



Town of Blowing Rock

Date: Monday, June 24, 2019

Time: 1:00 p.m.

Location: Town Hall, 1036 Main Street,
Blowing Rock, NC 28605

Agenda

<i>Item</i>		<i>Present & Participants</i>
I.	CALL TO ORDER	Mayor Charles Sellers
II.	PLEDGE OF ALLEGIANCE	Mayor Charles Sellers
III.	AGENDA ADOPTION	Mayor & Council
IV.	CONSENT AGENDA <ul style="list-style-type: none">BUDGET AMENDMENT - #2019-06	Mayor Charles Sellers
V.	PROPOSED FEE SCHEDULE AMENDMENT – POOL RATES	Town Manager Shane Fox
VI.	2019-2020 BUDGET ADOPTION – Ord #2019-05	Town Manager Shane Fox
IV.	MID YEAR RETREAT <ul style="list-style-type: none">January Retreat Status update<ul style="list-style-type: none">Sunset Streetscape ProjectST Rentals/PlanningBass Lake SidewalkBoard AppointmentsWatauga CountyTown Manager EvaluationOther items?June – Mid Year PrioritiesOther Discussions	Town Manager Shane Fox
X.	ADJOURN	



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, NC 28605

To: Mr. Shane Fox, Mayor Sellers, and Members of Town Council
From: Nicole Norman, Finance Officer
Subject: Budget Amendment Ordinance to Account for Various Items
(Ordinance #2019-06)
Date: June 24, 2019

Enclosed please find a Budget Amendment Ordinance for the fiscal year 2018-2019 for your consideration.

Section 1 (General Fund) is to re-appropriate existing general fund funding expected to be in surplus in various departments to cover areas that have exceeded budget expectations or are expected to potentially exceed budget expectations in an effort to ensure budget compliance at fiscal year-end. This section also allocates a portion of revenues expected to exceed budget expectations at the end of the fiscal year towards same expenditures again in an effort to ensure budget compliance.

This section also allocates an end of the year contribution to the Town from the ABC Store (\$50,000) to Fund Balance, to be allocated in FY 2019-20 to the Safety Resource Officer (SRO) at Blowing Rock School to fund that position for FY 2019-20 and thereby free up allocated funding in the FY 2019-20 budget to go to other one-time priorities of the Town.

Section 2 (Water/Sewer Fund) is to re-appropriate existing water/sewer fund funding expected to be in surplus in various departments to cover areas that have exceeded budget expectations or are expected to potentially exceed budget expectations in an effort to ensure budget compliance at fiscal year-end. This section also allocates water/sewer fund balance towards same expenditures again in an effort to ensure budget compliance.

Please let me know if you need further details on the proposed amendment.

2018-2019
Budget Amendment Ordinance 2019-06

Be it ordained by the Town Council of the Town of Blowing Rock, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-4130-204	Part-time Salaries- Admin./Finance	\$ 2,500	\$ -	\$ 15,000	\$ 17,500
10-00-4200-054	Insurance & Bonds- Central Gov.	\$ 122,000	\$ -	\$ 10,000	\$ 132,000
10-00-4200-003	Legal Services- Central Gov.	\$ 15,000	\$ -	\$ 15,000	\$ 30,000
10-00-4200-004	Audit Services- Central Gov.	\$ 20,000	\$ -	\$ 15,000	\$ 35,000
10-00-4200-345	Watauga Co. Sales Tax Fee	\$ 849,648	\$ -	\$ 30,000	\$ 879,648
10-00-4260-015	Maint./Repair Buildings- Public Bldgs.	\$ 20,500	\$ -	\$ 10,000	\$ 30,500
10-00-4260-013	Utilities- Public Buildings	\$ 12,500	\$ -	\$ 5,000	\$ 17,500
10-10-4310-002	Police Salaries	\$ 562,280	\$ 22,000	\$ -	\$ 540,280
10-10-4340-002	Fire Department Salaries	\$ 612,741	\$ 19,000	\$ -	\$ 593,741
10-10-4340-004	Fire Department Part-time Salaries	\$ 114,000	\$ 13,000	\$ -	\$ 101,000
10-20-4500-002	Street Department Salaries	\$ 348,100	\$ 39,000	\$ -	\$ 309,100
10-30-4700-118	County Landfill Fees- Sanitation	\$ 79,000	\$ -	\$ 5,000	\$ 84,000
10-80-6100-202	Rec. Salaries- Seasonal	\$ 12,000	\$ -	\$ 3,000	\$ 15,000
10-00-4200-100	Transfer to Fund Balance	\$ 71,025	\$ -	\$ 50,000	\$ 121,025
			<u>\$ 93,000</u>	<u>\$ 158,000</u>	

This will result in a net increase of \$65,000 in the appropriations of the General Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
10-00-3400-348	Other ABC Contributions	\$ -	\$ -	\$ 50,000	\$ 50,000
10-00-3400-329	Interest on Investments	\$ 9,400	\$ -	\$ 15,000	\$ 24,400
			<u>\$ -</u>	<u>\$ 65,000</u>	

Section 2. To amend the Water/Sewer Fund, the appropriations are to be changed as follows:

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
30-91-7110-054	Property & Liability Insurance- W/S Admin.	\$ 70,000	\$ -	\$ 6,000	\$ 76,000
30-91-7120-034	Sludge Processing Contract- W/S Plant Ops.	\$ 49,000	\$ -	\$ 26,000	\$ 75,000
30-91-7120-950	Debt Service- Field Ops.	\$ 29,815	\$ -	\$ 13,000	\$ 42,815
			<u>\$ -</u>	<u>\$ 45,000</u>	

This will result in a net increase of \$45,000 in the appropriations of the Water/Sewer Fund. As a result, the following revenue will be increased.

<u>Acct. No.</u>		<u>Current Appropriation</u>	<u>Decrease</u>	<u>Increase</u>	<u>Proposed Appropriation</u>
30-91-3400-399	Fund Balance Appropriated	\$ 80,000	\$ -	\$ 45,000	\$ 125,000
			<u>\$ -</u>	<u>\$ 45,000</u>	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Finance Officer for their implementation.

Adopted this 24th day of June, 2019.

Attested by:

Charles Sellers, Mayor

Hilari Hubner, Town Clerk



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina

MEMORANDUM

To: Mr. Shane Fox, Mayor and Town Council

From: Nicole M Norman, Finance Officer

Date: June 24, 2019

RE: Fee Schedule Changes- Pool

Based on Council direction during the recent FY 2019-20 Budget Work session, please find below, for Council consideration, a summary of proposed changes to be made to the Town of Blowing Rock FY 2018-19 Schedule of Fees. Proposed changes would become effective on the date of this meeting.

<u>Swimming Pool Fees</u>		<u>Resident Taxpayer Fee</u>	<u>Non-Taxpayer Fee</u>
Daily Pool Pass		\$4.00	\$7.00 → \$8.00
Daily Non-Swimmer		\$2.00	\$5.00
Individual	Season	\$70.00	\$100.00 → \$140.00
	Monthly	\$50.00	\$60.00 → \$100.00
Family of 4	Season	\$90.00	\$120.00 → \$180.00
	Monthly	\$70.00	\$80.00 → \$140.00

Town of Blowing Rock
Budget Ordinance
For Fiscal Year 2019-20 Recommended Budget
In Whole Dollars

BE IT ORDAINED by the Town Council of the Town of Blowing Rock, North Carolina, that the following operating and capital revenues and appropriations are hereby adopted for the operation of the Town of Blowing Rock for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020:

Section 1A. General Fund Revenue

Property Taxes	4,476,178
Occupancy Tax	421,127
Sales Tax	1,821,594
State Collected: Franchise/Telecom/Beer & Wine/Video Programming	457,200
ABC Revenue	85,000
Solid Waste and Recycling	151,025
Powell Bill	76,000
Other Revenue	786,543
Fund Balance Appropriated	120,000
Interfund Transfers	223,409
TOTAL GENERAL FUND REVENUES	8,618,077

Section 1B. General Fund Appropriations

Governing Body	56,181
Administration and Finance	457,123
Central Government	1,768,927.50
Public Buildings & Grounds	599,880
Police Department	1,422,169
Fire Department	1,088,664
Planning and Inspections	300,556
Street Department	1,415,125
Sanitation & Recycling	406,463
Parks and Recreation	1,066,509
Transfer to General Capital Project Fund	13,943
Transfer to fund balance	22,536
TOTAL GENERAL FUND APPROPRIATIONS	8,618,077

**Town of Blowing Rock
Budget Ordinance
For Fiscal Year 2019-20 Recommended Budget
In Whole Dollars**

Section 2A. Blowing Rock Appearance Advisory Commission Fund Revenues

Donations - General	21,500
Donations - Hanging Baskets	3,000
Donations - Cemetery	500
Miscellaneous Income	50
TOTAL BRAAC FUND REVENUES	25,050

Section 2A. Blowing Rock Appearance Advisory Commission Appropriations

Plant/Landscaping Materials	12,900
Contract Services/Labor	4,000
Other	5,150
Transfer to General Fund	3,000
TOTAL BRAAC FUND APPROPRIATIONS	25,050

Section 3A. Water/Sewer Fund Revenues

Interest Income	11,000
Miscellaneous Income	163,625
Charges for Water Service	928,200
Charges for Sewer Service	773,680
Interconnection Charge	13,000
Late Payment Fees	11,000
Taps and Connections	3,000
Water Impact Fee	20,000
Sewer Impact Fee	22,000
Transfer from Water/Sewer Fund Balance	40,000
TOTAL WATER/SEWER FUND REVENUES	1,985,505

Section 3B. Water/Sewer Fund Appropriations

Administrative/Engineering/Billing	693,407
Water and Sewer Plant Operations	814,502
Water and Sewer Field Operations	477,596
TOTAL WATER/SEWER FUND APPROPRIATIONS	1,985,505

**Town of Blowing Rock
Budget Ordinance
For Fiscal Year 2019-20 Recommended Budget
In Whole Dollars**

Section 4A. General Capital Fund Revenues

Transfer from General Fund	223,943
ES Building- BR Fire Dist.	50,000
ES Building- Caldwell Fire Dist.	10,000
TOTAL GENERAL CAPITAL REVENUES	283,943

Section 4B. General Capital Fund Appropriations

Transfer to General Fund (For ES Building Debt Svs.)	60,000
Memorial Park Playground Equipment Upgrades/Replacements Project & Reserve	163,943
Park Restroom Upgrades- Reserves	60,000
GENERAL CAPITAL APPROPRIATIONS	283,943

Section 5A. Water and Sewer Capital Fund Revenues

Water General Obligation Bond Funding	-
Sewer General Obligation Bond Funding	-
TOTAL WATER AND SEWER CAPITAL REVENUES	-

Section 5B. Water and Sewer Capital Fund Appropriations

Transfer to Water/Sewer Fund	60,824
Interconnection- Reserve	(60,824)
TOTAL WATER AND SEWER CAPITAL APPROPRIATIONS	-

Section 6. Levy of Taxes

There is hereby levied, for Fiscal Year 2019-20, the ad valorem tax rate of 39 cents per one hundred dollars (\$100.00) of valuation on taxable property as listed for taxes as of January 1, 2019 for the purpose of revenue as set forth in the foregoing estimates of revenue and in order to finance the foregoing appropriations.

Section 7. Fees and Charges

There is hereby established, for Fiscal Year 2019-20, various fees and charges as contained in Attachment A.

**Town of Blowing Rock
Budget Ordinance
For Fiscal Year 2019-20 Recommended Budget
In Whole Dollars**

Section 8. Restrictions on Budget Officer

Interfund and interdepartmental money transfers shall be accomplished only with specific advanced approval of the Blowing Rock Town Council.

Section 9. Special Authorizations of the Budget Officer

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

Section 10. Utilization of Budget Ordinance/Distribution

This ordinance shall be the basis of the financial plan for the Town of Blowing Rock municipal government during the 2019-20 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The Finance Director shall establish and maintain all records, consistent with this ordinance, and the appropriate state statutes of the State of North Carolina.

A copy of this ordinance shall be furnished to the Town Manager and the Finance Director of the Town of Blowing Rock to be kept on file for direction in the disbursement of funds.

Adopted this 24th day of June, 2019.

Charles Sellers
Mayor

ATTEST:

Hilari Hubner
Town Clerk

**Town of Blowing Rock
Town Council 2018 Annual Retreat
January 20-22, 2019**

Council, Manager and staffed worked on developing a priority summary of items in which they wish to accomplish. Council determined the top five items for staff to start working toward accomplishing in the next 6 months. The entire summary will be reviewed by staff to determine which department will be working on the priority item and a revised summary will be given to Council at the February meeting.

**MINUTES
Town of Blowing Rock
Town Council Meeting
February 12, 2019**

Council's Retreat Priority Plan Status

Interim Manager Freeman reviewed and advised he was reporting back to Council for their information the priorities and the participants that are responsible for each topic. Council thanked Mr. Freeman.

Town of Blowing Rock Council Retreat Topic Priorities	1/22/2018 Results	Final Average	Participants/Contacts
	Rank		
Sunset Streetscape Project: Finance, Contract Award & Construction	29	5	Mgr., Finance, Council, McGill Engineers, Planning, Contractor
Planning, Enforce, short term rentals, etc.	29	5	Planning
Bass Lake Sidewalk Project	27	5	Kevin, McGill, Winter & Ravenel, NCDOT, Finance
Board Appointments	26	4	Council & Town Clerk
Watauga County: SRO, Dispatch, Sales tax, EMS, Parks & Rec.	26	4	Police, Fire, Recreation, Finance to provide Council with issues & background. Council members to discuss with Co. Commissioners.
Shuttle Contract Continue	24	4	Council Member, TDA, Town Staff
Debt & Bond Issuances	23	4	Finance & McGill Engineers
AT&T and Charter Lines Hwy 321	23	4	Planning
Capital Budget Reserves	22	4	Finance & Mgr.
Police SRO	22	4	Police Dpt.
Budget Overview/Projections	20	3	Finance & Mgr.
321 Project & Landscape	20	3	Recreation, Planning, NCDOT
Parking Property/Facility- Additional- Golf Cart Parking	19	3	Police Dpt.
Water Interconnect Agreement	19	3	Mgr.
Virginia Tech Plan Implement	18	3	Recreation, McGill Engineers & Finance
Parking Enforcement	18	3	Police Dept.
Middle Fork Greenway	17	3	Withersravenel, Town,
Recreation & Landscape Reorganization	16	3	Mgr. & Recreation
Water/Sewer Lack of/Availability Analysis	16	3	Public Services
Credit Card Payments	14	2	Finance
Fire Plan, County	14	2	Fire Dept.
AMI Water Meters	11	2	PWK & Finance
Gateways	10	2	Planning & McGill Engineers
Art Policy		0	
Town Manager Hire		0	
Dog Park		0	
Police Dispatch Option		0	



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina

MEMORANDUM

To: Mr. Shane Fox, Mayor and Town Council

From: Nicole M Norman, Finance Officer

Date: June 24, 2019

RE: Streetscape Expenditure Summary

Please find below an update on Streetscape expenditures to budget comparison.

Streetscape Project Expenditure to Budget Summary						
Account Code	Description	Budget	Expenditures @		Budget Remaining	% Spent
				6/21/2019		
20-20-5001-418	G.O. Sunset Dr. Streetscape- Issue II	\$ 30,235	\$ 30,235	\$ -		100%
20-20-5002-417	G.O. Sunset Dr. Streetscape- Issue III- Construction	\$ 1,732,511	\$ 221,263	\$ 1,511,248		13%
20-20-5002-418	G.O. Sunset Dr. Streetscape- Issue III- Contingency	\$ 86,626	\$ -	\$ 86,626		0%
20-20-5002-419	G.O. Sunset Dr. Streetscape- Issue III- Engineering/Testing	\$ 55,000	\$ 32,340	\$ 22,660		59%
		\$ 1,904,372	\$ 283,838	\$ 1,620,534		15%
50-91-5002-417	G.O. Sunset Dr. Water- Issue III- Construction	\$ 379,670	\$ -	\$ 379,670		0%
50-91-5002-418	G.O. Sunset Dr. Water- Issue III- Contingency	\$ 18,984	\$ -	\$ 18,984		0%
50-91-5002-419	G.O. Sunset Dr. Water- Issue III- Engineering/Testing	\$ 23,000	\$ 2,846	\$ 20,154		12%
		\$ 421,654	\$ 2,846	\$ 418,808		1%
50-91-5002-457	G.O. Sunset Dr. Sewer- Issue III- Construction	\$ 487,980	\$ 422,373	\$ 65,607		87%
50-91-5002-458	G.O. Sunset Dr. Sewer- Issue III- Contingency	\$ 24,399	\$ -	\$ 24,399		0%
50-91-5002-459	G.O. Sunset Dr. Sewer- Issue III- Engineering/Testing	\$ 28,000	\$ 24,590	\$ 3,410		88%
		\$ 540,379	\$ 446,964	\$ 93,415		83%

City Manager Performance Evaluation

Performance Category Scoring

Proposed: There are 5 items per category. Each item will be rated using a 5 point scale:

- 1 = poor (rarely meets the performance standard)
- 2 = below average (usually does not meet the standard)
- 3 = average (generally meets the standard)
- 4 = above average (generally exceeds the standard)
- 5 = excellent (almost always exceeds the performance standard)

1. INDIVIDUAL CHARACTERISTICS AND PERSONAL DEVELOPMENT

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgement
- Displays enthusiasm, cooperation and willingness to adapt
- Exhibits composure, appearance and attitude appropriate for executive Position
- Effective time management, appropriate delegation, commitment to self renewal and work/life balance

Total _____ divided by 5 = _____

2. PROFESSIONAL SKILLS

- Maintains knowledge of current developments affecting the practice of local government management (by involvement in NCLM, County Council of Government and attending conferences/continuing education)
- Demonstrates a capacity for innovation and creativity while anticipating problems and developing effective solutions
- Willing to try new ideas proposed by governing Council Members and/or staff
- Sets a professional example by handling affairs of the public office in a fair

and impartial manner

Exhibits written and verbal communication skills

Total _____ divided by 5 = _____

3. COMMUNICATION WITH ELECTED MEMBERS OF THE GOVERNING BODY

Carries out directives of the body as a whole as opposed to those of any one member or minority group

Sets meeting agendas that reflect the guidance of the governing body

Disseminates complete and accurate information equally to all members in an appropriate manner

Responds well to requests, advice and constructive criticism.

Acts as a mediator in policy disputes within the Council

Total _____ divided by 5 = _____

4. POLICY FACILITATION

Implements governing body actions in accordance with the direction of Council

Supports the actions of the Council after a decision has been reached, both inside and outside the organization

Understands and enforces local government laws, policies and ordinances

Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

Offers workable alternatives to the governing body for changes in law or policy when an existing policy is not longer practical

Total _____ divided by 5 = _____

5. COMMUNICATION WITH CITIZENS

Manager is responsible for addressing citizens requests or concerns within 1-2 working days

Recognizes the right of all citizens to influence local decisions.

- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Gives an appropriate effort to maintain citizen satisfaction with city services
- Maintains a relevant and up to date website reflective of the wants and needs of the citizens

Total _____ divided by 5 = _____

6. STAFF MANAGEMENT AND PERFORMANCE

- Recruits and retains competent department heads
- Applies an appropriate level of supervision by inspecting what is expected in areas of performance
- Professionally manages the compensation and benefits plan
- Promotes training and development opportunities for employees at all levels of the organization
- Creates a work environment that encourages teamwork, innovation, performance, and effective problem-solving among the staff and management

Total _____ divided by 5 = _____

7. FISCAL MANAGEMENT

- Prepares a budget to provide services at a level directed by Council.
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- Prepares a budget and budgetary recommendations in a logical and accessible format
- Provides Council with an updated monthly fiscal report
- Appropriately monitors and manages fiscal activities of the organization

Total _____ divided by 5 = _____

What constructive suggestions or assistance can you offer the manager to enhance their performance? _____

What other comments do you have for the manager: e.g., priorities, expectations, goals or objectives for the new rating period? _____

Grand Total Points: _____

- 35 - 29 points = Excellent and always exceeds
- 28 - 22 points = Above average
- 21 - 15 points = Average
- 14 and below = Below average