

City of Saluda

June 26th Special Called Meeting to close out the final budget for this fiscal year which ends on June 30.

Minutes

Board of Commissioners



Date 6/26/2023
Time 05:30 PM
Location Saluda Library Chambers Room

1 - Call to Order

Mayor Morgan called the meeting to order at 5:30pm on June 26th, 2023.

2 - Roll Call

Attendance was taken, and those present were Mayor Tangie Morgan, Commissioner Walker, Commissioner Talbot, Commissioner Oxtoby, Commissioner Marion, City Manager Steven Orr, Assistant City Manager & Finance Officer Julie Osteen, City Clerk Pam Waters

3 - Budget 2023-2024 Discussion

Assistant City Manager & Finance Officer Julie Osteen went over the year-end budget report.

Council, the budget amendments before you represent the year-end close-out reconciliation for the fiscal year ending June 30, 2023.

For the General Fund budget, we are increasing budgeted revenues by \$78,990 which is mainly due to the additional \$60,000 of investment earnings received on the City's NCCMT investments.

This budget amendment adjusts the General Government budget down by \$10,499, increases the Public Safety budget by \$24,050 due to year-end adjustments for accrued vacation for a full staff of Police officers, repairs and maintenance costs, safety expenses, and operational supplies. An increase for Environmental Protection of \$500, an increase of \$14,500 for Cultural and Recreation expenses related to Public Wi-Fi in Pace Park and McCreery Park, and a reduction of \$38,439 in appropriated fund balance. Fund Balance appropriated is made up of the following:

Appropriated Fund Balance:	
Triangle Parking Lot	\$ 38,600
Sanitation Dumpster Sites	14,700
Pace Park	5,729
McCreery Park	5,200
Historic Committee	2,000
	\$ 66,229

For the Water Fund, this amendment increases water revenues by \$16,533 and reallocating budgeted expenses for Salaries and Benefits, Gasoline, Utilities, Operational supplies, plus \$85,000 in additional water system repairs due to the waterline repairs that we fixed during the fiscal year. We are increasing retained earnings appropriated by \$118,917. Which is due to the use of the American Rescue Plan funds received in the prior year and as follows:

Retained Earnings Appropriated:		
	Water purchases	\$61,500.00
	Maintenance & Repairs	180,000.00
	Equipment Repairs	25,000.00
	AIA Water Grant	13,600.00
	Gasoline cost	6,300.00
		\$286,400.00

For the Sewer Fund, we are reallocating budgeted expenses between the various detailed line items as noted. Increasing salary and benefits for sewer by \$4,800, decreasing contracted services by \$15,000, increasing utilities by \$3,950, increasing sewer repairs and maintenance by \$15,000, and reducing retained earnings appropriated by \$59,967. Appropriated Fund Balance will be utilized to cover the additional expenses for the following:

Retained Earnings Appropriated:		
	Maintenance & Repairs Sewer	54,516
	AIA Wastewater Grant	16,467
		70,983

I request a motion to approve the budget amendments as presented.

City of Saluda, North Carolina
General Fund

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Estimated Adjustments	Actual Estimated	Variance Positive (Negative)
Revenues							
Ad valorem taxes:							
Current year	\$ 955,000	\$ 3,000	\$ 958,000	\$ 953,024	\$ -	\$ 953,024	(4,976)
Prior year	9,000	-	9,000	9,199	-	9,199	199
Tree trimming assessment	-	-	-	-	-	-	-
Penalties and interest	1,000	1,800	2,800	2,848	-	2,848	48
Total	965,000	4,800	969,800	965,071	-	965,071	(4,729)
Licenses:							
Privilege licenses	1,000	1,000	2,000	2,010	-	2,010	10
Unrestricted intergovernmental:							
Local option sales tax	270,000	-	270,000	190,226	-	190,226	(79,774)
American Rescue Plan Funds	110,000	-	110,000	110,000	-	110,000	-
Alcohol beverage tax	-	2,800	2,800	-	2,865	2,865	65
Cable TV franchise tax	1,010	(1,010)	-	-	-	-	-
Utility franchise tax	80,000	-	80,000	39,007	-	39,007	(40,993)
Total	461,010	1,790	462,800	339,233	2,865	342,098	(120,702)
Restricted intergovernmental:							
Powell Bill allocation	29,500	-	29,500	29,370	-	29,370	(130)
Municipal Highway Use Tax	12,000	-	12,000	9,700	-	9,700	(2,300)
Solid waste disposal	400	-	400	492	-	492	92
Grant: NCDEQ Volkswagon Settlement	-	-	-	10,000	-	10,000	10,000
Grant: Polk County Appearance Commission	500	-	500	-	500	500	-
Total	42,400	-	42,400	49,562	500	50,062	7,662
Permits and fees:							
Zoning permits	1,500	-	1,500	1,575	-	1,575	75
Citations	2,000	800	2,800	2,826	-	2,826	26
Total	3,500	800	4,300	4,401	-	4,401	101
Sales and services:							
Garbage collection	138,500	-	138,500	121,809	-	121,809	(16,691)
Cemetery lots	-	5,600	5,600	5,600	-	5,600	-
Rental income	200	325	525	525	-	525	-
Total	138,700	5,925	144,625	127,934	-	127,934	(16,691)
Investment earnings							
	1,000	60,000	61,000	61,254	-	61,254	254
Miscellaneous:							
Miscellaneous	12,670	3,500	16,170	16,208	-	16,208	38
Festival income	3,150	-	3,150	3,150	-	3,150	-
Local Occupancy Admin fees	-	1,000	1,000	980	-	980	(20)
Contributions	-	175	175	175	-	175	-
Total	15,820	4,675	20,495	20,513	-	20,513	18
Total revenues	1,628,430	78,990	1,707,420	1,569,978	3,365	1,573,343	(134,077)

City of Saluda, North Carolina
General Fund

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Estimated Adjustments	Actual Estimated	Variance Positive (Negative)
Expenditures							
General government:							
Administration:							
Salaries and employee benefits	\$ 279,375	6,200	\$ 285,575	\$ 238,944	\$ -	\$ 238,944	\$ 46,631
Elected Officials	10,575	-	10,575	6,970	710	7,680	2,895
Professional services	70,000	(14,500)	55,500	35,617	-	35,617	19,883
Other operating expenditures:							
Economic development	5,000	-	5,000	5,000	-	5,000	-
Zoning enforcement	4,000	(2,000)	2,000	276	-	276	1,724
General liability insurance	3,266	1	3,267	3,266	-	3,266	1
Dues and subscriptions	22,500	-	22,500	12,367	-	12,367	10,133
Advertising	3,500	500	4,000	3,117	-	3,117	883
Toy Drive	2,500	(1,500)	1,000	1,000	-	1,000	-
Historical Committee	2,000	100	2,100	1,193	-	1,193	907
Saluda Downtown Foundation	500	-	500	-	-	-	500
City Festivals	20,000	(2,500)	17,500	16,549	-	16,549	951
Other City Festivals	2,250	-	2,250	2,168	-	2,168	82
City Festivals 2023-2024	5,000	-	5,000	800	-	800	4,200
Training	9,100	200	9,300	8,094	-	8,094	1,206
Christmas celebration/Employee Appreciation	1,000	-	1,000	755	-	755	245
City Landfill Post-Closure CAP costs	2,600	-	2,600	99	-	99	2,501
Other	18,927	-	18,927	9,982	-	9,982	8,945
Election costs	2,400	-	2,400	-	-	-	2,400
County collection charges	15,000	500	15,500	14,510	-	14,510	990
Capital outlay	52,500	-	52,500	51,969	-	51,969	531
City Hall:							
Insurance	4,558	-	4,558	4,558	-	4,558	-
Maintenance	13,000	-	13,000	9,510	-	9,510	3,490
Utilities	13,300	2,500	15,800	12,751	-	12,751	3,049
Total general government	562,851	(10,499)	552,352	439,495	710	440,205	112,147
Public safety:							
Police:							
Salaries and employee benefits	294,969	17,000	311,969	246,229	-	246,229	65,740
Other operating expenditures:							
General liability insurance	8,708	-	8,708	8,703	-	8,703	5
Professional fees	-	-	-	-	-	-	-
Utilities	6,500	-	6,500	5,302	-	5,302	1,198
NC Apprenticeship	500	-	500	103	-	103	397
Dues and subscriptions	7,500	-	7,500	5,795	-	5,795	1,705
Repairs and maintenance	21,500	1,500	23,000	21,020	-	21,020	1,980
Uniforms and Safety supplies	6,200	2,500	8,700	4,628	-	4,628	4,072
Gasoline	20,000	-	20,000	14,117	-	14,117	5,883
Training	7,300	-	7,300	5,035	-	5,035	2,265
Other	10,856	3,050	13,906	10,628	-	10,628	3,278
Capital outlay	46,000	-	46,000	32,975	-	32,975	13,025
Total police	430,033	24,050	454,083	354,535	-	354,432	99,151
Fire:							
Operational Supplies	10,000	-	10,000	10,000	-	10,000	-
Contracted services	164,810	-	164,810	151,076	13,734	164,810	-
Total Fire	174,810	-	174,810	161,076	13,734	174,810	(344,432)
Total Public Safety	604,843	24,050	628,893	515,611	13,734	529,242	(104,281)

City of Saluda, North Carolina
General Fund

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Estimated Adjustments	Actual Estimated	Variance Positive (Negative)
Transportation:							
Streets:							
Salaries and employee benefits	\$ 10,000	-	\$ 10,000	\$ 6,112	\$ -	\$ 6,112	\$ 3,888
Other operating expenditures:							
Professional fees	1,850	-	1,850	1,500	-	1,500	350
Repairs and maintenance - equipment	-	-	-	-	-	-	-
Repairs and maintenance	200,000	12,000	212,000	197,407	-	197,407	14,593
Gasoline	1,000	-	1,000	-	-	-	1,000
Street lights	2,950	-	2,950	2,310	-	2,310	640
911 Addressing	15,000	-	15,000	8,900	-	8,900	-
EV Charging Station	650	-	650	640	-	640	-
Other	12,000	-	12,000	11,461	-	11,461	539
Capital outlay	-	-	-	-	-	-	-
Total transportation	<u>213,450</u>	<u>12,000</u>	<u>255,450</u>	<u>228,330</u>	<u>-</u>	<u>228,330</u>	<u>21,010</u>
Powell fund:							
Repairs and maintenance	54,661	-	54,661	42,910	-	42,910	11,751
Capital outlay	-	-	-	-	-	-	-
	<u>54,661</u>	<u>-</u>	<u>54,661</u>	<u>42,910</u>	<u>-</u>	<u>42,910</u>	<u>11,751</u>
Environmental protection:							
Solid Waste:							
Contracted services	137,200	500	137,700	125,418	-	125,418	12,282
Capital Outlay	23,500	-	23,500	23,356	-	23,356	144
Total environmental protection	<u>160,700</u>	<u>500</u>	<u>161,200</u>	<u>148,774</u>	<u>-</u>	<u>148,774</u>	<u>12,426</u>
Cultural and recreation:							
Library							
Insurance	1,573	-	1,573	1,573	-	1,573	-
Maintenance	32,000	-	32,000	14,431	-	14,431	17,569
Utilities	9,500	-	9,500	6,955	-	6,955	2,545
Total library	<u>43,073</u>	<u>-</u>	<u>43,073</u>	<u>22,959</u>	<u>-</u>	<u>22,959</u>	<u>20,114</u>
Cemetery	7,000	-	7,000	5,253	-	5,253	1,747
Tree City	500	(500)	-	-	-	-	-
Parks							
Pace Park	1,520	700	2,220	1,274	-	1,274	946
Pace Park Bathrooms	13,500	2,000	15,500	13,132	-	-	15,500
Mural Project	1,000	600	1,600	947	-	-	1,600
McCreery Park	20,000	5,000	25,000	19,419	-	19,419	5,581
McCreery Park Bathrooms	6,500	1,500	8,000	5,869	-	-	8,000
Play Day	-	-	-	-	-	-	-
Maintenance Other Parks	3,000	-	3,000	111	-	111	2,889
Other parks	1,500	-	1,500	2	-	2	1,498
Total parks	<u>47,020</u>	<u>9,800</u>	<u>56,820</u>	<u>40,754</u>	<u>-</u>	<u>20,806</u>	<u>36,014</u>
Total cultural and recreation	<u>97,593</u>	<u>9,300</u>	<u>106,893</u>	<u>68,966</u>	<u>-</u>	<u>49,018</u>	<u>57,875</u>
Debt service:							
Debt service payments	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>31,935</u>	<u>2,885</u>	<u>34,820</u>	<u>180</u>
Total debt service	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>31,935</u>	<u>2,885</u>	<u>34,820</u>	<u>180</u>

City of Saluda, North Carolina
General Fund

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Estimated Adjustments	Actual Estimated	Variance Positive (Negative)
Contingency:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total expenditures	1,759,098	35,351	1,794,449	1,476,021	17,329	1,817,731	(29,892)
Revenues over (under) expenditures	(130,668)	43,639	(87,029)	93,957	(13,961)	(241,388)	(104,185)
Other Financing Sources (Uses):							
Transfer to Enterprise Fund	-	-	-	-	-	-	-
Transfer from Capital Reserve Fund	26,000	-	26,000	-	-	-	-
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-
Total other financing sources (uses)	26,000	-	26,000	-	-	-	-
Fund balance appropriated	104,668	(43,639)	61,029	-	-	-	(61,029)
Net change in fund balance	\$ -	\$ -	\$ -	\$ 93,957	\$ (13,961)	\$ (241,388)	\$ (165,211)

Appropriated Fund Balance:	
Triangle Parking Lot	38,600
Sanitation Dumpster Sites	\$ 14,700
Pace Park	5,729
Historic Committee	2,000
	<u>\$ 61,029</u>

CITY OF SALUDA, NORTH CAROLINA
WATER FUND

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Adjustments	Adjusted Actual	Variance Positive (Negative)
Revenues							
Operating revenues:							
Charges for services	\$ 415,000	\$ 5,000	\$ 420,000	\$ 395,194	\$ 25,000	\$ 420,194	\$ 194
Water taps	3,800	-	3,800	3,800	-	3,800	-
User fees	116,500	10,000	126,500	129,571	-	129,571	3,071
System development	-	-	-	-	-	-	-
Penalties	7,500	1,000	8,500	8,322	-	8,322	(178)
Nonoperating revenues:							
American Rescue Plan Funds	533	533	1,066	1,066	-	1,066	-
NCDEQ Asset Inventory Grant	114,625	-	114,625	22,950	-	22,950	(91,675)
Investment Earnings	-	-	-	-	-	-	-
Miscellaneous income	10,750	-	10,750	10,631	-	10,631	(119)
Total revenues	668,708	16,533	685,241	571,534	25,000	596,534	(88,707)
Expenditures							
Administration:							
Salaries and employee benefits	175,246	8,000	183,246	154,483	18,700	173,183	10,063
Other operating expenditures:							
Professional fees	3,000	(2,000)	1,000	400	-	400	600
General liability insurance	7,400	-	7,400	7,331	-	7,331	69
Utilities	12,000	1,500	13,500	6,503	-	6,503	6,997
Dues and Subscriptions	7,236	(2,000)	5,236	4,100	-	4,100	1,136
Repairs & maintenance - equipment	35,000	-	35,000	29,712	-	29,712	5,288
Safety supplies	2,500	-	2,500	862	-	862	1,638
Gasoline	12,500	3,200	15,700	10,663	2,000	12,663	3,037
Uniforms	2,500	500	3,000	2,339	-	2,339	661
Training	2,000	(2,000)	-	-	-	-	-
AIA Grant:							
Water	128,225	-	128,225	19,924	5,350	25,274	102,951
Vulnerability Assessment	-	-	-	-	-	-	-
System development	3,000	-	3,000	2,500	-	2,500	500
Total other operating expenditures	215,361	(800)	214,561	84,334	7,350	91,684	122,877
Water purchases	220,500	1,000	221,500	204,988	-	204,988	16,512
Water system operations:							
Operational and supplies	19,518	2,250	21,768	17,774	-	17,774	3,994
Total water system operations	19,518	2,250	21,768	17,774	-	17,774	3,994
Water system repairs and maintenance	106,066	85,000	191,066	183,383	-	183,383	7,683
Debt service:							
Debt service payments	94,000	-	94,000	-	85,000	85,000	9,000
Total debt service	94,000	-	94,000	-	85,000	85,000	9,000
Capital outlay	35,500	-	35,500	34,863	-	34,863	637
Total expenditures	866,191	95,450	961,641	679,825	111,050	790,875	170,766
Revenues over (under) expenditures	(197,483)	(78,917)	(276,400)	(108,291)	(86,050)	(194,341)	82,059

Other Financing Sources (Uses):							
Transfer to Capital Reserve Fund	(19,000)	-	(10,000)	-	-	-	10,000
Transfer to General Fund	-	-	-	-	-	-	-
Retained earnings appropriated	167,483	118,917	286,400	-	-	-	(286,400)
Total other financing sources (uses)	157,483	118,917	276,400	-	-	-	(276,400)
Revenues and other sources over (under) expenditures	\$ (40,000)	\$ 40,000	\$ -	\$ (108,291)	\$ (86,050)	\$ (194,341)	\$ (194,341)

Retained Earnings Appropriated:

Water purchases	61,500.00
Maintenance & Repairs	180,000.00
Equipment Repairs	25,000.00
AIA Water Grant	13,600.00
Gasoline costs	6,300.00
	<u>286,400.00</u>

CITY OF SALUDA, NORTH CAROLINA
SEWER FUND

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Adjustments	Adjusted Actual	Variance Positive (Negative)
Revenues							
Operating revenues:							
Charges for services	\$ 300,000	\$ -	\$ 300,000	\$ 191,044	\$ -	\$ 191,044	\$ (108,956)
Sewer taps	1,800	-	1,800	1,800	-	1,800	-
User fees	116,500	-	116,500	63,819	-	63,819	(52,681)
System development	-	-	-	-	-	-	-
Penalties	4,000	-	4,000	4,099	-	4,099	99
Nonoperating revenues:							
American Rescue Plan funds	533	(533)	-	-	-	-	-
NCDEQ Asset Inventory Grant	107,550	-	107,550	-	-	-	107,550
Investment Earnings	-	-	-	-	-	-	-
Miscellaneous income	750	-	750	-	-	-	(750)
Total revenues	531,133	(533)	530,600	260,762	-	260,762	(54,738)
Expenditures							
Administration:							
Salaries and employee benefits	95,246	4,800	100,046	72,113	4,000	76,113	23,933
Other operating expenditures:							
Professional fees	-	-	-	-	-	-	-
General liability insurance	-	-	-	-	-	-	-
Utilities	20,500	3,950	24,450	19,949	2,000	21,949	2,501
Dues and Subscriptions	2,236	-	2,236	860	800	1,660	576
Repairs & maintenance - equipment	35,000	-	35,000	28,426	5,000	33,426	1,574
Safety supplies	1,000	-	1,000	84	100	184	816
Gasoline	4,500	1,000	5,500	4,393	418	4,811	689
Uniforms	2,500	-	2,500	2,339	41	2,380	120
Training	2,000	(2,000)	-	-	-	-	-
AIA Grant:							
Wastewater	124,017	-	124,017	1,031	14,150	15,181	108,836
Vulnerability Assessment	-	-	-	-	-	-	-
System development	-	-	-	-	-	-	-
Total other operating expenditures	191,753	2,950	194,703	57,082	22,509	79,591	115,112
Water system operations:							
Contracted services	50,000	(15,000)	35,000	27,000	5,400	32,400	2,600
Operational and supplies	14,518	(250)	14,268	13,358	750	14,108	160
Total water system operations	64,518	(15,250)	49,268	40,358	6,150	46,508	2,760
Sewer system repairs and maintenance	154,066	15,000	169,066	145,503	-	145,503	23,563
Debt service:							
Debt service payments	59,000	(18,000)	41,000	-	40,000	40,000	1,000
Total debt service	59,000	(18,000)	41,000	-	40,000	40,000	1,000
Capital outlay	47,500	(10,000)	37,500	34,863	-	34,863	2,637
Total expenditures	612,083	(20,500)	591,583	349,919	72,659	422,578	169,005
Revenues over (under) expenditures	(80,950)	19,967	(60,983)	(89,157)	(72,659)	(161,816)	(223,743)
Other Financing Sources (Uses):							
Transfer to Capital Reserve Fund	(10,000)	-	(10,000)	-	-	-	(10,000)
Retained earnings appropriated	130,950	(59,967)	70,983	-	-	-	70,983
Total other financing sources (uses)	120,950	(59,967)	60,983	-	-	-	60,983
Revenues and other sources over (under) expenditures	\$ 40,000	\$ (40,000)	\$ -	\$ (89,157)	\$ (72,659)	\$ (161,816)	\$ (162,760)

Retained Earnings Appropriated:	
Maintenance & Repairs to Sewer	54,516
AIA Wastewater Grant	16,467
	<u>70,983</u>

CITY OF SALUDA, NORTH CAROLINA
TOURISM DEVELOPMENT AUTHORITY

	Budget	Amendment	Amended Budget	Actual May 31, 2023	Adjustments	Adjusted Actual	Variance Positive (Negative)
Revenues							
Restricted intergovernmental:							
Local Occupancy Taxes	\$ 30,000	\$ -	\$ 30,000	\$ 35,573	\$ -	\$ 35,573	\$ 5,573
Interest and penalties	-	-	-	-	-	-	-
Total	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>35,573</u>	<u>-</u>	<u>35,573</u>	<u>5,573</u>
Total revenues	30,000	-	30,000	35,573	-	35,573	5,573
Expenditures							
Economic development							
Tourism related Expenses	13,100	-	13,100	9,115	-	9,115	3,985
Promotional materials	12,800	-	12,800	8,000	-	8,000	4,800
Administration							
Postage mailings	500	-	500	137	-	137	363
Administrative fees	3,600	-	3,600	980	-	980	2,620
Total economic development	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>18,232</u>	<u>-</u>	<u>18,232</u>	<u>11,768</u>
Revenues over (under) expenditures	-	-	-	17,341	-	17,341	17,341
Other Financing Sources (Uses):							
Transfers from general fund	-	-	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,341</u>	<u>\$ -</u>	<u>\$ 17,341</u>	<u>\$ 17,341</u>

Commissioner Walker made a motion to approve the year-end budget as written Commissioner Talbot seconded all were in favor.

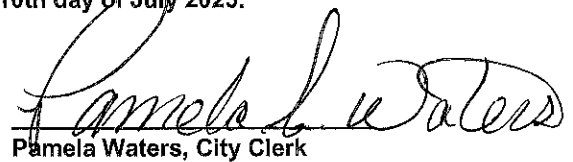
4 - Adjourn

Commissioner Oxtoby made a motion to Adjourn Commissioner Walker seconded all were in favor.

The meeting adjourned at 5:36 pm on June 26th, 2023

Respectfully submitted by Pamela Waters, City Clerk. Adopted this 10th day of July 2023.


Tangie Morgan, Mayor


Pamela Waters, City Clerk

