,456.26	19,000.00	13,062.33	21,000.00	-
31-8200-0805	Unemployment Tax	149.63	142.03	150.00	11.74	150.00	1
31-8200-1105	Telephone	8,394.01	9,537.86	9,500.00	9,216.69	13,000.00	1
31-8200-1300	Utilities	49,353.29	49,399.21	50,000.00	49,390.81	50,000.00	-
31-8200-1400	Travel, School & Training	360.00	3,234.10	2,000.00	652.90	2,000.00	-
31-8200-1500	Maint. & Repair - Buildings	5,255.00	1	25,500.00	2,371.55	20,000.00	-
31-8200-1600	Maint. & Repair - Equipment	66,193.84	98,187.91	84,500.00	57,082.78	84,000.00	1
31-8200-1700	Maint. & Repair - Auto	10,257.28	2,441.36	10,000.00	2,064.77	10,000.00	_
31-8200-1810	Landfill/Sludge	16,049.22	6,425.76	15,000.00	8,306.10	15,000.00	-
31-8200-1830	Maint. & Repair - Water/Sewer Lines	14,325.00	14,946.00	17,000.00	22,275.00	23,000.00	_
31-8200-1840	Sewer Line Treatment	46,813.33	47,191.66	45,000.00	28,958.33	45,000.00	-
31-8200-3100	Auto Fuel	3,238.05	2,654.68	4,000.00	706.20	4,000.00	-
31-8200-3210	Fuel Oil	759.39	416.51	3,000.00	995.89	1,000.00	1
31-8200-3220	Propane Fuel	48.00	48.00	1,000.00	1	500.00	1
31-8200-3300	Department Supplies	21,641.42	20,974.03	22,000.00	5,701.28	20,000.00	•
31-0200-3300	Department Supplies	21,041.44	50,4/4.03	44,000.00	03,701.20	20,000,00	

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FY 2020.21 Budget Worksheet	get Worksheet						
Sewer Plant							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	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		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	1	1	-	1	1	-
31-8200-9501	Transfer to Water Fund	64,238.00	-	-	-	-	-
31-8200-9511		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	31-8200-9560 MIS/GIS Allocation	3,145.00	3,145.00	3,145.00	-	3,145.00	-
31-8200-9605	31-8200-9605   Contribution - Sewer Reserve	65,000.00	27,500.00	20,000.00	1	20,000.00	-
31-8200-9615	Interfund Transfer - Sewer Reserve	(65,000.00)	(27,500.00)	(20,000.00)	1	(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	1	-
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	1

Prizone Broke Br	Town of Highlands	spu						5/12/2020 13:41
PY 2017-18   PY 2018-19   PY 2019-20   PY 2018-19   PY 2019-20   PY 2018-19   PY 2019-20   PY 2018-19   PY 2019-20   PY 2019-20   PY 2018-19   PY 2019-20   PY 2018-19   PY 2019-20   PY 2018-19   PY 2019-20   PY 2018-19   PY 2018-19   PY 2019-20   PY 2018-19   PY	FY 2020.21 But	get Worksheet						
Pry 2018.19   Pry 2018.19   Pry 2018.19   Pry 2019.20	Capital Projects	Fund						
PY 2017.18   PY 2018.19   PY 2019.20   PY								
Mirror Lake Sever Project   Mirror Lake Sever Water Trank & Pump Station   Mirror Lake S						FY 2019.20	FY 2020.21	FY 2020.21
Miscellaneous	Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Transfer from Sewer Pund   15,668.00   15,668.00   15,668.00   15,668.00   17,70,000.00   17,7	Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Transfer from General Fund	Revenue:	Microflowers						
Transfer from Sewer Pund	3000	$\neg$						
Transfer from Sever Fund	32-3800-0930		15,698.00	15,698.00	15,698.00		15,698.00	
Transfer from Betwee Pland   153,0000   1,378,000   1,379,000.00   1,378,000	32-3800-093:	$\neg$	20,685.00	20,685.00	20,685.00		20,685.00	1
Fund Balance Appropriated   153,100.00   1,279,000.00   -     Fund Balance Appropriated   246,480.00   1,279,000.00   -     Fund Balance Appropriated   246,480.00   1,279,000.00   -     Mirror Lake Sewer Project   246,480.00   1,272,380.00   -     Mirror Lake Sewer Project   246,480.00   -     Monitoring - Kelsey-Hutchinson Park Stormwater   -   56,967.00   -     Monitoring - Kelsey-Hutchinson Strawtr   -   15,698.00   -     Lake Sequoyah Intake   -     1,5698.00   -     Lake Sequoyah Intake   -	32-3800-093		56,967.00	56,967.00	56,967.00	•	56,967.00	•
Fund Balance Appropriated   246,450.00   1,372,350.00           -     -     -	32-3800-093		153,100.00	1,378,000.00	1,279,000.00	1	124,072.00	•
Mirror Lake Sewer Project	32-3800-9550		-	-	-	-	-	ı
Mirror Lake Sewer Project         -         56,967.00         -           Debt Repayment - Mirror Lake Sewer         -         -         56,967.00         -           Kelsey-Hutchinson Park Stormwater         -         -         56,967.00         -           Monitoring - Kelsey-Hutchinson Struwtr         -         -         -         -         -           Debt Repayment - KH Stormwater         -			246,450.00	1,471,350.00	1,372,350.00	1	217,422.00	•
Mirror Lake Sewer Project								
Mirror Lake Sewer Project								
Pebt Repayment - Mirror Lake Sewer	Expenditure:							
Nebel Kepayment - Mirror Lake Sewer	8426	-						
Kelsey-Hutchinson Park Stormwater       -       56,967.00       -         Monitoring - Kelsey-Hutchinson Stmwtr       -       -       -       -         Debt Repayment - KH Stormwater       -       -       -       -       -         Lake Sequoyah Intake       -       -       -       -       -       -         Contract Costs - Lake Sequoyah Intake       -	32-8420-7420	$\neg$			56,967.00		56,967.00	1
Kelsey-Hutchinson Park Stormwater       -					56,967.00	1	56,967.00	
Kelsey-Hutchinson Park Stormwater       -								
Monitoring - Kelsey-Hutchinson Stmwtr	8429	$\neg$						
Debt Repayment - KH Stormwater - 15,698.00	32-8429-0440			-				1
Lake Sequoyah Intake	32-8429-7420		-	-	15,698.00	-	15,698.00	1
Lake Sequoyah Intake       -			1		15,698.00	1	15,698.00	•
Lake Sequoyah Intake       -								
Contract Costs - Lake Sequoyah Intake         -	8436	Lake Sequoyah Intake						
Design Costs - Lake Sequoyah Intake  Debt Repayment - Lake Sequoyah Intake  Debt Repayment - Lake Sequoyah Intake  - 20,685.00  - 20,68	32-8436-7100		1					•
Debt Repayment - Lake Sequoyah Intake         -         20,685.00         -         -         20,685.00         -	32-8436-7110		1		1	1	1	•
Buckhorn Water Tank & Pump Station Contract - Buckhorn Water Tank and Pump Station  Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station  Sagee Waterline Project Contract - Sagee Waterline Project Leg/Adm/Eng Fee - Sagee Waterline Project  Contract - Sagee Waterline Project  - 876,000.00  487,151.00  Leg/Adm/Eng Fee - Sagee Waterline Project - 876,000.00  487,151.00  - 1.372,350.00  1,045,606.41	32-8436-7420		-	-	20,685.00	-	20,685.00	1
Buckhorn Water Tank & Pump Station       -       0.07       388,000.00       537,324.40         Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station       -       (0.01)       15,000.00       21,131.01         Sagee Waterline Project       -       0.06       403,000.00       558,455.41         Contract - Sagee Waterline Project       -       876,000.00       487,151.00         Leg/Adm/Eng Fee - Sagee Waterline Project       -       -       -         Leg/Adm/Eng Fee - Sagee Waterline Project       -       876,000.00       487,151.00         -       -       876,000.00       487,151.00         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -			1	-	20,685.00	1	20,685.00	•
Buckhorn Water Tank & Pump Station       0.07       388,000.00       537,324.40         Contract - Buckhorn Water Tank and Pump Station       -       (0.01)       15,000.00       21,131.01         Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station       -       0.06       403,000.00       558,455.41         Sagee Waterline Project       -       876,000.00       487,151.00         Leg/Adm/Eng Fee - Sagee Waterline Project       -       -       -         Leg/Adm/Eng Fee - Sagee Waterline Project       -       -       -         -       876,000.00       487,151.00         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -       -       -       -         -								
Contract - Buckhorn Water Tank & Pump Station       -       0.07       388,000.00       537,324,40         Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station       -       (0.01)       15,000.00       21,131.01         Sagee Waterline Project       -       0.06       403,000.00       487,151.00         Contract - Sagee Waterline Project       -       876,000.00       487,151.00         Leg/Adm/Eng Fee - Sagee Waterline Project       -       876,000.00       487,151.00         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -         -       -       -       -       -	8446							
Leg/Adm/Eng Fee - Buckhorn Water Tank and Pump Station       -       (0.01)       15,000.00       21,131.01         Sagee Waterline Project       -       0.06       403,000.00       487,151.00         Contract - Sagee Waterline Project       -       876,000.00       487,151.00         Leg/Adm/Eng Fee - Sagee Waterline Project       -       -       -         1.372,350.00       1,045,606.41	32-8446-7100			0.07	388,000.00	537,324.40	124,072.00	ı
Sagee Waterline Project       -       0.06       403,000.00       558,455.41         Contract - Sagee Waterline Project       -       -       876,000.00       487,151.00         Leg/Adm/Eng Fee - Sagee Waterline Project       -       -       876,000.00       487,151.00         -       -       876,000.00       487,151.00         -       -       876,000.00       1,045,606.41	32-8446-7510		1	(0.01)	15,000.00	21,131.01	•	•
Sagee Waterline Project       -       -       876,000.00       487,151.00         Contract - Sagee Waterline Project       -       -       -       -         Leg/Adm/Eng Fee - Sagee Waterline Project       -       876,000.00       487,151.00         -       -       876,000.00       487,151.00         -       -       1,372,3350.00       1,045,606.41				90.0	403,000.00	558,455.41	124,072.00	
Sagee Waterline Project         -         876,000.00         487,151.00           Contract - Sagee Waterline Project         -         -         -         -           Leg/Adm/Eng Fee - Sagee Waterline Project         -         -         876,000.00         487,151.00           -         -         876,000.00         487,151.00           -         -         1,372,3350.00         1,045,606.41	c							
Contract - agee Waterline Project	8447				0-000	1		
Leg/Adm/ Eng Fee - Sagee Waterline Project 876,000.00 487,151.00 876,000.00 1,372,350.00 1,045,606.41	32-8447-7100				876,000.00	487,151.00		
- 876,000.00 487,151.00 0.06 1,372,350.00 1,045,606,41	32-8447-7510							1
1,372,350.00 1,045,606.41			1		876,000.00	487,151.00		•
				90.0	1,372,350.00	1,045,606.41	217,422.00	•

Town of Highlands	اباه						5/19/9090 19:41
FY 2020.21 Budget Worksheet	get Worksheet						+:0- 0=0= /== /0
Sanitation							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
3010	Refuse Collection Fees						
34-3010-0601	Miscellaneous Income	3,132.39	1	1	927.00		ı
34-3010-0930	Transfer from General Fund		1	1	1		1
34-3010-0935	Transfer from Electric Fund	30,131.58	55,000.00	166,150.00	1	230,150.00	1
34-3010-3000	Refuse Collection Fees	681,505.45	696,669	685,000.00	587,554.53	685,000.00	1
34-3010-3001	Dumpster Revenue	39,768.53	41,278.88	35,000.00	34,836.57	35,000.00	1
		754,537.95	796,234.57	886,150.00	623,318.10	950,150.00	1
Expenditure:							
8400	Sanitation Department						
34-8400-0204	Overtime	32,564.83	44,012.76	45,000.00	37,840.86	45,000.00	1
34-8400-0205	Salaries and Wages	240,693.72	243,148.02	253,000.00	199,498.76	244,000.00	1
34-8400-0505	FICA	20,019.66	21,769.35	23,000.00	17,819.73	21,000.00	1
34-8400-0605	Group Insurance	64,892.79	64,231.37	74,000.00	52,246.72	76,000.00	1
34-8400-0607	Health Reimbursement	-	-	-	(2,350.14)	-	-
34-8400-0618	Drug Tests/Physicals/Bkgrnd Checks	280.00	275.50	300.00	85.50	200.00	1
34-8400-0705	Retirement	17,567.34	27,570.82	23,000.00	20,565.76	27,000.00	1
34-8400-0805		149.63	142.03	150.00	11.74	150.00	1
34-8400-1400	Travel, School & Training	1	419.74	1,000.00		500.00	1
34-8400-1600		765.07	1,094.50	5,000.00	631.61	5,000.00	
34-8400-1700		34,565.40	35,610.32	42,000.00	52,178.98	55,000.00	1
34-8400-1810	Landfill Tipping Fees	164,372.49	150,795.48	152,000.00	106,123.56	150,000.00	1
34-8400-1910	Cardboard Transportation	-	-	-	-	-	1
34-8400-3100	Auto Fuel	25,804.61	29,848.50	25,000.00	20,799.92	25,000.00	-
34-8400-3300	Department Supplies	43,113.18	96,138.43	190,000.00	152,668.89	67,000.00	1
34-8400-3600	Uniforms	5,997.89	12,804.45	14,500.00	15,165.25	24,000.00	1
34-8400-5400	Property/Liability Insurance	9,158.96	9,204.85	12,000.00	9,173.85	12,000.00	1
34-8400-5500	Worker's Compensation Insurance	17,834.08	15,854.86	20,000.00	15,004.00	20,000.00	1
34-8400-5700	Miscellaneous Expense	2,944.46	3,176.36	3,000.00	1,532.91	3,000.00	1
34-8400-5750	Safety Related Expenses	1,887.90	2,843.34	3,200.00	2,255.71	3,300.00	1
34-8400-7400	Capital Outlay/Equipment	1	1	1	1	172,000.00	1
34-8400-8100		49,254.00	49,254.00	1	1	1	1
34-8400-9999	Bad Debt Expense	1	1,883.44	1	1		1
		731,866.01	810,078.12	886,150.00	701,253.61	950,150.00	1

Town of Highlands	ls						5/12/2020 13:41
FY 2020.21 Budget Worksheet	et Worksheet						
Sanitation							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
0068	OPEB Expense						
34-8400-0810	34-8400-0810 OPEB Expense	738.00	706.00	-	-	-	1
		738.00	706.00	-	-	-	1
		732,604.01		810,784.12 886,150.00	701,253.61	950,150.00	-

Town of Highlands	ds sb						5/12/2020 13:41
FY 2020.21 Budget Worksheet	get Worksheet						
Electric Fund							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	Department Budget
Revenue:							
3710	Utility						
35-3710-5120	Electric Charges	5,454,973.21	5,448,039.63	5,400,000.00	4,670,459.22	5,450,000.00	1
35-3710-5130	Electric REPS Charges	69,527.63	75,826.82	70,000.00	64,196.96	75,000.00	
35-3710-5140	Coal Ash Recovery Fees	82,597.47	197,632.37	196,000.00	167,627.37	200,000.00	1
		5,607,098.31	5,721,498.82	5,666,000.00	4,902,283.55	5,725,000.00	1
3800	Miscellaneous						
35-3800-0050		14,869.15	23,191.31	15,000.00	17,446.74	15,000.00	
35-3800-0401	Sale of Materials	2,855.67	1,357.40	1	21,924.17	-	1
35-3800-0403	Temporary Electric Fee	2,000.00	3,400.00	1	1,900.00	_	
35-3800-0404	Sales Tax on Electric	376,410.17	377,013.14	350,000.00	324,300.81	350,000.00	1
35-3800-0405	Pole Attachment Fees	46,150.00	70,670.00	50,000.00	70,670.00	50,000.00	1
35-3800-0601	Miscellaneous Income	58,814.85	12,588.00		14,324.94	-	1
35-3800-0701	Interest Income	15,037.49	74,818.68	50,000.00	58,524.04	25,000.00	1
35-3800-0801	Gain on Sale of Equipment	1	1		•	-	1
35-3800-0910	Fund Balance Appropriated	-	1	1,495,670.00	1	_	1
		516,137.33	563,038.53	1,960,670.00	509,090.70	440,000.00	1
		6,123,235.64	6,284,537.35	7,626,670.00	5,411,374.25	6,165,000.00	1
Evnondituro.							
8300	Electric Denartment						
35-8300-0204	Overtime	22.126.95	18.132.37	42.000.00	11.595.57	42.000.00	
35-8300-0205	Salaries and Wages	531,797.58	538,899.92	544,000.00	431,291.18	549,000.00	1
35-8300-0410	Professional Services - Legal	1		10,000.00	1	10,000.00	1
35-8300-0420	Professional Services - Engineering	15,514.05	9,705.54	15,000.00	11,103.58	15,000.00	1
35-8300-0505	FICA	38,685.85	39,338.73	42,000.00	31,403.44	46,000.00	1
35-8300-0605	Group Insurance	114,981.76	127,419.47	124,000.00	100,968.23	141,000.00	1
35-8300-0618	Drug Tests/Physicals/Bkgrnd Checks	140.00	124.00	300.00	31.00	150.00	1
35-8300-0705	Retirement	37,858.37	53,093.61	49,000.00	39,638.50	60,000.00	1
35-8300-0805	Unemployment Tax	149.62	142.03	150.00	11.72	150.00	1
35-8300-1105	Telephone	3,175.79	3,522.67	4,000.00	2,360.15	4,000.00	1
35-8300-1300	Utilities	2,654,066.99	2,964,566.36	3,500,000.00	2,193,706.51	3,500,000.00	
35-8300-1340	CCR Costs	90.0		313,000.00	160,524.36	313,000.00	1
35-8300-1350	Electric REPS Charge Expense	61,388.00	21,117.00	20,000.00	39,801.00	55,000.00	•
35-8300-1360	Pole Attachment Expenses	1	1	1,000.00	(1,200.00)	1,000.00	1
35-8300-1400	Travel, School & Training	1	261.00	500.00	1	500.00	
35-8300-1500	Maint. & Repair - Buildings	1	285.00	1,000.00	168.62	200.00	1

Town of Highlands	S. C.						5/19/9090 13:41
FY 2020.21 Budget Worksheet	get Worksheet						3/ 12/ 2020 13:41
Electric Fund							
					FY 2019.20	FY 2020.21	FY 2020.21
Account		FY 2017.18	FY 2018.19	FY 2019.20	Actual	Department	Approved
Number	Account Name	Actual	Actual	Budget	as of 04.30.20	Request	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	1
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	1
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	1	2,500.00	1
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	1
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	1			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	1
35-8300-7452	Interfund Transfer - Capital Reserve Fund	(1,085,608.07)	(826,712.12)	(225,000.00)	1	(225,000.00)	1
35-8300-8100	Depreciation	119,608.00	120,478.00	-	-	-	-
35-8300-8110	Inventory Changes	9,809.00	(55,333.00)	1	1	_	-
35-8300-9501	Transfer to Water Fund	556,555.16	108,596.00	277,630.00	-	-	-
35-8300-9502	Transfer to Sewer Fund	16,631.58	32,070.00	110,962.00	1	_	-
35-8300-9503	Transfer to General Fund	10,526.31	-	-	-	-	-
35-8300-9504	Transfer to Fire Fund	1,315.79	-	1	1	_	-
35-8300-9508	Transfer to Sanitation Fund	30,131.58	55,000.00	166,150.00	1	230,150.00	1
35-8300-9515	Transfer to Capital Projects Fund	153,100.00	1,378,000.00	1,279,000.00	1	124,072.00	•
35-8300-9535	Administrative Overhead Contribution	35,000.00	35,000.00	35,000.00	1	35,000.00	•
35-8300-9560	MIS/GIS Allocation	59,978.00	59,978.00	59,978.00	1	59,978.00	•
35-8300-9999	Bad Debt Expense	-	20,179.70	1	1	_	-
		5,230,687.23	7,557,533.66	7,308,670.00	3,505,949.87	5,999,000.00	1
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)	1	318,000.00	310,677.58	166,000.00	
8900	OPEB Expense						
35-8900-0810	OPEB Expense	1,495.00	1,333.00	1	1	1	1
		1,495.00	1,333.00	1	1	1	
		5,232,181.84	7,558,866.66	7,626,670.00	3,816,627.45	6,165,000.00	•