

**TOWN OF TRYON
BOARD OF COMMISSIONERS
JUNE 16, 2020
TRYON TOWN HALL MCCOWN ROOM
6:00 P.M. WORK SESSION**

1. Call to Order-Mayor Peoples
2. Discussion
3. Adjourn

**TOWN OF TRYON
BOARD OF COMMISSIONERS
PROPOSED AGENDA
JUNE 16, 2020
TRYON TOWN HALL MCCOWN ROOM
7:00 P.M.**

All items are for discussion and possible action

1. Call to Order-Mayor Peoples
2. Invocation
3. Pledge of Allegiance
4. Agenda Adoption-Mayor Peoples
5. Consent Agenda Adoption-Mayor Peoples
 - a. Board of Commissioner's Minutes - Bell
6. Public Hearing for FY20-21 Budget-Ollis
7. Memorandum of Understanding-Ollis
8. NCDOT Discrimination Document-Ollis
9. Minimum Housing Update-Ollis
10. TDDA Update-Ollis
11. Town Manager's Report/Town Project Prioritization, and Citizen Input-Ollis
12. Council/Mayor Report
13. Citizen Comments & Responses
14. Closed Session for Real Estate Discussion
15. Adjourn

TOWN OF TRYON
BUDGET WORK 2020

3	REVENUE	BUDGETED	
4	10-00-3101-110 Property Tax Revenue--Current	778,000.00	
5	10-00-3102-110 Property Tax Revenue--first prior	10,000.00	
6	10-00-3103-110 Property Tax Rev--next 8 yrs	8,000.00	
7	10-00-3104-190 Property Tax Discts	-1,000.00	
8	10-00-3110-121 MV Tax Revenue--Current	74,000.00	
9	10-00-3110-122 MV Tax Revenue--Prior	8,000.00	
10	10-00-3231-220 Local Option S.Tax Rev--Art 39	131,000.00	
11	10-00-3232-220 Local Option S.Tax Rev--Art 40	89,000.00	
12	10-00-3233-220 Local Option S.Tax Rev--Art 42	66,000.00	
13	10-00-3234-220 Local Option S.Tax Rev--Art 44	15,000.00	
14	10-00-3235-220 City Hold Harmless	98,000.00	
15	10-00-3324-220 Utility Franchise Tax	88,000.00	
16	10-00-3412-440 INTERFUND Rev--AdminServ	0.00	
17	10-00-3412-441 COLLECTIONS CLEARING	0.00	
18	10-00-3412-445 Transfer - Fire Dept	32,000.00	
19	10-00-3412-860 Rents	15,000.00	
20	10-00-3830-891 Other Revenue	0.00	
21	10-00-3831-491 Investment Earnings	0.00	
22	10-00-3833-703 Local Contributions	0.00	
23	10-00-3991-991 Appropriation from Fund Balance	100,000.00	
24	10-10-3317-220 Controlled Substance Tax	0.00	
25	10-10-3431-411 Accident Reports	0.00	
26	10-10-3431-412 Fingerprinting	0.00	
27	10-10-3431-413 Civil Citation Penalties	0.00	
28	10-10-3431-421 Police Court Fees	0.00	
29	10-40-3340-400 Zoning Permits	7,000.00	1,518,000.00
30	15-20-3316-320 Powell Bill Allocation	65,000.00	
31	15-20-3831-491 Investment Earnings	0.00	
32	15-20-3991-991 Appropriation from Fund Balance	0.00	65,000.00
33	20-10-3101-110 Property Tax Revenue, Current	155,000.00	
34	20-10-3102-110 Property Tax Revenue, First prior	2,000.00	
35	20-10-3103-110 Prop Tax Revenue, Next 8 yrs	500.00	
36	20-10-3104-190 Property Tax Discounts	-1,000.00	
37	20-10-3110-121 MV Tax Revenue, Current yr	19,000.00	
38	20-10-3110-122 MV Tax Revenue, Prior yrs	500.00	
39	20-10-3111-121 Township Tax Revenue, Current	260,000.00	
40	20-10-3111-122 Township Tax Rev, Prior yrs	1,500.00	
41	20-10-3112-190 Township Tax Discounts	-2,000.00	
42	20-10-3201-120 Lake Lanier Tax Revenue	68,000.00	
43	20-10-3831-491 Investment Earnings	0.00	503,500.00
44	25-80-3110-121 MV Tax Revenue, Current yr	10,000.00	
45	25-80-3110-122 MV Tax Revenue, Prior yrs	1,000.00	
46	25-80-3111-121 Township Tax Revenue, Current	220,000.00	
47	25-80-3111-122 Township Tax Revenue, Prior yrs	2,500.00	
48	25-80-3112-190 Township Tax Discounts	-1,000.00	
49	25-80-3315-725 State Capital Grant	0.00	
50	25-80-3613-860 Harmon Field Rental Revenue	5,500.00	

51	25-80-3613-861	Harmon Field Usage Revenue	15,000.00	
52	25-80-3830-891	Misc. Revenue	0.00	
53	25-80-3831-494	Investment Earnings	0.00	
54	25-80-3833-840	Recreation Donations & Grants	0.00	253,000.00
55	28-40-3270-220	Occupancy Taxes	20,000.00	
56	00-00-0000-000	Appropriation from Fund Balance	11,557.62	31,557.62
57	61-91-3712-530	Utility Penalties, NSF Charges	10,000.00	
58	61-91-3713-440	INTERFUND Rev, W/S Firemen	5,000.00	
59	61-91-3713-510	Water Charges	1,000,000.00	
60	61-91-3713-520	Water Tap, Connect Fees	7,000.00	
61	61-91-3713-521	Reconnect Fees	5,200.00	
62	61-91-3713-524	Automated Meter Fees	32,000.00	
63	61-91-3714-440	INTERFUND Firemen	5,000.00	
64	61-91-3714-510	Sewer Charges	500,000.00	
65	61-91-3714-520	Sewer Tap, Connect Fees	1,000.00	
66	61-91-3830-891	Other Revenue	0.00	
67	61-91-3831-491	Investment Earnings	0.00	
68	61-91-3920-901	Columbus & Saluda Debt Repayment	62,264.00	
69	61-91-3991-991	Appropriation from Fund Balance	47,688.03	1,675,152.03
70	67-97-3471-510	Sanitation Charges	227,000.00	
71	67-97-3830-891	Other Reveune	3,000.00	
72	67-97-3830-892	SOLID WASTE DISPOSAL TAX	1,000.00	
73	67-97-3981-980	Transfer, General Fund	7,809.62	
74	70-98-3833-840	Rogers Park Donations	0.00	
75	70-98-3833-847	Donations to St. Luke's Plaza	0.00	
76	70-98-3833-848	Sponsors/Donations Summer Tracks	0.00	238,809.62
77	TOTAL REVENUE		4,285,019.27	4,285,019.27
78				
79	EXPENDITURE:			
80	GOVERNMENT			
81	10-00-4110-100	Personal Service, Mayor/Council	15,000.00	
82	10-00-4110-181	FICA Expense	1,000.00	
83	10-00-4110-185	State Unemployment	100.00	
84	10-00-4110-192	1010Prof Services, Legal	15,500.00	
85	10-00-4110-311	Travel, Schools	1,000.00	
86	10-00-4110-321	Telephone	2,604.00	
87	10-00-4110-398	TDDA	0.00	
88	10-00-4110-399	Election Costs	0.00	
89	10-00-4110-482	INTERFUND, Transfer to Sanitation	7,809.62	
90	10-00-4110-497	Historical Museum Contributions	6,000.00	
91	10-00-4110-498	Christmas Parade/Holiday Decoration	3,000.00	
92	10-00-4110-499	Other		52,013.62
93	ADMIN			
94	10-00-4120-121	Salaries, Wages Regular	233,815.82	
95	10-00-4120-129	Wages, Parttime	0.00	
96	10-00-4120-134	401K Fringe	4,676.32	
97	10-00-4120-181	FICA Expense	17,886.91	
98	10-00-4120-182	Retirement Expense	20,926.52	
99	10-00-4120-183	Health Insurance Expense	44,220.00	
100	10-00-4120-186	WC Insurance	1,300.00	

101	10-00-4120-191	Prof Serv, Audit	2,200.00
102	10-00-4120-192	Prof Serv, Legal	10,000.00
103	10-00-4120-200	Supplies, Materials	12,000.00
104	10-00-4120-251	Vehicle Fuel, Supplies	1,000.00
105	10-00-4120-311	Travel, Schools	5,000.00
106	10-00-4120-321	Telephone	4,740.00
107	10-00-4120-325	Postage	2,200.00
108	10-00-4120-331	Electricity	12,000.00
109	10-00-4120-351	R/M Bldgs, Grounds	2,000.00
110	10-00-4120-352	R/M Equipment	3,000.00
111	10-00-4120-353	R/M Vehicles	1,000.00
112	10-00-4120-370	Advertising	3,000.00
113	10-00-4120-380	DP Services	10,000.00
114	10-00-4120-397	Tax Collection Fees	1,500.00
115	10-00-4120-399	Other Contr Services	27,500.00
116	10-00-4120-450	Property, Liability Insurance	23,000.00
117	10-00-4120-491	Dues, Subscriptions	10,000.00
118	10-00-4120-499	Other	271.93
119	10-00-4120-500	Capital Outlay	
120	10-00-9100-760	Install Purch/Admin, Principal	9,711.00
121	10-00-9100-770	Install Purch/Admin, Interest	0.00
122	POLICE		
123	10-10-4310-121	Salaries, Wages Regular	350,252.00
124	10-10-4310-127	Wages, Overtime	20,000.00
125	10-10-4310-128	Wages, Dispatch, Overtime	10,000.00
126	10-10-4310-129	Wages, Parttime	5,000.00
127	10-10-4310-131	Police Separation Allowance	9,679.00
128	10-10-4310-133	Police 401K	17,512.60
129	10-10-4310-134	401K Fringe	7,005.04
130	10-10-4310-181	Fica Expense	26,794.28
131	10-10-4310-182	Retirement Expense	33,974.44
132	10-10-4310-183	Health Insurance Expense	46,900.00
133	10-10-4310-185	State Unemployment	1,000.00
134	10-10-4310-186	WC Insurance	13,000.00
135	10-10-4310-200	Supplies, Materials	10,000.00
136	10-10-4310-212	Uniforms	6,000.00
137	10-10-4310-251	Vehicle Fuel, Supplies	12,000.00
138	10-10-4310-292	Drug Supplies, Invest	2,000.00
139	10-10-4310-311	Travel, Schools	5,500.00
140	10-10-4310-321	Telephone	9,300.00
141	10-10-4310-325	Postage	100.00
142	10-10-4310-331	Electricity, Other Utilities	1,200.00
143	10-10-4310-351	R/M, Bldg/Grounds	1,300.00
144	10-10-4310-352	R/M, Equipment	8,500.00
145	10-10-4310-353	R/M, Vehicles	5,000.00
146	10-10-4310-380	DP Services	1,400.00
147	10-10-4310-392	Uniform Cleaning	1,000.00
148	10-10-4310-399	Other Contr Services	25,000.00
149	10-10-4310-450	Property, Liability Insurance	13,000.00
150	10-10-4310-491	Dues, Subscriptions	1,000.00

462,948.49

151	10-10-4310-499 Other	10,000.00	
152	10-10-9100-760 Install Purch/Police, Principal	22,955.00	
153	10-10-9100-770 Install Purch/Police, Interest	2,389.00	678,761.36
154	STREETS		
155	10-20-4510-121 Salaries, Wages Regular	93,349.00	
156	10-20-4510-127 Wages, Overtime	1,000.00	
157	10-20-4510-129 Wages, Parttime	2,000.00	
158	10-20-4510-134 401K Fringe	1,866.98	
159	10-20-4510-181 FICA Expense	7,141.20	
160	10-20-4510-182 Retirement Expense	8,354.74	
161	10-20-4510-183 Health Insurance Expense		
162	10-20-4510-186 WC Insurance	10,000.00	
163	10-20-4510-200 Supplies, Materials	15,000.00	
164	10-20-4510-212 Uniforms	2,500.00	
165	10-20-4510-251 Vehicle Fuel, Supplies	4,500.00	
166	10-20-4510-311 Travel, Schools	0.00	
167	10-20-4510-321 Telephone	0.00	
168	10-20-4510-331 Electricity	30,000.00	
169	10-20-4510-351 R/M, Grounds and Parks	5,000.00	
170	10-20-4510-352 R/M, Equipment	5,000.00	
171	10-20-4510-353 R/M, Vehicles	10,000.00	
172	10-20-4510-399 Contr Services	95,807.61	Sidewalk,Boardwalk,Bridge
173	10-20-4510-450 Property, Liability Insurance	6,400.00	
174	10-20-4510-500 Capital Outlay		
175	10-20-9100-760 Install Purch/Street, Principal	5,751.00	
176	10-20-9100-770 Install Purch/Street Interest	206.00	303,876.52
177	PARKS AND CEMETERY		
178	10-30-4610-200 Supplies, Materials	2,000.00	
179	10-30-4610-331 Electric/ Other Utilities	700.00	
180	10-30-4610-351 R/M, Bldg/Grounds	1,000.00	
181	10-30-4610-352 R/M, Equipment	500.00	
182	10-30-4610-399 Contracted Services	200.00	4,400.00
183	ZONING COSTS		
184	10-40-4910-194 Prof Services, Zoning	1,000.00	
185	10-40-4910-399 Contracted Services (Demolition)	15,000.00	
186	10-40-4910-491 Dues, Subscriptions	0.00	16,000.00
187	TOTAL GF EXPENSE	1,518,000.00	1,518,000.00
188			
189	POWELL BILL		
190	15-20-4510-399 Other Contracted Services	53,438.00	
191	15-20-9100-760 Install Purch, Principal	11,265.00	
192	15-20-9100-770 Install Purch, Interest	297.00	
193	TOTAL POWELL EXPENSE	65,000.00	65,000.00
194			
195	FIRE		
196	20-10-4340-121 Salaries, Wages Regular	205,000.00	
197	20-10-4340-125 Active Firefighter Stipend	6,000.00	
198	20-10-4340-127 Wages, Overtime	2,000.00	
199	20-10-4340-129 Wages, Parttime	8,000.00	
200	20-10-4340-134 401K Fringe	4,100.00	

201	20-10-4340-181	FICA Expense	15,682.50
202	20-10-4340-182	Retirement Expense	18,347.50
203	20-10-4340-183	Health Insurance Expense	32,840.00
204	20-10-4340-185	State Unemployment	400.00
205	20-10-4340-186	WC Insurance	4,000.00
206	20-10-4340-189	Volunteer Firemen Pension	3,000.00
207	20-10-4340-191	Professional Services, Audit	2,200.00
208	20-10-4340-200	Supplies, Materials	21,000.00
209	20-10-4340-201	Supplies, Medical	4,000.00
210	20-10-4340-212	Uniforms	5,000.00
211	20-10-4340-220	Awards Banquet	3,500.00
212	20-10-4340-251	Vehicle Fuel, Supplies	7,000.00
213	20-10-4340-252	Vehicle Stipend	0.00
214	20-10-4340-311	Travel, Schools	5,000.00
215	20-10-4340-321	Telephone	4,400.00
216	20-10-4340-325	Postage	300.00
217	20-10-4340-331	Electricity	6,000.00
218	20-10-4340-351	R/M, Bldg/Grounds	2,000.00
219	20-10-4340-352	R/M, Equipment	6,000.00
220	20-10-4340-353	R/M, Vehicles	8,000.00
221	20-10-4340-397	Tax Collection Fees	2,200.00
222	20-10-4340-399	Other Contr Services	5,000.00
223	20-10-4340-450	Property, Liability Insurance	25,000.00
224	20-10-4340-480	INTERFUND W/S/S for Firemen	10,000.00
225	20-10-4340-481	INTERFUND Admin Svc Chg	0.00
226	20-10-4340-483	INTERFUND, GF Repayment	32,000.00
227	20-10-4340-491	Dues, Subscriptions	4,000.00
228	20-10-9100-760	Install Purch, Principal	47,703.00
229	20-10-9100-770	Installment Purch, Interest	0.00
230	20-10-9910-991	Contribution to Fund Bal	3,827.00
231	TOTAL FIRE EXPENSE		503,500.00
232			
233	HARMON FIELD		
234	25-80-6130-121	Salaries, Wages Regular	85,503.00
235	25-80-6130-127	Wages, Overtime	500.00
236	25-80-6130-129	Wages, Parttime	22,906.00
237	25-80-6130-134	401K Fringe	1,710.06
238	25-80-6130-181	FICA Expense	6,540.98
239	25-80-6130-182	Retirement Expense	7,652.52
240	25-80-6130-183	Health Insurance Expense	15,745.00
241	25-80-6130-186	WC Insurance	2,900.00
242	25-80-6130-191	Professional Services, Audit	2,200.00
243	25-80-6130-200	Supplies, Materials	10,000.00
244	25-80-6130-212	Uniforms	600.00
245	25-80-6130-251	Vehicle Fuel, Supplies	3,500.00
246	25-80-6130-321	Telephone	1,140.00
247	25-80-6130-331	Electricity	20,000.00
248	25-80-6130-351	R/M, Bldg/Grounds	6,000.00
249	25-80-6130-352	R/M, Equipment	5,000.00
250	25-80-6130-353	R/M, Vehicles	1,300.00

503,500.00

251	25-80-6130-397 Tax Collection Fees	3,179.00	
252	25-80-6130-399 Contracted Services	22,100.00	
253	25-80-6130-450 Property, Liability Insurance	3,000.00	
254	25-80-6130-481 INTERFUND Admin Svc Chg	0.00	
255	25-80-6130-500 Capital Outlay	1,464.00	
256	25-80-9910-991 Contribution to Fund	30,059.44	
257	TOTAL HARMON EXPENSE	253,000.00	253,000.00
258			
259	TOURISM		
260	28-80-6130-121 Salaries, Wages Regular	15,057.00	
261	28-80-6130-127 Wages, Overtime	0.00	
262	28-80-6130-129 Wages, Parttime	0.00	
263	28-80-6130-134 401K Fringe	301.14	
264	28-80-6130-181 FICA Expense	1,151.86	
265	28-80-6130-182 Retirement Expense	1,347.60	
266	28-80-6130-183 Health Insurance Expense	3,350.00	
267	28-40-4920-191 Professional Services, Audit	1,100.00	
268	28-40-4920-200 Supplies, Materials	0.00	
269	28-40-4920-370 General Advertising	0.00	
270	28-40-4920-371 Website Design	8,000.02	
271	28-40-4920-372 Co-op Advertising	0.00	
272	28-40-4920-374 Directory Listings & Host Dues	0.00	
273	28-40-4920-375 Event Marketing	0.00	
274	28-40-4920-376 TIEC Marketing	0.00	
275	28-40-4920-378 Social Media Advertising	1,250.00	
276	28-40-4920-481 INTERFUND Admin Svc Chg	0.00	
277	TOTAL TOURISM EXPENSE	31,557.62	31,557.62
278			
279	W/S - DISTRIBUTION		
280	61-91-7110-121 Salaries, Wages Regular	207,333.00	
281	61-91-7110-129 Salaries, Wages Part-Time	3,344.00	
282	61-91-7110-127 Wages, Overtime	3,000.00	
283	61-91-7110-134 401K Fringe	4,146.66	
284	61-91-7110-181 FICA Expense	15,860.97	
285	61-91-7110-182 Retirement Expense	18,556.30	
286	61-91-7110-183 Health Insurance Expense	36,180.00	
287	61-91-7110-186 WC Insurance	5,200.00	
288	61-91-7110-191 Professional Services, Audit	2,100.00	
289	61-91-7110-200 Supplies, Materials	45,000.00	
290	61-91-7110-201 Meters, Registers, Equipment	32,000.00	
291	61-91-7110-212 Uniforms	1,300.00	
292	61-91-7110-251 Vehicle Fuel, Supplies	5,000.00	
293	61-91-7110-311 Travel, Schools	100.00	
294	61-91-7110-321 Telephone	2,790.00	
295	61-91-7110-331 Electric, Other Utilities	6,500.00	
296	61-91-7110-351 R/M, Bldg/Grounds	500.00	
297	61-91-7110-352 R/M, Equipment	6,000.00	
298	61-91-7110-353 R/M, Vehicles	2,000.00	
299	61-91-7110-370 Advertising	250.00	
300	61-91-7110-399 Contracted Services	4,000.00	

301	61-91-7110-450	Property, Liability Insurance	4,000.00	
302	61-91-7110-481	INTERFUND Adm Svc Chg	0.00	
303	61-91-7110-491	Dues, Subscriptions	200.00	
304	61-91-7110-492	Bad Debt Expense	0.00	
305	61-91-7110-500	Capital Outlay - Lake Lanier	50,000.00	455,360.94
306	W/S - WATER TREATMENT			
307	61-91-7130-121	Salaries, Wages Regular	190,991.00	
308	61-91-7130-129	Salaries, Wages Part-Time	3,344.00	
309	61-91-7130-127	Wages, Overtime	2,500.00	
310	61-91-7130-134	401K Fringe	3,819.82	
311	61-91-7130-181	FICA Expense	14,610.81	
312	61-91-7130-182	Retirement Expense	17,093.69	
313	61-91-7130-183	Health Insurance Expense	31,155.00	
314	61-91-7130-186	WC Insurance	10,000.00	
315	61-91-7130-200	Supplies, Materials	75,000.00	
316	61-91-7130-212	Uniforms	700.00	
317	61-91-7130-251	Vehicle Fuel, Supplies	300.00	
318	61-91-7130-311	Travel, Schools	100.00	
319	61-91-7130-321	Telephone	2,160.00	
320	61-91-7130-325	Postage	3,500.00	
321	61-91-7130-331	Electric, Other Utilities	45,000.00	
322	61-91-7130-351	R/M, Bldg/Grounds	6,000.00	
323	61-91-7130-352	R/M, Equipment	14,000.00	
324	61-91-7130-353	R/M, Vehicles	1,500.00	
325	61-91-7130-370	Advertising	200.00	
326	61-91-7130-399	Contracted Services	17,000.00	
327	61-91-7130-450	Property, Liability Insurance	10,400.00	
328	61-91-7130-481	INTERFUND Adm Svc Chg	0.00	
329	61-91-7130-491	Dues, Subscriptions	500.00	
330	61-91-7130-493	Permits	8,000.00	457,874.33
331	W/S - SEWER PLANT			
332	61-91-7140-121	Salaries, Wages Regular	115,672.00	
333	61-91-7140-127	Wages, Overtime	0.00	
334	61-91-7140-129	Wages, Part-time	3,344.00	
335	61-91-7140-134	401K Fringe	2,313.44	
336	61-91-7140-181	FICA Expense	8,848.91	
337	61-91-7140-182	Retirement Expense	10,352.64	
338	61-91-7140-183	Health Insurance Expense	12,395.00	
339	61-91-7140-186	WC Insurance	4,000.00	
340	61-91-7140-200	Supplies, Materials	11,000.00	
341	61-91-7140-212	Uniforms	500.00	
342	61-91-7140-251	Vehicle Fuel, Supplies	700.00	
343	61-91-7140-311	Travel, Schools	200.00	
344	61-91-7140-321	Telephone	1,590.00	
345	61-91-7140-325	Postage	1,600.00	
346	61-91-7140-331	Electric, Other Utilities	15,000.00	
347	61-91-7140-351	R/M, Bldg/Grounds	100.00	
348	61-91-7140-352	R/M, Equipment	3,000.00	
349	61-91-7140-353	R/M, Vehicles	1,000.00	
350	61-91-7140-370	Advertising	395.24	

351	61-91-7140-399 Contracted Services	33,000.00	
352	61-91-7140-450 Property, Liability Insurance	6,500.00	
353	61-91-7140-481 INTERFUND Adm Svc Chg	0.00	
354	61-91-7140-491 Dues, Subscriptions	400.00	
355	61-91-7140-493 Permits	5,000.00	
356	61-91-7140-500 Capital Outlay	0.00	236,911.23
357	W/S - COLLECTIONS		
358	61-91-7150-121 Salaries, Wages Regular	93,019.00	
359	61-91-7150- Salaries, Wages Part-Time	3,344.00	
360	61-91-7150-127 Wages, Overtime	3,396.00	
361	61-91-7150-134 401K Fringe	1,860.38	
362	61-91-7150-181 FICA Expense	7,115.95	
363	61-91-7150-182 Retirement Expense	8,325.20	
364	61-91-7150-183 Health Insurance Expenses	11,725.00	
365	61-91-7150-186 WC Insurance	4,000.00	
366	61-91-7150-191 Professional Services, Audit	1,100.00	
367	61-91-7150-200 Supplies, Materials	4,000.00	
368	61-91-7150-212 Uniforms	500.00	
369	61-91-7150-251 Vehicle Fuel, Supplies	3,000.00	
370	61-91-7150-311 Travel, Schools	500.00	
371	61-91-7150-321 Telephone	600.00	
372	61-91-7150-331 Electric, Other Utilities	1,000.00	
373	61-91-7150-351 R/M, Buldg/Grounds	8,300.00	
374	61-91-7150-352 R/M, Equipment	6,200.00	
375	61-91-7150-353 R/M, Vehicles	3,000.00	
376	61-91-7150-370 Advertising	150.00	
377	61-91-7150-399 Contracted Services	5,000.00	
378	61-91-7150-450 Property, Liability Insurance	5,000.00	
379	61-91-7150-460 Depreciation Expense		
380	61-91-7150-481 INTERFUND Adm Svc Chg	0.00	
381	61-91-7150-491 Dues, Subscriptions	500.00	
382	61-91-7150-500 Capital Outlay	0.00	
383	61-91-7160-399 Contracted Services G	20,000.00	191,635.53
384	W/S - DEBT SERVICE		
385	61-91-9100-760 Install Purch/Distrib, Principal	79,343.00	
386	61-91-9100-761 Install Purch/WPlant, Principal	169,141.00	
387	61-91-9100-763 Install Purch/Collection, Principal	4,535.00	
388	61-91-9100-770 Install Purch/Distrib, Interest	21,463.00	
389	61-91-9100-771 Install Purch/WPlant, Interest	58,726.00	
390	61-91-9100-773 Install Purch/Collection, Interest	162.00	333,370.00
391	TOTAL W/S EXPENSE	1,675,152.03	1,675,152.03
392			
393	SANITATION		
394	67-97-4710-121 Salaries, Wages Regular	87,255.00	
395	67-97-4710-127 Wages, Overtime	2,000.00	
396	67-97-4710-129 Wages, Parttime	17,607.00	
397	67-97-4710-134 401K Fringe	1,745.10	
398	67-97-4710-181 FICA Expense	6,675.01	
399	67-97-4710-182 Retirement Expense	7,809.32	
400	67-97-4710-183 Health Insurance Expense	16,750.00	

401	67-97-4710-186	WC Insurance	10,600.00
402	67-97-4710-191	Professional Services, Audit	2,100.00
403	67-97-4710-200	Supplies, Materials	1,000.00
404	67-97-4710-212	Uniforms	700.00
405	67-97-4710-251	Vehicle Fuel, Supplies	9,000.00
406	67-97-4710-311	Travel, Schools	0.00
407	67-97-4710-321	Telephone	1,020.00
408	67-97-4710-325	Postage	1,500.00
409	67-97-4710-331	Electricity	300.00
410	67-97-4710-352	R/M, Equipment	1,250.00
411	67-97-4710-353	R/M, Vehicles	10,000.00
412	67-97-4710-396	Tipping Charges	45,000.00
413	67-97-4710-399	Contracted Services	500.00
414	67-97-4710-450	Property, Liability Insurance	2,200.00
415	67-97-4710-481	INTERFUND-Adm Svc Chg	
416	67-97-4710-500	Capital Outlay	0.00
417	67-97-9100-760	Install Purch, Principal	6,723.00
418	67-97-9100-770	Install Purch, Interest	6,158.00
419	67-97-9910-991	Contribution to Fund Bal	917.19

420	TOTAL SANITATION EXPENSE		238,809.62
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238,809.62

421			
422	AGENCY		

423	70-98-7501-200	St. Luke's Plaza Bench/Table/Chairs	0.00
424	70-98-7501-331	Rogers Park Electricity	0.00
425	70-98-7501-397	CEMETERY, MISC. CHARGES	0.00
426	70-98-7501-398	Summer Tracks-Cont. Svcs & Supplies	0.00

427	TOTAL AGENCY EXPENSE		0.00
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0.00

428			
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429			
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430	GENERAL FUND		TOTAL REVENUE	4,285,019.27
431	REV	1,518,000.00	TOTAL EXPENDITURE	4,285,019.27
432	EXP	1,518,000.00		0.00

433		0.00		
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434				
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435	POWELL BILL		Crosscheck	0.00
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436	REV	65,000.00		
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437	EXP	65,000.00	BUDGET PERCENTAGE	
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438		0.00	GF	35.43
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439			PB	1.52
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440	FIRE		FD	11.75
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441	REV	503,500.00	HF	5.90
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442	EXP	503,500.00	T	0.74
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443		0.00	W/S	39.09
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444			SAN	5.57
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445	HARMON FIELD			
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446	REV	253,000.00	TOTAL	100.00
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447	EXP	253,000.00		
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448		0.00		
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449				
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450	TOURISM			
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451	REV	31,557.62
452	EXP	31,557.62
453		0.00
454		
455	WATER / SEWER	
456	REV	1,675,152.03
457	EXP	1,675,152.03
458		0.00
459		
460	SANITATION	
461	REV	238,809.62
462	EXP	238,809.62
463		0.00
464		
465		
466		
467		
468		

MEMORANDUM OF UNDERSTANDING

The following is an **example** of what a Memorandum of Understanding between the local government and downtown revitalization nonprofit might look like.

County of Insert County Name

State of North Carolina

Agreement

THIS MEMORANDUM OF UNDERSTANDING (the “Agreement”) is entered into on the ____ day of _____, 2020, by and between the following parties (the “Parties”):

The Parties are the City of Insert Name of City, hereinafter referred to as “City”, Insert Address and the Insert Name of the Downtown Nonprofit, hereinafter referred to as “Nonprofit”.

PURPOSE OF THE MOU

The Purposes of this Memorandum of Understanding are the following:

1. Express the Parties’ mutual understanding regarding roles and responsibilities of managing the Main Street program.
2. Express the Parties’ mutual understanding regarding priority activities, tasks, and decisions to be achieved in managing the Main Street program.
3. Express the Parties’ mutual intention to work in good faith to further the redevelopment of downtown, to spur economic development in the context of historic preservation, in accordance with Main Street America™ as administered by NC Department of Commerce, NC Main Street & Rural Planning Center.

PRIORITY GOALS AND TASKS

The Parties have identified the following as priority goals and tasks for the redevelopment of downtown through the management of their Main Street program:

- a. Develop a strategic economic development plan to guide redevelopment.
- b. Implement the strategic plan through the Main Street America™ Four-Point Approach to downtown revitalization.
- c. Create a positive image for downtown that spurs investment, business and residential development, jobs and volunteerism.
- d. Identify and convey practical, valuable, and implemental tools for downtown economic development.

WITNESSETH

That for and in consideration of the mutual promises and conditions set forth below, the City and the Nonprofit agree to the following roles and responsibilities:

1. Duties of the City: The City agrees to:

- A. Employ a ____-time employee to direct the downtown revitalization of _____ that will be employed ____ hours per week for this activity. (See Main Street Annual Agreement attachment)
- B. Advertise and recruit for applicants for the employee in Item A above.
- C. Involve a representative from the Nonprofit in the interview and selection process for the employee in Section A.
- D. Partner with the Nonprofit to meet the annual requirements as outlined in the NC Main Street Annual Agreement.
- E. Partner with the Nonprofit and provide resources and information that may be pertinent in carrying out its charge.
- F. Provide a quarterly/bi-monthly/monthly (**select time frame**) report to the Nonprofit on the City's downtown revitalization activities.
- G. Utilize the Main Street® philosophy to partner with the Nonprofit in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for downtown (**INSERT name of town/city**), in order to enhance and preserve its status as a North Carolina Main Street community.
 - a. Economic Vitality
 - i. Examine and correct as necessary current zoning, codes, licensing and any other applicable municipal regulatory requirements or processes in order to facilitate economic development in the downtown business district in accordance with best practices for historic preservation.
 - ii. Partner with the Nonprofit to develop and implement incentives to spur investment, business and residential development and to create jobs.
 - iii. Provide mapping, market and demographic data to develop a market driven economic development plan.
 - iv. In collaboration with the county, provide tax base and tax records information for downtown.
 - v. In partnership with the Nonprofit, measure the impact of the Main Street program.
 - b. Design
 - i. Plan, contract for and oversee in partnership with the Nonprofit, the public physical improvements along Main Street, such as sidewalks, streetscape, parking, beautification projects.

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- ii. Enforce state and local ordinances in downtown.
- iii. In partnership with the Nonprofit, develop design guidelines for downtown.
- iv. In partnership with the Nonprofit, establish or manage a National Register District of Historic Places and historic resources with best practices.
- v. Maintain and improve the public property and public space of downtown to promote a *Clean and Safe* environment.
- c. Promotion
 - i. Assist with and facilitate the logistics of basic city services. (permits, street closings, police protection, garbage collection, etc.) as they relate to the events held in downtown.
 - ii. Partner with the Nonprofit to establish a brand for downtown.
- d. Organization
 - i. Direct the employee described in Section A to act **as a liaison between the City and the Nonprofit** in order to better coordinate downtown revitalization efforts for the City of Insert Name of City. The NC Main Street Annual Agreement and the requirements within (attached) shall serve as the basis for the Nonprofit.
 - ii. The City will handle personnel issues with the full support of the city human resources personnel and if needed, by the city attorney.
 - iii. The City will annually review the performance of the Main Street Director in accordance to city human resources policy.
 - iv. The City will receive input from the Executive Committee of the Nonprofit as to overall performance of the duties as outlined below as part of the Main Street Director's annual evaluation.
 - v. Direct employee to attend all Main Street training as required in annual agreement

2. Duties of the Nonprofit: The Nonprofit agrees to:

- A. Bring the resources of the City, the Nonprofit and the downtown community together, with the understanding that the Nonprofit's role is to **Insert Downtown Mission Statement Here.**
- B. Partner with the City to meet the annual requirements as outlined in the NC Main Street Annual Agreement.
- C. Partner with the City and provide resources and information that may be pertinent in carrying out its charge.
- D. Provide a quarterly/bi-monthly/monthly (select time frame) report to the City on the Nonprofit's downtown revitalization activities.
- E. Utilize the Main Street® philosophy to partner with the City in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to

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Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for downtown (**INSERT name of town/city**), in order to enhance and preserve its status as a North Carolina Main Street community.

a. Economic Vitality

- i. Create and maintain a comprehensive **downtown property** inventory database including building images, owner contact information, building condition, past-current-potential uses, etc.
- ii. Create and maintain a comprehensive **downtown business** and use inventory database including business owner contact information, goods and services and hours of operation, etc.
- iii. Partner with the City to develop and implement incentives to spur investment, business and residential development and to create jobs.
- iv. Partner with the City to develop and conduct survey of downtown stakeholders to determine what would better facilitate business development in downtown.
- v. Create a business retention, expansion and recruitment program.
- vi. In partnership with the City, measure the impact of the Main Street program and maintain impact and tax base data to demonstrate benchmarks.

b. Design

- i. In partnership with the City, develop design guidelines for downtown, and promote the value of, and educate property owners on, appropriate design improvements for a historic downtown business district.
- ii. Provide aid and resources to business and property owners during any type of business disruptions.
- iii. Assist City as needed with public physical improvement projects.
- iv. Provide façade improvement assistance to downtown business and property owners through the NC Main Street & Rural Planning Center.

c. Promotion

- i. Partner with the Nonprofit to establish a brand for downtown.
- ii. Work with downtown stakeholders to develop and implement retail promotion activities.
- iii. Develop and manage downtown events (attach a schedule of events) to take place in downtown **Insert Name of City**.
- iv. Develop and maintain a comprehensive marketing campaign for downtown.
- v. Promote downtown as a mixed-use center of activity.

d. Organization

- i. Maintain a viable Nonprofit in accordance to the organization's articles of incorporation as filed with the Secretary of State.
- ii. Maintain a viable organization composed of the main stakeholders for the downtown community or if the district has a Municipal

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Service District (MSD) an organization composed of stakeholders within the MSD (see NOTE below in iii).

- iii. Maintain a Board of Directors in accordance with the Nonprofit bylaws.
 - iv. Partner with the City to ensure the completion of the annual program assessment in accordance with the NC Main Street Annual Agreement.
 - v. Partner with the City to ensure the completion of the annual program statistics in accordance with the NC Main Street Annual Agreement.
 - vi. Develop and coordinate opportunities to spur volunteerism for downtown and to become involved in the downtown revitalization efforts.
 - vii. Attend NC Main Street trainings in accordance with the NC Main Street Annual Agreement.
3. Invoices: The City shall pay the Nonprofit within 30 days of receipt of a valid invoice. Invoice includes funds from the Municipal Service District that the Nonprofit uses for operations and programming or as agreed upon by the City and the Nonprofit.
 4. Amendments: This Agreement may be amended, in writing, by mutual agreement of the City and the Nonprofit.
 5. Term: This Agreement, unless amended as provided herein, shall be in effect until INSERT DATE.
 6. Termination: The City or the Nonprofit each reserve the right to terminate the Agreement upon _____ (#) days written notice.
 7. Non-Discrimination: In matters of employment, provision of services and contracting, the Nonprofit agrees to act without regard to race, color, sex, religion, age, national origin, sexual orientation or handicapped status.

IN WITNESS WHEREOF, the parties hereunto cause this agreement to be executed in their respective names.

NONPROFIT

SIGNATURE

TITLE

ATTEST

TITLE

CITY OF _____

ASSISTANT/DEPUTY/CITY MANAGER

ATTEST BY CITY CLERK:

CITY CLERK

TOWN SEAL

CITY CLERK attests date this the ____ day of _____, 20__.

Approved as to Form and Authorization

CITY ATTORNEY

This instrument as been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

FINANCE DIRECTOR